

# Public Document Pack



## ABERDEEN CITY COUNCIL

To: Councillor Kevin Stewart, Convener; Councillor Fletcher, Vice Convener; and Councillors Cassie, Cormack, Crockett, Dean, Dunbar, Farquharson, Graham, Kiddie, Laing, Leslie, McCaig, John West and Yuill.

Town House,  
ABERDEEN 4 November, 2009

### **FINANCE AND RESOURCES COMMITTEE**

The Members of the **FINANCE AND RESOURCES COMMITTEE** are requested to meet in Committee Room 2 - Town House on **THURSDAY, 12 NOVEMBER 2009 at 2.00 pm.**

RODERICK MACBEATH  
HEAD OF DEMOCRATIC SERVICES

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## **FINANCE AND RESOURCES COMMITTEE**

ABERDEEN, 17 September, 2009. - minute of meeting of the FINANCE AND RESOURCES COMMITTEE. Present:- Councillor Kevin Stewart, Convener; Councillor Fletcher, Vice Convener; and Councillors Cassie, Cormack, Crockett, Dean, Dunbar, Farquharson, Graham, Laing, Malone (substitute for Councillor Yuill), McCaig, Noble (substitute for Councillor Donnelly), John Stewart (substitute for Councillor Leslie) and John West.

### **WELCOME AND INTRODUCTION**

1. The Convener welcomed members to the first meeting of the Finance and Resources Committee, and also welcomed Stewart Carruth, who had recently taken up his appointment as Director of Corporate Governance.

### **DEPUTATION REQUEST AND ORDER OF AGENDA**

2. The Convener advised the Committee that a request for deputation had been received from Mr Ian Fryer, who wished to be heard in relation to item 9.4 of the agenda (St. Machar Outdoor Centre).

#### **The Committee resolved:-**

- (i) to agree to hear Mr Fryer in relation to item 9.4 of the agenda (St. Machar Outdoor Centre), and to discuss this item as the first item of exempt business; and
- (ii) to take item 9.2 on the agenda (Pinewood/Hazledene, Countesswells Road – Future use of sites) as the last item of business.

### **SUB COMMITTEES AND WORKING GROUPS – CG/09/062**

3. The Committee had before it a report by the Interim Director of Corporate Governance which requested that the future of the Working Groups and Sub Committees within its remit be determined.

By way of background the report advised that at its meeting of 24 June, 2009 (article 7 refers), Council revised the committee structure and therefore the Sub Committees and Working Groups required to be reallocated. Appended to the report was a list of Sub Committees and Working Groups which would report directly to the Finance and Resources Committee, and information to assist the

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committee in determining which Working Groups and Sub Committees should be retained.

The Convener advised that Energising Aberdeen had been disbanded at its last meeting in January of this year, but that a formal committee decision had to be taken in this regard, and requested that the Committee take this decision today.

**The report recommended:-**

that the Committee –

- (a) consider the list of Working Groups and Sub Committees in the appendix, and determine which of these groups should be wound up;
- (b) for those remaining, agree the renaming of the groups as either sub committees or working groups, also as detailed at the appendix; and
- (c) for those remaining, make adjustments to membership and composition if required.

**The Committee resolved:-**

- (i) to retain the 3Rs Project Board, the Arena Community Stadium Advisory and Monitoring Board and the Corporate Health and Safety Committee, and for these groups to be renamed as working groups;
- (ii) to disband the Equal Pay and Modernisation Steering Group and Energising Aberdeen;
- (iii) to request that officers consult with the trades unions on the future of the Local Government Employees (Joint Consultative Committee), and for the trades unions to take a view on whether they would wish this Group to continue or if they were content with the present practice of raising issues through the Leadership Board, and for a decision to be taken as to the future of the Local Government Employees (Joint Consultative Committee) at a future meeting;
- (iv) to retain the Lord Provost Sub Committee; and
- (v) to agree that Councillor Laing replace Councillor Collie as a member of the 3Rs Project Working Group; and that Councillor Dunbar replace Councillor John West as a member of the Lord Provost Sub Committee.

**COMMITTEE BUSINESS STATEMENT**

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

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**The Committee resolved:-**

- (i) to delete item 2 (Park House – Westburn Road – Proposed Joint Development by Council and Grampian Police) and to incorporate this item into item 1 (Westburn House); and further to note that a report would be brought back on this item next cycle;
- (ii) to note that reports would be submitted next cycle on items 3 (105 – 107 Urquhart Road), 4 (Frederick Street Development site) and 14 (Causewayend School and Lodge);
- (iii) to note that reports would be submitted in December on items 5 (Granitehill Road premises), 7 (Grove Nursery Site - Hazlehead), 17 (Actuarial Valuation – Employer Contribution Rate), and 19 (Physiotherapy Service);
- (iv) to delete items 9 (Resources Development and Delivery Restructuring), 15 (Culter Ground Depot), 21 (Vacation of Croft House and Aberdon House), 22 (Elected Member Personal Development Plan – Progress Report), 24 (Coningham Road – Potential Site for Dental Surgery) and 25 (ICT – 3Rs) from the list;
- (v) with reference to item 16 (AECC Funding), to note that a verbal update would be provided on this item at a point in the meeting when the press and public were not present, and to request that this item be transferred to the Enterprise, Planning and Infrastructure business list, and deleted from this list; and
- (vi) to otherwise note the updates as contained within the list.

**MOTIONS LIST**

5. The Committee had before it the motions list, containing outstanding motions which were now within the remit of the Finance and Resources Committee, as prepared by the Head of Democratic Services.

**The Committee resolved:-**

- (i) to transfer item 3 (Nativity Scene for Aberdeen – Motion by Councillors Jennifer Stewart and Greig) to the Enterprise, Planning and Infrastructure Committee motions list; and
- (ii) to otherwise note the updates as contained within the list.

**CORPORATE GOVERNANCE – PERFORMANCE REPORT – CG/09/031**

6. The Committee had before it a report by the Interim Director of Corporate Governance which presented key information and management information for the

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Corporate Governance Service. The report explained that the information presented was at a high level and combined data available from the former services of Resources Management and Continuous Improvement.

The report advised that the performance information would continue to be provided at each committee meeting, however, the detail would be reviewed in line with the outcomes of the separate report on the agenda on "Performance Management – Reporting and Target Setting 2009/10", and subsequent to any further amendments proposed by the Director of Corporate Governance.

The Convener took the opportunity to thank Gordon Edwards (Interim Director of Corporate Governance and former Corporate Director for Resources Management) for his help and support over the past years. The Convener continued that Mr Edwards had aided the Council through difficult times and had been very supportive to all members during his time in post. He wished him the very best for his future.

At this juncture, the City Solicitor provided a brief update on the 3Rs Project, and advised that she would provide a further update at a later point in the meeting when the press and public were not in attendance.

With reference to page 31 of the report (Sickness Absence), the Committee enquired as to why there was such a difference in the average days of sickness absence between the former Resources Management and the Continuous Improvement services. The Interim Director of Corporate Governance advised that there were pockets of high sickness absence in the former Continuous Improvement Service, but that officers were addressing this proactively.

The Committee raised concerns with regard to page 51 of the report (Percentage of Staff who had been Appraised), and requested that these figures be improved for next cycle.

**The Committee resolved:-**

- (i) with reference to page 37 of the report, to request that details of the structural survey undertaken on Rosemount Community Centre be circulated to all ward members;
- (ii) to note that the information on fire risk assessments stated when they were last undertaken; and to request that members be advised of when they are next due; and
- (iii) to note that the City Solicitor would provide an update on the 3Rs Project, and for this to be heard as the second item of exempt business.



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**PERFORMANCE MONITORING – REPORT AND TARGET SETTING 2009/10 – CG/09/032**

7. The Committee had before it a report by the Interim Director of Corporate Governance which presented proposed performance measures and improvement targets to be reported to the Finance and Resources Committee for the functions of the Corporate Governance Service.

Appended to the report was a table which set out the details of the review of measures and targets and the reasons for each proposed target which had been compiled following consultation with the Heads of Service and other Managers. The review of measures for 2009/10 included active consideration of indicators relating to unit costs across the Services.

**The Committee resolved:-**

- (i) to approve the measures and targets proposed for the functions of the Corporate Governance Service as at appendix A;
- (ii) to instruct the Director of Corporate Governance to report back to Committee in due course on any proposed amendments to these measures and targets;
- (iii) to agree that the measures be recorded within the Council's electronic performance management system, "Covalent" and that reports be prepared and submitted to the Committee from the information held in this system;
- (iv) to note the requirements of the 2009/10 Direction on Statutory Performance Indicators; and to further note that these requirements had been taken into account in the preparation of the measures proposed within the report;
- (v) to instruct that any performance information regarding rent arrears should be presented to this Committee and the Housing and Environment Committee; and
- (vi) in relation to item 16 (Business Rates Collected in Year), to instruct that the target for this year be adjusted from 98.3% to 98.5%.

**EFFICIENCIES PROGRAMME UPDATE – CG/09/033**

8. The Committee had before it a report by the Interim Director of Corporate Governance which provided information on the work being progressed across all services to secure greater efficiency in service delivery and operating methods.

By way of background the report advised that previously, reports associated with the efficiencies programme had been directed to the Continuous Improvement Committee. The report continued that the projects currently active across the

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Council that would deliver service improvements, expenditure cuts or productivity gains comprised of (1) Costing and Repairs Management System; (2) InfoSmart (an electronic document and workflow management system); (3) WorkSmart (the use of mobile/non office based approaches to deliver services); (4) Electronic Service Delivery (use of the website, interfacing with support systems in order to deliver services); (5) Corporate Asset Management system; (6) the Diagnostic Pathway, (7) ID Management (this would ensure that the updating of personal information used by several Council systems would only require one input); (8) Rationalisation of receptions in St Nicholas House (the total number had been reduced to four as at 3 August, 2009, with another scheduled to close by the end of August); (9) Policies and Procedures review; (10) Information and Knowledge Management; and (11) Support Staff review (this would commence when the third tier management was determined within the new structure and would allow for a detailed analysis of team and service requirements together with cognisance of the impact of new technology, including InfoSmart and WorkSmart).

The report continued to provide further information on these projects and the complexity involved in their delivery, and provided information on the Efficiencies Programme Steering Group which fulfilled the remit of Project Board for all of the listed projects in an attempt to reduce the number of meetings that Services had to attend from potentially nine or ten to a single meeting.

**The Committee resolved:-**

- (i) to note the extent of work being undertaken under the Efficiencies Programme which would produce both productivity gains and cash savings;
- (ii) to note the cross service working for the attainment of efficiencies; and
- (iii) to promote and support, where asked, the implementation of these projects to enable the Council to secure the savings and service improvements that they offer.

**CORPORATE GOVERNANCE, 2009/10 REVENUE BUDGET MONITORING – CG/09/007**

9. The Committee had before it a report by the City Chamberlain and the Interim Director of Corporate Governance which provided information on the 2009/10 Corporate Governance Service budget and current year revenue budget performance to date based on the first quarter; and advised on areas of risk and management action that should be taken in this regard. The Corporate Governance budget, which amounted to around £23m net, was shown at the end of the first quarter to be within budget, having incurred net expenditure of 19%. While this reflected a positive position in general terms, the detail provided further

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opportunities to examine the potential pressure points and areas where expenditure and income were yet to be recorded.

The report highlighted two areas of risk and advised of the management action being taken in these cases, namely:-

(1) Payment of fees to the appointed external property surveying/evaluation contractor. This was a cost which was being carefully managed, as indications were that the cost may not be fully covered, due to restrictions on the capital programme; and

(2) The nature of recharging services at year end. The fact that many of the Corporate Governance Services were of a supporting nature, with internal customers, meant that there was always potential for unforeseen events at the year end of not recovering what was expected. Until the income was received and recorded there remained a risk. Existing recharging practices were being reviewed in order to confirm charging arrangements and reaching agreement on these with all customers.

The report concluded that as of next cycle the reporting format would follow that agreed at the Budget Monitoring Board on 31 July, 2009.

**The Committee resolved:-**

- (i) to note the report, the information on management action and risk that was contained therein; and
- (ii) to instruct officers to continue to review budget performance and report on service strategies as required to ensure a balanced budget.

**NEW RESIDENTIAL CHILDREN'S UNIT – SCW/09/006**

10. The Committee had before it, upon a remit from the Social Care and Wellbeing Committee (article 11 of the minute of meeting of 3 September, 2009 refers) the report and accompanying business case in support of the provision of a new residential unit for Looked After and Accommodated Children at 8 Marchburn Road, Aberdeen.

The relevant article from the minute, which was also circulated, indicated that the report recommendations were that the Social Care and Wellbeing Committee:-

- (a) agree the identified preferred site for the development of a residential children's unit at 8 Marchburn Road, Northfield;
- (b) direct the establishment of an officer's group chaired by the Head of Children's Services to specify both the build and service, building on previous experience in the city and best practice nationally;

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- (c) refer the report and accompanying business case to the Finance and Resources Committee; and
- (d) request that progress be reported back on a regular basis.

The Social Care and Wellbeing Committee resolved:-

- (i) to instruct officers to ensure that community engagement with relevant community groups and residents was undertaken; and
- (ii) to approve the recommendations subject to progress reports being submitted to the Children's Services Sub Committee, which would refer any decisions required to this Committee (i.e. the Social Care and Wellbeing Committee).

The business case, which was before the Finance and Resources Committee for consideration, advised that Capital funding was required to create a replacement for the unit at Kincorth, as this was unlikely to be fit for purpose in the future. The business case explained that the new unit would contain 6 bedrooms with a specification designed to provide high quality physical accommodation, and that the existing unit at Kincorth would be vacated after the completion of the new unit.

The business case concluded that the required budget would be £1.7 million over a three year period (09/10 - £200,000; 10/11 - £1.3 million; and 11/12 - £200,000).

Appended to the report was the Children's Services balanced scorecard for July 2009.

**The Committee resolved:-**

to approve the business case.

**DECLARATIONS OF INTEREST**

**The Vice Convener and Councillor John West both declared interests in the subject of the report referred to in the following article by virtue of their appointment as members of the Board of Directors for Sport Aberdeen. Councillor Fletcher did not consider his interest required him to leave the meeting. Councillor John West, however, left the meeting and took no part in the Committee's deliberations on the report.**

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**SPORT ABERDEEN – START UP SUPPORT**

11. Reference was made to article 13 of the minute of meeting of Council of 19 August, 2009, at which time there was under consideration a report by the Interim Director of Education, Culture and Sport in connection with a request from the Board of Sport Aberdeen that the Council provide a Letter of Comfort to assist them in the securing of a lease for the accommodation of staff. The report made reference to (1) the period of start up which Sport Aberdeen would have to go through as the managing body elect of the Council's sports services, prior to the actual transfer of assets; (2) the decision taken by the Board at a meeting on 3 June, 2009, that in order to establish a new brand image, staff would be accommodated in a building external to the Council; and (3) the request from the prospective head tenant of the accommodation identified for a Letter of Comfort from the Council in the terms outlined within the report. The resolution of the Council at the said meeting was to defer consideration of the matter pending the production of more information which appropriate officers were instructed be reported on to the Finance and Resources Committee.

The Committee now had before it (a) the said report by the Interim Director of Education, Culture and Sport which was previously before the Council; and (b) the further information requested in the form of a paper from the Council's new Director of Education, Culture and Sport which identified the costs in question, outlined the position in which the Board of Sport Aberdeen currently found itself in the lead up to a formal handover of assets, and explained how it was anticipated that the start up costs could be repaid in the longer term.

At this juncture, the Convener thanked John Tomlinson, who was leaving the Council after a number of years as Corporate Director for Neighbourhood Services (North) and more recently as Interim Director for Education, Culture and Sport, for all of his help and support over the past years, and wished him well for his future.

**The Committee resolved:-**

to authorise the Director of Education, Culture and Sport, in conjunction with the City Solicitor, to provide start up support in terms of a repayable grant to Sport Aberdeen in order for the company to sign a lease for accommodation, subject to the appropriate Council officers being satisfied that all the possible financial consequences can be quantified and are considered reasonable, and subject also to repayment of the grant by Sport Aberdeen over a two year period.

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**APPLICATION FOR FUNDING FROM THE YOUTH ACTIVITIES SMALL GRANTS FUND 2009/10 – H&E/09/065**

12. The Committee had before it a report by the Director of Housing and Environment which set out the recommendations by the Youth Activities Grant Funding Group for the third round of funding in the financial year 2009/10, which had a closing date of 10 July, 2009.

By way of background the report advised that the Council had approved the Youth Activities Grant budget of £50,000 for the year 2009/10 at the Council budget meeting of 12 February, 2009. The report further advised that eleven applications had been received for this round and that six recommendations for funding had been made by the Youth Activities Funding Group. The report continued that the total sum recommended for approval within this round was £6,640 and that if the recommendations outlined were approved there would be an uncommitted budget of £17,738 remaining.

Appended to the report were details of the applications received and the recommendations made by the Youth Activities Grant Funding Group.

**The Committee resolved:-**

- (i) to ratify the recommendations of the Funding Group and approve funding to the following organisations:-

<b>Group Name</b>	<b>Summary of Application</b>	<b>Decision</b>
Northfield Academy Reading Group	To fund the cost of books and coach hire to attend the Scottish Book Awards ceremony in Edinburgh.	to award £800.
Bucksburn and District Novice Juvenile Pipeband	For 24 Glengarrie hats at £33.29 each.	to award £470.
Kincorth Community Centre – Various music groups	To fund the cost of new musical equipment.	To award £670.
Tilly Youth Project	To fund the cost of a music PC and Digidesign 03	To award £1500.

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<b>Group Name</b>	<b>Summary of Application</b>	<b>Decision</b>
	Soundcard.	
Cordyce School	To fund the cost of plants and materials to improve Cordyce Community Garden.	To award £1500.
The Hub	To fund the cost of five 32 inch flat screen TVs	To award £300 towards the cost of two TVs.
Aberdeen Lad's Club – Senior Youth Club	To contribute to the cost of (1) mini bus, driver and fuel for trips; and (2) a range of activities.	To award £1300.
Middlefield Music Group	To fund the cost of musical equipment.	To award £1500.
Friends for Life Club/ Holiday Fun Club	To supply equipment for special needs children.	To award £1252.
Torry Breakfast Club	To fund the cost of a games console and games to encourage pupils to attend Breakfast and Homework Club.	To award £550.
Inchgarth Community Centre – Youth Club	To fund the cost of young people attending the Deeside Outdoor Sports and Activity Centre.	To award £1500.
Kincorth Roller and Skate Park	To fund the cost of a fun park for young people in Kincorth and the surrounding areas.	To award £1500.
Torry Youth Café	To fund the cost of an away day to Motherwell to the mobile climbing	To award £440.

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Group Name	Summary of Application	Decision
LGBT	wall. To fund the cost of two excursions, resources and promotion for the group.	To award £1350.
Aberdeen Synchronised Skating Club	To fund the cost of costumes and rink hire for two skating teams to take part in competitions.	To award £1500.
School Grounds Group – Bridge of Don	To fund the cost of developing a garden and seating area outside one of the main school exits.	To award £500.
Aberdeen FC Ladies and Girls	To fund the cost of training facilities for the football teams.	To award £1500.
Children 1st – Safe Healthy, Achieving, Nurtured, Active, Respected, Responsible and Included.	To fund the cost of transport, refreshments, DVD recording equipment, stationary, and outdoor activity for the new group.	To award £1080.
Ferryhill Youth Club	To fund the cost of a weekend outdoor educational trip at Cromdale Centre.	To award £1500.
21 <sup>st</sup> Aberdeen (Cults) Scouts	To fund the cost of travel, accommodation, insurance etc for a trip to Ukraine.	To award £400.



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Group Name	Summary of Application	Decision
Spital Muslim Youth Club	To fund the cost of setting up the first Muslim Youth Website for the youth of Aberdeen.	To award £950.
Stoneywood-Dyce Cricket Club	To fund the cost of a variety of coaching aids for junior sections of SDCC.	To award £500.
Hilton Senior Youth Club	To fund the cost of an outdoor activity and cooking sessions every month.	To award £1260.
Blue Horizon – Catalyst	To fund the cost of a week of activities and trips during the summer holidays.	To award £1500.
Hazlehead Academy – Channel Five Theatre Company	To contribute towards the cost involved in the production of the musical 'Hair'.	To award £400.
Dyce Girls Development Group	To fund the cost of the refurbishment and decoration of a room in the primary school so it can be used by all young people in the Dyce community.	To award £1340.
Citizenship Group	To enable young people to take part in activities for educational experiences and to help them complete their Youth	To awards £1500.

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Group Name	Summary of Application	Decision
	Achievement Awards.	
Scottish Business in the Community in Grampian – 2009 Community Sports Challenge	To fund the cost of providing activities for young people in deprived areas of Aberdeen through the introduction of sporting activity.	To award £1500.
Aberlour Childcare Trust	To fund the cost of young people attending a National Participation Event at Auchengillan Outdoor Centre in Stirlingshire.	To award £400.
Grampian Society for the Blind – Young Person's Group	To fund the cost of a tandem bike, to enable young, partially sighted or blind people to gain experience of riding a bike.	To award £1500.

- and
- (ii) to instruct the Head of Community Planning and Regeneration to arrange for distribution of these funds.

**INFORMATION COMMUNICATION TECHNOLOGY (ICT) CONNECTIVITY FOR EDUCATIONAL ESTABLISHMENTS – CG/09/030**

**13.** With reference to article 32 of the minute of meeting of the Resources Management Committee of 5 February, 2009 the Committee had before it a report by the Director of Corporate Governance which (1) presented the outcomes of the procurement of consultancy undertaken throughout February and March 2009 for the review phase of the project; (2) advised of findings and recommendations provided by the appointed consultancy firm upon completion of the review phase of the project on 31 July, 2009; and (3) detailed the recommended approach for

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project progression and implementation of an upgraded Wide Area Network (WAN) connectivity solution for schools.

The report provided a table which summarised the likely cost associated with each technological option considered as follows:-

<u>Option</u>	<u>Capital</u>	<u>Revenue (Annual)</u>	<u>5 Year Total</u>
Do nothing		£323,564	£1,617,822
Upgrade secondaries to 100mps	£25,080	£363,935	£1,844,751
Local loop unbundling	£365,860	£317,098	£1,951,350
Point-to-Multipoint Wireless	£505,114	£69,175	£851,058
Managed Fibre (50% of sites only)		£235,000	£1,175,000
Multi Protocol Label Switching (MPLS)	£438,000	£946,935	£5,172,675

The report continued that Point-to-Multipoint Wireless was the most financially viable solution available to the Council and effectively satisfied bandwidth, resilience and scalability requirements of the project, and advised (a) that capital funds of £700,000 had been secured for the purposes of this project from the non housing capital programme 2009/10; and (b) that of this, £665,000 of the capital remained following the review phase for project implementation.

The report advised that the Council's current education related Wide Area Network was not fit for purpose and required to be upgraded due to:-

- increased revenue costs;
- an increase in the number of sites requiring access to the corporate network;
- existing network resilience was extremely limited, meaning risk of significant and widespread downtime existed; and
- the current infrastructure had bandwidth limitations with all schools currently operating with 10 megabytes per second circuits.

The report highlighted that a further report on the subject would be presented to the Education, Culture and Sport Committee of 8 October, 2009 in order for this Committee to also have the opportunity to consider the recommendations within the

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report and further, to request that officers be instructed to convey to the city schools information outlining the recommended solution, the benefits of this and addressing any health and safety concerns that school stakeholders may have.

Appended to the report were images of potential wireless equipment and a copy of the report produced by Mott MacDonald, which outlined the school's connectivity review that had been undertaken and the recommendations for the Council's next steps.

**The Committee resolved:-**

- (i) to approve that Point-to-Multipoint Wireless be progressed as the preferred approach for education WAN connectivity;
- (ii) to instruct that a formal procurement exercise be undertaken to identify a preferred supplier to establish a desired network design; details of which should be reported back to a future meeting requesting permission to proceed with procurement and implementation; and
- (iii) to note that a further report on the subject would be presented to the Education, Culture and Sport Committee on 8 October, 2009.

**LANDFILL TAX CREDIT FUNDING 2010 – 2013 – EPI/09/032**

14. With reference to article 32 of the minute of meeting of the Resources Management Committee of 10 March, 2009, the Committee had before it a report by the Director of Enterprise, Planning and Infrastructure which presented the Committee with a mechanism for the direction of landfill tax credits arising from the disposal of the Council waste in accordance with the requirements of Landfill Communities Fund and the Waste Management Services contract.

By way of background the report advised that tax on landfill waste had been introduced by the UK Government in 1996 as a means to reduce the amount of landfill waste and to promote a shift to more environmentally sustainable methods of waste management. The tax credit scheme, administered by HM Treasury, enabled operators of landfill sites to contribute money to enrolled environmental bodies to carry out projects that met environmental objectives contained within the landfill tax regulations.

The report continued that since the introduction of the Waste Management Service contract, the Council had provided 10% funding to SITA, who in turn had made equal tax credit payments to Aberdeen Forward Limited and Aberdeen Greenspace Limited.

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The report outlined the funding requirement for the next three years and proposed a funding assessment mechanism as follows:- (1) the Council establish assessment criteria for selecting Landfill Communities Fund partners; (2) the Council make an open invitation to community groups in Aberdeen to make a case to receive funding between 2010/11 and 2012/13; (3) that Council officers assess the applications and report with recommendations to the Finance and Resources Committee; and (4) further to Committee approval, the Council enter into a funding agreement with partners, to include a requirement to submit expenditure reports in advance of an annual approval process for future years' funding.

Appended to the report was a list of the objectives of the Landfill Communities Fund.

**The Committee resolved:-**

- (i) to authorise officers to commence an assessment process for applicants for Landfill Communities Funding, and report the results to the 10 December, 2009 committee meeting;
- (ii) to instruct the Director of Enterprise, Planning and Infrastructure to establish funding, subject to the normal budget process, in the 2010/11 budget and the medium term plan for the 10% of match funding element of the scheme identified in table 1 within the report; and
- (iii) to delegate authority to the Director of Enterprise, Planning and Infrastructure to review, and if appropriate, approve expenditure plans for authorised environmental bodies for 2011/12 and 2012/13.

**DECLARATIONS OF INTEREST**

**The Vice Convener and Councillor John West declared interests in the subject matter of the following article by virtue of their appointment as Directors of Sport Aberdeen. Both members chose to withdraw from the meeting throughout discussion of this item.**

**SPORT ABERDEEN – LEGAL AGREEMENTS – ECS/09/039**

**15.** The Committee had before it a report by the Director of Education, Culture and Sport which summarised the key principles contained within the proposed transfer of legal agreements between the City Council and Sport Aberdeen. The report advised that the documents had been submitted to Sport Aberdeen and their legal advisers for their agreement or feedback; and proposed that any significant changes were reported to a relevant future committee or meeting of Council.

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By way of background the report advised that work had been ongoing for some time to transfer the sports function from the Council to Sport Aberdeen. Detailed discussions had taken place through the Sports Trust Project Board, which had met on a regular basis over the past twelve months to oversee the transfer process.

The report continued that in conjunction with the Council's legal advisers, Brodies, officers had developed a comprehensive set of legal documents, setting out the relationship between the Council and Sport Aberdeen including their obligations, the scope of the services, and the service standards required by the Council. The documents had been formally submitted to Sport Aberdeen in early September, 2009, in the hope that Sport Aberdeen or their legal advisers could agree to the content as soon as possible.

The report concluded that Sport Aberdeen had been developing their own financial plan, which would set out how they intend to meet the Council's requirements and the cost of providing the services. It was anticipated that, once this had been received, there may be a period of negotiation between both parties, however, given the desire by both parties for the transfer to take place as soon as possible it was hoped that the financial plan could be reported to a relevant future committee or Council meeting in order for legal documentation to be signed off at an early date.

Appended to the report were summaries of the legal documentation.

A short discussion took place regarding the Leaping Leopards Nursery, and members were advised that the building would remain as an asset of the Council.

**The Committee resolved:-**

- (i) to agree with the key principles contained in the proposed transfer, facilities and funding, and service provision agreements between the Council and Sport Aberdeen, subject to any specific feedback from the Sport Aberdeen Board and their legal advisers; and
  
- (ii) to request that any significant changes arising from negotiations with Sport Aberdeen be reported to a relevant future committee or Council meeting, in order for legal documentation to be signed off as soon as possible.

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**IRRECOVERABLE INCOME – CG/09/011**

16. The Committee had before it a report by the City Chamberlain which requested approval on debts recommended as irrecoverable in excess of £10,000 as required in terms of financial regulation 7.3.7; and advised of numbers and values, of up to £10,000 of Council tax, business rates, community charge, housing benefit overpayments and rent arrears deemed to be irrecoverable during 2008/09 after all approved recovery procedures had been followed, as required in terms of financial regulation 7.3.8.

The report advised that the sums deemed as irrecoverable were fully provided for in terms of bad debt provision and with regard to business rates, those sums were met by the rating pool and had no impact on the Council's finances. The report continued that the total in appendices (i) to (v) was 9,775 cases with a value of £3,299,306.27 compared to 10,685 cases and £3,307,770.20 in 2007/08.

The report emphasised that prior to completing the list, full advice where appropriate, had been received from the City Solicitor's Office and the Council's debt recovery agents (Sheriff Officers) in order to determine that debts were indeed irrecoverable. The report put the debts in context by explaining that the annual sums raised in 2008/09 for Council tax (including water charges) and business rates was £133m each and rent was £35.2m. The sums deemed irrecoverable within the report covered a number of financial years.

The report identified the reasons and the financial year in which the debt was first raised in the categories of (1) Council tax, (2) community charge, (3) housing benefit overpayments, (4) business rates, and (5) rent arrears; and appended to the report was a breakdown of the reasons and years these debts were accrued.

**The Committee resolved:-**

- (i) to note the value of the Council tax, business rates, community charge, housing benefit overpayments and rent arrears deemed by the Director of Corporate Governance as irrecoverable and shown in appendices (i) to (v); and
- (ii) to approve that the amounts in excess of £10,000 which were shown in appendix (vi) (contained within the exempt section of the agenda) for business rates be deemed as irrecoverable and be written off.

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**NON HOUSING CAPITAL PROGRAMME 2009/10 – CG/09/022**

17. With reference to article 26 of the minute of meeting of the Resources Management Committee of 16 June, 2009, the Committee had before it a report by the City Chamberlain which provided an overall status report on the Non Housing Capital Programme as at 30 June, 2009, which included both income and expenditure.

Appended to the report as appendix 1 was a financial statement which was aligned to the new service structure and outlined the original approved budget for the current year, the total budget including any carried forward from 2008/09 and the actual income and expenditure as at 30 June, 2009.

The report advised that the revised approved programme was now £83.860 million prior to an allowance for project variations and slippage and reprofiling of approved budgets from 2008/09. The report continued that an analysis had been carried out between the budgets available and the actual expenditure against these budgets in 2008/09, in order to identify the required level of carry forward of unspent budgets from 2008/09 to 2009/10, in order that outstanding works could be completed. Based on the feedback to date, the amount identified to be carried forward was £11.774 million, which was reflected in appendix 1 within the total budget 2009/10 including carry forward.

The total payments as at 30 June, 2009 were approximately £3.895 million or 6% against the funded programme, which included carry forwards of £68.205 million which was broadly in line with the same pattern of spend in 2008/09 with the trend for payment to be principally in the later periods of the year.

The report concluded that based on information from previous years and the current low level of spend to date, it was anticipated that at this stage there would possibly be significant slippage in the programme this financial year and that this would require to be closely monitored by budget holders during the year with details of projected spend being reported to both the individual service committee and, within the overall report, to this Committee.

Appendix 2 to the report listed all the projects in the non housing capital programme 2009/10 aligned to the new service structure, and those funded by the capital fund.

**The Committee resolved:-**

- (i) to note the current position of the Non Housing Capital Programme for 2009/10;



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- (ii) to approve the budget movements and the carry forward of £11.774 million of unspent budgets from 2008/09 to 2009/10 in order to facilitate the completion of outstanding works;
- (iii) to approve the removal of previously approved funding from the capital fund in respect of repairs and maintenance – health and safety;
- (iv) to instruct the City Chamberlain to continue to update the Committee, in consultation with the Directors, on the overall position of the Non Housing Capital Programme; and
- (v) to instruct the City Chamberlain to update each service committee, in conjunction with the Director, on the service specific capital projects.

**2008/09 COMMON GOOD OUTTURN – CG/09/019**

**18.** With reference to article 13 of the minute of meeting of the Resources Management Committee of 5 May, 2009, the Committee had before it a report by the City Chamberlain which provided information on the actual income and expenditure for the year as at 31 March, 2009, and an explanation of significant variances between this and the estimated outturn for the year and the budget.

Appended to the report were (1) a summary monitoring report for the Common Good for 2008/09 which showed that there was net expenditure of £315,255 (subject to audit) which reflected a movement of £317,328 from the figures previously estimated for the year; (2) further details on miscellaneous income and expenditure and donations, grants and contributions (appendices 2 and 3); and (3) the reasons for this variance, including details of the most significant items which contributed towards this which included:-

- a saving of £58,000 in central support costs as a budgeted property charge of £60,000 was not applied at year end;
- the zero tolerance project funding was discontinued during the year resulting in a saving of £18,000;
- property rental income had come in at £103,000 more than anticipated due to rental increases; and
- income from invested funds was £80,000 over the expected estimated outturn as it had been forecast on a prudent basis given the recent economic situation.

This gave a projected cash balance of £5.548 million as at 31 March, 2009 (subject to audit). The report continued that the Council had previously adopted an underlying principle that these balances should be no less than £4.754 million as at 31 March 2009 utilising the consumer price index (CPI) as a basis for calculating indicative cash balances.

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The report concluded that the audit of the Common Good was progressing and would be updated to the Audit and Risk Committee on receipt of the audit certificate for the 2008/09 financial statements at the end of September, 2009.

**The Committee resolved:-**

to note the contents of the report and that the actual outturn position would be confirmed on completion of the audit of the Common Good for 2008/09.

**2008/09 NON HOUSING CAPITAL PROGRAMME FINAL OUTTURN – CG/09/021**

**19.** With reference to article 15 of the minute of meeting of the Resources Management Committee of 5 May, 2009, the Committee had before it a report by the City Chamberlain which provided members with a statement of the variance analysis between the unaudited final outturn and previously reported outturn for the 2008/09 Non Housing Capital Programme as at 31 March, 2009. For comparison purposes, the analysis was presented in the format of the previous corporate structure.

Appended to the report at appendix 1 was a financial statement which outlined the projected outturn as reported at the Resources Management Committee of 5 May, 2009 and the unaudited final outturn for the financial year 2008/09.

The report advised that the total spend at 31 March, 2009 was £62.601 million or 87% against the funded programme of £71.990 million. This was decrease of £9.389 million compared to the previously reported projected outturn to the Resources Management Committee of 5 May, 2009. This was due to delays in various projects and the transfer of expenditure relating to routine repairs and maintenance of fixed assets (£0.981 million) and payments to third parties (£2.6 million) to the general fund revenue account in accordance with the code of practice in local authority accounting. Detailed variance notes were contained within appendix 2.

The report concluded that the audit of the 2008/09 statutory accounts were currently under way and would be reported to the Audit and Risk Committee upon receipt of the audit certificate at the end of September 2009.

**The Committee resolved:-**

- (i) with reference to pages 200 and 201 of the report, to request that an explanation be provided to members as to why there was no spend (as at 31 March 2009) recorded against a number of items;

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- (ii) to note the variance analysis between the unaudited final outturn and previously reported outturn of the Non Housing Capital Programme for 2008/09; and
- (iii) to note that the position was subject to completion of the audit of the 2008/09 year end statutory accounts.

**At this juncture, the Convener left the meeting and the Vice Convener took the Chair.**

**2009/10 COMMON GOOD BUDGET – MONITORING REPORT UPDATE – CG/09/020**

**20.** The Committee had before it a report by the City Chamberlain which provided the actual expenditure and income for the year up to 31 July 2009 and an initial outturn for the year, and compared this with the approved budget.

The approved budget for the common good for 2009/10, as provided at appendix 1 to the report, advised that the estimated outturn for the year to 31 March 2010 was a net expenditure of £319,630 compared to a budget of £392,515. The report outlined the main reasons behind the initial favourable movement of £72,885 from the budget compared to the current outturn and provided further supporting details at appendices 2, 3 and 4 in relation to analysis of miscellaneous and general income and expenditure (appendix 2) donations grants contributions etc. (appendix 3) and other projects (appendix 4).

The report highlighted that as more detailed information was made available throughout the year, it was possible that there would be compensating reductions in expenditure or additional income to offset the current forecast cost of £319,630 for 2009/10, however, taking account of the foregoing at this stage, the working balances as at 31 March, 2010 would be £5.228 million.

The report advised that the Council had previously adopted an underlying principle that these balances should be no less than £4.544 million, after adjusting for the Greenfern development site, as at 31 March, 2010, utilising the consumer price index as a basis for calculating indicative cash balances. As trustees of the Common Good, the Council had a duty to ensure that cash balances were maintained at such levels as they generated annual income, earned from the investment of the balances to fund the expenditure met from the common good.

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The report concluded that it was intended that monitoring reports for the Common Good would be based on future round information from the collaborative planning system, in line with other Council budgets.

**The Committee resolved:-**

- (i) to note the position as at 31 July, 2009 and the current initial estimated outturn for the Common Good; and
- (ii) to note the estimated cash balances of the Common Good as at 31 March, 2010 of £5.228m based on this current forecast.

**The Convener rejoined the meeting at this point, and resumed the Chair.**

**ABERDEEN CITY COUNCIL CHARITABLE TRUSTS – CG/09/023**

**21.** The Committee had before it a report by the City Chamberlain and City Solicitor which outlined the implications for the various charitable trusts controlled and administered by the Council through the introduction of the regulatory body, the Office of Scottish Charities Register (OSCR); and outlined the procedures which required to be brought into force to comply with the requirements of OSCR.

By way of background, the report advised that the OSCR came into operation during 2007, and provided a framework for the regulation of charitable bodies. The principles of OSCR were to enhance public confidence in charities and increase transparency and public accountability. The report continued that in order to achieve this, significant independently reviewed financial information was required to be provided by charities on an annual basis and strict rules introduced regarding eligibility and the disposal of assets. This created issues for all Scottish local authorities, including this Council, as they all had a significant number of charitable trusts which were historically included in the full Council accounts and audited as part of the main Council audit. In many cases these trusts were small in value resulting in the benefits of the trust potentially being eliminated by the costs of the work involved.

The report further advised that in practice all Councillors were considered to be trustees for almost all of the trusts, with the City Chamberlain in the position of Treasurer.

The report set out proposals to (1) deal with the current year annual returns for the charitable trusts due by the end of 2009; and (2) review the trusts as to their charitable status and how the funds were dispersed in the longer term.

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The report concluded by highlighting that in moving towards compliance with OSCR requirements, the proposals would potentially involve significant staff time and could result in additional costs being incurred. It was proposed that any such costs be charged to those trusts with significant levels of incomes on a pro rata basis.

Appended to the report was a list of the trusts and a note of their value as at 31 March, 2009.

**The report recommended:-**

that the Committee –

- (a) note the implications for the various charitable trusts controlled and administered by the Council from the introduction of the regulatory body OSCR;
- (b) approve the proposed actions outlined in the report to meet the requirements of OSCR, including the allocation of any costs incurred on a pro rata basis to the trusts; and
- (c) instruct that a further report be presented to the Finance and Resources Committee by the end of 2009.

**The Committee resolved:-**

- (i) to instruct officers to write to the Scottish Government in order to ascertain whether it would be possible for the Council to wind up all charitable trusts with a fund of £20,000 or less and reallocate such funds in order to create a worthwhile fund for the citizens of Aberdeen, and to report back thereafter; and
- (ii) to otherwise approve the recommendations contained within the report.

**OUTLINE TIMETABLE - BUDGET PROCESS – CG/09/008**

**22.** The Committee had before it a report by the City Chamberlain which proposed an outline timetable for the 2010/11 budget process. The report proposed the key dates in the budget process which would allow early decisions to be taken and presented to Council in December in order to produce balanced budgets by the statutory dates, and also to ensure that full information sharing and engagement with stakeholders, service users, public sector and voluntary sector partners and the wider business community would be undertaken. The timetable was set out in appendix 1 to the report.

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**The Committee resolved:-**

- (i) to note that the Anti Poverty Strategy would be included in the budget process; and
- (ii) to approve the outline timetable and budget process for the 2010/11 budget, as contained within appendix 1 of the report, which would require the Council budget meeting to be held on 11 February, 2010.

**APPLICATIONS FOR FINANCIAL ASSISTANCE 2009/10 – CG/09/024**

**23.** The Committee had before it a report by the City Chamberlain which provided information on applications for financial assistance which had recently been received. The report continued that there was a budget remaining of £12,279 for ad hoc grants in 2009/10 and that approval of the two requests could be met from the uncommitted budget remaining. Details of the budget were appended to the report.

**The Committee resolved:-**

to approve the following applications:-

<b><u>Organisation</u></b>	<b><u>Approved Level of Funding</u></b>
Stonewall	£1,725
Show Racism the Red Card posters	£1,000

**ON STREET PARKING ZONE X (HARLAW AND WEST END) – TENDER APPROVAL – EPI/09/030**

**24.** With reference to the minute of meeting of the Resources Management Committee of 16 June, 2009 (article 26 (item 35) refers), the Committee had before it a report by the Director of Enterprise, Planning and Infrastructure which advised that the contract to implement the on street parking Zone X was currently out to competitive tender and requested that delegated authority be provided to the Director of Enterprise, Planning and Infrastructure to award the contract to the winning tenderer.

By way of background the report advised that following the informal and preliminary statutory consultations undertaken for the on street parking Zone X (West End and

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Harlaw) in 2008, the formal consultation procedures were approved by Area Committee South on 19 February, 2009 (article 8 refers). Further work on the scheme was halted until the business case "Non Housing Capital Budgets – ID No. 216 – Car Parking Extend Pay and Display – Zone X – West End" was approved by the Resources Management Committee of 16 June, 2009. The report continued that officers had now finalised the design and contract documentation for the civil works to implement the scheme.

The report concluded that due to the required timescales for tendering, accepting and awarding the contract, in combination with committee deadlines and the programming of works, it was considered necessary to request authorisation for officers to award the contract to the winning tenderer provided the return was within estimate.

**The Committee resolved:-**

to delegate authority to the Director of Enterprise, Planning and Infrastructure, after consultation with the Convener of Finance and Resources, the Convener of Enterprise, Planning and Infrastructure, and with the City Chamberlain and the City Solicitor, to award the contract provided the tender return is within 10% of the estimate for the works.

**DECLARATION OF INTEREST**

**Councillor Gordon Graham declared an interest in the subject matter of the following article by virtue of his membership of Auchmill Golf Course, and due to the assistance he provided to the Steering Committee. Councillor Graham felt it necessary to withdraw from the meeting throughout discussion of this article.**

**AUCHMILL GOLF COURSE BUSINESS PLAN, TRANSITIONAL LICENCE AND DRAFT LONG TERM LEASE TO MAINTAIN GOLF COURSE – H&E/09/066**

**25.** With reference to article 23 of the minute of meeting of Council of 25 March, 2009, the Committee had before it a report by the Director of Housing and Environment which provided an update on progress made (1) towards agreeing the terms of a licence to occupy the golf course at Auchmill, between the Council and the Management Committee of Auchmill Golf Club (MCAGC); and (2) in achieving the required savings for 2009/10.

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The report provided the background to the decisions taken by Council at its meeting of 25 March, 2009, and advised that due to proposed changes in the part of the club in respect of the terms and conditions of the Council's employee transferring to them, and the consequent legal requirements under TUPE regulations, conclusion of the licence to occupy had been delayed and as a consequence, the savings projected to be made from the start of April 2009 to the end of August 2009 (five months at a net rate of £8,500 per month, totalling £42,500) had not been realised. Work was therefore ongoing in the Environment Service to find alternative savings to make up for this deficit.

The report concluded that officers had been working with the MCAGC and its solicitors to reach agreement on the content of the licence to occupy; and that the transfer to MCAGC of the Council's employee took place on Tuesday, 1 September, 2009.

**The Committee resolved:-**

- (i) to note the date of transfer of the maintenance of the course to the Management Committee of Auchmill Golf Club under the terms of the licence to occupy not exceeding one year; and
- (ii) to instruct the Director of Housing and Environment to report to the 19 November, 2009 meeting of the Housing and Environment Committee on progress towards making up the deficit in savings projected for the cessation of grounds maintenance of the Auchmill Golf Course by the Council in the financial year 2009/10.

**GORDON HIGHLANDERS COMMEMORATIVE STATUE – FUNDING REQUEST  
– ECS/09/036**

**26.** With reference to article 14 of the minute of meeting of Council of 24 June, 2009, the Committee had before it a report by the Director of Education, Culture and Sport which requested funding from the Common Good Fund to develop and erect a commemorative statue to the Gordon Highlanders.

The report explained that the Education, Culture and Sport Committee of 27 August, 2009 had confirmed the membership of the Gordon Highlanders Statue Working Group (article 6 refers). The report concluded that in order to allow the project to progress it was deemed important to know whether and how much funding would be available.

**The Committee resolved:-**

to approve the allocation of £125,000 from the Common Good fund to cover all



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costs associated with this project.

**WOODSIDE CUSTOMER ACCESS POINT – ECS/09/035**

**27.** The Committee had before it a report by the Director of Education, Culture and Sport which requested approval to commit £27,000 of the underspend generated from the Woodside Customer Access Point (CAP) to additional work to the Woodside CAP to bring the older part of the building up to the same decorative order as the new extension.

The report advised that the proposed work would include (1) refurbishment of the coffee bar area, (2) installation of new perimeter skirtings and resealing of the gymnasium floor to prolong its lifetime, (3) repainting the small hall, (4) the purchase of furniture for the newly created service and public spaces including a coffee shop counter in the food co-op area, and (5) adaptation of the staff room to create a drying room and provide lockers to enable community wardens to be based in the new facility.

**The Committee resolved:-**

to approve the additional work to the Woodside CAP from the underspend being generated by the project.

**RUTHRIESTON DEPOT SITE – FUTURE USE/DISPOSAL – CG/09/054**

**28.** Reference was made to article 11 of the minute of meeting of the Resources Management Committee of 26 August, 2008, at which time, in accordance with the recommendation of Area Committee Central, it was agreed to declare the Ruthrieston Depot site surplus to Council requirements and to remit to the Head of Resources, Development and Delivery to consider and report with options for the re use or disposal of the property. The Committee now had before it a progress report on the matter.

The report before Members advised of an approach by a Council Service who were expressing an interest in the possible acquisition of the site under the Housing Revenue Account for future development to provide residential accommodation. The report author confirmed that that proposal was now being investigated in consultation with other Services, with a view to reporting further to a future meeting of the Committee.

**The Committee resolved:-**

to note the report and authorise the Head of Resources Development and Delivery

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to pursue in greater detail the possible transfer of the Ruthrieston Depot site to the Housing Revenue Account and to report further thereon to future meetings of this Committee and the Housing and Environment Committee.

**CULTER GROUNDS DEPOT SITE – FUTURE USE/DISPOSAL – CG/09/053**

**29.** Reference was made to article 9 of the minute of meeting of the Resources Management Committee of 5 February, 2009, at which time, in accordance with the recommendation of Area Committee South, it was agreed to declare surplus to service requirements the Council owned premises in Johnstone Gardens East, Peterculter, formerly utilised as the Culter Grounds Depot and to remit to the Head of Resources Development and Delivery to consider and report further on an appropriate use for the site or as regards its disposal. The Committee now had under consideration a further report on the matter by the Corporate Director for Corporate Governance.

The report (1) described the property in question which extended to some 265 square metres; (2) confirmed that no expressions of interest had been received when the availability of the site had been circulated to other Council Services; (3) advised of the outcome of the evaluation inspection carried out by the Council's external property advisers; and (4) invited the Committee to authorise the advertisement of the subjects for sale on the open market as representing best value for the Council.

**The Committee resolved:-**

to note the report and the to instruct the Head of Resources Development and Delivery to market the property for sale and to report back in due course on the offers received.

**CROFT HOUSE CARE HOME – FUTURE USE/DISPOSAL – CG/09/052**

**30.** Reference was made to article 9 of the minute of meeting of the Resources Management Committee of 16 June, 2009, at which time the Committee noted the decision of Area Committee Central to declare Croft House Care Home, Oldcroft Place, Aberdeen, surplus to the requirements of the Social Care and Wellbeing Service, and instructed the Head of Resources Development and Delivery to report further in due course on the future use or disposal of the building. The Committee now had under consideration a further report on the matter from the Director of Corporate Governance.

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The report (1) contained a description of the site which extended to some 1.30 acres; (2) advised of an interest expressed in the property from another Council Service who felt that it had the potential to be redeveloped for use either as affordable accommodation or as a temporary or interim accommodation unit under the Homelessness Provisions; and (3) indicated that option appraisals in respect of both uses would now be undertaken in consultation with both Services.

**The Committee resolved:-**

- (i) to authorise the Head of Resources Development and Delivery to pursue in greater detail the possible transfer of the property to the Housing Revenue Account; and
- (ii) to instruct a report back on the outcome to both this Committee and the Housing and Environment Committee, in due course.

**ABERDON CARE HOME – FUTURE USE/DISPOSAL – CG/09/051**

**31.** Reference was made to article 9 of the minute of meeting of the Resources Management Committee of 16 June, 2009, at which time the Committee noted the decision of Area Committee Central to declare Aberdon Care Home, Conningham Road, Tillydrone, Aberdeen, surplus to the requirements of the Social Care and Wellbeing Service and instructed the Head of Resources Development and Delivery to report further in due course on the future use or disposal of the building. The Committee now had under consideration a further report on the matter from the Director of Corporate Governance.

The report before Members contained a description of the site which extended to some 1.58 acres and continued to advise of an interest expressed in the property from another Council Service who felt that it had the potential to be redeveloped for use either as affordable accommodation or as a temporary or interim accommodation unit under the Homelessness Provisions; and indicated that option appraisals in respect of both uses would now be undertaken in consultation with both Services.

**The Committee resolved:-**

- (i) to authorise the Head of Resources Development and Delivery to pursue in greater detail the possible transfer of the property to Housing Revenue Account; and
- (ii) to report further on the outcome to both this Committee and the Housing and Environment Committee, in due course.

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**TEMPORARY WORKFORCE POLICY – CG/09/035**

**32.** The Committee had before it a report by the Interim Director of Corporate Governance which proposed the introduction of a new policy to set out how the Council would use a temporary workforce to supplement the permanent workforce in order to help maintain high standards and quality of service delivered by the Council.

The report outlined the main features of the policy, namely (1) to make a clear distinction between the Council's "core" (permanent) workforce and the Council's non core (temporary) workforce; (2) to detail the various circumstances when it is appropriate to engage a temporary workforce; (3) to explain how managers acquire the necessary approval to engage a temporary worker and create a new fixed term post; (4) to detail how the Council would source a temporary workforce, and what would bring the need for temporary additions to the workforce to an end; (5) to introduce a 51 week rule; (6) to place a one month minimum time limit on the re-engagement of a fixed term employee; (7) to explain how the Council would deal with situations when fixed term appointments become permanent opportunities; (8) to clarify the terms and conditions of engagement that would apply to each category of temporary worker; and (9) to clarify that fixed term employees would not be eligible for redeployment although they would be eligible to apply for vacancies restricted to internal candidates.

Appended to the report was the draft Temporary Workforce Policy.

**The Committee resolved:-**

to approve the introduction of the Temporary Workforce Policy.

**REDEPLOYMENT POLICY AND PROCEDURE – CG/09/036**

**33.** The Committee had before it a report by the Interim Director of Corporate Governance which considered a new Redeployment Policy and Procedure. The report advised that a review of the Council's existing Redeployment Policy was necessary to ensure that it continued to meet the needs of the organisation and the workforce, particularly at a time of significant, organisational change and budgetary pressures that would inevitably impact on the size and composition of the workforce.

The report outlined that the new policy recognised that in order to continuously improve the Council's performance and the services it delivers, there was a need at

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certain times to redeploy staff. The policy would help achieve this through a series of steps designed to retain skills and competencies of the Council's employees. The report continued that the new Redeployment Policy and Procedure reflected the arrangements and changes to the existing policy that were put in place to facilitate the effects on staff arising from decisions taken during the last budget process. These changes proved very successful in terms of minimising the impact on staff and retaining employees whose security of employment was at risk.

The report advised that the policy (1) was aimed at streamlining and speeding up the redeployment process as far as possible for the benefit of employees, managers and trades unions; (2) provided a positive and structured framework to ensure that redeployment was managed through early intervention on a fair and consistent basis; (3) clarified the respective roles and responsibilities of redeployees, line managers and Human Resources; (4) indicated that the length of time for the redeployment search would be reduced from five months plus contractual notice to twelve weeks for all staff regardless of their length of service; (5) advised that employees would be placed on the redeployment register and thereby would have access to the full provisions and benefits of the policy and wider redeployment opportunities at an earlier date, as under the existing policy an employee had to wait for a month whilst their employing service searches within the service for redeployment opportunities; (6) set out seven key stages of the process, including an appeal stage if the redeployment search proved unsuccessful and the employment was terminated as a result; (7) provided a more detailed definition of what constituted "suitable alternative employment", as well as outlining what would happen if an employee unreasonably refused an offer of suitable alternative employment; and (8) provided an explanation of what would happen during a trial period. The report also advised that the policy was restricted to permanent employees whose employment was at risk either on redundancy or medical/disability grounds.

Appended to the report was the revised Redeployment Policy and Procedure document.

**The Committee resolved:-**

to approve the introduction of the Redeployment Policy and Procedure.

**ELECTED MEMBER PERSONAL DEVELOPMENT PLAN PROGRESS REPORT  
– CG/09/038**

**34.** With reference to article 28 of the minute of the meeting of Resources Management Committee of 16 June, 2009, the Committee had before it an update

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on the progress made in the completion of Elected Member Personal Development Plans.

The report advised that since meeting of the Resources Management Committee of 16 June, 2009, the number of role profiles returned had remained at 35 and the number of personal development plans had increased from 16 to 25 with a further one in progress. An additional reminder was issued to Members to complete these by the end of August. The report continued that the Members' Development Programme for 2009/10 was being agreed at present, with the programme based on core elements essential to a Members' role and identified individual needs agreed through Members' Personal Development Plans. The report advised that the first aspect of the development programme would be a series of sessions around the planning process, including development and decision making and design principles. This would be followed by Board of Directors' responsibilities in November, and the remainder of the programme would be discussed and agreed with Democratic Services.

The report went on to outline that following feedback from Members, officers had investigated the possibility of a 360° style report whereby Members would have the opportunity to receive feedback from self selected colleagues. The improvement service was currently piloting a Continuous Professional Development programme with five Councils which incorporated a 360° element. The pilot was being reviewed and it was planned that the programme would be made available to all Councils from January, 2010.

**The Committee resolved:-**

- (i) to note the position and the progress with regard to the introduction of 360° feedback.
- (ii) to request that a reminder email be sent to all Members regarding role profiles; and
- (iii) to request that Group Leaders encourage their Members to complete their role profiles.

**POLICY STATEMENT ON THE RECRUITMENT OF EX OFFENDERS –  
CG/09/039**

**35.** The Committee had before it a report by the Interim Director of Corporate Governance which proposed the introduction of a policy statement on the recruitment of ex offenders. The report advised that the policy would replace the current guidance note which was appended to the guidelines on Managing Recruitment and Selection.

