

Public Document Pack



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 3 March, 2010

FINANCE AND RESOURCES COMMITTEE

The Members of the **FINANCE AND RESOURCES COMMITTEE** are requested to meet in Committee Room 2 - Town House on **THURSDAY, 11 MARCH, 2010 at 2pm.**

JANE G. MACEACHRAN
HEAD OF LEGAL AND DEMOCRATIC SERVICES

BUSINESS

1. MINUTES, COMMITTEE BUSINESS STATEMENT AND MOTIONS LIST

- 1.1 Minute of Previous Meeting of 28 January, 2010 (Pages 1 - 40)
- 1.2 Minute of Meeting of the Lord Provost Sub Committee of 1 October, 2009 - for noting (Pages 41 - 44)
- 1.3 Committee Business Statement (Pages 45 - 56)
- 1.4 Motions List (Pages 57 - 58)

2. PERFORMANCE MONITORING AND CORPORATE GOVERNANCE SERVICE ISSUES

- 2.1 Office of Chief Executive Budget Performance Report (Pages 59 - 62)

- 2.2 Corporate Governance Performance Report (Pages 63 - 92)
- 2.3 Capital Budget Progress Report - Corporate Governance Service (Pages 93 - 102)
- 2.4 Revenue Budget Monitoring - Corporate Governance Service (Pages 103 - 116)

3. **REFERRALS**

- 3.1 Household Waste and Recycling Containers Policy - referred from the Housing and Environment Committee of 16 February, 2009 (Pages 117 - 136)
- 3.2 Common Good Fund - referred simpliciter from Council Budget meeting (Pages 137 - 162)
Members:- please note that an appendix containing exempt information relating to this report is at item 9.1.
- 3.3 Removal of Former Carden School - referred from Education, Culture and Sport Committee of 18 February, 2010 (Pages 163 - 172)
- 3.4 Allocation of Annual Grant to ACVO - Budget Virement - referred from Social Care and Wellbeing Committee of 25 February, 2010 (item 4.3)

Members:- The Social Care and Wellbeing Committee of 25 February, 2010 agreed that the annual grant of £22,837 awarded to ACVO through the social work grant allocation, should be awarded through the Corporate Governance Service. The Committee is asked today, to approve this virement between budgets. The relevant minute extract will be circulated at the meeting.

4. **MOTIONS**

- 4.1 Motion by Councillor Donnelly, referred by Council on 10 February, 2010
"This Council welcomes the Government's move to honour and celebrate The Queen's Diamond Jubilee in 2012 with a public holiday and weekend event and calls on this Council to follow suit with a celebration in Aberdeen in recognition of The Queen's service to the people of the United Kingdom and Commonwealth and her 60 year leadership role within the international community of the free world."

4.2 Motion by Councillor Boulton, referred by Council on 10 February, 2010

“Prior to confirmation of any additional financial contribution, over and above the 9.5% of the current estimated £395m for the Aberdeen Western Peripheral Route is agreed, that the matter be referred back to Full Council for debate with an officer’s report outlining where the additional funding will come from and what the implications will be for the revenue budget and the potential knock on effect on all services.”

4.3 Motion by Councillor Ironside, referred by the Education, Culture and Sport Committee of 18 February, 2010 in order to allow the financial aspects of the options to be considered (Pages 173 - 182)

“That this Council expedites its plans to demolish the old Greenfern School site which is currently a haven for vandalism and anti social behaviour causing the residents of the area great concern.”

5. **FINANCE**

5.1 2009/10 Common Good Budget Monitoring (Pages 183 - 192)

5.2 Revenue Budget 2009/10 Monitoring (Pages 193 - 204)

5.3 Non Housing Capital Programme 2009/10 (Pages 205 - 212)

5.4 Applications for Financial Assistance 2009/10 (Pages 213 - 220)

5.5 Applications for the Equality of Opportunity Grants Scheme 2009/10 (Pages 221 - 230)

5.6 Zero Based Budgeting (Pages 231 - 234)

5.7 Electricity and Gas National Contracts (Pages 235 - 238)

5.8 Seasonal Environmental Staff - Further Budget Savings (Pages 239 - 240)

6. **HUMAN RESOURCES**

6.1 Third Tier III Health Gratuity (Pages 241 - 244)

7. **PROPERTY**

- 7.1 Corporate Asset Management System - Progress Report (Pages 245 - 250)
- 7.2 Former Croft & Aberdon Care Homes - Future Use/Disposal (Pages 251 - 258)
- 7.3 Grove Lodge Mugiemooss - Future Use (Pages 259 - 262)
- 7.4 Hazlehead Residential Area - Options on Sale or Lease of Amenity Areas (Pages 263 - 282)

8. **GENERAL**

- 8.1 Framework Agreement for Consultancy Services for Transportation and Environmental Related Professional Services (Pages 283 - 288)
- 8.2 Alternative Savings Proposals - Debt Counselling - Update (Pages 289 - 306)

ITEMS WHICH THE COMMITTEE MAY WISH TO CONSIDER IN PRIVATE

9. **REFERRALS**

- 9.1 Common Good (appendix to item 3.2) - referred from Council Budget Meeting (Pages 307 - 308)
- 9.2 Business Case - referred from Education, Culture and Sport Committee of 18 February, 2010 (Pages 309 - 316)

10. **FINANCE**

- 10.1 Trading Services Monitoring (Pages 317 - 332)
- 10.2 Aberdeen Heat and Power (Pages 333 - 336)
- 10.3 Landfill Tax Credit Funding 2010-2013 (Pages 337 - 346)

11. **PROPERTY**

- 11.1 Frederick Street - Appointment of Building Contractor (Pages 347 - 352)

Website Address: www.aberdeencity.gov.uk

Should you require any further information about this agenda, please contact Rebecka Steven (tel. 522869 email rsteven@aberdeencity.gov.uk)

This page is intentionally left blank

Agenda Item 1.1

FINANCE AND RESOURCES COMMITTEE

ABERDEEN, 28 January, 2010. - minute of meeting of the FINANCE AND RESOURCES COMMITTEE. Present:- Councillor Kevin Stewart, Convener; Councillor Fletcher, Vice Convener; and Councillors Cassie, Corall (substitute for Councillor Dean), Cormie (substitute for Councillor Kiddie) Cormack, Crockett, Dunbar, Farquharson, Graham, Laing, Leslie, McCaig, John West and Yuill.

ORDER OF AGENDA AND REQUEST FOR DEPUTATION

1. The Convener requested that item 12.8 of the agenda (Award of Replacement Contract), which had been submitted as a late item, be considered as a matter of urgency on this day; and advised that there had been a request for a deputation by Zara Strange, Manager of the Citizens' Advice Bureau, regarding item 5.4 of the agenda (Alternative Savings Proposals – Debt Counselling and Welfare Rights). The Convener proposed that the Committee hear the deputation, and consider the relevant report as the first item of business on this day.

The Committee resolved:-

- (i) to agree to consider item 12.8 of the agenda (Award of Replacement Contract) on this day; and
- (ii) to agree to hear the deputation from Zara Strange, Manager, Citizens' Advice Bureau as the first item of business, along with the relevant report.

DECLARATION OF INTEREST

Councillor Crockett declared an interest in the subject matter recorded under the following article by virtue of his position as Board Member of the Citizens' Advice Bureau. Councillor Crockett remained present for the deputation, but left the meeting during the Committee's consideration of the report.

ALTERNATIVE SAVINGS PROPOSALS – DEBT COUNSELLING AND WELFARE ADVICE

2. With reference to the minute of meeting of Council of 16 December, 2009 (article 13 refers), the Committee had before it a joint report by the Director of Housing and Environment and the Director of Social Care and Wellbeing which presented an alternative set of savings relating to the statutory Debt Assistance Scheme (DAS) for debt counselling and money advice; and presented two options which would involve a merger of welfare rights with debt counselling and money advice services in order to achieve economies of scale.

By way of background the report advised that all funding for the provision of debt counselling and money advice within the city was shared between the Council and

the Citizens' Advice Bureau (CAB) and that Council funding for debt counselling and money advice services was further split between the Trading Standards' Service debt counselling and money advice team and the CAB. The report explained that the CAB received two different streams of funding from the Council, namely:- (1) approximately £70,000 from the Trading Standards' Service for enhanced money advice; and (2) approximately £263,000 from the Common Good Fund, around 30% or £78,000 of which was for the provision of money advice. In addition to this, the CAB received a further £120,000 from the Fairer Scotland Fund to deliver a community outreach advice service. It was estimated that the money advice element of this stream of funding would account for approximately 60% or £72,000 for 2009/10, however, there was no commitment currently to continue funding in 2010/11 as this would be dependent on the future of the Fairer Scotland Fund. In total, it was estimated that a total of £148,000 per annum of funding was provided to the CAB for money advice, with an additional £72,000 of Fairer Scotland funding for 2010/11, giving an overall total of £220,000. The report noted that no member of the CAB staff (either employed or volunteer) was an approved money adviser, and so had to refer clients who required Debt Arrangement Schemes to the Council's debt team, which contained three approved money advisers.

The report further advised that the Council provided basic and enhanced money advice through a debt team based within the Trading Standards' Service at a total cost of £135,362. The report explained the outputs of both the CAB and the Council with regard to both enquiries and new cases for the years 2007/08 and 2008/09. The report noted that the CAB output was considerably higher than the Council's, but that the overhead costs of the CAB also appeared to be greater. The report highlighted that the Council logged a person with several queries as one visit, but a log was made on each occasion when a person made an enquiry at the CAB. The report further advised that Council advisers would undertake all of the work associated with each case themselves from start to finish, and, as there were three DAS approved members of staff, they could also handle more complex cases which the CAB could not.

The report proposed that the Council retain the £70,000 that it currently provided to the CAB for DAS work, which was in fact being referred back to the Council from the CAB. The report outlined that this saving would be greater than the saving proposed at the previously mentioned meeting of Council (reference ENV18) to disestablish one debt counsellor/money adviser post, and would provide a better basis upon which to move forward with the merger of the current debt counselling and money advice team with Social Care and Wellbeing's Welfare Benefits Advice Team which itself would provide further savings.

The report then provided two options on the future of the Debt Counselling and Money Advice Team and the Welfare Benefits Advice Team, namely:- (1) to merge the two teams, and therefore make savings while at the same time creating a flexible and responsive team which would enhance the existing provision of both debt and welfare rights advice; or (2) to disband the Welfare Rights Team (as a separate team), with the remaining staff being absorbed into the general care management service by supporting services at agreed areas of priority. The report concluded that should option (2) be pursued, there was a risk that the expertise of the current team set up would be lost, or at best diluted across the Care Management Service, and assistance may have to be reassigned to other services, which would leave a gap in advice provision at a time of high demand.

In terms of Standing Order 10(2), the Committee heard Zara Strange, Manager of the Aberdeen Citizens' Advice Bureau, who requested the Committee not to withdraw £70,000 of funding, as suggested within the report. Ms Strange advised that the CAB provided a vast range of services, including more than just debt and money advice. Ms Strange took exception to the intimation within the report that money from the Common Good Fund was utilised for money advice, and explained that the Common Good funds were utilised only for management staff, the costs associated with the building, and the employment of an Employment Advice Officer. She reiterated that it was only the £70,000 that the CAB received from the Trading Standards Service that supported the Money Advice Team. Ms Strange made reference to page 221 of the report, and explained that although CAB staff did not have the DAS certificate, they were trained to national standards in money advice. She continued that the CAB accepted the Council now required the specific DAS certificate, and advised that two officers should be fully DAS accredited by the end of March, 2010.

Members asked Ms Strange a number of questions and thanked her for the presentation. Members then asked relevant officers a number of questions, and in particular had clarified that the £70,000 funding that was provided by the Trading Standards' Service to the CAB was specifically for the purpose of debt advice, and not lower level money advice. The Committee intimated its concern that a Service Level Agreement was still not in place between the CAB and the Council. They noted that the CAB and officers of the Council seemed keen to progress this, and suggested this be done as a matter of urgency.

The report recommended:-
that the Committee

- (a) agrees to retain £70,000 of Scottish Government funding for the Debt Advice Scheme (DAS) (which the CAB receives in addition to the Council's current level of funding), pending the Aberdeen Citizens' Advice Bureau employing a registered DAS Money Advice Officer; and either:-
- (b) approves the proposal to merge the current Welfare Rights and Debt Counselling and Money Advice teams within the Council, in terms of Option 1 as outlined within the report, to make a saving of £82,000 **or**
- (c) approves the proposal to merge the current Welfare Rights and Debt Counselling and Money Advice Teams within the Council, in terms of Option 2 as outlined within the report, to make a saving of £166,000.

In relation to recommendation (a), the Committee queried as to whether this would result in the Council reinstating the £70,000 funding at a point when the CAB had DAS trained staff. Officers confirmed that this would not be the case, and that this issue would be addressed through the Service Level Agreement, and would have to be reported back to Committee for approval at a later date.

The Convener, seconded by the Vice Convener, moved:-

that the Committee (1) approves recommendations (a) and (b) as detailed above, and therefore supports Option 1 as contained within the report; (2) instructs officers to report back on the progress being made with regard to reaching a Service Level Agreement with the CAB; and (3) instructs officers to submit a report to a future meeting detailing all of the funding provided to the CAB by the Council, to allow an overview to be taken.

Councillor Graham, seconded by Councillor Laing, moved as an amendment:-
that this report be referred simpliciter to full Council.

On a division, there voted:- for the motion (11) – the Convener; the Vice Convener; and Councillors Cassie, Corall, Cormack, Cormie, Dunbar, Farquharson, Leslie, McCaig and John West; for the amendment (2) – Councillors Graham and Laing; absent from the division (2) – Councillors Crockett and Yuill.

The Committee resolved:-

to adopt the successful motion.

MINUTE OF PREVIOUS MEETING

3. The Committee had before it the minute of its previous meeting of 10 December, 2009.

With reference to page 20 of the minute, the Committee noted that the details of the Lands of Torry had been provided to Councillor Laing, and requested that this information be circulated to all elected Members.

The Committee resolved:-

- (i) to request that the details of the Lands of Torry be circulated to all elected Members; and
- (ii) to approve the minute as a correct record.

MINUTE OF MEETING OF CORPORATE HEALTH AND SAFETY COMMITTEE

4. The Committee had before it the minute of meeting of the Corporate Health and Safety Committee of 27 May, 2009.

The Committee resolved:-

to note the minute.

COMMITTEE BUSINESS STATEMENT

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

The Committee received an update on item 16 of the list (Investigation into the leaking of report on St Nicholas House Site) from the Legal Manager (Court) who advised that the investigating officer had established the distribution associated with both the electronic and paper copies of the report, and that electronic tracking had not revealed the source of the leak. She confirmed that report had been headed as being 'Not For Publication', and each page had been watermarked as 'Restricted'. Ms Mollison continued that it was impossible to ascertain if duplicates

of the report had been made from the paper copies that had been distributed. She concluded that interviews could be undertaken with Councillors and staff who had received the agenda papers if the Committee so wished.

The Committee resolved:-

- (i) to remove items 4 (Corporate Asset Management Plan); 6 (Pinewood/Hazledene); and 7 (ICT Connectivity for Educational Establishments);
- (ii) to note the update provided by the Legal Manager (Court) in relation to item 16 (Investigation into the leaking of report on St Nicholas House Site), and to instruct that interviews be undertaken in order to escalate this investigation; and
- (iii) to otherwise note the updates as contained within the list.

MOTIONS LIST

6. The Committee had before it the outstanding motions list as prepared by the Acting Head of Democratic Services.

The Committee resolved:-

to note the update as contained within the list.

OFFICE OF CHIEF EXECUTIVE – BUDGET PERFORMANCE REPORT – OCE/10/001

7. The Committee had before it a report by the Chief Executive which provided information relating to the current year revenue budget performance to date for the Office of Chief Executive, and highlighted areas of risk and management action being taken in this regard. The report advised that it was intended to report to each cycle of this Committee on the current year revenue performance to date, as part of the framework of managing risks within the Office.

Appended to the report was a table which outlined the current revenue spend against budget as at the end of November, 2009 at a high summary level, which indicated an expected net saving of £56,000 (5.9%) across an overall budget of £946,000.

The report explained that the revenue budget for the Office of the Chief Executive included provision for the Directorate and Support Team, the Civic Support Team (including the Lord Provost's Secretariat, the Civic Administration Unit and the Town Sergeants), the Elections Unit and the Council's external and internal Communication Teams.

The report continued that the costs associated with the Civic Support Team were recouped from the Common Good; and that the 2009/2010 budget for the Elections Unit, included provision for the costs of the European Elections which took place in June, 2009 and the General Election due to take place in the next six months.

The report advised that the budget outturn had been adjusted to reflect the actual spend and estimated reimbursement due for the European Election, and that in

addition to this some spend was being made in preparation for the General Election, and the outturn would be adjusted as soon as the date of the poll was confirmed.

The Committee resolved:-

- (i) to note the content of the report; and
- (ii) to request that officers continue to manage the budget actively, and to report back to this Committee on strategies as required for a positive outturn for 2009/10.

CAPITAL BUDGET PROGRESS REPORT – CORPORATE GOVERNANCE SERVICE – CG/10/004

8. With reference to article 6 of the minute of its previous meeting, the Committee had before it a joint report by the City Chamberlain and the Director of Corporate Governance which provided an update on the progress being made with regard to various projects within the Non Housing Capital Programme, previously approved by Council, which were currently aligned to the Corporate Governance Service.

Appendix A to the report contained a table that outlined the Non Housing Capital Programme projects aligned to the Corporate Governance Service, and detailed (1) the total approved project costs (from 2009/10 for rolling projects); (2) previous years' projected spend; (3) the total budget for 2009/10; (4) spend as at 30 November, 2009; (5) commitments for 2009/10; (6) the forecast outturn for 2009/10; (7) future years' budget profiles for 2010/2011, 2011/12 and 2012/13; (8) total forecast costs; and (9) the project forecast variance. Comments on particular projects were included in the narrative.

The Committee resolved:-

to note the content of the report in relation to the projects outlined at appendix A.

2009/10 REVENUE BUDGET MONITORING – CORPORATE GOVERNANCE SERVICE - CG/10/003

9. With reference to article 5 of the minute of its previous meeting, the Committee had before it a joint report by the City Chamberlain and the Director of Corporate Governance which provided information on the current year's revenue budget performance to date for the Corporate Governance Service; included a high level summary of for the year as at the end of November, 2009; and outlined whether or not there would be any cost pressures that were immediately identifiable from the expenditure incurred to date, and management action being taken in this regard.

The report advised that, overall, there had been a net saving of £914,000 (3.5%) across an overall current aligned budget of £26.067 million, which reflected a favourable movement of £458,000 since the last report. The report continued that in broad terms, the net projected saving, comparing outturn to budget, reflected a favourable variance of £1,176,000 on projected staffing savings across the Service.

The report explained that this would be offset by a prudent assessment of recoverable costs and recharges to the Housing Revenue Account and the General Services Capital programme in respect of conveyancing work based on the level of recharges last year, and the downturn in activity in the current year for capital receipts.

Appended to the report was the Service report and associated notes.

The Committee resolved:-

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

ACCORD/SQUIDCARD DEVELOPMENT – CG/10/011

10. With reference to article 20 of the minute of its previous meeting the Committee had before it a report by the Director of Corporate Governance which provided an update on the development of adding the sQuidcard electronic cash purse functionality to the Accord card.

By way of background the report advised that the long term strategy for the Accord card (National Entitlement Card) was to provide a variety of services to customers, and that one way in which this could be achieved was through the utilisation of an electronic cash purse, providing a convenient way for citizens to pay for small value goods. The National Entitlement Card Programme office had identified a product, sQuidcard, that would deliver this functionality, and met the desired criteria for such a scheme (which included being independent of bank schemes, being socially inclusive, having multi purse capability and an online payment facility available to it). Now that this functionality had been incorporated into the National Entitlement Card, and with the product having been successfully trialled and implemented in Dundee, it was available to any local authority which wished to offer this service.

The report explained that the sQuidcard product enabled citizens to place money on their card and spend those funds at participating outlets, which could include Council premises and other retailers. As monies would be loaded and spent electronically, the need for retailers and Council facilities to take payment by cash would be reduced, thereby, reducing cash handling issues (including costs). The card would require no pin number and transactions would typically be for amounts under £10. The product would be available to all card holders of all ages offering a fast, convenient and secure alternative to cash payments, that would be socially inclusive. Card holders would not require a bank account to utilise the Accord Card, the card would be free, and it would not cause any user financial difficulties, due to its prepaid nature.

The report highlighted that there was also an opportunity to investigate the individual use of the card for other low value local services, for example payment of bus fares, and that this had already been achieved in other local authority areas. It was hoped that by adding an electronic purse to the Accord card for use in the

wider community, this would develop the card and increase the usefulness and attractiveness of the card to the citizens of Aberdeen.

The report concluded that a Reciprocal Licence Agreement had been drafted between sQuidcard and the Council and that should this project progress, the next step would be to work with sQuidcard in order to agree an implementation plan for the city which would involve sQuidcard contacting local retailers to promote the product with a view to the retailer accepting payment via sQuid, Council sites being identified where it would be of benefit to take payment via sQuid and the marketing and promotion of the product across the city.

The Committee resolved:-

- (i) to approve the adoption of the sQuidcard Limited electronic cash purse on the Accord Card; and
- (ii) to approve the expenditure associated with the three year agreement as follows:-
 - the sQuid annual license fee of £5,000 for a three year period, the first year to be met by the National Entitlement Card Programme Office;
 - sQuidcard equipment (single terminal, reader and installation) of £460 per site, with an estimated maximum cost of £7,820 to cover all 14 leisure sites, two cultural sites and a library;
 - the transaction fees of approximately £1,500 over the initial three year period; and
 - £25,000 towards sQuid marketing programmes;
- (iii) to note that the National Entitlement Card Programme Office Board was currently considering extending their funding contribution for the licence fee to cover all three years;
- (iv) to note that it was anticipated that not all leisure sites would be included in the project initially; and
- (v) to note that costs associated with the sQuidcard project would be met from Modernising Government Funds already allocated to the Accord card scheme, therefore there would be no impact on the Accord operational budget.

INFOSMART FINANCE – CREDITORS PROCESSING – CG/10/001

11. The Committee had before it a report by the Director of Corporate Governance which requested approval for the creation of a centralised Finance Processing Team (FPT).

By way of background the report advised that the utilisation of InfoSmart functionality within administrative tasks was integral to the Finance Creditors' work of the Council; would compliment the PECOS and eFinancials systems; and would replace the current paper processes with electronic document and record management for (1) Purchase Order Processing (POP); (2) invoice and credit note processing (whether PECOS, POP or non POP); (3) payment voucher processing; (4) Batch Processing; (5) new and amended creditors processing; (6) internal POP; and (7) internal invoice processing. The report highlighted that this would only occur where the processing of the documents was through eFinancials, the

main corporate financial system, and not through one of the interface feeder systems. If an interface feeder system was to transfer to eFinancials, then there was a potential for the FPT to carry out the associated creditors processing, but this would require to be investigated separately as part of any transfer.

The report continued that in 2008/09, there were 90 staff across the Council directly involved in processing documents (this did not include staff in education establishments), and that the staff contributed between 2% and 100% of their time to undertaking the processing work. It had been calculated that this equated to 40 full time equivalent members of staff across the organisation. There was a concern that members of staff who contributed a lower percentage of their work to document processing may have other priorities in their work which could result in an inconsistent approach to processing being taken throughout the Council. The report also highlighted that no training or refresher training was currently available to members of staff, therefore procedures and processes were generally passed on through word of mouth, and where small teams were involved in document processing, leave and absence tended to impact dramatically on the team's ability to process documents. The report advised that these teams were currently being realigned under the new Service structure.

The report highlighted that in 2008/09, the Council paid 84% of its invoices within the statutory 30 day period, which had resulted in the Council being placed in the third quartile in comparison to the other 31 local authorities in Scotland for the Statutory Performance Indicator for prompt payment of invoices. It was hoped through the introduction of the FPT combined with InfoSmart, the Council could be in the upper quartile for the financial year 2010/11 for this performance indicator. The leading Council in 2008/09, had recorded a percentage of 93.4%, and had adopted a centralised approach to the processing of their invoices through electronic document and records management system, similar to what was proposed in the report.

The report outlined the process for transferring staff to FPT and continued that the posts within FPT had been evaluated under the Council's Job Evaluation process, with the Team Leader post being graded at G12 (£25,608 - £29,245) and the Processing Officer at G9 (£17,662 - £19,875). The report advised that subsequent to the job matching process, a recruitment exercise would take place and appointments would be made for all posts within the FPT which would comprise three Team Leaders and 22 Processing Officers to undertake the functions of the team. The team would be created using a planned and phased approach in line with the rollout of the InfoSmart and Finance Creditors project. The successful applicants would be informed of the date they would transfer to the FPT with their new job description and contract of employment.

The report concluded that the introduction of FPT would give an approximate saving in recurring salary costs of £165,583 (41%) of the total staffing costs of the estimated 40 full time equivalent who currently undertake the work, assuming that staff numbers would be reduced through voluntary severance and early retirement.

The Committee resolved:-

to support the formation of a centralised Finance Processing Team (FPT), which would be enabled by the adoption of InfoSmart functionality.

DECLARATION OF INTEREST

The Convener declared an interest in the following article due to a discussion that took place during consideration of this motion, by virtue of his part time employment by Brian Adam MSP. The Vice Convener declared an interest in the same article by virtue of his position as Vice Convener of CoSLA. Neither the Convener nor the Vice Convener felt it was necessary to withdraw from the meeting.

MOTION BY COUNCILLOR CROCKETT

12. With reference to article 15 of the minute of meeting of Council of 16 December, 2009, the Committee had before it a motion in the following terms by Councillor Crockett:-

“This Council is appalled at the financial settlement received from the SNP minority Scottish Government; agrees that the people of Aberdeen should be angry that Aberdeen City Council has been left with the same funding deal which had led to huge service cuts; and calls upon Alex Salmond to live up to his promise not to leave the city in the lurch.”

The Committee heard Councillor Crockett in support of his motion.

Further to extensive discussion, Councillor Crockett, seconded by Councillor Graham, moved:-

that the terms of the motion be adopted.

The Convener, seconded by Councillor Cormack, moved as an amendment:-

that this Committee (1) believes that the local government funding formula has failed Aberdeen City Council since its inception in 1996; (2) is immensely disappointed at CoSLA’s response to the Cabinet Secretary for Finance’s review of the formula, which led to very little change; (3) agrees that we write to the Cabinet Secretary for Finance, asking him to look at the floor levels to deliver a fairer distribution; and (4) instructs the Leadership Board to raise this matter with the Cabinet Secretary at their forthcoming meeting with him.

On a division, there voted:- for the motion (3) – Councillors Crockett, Graham and Laing; for the amendment (12) – the Convener; the Vice Convener; and Councillors Cassie, Corall, Cormack, Cormie, Dunbar, Farquharson, Leslie, McCaig, John West and Yuill.

The Committee resolved:-

to adopt the successful amendment.

ALTENS COMMUNITY CENTRE AND DYCE (CARNEGIE HALL) COMMUNITY CENTRE – REMEDIAL WORKS (ECS/09/080)

13. The Committee had under consideration, upon a remit from the Education, Culture and Sport Committee meeting of 7 January, 2010 (article 13 of the minute refers), a request for funding in relation to remedial works required in respect of Altens Community Centre and Dyce (Carnegie Hall) Community Centre. The reasons for the request, and the outcome of recent condition surveys on both properties by an external contractor was explained in the report by the Director of Education, Culture and Sport, which also advised on the outcomes of consultations on options for improved support for leased community centre management committees and also provided clarification of their relationship with the Council. A draft of the relevant article from the Education, Culture and Sport meeting, together with a copy of the Director's report had been circulated.

The Committee resolved:-

- (i) that appropriate officers be requested to undertake consultation with the community groups concerned in order to ascertain whether the funding identified is actually required and to report back to the Committee thereon in due course; and
- (ii) in response to a point raised by Councillor Graham, to request appropriate officers to ensure in future that, in those cases where agenda items arise as a result of a remit from another Service Committee, only those papers deemed necessary and relevant to the matter under consideration by the Finance and Resources Committee be circulated.

REVENUE BUDGET 2009/10 – MONITORING REPORT UPDATE – CG/10/123

14. With reference to article 12 of the minute of its previous meeting, the Committee had before it a report by the City Chamberlain which detailed the projected outturn and current financial position for the Council for the financial year 2009/10, and advised on areas of risk and management action that had been highlighted by the Directors.

Appendix A to the report provided a summary on the overall Council projected position, which showed a favourable net position, before exceptional items, of £2.445 million against the budget. This was a favourable movement of £4.920 million on the position last reported.

The report highlighted that the detail behind the favourable movement revealed improving financial projections from within Services, in particular the Social Care and Wellbeing budget, where projections in the last report of almost £6.5 million over budget had been reduced to £2.1 million. This was due to specific and one off savings opportunities that had been identified by the Service and which were intended to have an impact of saving up to £3.1 million in the last quarter of the year.

The report continued that the projections overall would have been more favourable had it not been for the winter conditions in recent weeks, the additional cost of which so far had been calculated at approximately £0.5 million. This was a value that was beyond the budget provision, and it was highlighted that should there be

further snow or ice in the remainder of the financial year, the Council would incur extra costs. In addition, there was a clear requirement for road repairs and maintenance to be undertaken in subsequent weeks, as potholes and surface damage were revealed and assessed. Taking this into account, a further provision of £0.5 million had been built into the projections to take account of unknown but anticipated and potential road and winter maintenance costs. These projections were included under the Enterprise, Planning and Infrastructure section in appendix A.

The report advised that despite the improving position, overall, the pressure on the operational budget remained clearly visible, with underlying costs in Social Care, and reductions in income streams relating to planning and building application fees, and sports centre activities. The Service forecast outturns reflected these pressures in the current economic climate, and the report highlighted that short term and one off cost reductions could not address the underlying trends and provide sustainable solutions for the future.

The report further advised that that the projected outturn figures reflected progress on achieving approved budget savings of £27 million, which were incorporated into the budget.