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The report explained that following an audit by Disclosure Scotland of the Council's registration and performance in requesting Disclosure checks, a recommendation was made that the Council should consider revising its policy statement on the recruitment of ex offenders. The report continued that the policy statement would affirm (1) that the Council would comply fully with the Code of Practice issued by Scottish Ministers under Part V of the Police Act 1997; (2) that the Council would be committed to equality of opportunity, to following best practice, and to provide a service which is free from unfair and unlawful discrimination; (3) that the Council would request a Disclosure only when it was considered relevant to the particular position following a risk assessment of the role; (4) that at interview or under separate discussion, the Council would undertake to ensure that measured discussion on the subject of any offences that might be considered relevant for the position concerned would take place; and (5) that all those involved in the recruitment process would have been suitably trained to identify and assess the relevance and circumstances of Disclosure information and would have received appropriate guidance and training in the relevant legislation relating to employment of ex offenders.

**The report recommended:-**

That the Committee approves the policy statement detailed at appendix A.

**The Committee resolved:-**

- (i) to note the recommendation made by Disclosure Scotland; and to take these recommendations into consideration in any recruitment and selection process (where a final decision would be made by the Appointment Panel or appointing officers), taking account of the differing interests and circumstances of each appointment; and
- (ii) to otherwise approve the policy statement as at appendix A.

**EMPLOYEE ASSISTANCE SERVICE – DELEGATED POWERS – CG/09/041**

**36.** The Committee had before it a report by the Interim Director of Corporate Governance which (1) advised the Committee of the current collaborative tender exercise undertaken on behalf of Aberdeen City Council, Aberdeenshire Council and the Moray Council for the provision of a joint Employee Assistance Service; and (2) requested the suspension of Standing Orders 75 and 76 to permit the delegation of powers in order for the most economically advantageous tender to be accepted.

The report outlined that following the decision to outsource the existing employee

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counselling services and explore the possibility of joint working with other public bodies, a collaborative tender exercise had been commenced involving the three local authorities with the closing date for receipt of tenders being 18 August, 2009. The report advised that Grampian Police had only recently decided to review their current provision and whilst timing did not allow them to participate at this stage, they had intimated an interest in the future contract.

The tender evaluation in which all three Councils would participate should have reached an outcome by early September, 2009 following presentations provided by all suppliers, however, the timeframe would be dictated by the number of interested parties submitting a response.

The report highlighted that it was essential that the new services be in place by 1 October, 2009 as (1) the existing services were unsustainable and placed an unmanageable workload on the one part time employee; (2) it would allow the employee to transfer to the new provider through TUPE arrangements as soon as possible; (3) it would avoid the risk that the Council would be perceived to be failing to provide a comprehensive counselling service; (4) it would enable the Council to promote the new services to all employees as soon as possible; and (5) it would facilitate the requirements of the collaborating Councils to ensure continuity of service provision.

**The Committee resolved:-**

- (i) to note the action taken by the Head of Procurement and the Head of Human Resources to undertake the tendering process to appoint an external company to provide an Employee Assistance Service to all employees;
- (ii) to suspend Standing Orders 75 and 76 to the extent necessary to permit the delegation of powers to permit the award of contract, subject to full compliance with Standing Orders in all other respects;
- (iii) to delegate the power to the City Chamberlain, the City Solicitor, the Head of Procurement and the Head of Human Resources in consultation with the Convener of the Finance and Resources Committee to accept the most economically advantageous tender for the provision of an Employee Assistance Service; and
- (iv) to instruct the Head of Procurement to submit a report to the next Finance and Resources Committee on the outcome of the tendering process.



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**DELEGATION OF AUTHORITY TO APPROVE VOLUNTARY SEVERANCE AND EARLY RETIREMENT APPLICATIONS – CG/09/042**

37. The Committee had before it a report by the Director of Corporate Governance which requested that the delegation of authority to the Chief Executive in consultation with the Conveners of the former Policy and Strategy and Resources Management Committees to approve Voluntary Severance and Early Retirement applications be amended to reflect the new Committee structure of the Council.

**The report recommended:-**

that the Committee agree that, to reflect the new committee structure, the authority to approve applications under the Council's Voluntary Severance and Early Retirement Schemes be delegated to the Chief Executive in consultation with the Convener of the Finance and Resources Committee and the parent committee.

**The Committee resolved:-**

to approve the recommendation.

**SOCIETY OF PERSONNEL DIRECTORS SCOTLAND ANNUAL CONFERENCE**

38. The Committee had before it an invitation to attend the Society of Personnel Directors Scotland Annual Conference which was to be held at the Old Course Hotel, St. Andrews from 4-6 November, 2009. The letter advised that there would be no increase in the conference fee from last year, and the cost would remain at £380 for SPDS members and £400 for non members.

**The Committee resolved:-**

to authorise three officers to attend this conference.

**HOSTING THE CONFERENCE OF PERIPHERAL MARITIME REGIONS (CPMR) GENERAL ASSEMBLY 2010 - EPI/09/031**

39. The Committee had before it a report by the Director of Enterprise, Planning and Infrastructure which requested a referral to the 2010/11 budget process for funding of up to £155,000 towards the cost of hosting the conference of Peripheral Maritime Regions 2010, in case of a shortfall in contributions requested from partner organisations.

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By way of background the report explained that the CPRM brought together over 159 regions from 28 member states across Europe, represented more than 195 million people, and campaigned in favour of a more balanced development of community territory by actively participating in the development and implementation of policies and strategies affecting their member regions.

**The Committee resolved:-**

- (i) to note the request made to partner organisations for £95,000 of which £10,000 had been confirmed to date, to contribute towards the total cost of hosting the General Assembly, which was £165,000; and
- (ii) to refer a request for funding of up to £155,000 to the 2010/11 budget process in case requests for contributions from other agencies are not successful.

**DECLARATION OF INTEREST**

**Councillor John Stewart declared an interest with regard to the matter of the following deputation and the report on the same subject (St Machar Outdoor Centre) considered immediately after the deputation, by reason of his appointment as the Council representative on the University Court of the University of Aberdeen. Councillor Stewart did not consider it necessary, however, to withdraw during the Committee's deliberations.**

**ST. MACHAR OUTDOOR CENTRE - DEPUTATION**

**40.** With reference to article 2 of this minute, prior to the meeting going into private session, the Convener again advised members of the receipt of a request for a deputation in relation to the item on the agenda dealing with St Machar Outdoor Centre. Having agreed to receive the deputation at an earlier point in the meeting, the Committee heard Mr Ian Fryer as a representative of Froghall, Powis and Sunnybank Community Association. Mr Fryer highlighted to the Committee the strong desire on the part of the Community Association to take over the running of the St Machar Outdoor Centre for community uses, for example use as a community garden or as allotments. Mr Fryer accepted that there was unlikely to be any direct financial support available from the Council for such a project but asked that the Committee agree to visit the Centre and speak to the community about what they want done with the site, before taking a final decision on its future.

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Members asked Mr Fryer a number of questions and thanked him for his presentation.

**EXEMPT INFORMATION**

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 during consideration of the following items of business so as to avoid disclosure of exempt information of the class described in the following paragraphs of Schedule 7(A) to the Act:- article 41 (paragraphs 6 and 9), article 42 (paragraph 6), article 43 (paragraph 6), article 44 (paragraph 8), article 45 (paragraph ), article 46 (paragraph 8), article 47 (paragraphs 6 and 9), article 48 (paragraphs 8 and 9), article 49 (paragraphs 6 and 9), article 50 (paragraphs 6 and 9), article 51 (paragraphs 6 and 9), article 52 (paragraphs 6 and 9), article 53 (paragraphs 6 and 9), article 54 (paragraphs 8 and 10), article 55 (paragraph 1), article 56 (paragraph 1), article 57 (paragraph 1), article 58 (paragraph 1), article 59 (paragraphs 6 and 9).

**ST. MACHAR OUTDOOR CENTRE – FUTURE USE – CG/09/046**

**41.** Reference was made to article 38 of the minute of meeting of the Resources Management Committee of 5 May, 2009, at which time it was agreed, in accordance with the decision taken by Area Committee Central, to declare the St Machar Outdoor Centre surplus to Council requirements and to transfer responsibility for the property to the Asset Management Team for disposal according to the needs of other Council Services. The Committee now had before it a report by the Director of Corporate Governance which advised of the receipt of unsolicited expressions of interest regarding the future use of the site.

The report reminded members (1) that the Outdoor Centre comprised a pavilion, a putting green and two bowling greens, lying within a wider parkland area which also contained two tennis courts, a former putting green, a general amenity area and a playground; (2) that the combined site extended to some 4.6 acres which, in terms of the current Local Development Plan was zoned as Urban Green Space and allocated for the Green Space Network; and (3) that areas zoned for that purpose were protected by policies which contained a presumption against development which would be likely to destroy or erode the recreational character or, alternatively, which required equivalent and equally convenient land to be made

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available for the same purpose with public access.

**The report recommended:-**

that the Head of Resources Development and Delivery be authorised:-

- (a) to commence discussions with the Neighbourhood Community Planning Service to ascertain if there is any future uses for the properties in connection with the local community; and
- (b) to acknowledge the interest expressed by the third party but not to progress that at the present time.

The Committee at this point heard the Head of Resources Development and Delivery who advised that the pavilion at St Machar had recently been extensively damaged as a result of a fire which it would appear had been started deliberately. The Head of Service thereupon provided some detailed information on the extent of the damage caused, the implications arising from that for the Council as regards the security of the building and public safety and also as to the likely level of expenditure required should it be decided to reinstate the building or have it demolished.

The Committee asked the Head of Resources Development and Delivery a number of questions, specifically about the structure of the pavilion.

**The Committee resolved:-**

- (i) that the condition report by the Head of Service relative to the St Machar pavilion building be noted;
- (ii) that officers be instructed to commence discussions with the Neighbourhood Community Planning Service to ascertain if there is any future uses for the properties in connection with the local community;
- (iii) that appropriate officers be instructed to acknowledge the interest expressed by the third party and seek to obtain more information on the nature of that interest; and
- (iv) that the Head of Resources Development and Delivery be requested to carry out a detailed assessment of the options available to the Council as regards the damage to the pavilion, and to report back at the next meeting with all costs and implications associated with the different aspects of the St Machar Outdoor Centre including (1) the possibility of retaining the play park; (2) any problems associated with the fact that the surrounding area was categorised as green space; (3) possible future uses for the building; and (4) to ascertain whether the Gibberie Wallie (Gingerbread Wall) was listed.

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**3Rs PROJECT – VERBAL UPDATE**

**42.** With reference to article 6 of this minute and article 3 of the minute of meeting of the Urgent Business Committee of 1 July, 2009, the Committee heard the City Solicitor, who provided an update on the current status of the 3Rs project. She advised that at the meeting of the Urgent Business Committee of 1 July, 2009, she (along with the Director of Corporate Governance and the City Chamberlain, or their nominated representatives) had been provided with delegated authority (1) to sign the project refinancing documents on behalf of the Council; and (2) to undertake the final negotiation, completion and approval on behalf of the Council, of the refinancing documents noted below, along with other contracts, letters or documents which require to be signed, including assignments, waivers, acknowledgements and releases in relation to the existing financing documents. It was also agreed that the Council would sign a letter to demonstrate its willingness to enter into an agreement to share the refinancing gain arising from additional financing costs to be split 70% Landsbanki and 30% Council when the final hedging arrangements were confirmed and it could be demonstrated that there was no material increase in the Council's future termination liabilities. The refinancing documents referred to above are as follows:-

- The Project Agreement Supplementary Agreement;
- The Funders' Direct Agreement;
- The Junior Lenders' Direct Agreement;
- The building contractor's collateral agreement;
- The facilities management collateral agreement;
- The assignment of independent technical advisor's deed of appointment;
- The joint insurance account agreement; and
- The certificate to be issued under Section 3 of the Local Government (Contracts) Act 1997.

The City Solicitor requested the Committee to note that the documentation referred to above had been signed and sealed on behalf of the Council by those officials authorised to do under Standing Order 44, together with other necessary documentation; and that all necessary approvals of the Scottish Government (via the Scottish Futures Trust) would be obtained in relation to the refinancing and the continuing availability of Revenue Support Grant.

The City Solicitor also advised that the Council will require to sign a further agreement which is supplemental to the Project Agreement, to implement the terms of the side letter; and requested that the Committee delegate powers to herself in consultation with the City Chamberlain and the Director of Corporate Governance

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to finalise the project on behalf of the Council, and execute the appropriate documentation.

**The Committee resolved:-**

to note the content of the update provided, and to delegate to the City Solicitor (in consultation with the City Chamberlain and the Director of Corporate Governance) the final negotiation, completion and approval of all contracts, letters, assignments waivers, acknowledgements, releases i.e. documents which are necessary or appropriate to implement the terms of the letter issued by the Council referred to above, and to finalise the project, provided there is no material increase in the Council's future termination liabilities.

**DECLARATIONS OF INTEREST**

**The Vice Convener and Councillors Cassie, Dean and Malone declared interests in the subject matter referred to in the following article as the Council's appointed representatives to the Board of Aberdeen Exhibition and Conference Centre. None of the Councillors considered that the nature of the interests required them to leave the meeting during consideration of the matters before them.**

**ABERDEEN EXHIBITION AND CONFERENCE CENTRE (AECC) – VERBAL UPDATE**

**43.** With reference to article 4 of this minute, the Committee were provided with a brief update on the AECC by the Interim Director of Corporate Governance, who made reference to the decision taken earlier for financial updates on the AECC to be provided to the Enterprise, Planning and Infrastructure Committee in future. Mr Edwards advised that for this financial year, some of the events at the AECC had not been as large scale as planned due to the economic climate, but that they were still on target to meet their budget.

**The Committee resolved:-**

- (i) to note the update; and
- (ii) to note that in future, financial updates on the AECC would be presented to the Enterprise, Planning and Infrastructure Committee.

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**TRADING SERVICES MONITORING 2008/09 – CG/09/027**

**44.** The Committee had before it a report by the City Chamberlain which provided details of the final positions, subject to audit, for the financial year 2008/09 for those activities identified by the Council as significant trading operations, the criteria for which are identified by the Local Government (Scotland) Act 2003. Information was also provided for other trading activities not regarded as significant.

The report advised that the Local Government (Scotland) Act 2003 required that the statutory trading accounts at least break even over a rolling three year period. Property letting was the only significant trading operation that had failed to meet this requirement, and this had been detailed at appendix A.

Appended to the report were figures that outlined the final year income and expenditure for each of the services identified by the Council as a significant trading activity under the Local Government (Scotland) Act 2003, with similar information also provided for the non significance activities.

**The Committee resolved:-**

- (i) with reference to the final paragraph on page 351 of the report, to request that Councillor Laing be provided with an explanation as to why the income from fines had decreased;
- (ii) to note the actual outturn to 31 March, 2009 was an overall surplus for the significant trading activities of £933,000;
- (iii) to note that these results were arrived at after allowing for (a) rebates of £2.185 million to the general fund and £972,000 to the Housing Revenue Account, (b) FRS 17 pension adjustments of £1.602 million, (c) an exceptional charge of £3.390 million arising from the downward re evaluation of a number of individual investment properties and works depots and (d) an accrual for Equal Pay and Modernisation back payments to staff for the period up to 31 March, 2009 totalling £575,000;
- (iv) to note that for the non significant trading activities as whole, a deficit of £1.869 million was made and was arrived at after allowing for (a) FRS 17 pension adjustments of £105,000, (b) recharging the deficits incurred on school catering of £460,000 and on building cleaning of £272,000 to the education service and (c) an accrual for Equal Pay and Modernisation back payments to staff for the period up to 31 March, 2009 totalling £1.229 million;
- (v) to note that all of the significant trading activities, with the exception of property letting, had met the financial target of breaking even over a three year period, as required by the Act; and
- (vi) to note that these results were still subject to review by the Council's external auditors.

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**TRADING SERVICES MONITORING 2009/10 – CG/09/028**

**45.** The Committee had before it a report by the City Chamberlain which provided details of the current positions and forecast outturns for the financial year 2009/10 for trading activities, both significant and non significant identified by the Council. The criteria for inclusion of these services are defined by the Local Government (Scotland) Act 2003.

Appended to the report were figures that advised of the anticipated full year income and expenditure for each of the services identified by the Council as a significant rating activity under the Local Government (Scotland) Act 2003, with similar information also provide for insignificant activities.

**The report recommended:-**

that the Committee –

- (a) considers and notes that the forecast outturns to 31 March 2010 show an initial projection of the overall surplus for the significant rating activities in the order of £7.173 million; and further notes that this compared with the budgeted surplus of £7.102 million and that forecasts will be updated as the year progresses;
- (b) notes that the provision of full year results indicate that the financial objective for each significant trading activity will be achieved, before allowing for the effects of pension adjustments required under the provisions of financial reporting standard number 17 (FRS 17), the value of which are unknown at this time;
- (c) notes that, whilst there is no statutory requirement for non significant rating activities to make the meet the best value financial objective, an overall surplus of £212,000 is currently forecast for the year within these activities; and further notes that this forecast is currently in line with budget expectations prior to taking into account any adjustment for FRS 17 pension; and
- (d) notes that the Council's trading operations are currently undertaken by three services and that the relevant service committee will receive detailed information on the ongoing financial position of each of the services trading operations; and to further note that this Committee will continue to receive an overview report.

**The Committee resolved:-**

- (i) in relation to the reference made to the decrease in income from parking permits, to request that officers advise members as to what this decrease is likely to be; and
- (ii) to otherwise approve the recommendations as detailed above.



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**ICON CONTRACT – CG/09/040**

**46.** With reference to article 24 of the minute of meeting of the Resources Management Committee of 25 November, 2008, the Committee had before it a report by the Interim Director of Corporate Governance which requested approval to extend the Council's Catalyst protocol to enable the contract to be signed and provide a hosted service for the processing of debit card and credit card payments, in accordance with mandatory payment card industry compliance.

By way of background the report advised that in order to comply with technical standards developed by Visa and Mastercard, additional layers of security were required for debit card and credit card payments which would shift the liability for fraud from the Council to the card user. The report continued that the Payment Card Industry Data Security Standard was a mandatory compliance requirement to ensure that all card holder information was always stored, processed and transmitted securely. As the Council did not have the resource to meet this compliance, it was agreed to use the Civicas hosted managed service. Risk was therefore transferred from the Council to Civicas.

The Committee intimated its disappointment that this issue had not been progressed at a much earlier date by officers.

Further to discussion, and advice from the City Solicitor, the Convener, seconded by the Vice Convener moved:-

That the Committee agrees to the extension of Catalyst Protocol for this particular contract and to note that Civicas (supplier of ICON) will ensure payment card industry compliance by 1 October, 2009.

Councillor Crockett, seconded by Councillor Laing, moved as an amendment:-

That the Committee does not approve the extension of catalyst protocol for this particular contract in order to protect the Council from a legal claim whilst seeking to procure this service.

On a division, there voted:- for the motion (10) – the Convener; the Vice Convener; and Councillors Cormack, Dean, Dunbar, John Stewart, McCaig, Malone, Noble and John West; for the amendment (4) – Councillors Cassie, Crockett, Graham and Laing; declined to vote (1) – Councillor Farquharson.

**The Committee resolved:-**

to adopt the terms of the motion.

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**DECLARATION OF INTEREST**

**Councillor Cassie declared an interest in the subject matter of the following article by virtue of being the Chairperson of Garthdee Alpine Sports Limited. Councillor Cassie did not feel it necessary to withdraw from the meeting.**

**GARTHDEE ALPINE SPORTS LIMITED – SITE DEVELOPMENT PROPOSALS – ECS/09/020**

**47.** The Committee had under consideration a report by the Director of Education, Culture and Sport on development proposals submitted by Garthdee Alpine Sports Limited, the charitable trust company set up as the arms length organisation engaged to operate the facilities at the Garthdee Sports and Alpine Adventure Centre, on behalf of the Council. The report outlined the means by which the company is currently funded by the Council, i.e. through Service Level Payments within a three year financial plan funded from the Council's revenue budget.

The report before members outlined the two development proposals which the management of Garthdee Alpine Sports Limited (GASL) had put forward for consideration, one of which involved internal building alterations to the main reception and management office areas to provide an expanded contact/circulation area for customers, increased retail display function and a reconfigured administrative office space. The report confirmed that all the costs involved would be met by the company from their facility development budget. The second development project outlined within the report involved the installation of a groundwater harvesting system, to act as a supplement to the existing water irrigation system and, if successful, significantly reduce the centre's reliance on mains fed supply and as a result deliver financial and environmental efficiencies. As with the other development proposal the report author confirmed that the costs involved would be met by the company. The report outlined the legal considerations arising, in particular the amendments required to the current Service Level Agreement between GASL and the Council. It was indicated that guidance received from both the Council's legal service and the firm of independent legal advisors who were involved in the setting up of the original arms length arrangement, had been that separate legal agreements be developed for each proposal. The cost of the legal services required would either be met directly by GASL or offset against the wider review of Service Level Payments arising from the two developments in question.

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**The report recommended:-**

that the Committee –

- (a) approves progression of the development proposals relating to the alteration of internal space within the pavilion building subject to these meeting all relevant planning, building control and survey conditions;
- (b) approves the proposal for investigations into the potential for a groundwater harvesting solution and any subsequent development submitted by Garthdee Alpine Sports Limited, subject to these meeting all relevant planning, building control and survey conditions;
- (c) instructs officers to progress the necessary legal documentation supporting the provision of a licence for works and further to the outcome of the test bore hole investigation, authorises officers to progress the required revisions to the Funding and Service Provision Agreement between Aberdeen City Council and Garthdee Alpine Sports Limited in connection with the groundwater harvesting proposal; and
- (d) instructs officers to update members on the outcomes of the investigation into the potential of a groundwater harvesting solution and specifically identify future implications of service provision costs as this detail becomes available.

**The Committee resolved:-**

that the report recommendations be approved and appropriate officers authorised accordingly.

**AWARD OF REPLACEMENT/RENEWAL CONTRACTS – NON HOUSING CAPITAL PLAN – CG/09/044**

**48.** The Committee had under consideration a report from the Director of Corporate Governance which advised of the tenders received in respect of three projects to be carried out under the Replacement and Renewal budget heading within the Non Housing Capital Plan and sought approval for acceptance of the tendering contractor achieving the highest score in each case, evaluated on a quality/price basis.

The report explained that the Replacement and Renewal budget heading was designed to address prioritised repair works on a city wide corporate basis within the Council's operational property portfolio and continued that the contract works had been identified by colleagues within the former Neighbourhood Services who considered them a priority from the backlog of identified works highlighted in the property condition survey database. The three packages of works involved (a) replacement windows at Riverbank Primary School; (b) re-roofing of St Machar

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Academy games hall; and (c) replacement windows (phase 4) at Scotstown Primary School. The report highlighted that as the tenders being proposed for acceptance were not the lowest tender submitted, Committee approval in each case would be required. Appended to the report were the details of all the tenders received in respect of each project, including the tender evaluation scores achieved.

The Committee expressed its disappointment that the contract for the replacement windows at Riverbank Primary School had not been authorised at an earlier date. Members were provided with an explanation by the Head of Resources Development and Delivery in this regard.

**The report recommended:-**

that the Committee –

- (a) notes the background for reporting these tenders;
- (b) approves the award of the contract for the replacement windows at Riverbank Primary School to Muirfield (Contracts) Limited;
- (c) approves the award of the contract for the re-roofing of St. Machar Academy games hall to Grainger Building Services Limited; and
- (d) approves the award of the contract for the replacement windows (Phase 4) at Scotstown Primary School to Camstruction Limited.

**The Committee resolved:-**

that the report recommendations be approved and the contracts awarded accordingly.

**SUMMERHILL EDUCATION CENTRE – APPOINTMENT OF MARKETING AGENT – CG/09/047**

**49.** Reference was made to article 59 of the minute of meeting of the Resources Management Committee of 5 May, 2009, at which time there was under consideration a report by the Corporate Director for Resources Management which continued to address the matter of the expressions of interest received by the Council relative to the Summerhill Education Centre in respect of which the Council was prepared to consider all options for disposal. The resolution of the Committee at the said meeting, included, amongst these, the instructions –

- (i) that appropriate officers identify suitable agents with appropriate experience of all market sectors and of planning issues to advise the Council on the marketing of the Summerhill site, on the understanding that the marketing exercise will be carried out after the summer recess (late August/September) with bids being invited towards the end of 2009; and

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- (ii) that appropriate officers pursue a quick response from the Scottish Government to the request submitted in terms of Section 74(2) of the Local Government (Scotland) Act 1973 and continue negotiations with Grampian Police in this regard.

The Committee now had before it a further report on the matter by the Interim Director of Corporate Governance which sought to progress the issue of the appointment of a marketing agent and also to update members as regards the interest expressed in the Summerhill site by the Grampian Police Joint Board.

The report advised (1) that in pursuance of the Committee instruction in relation to the appointment of a marketing agent, tender documents had been prepared; (2) that the offers received by the closing date for tenders were evaluated against the stated criteria; and (3) that the outcome of the exercise was presented within an appendix to the report. Also presented as an appendix was a copy of a letter received from the Local Government Division of the Scottish Government, the terms of which had not amounted to a clear grant of approval for a disposal of the site at Summerhill for a consideration that was less than the best that could be obtained. In the circumstances the report author's view was that the only way to arrive at a decision on the offer from Grampian Police would be to consider it alongside the other bids received, which would allow officers to make recommendations and the members to arrive at a decision, fully informed.

**The report recommended:-**

that the Committee note the position of the Scottish Government in relation to "Best Value" and agree –

- (a) that the Head of Resources Development and Delivery be authorised to appoint Graham & Sibbald as external Property Advisers in relation to the sale and marketing of the Summerhill Education Centre, as identified in their tender submission; and
- (b) that Grampian Police be invited to make representations along with all other potential bidders in the marketing exercise.

**The Committee resolved:-**

that the recommendation contained within the report be approved and the Head of Resources Development and Delivery be authorised accordingly.

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**2 WEST CRAIBSTONE STREET, ABERDEEN – CG/09/048**

**50.** The Committee had under consideration a report by the Interim Director of Corporate Governance which sought to advise on the offers received following the marketing of the vacant Council property at 2 West Craibstone Street, Aberdeen, for sale in accordance with an earlier Committee instruction (article 29 of the minute of meeting of the Resources Management Committee of 30 September, 2008).

The report (1) contained a brief account of the previous use of the property, which comprised a three storey and basement terraced building of traditional construction; (2) referred to the decision to market it for sale and the steps taken by the Council's external property contractors in that regard; and (3) advised of the outcome of the tender process.

**The report recommended:-**

- (a) that the tender received on behalf of Mr Stewart Davidson, being the highest offer received, be accepted; and
- (b) that the City Solicitor be instructed to conclude the sale on the basis of the offer received and otherwise on terms and conditions which will protect the Council's interests.

**The Committee resolved:-**

that the report recommendations be adopted and appropriate officers authorised accordingly.

**DECLARATION OF INTEREST**

**Councillor Dean declared an interest in the subject matter of the following article by virtue of her position as a Board member of NHS Grampian. Councillor Dean left the meeting prior to the consideration of the report and took no part in the Committee's deliberations thereon.**

**20 WHINHILL ROAD, ABERDEEN – CG/09/049**

**51.** Reference was made to article 32 of the minute of meeting of the Resources Management Committee of 30 September, 2008, at which time there was under consideration a report by the Head of Resources Development and Delivery which contained the terms of a revised offer from NHS Grampian in relation to the

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purchase of the site at 20 Whinhill Road, Aberdeen, for use to provide a new local medical centre. The resolution of the Committee at that time was to approve the sale on the basis of the offer received, which was conditional upon the results of site investigations and also planning consents being obtained for the development proposed. The Committee now had before it a further report on the matter by the Interim Director of Corporate Governance.

The report before Members contained an update on current negotiations with NHS Grampian, in particular as regards the implications for the sale value of 20 Whinhill Road, of the results of the site investigations. The revised valuation of the site carried out by the Council's external property advisers, was detailed within the report. The report indicated that having taken their own independent advice, NHS Grampian were agreeable to the sale proceeding on the basis of the revised valuation referred to.

**The report recommended:-**

that the Committee approve the sale of 20 Whinhill Road, Aberdeen, at the reduced value identified and authorise the City Solicitor to conclude the bargain on that basis.

**The Committee resolved:-**

that the report recommendation be approved.

**FAULDS ROW, KINCORTH (FORMER TAVR SITE) – CG/09/050**

**52.** The Committee had under consideration a report by the Interim Director of Corporate Governance which related to a site at Faulds Row, Kincorth, Aberdeen (443 square metres) which was currently leased to the Highland Reserve Forces and Cadets Association (HRF&CA). The report considered the future use of the site, the current lease for which was due to expire in November, 2009.

The report (1) described the site (location plan annexed) upon which a small hut had now been erected; (2) provided the detail of the current lease between the Council and HRF&CA; (3) outlined the rights of the Council as landlord, following termination of the current lease in November, 2009; and (4) advised with regard to the condition of the hut and the expression of interest received when its future availability was circulated to other Council Services, the local Community Council and local members. The report confirmed that pending consideration of the matter by the Finance and Resources Committee, the availability of the hut had not been

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advertised on the open market. The report indicated, however, that an interest had expressed in the site by the North East Scotland Disabled Veterans Association had been responded to on a “without prejudice” basis by Council officers, who issued the Association with indicative draft terms and conditions of lease that would, potentially, be the basis of discussion as a way forward should the Committee agree to such a course of action. The detail of these terms and conditions were provided within the report, which also advised of the response thereto on behalf of the Association. The offer of a below market value rental by the Association was highlighted within the report as creating possible State Aid implications for the Council which would require to be the subject of approval by the Scottish Government in terms of Section 74 of the Local Government (Scotland) Act 1973.

**The report recommended:-**

that the Committee –

- (a) approves the lease of the site and hut at Faulds Row, Kincorth to the North East Scotland Disabled Veterans Association on the provisional terms and conditions described within the report;
- (b) approves that the rent be restricted to £2,000 per annum;
- (c) instructs officers to fully investigate the legal implications of such a decision and to obtain the consent of the Scottish Government to lease the site and hut at below market value, as required under Section 74 of the Local Government (Scotland) Act 1973; and
- (d) instructs the City Solicitor to formally conclude the lease to the North East Scotland Disabled Veterans Association, on such terms and conditions as are necessary to protect the City Council’s interests.

**The Committee resolved:-**

that the report recommendations be approved and appropriate officers authorised accordingly.

**31 AUCHINYELL ROAD, GARTHDEE, ABERDEEN – CG/09/056**

**53.** The Committee had under consideration a report by the Interim Director of Corporate Governance relative to the property at 31 Auchinyell Road, Aberdeen, owned and operated by the Aberlour Child Care Trust and registered with the Care Commission since 2002 as a property within which a care home service was provided for up to four people with learning disabilities. The report advised of an approach by the Trust to the Council to the effect that they wish to dispose of the property.



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The report contained certain background information concerning the Trust's wish to withdraw from delivering the service they currently provide at 31 Auchinyell Road and confirmed that the Social Care and Wellbeing Service of the Council would like to see the provision of care to the existing residents continue. The financial implications for the Council in taking over the role currently provided by the Trust were also outlined within the report. The report further advised that due to the timescales involved, the normal process of obtaining Committee approval to initiate negotiations had required to be set aside and such negotiations undertaken during the Council recess. The report emphasised that the Council would not be entering into any agreements which would have an impact on TUPE regulations in relation to the existing staff at 31 Auchinyell Road.

**The report recommended:-**

that the Head of Resources Development and Delivery, together with the City Solicitor, be authorised to continue negotiations with the agents acting on behalf of Aberlour Child Care Trust to secure a new lease of the facility and report to the Committee with the outcome of these negotiations in due course.

**The Committee resolved:-**

that the City Solicitor be authorised to secure a lease of the facility in accordance with the agreed Heads of Terms and incorporating other terms and conditions as required to protect the Council's interests.

**BEHAVIOURAL IMPACT TRAINING – TENDER OUTCOME AND AWARD OF CONTRACT – CG/09/037**

**54.** With reference to article 36 of the minute of meeting of the Resources Management Committee of 5 February, 2009, the Committee had before it a report by the Interim Director of Corporate Governance which presented the outcome of the recent procurement exercise undertaken to contract Behaviour Impact Training for managers.

The report advised that the Best Value report of 2008 highlighted the need for the Council to increase its leadership capacity and capability and to raise the levels of self awareness in managers. As part of its Development Activities Report of 5 February, 2009, the Resources Management Committee approved in principle the intention to address this through an intensive behavioural impact programme for managers. The report outlined that the programme's aim was to develop skills in task oriented, yet people focused thinking. The expected outcome would be a shift in culture to one where managers would be focused on what needs to be achieved yet at the same time, hold a strong awareness of the impact of their behaviour on

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others and how they can use this to achieve constructive results and build positive relationships within the organisation. The programme would be targeted at all managers in the Council, including Head Teachers and Depute Heads.

The report further highlighted that given the potential value of this contract to the successful tenderer, it was necessary to undertake a competitive tender exercise in line with EU law and the Public Contracts (Scotland) Regulations 2006. The process commenced early in 2009 with a total of 79 potential providers having responded. As a result the six who most closely matched the requirements were issued with an invitation to tender with a closing date of submission on 25 August, 2009. Following the issue of the invitation to tender, one provider chose to withdraw their interest which meant that five remained. The five remaining tenders were evaluated against the criteria, and a preferred bidder was indicated to the Committee on this basis within the report.

**The report recommended:-**

that the Committee approves the award of contract to the preferred provider subject to the Council's terms and conditions being agreed between the parties.

**The Committee resolved:-**

to defer the report for one cycle in order to be provided with more information (1) on the style and format of the training ; and (2) on the differences it had made to members of staff who had undertaken the training.

**BUSINESS CASE – CUSTOMER CONTACT CENTRE – TEAM LEADER – CG/09/058**

**55.** The Committee had before it a business case prepared by the Head of Customer Relations Management which sought approval for the establishment of one new permanent post: Contact Centre Team Leader (1 full time equivalent) and the disestablishment of two existing permanent posts: Contact Centre Customer Service Advisor (0.5 full time equivalent) and the Switchboard Telephone Supervisor (1 full time equivalent).

The business case highlighted that if approved, this would be a step towards the creation of a flexible staffing model across Customer Services and that stronger links would be established between the existing team and the Customer Contact Centre and the Switchboard Team at St Nicholas House, which would help to provide more efficient service delivery, in preparation for the co-location of the two teams. The business case continued that the proposals would result in efficiency savings of between £700.65 and £1,707.55 in 2009/10 and £2,586.63 to £6,735.09

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in 2010/11, which would contribute to the service's budget savings.

In addition to this one of the posts was currently vacant with the other to fall vacant from 1 January, 2010 due to the retirement of the current postholder. Therefore no existing staff would be directly impacted upon by the proposals to disestablish the two posts.

**The Committee resolved:-**

to approve the business case.

**BUSINESS CASE – SERVICE DESK COORDINATOR – CG/09/059**

**56.** The Committee had before it a business case prepared by the Head of Service Design and Delivery which advised that following the early retirement/voluntary severance exercise, one of the Team Leader posts within Service Design and Development had become redundant in March, 2009. To facilitate this redundancy, changes had been made to line manager reporting arrangements for staff within the Operation and Technology and Information Systems Sections of Service Design and Development. This had brought about an imbalance in workload across the remaining Team Leaders and therefore the structure within these sections had been reviewed.

The business case proposed the disestablishment of the permanent post of Help Desk Supervisor to be replaced by a permanent post of a Service Desk Coordinator permanent position at Grade 13.

In terms of budget in 2009/10 £14,108 would be available from revenue staffing budget through the disestablishment of the Help Desk Supervisor post from 1 October. The remaining £4,343 to £6,987 required from the revenue staffing budget would be met from staff vacancies. In 2010/11 the £28,216 would be available from the revenue staffing budget through the disestablishment of the Help Desk Supervisor post. It was anticipated that the remainder would be secured from a small proportion of savings gained through better contract management of ICT supplies and services.

**The Committee resolved:-**

to approve the business case.

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**BUSINESS CASE – STAFFING PROPOSALS FOR WOODSIDE CUSTOMER ACCESS POINT – CG/09/057**

57. The Committee had before it a business case prepared by the Head of Customer Relations Management which advised that Woodside Customer Access Point was currently under development and was due to open in the last quarter of the calendar year. The Access Point would form part of a wider community facility (Woodside Fountain Centre), encompassing Sandilands Housing Office, Woodside Community Centre, St. Machar Credit Union, Fersands Mini Market, Fersands and Fountain Community Project and Fersands Family Centre. The business case continued that the Access Point in Woodside would be in addition to the existing Access Points in Mastrick, Kincorth and The Point in the city centre, and would thereby provide another face to face facility for customers, and allow residents access to a wider range of services under one roof.

The business case sought approval for the establishment of an interim staffing model comprising one full time equivalent fixed term Team Leader post and one full time equivalent fixed term Customer Service Adviser post for a period of approximately twelve months; and one permanent full time equivalent Customer Service Adviser post. It also sought approval for the disestablishment of two Clerical Assistant posts. The business case advised that one of these posts was ring fenced to the permanent Customer Services Adviser post in the Access Point, and the second was currently vacant. The business case further sought approval to offer the fixed term posts as a secondment opportunity to existing staff in Mastrick and Kincorth Access Points and the Point for the duration of the interim staffing model and also proposed that the line management of the Woodside Access Point Team be placed under the operational control of the Customer Service Development Manager within the CRM team for the same period.

The business case explained that if approved, this would (1) create an opportunity to draw up existing experience and open a new facility within an already experienced team; (2) provide great potential for existing staff to develop further; (3) put in place the foundations for a more flexible and efficient staffing model across customer services in general and establish stronger links between the Access Points; and (4) provide the opportunity to fully evaluate service demand within the Woodside area upon which the permanent staffing model would be based. The report concluded that the maximum impact on the 2009/10 budget of the staffing model would be £41,196.95.

The two new Customer Service Adviser posts would be funded through the budget made available through the disestablishment of the two existing Clerical Assistant posts. The difference in salary between the Customer Service Adviser posts salary grade G9 and the Clerical Assistant post salary grade G8 would be funded

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through the Housing Revenue Budget. The Team Leader post would be funded through Customer Relations Management although discussions would be ongoing with services to secure funding for services delivered on their behalf from the Access Point. It was also noted that the proposed post would be funded from within existing budgets and therefore no additional funding would be required.

**The Committee resolved:-**

to approve the business case.

**BUSINESS CASE – CONVERSION OF THE POST OF WEBSITE CONTENT AND PROMOTION OFFICER TO E-GOVERNMENT ASSISTANT – CG/09/060**

**58.** The Committee had before it a business case prepared by the Head of Service Design and Delivery which sought approval for the conversion of a post from Website Content and Promotion Officer to E-Government Assistant.

The business case outlined that within the staffing complement of the E-Government Team there were presently two Website Content and Promotion Officer (WCAPO) posts, one of which had been vacant since December, 2007. Two attempts to fill the post in 2008 had been unsuccessful and following the requirement to contribute to savings from all team budgets, the post was initially kept vacant while other options were looked at. The result of that exercise was a recommendation to disestablish one of the two WCAPO posts and to establish an E-Government Assistant post.

The business case advised that if the WCAPO vacancy continued for the anticipated nine months in 2009/10, there would be an approximate saving of £20,000. There would also be a saving in revenue in future years of between £6,000 and £10,000 per annum based on difference between WCAPO posts and the E-Government Assistant post.

**The Committee resolved:-**

to approve the business case.

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**DECLARATIONS OF INTEREST**

**Councillors Cassie declared an interest in the subject matter of the report referred to in the following article, by reason of his position as Member of the Board of Robert Gordon's College. Councillor Cassie did not consider that the nature of his interest required that he withdraw from the meeting.**

**The Vice Convener declared a pecuniary interest in the subject of the report, by reason of his employment by the property development company involved and left the meeting prior to consideration of the matter and took no part in the Committee's deliberations thereon. Councillor John Stewart declared an interest by virtue of his relationship with Councillor Fletcher and he too left the meeting prior to any consideration of the report.**

**Councillor Laing declared a non pecuniary interest by virtue of her position on the Board of Oakbank School (currently in a contractual arrangement with the property development company) and left the meeting prior to consideration of the report before the Committee.**

**PINEWOOD/HAZLEDENE, COUNTESSWELLS ROAD – FUTURE USE OF SITES – CG/09/043**

**59.** The Committee had under consideration a report by the Director of Corporate Governance which related to the future use of the sites at Countesswells Road, Aberdeen, referred to as Pinewood/Hazledene, in which the Council held a proprietary interest together with the Board of Governors at Robert Gordons College and Duthie Holdings Limited (as Council tenant of part of the combined site). The report sought to advise the Committee of the current status of on going dialogue with the interested parties and also the outcome of discussions held in pursuance of earlier Committee instructions.

The report reminded Members that when the matter was last considered by the former Resources Management Committee of the Council, at its meeting on 5 May, 2009 (article 60 refers), it was resolved to note the recommendations within the report and to agree that, if no progress can be made at this time with Carlton Rock (the property development company acting on behalf of the Council's tenant), following their refusal to provide the Committee with details of their contractual agreement with that tenant, to authorise officers in conjunction with external advisers to (a) discuss with Robert Gordons College what progress if any can be

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made towards the potential development of the area of Pinewood in their ownership, thereby commencing development of land (at an as yet unknown date) in support of the Local Plan; (b) to suspend in the short term discussions with the Council's tenant pending the outcome of discussions with Robert Gordons College and the market becoming more stable; and (c) to report back to this Committee on Committee instruction (a) following the summer recess.

The report confirmed that the Committee decision of 5 May had been communicated to all interested parties and that subsequent discussions had taken place separately with Carlton Rock and Robert Gordons College. The report concluded that the discussions with Carlton Rock had made no progress toward any positive outcome, but that the discussions with Robert Gordons College were fruitful, resulting in the receipt of their written agreement on a possible way forward, as outlined within the report.

**The report recommended:-**

that the Committee –

- (a) notes the continued impasse in the discussions with Carlton Rock;
- (b) approves the proposed communication to the Council's tenant outlining a way forward should their agreement with Carlton Rock expire prior to the end of the tenancy agreement with the Council, in 2020;
- (c) restates the Council's intent of taking these sites to the market at the appropriate time, following a future report to Committee for approval and, in the meantime, to move forward with Robert Gordons College in submitting a planning application for the first phase of the development; and
- (d) instructs the Head of Resources Development and Delivery to report back to Committee early 2010 on progress made or earlier if necessary should circumstances materially alter from those currently being reported to Members.

The Convener moved, seconded by Councillor Malone:-

- (i) that subject to deletion of the last part of recommendation (c), the report recommendations be approved; and
- (ii) that any planning implications and any implications for the Local Plan that may occur as a consequence of the delay in the marketing of the sites at Pinewood/Hazledene be the subject of a separate report to the Enterprise, Planning and Infrastructure Committee.

Councillor Cassie moved as an amendment, seconded by Councillor Crockett:-

That consideration of the report be deferred until the next meeting of the Committee, and that the Head of Resources Development and Delivery be requested to include as further information, the financial implications for the

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Council of not marketing the land at Pinewood/Hazledene for sale at this time, including the likely impact on the Local Plan housing land supply and the recently approved Structure Plan, and also on the access arrangements proposed for the Robert Gordons College site, which is not in Council ownership.

On a division, there voted:- for the motion (8) – the Convener and Councillors Dean, Dunbar, Farquharson, McCaig, Malone, Noble and John West; for the amendment (3) – Councillors Cassie, Crockett and Graham; absent from the division (3) – the Vice Convener and Councillors Laing and John Stewart.

**The Committee resolved:-**

to adopt the terms of the motion.

- **COUNCILLOR KEVIN STEWART, Convener.**



**FINANCE AND RESOURCES COMMITTEE**

**COMMITTEE BUSINESS**

**12 November, 2009**

<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.	Resources Management Committee 08/02/05, 30/09/08 article 25 & 10/03/09 article 55  Area Committee Central 12/09/08 article 15	<b><u>Westburn House and Park House – Westburn Road</u></b>  At its meeting of 23/09/08, Area Committee Central approved the following recommendations and referred the item to the Resources Management Committee:- (a) that the European Procurement Process be abandoned; (b) that Westburn House be re-marketed for sale and re-development for a use capable of achieving planning permission; (c) that before the start of the re-marketing process, it be remitted to relevant officers in conjunction with the Westburn House Project Board, to identify other Council-owned properties in and around Westburn Park, that could be included in any re-marketing exercise that may improve the attractiveness of Westburn House to potential bidders/developers; and (d) that the relevant officers be remitted to report back at the next cycle with an analysis of the benefits and draw backs of including other	At the meeting of the Resources Management Committee of 10 March, 2009, a report presenting recommendations as to the future of Westburn House was noted and the Head of Resources Development and Delivery was instructed to liaise with all interested parties and the Convener with a view to identifying a corporate solution to the matter and to report again to the next meeting of the Committee.  <b>A report is on the agenda at item 9.4.</b>	Head of Resources Development and Delivery	<b>19/11/08</b>	12/11/09

<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>
		Council owned properties in the re-marketing of Westburn House, in order that Members can determine the basis on which Westburn House will be re-advertised for sale and development.				
2.	Resources Management Committee 29/03/07 article 44  Area Committee Central 19/11/08 article 18	<b><u>105-107 Urquhart Road</u></b> At its meeting of 19/11/08, the Committee resolved:- to request that a Planning Brief be developed for this property, and instruct the Head of Resources, Development and Delivery to report back thereafter.	<b>Update:-</b> Development Brief for the site is well advanced and is hope to be reported to Planning Committee In November, following which there will be a period of consultation, before being approved and reported to the Finance and Resources Committee in due course.  Grampian Police have indicated that they wish to formally withdraw their interest in the site.	Head of Resources Development and Delivery		28/01/10
3.	Area Committee Central 23/09/08 article 14; 01/04/09 article 12	<b><u>Frederick Street Development Site</u></b> At its meeting of 1/4/09, the Committee resolved:- to recommend to the Resources Management Committee that in light of the information conveyed to the Committee in relation to the timescales of NHS Grampian, including that capital receipt may not be realised until 2011/12, for officers to continue discussions with NHS Grampian.	<b>An update is available on the information bulletin.</b>	Head of Resources Development and Delivery	<b>07/01/09</b>	12/11/09

<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>
4.	Resources Management Committee 06/06/06 article 25	<p><b><u>Granitehill Road Premises</u></b>            The Committee agreed that the Head of Service be instructed to report to the next meeting with suggestions for future uses of the buildings/site.</p>	<p>The Committee on 29.03.07 approved the principle of a land swap at Granitehill with the neighbouring building company Mansell, undertook to reserve part of the site for use as a North East Safety Centre pending the outcome of a feasibility study, agreed to lease part of the site to William Walker Transport on a short-term let pending the outcome of the Kittybrewster options appraisal, and also agreed that the remainder of the site be determined following that options appraisal. On 19.2.08, the Committee approved in principle the reservation of 2 acres for use by Glencraft if a deal could be done with their landlords at West Tullos subject to this matter being reported in more detail to a future meeting of the Committee.</p> <p>The Committee on 18/11/08 approved in principle a long lease to Aberdeen Safer Communities Trust Ltd for construction of a North East Safety Centre and the allocation of a site for the Transformation of Waste Management Services both subject to the City Chamberlain being satisfied as to the funding and financial consequences, and</p>	City Chamberlain/ Head of Resources Development and Delivery		10/12/09

<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>
			instructed the Head of Resources Development and Delivery to report to the meeting on 26 May, 2009. At its meeting of 16 June, 2009, the Committee requested the Head of Resources Development and Delivery to report on progress to the relevant Committee in <b>December 2009</b> .			
5.	Resources Management Committee 07/02/07 article 27	<b><u>Summerhill Education Centre</u></b> A progress report on the whole matter of alternative locations for community and office uses which are to be displaced from Summerhill Education Centre should be submitted to the next meeting.		Head of Resources Development and Delivery		28/01/10
6.	Resources Management 23/09/03 article 71	<b><u>Grove Nursery Site, Hazlehead</u></b> Officials instructed to assess the nature and scope of facilities currently provided by Grove Nursery, to identify alternative sites for location and that these, together with costs, be reported to a future Resources Management Committee meeting.	Further to the recent decision by the MacKenzie Club not to continue with their proposed development on the scale envisaged at Hazlehead for the time being, the Committee is advised that the previous potential inclusion of Grove Nursery into that development is no longer under consideration.  Discussions with the Head of Shelter and the Environment (South) have indicated that the future operational use of Grove Nursery is still under consideration.	Head of Resources Development and Delivery	<b>28/05/09</b>	10/12/09

<u>No.</u>	<u>Minute Reference</u>	<u>Committee Decision</u>	<u>Update</u>	<u>Lead Officer(s)</u>	<u>Report Due</u>	<u>Report Expected (if known)</u>
7.	Continuous Improvement 02/06/09 article 12	<b><u>School Transport Contracts</u></b> The Committee resolved to request officers to investigate the use and capacity of the school bus service contracts across the city for 2010/2011 and to report back to the appropriate Committee.		Head of Procurement	10/12/09	
8.	Council 01/10/07 article 16 & Resources Management Committee 16/06/09 article 32	<b><u>Corporate Asset Management Plan</u></b> The Resources Management Committee of 16/06/09 resolved:- (a) that the Committee approve the Corporate Property Asset Management Plan and instruct the Corporate Asset Group to implement and develop the Plan, reporting to Resources Management Committee on a regular basis on progress; and (b) that the Corporate Asset Group report to Resources Management Committee at its meeting on 15 September, 2009 on progress in completing the Capital Prioritisation Process and Procedures.	<b>Update:-</b> Progress is ongoing. A report will be considered by the next Corporate Asset Group, the CMT and the Finance and Resources Committee on both (a) and (b) at the first cycle thereafter.	Head of Resources Development and Delivery	<b>15/09/09</b>	10/12/09
9.	Resources Management Committee 26/08/08 article 40	<b><u>Grove Lodge</u></b> Officers are instructed to present a report on alternative uses for Grove Lodge following its vacation by the counselling service to be submitted to Area Committee North.	Asset Policy (Non Housing) officers continue in discussion with their counterparts from the Counselling Service. The property has not yet been declared surplus. If necessary, a report will be submitted later in 2009.	Head of Resources Development and Delivery	<b>25/11/08</b>	10/12/09

<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>
10.	Resources Management Committee 25/11/09 article 26	<b><u>Queens Links Outdoor Centre</u></b> The Committee resolved that the Head of Resources Development and Delivery be authorised to enter into without prejudice discussions with Transition Extreme Sports Limited on the potential incorporation on the Queens Links Outdoor Sport Centre into their existing lease and report back to the next appropriate meeting of Resources Management Committee on the outcome.	<b>Update:-</b> A report will be submitted next cycle.	Head of Resources Development and Delivery	<b>10/03/09</b>	10/12/09
11.	Resources Management Committee 25/11/09 article 27	<b><u>58 Polmuir Road</u></b> The Committee resolved for the Head of Resources Development and Delivery to advertise the property for sale on the open market and report back in due course.	<b>A report is on the agenda at item 9.2.</b>  <b>Recommended for removal.</b>	Head of Resources Development and Delivery	<b>10/03/09</b>	12/11/09
12.	Area Committee Central 19/11/08 article 17  Resources Management Committee 25/11/08 article 37	<b><u>Causewayend School and Lodge</u></b> The Committees requested that a report be brought back to Area Committee Central and the Resources Management Committee with the outcome of the approved recommendations, and which would detail recommendations for the future of Causewayend School and Causewayend School lodge. It was also requested that the Head of Resources Development and Delivery report back on the development of a planning brief and alternative accommodation for	Officers have been progressing this matter within the wider context of the Council's management of tied properties and a report on the Causewayend School and school lodge will be submitted to the Education Culture and Sport Committee on 24 November 2009 which includes specific recommendations to be referred to the Finance and Resources Committee of 10 December 2009.  Officers have also been	Head of Service, Culture and Learning	<b>18/02/09</b>	10/12/09

<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>
		tenants of the Causewayend School Lodge.	progressing discussions with the tenant of Causewayend school lodge.  A report will therefore be on the agenda for 10 December			
13.	Resources Management 10/03/09 article 27	<b><u>Actuarial Valuation - Employer Contribution Rate</u></b> The Committee noted the employer contribution rates in 2010/11 and 2011/12 would be 19.2% and 19.3% of payroll and that a report would be brought back later in the year as to how this equated to a percentage of employee contribution rates.		City Chamberlain	10/12/09	
14.	Resources Management 10/03/09 article 53 and Finance and Resource Committee 17/09/09 article 56	<b><u>Pinewood/Hazledene, Countesswells Road</u></b> The Committee resolved:- To instruct the Head of Resources, Development and Delivery to report back to Committee early 2010 on progress made or earlier if necessary should circumstances materially alter from those currently being reported to Members.		Head of Resources Development and Delivery		11/03/10
15.	Resources Management Committee 05/05/09 article 32	<b><u>Physiotherapy Service</u></b> The Committee resolved:- that the Council run a six month pilot physiotherapy service as already covered in occupational health contract with Serco Occupational Health and a report submitted to this Committee once evaluation is	<b>Update:-</b> The Committee requested that a report on this item be submitted in December for consideration.	Head of Human Resources	10/12/09	

<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>
		complete.				
16.	Resources Management Committee 05/05/09 article 49	<b><u>54/55 Springbank Terrace</u></b> The Committee resolved:- at the Head of Resources Development and Delivery be authorised to market the property for sale on the open market and to report back to Committee with the offers received in due course.	<b>A report is on the agenda at item 9.2.</b>  <b>Recommended for removal.</b>	Head of Resources Development and Delivery		12/11/09
17.	Resources Management Committee 16/06/09 article 37	<b><u>Tillydrone Sites</u></b> The Committee resolved:- that the Head of Resources, Development and Delivery be requested to continue negotiations with the interested party with a view to concluding the sale of the Gordon's Mills Road site and to report again to a future meeting of the appropriate Committee of the Council with details of the progress made.	<b>Update:-</b> Discussions ongoing. Officers will report in December cycle.	Head of Resources Development and Delivery		10/12/09
18.	Resources Management 25/11/08 article 2	<b><u>Corporate Time Recording System</u></b>  The Resources Management Committee resolved to note that the Corporate Time Recording System had been discussed by the Scrutiny Panel at its meeting on 3 <sup>rd</sup> October, 2008, and to transfer this item to the Continuous Improvement Committee business statement to deal with through the item on "Accord Card".	At the 2 June, 2009, meeting of the Continuous Improvement Committee a report was considered which provided an update on the potential for the use of the Accord card for activity costing and time recording.  <b>A report is on the agenda at item 2.2.</b>	Customer Relations Manager	12/11/09	



<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>
19.	Finance & Resources Committee 17/09/09 article 13	<b><u>ICT Connectivity for Educational Establishments</u></b> The Committee resolved:- (ii) to instruct that a formal procurement exercise be undertaken to identify a preferred supplier and establish a desired network; details of which should be reported back to a future meeting requesting permission to proceed with procurement and implementation.		Director of Corporate Governance		28/01/10
20.	Finance & Resources Committee 17/09/09 article 21	<b><u>Aberdeen City Council Charitable Trusts</u></b> The Committee resolved:- to instruct officers to write to the Scottish Government in order to ascertain whether it would be possible for the Council to wind up all charitable trusts with a fund of £20,000 or less in order to create a worthwhile fund for the citizens of Aberdeen, and to report back thereafter.	<b>Update:-</b> Currently undertaking a review of the terms & conditions for each trust.	City Solicitor & City Chamberlain		
21.	Finance & Resources Committee 17/09/09 article 29	<b><u>Culter Grounds Depot</u></b> The Committee resolved:- To authorise the Head of Resources Development and Delivery to market the property for sale, and to report back in due course on the offers received.		Head of Resources Development and Delivery		11/03/10
22.	Finance & Resources Committee 17/09/09	<b><u>Croft House Care Home – Future Use/Disposal</u></b> The Committee resolved:- To authorise the Head of Resources		Head of Resources Development and Delivery		11/03/10

<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>
	article 30	Development and Delivery to pursue the possibility of transferring the property to the HRA account and to report back to this Committee and the Housing and Environment Committee in due course.				
23.	Finance & Resources Committee 17/09/09 article 31	<b><u>Aberdon Care Home – Future Use/Disposal</u></b> The Committee resolved:- to authorise the Head of Resources Development and Delivery to pursue the possibility of transferring the property to the HRA account and to report back to this Committee and the Housing and Environment Committee in due course.		Head of Resources Development and Delivery		11/03/10
24.	Finance & Resources Committee 17/09/09 article 36	<b><u>Employee Assistance Service – Delegated Powers</u></b> The Committee resolved:- (iv) to instruct the Head of Procurement to submit a report to the next meeting on the outcome of the tendering process.	<b>An update is provided in the information bulletin.</b>  <b>Recommended for removal.</b>	Head of Procurement		
25.	Finance & Resources Committee 17/09/09 article 41	<b><u>St Machar Outdoor Centre</u></b> The Committee resolved:- that the Head of Resources, Development and Delivery be requested to carry out a detailed assessment of the options available to the Council as regards the damage to the pavilion, <b>and to report back at the next meeting with all costs and implications associated with the different aspects of the St Machar Outdoor Centre</b> including (1) the	<b>A report is on the agenda at item 7.2.</b>	Head of Resources Development and Delivery	12/11/09	

<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>
		possibility of retaining the play park; and (2) any problems associated with the fact that the surrounding areas have been categorised as green space				
26.	Finance & Resources Committee 17/09/09 article 51	<b><u>Behavioural Impact Training – Tender Outcome and Award of Contract</u></b> The Committee resolved:- to defer the report for one cycle in order to be provided with more information (1) on the style and format of the training ; and (2) on the differences it had made to members of staff who had undertaken the training.	<b>Update:-</b> A report will be submitted next cycle.	Head of Service - HR	12/11/09	10/12/09
27.	Audit & Risk Committee 8/09/09 article 5	<b><u>Property Sales Investigation - Follow-up Report</u></b> To instruct each Director to report to their Service Committee in the next cycle on how many tied houses were still in existence, where they were located and with a statement explaining the justification for being tied houses, and request the Finance and Resources Committee to take a corporate overview by producing a corporate register for reporting back to the Audit and Risk Committee thereafter.	<b>In relation to the Office of the Chief Executive, a report is on the agenda at item 7.1.</b>	Director of Corporate Governance	12/11/09	
28.	Corporate Policy and Performance Committee 10/09/09	<b><u>Anti Poverty Strategy</u></b> At its meeting on 10th September, 2009, the Corporate Policy and Performance Committee agreed to remit the draft anti poverty strategy		Director for Corporate Governance		

<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>
		to the other committees of the Council for consideration and comment, accompanied by the service Director's advice on action from the service to address poverty				

**FINANCE AND RESOURCES COMMITTEE**

**MOTIONS LIST**

**12 November, 2009**

<u>No.</u>	<u>Motion</u>	<u>Date of Council Meeting</u>	<u>Committee Motion referred to / date/ decision of Committee</u>	<u>Action taken / Proposed Future Action</u>	<u>Responsible Head(s) of Service</u>	<u>Due Date</u>	<u>Is authority sought to remove motion from list?</u>
1.	<p><u>Motion by Councillor Milne – Eric Hendrie Park – 21<sup>st</sup> November, 2007</u></p> <p>“That the appropriate Committee(s) welcome(s) the decision of the Office of the Scottish Charities Regulator (OSCR) to grant the Spring Group, charitable status. Further that the appropriate Committee(s) give(s) consideration to granting a lease of Eric Hendrie Park to the Spring Group, to allow that organisation to obtain grant aid to finance a continuing programme of upgrading, regeneration and renewal of the Park through external funding sources on the understanding that</p>	25/10/06	<p>The Committee agreed to approve the motion, subject to substituting “current” for “fully all” to ensure that maintenance programmes’ costs would continue to be met by the Council at the current level; and to instruct the Corporate Directors for Resources Management and Neighbourhood Services (North) to draw up the terms for an appropriate lease to be provided to the Spring Group.</p> <p>A bulletin report was submitted to Committee on 27/5/08 indicating that consideration was being given to entering into a type of licence/occupation agreement rather than lease. The City Solicitor has been asked to pursue the matter and it is anticipated that a further report can be submitted to the Committee on 18/11/08.</p>	<p>The Resources Management Committee meeting of 25 November, 2008 considered a report on the case (see Item 35 on pages 2832 &amp; 2833 of the Minutes) and resolved :-</p> <p>(i) that on the understanding that the level of maintenance to be provided by the Council under the lease, i.e. that provided for other public parks in the City, is the subject of agreement between the parties, the provisionally agreed terms and conditions of lease be approved; and</p> <p>(ii) that the City Solicitor be instructed (one) to conclude a lease agreement with the Springhill Park Community Group on the basis referred to at (i) hereof and (two) if required, to secure approval for the proposed lease from</p>	Head of Resources Development and Delivery		No

<u>No.</u>	<u>Motion</u>	<u>Date of Council Meeting</u>	<u>Committee Motion referred to / date/ decision of Committee</u>	<u>Action taken / Proposed Future Action</u>	<u>Responsible Head(s) of Service</u>	<u>Due Date</u>	<u>Is authority sought to remove motion from list?</u>
	Aberdeen City Council will continue to meet fully all maintenance programmes' costs."		<p>A report was submitted to Committee on 18/11/08 wherein the Committee resolved to approve the recommendations subject to the City Solicitor agreeing suitable terms and conditions of lease with Springhill Park Community Group. A further Bulletin report will be submitted to Committee on 31/3/09.</p> <p>A bulletin report was submitted to Committee on 31/03/09 wherein it had been advised that the Community Group had commissioned a landscape architect to design a layout for the park and that it was currently being costed and that there was no funding available at this time for the installation of a multi-use games area.</p>	<p>Scottish Ministers.</p> <p>At present, the City Solicitor's Conveyancing staff are in detailed exchanges with legal agents for the Community Group on the precise wording of the Lease. The only remaining sticking point relates to the level of maintenance of the Park. The City Council's position is that the wording of the Lease should be as per resolution (i) of the above Minute. The Community Group want the Lease to contain a precise specification of the number and nature of all maintenance works to the Park. If this issue can be settled between the parties, the Lease can be formally concluded."</p>			
2.	<u>Motion by Councillor Jennifer Stewart</u> "That this Council consults with occupiers in the terraced dwellings	09/04/08	The Committee resolved to agree to a report containing officers findings being submitted to a future Committee.		Head of Resources Development and Delivery	<b>07/10/08</b>	No

<u>No.</u>	<u>Motion</u>	<u>Date of Council Meeting</u>	<u>Committee Motion referred to / date/ decision of Committee</u>	<u>Action taken / Proposed Future Action</u>	<u>Responsible Head(s) of Service</u>	<u>Due Date</u>	<u>Is authority sought to remove motion from list?</u>
	in Hazlehead Road, Hazlehead Gardens, Hazlehead Terrace, Hazlehead Crescent, Hazlehead Place and Provost Graham Avenue to find out if they can acquire or lease appropriate proportions of the adjacent Council-owned land as individual defensible garden areas and that officers then report back on their findings.”		The report has been delayed until a meeting can be convened with Councillor Jennifer Stewart and relevant officers to discuss the motion in more detail. It is envisaged that a report will be submitted to Committee as soon as possible after Cllr J Stewart meeting.				