The report continued that it had been assumed that the corporate contingencies, set aside in the budget would be fully utilised in the year, but the possibility remained that the contingencies would not be required, and therefore the potential for further improvement to the projected outturn figures remained. This figure could amount to over £1 million at the year end depending on the circumstances during the last quarter.

The report further advised that HMRC had unexpectedly settled a further claim relating to leisure activities from 1990-1994, and this had resulted in a further £2.297 million (net) being received by the Council. The total net value, including interest and after the deduction of fees, now received by the Council was £5.997 million. Officers had sought further advice on the limited number of claims still to be assessed but had been advised that it was now unlikely that there would be any high value receipts, although some smaller value claims may be paid in due course.

While this provided a very positive impact on the Council's financial position, the exceptional nature of this meant that the Council could not rely upon this in any other year. The report continued that it therefore remained important that the Council worked continually to address the financial challenges that it faced in service provision and delivery.

As a direct result of the overall impact of these favourable projections, the General Fund balance would benefit to the value of £8.442 million (net revenue budget surplus £2.445 million plus exceptional items £5.997 million).

The report then detailed the management actions being taken across and within services currently, to address the unfavourable operational budget positions, and outlined these as follows:-

- (a) vacancy management (the filling of all vacant posts was being scrutinised and authorised by the Corporate Management Team);
- (b) reviewing and limiting payments for overtime;
- (c) reviewing the use of agency staff;

- (d) minimising discretionary expenditure on supplies and services;
- (e) tightening spend controls across all purchasing decisions;
- (f) the Director for Social Care and Wellbeing would authorise and agree with the Head of Service any admissions for older people, those with learning disabilities and children;
- (g) the Head of Procurement was identifying further opportunities for procurement savings that could be realised in the current year;
- (h) there would be no recommendations for external placements of children and firm gate keeping arrangements would be maintained;
- (i) travel outside the city would be approved on an exceptional basis only; and
- (j) bringing forward the 2010/11 budget savings proposals to 2009/10 wherever possible.

The report further advised that in November, 2009, the Scottish Government had introduced a scheme for local authorities in Scotland whereby they could seek consent to borrow for one off equal pay costs. In response to this Aberdeen City Council had made an application to the scheme. The application was still being considered, and a response was due in the near future, subject to Ministerial approval and the impact of the outcome of this application would be included in a future report to this Committee.

The report continued that on the basis of a similar scheme that the Council applied to last year, there was currently in place consent to borrow for some specific equal pay costs (cleaners, caterers and carers) in financial year 2009/10. In relation to these costs, the Council had already incurred £4.2 million of expenditure to which borrowing could apply. After taking account of the cost of borrowing this would enable the release of £3.6 million into the General Fund, over and above any of the financial projections contained within report. It was therefore anticipated that the release of £3.6 million could be made available to support the funding of the one off exit costs for the staff reduction exercise.

Appendix B to the report outlined a summary of the consent to borrow currently approved, and the value applied for. The report highlighted the costs that this course of action would be likely to incur, and the fact these were spread over a period of ten years. The report continued that this was not the ideal choice, but provided an alternative tool where financial commitments were significant and all funding options were important. The aim was for the Council to have sufficient resources to enable it to pay for all the costs it was expected to meet from its own reserves and balances; however, to have in place consent to borrow for specific one off costs would provide an opportunity for the Council to assess the alternative courses of action available to it, if these proved necessary.

Further approval from the Scottish Government could offer the option of borrowing to increase the General Fund reserve and balances, and in so doing could provide another opportunity to earmark sums for specific one off costs. The report suggested that in the absence of any additional notification from the Scottish Government, the Committee approve the earmarking from the General Fund reserve and balances of a further £4 million to support the workforce reduction exercise, plus the sum already able to be released through consent to borrow arrangements (£3.6 million). This would amount to a total of £7.6 million for staff exit costs. Officers confirmed this included any pension payments that would be associated with this exercise.

The report advised that as applications for voluntary severance and early retirement were approved, this sum would have to be reviewed, and was therefore subject to revision in the future.

The report concluded by summarising the net revenue position of the Council.

The Committee resolved:-

- (i) to note the report and the implications of the projected figures on the general fund balance;
- (ii) to instruct Directors to continue to take cost reduction opportunities during the remainder of the year, in order to move the estimated position back in line with the approved budget; and
- (iii) to approve the earmarking of £7.6 million from the General Fund balance for the costs associated with the staff reduction exercise.

NON HOUSING CAPITAL PROGRAMME 2009/10 – MONITORING REPORT – CG/10/021

15. With reference to article 18 of the minute of its previous meeting, the Committee had before it a report by the City Chamberlain which provided an update on the progress being made across all Services on projects within the Non Housing Capital Programme as at 30 November, 2009.

Appendix 1 to the report contained a financial statement which outlined the current position as at 30 November, 2009, and advised that those projects deemed to be of a “rolling” nature had been excluded from the prior year’s spend.

The report advised that the revised programme was now £92.772 million, prior to an allowance for project variations and slippage which had been estimated to reduce the programme by £27.832 million; therefore, the total funded programme was currently £64.940 million.

The report continued that the total payments made as at 30 November, 2009 were approximately £26.642 million or 41% against the funded programme of £64.940 million which was 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. The report noted that whilst this figure was relatively low, it did not reflect other commitments (for example, those made through accepted tenders).

The report explained that factors outwith the control of the Council may result in project delays (for example, delays in contractors beginning work on site which would contribute towards slippage in spending profiles). It was currently projected that the actual outturn would be £69.304 million, but to ensure that the overall programme remained within the funded level, a further £4.364 million of slippage required to be identified. Based on information from previous years and the low level of spend to date, it was anticipated that this level of slippage was achievable, but would require to be closely monitored by budget holders during the year, with details of projected spend being reported to both individual Service Committees and within the overall report to this Committee.

Appended to the report at appendix 2 was a financial statement which detailed projects funded from the capital fund which indicated an unused balance of £0.827 million from the previously agreed £15 million of capital receipts held within the capital fund.

Appendix 3 to the report provided information on budget movements and revisions for the Non Housing Capital Budget since initially approved by Council in June, 2009.

The Committee resolved:-

- (i) to note the current position on the Non Housing Capital Programme for 2009/10 and future years;
- (ii) 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
- (iii) to instruct the City Chamberlain to continue to update each Service Committee, in conjunction with the Director, on the their specific capital projects.

ALTERNATIVE SAVINGS PROPOSALS – HOUSING AND ENVIRONMENT

16. With reference to article 13 of the minute of meeting of Council of 16 December, 2009 and article 4 of the minute of its previous meeting, the Committee had before it a report by the Director of Housing and Environment which outlined four sets of savings proposals for the Committee to consider, namely:- (1) sheltered placement staff (which would replace the previous proposal ENV31); (2) income generation proposals for pets' corner (which would replace the previous proposal ENV22); (3) a reduction in the use of water across the Council; and (4) options to address the revenue cost pressures created by the removal of the Private Sector Housing Grant (PSHG) ring fence on 1 April, 2010.

With regard to the sheltered placement scheme savings proposals, the report advised that there were six members of staff working within Environment establishments on a full time basis under the "Work Step" (or Sheltered Placement) scheme, and the Department of Work and Pensions provided to the Council, an annual grant of £4,800 for each person, providing a total of £28,800. The report explained that the Social Care and Wellbeing Service paid the staff costs in full, then recharged the Environment Service 65% of the total, whilst retaining the £28,800 grant. The Environment Service had a budget allocation within the Sheltered Placement cost centre D21002 to pay this internal recharge, however, during the current financial year, agency code budget D20102 12411 had been cut to £8,635 as part of the Service's contribution to the purchase of the corporate purchasing system, PECOS. The report further advised that the Work Step scheme was to conclude at the end of October, 2010, after which the Council would be expected to bear the full costs of employment of the persons involved. Officers felt there was a strong case for retaining the staff within the Council, despite the fact that the scheme presented a significant net cost pressure of £62,565.

The report reminded members that the Grounds Maintenance Service was carrying a number of vacancies, and has also embarked on further major efficiency savings using the lessons learned during the 2009 tendering process for the grounds

maintenance of sports grounds and playing fields. It was proposed that some of these vacancies could be used towards achieving the proposed savings for 2010/11 and beyond, but it would also be possible to transfer the sheltered placement staff into six of these vacancies. The Environment Service would therefore work to a budget which would absorb the cost pressure by filling six vacancies. Part of this cost pressure for the financial year 2010/11 could be offset by having the grant for 2010/11 also transferred to the Environment budget. The report outlined that the staff would then have to be considered on an equal footing with the rest of the overall workforce in the work to achieve the savings proposed in the budget paper ENV26 – the market testing of grounds maintenance services, which would have to be achieved with six less vacancies than there would have been should this proposal not have been considered.

With regard to the Pets' Corner savings proposals, the report advised by way of background that this was a popular attraction and was held in high regard by the public, both as a leisure and an educational facility, and that since the recent upgrading with £30,000 of capital money in the last financial year, 44,111 people had visited Pets' Corner since 1 April, 2009, with the result that £45,645 income had been recorded by the end of the period. The report further advised that the total projected spend on the budget for 2009/10 was £97,000, therefore the largest gap, even assuming there was no further income, would be £52,000. There would be some further income, but that could be expected to reduce during winter and early spring. A modest projection of £65,000 was believed to be realistic.

The report proposed that income generation be increased by £33,600 through various methods such as sponsorship of individual animals, donation boxes, fundraising and savings in food purchasing by reviewing existing tenders.

Details of the proposals and the various charging options were provided in appendices to the report.

With regard to the water budget savings, the report advised that the Council's Energy Manager had identified potential savings in the Council's water budgets of £50,700 a year, without detriment to the operation of the Council. Background papers were provided in this regard on pages 9 – 16 of the additional circulation.

With regard to the saving proposals to meet the cost pressures within the Private Sector Housing Grant (PSHG) service, the report advised that the Scottish Government had removed the ring fence protection around the PSHG funding, and that this was now within the General Fund. Officers had recently been advised that the Scottish Government were going to provide this as 40% revenue and 60% capital funding, which would enable the Council to fund the previous PSHG revenue funded services. The 40:60 split was only for a three year period, so accordingly officers were now beginning work to redesign service provision to take account of this proposal.

The report concluded that if the recommendation associated with the PSHG was not approved, then the revenue costs of the PSHG could only be met by the permanent cessation of funding for some or all of the following:- (1) Care and Repair (which provides advice and assistance regarding repairs and improvements to the homes of older and/or disabled homeowners); (2) the Home Energy Conservation Association (HECA) (which enables leverage funding of up to £1m for energy efficiency solutions in the private housing sector); (3) Aberdeen Affordable

Warmth (which provides advice and assistance and affordable loans to tackle fuel poverty); (4) SCARF (Save Cash and reduce Fuel) (which offers free advice and assistance regarding energy efficiency to homeowners across the City); (5) Torry Project (Property Management); (6) Research/Consultation; (7) Development Of Property Gazetteer; and (8) Maintenance Orders and Work Notices.

The Committee resolved:-

- (i) to approve the proposal to move the five persons currently employed by the Social Care and Wellbeing Service, and working within the Environment Service, to mainstream employment within the Environment Service, while still achieving the savings outlined in the previous savings proposal (budget line ENV31 in the minute of meeting of Council of 16 December, 2009 refers);
- (ii) to approve the proposals to generate income of £34,000 by Pets' Corner, replacing the previous savings proposal ENV22; and achieving an extra £4,000 of savings;
- (iii) to approve the reduction in the Housing and Environment Service water budget by £50,700, thereby contributing to corporate efforts to reduce water consumption; and
- (iv) to approve proposals to utilise the proposed revenue funding from the PSHG to fund the following:- Aberdeen Care & Repair; Aberdeen Affordable Warmth; SCARF; HECA; Torry Project (postpone funding for 2010/11 and 2011/12, and reintroduce funding into the revenue budget in 2012/13); and Research/Consultation (reduce funding from £30,000 to £10,000 for 2010/11); and
- (v) to thank all frontline staff for their input with regard to the savings suggested within the report, and to suggest that they be nominated for a Corporate Recognition Award in this regard.

TENDERING FOR ABERDEEN CITY COUNCIL SERVICES – SCW/10/009

17. The Committee had before it a report by the Director of Social Care and Wellbeing which presented information on the proposal to explore the potential for tendering some of the Council's current inhouse services, thereby making savings from the Social Care and Wellbeing budget.

By way of background the report advised that the Council currently ran and supported services for older people, adults with disabilities and children inhouse. The report suggested that the private and voluntary sector could provide significantly lower unit costs for these services due to the reduced overheads, the different terms and conditions for staffing and the ability to bring in funding from other areas.

The report further suggested that a service specification be drawn up for each of the Council provided services, which would include the consideration of how to present the capital issues around buildings, and may include the requirement to reprovion. The report advised that officers would like to explore the possibility of exchange of lands to provide new builds which would improve the quality of accommodation for service users.

The report concluded that any decision taken to outsource these services would only be made after satisfying strict criteria and proposed that officers carry out an exercise of this nature with one of the Council units to provide a market test in order to determine whether this was an approach that could be reasonably used in future.

The Committee resolved:-

- (i) to note the content of the report; and
- (ii) to instruct the Director of Social Care and Wellbeing to bring forward a report detailing an individual unit that would have the potential for retendering in the way described throughout the report.

DECLARATION OF INTEREST

Councillor Yuill declared a non pecuniary interest in the following item of business by virtue of his Council appointed membership of the Board of Management of Peacock Printmakers Ltd. Councillor Yuill did not feel it was necessary to withdraw from the meeting.

PEACOCK VISUAL ARTS FUNDRAISING TEAM – NORTHERN LIGHT PROJECT – ECS/10/01

18. With reference to article 24 of the minute of meeting of Council of 17 December, 2008, the Committee had before it a report by the Director of Education, Culture and Sport which provided an update on the work being undertaken by the fundraising team engaged by Peacock Visual Arts as part of the Northern Light development proposed for Union Terrace Gardens, and requested financial support in order to sustain activity until the end of May, 2010. The report explained that this was required due to the extension of the public consultation on City Square, the newly renamed project for Union Terrace and the Denburn Valley.

By way of background the report advised that at the previously mentioned meeting of Council, Members approved the release of £166,642 of the capped £3 million capital funding commitment from the Council to Peacock Visual Arts Limited for the Northern Light contemporary arts centre project at Union Terrace Gardens. This limited draw down, matched by similar commitments from Peacock Visual Arts cofunders, Scottish Enterprise and the Scottish Arts Council, had enabled Peacock Visual Arts to continue with the advanced stage of the project, pending the outcome of the public consultation on the City Square proposals. The Scottish Arts Council had agreed to sustain their original offer of £4.3 million, again pending the outcome of the public consultation. The report explained that since the launch of the public consultation on the proposed City Square, the independent campaign group 'IheartUTG' had been lobbying to save the gardens. The report highlighted that this organisation was totally independent of Peacock Visual Arts, with their own fundraising activity and agenda.

The report continued that the Peacock Visual Arts team had worked for two and a half years to raise political, media, cultural, corporate and individual support and required minimum campaign team activity to be sustained to maintain this momentum, having halved the team in the past year.

The report outlined that the campaign activity proposal, as set out within a report to the former Policy and Strategy Committee of 9 June, 2009 (article 16 of the minute refers) had resulted in fundraising and sponsorship deals, media coverage and significant engagement with stakeholders and the public.

The report concluded that there had been significant expenditure to date to support the work of the fundraising team and that valuable work had been undertaken in order to maintain the profile of the Northern Light contemporary arts development in a period of considerable uncertainty for Peacock Visual Arts. The report concluded that a decision not to continue the funding for the team until the results of the City Square public consultation were known, would significantly impact on the future of the organisation.

The Committee resolved:-

- (i) to note the progress of the fundraising team in the realms of public and stakeholder engagement as detailed within the report;
- (ii) to continue to support the work of the fundraising team financially at a monthly cost of £3,040, in order to sustain and develop the Peacock Visual Arts Northern Light work to date, pending the outcome of the City Square public consultation which had been launched on 11 January, 2010;
- (iii) to continue this funding to the end of May, 2010; and
- (iv) to reiterate the importance of this money only being utilised for the purposes intended, and to request that officers write to Peacock Visual Arts to reinforce this point.

APPLICATIONS FOR THE EQUALITY OF OPPORTUNITY GRANTS SCHEME 2009/10 – CG/10/018

19. With reference to article 20 of the minute of its meeting of 12 November, 2009 the Committee had before it a report by the Director of Corporate Governance which requested approval for funding requests from the Equality of Opportunity Grants Budget 2009/10.

The report advised that the awards recommended for approval could be met from the Equality of Opportunity Grants Budget Scheme for 2009/10 which included the Minority Grants Budget of £19,500 and the Crèche Budget of £3,000. The report continued that should the recommendations be approved, the revised balance for the remainder of the year would be £9,124 in the Minority Grants Budget and £2,061 in the Grants Budget.

The Committee resolved:-

to award funding as follows:-

Group Name	Summary of Application	Decision
Aberdeen Chinese Community Centre (Association)	Towards the costs of Chinese New Year celebrations	to award £2,350
Grampian Senior Citizens'	Towards the cost of	to award £1,000

Group Name	Summary of Application	Decision
Forum	organising outings (primarily transport costs)	
Positive Mixture	Towards the cost of educational and networking activities	to award £1,000

DECLARATION OF INTEREST

Councillor Leslie declared an interest in the subject matter of the following article by virtue of his position as Chairperson of ShopMobility. Councillor Leslie withdrew from the meeting during discussion of this item.

SHOPMOBILITY AND ABERDEEN ACTION ON DISABILITY – FINANCIAL SUPPORT – SINGLE EQUALITY SCHEME – CG/10/006

20. The Committee had before it a report by the Director of Corporate Governance which requested (1) financial support to relocate ShopMobility from Flourmill Lane to alternative premises in the Skyline Restaurant in the Bon Accord Centre; (2) authority to reconfigure the Council’s financial support to ShopMobility in order to assist with their running expenses; and (3) authority to reconfigure the Council’s financial support to Aberdeen Action on Disability in order to assist with their running expenses.

The report advised that the Social Care and Wellbeing Service had indicated that both organisations (ShopMobility and Aberdeen Action on Disability) performed a vital role for people with disabilities in Aberdeen, however, neither organisation contributed to the Social Care and Wellbeing priorities, and officers had indicated that no further grant funding would be available beyond this financial year.

By way of background the report advised that ShopMobility Aberdeen had been established in 1992 and aimed to empower and liberate people with mobility difficulties, and promote greater social inclusion by providing the tools required to overcome physical barriers, improve mobility and create greater access to the city and community life. Due to the nature of its business, ShopMobility’s clients required a base central to the city’s main shopping centres. It was currently located in part of the underground car park on Flourmill Lane, which belonged to the Council but was due to be redeveloped in 2011. This base, which was located away from the main car park for the Bon Accord Centre, was not suitable, and lacked sufficient space for storage and maintenance. Its location made it more difficult for shoppers or visitors with reduced mobility to get a wheelchair or electric scooter. ShopMobility received financial support from the Community Planning and Regeneration budget for the rental of these premises. The report explained that ShopMobility had a low profile despite the fact that many other stakeholders benefited from its operations.

The report advised that as a consequence of the pending move of staff from St Nicholas House to Marischal College, and the future demolition of St Nicholas House, ShopMobility would have to move to an alternative location and although there would be an option to move to the Marischal College development, no plans had been included in the development to date, and this would involve additional expenditure. This option would also put ShopMobility even further away from the Bon Accord and St Nicholas shopping centres and put its users at an even greater disadvantage.

The report continued that there was now an opportunity to use part of the redundant Skyline restaurant area, which was situated above the indoor bowling rink in the Bon Accord Centre, to create a ShopMobility unit as this unit had recently been declared surplus to the Council's requirements and there had been no declared Council use for the premises to date. The report explained that if ShopMobility were to move to the Bon Accord Centre (in place of moving to Marischal College), this would avoid the need to construct a facility within Marischal College for ShopMobility, thus avoiding costs to include provision for ShopMobility, and increasing the number of car parking spaces that would be available for Council use. There were excellent lift facilities in the Bon Accord Centre that would provide ideal level access for ShopMobility customers from the Skyline area to the shopping mall below. The Bon Accord Centre had also indicated their willingness to allocate additional disabled parking spaces in the car park next to the restaurant, which would permit a managed access to ShopMobility and would also utilise a neglected area of the Bon Accord Centre.

The report advised that ShopMobility had requested that Space Solutions conduct a feasibility survey and advise them, on a no cost basis, how to make the best use of the space in the restaurant. Space Solutions had also provided them with an outline of costs that could be anticipated to carry out the work to convert the space in the Skyline restaurant to an operational facility suitable for ShopMobility's use. Initial indicative costs were £61,343.72 (including VAT), plus an element for relocation costs and unforeseen expenditure. ShopMobility had indicated that they would be able to relocate their operation with an offer of help in kind. Therefore, it was proposed that allowing up to £65,000 would be sufficient to cover the cost of all the alterations and the move in its entirety. The report advised that ShopMobility currently employed one full time member of staff and had volunteer staff support of 112 hours per week, then outlined the financial support that ShopMobility received. The financial estimates for 2009/10 projected a total expenditure of £83,359; of this, income of £69,340 was expected (comprising £63,715 in grants, including the Council's £3,096 in donations and £2,529 from other fundraising and sales). The balance was carried over from 2008 and amounted to an additional £35,264. Under this proposal, the Council would incur an additional non recurring cost of up to £65,000 in this financial year, and in future years the recurring revenue support of £22,000 would be reconfigured to the Disability Strategy Budget under the Single Equality Scheme.

The report reminded members that the Council paid a service charge to the Bon Accord Centre for use of the Skyline restaurant area, one half of which was paid for by the Bon Accord Indoor Bowling Club, with the remainder being covered by a budget held by the Culture and Leisure Service. The report proposed that this budget be transferred to Community Planning and Regeneration, to cover the service charge. ShopMobility's contribution could be secured from the current

provision of £32,000 already available from within the budget held by Community Planning and Regeneration. As the proposed users of the Skyline Restaurant were non Council, then the occupation of the property required to be legally sanctioned by a formal sub lease, with the Council as tenant of the property. In terms of the Council's tenancy of the Skyline Restaurant, a Committee decision to approve the principle of sub leasing the property to ShopMobility would require the Council to seek the formal consent of the Scottish Retail Partnership, as Landlord, to such a sub lease. It was suggested that officers take this issue up with the Scottish Retail Partnership in February and advise a future meeting on the outcome.

The report advised that the bowling club currently paid a nominal sub rent of £1 per annum (if requested) and suggested that a similar sub rent could be adopted for ShopMobility; and explained that if the Council took a decision to lease any of their properties at a rent demonstrably below market rental value, Scottish Government consent was required in terms of Section 74 of the Local Government (Scotland) Act, 1973. Officers in Resources Development and Delivery had advised that it may be considered in this situation that £1 per annum was a true reflection of market value.

With regard to the Aberdeen Action on Disability, the report advised that this organisation had been established in 1992 and worked with and for disabled people to help them live independently and overcome discrimination, in particular with regards to equality of opportunity and unrestricted access to services in order to ensure that people with disabilities were able to participate in the community. The report provided a background on Aberdeen Action on Disability's projects and outlined the financial support it had received from other organisations.

The report explained that the financial budget for 2009/10 projected total expenditure of £30,300 with income being estimated at £26,000 (comprising £20,000 grant from Social Care and Wellbeing, down from £23,000 previously, £3,000 from NHS Grampian and £3,000 from other donations and fundraising). Under this proposal, the future recurring revenue commitment from the Council of £23,000 would be reconfigured to the Disability Strategy Budget under the Single Equality Scheme.

Appended to the report was a completed Equality and Human Rights Impact Assessment in relation to the proposed reconfiguration of financial support for ShopMobility and Aberdeen Action on Disability.

The Committee resolved:-

- (i) to approve the relocation of ShopMobility to the Skyline Restaurant, and to meet the costs of the alterations, up to £65,000 as a one off cost from the Disability Strategy Action Plan budget;
- (ii) to approve the reconfiguration of existing financial support contribution of £22,000 per annum to ShopMobility from the Social Care and Wellbeing budget to the Disability Strategy Action Plan budget;
- (iii) to approve the reconfiguration of existing financial support contribution of £23,000 per annum to Aberdeen Action on Disability from the Social Care and Wellbeing budget to the Disability Strategy Action Plan budget;
- (iv) to approve, in principle, the grant of a sub lease of the Skyline Restaurant to ShopMobility;

- (v) to instruct the Head of Resources Development and Delivery to provisionally negotiate terms and conditions of a sub lease that match (and where necessary are complementary with) the sub lease already granted to the Bon Accord 2000 Indoor Bowling Club; and
- (vi) to instruct the City Solicitor to formally conclude such a sub lease, on terms and conditions as are necessary to protect the Council's interests.

DECLARATION OF INTEREST

Councillor Yuill declared a pecuniary interest in the subject matter of the following article due to his employment. Councillor Crockett also declared an interest by virtue of his position as Chairperson of Glencraft, which was in receivership. Both Councillors withdrew from the meeting during discussion of this article.

GLENCRAFT – OCE/10/004

21. The Committee had before it a report by the Chief Executive which provided an update on the work ongoing to re-establish the Glencraft business, and requested authorisation for negotiations to be opened immediately to lease the property at Wellington Road (formerly occupied by Glencraft) to the new social enterprise, rent free for a period of up to one year.

By way of background the report advised that following the closure of the Glencraft factory in November, 2009, the Chief Executive had convened a working group comprising representatives of the Scottish Government, Scottish Enterprise, Aberdeen City Council, voluntary sector organisations, trades unions and representatives of the former employees of Glencraft. The aim of the group was to ensure that all necessary arrangements were made for the former employees of Glencraft, and to explore opportunities for the establishment of a new social enterprise to continue the Glencraft business. Working closely with Jobcentre Plus, the community, trades unions, local churches and charities, support was quickly put in place for the former employees and latterly the group focussed on the possibilities for a new social enterprise to be established.

The report advised that on 5 January, 2010 the First Minister announced that work was underway with Robert Keiller and Duncan Skinner of PSN Limited, to re-establish the Glencraft business and since that date, the Scottish Government and Scottish Enterprise colleagues had been discussing the content of the business plan produced by Mr Keiller and Mr Skinner and assessing the requirements it had set out for public sector funding and support.

One such requirement within the business plan was the request that in order to assist in re-establishing the Glencraft business, that the Council make the property on Wellington Road formerly occupied by Glencraft available to the new social enterprise rent free for up to one year.

The Committee resolved:-

- (i) to authorise the Head of Resources Development and Delivery, in liaison with the City Solicitor and City Chamberlain, to enter into immediate negotiations to lease the property at Wellington Road formerly occupied by Glencraft, to the social enterprise being formed to re-establish the Glencraft business, and to instruct a report back to the earliest possible committee on the terms and conditions of the lease; and
- (ii) to agree that on the basis that the negotiated lease would provide the property to the new social enterprise rent free for a period of up to one year, that the resulting significant loss of £225,000 income from the Enterprise, Planning and Infrastructure draft revenue budget for 2010/11 be made up from contingencies.

At this juncture the Chairperson left the meeting and the Vice Convener assumed the Chair.

EMPLOYEE DEVELOPMENT ACTIVITIES UPDATE

22. With reference to article 36 of the minute of meeting of the former Resources Management Committee of 5 February, 2009, the Committee had before it a report by the Director of Corporate Governance, which summarised the employee development activities which had been organised corporately over the last year; outlined proposed development priorities and projected plans for 2010/11; and provided an estimate of the costs associated with these plans.

Appended to the report was an outline of the development that had already been undertaken along with the planned development for the future. By way of background the report advised that the development plans were prepared in the context of the findings of the Best Value, HMIe and SWIA reports and focused on (1) the need to increase leadership capability and capacity at all levels; (2) the need for increased accountability; and (3) the need to improve levels of motivation, morale and engagement.

Appendix B to the report highlighted the changes made to the way development was provided in 2009/10 and changes that were planned regarding the provision for 2010/11. The priority themes in this respect were outlined as being (a) an increase in the use of eLearning; (b) a review and expansion of the methods of delivery; (c) an increase in the use of joint working; (d) a greater focus on the evaluation and return on investment; and (e) the exploration of options regarding income generation.

Appendix C detailed the statistics for attendance at Corporate Employee Development Programmes from October, 2008 to November, 2009 and also provided examples of the feedback from employees that had been received.

Appendix D to the report advised of the incurred and projected expenditure for key projects related to employee development and highlighted the project's budget was £80,000 less for the year 2010/11.

The Committee resolved:-

- (i) to note the development to date;
- (ii) to approve the proposed priorities and projected plans; and
- (iii) to note that the implementation of the plans was subject to confirmation of the availability of budget at the Council Budget meeting in February, 2010.

GROVE LODGE (CG/10/025)

23. The Committee had under consideration a report by the Director of Corporate Governance which contained a request that the property at Grove Lodge be declared surplus to requirements.

The report indicated that the property had in the past provided accommodation for the Employee Counselling Service, which had since been out sourced.

The Committee resolved:-

that Grove Lodge be declared surplus to Council requirements and it be remitted to the Head of Resources Development and Delivery to advise other Council Services of the availability of the property, and to report any interest expressed therein to a future meeting.

At this point, the Convener rejoined the meeting and resumed the Chair.

RETAIL ROCKS! – ABERDEEN PROPERTY ACQUISITIONS (EPI/10/025)

24. The Committee had before it a report by the Director of Enterprise, Planning and Infrastructure which requested authority to enter into negotiations for property acquisitions in relation to the project known as Retail Rocks! Aberdeen, a highly innovative Scottish Government backed concept which aimed to regenerate town centres by focusing on the creation of successful, local retail businesses, with the help of monies from a Town Centre Regeneration Fund.