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## ABERDEEN CITY COUNCIL

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COMMITTEE Finance & Resources DATE 12 November 2009

CORPORATE DIRECTOR - Stewart Carruth, Director of Corporate Governance

TITLE OF REPORT – **Corporate Governance – Performance Report**

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### 1. PURPOSE OF REPORT

The purpose of this report is to present to committee key performance and management information for the Corporate Governance Service. The report content and style will be developed and this report should be viewed as a work in progress.

The September Finance & Resources Committee agreed the report “Performance Management – Reporting and Target Setting 2009/10” – a number of which are annual and therefore not included in this report. Details are provided in section 6 of this report.

The Director of Corporate Governance will review the indicators as a matter of course to ensure robust and meaningful data is reported to provide confirmation / assurance of an effective management team within Corporate Governance.

### 2. RECOMMENDATION(S)

To seek the Committee's comments and observations on the operational performance along with the key performance management indicators contained in the report.

### 3. FINANCIAL IMPLICATIONS

No direct implications arising out of this report, although a number of comments are made on the use of resources.

### 4. SERVICE & COMMUNITY IMPACT

Performance in planning and delivering all services requires measuring and reporting. Specifically the functions covered in this report relate to the use of financial, human, physical and technological resources, which support the achievement of a wide range of key objectives contained in service and community related plans/documents.

All of Corporate Governance indicators contribute to National Outcome 15: “Our public services are consistently high quality, continually improving, efficient and responsive to local people’s needs”.

Commserve/admin/committee formats/new report template

The Scorecard has been amended to show the expected outcomes of each performance indicator within the above National Outcome and against the challenge of an “Efficient Council & Fair Funding” within the ethos of a Vibrant, Dynamic and Forward Looking Council.

## 5. OTHER IMPLICATIONS

There are no other direct implications arising out of this report; although a number of comments are made on the use of resources and the report refers to various health and safety measures.

## 6. REPORT

The Performance Report consists of:

**Section 1)** Corporate Director’s overview of progress since the last Committee. This focuses on the key operational and performance issues in each section within the Corporate Governance Service.

**Section 2)** Performance Indicator Balanced Scorecard. There is a traffic light mechanism to indicate the status relating to each indicator, which in turn is supported by Appendices with ‘drill down’ information for each indicator in the Scorecard.

A number of the indicators from the Performance Management – Reporting and Target Setting 2009/10 report tabled at the September 2009 committee are not included in this report for the following reasons:

### Annual Indicators

- Cost of the overall accountancy function and corporate accountancy functions per £1,000 of net expenditure
- HR unit cost as reported through Cipfa benchmarking club
- The gross administration cost per benefits case
- Cost of collection Council tax per dwelling
- Cost of Internal Audit per £1m of Council expenditure
- Average debt owed by tenants leaving in arrears, as % of the average weekly rent
- % of arrears owed by former tenants that was either written off or collected during the year
- % tenants giving up tenancy in the year that were in rent arrears
- % current tenants owing more than 13 weeks rent at year end, excluding those owing less than £250
- % of the highest paid 2% and 5% of earners among council employees that are women

### Full data not yet available for Corporate Governance

- % of Public Performance Reports schedule published
- Reports not included in the first circulation
- % of identified senior staff who have undergone training in priority areas

## Resource Development & Delivery (transferred to Enterprise, Planning & Infrastructure)

- The proportion of operational accommodation in a satisfactory condition
- The required maintenance cost of operational assets per square metre

The recent creation of the directorate of Corporate Governance means that there is not always history of data specific to Corporate Governance; a number of indicators are from September 2009 only.

**Section 3)** Detailed progress on each item is included in section 2) above.

***The supporting sheets to the Scorecard identify actions which are ongoing (Section 3), but not withstanding the full report I would highlight some of the key issues as follows:***

### **Sickness absence - 11.3 average days sickness**

#### Comment:

The realignment of the staffing structures to the new organisational structures is not yet 100% complete within the payroll/HR system (Pse), e.g. Resources Development & Design is still assigned to Corporate Governance, although now the responsibility of Environment, Planning & Infrastructure. Provisional allocations have been assigned to staff records, and the latest indication is the exercise will be fully completed during November 09.

From the data currently available the average days sick per employee for September 09 is 11.3 days; this is greater than the Corporate target of 10 average day's sickness. The Corporate Governance target is 11.3 average days.

Line Managers are instructed to strictly apply the absence policies; with specific areas of high sickness levels having been targeted recently with positive effect. As the indicator is based upon a 12 month period, the impact will not yet be fully evident on the outcome.

### **1.1 - % Revenue spend against budget – 59%**

#### Comment:

The financial planning system “Collaborative Planning” is being rolled out across the Council at the moment, with budget holders being reminded of the need for transparent allocations of costs and also greater accuracy in the revision of forecasts. At this half way stage in the financial year, and assuming spend is evenly spread through out the year, 50% would be the ‘target’. Although slightly higher this is due to a number of income lines not chargeable until year end.

### **1.4 - % Capital spend against budget – 5.6%**

#### Comment:

Traditionally capital spend does take place towards the end of the financial year and it is anticipated that this will be the case in this financial year.

### **1.7 Health & Safety Matrix – 90%**

Comment:

This is lower than the Service's target of 100%, however significant effort is being undertaken to bring outstanding assessments up to date.

**4.1 % of Staff appraised in year – 61%**

Comment:

Appraisal performance is reported on a 12 month rolling period. The percentage has dropped due to appraisals within Procurement and City Solicitor becoming due but not completed in the month of September. Action plans are in place to ensure appraisals are completed.

7. REPORT AUTHOR DETAILS

Carol Wright

Corporate Officer, 01224 523548; [Cwright@aberdeencity.gov.uk](mailto:Cwright@aberdeencity.gov.uk)

8. BACKGROUND PAPERS - Not applicable.

**CORPORATE GOVERNANCE SERVICE**

**PROGRESS REPORT 30 September 2009 to 18 November 2009**

**OFFICE OF THE CITY CHAMBERLAIN**

- The **audit of the Draft Financial Statements** for financial year 2008/09 was completed on 30 September with an unqualified audit opinion.
- Significant work is continuing with regard to the development of a **financial planning tool** for budget monitoring and forecasting in 2009/10.
- Gone live with **automated processing for bank reconciliations** for Debtors bank account.
- **Enhanced pensions website** now available.
- **Commenced training on new technology – Infosmart** – for the scanning and processing of supplier invoices with planned go live date for processing scheduled for w/b 2 November for sports centres.

**HUMAN RESOURCES**

- The Council will be launching the **Customer Service Professional Qualification** on 7 October to co-incide with National Customer Service Week. This qualification has been developed by a consortium of Scottish Councils to recognise and reward the specialist nature of customer service in the public sector. A total of 20 employees from a range of backgrounds will be enrolled in this initial phase, including City Wardens, Library Assistants and Environmental Officers.
- The occupational health and safety team have picked up two awards on behalf of Aberdeen City Council:
  - RoSPA Gold Award for successful health and safety management and
  - Healthy Working Lives Bronze award.

**DEMOCRATIC SERVICES**

- The triennial process of inviting nominations to community councils has recently concluded, with one new council for Powis and Froghall in the process of being established.
- The members' Support team are now offering a single point of contact for the Members' enquiry system.
- Questionnaires have been issued to members and officers as part of a national exercise undertaken by SOLAR to establish the benchmarking of committee services across Scotland.
- Martin Allan, Committee Services Manager, will address an international conference organised by the RNIB to take place at AECC on 17 November 2009 on our experience following the decision to offer a one month placement in Members' Support to help an individual with impaired vision to return to work.

**CITY SOLICITOR – Nothing to report**

**PERFORMANCE MANAGEMENT AND QUALITY ASSURANCE**

- The first annual performance report on the 2008/09 Single Outcome Agreement was reported to Corporate Policy and Performance Committee on 10 September and has now been submitted to the Scottish Government.
- The development of the Corporate Plan continues with a working draft prepared and engagement with stakeholders ongoing. The final Plan is due to be completed in December.
- The City's first residents' survey has been completed with results due to be reported to Committee in November.

**SERVICE DESIGN & DEVELOPMENT**

- The Council's corporate asset management system (Confirm) moved successfully to being hosted internally within the Council as planned at end September.
- Data Check 2009 Browser Application - A new application available over The Zone was launched to allow staff the opportunity to update their personal details on-line as part of the Data Check process for 2009. Over 20% of staff used the application so less paper forms had to be produced for everyone else.
- Member Enquiries Database Update - The Member Enquiries Database System was upgraded to allow it to work with the new Directorate structure. Following the redevelopment work, the new version went live on Monday 5th October.

**CUSTOMER RELATIONSHIP MANAGEMENT (CRM)**

- Work in ongoing on the consultation aspects of the Customer Service Strategy.
- Audit Scotland undertook the inspection of the Housing Benefit Service and we await the findings.
- Work is continuing on the CRM system upgrade which is due for completion by the end of December.

**CENTRAL PROCUREMENT UNIT**

- The CPU undertook an intensive two day audit facilitated by the Scottish Government to ascertain their performance position in delivering the 82 main recommendations of the McClelland Review of Public Procurement in Scotland. This audit is being conducted across all sectors and results will be initially sent to the Chief Executive of each organisation in December before being openly published.

## **Section 1**

- The CPU was runner up at the national 'GO Awards' under the category of Team Excellence. The awards ceremony held on the 28 October 2009







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## SECTION 2 - CORPORATE GOVERNANCE PERFORMANCE SCORECARD





<p>All Corporate Governance indicators contribute to National Outcome 15:-</p> <p><b>“Our public services are consistently high quality, continually improving, efficient and responsive to local people’s needs”</b> and</p> <p>The Vibrant, Dynamic and Forward Looking challenge:-</p> <p><b>“Efficient Council and Fair Funding”</b></p>
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### Management of Resources






No.	Indicator	Out-Turn (Sept 09)	Target 2009/10	Status	Outcomes
1.	Average number of days lost through sickness absence <b>(SPI)</b>	<b>11.3</b>	10		Improvement increases productive hours available and reduces expenditure on cover.
2.	% spend against revenue budget	<b>59%</b>	100%		Control of spend ensures the agreed level of investment in services is delivered.
3.	% spend against capital budget	<b>5.66%</b>	100%		Control of spend ensures the agreed level of investment in services is delivered.
4.	% savings on target to be delivered	<b>100%</b>	100%		Delivery of savings ensures resources are used where intended and where needed by customers.
5.	Score for compliance with Health & Safety Matrix	<b>90%</b>	100%		Adherence to all Health and Safety requirements mitigates risks to our staff and those who use our services.
6.	The percentage of all invoices paid within 30 calendar days <b>(SPI)</b>	<b>85.45%</b>	88.5%		Timely payments to suppliers assists businesses.

### Impact


7.	Rent arrears as a % of net amount due <b>(SPI)</b>	<b>6.9%</b>	6%		An effective rent arrears function maximises revenue for reinvestment in housing. This directly contributes to the Single Outcome Agreement Measure – Increase council stock meeting Scottish Housing Quality Standard.
8.	The %age of Council Tax collected during the year, net of reliefs and rebates. <b>(SPI)</b>	<b>60.2%</b>	95%		An effective collection function maximising revenue and investment in service delivery.
9.	In year Business Rates Collected	<b>46.8%</b>	98.5%		An effective collection function maximising revenue and investment in service delivery.

No.	Indicator	Out-turn (Sept 09)	Target 2009/10	Status	Outcomes
10.	Aberdeen City Council website availability	<b>99.91%</b>	99.9%		Improvement increases accessibility options for stakeholders
11.	Major computer application uptime	<b>99.81%</b>	99.5%		Services are permanently enabled by technology and inefficiency is reduced
12.	Help Desk calls resolved within agreed timescales	<b>85%</b>	82%		User problems are fixed quickly and inefficient "down time" is minimised
13.	Number of complaints received	<b>6</b>	-		When analysed, this is an indication of quality of service and a way of targeting improvement.

### Business Process

14.	Average number of days to process New Benefit Claims	<b>21.06</b>	23		An Efficient Benefits function supporting customers with entitlements.
15.	Average number of days to process Change of Circumstances	<b>10.16</b>	11		An Efficient Benefits function supporting customers with entitlements.
16.	% of success in dealing with written queries and complaints within 15 working days	<b>100%</b>	95%		A responsive service is provided to our customers.
17.	% of calls answered within target time – corporate contact centre	<b>95.2%</b>	90%		Responsive access to services for our customers.
18.	% of calls answered within target time – switchboard	<b>97.8%</b>	98.3%		Responsive access to services for our customers.

### Organisational Learning and Development

19.	% eligible staff appraised in past year	<b>61%</b>	100%		All staff have been assessed and their contribution to corporate priorities identified and planned.
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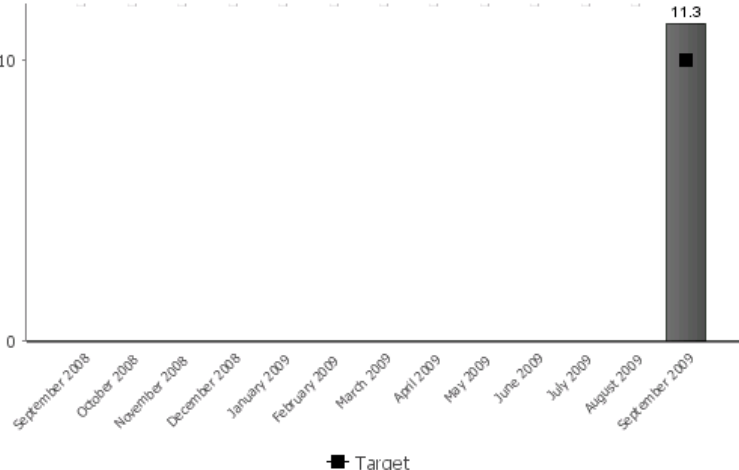

# Finance & Resources Committee


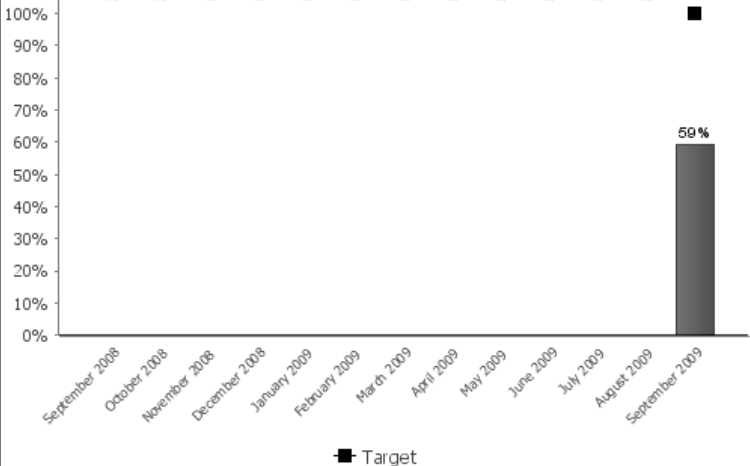

Section 3 - Corporate Governance Committee Report on Performance


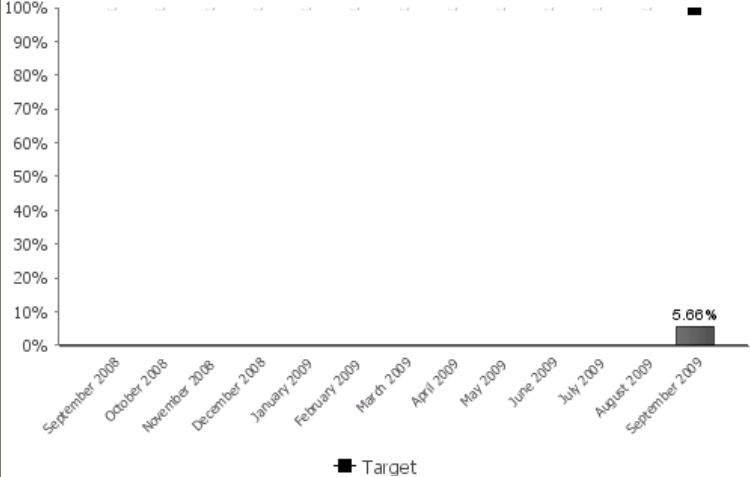

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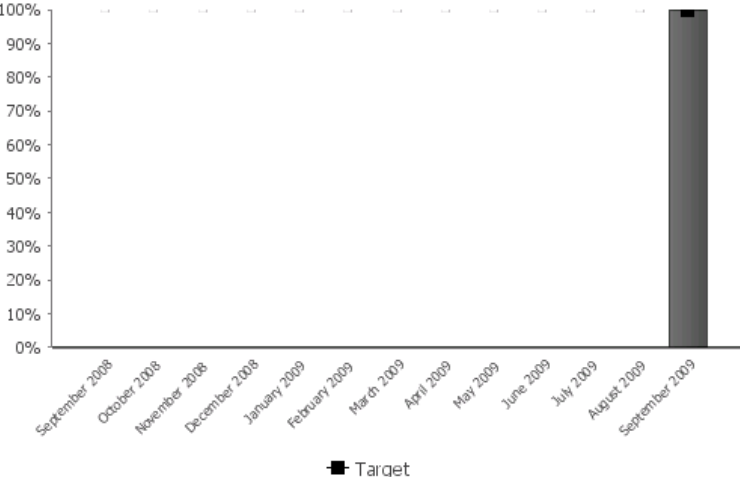

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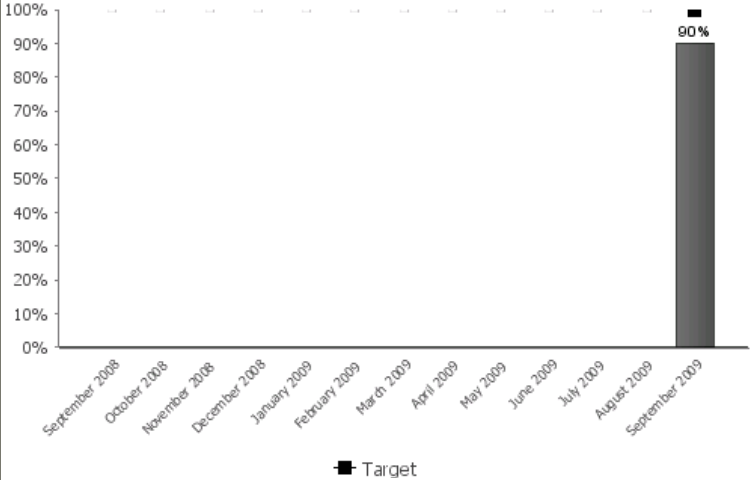




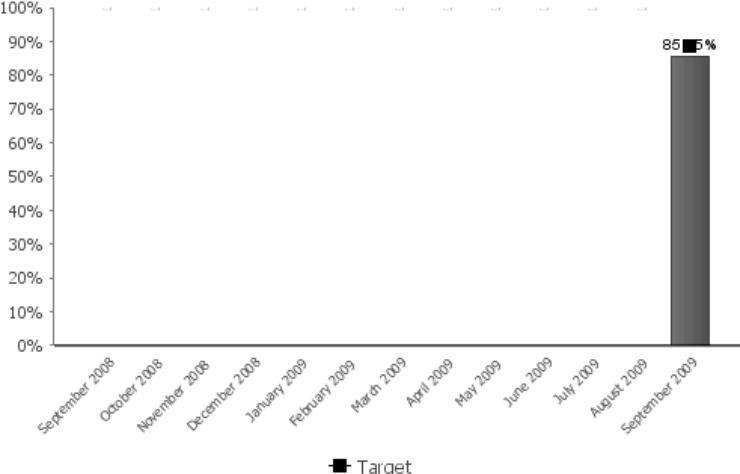
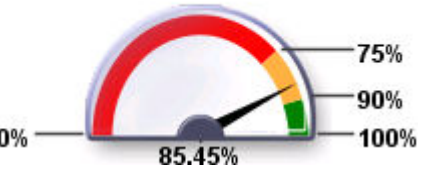
<b>Performance Indicator &amp; Short Term Trend</b>	Average number of days lost through sickness absence																													
<b>Paper Reference &amp; Traffic Light</b>	CI100																													
Average Number of days lost per employee in the past 12 months.	 <table border="1"> <caption>Average Number of days lost per employee (12-month rolling period)</caption> <thead> <tr> <th>Month</th> <th>Value</th> </tr> </thead> <tbody> <tr><td>September 2008</td><td>~10.0</td></tr> <tr><td>October 2008</td><td>~10.0</td></tr> <tr><td>November 2008</td><td>~10.0</td></tr> <tr><td>December 2008</td><td>~10.0</td></tr> <tr><td>January 2009</td><td>~10.0</td></tr> <tr><td>February 2009</td><td>~10.0</td></tr> <tr><td>March 2009</td><td>~10.0</td></tr> <tr><td>April 2009</td><td>~10.0</td></tr> <tr><td>May 2009</td><td>~10.0</td></tr> <tr><td>June 2009</td><td>~10.0</td></tr> <tr><td>July 2009</td><td>~10.0</td></tr> <tr><td>August 2009</td><td>~10.0</td></tr> <tr><td>September 2009</td><td>11.3</td></tr> </tbody> </table>	Month	Value	September 2008	~10.0	October 2008	~10.0	November 2008	~10.0	December 2008	~10.0	January 2009	~10.0	February 2009	~10.0	March 2009	~10.0	April 2009	~10.0	May 2009	~10.0	June 2009	~10.0	July 2009	~10.0	August 2009	~10.0	September 2009	11.3	<p>September 2009 result</p> 
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June 2009	~10.0																													
July 2009	~10.0																													
August 2009	~10.0																													
September 2009	11.3																													
<b>Latest Update</b>	<p><b>Definition</b> - Average no. of days per full time equivalent member of staff lost through sickness (12 month rolling period) <b>Analysis</b> - The PSE database is not yet fully realigned to the new structure; it is planned to execute an automated realignment in November 09, this will be done based upon the provisional allocations currently being assigned to individuals / teams. <b>Action</b> - To actively manage absences within the Corporate Policies and procedures. High sickness areas are the focus of specific attention.</p>																													
<b>Current Value</b>	11.3																													
<b>Target 2009/10</b>	10																													

<b>Performance Indicator &amp; Short Term Trend</b>	% spend against Revenue Budget	
<b>Paper Reference &amp; Traffic Light</b>	CI101.004	
Percentage spend against Revenue Budget	 <p>■ Target</p>	<p>September 2009 result</p> 
<b>Latest Update</b>	<p><b>Analysis</b> - Explanations for any variances are included in the detailed monitoring statements within the report on 'Corporate Governance 2009/10 Revenue Monitoring'; also on this agenda. Estimated outturn is currently within budget by 0.8%.</p> <p><b>Action</b> - Continue to monitor expenditure and savings. The introduction of Collaborative Planning will aid the focus for Budget Holders on forecasted expenditure.</p>	
<b>Current Value</b>	59%	
<b>Target 2009/10</b>	100%	



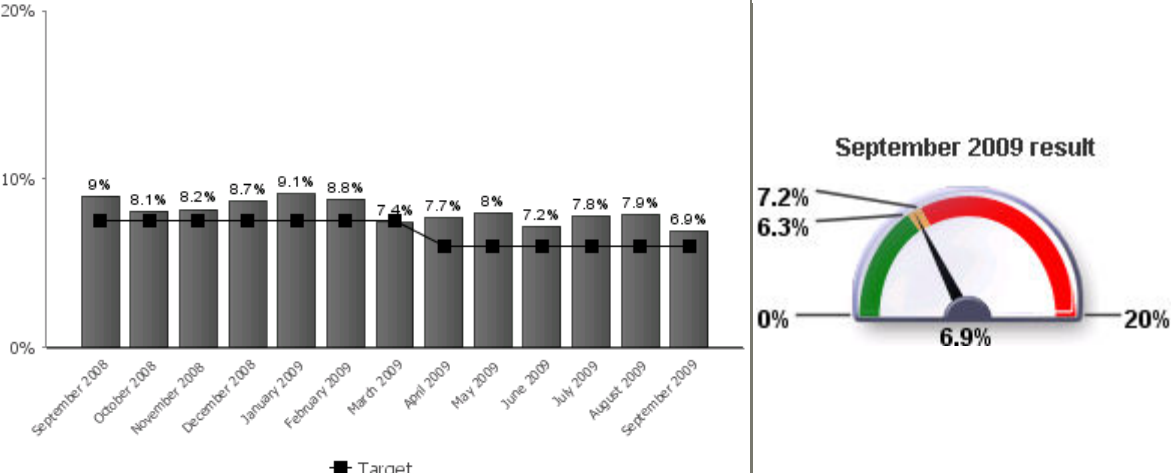
<b>Performance Indicator &amp; Short Term Trend</b>	% spend against Capital Budget	
<b>Paper Reference &amp; Traffic Light</b>	CI102.004	
Percentage of spend against Capital Budget		
<b>Latest Update</b>	<p><b>Analysis</b> - The spend to date for projects where Corporate Governance takes the lead is £689k against a budget of £12.1m (including carry forward). This represents 5.6% of total budget available. See also the report on this agenda.</p> <p><b>Action</b> - Budget holders to continue to monitor and manage actual and committed expenditure on capital projects.</p>	
<b>Current Value</b>	5.66%	
<b>Target 2009/10</b>	100%	



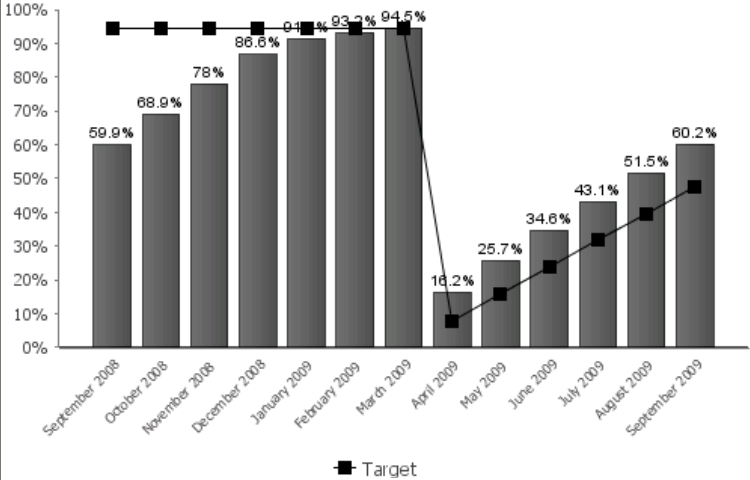

<b>Performance Indicator &amp; Short Term Trend</b>	Percentage of savings on target to be delivered	
<b>Paper Reference &amp; Traffic Light</b>	CI103a	
Percentage of savings on target to be delivered		<p>September 2009 result</p> 
<b>Latest Update</b>	<p><b>Analysis</b> - A total package of £2.809m savings has been identified in 2009/10. The list of savings is reviewed by the Corporate Management Team on a regular basis. There are no issues known at this stage that should impact upon the delivery of the specific budget savings approved.</p> <p><b>Action</b> - Budget holders are clear on their responsibilities and are working to delivery of the agreed budget. Budget holders are regularly requested to provide a status update.</p>	
<b>Current Value</b>	100%	
<b>Target 2009/10</b>	100%	



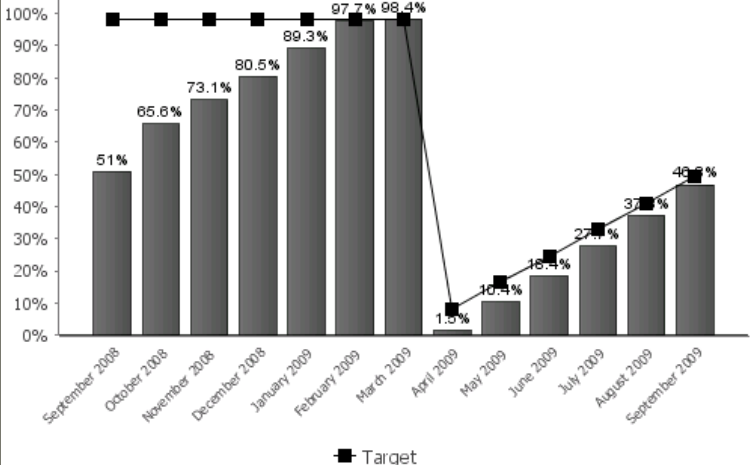

<b>Performance Indicator &amp; Short Term Trend</b>	Score for compliance with Health & Safety Matrix	
<b>Paper Reference &amp; Traffic Light</b>	CI104a	
Score for compliance with Health & Safety Matrix		
<b>Latest Update</b>	<p><b>Analysis</b> - A number of City Solicitor, Head of Procurement and City Chamberlain Officers are actively addressing outstanding risk assessments. Staff are being trained to undertake Risk Assessments and resources from the Operational Support team being utilised to bring assessments up to date.</p> <p><b>Action</b> - Officers to be reminded to plan risk assessments in line with due dates, and to complete paperwork for submission to the Operational Support Manager promptly.</p>	
<b>Current Value</b>	90%	
<b>Target 2009/10</b>	100%	



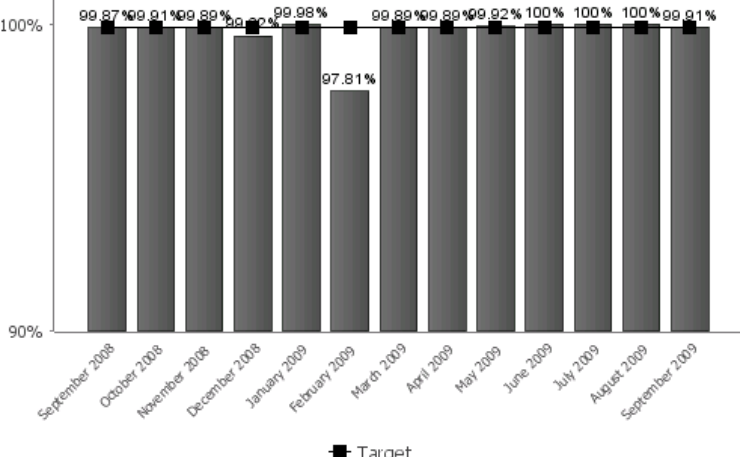

<b>Performance Indicator &amp; Short Term Trend</b>	The percentage of all invoices paid within 30 calendar days																													
<b>Paper Reference &amp; Traffic Light</b>	CI106a																													
The percentage of all invoices paid within 30 calendar days	 <table border="1"> <caption>Bar Chart Data</caption> <thead> <tr> <th>Month</th> <th>Percentage</th> </tr> </thead> <tbody> <tr> <td>September 2008</td> <td>~100%</td> </tr> <tr> <td>October 2008</td> <td>~100%</td> </tr> <tr> <td>November 2008</td> <td>~100%</td> </tr> <tr> <td>December 2008</td> <td>~100%</td> </tr> <tr> <td>January 2009</td> <td>~100%</td> </tr> <tr> <td>February 2009</td> <td>~100%</td> </tr> <tr> <td>March 2009</td> <td>~100%</td> </tr> <tr> <td>April 2009</td> <td>~100%</td> </tr> <tr> <td>May 2009</td> <td>~100%</td> </tr> <tr> <td>June 2009</td> <td>~100%</td> </tr> <tr> <td>July 2009</td> <td>~100%</td> </tr> <tr> <td>August 2009</td> <td>~100%</td> </tr> <tr> <td>September 2009</td> <td>85.45%</td> </tr> </tbody> </table>	Month	Percentage	September 2008	~100%	October 2008	~100%	November 2008	~100%	December 2008	~100%	January 2009	~100%	February 2009	~100%	March 2009	~100%	April 2009	~100%	May 2009	~100%	June 2009	~100%	July 2009	~100%	August 2009	~100%	September 2009	85.45%	<p><b>September 2009 result</b></p> 
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August 2009	~100%																													
September 2009	85.45%																													
<b>Latest Update</b>	<p><b>Analysis</b> - The outcome has been impacted by a delay in receipt of credit notes for matching to invoices in relation to Xerox (situation has arisen from contracts being terminated and machines being replaced).  <b>Action</b> - Timeous processing of invoices is reviewed monthly and explanations provided to the office of the City Chamberlain. Staff have been reminded of the effective use of the dispute marker, and the importance of forward planning for leave periods.</p>																													
<b>Current Value</b>	85.45%																													
<b>Target 2009/10</b>	88.5%																													



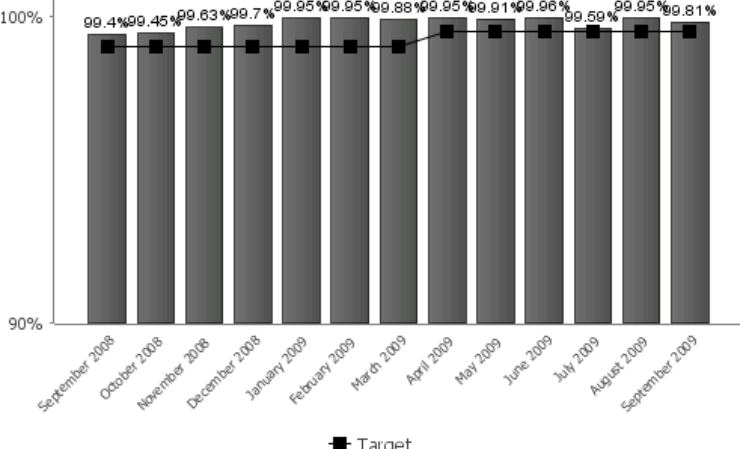



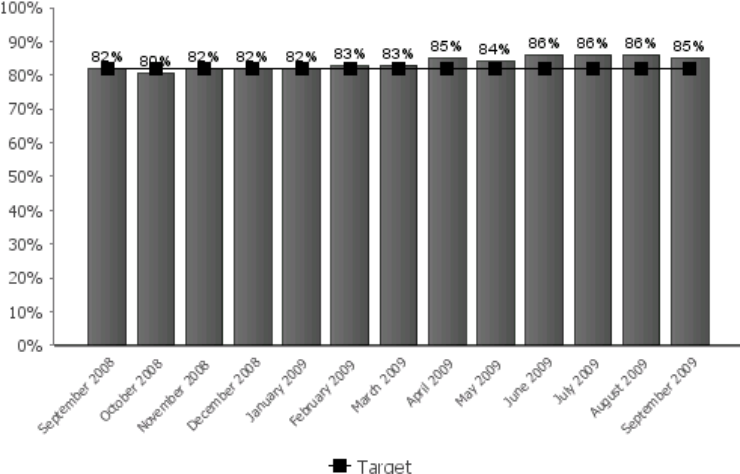

<b>Performance Indicator &amp; Short Term Trend</b>	Rent Arrears as a % of Net amount Due																																											
<b>Paper Reference &amp; Traffic Light</b>	HOUSPIHS5a																																											
Current tenant arrears as a percentage of the net amount of rent due in the year, as at the end of each rent period	 <table border="1" data-bbox="504 406 1669 876"> <caption>Monthly Rent Arrears Data</caption> <thead> <tr> <th>Month</th> <th>Arrears (%)</th> <th>Target (%)</th> </tr> </thead> <tbody> <tr><td>September 2008</td><td>9%</td><td>6%</td></tr> <tr><td>October 2008</td><td>8.1%</td><td>6%</td></tr> <tr><td>November 2008</td><td>8.2%</td><td>6%</td></tr> <tr><td>December 2008</td><td>8.7%</td><td>6%</td></tr> <tr><td>January 2009</td><td>9.1%</td><td>6%</td></tr> <tr><td>February 2009</td><td>8.8%</td><td>6%</td></tr> <tr><td>March 2009</td><td>7.4%</td><td>6%</td></tr> <tr><td>April 2009</td><td>7.7%</td><td>6%</td></tr> <tr><td>May 2009</td><td>8%</td><td>6%</td></tr> <tr><td>June 2009</td><td>7.2%</td><td>6%</td></tr> <tr><td>July 2009</td><td>7.8%</td><td>6%</td></tr> <tr><td>August 2009</td><td>7.9%</td><td>6%</td></tr> <tr><td>September 2009</td><td>6.9%</td><td>6%</td></tr> </tbody> </table>		Month	Arrears (%)	Target (%)	September 2008	9%	6%	October 2008	8.1%	6%	November 2008	8.2%	6%	December 2008	8.7%	6%	January 2009	9.1%	6%	February 2009	8.8%	6%	March 2009	7.4%	6%	April 2009	7.7%	6%	May 2009	8%	6%	June 2009	7.2%	6%	July 2009	7.8%	6%	August 2009	7.9%	6%	September 2009	6.9%	6%
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September 2009	6.9%	6%																																										
<b>Latest Update</b>	<p><b>Analysis</b> - The arrears position is a 2.1% improvement on the same period as last year. 6.9% is the lowest it has been for many years.</p> <p><b>Action</b> - Continue with initiatives in conjunction with Estates Management to reduce arrears further.</p>																																											
<b>Current Value</b>	6.9%																																											
<b>Target 2009/10</b>	6%																																											


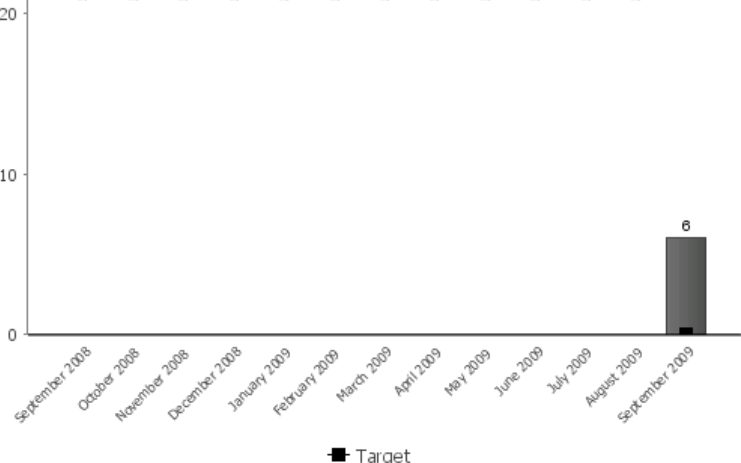

<b>Performance Indicator &amp; Short Term Trend</b>	The percentage of Council Tax collected during the year																													
<b>Paper Reference &amp; Traffic Light</b>	CI110																													
% of Council Tax collected during the year, net of reliefs and rebates	 <table border="1"> <caption>Monthly Council Tax Collection Data</caption> <thead> <tr> <th>Month</th> <th>Percentage</th> </tr> </thead> <tbody> <tr><td>September 2008</td><td>59.9%</td></tr> <tr><td>October 2008</td><td>68.9%</td></tr> <tr><td>November 2008</td><td>78%</td></tr> <tr><td>December 2008</td><td>86.6%</td></tr> <tr><td>January 2009</td><td>91.1%</td></tr> <tr><td>February 2009</td><td>93.2%</td></tr> <tr><td>March 2009</td><td>94.5%</td></tr> <tr><td>April 2009</td><td>16.2%</td></tr> <tr><td>May 2009</td><td>25.7%</td></tr> <tr><td>June 2009</td><td>34.6%</td></tr> <tr><td>July 2009</td><td>43.1%</td></tr> <tr><td>August 2009</td><td>51.5%</td></tr> <tr><td>September 2009</td><td>60.2%</td></tr> </tbody> </table>	Month	Percentage	September 2008	59.9%	October 2008	68.9%	November 2008	78%	December 2008	86.6%	January 2009	91.1%	February 2009	93.2%	March 2009	94.5%	April 2009	16.2%	May 2009	25.7%	June 2009	34.6%	July 2009	43.1%	August 2009	51.5%	September 2009	60.2%	 <p>September 2009 result</p> <p>44.19% 42.77% 0% 60.2% 100%</p>
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July 2009	43.1%																													
August 2009	51.5%																													
September 2009	60.2%																													
<b>Latest Update</b>	<p><b>Analysis</b> - Our performance has increased by 0.3% in September compared to the same period last year mainly due to recovery processes commencing earlier and proactive telephoning. Recovery continues beyond year end until some 97.2% is eventually collected.</p> <p><b>Action</b> - We continue to pursue arrears using all measures already approved by the Council and monitor progress on a monthly basis.</p>																													
<b>Current Value</b>	60.2%																													
<b>Target 2009/10</b>	95% (At financial year end)																													



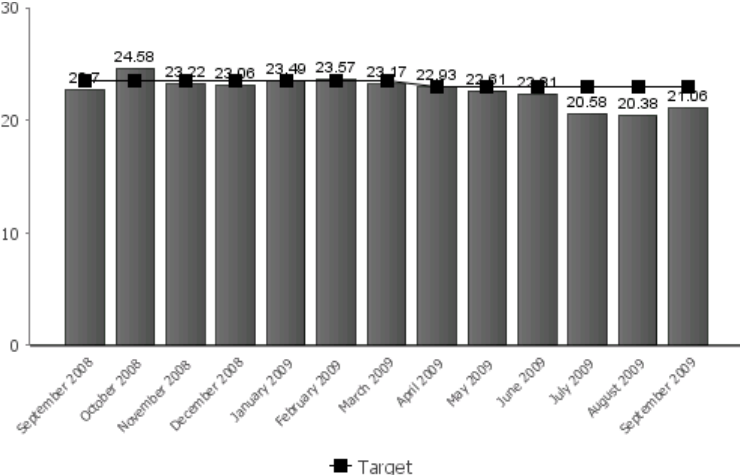

<b>Performance Indicator &amp; Short Term Trend</b>	In Year Business Rates Collected																																											
<b>Paper Reference &amp; Traffic Light</b>	CI111																																											
In Year Business Rates Collected	 <table border="1"> <caption>Monthly Business Rates Collected</caption> <thead> <tr> <th>Month</th> <th>Actual (%)</th> <th>Target (%)</th> </tr> </thead> <tbody> <tr><td>September 2008</td><td>51%</td><td>98.5%</td></tr> <tr><td>October 2008</td><td>65.6%</td><td>98.5%</td></tr> <tr><td>November 2008</td><td>73.1%</td><td>98.5%</td></tr> <tr><td>December 2008</td><td>80.5%</td><td>98.5%</td></tr> <tr><td>January 2009</td><td>89.3%</td><td>98.5%</td></tr> <tr><td>February 2009</td><td>97.7%</td><td>98.5%</td></tr> <tr><td>March 2009</td><td>98.4%</td><td>98.5%</td></tr> <tr><td>April 2009</td><td>1.5%</td><td>98.5%</td></tr> <tr><td>May 2009</td><td>10.4%</td><td>98.5%</td></tr> <tr><td>June 2009</td><td>18.4%</td><td>98.5%</td></tr> <tr><td>July 2009</td><td>27.4%</td><td>98.5%</td></tr> <tr><td>August 2009</td><td>37.4%</td><td>98.5%</td></tr> <tr><td>September 2009</td><td>46.8%</td><td>98.5%</td></tr> </tbody> </table>	Month	Actual (%)	Target (%)	September 2008	51%	98.5%	October 2008	65.6%	98.5%	November 2008	73.1%	98.5%	December 2008	80.5%	98.5%	January 2009	89.3%	98.5%	February 2009	97.7%	98.5%	March 2009	98.4%	98.5%	April 2009	1.5%	98.5%	May 2009	10.4%	98.5%	June 2009	18.4%	98.5%	July 2009	27.4%	98.5%	August 2009	37.4%	98.5%	September 2009	46.8%	98.5%	 <p>September 2009 result</p> <p>46.8%</p> <p>44.3%</p> <p>0%</p> <p>105%</p>
Month	Actual (%)	Target (%)																																										
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August 2009	37.4%	98.5%																																										
September 2009	46.8%	98.5%																																										
<b>Latest Update</b>	<p><b>Analysis</b> - Performance is down 4.2% in September on the same period as last year due to late payments which are being followed up.</p> <p><b>Action</b> - We will continue to pursue arrears using all measures already approved by the Council and monitor progress on a monthly basis.</p>																																											
<b>Current Value</b>	46.8%																																											
<b>Target 2009/10</b>	98.5% (At financial year end)																																											

<b>Performance Indicator &amp; Short Term Trend</b>	Aberdeen City Council Website Availability	
<b>Paper Reference &amp; Traffic Light</b>	CI113	
Aberdeen City Council Website Availability		
<b>Latest Update</b>	<b>Analysis</b> - 99.91% availability was achieved during the month of September 2009. <b>Action</b> - Endeavour to ensure website availability is kept within target level	
<b>Current Value</b>	99.91%	
<b>Target 2009/10</b>	99.9%	



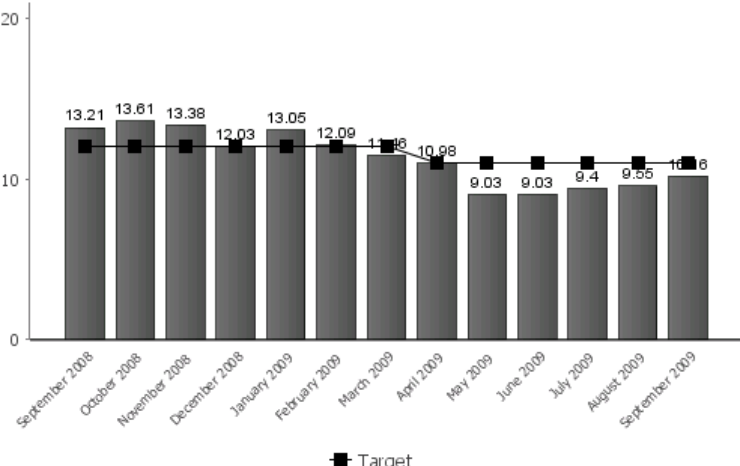

<b>Performance Indicator &amp; Short Term Trend</b>	Major computer application uptime																													
<b>Paper Reference &amp; Traffic Light</b>	CI113b																													
For the major computer applications critical to service delivery, the percentage of time they are available to users between 8.00am and 6.00pm	 <table border="1"> <caption>Monthly Uptime Data (2008-2009)</caption> <thead> <tr> <th>Month</th> <th>Uptime (%)</th> </tr> </thead> <tbody> <tr><td>September 2008</td><td>99.4%</td></tr> <tr><td>October 2008</td><td>99.45%</td></tr> <tr><td>November 2008</td><td>99.63%</td></tr> <tr><td>December 2008</td><td>99.7%</td></tr> <tr><td>January 2009</td><td>99.95%</td></tr> <tr><td>February 2009</td><td>99.95%</td></tr> <tr><td>March 2009</td><td>99.88%</td></tr> <tr><td>April 2009</td><td>99.95%</td></tr> <tr><td>May 2009</td><td>99.91%</td></tr> <tr><td>June 2009</td><td>99.96%</td></tr> <tr><td>July 2009</td><td>99.59%</td></tr> <tr><td>August 2009</td><td>99.95%</td></tr> <tr><td>September 2009</td><td>99.81%</td></tr> </tbody> </table>	Month	Uptime (%)	September 2008	99.4%	October 2008	99.45%	November 2008	99.63%	December 2008	99.7%	January 2009	99.95%	February 2009	99.95%	March 2009	99.88%	April 2009	99.95%	May 2009	99.91%	June 2009	99.96%	July 2009	99.59%	August 2009	99.95%	September 2009	99.81%	<p>September 2009 result</p> 
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July 2009	99.59%																													
August 2009	99.95%																													
September 2009	99.81%																													
<b>Latest Update</b>	<b>Analysis</b> - Availability all above target. <b>Action</b> - Endeavour to ensure computer application uptime is kept within target level.																													
<b>Current Value</b>	99.81%																													
<b>Target 2009/10</b>	99.5%																													


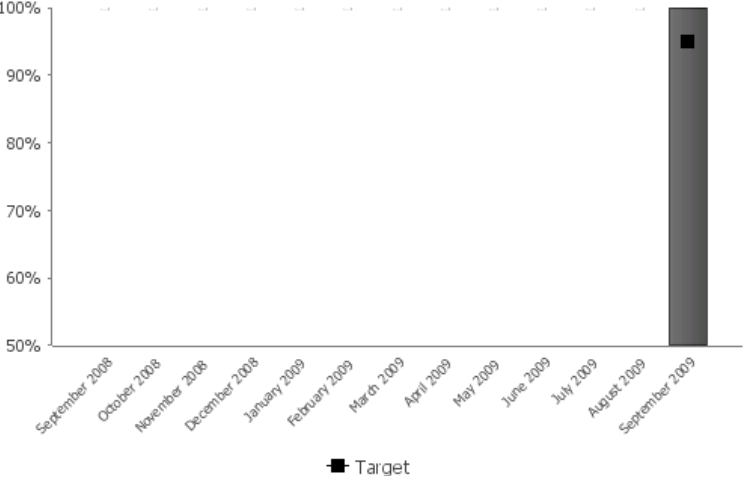

<b>Performance Indicator &amp; Short Term Trend</b>	Helpdesk calls resolved within agreed timescales	↓																												
<b>Paper Reference &amp; Traffic Light</b>	CI114	✓																												
Helpdesk calls resolved within agreed timescales	 <table border="1"> <caption>Monthly Performance Data</caption> <thead> <tr> <th>Month</th> <th>Performance (%)</th> </tr> </thead> <tbody> <tr><td>September 2008</td><td>82%</td></tr> <tr><td>October 2008</td><td>80%</td></tr> <tr><td>November 2008</td><td>82%</td></tr> <tr><td>December 2008</td><td>82%</td></tr> <tr><td>January 2009</td><td>82%</td></tr> <tr><td>February 2009</td><td>83%</td></tr> <tr><td>March 2009</td><td>83%</td></tr> <tr><td>April 2009</td><td>85%</td></tr> <tr><td>May 2009</td><td>84%</td></tr> <tr><td>June 2009</td><td>86%</td></tr> <tr><td>July 2009</td><td>86%</td></tr> <tr><td>August 2009</td><td>86%</td></tr> <tr><td>September 2009</td><td>85%</td></tr> </tbody> </table>	Month	Performance (%)	September 2008	82%	October 2008	80%	November 2008	82%	December 2008	82%	January 2009	82%	February 2009	83%	March 2009	83%	April 2009	85%	May 2009	84%	June 2009	86%	July 2009	86%	August 2009	86%	September 2009	85%	<p>September 2009 result</p> 
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June 2009	86%																													
July 2009	86%																													
August 2009	86%																													
September 2009	85%																													
<b>Latest Update</b>	<p><b>Analysis</b> - 3 separate Priority A calls with line faults logged with external supplier and resolved next working day. Power problems at Kittybrewster caused network issues at various sites and was resolved by early afternoon the same day. All other calls un-related, network and telecoms connectivity at various sites across the city.</p> <p><b>Action</b> - Priority A calls  Monitor priority A calls for common issues  Monitor external suppliers are fixing faults within maintenance agreement</p>																													
<b>Current Value</b>	85%																													
<b>Target 2009/10</b>	82%																													



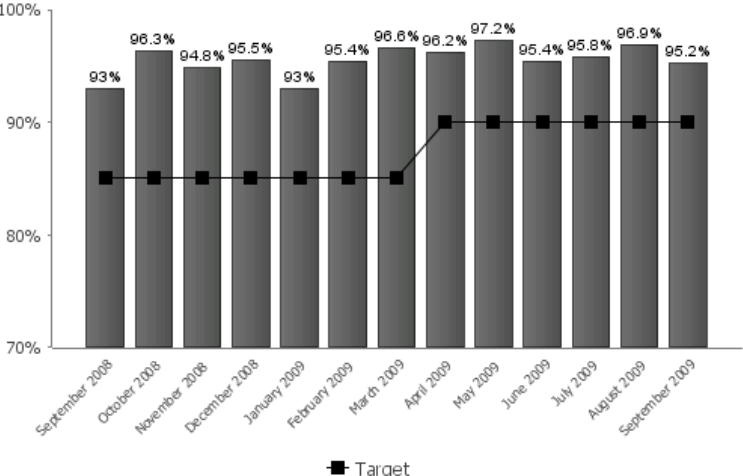
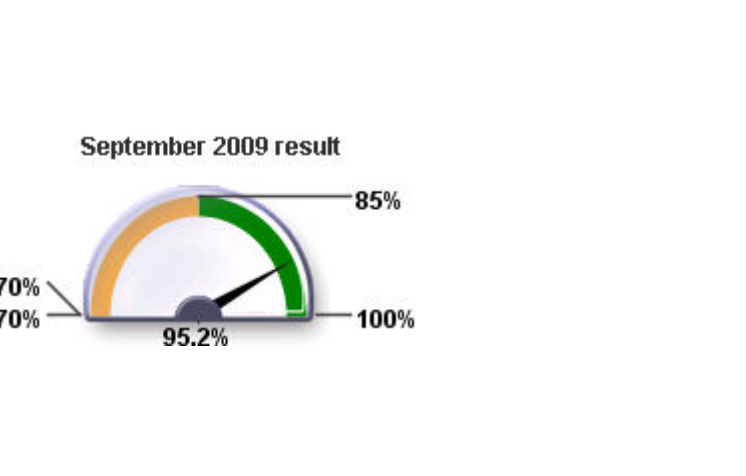
<b>Performance Indicator &amp; Short Term Trend</b>	Number of complaints received																													
<b>Paper Reference &amp; Traffic Light</b>	CI116.006c																													
Number of complaints received	 <table border="1"> <caption>Number of complaints received (from chart)</caption> <thead> <tr> <th>Month</th> <th>Number of complaints</th> </tr> </thead> <tbody> <tr><td>September 2008</td><td>0</td></tr> <tr><td>October 2008</td><td>0</td></tr> <tr><td>November 2008</td><td>0</td></tr> <tr><td>December 2008</td><td>0</td></tr> <tr><td>January 2009</td><td>0</td></tr> <tr><td>February 2009</td><td>0</td></tr> <tr><td>March 2009</td><td>0</td></tr> <tr><td>April 2009</td><td>0</td></tr> <tr><td>May 2009</td><td>0</td></tr> <tr><td>June 2009</td><td>0</td></tr> <tr><td>July 2009</td><td>0</td></tr> <tr><td>August 2009</td><td>0</td></tr> <tr><td>September 2009</td><td>6</td></tr> </tbody> </table>	Month	Number of complaints	September 2008	0	October 2008	0	November 2008	0	December 2008	0	January 2009	0	February 2009	0	March 2009	0	April 2009	0	May 2009	0	June 2009	0	July 2009	0	August 2009	0	September 2009	6	<p>September 2009 result</p> 
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May 2009	0																													
June 2009	0																													
July 2009	0																													
August 2009	0																													
September 2009	6																													
<b>Latest Update</b>	<p><b>Analysis – (September 09)</b> All complaints have been progressed, these are broken down as - Directorate– 1 complaint; Democratic Services - 1 complaint; Customer Relations Management - 4 complaints. Within the majority of the teams, queries /requests for assistance are received but relatively few complaints. Where complaints are received they are fully investigated and responded to.</p> <p><b>Action</b> - To ensure where possible complaints are responded to within corporate timescales.</p>																													
<b>Current Value</b>	6																													
<b>Target 2009/10</b>	0																													



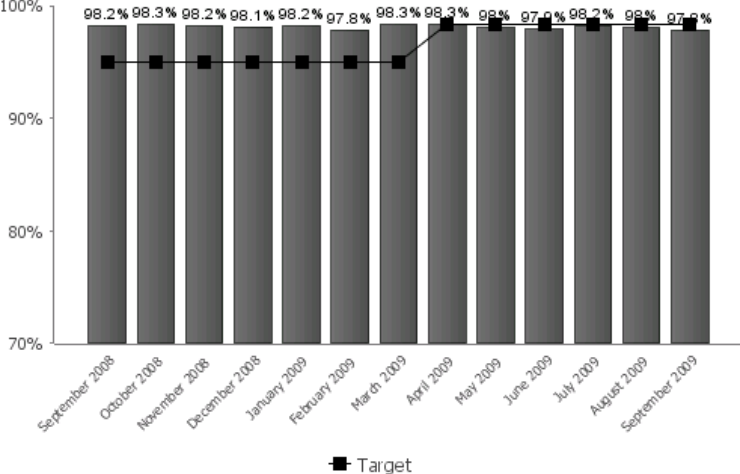

<b>Performance Indicator &amp; Short Term Trend</b>	Average Number of Days to Process New Benefit Claims																													
<b>Paper Reference &amp; Traffic Light</b>	CI124																													
Average number of days to process New Benefit Claims	 <table border="1"> <caption>Bar Chart Data: Average Number of Days to Process New Benefit Claims</caption> <thead> <tr> <th>Month</th> <th>Value</th> </tr> </thead> <tbody> <tr><td>September 2008</td><td>22.7</td></tr> <tr><td>October 2008</td><td>24.58</td></tr> <tr><td>November 2008</td><td>23.22</td></tr> <tr><td>December 2008</td><td>23.06</td></tr> <tr><td>January 2009</td><td>23.49</td></tr> <tr><td>February 2009</td><td>23.57</td></tr> <tr><td>March 2009</td><td>23.17</td></tr> <tr><td>April 2009</td><td>22.93</td></tr> <tr><td>May 2009</td><td>22.61</td></tr> <tr><td>June 2009</td><td>22.61</td></tr> <tr><td>July 2009</td><td>20.58</td></tr> <tr><td>August 2009</td><td>20.38</td></tr> <tr><td>September 2009</td><td>21.06</td></tr> </tbody> </table>	Month	Value	September 2008	22.7	October 2008	24.58	November 2008	23.22	December 2008	23.06	January 2009	23.49	February 2009	23.57	March 2009	23.17	April 2009	22.93	May 2009	22.61	June 2009	22.61	July 2009	20.58	August 2009	20.38	September 2009	21.06	<p>September 2009 result</p> 
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<b>Latest Update</b>	<p><b>Analysis</b> - September's figure shows a slight slippage in performance although targets are still being met.  <b>Action</b> - Continue to monitor to ensure targets are met.</p>																													
<b>Current Value</b>	21.06																													
<b>Target 2009/10</b>	23																													


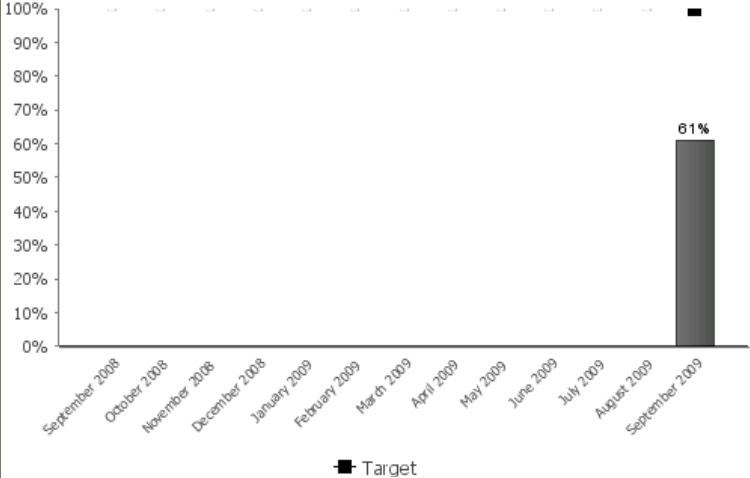



<b>Performance Indicator &amp; Short Term Trend</b>	Average Number of Days to Process Change of Circumstances																													
<b>Paper Reference &amp; Traffic Light</b>	CI125																													
Average number of days to process Change of Circumstances	 <table border="1"> <caption>Monthly Average Number of Days to Process Change of Circumstances</caption> <thead> <tr> <th>Month</th> <th>Average Days</th> </tr> </thead> <tbody> <tr><td>September 2008</td><td>13.21</td></tr> <tr><td>October 2008</td><td>13.61</td></tr> <tr><td>November 2008</td><td>13.38</td></tr> <tr><td>December 2008</td><td>12.03</td></tr> <tr><td>January 2009</td><td>13.05</td></tr> <tr><td>February 2009</td><td>12.09</td></tr> <tr><td>March 2009</td><td>11.16</td></tr> <tr><td>April 2009</td><td>10.98</td></tr> <tr><td>May 2009</td><td>9.03</td></tr> <tr><td>June 2009</td><td>9.03</td></tr> <tr><td>July 2009</td><td>9.4</td></tr> <tr><td>August 2009</td><td>9.55</td></tr> <tr><td>September 2009</td><td>10.16</td></tr> </tbody> </table>	Month	Average Days	September 2008	13.21	October 2008	13.61	November 2008	13.38	December 2008	12.03	January 2009	13.05	February 2009	12.09	March 2009	11.16	April 2009	10.98	May 2009	9.03	June 2009	9.03	July 2009	9.4	August 2009	9.55	September 2009	10.16	<p>September 2009 result</p> 
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<b>Current Value</b>	10.16																													
<b>Target 2009/10</b>	11																													

<b>Performance Indicator &amp; Short Term Trend</b>	% of success in dealing with written queries and complaints within 15 working days	
<b>Paper Reference &amp; Traffic Light</b>	CI127.006a	
Percentage of success in dealing with written queries and complaints within 15 working days	 <p>■ Target</p>	<p>September 2009 result</p> 
<b>Latest Update</b>	<p><b>Analysis</b> - A figure of 100% is recorded against September 09.  <b>Action</b> - Ensure response is given and corporate deadlines are adhered to.</p>	
<b>Current Value</b>	100%	
<b>Target 2009/10</b>	95%	

<b>Performance Indicator &amp; Short Term Trend</b>	% of calls answered within target time - Corporate Contact Centre	
<b>Paper Reference &amp; Traffic Light</b>	CI133	
Percentage of calls answered within target time - Corporate Contact Centre		
<b>Latest Update</b>	<b>Analysis</b> - Monthly target met. <b>Action</b> - Ongoing monitoring <b>Year To Date Performance:</b> 96.1%	
<b>Current Value</b>	95.2%	
<b>Target 2009/10</b>	90%	

<b>Performance Indicator &amp; Short Term Trend</b>	% of calls answered within target time - Switchboard	
<b>Paper Reference &amp; Traffic Light</b>	CI134	
Percentage of calls answered within target time - Switchboard		
<b>Latest Update</b>	<p><b>Analysis</b> - Although overall for all calls received the 98.3% target has not been met; the percentage of external customer calls answered was 98.3%.  <b>Action</b> - Ongoing monitoring.  <b>Year to Date:</b> 98.0 % (98.6% external customer calls).</p>	
<b>Current Value</b>	97.8%	
<b>Target 2009/10</b>	98.3%	

<b>Performance Indicator &amp; Short Term Trend</b>	% of eligible staff appraised in the past year	
<b>Paper Reference &amp; Traffic Light</b>	CI128.006g	
The proportion of eligible staff who have been appraised in the 12 months up to the end of the reporting period		
<b>Latest Update</b>	<p><b>Analysis - Reporting is on a 12 month rolling basis - each eligible employee is expected to be appraised at least once in a 12 month period.</b> Each of the sections within Corporate Governance have different schedules for performing appraisals. The outcome is low due in the main to a large number of appraisals within the Central Procurement Unit and the office of the City Solicitor having become due in August/September.</p> <p><b>Action -</b> Heads of Service are to receive monthly the detailed report from which the indicator is derived. Heads of Service will instruct officers to document a plan for the completion of all outstanding appraisals. Officers will also be reminded to inform Staffing of dates of completed appraisals for inclusion in the reporting data.</p>	
<b>Current Value</b>	61%	
<b>Target 2009/10</b>	100%	

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COMMITTEE	Finance & Resources	DATE 12 November 2009
CORPORATE DIRECTOR	Stewart Carruth	
TITLE OF REPORT	Time Recording and Smartcard Enabled Staff Identity Badge CG/11/093	

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## 1. PURPOSE OF REPORT

To update Committee on the use of a smartcard as a staff identity badge and for use with a time recording system.

## 2. RECOMMENDATION(S)

The committee approve the following:

- i) the Open Options Time & Attendance Recording system and a smartcard enabled staff ID badge to be introduced to the Corporate Governance teams at Crown House. If successful, the business case to be provided to Facility Management for consideration at other sites pending any new corporate time and attendance system being introduced;
- ii) the Open Options Time & Attendance Recording system card readers at AECC are upgraded allowing a smartcard enabled staff ID badge to be used by the Payroll, Pension, Financial Services teams in Corporate Governance at this location;
- iii) that access control functionality is not progressed for any other existing site at this time;
- iv) the Accord team continue to work with the Marischal college project team to assess viability of introducing access control functionality (and any other possible uses) to Marischal college via a smartcard enabled staff ID badge future.
- v) Progress will be reported in the 6 monthly Accord update reports.

## 3. FINANCIAL IMPLICATIONS

Cost of installing Open Options and issuing staff in Crown House with a smartcard enabled staff ID badge £2,458.00. Cost of upgrading card readers at AECC to allow a smartcard enabled staff ID badge £1,200.00.

These costs can be met from the existing Accord operational budget.

#### **4. SERVICE & COMMUNITY IMPACT**

Implementation of Open Options to Crown House will achieve time releasing savings within the service.

#### **5. OTHER IMPLICATIONS**

None.



## **6.0 REPORT**

### **6.1 Main Update**

The following provides background information and the work undertaken to date regarding this issue.

#### **6.1.1 Background to Smartcard Enabled Staff ID Card**

6.1.2 The Accord scheme had previously been instructed by the Resources Management Committee and Accord Scheme Task Group to investigate the potential for using the Accord card for physical entry to buildings (i.e. access control) and staff time & attendance recording purposes. This was to be done with a view to using the functionality at Marischal College.

6.1.3 Preparatory work began on this project during 2007 and it was determined, in consultation with union representatives, that a trial should be undertaken at AECC, Balgownie 1, using a smartcard enabled staff ID badge. As this is a closed environment it was deemed the most suitable site and would help identify implications and considerations of using this functionality at Marischal College.

6.1.4 It was also determined that an Accord branded card should not be used in anyway as a staff ID badge, rather, that a plain white smartcard be used. In appearance this smartcard would look exactly like the current staff ID card, replace the need for a separate 'fob' for physical access and be used with the staff time recording system.

6.1.5 Due to resource availability the pilot was never fully progressed.

### **6.2 Current Position**

6.2.1 As mentioned in 6.1 above, two distinct functions have been identified as being suitable for use with a smartcard enabled staff identity badge, these are:

- i) as front end access to a Time & Attendance Recording system for staff based at one site;
- ii) as a means for secure access control to council offices.

The current situation and recommendations to progress these developments are detailed below.

### **6.3 Time and Attendance Recording**

The use of a smartcard enabled staff ID badge for this purpose should to be addressed in two phases of development, as follows:

- i) for use with a 'Corporate' Time & Attendance Recording system with the potential to be used throughout the Council by all appropriate services (see 6.3.1 below);

- ii) for use with the existing Open Options Time & Attendance Recording system on a site by site basis as a means of achieving efficiencies (see 6.3.7 below).

### 6.3.1 **'Corporate' Time and Recording system**

6.3.2 The Council currently operates a Time & Attendance system (Open Options), however, this is not used by all staff and is only used at specific location, e.g. certain teams at AECC. This system has not been introduced to all services on a 'corporate' basis and is used as a standalone system.

6.3.3 The introduction of a 'corporate' Time & Attendance Recording system requires to be fully considered to determine the business need, options and cost for such a system. What is also relevant to this issue is that Service Design & Delivery are in the process of preparing to tender for a replacement corporate HR / Payroll system.

6.3.4 Following discussions with Service Design & Delivery, it has been recommended that a 'corporate' Time & Attendance system should be progressed by the Business Transformation Team who will carry out initial analysis work to determine the business need for such a system and the options available.

6.3.5 Part of this analysis work will be to determine if the development of this functionality falls within the remit of the project to replace the corporate HR / Payroll system. Should a 'corporate' Time & Attendance Recording system be introduced, the smartcard enabled ID badge could be used where appropriate as front end access to any such system.

### 6.3.6 **Used with existing Time & Attendance Recording system**

6.3.7 It has become apparent that time efficiencies and savings can be achieved by the further use of the existing Open Options Time & Attendance Recording system with a smartcard enabled staff ID badge.

6.3.8 A business case has demonstrated that with the purchase of an additional administration license for Open Options Time & Attendance Recording system, appropriate card reader and smartcards can achieve time releasing savings compared to the existing manual process of recording staff Time & Attendance.

6.3.9 The business case demonstrates that a building with sufficient number of employees (in this case 135, but would still be efficient with fewer) who are based in one site and manually record their time and attendance can achieve time releasing savings.

6.3.10 This is based on each staff member taking 1 minute each day to record their attendance time on a manual sheet and their line manager taking 5 minutes each flexi period to cross check and verify the information and calculations noted on the manual record sheet. There are 135 staff in Crown House which equates to a loss of 56 hours per flexi period (4 weeks) being lost at an annual staff cost of £5557.00.

- 6.3.11 This business case can be used as a model for other locations to assess the viability of introducing this functionality.
- 6.3.12 It is recommended that the Open Options Time & Attendance Recording system and a smartcard enabled staff ID badge be introduced within the Corporate Governance service at Crown House. Staff and Unions at the location have been consulted and support the implementation. If, following a review, it has been assessed as successful, the Business Case will be provided to Facility Management for consideration at other sites.
- 6.3.13 Furthermore, the Payroll, Pension, Financial Services teams in Corporate Governance at AECC currently use the Open Options Time & Attendance Recording system and record their attendance via a staff ID badge that has a magnetic strip on the reverse. No stock remains of this type of card and there are no plans to procure more due to the cost ~£8.00 per card.
- 6.3.14 Therefore, where a replacement card is required or there is a new member of staff they are issued with a fob for Time & Attendance purposes at a cost of £3.56 per fob (and £0.11 where a new staff ID badge is required). This could be reduced to £0.51 if a smartcard was used, however, the card readers would need to be upgraded to read a smartcard.
- 6.3.15 The suppliers of the card readers have advised that the two card readers at AECC could be upgraded to read a smartcard at a cost of ~£600.00 per machine. This cost can be met from the existing Accord operational budget and would allow staff in Payroll, Pension, Financial Services teams in Corporate Governance to be issued with a smartcard enabled staff ID badge for Time & Attendance recording purposes.
- 6.3.16 The result of this being that all cards issued to this team in the future would be the more cost effective smartcard.
- 6.3.17 It is proposed that the card readers at AECC are upgraded to allow a smartcard enabled staff ID badge to be used by the Corporate Governance teams mentioned in 6.3.14.

#### **6.4 Access Control**

- 6.4.1 A key benefit of introducing a smartcard enabled staff ID badge for access control is to achieve a cost saving by using a smartcard as apposed to a fob; the other benefit being the convenience of having one card for both ID and access control purposes.
- 6.4.2 The cost of a smartcard is £0.51 compared to £3.56 for a fob. In order to introduce this functionality on a trial basis at AECC, the existing door control systems would need to be upgraded and the door control readers replaced.
- 6.4.3 Costs have now been provided to upgrade equipment at AECC totaling £11,025.00, the majority of which is the cost of replacement door readers that can read a smartcard.
- 6.4.4 The benefit of this functionality does not appear to outweigh the associated cost as it would take a considerable time to recoup the investment based on a saving of £3.05 per card. Furthermore, it has been confirmed by the Improvement

Service that MGF monies can not be used to introduce a smartcard enabled staff ID badge. Therefore, costs would have to be met from existing budgets and there is no Accord budget for this.

- 6.4.5 Although the costs of introducing this functionality at an existing location are prohibitive, there is value in doing so at a new site. The reason being that the hardware has not yet been procured and door entry readers capable of reading a smartcard can be used in the initial installation. This functionality is currently being developed for use at the new Bucksburn Academy. At this new site there is a secure door that joins the main school building to the library and it is planned to install a door entry reader capable of reading the Accord card which students and staff will already have for catering purposes.
- 6.4.6 This issue has also been raised with Andrew Sproull, Programme Director, who has confirmed that this is feasible and should be assessed for introduction at Marischal College. The design team for Marischal College is currently assessing this development.
- 6.4.7 It is recommended that Access control functionality is not progressed for any other existing site and that the Accord team continue to work with the Marischal College project team to assess viability of introducing this functionality (and any other possible uses) via a smartcard enabled staff ID badge and provide further updates in future.

## **7 AUTHORISED SIGNATURE**

Stewart Carruth  
Director of Corporate Governance  
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(01224) 522550

## **8 REPORT AUTHOR DETAILS**

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Accord Operations Manager  
[bruce@accordaberdeen.co.uk](mailto:bruce@accordaberdeen.co.uk)  
(01224) 346838

## **9 BACKGROUND PAPERS**

## ABERDEEN CITY COUNCIL

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**COMMITTEE:** Finance and Resources  
**DATE:** 12 November 2009  
**REPORT BY:** Director and City Chamberlain  
**TITLE OF REPORT:** 2009/10 REVENUE BUDGET MONITORING  
**REPORT NUMBER:** CG/11/114

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### 1. PURPOSE OF REPORT

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

### 2. RECOMMENDATION(S)

- 2.1 It is recommended that the Committee:
- i) consider and 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 as required to ensure a balanced budget.

### 3. FINANCIAL IMPLICATIONS

- 3.1. The current overall Corporate Governance budget amounts to around £25.774 million net expenditure.
- 3.2. Based upon present forecasts it is anticipated that the financial performance of the service will result in a £291,000 beneficial movement on the Council finances overall.
- 3.3. Further details of the financial implications are set out in section 6 and the appendices attached to this report.

### 4. SERVICE & COMMUNITY IMPACT

- 4.1. As a recognised top priority the Council must take the necessary measures to balance its budget. Therefore Committees and services are required to work within a financial constraint. Every effort is being focused on delivering services more efficiently and effectively.

## 5. OTHER IMPLICATIONS

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

## 6. REPORT

- 6.1 This report informs members of the current year revenue budget performance to date, for the service's budget and provides high level summary for the consideration of Members, to period 6 (end to September 2009). It also outlines whether or not there are any cost pressures that are immediately identifiable from the expenditure incurred to date and actions being undertaken to manage these.

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

- 6.2 The service report and associated notes is attached at Appendix A. In overall terms at this early stage, there is a net saving of £291,000, or 1.1%, across an overall current aligned budget of £25.774 million.
- 6.3 In broad terms the net projected saving comparing out-turn to budget reflects a favourable variance of £787,000 on projected staffing savings across the service. This is offset by a prudent assessment of recoverable costs and recharges to the Housing Revenue Account and the General Services Capital programme in respect of conveyance work based on the level of recharges last year and the downturn in activity in the current year for capital receipts.

## 7. AUTHORISED SIGNATORY

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Director of Corporate Governance  
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Susan Cooper  
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01224 522551

## 8. REPORT AUTHOR DETAILS

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## 9. BACKGROUND PAPERS

Financial ledger data extracted for the period;

DIRECTORATE : CORPORATE GOVERNANCE

AS AT	30-Sep-09	ANNUAL BUDGET	EXPENDITURE/INCOME TO DATE			PROJECTION TO YEAR END		
			PLANNED	ACTUAL	VARIANCE	PROJECTED TOTALS	PROJECTED VARIANCE	
ACCOUNTING PERIOD 6		£'000	£'000	£'000	£'000	£'000	£'000	%
CITY CHAMBERLAIN		3,814	1,901	1,502	(399)	3,733	(81)	(2.1%)
CITY SOLICITOR		601	286	764	478	1,266	665	110.6%
HEAD OF CUSTOMER RELATIONSHIP MANAGEMENT		3,972	2,123	5,308	3,185	3,451	(521)	(13.1%)
HEAD OF PROCUREMENT		370	178	289	111	363	(7)	(1.9%)
HEAD OF HUMAN RESOURCES		3,975	1,961	1,921	(40)	3,953	(22)	(0.6%)
HEAD OF PERFORMANCE MANAGEMENT & QUALITY ASSURANCE		718	358	352	(6)	645	(73)	(10.2%)
HEAD OF DEMOCRATIC SERVICES		1,280	644	693	49	1,245	(35)	(2.7%)
HEAD OF SERVICE DESIGN & DEVELOPMENT		10,212	4,876	4,027	(849)	10,023	(189)	(1.9%)
OPERATIONAL SUPPORT		832	416	562	146	804	(28)	(3.4%)
<b>NET EXPENDITURE</b>		<b>25,774</b>	<b>12,743</b>	<b>15,418</b>	<b>2,675</b>	<b>25,483</b>	<b>(291)</b>	<b>(1.1%)</b>

DIRECTORATE : CORPORATE GOVERNANCE  
HEAD OF SERVICE : CITY CHAMBERLAIN

AS AT	30-Sep-09	ANNUAL BUDGET	EXPENDITURE/INCOME TO DATE			PROJECTION TO YEAR END		
			PLANNED	ACTUAL	VARIANCE	PROJECTED TOTALS	PROJECTED VARIANCE	
		£'000	£'000	£'000	£'000	£'000	£'000	%
ACCOUNTING PERIOD 6								
STAFF COSTS		4,274	2,137	2,027	(110)	4,362	88	2.1%
PROPERTY COSTS		436	219	1	(218)	433	(3)	(0.7%)
ADMINISTRATION COSTS		416	208	214	6	416	0	0.0%
TRANSPORT COSTS		284	142	14	(128)	277	(7)	(2.5%)
SUPPLIES & SERVICES		115	58	138	80	85	(30)	(26.1%)
TRANSFER PAYMENTS		661	331	0	(331)	532	(129)	(19.5%)
CAPITAL FINANCING COSTS		15	0	0	0	15	0	0.0%
<b>GROSS EXPENDITURE</b>		<b>6,201</b>	<b>3,095</b>	<b>2,394</b>	<b>(701)</b>	<b>6,120</b>	<b>(81)</b>	<b>(1.3%)</b>
LESS: INCOME								
OTHER GRANTS		(162)	(81)	0	81	(162)	0	0.0%
FEES & CHARGES		(195)	(97)	(55)	42	(195)	0	0.0%
RECHARGES		(1,951)	(976)	(555)	421	(1,951)	0	0.0%
OTHER INCOME		(79)	(40)	(282)	(242)	(79)	0	0.0%
<b>TOTAL INCOME</b>		<b>(2,387)</b>	<b>(1,194)</b>	<b>(892)</b>	<b>302</b>	<b>(2,387)</b>	<b>0</b>	<b>0.0%</b>
<b>NET EXPENDITURE</b>		<b>3,814</b>	<b>1,901</b>	<b>1,502</b>	<b>(399)</b>	<b>3,733</b>	<b>(81)</b>	<b>(2.1%)</b>

VIREMENT PROPOSALS

None this cycle

PROJECTED  
VARIANCE  
£'000

REVENUE MONITORING VARIANCE NOTES

**Employee Costs**

Reflects the net position on staff turnover and the use of agency staff to continue to support teams, along with specific costs arising in year for the delivery of specific projects such as E,P & M and the revised Local Government Pensions Scheme.

88

**Property Costs**

Anticipated saving on costs of water at works.

(3)

**Transport Costs**

Out-turn reflects a review of expected spend on staff re-location travel costs

(7)

**Supplies & Services**

Anticipated savings mainly from previous cost in relation to reduced microfilming requirements

(30)

**Transfer Payments**

Reflects expected saving on AECC interest swap payment

(129)

**Income**

Although there are a number of period to date variances it is still expected currently that income will be in line with budget at the end of the year.

0

(81)



DIRECTORATE : CORPORATE GOVERNANCE  
HEAD OF SERVICE : CITY SOLICITOR

AS AT	30-Sep-09	ANNUAL BUDGET	EXPENDITURE/INCOME TO DATE			PROJECTION TO YEAR END		
			PLANNED	ACTUAL	VARIANCE	PROJECTED TOTALS	PROJECTED VARIANCE	
		£'000	£'000	£'000	£'000	£'000	£'000	%
ACCOUNTING PERIOD 6								
STAFF COSTS		3,101	1,550	1,308	(242)	3,101	0	0.0%
PROPERTY COSTS		160	80	34	(46)	153	(7)	(4.4%)
ADMINISTRATION COSTS		175	87	22	(65)	173	(2)	(1.1%)
TRANSPORT COSTS		12	6	2	(4)	12	0	0.0%
SUPPLIES & SERVICES		228	114	77	(37)	228	0	0.0%
AGENCIES		1	0	0	0	1	0	0.0%
TRANSFER PAYMENTS		0	0	38	38	0	0	0.0%
CAPITAL FINANCING COSTS		25	0	0	0	25	0	0.0%
<b>GROSS EXPENDITURE</b>		<b>3,702</b>	<b>1,837</b>	<b>1,481</b>	<b>(356)</b>	<b>3,693</b>	<b>(9)</b>	<b>(0.2%)</b>
LESS: INCOME								
GOVERNMENT GRANTS		(75)	(37)	(14)	23	0	75	(100.0%)
OTHER GRANTS		(130)	(65)	(50)	15	0	130	(100.0%)
FEES & CHARGES		(1,583)	(792)	(649)	143	0	1,583	(100.0%)
RECHARGES		(1,249)	(625)	(2)	623	0	1,249	(100.0%)
OTHER INCOME		(64)	(32)	(2)	30	(2,427)	(2,363)	3692.2%
<b>TOTAL INCOME</b>		<b>(3,101)</b>	<b>(1,551)</b>	<b>(717)</b>	<b>834</b>	<b>(2,427)</b>	<b>674</b>	<b>(21.7%)</b>
<b>NET EXPENDITURE</b>		<b>601</b>	<b>286</b>	<b>764</b>	<b>478</b>	<b>1,266</b>	<b>665</b>	<b>110.6%</b>

VIREMENT PROPOSALS

None this cycle

PROJECTED  
VARIANCE  
£'000

REVENUE MONITORING VARIANCE NOTES

**Employee Costs**

Vacant positions are being filled, and the budget also covers part of the charges from increased usage of external support which has offset savings from staff costs.

0

**Property Costs**

The out-turn is slightly lower than budget due to costs in relation to the District Court having transferred to Scottish Court Services.

(7)

**Administration Costs**

Out-turn reduced slightly due to District Court costs now transferred to Scottish Court Services.

(2)

**Income**

It is considered prudent to reduce the outturn for 2009/10 in line with 08/09 actuals for conveyancing recharges to the HRA and the General Services Capital reducing estimated income for the current year. In addition the recession has impacted upon council house sales and capital transactions have been reduced and there is no indication that work will increase in these areas at present. Taking both of these factors together it is now estimated that income from these recharges are expected to be £652k below budget. With the transfer of the District Court to the Scottish Court Service there is expected to be a reduction in income of £22k.

674

665

DIRECTORATE : CORPORATE GOVERNANCE  
HEAD OF SERVICE : HEAD OF CUSTOMER RELATIONSHIP MANAGEMENT

AS AT	30-Sep-09	ANNUAL BUDGET	EXPENDITURE/INCOME TO DATE			PROJECTION TO YEAR END		
			PLANNED	ACTUAL	VARIANCE	PROJECTED TOTALS	PROJECTED VARIANCE	
		£'000	£'000	£'000	£'000	£'000	£'000	%
ACCOUNTING PERIOD 6								
STAFF COSTS		6,295	3,220	2,679	(541)	5,774	(521)	(8.3%)
PROPERTY COSTS		346	173	100	(73)	346	0	0.0%
ADMINISTRATION COSTS		708	251	245	(6)	708	0	0.0%
TRANSPORT COSTS		26	13	7	(6)	26	0	0.0%
SUPPLIES & SERVICES		611	305	262	(43)	611	0	0.0%
TRANSFER PAYMENTS		39,120	19,560	21,729	2,169	39,120	0	0.0%
CAPITAL FINANCING COSTS		15	0	0	0	15	0	0.0%
<b>GROSS EXPENDITURE</b>		<b>47,121</b>	<b>23,522</b>	<b>25,022</b>	<b>1,500</b>	<b>46,600</b>	<b>(521)</b>	<b>(1.1%)</b>
LESS: INCOME								
GOVERNMENT GRANTS		(41,052)	(20,444)	(19,009)	1,435	(41,052)	0	0.0%
OTHER GRANTS		(969)	(485)	(421)	64	(969)	0	0.0%
FEES & CHARGES		(100)	(50)	0	50	(100)	0	0.0%
RECHARGES		(356)	(84)	0	84	(356)	0	0.0%
OTHER INCOME		(672)	(336)	(284)	52	(672)	0	0.0%
<b>TOTAL INCOME</b>		<b>(43,149)</b>	<b>(21,399)</b>	<b>(19,714)</b>	<b>1,685</b>	<b>(43,149)</b>	<b>0</b>	<b>0.0%</b>
<b>NET EXPENDITURE</b>		<b>3,972</b>	<b>2,123</b>	<b>5,308</b>	<b>3,185</b>	<b>3,451</b>	<b>(521)</b>	<b>(13.1%)</b>

VIREMENT PROPOSALS

None this cycle

REVENUE MONITORING VARIANCE NOTES

**Employee Costs**

The projected out-turn reflects a number of vacancies within the service.

(521)

**Transfer Payments**

The variance to date reflects the timing of payments for Council tax benefit  
It is currently estimated that the out-turn will be in line with budget.

0

**Income**

The variance to date reflects the timing of grant income for Council tax benefit

0

(521)

PROJECTED  
VARIANCE  
£'000

DIRECTORATE : CORPORATE GOVERNANCE  
HEAD OF SERVICE : HEAD OF PROCUREMENT

AS AT	30-Sep-09	ANNUAL BUDGET	EXPENDITURE/INCOME TO DATE			PROJECTION TO YEAR END		
			PLANNED	ACTUAL	VARIANCE	PROJECTED TOTALS	PROJECTED VARIANCE	
		£'000	£'000	£'000	£'000	£'000	£'000	%
ACCOUNTING PERIOD 6		£'000	£'000	£'000	£'000	£'000	£'000	%
STAFF COSTS		988	494	450	(44)	988	0	0.0%
PROPERTY COSTS		172	86	2	(84)	172	0	0.0%
ADMINISTRATION COSTS		70	35	272	237	70	0	0.0%
TRANSPORT COSTS		53	26	14	(12)	46	(7)	(13.2%)
SUPPLIES & SERVICES		1,882	941	818	(123)	1,882	0	0.0%
CAPITAL FINANCING COSTS		14	0	0	0	14	0	0.0%
<b>GROSS EXPENDITURE</b>		<b>3,179</b>	<b>1,582</b>	<b>1,556</b>	<b>(26)</b>	<b>3,172</b>	<b>(7)</b>	<b>(0.2%)</b>
LESS: INCOME								
OTHER GRANTS		(1,416)	(708)	(361)	347	(1,416)	0	0.0%
FEES & CHARGES		0	0	(405)	(405)	0	0	0.0%
RECHARGES		(899)	(449)	(321)	128	(899)	0	0.0%
OTHER INCOME		(494)	(247)	(180)	67	(494)	0	0.0%
<b>TOTAL INCOME</b>		<b>(2,809)</b>	<b>(1,404)</b>	<b>(1,267)</b>	<b>137</b>	<b>(2,809)</b>	<b>0</b>	<b>0.0%</b>
<b>NET EXPENDITURE</b>		<b>370</b>	<b>178</b>	<b>289</b>	<b>111</b>	<b>363</b>	<b>(7)</b>	<b>(1.9%)</b>

VIREMENT PROPOSALS

None this cycle

PROJECTED  
VARIANCE  
£'000

REVENUE MONITORING VARIANCE NOTES

**Property Costs**

The low spend to date is due to an accrual for the Central Procurement Unit within Woodhill House.

0

**Transport Costs**

Lower hire costs anticipated.

(7)

(7)

DIRECTORATE : CORPORATE GOVERNANCE  
HEAD OF SERVICE : HEAD OF HUMAN RESOURCES

AS AT	30-Sep-09	ANNUAL BUDGET	EXPENDITURE/INCOME TO DATE			PROJECTION TO YEAR END		
			PLANNED	ACTUAL	VARIANCE	PROJECTED TOTALS	PROJECTED VARIANCE	
ACCOUNTING PERIOD 6		£'000	£'000	£'000	£'000	£'000	£'000	%
STAFF COSTS		3,014	1,508	1,422	(86)	3,014	0	0.0%
PROPERTY COSTS		7	4	1	(3)	1	(6)	(85.7%)
ADMINISTRATION COSTS		1,164	558	339	(219)	1,164	0	0.0%
TRANSPORT COSTS		65	32	13	(19)	65	0	0.0%
SUPPLIES & SERVICES		364	183	186	3	364	0	0.0%
TRANSFER PAYMENTS		1	1	0	(1)	1	0	0.0%
CAPITAL FINANCING COSTS		12	0	0	0	12	0	0.0%
<b>GROSS EXPENDITURE</b>		<b>4,627</b>	<b>2,286</b>	<b>1,961</b>	<b>(325)</b>	<b>4,621</b>	<b>(6)</b>	<b>(0.1%)</b>
LESS: INCOME								
GOVERNMENT GRANTS		0	0	(23)	(23)	0	0	0.0%
FEES & CHARGES		(47)	(23)	(5)	18	(47)	0	0.0%
RECHARGES		(601)	(300)	0	300	(601)	0	0.0%
OTHER INCOME		(4)	(2)	(12)	(10)	(20)	(16)	400.0%
<b>TOTAL INCOME</b>		<b>(652)</b>	<b>(325)</b>	<b>(40)</b>	<b>285</b>	<b>(668)</b>	<b>(16)</b>	<b>2.5%</b>
<b>NET EXPENDITURE</b>		<b>3,975</b>	<b>1,961</b>	<b>1,921</b>	<b>(40)</b>	<b>3,953</b>	<b>(22)</b>	<b>(0.6%)</b>

VIREMENT PROPOSALS

None this cycle

PROJECTED  
VARIANCE  
£'000

REVENUE MONITORING VARIANCE NOTES

**Employee Costs**

Subject to the current review process of filling vacant posts additional savings may arise by the year end.

0

**Property Costs**

Out-turn reflects Grove Lodge facility being closed down mid year with resultant savings on costs

(6)

**Income**

The additional income relates to recovery of costs from staff terminations which can be vary annually.

(16)

(22)

DIRECTORATE : CORPORATE GOVERNANCE

HEAD OF SERVICE : HEAD OF PERFORMANCE MANAGEMENT AND QUALITY ASSURANCE

AS AT	30-Sep-09	ANNUAL BUDGET	EXPENDITURE/INCOME TO DATE			PROJECTION TO YEAR END		
			PLANNED	ACTUAL	VARIANCE	PROJECTED TOTALS	PROJECTED VARIANCE	
		£'000	£'000	£'000	£'000	£'000	£'000	%
ACCOUNTING PERIOD 6								
STAFF COSTS		722	361	313	(48)	611	(111)	(15.4%)
ADMINISTRATION COSTS		9	4	3	(1)	9	0	0.0%
TRANSPORT COSTS		9	4	1	(3)	9	0	0.0%
SUPPLIES & SERVICES		30	15	38	23	68	38	126.7%
<b>GROSS EXPENDITURE</b>		<b>770</b>	<b>384</b>	<b>355</b>	<b>(29)</b>	<b>697</b>	<b>(73)</b>	<b>(9.5%)</b>
LESS: INCOME								
RECHARGES		(52)	(26)	(3)	23	(52)	0	0.0%
<b>TOTAL INCOME</b>		<b>(52)</b>	<b>(26)</b>	<b>(3)</b>	<b>23</b>	<b>(52)</b>	<b>0</b>	<b>0.0%</b>
<b>NET EXPENDITURE</b>		<b>718</b>	<b>358</b>	<b>352</b>	<b>(6)</b>	<b>645</b>	<b>(73)</b>	<b>(10.2%)</b>

VIREMENT PROPOSALS

None this cycle

PROJECTED  
VARIANCE  
£'000

REVENUE MONITORING VARIANCE NOTES

**Employee Costs**

Out-turn reflects vacancies within the section, but offset by use of agency and external support

(111)

**Supplies and Services**

Reflects planned use of external support to cover staffing vacancies.

38

(73)

DIRECTORATE : CORPORATE GOVERNANCE  
HEAD OF SERVICE : HEAD OF DEMOCRATIC SERVICES

AS AT	30-Sep-09	ANNUAL BUDGET	EXPENDITURE/INCOME TO DATE			PROJECTION TO YEAR END		
			PLANNED	ACTUAL	VARIANCE	PROJECTED TOTALS	PROJECTED VARIANCE	
ACCOUNTING PERIOD 6		£'000	£'000	£'000	£'000	£'000	£'000	%
STAFF COSTS		1,223	612	628	16	1,188	(35)	(2.9%)
PROPERTY COSTS		5	3	1	(2)	5	0	0.0%
ADMINISTRATION COSTS		175	88	46	(42)	175	0	0.0%
TRANSPORT COSTS		65	33	21	(12)	65	0	0.0%
SUPPLIES & SERVICES		11	6	1	(5)	11	0	0.0%
<b>GROSS EXPENDITURE</b>		<b>1,479</b>	<b>742</b>	<b>697</b>	<b>(45)</b>	<b>1,444</b>	<b>(35)</b>	<b>(2.4%)</b>
LESS: INCOME								
OTHER GRANTS		(3)	(1)	0	1	(3)	0	0.0%
FEES & CHARGES		(2)	(1)	0	1	(2)	0	0.0%
RECHARGES		(173)	(86)	0	86	(173)	0	0.0%
OTHER INCOME		(21)	(10)	(4)	6	(21)	0	0.0%
<b>TOTAL INCOME</b>		<b>(199)</b>	<b>(98)</b>	<b>(4)</b>	<b>94</b>	<b>(199)</b>	<b>0</b>	<b>0.0%</b>
<b>NET EXPENDITURE</b>		<b>1,280</b>	<b>644</b>	<b>693</b>	<b>49</b>	<b>1,245</b>	<b>(35)</b>	<b>(2.7%)</b>

VIREMENT PROPOSALS

None this cycle

PROJECTED  
VARIANCE  
£'000

REVENUE MONITORING VARIANCE NOTES

**Employee Costs**

The out-turn reflects vacant posts within the service.

(35)

(35)

DIRECTORATE : CORPORATE GOVERNANCE  
HEAD OF SERVICE : HEAD OF SERVICE DESIGN AND DEVELOPMENT

AS AT	30-Sep-09	ANNUAL BUDGET	EXPENDITURE/INCOME TO DATE			PROJECTION TO YEAR END		
			PLANNED	ACTUAL	VARIANCE	PROJECTED TOTALS	PROJECTED VARIANCE	
ACCOUNTING PERIOD 6		£'000	£'000	£'000	£'000	£'000	£'000	%
STAFF COSTS		5,311	2,652	2,594	(58)	5,122	(189)	(3.6%)
PROPERTY COSTS		0	0	7	7	0	0	0.0%
ADMINISTRATION COSTS		780	503	271	(232)	780	0	0.0%
TRANSPORT COSTS		47	24	14	(10)	47	0	0.0%
SUPPLIES & SERVICES		3,992	2,319	1,162	(1,157)	3,992	0	0.0%
CAPITAL FINANCING COSTS		1,326	0	0	0	1,326	0	0.0%
<b>GROSS EXPENDITURE</b>		<b>11,456</b>	<b>5,498</b>	<b>4,048</b>	<b>(1,450)</b>	<b>11,267</b>	<b>(189)</b>	<b>(1.6%)</b>
LESS: INCOME								
OTHER GRANTS		(20)	(10)	0	10	(20)	0	0.0%
RECHARGES		(1,182)	(591)	(1)	590	(1,182)	0	0.0%
OTHER INCOME		(42)	(21)	(20)	1	(42)	0	0.0%
<b>TOTAL INCOME</b>		<b>(1,244)</b>	<b>(622)</b>	<b>(21)</b>	<b>601</b>	<b>(1,244)</b>	<b>0</b>	<b>0.0%</b>
<b>NET EXPENDITURE</b>		<b>10,212</b>	<b>4,876</b>	<b>4,027</b>	<b>(849)</b>	<b>10,023</b>	<b>(189)</b>	<b>(1.9%)</b>

VIREMENT PROPOSALS

None this cycle

PROJECTED  
VARIANCE  
£'000

REVENUE MONITORING VARIANCE NOTES

**Employee Costs**

Out-turn reflects a number of vacancies within the section.

(189)

**Supplies & Services**

The spend against this set of budget headings is not even throughout the year. The timing of the spend is determined by renewal dates and there is a concentration of renewals in the final quarter of the financial year.

**Income**

The recharges to date appear low due to the timing differences. However the out-turn is currently expected to be in line with budget.

(189)

DIRECTORATE : CORPORATE GOVERNANCE  
OPERATIONAL SUPPORT

AS AT	30-Sep-09	ANNUAL BUDGET	EXPENDITURE/INCOME TO DATE			PROJECTION TO YEAR END		
			PLANNED	ACTUAL	VARIANCE	PROJECTED TOTALS	PROJECTED VARIANCE	
ACCOUNTING PERIOD 6		£'000	£'000	£'000	£'000	£'000	£'000	%
STAFF COSTS		885	443	557	114	866	(19)	(2.1%)
PROPERTY COSTS		0	0	0	0	0	0	0.0%
ADMINISTRATION COSTS		29	14	4	(10)	21	(8)	(27.6%)
TRANSPORT COSTS		3	2	0	(2)	3	0	0.0%
SUPPLIES & SERVICES		4	1	1	0	3	(1)	(25.0%)
AGENCIES		0	0	0	0	0	0	0.0%
TRANSFER PAYMENTS		0	0	0	0	0	0	0.0%
CAPITAL FINANCING COSTS		0	0	0	0	0	0	0.0%
<b>GROSS EXPENDITURE</b>		<b>921</b>	<b>460</b>	<b>562</b>	<b>102</b>	<b>893</b>	<b>(28)</b>	<b>(3.0%)</b>
LESS: INCOME								
RECHARGES		(89)	(44)	0	44	(89)	0	0.0%
<b>TOTAL INCOME</b>		<b>(89)</b>	<b>(44)</b>	<b>0</b>	<b>44</b>	<b>(89)</b>	<b>0</b>	<b>0.0%</b>
<b>NET EXPENDITURE</b>		<b>832</b>	<b>416</b>	<b>562</b>	<b>146</b>	<b>804</b>	<b>(28)</b>	<b>(3.4%)</b>

VIREMENT PROPOSALS

None this cycle

PROJECTED  
VARIANCE  
£'000

REVENUE MONITORING VARIANCE NOTES

**Employee Costs**

(19)

The projected -out-turn assumes that some vacancies will be filled prior to 31/3/10. However this will be subject to scrutiny and agreement of the Director and CMT.

**Supplies and Services**

(1)

Based on current trends a small underspend is currently expected

**Administration Costs**

(8)

Based on current trends a small underspend is currently expected

(28)



**COMMITTEE:** Finance and Resources  
**DATE:** 12 November 2009  
**REPORT BY:** Director and City Chamberlain  
**TITLE OF REPORT:** Capital Budget Progress Report  
**REPORT NUMBER:** CG/11/113

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

- 1.1 This report provides an update to Committee of the progress being made on the various projects within the Non-Housing Capital Programme, previously approved by Council, which are currently aligned to Corporate Governance services.

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

- 2.1 It is recommended that the Committee considers and notes the content of this report in relation to the projects outlined at Appendix A.

### **3. FINANCIAL IMPLICATIONS**

- 3.1 The monies required to fund the capital programme are achieved through external borrowing, capital receipts and grant income. The General Fund has adequate resources available to finance the capital spend in 2009/2010.
- 3.2 The overall cost of Capital is calculated on a Council-wide basis and therefore the impact on the Council will be included within the summary report to Finance and Resources Committee. It is important that approved projects are managed and monitored in a robust way to ensure there is accuracy in relation to expenditure projections and thereby enable the Council to calculate and evaluate the overall need for, and cost of, borrowing

### **4. SERVICE & COMMUNITY IMPACT**

- 4.1 The Council operates within overall capital control mechanisms laid down by the Scottish Government as well as recommended accounting practice and policies in accordance with the Prudential Code.

### **5. OTHER IMPLICATIONS**

- 5.1 Failure to invest adequately in the Council's asset base may lead to the Council not complying with current health and safety requirements nor capturing the benefits that can be derived from, for example, improved design and construction practices.
- 5.2 If the continuation of close budgetary control is not exercised and maintained the Council may operate out-with the capital control mechanisms laid down by the Scottish Government in relation to the Prudential Code for the 2009/2010 Non Housing Capital Programme.

## **6. REPORT**

- 6.1 Appendix A outlines the Non-Housing Capital Programme projects aligned to Corporate Governance services and provides for each project the budget for 2009/10, spend to the end of September 2009 and forecast out-turn.
- 6.2 The spend to the end of September 2009 only reflects payments made and processed. It excludes commitments that have been made and will be due to be paid by the year end. Such commitments will be reflected in the forecast position.
- 6.3 Comments on particular projects, where appropriate, are included in the narrative.
- 6.4 It should be noted that the budgeted figures include slippage from 2008/09.
- 6.5 A review of projects is being undertaken specifically the benefits to be derived from ICT investments.

## **7. AUTHORISED SIGNATURE**

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## **8. REPORT AUTHOR DETAILS**

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## **9. BACKGROUND PAPERS**

Financial ledger data, extracted for the period.

## Non-Housing Capital Projects – Corporate Governance

Project	Previous Spend £'000	Total Budget 2009/10 (inc carry forward) £'000	Expenditure as at 30 Sept 2009 * £'000	Forecast Out-turn £'000	Project Description / Project Progress
334 Mobile Working	Rolling	1,370	13	400	Providing ICT equipment to allow mobile working. Includes the provision of user devices for Marischal. Tender process underway and currently completing a tender evaluation for hardware underway which will account for the bulk of this expenditure. The spend will be required in future years to enable our transition to WorkSmart and to the Corporate Accommodation at Marischal College.
630 Data Centre Move	815	4,135	126	4,135	This budget is for the Council's main Data Centre move to Frederick Street from St Nicholas House. The forecast is subject to review based upon the outcome of options for provision.
657 Customer First Programme	Rolling	1,261	33	394	Progress the implementation of the various customer access points, ongoing development of the Corporate Contact Centre and implementation of a Customer Relationship Management System.
277 IT Infrastructure Improvements, Repairs/Renewals	Rolling	1,422	154	1,410	Continuing project to improve the ICT infrastructure and the ongoing replacement of ICT infrastructure assets. 50% of this allocation is linked to ICT infrastructure for the proposed new Data Centre. Progress on this project will impact on the current forecasts
346 IT Hardware & Software Development	Rolling	220	10	220	For the purchase of new items of hardware and software.
565 ICT Disaster Recovery Funding	Rolling	160	43	160	To fund the reduction or elimination of prioritised single points of failure on the ICT infrastructure
666 Corporate Asset Management System	923	373	40	373	Procurement and implementation of the Corporate Asset Management System. Full budget required.

## Non-Housing Capital Projects – Corporate Governance

Project	Previous Spend £'000	Total Budget 2009/10 (inc carry forward) £'000	Expenditure as at 30 Sept 2009 * £'000	Forecast Out-turn £'000	Project Description / Project Progress
708 E Government Stage 4 Implementation	40	435	18	435	Will allow citizens access to back end systems via the website. ICT is working with services to draw up business cases.
709 Integrated Document Management	530	880	123	497	Purchase of a corporate electronic document management and workflow solution, to ensure that paper and digital based records are available to all parts of the council.
711 Electronic Corporate Performance Management System	80	100	21	55	The purpose of this project is to improve the Council's measurement, monitoring, reporting and management of performance data and performance outcomes.
714 Identity Management	181	67	10	50	To create a link between several ICT systems all of which hold and use information about employees. The development work planned has changed to another method of achieving the same outcome which costs less and offers better value resulting in a projected underspend of £17,000
690 Consol Upgrade/Replacement	463	140	88	140	Upgrade or replacement of the existing job costing system for Building Services and Roads services with possible extension for Environmental & Ground Services. Budget has been fully committed with development being delivered as part of the system changes. Outstanding balance expected to be cleared by early 2010.
746 Application Processing System	Rolling	73	10	55	Ongoing review of planning systems to meet the requirements of the Planning etc (Scotland) Act 2006 and the development of e-planning. Project Manager's contract expires at the end of the year when he expects 75% of budget to be used.

## Non-Housing Capital Projects – Corporate Governance

Project	Previous Spend £'000	Total Budget 2009/10 (inc carry forward) £'000	Expenditure as at 30 Sept 2009 * £'000	Forecast Out-turn £'000	Project Description / Project Progress
New HR/Payroll	0	125	0	1	Procurement and implementation of a new HR/Payroll. Options are being explored. If EU procurement is adopted the outcomes would not be expected until into 2010.
769 Police - Capital Grant	0	1,433	0	1,433	This is fully committed and will be paid in full by the year-end to Grampian Police. It represents the total sum requisitioned by Grampian Joint Police Board to the City Council being our share in support of the Board's capital programme.
<b>Total Corporate Governance</b>		<b>12,194</b>	<b>688</b>	<b>9,758</b>	

\* Reflects payments made only and not the costs of commitments made for orders placed or work in progress for accepted tenders which will be reflected in the forecast position.