The report before members (1) explained that Retail Rocks Limited (a private company limited by guarantee) owned the concept which was designed to revitalise town centres and communities by encouraging, enabling and supporting sustainable retail entrepreneurship; (2) advised that it was proposed to bring vacant retail units in Torry back into use involving acquisition (either through purchase or lease); (3) indicated that the retail led regeneration project would provide initial support to aspiring entrepreneurs who wished to start up a retail business in Torry; and (4) confirmed that the initial support would take the form of a rent free retail unit for one year plus mentoring support to be provided by major high street retailers. The report continued that Retail Rocks was a competition based programme which would engage with the local community by inviting applicants with a retail business idea to compete for the opportunity to receive the proposed support package.

As regards property acquisitions, the report emphasised (a) that the project's success relied on a critical number of new businesses being set up; (b) that up to nine properties were being targeted, a mix of Council owned and privately owned retail units; (c) that this meant that a number of existing retail units (five units were envisaged) needed to be acquired or leased by the Council so that all potential units could be made available in due course to the project; and (d) that in order to comply with the conditions of the grant, all nine units had to be either owned or legally secured (by missives) by 31 March, 2010. In view of the tight timescales within which the conditions of the grant that were required, the report advised that Retail Rocks Limited were identifying the private shop units and entering into negotiations with the owners; that the Council's Asset Policy Manager and their external property adviser would subsequently satisfy themselves that any proposed purchase complied with Best Value and all statutory regulations/legislation; that the Council's standard Property Protocol would be adhered to; and that the cost involved would be funded from the Retail Property Acquisition budget.

Having highlighted the need for delegated authority in respect of the property transactions in order to meet the deadlines involved, the report also indicated that a Project Steering Group would be established to oversee implementation and to report on progress. This Group would be chaired by the Council's Chief Executive and would include one elected Member, the Council's Project Director for Economic and Business Development, the Council's Project Manager and the Council's Regeneration Manager for the Torry area of the city. Also to be represented on the Group were Retail Rocks Limited and the Federation of Small Businesses.

The Committee heard the Economic and Business Development Project Director, who advised that he had been in discussions with the Scottish Government who had intimated that they would accept this project as legally committed when it had been approved by two Standing Committees of Council. It was therefore suggested that this report be referred to the Enterprise, Planning and Infrastructure Committee in this regard.

The report recommended:-

- (a) that the Committee authorise the use of up to four empty retail units in Torry owned by the Council as "in kind" match funding to the Town Centre Regeneration Fund;
- (b) that the Head of Resources Development and Delivery be authorised to undertake immediate negotiations for the acquisition (through lease and/or purchase) of up to five additional privately owned properties for the project to be known as Retail Rocks! Aberdeen;
- (c) that the Director of Enterprise, Planning and Infrastructure be authorised, in consultation with the City Solicitor, the City Chamberlain and the Convener of the Finance and Resources Committee to exercise delegated authority to acquire appropriate suitable property for the project, reporting back on the actions taken to future meetings of this Committee;
- (d) to authorise the Director of Enterprise, Planning and Infrastructure, in consultation with the City Solicitor, the City Chamberlain and the Convener of the Finance and Resources Committee to exercise delegated authority to negotiate on any potential Joint Venture Partnership;
- (e) that it be agreed that the City Solicitor report to a subsequent Committee meeting on the proposed legal structure of Retail Rocks! Aberdeen and also on a mechanism for making appropriate properties available to Retail Rocks Limited; and

- (f) that an elected Member be nominated to sit on the Project Steering Group of Retail Rocks! Aberdeen.

The Committee resolved:-

- (i) that the report recommendations be approved and appropriate officers authorised accordingly, in particular the City Solicitor be authorised to enter into all necessary arrangements with Retail Rocks Limited to facilitate the project in terms which protect the Council's interests;
- (ii) that the Convener of the Enterprise, Planning and Infrastructure Committee be appointed to sit on the Project Steering Group of Retail Rocks! Aberdeen; and
- (iii) that the report be referred to the Enterprise, Planning and Infrastructure Committee as per the Economic and Business Development Project Director's suggestion.

CAPITAL PLANNING – NON HOUSING (EPI/09/127)

25. Reference was made to article 32 of the minute of meeting of the former Resources Management Committee of 16 June, 2009, at which time there was under consideration a report by the Corporate Director for Resources Management, being the latest in a series of reports concerned with the implementation of a Corporate Property Asset Management Plan in recognition of the strategic importance to the Council of utilising its property efficiently in the delivery of services. The resolution of the Committee at that time was to approve the Plan as prepared and to instruct the Corporate Asset Group to implement and develop the various aspects with reports on progress being submitted to Committee on a regular basis, in particular that a report be made on progress in completing the Capital Prioritisation Process and Procedures. The Committee now had before it a report by the Director for Enterprise, Planning and Infrastructure which had annexed the draft of a Guidance Manual which set out an approach to improve capital planning which would ensure that the system of approving the Capital Programme is robust and fair and is seen to be such across all Council Services.

The report before members referred to the approval by Council of a Property Asset Management Plan (PAMP) and also made reference to the weaknesses identified within the PAMP with regard to how the Council manages Capital Planning, in particular:- (1) the absence of a formal capital prioritisation process; (2) the need to fully adopt the principles of whole life costing as a matter of routine; (3) the current lack of a formally adopted process of option appraisal for projects; and (4) the need for training and processes to be introduced to ensure that inhouse project management is effective and the likelihood of programme slippage and cost over run is reduced. As regards the proposed Capital Prioritisation Process and Procedures Manual attached to the report as appendix 1, the report author confirmed that the intention was to regularise all future bids for capital funding, to include improvements in the monitoring of capital projects and in the post evaluation of completed projects. The report highlighted in particular the future responsibilities proposed for the Corporate Asset Group in the new process and also the areas of work for which staff within the Enterprise, Planning and Infrastructure Service would take specific responsibility.

Having identified one of the main changes to be introduced as a clear options appraisal process which will include whole life costing, the report confirmed that for larger projects the appraisal would be based on the Green Book which is HM Treasury's Option Appraisal for all Capital Projects. It was further indicated that whole life costing would ensure that the long term revenue costs were evaluated; and that a specific requirement of the process would be that the role of the Project Manager from a Service would be identified, as a result of which there would be clarity about how that individual interacts with personnel within Enterprise, Planning and Infrastructure who have responsibility for the overall management of the Capital Programme. The report contained the detail of the suggested timetable under the new process, for all Capital Programme Projects.

The Committee resolved:-

to approve the amended Capital Prioritisation Process and instruct the Director of Enterprise, Planning and Infrastructure to commence its implementation for 2011/12, and to instruct that regular reports be submitted back to this Committee.

STATUS OF SURPLUS EDUCATION AND OTHER PROPERTIES (EPI/10/017)

26. Reference was made to article 29 of the minute of meeting of this Committee of 12 November, 2009, at which time there was under consideration by way of a remit from the Education, Culture and Sport Committee, a report by the Director of Education, Culture and Sport regarding specific vacant properties which it had been decided be declared surplus to Service requirements and disposed of. The resolution of this Committee at the said meeting was to agree with the decisions taken by the Education, Culture and Sport Committee that the properties at Hilton Nursery School, Victoria Road School, St. Peter's Nursery School and the Broadhill Depot, be declared surplus and disposed of; and to also approve the recommendation that the vacant Greenfern School be demolished and that tenders for the work involved be obtained. The Committee now had before it a report by the Director of Enterprise, Planning and Infrastructure which contained an update on the status of a number of former Education, Culture and Sport properties now declared surplus and also updates regarding other surplus properties.

The report advised with regard to the former Victoria Road Primary School, St. Peter's Nursery School, the former Weaver's Shed in Mackie Place, the former Hazlehead Gate Lodge, the former Broadhill Depot, the former Skyline Restaurant in the Bon Accord Centre and the former Woodlands Special School, all of which were once under the control of the Education, Culture and Sport Service and in respect of which either an interest has been expressed by another Council Service (Victoria Road School, Broadhill Depot); further investigations of a legal nature were required (Weaver's Shed, Mackie Place); due to the location, more detailed work was required on a number of issues (Hazlehead Gate Lodge); a separate paper had been presented in relation to a possible future use (Skyline Restaurant – article 20 of this minute refers); or negotiations were required on the Council's behalf (Woodlands Special School). In all cases it was confirmed that further reports on the outcomes would be brought forward. Also covered by the report was (1) the former public toilet building at High Street, Old Aberdeen, declared surplus by Neighbourhood Services (Central) and in the absence of any interest by another Council Service, would now be sold; (2) the Aberdon and Croft Care Homes,

reports in respect of which were before this Committee in September, 2009; and (3) the Victoria House building in West North Street, under consideration by the former Resources Management Committee in May, 2009. In all three cases the report indicated that work on the option appraisals was currently ongoing and that reports to the Housing and Environment Committee and this Committee were likely in February/March, 2010. The former depot at Ruthrieston Road, which was also previously considered by this Committee in September, 2009 and was now to be advertised for sale on the open market, was also referred to within the report.

The Committee resolved:-

- (i) to note the position with regard to the former Victoria Road Primary School, the former Weaver's Shed, the former Hazlehead Gate Lodge, the former Broadhill Depot, the former Skyline Restaurant, the former Aberdon and Croft Care Homes, and the former Victoria House;
- (ii) to authorise the Head of Resources Development and Delivery to market the former St. Peter's Nursery, the former public toilets in High Street, Old Aberdeen and the former depot at Ruthrieston Road, and to submit a further report to the appropriate meeting of this Committee in due course detailing the results of the marketing; and
- (iii) to authorise the Head of Resources Development and Delivery to enter into negotiations with the landlord of the site of the former Woodlands Special School, with a view to agreeing an appropriate exit strategy for the Council and to report back to this in due course on the outcome.

FAIRER SCOTLAND FUND THEMATIC PROGRAMMES AND STAFFING UPDATE - CG/09/178

27. With reference to article 22 of the minute of meeting of this Committee of 12 November, 2009 the Committee had before it a report by the Director of Corporate Governance which provided an update on progress with the thematic programmes of employability, financial inclusion, health and literacies agreed by the Fairer Scotland Fund Board, and currently a receiving Fairer Scotland Fund grant.

Appendix A to the report provided information on the thematic programmes for the first six months (April to October, 2009).

By way of background the report advised that the Fairer Scotland Fund was a relatively new fund created by the Scottish Government in December, 2008, 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 including the Community Regeneration Fund and the Working for Families Fund.

With the introduction of the Fairer Scotland Fund and the effective merger of previous programmes, the Fairer Scotland Fund was currently operating on the basis of three full time equivalents (two posts coordinating and managing the specific programmes and one Development Officer post dedicated to providing support for community engagement). A business case was to be considered at a later point in the meeting in this regard.

The Committee resolved:-

to note the progress on the thematic programmes of activity being funded by the Fairer Scotland Fund.

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 28 (paragraphs 8 and 12), article 29 (paragraph 8), article 30 (paragraphs 8 and 11), article 31 (paragraph 1), article 32 (paragraph 1), article 33 (paragraphs 8 and 9), article 34 (paragraph 6), article 35 (paragraph 9), article 36 (paragraph 9), article 37 (paragraph 9), article 38 (paragraphs 6 and 7), article 39 (paragraphs 8 and 12) and article 40 (paragraphs 8 and 9).

GLASHIEBURN FLOOD PREVENTION SCHEME

28. The Committee had under consideration, upon a remit from the meeting of the Enterprise, Planning and Infrastructure Committee of 12 January, 2010 (article 20 of the minute refers), the report by the Director of Enterprise, Planning and Infrastructure relating to the Glashieburn Flood Prevention Scheme, in respect of which additional capital funding appeared to be required, in order to render the scheme fit for purpose. The decision of the Committee at the meeting of 12 January acknowledged the significant failings that existed with the scheme as constructed, the fact that Council engineers had since identified a possible solution and, on the matter of possible compensation or damages, that discussions were ongoing between the Council and the company responsible for the scheme's design. The Committee now had before it both the original report which was before the Enterprise, Planning and Infrastructure Committee and an updated version, also prepared by the Director of Enterprise, Planning and Infrastructure.

The updated report outlined recent developments relating to the matter of the failure of the recently constructed flood prevention scheme at Glashieburn to protect nearby properties, which included current assessments of both the legal and financial position of the Council and the best way for the problem to be addressed.

The Committee resolved:-

- (i) that the monies remaining in the 2009/10 budget for this project (£140,000) be carried forward to this year's Non Housing Capital Budget, in addition to which provision of a further £35,000 from the 2010/11 budget be made available in order to progress the works in the event that an acceptable settlement from the contractors is not agreed within the timescales necessary to progress with construction; and

- (ii) to instruct officers to continue discussions with the contractor in order to determine liabilities and minimise the cost for the Council in providing the requisite scheme.

COUNCIL HOUSE GARDEN MAINTENANCE SCHEME – H&E/09/055

29. The Committee had under consideration, upon a remit from the meeting of the Housing and Environment Committee of 11 January, 2010 (article 26 of the minute refers), the matter of the Council House Garden Maintenance Scheme which was the subject of a report to that Committee by the Director of Housing and Environment.

The Committee had before it a copy of the Director's report and a copy of the draft article containing the decision of the Housing and Environment Committee to approve the continued provision by the Council's environmental team of a Garden Maintenance Service through 2010, subject to the approval by the Council of a budget for that purpose within the Housing Revenue Account. Part of the decision in respect of this matter by the Housing and Environment Committee was to request Finance and Resources Committee approval for a 5% increase in the garden maintenance charge, which would raise the figure from £60 per annum to £63 per annum.

The Committee resolved:-

to approve the increase in the garden maintenance charge as determined by the Housing and Environment Committee.

DATE CENTRE PROVISION - CG/10/017

30. With reference to article 32 of the minute of its previous meeting, the Committee had before it a report by the Director of Corporate Governance which sought approval to proceed to tender for (1) a Managed Data Centre; and (2) delivery of a Virtual Desktop Environment (VDE).

By way of background the report advised that the draft ICT Technical Strategy had identified virtualisation, automation and consolidation as the key values regarding the future technical direction of the Council; and that both the Managed Data Centre and the introduction of a VDE would complement this approach. The report reminded members that central to the move to Marischal College was the reduction of workspaces, and the implementation of the 'hot desk' approach. As a result of this, ICT application and data delivery required to be smarter, and new ways of working required to be introduced.

In relation to the Data Centre, the report suggested that the Council adopt a Managed Data Centre model. In this, an external organisation would be responsible for ensuring that the appropriate technology, together with efficient and effective processes was deployed. This organisation would have access to the appropriate resources to meet the needs and demands of the Council regardless of the volume of work, or the extent of the specialist skills and knowledge required. The report advised that this approach would (a) allow the Council to reduce the cost of

delivering ICT services in the medium and long term; (b) provide productivity benefits; (c) improve the service delivery; and (d) offer limited bottom line savings.

In relation to the VDE, the report explained that in the 'hot desk' environment that would be adopted in Marischal College, a VDE would ensure the most efficient use of space by allowing the same person to use a different desktop device every day, by providing access to all applications and settings at the point of logging on to the computer. With this technology, the desktop would be accessed at a central location where all the processing was carried out. The report highlighted that this approach would (1) increase user productivity as a result of more stable PC or laptop environment and a faster logon time; (2) improve security of the PC and laptop environment; (3) increase flexibility as to where staff can work from; (4) require significantly less processing power, and therefore reduce the carbon footprint of the Council; and (5) result in computers only having to be replaced when they were beyond economic repair, rather than due to performance reasons. The report indicated that other organisation who had implemented VDE, had witnessed a significant reduction in the resources and costs required to support the desktop environment.

Further to a question from the Committee, officers explained that a further benefit to the VDE was the way in which printing could be managed. When a member of staff or Councillor wanted to print a paper, rather than the instruction being sent to one specific printer, it would go to a generic list, and then could be printed from any printer by entering a pin number. Officers advised that this method would not only make it much more convenient to print, but would also increase security and confidentiality.

Further to a question from the Committee regarding the cost of implementing VDE, the Head of Service Design and Development confirmed that there would be no additional hardware required, and that the only additional costs associated with this project, would be at the point of rolling out full remote facilities.

Appended to the report were the business cases in respect of the Managed Data Centre and the Virtual Desktop Environment.

The report recommended:-

that the Committee

- (a) instructs officers to proceed to a formal tender for a Managed Data Centre facility; and
- (b) instructs officers to go out to tender for the delivery of a Virtual Desktop Environment.

Further to discussion, the Convener, seconded by Councillor Dunbar, moved:-
that the Committee approves the recommendations.

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

that, as the risk of providing a Managed Data Centre includes (a) data security and Government compliance concerns; (b) a lack of control over upgrades and roll backs; (c) demarcation issues between the Council and the vendor; (d) concerns over the Council's ability to move over to another provider at the end of the contract period; (e) a difficulty in being able to move back to an inhouse service if desired at a later date; and (f) the cost of analysis for the Managed Data Centre having an error margin of plus or

minus 30% for the annual service fee, the Council proceeds to provide a Council owned facility, as agreed by the former Continuous Improvement Committee of 9 December, 2008 (article 18 of the minute refers).

On a division, there voted:- for the motion (10) – the Convener; the Vice Convener; and Councillors Corall, Cormack, Cormie, Dunbar, Leslie, McCaig, John West and Yuill; for the amendment (3) – Councillors Crockett, Graham and Laing; declined to vote (1) – Councillor Farquharson; absent from the division (1) – Councillor Cassie.

The Committee resolved:-

to adopt the successful motion.

FAIRER SCOTLAND FUND SUPPORT TEAM - EXTENSION OF CONTRACTS

31. With reference to article 27 of this minute, the Committee had before it a business case prepared by the Head of Community Planning and Regeneration, which requested approval to extend the contracts for existing staff within the Fairer Scotland Fund Support Team.

The business case sought approval for (1) the extension of two Programme Coordinator posts and one Development Officer post; and (2) the change in job title to two positions as follows:- former titles of Working for Families Coordinator/Community Regeneration Fund Coordinator and Community Regeneration Fund Development Officer, revised to Fairer Scotland Fund Programme Coordinator and Fairer Scotland Fund Development Officer. The business case outlined that the cumulative cost associated with the changes would be £97,646 and it was highlighted that if the Council agreed to provide the identified £2,843 million from the Revenue Support Grant for 2010/11 to the Fairer Scotland Fund Board then the costs for these changes would be drawn from the allocation.

The Committee resolved:-

to approve the business case.

DEMOCRATIC SERVICES RESTRUCTURING

32. The Committee had before it a report by the Director of Corporate Governance, which sought approval to disestablish one post of Committee Manager and one post of Secretary to the Head of Democratic Services; establish a post of Senior Democratic Services Manager; and transfer staff into the Members' Support team.

The report presented the proposed structure for the Service, and explained that this would require a number of changes, namely:- (a) the deletion of one full time equivalent (FTE) Committee Manager post which had been vacant since March, 2009; (b) the deletion of one FTE post of Secretary to Head of Service which had been vacant since July, 2009; (c) the establishment of a post of Senior Democratic Services Manager (to be graded within the Equal Pay & Modernisation scale); and

(d) the transfer of two FTE posts from Services of the Council previously responsible for handling members' enquiries, as directed by CMT.

Appended to the report was an outline of the current and proposed structures for Democratic Services. The revised structure at appendix B reflected some further changes to the team, as follows:- (1) a post previously filled at Senior Committee Officer level had been filled at Committee Officer level since March, 2009; and (2) a post previously filled at Committee Officer level had been filled at Committee Assistant level since March, 2009 (as a fixed term post due to end on 31 March), 2010. The appendix also presented the proposed reporting arrangements for the team.

The report outlined that the cumulative costs associated with the proposed changes would be a saving of £68,275 until 1 April, 2010 and a £13,476 saving for the revenue budget for 2010/11. The report continued that the conversion of the Committee Services Officer post to a Committee Assistant post had been accepted as part of the 2010/11 budget savings and therefore was not included in the savings for future years. It was also highlighted that the salaries for staff transferring to the Members' Support team would be transferred from the relevant Services and would be built into the Service budget for 2010/11.

The Committee resolved:-

- (i) to establish a post of Senior Democratic Services Manager at a grade to be evaluated within the Equal Pay & Modernisation scale;
- (ii) to disestablish a post of Committee Manager and a post of Secretary to the Head of Democratic Services;
- (iii) to transfer of a maximum of two full time equivalent posts from other Council Services; and to note that the exact Service concerned was still to be confirmed;
- (iv) that a post previously filled at Senior Committee Officer level, be established as a Committee Officer;
- (v) that a post previously filled at the level of Committee Officer, be filled at the level of Committee Assistant; and
- (vi) to note the new reporting arrangements within the team.

DYCE PRIMARY SCHOOL – REPLACEMENT WINDOWS (EPI/10/043)

33. The Committee had under consideration a report by the Director of Enterprise, Planning and Infrastructure which related to the Non Housing Capital Plan budget heading of Replacement and Renewal, the purpose of which was to address prioritised repairs on a city wide corporate basis within the Council's operational property portfolio and, in this case, advised on the tenders received in respect of replacement windows at Dyce Primary School, being works identified by colleagues within the former Neighbourhood Services as priority works.

The report confirmed (1) that the works had been exposed to competitive tender and all submissions received had been evaluated on a quality price basis, ie best value basis; (2) that in terms of the Council's Standing Orders, any tender proposed for acceptance which is not the lowest tender received, required to be the subject of Committee approval; and (3) that in the case under consideration, the contractor achieving the highest score did not submit the lowest price. Annexed to the report

as appendix 1, was the table containing the individual tendering contractors' scores.

The Committee resolved:-

- (i) to note the background for the reporting of the tender in respect of the replacement of the windows at Dyce Primary School;
- (ii) to award the contract to Camstruction Limited, as the highest scoring tenderer; and
- (iii) to note the offer of the Head of Resources Development and Delivery to meet with members (either individually or in groups) in order to provide them a briefing on the Quality/Price scoring method.

INFORMATION COMMUNICATION TECHNOLOGY (ICT) – CONNECTIVITY FOR EDUCATIONAL ESTABLISHMENTS (CG/10/015)

34. Reference was made to earlier decisions with regard to the need to upgrade the Information Communication Technology (ICT) systems which currently serve the Council's educational establishments, in particular the connectivity for services to children and young people (article 32 of the minute of meeting of the former Resources Management Committee of 5 February, 2009; article 13 of the minute of meeting of this Committee of 17 September, 2009; and article 18 of the minute of meeting of the Education, Culture and Sport Committee of 8 October, 2009), and as a result of which consultants were appointed and agreement was reached to the effect that point-to-multipoint wireless connectivity was the preferred technology going forward and that a formal procurement exercise on that basis should be commenced. The Committee now had under consideration the report by the Director of Corporate Governance which advised regarding the formal procurement exercise undertaken.

The report contained information on the procurement exercise which, following consultation with the Central Procurement Unit and external advisers, had involved the use of a Catalyst framework agreement; confirmed that the bids received offered the Council unique options in terms of the technologies proposed and the project approach; and outlined the detailed evaluation process undertaken and the preferred bidder identified as a result.

The report recommended:-

- (a) that the Committee approves contracting with the preferred bidder for the design and implementation of a point-to-multipoint wireless solution for educational sites in the city; and
- (b) that the Committee also gives permission to occupy the roofs of the multi storey blocks listed within appendix 1 or any alternative block identified through full site survey as offering more efficient city coverage for the preferred bidder, to erect and operate necessary wireless equipment subject to satisfying any owner consent requirements identified by the City Solicitor.

The Committee resolved:-

to approve the recommendations contained within the report, subject to the proviso that tenants in the blocks affected be fully consulted.

CULTS ACADEMY – GRAMPYAN POLICE (EPI/10/015)

35. The Committee had under consideration a report by the Director of Enterprise, Planning and Infrastructure which advised of the interest expressed by Grampian Police in leasing a small, self contained portion of the new Cults Academy building for use as a branch office serving the local area.

The report (1) reminded Members that during the planning phase for the 3Rs development of a new Cults Academy, Grampian Police had intimated an interest in leasing an area of the building and as a result of which the police requirements had been designed into the scheme; (2) indicated that the relevant phase of the building programme was due to be completed very soon; and (3) suggested that the time was now right to consider how the Police presence would be addressed financially. The report outlined the basis of an approach to the matter which involved a long lease (say 30 years) in return for which Grampian Police would meet, by way of a recharge, a proportion of the development and running costs of the Academy calculated with reference to the proportion of floor space occupied. The report also indicated that since Grampian Police and NHS Grampian had expressed interests in occupying similar self contained areas of other new schools being provided under the 3Rs Project, members may wish to consider giving officers authority to negotiate and to legally conclude leases in all of these cases subject to the agreement of the Director of Education, Culture and Sport with the principle of such an arrangement.

The report recommended:-

- (a) that the Committee approve in principle the lease to Grampian Police for 30 years, of an identified, self contained portion of the Cults Academy school building;
- (b) that it be remitted to the Head of Resources Development and Delivery to provisionally negotiate appropriate terms and conditions of lease;
- (c) that it be remitted to the City Solicitor to formally conclude a lease on the basis of the terms and conditions agreed and such other conditions as are necessary to protect the Council's interests; and
- (d) that subject to the prior consent of the Director of Education, Culture and Sport in each case, it also be remitted (1) to the Head of Resources Development and Delivery to negotiate with all other public sector partner organisations, the terms and conditions of leases for similar self contained portions of other 3Rs school buildings; and (2) to the City Solicitor to also conclude such leases in accordance with the terms of recommendation (c) hereof.

The Committee resolved:-

that the recommendations contained within the report be approved.

BEACH ESPLANADE SHOP/CAFÉ UNITS – LEASE EXTENSIONS (EPI/10/016)

36. The Committee had under consideration a report by the Director of Enterprise, Planning and Infrastructure which outlined the case for extensions to

the leases of four shop/café units on the Beach Esplanade, following a request from one of the tenants who was seeking to carry out extensive refurbishment works.

The report (1) provided certain background information relating to the lease by the Council of each of the four units at numbers 1-2, 3-4, 5-6 and 7-8 Beach Esplanade, all of which are currently due to terminate at the same time; (2) highlighted the reason why a uniform approach to the leasing arrangements for the units was considered to be in the Council's best interests and should be maintained; (3) outlined the basis upon which Council officers were in agreement that lease extensions could be granted; and (4) indicated that written confirmation from all four tenants to the way forward being suggested by the Council as Landlord, had been received.

The Committee resolved:-

- (i) to approve lease extensions in respect of the four shop/café units at 1-2, 3-4, 5-6 and 7-8 Beach Esplanade, Aberdeen, on the terms and conditions outlined within the report; and
- (ii) to instruct the City Solicitor to formally conclude the Minutes of Agreement for such lease extensions subject to such conditions as are considered necessary to protect the Council's interests.

WESTBURN PARK (EPI/10/018)

37. The Committee had under consideration a report by the Director of Enterprise, Planning and Infrastructure which advised of an approach from an independent charitable organisation seeking to relocate from their current premises to a site close to Aberdeen Royal Infirmary and who had identified Council owned sites at Westburn Park as possibly being suitable for their purpose.

The report made reference to the Committee's recent consideration of a report relating to certain Council owned properties located within the Westburn Park (article 36 of the minute of meeting of 12 November, 2009) and as a result of which some of those properties were to be marketed as development opportunities; identified one site on Westburn Road as being of particular interest to the charity; and sought Committee approval for discussions on the matter.

The Committee resolved:-

- (i) to authorise the Head of Resources Development and Delivery to enter into discussions with the charitable organisation referred to, on the suitability of the site identified for its purpose (including the practicality of enlarging the site) and, if appropriate, to enter into formal negotiations for the disposal of that site;
- (ii) to instruct that appropriate officials continue to liaise with the charitable organisation to identify, if required, other suitable sites;
- (iii) to instruct that the Head of Resources Development and Delivery report back to Committee in due course on the outcomes of (a) and/or (b) above; and
- (iv) to request that maps be appended to reports of this nature as a matter of course.

SOUTH COLLEGE STREET IMPROVEMENTS – LAND EXCAMBION AT RIVERSIDE BUSINESS CENTRE/POYNERNOOK ROAD (EPI/10/019)

38. The Committee had under consideration a report by the Director of Enterprise, Planning and Infrastructure which sought approval for an excambion involving an area of ground at Poynerook Road and an area of ground at the nearby Riverside Business Park, in order to facilitate planned road improvements in the area. The report also advised the Committee of a related matter involving the receipt of an unsolicited offer to purchase a currently vacant Council owned property at Poynerook Road.

The report (1) made reference to decisions taken by the former Resources Management Committee at its meeting of 10 March, 2009 (article 56 of the minute refers), in particular the decisions taken to approve the outright purchase of a site within the South College Street corridor along with a servitude right over another site at the same location and owned by the same company with whom the proposed excambion in terms of this report would be concluded; (2) advised regarding the direction the negotiations authorised in terms of the March, 2009 decision had taken with the other party involved and which included an expression of interest in the Poynerook Road site which the Council occupy under a ground lease from Aberdeen Harbour Board; (3) contained detailed descriptions of the two areas of ground involved; and (4) contained also the valuations for both subjects as provided by the Council's external consultants. Having assessed the Council's options in the context of the road improvement works and in a wider sense and having also assessed the situation in light of the unsolicited offer received for the Council's interest in the Poynerook Road site, the conclusion arrived at within the report was that, in all the circumstances, the land excambion option should be pursued.

The Committee resolved:-

- (i) to authorise the City Solicitor and Head of Resources Development and Delivery to proceed with the acquisition of land from Miller Cromdale Riverside Business Park Limited and the assignation of the ground lease in the Poynerook Road property, to Miller Cromdale Limited, both conditional upon the consent of the Council's landlord (Aberdeen Harbour Board) to the assignation of the ground lease;
- (ii) to authorise appropriate officers, if required, to seek the consent of the Scottish Government in terms of section 74 of the Local Government (Scotland) Act 1973, to exchange the property interests at demonstrably less than market value; and
- (iii) to reject the unsolicited offer to purchase the Council's interest in the site at Poynerook Road.

MATTER OF URGENCY

The Convener intimated that he had directed in terms of Section 50(B)(4)(b) of the Local Government (Scotland) Act 1973 that the following report be considered as a matter of urgency in order for the works identified within the report to be undertaken at an early date.

RIVERBANK PRIMARY SCHOOL – RE-ROOFING WORK (EPI/10/047)

39. The Committee had under consideration a report by the Director of Enterprise, Planning and Infrastructure which related to the Non Housing Capital Plan budget heading of Replacement and Renewal, the purpose of which was to address prioritised repairs on a city wide corporate basis within the Council's operational property portfolio and, in this case, advised on the tenders received in respect of re-roofing work required for Riverbank Primary School, being works identified by colleagues within the former Neighbourhood Services, as priority works.

The report confirmed (1) that the works had been exposed to competitive tender and all submission received had been evaluated on a quality price basis, i.e. best value basis; (2) that in terms of Council Standing Orders any tender proposed for acceptance which is not the lowest tender received, required to be the subject of Committee approval; and (3) that in the case under consideration, the contractor achieving the highest score did not submit the lowest price. Appended to the report was a table containing the individual tendering contractors' scores.

The Committee resolved:-

- (i) to note the background for the reporting of the tender in respect of re-roofing work at Riverbank Primary School; and
- (ii) to award the contract to Muirfield (Contracts) Limited as the highest scoring tenderer.

DECLARATIONS OF INTEREST

Councillors Fletcher (non pecuniary), Laing (non pecuniary) and Yuill (pecuniary) declared interests in the subject matter of the following article. All of the members in question left the meeting and took no part in the Committee's consideration of the report.

PINEWOOD/HAZLEDENE, COUNTESSWELLS ROAD – UPDATE (EPI/10/026)

40. Reference was made to article 59 of the minute of meeting of this Committee of 17 September, 2009, at which time the latest in a series of reports on the future use and disposal of the sites at Countesswells Road, Aberdeen, referred to as Pinewood/Hazledene and in respect of which the Council has a proprietary interest, was considered. The resolution of the Committee at that time was to note the continued impasse in the discussions between the Council and Carlton Rock, a development company acting on behalf of the Council tenant of part of the land involved; to approve a proposal for communication direct with the Council tenant involved, outlining a way forward should their agreement with Carlton Rock expire prior to the end of the tenancy agreement with the Council in 2020; and to instruct the Head of Resources Development and Delivery to report back to Committee on progress early in 2010. The Committee now had before it a further report on the matter by the Director of Enterprise, Planning and Infrastructure.

The report before members (1) advised of action taken by officers since the matter was last considered by Committee and of the nature of any responses received; (2) provided an assessment of the situation that now prevailed; and (3) confirmed that whilst the advice of Council staff and external advisers needed to be revisited, current market conditions did not indicate that the Council should be moving to expose the sites just yet. The opinion of officers was that future options and risks should be reviewed and reported on to Committee in May, 2010.

The Committee resolved:-

- (i) that the significance of the information contained within the report be noted; and
- (ii) that the Head of Resources Development and Delivery in conjunction with the Council's external advisors, be instructed to review the future options and risks for the Council in dealing with this matter, in light of the information now available and to report back to Committee in May 2010.

- KEVIN STEWART, Convener.

LORD PROVOST SUB-COMMITTEE

ABERDEEN, 1st October 2009 – Minute of Meeting of the LORD PROVOST SUB-COMMITTEE. Present:- Lord Provost Peter Stephen, Chairperson; Depute Provost Dunbar; and Councillors Cooney and Fletcher.

Also in attendance:- David Gow, Team Manager, Civic Support; Alasdair Ross, Civic Administration Unit; Beverley Graham, Office of chief Executive; Hugh Coleman, Finance Manager; Paula Fullerton, Enterprise, Planning and Infrastructure, John Johnstone, Acting Ballroom Manager; and Rebecka Steven and Lynsey Davidson, Corporate Governance.

APOLOGIES

1. An apology was intimated on behalf of Councillor Malone.

MINUTE OF PREVIOUS MEETING

2. The Sub-Committee had before it the minute of the previous meeting of 2nd July, 2009.

The Sub-Committee resolved:-

- (i) to request that in relation to item 1, that Depute Lord Provost be changed to Depute Provost; and
- (ii) to otherwise approve the minute

BATTLE OF HARLAW WORKING GROUP MINUTE

3. The Sub-Committee had before it for information, the minute of the Battle of Harlaw Working Group of 23rd September, 2009.

Councillor Cooney advised that he had received a lot of positive feedback from members of the group since the meeting.

The Sub-Committee resolved:-

- (i) to request that Alasdair Ross email members of the Battle of Harlaw working group with the minute of the first meeting;
- (ii) to request that any comments and suggestions relating to future events to commemorate the Battle of Harlaw be sent to the Lord Provost; and
- (iii) to otherwise note the minute.

CIVIC HOSPITALITY

4. (A) Financial Report

The Sub-Committee were circulated a table containing financial information relating to the Civic Hospitality budget for 2009/10 and 2010/11 and the Lord Provost Gift Fund Common Good Budget for 2009/10.

Hugh Coleman advised that there had been a number of underspends reported, in particular a £2300 underspend following the Offshore Europe event in September.

The Lord Provost outlined that in the 2010/11 budget, a £25,000 reduction had been agreed but requested that it be made explicit in the 2010/11 budget that extra funds would be requested if required.

In relation to the Lord Provost Gift Fund, Hugh Coleman advised that a substantial amount was still available within the fund due to low stock availability.

The Sub-committee resolved:-
to note the information provided.

DECLARATION OF INTEREST

Councillor Cooney declared an interest in the article below as a member of the Aberdeen Town and County History Society. Councillor Fletcher declared an interest by virtue of his appointment as a Board member of Aberdeen Exhibition and Conference Centre. They did not feel it necessary to leave the meeting during deliberations of the item.

(B) Civic Hospitality Requests 2009/10

The Sub-Committee had before it various applications for the provision of civic hospitality for the financial year 2009/10.

The Sub-Committee resolved:-

- (i) to note that civic hospitality for the Aberdeen in Bloom Awards Ceremony had been approved by the Head of Democratic Services and the City Chamberlain under delegated powers, with a drinks reception and finger buffet for 200; and
- (ii) to otherwise approved civic hospitality as follows:-

Occasion	Date of Event	Venue	Hospitality to be granted
Irish and Scottish International Conference	30 October 2009	Town & County Hall	Drinks Reception and Finger Buffet for 130
Fiddlers Rally	14 November 2009	Music Hall	Stovies & Dessert, Tea/Coffee and Juice for 110
Grampian Society for the Blind Conference	16 November 2009	St Nicholas Room	Drinks Reception and Finger Buffet for 60
Hall Russell and Co. Exhibition Launch	4 December 2009	Maritime Museum	Wine/Fruit Juice and Canapes for 100
Visit by the Moderator of the General Assembly	6 February 2010	Town & County Hall	Three Course Luncheon with Wine and Drink on

of the Church of Scotland			Arrival for 60
Aberdeen Town and County History Society	9 February 2010	Town & County Hall	Glass of Wine on Arrival for 160
Newton Village Anniversary	Dee 50 th 19 March 2010	St Nicholas Room	Drink Reception and Finger Buffet for 70

DECLARATION OF INTEREST

Depute Provost Dunbar declared a non-pecuniary interest in the following subject matter by virtue of her appointment to the Board of Grampian Police. Depute Provost Dunbar did not feel it necessary to leave the room during consideration of the item.

(C) Civic Hospitality Requests 2010/11

The Sub-Committee had before it various applications for the provision of civic hospitality for the financial year 2010/11.

The Sub-Committee resolved:-

to approve the civic hospitality as follows:-

Occasion	Date of Event	Venue	Hospitality to be granted
Girl Guiding Centenary	22 April 2010	Beach Ballroom	Drinks Reception and Finger Buffet for 260
North Sea Offshore Cranes & Lifting Conference	28 April 2010	Town & County Hall	Drinks Reception and Finger Buffet for 170
Whitehall Bowling Club 125 th Anniversary	4 June 2010	Beach Ballroom	Drinks Reception and Finger Buffet for 250
European Police Badminton Championships	22 October 2010	Town & County Hall	Drinks Reception & Finger Buffet for 120

(D) Civic Hospitality Requests 2011/12

The Sub-Committee had before it various applications for the provision of civic hospitality for the financial year 2011/12.

During the course of discussion, the Depute Provost highlighted her concern in relation to the amount of waste often left over after civic events, and requested that the numbers due to attend be confirmed nearer the time of the event. Alasdair Ross advised that the civic admin team confirm numbers 2 days in advance as common practice.

The Sub-Committee discussed the possibility of charging organisations who continually abuse the civic hospitality system by either not turning up or attending the event with less numbers than stated.

The Sub-Committee resolved:-

- (i) to request that when organisations are informed if they have been successful in their application to receive civic hospitality, that it is highlighted to them at this stage that a charge may be imposed if people do not turn up to civic events; and that the Lord Provost be consulted on the wording of this prior to distribution; and
- (ii) to otherwise approve the civic hospitality as follows:-

Occasion	Date of Event	Venue	Hospitality to be granted
European Cup Youth Darts	7 July 2011	Town & County Hall	Soft Drinks & Finger Buffet for 120; and Wine/Beer & Finger Buffet for 50
Rotary Club of Aberdeen St Machar 50 th Anniversary	11 November 2011	St Nicholas Room	Drinks Reception and Finger Buffet for 60

INVITATION TO BECOME PRESIDENT OF 612 SQUADRON ASSOCIATION

5. The Sub-Committee had before it a request to invite the Lord Provost to become the president of the Re-Formed 612 (County of Aberdeen) Squadron Association.

Councillor Cooney intimated the great honour this invitation was for both the Lord Provost and for the city of Aberdeen.

The Sub-Committee resolved:-

to request that Beverley Graham send a letter to the 612 Squadron Association accepting the appointment.

DATE OF NEXT MEETING

6. The Sub-Committee noted that the next meeting was scheduled for Thursday 17th December, 2009.

-LORD PROVOST PETER STEPHEN - Chairperson

FINANCE AND RESOURCES COMMITTEE

COMMITTEE BUSINESS

11 March, 2010

<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 29/03/07 article 44 Area Committee Central 19/11/08 article 18	<u>105-107 Urquhart Road</u> 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.	Update:- Once a Draft Planning Brief has been considered, and approved, by the Development Management Sub Committee a full report can be submitted to this Committee for consideration.	Head of Resources Development and Delivery		17/06/10
2.	Area Committee Central 23/09/08 article 14; and 01/04/09 article 12	<u>Frederick Street Development Site</u> 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.	Update:- Discussions are ongoing with NHS Grampian, and a Bulletin Report has been prepared for this cycle which details the current position. A full report will be submitted as soon as practicable.	Head of Resources Development and Delivery	07/01/09	17/06/10
3.	Resources Management Committee 07/02/07	<u>Summerhill Education Centre</u> A progress report on the whole matter of alternative locations for community and office uses which are to be	Update:- Discussions involving services having staff and service resources within Summerhill	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 27	displaced from Summerhill Education Centre should be submitted to the next meeting.	ongoing. Report by Education Culture and Sport officers regarding Community aspects and by Enterprise Planning and Infrastructure officers regarding office uses will be submitted to March Committee.			
4.	Resources Management Committee 26/08/08 article 40 and Finance & Resources Committee 28/01/10 article ??	<u>Grove Lodge</u> The Committee resolved:- that Grove Lodge be declared surplus to Council requirements and it be remitted to the Head of Resources Development and Delivery to advise other Council Services of the availability of the property, and to report any interest expressed therein to a future meeting.	A report is on the agenda at item 7.3. Recommended for removal.	Head of Resources Development and Delivery	25/11/08	11/03/10
5.	Finance & Resources Committee 17/09/09 article 21	<u>Aberdeen City Council Charitable Trusts</u> 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.	A detailed review of the terms and conditions of each trust is being undertaken in liaison with officials from OSCR (Office of Scottish Charitable Register). The Committee's resolution will be incorporated in this work.	City Solicitor & City Chamberlain		17/06/10
6.	Finance & Resources Committee	<u>Culter Grounds Depot</u> The Committee resolved:- to authorise the Head of Resources	Update:- The property is currently being marketed and will be reported on	Head of Resources Development	28/01/10	17/06/10

<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>
	17/09/09 article 29	Development and Delivery to market the property for sale, and to report back in due course on the offers received.	at a later date.	and Delivery		
7.	Finance & Resources Committee 17/09/09 article 30	<u>Croft House Care Home – Future Use/Disposal</u> 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.	A report is on the agenda at item 7.2.	Head of Resources Development and Delivery	28/01/10	
8.	Finance & Resources Committee 17/09/09 article 31	<u>Aberdon Care Home – Future Use/Disposal</u> 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.	A report is on the agenda at item 7.2.	Head of Resources Development and Delivery	28/01/10	
9.	Finance & Resources Committee 12/11/09 article 32	<u>Trading Services Monitoring 2009/10</u> The Committee resolved:- to request that officers review the Council's practice in dealing with Trading Services; and to report back on this at an early date.	It is proposed that information is gathered and report is prepared for Spring 2010. Update:- Work has commenced and now proceeding with engagement with all Services.	City Chamberlain		06/05/10
10.	Finance & Resources Committee	<u>St Machar Outdoor Centre</u> The Committee resolved:- to request the Head of Resources		Head of Resources Development		06/05/10

<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>
	12/11/09 article 3	Development and Delivery to report back to the meeting of the Finance and Resources 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.		and Delivery		
11.	Finance & Resources Committee 12/11/09 article 33	<u>Great Southern Road/Holburn Street (Disused Public Toilet and Advertising Site)</u> The Committee resolved:- that the Head of Resources, Development and Delivery be authorised to consider other options for the disposal of the site including, if appropriate, further negotiation with the current neighbour with a report back to the Committee at an appropriate time.	Update:- Disussions are continuing with the adjoining proprietor, along with considerations of other options, to be reported as soon as these are concluded.	Head of Resources Development and Delivery		17/06/10
12.	Finance & Resources Committee 12/11/09 article 34	<u>11 Fonthill Terrace</u> The Committee resolved:- that the only offer received for 11 Fonthill Terrace be rejected and the property re-marketed with a report to be submitted to the appropriate meeting of the Committee in due course, detailing the outcome of the re-marketing.	Update:- Due to limited interest in this property, officers, along with the Council's external advisor, are reviewing the marketing strategy.	Head of Resources Development and Delivery		17/06/10
13.	Finance & Resources Committee 12/11/09 article 35	<u>St Nicholas House Site</u> At its meeting of 28/01/10 the Committee resolved:- to note the update provided by the Legal Manager (Court) in relation to item 16 (Investigation into the leaking of report on St Nicholas	Update:- There are still interviews outstanding. It is hoped that a verbal update can be provided at the meeting.	City Solicitor		28/01/10

<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>
		House Site), and to instruct that interviews be undertaken in order to escalate this investigation.				
14.	Finance & Resources Committee 12/11/09 article 40	<u>Non Housing Capital Project – Evaluation of Contractors’ Performance</u> The Committee resolved:- to instruct the Head of Resources Development and Delivery to report back in two cycles; and in one year on the level of performance of these two contractors on Non Housing projects.		Head of Resources Development and Delivery	11/03/10	
15.	Finance & Resources Committee 12/11/09 article 42	<u>Ground at Loirston Loch</u> The Committee resolved:- that the Head of Resources, Development and Delivery and other appropriate officials (including the City Solicitor and City Chamberlain), be authorised to enter into discussions with Hermiston Securities concerning the creation of an appropriate development agreement for the long term development of the Loirston Loch area and that this matter be reported back to a future Committee meeting.	Update:- Detailed discussions are currently being held.	Head of Resources Development and Delivery		06/05/10
16.	Finance & Resources Committee 10/12/09 article 16	<u>School Transport Contracts</u> The Committee resolved:- to request that officers report back on the outcome of the tendering process in due course.	Update:- A report will be submitted next cycle.	Head of Service – Procurement	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>
17.	Finance & Resources Committee 10/12/09 article 4	<u>Financial Strategy – Revenue Budget</u> The Committee resolved:- to instruct that a report be submitted to the relevant committee on the proposal for voluntary reduction in hours.	It is proposed to take a report to Council on 10 February, 2010. Failing that, the Finance and Resources Committee of 11 March, 2010. Update:- This matter was report to Council and a three month consultation period has now commenced. A report should be submitted in June, 2010.	Head of Human Resources		17/06/10
18.	Finance & Resources Committee 10/12/09 article 30	<u>Physiotherapy Pilot</u> The Committee resolved:- to approve the continuation of the project and to request that the pilot be assessed for impact, including a cost benefit analysis; and a report submitted to this Committee once this evaluation has been completed.	Update:- An update will be provided to the May committee to allow a meaningful period of time for the evaluation process to take place.	Head of Human Resources	11/03/10	06/05/10
19.	Finance & Resources Committee 10/12/09 article 39	<u>Kirkton Avenue – Future Use</u> The Committee resolved:- that the Head of Resources Development and Delivery be instructed to enter into negotiations with the prospective purchasers of the site and to report again on the outcome of these to a future meeting.	Discussions are currently being held.	Head of Resources Development and Delivery		17/06/10

<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>
20.	Finance & Resources Committee 10/12/09 article 40	<u>Granitehill Road Site</u> The Committee resolved:- To request that progress be reported in relation to the instructions given at (1), (2) and (3) hereof to the meeting of the Finance and Resources Committee in May 2010.		Head of Resources Development and Delivery	May, 2010	06/05/10
21.	Finance & Resources Committee 10/12/09 article 41	<u>Queens Links Outdoor Centre</u> The Committee resolved:- that in the event that the situation described under (iii) comes to pass, officers be requested to report back to a future meeting of this Committee on the response to the advertising process.		Head of Resources Development and Delivery		17/6/10
22.	Finance & Resources Committee 10/12/09 article 42	<u>8 Alford Place</u> The Committee resolved:- to instruct the Head of Resources Development and Delivery to advertise the property at 8 Alford Place for sub-lease from 1 April, 2010 until the termination date under the Council's head lease, and report further.	Property currently being advertised. Dependent upon the result of this, a Bulletin Report will be prepared for the next appropriate committee meeting.	Head of Resources Development and Delivery		6/05/10
23.	Finance & Resources Committee 28/01/10 article 2	<u>CAB – Debt Advice Service</u> The Committee resolved:- (i) to instruct officers to report back on the progress being made with regard to reaching a Service Level Agreement with CAB; and (ii) to instruct officers to submit a report to a future meeting detailing all of the funding provided to CAB by	<u>Update:-</u> The Director and the Head of Service met with the Chairperson and Manager of CAB on 8/02/10 and the outcome is that officers will be meeting with the CAB Manager and one of her officers to update the report with information on the	Head of Environmental Services	06/05/10	

<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>
		<p>the Council, in order for an overview to be taken in this regard.</p>	<p>various funding streams provided to the CAB for debt counselling/money advice, as well as details of the impact of the proposed savings on the work of the CAB as regards Debt Counselling/Money Advice.</p> <p>This will effectively be a joint report which had not been possible previously due to the time constraints imposed by the budget process.</p> <p>In the meantime, work on the Service Level Agreement (SLA) is proceeding and it is anticipated the SLA will be ready to be reported to the Committee at its meeting on 6 May, 2010 for approval.</p> <p>A report is on the agenda it item 8.2.</p>			
24.	Finance & Resources Committee 28/01/10 article 13	<p><u>Altens Community Centre and Dyce (Carnegie Hall) Community Centre – Remedial Works</u></p> <p>The Committee resolved:- that appropriate officers be requested to undertake consultation with the community groups concerned in order to ascertain whether the funding identified is actually required and to report back to the Committee thereon in due</p>	<p>Update:-</p> <p>An officer has consulted with the management committee of Altens Community Centre who wish to advise that they consider it is the responsibility of the Council as landlord to affect repairs to the fabric of the building. Any funds which they have are ringfenced for wages and funding centre activities.</p>	Director of Education, Culture and Sport		

<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>
		course.	Dyce Development & Amenities Committee, who manage Dyce (Carnegie Hall), have been advised in writing of the committee decision. They have been asked to confirm in writing whether or not they are, as stated at committee, in a position to pay for remedial repairs. To date, no reply has been received.			
25.	Finance & Resources Committee 28/01/10 article 17	<u>Tendering for ACC Services</u> The Committee resolved:- to instruct the Director of Social Care and Wellbeing to bring forward a report detailing an individual unit that would have the potential for retendering in the way described throughout the report.		Director of Social Care and Wellbeing	06/05/10	
26.	Finance & Resources Committee 28/01/10 article 24	<u>Retail Rocks! Aberdeen</u> The Committee resolved:- to authorise the Director of Enterprise, Planning and Infrastructure, in consultation with the City Solicitor, the City Chamberlain and the Convener of the Finance and Resources Committee to exercise delegated authority to acquire appropriate suitable property for the project, reporting back on the actions taken to future meetings of this Committee.	<u>Update:-</u> Negotiations are currently taking place to acquire identified retail units in Torry. A report will be provided to Committee once negotiations are on the point of being concluded seeking permission to proceed with the acquisitions. The report will also include information on the legal/contractual agreement governing the various project partners and the various component parts of the project (e.g. property acquisition,	Director of Enterprise, Planning and Infrastructure	06/05/10	

<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>
			competition, marketing and PR, mentoring etc)			
27.	Finance & Resources Committee 28/01/10 article 25	<u>Capital Planning</u> The Committee resolved:- to approve the amended Capital Prioritisation Process and instruct the Director of Enterprise, Planning and Infrastructure to commence its implementation for 2011/12, and to instruct that regular reports be submitted back to this Committee.		Head of Resources Development and Delivery		
28.	Finance & Resources Committee 28/01/10 article 26	<u>Status of Surplus Education and Other Properties</u> The Committee resolved:- (ii) to authorise the Head of Resources Development and Delivery to market the former St. Peter's Nursery, the former public toilets in High Street, Old Aberdeen and the former depot at Ruthrieston Road, and to submit a further report to the appropriate meeting of this Committee in due course detailing the results of the marketing; and (iii) to authorise the Head of Resources Development and Delivery to enter into negotiations with the landlord of the site of the		Head of Resources Development and Delivery		17/06/10

<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>
		former Woodlands Special School, with a view to agreeing an appropriate exit strategy for the Council and to report back to this in due course on the outcome.				
29.	Finance & Resources Committee 28/01/10 article 37	<p><u>Westburn Park</u> The Committee resolved:-</p> <p>(i) to authorise the Head of Resources Development and Delivery to enter into discussions with the charitable organisation referred to, on the suitability of the site identified for its purpose (including the practicality of enlarging the site) and, if appropriate, to enter into formal negotiations for the disposal of that site;</p> <p>(ii) to instruct that appropriate officials continue to liaise with the charitable organisation to identify, if required, other suitable sites; and</p> <p>(iii) to instruct that the Head of Resources Development and Delivery report back to Committee in due course on the outcomes of (a) and/or (b) above,</p>		Head of Resources Development and Delivery		06/05/10

<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>
30.	Finance & Resources Committee 28/01/10 article 40	<u>Pinewood/Hazledene</u> The Committee resolved:- that the Head of Resources Development and Delivery in conjunction with the Council's external advisors, be instructed to review the future options and risks for the Council in dealing with this matter, in light of the information now available and to report back to Committee in May 2010.		Head of Resources Development and Delivery		06/05/10
31.	Education, Culture and Sport Committee 18/02/10 article tbc	<u>Essential Car User Scheme</u> The Committee resolved:- to request that the Finance and Resources Committee look into the issue of Essential Car Users Schemes for all staff and, in particular, the issue of lump sum payments.		Head of Human Resources		17/06/10

FINANCE AND RESOURCES COMMITTEE

MOTIONS LIST

28 January, 2010

<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 Jennifer Stewart</u> "That this Council consults with occupiers in the terraced dwellings 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."</p>	09/04/08	<p>The Committee resolved to agree to a report containing officers findings being submitted to a future Committee.</p> <p>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.</p>	<p>Update:- Meeting with Cllr Jennifer Stewart has taken place. Officers undertaking follow up investigations as agreed with Cllr J Stewart, and a report is on today's agenda at item 7.4.</p>	Head of Resources Development and Delivery	11/03/10	No

This page is intentionally left blank

COMMITTEE:	Finance and Resources
DATE:	11 March 2010
LEAD OFFICER:	Chief Executive
TITLE OF REPORT:	Office of Chief Executive – budget performance report
REPORT NUMBER:	OCE/10/005

1. PURPOSE OF REPORT

This report is to bring to the Committee information relating to the current year revenue budget performance to date for the Office of Chief Executive, to highlight any areas of risk and advise on management action arising from the anticipated outcomes. It is intended to report to each cycle of Finance & Resources Committee on the current year revenue performance to date as part of the framework of managing risks within the Office.

2. RECOMMENDATION(S)

That the Committee i) notes the content of this report and ii) requests that officers continue to manage the budget actively and to report back to Committee on strategies as required for a positive out-turn for 2009/10.

3. FINANCIAL IMPLICATIONS

The 2009/2010 net budget for the Office of Chief Executive is £946,000. Based on the present forecast it is anticipated that spend will be below budget by £81,000 for the year.

Appendix A to this report provides the budget detail at summary level.

4. SERVICE & COMMUNITY IMPACT

It is acknowledged that measures need to be taken by the Council to balance the budget and that in doing so services have to work within financial constraints. Focus is on delivering services more efficiently and effectively.

5. OTHER IMPLICATIONS

The regular review of financial information by services and corporately by Members minimises the risks inherent in the operation of budgets. This report is part of a framework to manage such risks and is produced to provide an overview of the current operating position for the Office of the Chief Executive.

6. REPORT

This report informs the Committee of the current revenue spend against budget for the Office of Chief executive to period 10 (end of January 2010) at a high summary level. The position is shown in the attached Appendix A – an expected net saving of £81,000 (8.6%) across an overall budget of £946,000.

The revenue budget for the Office of Chief Executive includes provision for the Directorate and support team, the Civic Support team (including the Lord Provost's secretariat, the Civic Administration unit and the Town Sergeants), the Elections Unit and the Council's external and internal communications teams.

The costs of the Civic Support team are recouped from the Common Good. The 2009/2010 budget for the Elections Unit includes provision for the costs of the June 2009 European Election and for the costs of the General Election due in the next six months. The budget outturn has been adjusted to reflect the actual spend and estimated reimbursement due for the European Election. In addition some spend is being made in preparation for the General Election and the outturn will be adjusted as soon as the date of the poll is known

7. REPORT AUTHOR DETAILS

Graham Stubbins
Finance Manager, 01224 523970;
gstubbins@aberdeencity.gov.uk

Ciaran Monaghan
Head of Service, Office of Chief Executive, 01224 522293;
cmonaghan@aberdeencity.gov.uk

8. BACKGROUND PAPERS

Data sourced from the financial planning tool – Collaborative Planning.

ABERDEEN CITY COUNCIL
REVENUE MONITORING 2009 / 2010

DIRECTORATE : OFFICE OF CHIEF EXECUTIVE
HEAD OF SERVICE : OFFICE OF CHIEF EXECUTIVE

AS AT	31 January 2010	ANNUAL BUDGET	BUDGET TO DATE			PROJECTION TO YEAR END			CHANGE FROM LAST REPORT
			PLANNED	ACTUAL	VARIANCE	PROJECTED TOTALS	PROJECTED VARIANCE	%	
ACCOUNTING PERIOD 10		£'000	£'000	£'000	£'000	£'000	£'000	%	£'000
STAFF COSTS		1,121	934	822	(112)	1,003	(118)	-10.5%	(28)
PROPERTY COSTS		406	338	116	(222)	313	(93)	-22.9%	0
ADMINISTRATION COSTS		332	277	96	(181)	299	(33)	-9.9%	(30)
TRANSPORT COSTS		46	39	30	(9)	50	4	8.7%	(1)
SUPPLIES & SERVICES		101	84	79	(5)	127	26	25.7%	(6)
TRANSFER PAYMENTS TOTAL		255	213	120	(93)	260	5	2.0%	1
CAPITAL FINANCING COSTS		0	0	0	0	0	0	0.0%	0
GROSS EXPENDITURE		2,261	1,885	1,263	(622)	2,052	(209)	-9.2%	(64)
LESS: INCOME									
OTHER GRANTS & CONTRIBUTIONS		(867)	(722)	(283)	439	(781)	86	-9.9%	10
INTEREST					0		0	0.0%	
RECHARGES		(448)	(374)	(209)	165	(406)	42	-9.4%	28
OTHER INCOME					0		0	0.0%	
TOTAL INCOME		(1,315)	(1,096)	(492)	604	(1,187)	128	-9.7%	38
NET EXPENDITURE		946	789	771	(18)	865	(81)	-8.6%	(26)

VIREMENT PROPOSALS

None this cycle

REVENUE MONITORING VARIANCE NOTES

Staff Costs

Vacancies within the Service are accounted for to year end; offset in part by increased pension costs

PROJECTED
VARIANCE
£'000

(118)

CHANGE
FROM
LAST REPORT
£'000

(28)

Property Costs

No General Election as yet in the year to date; adjusted to reflect June 2009 European actuals.

(93)

0

Administration Costs

No General Election as yet in the year to date. Savings against a number of account codes across sections. Adjustments to reflect June 2009 European actual. Further revision of spend as even if a by-election called the expenditure would fall into 2010/11

(33)

(30)

Transport Costs

Due to increased hire charges for storage containers at AECC; coded to hire of plant; slight decrease from previous report due to less travel undertaken

4

(1)

Supplies and Services

Additional expenditure on barriers for which reimbursement is approved in the Election Claim. Further review

26

(6)

Transfer Payments

Revision of staff numbers required; outcome dependent upon General Election in 2009/10

5

1

Income

Common Good is recharged for Secretariat, Town Sergeants & Upkeep of the Civic Car; savings have been identified in the expenditure lines above and hence income reduced as offsets to zero in Revenue account at year end. Income also adjusted to reflect June 2009 European Claim and adjustments to General Election spend.

128

38

(81)

(26)

This page is intentionally left blank

COMMITTEE Finance & Resources DATE 11 March 2010

CORPORATE DIRECTOR - Stewart Carruth, Director of Corporate Governance

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

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 Director of Corporate Governance will continue to 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. As such, the report content and style will be developed and this report should be viewed as a work in progress.

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”.

The Scorecard shows 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.