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## ABERDEEN CITY COUNCIL

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COMMITTEE:	Finance and Resources
DATE:	12 November 2009
LEAD OFFICER:	Chief Executive
TITLE:	Local Government Employee Joint Consultative Committee
REPORT NUMBER:	OCE/09/011

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### 1. PURPOSE OF REPORT

At its meeting of 17 September 2009 the Finance and Resources Committee resolved that the Trades Unions be consulted on the future of the Local Government Employee Joint Consultative Committee. This report brings to the Committee the result of that consultation.

### 2. RECOMMENDATION

That the Committee resolves that the Local Government Employee Joint Consultative Committee continues in existence.

### 3. FINANCIAL IMPLICATIONS

There are no specific resource implications arising directly from this report.

### 4. SERVICE & COMMUNITY IMPACT

Given the link to the Council's employees, the subject of this report relates, directly or indirectly, to all Council policy objectives and principles and to all aspects of *Vibrant, Dynamic and Forward Looking* and the Single Outcome Agreement.

### 5. OTHER IMPLICATIONS

There are no other specific implications arising from this report.

### 6. REPORT

At its meeting on 17 September 2009 the Finance and Resources Committee considered a report on Sub-Committees and Working Groups. The Committee resolved that the Trades Unions be consulted on the future of the Local Government Employee Joint Consultative Committee and for them to take a view on whether they wanted to continue with this group or if they were

content with the present practice of raising issues through the Leadership Board.

The matter was discussed at the quarterly meeting between the Leadership Board and Trades Unions representatives on 21 September 2009. The Trades Unions are appreciative of the opportunity to discuss matters with the Leadership Board but feel that the Local Government Employee Joint Consultative Committee should continue in existence and be available should it be required to meet. The Trades Unions agreed that there was no need to establish a programme of meetings for the Committee.

For information, the composition and elected members appointed to the Local Government Employee Joint Consultative Committee at the Council meeting on 30 May 2007 are 2 Liberal Democrat (Councillors Fletcher and Leslie), 2 SNP (Councillors Kiddie and Kevin Stewart), 1 Labour (Councillor Young) and 1 Conservative (Councillor Farquharson).

It is recommended that the Committee resolves that the Local Government Employee Joint Consultative Committee continues in existence.

7. AUTHORISED SIGNATORY

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8. BACKGROUND PAPERS

None



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<b>COMMITTEE:</b>	Finance and Resources
<b>DATE:</b>	12 November 2009
<b>REPORT BY:</b>	City Chamberlain
<b>TITLE OF REPORT:</b>	Non Housing Capital Programme 2009/2010 – Monitoring Report
<b>REPORT NUMBER:</b>	CG/11/120

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## 1. PURPOSE OF REPORT

This report provides an update to Committee of the progress being made across all services on projects within the Non Housing Capital Programme as at 30 September 2009.

## 2. RECOMMENDATION(S)

It is recommended that the Committee:

- a) Consider and note the current position on the Non Housing Capital Programme for 2009/2010; and
- b) Approve the removal of previously approved funding from the Capital Fund in respect of ICT projects for which the sums required to complete individual projects are less than anticipated; and
- c) Instruct the City Chamberlain to continue to update the Committee, in consultation with the Corporate Directors, on the overall position of the Non Housing Capital Programme; and
- d) Instruct the City Chamberlain to continue to update each service committee, in conjunction with the Director, on the service's specific capital projects.

## 3. FINANCIAL IMPLICATIONS

- 3.1 The monies required to fund the capital programme are achieved through external borrowing, capital receipts and grant income. The General Fund has adequate resources available to finance the capital spend in 2009/2010.

- 3.2 The overall cost of capital is calculated on a council wide basis and therefore the impact on the council is included within this summary report. It is important that approved projects are managed and monitored in a robust way to ensure there is accuracy in relation to expenditure projections and thereby enable the council to calculate and evaluate the overall need for, and cost of, borrowing. To facilitate this process detailed information on a project by project basis is reported to each service committee.

#### 4. SERVICE & COMMUNITY IMPACT

The Council operates within overall capital control mechanisms laid down by the Scottish Government as well as recommended accounting practice and policies in accordance with the Prudential Code.

#### 5. OTHER IMPLICATIONS

Failure to invest adequately in the Council's asset base may lead to the Council not complying with current health and safety requirements. If the continuation of close budgetary control is not exercised and maintained the Council may operate out with the capital control mechanisms laid down by the Scottish Government in relation to the Prudential Code for the 2009/2010 Non Housing Capital Programme.

#### 6. REPORT

- 6.1 The financial statement at Appendix 1 outlines the current position as at 30 September 2009. It should be noted that those projects deemed to be of a "rolling" nature have been excluded from the prior years spend.
- 6.2 The revised programme is now £91.879 million, prior to an allowance for project variations and slippage which has been estimated to reduce the programme by £27.564 million. Therefore, the total funded programme is currently £64.315 million.
- 6.3 The total payments made as at 30 September 2009 is approximately £14.103 million or 22% against the funded programme of £64.315 million. This is broadly in line with the pattern of spend in previous years with the trend for payment to be principally in the later periods of the year. Whilst this figure is relatively low it does not reflect commitments made through accepted tenders etc.
- 6.4 As elected members will appreciate, factors out with the control of the Council may result in project delays. Factors such as difficulties in acquiring land or delays in contractors beginning work can all contribute towards delays or slippage in spending profiles.

- 6.5 Based on feedback received to date from budget holders, it is currently projected that actual outturn will be £87.020 million. To ensure that the overall programme remains within the funded level, a further £22.327 million of slippage will require to be identified.
- 6.6 Based on information from previous years and the low level of spend to date, it is anticipated at this stage that this level of slippage is achievable. However, this will require to be closely monitored by budget holders during the year with details of projected spend being reported both the individual service committee's and within the overall report to this committee.
- 6.7 A review will be undertaken of the programme, in relation to funding and expenditure, to assess future trends and risks and to bring a closer alignment between spending and funding.
- 6.8 The Council previously agreed that £15 million of capital receipts held within the Capital Fund be utilised to fund a specific programme of capital works with an unused balance of £2.773 million remaining at 31 March 2009. This committee on 17 September 2009 approved the removal of a balance of £1.512 million, leaving an unused balance of £1.261 million.
- 6.9 A further review has identified £0.434 million in relation to ICT projects which is no longer required due to actual costs being less than previously anticipated. It is therefore recommended that the budgets for these projects be removed which will allow these funds to be used to either repay debt instalment or fund future capital expenditure as required. The removal of this budget will leave an unused balance of £0.827 million as per appendix 2.
- 6.10 Appendix 3 provides information on budget movements/revisions for the Non Housing Capital Budget since initially approved by Committee in May and June 2009.

## 7 AUTHORISED SIGNATURE

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## 8 REPORT AUTHOR DETAILS

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## 9 BACKGROUND PAPERS

Not applicable

## Appendix 1

### Non Housing Capital Programme Summary

	Total Project Cost	Prior Years Spend	Revised Budget 2009/2010	Projected Outturn 2009/2010	Actual Spend at September 2009	Variance Budget v Outturn	Estimated Budget 2010/2011	Estimated Budget 2011/2012	Estimated Budget 2012/2013
	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000
<b>Expenditure</b>									
Corporate Governance	28,325	3,031	12,194	9,758	688	(2,976)	5,800	4,153	3,147
Education, Culture and Sport	93,214	36,231	21,477	21,740	6,147	263	10,429	16,021	9,056
Enterprise, Planning and Infrastructure	195,412	27,098	42,067	40,415	6,645	(1,652)	67,319	27,381	31,547
Housing and Environment	30,767	1,142	15,073	14,149	569	(924)	8,791	5,376	385
Social Care and Wellbeing	11,028	8,460	1,068	958	54	(110)	1,300	200	0
<b>Expenditure</b>	<b>358,746</b>	<b>75,962</b>	<b>91,879</b>	<b>87,020</b>	<b>14,103</b>	<b>(5,399)</b>	<b>93,639</b>	<b>53,131</b>	<b>44,135</b>
Add: Prior Year Slippage (60%)	0	0	0	0	0	0	16,538	19,832	13,133
<b>Expenditure</b>	<b>358,746</b>	<b>75,962</b>	<b>91,879</b>	<b>87,020</b>	<b>14,103</b>	<b>(5,399)</b>	<b>110,177</b>	<b>72,963</b>	<b>57,268</b>
Less: Slippage at 30%	0	0	(27,564)	(22,327)	0	5,399	(33,053)	(21,889)	(17,180)
<b>Expenditure</b>	<b>358,746</b>	<b>75,962</b>	<b>64,315</b>	<b>64,693</b>	<b>14,103</b>	<b>0</b>	<b>77,124</b>	<b>51,074</b>	<b>40,088</b>
Capital Fund Projects	13,518	12,257	1,261	827	15	(434)	0	0	0
<b>Total Expenditure</b>	<b>372,264</b>	<b>88,219</b>	<b>65,576</b>	<b>65,520</b>	<b>14,118</b>	<b>(434)</b>	<b>77,124</b>	<b>51,074</b>	<b>40,088</b>
<b>Funding</b>									
Supported Borrowing	n/a	n/a	10,321	10,321	5,423	0	10,321	10,321	10,321
Un-supported Borrowing	n/a	n/a	35,379	35,757	0	0	40,787	13,102	8,116
General Capital Grant	n/a	n/a	17,250	17,250	8,625	0	16,651	16,651	16,651
Specific Capital Grant	n/a	n/a	365	365	0	0	365	0	0
Capital Receipts – Sales	n/a	n/a	1,000	1,000	55	0	5,000	5,000	5,000
Capital Receipts – Other	n/a	n/a	0	0	0	0	4,000	6,000	0
Use of Capital Fund	n/a	n/a	1,261	827	15	(434)	0	0	0
<b>Total Income</b>	<b>n/a</b>	<b>n/a</b>	<b>65,576</b>	<b>65,520</b>	<b>14,118</b>	<b>(434)</b>	<b>77,124</b>	<b>51,074</b>	<b>40,088</b>
<b>Projected Over/(Under) Spend</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

\* Actual spend to September 2009 reflects payments made and processed.

## Appendix 2

### Projects Funded from the Capital Fund

		Budget £'000	Total Spend to Date £'000	Under / (Over) Spend £'000	Funding Required 2009/2010 £'000	Comment
1	ICT Schools	300	300	0	0	Complete
2	ICT Continuous Improvement	700	325	375	54	Various projects ongoing. Proposed to remove surplus funding.
3	Roads Investment	5,000	4,742	258	258	A full programme of works has been outlined and is ongoing.
4	Street Lighting	4,000	4,000	0	0	Complete
5	Repairs and Maintenance – Health & Safety	2,000	488	1,512	0	Removed (per Finance and Resources Committee 17/09/09).
6	Improvements to Play Parks	450	403	47	47	Various projects ongoing.
7	Improving DDA Access	375	370	5	0	Complete
8	Improvements to Car parks	250	206	44	0	Complete
9	George Street	575	468	107	107	Project has commenced and is ongoing.
10	Improvements to Public Toilets	250	163	87	87	A programme of toilet refurbishments is ongoing.
11	Small Environmental Improvements	100	180	(80)	0	Complete
12	ICT investment	200	176	24	24	Various projects ongoing.
13	CRM investment	550	451	99	0	Proposed to remove surplus funding.
14	Investment in Cleaning	250	0	250	250	Held due to requirement for additional vehicle parking facilities.
	<b>Total</b>	<b>15,000</b>	<b>12,272</b>	<b>2,728</b>	<b>827</b>	

## Appendix 3

### Budget Movements

	2009/10	2010/11	2011/12	2012/13
	£m	£m	£m	£m
Base budget				
- approved Council 20 May 2009	72.091	79.322	37.152	25.424
- approved Resources Management Committee 16 June 2009	15.951	14.553	16.713	19.246
<b>Original Base Budget</b>	<b>88.042</b>	<b>93.875</b>	<b>53.865</b>	<b>44.670</b>
Revisions				
- Customer First Programme – remove duplicate	(1.150)	(1.503)	(900)	(400)
- Project 218 Public Transport Infrastructure – remove duplicate	0	0	0	(100)
- Project 591 (PSE) – transfer to revenue	(0.032)	(0.033)	(34)	(35)
- approved Finance and Resources Committee 17 September 2009	200	1,300	200	0
- correction of previously overstated budgets (projects 657 and 663)	(6.415)	0	0	0
<b>Revised Base Budget</b>	<b>80.645</b>	<b>93.639</b>	<b>53.131</b>	<b>44.135</b>
Carry forward from Prior Year	11.774	16.538	19.832	13.133
- Project 277 (IT Infrastructure) – removal of amount included in error	(540)	0	0	0
<b>Revised Budget including Carry Forward</b>	<b>91.879</b>	<b>110.177</b>	<b>72.963</b>	<b>57.268</b>

## ABERDEEN CITY COUNCIL

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<b>COMMITTEE:</b>	Finance and Resources
<b>DATE:</b>	12 <sup>th</sup> November 2009
<b>REPORT BY:</b>	City Chamberlain
<b>TITLE OF REPORT:</b>	2009/2010 Common Good Budget – Monitoring Report Update
<b>REPORT NUMBER:</b>	CG/11/118

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### 1. PURPOSE OF REPORT

This report provides the actual expenditure and income for the year to 31 August 2009 and an out turn for the year, comparing this with the approved budget.

### 2. RECOMMENDATION(S)

It is recommended that the Committee

- a) Consider and notes the position as at 30 September 2009 and the estimated out-turn for the Common Good;
- b) Acknowledges the contribution from the Board of Oil & Gas UK; and
- b) Notes the estimated cash balances of the Common Good as at 31 March 2010 of £5.228 million based on this current forecast.

### 3. FINANCIAL IMPLICATIONS

The out-turn position will effect the level of working balances. The Council has previously adopted an underlying principle that these balances should be no less than £4.544 million as at 31 March 2010. The current projected balance is £5.233 million based on the information contained within this report.

### 4. SERVICE & COMMUNITY IMPACT

The management of the Common Good contributes towards the most efficient and effective use of the Council's funds.

It is essential that the Common Good is managed in such a way that it continues to be able to support the wide range of artistic and other ventures it presently does.

### 5. OTHER IMPLICATIONS

The Common Good provides funding amongst other things for Promotion of the City, Xmas Illuminations and Twinning, which contribute to the sustainable economic development of the City.



## 6. REPORT

### Spend to Date (as at 31 August 2009) and Updated Estimated Out-turn

- 6.1 The approved budget for the Common Good for 2009/10 is given at Appendix 1. The estimated outturn for the year to 31 March 2010 is net expenditure of £314,630, compared to a budget of £392,515.
- 6.2 The favourable movement of £77,885 from the budget compared to the current out-turn, is due in the main to the following: -

Line 1 General Properties/Estates – The budget for water rates has not been used in earlier years and is not expected to be used this year and is therefore reflected in this forecast favourable variance. (£800)

Line 4 – Donations, Grants, Contributions – Assuming that the costs of all other events will be at the budgeted level the forecast spend for events funding has been increased to cover the costs of the memorial service for Flight 84N. This is after taking into account a contribution of £5,000 from the Board of Oil & Gas UK. £12,915

Line 26 – Sale of Land at Overhills Farm – The sale of a small plot of land at Overhills Farm has been completed. The land which brought in annual rental income of £400 has been sold for £90,000. The minimum cash balance requirement has been increased by this amount to allow for the maintenance of the income. (£90,000)

(£77,885)

- 6.3 Further supporting details can be found at Appendices 2, 3 and 4 in relation to analysis of Miscellaneous and General Income and Expenditure (Appendix 2), Donations, Grants, Contributions etc (Appendix 3) and Other Projects (Appendix 4).

### **Cash Balances**

- 6.4 Taking account of the above, and the current forecast cost of £314,630, the working balances as at 31 March 2010 would be £5.228 million as follows: -

	£'000s
Cash Balance as at 1 April 2009	(5,548)
Projected out-turn	<u>315</u>
Projected Cash Balance as at 31 March 2010	<u>(5,233)</u>

6.5 The Council has previously adopted an underlying principle that these balances should be no less than £4.544 million, after adjusting for the Greenfern Development Site, as at 31 March 2010 utilising the Consumer Price Index (CPI) as a basis for calculating indicative cash balances.

6.6 As trustee's of the Common Good, the Council has a duty to ensure that cash balances are maintained at such levels as they generate annual income, earned from the investment of the balance to fund the expenditure met from the Common Good.

## 7. AUTHORISED SIGNATURE

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## 8. REPORT AUTHOR DETAILS

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## 9. BACKGROUND PAPERS

None.

RECURRING EXPENDITURE

	BUDGET 2009/10 £s	ACTUAL TO 30th SEPTEMBER 2009/10 £s	ESTIMATED OUT-TURN 2009/10 £s	
<b>1 General Properties/Estates</b>	<b>52,600</b>	<b>1,764</b>	<b>51,800</b>	Appendix 2
<b>2 Miscellaneous Expenses</b>	<b>34,028</b>	<b>3,469</b>	<b>34,028</b>	Appendix 2
<b>3 Central Support Services</b>	<b>141,834</b>	-	<b>141,834</b>	Note 1
<b>4 Donations, Grants, Contributions</b>	<b>680,525</b>	<b>271,065</b>	<b>693,440</b>	Note 2/Appendix 3
<b><u>Civic Hospitality</u></b>				
5 Civic Administration Unit	290,739	60,994	290,739	
6 Receptions, etc	200,000	39,171	200,000	
7 Entertainment for Elderly/Disabled Citizens	195,000	-	195,000	Note 1
8 Older Persons Development Officer	17,410	-	17,410	Note 1
9 Hospitality for Children and Community Centres	4,000	-	4,000	Note 1
10 Misc. Civic Hospitality Expenditure	25,700	3,004	25,700	Appendix 2
<b>11 Sub-Total Civic Hospitality</b>	<b>732,849</b>	<b>103,169</b>	<b>732,849</b>	
<b>12 Upkeep of Civic Car</b>	<b>51,332</b>	9,606	51,332	Appendix 2
<b>13 Funding - Twinning Activities</b>	<b>137,352</b>	-	137,352	Note 1
<b>14 Archivist Unit</b>	<b>209,505</b>	23,158	209,505	
<b>15 Christmas Illuminations and Festivals</b>	<b>225,000</b>	-	225,000	Note 1
<b>16 Support for Festivals</b>	<b>360,000</b>	-	360,000	
<b>16 Other Projects</b>	<b>85,780</b>	-	85,780	Note 1/Appendix 4
<b>17 Other Recurring Expenditure</b>	<b>42,250</b>	6,179	42,250	Appendix 2
<b>18 Sub-Total Recurring Expenditure</b>	<b>2,753,055</b>	<b>418,411</b>	<b>2,765,170</b>	

RECURRING INCOME

	BUDGET 2009/10 £s	ACTUAL TO 30th SEPTEMBER 2009/10 £s	ESTIMATED OUT-TURN 2009/10 £s	
<b>19 Income from Properties and Estates</b>	<b>(2,129,390)</b>	<b>(1,045,082)</b>	<b>(2,129,390)</b>	
<b>20 Interest on Invested Funds</b>	<b>(201,000)</b>	<b>(162,958)</b>	<b>(201,000)</b>	
<b>21 Miscellaneous Income</b>	<b>(70,150)</b>	<b>(71)</b>	<b>(70,150)</b>	Appendix 2
<b>22 Total Recurring Income</b>	<b>(2,400,540)</b>	<b>(1,208,111)</b>	<b>(2,400,540)</b>	
<b>23 Budgeted (surplus)/deficit on recurring items</b>	<b>352,515</b>	<b>(789,700)</b>	<b>364,630</b>	

## NON-RECURRING ITEMS

	BUDGET 2009/10 £s	ACTUAL TO 30th SEPTEMBER 2009/10 £s	ESTIMATED OUT-TURN 2009/10 £s
<b><u>Non Recurring Expenditure Items</u></b>			
24 Energising Aberdeen Music Festival	30,000	-	30,000 Note 1
25 Artists Rooms - Ron Meuk	10,000	-	10,000
<b><u>Non Recurring Income</u></b>			
26 Sale of Land at Overhills Farm	-	(90,000)	(90,000)
<b>27 Sub-Total Non-Recurring Items</b>	<b>40,000</b>	<b>(90,000)</b>	<b>-50,000</b>
<b>28 Budget Deficit after Non-Recurring Items</b>	<b>392,515</b>	<b>(879,700)</b>	<b>314,630</b>
<b>29 Cash Balances as at 1 April</b>	<b>(5,548,000)</b>		<b>(5,548,000)</b>
<b>30 Estimated Cash Balances as at 31 March</b>	<b>(5,155,485)</b>		<b>(5,233,370)</b>
<b>31 Cash Balance Required to maintain value using CPI</b>	<b>(5,010,158)</b>		<b>(5,010,158)</b>
<b>32 Adjustment for Greenfern Development Site</b>	<b>465,750</b>		<b>465,750</b>
<b>33 Revised Cash Balance to maintain value using CPI</b>	<b>(4,544,408)</b>		<b>(4,544,408)</b>

### EXPLANATORY NOTES

#### Note 1

Although there is no "spend to date", the expenditure for these items consists of year end transfers made as part of the preparation of the final accounts. It is expected that final expenditure for these items will be close to budget and estimated out-turn. Other items with no "spend to date" showing at present will incur expenditure as the year progresses.

#### Note 2

The timing of payments under this heading varies from organisation to organisation. Some receive the full sum at the start of the year, some are paid in stages over the year, and other expenditure is only met at the year end. The actual spend to date is shown in Appendix 3.

### Reconciliation of Revised Budget to Budget Approved 12 February 2009

<u>Decision</u>	<u>Committee</u>	<u>£000s</u>
Approval of Budget	RMC 12.02.09	382,515
Artists Rooms - Ron Meuk	RMC 16.06.09	10,000
<b>Revised Budget</b>		<b>392,515</b>

RMC - Resources Management Committee

Appendix 2

**ANALYSIS OF MISCELLANEOUS & GENERAL  
INCOME & EXPENDITURE HEADINGS**

	BUDGET 2009/10 £s	ACTUAL TO 30th SEPTEMBER 2009/10 £s	ESTIMATED OUT-TURN 2009/10 £s	
<b><u>General Properties/Estates</u></b>				
Rates and Insurance	2,600	-	1,800	
Repairs and Maintenance	50,000	1,764	50,000	
<b>Sub-Total General Properties/Estates</b>	<b>52,600</b>	<b>1,764</b>	<b>51,800</b>	
<b><u>Miscellaneous expenditure</u></b>				
Green Market - Staff Costs, Advertising, etc.	2,500	-	2,500	Note 1
St. Nicholas Carillon	5,928	-	5,928	Note 1
Printing, Advertising and Sundry Outlays, etc.	7,600	914	7,600	
Official Catering	18,000	2,555	18,000	
<b>Sub Total Miscellaneous expenditure</b>	<b>34,028</b>	<b>3,469</b>	<b>34,028</b>	
<b><u>Civic Hospitality</u></b>				
Promotional Civic Hospitality	8,000	2,000	8,000	
Hospitality to Visitors/Groups to the Town House	17,000	1,004	17,000	
Charges for Conferences/complimentary Packs & Tickets	200	-	200	
Table Ware	500	-	500	
<b>Total Misc. Civic Hosp.</b>	<b>25,700</b>	<b>3,004</b>	<b>25,700</b>	
<b><u>Other recurring Expenditure</u></b>				
Lord Provost's Gift Fund	18,000	4,891	18,000	
Lord Provost - Lord Lieutenancy and other duties	8,750	1,288	8,750	
Display of Flags and Regimental Colours and Armistice Day Expenses	5,500	-	5,500	
Picture Loan Scheme	10,000	-	10,000	Note 1
<b>Total Other recurring Expenditure</b>	<b>42,250</b>	<b>6,179</b>	<b>42,250</b>	
<b><u>Misc. Income</u></b>				
Lands of Skene/Torry - Share of Surplus	(70,000)	-	(70,000)	Note 1
Burgesses of Guild and Trade	(150)	(71)	(150)	
<b>Total Misc. Income</b>	<b>(70,150)</b>	<b>(71)</b>	<b>(70,150)</b>	

Note 1

The bulk of the expenditure/income is settled as part of the year end procedures and is currently expected to be fully committed and in line with budgeted figures.

## 4. DONATIONS, GRANTS, CONTRIBUTIONS, ETC.

	BUDGET 2009/10 £s	ACTUAL TO 30th SEPTEMBER 2009/10 £s	ESTIMATED OUT-TURN 2009/10 £s	
Aberdeen Citizen's Advice Bureau	263,025	131,512	263,025	
Techfest	36,500	18,250	36,500	
Satrosphere	35,000	17,500	35,000	
Bulawayo Trust	50,000	50,000	50,000	
Gomel Trust	-	-	-	
North Sea Society	2,500	-	2,500	Note 1
Young Person of the Year Award	1,500	-	1,500	Note 1
Equal Opportunities Award	1,500	-	1,500	Note 1
Mary Garden Prize	1,500	-	1,500	Note 1
Presentations Prizes Etc.	5,000	225	5,000	
Quincentenary Prizes Etc.	4,000	3,163	4,000	
Stage 1 Agreement				
Aberdeen Performing Arts Contribution	75,000	-	75,000	Note 1
Aberdeen Safer Community Trust	57,000	28,500	57,000	
Youth Activities small grant funding	50,000	-	50,000	Note 1
Castlegate Arts Rent Grant	8,000	4,000	8,000	
Events Funding	50,000	17,915	62,915	
Lemon Tree Rent	40,000	-	40,000	
Sub Total	680,525	271,065	693,440	

## Note 1.

Expenditure is settled as part of year end procedures and is currently expected to be fully committed and in line with budgeted figures

**COMMON GOOD BUDGET 2009/2010**  
**16. OTHER PROJECTS**

**Appendix 4**

PROJECT	BUDGET 2009/10 £s	ACTUAL TO 30th SEPTEMBER 2009/10 £s	ESTIMATED OUT-TURN 2009/10 £s	
Home Safety Check Scheme	71,280	-	71,280	Note 1
Charity Shop	13,000	-	13,000	Note 1
Community Safety Initiatives	1,500	-	1,500	
	<u>85,780</u>	<u>-</u>	<u>85,780</u>	

Note 1

The bulk of the expenditure/income is settled as part of the year end procedures and is currently expected to be fully committed and in line with the budgeted figures.

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## ABERDEEN CITY COUNCIL

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**COMMITTEE:** FINANCE AND RESOURCES  
**DATE:** 12 NOVEMBER 2009  
**REPORT BY:** CITY CHAMBERLAIN  
**TITLE OF REPORT:** REVENUE BUDGET 2009/10 MONITORING  
**REPORT NUMBER:** CG/11/121

---

### 1. PURPOSE OF REPORT

- 1.1. The purpose of this report is to inform Members on the projected outturn and current financial position for the Council for financial year 2009/10 and to advise on areas of risk and management action that have been highlighted by corporate directors.

### 2. RECOMMENDATION(S)

It is recommended that the Committee:

1. consider the contents of this report and the implications of the projected figures on the general fund balance; and
2. note and instructs Directors to continue to take cost opportunity reductions during the remainder of the year in order to move the estimated position back in line with the approved budget and to continue to report progress through the service budget monitoring reports to Committee.

### 3. FINANCIAL IMPLICATIONS

- 3.1 As a result of the finalisation of the 2008/09 audit process there has been a positive adjustment to the uncommitted working balances of the Council as at 1 April 2009. These have increased by £1.530 million and now amount to £8.784 million. This represents c2% of the net revenue budget.
- 3.2 Based on the information outlined in this report taking into account exceptional items arising in 2009/10 the uncommitted working balances as at 1 April 2010 would, currently, be broadly in line the position at the start of the year ie £8.7 million.

#### **4. SERVICE & COMMUNITY IMPACT**

- 4.1. As a recognised top priority the Council must take the necessary measures to balance its budget. Therefore, Services work within a financial constraint and every effort is being focused on delivering services more efficiently and effectively.
- 4.2. Opportunities to balance the budget will be identified by each Director and reported as necessary to the relevant service committee.

#### **5. OTHER IMPLICATIONS**

- 5.1. Every organisation has to manage the risks inherent in the operation of large and complex budgets. These risks are minimised by the regular review of financial information by services and corporately by Members. This report is part of that framework and has been produced to provide an overview of the current operating position.
- 5.2. The Council is currently reviewing the number of its employees through a voluntary severance / early retirement scheme and during the year the costs associated with this will be met from the earmarked sums committed against the General Fund balance.

#### **6. REPORT**

- 6.1. The Budget Monitoring Board has, during the year, received a number of reports on the financial position of the Council and the associated risks that exist for the delivery of a balanced budget from within each Service.
- 6.2. This report considers the projected outturn for the Council as a whole and this builds from the individual Service Committee reports that have been considered during the current cycle of meetings.
- 6.3. Information within this report provides a high level expenditure projection for the consideration of Members and presents actual financial figures to the end of August 2009 and the projections based thereon. Appendix A includes a summary of the overall Council projected position as well as supporting schedules in relation to the variances that are currently identifiable for each Service.

##### **Financial Position**

- 6.4. In overall terms the statement at Appendix A shows a net position c£300k after taking account of savings in corporate budgets and exceptional one-off items to a total value of c. £10 million that will mitigate operational budgets cost pressures projected to exceed budget by £10.227 million.

6.5 Pressure on the budgets is clearly visible from the figures specifically in cost of providing and commissioning social care, and in the reduction in the amount of income being received for planning and building application fees and reductions in income being received by the sport centres. The services forecast out-turns are reflecting these pressures in the current economic climate.

6.6 The figures outlined reflect progress on achieving approved budget savings of £27 million which were incorporated into the budget and also assume a full commitment at this stage against corporate budgeted contingencies.

**One-off/ Exceptional items**

6.7 In relation to the corporate budgets that the Council holds there are one-off opportunities to recover the position. These being in relation to

- a favourable impact on the financial position, Capital Financing Costs (see 6.8 below)
- VAT.(see 6.9 below)

6.8 As a result of work undertaken by our Treasury Advisors, there was a window of opportunity linked to market conditions in which we have benefited from the rescheduling of a loan. That, linked with lower capital expenditure in 2008/09 than had been used to calculate the 2009/10 revenue budget means that there is an overall £6.3 million favourable variance against these budgets in 2009/10. This position is captured under Miscellaneous Services and is unsustainable beyond this year.

6.9 As a result of a review of past VAT claims, (mostly prior to Aberdeen City Council being formed) from recent case law the Council has benefited from a number of claims submitted to HMRC. These are in relation to a number of areas – most significantly in relation to sporting and cultural exemption. To date the Council has received £3.7 million.

6.10 While this provides a very positive impact on the net position it must be acknowledged that savings on one budget heading of this scale are infrequent and are one off savings. Therefore it remains important that the Council works continually to address the financial challenges that it faces in service provision and delivery.

**Management Actions**

6.11 The following actions are being undertaken across and within services to currently to address the unfavourable operational budget position:

- Vacancy Management - the filling of all vacant posts is being scrutinised and authorised by the Corporate Management Team
- Reviewing and limiting payments for overtime and agency staff
- Minimising and tightening spend on discretionary supplies and services

- The Director for Social Care and Wellbeing will authorise and agree with the Head of Service any admissions for older people, learning disability and children
- Undertaking a review of forward commitments on secure placements by Social Care and Wellbeing

6.12 It is recommended that the Committee consider the contents of this report and instruct Directors to ensure that cost reduction opportunities are taken during the remainder of the year in order to move the estimated position back in line with the approved budget

## **7. AUTHORISED SIGNATURE**

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## **9. BACKGROUND PAPERS**

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

ABERDEEN CITY COUNCIL  
REVENUE MONITORING 2009 / 2010

Figures in Brackets represent income or a favourable variance

DIRECTORATE : ALL

AS AT	31-Aug-09	ANNUAL BUDGET	EXPENDITURE/INCOME TO DATE			PROJECTION TO YEAR END			Note
			PLANNED	ACTUAL	VARIANCE	PROJECTED TOTALS	PROJECTED VARIANCE		
		£'000	£'000	£'000	£'000	£'000	£'000	%	
ACCOUNTING PERIOD 5									
Corporate Governance		23,015	11,619	11,024	(595)	22,701	(314)	(1.4%)	1
Education Culture and Sport		174,217	67,264	60,312	(6,952)	175,548	1,331	0.8%	2
Enterprise, Planning & Infrastructure		48,027	20,010	6,037	(13,973)	49,536	1,509	3.1%	3
Housing and Environment		31,508	13,128	9,138	(3,990)	31,788	280	0.9%	4
Social Care and Wellbeing		111,509	46,254	49,055	2,801	118,999	7,490	6.7%	5
Office of the Chief Executive		945	393	380	(13)	876	(69)	(7.3%)	6
<b>TOTAL OPERATIONAL BUDGETS</b>		<b>389,221</b>	<b>158,668</b>	<b>135,946</b>	<b>(22,722)</b>	<b>399,448</b>	<b>10,227</b>	<b>2.6%</b>	
Miscellaneous Services		9,662	613	(3,453)	(4,066)	3,254	(6,408)	(66.3%)	7
Council Expenses		2,441	1,110	655	(455)	2,441	0	0.0%	
Revenue Contribution to Capital		1,571	0	0	0	1,571	0	0.0%	
Joint Boards		40,595	16,915	19,515	2,600	40,543	(52)	(0.1%)	
Contingency Provision		3,187	0	0	0	3,187	0	0.0%	
Ward Budgets		43	18	7	(11)	43	0	0.0%	
Trading Operations		(7,201)	(4,844)	4,996	9,840	(6,973)	228	(3.2%)	
<b>TOTAL CORPORATE BUDGETS</b>		<b>50,298</b>	<b>13,812</b>	<b>21,720</b>	<b>7,908</b>	<b>44,066</b>	<b>(6,232)</b>	<b>(12.4%)</b>	
Exceptional item - VAT		0	0	(3,700)	(3,700)	(3,700)	(3,700)	0.0%	8
<b>TOTAL NET BUDGET/EXPENDITURE</b>		<b>439,519</b>	<b>172,480</b>	<b>157,666</b>	<b>(14,814)</b>	<b>439,814</b>	<b>295</b>	<b>0.1%</b>	
<b>FUNDED BY :</b>									
<u>GOVERNMENT SUPPORT</u>									
General Revenue Grant and Non-Domestic Rate Income		(333,426)	(160,116)	(160,717)	(601)	(333,426)	0	0.0%	
<u>LOCAL TAXATION</u>									
Council Tax & Community Charge/ Council Tax Arrears		(105,960)	(48,158)	(47,894)	264	(105,960)	0	0.0%	
<u>USE OF RESERVES &amp; BALANCES</u>									
Use of Reserves & Balances		(133)	(133)	(133)	0	(133)	0	0.0%	
<b>TOTAL FUNDING</b>		<b>(439,519)</b>	<b>(208,407)</b>	<b>(208,744)</b>	<b>(337)</b>	<b>(439,519)</b>	<b>0</b>	<b>0.0%</b>	
<b>OVERALL IMPACT ON GENERAL FUND</b>		<b>0</b>	<b>(35,927)</b>	<b>(51,078)</b>	<b>(15,151)</b>	<b>295</b>	<b>295</b>		

NOTES

- 1 Net position principally reflects significant vacancies in staffing which is offset by anticipated reduced income from conveyancing work in respect of property sales for the Housing and General Services capital programmes.
- 2 Principally reflects estimated commitments on out of city placements and expected reduced sports income probably reflecting the credit crunch.
- 3 Reflects the prevailing market conditions and the impact upon planning and building fee income.
- 4 There are a range of variances included in the net figure which includes the purchase of furniture in relation to homelessness strategy funding .
- 5 Principally reflects costs arising from commissioning of services for demand led community care and childrens' out of city placements. This is offset partially from budget savings in administration cost and transport costs.
- 6 Reflects vacant posts during the year.
- 7 Reflects exceptional item in relation to capital financing charges. Detailed in paragraph 6.8 of the main report
- 8 Exceptional item in relation to VAT. Detailed in paragraph 6.9 of the main report

## ABERDEEN CITY COUNCIL

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<b>COMMITTEE</b>	Finance and Resources
<b>DATE:</b>	12 November 2009
<b>REPORT BY:</b>	Director of Corporate Governance & City Chamberlain
<b>TITLE OF REPORT:</b>	Additional Support
<b>REPORT NUMBER:</b>	CG/09/138

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### 1. PURPOSE OF REPORT

- 1.1 To seek committee approval for the use of additional financial resources on a temporary and fixed term basis to support and progress work with services.

### 2. RECOMMENDATION(S)

- 2.1 It is recommended that the Committee

- (a) consider and approve the request as detailed in this report for additional support;
- (b) agree to the procurement of this support through appropriate agencies in consultation with the Procurement team; and
- (c) agree to the application of Standing Order 69(3)(ii) in relation to (b) above; and
- (d) agree to the advertisement and recruitment of the current vacancy of 1 FTE Accountant, on a permanent basis within the corporate accountancy team.

### 3. FINANCIAL IMPLICATIONS

- 3.1 The related costs will be met from uncommitted budget remaining from the Corporate Investment Fund and underspends arising from across the Corporate Governance service.

### 4. SERVICE & COMMUNITY IMPACT

- 4.1 The use of this supplementary resource will be undertaken in conjunction with services. It will also support services and the finance accounting teams.

## 5. OTHER IMPLICATIONS

5.1 None.

## 6. REPORT

### Background

6.1 The context of this report and the request for additional support on a fixed term and project specific basis arises from the outcomes of:-

- an assessment by the Corporate Director and the City Chamberlain of the current structure, areas of risk and priority;
- recent internal audit reviews;
- feedback by the Council's external auditor; and
- feedback reflected in the "Audit of Best Value and Community Planning – Progress Report".

### Proposal

6.2 There are broadly three specific areas in which it is proposed to utilise additional support on a fixed term and temporary basis to address the current capacity, skills and workload of the present accountancy staffing.

6.3 The areas are

- 1) Social Care and Wellbeing;
- 2) Education, Culture and Sport; and
- 3) Service liaison

6.4 The additional support will, in the current period of change, provide assistance to and complement the current limited resources. It will

- Provide support to services in respect of planning and management reporting functions.
- Provide professional judgement and input on financial matters to planning, cost control, and management reporting
- Provide advice to services on ways of improving business performance, helping services make informed business decisions and to routinely report on progress
- Assist in monitoring spending and effectiveness of financial control
- Evaluate existing financial information systems and implement suggested and agreed improvements
- Provide professional judgement and input to improve the systems surrounding all aspects of budgets, forecasts and business planning
- Work with Finance and Services to ensure timely and reliable management information reports on a weekly, monthly and quarterly basis are available
- Assist in the development and operation of budgetary controls to ensure that principles of good practice are applied



- 6.5 A key aspect of focus within Social Care and Wellbeing will be in relation to the spend on adults and childrens services and related commitment monitoring which accounts for significant spend within this service. For Education, Culture and Sports services a key element of the work will be in relation to reviewing education establishment financial controls.
- 6.6 It is not proposed that additional staffing be employed by the Council but that the specialist support be sourced through various agencies and bodies e.g. CIPFA placements and others that can offer suitably skilled resources for project specific work on a fixed term basis.
- 6.7 The proposal is for the following specific support in the three areas outlined at paragraph 6.3 above
- 1) Social Care and Wellbeing – a small external team to provide financial support;
  - 2) Education, Culture and Sport – 1 FTE on an interim basis to support the management of the team
  - 3) Service liaison – 1 FTE fixed term to manage a restructure of accounting services
- 6.8 This work would be undertaken in conjunction with services and in support of the current finance accounting teams.
- 6.9 In addition the Committee’s approval is sought to advertise and recruit on a permanent basis the budgeted accountancy support to the Corporate Accountant of 1 FTE Accountant. This established post is currently vacant with support presently provided through an agency.
- 6.10 The proposals outlined require to be actioned quickly and are key and important to the delivery of the current demands and assessments, both internally and externally, in financial management and accounting requirements. Upon this basis the Committee are requested to agree to the application of Standing Order 69(3)(ii).

7. **REPORT AUTHOR**

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8. **BACKGROUND PAPERS**

None

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## ABERDEEN CITY COUNCIL

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<b>COMMITTEE:</b>	FINANCE AND RESOURCES
<b>DATE:</b>	12 NOVEMBER 2009
<b>REPORT BY:</b>	CITY CHAMBERLAIN
<b>TITLE OF REPORT:</b>	SERVICES – SAVINGS PROGRESS 2009/10
<b>REPORT NUMBER:</b>	CG/09/139

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

- 1.1 The purpose of this report is to update the Committee on the progress being made in achieving the approved savings/income generation for 2009/10.

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

- 2.1 It is recommended that Members:
- (a) consider and note the updates detailed at Appendix A of this report which have been provided by Services;
  - (b) reinforce the need for all services to identify wherever necessary alternative courses of action to close any gap that may exist in delivering services on budget in 2009/10; and
  - (c) agree that the attached Appendix be updated and provided to the Budget Monitoring Board meeting of 27 November 2009.

### **3. FINANCIAL IMPLICATIONS**

- 3.1 Directors are tasked with setting out the management action they will be taking and the decisions required by Members, if any, to produce compensatory savings where difficulty in meeting financial targets is projected.
- 3.2 The total value of savings which have been approved for 2009/10, and is reported at Appendix A, is £26.625 million. A further £0.268 million has been added to track the savings related to Hazlehead Golf Course at the request of the May 2009 Budget Monitoring Board.
- 3.3 Alternative means of addressing any shortfall in achieving these savings are required and this is covered in more detail in the Revenue Budget 2009/10 Monitoring report also on the Committee agenda.
- 3.4 Financial performance reporting is being provided to Service Committees on a six weekly cycle and overall corporate financial performance reporting is being made to the Finance and Resources Committee.

#### **4. SERVICE & COMMUNITY IMPACT**

- 4.1 There are none directly in relation to this report. However, Directors are required to actively manage their budgets and put appropriate measures in place to counteract adverse movements on the delivery of their overall services budget and specific budget savings

#### **5. OTHER IMPLICATIONS**

- 5.1 None directly in relation to this report.

#### **6. REPORT**

- 6.1 The Council approved a range of budget savings for 2009/10 and the Budget Monitoring Board has previously received progress reports on each saving from each Service.
- 6.2 Appendix A reflects the latest updates that are held on the Covalent system and used by budget holders and project leads to report on progress being made. This level of detail is made available for the Committee's consideration.
- 6.3 The Appendix shows a high proportion of the savings reported as being delivered or on target to be delivered at this time and there are some areas where work is continuing to ensure that savings are delivered in full. It is acknowledged that a number of significant savings are more difficult to quantify and a degree of caution needs to be taken around some forecasts due to the changing levels of need for services.
- 6.4 Each Director will have to identify any such situations and find alternatives to reduce expenditure in other areas in order to deliver an overall balanced budget

#### **7. AUTHORISED SIGNATURE**

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#### **9. BACKGROUND PAPERS**

Reports from the Covalent system, which makes up Appendix A

## Corporate Budget Savings 0910

**Author:** Muriel Wyness

**Report Type:** PIs Report

**Generated on:** 02 November 2009



Rows are sorted by Code

Responsible OUs **Corporate Governance**

Traffic Light: Green 54

Report Ref	Traffic Light Icon	Code	Short Name	Full Year Budget Saving £	Full Year Projected Value £	Latest Note	Managed By
1	✓	ACC90	Review of Sickness Absence	250,000	250,000	Carol Wright 16 October 2009 Budget lines across Aberdeen City Council have been adjusted - completed	Ewan Sutherland
2	✓	CE1	Discontinue annual sponsorship for Chair of Public Policy at Robert Gordon University	16,000	16,000	Carol Wright 16 October 2009 RGU previously advised - completed	Roderick MacBeath
3	✓	CE2	Advertisement of Councillor's Surgeries	21,000	21,000	Carol Wright 16 October 2009 Elected members have agreed to cease advertising notices for surgeries in the press	Roderick MacBeath
4	✓	CI06	Service redesign & Efficiencies Cust. Serv .Del	169,000	169,000	Wayne Connell 21 July 2009 Complete - Savings made by non filling of vacancies and reconfiguration of teams taking on board new technologies and redesign of processes and task allocation. Reconfiguration of teams is underway with consultation with staff and unions.	Jacek Nowak
5	✓	CI07	Restructure of Debt Recovery Teams	104,000	104,000	Ken Taylor 12 October 2009 The merger of the Business Rates, Sundry Debt, Car Parking and Housing Benefit overpayments teams will provide a streamlined management structure and more efficient service. £70k of savings has already been met but Unite are disagreeing with the merge of the Car Park staff. Proposals for the amended structure issued to staff and Unions 03/07/09.	Jacek Nowak

						Proposals on hold per Unite failure to agree. Working Group established and has met once. Visit to AECC planned for 13/10/09. Draft report being prepared for Finance and Resources Committee on 10/12/09.	
6		CI09	Restructure of Income Management Team	23,000	23,000	Dorothy Anderson 19 June 2009 Complete - Saving achieved by the removal of one post via the Corporate ER/VS exercise which provides a more streamlined management structure.	Jacek Nowak
7		CI11	Delete vacant Investigations Manager post	32,000	32,000	Martin Murchie 17 June 2009 Complete - Vacant Investigations Manager post deleted from the structure.	Martin Murchie
8		CI12	e-Government web site - Web Content and Promotions Officer	5,000	5,000	Dorothy Anderson 19 June 2009 Complete - Revised post documentation complete; post has been graded resulting in required saving.	Rhona Atkinson
9		CI13	Delete 2 Change Manager posts	87,000	87,000	Dorothy Anderson 19 June 2009 Complete - Two Changes Manager posts have been deleted from the overall structure. Both posts were vacant.	Rhona Atkinson
10		CI14	Delete vacant Budget Analyst post	6,000	6,000	Dorothy Anderson 19 June 2009 Complete - Saving achieved via the deletion of this post which was currently vacant.	Rhona Atkinson
11		CI15	Disestablish vacant hours following minor structure change in Operations (2nd line support co-ordinator)	23,000	23,000	Dorothy Anderson 19 June 2009 Complete - Saving achieved by the disestablishment of vacant hours following minor structure change in Operations.	Rhona Atkinson
12		CI16	Support Services - Finance functionality	15,000	15,000	Dorothy Anderson 19 June 2009 Complete - Saving achieved by the deletion of 0.5fte through the restructuring of the payment of invoices across Continuous Improvement which identified possible savings in bringing this function into a central resource.	Dorothy Anderson
13		CI17	Support Services - Restructuring	20,000	20,000	Dorothy Anderson 19 June 2009 Complete - The plan of action is to streamline the reception facility, towards the Corporate Approach of that to be adopted within the move to Marischal College. Saving achieved through deletion of 1.0fte. Service delivery will be continually monitored to ensure customer satisfaction levels are not compromised.	Dorothy Anderson
14		CI22	Project Leader Voluntary Severance	43,000	43,000	Dorothy Anderson 19 June 2009 Complete - Saving achieved by the deletion of 1 permanent Project Leader in the Business Transformation Team via the Corporate ER/VS process.	Rhona Atkinson
15		CI24	Revision of Bulk Printing Contract	13,000	13,000	Dorothy Anderson 19 June 2009 Complete - Following installation of newer, more efficient printers at Aberdeenshire's Bulk Printing Service, contract has been reviewed and new pricing agreed for same print volumes.	Rhona Atkinson
16		CI25	Revision of BT Commsure Contract	10,000	10,000	Dorothy Anderson 19 June 2009 Complete - Saving achieved via review of our Business Continuity Requirements for telephony, the contract for BT Commsure has been revised while still	Rhona Atkinson

						retaining adequate contingency for the main telephone system in St Nicholas House.	
17	✓	CI26	Revision of AutoCAD Support Contract	6,000	6,000	Carol Wright 16 October 2009 On target - cannot complete until contract renewed - options appraisal needs to be conducted and it is anticipated that a new contract will meet our needs at a lower cost. Scheduled for completion by December 2009.	Rhona Atkinson
18	✓	CI27	Revision of Server Maintenance Contract (tender exercise)	50,000	50,000	Dorothy Anderson 19 June 2009 Complete - Saving achieved following CPU led tender for server maintenance jointly with Aberdeenshire.	Rhona Atkinson
19	✓	CI28	Reduction of ad-hoc Operations Support	5,000	5,000	Dorothy Anderson 19 June 2009 Complete - Saving achieved via the reduction of the overall Ad-hoc Operations Support budget.	Rhona Atkinson
20	✓	CI29	Cancel ESCROW Agreements	12,000	12,000	Dorothy Anderson 19 June 2009 Complete - Saving achieved by reviewing ESCROW arrangements and cancelling those for less critical applications.	Rhona Atkinson
21	✓	CI30	Reduce ad-hoc support budget	10,000	10,000	Dorothy Anderson 19 June 2009 Complete - Saving achieved by a reduction of the overall Ad-hoc Technology & Information Systems Support budget.	Rhona Atkinson
22	✓	CI31	Reduce Training Budget	1,000	1,000	Dorothy Anderson 19 June 2009 Complete - Saving achieved through building on previous training by identifying very specific areas for further development, and by exploring opportunities for joint training sessions with other teams, services and partner organisations (e.g. Aberdeenshire Council) as a means to reducing costs.	Rhona Atkinson
23	✓	CI32	Reduce Modernisation Fund	20,000	20,000	Dorothy Anderson 19 June 2009 Complete - Saving achieved via a reduction in the overall Modernisation Fund.	Rhona Atkinson
24	✓	CI33	Accord Card function	119,000	119,000	Wayne Connell 21 July 2009 Complete - Savings achieved by removal of budget held for purchase or replacement of Accord Cards.	Jacek Nowak
25	✓	CI34	Kittybrewster Contact Team	10,000	10,000	Dorothy Anderson 19 June 2009 Complete - Saving achieved by the reduction of the overall equipment hire budget.	Jacek Nowak
26	✓	CI35	Restructure of Quality & Assurance section in Operations team of Service Design and Development	12,000	12,000	Dorothy Anderson 19 June 2009 Complete - Saving achieved by the restructure of a part of the operations team due to existing vacancies to permit the better matching of skills required to the remit of the team, as it has developed in recent years.	Rhona Atkinson
27	✓	CI36	Restructure of Team Leader (Tech)	42,000	42,000	Dorothy Anderson 19 June 2009 Complete - Saving achieved from applications made via the Corporate ER/VS exercise and resulting scope of a restructure to enable their management by one Team Leader.	Rhona Atkinson
28	✓	CI37	RCC Support Budget reductions	13,000	13,000	Dorothy Anderson 19 June 2009 Complete - Saving achieved by the top slicing of several small budgets to produce further efficiencies.	Jacek Nowak














29	✓	CI38	Reduction of Management and General Costs	25,000	25,000	Dorothy Anderson 19 June 2009 Complete - Saving achieved by the top slicing of management and general costs to drive further efficiencies.	Jacek Nowak
30	✓	CI39	Redundancy of Modernisation & Innovation Manager	58,000	58,000	Dorothy Anderson 19 June 2009 Complete - Saving achieved via the deletion of the Modernisation & Innovation Manger post via the Corporate exercise on ER/VS.	Rhona Atkinson
31	✓	CI40	Delete 1 Change Manager post	43,000	43,000	Dorothy Anderson 19 June 2009 Complete - A further Changes Manager post has been deleted from the overall structure. The post was vacant.	Rhona Atkinson
32	✓	CI41	Re-alignment of Investigation Unit to Audit	100,000	100,000	Martin Murchie 17 June 2009 £64,000 has been removed from the base budget by the disestablishment of posts. 3 further posts remain vacant. The overall strategy to ensure delivery of the Audit Plan and this saving is currently being progressed.	Martin Murchie
33	✓	MS01	Torshavn Fund - Cessation of contribution for one year as there are adequate funds meantime	10,000	10,000	Carol Wright 16 October 2009 Removed from Budget - Completed	Roderick MacBeath
34	✓	MS02	Remove Community Council small grant of £3,000 each and replace with £1,000 for each Councillor's Ward Budget	69,000	69,000	Carol Wright 16 October 2009 This is complete, actioned and the Councillors advised of re-instatement of ward budgets.	Roderick MacBeath
35	✓	RM01	Messenger post (DS)	12,000	12,000	Carol Wright 16 October 2009 The vacant post will not be filled in 2009/10 - completed	Roderick MacBeath
36	✓	RM02	WPO post (DS)	19,000	19,000	Carol Wright 16 October 2009 The vacant post will not be filled in 2009/10 - completed	Roderick MacBeath
37	✓	RM03	Reduction in Headcount through VS/ER exercise (DS)	66,000	66,000	Carol Wright 16 October 2009 These savings relate to the retirement in March 09 of 4 post holders, the posts are disestablished	Roderick MacBeath
38	✓	RM04	Reduction in Headcount from VS/ER (CPU)	23,000	23,000	Carol Wright 16 October 2009 Post holder retired March 09, post disestablished - completed	Craig Innes
39	✓	RM07	Reduction in Headcount from VS/ER (HR)	54,000	54,000	Carol Wright 16 October 2009 Employees left under VS/ER and posts are now deleted, therefore 100% of savings will be achieved - completed	Ewan Sutherland
40	✓	RM08	Removal of clerical assistant post (CC)	20,000	20,000	Susan Cooper 29 October 2009 Budget to related vacant post deleted. Saving achieved.	Susan Cooper
41	✓	RM09	Removal of admin/clerical assistant post (CC)	19,000	19,000	Susan Cooper 29 October 2009 Budget to related vacant post delete Completed and achieved.	Susan Cooper
42	✓	RM10	Efficiencies gained from VS/ER exercise (DS)	44,000	44,000	Carol Wright 16 October 2009 This saving is based upon the replacement of ER/VS staff on lower scale points. One was	Roderick MacBeath




















						refused but £10k is achieved from RM23, and further savings achieved from recruitment at lower scales and posts held vacant meantime	
43	✓	RM11	Management of procurement vacancies (CPU)	109,000	109,000	Carol Wright 16 October 2009 The budget has been reduced and it is anticipated that ongoing restructure of posts will achieve these savings.	Craig Innes
44	✓	RM13	Contract rebates from photocopier contract (CPU)	50,000	50,000	Carol Wright 16 October 2009 Retro rebates from suppliers which have increased in value through proactive consolidation and control of contract spends	Craig Innes
45	✓	RM14	Charge for deduction TU subscriptions (CC)	14,000	14,000	Susan Cooper 29 October 2009 Process to bill at end of year in place. If level of fees is in line with 2008/09 this level of income will be achieved in 2009/10.	Susan Cooper
46	✓	RM15	Charge to pension scheme for staff costs associated with review of the scheme (CC)	60,000	60,000	Susan Cooper 29 October 2009 Currently expected to be achieved in full by March 2010	Susan Cooper
47	✓	RM16A	Efficiency savings - City Chamberlain	30,000	30,000	Susan Cooper 29 October 2009 Budgets reduced through review of prior year costs and on target to achieve.	Susan Cooper
48	✓	RM16C	Efficiency savings - City Solicitor	50,000	50,000	Carol Wright 16 October 2009 Relevant budget lines have been removed/reduced. Complete	Jane MacEachran
49	✓	RM17	Savings from insurance tender (CPU)	250,000	250,000	Carol Wright 16 October 2009 Insurance budget lines across Aberdeen City Council have been reduced accordingly. Complete	Craig Innes
50	✓	RM19	Saving from Occupational Health Contract (HR)	36,000	36,000	Carol Wright 16 October 2009 Savings being made in 2009/10 through the new contract let in 2008/09	Ewan Sutherland
51	✓	RM20	Reduction in Corporate training (HR)	149,000	149,000	Lynis Masson 19 August 2009 The full years savings will be achieved.	Ewan Sutherland
52	✓	RM21	Procurement Savings (Central Procurement Unit)	350,000	350,000	Carol Wright 16 October 2009 The savings have been allocated to a number of commodities across the services. The monitoring of spend against budget is the responsibility of the services	Craig Innes
53	✓	RM22	Staffing – review of costs within Financial Services team (City Chamberlain)	12,000	12,000	Susan Cooper 29 October 2009 Post removed and deleted from budget.	Susan Cooper
54	✓	RM23	Support Assistant, Democratic Services	13,000	13,000	Carol Wright 16 October 2009 Post holder retired in March 09, post disestablished. Full amount £23k but £10k offset against RM10 due to refusal of ER request. Complete	Roderick MacBeath