Commserve/admin/committee formats/new report template

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 report (November 09). 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.

The creation of the directorate of Corporate Governance during the reporting year 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 – 10.8 average days sickness

Comment:

From the data currently available the average days sick per employee to January 2010 is 10.8 days; this is greater than the Corporate target of 10 average day's sickness.

When previously reported to Committee, Line Managers had targeted areas of high sickness levels with positive effect. As the indicator is based upon a 12 month period, the impact is not immediately evident on the outcome.

% Revenue spend against budget – 85%

Comment:

Assuming spend is evenly spread through out the year, 83% would be the 'target' for the year to date. The financial planning system "Collaborative Planning" has been rolled out across the Council and has made budget holders focus on the need for transparent allocations of costs and also greater accuracy in the revision of forecasts. It is currently estimated that Corporate Governance 2009/10 spend will be within budget by 4.6%; further detail of which can be found in the "2009/10 Revenue Budget Monitoring" report also on this agenda.

% Capital spend against budget – 21%

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. It is forecast that spend will be on budget by the year end, with projects being re-profiled and tenders being received / contracts placed.

Health & Safety Matrix – 90%

Comment:

This is lower than the Service's target of 100% and has remained at 90% since September 2009; however significant effort is being undertaken to bring outstanding assessments up to date. The Operational Support Manager is liaising with a number of managers to provide guidance and support.

% of all invoices paid within 30 Calendar days (SPI) – 71.7%

Comment:

The corporate target for 2009/10 is 88.5%, but for January the actual for ACC is 59%. Outcomes do dip at this time of year, and all Services are well below the annual target. The main reason is the Festive holiday period and office closure which results in invoice processing delays; despite a reminder to all Services to ensure that all invoices were batched and processed before the Xmas closure. On a monthly basis, explanations are requested for all late invoices and staff reminded of the need to place a dispute marker where relevant.

The Infosmart Processing Pilot Team which is the precursor to the set up of the centralised Finance Processing Team also showed a slight dip from 94% to 91% which in the main was due to technical difficulties at some locations which resulted in some requisitioners not being able to link. The office closure although impacting this was minimal as all invoices were scanned and batched.

% of Staff appraised in year – 78%

Comment:

Appraisal performance is reported on a 12 month rolling period. The percentage has increased from the previously reported 61%; action plans are in place to ensure appraisals are completed. Heads of Service are provided with the detail monthly for escalation through their management team meetings.

7. REPORT AUTHOR DETAILS

Carol Wright

Corporate Officer, 01224 523548; Cwright@aberdeencity.gov.uk

8. BACKGROUND PAPERS - Not applicable.

This page is intentionally left blank

Section 1

CORPORATE GOVERNANCE SERVICE

PROGRESS REPORT - 16 December 2009 – 10 February 2010

OFFICE OF THE CITY CHAMBERLAIN

- Accounting teams are supporting services in budget process for 2010/11.
- The Finance Development team are providing support to education establishments for BOSS replacement. They are also continuing to develop on-line learning modules for the Council's financial ledger package (E-Financials).
- Work continues with the automated processing for bank reconciliations with work completed for the Debtors bank account. Automated processing is being taken forward for all other income and payment accounts the work for which includes system configuration and testing and staff training. Project plans reflect completion of the automated process by end of March 2010.
- On the whole the scanning and processing of supplier invoices, with the planned processing for all sports centres, through new technology (Infosmart) has gone well. A report submitted to the January meeting of the Finance and Resources Committee seeking approval to set up a centralised Finance Processing and Payments team was approved and the next stages progressed
- The Payroll team are completing work in conjunction with HR and services to transfer weekly paid staff to monthly pay with the majority of staff having now been successfully transferred.
- Preparatory work is being undertaken, supported by the Chartered Institute of Public Finance and Accountancy (CIPFA) and Pricewaterhouse Coopers (PwC) for the implementation of International Financial Reporting Standards (IFRS) which will significantly impact on the information presented in the Council's financial statement for 2010/11.

HUMAN RESOURCES

- The next in our occasional series of 'Hot Topic' seminars took place on 20 January. David Carry, Olympian and Commonwealth Gold Medallist, delivered an interactive session entitled 'Granite City Grit - Motivation And Self Belief'. The session focused on how the principles that have helped him succeed in sport can be applied to business and how the values which have been instilled in him as an Aberdonian have shaped his success.
- A comprehensive programme is being established to assist those who are being supported for voluntary service/ early retirement as well as those who may be at risk of redundancy. The programme will include areas such as financial planning and pre-retirement as well as a job shop. First sessions have taken place.

DEMOCRATIC SERVICES

- Committee Officers and the printing team continue to work with colleagues in HR to support the Appointment Panel during the appointment of the new Heads of Service.
- Team members have contributed issues for consideration to the six month review of committee structures to be reported to Council on 10th February

Section 1 CITY SOLICITOR

Court Team

- The Team has contributed with education colleagues to the Scottish Government consultation exercise on secondary legislation to the Education (Additional Support for Learning) (Scotland) Act 2009. This legislation is to be enacted later this year and will impose further duties on Education Authorities in meeting needs of children who face barriers to learning.
- Considerable progress achieved in conjoined working with Aberdeenshire and Moray Councils on recruiting and retaining Curators ad Litem and Reporting Officers. This serves to fulfill statutory responsibilities to Courts and to meet the needs of children and families across a broad geographical area whilst keeping costs to SW budget at manageable levels.
- Continued significant work providing TUPE advice for the outsourcing of services in line with budgetary and service requirements and in connection with high value/high profile procurements.

Conveyancing Team

- In December the Conveyancing Team brought in a capital receipt of £1.1 million following completion of the sale by the Council of commercial premises in Belmont Street.

Policy & Advice Team

- State Aid
A State Aid Policy (SAP) incorporating compliance procedure has been prepared by the Policy & Advice Team and is about to be referred to CMT prior to being submitted to Committee for approval and adoption across the Council. The SAP gives a synopsis of the law surrounding state aid and provides a procedure and checklist for Services to adhere to. It also incorporates standard letters to be sent out by Services where state aid is to be awarded following a Committee decision.

- Freedom of Information

The Policy & Advice Team is working closely with Archives in order to prepare for an inspection of how the Council deals with Freedom of Information. The inspection will be carried out by the Office of the Scottish Information Commissioner later in February and preparation has included the completion of a detailed questionnaire.

- Procurements/ Standing Orders

Following approval of new Standing Orders for Contracts and Procurements, detailed training has been developed by the Policy & Advice Team and will be rolled out to Services in advance of the implementation date for the new Standing Orders which is 1st April 2010. Work is also on-going to update the Council's template procurement documentation.

The Policy & Advice Team continues to provide significant legal input into a number of important corporate procurements and contracts, including the

Section 1

Grounds Maintenance market testing, Communal Cleaning/Security at Multi Storey Blocks, and Phase 1 of the Council House New build project.

PERFORMANCE MANAGEMENT AND QUALITY ASSURANCE

- The summarised version of the Council's annual public performance report will be issued with residents' Council Tax Bills early in 2010.
- Following extensive consultation with staff and elected members, the Council agreed an Interim Business Plan for the period 2010 – 2013 at their meeting in December 2009.
- The Audit and Risk Committee have agreed that Officers pursue an outsourcing for our internal audit service and work is ongoing.

SERVICE DESIGN & DEVELOPMENT

- The EU Services Directive aims to break down barriers to cross border trade in services between countries in the EU. Of the 40 licence pages on the council website which required to be updated, 38 have been completed. This places Aberdeen City Council as one of the leading councils in completing this work.
- Here is an example showing the breadth of the information now provided: http://www.aberdeencity.gov.uk/AnimalWelfare/anw/anw_animal_boarding.asp
- Work continues to address the demands for the commissioning of ICT in the 3Rs schools. The snagging lists at Cults Academy and Bucksburn Campus are significantly reduced. Initial orders have been placed for the next wave of 3Rs primary schools due for opening between mid February - April (Mile End, Hazlehead and Braehead).
- The ICT Security team has implemented a penetration testing application on a rolling programme. This will test, highlight and initiate changes to correct any weaknesses in our network security for business critical applications. This does not replace the existing policy of testing all new web based applications by external certified security professionals prior to live implementation but supplements with more regular testing at a reduced cost.
- The review of Policies & Procedures has all returns from the pilot directorate received and collated. From this a proposal for a Council wide implementation of Policy review is being considered.
- A report seeking approval to move to a managed data centre is awaiting committee approval. This will secure for the council an effective and efficient way to deliver a core facility for all day to day operations of the Council.

CUSTOMER RELATIONSHIP MANAGEMENT (CRM)

- Tender exercise has commenced for the building works for the Customer Contact Centre at Frederick Street. Preparatory work for a tender exercise for the ICT Hardware and Software for the Contact Centre is continuing.
- The integration of the out of hours Housing Repairs Service and the Regional Communication Centre is underway and due to go live at the beginning of February.

Section 1

- Work is continuing on the review of the Business Case for the Shared Revenues and Benefit Service Project.
- Essential preparatory work is underway for the annual exercise of issuing new Rent charges, new Council Tax bills, Benefit Award Notifications and Business Rates Bills.

CENTRAL PROCUREMENT UNIT

- The CPU is working with the Education Service to roll out the corporate purchase ordering system, PECOS to replace the existing BOSS system which is no longer fit for purpose and expensive to support. As well as migrating to PECOS the schools will also move onto the Infosmart system to enable the removal of invoice processing and all budget monitoring will be undertaken using the Council's corporate financial management system and budget reporting tool (Collaborative Planning). A rolling programme is now in place to implement these changes in all schools by the end of March 2010.
- The CPU was subject to a national procurement capability assessment in October last year. The assessment was measuring performance in relation to the 82 key recommendations of the McLelland Review of Public Procurement in Scotland. Aberdeen City Council was joint second (shared service with Aberdeenshire Council) overall out of the 32 Scottish Local Authorities assessed behind Glasgow City Council.

COMMUNITY PLANNING & REGENERATION







- Equality and Human Rights Impact Assessments (EHRIAs) on all budgetary savings proposals were presented to elected members as part of the budgetary process.
- Local interactive workshops - "Who holds the Purse Strings ?", delivered by Engender, the national organisation which champions gender equality, raised awareness of gender budgeting amongst officers and community activists.
- Aberdeen City Council and Aberdeen Women's Alliance contributed to the Engender paper on Beijing plus 15 to the UN Commission on the status of women.
- A successful commemorative event was held in the Cowdray Hall to mark Holocaust Memorial Day on the 27th January 2010. Held on the 65th anniversary of the liberation of Auschwitz-Birkenau concentration camp, Holocaust Memorial Day day challenges everyone across the UK to become part of a 'Legacy of Hope'.
- The Housing & Environment Committee, on 20 Jan 2010, selected the preferred bidder to deliver the first phase of the new build council house programme. Work is also being progressed to deliver the second phase of an additional 42 council houses mainly on the Marchburn School site.

Section 2 - Corporate Governance Performance Scorecard




Meeting of Finance & Resources Committee – 11 March 2010





Description
All 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" and The Vibrant, Dynamic and Forward Looking challenge:- "Efficient Council and Fair Funding"

Management of Resources






Indicator	Out-turn (Jan 10)	Target 09/10	Status	Outcomes
Average number of days lost through sickness absence (SPI)	10.8	10		Improvement increases productive hours available and reduces expenditure on cover.
% spend against Revenue Budget	85%	100%		Control of spend ensures the agreed level of investment in services is delivered
% spend against Capital Budget	21%	100%		Control of spend ensures the agreed level of investment in services is delivered
Percentage of savings on target to be delivered	100%	100%		Delivery of savings ensures resources are used where intended and where needed by customers
Score for compliance with Health & Safety Matrix	90%	100%		Adherence to all Health & Safety requirements mitigates risks to our staff and those who use our services
The percentage of all invoices paid within 30 calendar days (SPI)	71.7%	88.5%		Timely payments to suppliers assist businesses.

Impact


Indicator	Out-turn (Jan 10)	Target 09/10	Status	Outcomes
The percentage of Council Tax collected during the year, net of reliefs and rebates (SPI)	90.7%	95%		An effective collection function maximising revenue and investment in service delivery
In Year Business Rates Collected	88.3%	98.5%		An effective collection function maximising revenue
Aberdeen City Council Website Availability	99.69%	99.9%		Improvement increases accessibility options for stakeholders



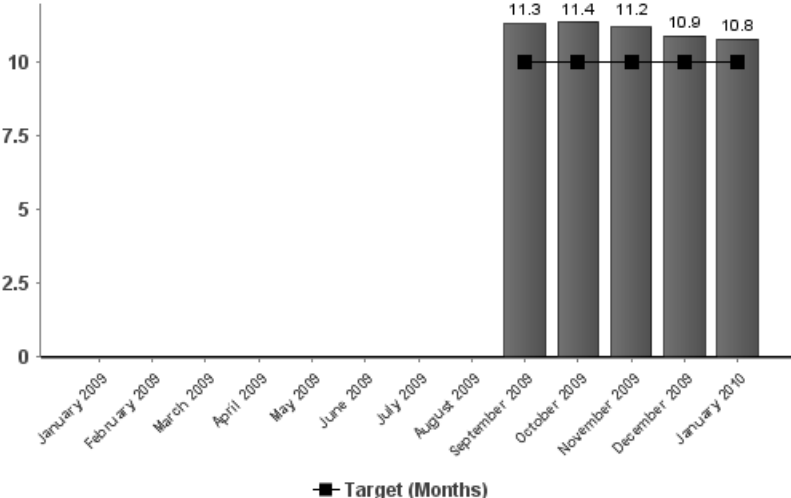

Indicator	Out-turn (Jan 10)	Target 09/10	Status	Outcomes
Major computer application uptime	99.86%	99.5%		Services are permanently enabled by technology and inefficiency is reduced
Helpdesk calls resolved within agreed timescales	84%	82%		User problems are fixed quickly and inefficient "down time" is minimised
Number of complaints received	2	0		When analysed, this is an indication of quality of service and a way of targeting improvement
Rent Arrears as a % of Net amount Due (SPI)	7.7%	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.



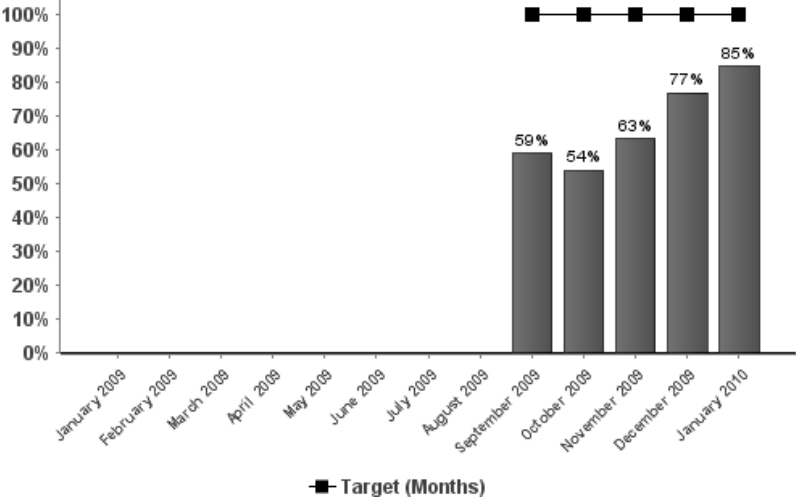

Business Process



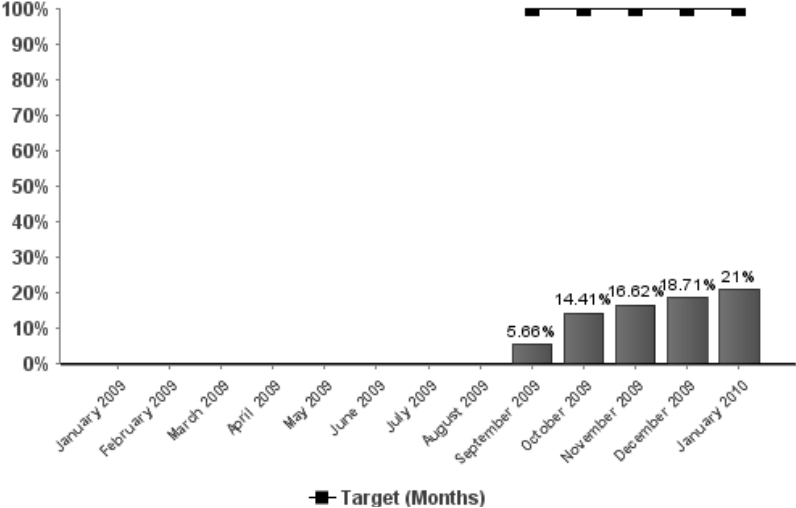
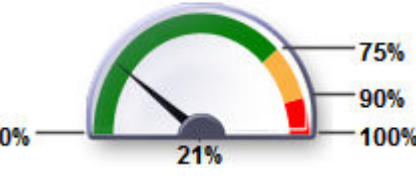
Indicator	Out-turn (Jan 10)	Target 09/10	Status	Outcomes
Average Number of Days to Process New Benefit Claims	21.09	23		An Efficient Benefits function supporting customers with entitlements
Average Number of Days to Process Change of Circumstances	10.52	11		An Efficient Benefits function supporting customers with entitlements
% of success in dealing with written queries and complaints within 15 working days	100%	95%		A responsive service is provided to our customers
% of calls answered within target time - Corporate Contact Centre	85.4%	90%		Responsive access to services for our customers
% of calls answered within target time - Switchboard	97.3%	98.3%		Responsive access to services for our customers



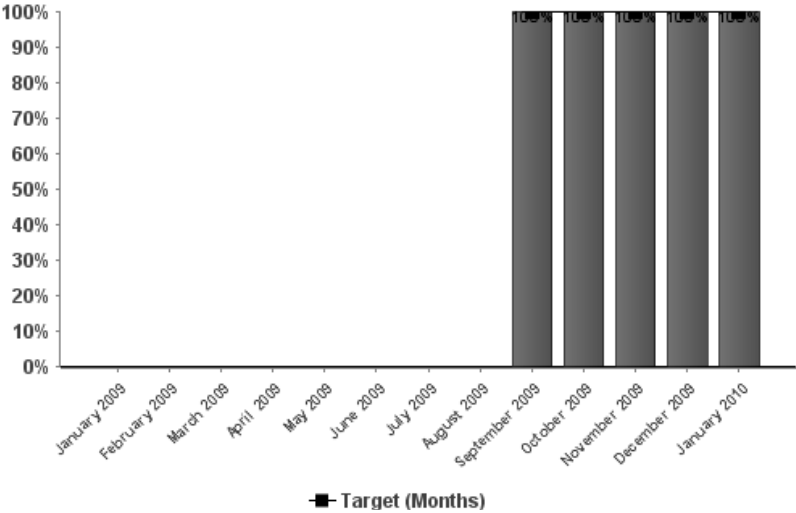

Organisational Learning and Development



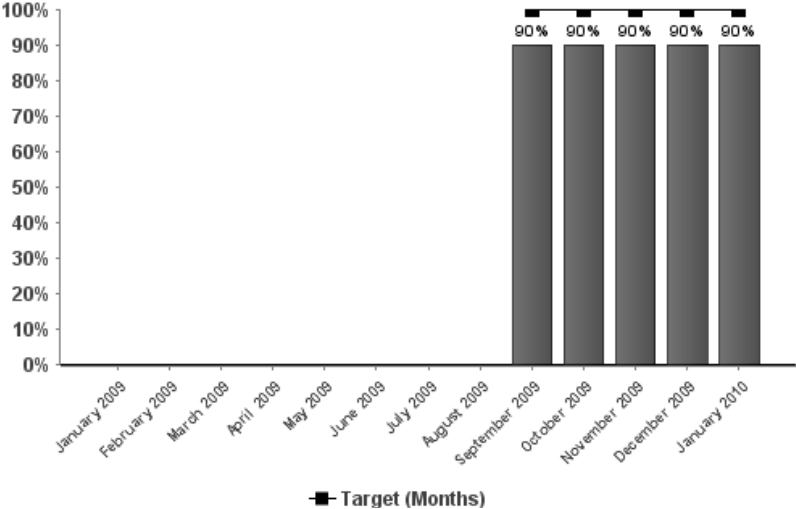

Indicator	Out-turn (Jan 10)	Target 09/10	Status	Outcomes
% of eligible staff appraised in the past year	78%	100%		All staff have been assessed and their contribution to corporate priorities identified and planned



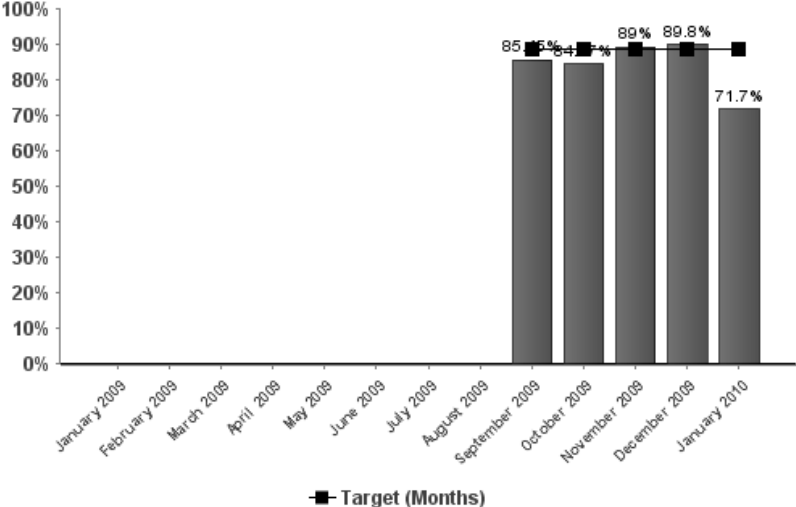
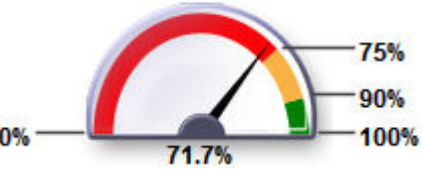
Performance Indicator & Short Term Trend	Average number of days lost through sickness absence (SPI)													
Paper Reference & Traffic Light	CI100													
Average Number of days lost per employee in the past 12 months.	 <table border="1"> <caption>Average Number of days lost per employee (Sickness Absence SPI)</caption> <thead> <tr> <th>Month</th> <th>Value</th> </tr> </thead> <tbody> <tr><td>September 2009</td><td>11.3</td></tr> <tr><td>October 2009</td><td>11.4</td></tr> <tr><td>November 2009</td><td>11.2</td></tr> <tr><td>December 2009</td><td>10.9</td></tr> <tr><td>January 2010</td><td>10.8</td></tr> </tbody> </table>	Month	Value	September 2009	11.3	October 2009	11.4	November 2009	11.2	December 2009	10.9	January 2010	10.8	 <p>January 2010 result</p>
Month	Value													
September 2009	11.3													
October 2009	11.4													
November 2009	11.2													
December 2009	10.9													
January 2010	10.8													
Latest Update	<p>Definition - Average no. of days per full time equivalent member of staff lost through sickness (12 month rolling period) Analysis - The PSE database is not yet fully realigned to the new structure; work is almost complete on the realignment; provisional allocations are being assigned to individuals / teams. The outcome is favourable as line managers continue to ensure absence policies and procedures are effectively managed. Action - To actively manage absences within the Corporate Policies and procedures. High sickness areas are the focus of specific attention.</p>													
Current Value	10.8													
Target 2009/10	10													



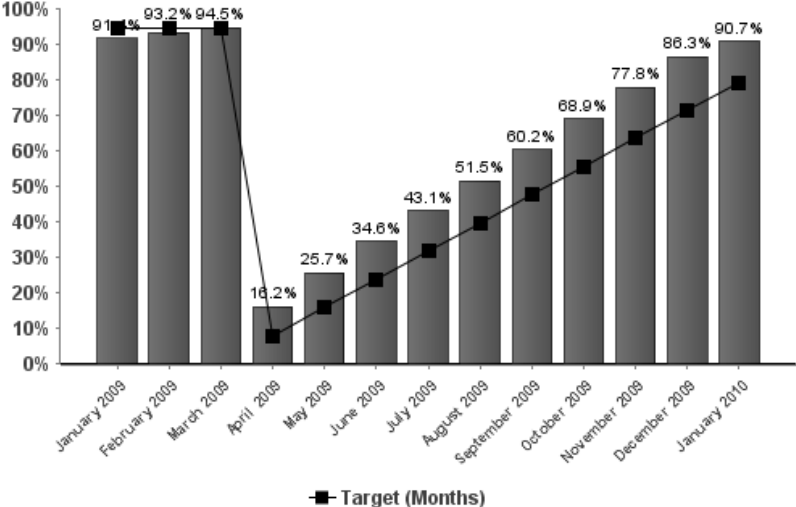

Performance Indicator & Short Term Trend	% spend against Revenue Budget	
Paper Reference & Traffic Light	CI101.004	
Percentage spend against Revenue Budget		
Latest Update	<p>Analysis - Explanations for any variances are included in the detailed monitoring statements within the report on 'Corporate Governance 2009/10 Revenue Monitoring'; also on this agenda.</p> <p>Action - Continue to monitor expenditure and savings. Budget Holders through the use of the financial tool Collaborative Planning focus on forecasted expenditure.</p>	
Current Value	85%	
Target 2009/10	100%	



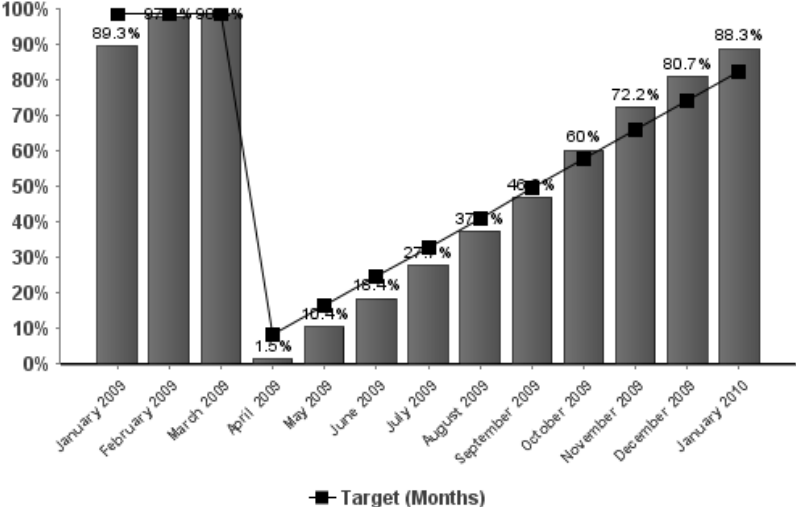
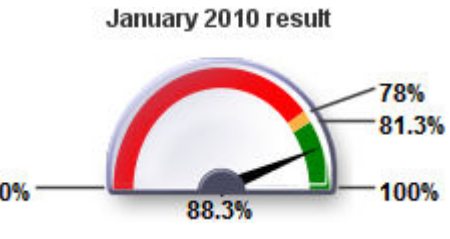
Performance Indicator & Short Term Trend	% spend against Capital Budget	
Paper Reference & Traffic Light	CI102.004	
Percentage of spend against Capital Budget		<p>January 2010 result</p> 
Latest Update	<p>Analysis - The spend to date for projects where Corporate Governance takes the lead is £2,561k against a budget of £12.2m (including carry forward). This represents 21% of total budget. See also the report on this agenda.</p> <p>Action - Budget holders to continue to monitor and manage actual and committed expenditure on capital projects.</p>	
Current Value	21%	
Target 2009/10	100%	



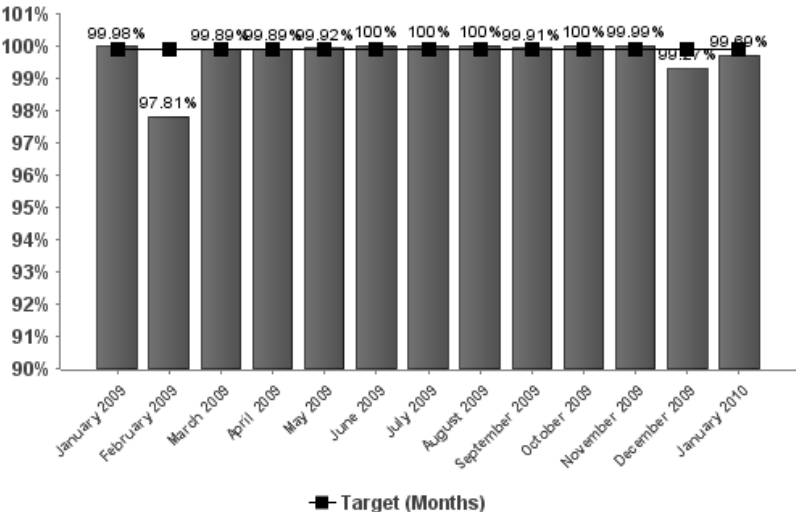
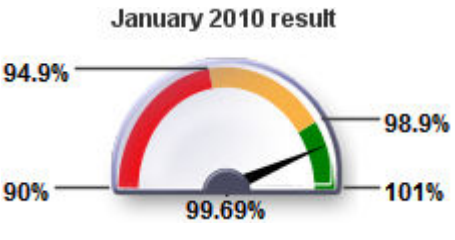
Performance Indicator & Short Term Trend	Percentage of savings on target to be delivered	
Paper Reference & Traffic Light	CI103a	
Percentage of savings on target to be delivered		
Latest Update	<p>Analysis - Currently a savings package of £2.422m is anticipated to be delivered by 31 March 2010; this is a slight increase on the original package of £2.411m. The list of savings is reviewed regularly by the Corporate Management Team.</p> <p>Action - Budget holders are clear on their responsibilities and are working to delivery of the agreed budget. Budget holders are requested regularly to provide a status update.</p>	
Current Value	100%	
Target 2009/10	100%	



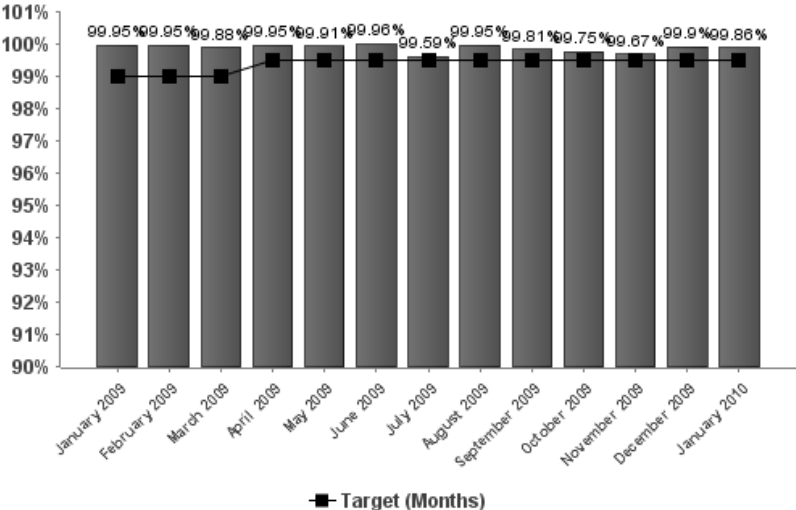
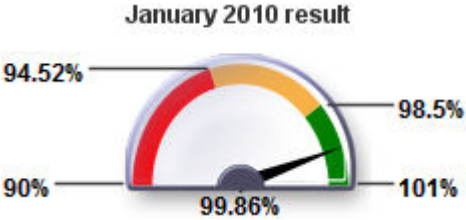
Performance Indicator & Short Term Trend	Score for compliance with Health & Safety Matrix																													
Paper Reference & Traffic Light	CI104a																													
Score for compliance with Health & Safety Matrix	 <table border="1"> <caption>Compliance Scores (2009-2010)</caption> <thead> <tr> <th>Month</th> <th>Score</th> </tr> </thead> <tbody> <tr><td>January 2009</td><td>-</td></tr> <tr><td>February 2009</td><td>-</td></tr> <tr><td>March 2009</td><td>-</td></tr> <tr><td>April 2009</td><td>-</td></tr> <tr><td>May 2009</td><td>-</td></tr> <tr><td>June 2009</td><td>-</td></tr> <tr><td>July 2009</td><td>-</td></tr> <tr><td>August 2009</td><td>-</td></tr> <tr><td>September 2009</td><td>90%</td></tr> <tr><td>October 2009</td><td>90%</td></tr> <tr><td>November 2009</td><td>90%</td></tr> <tr><td>December 2009</td><td>90%</td></tr> <tr><td>January 2010</td><td>90%</td></tr> </tbody> </table>	Month	Score	January 2009	-	February 2009	-	March 2009	-	April 2009	-	May 2009	-	June 2009	-	July 2009	-	August 2009	-	September 2009	90%	October 2009	90%	November 2009	90%	December 2009	90%	January 2010	90%	 <p>January 2010 result</p>
Month	Score																													
January 2009	-																													
February 2009	-																													
March 2009	-																													
April 2009	-																													
May 2009	-																													
June 2009	-																													
July 2009	-																													
August 2009	-																													
September 2009	90%																													
October 2009	90%																													
November 2009	90%																													
December 2009	90%																													
January 2010	90%																													
Latest Update	<p>Analysis - 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>Action - 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>																													
Current Value	90%																													
Target 2009/10	100%																													



Performance Indicator & Short Term Trend	The percentage of all invoices paid within 30 calendar days (SPI)																																				
Paper Reference & Traffic Light	CI106a																																				
The percentage of all invoices paid within 30 calendar days	 <table border="1"> <caption>SPI Performance Data (2009/10)</caption> <thead> <tr> <th>Month</th> <th>Performance (%)</th> </tr> </thead> <tbody> <tr> <td>January 2009</td> <td>-</td> </tr> <tr> <td>February 2009</td> <td>-</td> </tr> <tr> <td>March 2009</td> <td>-</td> </tr> <tr> <td>April 2009</td> <td>-</td> </tr> <tr> <td>May 2009</td> <td>-</td> </tr> <tr> <td>June 2009</td> <td>-</td> </tr> <tr> <td>July 2009</td> <td>-</td> </tr> <tr> <td>August 2009</td> <td>-</td> </tr> <tr> <td>September 2009</td> <td>85.5%</td> </tr> <tr> <td>October 2009</td> <td>84.7%</td> </tr> <tr> <td>November 2009</td> <td>89%</td> </tr> <tr> <td>December 2009</td> <td>89.8%</td> </tr> <tr> <td>January 2010</td> <td>71.7%</td> </tr> </tbody> </table>	Month	Performance (%)	January 2009	-	February 2009	-	March 2009	-	April 2009	-	May 2009	-	June 2009	-	July 2009	-	August 2009	-	September 2009	85.5%	October 2009	84.7%	November 2009	89%	December 2009	89.8%	January 2010	71.7%	<p>January 2010 result</p>  <table border="1"> <caption>January 2010 Result Gauge</caption> <thead> <tr> <th>Value (%)</th> </tr> </thead> <tbody> <tr> <td>0%</td> </tr> <tr> <td>75%</td> </tr> <tr> <td>90%</td> </tr> <tr> <td>100%</td> </tr> <tr> <td>71.7% (Actual)</td> </tr> <tr> <td>88.5% (Target)</td> </tr> </tbody> </table>	Value (%)	0%	75%	90%	100%	71.7% (Actual)	88.5% (Target)
Month	Performance (%)																																				
January 2009	-																																				
February 2009	-																																				
March 2009	-																																				
April 2009	-																																				
May 2009	-																																				
June 2009	-																																				
July 2009	-																																				
August 2009	-																																				
September 2009	85.5%																																				
October 2009	84.7%																																				
November 2009	89%																																				
December 2009	89.8%																																				
January 2010	71.7%																																				
Value (%)																																					
0%																																					
75%																																					
90%																																					
100%																																					
71.7% (Actual)																																					
88.5% (Target)																																					
Latest Update	<p>Analysis - Figure for January 2010 has dipped by 18.1%. An analysis has been conducted and the problems highlighted within the service.</p> <p>Action - Staff have been reminded of the effective use of the dispute marker, and the importance of forward planning for leave periods.</p> <p>Note - This committee approved (28.01.10) the move towards a centralised Finance processing team. An advantage of which is improved performance. Team expected to be in place by end of June 2010.</p>																																				
Current Value	71.7%																																				
Target 2009/10	88.5%																																				



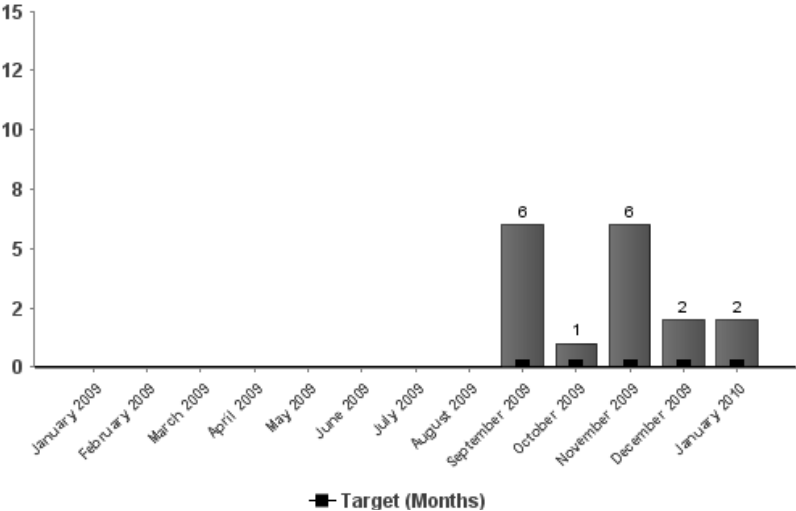

Performance Indicator & Short Term Trend	The percentage of Council Tax collected during the year, net of reliefs and rebates (SPI)																													
Paper Reference & Traffic Light	CI110																													
% of Council Tax collected during the year, net of reliefs and rebates	 <table border="1"> <caption>Monthly Council Tax Collection Data</caption> <thead> <tr> <th>Month</th> <th>Percentage</th> </tr> </thead> <tbody> <tr><td>January 2009</td><td>91.4%</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> <tr><td>October 2009</td><td>68.9%</td></tr> <tr><td>November 2009</td><td>77.8%</td></tr> <tr><td>December 2009</td><td>86.3%</td></tr> <tr><td>January 2010</td><td>90.7%</td></tr> </tbody> </table>	Month	Percentage	January 2009	91.4%	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%	October 2009	68.9%	November 2009	77.8%	December 2009	86.3%	January 2010	90.7%	
Month	Percentage																													
January 2009	91.4%																													
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%																													
October 2009	68.9%																													
November 2009	77.8%																													
December 2009	86.3%																													
January 2010	90.7%																													
Latest Update	<p>Analysis - Our performance is down 0.7% compared to the same period as last year. It's felt that this is the result of the continuing affects of the economic downturn and taxpayers finding it difficult to maintain payments. The Council Tax Benefit caseload is 3% higher than last year, 0.5% on last quarter.</p> <p>Action - We continue to pursue arrears cases using all available measures and progress is closely monitored by management. A Special Working Group of officers has been set up to maximise in year collection by 31 March 2010. Action includes telephoning customers outwith working hours, promoting uptake of Benefit and also identifying properties that may be occupied by students so that exemption can be applied.</p>																													
Current Value	90.7%																													
Target 2009/10	95% (At financial year end)																													



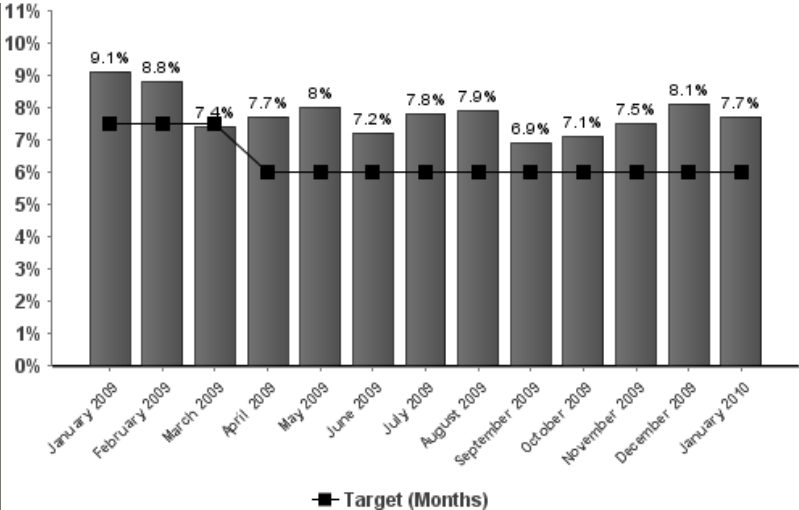

Performance Indicator & Short Term Trend	In Year Business Rates Collected																													
Paper Reference & Traffic Light	CI111																													
In Year Business Rates Collected	 <table border="1"> <caption>Monthly Business Rates Collected Data</caption> <thead> <tr> <th>Month</th> <th>Percentage</th> </tr> </thead> <tbody> <tr><td>January 2009</td><td>89.3%</td></tr> <tr><td>February 2009</td><td>97.4%</td></tr> <tr><td>March 2009</td><td>98.4%</td></tr> <tr><td>April 2009</td><td>1.5%</td></tr> <tr><td>May 2009</td><td>10.4%</td></tr> <tr><td>June 2009</td><td>18.4%</td></tr> <tr><td>July 2009</td><td>27.4%</td></tr> <tr><td>August 2009</td><td>37.4%</td></tr> <tr><td>September 2009</td><td>46.4%</td></tr> <tr><td>October 2009</td><td>60.0%</td></tr> <tr><td>November 2009</td><td>72.2%</td></tr> <tr><td>December 2009</td><td>80.7%</td></tr> <tr><td>January 2010</td><td>88.3%</td></tr> </tbody> </table> <p>■ Target (Months)</p>	Month	Percentage	January 2009	89.3%	February 2009	97.4%	March 2009	98.4%	April 2009	1.5%	May 2009	10.4%	June 2009	18.4%	July 2009	27.4%	August 2009	37.4%	September 2009	46.4%	October 2009	60.0%	November 2009	72.2%	December 2009	80.7%	January 2010	88.3%	 <p>January 2010 result</p> <p>0% 78% 81.3% 100%</p> <p>88.3%</p>
Month	Percentage																													
January 2009	89.3%																													
February 2009	97.4%																													
March 2009	98.4%																													
April 2009	1.5%																													
May 2009	10.4%																													
June 2009	18.4%																													
July 2009	27.4%																													
August 2009	37.4%																													
September 2009	46.4%																													
October 2009	60.0%																													
November 2009	72.2%																													
December 2009	80.7%																													
January 2010	88.3%																													
Latest Update	<p>Analysis - Performance is down 1% on the same period as last year but that's because the bills have just been issued for Union Square to pay by 28/02/10.</p> <p>Action - We will continue to pursue arrears using all measures already approved by the Council and monitor progress on a monthly basis.</p>																													
Current Value	88.3%																													
Target 2009/10	98.5% (At financial year end)																													



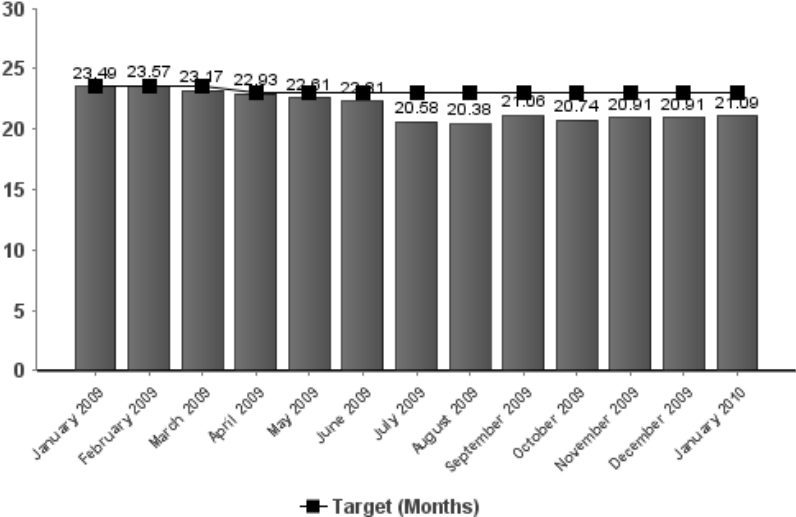

Performance Indicator & Short Term Trend	Aberdeen City Council Website Availability																																											
Paper Reference & Traffic Light	CI113																																											
Aberdeen City Council Website Availability	 <table border="1"> <caption>Monthly Website Availability Data</caption> <thead> <tr> <th>Month</th> <th>Availability (%)</th> <th>Target (%)</th> </tr> </thead> <tbody> <tr><td>January 2009</td><td>99.98%</td><td>99.9%</td></tr> <tr><td>February 2009</td><td>97.81%</td><td>99.9%</td></tr> <tr><td>March 2009</td><td>99.89%</td><td>99.9%</td></tr> <tr><td>April 2009</td><td>99.89%</td><td>99.9%</td></tr> <tr><td>May 2009</td><td>99.92%</td><td>99.9%</td></tr> <tr><td>June 2009</td><td>100%</td><td>99.9%</td></tr> <tr><td>July 2009</td><td>100%</td><td>99.9%</td></tr> <tr><td>August 2009</td><td>100%</td><td>99.9%</td></tr> <tr><td>September 2009</td><td>99.91%</td><td>99.9%</td></tr> <tr><td>October 2009</td><td>100%</td><td>99.9%</td></tr> <tr><td>November 2009</td><td>99.99%</td><td>99.9%</td></tr> <tr><td>December 2009</td><td>99.87%</td><td>99.9%</td></tr> <tr><td>January 2010</td><td>99.69%</td><td>99.9%</td></tr> </tbody> </table>	Month	Availability (%)	Target (%)	January 2009	99.98%	99.9%	February 2009	97.81%	99.9%	March 2009	99.89%	99.9%	April 2009	99.89%	99.9%	May 2009	99.92%	99.9%	June 2009	100%	99.9%	July 2009	100%	99.9%	August 2009	100%	99.9%	September 2009	99.91%	99.9%	October 2009	100%	99.9%	November 2009	99.99%	99.9%	December 2009	99.87%	99.9%	January 2010	99.69%	99.9%	 <p>January 2010 result</p> <p>94.9% — 98.9% — 101% — 90%</p> <p>99.69%</p>
Month	Availability (%)	Target (%)																																										
January 2009	99.98%	99.9%																																										
February 2009	97.81%	99.9%																																										
March 2009	99.89%	99.9%																																										
April 2009	99.89%	99.9%																																										
May 2009	99.92%	99.9%																																										
June 2009	100%	99.9%																																										
July 2009	100%	99.9%																																										
August 2009	100%	99.9%																																										
September 2009	99.91%	99.9%																																										
October 2009	100%	99.9%																																										
November 2009	99.99%	99.9%																																										
December 2009	99.87%	99.9%																																										
January 2010	99.69%	99.9%																																										
Latest Update	<p>Analysis - Availability was 99.69% during the month of January 2010.</p> <p>Note - The slight drop in availability experienced during December 2009 is reflective of the web site being down for 5 hours 13 mins on the 4th December - this was due to the server hosting company applying necessary patches to the Council's two servers.</p> <p>Action - Endeavour to ensure website availability is kept within target level</p>																																											
Current Value	99.69%																																											
Target 2009/10	99.9%																																											



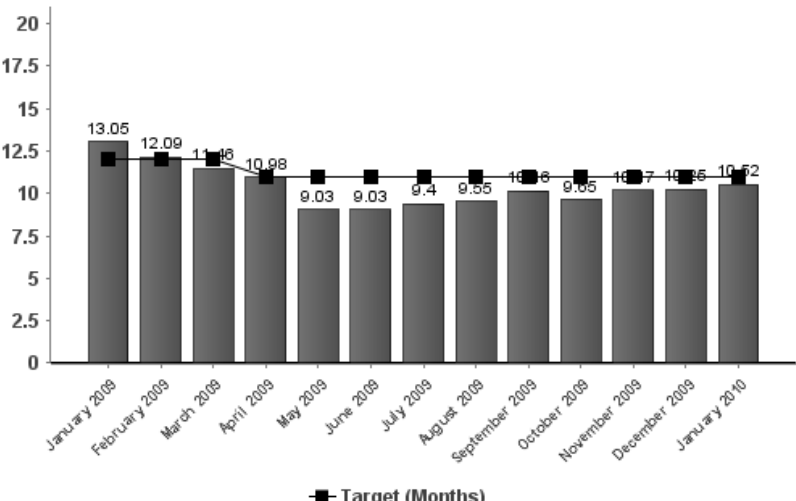

Performance Indicator & Short Term Trend	Major computer application uptime																													
Paper Reference & Traffic Light	CI113b																													
For the major computer applications critical to service delivery, the percentage of time they are available to users between 8.00am and 6.00pm	 <table border="1"> <caption>Monthly Uptime Data (2009-2010)</caption> <thead> <tr> <th>Month</th> <th>Uptime (%)</th> </tr> </thead> <tbody> <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> <tr><td>October 2009</td><td>99.75%</td></tr> <tr><td>November 2009</td><td>99.67%</td></tr> <tr><td>December 2009</td><td>99.9%</td></tr> <tr><td>January 2010</td><td>99.86%</td></tr> </tbody> </table>	Month	Uptime (%)	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%	October 2009	99.75%	November 2009	99.67%	December 2009	99.9%	January 2010	99.86%	 <p>January 2010 result</p> <p>94.52% — 98.5% — 101% — 99.86% — 90%</p>
Month	Uptime (%)																													
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%																													
October 2009	99.75%																													
November 2009	99.67%																													
December 2009	99.9%																													
January 2010	99.86%																													
Latest Update	Analysis - Availability all above target. Action - Endeavour to ensure computer application uptime is kept within target level.																													
Current Value	99.86%																													
Target 2009/10	99.5%																													



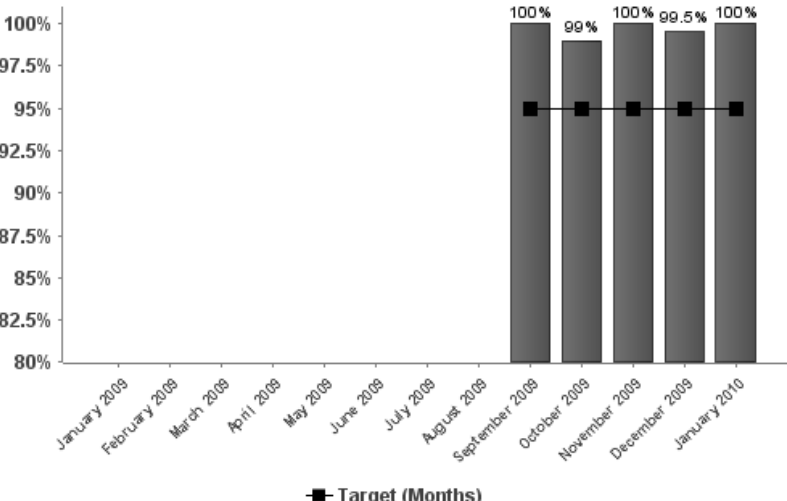

Performance Indicator & Short Term Trend	Helpdesk calls resolved within agreed timescales																																											
Paper Reference & Traffic Light	CI114																																											
Helpdesk calls resolved within agreed timescales	<table border="1"> <caption>Monthly Performance Data</caption> <thead> <tr> <th>Month</th> <th>Performance (%)</th> <th>Target (%)</th> </tr> </thead> <tbody> <tr><td>January 2009</td><td>82%</td><td>82%</td></tr> <tr><td>February 2009</td><td>83%</td><td>82%</td></tr> <tr><td>March 2009</td><td>83%</td><td>82%</td></tr> <tr><td>April 2009</td><td>85%</td><td>82%</td></tr> <tr><td>May 2009</td><td>84%</td><td>82%</td></tr> <tr><td>June 2009</td><td>86%</td><td>82%</td></tr> <tr><td>July 2009</td><td>86%</td><td>82%</td></tr> <tr><td>August 2009</td><td>86%</td><td>82%</td></tr> <tr><td>September 2009</td><td>85%</td><td>82%</td></tr> <tr><td>October 2009</td><td>85%</td><td>82%</td></tr> <tr><td>November 2009</td><td>82%</td><td>82%</td></tr> <tr><td>December 2009</td><td>85%</td><td>82%</td></tr> <tr><td>January 2010</td><td>84%</td><td>82%</td></tr> </tbody> </table>	Month	Performance (%)	Target (%)	January 2009	82%	82%	February 2009	83%	82%	March 2009	83%	82%	April 2009	85%	82%	May 2009	84%	82%	June 2009	86%	82%	July 2009	86%	82%	August 2009	86%	82%	September 2009	85%	82%	October 2009	85%	82%	November 2009	82%	82%	December 2009	85%	82%	January 2010	84%	82%	<p>January 2010 result</p>
Month	Performance (%)	Target (%)																																										
January 2009	82%	82%																																										
February 2009	83%	82%																																										
March 2009	83%	82%																																										
April 2009	85%	82%																																										
May 2009	84%	82%																																										
June 2009	86%	82%																																										
July 2009	86%	82%																																										
August 2009	86%	82%																																										
September 2009	85%	82%																																										
October 2009	85%	82%																																										
November 2009	82%	82%																																										
December 2009	85%	82%																																										
January 2010	84%	82%																																										
Latest Update	<p>Analysis - Lower number of calls resolved in January within timescales due to involvement of external contractor for server issues at schools. Where the immediate call is resolved and the system up and running but deemed not to be of a satisfactory outcome, the call will not be closed. All other calls un-related, network and telecoms connectivity at various sites across the city.</p> <p>Action - Monitor priority A calls for common issues Continuing need to review processes and staffing levels for responding to all calls to improve Priority A and B call closure rates. Monitor external suppliers are fixing faults within maintenance agreements.</p>																																											
Current Value	84%																																											
Target 2009/10	82%																																											



Performance Indicator & Short Term Trend	Number of complaints received	
Paper Reference & Traffic Light	CI116.006c	
Number of complaints received		<p>January 2010 result</p> 
Latest Update	<p>Analysis - 2 complaints received by Customer Relations Management. 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>Action - To ensure where possible complaints are responded to within corporate timescales.</p>	
Current Value	2	
Target 2009/10	0	



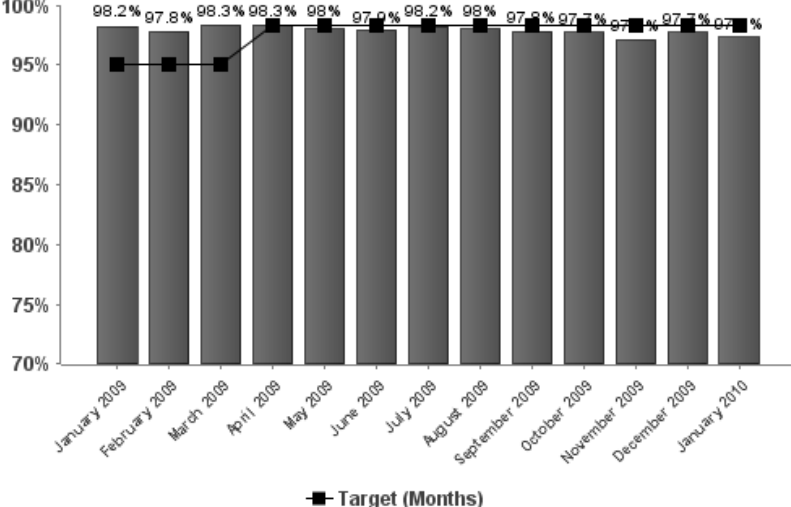

Performance Indicator & Short Term Trend	Rent Arrears as a % of Net amount Due (SPI)																																			
Paper Reference & Traffic Light	HOUSPIHS5a																																			
Current tenant arrears as a percentage of the net amount of rent due in the year, as at the end of each rent period	 <table border="1"> <caption>Monthly Rent Arrears Data (2009-2010)</caption> <thead> <tr> <th>Month</th> <th>Arrears %</th> </tr> </thead> <tbody> <tr><td>January 2009</td><td>9.1%</td></tr> <tr><td>February 2009</td><td>8.8%</td></tr> <tr><td>March 2009</td><td>7.4%</td></tr> <tr><td>April 2009</td><td>7.7%</td></tr> <tr><td>May 2009</td><td>8%</td></tr> <tr><td>June 2009</td><td>7.2%</td></tr> <tr><td>July 2009</td><td>7.8%</td></tr> <tr><td>August 2009</td><td>7.9%</td></tr> <tr><td>September 2009</td><td>6.9%</td></tr> <tr><td>October 2009</td><td>7.1%</td></tr> <tr><td>November 2009</td><td>7.5%</td></tr> <tr><td>December 2009</td><td>8.1%</td></tr> <tr><td>January 2010</td><td>7.7%</td></tr> </tbody> </table>	Month	Arrears %	January 2009	9.1%	February 2009	8.8%	March 2009	7.4%	April 2009	7.7%	May 2009	8%	June 2009	7.2%	July 2009	7.8%	August 2009	7.9%	September 2009	6.9%	October 2009	7.1%	November 2009	7.5%	December 2009	8.1%	January 2010	7.7%	 <p>January 2010 result</p> <table border="1"> <thead> <tr> <th>Value</th> </tr> </thead> <tbody> <tr><td>0%</td></tr> <tr><td>6.3%</td></tr> <tr><td>7.2%</td></tr> <tr><td>7.7%</td></tr> <tr><td>11%</td></tr> </tbody> </table>	Value	0%	6.3%	7.2%	7.7%	11%
Month	Arrears %																																			
January 2009	9.1%																																			
February 2009	8.8%																																			
March 2009	7.4%																																			
April 2009	7.7%																																			
May 2009	8%																																			
June 2009	7.2%																																			
July 2009	7.8%																																			
August 2009	7.9%																																			
September 2009	6.9%																																			
October 2009	7.1%																																			
November 2009	7.5%																																			
December 2009	8.1%																																			
January 2010	7.7%																																			
Value																																				
0%																																				
6.3%																																				
7.2%																																				
7.7%																																				
11%																																				
Latest Update	<p>Analysis - The arrears position is a 1.4% improvement on the same period last year and the improvement of 0.4% from last month reflects that the problems referred to previously in relation to the ICON system are now resolved. However, the fact that the position at 7.7% remains exactly the same as it was at the start of the year indicates that there has been no sustained improvement in the level of rent arrears over the 2009/10 period, to date. The actual monetary value of arrears remains at approx £2.7m and the number of tenants in arrears at the end of January was 200 higher than at the start of the financial year at 6,761. Analysis of previous years does indicate a downward trend for the 3 months from January to March so if this were repeated a reduction of around 1% could be expected for this indicator, bringing performance closer to target.</p> <p>Action- Continue to proactively contact tenants and target specific cases, promote uptake of Housing Benefit. Monitor progress on a week by week basis.</p>																																			
Current Value	7.7%																																			
Target 2009/10	6%																																			