Responsible OUs **Education, Culture and Sport**

Traffic Light: Amber 2 Green 44











Report Ref	Traffic Light Icon	Code	Short Name	Full Year Budget Saving £	Full Year Projected Value £	Latest Note	Managed By
55		C01	Reductions to Strategic Leadership sports and cultural grants	159,000	159,000	Mary Bowie 28 October 2009 COMPLETE	Mark Armstrong
56		C02	6% Reduction in Culture & Learning grants to Community Projects	43,000	43,000	Mary Bowie 28 October 2009 COMPLETE	Mark Armstrong
57		C03	6% reduction in grants to leased community centres	33,000	33,000	Mary Bowie 28 October 2009 COMPLETE	Mark Armstrong
58		C04	Reduction of opening hours of libraries	110,000	110,000	Mary Bowie 28 October 2009 COMPLETE	Mark Armstrong
59		C05	Reduce Central Library opening hours	36,000	36,000	Mary Bowie 28 October 2009 COMPLETE	Mark Armstrong
60		C06	Closure of Branch Libraries	50,000	50,000	Mary Bowie 28 October 2009 Report on Community Hubs to be submitted to Education, Culture & Sport Committee in October.2009/10 savings will be achieved. Still on target for full completion.	Mark Armstrong
61		C08	Community Training Unit – Staff Reductions	27,000	27,000	Mary Bowie 28 October 2009 COMPLETE	Mark Armstrong
62		C09	CRIS limited centralist model	12,000	12,000	Mary Bowie 28 October 2009 COMPLETE	Mark Armstrong
63		C10	Staff Reduction of NCPO Posts	150,000	150,000	Mary Bowie 28 October 2009 COMPLETE	Mark Armstrong
64		C11	Reduction in Staffing - Museums & Galleries	100,000	100,000	Mary Bowie 28 October 2009 Redesign of Service well advanced, with full report to Committee as soon as possible. In the meantime, only essential spend being authorised. Budget already reduced by value of savings and Service will achieve full savings. Still on target for completion.	Mark Armstrong
65		C12	CLD Staff reductions	228,000	228,000	Mary Bowie 28 October 2009 COMPLETE	Mark Armstrong
66		C13	Citywide Creche Income Increases	13,000	13,000	Mary Bowie 28 October 2009 Still on target for full completion.	Mark Armstrong
67		C14	Deliver arts development	10,000	10,000	Mary Bowie 28 October 2009 COMPLETE	Mark















			service through neighbourhood based facilities				Armstrong
68	✓	C15	City Moves Service reduction	17,000	17,000	Mary Bowie 28 October 2009 COMPLETE	Mark Armstrong
69	✓	C90	Aberdeen Performing Arts	50,000	50,000	Mary Bowie 28 October 2009 COMPLETE	Mark Armstrong
70	✓	C91	Powis Community Centre	40,000	40,000	Mary Bowie 28 October 2009 COMPLETE	Mark Armstrong
71	✓	L01	Staffing Adjustments due to Roll Reduction	288,000	288,000	Mary Bowie 29 October 2009 This savings proposal is on target - reflected in established budgets.	David Leng
72	✓	L02	School Transport - efficiency saving	160,000	160,000	Mary Bowie 28 October 2009 Managed by Environment & Infrastructure who advise that the saving is on target.	Jim Stephen
73	✓	L03	Pre School Nursery Restructuring	73,000	73,000	Mary Bowie 28 October 2009 COMPLETE	Rhona Jarvis
74	✓	L04	Catering, cleaning and Janitorial Services – Efficiency	700,000	700,000	Mary Bowie 28 October 2009 The new Cleaning contract has been awarded and will be implemented in all schools from August. In addition the new janitorial arrangements are also being implemented in the same timescale, with subsequent efficiencies. Managed by Environment and Infrastructure who advise the saving is on target.	Jim Stephen
75	⚠	L05	Reduction in overall staff costs for new and combined schools	185,000	135,000	Mary Bowie 29 October 2009 Anticipated £50,000 slippage for 3R's delays but partially offset through recruitment, balance being identified and alternative savings identified.	David Leng
76	✓	L06	Rationalisation of Culture & Learning Support Teams across the city	200,000	200,000	Mary Bowie 28 October 2009 Reviewing which central service costs and which back office costs can be removed and make the saving. Cost Centres to be adjusted for September report.	Jim Stephen
77	⚠	L09	Out of Authority Placements	1,100,000	660,000	Mary Bowie 09 October 2009 This is under discussion with SW/finance to clarify specific elements of the out-of-authority budget and proposals for saving efficiencies 10-11 are currently being developed. Saving figure reduced to 60% pending confirmation from Social Work. Budget responsibility transferred to Social Work. Forms for transfer being completed	Rhona Jarvis
78	✓	L10	2% efficiency saving across special schools	78,000	78,000	Mary Bowie 09 October 2009 COMPLETE - budget adjusted	Rhona Jarvis
79	✓	L11	2% ASN Efficiency	402,000	402,000	Mary Bowie 09 October 2009 COMPLETE - budget adjusted	Rhona Jarvis
80	✓	L12	Efficiencies from Non-statutory Education Services	313,000	313,000	Mary Bowie 29 October 2009 Savings proposal is on target - revised budgets have been allocated to cost centres	David Leng
81	✓	L13	Review Of Breakfast Provision	600,000	600,000	Mary Bowie 28 October 2009 COMPLETE	Rhona Jarvis

82		L14	Review Of Additional PE Teachers	304,000	304,000	Mary Bowie 28 October 2009 COMPLETE	Rhona Jarvis
83		L16	Review Pupil Support Assistant (PSA) provision	1,500,000	1,500,000	Mary Bowie 28 October 2009 COMPLETE - workforce reduced therefore salary costs have reduced proportionately to achieve saving	Rhona Jarvis
84		L90	NPAF Further Efficiencies	600,000	600,000	Mary Bowie 28 October 2009 COMPLETE	Mark Armstrong
85		N01	4 vacancies held pending outcome of VS/ER and restructuring	97,000	97,000	Mary Bowie 28 October 2009 Measures in place to achieve year on year savings of £60k due to disestablished posts. Vacancies will be managed to achieve the further saving required in 2009/10.	Jim Stephen
86		N02	Efficiencies from streamlining of processes e.g. through Infosmart	10,000	10,000	Mary Bowie 28 October 2009 On target to be achieved by 31/03/10.	Jim Stephen
87		SP01	Beach Leisure Centre	17,000	17,000	Mary Bowie 28 October 2009 Still on target for full completion.	Mark Armstrong
88		SP02	Westburn Tennis Centre	8,000	8,000	Mary Bowie 28 October 2009 Still on target for full completion.	Mark Armstrong
89		SP04	Kings Links	8,000	8,000	Mary Bowie 28 October 2009 Still on target for full completion.	Mark Armstrong
90		SP05	Westburn Outdoor Centre	1,000	1,000	Mary Bowie 28 October 2009 Still on target for full completion.	Mark Armstrong
91		SP06	St Machar Outdoor Centre	22,000	22,000	Mary Bowie 28 October 2009 COMPLETE	Mark Armstrong
92		SP07	Hilton Outdoor Centre	1,000	1,000	Mary Bowie 28 October 2009 Still on target for full completion.	Mark Armstrong
93		SP08	Northfield Pool	7,000	7,000	Mary Bowie 28 October 2009 COMPLETE	Mark Armstrong
94		SP10	Bucksburn Swimming Pool	20,000	20,000	Mary Bowie 28 October 2009 COMPLETE	Mark Armstrong
95		SP11	Kincorth Sports Centre	40,000	40,000	Mary Bowie 28 October 2009 COMPLETE	Mark Armstrong
96		SP13	Aulton Pavilion	1,000	1,000	Mary Bowie 28 October 2009 Still on target for full completion.	Mark Armstrong
97		SP14	Sports Posts	75,000	75,000	Mary Bowie 03 July 2009 Savings proposal is on target. To be reflected in budgets at point of transfer to Trust.	Graham Wark
98		SP17	Peterculter Sports Centre	40,000	40,000	Mary Bowie 28 October 2009 complete	Mark Armstrong







Responsible OUs **Enterprise Planning and Infrastructure**

Traffic Light: Green 45

Report Ref	Traffic Light Icon	Code	Short Name	Full Year Budget Saving £	Full Year Projected Value £	Latest Note	Managed By
99		CI01	Removal of Graphics Design Officer post	42,000	42,000	Tess Murphy 17 July 2009 Post given up via corporate exercise on ER/VS	Louise Scott
100		CI02	Removal of Production Officer	36,000	36,000	Louise Scott 17 July 2009 Post given up as a budget saving via ES/VR	Louise Scott
101		CI03	Retiral of Events Officer	34,000	34,000	Louise Scott 02 November 2009 Complete	Louise Scott
102		CI04	Removal of 50% of Marketing Executive post	18,000	18,000	Tess Murphy 17 July 2009 50% of Marketing Executive post deleted following ER/VS Corporate exercise	Louise Scott
103		CI05	Removal of Events Delivery Manager post	50,000	50,000	Tess Murphy 17 July 2009 Post held open but not filled for member of staff currently on secondment. In line with corporate restructuring, the proposal is to remove the funding from within the CI budget.	Louise Scott
104		CI45	Unassigned hours to specific posts - Louise Scott - EP & I	38,000	38,000	Dorothy Anderson 19 June 2009 Complete - Saving achieved via the deletion of unassigned hours to specific posts within the structure.	Louise Scott
105		CP01	Increase in parking charges for on and off street and review of Contractor's daily ticket	150,000	150,000	Kenny Easton 29 October 2009 Income projections show that while income is up the budget target saving will not be met. The reduced income is being offset by staffing costs thereby meeting the budget target.	Hugh Murdoch
106		CP02	Increase in charges for residents parking permits	447,000	447,000	Kenny Easton 29 October 2009 Income projections show that while income is up the budget target saving will not be met. The reduced income is being offset by staffing costs thereby meeting the budget target.	Hugh Murdoch
107		CP03	Introduce charges for residents' permits at Foresterhill Zone	80,000	80,000	Kenny Easton 20 August 2009 Legislation has been approved to roll out implementation from 1st of July 2009. The turnover of permits project that the level of saving will be met even with a high level of user resistance (up to 70%) Will have better understanding of actual levels of resistance by end of September	Hugh Murdoch
108		CP04	Car Parking Repairs and Maintenance reduction	45,000	45,000	Kenny Easton 20 August 2009 A cash limited budget applied and the service will be managed within these expenditure limits this year.	Hugh Murdoch

109		CP05	Civil Enforcement of bus lanes	210,000	210,000	Kenny Easton 29 October 2009 Replacement savings approved at E,P and I Committee 27/10/09 details as follows : Underspend on School Crossing Patrollers £90,000 Underspend on approved staffing budget for Waste Aware Team £100,000 Savings resulting in reduction in energy costs for unmetered electricity for street lighting/road signs etc £20,000	Hugh Murdoch
110		CP06	Ensuring all in-house permits are procured from the Council	35,000	35,000	Kenny Easton 20 August 2009 Steps have been taken to adjust permits and expenditure is being monitored on an ongoing monthly basis.	Hugh Murdoch
111		F01	Facilities savings	150,000	150,000	Kenny Easton 29 October 2009 Detailed breakdown of staff turnover has been produced showing saving being met.	Hugh Murdoch
112		R01	Increase in road occupation charges	20,000	20,000	Kenny Easton 29 October 2009 Charges increased. Monthly monitoring of income in place. Currently on track to meet saving	Hugh Murdoch
113		R02	Introducing charges associated with disabled car parking	15,000	15,000	Kenny Easton 29 October 2009 EP and I Committee in September noted that introducing charges was not an option due to new legislation taking effect on 1st October. This saving is now being made through controlling the number of applications approved and installed.	Hugh Murdoch
114		R03	Operation of Taxicard	140,000	140,000	Kenny Easton 29 October 2009 Current projection shows spending to be £10,000 below budget for year end.	Hugh Murdoch
115		R04	Remove eligibility for Taxicard scheme from those who are in receipt of financial support	25,000	25,000	Kenny Easton 20 August 2009 Implemented. Impact will be monitored on a monthly basis. Savings on track to be made	Hugh Murdoch
116		R05	Restrict the subsidy to journey within the City boundary	10,000	10,000	Kenny Easton 20 August 2009 Implemented. Monthly monitoring of expenditure in place. Savings on track to be made	Hugh Murdoch
117		R06	Removing the subsidy for the City Tour Bus	25,000	25,000	Kenny Easton 20 August 2009 Service has been withdrawn. Saving made.	Hugh Murdoch
118		R07	Withdrawing the support for the Parks Link bus	25,000	25,000	Kenny Easton 20 August 2009 Service has been withdrawn. Saving made.	Hugh Murdoch
119		R08	Beach Boulevard Operations	60,000	60,000	Kenny Easton 20 August 2009 Complete. Saving has been made in base budget	Hugh Murdoch
120		R09	Coastal Protection	40,000	40,000	Kenny Easton 20 August 2009 Complete. Saving has been made in base budget	Hugh Murdoch
121		R10	Hedge and Tree Maintenance	40,000	40,000	Kenny Easton 20 August 2009 Complete. Saving has been made in base budget	Hugh Murdoch
122		R11	Winter Maintenance	60,000	60,000	Kenny Easton 20 August 2009 Saving has been made in base budget	Hugh Murdoch








123	✓	R12	Roads Service Re-design	70,000	70,000	Kenny Easton 20 August 2009 Saving has been made in base budget. Currently reviewing all posts and tasks to change job descriptions and merging of posts/roles	Hugh Murdoch
124	✓	RM05	Reduction in Headcount through VS/ER (1x clerical post, 1 x Admin officer, 1 x Technical officer) (RDD) - EP & I	71,000	71,000	Lynis Masson 25 June 2009 Completed	Colin Hunter
125	✓	RM06	Removal of project manager, estates surveyor and clerical assistant posts (RDD) - E P & I	183,000	183,000	Lynis Masson 25 June 2009 Completed	Colin Hunter
126	✓	RM12	Increase in staff turnover figure (RDD) - EP & I	66,000	66,000	Lynis Masson 25 June 2009 Ongoing management of vacancies will achieve these savings	Colin Hunter
127	✓	RM16B	Efficiency savings RDD - EP&I	58,000	58,000	Lynis Masson 25 June 2009 Managed through review of costs across Development & Delivery Services	Colin Hunter
128	✓	RM18	Reduction in term consultancy (RDD) - EP & I	125,000	125,000	Lynis Masson 25 June 2009 Achieved by close management of terms contractors	Colin Hunter
129	✓	S01	Voluntary Severance within Operational Support Services	98,000	98,000	Kenny Easton 20 August 2009 One person has withdrawn from the VS/ER process but alternative savings have been found.	George Cruickshank
130	✓	SL04	E&ES - removal of 1 x Support Assistant	19,000	19,000	Mike Hearn 21 July 2009 Savings achieved. Reflected in 2009/10 budget.	Belinda Miller
131	✓	SL05	P&I – removal of 1 x Team Leader (Infrastructure Strategy) post	53,000	53,000	Mike Hearn 21 July 2009 Savings achieved. Reflected in 2009/10 budget.	Maggie Bochel
132	✓	SL06	P&I – removal of 1 x Trainee Planner Post	24,000	24,000	Mike Hearn 21 July 2009 Savings achieved. Post frozen in 2009/10 budget.	Maggie Bochel
133	✓	SL08	E&ES – realignment of Secretarial support to Head of Service	7,000	7,000	Mike Hearn 21 July 2009 Savings achieved. Reflected in 2009/10 budget.	Belinda Miller
134	✓	SL09	Removal of 1 Strategist Post – Research & Information	58,000	58,000	Mike Hearn 21 July 2009 Savings achieved. Reflected in 2009/10 budget.	Belinda Miller
135	✓	SL10	P&I – increase in revenue income	10,000	10,000	Mike Hearn 21 July 2009 Savings expected to be achieved, will continue to be monitored on a monthly basis.	Maggie Bochel
136	✓	SL12	P & I: remove Building Standards Trainee Post	20,000	20,000	Mike Hearn 21 July 2009 Savings achieved. Post frozen in 2009/10 budget.	Maggie Bochel
137	✓	SL13	P & I: removal of Planning Trainee post within Development Management	25,000	25,000	Mike Hearn 21 July 2009 Savings achieved. Post frozen 20 2009/10 budget.	Maggie Bochel

138		SL15	E&ES – remove Business Gateway budget	5,000	5,000	Mike Hearn 21 July 2009 Savings achieved. Reflected in 2009/10 budget.	Belinda Miller
139		SL90	Energising Aberdeen	544,000	544,000	Mike Hearn 21 July 2009 Savings achieved. Reflected in 2009/10 budget.	Maggie Bochel
140		W01-06	Charges for Services in Waste Collection	69,000	69,000	Kenny Easton 20 August 2009 Charges have been increased. Monthly monitoring of income is in place.	Hugh Murdoch
141		W07	WEEE savings on transport and treatment costs	50,000	50,000	Kenny Easton 29 October 2009 Variation to disposal contract in place with SITA. Monitoring on-going to ensure target met.	Hugh Murdoch
142		W08	Fleet Efficiencies at a Corporate Level	300,000	300,000	Kenny Easton 20 August 2009 Savings have been taken in base budgets of all user services	Hugh Murdoch
143		W09	Terminate monthly Sheddocksley RCV free bulky item uplift	4,000	4,000	Kenny Easton 20 August 2009 Completed. Implemented in December 2008	Hugh Murdoch



Responsible OUs **Housing and Environment**

## Traffic Light: Amber 2 Green 44

Report Ref	Traffic Light Icon	Code	Short Name	Full Year Budget Saving £	Full Year Projected Value £	Latest Note	Managed By
144		EN01	Rationalise and reduce environmental projects undertaken	6,000	6,000	David Leslie 29 October 2009 This is currently being achieved and these savings will be met.	Norrie Steed
145		EN02	Reduction of one post	25,000	25,000	David Leslie 29 October 2009 The additional savings of £10k are being made via an Environmental Planner Acting 50% in the fully funded role and Acting interim Project Manager for the Surf project. This is from 26 October 2009 to 31 January 2010	Norrie Steed
146		EN03	Miscellaneous Savings	5,000	5,000	David Leslie 29 October 2009 We have ceased most adhoc spends and these savings are being met	Norrie Steed
147		ES01	Increased Burial charges	19,000	19,000	Norrie Steed 28 October 2009 Income at the end of period 6 stood at £138,000, or 38.5%. This is behind a straight line profile which would be 50%, or £179,000. However, this is a non-linear, demand led income stream, as demonstrated by the graph of the profile for 2008/09 and the rate of income should, on that basis, start to increase around mid-November 2009. The current year's profile is almost exactly the same as 2008/09.	Norrie Steed
148		ES02	Increased Crematorium Charges	125,000	125,000	Norrie Steed 28 October 2009 Income for the Crematorium stood at £440,000 at the end of period 6. This represents 33.6% of the projected budget. This is, however, a non-linear, demand led budget profile, as shown by the graph for 2008/09, which predicts a steep increase in the rate of income, beginning around the end of November. The current year's profile is very similar to that shown by the graph for 2008/09.	Norrie Steed
149		ES04	Increase allotment charges	10,000	10,000	Gillian Milne 29 October 2009 On track to achieve the full savings of £10,000	Norrie Steed
150		ES05	Review Grounds Maintenance	482,000	482,000	Norrie Steed 28 October 2009 It is anticipated that the larger part of this saving will come from a reduction in overtime and the reduced use of seasonal staff, as well as a reduction in grass cutting, weed spraying, etc. As a result, Environmental Service gross expenditure (the budget for which was reduced to make the £482,000 target) is under the expected period 6 level of 50%, being £7868000 (or 47.19%), against a 50% profile figure of £8,336,000.	Norrie Steed






















151		ES06	Review of Public Toilets	45,000	45,000	Norrie Steed 28 October 2009 The period 6 budget monitoring statement shows that general manual expenditure on public conveniences stands at £ 68250, which is 34.6% % of the total budget of £197,227 (which has been reduced to meet the 2009/10 targets. Expenditure is therefore £30363 below that which is expected (50%= £98613) and the target savings are on schedule to be made.	Norrie Steed
152		ES07	Restructure Environmental Services	250,000	250,000	David Leslie 29 October 2009 The budget for the management of the service has been adjusted to encompass the required saving and is on schedule.	Norrie Steed
153		ES08	Street Sweeping Review	100,000	100,000	David Leslie 29 October 2009 The street cleansing budget has been reduced to meet the 2009/10 budget savings target and the period 6 budget monitoring report shows that the staffing expenditure stands at £1,248,266, £95,771 less than the 50% profile of £1,344,037. Fuel, servicing and repair costs stand at £229,743, or 35.78% of the total budget set (£642,011)and so savings are on track to be made, being £91,262 under the 50% profile.	Norrie Steed
154		ES09	Close Nursery	150,000	150,000	David Leslie 29 October 2009 Implemented : staff have been transferred or allowed to leave. And the saving has been made.	Norrie Steed
155		ES10	Review of In Bloom	29,000	29,000	David Leslie 29 October 2009 This saving has been made.	Norrie Steed
156		ES11	Review of Pets Corner	20,000	20,000	David Leslie 29 October 2009 At the end of period 6, the net expenditure of Pets' Corner stood at £4374, against a 50% profile of £27,005. However, £7025 (being 50% of all one-off charges) could be added to this, meaning that the actual savings at period 6 are £15605.	Norrie Steed
157		ES12	Duthie Park Store person	20,000	20,000	David Leslie 29 October 2009 This saving has been made.	Norrie Steed
158		ES13	Review of Central Reservation Maintenance	10,000	10,000	David Leslie 29 October 2009 Contract hire expenditure stood at £25267, or 12.47% of the total budget of £202,532 at the end of period 6. This set of codes also includes the hire of vehicles and plant, but indications are that this saving will be made.	Norrie Steed
159		ES14	Reduce Membership of People & Places Scheme	4,000	4,000	David Leslie 29 October 2009 Implemented and saving made. Now an associate member.	Norrie Steed
160		ES15	Closure of Public Toilets	36,000	36,000	David Leslie 29 October 2009 Expenditure on Public Convenience premises stood at £63224, or 35.6% of the total 2009/10 budget of £179,844. However, this includes a one-off cost of £47,964 for the running of automatic public conveniences. In all ongoing costs such as cleaning, power use, repairs and maintenance, water charges and rates, the expenditure stood at £14695 at the end of period 6, or 9.4%.However, there is £59316 of one-off or irregular payments to be made, and so this	Norrie Steed







						figure will not remain at such a low percentage, although all savings are well on schedule to be made.	
161		ES16	Stopping of Mobile Hire of Toilets	3,000	3,000	David Leslie 29 October 2009 Implemented and saving made.	Norrie Steed
162		ES17	Review of Patrolmen/Park Attendants	75,000	75,000	David Leslie 29 October 2009 Implemented as part of overall review of Grounds Services. Some duties have been taken on by City Wardens.	Norrie Steed
163		ES18	Stop Courtesy Bus for Crematorium	20,000	20,000	David Leslie 29 October 2009 Implemented and saving made.	Norrie Steed
164		ES19	Review Sheltered Placement Scheme	25,000	25,000	David Leslie 29 October 2009 Spend on this stood at £14,374, or 41.93 % of the projected budget for 2009/10, at the end of period 6. It is therefore expected that the projected savings will be made	Norrie Steed
165		ES20	Review of Ranger Service	82,000	82,000	David Leslie 29 October 2009 This saving has been made, as reported to the Housing & Environment Committee on 6th October 2009.	Norrie Steed
166		ES21	House Garden Maintenance	20,000	20,000	David Leslie 29 October 2009 This saving has been made.	Norrie Steed
167		ES22	Maintenance cost of Sports Facilities	198,000	174,000	David Leslie 29 October 2009 An update on progress with these savings in relation to Auchmill will be placed before the Housing and Environment Committee on 19th November 2009. It is anticipated that the savings will be achieved.	Norrie Steed
168		ES90	Hazlehead Golf Course - Unachieved savings from 08/09	£268,000.00	£233,000.00	Gillian Milne 02 November 2009 Savings totalling £233,000 have been identified to date and the remaining £35,000 will be achieved through continued careful weekly monitoring of the grounds maintenance and street sweeping labour costs to allow a saving against budget. An update on progress with these savings will be placed before the Housing and Environment Committee on 19th November 2009.	Norrie Steed
169		H01	Homeless Co-ordination (H71844) additional income/efficiencies	386,000	386,000	Gillian Milne 28 October 2009 On track. Risks being actively managed	Allan Whyte
170		H02	Re provisioning of accommodation - Supporting People	50,000	50,000	Gillian Milne 28 October 2009 On track to achieve agreed savings	Craig Stirrat
171		H03	Homeless Strategy - Commissioning Strategy	49,000	49,000	Gillian Milne 28 October 2009 On track to achieve the agreed savings	Craig Stirrat
172		H04	Renegotiation of Contracts -	500,000	500,000	Gillian Milne 28 October 2009 On track to achieve the agreed	Craig Stirrat












			Supporting People			savings	
173	✓	H05	Homeless Operational - Commissioning Strategy	37,000	37,000	Gillian Milne 28 October 2009 Remains on track	Allan Whyte
174	✓	H06	Deletion of long term vacancies (Non Housing Repairs & Sales & Consents)	110,000	110,000	Kenny Easton 25 August 2009 Implemented, Savings have been made	Allan Whyte
175	✓	H07	Community Safety Antisocial Behaviour	50,000	50,000	Kenny Easton 28 October 2009 Required savings will be delivered.	Craig Stirrat
176	✓	OSC01	Efficiencies in operational support	143,000	143,000	Gillian Milne 28 October 2009 The saving will be achieved through close management of vacancies and budgets for general administration costs. The full amount will be saved.	Gillian Milne
177	✓	PP01	Pest Control Charge	2,000	2,000	David Leslie 29 October 2009 Current income stands at £11543, or 42.4% of the projected budget. This is an on demand non linear budget profile.	Norrie Steed
178	✓	PP02	Pest Control Contract Fees	2,000	2,000	David Leslie 29 October 2009 This has been achieved, with income of £23076 against a projected budget of the same figure.	Norrie Steed
179	✓	PP03	Increase HMO registration fees	158,000	158,000	David Leslie 29 October 2009 Income at the end of period 6 stood at £106,125, or 42.5% of the projected budget income. This is not a linear profile and there is no reason to think that the increased income will not be achieved.	Norrie Steed
180	✓	PP04	Public Health Team - staff reduction	31,000	31,000	David Leslie 29 October 2009 It is expected that the full value of the saving will be made.	Norrie Steed
181	✓	PP05	Contaminated Land Team - staff reduction	24,000	24,000	David Leslie 29 October 2009 It is expected that the full value of the saving will be made.	Norrie Steed
182	✓	PP07	Pest Control Team - staff reduction	23,000	23,000	Norrie Steed 18 September 2009 It is expected that the full value of the saving will be made.	Norrie Steed
183	✓	SL03	CP&R – removal of 1 x Support Assistant	19,000	19,000	Kath Beveridge 30 October 2009 This post has been removed from the base budget and is therefore realised	Kath Beveridge
184	✓	SL07	CP&R – reduce financial support to the Civic Forum	20,000	20,000	Kath Beveridge 30 October 2009 Saving made in 2009-10 only as a result of underspend in previous year will not be repeated in coming financial year	Kath Beveridge
185	✓	SL11	CP&R – administration charge for Fairer Scotland Fund	110,000	110,000	Kath Beveridge 30 October 2009 -- Taken from the overall budget provision of 2.4m --	Kath Beveridge
186	✓	SL14	CP&R: remove 1 x Development Officer post	35,000	35,000	Kath Beveridge 30 October 2009 -- Post removed from budget following VSER in previous year --	Kath Beveridge
187	✓	T01	Miscellaneous Savings	11,000	11,000	David Leslie 29 October 2009 This is composed of: (i) increasing fees for chargeable services-budget of £45,360 :current income at £16,000 -35.3% -not linear profile ; (ii)rationalising necessary subscriptions -budget of £10,348:	Norrie Steed







						current expenditure at £3,347 or 32.3% of 2009/10 budget; and (iii)not extending the broadband service for teleworkers not fully utilising the system - savings of £3,000 -no expenditure so far.	
188		T02	Save £5k in rental	5,000	5,000	David Leslie 29 October 2009 A less expensive facility has been sourced and saving will be achieved.	Norrie Steed
189		T03	Lose Smoking Control Officer Post	25,000	25,000	David Leslie 29 October 2009 Budget saving projected is £25,000 and will be made.	Norrie Steed

Responsible OUs **Social Care and Wellbeing**

Traffic Light: Red 9 Amber 3 Green 19

Report Ref	Traffic Light Icon	Code	Short Name	Full Year Budget Saving £	Full Year Projected Value £	Latest Note	Managed By
190		SL01	Removal of 2 Floating Strategist posts	106,000	106,000	Paul Toseland 28 October 2009 Savings achieved. Reflected in 2009/10 budget.	Graham Hossack
191		SL02	Removal of 1 x Support Assistant post	19,000	19,000	Paul Toseland 28 October 2009 Savings achieved. Reflected in 2009/10 budget.	Graham Hossack
192		SW01	Children's Services, Reduction in Out of Authority Placements	1,650,000	1,650,000	Paul Toseland 29 October 2009 An accurate profile will be available in August with accurate projections of placement duration linked to budget projections to year end. A rigorous review of placements led by the Head of service with Service Managers is ongoing to review placement to implement packages of support to facilitate return to home or alternative care within Aberdeen. One additional place will be available at the Willows children's Unit from October /November which will contribute to this saving (possibly to the order of 20k) Projected overspend at present is £923,564 and the development of the proposed Intensive community support service will have an impact on this budget in the year 2010/11. New screening, resource and authorisation arrangements will be implemented in October 2009 which will impact on numbers of children being accommodated and going to residential school. Accurate year-end projections are being prepared.	Susan Devlin
193		SW02	Children's Services, Reduction in Out of Authority Fostering Placements	495,000	495,000	Paul Toseland 29 October 2009 Currently on track, however high risk of increased demand during year applying pressure on this budget. Out of Authority Specialist Placements will be subject to review by HoS in similar fashion to the review of residential school placements. Accurate year-end projections are being prepared.	Susan Devlin
194		SW03	Children's Services, Reduction in external foster care rates	120,000	120,000	Paul Toseland 29 October 2009 On track. Contract has been developed for use with foster care providers which sets out clear placement costs which will include a range of supports as part of the placement cost rather than charged as extras.	Susan Devlin
195		SW04	Children's Services, Re-provisioning of Early Years Services	80,000	80,000	Paul Toseland 28 October 2009 Achieved.	Susan Devlin

196		SW05	Children's Services, Early Years Service, Reduction in Staffing	30,000	30,000	Paul Toseland 28 October 2009 Achieved.	Susan Devlin
197		SW06	Children's Services, Recommissioning of External Services	260,000	200,000	Paul Toseland 29 October 2009 £200k of the savings currently identified; further proposals to be made to secure remaining £60k of savings Meetings in place in September with voluntary sector partners to identify outstanding savings. Work ongoing scrutinising spend to date and to identify possible savings this year.	Susan Devlin
198		SW07	Children's Services, CWD Reduction in purchase of services from voluntary sector	50,000	50,000	Paul Toseland 28 October 2009 Achieved.	Susan Devlin
199		SW08	Children's Services, Review of Children's Services, VS/ER Savings	100,000	84,000	Paul Toseland 29 October 2009 One manager left, on track for 2 more. 2 Service Managers are being retained until implementation of re-design to ensure safe operations. Savings dependant on re-design implementation. Service managers leaving on 30 September.	Susan Devlin
200		SW09	Children's Services, Reduction in Management Costs	200,000	0	Paul Toseland 29 October 2009 One manager left, on track for 2 more. 2 Service Managers are being retained until implementation of re-design to ensure safe operations. Savings dependant on re-design implementation. Service managers leaving on 30 September.	Susan Devlin
201		SW10	Learning Disability Services, Reduction in respite services	150,000	150,000	Paul Toseland 28 October 2009 Achieved.	Murray Leys
202		SW11	Learning Disability Services, externalisation of specialist day service	63,000	0	Paul Toseland 29 October 2009 Original proposal collapsed due to withdrawal of prospective provider. Officers now seeking to commission alternative social enterprise organisation to provide. This work is ongoing.	Murray Leys
203		SW12	Learning Disability Services, increase income generation (day care)	70,000	35,000	Paul Toseland 29 October 2009 Effective start date delayed due to ongoing consultation about day services. Implementation date Oct 09.	Liz Taylor
204		SW13	Learning Disability Services, re-provisioning of services	300,000	60,000	Paul Toseland 29 October 2009 Reviews completed; negotiations ongoing. Unlikely to achieve full saving due to inability to move people to less costly services for human rights/legal reasons.	Liz Taylor
205		SW14	Learning Disability Services, redesign of day care services	150,000	130,000	Paul Toseland 29 October 2009 5 posts released; further assessment of staffing requirements underway to achieve balance of saving.	Liz Taylor
206		SW15	Learning Disability Services, redesign of day care services	350,000	0	Paul Toseland 29 October 2009 Agreement with one provider for 26 people to be moved from Day Care services is imminent. This will enable further moves out of day care services and agreements with other service providers to follow. A further range and variety of new initiatives are currently being implemented to enable the closure of existing services.	Murray Leys

207		SW16	Learning Disability Services, reduction in high cost care packages	1,850,000	500,000	Paul Toseland 29 October 2009 OLM Contract now in place. All data and pen pictures of the high cost care package providers has been delivered and the Fair Cost Model is being worked on.	Murray Leys
208		SW17	Adult Services, Supporting People, Application of Eligibility Criteria	500,000	0	Paul Toseland 29 October 2009 Supporting People package costs have been reduced with full figures to be provided for next Budget Monitoring Board.	Murray Leys
209		SW18	Mental Health	204,000	204,000	Paul Toseland 28 October 2009 Achieved.	Liz Taylor
210		SW19	OCSWO, service realignment	40,000	40,000	Paul Toseland 29 October 2009 Achieved, however re-investment into this area is required and is being considered as part of the review of support services.	Fred McBride
211		SW20	OCSWO, reduce staffing	35,000	35,000	Paul Toseland 28 October 2009 Achieved.	Fred McBride
212		SW21	Adults Services, staffing reduction	50,000	50,000	Paul Toseland 29 October 2009 On track to be achieved via additional vacancy savings.	Liz Taylor
213		SW22	Older Peoples Services, Coronation Court	480,000	200,000	Paul Toseland 29 October 2009 Delays due to late delivery of building by contractors. Allocations panel have met to agree allocation of places across OP/LD/PD services – no allocations confirmed by housing. Anticipated opening now November. Reduces potential savings to £200,000 at most.	Liz Taylor
214		SW23	Older Peoples Services, Day Care, Increase Income Generation (day care)	70,000	35,000	Paul Toseland 29 October 2009 Implementation date 01 Oct 09, to be in line with LD charging. Gap in savings will be met across OP day services.	Liz Taylor
215		SW24	Older Peoples Services, Day Care, Reprovisioning of transport	150,000	150,000	Paul Toseland 28 October 2009 Achieved.	Liz Taylor
216		SW25	Older Peoples Services, reduced in-house residential provision (phase 1)	300,000	300,000	Paul Toseland 28 October 2009 Achieved.	Liz Taylor
217		SW26	Older Peoples Services, Integrated Care at Home, service redesign	470,000	470,000	Paul Toseland 28 October 2009 Achieved.	Liz Taylor
218		SW27	Older Peoples Services, Integrated Care at Home, service redesign	237,000	237,000	Paul Toseland 28 October 2009 Achieved.	Liz Taylor
219		SW28	Older Peoples Services, Day Care Service redesign (reduce staffing requirements)	30,000	30,000	Paul Toseland 28 October 2009 Achieved.	Liz Taylor
220		SW29	Older Peoples Services, Day Care Service redesign (reduce staffing requirements)	64,000	64,000	Paul Toseland 28 October 2009 Achieved.	Liz Taylor



## ABERDEEN CITY COUNCIL

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<b>COMMITTEE</b>	Finance and Resources
<b>DATE</b>	12 November 2009
<b>REPORT BY</b>	City Chamberlain
<b>TITLE OF REPORT</b>	Applications for Financial Assistance 2009/10
<b>REPORT NUMBER</b>	<b>CG/11/112</b>

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### 1. PURPOSE OF REPORT

The purpose of this report is to consider an application for financial assistance which has recently been received.

### 2. RECOMMENDATION(S)

It is recommended that the Committee considers for approval a grant to Aberdeen Trades Union Council of up to a maximum of £5,100 for the St Andrews Day celebrations.

### 3. FINANCIAL IMPLICATIONS

Prior to considering the request for support there is an uncommitted budget remaining of £9,779 for ad-hoc grants in 2009/10. Approval of this request can be met from the uncommitted budget remaining.

### 4. SERVICE & COMMUNITY IMPACT

The City Council will within financial constraints seek to support the voluntary sector and partnerships with the local community. All applicants will be given equal consideration within the general criteria for the disbursement of grants and donations from this budget

### 5. OTHER IMPLICATIONS

If the proposed assistance is not provided it may raise issues on the sustainability of organisations or their ability to hold specific events which will bring benefits to the City of Aberdeen.

## 6. REPORT

### Main Considerations

6.1 In considering miscellaneous applications for grants or donations the following general criteria are applied -

a) applications from individuals seeking sponsorship, for taking part in fund-raising events abroad or for placements with charitable organisations or trusts in developing countries, are declined.

b) applications from individuals or groups seeking assistance towards costs of excursions outwith the City are declined.

c) applications which tend not to be supported are those from national organisations unless there was some clear and measurable local benefit, and health related applications which are seen as the clear responsibility of the health authorities.

d) on a number of occasions assistance is provided to both local and national organisations, either in whole or in part, with the costs of hiring Council accommodation such as the Beach Ballroom, and the Music Hall for various fund-raising events and gatherings.

### Application

#### 6.2 Aberdeen Trades Union Council (copy letter attached)

A request has been received by Aberdeen Trades Union Council for financial assistance in order to celebrate St Andrews Day as a liberty day. Aberdeen Trades Union Council celebrate this day as a Scottish National Day and as an international event to celebrate anti racism and fascism in Aberdeen. The total cost of the St Andrew's Day celebration is £5,100, Aberdeen Trades Union Council are asking Aberdeen City Council for a financial contribution which would cover the majority of the costs.

The Financial Assistance Budget has not previously funded a St Andrews Day celebration by Aberdeen Trades Union Council.

## 7. REPORT AUTHOR DETAILS

Helen Sherrit, Senior Accountant  
✉ hsherrit@aberdeencity.gov.uk  
☎ (52) 3566

## 8. BACKGROUND PAPERS

Attached letter



Chief Executive  
28/08/09  
2 SEP 2009

## **SOLIDARITY, EQUALITY, LIBERTY**

### **Aberdeen Trades Union Council**

Council Chairman  
George Edmond

Council Treasurer  
Sultan Feroz

Council Secretary  
Sultan Feroz

John Londragan House  
22a Adelphi  
Aberdeen  
AB11 5BL

Tel: 01224 587441  
Mobile: 07788718130

E-Mail: [abtradesunioncouncil@tiscali.co.uk](mailto:abtradesunioncouncil@tiscali.co.uk)

28/08/09

FAO Sue Bruce Chief Executive of Aberdeen City Council  
Aberdeen City Council  
Town House  
Broad Street  
Aberdeen  
AB10 1AQ

Dear Ms Bruce

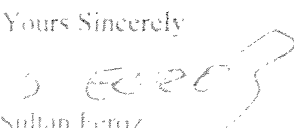
I am writing on behalf of Aberdeen Trades Union Council to apply for financial assistance in order to celebrate St Andrews Day as a liberty day. As you know St Andrew's Day is not only a Scottish national day but also an international event, which we always celebrate as anti racism and fascism in Aberdeen.

This year we hope Aberdeen City Council will participate in the celebration of such an important day and share the burden of the celebration financially as well. The cost of the celebration of St Andrew's Day is as follows:

- Pipe Band £500
- Drummer Band £100
- Cost of street closure in the region of £3000
- Stage and sound system £500
- Refreshments £500
- Advertising £500

Aberdeen Trades Union Council would be most appreciative if you could contribute as much as possible to cover the majority of the costs as it is a national and international day which celebrates Scottish culture.

Yours Sincerely

  
Sultan Feroz  
Secretary

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<b>COMMITTEE:</b>	Finance & Resources	<b>DATE:</b> 12 November 2009
<b>DIRECTOR:</b>	Stewart Carruth	
<b>TITLE OF REPORT:</b>	Balgownie One Telephone Switch Replacement	
<b>REPORT NUMBER:</b>	CG/11/086	

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## 1. PURPOSE OF REPORT

The current BT maintenance contract for the telephony and network services at AECC, Balgownie One, ceases in 2010. This report considers the options for either an upgrade to or replacement of the existing system.

The report further requests the suspension of Standing Orders to allow the purchase to be made direct to NEC-Phillips.

## 2. RECOMMENDATION(S)

Members are asked to:

- (i) Note the options reviewed and accept officer's recommendations to proceed with purchase of NEC-Phillips 8500 switch and associated services for AECC, Balgownie One.
- (ii) Suspend standing order 71 to purchase switch and associated services direct from NEC-Phillips, as this provides best value to Aberdeen City Council.

## 3. FINANCIAL IMPLICATIONS

The capital cost of the replacement switch and associated hardware and services will be £90,500. This funding has been allocated from the total £1.4M approved at the Resources Management Committee on 16 June as part of the Capital Project 277, Infrastructure Improvements.

The ongoing revenue costs for the switch will be £5,453. This is a reduction from the current BT maintenance costs of £14,365, i.e. saving of £8,912.

The proposed duration of the agreement for installation and support will be 3 years with overall cost of agreement over 3 years of £106,859. Thereafter, support costs will be renewed through standard process of four quotes to ensure continuing best value for Aberdeen City Council.

#### **4. SERVICE & COMMUNITY IMPACT**

Aberdeen City Council would not be able to offer services to the citizens of Aberdeen at AECC without adequate ICT Infrastructure. The current infrastructure will not be supported after 2010 and it is liable to further operational failure.

#### **5. OTHER IMPLICATIONS**

AECC, Balgownie One, is now owned by Aberdeen City Council and needs to have a stable infrastructure in place. The proposed replacement kit will have an expected life span of 10 years.

Implementation of NEC-Phillips telephony at AECC will strengthen ICT Telephony Disaster Recovery, by allowing switchboard functionality from AECC and for using AECC to relocate staff from other premises if required, such as St Nicholas House, the Town House and Marischal College.

#### **6. REPORT**

- 6.1 The current telephony and network arrangements at AECC are a BT-Nortel switch, with a managed BT support service.
- 6.2 During 2008 there was a major incident effecting voice and data services at AECC. This was eventually resolved to a stage where the services are operational, but BT has advised that unless the switch is upgraded then there is no guarantee that the fault which caused the incident, will not re-occur.
- 6.3 The current contract for support and maintenance ceases in 2010. The cost of the full upgrade of the existing system, including handset replacement would cost £73,600. It should be noted that Nortel have filed for Bankruptcy, Chapter 11 Protection as of January 2009 which adds the risk that BT may not be able to support the switch over time.
- 6.4.1 As Aberdeen City Council use NEC-Phillips telephone switches at other major sites and there are sufficient in-house skills in the development and maintenance of telephony then an option to review the extension of the NEC-Phillips infrastructure was considered.
- 6.5 The cost of this replacement switch, including handset replacement would cost £90,500. The benefits of replacing the BT switch with the NEC-Phillips are:
  - Internal support available for both the NEC-Phillips telephone switches and HP Procurve data switches, and therefore no additional costs to re-train staff to support an alternative manufacturer's switch.
  - Free numbering would be available at this site as with the other main sites on the corporate voice network. This means that extensions numbers can be transferred to any handset using this system.
  - Hot desking would be made easier for AECC staff as they would be able to use their own extension number when using hot desk areas in St. Nicholas House and Town House

- The current Contact Centre Software could be utilised at this site
- Future Disaster Recovery solution for this site would be done via SV7000 and 8500 Server, allowing the BT Commsure Contract to be reduced or cancelled.
- Once replacement complete, there may be potential sell on value of BT Nortel equipment.
- Regular NEC-Phillips account meetings are scheduled and issues dealt with promptly.

6.6 Alternative telephone switch replacements could be considered, but would not be considered best value to Aberdeen City Council as there would be additional costs for training, support and maintenance of any different supplier's equipment.

## **7. REPORT AUTHOR DETAILS**

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## **8. BACKGROUND PAPERS**

None

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## ABERDEEN CITY COUNCIL

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COMMITTEE	<b>Finance &amp; Resources</b>
DATE	<b>12<sup>th</sup> November 2009</b>
DIRECTOR	<b>Annette Bruton</b>
TITLE OF REPORT	<b>Application for Funding from the Youth Activities Small Grants Fund 09/10</b>
REPORT NUMBER:	<b>ECS/09/051</b>

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

The report sets out the recommendations made by the Youth Activities Grant Funding Group for the third round of funding for the financial year 2009/10, closing date 18 September.

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

The committee is asked to:

- a. consider the summary of applications and ratify the Funding Groups recommendations and
- b. Instruct the Head of Service, Community Planning and Regeneration to arrange for distribution of the funds.

### **3. FINANCIAL IMPLICATIONS**

The council approved the Youth Activities Grant Budget for £50,000 for the year 2009/10 at council on 12 February 2009.

### **4. SERVICE & COMMUNITY IMPACT**

The report supports priorities of a Vibrant, Dynamic and Forward Looking Aberdeen, and the Council's Partner's commitment to develop integrated services for children and young people. In the policy statement "Vibrant, Dynamic and Forward Looking" the Council sets out its aims to make Aberdeen an even better place to live and work. The Youth Activities Small Grant Funding by promoting the involvement of young people contributes to this aim. It links to the Strengthening Local Democracy Strategy, Getting Involved and

Neighbourhood Action Challenges of the Community Plan. It also links to the Community Safety Strategy and the Action Plan for Crime Reduction.

The Youth Activities Small Grants Fund contributes positively to equal opportunities. In particular, clear positive impacts have been identified for the following groups:

Young People in general; young people with disabilities both in terms of the impact of the activities funded and in terms of involving young disabled people; (there is a requirement under the Disability Equality Duty to encourage participation by people with disabilities in public life); young Gypsy/Travellers; and Lesbian, Gay and Bisexual young people.

The Youth Activities Small Grant Funding offers young people opportunities to contribute to the life of the city and to their communities. Young people receiving funding are likely to benefit in terms of experience, confidence and skills, and therefore contribute to Single Outcome Agreement 4.

## 5. OTHER IMPLICATIONS

None.

## 6. REPORT

- a. Representatives from: The Aberdeen City Youth Council, the Convenor of Resources Management, the Chair of the Aberdeen Children and Young People's Services Strategic Planning Group or their nominated representatives and one other elected member consider the applications on behalf of the Finance and Resources Committee and are known as the Funding Group.
- b. The closing date for this round of funding was 18<sup>th</sup> September 2009. The Funding Group considered the applications on 29<sup>th</sup> September 2009.
- c. **17** new applications were received for this round and **2** deferred from round 3 were also considered by the Funding Group. It is recommended that **14** awards are made, **4** are deferred pending further information and **1** award is not made due to not meeting criteria. Appendix 1 holds the detail of applications received and the recommendations made.
- d. The total sum recommended for approval in this round is **£13679.00**. The balance after the last round was **£18140.00**: if the recommendations outlined are approved there will be an uncommitted budget of **£4461.00** remaining. As is usual, a folder containing the full original copies of all the applications received will be available in the Members' Library. The Funding Group has also requested that a copy of all reports provided by groups, following the spending of their award, is also made available in the Members Library as and when the reports are available.

## **7. REPORT AUTHOR DETAILS**

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## **8. BACKGROUND PAPERS**

Appendix 1 – shows the detail of received applications and recommendations being made to committee regarding funding.

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Youth Activities Small Grants Information - Round 4 - Closing Date 18 September 2009				Appendix 1
Group Name & No.	Summary of Application	Amount Requested	Amount Awarded	Decision and Comments
YAG09/33 Torry Academy Newspaper (TAN)	Funding requested to produce a successful school newspaper which will bring pupils together across year groups and help develop their personal skills as well as learning new ones along the way.	£500.00	£500.00	Awarded £500 after receiving the information requested after deferment from last round.
YAG09/40 Bon Accord Ladies	Funding requested to start a ladies football team, to give gay female's aged 15 and over a chance to play football.	£900.00	£900.00	Awarded £900 after receiving the information requested after deferment from last round.
YAG09/42 40th Aberdeen Girls Brigade	Funding requested for various items of equipment for 2 individuals taking part in the Duke of Edinburgh Award scheme.	£200.00	£0.00	No award - Based on the application being for individuals. Suggest support available via Adventure Aberdeen.
YAG09/43 Woodlands Dance Group	Funding requested to hire a specialist dance coach to teach creative dance to severely disabled children at Woodlands School ending with a dance performance.	£264.00	£264.00	Fully fund.
YAG09/44 Friends of C.S.I	Funding requested for all 32 people in the group to attend Disco Kid, King & Queen Disco Freestyle Championships at Blackpool Tower, the highest level competition of the year.	£1,500.00	£1,500.00	Fully fund.
YAG09/45 Granite City School of Darts	Funding requested to pay for transportation, accommodation, meals and competition entry fees for the group to compete with other youth teams from Cumbria and Tyne & Weir, and other 1 day events held in Scotland.	£1,500.00	£1,500.00	Agreed in principle, but conditional on provision of satisfactory breakdown of the costs.
YAG09/46 Castlegate Theatre Seniors	Funding requested for young people to train and learn new technical skills through the running and organisation of an annual production which they will then perform in, in September.	£1,500.00	£1,500.00	Fully fund.
YAG09/47 Airyhall Youth Club	Funding requested for young people to take part in several activities, giving them team building skills and a chance to try new experiences.	£1,500.00	£0.00	Deferred as the application is lacking in detail i.e. young people involvement, timescales, costs.

<b>Group Name &amp; No.</b>	<b>Summary of Application</b>	<b>Amount Requested</b>	<b>Amount Awarded</b>	<b>Decision and Comments</b>
YAG09/48 Befriend a Child	Funding requested to hold monthly group sessions for supported children activities include junk modelling, crafts and baking.	£1,500.00	£0.00	Group to re-apply due to the timescales, and that there were no young people involved in the application process.
YAG09/49 Wayward Theatre Company	Funding requested towards the set up costs for the group to stage a production of 'Footloose' the Musical at Aberdeen Arts Centre in October 2010.	£900.00	£900.00	Fully fund.
YAG09/50 Scottish Huntington's Association	Funding requested for Children and Young People in Aberdeen living with families affected by Huntington's Disease to take part in an activity day, and meeting other children/young people in the same situation.	£1,242.50	£250.00	The group agreed to fund £250 for the 3 people who live in Aberdeen. The group would like to suggest that they contact Cashback for Communities for funding to cover a wider membership.
YAG09/51 Street Motion, Bridge of Don "Starbored" to the isles	Funding requested for young people to attend a course and take part in activities on a trip to Orkney.	£1,200.00	£1,200.00	Fully fund.
YAG09/52 Voice of Reason	Funding requested to continue the work of the group in teaching social work students, attending and presenting at conferences and also developing a mentoring scheme for young people in care.	£1,340.00	£715.00	The group agreed to fund £715 due to one of the conferences taking place before the Finance and Resources Committee meet. This group should also not become reliant on funding.
YAG09/53 St Machar Academy Rock Challenge	Funding requested for young people to take part in the Rock Challenge producing an 8 minute presentation promoting anti drink and drugs to children taking part.	£900.00	£900.00	Fully fund.
YAG09/54 M.I.C.A.S Base - Dyce	Funding requested for group of young people with Asperger's Syndrome to attend residential weekend with outdoor activities.	£1,500.00	£1,500.00	Fully fund.
YAG09/55 Fersands and Fountain - Cooking Class	Funding requested for ingredients for 40 cooking sessions where young people will learn cooking skills as well as healthy eating.	£1,500.00	£1,500.00	Fully fund.

<b>Group Name &amp; No.</b>	<b>Summary of Application</b>		<b>Amount Awarded</b>	<b>Decision and Comments</b>
YAG09/56 Fersands and Fountain - High Frequency	Funding requested to buy recorders, mics and electronic components so that young people can build instruments and record the material.	£1,500.00	£0.00	This group to re-apply with more information about what equipment they would like to buy and the costs. Also confusion about the ages and number in the group.
YAG09/57 Music 4 U	Funding requested for group to be able to write, record, and launch an original song, beginning October 2009.	£1,400.00	£0.00	No award as this would be retrospective funding. If the group were to apply for funding in the future the application form needs to be clearer i.e. bus hire costs and where they are travelling to.
YAG09/58 Danestone Table Tennis Club	Funding requested to buy table tennis tables, bats and balls, so that more young people can get involved and take part in competitions.	£550.00	£550.00	Fully fund.
		<b>Total Amount Requested</b>	<b>Total Amount recommended for Award</b>	
		<b>£21,396.50</b>	<b>£13,679.00</b>	
			<b>Balance c/f after round 3</b>	<b>£18,140.00</b>
			<b>Balance</b>	<b>£4,461.00</b>

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## ABERDEEN CITY COUNCIL

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**COMMITTEE:** Finances and Resources

**DATE:** 12 November 2009

**CORPORATE DIRECTOR:** Stewart Carruth

**TITLE OF REPORT:** Applications for the Equality of Opportunity Grants Scheme 2009-2010.

**REPORT NUMBER:** H&E/09/072

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### 1. PURPOSE OF REPORT

To seek approval for funding requests from the Equality of Opportunity Grants Budget 2009/2010.

### 2. RECOMMENDATION(S)

It is recommended that the Committee approve the following Equality of Opportunity Grants:

- £1930 to Aberdeen Chinese School towards the costs of organising community celebrations for both the Chinese Moon Festival and the Chinese New Year.
- £992 to Aberdeen Women's Alliance towards the costs of organising events to commemorate both International Day Against Violence Against Women (25 November 2009) and International Women's Day (8 March 2010).
- £500 to Deafblind Scotland to provide guiding support to deafblind people in Aberdeen to facilitate their attendance at a meeting of the Scottish Advisory Group on Deafblindness in the Glasgow area
- £2560.30 to Good Egg Theatre Company, a not for profit theatre group, to produce and stage a performance of "Safe House", a play written about domestic abuse
- £500 to Aberdeen Inter-Faith towards the cost of organising events, primarily as part of the celebration around Scottish Inter-Faith week

### 3. FINANCIAL IMPLICATIONS

The awards recommended will be met from the Equality of Opportunity Grants Scheme budget for 2009/2010, which includes the minority grants budget of £19,500 and the crèche budget of £3,000. Should committee approve all of these grants, the revised balance for the remainder of the financial year is £12974.70.

### 4. SERVICE & COMMUNITY IMPACT

The grants scheme supports the priorities of a Vibrant, Dynamic and Forward Looking Aberdeen and the Council's City Regeneration Strategy to make 21<sup>st</sup> century Aberdeen a successful city

for all its people. By creating a more inclusive city and by tackling the geography of inequality, the City Regeneration strategy seeks to lay firm foundations for the development of the City.

The scheme also contributes to the National Outcome 7 – We have tackled the significant inequalities in Scottish society and the National Outcome 11 – We have strong, resilient and supportive communities where people take responsibility for their own actions and how they affect others. Meanwhile, it supports the aim of the Council’s Strengthening of Local Democracy Strategy: Enable every citizen to be more active in his or her community regardless of their age, gender, sexual orientation, ethnic origin, where they live or disability to ensure everyone can contribute to ‘active citizenship’.