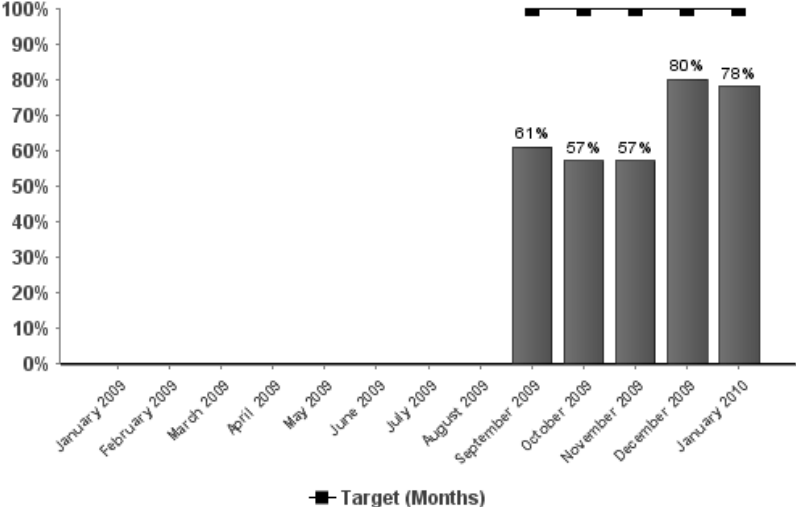
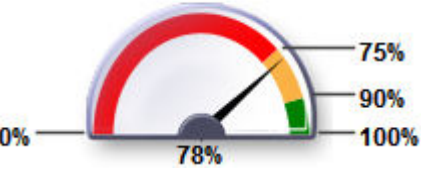
Performance Indicator & Short Term Trend	Average Number of Days to Process New Benefit Claims																																									
Paper Reference & Traffic Light	CI124																																									
Average number of days to process New Benefit Claims	 <table border="1"> <caption>Bar Chart Data: Average Number of Days to Process New Benefit Claims</caption> <thead> <tr> <th>Month</th> <th>Value</th> </tr> </thead> <tbody> <tr><td>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>22.81</td></tr> <tr><td>June 2009</td><td>22.81</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>21.08</td></tr> <tr><td>October 2009</td><td>20.74</td></tr> <tr><td>November 2009</td><td>20.91</td></tr> <tr><td>December 2009</td><td>20.91</td></tr> <tr><td>January 2010</td><td>21.09</td></tr> </tbody> </table> <p>■ Target (Months)</p>	Month	Value	January 2009	23.49	February 2009	23.57	March 2009	23.17	April 2009	22.93	May 2009	22.81	June 2009	22.81	July 2009	20.58	August 2009	20.38	September 2009	21.08	October 2009	20.74	November 2009	20.91	December 2009	20.91	January 2010	21.09	<p>January 2010 result</p>  <table border="1"> <caption>Gauge Chart Data: January 2010 result</caption> <thead> <tr> <th>Value</th> <th>Zone</th> </tr> </thead> <tbody> <tr><td>0</td><td>Green</td></tr> <tr><td>23.23</td><td>Green/Yellow</td></tr> <tr><td>24.15</td><td>Yellow/Red</td></tr> <tr><td>21.09</td><td>Green</td></tr> <tr><td>30</td><td>Red</td></tr> </tbody> </table>	Value	Zone	0	Green	23.23	Green/Yellow	24.15	Yellow/Red	21.09	Green	30	Red
Month	Value																																									
January 2009	23.49																																									
February 2009	23.57																																									
March 2009	23.17																																									
April 2009	22.93																																									
May 2009	22.81																																									
June 2009	22.81																																									
July 2009	20.58																																									
August 2009	20.38																																									
September 2009	21.08																																									
October 2009	20.74																																									
November 2009	20.91																																									
December 2009	20.91																																									
January 2010	21.09																																									
Value	Zone																																									
0	Green																																									
23.23	Green/Yellow																																									
24.15	Yellow/Red																																									
21.09	Green																																									
30	Red																																									
Latest Update	Analysis - January's figure shows performance continues to meet target Action - Continue to monitor to ensure targets are met.																																									
Current Value	21.09																																									
Target 2009/10	23																																									

Performance Indicator & Short Term Trend	Average Number of Days to Process Change of Circumstances																													
Paper Reference & Traffic Light	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 Number of Days</th> </tr> </thead> <tbody> <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>10.08</td></tr> <tr><td>October 2009</td><td>9.65</td></tr> <tr><td>November 2009</td><td>10.07</td></tr> <tr><td>December 2009</td><td>10.05</td></tr> <tr><td>January 2010</td><td>10.52</td></tr> </tbody> </table> <p>■ Target (Months)</p>	Month	Average Number of Days	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	10.08	October 2009	9.65	November 2009	10.07	December 2009	10.05	January 2010	10.52	 <p>January 2010 result</p> <p>0 10.52 11.11 11.55 21</p>
Month	Average Number of Days																													
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	10.08																													
October 2009	9.65																													
November 2009	10.07																													
December 2009	10.05																													
January 2010	10.52																													
Latest Update	Analysis - January's figure shows performance continues to meet target Action - Continue to monitor to ensure targets are met.																													
Current Value	10.52																													
Target 2009/10	11																													

Performance Indicator & Short Term Trend	% of success in dealing with written queries and complaints within 15 working days																															
Paper Reference & Traffic Light	CI127.006a																															
Percentage of success in dealing with written queries and complaints within 15 working days	 <table border="1"> <caption>Success Rates by Month</caption> <thead> <tr> <th>Month</th> <th>Success Rate</th> </tr> </thead> <tbody> <tr><td>January 2009</td><td></td></tr> <tr><td>February 2009</td><td></td></tr> <tr><td>March 2009</td><td></td></tr> <tr><td>April 2009</td><td></td></tr> <tr><td>May 2009</td><td></td></tr> <tr><td>June 2009</td><td></td></tr> <tr><td>July 2009</td><td></td></tr> <tr><td>August 2009</td><td></td></tr> <tr><td>September 2009</td><td></td></tr> <tr><td>October 2009</td><td>100%</td></tr> <tr><td>November 2009</td><td>99%</td></tr> <tr><td>December 2009</td><td>100%</td></tr> <tr><td>January 2010</td><td>99.5%</td></tr> <tr><td>January 2010</td><td>100%</td></tr> </tbody> </table> <p>■ Target (Months)</p>	Month	Success Rate	January 2009		February 2009		March 2009		April 2009		May 2009		June 2009		July 2009		August 2009		September 2009		October 2009	100%	November 2009	99%	December 2009	100%	January 2010	99.5%	January 2010	100%	 <p>January 2010 result</p>
Month	Success Rate																															
January 2009																																
February 2009																																
March 2009																																
April 2009																																
May 2009																																
June 2009																																
July 2009																																
August 2009																																
September 2009																																
October 2009	100%																															
November 2009	99%																															
December 2009	100%																															
January 2010	99.5%																															
January 2010	100%																															
Latest Update	Analysis - During January 2010 all complaints and enquiries were replied to within the 15 working day timescale Action - Ensure response is given and corporate deadlines are adhered to.																															
Current Value	100%																															
Target 2009/10	95%																															

Performance Indicator & Short Term Trend	% of calls answered within target time - Corporate Contact Centre																																									
Paper Reference & Traffic Light	CI133																																									
Percentage of calls answered within target time - Corporate Contact Centre	<table border="1"> <caption>Monthly Performance Data</caption> <thead> <tr> <th>Month</th> <th>Percentage</th> </tr> </thead> <tbody> <tr><td>January 2009</td><td>93%</td></tr> <tr><td>February 2009</td><td>95.4%</td></tr> <tr><td>March 2009</td><td>96.6%</td></tr> <tr><td>April 2009</td><td>96.2%</td></tr> <tr><td>May 2009</td><td>97.2%</td></tr> <tr><td>June 2009</td><td>95.4%</td></tr> <tr><td>July 2009</td><td>95.8%</td></tr> <tr><td>August 2009</td><td>96.9%</td></tr> <tr><td>September 2009</td><td>95.2%</td></tr> <tr><td>October 2009</td><td>92.8%</td></tr> <tr><td>November 2009</td><td>92%</td></tr> <tr><td>December 2009</td><td>89.1%</td></tr> <tr><td>January 2010</td><td>85.4%</td></tr> </tbody> </table>	Month	Percentage	January 2009	93%	February 2009	95.4%	March 2009	96.6%	April 2009	96.2%	May 2009	97.2%	June 2009	95.4%	July 2009	95.8%	August 2009	96.9%	September 2009	95.2%	October 2009	92.8%	November 2009	92%	December 2009	89.1%	January 2010	85.4%	<p>January 2010 result</p> <table border="1"> <caption>Gauge Chart Data</caption> <thead> <tr> <th>Segment Color</th> <th>Start Value</th> <th>End Value</th> </tr> </thead> <tbody> <tr><td>Red</td><td>70%</td><td>85.5%</td></tr> <tr><td>Yellow</td><td>85.5%</td><td>89.1%</td></tr> <tr><td>Green</td><td>89.1%</td><td>100%</td></tr> </tbody> </table>	Segment Color	Start Value	End Value	Red	70%	85.5%	Yellow	85.5%	89.1%	Green	89.1%	100%
Month	Percentage																																									
January 2009	93%																																									
February 2009	95.4%																																									
March 2009	96.6%																																									
April 2009	96.2%																																									
May 2009	97.2%																																									
June 2009	95.4%																																									
July 2009	95.8%																																									
August 2009	96.9%																																									
September 2009	95.2%																																									
October 2009	92.8%																																									
November 2009	92%																																									
December 2009	89.1%																																									
January 2010	85.4%																																									
Segment Color	Start Value	End Value																																								
Red	70%	85.5%																																								
Yellow	85.5%	89.1%																																								
Green	89.1%	100%																																								
Latest Update	<p>Analysis - During January, the Customer Contact Centre experienced a further increase in the call demand (over 15,000 calls were received), due to the extreme weather conditions. It should also be noted that there was a reduced capacity within the team to respond to customer calls.</p> <p>Action - Ongoing Monitoring.</p> <p>Year To Date Performance: 93.1%</p>																																									
Current Value	85.4%																																									
Target 2009/10	90%																																									

Performance Indicator & Short Term Trend	% of calls answered within target time - Switchboard	
Paper Reference & Traffic Light	CI134	
Percentage of calls answered within target time - Switchboard		<p>January 2010 result</p> 
Latest Update	<p>Analysis - Total Calls 97.3% (97.9% external customer calls). During January there was a reduced capacity within the team to respond to customer calls. Action - Ongoing monitoring. Year to Date: 97.8 % (98.5% external customer calls).</p>	
Current Value	97.3%	
Target 2009/10	98.3%	

Performance Indicator & Short Term Trend	% of eligible staff appraised in the past year																																											
Paper Reference & Traffic Light	CI128.006g																																											
The proportion of eligible staff who have been appraised in the 12 months up to the end of the reporting period	 <table border="1"> <caption>Appraisal Data (2009-2010)</caption> <thead> <tr> <th>Month</th> <th>Percentage</th> <th>Target</th> </tr> </thead> <tbody> <tr><td>January 2009</td><td>-</td><td>100%</td></tr> <tr><td>February 2009</td><td>-</td><td>100%</td></tr> <tr><td>March 2009</td><td>-</td><td>100%</td></tr> <tr><td>April 2009</td><td>-</td><td>100%</td></tr> <tr><td>May 2009</td><td>-</td><td>100%</td></tr> <tr><td>June 2009</td><td>-</td><td>100%</td></tr> <tr><td>July 2009</td><td>-</td><td>100%</td></tr> <tr><td>August 2009</td><td>-</td><td>100%</td></tr> <tr><td>September 2009</td><td>61%</td><td>100%</td></tr> <tr><td>October 2009</td><td>57%</td><td>100%</td></tr> <tr><td>November 2009</td><td>57%</td><td>100%</td></tr> <tr><td>December 2009</td><td>80%</td><td>100%</td></tr> <tr><td>January 2010</td><td>78%</td><td>100%</td></tr> </tbody> </table>	Month	Percentage	Target	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	61%	100%	October 2009	57%	100%	November 2009	57%	100%	December 2009	80%	100%	January 2010	78%	100%	<p>January 2010 result</p> 
Month	Percentage	Target																																										
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	61%	100%																																										
October 2009	57%	100%																																										
November 2009	57%	100%																																										
December 2009	80%	100%																																										
January 2010	78%	100%																																										
Latest Update	<p>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. Each of the sections within Corporate Governance have different schedules for performing appraisals.</p> <p>Action - 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>																																											
Current Value	78%																																											
Target 2009/10	100%																																											

This page is intentionally left blank

ABERDEEN CITY COUNCIL

COMMITTEE:	Finance and Resources
DATE:	11 March 2010
REPORT BY:	Director and City Chamberlain
TITLE OF REPORT:	Capital Budget Progress Report
REPORT NUMBER:	CG/10/47

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 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 January 2010 and forecast out-turn. The appendix also outlines future years budget profiles and any current project forecast variance.
- 6.2 The spend to the end of January 2010 only reflects payments made and processed. It excludes commitments that have been made which will be due to be paid by the end of the year. Such commitments will be reflected in the forecast position.
- 6.3 Comments on particular projects, where appropriate, are included in the narrative.
- 6.4 A review of projects is being undertaken specifically the benefits to be derived from ICT investment.

7. AUTHORISED SIGNATURE

Stewart Carruth
Director of Corporate Governance
scarruth@aberdeencity.gov.uk
01224 522550

Susan Cooper
City Chamberlain
sucooper@aberdeencity.gov.uk
01224 522551

8. REPORT AUTHOR DETAILS

Hugh Coleman, Finance Manager
hcoleman@aberdeencity.gov.uk
01224 522556

9. BACKGROUND PAPERS

Financial ledger data, extracted for the period.

Non-Housing Capital Projects – Corporate Governance

Project	Total Approved Project Costs (from 2009/10 for Rolling Projects) £'000	Previous Years Project Spend £'000	2009/10				Future Years Budget Profiles			Total Forecast Costs £'000	Project Forecast Variance £'000
			Total Budget 2009/10 £'000	Spend as at 31 January 2010 £'000	Commitments £'000	Forecast Out-turn £'000	2010/11 £'000	2011/12 £'000	2012/13 £'000		
334 Mobile Working	1,370	Rolling	1,370	71	329	400	970	0	0	1,370	0
Project Description/Project Cost											
<p>Providing ICT equipment to allow mobile working for any Service that will benefit from adopting such an approach. Three tender processes are live at the moment. One for the equipment to enable mobile working; one for a storage audit; and a third for building business cases to help services make the changes that mobile working can offer. There will be spending requirements in future years as this project cannot be achieved in just one year and therefore a need to reprofile spend into 2010/11.</p>											
630 Data Centre Move	5,751	814	4,135	150	31	181	4,356	400	0	5,751	0
Project Description/Project Cost											
<p>This is for the Council's main Data Centre move from St Nicholas House. The forecast is subject to review based upon the outcome of an appraisal of the options for provision of this requirement. This is the subject of a separate report to committee with a further update scheduled for January 2010. It is currently anticipated that the majority of spend will now fall into 2010/11 and the budget has been reprofiled to reflect this.</p>											

Non-Housing Capital Projects – Corporate Governance

Project	Total Approved Project Costs (from 2009/10 for Rolling Projects) £'000	Previous Years Project Spend £'000	2009/10				Future Years Budget Profiles			Total Forecast Costs £'000	Project Forecast Variance £'000
			Total Budget 2009/10 £'000	Spend as at 31 January 2010 £'000	Commitments £'000	Forecast Out-turn £'000	2010/11 £'000	2011/12 £'000	2012/13 £'000		
657 Customer First Programme – CRM System	1,394	Rolling	261	52	0	52	450	450	442	1,394	0
Project Description/Project Cost											
The Customer First Programme is a key vehicle for transforming the way in which our customers access our services one element of which is the implementation of the Customer Relationship Management system. There are no further commitments for the the CRM system in 2009/10											
657 Customer First Programme – Frederick Street	2,670	Rolling	1,000	104	36	140	2,460	70	0	2670	0
A further element in Customer First Programme is the development of a Customer Contact Center and Training Suite at Fredrick Street which has accounted for the bulk of the expenditure in this financial year (09/10). The outline project plan for the refurbishment of Fredrick Street is now available and it is evident that the expenditure will be largely incurred in 10/11. The profile has been be amended to reflect this and the Project Outturn confirmed with Gardiner and Theobald.											

Non-Housing Capital Projects – Corporate Governance

Project	Total Approved Project Costs (from 2009/10 for Rolling Projects) £'000	Previous Years Project Spend £'000	2009/10				Future Years Budget Profiles			Total Forecast Costs £'000	Project Forecast Variance £'000
			Total Budget 2009/10 £'000	Spend as at 31 January 2010 £'000	Commitments £'000	Forecast Out-turn £'000	2010/11 £'000	2011/12 £'000	2012/13 £'000		
277 IT Infrastructure Improvements, Repairs/Renewals	4,617	Rolling	1,422	415	317	732	1,776	1,023	1,086	4,617	0
Project Description/Project Cost											
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	220	Rolling	220	41	106	147	60	0	0	207	(13)
Project Description/Project Cost											
For the purchase of new items of hardware and software for Services in the Council. The internal audit system is now not likely to be required hence the reduction in anticipated outturn and a projected underspend of £13,000.											

Non-Housing Capital Projects – Corporate Governance

Project	Total Approved Project Costs (from 2009/10 for Rolling Projects) £'000	Previous Years Project Spend £'000	2009/10				Future Years Budget Profiles			Total Forecast Costs £'000	Project Forecast Variance £'000
			Total Budget 2009/10 £'000	Spend as at 31 January 2010 £'000	Commitments £'000	Forecast Out-turn £'000	2010/11 £'000	2011/12 £'000	2012/13 £'000		
565 ICT Disaster Recovery Funding	460	Rolling	160	62	98	160	100	100	100	460	0
Project Description/Project Cost											
To fund the reduction or elimination of prioritised single points of failure on the ICT infrastructure. Final decisions are currently being made in respect of several improvements that will be funded from this allocation.											
666 Corporate Asset Management System	1,296	923	373	84	177	261	112	0	0	1,296	0
Project Description/Project Cost											
Procurement and implementation of the Corporate Asset Management System. In terms of progress this project has made significant headway in recent months. Phase one of the work is now completing. However delays in the Non Housing implementation element will require a reprofiling of costs into the next financial year.											

Non-Housing Capital Projects – Corporate Governance

Project	Total Approved Project Costs (from 2009/10 for Rolling Projects) £'000	Previous Years Project Spend £'000	2009/10				Future Years Budget Profiles			Total Forecast Costs £'000	Project Forecast Variance £'000
			Total Budget 2009/10 £'000	Spend as at 31 January 2010 £'000	Commitments £'000	Forecast Out-turn £'000	2010/11 £'000	2011/12 £'000	2012/13 £'000		
708 E Government Stage 4 Implementation	475	40	435	64	29	93	168	100	74	475	0
Project Description/Project Cost											
Electronic Service Delivery gives citizens access to back end systems via the website. This allows self service which is sought by citizens. It also facilitates efficiencies within the council in respect of processing of forms etc. ICT is working with Services to draw up business cases. Delivery of the business cases will require joint working between the Services and ICT. There is potential to increase the pace of delivery hence less than expected progress this year will necessitate a reprofiling into next and future years.											
709 Integrated Document Management	2,210	530	880	141	515	656	824	200	0	2,210	0
Project Description/Project Cost											
Implementation of a corporate electronic document management and workflow solution. Will ensure that paper and digital based records are available to all parts of the council. This work is a direct support to many processes being delivered more efficiently. The pace of implementation needs to be increased and this is being addressed. It will therefore require reprofiling to next financial year.											

Non-Housing Capital Projects – Corporate Governance

Project	Total Approved Project Costs (from 2009/10 for Rolling Projects) £'000	Previous Years Project Spend £'000	2009/10				Future Years Budget Profiles			Total Forecast Costs £'000	Project Forecast Variance £'000
			Total Budget 2009/10 £'000	Spend as at 31 January 2010 £'000	Commitments £'000	Forecast Out-turn £'000	2010/11 £'000	2011/12 £'000	2012/13 £'000		
711 Electronic Corporate Performance Management System	180	80	100	39	6	45	55	0	0	180	0
Project Description/Project Cost											
The purpose of this project is to improve the Council's measurement, monitoring, reporting and management of performance and project data											
714 Identity Management	248	181	67	10	30	40	10	0	0	231	(17)
Project Description/Project Cost											
The outcome of this project is to create a link between several ICT systems all of which hold and use information about employees. The development work will now be achieved by a method different to that included in the initial costs. This will result in the same outcome, less cost and therefore better value. Projected underspend of £17,000.											

Non-Housing Capital Projects – Corporate Governance

Project	Total Approved Project Costs (from 2009/10 for Rolling Projects) £'000	Previous Years Project Spend £'000	2009/10				Future Years Budget Profiles			Total Forecast Costs £'000	Project Forecast Variance £'000
			Total Budget 2009/10 £'000	Spend as at 31 January 2010 £'000	Commitments £'000	Forecast Out-turn £'000	2010/11 £'000	2011/12 £'000	2012/13 £'000		
690 Consol Upgrade/ Replacement	603	463	140	125	15	140	0	0	0	603	0
Project Description/Project Cost											
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	113	Rolling	73	10	37	47	20	10	10	87	(26)
Project Description/Project Cost											
Ongoing review of planning systems to meet the requirements of the Planning etc (Scotland) Act 2006 and the development of e-planning. Underspend of £26,000.											

Non-Housing Capital Projects – Corporate Governance

Project	Total Approved Project Costs (from 2009/10 for Rolling Projects) £'000	Previous Years Project Spend £'000	2009/10				Future Years Budget Profiles			Total Forecast Costs £'000	Project Forecast Variance £'000
			Total Budget 2009/10 £'000	Spend as at 31 January 2010 £'000	Commitments £'000	Forecast Out-turn £'000	2010/11 £'000	2011/12 £'000	2012/13 £'000		
771 New HR/Payroll	525	0	125	0	5	5	120	400	0	525	0
Project Description/Project Cost											
Procurement and implementation of a new HR/Payroll. Currently options are being explored. If EU procurement is adopted the outcomes would not be expected until into 2010 necessitating a reprofiling of project costs to future years.											
769 Police - Capital Grant	5,995	Rolling	1,433	1,194	239	1,433	1,408	1,451	1,494	5,786	(209)
Project Description/Project Cost											
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. The project forecast reflects updated anticipated requisitions based on the outcome of setting the Police Capital Budget by Grampian Joint Police Board in January 2010.											
Total Corporate Governance	28,127	3,031	12,194	2,561	1,971	4,532	12,889	4,204	3,206	27,862	(265)

Notes:

Spend as at 31/01/10 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.

Future Years Budget Profiles are subject to review and then approval by Council in February 2010.

ABERDEEN CITY COUNCIL

COMMITTEE: Finance and Resources
DATE: 11 March 2010
REPORT BY: Director and City Chamberlain
TITLE OF REPORT: 2009/10 REVENUE BUDGET MONITORING
REPORT NUMBER: CG/10/46

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) 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 £26.213 million net expenditure.
- 3.2. Based upon present forecasts it is anticipated that the financial performance of the service will result in a £1.312 million 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 10 (end of January 2010). 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 stage, there is a net saving of £1.312 million or 5.0%, across an overall current aligned budget of £26.213 million. This reflects a favourable movement of £550,000 since the last report after taking account of budget adjustments relating to Procurement Savings.
- 6.3 In broad terms the net projected saving comparing out-turn to budget reflects a favourable variance of £1.670 million on projected staffing savings across the service. In addition savings in other areas such as courses have now been confirmed. 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 SIGNATURE

Stewart Carruth
Director of Corporate Governance
scarruth@aberdeencity.gov.uk
01224 5222550

Susan Cooper
City Chamberlain
sucooper@aberdeencity.gov.uk
01224 522551

8. REPORT AUTHOR DETAILS

Hugh Coleman, Finance Manager
hcoleman@aberdeencity.gov.uk
01224 522712

9. BACKGROUND PAPERS

Financial ledger data extracted for the period;

**ABERDEEN CITY COUNCIL
REVENUE MONITORING 2009 / 2010**

APPENDIX A

DIRECTORATE : CORPORATE GOVERNANCE

Figures in Brackets represent income or a favourable variance

AS AT	31 January 2010	ANNUAL BUDGET	BUDGET TO DATE			PROJECTION TO YEAR END		
			PLANNED	ACTUAL	VARIANCE	PROJECTED TOTALS	PROJECTED VARIANCE	
		£'000	£'000	£'000	£'000	£'000	£'000	%
ACCOUNTING PERIOD 8		£'000	£'000	£'000	£'000	£'000	£'000	%
City Chamberlain		3,060	2,264	2,959	695	2,895	(165)	(5.4%)
City Solicitor		598	485	1,335	850	1,153	555	92.8%
Head of Customer Relationship Management		3,976	3,547	3,153	(394)	3,453	(523)	(13.2%)
Head of Procurement		498	409	719	310	374	(124)	(24.9%)
Head of Human Resources		4,267	3,562	3,351	(211)	3,700	(567)	(13.3%)
Head of Performance Management and Quality		718	598	554	(44)	635	(83)	(11.6%)
Head of Democratic Services		1,284	1,071	1,173	102	1,282	(2)	(0.2%)
Head of Community Planning & Regeneration		1,368	1,081	1,183	102	1,188	(180)	(13.2%)
Head of Service Design and Development		9,614	7,698	6,888	(810)	9,426	(188)	(2.0%)
Operational Support Manager		830	692	912	220	795	(35)	(4.2%)
TOTAL BUDGET		26,213	21,407	22,227	820	24,901	(1,312)	(5.0%)

DIRECTORATE : CORPORATE GOVERNANCE
HEAD OF SERVICE : CITY CHAMBERLAIN

Figures in Brackets represent income or a favourable variance

AS AT	31 January 2010	ANNUAL BUDGET	BUDGET TO DATE			PROJECTION TO YEAR END			CHANGE FROM LAST REPORT
			PLANNED	ACTUAL	VARIANCE	PROJECTED TOTALS	PROJECTED VARIANCE		
		£'000	£'000	£'000	£'000	£'000	£'000	%	£'000
ACCOUNTING PERIOD 10									
STAFF COSTS		4,169	3,448	3,313	(135)	4,123	(46)	(1.1%)	(3)
PROPERTY COSTS		199	127	1	(126)	199	0	0.0%	0
ADMINISTRATION COSTS		181	113	112	(1)	168	(13)	(7.2%)	(9)
TRANSPORT COSTS		12	(34)	5	39	7	(5)	(41.7%)	(1)
SUPPLIES & SERVICES		66	48	34	(14)	70	4	6.1%	6
TRANSFER PAYMENTS TOTAL		662	551	245	(306)	529	(133)	(20.1%)	(4)
CAPITAL FINANCING COSTS		158	0	0	0	83	(75)	(47.5%)	14
GROSS EXPENDITURE		5,447	4,253	3,710	(543)	5,179	(268)	(4.9%)	3
LESS: INCOME									
INTEREST		(195)	(162)	(41)	121	(126)	69	0.0%	(14)
RECHARGES		(2,113)	(1,761)	(694)	1,067	(2,088)	25	(1.2%)	0
OTHER INCOME		(79)	(66)	(16)	50	(70)	9	(11.4%)	9
TOTAL INCOME		(2,387)	(1,989)	(751)	1,238	(2,284)	103	(4.3%)	(5)
NET EXPENDITURE		3,060	2,264	2,959	695	2,895	(165)	(5.4%)	(2)

VIREMENT PROPOSALS

None this cycle

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 key projects such as E,P&M and the revised Local Government Pension Scheme.

PROJECTED
VARIANCE
£'000
(46)

CHANGE
£'000
(3)

Admin Costs

Out-turn reviewed in line with expenditure to date.

(13)

(9)

Transport Costs

Out-turn reviewed in line with expenditure to date.

(5)

(1)

Supplies and Services

Ongoing adjustments to specialised support for systems changes and development.

4

6

Transfer Payments

Reflects expected saving on AECC interest rate swap payment.

(133)

(4)

Capital Financing Costs

Corresponding adjustment in interest receivable. Annual budget assumed early repayment of some debt but this has not materialised.

(75)

14

Income

Reduction in interest receivable offset by a reduction in capital financing costs. Also reduction in arrestment income anticipated arising from the move to monthly pay.

103

(5)

(165) (2)

DIRECTORATE : CORPORATE GOVERNANCE
HEAD OF SERVICE : CITY SOLICITOR

Figures in Brackets represent income or a favourable variance

AS AT	31 January 2010	ANNUAL BUDGET	BUDGET TO DATE			PROJECTION TO YEAR END			CHANGE FROM LAST REPORT
			PLANNED	ACTUAL	VARIANCE	PROJECTED TOTALS	PROJECTED VARIANCE		
		£'000	£'000	£'000	£'000	£'000	£'000	%	£'000
ACCOUNTING PERIOD 10									
STAFF COSTS		3,105	2,588	2,269	(319)	2,768	(337)	(10.9%)	(111)
PROPERTY COSTS		159	132	76	(56)	128	(31)	(19.5%)	(2)
ADMINISTRATION COSTS		176	146	49	(97)	161	(15)	(8.5%)	(5)
TRANSPORT COSTS		12	10	4	(6)	8	(4)	(33.3%)	(1)
SUPPLIES & SERVICES		227	191	597	406	1,095	868	382.4%	101
TRANSFER PAYMENTS TOTAL		0	0	84	84	0	0	0.0%	0
CAPITAL FINANCING COSTS		20	0	0	0	20	0	0.0%	0
GROSS EXPENDITURE		3,699	3,067	3,079	12	4,180	481	13.0%	(18)
LESS: INCOME									
OTHER INCOME		(3,101)	(2,582)	(1,744)	838	(3,027)	74	(2.4%)	317
TOTAL INCOME		(3,101)	(2,582)	(1,744)	838	(3,027)	74	(2.4%)	317
NET EXPENDITURE		598	485	1,335	850	1,153	555	92.8%	299

VIREMENT PROPOSALS

None this cycle

REVENUE MONITORING VARIANCE NOTES

Employee Costs

All vacant posts accounted for to end of financial year. Savings from vacant positions in part contribute towards the increased usage of external support within work contracted out; reflected in Supplies and Services below.

PROJECTED
VARIANCE
£'000

(337)

CHANGE
£'000

(111)

Property Costs

In the main due to District Court having transferred to Scottish Court Services - rates, utilities etc. And other minor adjustments.

(31)

(2)

Administration Costs

Outturn reduced due to District Court costs now transferred to Scottish Court Services and a number of further small adjustments across a variety of codes, for example stationery, telephone calls due to reduced spend in the year

(15)

(5)

Transport Costs

There continues to be less travel resulting in lower expenditure on expenses and public transport

(4)

(1)

Supplies and Services

Outturn amended based upon previous year usage. Savings from vacant positions in part contribute towards the increased usage of external support within work contracted out. Part of the cost of work contracted out is also recovered by recharge to the specific project for example 3rs, Sports Trust etc.. Much of this is recovered as income from other Services.