An Equality and Human Rights Impact Assessment (EHRIA) is carried out annually on the Equality of Opportunity Grants Budget as a whole. The EHRIA carried out on the Equality of Opportunity Grants Budget 2008/2009 found that:

The scheme delivers positive outcomes for all equality target groups in the City including women, people from ethnic minority communities, people with disabilities, people from LGBT Communities, people from faith groups, people from the regeneration areas, families and young people. Further promotional opportunities have been identified to encourage groups previously not applying for grant assistance to apply for grants in future.

The Equality of Opportunity Grants Scheme is reviewed annually. It will also be necessary to review this grants scheme as part of a future review of the Council’s Funding Pack.

The full EHRIA has been publicised on the ACC website:

[http://www.aberdeencity.gov.uk/ACCI/web/site/Grants/SL\(Grants\)/gra\\_FundingGrantsAssistance\\_Home.asp](http://www.aberdeencity.gov.uk/ACCI/web/site/Grants/SL(Grants)/gra_FundingGrantsAssistance_Home.asp)

## 5. OTHER IMPLICATIONS

There are none arising from this report.

## 6. REPORT

A folder containing the copies of the full original applications is available in the Elected Members' Library.

REF		Minority Grants (£)	Crèche cost (£)
	Remaining Balance of Budget available 2009/2010	17114	2343
1.	Towards the costs of organising community celebrations for both the Chinese Moon Festival and the Chinese New Year	1930	
2.	Towards the costs of organising events for International Day Against Violence Against Women and International Women's Day	710	282
3.	To provide guiding support to deafblind delegates	500	
4.	To produce and stage a performance of "Safe House", a play written about domestic abuse	2410.30	150
5.	Towards the costs of organising events for Aberdeen Inter-faith	500	
	Total	6650.30	432
	Amount remaining in budget if these awards are made.	11063.70	1911

### 6.1 Aberdeen Chinese School

- Aberdeen Chinese School, established in 1991 to promote Chinese language culture and support Chinese people living and/or working in the city, is a non-profit-making organisation. The charity plays a key role in promoting the Chinese language and culture among the Chinese community and other communities.
- The school receives a grant from Aberdeen City Council's Education, Culture and Sport Service to help provide weekend classes in the form of a grant towards the cost of having classrooms at Linksfield Community Centre. This grant is applied for annually and is restricted and committed.
- The school plans to organise celebrations for the Chinese Moon Festival and the Chinese New Year at Linksfield Community Centre, attracting at least 500 participants from different cultures and backgrounds. It aims to reach more people from local communities to help promote community cohesion and social inclusion.
- The grant requested is to cover the following costs (venue costs come from Aberdeen City Council's Letting Section)

	£
a) Hiring Dining Room and Drama Room at the Linksfield Community Centre in 2009 and 2010 (2 x £165 = £330 for Drama Room, 2 X £150 = £300 for Dining Room)	630
b) Hiring tables and chairs for the two events	150
c) Designing and producing publicity materials such as flyers, posters, banners, etc	650
d) Hiring a van to transport musical instruments to perform at the events	150
e) Volunteering expenses including travel and child care costs	150
f) Chinese cultural performances by local community musicians	200
Total	<u>1,930</u>

Aberdeen Chinese School will organise fundraising events to cover the catering cost of the events. Families from the Chinese community are also encouraged to bring along some authentic home-made Chinese food to share with participants.

- This group has received no previous financial support from the Equality of Opportunity Grants Scheme. In past years the school depended completely on the sponsorship by the Chinese Community to organise the events. However, due to the current recession, the school is finding it difficult to secure such sponsorship.
- The Committee are reminded that there may be applications from other groups such as Aberdeen Chinese Association, also seeking funding towards the cost of organising events for the Chinese New Year.
- However, as the application meets the criteria to be awarded a grant, it is recommended that the committee award the £1930 requested.

## 6.2. Aberdeen Women's Alliance

- Aberdeen Women's Alliance was constituted in January 2004 as the consultative forum for women in Aberdeen to meet, network and collectively influence decision making in the Council and its partners. It now has more than 200 members with a Lead Group of 12 members.
- This is a two part application from the Alliance to assist with both costs towards an event to mark International Day Against Violence Against Women on 25 November 2009 and International Women's Day on 8 March 2010.
- An evening event on 25 November at the Citadel, Aberdeen, will consist of a main speaker to outline the issues around coping with the consequences of violence, followed by a Question and Answer Session and an open discussion. It is estimated that around 30 women will attend on 25 November although there will be capacity for more attendees if the need arises.

- The breakdown of the costs requested (£250) is as follows  
£

Postage	30
Venue	80
Sundries	30
Care costs	40
Speaker expenses	50
Volunteer expenses	<u>20</u>
Total	250

- This event will form part of the Community Planning Diversity and Equality Fortnight of events to be held in November 2009.
- The second planned event will be held during the evening of 8 March 2010, with the theme of "Women's Wellbeing". A main speaker will lead the debate and then a World Café format will be followed to allow round the table discussions and the subsequent collation of views.
- The part of the grant (£742) is to cover venue and publicity costs, interpreting costs and 50% of the childcare costs to allow as much participation as possible by women in Aberdeen.

	£
• The breakdown of costs follows	
Interpreting fees	280
2 interpreters x £140 per interpreter	
Creche	282
50% 4 hours x 4 workers (Aberdeen City Council creche)	
Venue hire	<u>180</u>
Total	742

Both events will

- Bring together women from different experiences and backgrounds to discuss issues affecting their lives and their communities
- Break down barriers among communities to improve mutual understanding and build up new links/friendships
- Support women to explore different perspectives on gender issues
- Promote gender equality and cultural diversity, including how to effectively tackle gender stereotypes and prejudices
- Increase awareness of how local, national and international actions can make a difference to women's lives
- Celebrate women's achievements locally
- As the application meets the criteria to be awarded a grant, it is recommended that the Committee award a total of £992 (£250 + £742) to Aberdeen Women's Alliance.

### 6.3. Deafblind Scotland

- Deafblind Scotland's sole focus is to work with adults who have a severe dual sensory impairment resulting in problems of communication, information and mobility. Deafblind Scotland began working in Scotland in 1989 and actively supports people throughout the country. Currently 35 deafblind people in Aberdeen are known to benefit from Deafblind Scotland's services.
- Deafblind Scotland arranges a quarterly meeting of the Scottish Advisory Group on Deafblindness (SAGOD), which is a group entirely made up of deafblind people and is a forum in which they discuss issues that affect them. The group meet in venues around the country and in November 2009, SAGOD will be held in the Glasgow area.
- The grant of £500 is requested to provide guiding support to two deafblind people in Aberdeen to enable them to attend this meeting and to help them communicate during the discussion. SAGOD has previously received a grant for this purpose and costs other than guiding and travel are borne by Deafblind Scotland.
- The direct costs are made up as follows:

	£
2 guides, each 0700 - 1900 hours at £18.45 per hour	442
Car costs 266 miles at 0.26 ppm	<u>69.16</u>
	Total 511.96

- As the application meets the criteria to be awarded a grant, it is recommended that the Committee award the £500 requested.

### 6.4. Good Egg Theatre Company

- The Good Egg Theatre Company is a local not for profit group, which aims to produce and stage theatre works including original work, issue based and educational projects and projects which help the cause of minority groups.
- They plan to produce a performance of "Safe House", a play written about domestic abuse, which was one of the winners in last year's Writers and Actors Collaboration (WAC) play festival and has been nominated for the Meyer Whitworth Award.
- The group hopes to attract 150 people as the audience in the Lemon Tree and has been working with Aberdeen Women's Alliance, Grampian Women's Aid and Rape and Sexual Abuse North-East to ensure that women affected by the issues have been involved from the planning stage onwards.
- The performance on 3 December 2009, following on from International Day Against Violence Against Women on 25 November, would raise awareness of some of the issues directly related to domestic abuse and bring into the Aberdeen public domain information about services available locally.

- The breakdown of costs is as follows

	£
Venue Hire of Lemon Tree	460
Rehearsal space hire for 54 hours of rehearsal x £7.80 p hr	421.20
Costume	228
Set	498.10
Props	30
Transporting the set (van hire)	45 per 24hr hire
8 Volunteer's travel expenses for 9 weeks rehearsing 3 times a week	462
Publicity (to be included in Lemon Tree Brochure)	150
Publicity - to have flyers printed and display posters	116
Providing babysitting in lieu of a creche for certain audience members who may need it (15 families at £10 each)	150
<b>Total</b>	<u>2560.30</u>

- The cost of tickets will be kept to a minimum to include groups of people who would not ordinarily come to the theatre. Targeted women's groups would be allocated a number of free of charge tickets for members to attend. Any profit from ticket sales would go towards funding the tour of the play and future performances/events.
- As the application meets the criteria to be awarded a grant, it is recommended that the Committee award a total of £2560.30 to the Good Egg Theatre Company, of which £150 is to cover childminding costs.

#### 6.5. **Aberdeen Inter-faith**

- The Inter-faith network for the UK was founded in 1987 to promote good relations between people of different faiths in this country. Its member organisations include representative bodies from the Baha'i; Buddhist; Christian; Hindu; Jain; Jewish; Muslim; Sikh; and Zoroastrian communities; national and local inter-faith bodies, and academic institutions and educational bodies concerned with inter-faith issues.
- Aberdeen Inter-faith expects 300 people to attend events over its year programme and maintains contact with various faith communities and encourages participation in civic/faith events.
- Inter-faith week runs from 15 to 21 November and aims to
  - strengthen good inter-faith relations at all levels;
  - increase awareness of the different and distinct faith communities in the UK, in particular celebrating and building on the contribution which their members make to their neighbourhoods and to wider society; and
  - increase understanding between people of religious and non-religious belief

- The week is community-led, with local people and groups of different backgrounds holding their own events and highlighting work going on to promote understanding between people of different faiths and beliefs.
- Aberdeen Inter-faith has requested £500 for events and publicity for the year commencing November 2009, but primarily to cover events to celebrate Inter-faith week in November. This ties into the Community Planning Diversity and Equality Fortnight of Events being held in November 2009, and also with the forthcoming Single Equalities Bill, which will create a new single equality duty on public bodies to include religion or belief.
- As the application meets the criteria to be awarded a grant, it is recommended that the Committee award the £500 requested.

## 7. AUTHORISED SIGNATURE

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## 9. BACKGROUND PAPERS

None



## **Grant Guidelines – Extracted from Aberdeen City Council’s Funding Pack**

### **The Equality of Opportunity Grants Scheme**

Aberdeen City Council is committed to promoting equality of opportunity for everyone and values the diversity of all its citizens. There is a small grants budget to support community groups and other non-profit organisations contributing to this work.

Applications are considered by: The Council’s Resources Management Committee.

#### **Funding available:**

Most of the grants awarded are likely to be in the £250 - £500 range, although applications for larger amounts will be considered for longer-term projects. Applicants will be expected to contribute something in cash or in kind, or both, towards the costs of their project. These contributions should be in proportion to the size and income/expenditure of the group and the amount being requested.

The projects can be short term or long term but they must all demonstrate that they will contribute to promoting equality in the city and support the current equality work priorities.

Here are some ideas of the kinds of project likely to be funded:

Support to organise or attend conferences or meetings on equal opportunities issues.

Production of materials, training resources, etc to raise awareness of equalities issues and/or challenge discrimination and exclusion.

Publicity, travel expenses, speakers’ expenses, venue hire costs, etc for meetings arranged to give voice to those who face discrimination so that their views and voices are heard.

Initiatives to increase public awareness of equality issues or the needs of the equality target groups.

Projects which will influence policy and practice on equal opportunities matters at local, regional or national levels.

Projects building on the capacity of members of the equality target groups to get involved in and influence the democratic process.

Childcare, interpreting/translation and other access costs to enable people to participate in the above kinds of projects.

#### **Funding is not available for:**

Costs which have already been incurred or previously committed.

Food and drink costs.

Access costs (childcare, interpreting/translation, etc) for general events funded elsewhere.

Travel costs to equality events outwith the City will only be considered if there is no reasonable opportunity to attend a similar event within the city.

## **Who can apply?**

Page 4 of the Aberdeen City Council Funding Pack includes the following:

Groups working to benefit one or more of the Equality Target Groups i.e. Women, Minority Ethnic People, People with Disabilities, Lesbians, Gay Men, Bisexual and Transgender People, Travellers and Refugees.

Groups including people from the Equality Target Groups.

In particular, the Council is keen to support projects in line with its own current equal opportunities work priorities, which are:

Tackling violence against women.

Promoting access to employment and services for the equalities target groups.

Developing anti-racist policies and practices.

Developing a strong ethnic minority voluntary sector.

Participation/representation of equalities target groups in decision-making and ensuring they are represented in the democratic process.

Removing any barriers to equality – by tackling exclusion or discrimination resulting from social attitudes, environmental or institutional barriers.

Providing support for refugees.

Tackling racist incidents/violence.

A	B	C	D	E	F
1				<b>Appendix 2</b>	
2	<b>2009/2010 Equality of Opportunity Grants Scheme Budget</b>			£	£
3	<b>Committed Expenditure and Balance left To Date (£)</b>			Minority Grants	Creche Cost
4				19,500	3,000
5					
6					
7					
8					
9					
10	<b>Committee Date</b>	<b>Group</b>	<b>Project</b>	<b>Funding</b>	<b>Funding</b>
11					
12	1 Resources Management 16/6/09	Aberdeen Muslim Women's Association	towards the costs of organising Ramadan and Eid Festivals and a Parenting Workshop	1286	357
13	2 Resources Management 16/6/09	Let's Get Together at the Sunnybank Community Centre	towards the cost of organising 10 events to help migrant workers and their families to integrate within Aberdeen	1100	300
14					
15	3 Finance and Resources 12/11/09	Aberdeen Chinese School		1930	
16	4 Finance and Resources 12/11/09	Aberdeen Women's Alliance		710	282
17	5 Finance and Resources 12/11/09	Deafblind Scotland		500	
18	6 Finance and Resources 12/11/09	Good Eggs Theatre Company		2410.30	150
19	7 Finance and Resources 12/11/09	Aberdeen Inter-faith		500	
20					
21					
22					
23					
24					
25					
26					
27					
28					
29				<b>8,436.30</b>	<b>1,089</b>
30			<b>Sub-total of committed expenditure</b>	<b>11,063.70</b>	<b>1,911</b>
31			<b>Revised Balance</b>		

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<b>COMMITTEE</b>	Finance & Resources
<b>DATE</b>	12 <sup>th</sup> November 2009
<b>CORPORATE DIRECTOR</b>	Stewart Carruth
<b>TITLE OF REPORT</b>	Information Communication Technology (ICT) for 3Rs Update
<b>REPORT NO.</b>	CG/11/084

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## 1. PURPOSE OF REPORT

This report is directly linked to the '3Rs' project.

Capital funds were agreed at the Council meeting of 20<sup>th</sup> May for the provision of ICT in the 3Rs schools. At the Resources Management committee on 16<sup>th</sup> June 2009 Delegated Powers were approved to ensure that the required purchasing was completed to meet the timescales of the Academies being opened.

The purpose of this report is to present an update on the suppliers chosen to provide the range of ICT equipment necessary for the new Academies at Bucksburn and Cults.

## 2. RECOMMENDATION(S)

Members are asked to note the suppliers chosen to provide the necessary ICT equipment for the new Academies at Bucksburn & Cults.

## 3. FINANCIAL IMPLICATIONS

The competitive process has ensured that the Council has attained best value for this major purchase of ICT equipment for the new schools. It has enabled the Council to ensure that the majority of the ICT requirements are being met by new equipment rather than transferring older equipment from the existing schools.

Most of the old equipment is now obsolete and will be disposed of using the Council contract with PC Recycling. Other equipment, such as projectors, will be assessed and re-deployed to other schools.

## 4. SERVICE & COMMUNITY IMPACT

The subject of this report is in keeping with the community plan and the objectives within 'Vibrant, Dynamic and Forward looking. Specifically;

Objective 1 – Implement the ambitious £110 million 3Rs schools project  
Information Communication Technology (ICT) for 3Rs

Objective 2 – Ensure Aberdeen’s pupils and teachers have school buildings fit for 21<sup>st</sup> Century

Objective 3 – Ensure expenditure on education delivers maximum benefit to pupils’ education

Objective 5 – Continue work to improve attainment across city schools

Objective 6 – Ensure education is appropriate to pupils’ needs and ensure pupils leave school with skills essential for living

## 5. OTHER IMPLICATIONS

None

## 6. REPORT

6.1 The ICT equipment required for the new Academies falls into a number of different categories. Each of these categories can have a number of separate suppliers due to the specific technologies involved.

6.2 A separate competitive process was undertaken for each category and any equipment which was not already being used in schools was subject to technical testing.

6.3 Wherever possible, our existing national IT framework, Procurement Scotland, was used. Where this was not possible, due to the specific nature of some of this equipment, a separate competitive process was undertaken against existing contracts and suppliers in the Scotland Excel framework.

6.4 The categories and successful suppliers are listed below.

Category	Supplier
Standard PC (all-in-one design)	Hewlett Packard (Procurement Scotland)
High Specification PC	Research Machines
Laptop PCs	Toshiba/Research Machines
Interactive Whiteboards & projectors	Adventi
Communications switches	Insight
Netbooks	Toshiba (Procurement Scotland)
Digital Signage	Aberdeen AV

6.5 There are several other purchases and suppliers involved with 3Rs ICT but those above constitute purchases of £45k and over.

6.6 *Additional resource has been negotiated from Resource Machines to assist in the successful installation of over 1000 PCs and laptops in the Academies within very tight timescales.*

## **7. REPORT AUTHOR DETAILS**

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Corporate Governance

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## ABERDEEN CITY COUNCIL

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**COMMITTEE** Finance and Resources                      **DATE** 12<sup>th</sup> November 2009

**CORPORATE DIRECTOR**                      Stewart Carruth

**TITLE OF REPORT**                                      Community Planning Partnership Fairer  
Scotland Fund

**REPORT NUMBER**                                      CG/11/100

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### 1. PURPOSE OF REPORT

Presents for members consideration options for the future provision, disbursement and management of the Fairer Scotland Fund in the 2010-11 budget.

### 2. RECOMMENDATION(S)

It is proposed that the Council agrees to:

- I. consider the level of funding allocation from the identified £2.843 million in the 2010 – 11 Revenue Support Grant to The Aberdeen City Alliance's Fairer Scotland Fund Board as part of the budget setting process.
- II. delegate authority to the Director of Corporate Governance to ensure the efficient and effective governance of the disbursement of the funds allocated to The Aberdeen City Alliance's Fairer Scotland Fund Board and act as the Council's advisor to the Board.
- III. instruct the Director of Corporate Governance to provide twice yearly updates to The Aberdeen City Alliance and the Corporate Performance and Policy Committee, on the outcomes achieved through the investment of the Fairer Scotland Fund in February and October.
- IV. receive a report in February regarding the arrangements for the Fairer Scotland Fund staff team.

### 3. FINANCIAL IMPLICATIONS

The Fairer Scotland Fund is a relatively new fund created by the Scottish Government, in December 2008 aimed at tackling poverty and deprivation. The first two years of the fund has been ringfenced within the Councils budget for the Community Planning Partnerships in order to support partners to work together to tackle area-based and individual poverty; and to help more people access and sustain employment opportunities.

In 2008/2009 the allocation to The Aberdeen City Alliance amounted to £2.118m and in 2009/2010 it is £2.481m. In 2010-11 the FSF allocation is no longer ringfenced and The Aberdeen City Alliance allocation of £2.843 million will be paid to Aberdeen City Council as part of its block allocation paid via Revenue Support Grant.

Currently the allocation of Fairer Scotland Fund is based on a formula applied by the government using the Scottish Index of Multiple Deprivation 2006. The Scottish Index of Multiple Deprivation was published on the 29<sup>th</sup> October a report on this is being reported to the Corporate Policy and Performance Committee on the 7<sup>th</sup> December.

It is not known at this point if the government intends to continue to use the existing formula as the basis for identifying the levels of Fairer Scotland Fund. It is also not possible to identify how much funding would be available from 2011/2012 onwards as we do not yet know whether the Government will be retaining this budget in the future years.

A joint statement from the Scottish Government and COSLA "Equal Communities in a Fairer Scotland"

(<http://www.scotland.gov.uk/Topics/Built-Environment/regeneration>

full statement in the members library) was issued on the 29<sup>th</sup> October along with the SIMD 2009 and contains information on the expectations in relation to tackling areas experiencing multiple deprivation within the context of "Achieving our Potential Framework for Tackling Poverty" and the Single Outcome Agreement. The Government has confirmed that the £2,843 million identified to the Council in 2007 will be included in the general settlement for 2010/11. The Scottish Government and COSLA are reviewing the existing local government finance distribution methodology. Part of this review is to consider how all current and former ring-fenced grants, including FSF, should be distributed in the future. Any agreed changes will be used to inform the allocation of funding to local government from 2011-12 after the next Spending Review.

Currently Aberdeen City Council applies a 5% admin fee for administering the grant - this equates to £110k in 2009/10.

Consideration is being given to the preparation of the Councils 2010/11 budget which will require budget allocations to be reviewed in the light of the 2010/11 local government settlement expected late October/ Early November.

#### **4. SERVICE & COMMUNITY IMPACT**

The Fairer Scotland Fund is an intrinsic part of the Single Outcome Agreement and is being applied to support specific national outcomes identified within the current Single Outcome Agreement (see Appendix 1).

The Fairer Scotland Fund contributes to a wide range of objectives contained within Vibrant, Dynamic and Forward Looking in relation to tackling disadvantage; regeneration and closing the gap between Aberdeen's most disadvantaged communities and the rest of the city (see Appendix 2).

An Equalities and Human Rights Impact Assessment has been completed and will be published on the Councils website. Approval of the recommendations in relation to continuation of levels of funding to support our communities and individuals in most need through the partnership arrangements and initiatives funded through Fairer Scotland Fund demonstrates positive action to address poverty.

## **5. OTHER IMPLICATIONS**

### Legal

Projects funded from Fairer Scotland Fund grant are required to meet specific terms and conditions and comply with State Aid regulations where required and to comply with the guidance to local authorities on “Following the Public Pound”.

### Personnel

The Fairer Scotland Fund provides grants to a wide range of community based organisations and Public services which combined employ 60 FTE staff paid out of the fund. There will be potential implications in relation to redundancy if these projects and initiatives are not continued.

The Fairer Scotland Fund Support Team of 3 staff are directly funded from the FSF allocation and represents 5% of total budget.

The team are responsible for fund allocation, reporting, monitoring, evaluation of projects and initiatives, partnership building, advising applicants, supporting the Regeneration Matters community representatives group, administering and managing the Fairer Scotland Fund on behalf of the Fairer Scotland Fund Board.

Subject to the Committees approval to continue to allocate the Fairer Scotland Fund a further report will be produced for consideration by the Committee detailing the ongoing staffing arrangements.

### Property

No implications.

### Equipment

No implications

### Sustainability and Environmental

Fairer Scotland Fund has a role to play in tackling community based issues which effect sustainability and contribute to improving environment and well being for communities and individuals (see Appendix 2).

### Risk Management

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

There is a risk that the Council and its partners will be unable to deliver on significant elements of the Single Outcome Agreement if the Council does not confirm a commitment towards the projects and initiatives being funded through the Fairer Scotland Fund. The Fairer Scotland Fund is being used to progress programmes of work that have been developed through the Community Planning Forum Structures including e.g. Aberdeen Works, the Community Health Partnership, the Learning Forum and the Community Safety Partnership.

The Corporate Policy and Performance Committee of the 10<sup>th</sup> September 2009 approved a draft Anti-Poverty Strategy, "Achieving Our Potential: Tackling Poverty and Income Inequality in Aberdeen City" and noted that the Fairer Scotland Fund currently funds significant anti-poverty initiatives. Failure to continue investment might signal a reduction in the Council's ability to deliver its anti-poverty commitment.

There is a risk to the Council's ongoing relationship with our Community Planning Partners should there be a proposed divergence from the current practice of ensuring FSF is subject to decision making within Community Planning structures.

## **6. REPORT**

### Main Considerations

- 6.1 The Aberdeen City Alliance on the 13<sup>th</sup> March 2008 considered a report on the future management and disbursal of the Scottish Governments new Fairer Scotland Fund.
- 6.2 The Scottish Government have identified the following key principles for the investment of the Fairer Scotland Fund by Community Planning Partnerships;
  - A clear focus on investment to address the causes of poverty, not its symptoms;
  - A strong emphasis placed on making early interventions for vulnerable individuals families and disadvantaged communities;
  - Promotion of joint working between local partners;
  - Focused action on improving employability as a key means of tackling poverty;
  - Empowering communities and individuals to influence and inform the decisions made by Community Planning Partnerships.

6.3 The eight identified national outcomes for the Fairer Scotland Fund are:

- We realise our full potential with more and better employment opportunities for our people.
- Our young people are successful learners, confident individuals, effective contributors and responsible citizens.
- Our children have the best start in life and are ready to succeed.
- We live healthier, longer lives.
- We have tackled the significant inequalities in Scottish society.
- We have improved the life chances for children, young people and families at risk.
- We live our lives safe from crime, disorder and danger.
- We live strong, resilient and supportive communities where people take responsibility for their own actions and how they affect others.

6.4 As part of taking forward decisions regarding the use of the Fairer Scotland Fund, the Aberdeen City Alliance agreed to establish a Fairer Scotland Fund Board currently chaired by Mrs Massie, as chair of The Aberdeen City Alliance. The current membership of the Board is as follows:

- The Aberdeen City Alliance Chairperson – Mrs. Lavina Massie
- 3 Aberdeen City Council (TACA) members –Cllr Neil Fletcher, Cllr Jim Noble, Cllr Gordon Graham.
- 3 Aberdeen City Alliance Participating Partner representatives (1 Grampian Police, 1 Grampian Health Board, 1 ACVO)
- 10 Community representatives, 7 from the Regeneration Network representing priority regeneration priority regeneration communities and 3 from the Civic Forum representing disadvantaged vulnerable groups city wide.

6.5 As part of the initial; 6 month transitional period the Fairer Scotland Fund Board commissioned an independent evaluation regarding all the previous government programmes being replaced by the new Fairer Scotland Fund Board (Community Regeneration Fund, Working for Families, Community Voices, More Choices More Chances) to determine how these contributed or otherwise with Fairer Scotland Fund objectives.

6.6 Following the outcome from this evaluation the Fairer Scotland Fund Board has agreed its programme of work for 2009/2010 targeted on need, and aimed at achieving accelerated impact for the city's most deprived datazones. The Board has agreed the following priority themes for the investment of the Fund:

- Income and Financial Inclusion
- Employment and Training
- Health
- Education
- Community Safety

These will be reviewed annually in light of future Scottish Index of Multiple Deprivation publications.

- 6.7 Appendix 2a provides further information regarding these themed programmes of activity. Appendix 3 identifies the range of projects operating at a neighbourhood level that are currently funded and contribute towards the Fairer Scotland Fund objectives.
- 6.8 As the Scottish Governments award to The Aberdeen City Alliance of £2.843m in 2010/11 will be paid to Aberdeen City Council as part of the Revenue Support Grant block allocation and ringfencing is being removed, there is a need for the Council to confirm to The Aberdeen City Alliance how it intends to disburse this fund in 2010/11.
- 6.9 Appendix 2a contains 3 options for the potential future development of the Fairer Scotland Fund, which formed the basis of the consultation on this report with stakeholders.
- 6.10 The Fairer Scotland Fund Board at its meeting on the 8<sup>th</sup> October considered the options contained at Appendix 2a and concluded unanimously that Option 1 maintaining current arrangements and identifying areas for improvement is their preferred option for Fairer Scotland Fund in 2010/ 2011.
- 6.11 In response to the consultation Aberdeen and Grampian Chamber of Commerce have confirmed their support in relation to the local distribution of the Fairer Scotland Fund and investment in support for those furthest from the job market to take up employment opportunities.

### Conclusions and Officers' Recommendations

- 6.12 Aberdeen City Council has a statutory responsibility to deliver Community Planning in our city. The Single Outcome Agreement with Community Planning Partners includes an expectation that the significant inequalities that exist in our city are tackled. The continued commitment of Fairer Scotland Fund provides a valuable Community Planning resource to tackle poverty.
- 6.13 The future development of Community Planning in Aberdeen and the delivery of the Single Outcome Agreement is dependent on both the finances needed to progress delivery and the quality of the relationship we build with our partners. The partnership approach developed through the Fairer Scotland Fund Board is a positive example of Community Planning in the city bringing direct benefit to individuals and communities.
- 6.14 The Single Outcome Agreement with Community Planning Partnerships includes an expectation that poverty is addressed and the Government expects to see accelerated impact on the most deprived areas of Scotland from the use of Fairer Scotland Fund allocations. There is therefore a need to ensure that all mainstream resources that the Council and our partners invest in our most disadvantaged communities are achieving

improved outcomes for communities. Fairer Scotland funded initiatives provide additionality to enhance provision and provide innovation and creative solutions to deep rooted issues.

- 6.15 Aberdeen City Council at the Policy and Performance Committee on the 10<sup>th</sup> September, in response to the economic downturn, agreed – its draft Anti-Poverty Strategy which is being completed in detail through service committees. The dedicated and focused resources currently being applied by the Fairer Scotland Fund Board have a key role to play towards addressing the causes of poverty and providing localised services supporting communities and individuals in most need.
- 6.16 The funding provided through Fairer Scotland Fund provides a locus for joint working with our Community Planning Partners. The Fairer Scotland Fund Board has a clear role to oversee the use of the Fund, ensuring that it is being applied to good effect and providing added value to the mainstream services of the public, community and voluntary sectors, and contributing to the Single Outcome Agreement.

## 7. REPORT AUTHOR DETAILS

Name, job title, email address and phone number

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## 8. BACKGROUND PAPERS

Refer to any sources used in the writing of your report. Please note that it is a statutory requirement that any papers that are listed must be made available to the public on request.

Scottish Government and COSLA; “Equal Communities in a Fairer Scotland: Joint Statement.” Published 29<sup>th</sup> October 2009

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FAIRER SCOTLAND FUND PRIORITIES, OUTCOMES AND INDICATORS 2009-10

Priority	National Outcome	Local Outcome	Indicators 2009-10
Employment & training	We realise our full economic potential with more and better employment opportunities for our people	Aberdeen has high quality employment opportunities for citizens	Aberdeen City, place of work full time median values, hourly earnings, excluding overtime  Number of claimants in receipt of unemployment related benefits per 1,000 population  Number of childcare places
Income & financial inclusion	Our children have the best start in life and are ready to succeed	Children and young people enjoy the highest attainable standards of physical and mental health, with access to sustainable health care and safe and healthy lifestyles	Completion rates for child healthy weight Intervention programme (5- 15 year olds and their families)
Health	We live longer, healthier lives	Improve the overall health and wellbeing of the people of Aberdeen City through focusing on the factors that are harmful to health and wellbeing and in particular by supporting those most vulnerable.  Narrow the gap across the City between those that are experiencing good health and those that are less healthy	Number of inequalities targeted cardiovascular health checks delivered  Number of hospital admissions/bed days of patients with long term chronic conditions (Chronic Obstructive Pulmonary Disease (COPD), Asthma, Diabetes or CHD)
	We are better educated, more skilled and more successful, renowned for our research and innovation	People of all ages take an active part in their own learning to achieve their full potential Learning and training is appropriate and accessible to learner's needs	% of adults of potential literacies learners receiving support with literacies  Proportion of school leavers in positive and sustained destinations
Learning and Literacy	Our young people are successful learners, confident individuals, effective contributors and responsible citizens	Children and young people access positive learning environments and develop their skills, confidence and self esteem to the fullest potential.	No. of young people participating in and achieving accreditation through awards programmes.  Number of young people involved in Fairer Scotland Fund activities.
Community safety	We live our lives safe from crime, disorder and danger	Collectively reduce the impact of antisocial behaviour (including racist incidents)	Recorded Vandalism Incidents
Strengthening communities	We have strong, resilient and supportive communities where people take responsibility for their own actions and how they affect others	Citizens are increasingly more active in their communities regardless of age, gender, sexual orientation, ethnic origin, where they live, disability or faith/religion/belief and contribute to 'active citizenship'  Neighbourhood Planning delivers quality of life improvements at a local level particularly in our most disadvantaged communities	Positive reports from HMle Inspections in relation to Quality Indicator (QI) 4.1 Impact on Communities over the year  % who feel they can influence what happens in their neighbourhood
All	We have tackled the significant inequalities in Scottish society	Improve the quality of life in our most deprived areas	People living in the 0-15% most deprived data zones in Scotland Data zones within the 0-15% most deprived in Scotland

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## Fairer Scotland Fund – Options for future development

### 1. Background

The Fairer Scotland Fund is a relatively new fund created by the Scottish Government in December 2007 aimed at tackling poverty and deprivation across Scotland. From April 2008 the Fairer Scotland Fund effectively replaced five previous national programmes that had operated in the city i.e. the Community Regeneration Fund, the Working for Families Fund, the Changing Children Services (Social Inclusion Element), Community Voices Fund and More Choices More Chances. The purpose is to tackle poverty and deprivation across Scotland and it has the following key principles:

- A clear focus on investment to address the causes of poverty;
- A strong emphasis placed on making early interventions for vulnerable individuals, families and disadvantaged communities;
- Promotion of joint working between local partners;
- Focused action on improving employability as a key means of tackling poverty;
- Empowering communities and individuals to influence and inform the decisions made by Community Planning Partnerships.

An allocation from the fund has been made to each local authority area to enable Community Planning Partnerships to **tackle area based and individual poverty and to help more people access and sustain employment opportunities.**

The total award from the Government to the Aberdeen City Alliance is as follows:

2008/09	2009/10	2010/11
2,118,000	2,481,000	2,843,000

The allocation was ring-fenced for the first two years in order to provide transparency and ensure that all Community Planning Partners can play a part in driving strategic investment of these resources. In 2010-2011 the FSF allocation is no longer ring-fenced and the Aberdeen Community Planning Partnership allocation of 2.843 million will be paid to Aberdeen City Council as part of their block allocations paid via Revenue Support Grant.

### 2. Management of the Fund

The Aberdeen City Alliance (TACA) of the 13<sup>th</sup> March 2008 agreed to establish the Fairer Scotland Fund (Transition and Disbursement) Board to manage the fund.

The Fairer Scotland Fund Board has the following membership:

1. TACA Chairperson
2. 3 Aberdeen City Council (TACA) members appointed by Aberdeen City Council.
3. 3 TACA Participating Partner representatives appointed by respective partner organisation (initial membership 1 Grampian Police, 1 Grampian Health Board, 1 ACVO)
4. 10 Community Representatives ( 7 from priority regeneration neighbourhoods appointed by the Regeneration Network – Regeneration Matters plus 3 representatives from the Civic Forum appointed by the Civic Forum).

### 3. Tackling Poverty: Individuals, Families and Communities

The Scottish Government wants to see Community Planning Partners use the fund to promote effective joint working and as a catalyst for galvanising mainstream resource to create lasting change that will benefit the most disadvantaged communities and people. Scottish Government Ministers expect Community Planning Partners to provide evidence of accelerated impact for the most deprived 15% of areas (datazones) identified by the Scottish Index of Multiple Deprivation. It should be noted though that the guidance for FSF has allowed increased freedom to invest in disadvantaged groups or individuals wherever they may live in order to tackle the root causes of

poverty across their entire area. An up to date SIMD 2009 is due to be published on 29th October 2009.

**4. Single Outcome Agreement**

The Fairer Scotland Fund is focused on eight of the Scottish Government national outcomes that TACA has agreed with Ministers as part of the Single Outcome Agreement. These are:

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

**5. Current Programme**

Following a transitional period from previous funding streams and an evaluation of all the projects funded by these in July 2008, the Fairer Scotland Fund Board has developed a programme of Fairer Scotland Fund activity, aimed at tackling poverty and deprivation. These priority themes, were identified linking to the national priorities within the Single Outcome Agreement, with clear strategic links between local outcomes and targets and the Fairer Scotland Fund.

As part of the considerations on where investments of FSF should be best placed the FSF Board gave detailed consideration to the Scottish Index of Multiple Deprivation (2006) and the different weighting applied to the specific elements of the index. The SIMD domains of Employment and Current Income have the highest weightings and this has been reflected in the levels of FSF funding allocated to these thematic areas:

Employment and Training  
 Neighbourhoods  
 Income and Financial Inclusion  
 Health  
 Literacy and Learning  
 Community Safety

Priority theme	£	% of fund
Employment & training	708,000	27%
Neighbourhoods	696,379	26%
Income & Financial Inclusion	350,000	13%
Health	343,432	13%
Learning & Literacy	100,000	4%
Community Safety	100,000	4%
Community Support Fund	70,000	3%
Support costs, admin fee, Support Team		approx 10%

### **a) Employment and Training**

27% of the fund (£708,000) is allocated to this theme, in line with Scottish Government priorities. The programme has been developed by Aberdeen Works, the Aberdeen City Alliance Employability Forum which focuses on the employability issues, skills gaps and development opportunities within Aberdeen.

Funding supports a LOAN (Linking Opportunity and Need) Team to coordinate activities and services supporting those furthest from the job market to take up employment opportunities. A range of organisations are funded to ensure people have access to the support and skills they need to return to work. This is based on a 'pipeline' approach, to map out a route or journey from an individual's current circumstances to sustainable paid employment. This involves initial engagement, personal development activity, vocational training, and post employment after care.

Funding has been allocated to Pathways, Community Training Unit, Grampian Racial Equality Council, Grampian Society for the Blind, VSA Volunteer Centre and WEA.

Funding is also allocated to MCMC (More Choices More Chances) to support young people into employment or training. From this allocation funding goes to Aberdeen Foyer, the Princes Trust, WEA and the Community Training Unit.

### **b) Income and Financial Inclusion**

13% of the fund (£350,000) is allocated to this theme, and the programme has been developed by the Cash In Your Pocket Partnership, supported by the FSF Support Team.

There are four main strands of activity:

- Improving access to affordable financial services and products
- Delivery of financial education initiatives
- Co-ordinated provision of quality advice and information services
- Tackling significant income inequality by identifying a 'living wage' for Aberdeen

Funding is allocated to Grampian Credit Union, St Machar Credit Union and North East Scotland Credit Union, ensuring access to saving schemes and affordable loans across all the regeneration areas, and for low paid workers.

The Citizen's Advice Bureau is funded to deliver income maximisation and money advice in the regeneration neighbourhoods, and a Financial Inclusion Development Team provide capacity building, training and a referral service. Financial education is provided in schools, in partnership with Save the Children, and to vulnerable individuals through WEA.

A research project is planned to analyse the cost of living factors and identify a living wage for Aberdeen. The outcome of this project will contribute to a reduction in income inequality and contribute to the long term economic potential of economically disadvantaged individuals and families.

### **c) Health**

13% of the fund (£343,432) is allocated to this theme, and the programme has been developed by the Community Health Partnership.

The Health theme focuses on three key areas:

- Reducing health inequalities
- Mental health and wellbeing
- Substance misuse

## **Appendix 2**

Community Food Initiatives NE receives funding to improve access to healthy food, and Give Kids A Chance gives vulnerable young people opportunities to develop and sustain interests and hobbies encouraging healthy lifestyle choice.

A range of mental health and wellbeing initiatives significantly enhance the capacity to meet the needs of those experiencing mental health issues, across all communities and client groups. Counselling services for adults are provided through Pathways to Wellbeing and Mental Health Aberdeen, covering all the regeneration areas. Mental Health Aberdeen is funded to provide a Children and Young People's counselling service, and also provide a service at Quarry Family Centre and Primary schools in Torry.

Drugs Action provide Community Outreach support and counselling for drug users and their families, and the Integrated Drug Service provides support in rehabilitating drug and alcohol users from across the regeneration areas, as well as running a programme in Seaton in partnership with Aberdeen Cyrenians, Aberdeen Foyer, Phoenix Futures and NHS Grampian.

### **d) Literacy**

4% of the fund (£100,000) supports a programme of literacy work. This includes developing a Literacy Learners' Forum for Aberdeen City, supporting joint working between the Healthwise project and NHS Grampian, providing Literacies and ICT work in the Blair Unit, Royal Cornhill Hospital, supporting a Family Learning PEER Group Project, and adding value to current literacies provision to support FSF initiatives.

### **e) Neighbourhood programme**

27% of the fund (£696,379) is allocated to neighbourhoods, according to the population living within the 0-15% most deprived data zones. This funding supports local projects and initiatives to address the priority areas of community learning, improving neighbourhoods and strengthening communities.

Community Flats/Projects are supported in Cummings Park, Printfield, Seaton and Tillydrone, as well as the Youth Flat in Middlefield. These provide accessible venues for activities, advice and information, and allow a range of agencies to deliver services within the local area. They are also instrumental in delivering the thematic aspects of the programme.

Funding also supports Arts Development to provide additional capacity to their work in the areas, and Station House Media Unit (SHMU) to support community radio, the publication of community newsletters, and a variety of media training and resources. SHMU has recently been highlighted as an example of good practice within the HMIE inspection of the learning community surrounding Northfield Academy.

For young people the funding supports under 12s work in Middlefield, youth work in Fersands, Feeling Great events, a youth drumming band, Family Support, community sports and activities, teenage pregnancy peer support, alcohol early intervention, a Family Liaison Officer in Torry, and health information provided through the Reading Bus.

Many of these initiatives provide volunteering opportunities and provide accessible services and support to the most vulnerable people in Regeneration areas.

### **f) Community Safety**

A new allocation of £100,000 for Community Safety has been added to the thematic priorities. This funding currently supports a Project working with persistent offenders and environmental improvements such as additional lighting for community facilities. Further Community Safety initiatives will be agreed by the Board in due course.

### **g) Community Support Fund**

This funding (£70,000) is managed by Regeneration Matters on behalf of the FSF Board, and supports community involvement in regeneration issues, training, support to attend meetings, events and conferences, communications and capacity building.

### **h) Regeneration Matters**

Regeneration Matters is a forum of representatives from all the regeneration areas, and are active in addressing issues around poverty and deprivation. The group selects 7 members to act as community representatives on the Fairer Scotland Fund Board, along with 3 reps from the Civic Forum.

Regeneration Matters have been nominated for a SURF (Scotland's Independent Regeneration Network) Award for Best Practice in Community Regeneration. They are currently producing a DVD to highlight the work that they are involved in., and to showcase some examples of FSF initiatives. They will present this DVD at a Scottish Government learning event on Regeneration and Community Empowerment in November 2009.

## **6. Options for future development**

Given the change in the funding arrangement for Fairer Scotland Fund from 2010 with the Scottish Government removing ring-fencing and therefore providing the £2.843 million to the Council through Revenue Support Grant it is necessary to consider the best use of this funding for the future in conjunction with our Community Planning Partners.

The following 3 options are therefore presented for consideration – through discussion other potential options or adaptations/combinations of these options may emerge.

**Option 1** – Maintaining current arrangements developed through the Fairer Scotland Fund and identification of areas for improvement.

**Option 2** - Distribute identified Fairer Scotland Fund allocation for 2010-11 across Key Council service committees for consideration as part of budget setting process.

**Option 3** – Development of new partnership arrangements for neighbourhoods with datazones in the worst 0-15% areas.

The following considers these options in relation to their impact on:

- a. Governance and Accountability
- b. Partnership Working and Stakeholder Involvement
- c. Community Involvement and Engagement in Decision Making
- d. Performance Management and Quality Assurance
- e. Resource Implications and Best Value

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## Option 1 – Maintain current arrangements and identify areas for improvement.

<b>Governance and Accountability</b>	<p><u>Comment</u></p> <p>The Scottish Government allocates the Fairer Scotland Fund to the Community Planning Partnership, to enable them to <b>tackle area based and individual poverty and to help more people access and sustain employment opportunities</b>.</p> <p>The Aberdeen City Alliance established the Fairer Scotland Fund Board to manage the fund on its behalf. This Board includes representatives from Partner organisations, Elected Members, and community representatives from the Regeneration areas and the Civic Forum. Aberdeen City Council administers the grant and supports the FSF Board, through Community Planning and Regeneration, on behalf of TACA. The fund is linked to the outcomes in the Single Outcome Agreement between TACA and the Scottish Government.</p> <p><u>Conclusion</u></p> <p>The current governance and accountability involves a range of stakeholders, with final decisions made by the FSF Board. Once the FSF is no longer ring fenced, governance could be enhanced by providing regular updates for TACA and Council Committees.</p>
<b>Partnership Working and Stakeholder Involvement</b>	<p><u>Comment</u></p> <p>Partners represented on the Board include ACC, NHS Grampian, Grampian Police, ACVO and Community representatives via Regeneration Matters Group and Civic Forum. Currently programmes of thematic activities are developed by sub groups of TACA, for example Aberdeen Works and the Community Health Partnership. Neighbourhood Fairer Scotland Fund programmes are developed with Neighbourhood Networks and Forums. This ensures that funded activity meets local outcomes, fits with strategic priorities, and addresses the needs of deprived communities and vulnerable individuals.</p> <p><u>Conclusion</u></p> <p>Carrying on existing arrangements would ensure that all Partners, and the community, have an involvement in how the Fund is allocated. This would ensure continuation of the positive Partnership work that has been developed and supported. Stakeholders' views would continue to be a consideration in allocating the fund. Making more use of Community Planning Forums would increase the opportunity to influence mainstream spend not only for Council services but also partner budgets.</p>
<b>Community Involvement and Engagement in Decision Making</b>	<p><u>Comment</u></p> <p>There is a high level of community involvement in the Fairer Scotland Fund, as there has been in previous regeneration funding. The process for allocating neighbourhood funding involves neighbourhood groups, networks and forums, and ties in with neighbourhood planning. This ensures that local needs are identified and addressed, and neighbourhood groups consider and make</p>

	<p>recommendations on proposals for funding. The Fairer Scotland Fund Board also has a high level of community involvement, with 7 community representatives from the main regeneration areas and 3 from the Civic Forum. The representatives from the regeneration areas are selected through the Regeneration Matters group, which brings together all the regeneration areas, and is supported by the Fairer Scotland Fund Development Officer.</p> <p><u>Conclusion</u></p> <p>Maintaining current arrangements would ensure that the high level of community involvement would continue, and regeneration communities would continue to feel empowered and included in decision making that affects their areas. The benefits of local experience and knowledge would not be lost.</p>
<p><b>Performance Management and Quality Assurance</b></p>	<p><u>Comment</u></p> <p>The Fairer Scotland Fund is currently linked to outcomes in the Single Outcome Agreement. Funded Projects are monitored to ensure they are complying with the Terms and Conditions of Grant and meeting their outputs and targets. Currently there is only one outcome, in employability, which has stretch targets for the Regeneration communities. Given the transition period from previous funding streams to FSF, some aspects of the programme are relatively new and it may be difficult to demonstrate whether they have had an impact in a relatively short time.</p> <p><u>Conclusion</u></p> <p>The current performance management arrangements could be improved by including more stretch targets within the SOA, to measure reductions in inequality. Continuing the current programme of activity for another year would allow for a more robust evaluation to be carried out, identifying effective work and developing proposals for the following year.</p>
<p><b>Resource Implications and Best Value</b></p>	<p><u>Comment</u></p> <p>The Fairer Scotland Fund Support Team currently consists of 3 members of staff, supporting the development and monitoring of thematic and neighbourhood programmes, community involvement, and the day to day running of the fund. This keeps bureaucracy to a minimum and ensures the maximum amount of funding is available to support vulnerable communities and individuals, making a direct impact within regeneration areas. The current breakdown of funding allocates over £1,290,000 to the Voluntary and Community Sector, £540,000 to ACC, and £370,000 to other Community Planning Partners.</p> <p><u>Conclusion</u></p> <p>Continuing current arrangements would ensure there was no increase in bureaucracy and associated costs.</p>

## Option 2 - Distribute Fund across key Council Service Committees

<p><b>Governance and Accountability</b></p>	<p><u>Comment</u></p> <p>The current thematic FSF programmes combined with an analysis of how the Fairer Scotland Fund is currently applied does provide an opportunity to dispense the fund differently through Key Council service committees to add to existing mainstream resources as identified at Table A.</p> <p>This would ensure that Directors of mainstream services are accountable for the use of FSF within their professional lead and directly accountable to service committees for these specific outcomes. However, Council's new structure needs to be given time to bed in and the budget challenges facing the Council could lead to decisions to prop up mainstream service reductions by withdrawing funding to successful Fairer Scotland Fund initiatives. The fund also provides support for a level of innovation in service delivery and community engagement. This is difficult to secure in mainstream service provision in a time of reducing budgets. The specific role of the fund would be to continue to sponsor innovations in achieving the desired outcomes in the regeneration areas which should based on their evaluation be considered for mainstream funding and scaling up across the services or areas. This level of governance of the fund and its mainstream investment has yet to be achieved.</p> <p>The Head of Community Planning and Regeneration has prepared a paper for CMT demonstrating the link between the Councils Committee Structure links and the Community Planning structure within the context of a shared Single Outcome Agreement. Further work has been completed to show the wider leadership and links to other community planning partners.</p> <p><u>Conclusion</u></p> <p>It would be possible to develop this option in due course but it would depend on mainstream services identifying the resources that they currently apply to address the causes and effects of poverty, primarily in our disadvantaged neighbourhoods, and how they would prioritize and focus the additionality that could be brought with Fairer Scotland Fund allocations.</p>
<p><b>Partnership Working and Stakeholder Involvement</b></p>	<p><u>Comment</u></p> <p>This could be developed with closer linkage between TACA'S forum structure and the Councils Committee Structure, building on the existing Fairer Scotland Fund structure. Key TACA Forums could be utilised to inform Council Committees on how the FSF allocations should be used to enhance mainstream provision i.e. see Table A. The city council directors and senior staff of partner organisations have a key role to facilitate this exchange and dialogue.</p> <p>The development of Neighbourhood Community Action Plans could be used to inform Council Committees and TACA Forums on priorities emerging from our most disadvantaged communities.</p> <p><u>Conclusion</u></p>

	<p>The incorporation of Fairer Scotland Fund within mainstream Council Service budgets will weaken the partners perspective on partnership working, as would any reduction in direct stakeholder involvement and partners ability to play a part in driving the strategic investment of FSF. Alongside the community participation that currently exists this is unlikely to enhance partnership working. There is also a risk that the fund, in relation to improving outcomes for those people affected by poverty, will get lost within mainstream service decision making and the wider financial challenges facing the public sector.</p>
<p><b>Community Involvement and Engagement in Decision Making</b></p>	<p><u>Comment</u></p> <p>It would be possible for services to consult on proposals for use of FSF allocations through existing Neighbourhood networks and forums building on Neighbourhood Planning developments and city wide communities of interest groups. Also, linking proposals to TACA forums would also allow a level of community engagement through those structures.</p> <p><u>Conclusion</u></p> <p>If it is accepted that there is a need for effective community involvement and engagement in decision making regarding the use of FSF resources then logically this needs to apply to all mainstream resources; particularly those being invested in those communities where we need a clear focus on addressing poverty.</p>
<p><b>Performance Management and Quality Assurance</b></p>	<p><u>Comment</u></p> <p>Approximately, 75% of current services funded through FSF are being delivered by third sector and other public service organisations Council services would need to consider how best to scale up or absorb the successful and innovative initiatives into their existing service plans, performance management and quality assurance systems. If these projects are seen to work well as independent projects then monitoring, evaluation and service level agreements would need to be considered to demonstrate that mainstream and external project level activity is contributing to the outcomes identified in the Single Outcome Agreement.</p> <p><u>Conclusion</u></p> <p>Consideration needs to be given to increased scrutiny of existing mainstream performance in our most disadvantaged communities with a view to setting more stretch targets for key services in the regeneration areas within the Single Outcome Agreement.</p>
<p><b>Resource Implications and Best Value</b></p>	<p><u>Comment</u></p> <p>Allocations of FSF monies to specific services could have resource implications in terms of requiring additional duties for existing staff or the need for additional staffing to support partnership working with other partners and communities. Potentially services will need to consider what arrangements they may need to put in place to ensure programmes and projects receiving funding have appropriate arrangements in place and in line with Following the Public Pound.</p>

	<p><u>Conclusion</u></p> <p>Within existing services there may be arrangements for managing external funding in place that can be built on; this though would need to be determined in due course if this is the preferred option. There is though a risk that the bureaucracy associated with managing the fund via mainstream services is increased through duplication of function across Council services as a whole thus reducing the level of funding available for frontline delivery of services aimed at tackling poverty. There would also be a loss of an overview on the over all impact of the investment in achieving outcomes.</p>
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### Option 3 - Development of new Partnership Arrangements

<p><b>Governance and Accountability</b></p>	<p><u>Comment</u></p> <p>Currently there are no formal arrangements at the neighbourhood level to manage and provide accountability for Fairer Scotland Fund if decision making is devolved to more localised partnerships. Neighbourhood Planning arrangements are currently under review and there is the potential to build on the work to date through established Neighbourhood Networks. The previous arrangements relating to Social Inclusion Partnerships e.g. the Great Northern Partnership which operated between 1996 and 2005 could also be considered as a model to ensure robust governance and accountability structures are in place.</p> <p><u>Conclusion</u></p> <p>Given the spread of disadvantaged neighbourhoods across the city and dependant on the outcome of the SIMD 2009 it may be possible to cluster various disadvantaged neighbourhoods through new localised partnership arrangements. Consideration would need to be given though to thematic programmes of work which enable more flexibility to tackle the needs of individuals and groups.</p>
<p><b>Partnership Working and Stakeholder Involvement</b></p>	<p><u>Comment</u></p> <p>The development of Neighbourhood Planning and the existence of Neighbourhood Community Action Plans for each of Aberdeen's 37 neighbourhoods provides a realistic basis to develop more robust partnership arrangements; particularly for the most disadvantaged and priority regeneration parts of the city.</p> <p><u>Conclusion</u></p> <p>Currently, local network arrangements and Community forums are used to inform the Fairer Scotland Fund Board on proposals relating to neighbourhood allocations of FSF. These arrangements though are inconsistent across neighbourhoods and do not necessarily involve a full range of mainstream public sector partners. Neighbourhood Planning arrangements are being reviewed which should lead to improved arrangements for localised partnership working. Application of FSF investment through local partnership arrangements has the potential to strengthen partnership working.</p>

<p><b>Community Involvement and Engagement in Decision Making</b></p>	<p><u>Comment</u></p> <p>More formalised partnership arrangements would potentially increase the opportunity for increased community participation in decision making. It would also require more investment in the administrative and staff support for a series of partnerships vs one city wide partnership arrangement.</p> <p><u>Conclusion</u></p> <p>More localised partnership could increase level of community involvement in decision making although there would still be a need for clear strategic direction from TACA's structure to ensure investment is used to deliver the Single Outcome Agreement.</p>
<p><b>Performance Management and Quality Assurance</b></p>	<p><u>Comment</u></p> <p>This would need to be developed and managed dependant on the partnerships that may be required. Consideration would need to be given in relation to the thematic programmes and city wide initiatives regarding how they interface with local partnerships arrangements. Without a clear structure for partnership performance monitoring this could lead to inconsistency in priority setting and investment that may respond to some identified local priorities to the detriment of other activity that needs to be undertaken to deliver on Single Outcome Agreement objectives.</p> <p><u>Conclusion</u></p> <p>If more localised partnerships are a preferred option there would be a need to ensure performance management and quality assurance issues are tied back to the targets set within the Single Outcome Agreement with stretch targets set for Partnerships and agreed with mainstream providers for each area covered.</p>

<p><b>Resource Implications and Best Value</b></p>	<p><u>Comment</u></p> <p>A likely implication of developing partnerships at a local level would be the need for increased support staff requirement to enable increased partnership working and monitor programmes. This may lead to increased bureaucracy and reduction in funding available to support frontline mainstream service delivery. It may also have the potential to diffuse the focus on outcomes and effectively create a fragmentation of effort in each cluster of areas.</p> <p><u>Conclusion</u></p> <p>Increased localised partnership working has the potential to deliver on the outcomes identified for Fairer Scotland Fund but it would require true commitment from all mainstream services to engage in joint working at a more local level by setting improvement targets that will close the gap for the city's most disadvantaged communities. If this approach is going to be developed it needs to go beyond the experience of Social Inclusion Partnerships where some key local services failed to engage and participate in joint working to any great degree. Other partners and services may feel this is replicating the previous neighbourhood arrangements but only in certain areas. This may have a negative reaction from other neighbourhoods in the city.</p>
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**Funded initiatives agreed 2009 - 2010****Employment and Training**

Community Training Unit Work Placements  
 Grampian Racial Equality Council (GREC)  
 Grampian Society for the Blind  
 Pathways  
 LOAN Team  
 VSA Volunteer Centre  
 WEA Reaching Forward  
 Support Fund  
 In Work Support  
 More Choices More Chances:  
 Aberdeen Foyer - TEAM  
 CTU Through Care, After Care  
 CTU Work Experience  
 Princes Trust  
 Schools/CLD  
 WEA Dynamics

**Health**

ACIS Youth Counselling Service  
 Calsayseat Counselling Project  
 Community Food Initiatives NE  
 Drugs Action  
 Give Kids A Chance  
 Integrated Drug Service Seaton  
 Integrated Drug Service Wellbeing  
 Pathways to Wellbeing  
 Quarry Family Centre  
 Seaton Support to Drug Users  
 Torry Counselling Project

**Neighbourhood**

Aberdeen Forward Volunteering in the City  
 Aberdeen Lads Club Playscheme  
 Aberdeen Lads Club Community Cafe  
 Alcohol Support Outreach Counselling  
 All Weather Sports Area, Northfield  
 Arts Development  
 Catherine Street IT Suite  
 Catherine Street Play Area  
 Cummings Park Community Flat  
 DASH – Girls Aloud  
 Deeside Family Centre  
 Early Years Family Learning, Torry  
 Family Learning Activity Group, Tillydrone  
 Feeling Great  
 Fersands Family Support  
 Fersands Twos Group  
 Fersands Youth Work Focus  
 Gerrard Street Youth Club  
 Granite City Youth Darts School  
 Healthy Roots  
 Mastrick Community Play Area  
 Middlefield Project Under 12s  
 Middlefield Youth Flat  
 Music 4 U  
 Northfield Community Sports  
 Pensioners Playground, Torry  
 Printfield Community Project  
 Printfield Feel Good  
 Portal Creative Writers

**Income and Financial Inclusion**

Citizens Advice Bureau  
 CIYPP Development Team  
 Financial Education  
 Grampian Credit Union  
 Grampian Housing Association  
 Living Wage Research  
 North East Scotland Credit Union  
 St Machar Credit Union  
 WEA - Financial Education

**Community Safety**

Working with Persistent Offenders in Tillydrone  
 Catherine Street Lighting  
 Powis Community Awareness Project  
 Young Peoples Leadership Academy  
 Domestic Abuse Perpetrators Programme  
 Domestic Abuse Repeat Victim Toolkits  
 Get Safe For Work  
 Street Pastors  
 Tillydrone And Woodside CCTV  
 Radio Upgrades

**Literacy**

Family Learning PEER Group Project  
 Healthwise  
 Literacies Partnership Group  
 Literacies/ICT Blair Unit  
 Literacy Learners Forum  
 WEA - Big Adventure

**Neighbourhood**

Reading Bus  
 Riverbank Primary Garden Project  
 Seaton Community Sports  
 Seaton Youth Shelter  
 Silver City Surfers  
 STAR Community Flat  
 St George's Church  
 Station House Media Unit  
 Stockethill Family Fun  
 Stockethill Step Up  
 Stockethill Community Sports  
 Teenage Mothers Education Project  
 THAT – Complementary Therapies  
 Tilly Youth Project Activities  
 Tillydrone Community Flat  
 Tillydrone Community Sports  
 Tillydrone Health & Well Being  
 Tillydrone Support for Men over 26  
 Torry Alcohol Early Intervention  
 Torry Community Sports  
 Torry Eco-volunteers  
 Torry Family Liaison Officer  
 Torry Health Action Team  
 Torry Homestart  
 Torry Learning Centre  
 Torry Youth Café  
 Torry Youth Karate Club  
 Woodside Gardening Group  
 Youth Drumming Group

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**Table A**

Priority theme	% of fund	Council Committee with lead interest	TACA Forum with lead interest
Employment & training	27%	Enterprise, Planning & Infrastructure	Aberdeen Works
Neighbourhoods	26%	Education, Culture & Sports	Locality Planning Forum
Income & Financial Inclusion	13%	Housing & Environment	Cash in Your Pocket Partnership*
Health	13%	Social Care & Wellbeing	Community Health Partnership
Learning & Literacy	4%	Education, Culture & Sports	Learning Forum
Community Safety	4%	Housing & Environment	Community Safety Partnership
Community Support Fund	3%	Housing & Environment	Civic Forum
Support costs, admin fee, Support Team	approx 10%	n/a	n/a

\* This is not a formal Forum of TACA but an existing Partnership that is currently coordinating activity in this area.

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## ABERDEEN CITY COUNCIL

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<b>COMMITTEE</b>	Finance and Resources	<b>DATE</b>	12 November 2009
<b>CORPORATE DIRECTOR</b>	Stewart Carruth		
<b>TITLE OF REPORT</b>	Review of Pension Scheme Member Contribution Rate – Discretionary Provision		
<b>REPORT NUMBER</b>	CG11/127		

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### 1. PURPOSE OF REPORT

This report seeks Committee approval to revise the date of the implementation of the discretion contained in the Local Government Pension Scheme Regulations to reassess and, where necessary, change an employee's pension contribution rate during the financial year, where there has been a permanent and material change to an employee's employment contract involving a significant change in pay – to 1 April 2010.

### 2. RECOMMENDATION(S)

It is recommended that the Committee:

1) Approves the revised implementation date of 1 April 2010 as the next date at which the Council will exercise of the discretion contained in the pension regulations to reassess and where necessary adjust an employee's pension contribution rate, with effect from that date, where there has been a significant change in pay during the current financial year. This will also be the effective date for the next annual review of employee contribution rates.

### 3. FINANCIAL IMPLICATIONS

It was detailed in the original report to Resources Management Committee of 10 March 2009, the significant changes to the Local Government Pension Scheme, that the actuary had not calculated any assumed increase in employer contribution rates to the pension fund in 2009/10 (as a result of increased salary/wages from EP&M implementation) so by not implementing the discretion until 1 October 2009 this would not have a significant impact on the employer contribution rate. The actuary has advised that impact would remain insignificant by revising implementation of the discretion, with effect from 1 April 2010. Similarly, no additional employer contributions to the Pension Fund in 2009/10 were assumed as a result of the discretion.

#### 4. SERVICE & COMMUNITY IMPACT

There are no service or community impact implications

#### 5. OTHER IMPLICATIONS

There are no other implications.

#### 6. REPORT

6.1 A report was submitted to the Resources Management Committee of 10 March 2009 on the significant changes to the Local Government Pension Scheme which came into force on 1 April 2009. In paragraph 6.2 of the report the discretionary provision of reviewing an employee's pension contribution rate during the financial year was covered.

6.2 The discretionary provision allows an employer to amend an employee's pension contribution rate where the employee's earnings have altered during the financial year, resulting in a permanent and material change to their contract of employment.

6.3 The report went on to mention that each year there are a number of permanent and material contractual changes relating to existing employees, in particular where there has been a promotion of an employee or their post has been re-graded. It pointed out that in some cases the resulting changes in pay could be significant.

6.4 The report went on to indicate that in determining whether to apply the discretion, a balance had to be struck between employees paying the appropriate pension contribution rate where their contractual pensionable pay changes and the need for ensuring administrative efficiency. It was proposed in the report that the pension contribution rate be reviewed and adjusted where there was a permanent and material contractual change which represented an increase or decrease in pensionable pay of over £4000 per annum before deductions, with the employee notified of the change in rate when the new contractual offer was made. The adjusted rate would be applied from the date of the promotion or regrading.

6.5 The report also went on to state that many employees in the Council would have their rate of pay changed as a result of the implementation of the Equal Pay and Modernisation arrangements with effect from 1 May 2009. It proposed that in recognising the massive amount of work that was required to change to the new EP&M pay structure, the implementation of the discretion would be applied as soon as was administratively possible following the implementation of EP&M, but no later than 1 October 2009.

6.6 It was also noted in the report that the actuary had not calculated any assumed increase in employer contribution rates to the pension fund in 2009/10 as a result of increased salaries/wages from EP&M implementation,

so by not implementing the discretion immediately, this would not have a significant impact on employer contributions.

6.7 Although the intention had been to implement the discretion by 1 October 2009 there has been a reassessment of this due to the ongoing workload associated with the EP&M implementation, primarily the changes involved in moving employees from weekly to monthly pay. In light of the fact that this work is technically more complex than was anticipated it is now proposed to revise the implementation of the discretion until 1 April 2010, with no backdating, and this report seeks Committee approval for this revision. 1 April 2010 is also the effective date for the annual review of employee contribution rates so it would be administratively more convenient to amend all employee contribution rates on that date.

6.8 This will allow for the remainder of the residual work associated with EP&M implementation, which is complicated and involves detailed changes on the Payroll System, to be completed before the discretion to change pension contribution rates during a financial year were applied. The transition of employees to monthly pay is a priority task which will be time consuming to complete. It is considered that from a business point of view it would not be appropriate to divert scarce HR, ICT and Payroll resources off this priority task to implement this pension scheme discretion at this point in time. Also, bearing in mind that the financial impact would be insignificant of revising implementation by six months it is the officer view that the revision would be appropriate in the circumstances.

## 7. REPORT AUTHOR DETAILS

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01224 523094

## 8. BACKGROUND PAPERS

Not applicable.

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## ABERDEEN CITY COUNCIL

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<b>COMMITTEE</b>	Finance and Resources	<b>DATE</b>	12 November 2009
<b>CORPORATE DIRECTOR</b>	Stewart Carruth		
<b>TITLE OF REPORT</b>	Health and Safety annual report April 2008 – March 2009		
<b>REPORT NUMBER</b>	CG/11/125		

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### 1. PURPOSE OF REPORT

This report summarises health and safety activities in Aberdeen City Council for the period April 2008 – March 2009.

The commitment to produce an annual health and safety report is part of the Council's health and safety policy and is also reflective of best practice. As one of RoSPA's Scottish high achiever organisations we are also committed to going public on our health and safety performance.

### 2. RECOMMENDATION(S)

The committee is asked to

- i. Approve this report
- ii. Approve the publication of this report on the Council website

### 3. FINANCIAL IMPLICATIONS

A proactive health and safety culture, which includes accident reduction, has a direct financial benefit to the organisation. Recent legislative changes have introduced tougher financial penalties on organisations which breach health and safety: the minimum fine in the lower courts is now £20,000.

This report is for information only.

#### 4. SERVICE & COMMUNITY IMPACT

The management of health and safety is consistent with the vision to make Aberdeen a healthier and safer place in which to live and work.

Reactive monitoring (such as the review of accidents and incidents and identification of trends) identifies remedial actions which allow Services to appropriately budget for remedial action and to plan and programme for continuous improvement. The maintenance of a healthy workforce will contribute to the sustainability of high quality services.

#### 5. OTHER IMPLICATIONS

Accident performance is judged against targets set under the Health and Safety Executive's (HSE) 'Revitalising Health and Safety' campaign and Public Services Programme. Failure to comply with the legislation could result in enforcement action from the HSE, potentially leading to prosecution and fines.

## **6. Annual health and safety report April 2008 – March 2009**

### **6.1 Introduction**

The health and safety team is based within the Human Resources section of Corporate Governance. The team comprises:

- Health and safety manager
- Principal health and safety adviser
- 5 Health and safety adviser
- Health and safety adviser (Fire)
- Employee counsellor (part time)

The staff in the team have a wide range of health and safety experience, including a broad range of operational experience across many of the Council's services, including education, grounds maintenance and trades.

### **6.2 Annual analysis of reportable accidents/disease 2008/09**

This section contains statistical information for the period 1<sup>st</sup> April 2008 – 31<sup>st</sup> March 2009. It analyses, compares and reports on our annual statistics in relation to progress towards our targets under the Revitalising Health and Safety Initiative.

#### **6.2.1 Reportable accidents/injuries (April 2008 – March 2009)**

During the last twelve months:

- There were 74 employee reportable accidents, which is 5 more than last year.
- The largest category of incidents - slips, trips and falls - has increased from 21 to 30 incidents and accounts for 41% of the total number of employee reportable accidents.
- The number of incidents classified as being as a result of manual handling has slightly decreased from 19 to 17. Manual handling accidents account for 23% of the total number of employee reportable accidents.
- These two accident categories now account for 64% of the total number of employee reportable accidents, an increase from 58% for the previous twelve month period. Each Service has been asked to report to the Corporate Health and Safety Committee on their plans to minimise the risks in these two areas.
- "Struck by Object" has increased from 7 to 10 accidents over the previous 12 months, making it the third largest category. "Falls from height", "machinery" and "struck against object" accidents account for the majority of the other recordable accidents with 5, 4, and 3 instances respectively.

- There were no burns reported and one reported assault during this period.
- There were 27 third party reportable accidents, the majority of which were sports injuries and slips/trips on council premises. This is a 30% decrease from the 90 reported incidents during the previous period.

### 6.2.2 Accident rates

Period - Quarterly	Reportable Accident rate		Period - Annually	Reportable Accident rate
April – June 2008	1.38		2005/06	6.85
July - September 2008	1.88		2006/07	7.00
October – December 2008	2.44		2007/08	5.98
January – March 2009	1.49		2008/09	6.44

Comparison of the overall employee reportable accident rates for the last year shows no significant increase over the year with the figures remaining at less than 1.50 per thousand employees.

The annual comparison indicates a slight increase of 0.46 to 6.44 per thousand employees.

### 6.2.3 Benchmarking

Organisation	Period	Reportable Accident rate (per thousand employees)
Aberdeen City Council	2008/09	6.44
Comparator A	2008/09	4.4
Comparator B	2008/09	6.28

The two comparators are local authorities who deliver similar services in a more rural area.

## 6.3 Reportable diseases

### 6.3.1 Hand Arm Vibration Syndrome (HAVS)

During the last twelve month period there have been no new cases of Hand Arm Vibration Syndrome (HAVS) reported.

The table below shows the numbers of employees undergoing health surveillance for HAVS in September 2009.

	Group 2	GROUP 1			Total under surveillance
	Stage 0	Stage 1	Stage 2	Stage 3	
Buildings	14	2	0	0	16
Fleet	25	3	0	0	28
Grounds	271	21	7	1	300
Roads	67	11	3	0	81

The total number of employees in Group 1 (those employees medically diagnosed with symptoms) is 48 and the total for Group 2 (no symptoms) is 377.

Discussions have continued with the occupational health provider regarding the management of HAVS related stages and symptoms.

The Vibration Review Group was established to meet on a monthly basis to assist in the effective and consistent management of HAVS across the organisation. Currently the group is reviewing Service operational Vibration Action Plans following consultation and assistance from an external company.

The Vibration Procedure has been completed and issued, and has been developed on Visio software to aid managers to manage the HAVS process.

All employee information relating to HAVS is recorded on PSE which allows staffing teams to access reports for managers on a monthly basis.

#### 6.4 Dangerous occurrence/Dangerous gas fittings

Throughout this period there were 11 Dangerous Gas Occurrences reported. The Gas Safety Group continues to monitor the situation but further improvements are required to manage and monitor this more effectively. A significant area requiring improvement is the monitoring and management of sub-contractors involved with gas work. Under the new structure within Aberdeen City Council the responsibility for gas works will no longer be shared over the neighbourhoods - rather there will be one head of service and one director responsible for gas safety throughout the Council.

#### 6.5 Health and Safety Executive

##### 6.5.1 Revitalising health and safety initiative: targets for 2010

In June 2000 the Health and Safety Executive launched its *Revitalising Health and Safety* strategy statement which set three national targets for improving health and safety performance by 2010:

- to reduce the incidence rate of **fatalities and major injuries** by 10%;
- to reduce the incidence rate of cases of **work-related ill health** by 20%;
- to reduce the number of **working days lost** per worker from work-related injury and ill health by 30%

These targets were accepted by Aberdeen City Council and our current progress, nine years later, is given below:

(Note: The following figures include all reportable accidents (not just fatal and major injuries) and specifically relates only to employees and not third parties.)

### 6.5.2 Target 1 - 10% reduction in the incidence rate of all reportable employee accidents

Target for 2010	Date	Reportable Accident Rate (per thousand employees)
10% reduction in the incidence rate of all reportable employee accidents	2000/01	8.75
	2008/09	6.44
<b>Result: 26% reduction in incidence rate</b>		

- The total number of employee reportable accidents represents a 26% improvement over the same figure in 2000/01.
- The incidence rate, expressed as a nominal number of accidents per 1000 employees, has increased slightly over the past 12 months but still shows significant improvement from 8.75 to 6.44.

### 6.5.3 Target 2 – 30% reduction of days lost from work related injury and ill health.

Target for 2010	Date	Days Lost from work related injury and ill health
30% reduction of days lost from work related injury and ill health	2000/01	3700 days
	2008/09	1837 days
<b>Result : 50% reduction of days lost from work related injury and ill health</b>		

### 6.5.4 Target 3 – 20% reduction of the reported cases of work related ill health

Target for 2010	Date	Cases of work related ill health
20% reduction of the cases of work related ill health	2004/05	20
	2008/09	0
<b>Result: 100% reduction in incidence rate</b>		

A target was set in 2004/05 following pro-active work on Hand Arm Vibration Syndrome (HAVS). The total number of reportable diseases for 2008/09 was 0 compared to 20 for 2004/05.

### **6.5.5 Discussion**

It should be remembered that our self imposed target of “all reportable accidents” is more stringent than the HSE target of “all fatal and major accidents”. Our non reportable accidents have decreased by 34% in 2008/09. Employee reportable accidents have increased by 7% in 2008/09. “Slips/trips” and “Manual handling” continue to account for the largest number of employee reportable accidents, this is 64% for 2008/09 compared to 58% in 2007/08.

We need to continue to maintain and improve upon our existing procedures and processes to help secure our ten year targets for 2010. By ensuring that health and safety is included as an integral part of service delivery we will continue to improve the health and safety culture within the organisation. It is essential that we take a combined proactive and reactive approach to health and safety, sharing information and lessons learned throughout and across the organisation to ensure a consistent approach. Monitoring existing procedures for day to day service delivery and work practices will help maintain and improve the work environment for employees and our service users. With continued commitment from all levels, adequate resources and the support of the health and safety committees and safety representatives we can continue to meet and exceed the Revitalising Health and Safety Targets for 2010.

### **6.6 Health and Safety Executive Involvement**

We have not been served any formal enforcement notices by the HSE during the last twelve month period.

HSE Inspectors have been in contact with the health and safety team in relation to a number of issues which have been investigated and actioned as necessary.

### **6.7 RoSPA Gold Award**

The proactive approach of the health and safety team was rewarded with a second Gold Award by the Royal Society for the Prevention of Accidents (RoSPA) for 2008/2009. This was presented in September 2009. In achieving these awards, we had to demonstrate:

- An excellent occupational health and safety management system and culture
- A rigorous approach to occupational health
- High levels of compliance with control measures
- Below average and reducing rates of error, harm and loss
- No fatal or major injuries due to employer negligence
- No significant enforcement issues (notices/prosecutions)

## **6.8 Health and safety policies and guidance**

A new health and safety risk assessment procedure, including a revised risk assessment proforma, was issued at the beginning of the period and this details the corporate approach to risk assessment.

The *Stress Information Booklet –A guide for all Aberdeen City Council employees* was made available to all staff in November 2008. This outlines causes of stress, recognising stress, learning to cope with stress, and outlines employee responsibilities as well as further information, advice and support.

The Smoking Policy was replaced by the Smoke Free at Work Policy which was approved in December 2008 and is now in place.

New Control of Substances Hazardous to Health (COSHH) guidance has been issued. This guidance sets out a framework for the control of hazardous substances in the workplace and provides information on how to undertake a COSHH risk assessment. The guidance also provides corporate risk assessment forms.

The Zone has been developed to improve the accessibility of health and safety information for employees. The health and safety pages contain newsflashes, contact details for the health and safety section, and links to external sites. Examples of new information published during this period include:

- working at height in schools;
- actions to reduce the risk of a slip or trip during autumn and winter;
- outdoor working – sun protection, and
- advice on managing and supporting people with mental health problems in the workplace.

In addition to the information included on the Intranet, the health and safety section also provide articles for City Life, Aberdeen City Council's online magazine.

The programme for review of all health and safety policies/guidance is ongoing with identified areas being reviewed and developed.

## **6.9 Health and safety matrix**

The health and safety matrix was introduced mid-2007 to assist Services to manage, measure and monitor their compliance with 5 essential health and safety areas:

- first aid provision
- accident reporting requirements
- fire risk assessments
- risk assessments
- self audits



This matrix continues to be used across the Services.

In January 2008, a programme of workplace inspections replaced the system of self audits. This programme is in place and is managed by the Operational Support Managers.

Each Service reports progress on compliance with the health and safety matrix as part of their performance management reports.

### **6.10 Compliance monitoring**

A total of 297 compliance visits were made during the period 1<sup>st</sup> April 2008 to 31<sup>st</sup> March 2009. These were undertaken on the following topics:

- fire risk assessment
- workplace inspections
- ladder inspection
- scaffold management
- roadwork safety management
- cash handling
- lone working
- risk assessment
- winter maintenance
- DSE assessment
- school security
- health and safety meetings and communication.

The topics which showed high rates of compliance included Workplace Inspections and Health and Safety Meetings/Communication. The topics where requirement for some additional work was identified were Risk Assessment, Lone working Arrangements and Ladder Inspection. This has been raised with the relevant services and will be monitored throughout 2009/10.

### **6.11 Occupational Health**

In October 2008 Serco Occupational Health replaced Capita Health Solutions as the Council's occupational health provider. The following information, therefore, relates to the period Oct 08 – March 09.

During this time there were 317 referrals to Serco, of which 36 were medicals (either fitness to work or for LGV/MPV drivers).

## **6.12 Employee Counselling Service**

During the period April 08 to March 09 the employee counselling service was provided in house and free of charge, to any employee of Aberdeen City Council. Throughout this period the counsellor saw 123 new referrals and the feedback received by the Counselling Service from clients has been consistently very positive.

As a result of collaborative procurement exercise with The Moray Council and Aberdeenshire Council a new employee assistance programme will be launched which will provide free, confidential support to all employees 24 hours a day, seven days a week. Regular reports on this service will be submitted to the Corporate Health and Safety Committee.

## **6.13 Employee Good Health Group (EGhG)**

Aberdeen City Council obtained the Healthy Working Lives Bronze award level in the second quarter 2008. Work continues on our Healthy Working Lives Silver award submission through the Employee Good Health Group.

The Employee Good Health Group initiated various campaigns during the past 12 month period, including Men's Health Week awareness, the creation of a Jog Scotland group for employees, No Smoking Day in partnership with NHS Grampian as well as topics such as 5-a-day and Stress at Work being published on the Zone.

Employee Good Health Group information can be found on the Health and Safety pages on The Zone, including details of forthcoming events and campaigns, and the contact details for EGhG members in all Services.

## **6.14 Health and Safety Training**

The training co-ordinated by the Health and Safety section covers a wide range of issues across the council, including health and safety for managers, risk assessment, fire safety awareness, HAVS awareness and a number of first aid related and object / people handling courses.

Between April 2008 and March 2009 280 courses have run with a total of 1781 delegates attending.

The customised training module of PSe is in the process of being fully functional. All health and safety training must be booked through Employee Development Information on training is also available on the Health and Safety pages on The Zone, under 'Health and Safety Development'.

## 6.15 Managing attendance

The current corporate absence rate is 12.6 working days lost per employee. The corporate target is 10 working days lost per employee.

A project plan has been developed to identify a number of initiatives to improve the quality and accuracy of the absence management information, and to ensure that a fair and consistent approach to managing this issue is being taken across the council.

The main focus of the work involves updating the policy/procedure and guidance; reviewing the scope and consistency of information which can assist managers; developing new training schemes to assist managers, benchmarking with other organisations in terms of best practice (policy, information, reporting and training) and exploring new initiatives within current budget processes.

The current attendance management policy/procedure and guidance are being reviewed in terms of tone, style and content. The aim is to clarify all requirements and responsibilities for both manager and employees (employee responsibilities will be a new addition) in order to make the processes clear and straightforward. The resulting processes will have been benchmarked with other local authorities/public bodies with ideas which are considered to be good or best practice introduced.

The review will also look at the existing trigger times (taking best practice into consideration) and the training available for managers. There will also be a review of the associated forms - e.g. return to work forms - to make them more meaningful and useful.

In line with this review, other guidance will be developed, such as guidance on the use of occupational health which will encompass information on early intervention, phased return to work, case conferences, ill-health retirement and how to utilise the occupational health service to greatest effect.

Other proactive measures which are being developed include:

- a pilot physiotherapy service for manual handling workers which will involve accident prevention and work hardening as well as treatment for musculoskeletal injuries;
- the launch of the new employee assistance programme which will replace the current employee counselling service. In addition to the face to face counselling service already provided, the new programme will offer a free 24/7 helpline for all employees and their immediate families. This will also be supported by online information and support;
- roll out of mental health awareness training for managers which aims to de-stigmatise mental health issues and equip managers with the confidence and skills to recognise, manage and address mental health in the workplace; and

- building on the results of the previous employee stress survey by including some linked questions in the forthcoming employee survey.

## **6.16 Key Projects for 2009/10**

The major projects that the health and safety section will be working on in the next twelve months include:

- Monitoring of the occupational health contract and provision.
- Monitoring of the employee assistance programme
- Launch of an employee health and safety suggestion scheme (in line with ACE ideas)
- Development of the managing attendance project.
- Maintenance of the RoSPA gold award status in respect of the Council's health and safety management system.
- Delivering the health and safety training programme. Each course will be reviewed to ensure the course objectives are being met.
- Maintenance of the Healthy Working Lives Bronze award and attainment of the Silver Award
- Introduction of e-learning modules as part of the health and safety training programme.
- Rolling out the occupational health and safety audit tool to assess how health and safety is being managed across the Council. This will be introduced once the new structure is in place and the programme will be developed to ensure that at least one section in each Service is audited each year.
- Continuing with the rolling programme to review existing health and safety policies and guidance/procedures in relation to legislation and best practice.

## **7. REPORT AUTHOR DETAILS**

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## ABERDEEN CITY COUNCIL

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**COMMITTEE** Finance and Resources **DATE** 12 November 2009

**CORPORATE DIRECTOR** Stewart Carruth

**TITLE OF REPORT** Managing Discipline

**REPORT NUMBER**

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### 1. PURPOSE OF REPORT

This report proposes a revised Managing Discipline policy. A review of the current policy was necessary following a repeal of the statutory dispute resolution procedures. The opportunity was taken to incorporate plain English and the policy was overdue for review.

### 2. RECOMMENDATION(S)

It is recommended that the Committee approves this policy.

### 3. FINANCIAL IMPLICATIONS

There are no direct financial implications arising from the revised policy.

### 4. SERVICE & COMMUNITY IMPACT

This policy will enable us to comply with our obligations under employment legislation.

### 5. OTHER IMPLICATIONS

This policy will ensure that managers adopt a fair and consistent approach to the management of discipline.

### 6. REPORT

The main features of the policy are:

- Core principals which apply to all staff (excluding teachers and the Chief Executive, as separate procedures apply)

- Three critical steps (including the right of appeal) in the process giving details of how a manager should deal with the management of discipline

The main change to this policy is in relation to the life of warnings. As the purpose of a disciplinary sanction is to bring about a change of behaviour/attitude, the life of a warning has been changed to encompass time at work.

## **7. AUTHORISED SIGNATURE**

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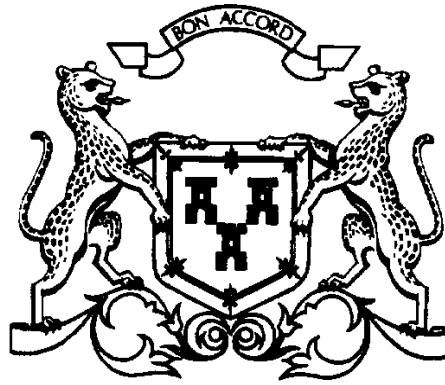
## **9. BACKGROUND PAPERS**

None

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**ABERDEEN CITY COUNCIL**

**10.3 MANAGING  
DISCIPLINE**

**POLICY & PROCEDURE**

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## **SECTION 1: INTRODUCTION**

### **Policy statement**

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It is the policy of our Council to maintain effective working relationships with and between our employees. We require acceptable standards of behaviour at work and are committed to supporting and encouraging our employees, at all times, to achieve these standards.

Where an employee's behaviour falls below what is considered acceptable, the Managing Discipline procedure provides a framework to ensure rules and standards of behaviour are applied in a fair, consistent and systematic manner. The procedure also recognises that each case must be treated on its merits taking account of individual circumstances.

In the interest of good employee relations, issues of discipline should be dealt with as speedily as practicably possible to allow a return for all to normal working.

## **SECTION 2: SCOPE AND PRINCIPLES**

### **Scope**

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This procedure applies to all employees of Aberdeen City Council, including chief officers (except teachers and the Chief Executive, where separate procedures will apply). The procedure is concerned with employee conduct.

### **Core principles**

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- Disciplinary rules and procedures are necessary for fairness and consistency in the treatment of individuals. Rules set standards of conduct at work whilst the disciplinary procedure helps ensure that standards are adhered to and that there is a fair method of dealing with alleged failures to observe them.
- The purpose of disciplinary action should be to encourage the employee to overcome the problem or deficiency identified. However, in cases of gross misconduct leading to dismissal, the action taken is, by its very nature punitive.
- Conduct matters should be dealt with promptly, at the first level of management and should not automatically be subject to the disciplinary procedure.
- Cases of minor misconduct should be dealt with promptly through the use of informal advice, guidance and counselling, except where earlier informal action has failed to bring about an improvement.
- Employees will be offered the right to be accompanied by a trade union representative or work colleague at all stages of the disciplinary procedure, including investigatory meetings. The employee will not normally be permitted to be accompanied by a legal practitioner, partner, spouse or family member.
- The chair of the disciplinary hearing will be someone with no prior involvement in the case.
- An appeal will not be heard by the same person who issued the disciplinary sanction.
- No disciplinary action will be taken until the matter has been fully investigated.
- No disciplinary action will be taken against a trade union representative until the matter has been discussed with a full-time official of the union concerned.

- An employee will not be dismissed for a first breach of discipline except in the case of gross misconduct, when the penalty will be dismissal without notice or payment in lieu of notice.
- Employees will receive a written explanation for any disciplinary action taken, the improvement expected, the consequences of failing to improve and their right of appeal.
- In cases of dismissal, the individual will be advised in writing of the reasons for the termination of their contract of employment and of their right of appeal.
- All matters will be dealt with promptly and in confidence.

### ***SECTION 3: THE DISCIPLINARY PROCESS***

The Council's procedure comprises **three** critical steps:

#### **Step 1: The investigation**

#### **Step 2: The disciplinary hearing**

#### **Step 3: Appeal**

#### **Step 1: The investigation**

- The purpose of the investigation is to allow management to impartially investigate any alleged or suspected misconduct on the part of an employee. The objective will be to establish all the facts of a particular case before a decision is taken as to whether or not there are grounds to consider disciplinary action.
- When a potential disciplinary matter arises it will be investigated by an investigating officer.
- The investigating officer will carry out the investigation promptly, consistent with the principles of fairness and natural justice.
- The employee may be suspended with full pay on precautionary grounds in particular cases whilst the disciplinary process is undertaken. A precautionary suspension will be as short as possible and imposed only after careful consideration. It will be regularly reviewed to ensure that it does not become unnecessarily protracted. It is not an assumption of guilt or a disciplinary

penalty in itself and will be used only where appropriate. As an alternative to suspension, consideration will be given as to whether or not the employee can continue with some of his/her duties, be given alternative duties or be moved to an alternative location. Any decision to suspend will be confirmed in writing.

- The employee involved will normally be interviewed prior to which they must be given adequate notice in writing of what is being alleged, the nature and purpose of the investigation and the procedure to be followed.
- Where the employee is unable to meet with the investigating officer and provides a good reason for failing to attend, the meeting will be rearranged and the employee will be given notice of the rearranged meeting. If the employee is unable to attend the rearranged meeting, the investigating officer will decide whether or not it is appropriate to proceed on the basis of the information and evidence that they have been able to obtain.
- The investigating officer will then produce a summary report of his/her findings, conclusions and recommendations.
- The investigating officer will decide, on the available evidence and balance of probabilities, whether the matter should be dropped, dealt with informally or referred to a disciplinary hearing (**Step 2**).
- On conclusion of the investigation, the investigating officer will inform the employee in writing as to the outcome.

## **Step 2: The disciplinary hearing**

### **The hearing**

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- Where the allegation is one of gross misconduct (or where someone is currently under a final written warning which could result in a sanction of dismissal) the Chair of the disciplinary hearing will be a third tier officer or above.
- Prior to the hearing, the employee will receive a letter including:
  - the date, time and venue of the hearing
  - the purpose and format of the hearing
  - details of the nature of the alleged misconduct
  - a copy of the evidence that the investigating officer intends relying upon at the hearing, including a copy of the investigating officer's report
  - an explanation of the employee's right to be accompanied at the hearing by a trade union representative or work colleague

- an explanation of the possible attendance of witnesses at the hearing
- The chair of the hearing will be responsible for making the necessary arrangements for the hearing, including issuing relevant documentation.
- The employee and the investigating officer must give advance notice to the chair of the hearing if he/she intends to call relevant witnesses to the hearing.
- The chair of the hearing will notify both the employee and the investigating officer if there is an intention to call witnesses.
- The investigating officer will present his/her evidence and findings and evidence from the investigation at the hearing.
- The employee will be permitted to set out their case and answer the allegations. The employee will be given a reasonable opportunity to ask questions, present evidence and call relevant witnesses.
- Where the employee's companion (trade union representative or work colleague) is unable to attend the hearing, it will be rescheduled providing that the employee proposes an alternative date and time within **five working days** of the original date.
- Where the employee is unable to attend the hearing and provides a good reason for failing to attend, the hearing will be rearranged. If the employee is unable to attend the rearranged hearing, the hearing will take place in the employee's absence. The employee's companion may attend in such circumstances (at the employee's request) and present the employee's case and the employee will be permitted to make a written submission.

## **The decision**

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- No decision will be made until the employee has had the opportunity to state their case.
- The chair of the hearing will consider all evidence presented at the hearing before deciding whether or not to take disciplinary action.
- The chair of the hearing may adjourn the disciplinary hearing if it appears necessary to do so (for the purpose of gathering further information). The employee will be informed of the purpose and period of any adjournment. If further information is gathered, the employee will be allowed a reasonable period of time, together with his/her companion to consider the new information prior to the disciplinary hearing being reconvened.

- As soon as possible after the conclusion of the disciplinary hearing, the chair of the hearing will convey his/her decision to the employee including what disciplinary action, if any, is to be taken. The decision and the reasons for it will normally be verbally communicated to the employee and then confirmed in writing. The employee will be notified of his/her right of appeal under the procedure.

## **Disciplinary sanctions**

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- There are **three** levels of disciplinary sanction:

### **Level 1: First warning (formal oral or written)**

### **Level 2: Final warning**

### **Level 3: Dismissal or other punitive action**

- The chair of the hearing may impose a disciplinary sanction at any level according to the nature/severity of the alleged misconduct (see section 4 - disciplinary rules - for levels of misconduct). However, only managers at third tier or above have the authority to hear cases of alleged gross misconduct (or where someone is currently under a final written warning) and to impose a disciplinary sanction of dismissal.
- All disciplinary sanctions will be confirmed in writing and a copy will remain in the employee's personal file during the life of any warning issued.
- When being informed of the level of disciplinary sanction, the employee will be advised of the reasons for the decision, what improvement is expected within what timescale, the consequences of failing to improve, that any further breach during the life of the warning may lead to further disciplinary action and of their right of appeal (except in the cases of dismissal where only reasons for the decision and the right of appeal will be appropriate).
- Warnings will normally cease to be "live" following the specified period of satisfactory conduct covering a period of time when the employee is actually at work. Warnings will be extended to reflect any period when the employee is absent such as sick leave or where the employee is contracted to term time working. A disciplinary sanction that has been imposed in relation to a breach of the Council's child protection policies may be retained on the employee's file for a longer period of time.



### **Level 1 – first warning**

- A **first level warning** is appropriate in cases where the employee's conduct fails to meet acceptable standards. At this stage in the procedure either a formal oral warning or a written warning can be issued:
  - a **formal oral warning** will be issued in the case of minor misconduct. This warning will be disregarded for disciplinary purposes after **6 months of work**
  - a **written warning** will be issued if the misconduct is more serious. This warning will be disregarded for disciplinary purposes after **9 months of work**

### **Level 2 – final warning**

- A **final warning** is appropriate where the employee has received a previous warning and further misconduct arises during the life of that warning. It will also be appropriate where the first act of misconduct is sufficiently serious but would not justify dismissal. This warning will be disregarded for disciplinary purposes after **12 months of work**.

### **Level 3 – dismissal or other punitive action**

- Dismissal will be appropriate if there is still a failure to improve or further misconduct arises during the life of a final warning or in cases of gross misconduct. Action short of dismissal is available, which includes demotion or transfer in conjunction with a final written warning. In cases where the employee does not accept this sanction, the Council will dismiss the employee. Action other than dismissal is **NOT** an available sanction where gross misconduct is found to have taken place.

### **Step 3: Appeal**

- An employee has the right to appeal any disciplinary action taken.
- All appeals are heard at Head of Service level or above with the exception of appeals against a final written warning or dismissal, where the employee has the option of having their appeal heard by the Council's Appeals by Employees Committee.

## **SECTION 4: DISCIPLINARY RULES**

### **Employees' obligations**

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Employees have a duty to:

- familiarise themselves with the rules governing their employment as specified within their contract of employment, for example, Codes of Conduct, National and Local Agreements, Council Standing Orders and Financial Regulations, Health and Safety Policy and other relevant documentation
- undertake work tasks and activities, as set out in the job description and in conjunction with their line manager
- act in a manner that is consistent with the Council's reputation
- maintain good working relationships with colleagues and managers
- comply with all statutory requirements, for example, all health & safety regulations
- observe all rules affecting their service area, regulations and operating policies and procedures
- disclose to their employer the misconduct of fellow employees

### **Examples of misconduct**

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Misconduct is inappropriate behaviour that will normally result in disciplinary action short of dismissal being taken in the first instance.

The action taken will depend on the degree of seriousness of the misconduct, the employee's current disciplinary record and any other relevant factors.

The following list is neither exhaustive nor exclusive but gives an indication of the types of misconduct which will normally result in disciplinary action short of dismissal:

- unauthorised use of Council property

- improper use of organisational facilities such as the Council's telephone, email system and the internet
- acts of discrimination, bullying and harassment
- carelessness or negligence in carrying out the duties and responsibilities of the job
- breaches of health and safety requirements
- refusal to follow reasonable instructions, comply with procedures or otherwise fulfil contractual obligations
- persistent poor timekeeping
- unauthorised absence from work and failure to comply with sickness reporting procedure
- falsifying time records
- wilful or deliberate under performance of duties
- abusive or threatening behaviour towards any person while engaged on, or purporting to be engaged, on Council business
- persistent short-term sickness absences
- inappropriate behaviour/conduct outside work that has a bearing on role within the Council

### **Examples of gross misconduct**

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Gross misconduct is an act, or acts, which have the effect of destroying the employment relationship between the employee and Council, making trust and a continued working relationship impossible.

The following list is neither exhaustive nor exclusive but gives an indication of the types of misconduct which will normally result in dismissal:

- dishonesty, theft, fraud and deliberate falsification of records and/or benefit claims administered by the Council
- fighting, assault on another person

- deliberate damage to Council property
- serious bullying and harassment
- serious incapability through alcohol or being under the influence of illegal drugs
- serious negligence which causes unacceptable loss, damage or injury
- serious insubordination
- serious infringement of health and safety rules
- serious breach of the Council's ICT Acceptable Use Policy
- unauthorised entry to computer records
- indecent, abusive or threatening behaviour to any person whilst engaged, or purporting to be engaged, on Council business
- wilful provision of false or misleading information, or wilful non-disclosure of information, either during the recruitment process or in subsequent employment which materially affects the contract of employment
- breach of confidentiality (subject to the Public Interest (Disclosure) Act 1988) or breach of authority vested in a job
- non-disclosure of an interest (conflict of interest), whether direct or indirect, in a contractual agreement between an agency and the Council
- serious breach of Standing Orders or Financial Regulations
- serious discriminatory acts or omissions contrary to or inconsistent with the Council's policy on equality of opportunity

Note: Removal from, or lapsed registration with, a Professional body, where that registration is a condition of employment, may also be treated as gross misconduct.

Employees who are accused of an act of gross misconduct will normally be suspended from work on full pay, on a precautionary basis, whilst the alleged offence is investigated.

***SECTION 5: REVIEW OF THE PROCEDURE***

Human Resources will review this procedure every three years. It will, nevertheless, be subject to continual review and amendment in the light of experience of its operation, employment best practice and statutory requirements. Changes will only be put into effect following the normal consultation arrangements.

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## ABERDEEN CITY COUNCIL

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COMMITTEE:	Finance and Resources
DATE:	12 November 2009
LEAD OFFICER:	Chief Executive
TITLE:	Tied Housing
REPORT NUMBER:	OCE/09/009

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### 1. PURPOSE OF REPORT

At its meeting of 8 September 2009 the Audit and Risk Committee resolved to instruct each Director to report to their Service Committee in the next cycle on how many tied houses were still in existence. This report informs the Finance and Resources Committee that there are no tied houses in existence relating to the Office of Chief Executive.

### 2. RECOMMENDATION

That the Committee resolves to note that there are no tied houses in existence relating to the Office of Chief Executive.

### 3. FINANCIAL IMPLICATIONS

There are no specific resource implications arising directly from this report.

### 4. SERVICE & COMMUNITY IMPACT

There are no specific links to the Council's policy statement or the Single Outcome Agreement.

### 5. OTHER IMPLICATIONS

There are no other specific implications arising from this report.

### 6. REPORT

At its meeting on 8 September 2009 the Audit and Risk Committee considered a follow up report by the Council's External Auditor Henderson Loggie on the Property Sales Investigation. The Committee resolved to instruct each Director to report to their Service Committee in the next cycle on how many tied houses were still in existence, where they were located and with a statement explaining the justification for them being tied houses, and requested the Finance and Resources Committee to take a corporate

overview by producing a corporate register for reporting back to the Audit and Risk Committee thereafter.

This report is a response on behalf of the Office of Chief Executive to the Audit and Risk Committee's instruction and informs the Finance and Resources Committee that there are no tied houses in existence relating to the Office of Chief Executive.

7. AUTHORISED SIGNATORY

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(01224) 522293

8. BACKGROUND PAPERS

None



COMMITTEE	Finance & Resources
DATE	12 November 2009
CORPORATE DIRECTOR	Gordon McIntosh
TITLE OF REPORT	St. Machar Outdoor Centre – Sunnyside Road
REPORT NUMBER	Report No. EPI/09/102

---

## 1. PURPOSE OF REPORT

The report responds to the remit given by the previous meeting of this Committee on 17 September, 2009 and updates Members on the current status of the case.

## 2 RECOMMENDATION(S)

It is recommended that the Committee :-

- (a) declare our intention of retaining the St. Machar Outdoor Centre under City Council control for the next six months and meet only revenue costs for essential Health & Safety works to the property;
- (b) indicate to the local community that in the next six months, we would look to all those parties who had indicated an interest in having the Centre retained for public use to come together in a single body, to agree a clear development scheme for the use of the various parts of the site;
- (c) indicate that the City Council would look to that body to fully investigate the availability of external funding to implement some or all of their development ideas;
- (d) offer the body appropriate assistance of Council officers, if requested;
- (e) remit it to the Head of Resources Development & Delivery to open “without prejudice” negotiations with the body, if appropriate, to fix the terms and conditions of a management agreement, lease or other means of tenure of the Centre, for the period after May, 2010, on the basis that no capital or revenue costs will be met by the City Council;
- (f) authorise the Head of Resources Development & Delivery to demolish the pavilion;

- (g) note the advice of the Head of Resources Development & Delivery on the Listed Category B status of the Firhill Well on site;
- (h) remit it to the Head of Resources Development & Delivery to report back to the meeting of this Committee on 6 May, 2010, on the outcome of these remits, with an invitation to that Committee to decide upon the future use of the property

## 2. FINANCIAL IMPLICATIONS

If the Committee approve the report's recommendations, there will be no ongoing revenue costs for the property, other than any essential Health & Safety costs that occur in the period up to May, 2010 including the demolition of the pavilion. Also our legal liability to maintain and protect the Category B Firhill Well on site might require the spending of capital, at least during the next six months.

## 4. SERVICE & COMMUNITY IMPACT

The Single Outcome Agreement identifies a requirement to efficiently manage the City Council's resources.

There are no Equalities & Human Rights Impact Assessment factors.

## 5. OTHER IMPLICATIONS

Not known at the date of submitting this draft report for consultation.

## 6. REPORT

6.1 The previous meeting of this Committee, on 17 September, 2009 considered a report on the future use of the St. Machar Outdoor Centre (as indicated on the attached plan).

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

that the Head of Resources Development and Delivery be authorised:-

- (a) to commence discussions with the Neighbourhood Community Planning Service to ascertain if there is any future uses for the properties in connection with the local community; and
- (b) to acknowledge the interest expressed by the third party but not to progress that at the present time.

### 6.3 **The Committee resolved:-**

- i) that the condition report by the Head of Service relative to the St Machar pavilion building be noted;
- ii) that officers be instructed to commence discussions with the Neighbourhood Community Planning Service to ascertain if there is any future uses for the properties in connection with the local community;
- iii) that appropriate officers be instructed to acknowledge the interest expressed by the third party and seek to obtain more information on the nature of that interest; and
- iv) that the Head of Resources, Development and Delivery be requested to carry out a detailed assessment of the options available to the Council as regards the damage to the pavilion, and to report back at the next meeting with all costs and implications associated with the different aspects of the St Machar Outdoor Centre including (1) the possibility of retaining the play park; and (2) any problems associated with the fact that the surrounding areas have been categorised as green space.

6.4 **Current position** – The future of this Centre has been the subject of various representations by individuals, local Members, the local Community Council and the Community Planning Partnership Key Contacts Group over the past few weeks. Although various ideas have been proposed (e.g. conversion of part of the site into allotments, the establishment of a Community Garden etc.) since the last Committee meeting it hasn't proved to be possible to fully investigate and cost all these ideas, let alone to find sources of external funding to implement them.

6.4 If the City Council's intention is to stop revenue funding for the Centre, but yet be sympathetic to any approach by the local Community to form a partnership or some other legal agreement with us to allow the site to be retained in public use and developed for suitable "green" uses, then, at present, there is no single Committee or organisation set up specifically to take on the running of the Centre.

6.5 For example, Members may recall a voluntary group (the Spring Group) set up specifically to try and source external funds for the provision of children's play equipment for Eric Hendrie Park on Springhill Road. Our officers were remitted by the Resources Management Committee to provisionally negotiate terms and conditions of lease of the Park, with the Spring Group, however those provisional negotiations haven't yet come to a conclusion. To give the various ideas expressed for the St. Machar Outdoor Centre any hope of turning into reality, we need the local community to set up their own "Spring Group" equivalent organisation.

- 6.6 If the local community accept the need to set up such an organisation, it's the advice of our officers that the complexities of investigating the options, agreeing a development scheme, checking the feasibility and applying for the necessary funding to implement the development scheme, would justify the City Council giving the local community a six month "window of opportunity" to see if a viable alternative use for the property can be made to work, at no revenue cost to the City Council.
- 6.7 Although we would want the local community to come up with ideas, our officers can suggest a few of our own. For example, the Head of Environmental and Economic Sustainability would identify the relevance of the City Council's Nature Conservation Strategy 2010-2015, which is currently out for full public consultation, Her staff been working on the draft Action Plan and seeking ideas for potential projects in the City. Among others, the draft Nature Conservation Strategy promotes community gardens, wildlife gardens, allotments etc.
- 6.8 The St. Machar Outdoor Centre (Zoned as Urban Green Space and Green Space Network (as per The Aberdeen Local Plan 2008), the site (or part of it) could be suitable for a Community Garden, wildlife garden and/or allotments. Access to areas of green space including community gardens etc are important to local communities especially for those that do not have gardens of their own. Community gardens, wildlife gardens and allotments provide many benefits to local communities including improving health through the encouragement of physical activity and providing a place to relax. They provide educational benefits for the young and old plus an opportunity for communities to get involved and take responsibility of their natural environment. Green spaces improve health and well being plus overall quality of life. As well as the benefits that a Community Garden (etc) brings, sites that have been developed with the involvement of the community are usually well used and well looked after.
- 6.9 Aberdeen Greenspace Trust Ltd, who has a wealth of experience working with communities in delivering community projects, has shown interest in this area and would be keen to help realise this community's vision. This project would help the Council meet its legal obligations in a nature conservation context, in particular the Nature Conservation (Scotland) Act 2004, which states that 'it is the duty of every public body and office-holder, in exercising any functions, to further the conservation of biodiversity so far as is consistent with the proper exercise of those functions'. This project would meet a number of priorities in the Council's newly updated Nature Conservation Strategy 2010-2015.
- 6.10 A point to note is that this is the only public green space for many residents for some distance. I.e. as the crow flies, some residents are over 500 metres away from this site. Greenspace Scotland Greenspace Quality guidance states that greenspace should be well located and close to a community. A catchment area of approx 400m from a green space is being used as an acceptable distance to green space in the Council's current Green Space Audit. A change of use of this site (i.e. from Urban

Green Space and Green Space Network to another use) would leave many local residents without suitable access to a public green space.


- 6.11 The Head of Resources Development & Delivery advises that the cost of demolishing the pavilion building and levelling the cleared site is estimated to be circa £20,000. The cost of repairing the fire-damaged pavilion and reinstating it to its pre-vandalised condition is estimated to be around £85,000. The caution about the latter figure is that, even before the fire, the building had been broken into and extensively vandalised.
- 6.12 The current status of the pavilion, damaged and boarded up, presents a potential risk to the Council. This risk would result from any unauthorized entry. As the structure of the building and the “temporary boarding up” would not prevent any determined third party from achieving reasonably easy access, the risk should be acknowledged as real. The only meaningful way of addressing this identified risk is to demolish the pavilion and remove all resultant material.
- 6.13 It’s also noteworthy that part of the site, namely the Firhill Well, is Category B listed, which would impose legal obligations on the City Council as owner of the property, to maintain and preserve that structure.


## 7. OBSERVATIONS

- 7.1 This property is just within the Ward Boundary of Tillydrone/ Seaton/ Old Aberdeen and thus Councillors Norman Collie, Jim Noble and Richard Robertson will be consulted. Since present and potential future users of the property are likely to live in the neighbouring George Street/ Harbour Ward, Councillors Andrew May, Jim Hunter and John Stewart will also be consultees. Finally, Councillors Kevin Stewart and Neil Fletcher are consultees as Convenor and Vice Convenor of this Committee.
- 7.2 The Head of Planning & Infrastructure advises that “...the types of uses suggested in paragraphs 6.7 to 6.9 would be suitable alternative uses which would pose no planning difficulties. This is an important area of open space for the local community and the most accessible for people living in the Powis, Sunnybank and Froghall areas. Open space in these areas is relatively sparse and there are no real alternative green areas between Nelson Street and the playing fields at St. Machar Academy and Tillydrone. This makes their retention particularly important from an access point of view and if a use can be found that also improves local biodiversity and the advances the objectives of the draft Nature Conservation Strategy then so much the better....”

## 8 AUTHORISED SIGNATURE

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## 9. REPORT AUTHOR DETAIL

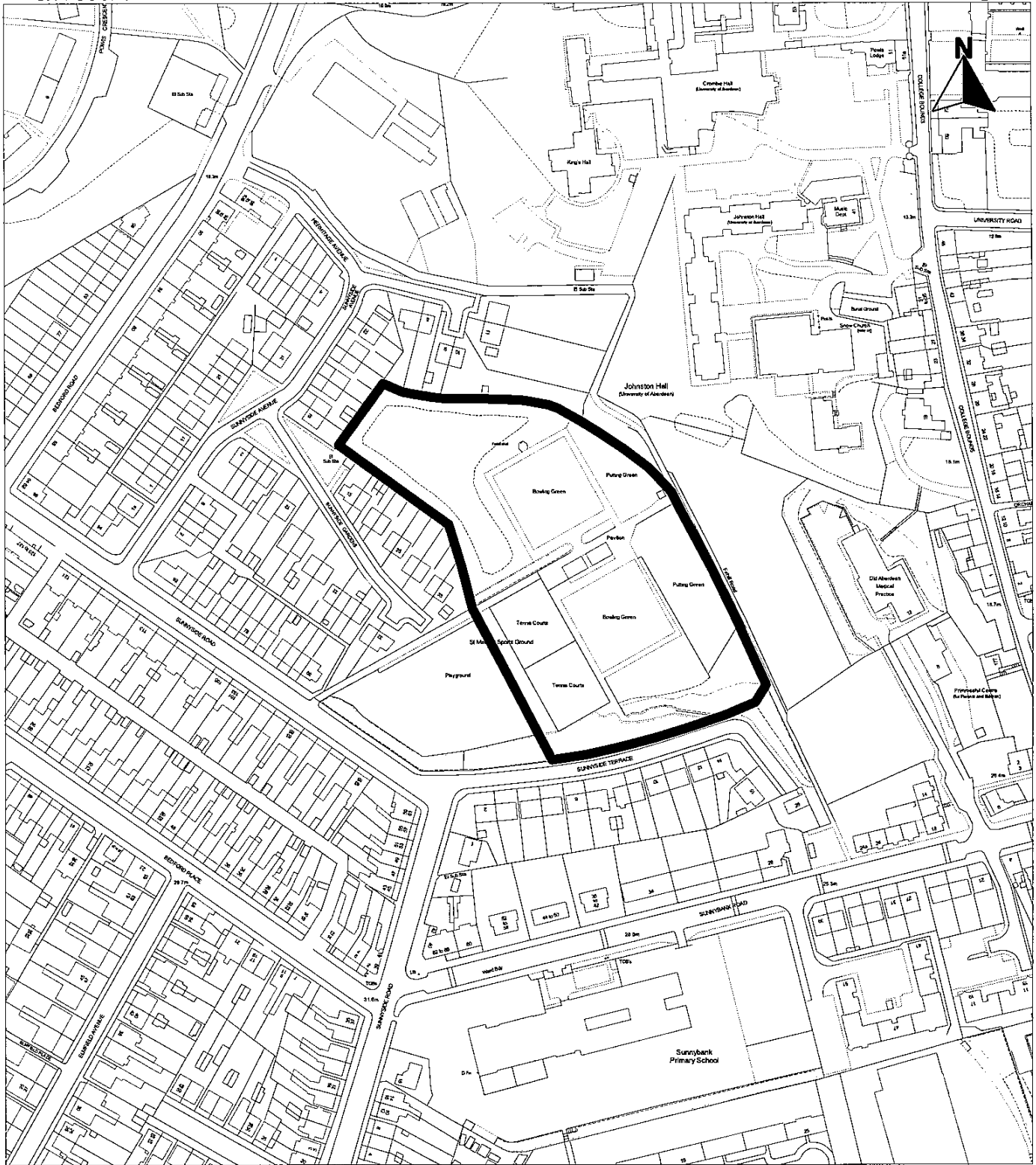
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## 10. BACKGROUND PAPERS

None.



**Title:** St Machar Outdoor Sports Centre

**Scale:** 1:2500

**Date:** 02 November 2009

**Map Ref:** NJ9307NE



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