868

101

Income

The outturn has been amended to include the outturn in line with 08/09 actual for conveyancing recharges to the HRA and General Services Capital reducing estimated income for the current year due to the recession having impacted upon council house sales and capital transactions have been reduced and there is no indication that work will increase in these areas. Licensing legislation changed from 1 October 2009/10 with a large number of licenses becoming due which has seen a rise in income for this year only. There has been a further assessment of income, for example within the Registrars function, and a conservative estimate included; review is ongoing and a number of income streams fluctuate greatly from year to year and period to period.

74

317

555	299
-----	-----

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

Figures in Brackets represent income or a favourable variance

AS AT	31 January 2010	ANNUAL BUDGET	BUDGET TO DATE			PROJECTION TO YEAR END			CHANGE FROM LAST REPORT
			PLANNED	ACTUAL	VARIANCE	PROJECTED TOTALS	PROJECTED VARIANCE		
ACCOUNTING PERIOD 10		£'000	£'000	£'000	£'000	£'000	£'000	%	£'000
STAFF COSTS		6,297	5,372	4,568	(804)	5,774	(523)	(8.3%)	0
PROPERTY COSTS		346	290	276	(14)	346	0	0.0%	0
ADMINISTRATION COSTS		714	421	488	67	714	0	0.0%	0
TRANSPORT COSTS		25	22	13	(9)	25	0	0.0%	0
SUPPLIES & SERVICES		610	508	496	(12)	610	0	0.0%	0
TRANSFER PAYMENTS TOTAL		39,120	32,600	37,012	4,412	39,120	0	0.0%	0
CAPITAL FINANCING COSTS		13	0	0	0	13	0	0.0%	0
GROSS EXPENDITURE		47,125	39,213	42,853	3,640	46,602	(523)	(1.1%)	0
LESS: INCOME									
GOVERNMENT GRANTS		(41,052)	(34,074)	(38,268)	(4,194)	(41,052)	0	0.0%	0
OTHER GRANTS & CONTRIBUTIONS		(969)	(807)	(717)	90	(969)	0	0.0%	0
INTEREST		(100)	(83)	0	83	(100)	0	0.0%	0
RECHARGES		(356)	(141)	0	141	(356)	0	0.0%	0
OTHER INCOME		(672)	(561)	(715)	(154)	(672)	0	0.0%	0
TOTAL INCOME		(43,149)	(35,666)	(39,700)	(4,034)	(43,149)	0	0.0%	0
NET EXPENDITURE		3,976	3,547	3,153	(394)	3,453	(523)	(13.2%)	0

VIREMENT PROPOSALS

None this cycle

REVENUE MONITORING VARIANCE NOTES

Employee Costs

The projected outturn assumes a number of vacancies within the service.

PROJECTED
VARIANCE
£'000
(523)

CHANGE
£'000
0

(523)	0
-------	---

DIRECTORATE : CORPORATE GOVERNANCE
HEAD OF SERVICE : HEAD OF PROCUREMENT

Figures in Brackets represent income or a favourable variance

AS AT	31 January 2010	BUDGET TO DATE			PROJECTION TO YEAR END			CHANGE FROM LAST REPORT
		ANNUAL BUDGET	PLANNED	ACTUAL	VARIANCE	PROJECTED TOTALS	PROJECTED VARIANCE	
ACCOUNTING PERIOD 10	£'000	£'000	£'000	£'000	£'000	£'000	%	£'000
STAFF COSTS	988	824	755	(69)	916	(72)	(7.3%)	19
PROPERTY COSTS	172	144	54	(90)	159	(13)	(7.6%)	(12)
ADMINISTRATION COSTS	70	59	22	(37)	67	(3)	(4.3%)	(3)
TRANSPORT COSTS	52	44	28	(16)	41	(11)	(21.2%)	(5)
SUPPLIES & SERVICES	2,013	1,678	967	(711)	2,004	(9)	(0.4%)	(142)
CAPITAL FINANCING COSTS	12	0	0	0	12	0	0.0%	0
GROSS EXPENDITURE	3,307	2,749	1,826	(923)	3,199	(108)	(3.3%)	(143)
LESS: INCOME								
OTHER INCOME	(2,809)	(2,340)	(1,107)	1,233	(2,825)	(16)	0.6%	21
TOTAL INCOME	(2,809)	(2,340)	(1,107)	1,233	(2,825)	(16)	0.6%	21
NET EXPENDITURE	498	409	719	310	374	(124)	(24.9%)	(122)

VIREMENT PROPOSALS

None this cycle

REVENUE MONITORING VARIANCE NOTES

Employee Costs

Vacant posts, all currently assumed to be vacant for full year - agency costs offset

PROJECTED
VARIANCE
£'000

CHANGE
£'000

(72) 19

Property Costs

Adjusted to reflect actual rates charge and reduced health and safety

(13) (12)

Administration Costs

Further reductions in courses, postages and previous savings in printing and copying charges

(3) (3)

Transport Costs

Reduced hire of transport; direct deliveries from suppliers. Also less travel by staff.

(11) (5)

Supplies & Services

Budget adjustment relating to Scotland Excel charges input resulting large movement in saving from previous report. This budget increase is offset by a matching reduction in budget for software support and other identified costs in services budgets.

(9) (142)

Income

The income has been adjusted to reflect recharge to Aberdeenshire of additional costs and also to reflect additional rebates regarding water charges.

(16) 21

(124)	(122)
-------	-------

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

Figures in Brackets represent income or a favourable variance

AS AT	31 January 2010	ANNUAL BUDGET	BUDGET TO DATE			PROJECTION TO YEAR END			CHANGE FROM LAST REPORT
			PLANNED	ACTUAL	VARIANCE	PROJECTED TOTALS	PROJECTED VARIANCE		
		£'000	£'000	£'000	£'000	£'000	£'000	%	£'000
ACCOUNTING PERIOD 10									
STAFF COSTS		3,018	2,518	2,306	(212)	2,850	(168)	(5.6%)	(150)
PROPERTY COSTS		7	7	2	(5)	3	(4)	(57.1%)	2
ADMINISTRATION COSTS		1,166	964	617	(347)	846	(320)	(27.4%)	(300)
TRANSPORT COSTS		64	53	28	(25)	44	(20)	(31.3%)	(10)
SUPPLIES & SERVICES		661	562	445	(117)	601	(60)	(9.1%)	(60)
TRANSFER PAYMENTS TOTAL		1	1	0	(1)	1	0	0.0	0
CAPITAL FINANCING COSTS		2	0	0	0	2	0	0.0	0
GROSS EXPENDITURE		4,919	4,105	3,398	(707)	4,347	(572)	(11.6%)	(518)
LESS: INCOME									
RECHARGES		(618)	(515)	(28)	487	(618)	0	0.0	0
OTHER INCOME		(34)	(28)	(19)	9	(29)	5	(14.7%)	5
TOTAL INCOME		(652)	(543)	(47)	496	(647)	5	(14.7%)	5
NET EXPENDITURE		4,267	3,562	3,351	(211)	3,700	(567)	(13.3%)	(513)

VIREMENT PROPOSALS

None this cycle

REVENUE MONITORING
VARIANCE NOTES

Employee Costs

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

PROJECTED
VARIANCE CHANGE
£'000 £'000

(168) (150)

Property Costs

Outturn reflects Grove Lodge facility being closed down mid year with a resultant saving in costs.

(4) 2

Admin Costs

Reflects Courses savings

(320) (300)

Transport Costs

Outturn reflects reduced spend to date in this area.

(20) (10)

Supplies & Services

Out-turn reflects savings across a wide range of headings

(60) (60)

Income

In overall terms between fees and charges the outturn is expected to be in line with budget once year-end Recharges are processed .

5 5

(567) (513)

DIRECTORATE : CORPORATE GOVERNANCE

Figures in Brackets represent income or a favourable variance

HEAD OF SERVICE : HEAD OF PERFORMANCE MANAGEMENT AND QUALITY ASSURANCE

AS AT	31 January 2010	ANNUAL BUDGET	BUDGET TO DATE			PROJECTION TO YEAR END			CHANGE FROM LAST REPORT
			PLANNED	ACTUAL	VARIANCE	PROJECTED TOTALS	PROJECTED VARIANCE		
		£'000	£'000	£'000	£'000	£'000	£'000	%	£'000
ACCOUNTING PERIOD 10									
STAFF COSTS		722	602	512	(90)	597	(125)	(17.3%)	(111)
ADMINISTRATION COSTS		9	8	4	(4)	9	0	0.0%	0
TRANSPORT COSTS		9	7	2	(5)	3	(6)	(66.7%)	0
SUPPLIES & SERVICES		30	25	39	14	78	48	160.0%	40
GROSS EXPENDITURE		770	642	557	(85)	687	(83)	(10.8%)	(71)
LESS: INCOME									
RECHARGES		(52)	(44)	(3)	41	(52)	0	0.0%	0
TOTAL INCOME		(52)	(44)	(3)	41	(52)	0	0.0%	0
NET EXPENDITURE		718	598	554	(44)	635	(83)	(11.6%)	(71)

VIREMENT PROPOSALS

None this cycle

REVENUE MONITORING VARIANCE NOTES

Employee Costs

Four vacancies have been held within PM&QA for the duration of 2009/10. This underspend is partially offset by the costs for internal audit work carried out by a private accountancy firm (shown under "Supplies and Services") and by agency auditors. £38k o

Transport Costs

The anticipated expenditure on travel costs has decreased due to staff vacancies within PM&QA

Supplies & Services

As described above, the cost of the engagement of support for Internal Audit is shown here, but more than offset by staff savings.

PROJECTED VARIANCE	CHANGE
£'000	£'000
(125)	(111)

(6) 0

48 40

(83)	(71)
------	------

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

Figures in Brackets represent income or a favourable variance

AS AT	31 January 2010	ANNUAL BUDGET	BUDGET TO DATE			PROJECTION TO YEAR END			CHANGE FROM LAST REPORT
			PLANNED	ACTUAL	VARIANCE	PROJECTED TOTALS	PROJECTED VARIANCE		
		£'000	£'000	£'000	£'000	£'000	£'000	%	£'000
ACCOUNTING PERIOD 10									
STAFF COSTS		1,224	1,020	1,046	26	1,238	14	1.1%	1
PROPERTY COSTS		5	4	2	(2)	4	(1)	(20.0%)	(2)
ADMINISTRATION COSTS		176	147	89	(58)	160	(16)	(9.1%)	(8)
TRANSPORT COSTS		65	55	47	(8)	60	(5)	(7.7%)	0
SUPPLIES & SERVICES		11	10	3	(7)	8	(3)	(27.3%)	(1)
CAPITAL FINANCING COSTS		1	0	0	0	1	0	0.0%	0
GROSS EXPENDITURE		1,482	1,236	1,187	(49)	1,471	(11)	(0.7%)	(10)
LESS: INCOME									
RECHARGES		(198)	(165)	(14)	151	(189)	9	(4.5%)	3
TOTAL INCOME		(198)	(165)	(14)	151	(189)	9	(4.5%)	(3)
NET EXPENDITURE		1,284	1,071	1,173	102	1,282	(2)	(0.2%)	(13)

VIREMENT PROPOSALS

None this cycle

REVENUE MONITORING VARIANCE NOTES

Employee Costs

Out-turn reflects EP & M payments, lump sum and strain on the funds costs. Committee approved an increase in the establishment within Members' Support unit. Salary costs reduced to vacancies in Committee; minor adjustments to staff advertising, interview expenses etc.

PROJECTED VARIANCE £'000 CHANGE £'000

14 1

Property Costs

Hire of venues for Children's Panel Recruitment and training days - budget included within Courses

(1) (2)

Administration Costs

After assessment of likely spend to the year end outturn for courses, stationery amended

(16) (8)

Transport Costs

Reduced spend on travel and cancellation of parking permit (NCP).

(5) 0

Supplies & Services

Furniture and equipment requirements reviewed

(3) (1)

Income

Recharges at year end, slight amendment to reflect billing; depends upon number of meetings, agendas etc.

9 (3)

(2)	(13)
-----	------

DIRECTORATE : CORPORATE GOVERNANCE
HEAD OF SERVICE : HEAD OF COMMUNITY PLANNING AND REGENERATION

Figures in Brackets represent income or a favourable variance

AS AT	31 January 2010	ANNUAL BUDGET	BUDGET TO DATE			PROJECTION TO YEAR END			CHANGE FROM LAST REPORT
			PLANNED	ACTUAL	VARIANCE	PROJECTED TOTALS	PROJECTED VARIANCE		
		£'000	£'000	£'000	£'000	£'000	£'000	%	£'000
ACCOUNTING PERIOD 10									
STAFF COSTS		1,013	845	756	(89)	931	(82)	(8.1%)	0
PROPERTY COSTS		7	6	0	(6)	7	0	0.0%	0
ADMINISTRATION COSTS		9	8	11	3	9	0	0.0%	0
TRANSPORT COSTS		13	11	3	(8)	13	0	0.0%	0
SUPPLIES & SERVICES		186	151	96	(55)	186	0	0.0%	0
COMMISSIONING SERVICES		2,588	2,372	1,983	(389)	2,588	0	0.0%	0
TRANSFER PAYMENTS TOTAL		397	275	215	(60)	299	(98)	(24.7%)	0
CAPITAL FINANCING COSTS		76	0	0	0	76	0	0.0%	0
GROSS EXPENDITURE		4,289	3,668	3,064	(604)	4,109	(180)	(4.2%)	0
LESS: INCOME									
OTHER GRANTS & CONTRIBUTIONS		(2,245)	(2,127)	(1,855)	272	(2,245)	0	0.0%	0
RECHARGES		(552)	(460)	0	460	(552)	0	0.0%	0
OTHER INCOME		(124)	0	(26)	(26)	(124)	0	0.0%	0
TOTAL INCOME		(2,921)	(2,587)	(1,881)	706	(2,921)	0	0.0%	0
NET EXPENDITURE		1,368	1,081	1,183	102	1,188	(180)	(13.2%)	0

VIREMENT PROPOSALS

None this cycle

REVENUE MONITORING VARIANCE NOTES

Employee Costs

Reduced employee costs reflect vacancies within Directorate and a Strategist post, however it should be noted that some of this underspend is in areas that receiving support from the Fairer Scotland Fund which is ring fenced and as such may be redirected

Transfer Payments Total

Staff vacancies in sections dealing with related projects have resulted in a lower than expected take up on the available funding

PROJECTED VARIANCE	CHANGE
£'000	£'000
(82)	0

(98)	0
------	---

(180)	0
-------	---

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

Figures in Brackets represent income or a favourable variance

AS AT	31 January 2010	ANNUAL BUDGET	BUDGET TO DATE			PROJECTION TO YEAR END			CHANGE FROM LAST REPORT
			PLANNED	ACTUAL	VARIANCE	PROJECTED TOTALS	PROJECTED VARIANCE		
		£'000	£'000	£'000	£'000	£'000	£'000	%	£'000
ACCOUNTING PERIOD 10									
STAFF COSTS		5,327	4,436	4,184	(252)	5,031	(296)	(5.6%)	(175)
PROPERTY COSTS		0	0	10	10	10	10	100.0%	10
ADMINISTRATION COSTS		782	682	480	(202)	782	0	0.0%	0
TRANSPORT COSTS		46	38	17	(21)	46	0	0.0%	0
SUPPLIES & SERVICES		2,112	1,887	1,305	(582)	2,112	0	0.0%	0
CAPITAL FINANCING COSTS		561	0	0	0	561	0	0.0%	0
GROSS EXPENDITURE		8,828	7,043	5,996	(1,047)	8,542	(286)	(3.2%)	(165)
LESS: INCOME									
OTHER GRANTS &		(20)	(17)	(20)	(3)	(25)	(5)	25.0%	(5)
RECHARGES		(1,182)	(985)	(1)	984	(1,121)	61	(5.2%)	0
OTHER INCOME		(42)	(35)	(16)	19	0	42	(100.0%)	42
TOTAL INCOME		(1,244)	(1,037)	(37)	1,000	(1,146)	98	7.88%	37
NET EXPENDITURE -SDD		7,584	6,006	5,959	(47)	7,396	(188)	(2.5%)	(128)
Corporate Revenue Investment Fund		2,030	1,692	929	(763)	2,030	0	0.0%	0
NET EXPENDITURE -SDD & CRIF		9,614	7,698	6,888	(810)	9,426	(188)	(2.0%)	(128)

VIREMENT PROPOSALS

None this cycle

REVENUE MONITORING VARIANCE NOTES

Employee Costs

Out-turn reflects continued vacancies within the section

PROJECTED VARIANCE £'000	CHANGE £'000
(296)	(175)

Property Cost

Electricity charges exceeding budget in respect of current year only cost for Frederick Street which can not be met from Capital expenditure

10	10
----	----

Recharges

The recharges to date appear low due to timing differences. As staff can longer be recharged to capital, recharges will be less that budgeted for.

61	0
----	---

Other Grants & Contributions

Reassessment suggest that income will now exceed budget

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

Other Income

Income from this source is not now expected to be received but is more than compensated for by savings in Staff Costs.

42	42
----	----

(188)	(128)
-------	-------

DIRECTORATE : CORPORATE GOVERNANCE
OPERATIONAL SUPPORT

Figures in Brackets represent income or a favourable variance

AS AT	31 January 2010	ANNUAL BUDGET	BUDGET TO DATE			PROJECTION TO YEAR END			CHANGE FROM LAST REPORT
			PLANNED	ACTUAL	VARIANCE	PROJECTED TOTALS	PROJECTED VARIANCE		
ACCOUNTING PERIOD 10		£'000	£'000	£'000	£'000	£'000	£'000	%	£'000
STAFF COSTS		884	739	894	155	849	(35)	(4.0%)	0
ADMINISTRATION COSTS		29	23	13	(10)	29	0	0.0%	0
TRANSPORT COSTS		3	2	1	(1)	3	0	0.0%	0
SUPPLIES & SERVICES		3	2	4	2	3	0	0.0%	0
GROSS EXPENDITURE		919	766	912	146	884	(35)	(3.8%)	0
LESS: INCOME									
OTHER INCOME		(89)	(74)	0	74	(89)	0	0.0%	0
TOTAL INCOME		(89)	(74)	0	74	(89)	0	0	0
NET EXPENDITURE		830	692	912	220	795	(35)	(4.2%)	0

VIREMENT PROPOSALS

None this cycle

REVENUE MONITORING VARIANCE NOTES

Employee Costs

Out-turn reflects vacancies within the section

PROJECTED VARIANCE	CHANGE
£'000	£'000
(35)	0

(35)	0
------	---

This page is intentionally left blank

DRAFT

HOUSING AND ENVIRONMENT COMMITTEE

16 February, 2010

MATTER OF URGENCY

The Convener intimated that she had directed in terms of Section 50(B)(4)(b) of the Local Government (Scotland) Act 1973 that the Committee consider the following item as a matter of urgency to enable the Committee to consider the policy following receiving legal advice regarding the potential charging element to the policy.

HOUSEHOLD WASTE AND RECYCLING CONTAINERS POLICY - H&E/10/001

1. The Committee had before it a report by the Director of Housing and Environment which sought to clarify Council policies relating to household waste and recycling containers and sought approval to bring all existing Council policies relating to waste and recycling containers into one document.

By way of background the report provided a detailed overview of the current waste infrastructure provided by the Council as well as advice given to residents in relation to general refuse, kerbside cycling, and garden and food waste collections. It was highlighted that whilst some information regarding the waste services provided was made available on the website and information leaflets, there was no single policy document that set out what residents with individual wheeled refuse bins, kerbside recycling and the garden and food waste collections could expect to receive from the Council and how the Council required these waste containers to be presented. However, it was explained that the significant changes to the waste collection regime due to be implemented in the near future, had presented an opportunity for the Council to bring together all existing practises and policies relating to household waste and recycling containers into one, clear and simple document. Therefore, it was proposed that in order to improve customer services that all existing practices and expectations be compiled into one document. The proposed Household Waste and Recycling Containers Policy was attached as Appendix 1 to the report.

In terms of the proposed Household Waste and Recycling Containers Policy it was advised that the document represented a consolidation of Council policies relating to household and waste recycling containers. The only exceptions to this

related to the Additional and Replacement bins section. It was explained that since these policies had been approved by the former Policy and Strategy Committee in 2008, it had become apparent that several procedural amendments and clarifications were required before they could be successfully implemented and at present, neither represented existing practice. Firstly, in relation to additional bin policy, it was advised that the majority of amendments to the policy did not fundamentally change the policy but rather provided clarity and simplified procedural issues which would allow for successful implementation. However, the one substantive change was the removal of the £60 annual collection charge due to the possible conflict with the Environmental Protection Act (1990) as had been advised by the Council's legal team. There was a nominal loss of revenue associated with this change, however there would be no actual loss experienced in comparison with existing practice as no annual collection charge was currently levied.

Secondly, with regards the replacement bin policy, it was highlighted that there was one significant change proposed, namely that the revised policy did not require the levying of a charge for issuing replacement bins. This amendment was required due to significant difficulties experienced in implementing and administering such a charge, not least establishing a fair mechanism to identify fault for the loss of the bin. Again there was a nominal loss of revenue associated with the change, however there would be no actual loss experienced in comparison with the existing practice which was to replace bins free of charge.

Appended to the report was (1) the proposed Council's Household Waste and Recycling Containers Policy; (2) the Council's current Additional Wheeled General Refuse Bin application form; (3) the Council's current Additional Bins Policy; and (4) the Council's current Replacement Bins Policy.

The Committee resolved:-

- (i) to approve the Household Waste and Recycling Containers Policy, attached at Appendix 1 to the report, and to refer to the report to the Finance and Resources Committee for consideration of the financial issues arising from the Policy; and
- (ii) to instruct officers to undertake a full review of enforcement policy and practice relating to all waste issues including:- litter, fly-tipping and issues arising from the policy including side waste; and to present full and costed proposals for the implementation of enforcement policy to the Housing and Environment Committee at its meeting on 24 August 2010.

COMMITTEE	Finance and Resources	DATE 11th March 2010
DIRECTOR	Pete Leonard	
TITLE OF REPORT	Household Waste and Recycling Containers Policy	
REPORT NUMBER	H&E/10/023	

1. PURPOSE OF REPORT

To clarify Council policies relating to household waste and recycling containers and to bring all existing Council policies relating to waste and recycling containers into one document.

2. RECOMMENDATION(S)

That Committee:

- 2.1 Notes the approval of Housing and Environment Committee of this report and its referral to this committee for consideration of the financial issues.
- 2.2 Approves the removal of the £60 annual charge for an additional bin as a result of legal advice.
- 2.3 Approves the removal of the £30 charge for replacement bins.
- 2.4 Notes the instruction of the Housing and Environment Committee that officers undertake a full review of enforcement policy and practice relating to all waste issues including litter, fly-tipping and issues arising from this policy including side waste. Full and costed proposals for implementation of enforcement policy should be presented to the Housing and Environment Committee on 24 August 2010 followed by the Finance and Resources Committee on 14 September 2010.

3. FINANCIAL IMPLICATIONS

- 3.1 The proposed policy is an aggregation of existing policies and practices within the waste collection service. As a consequence, there are no significant resource implications, either positive or negative. There are changes proposed to the Additional and Replacement Bin policies, which are detailed below.
- 3.2 Due to significant difficulties experienced in implementation and administration, the requirement to make a £30 charge for a replacement bin has been removed from the policy: the proposed solution will therefore be a continuation of existing practice. There is an estimated maximum loss revenue of £4,000 per year associated with this change however, this figure

is reduced when administrative costs and the impact on street cleansing services are taken into account. Furthermore, there will be no actual loss experienced in comparison with existing practice which is to replace bins free of charge.

- 3.3 Following legal advice, the levying of an annual collection charge for additional bins has been removed from the policy due to possible conflict with the Environmental Protection Act (1990). The revised policy seeks to set eligibility criteria for provision of additional bins and continues with the delivery charge of £35. There is a nominal loss of revenue associated with this change however, there will be no actual loss experienced in comparison with existing practice as no annual collection charge is currently levied.

4. SERVICE & COMMUNITY IMPACT

- 4.1 There is unlikely to be any adverse service or community impact resulting from this report since the proposed policy document contains only current policies and practises. The amendments to the additional bins section of the proposed document will facilitate implementation and therefore have a positive service impact.
- 4.2 The report does not introduce any new policies or practices, however enforcement of the policy has the potential for negative impact on street cleansing through an increase in fly-tipping that may occur, a problem that the move to alternate weekly collection of refuse is also likely to exacerbate. These issues will be thoroughly considered in the subsequent report on Enforcement Policy (see recommendation 2.2).
- 4.3 Implementation of the additional bins section of the policy will encourage more recycling which links with the Vibrant, Dynamic and Forward Looking aim to achieve 40% household recycling by 2011.
- 4.4 An Equalities and Human Rights Impact Assessment has been carried out and the actions/outcomes can be summarised as follows:
- Ensure that assisted uplifts are include in the policy to prevent negative impacts on elderly or disabled.
 - Amending the replacement bin policy will positively affect those in poverty and those who are victims of theft.
 - There will be no delivery charge for those with disabilities or medical conditions that cause them to produce excess waste in order to ease any negative impact on the disabled.
 - There will be a 50% discount on the delivery charge for those on Council Tax or Housing benefit in order to ease any negative impact on those in poverty.

5. OTHER IMPLICATIONS

- 5.1 The legal department has been consulted on the policy which has been amended to address the response received.
- 5.3 There are no resource, personnel or equipment implications from this report other than those already identified.
- 5.4 Without this report it will be difficult to implement the move to alternate weekly collections and this would result in less positive behavioural change in terms of moving away from a disposal culture towards increased

recycling. The implementation of this policy will therefore have a positive impact on the environment and sustainability.

6. REPORT

6.1 BACKGROUND

- 6.1.1 Aberdeen City Council operates household waste collection services across the city and provides advice to residents on how, where and when their waste and recycling should be presented. The Council also offers assisted uplifts, additional containers and replacement containers.
- 6.1.2 While some of the information regarding the above is made available on the website and information leaflets, there is no single policy document that sets out what residents with individual wheeled refuse bins, kerbside recycling and the garden & food waste collections can expect to receive from the Council and how the Council requires these waste containers to be presented.
- 6.1.3 Given the significant change to the waste collection regime due to be implemented in the near future, we are presented with the opportunity to bring together all existing practises and policies relating to household waste and recycling containers into one, clear and simple document. This Household Waste and Recycling Containers Policy is included at Appendix 1.

6.2 CURRENT WASTE INFRASTRUCTURE AND ADVICE TO RESIDENTS

6.2.1 General refuse

- 6.2.1.1 In accordance with the Environmental Protection Act (1990), a Local Authority has a duty to collect household waste. To facilitate these collections, and within reason, the Local Authority can either provide free of charge or sell to the householder a bin or can insist that the householder supplies the container at their own expense. In the late 1990s and following an extended pilot scheme to approximately 5000 properties, Aberdeen City Council took the decision to move to a containerised collection of general refuse and provide a 240 litre wheeled bin free of charge with an alternative 140 litre bin available on request.
- 6.2.1.2 Materials that should not be put into a black domestic waste bin include:
- Hot ashes and heavy materials such as large amounts of soil, hardcore or rubble
 - Car parts
 - Business waste even if generated from a business operating from home
 - Corrosive materials and liquids such as oil and paint
- 6.2.1.3 Guidance that was given to householders when bins introduced was that all waste must be within wheeled bin with lid closed. Residents are also required to present their bin for collection, on the kerbside, by 7:00am on their collection day, remove the bin as soon as possible

after collection and store it within the boundary of their property wherever practical.

6.2.2 Kerbside Recycling

6.2.2.1 Aberdeen City Council offers a kerbside recycling service to over 72,000 properties in the city. Eligible households that wish to use the service are issued with a 55 litre black box and a 35 litre white bag. Additional containers are available free of charge upon request and the Council operates a network of Recycling Points that can be used to dispose of excess recycling.

6.2.2.2 Materials that can be accepted as part of the kerbside recycling scheme:

- Plastic bottles
- Glass bottles and jars
- Food and drink cans
- Paper
- Cardboard

6.2.2.3 Residents are advised that all materials must be presented within a Council container on the kerbside by 7:00am on the collection day. Containers should be removed as soon as possible after collection and stored within the boundary of the property. Any material that is not suitable for collection will not be uplifted.

6.2.3 Garden and Food Waste Collections

6.2.3.1 Co-mingled collections of garden and food waste are now offered to over 60,000 properties within the city. Eligible households receive a 240 litre brown bin and if they wish to participate in the food waste collections, a 7 litre kitchen caddy and supply of corn starch liners. 140 litre brown bins are available upon request.

6.2.3.2 Materials that can be accepted as part of the garden and food waste collection scheme include:

- leaves
- grass clippings
- small branches (less than 6" by 2")
- hedge trimmings
- fruit and vegetables
- bread, pasta, rice
- meat and fish

A more detailed list of what can and cannot be accepted was issued to householders when they received their brown bin and kitchen caddy.

6.2.3.3 Residents are advised that all materials must be presented within a Council brown bin, on the kerbside by 7:00am on the collection day. Containers should be removed as soon as possible after collection and stored within the boundary of the property. If the brown bin is contaminated with material that cannot be collected then the bin will not be uplifted. The householder must then remove the contaminating material and present the bin for collection on the next uplift day.

6.3 HOUSEHOLD WASTE AND RECYCLING CONTAINERS POLICY

- 6.3.1 To improve customer service, it is proposed that all existing practises and expectations are compiled into one document which is easy to find and clear to understand. The proposed Household Waste and Recycling Containers Policy is attached at Appendix 1.
- 6.3.2 The proposed document represents a consolidation of Council policies relating to household waste and recycling containers. The only exceptions to this relate to the Additional and Replacement bins sections. Since the existing policies were adopted in 2008, officers have sought to implement these policies, however, it is apparent that some of the detail of the original policies is incompatible with Council systems. The substantive changes to these policies relate to the charging mechanisms and are detailed in section 6.4 below.
- 6.3.3 The management of 'side waste', being waste left for collection outwith the approved container, is a significant issue for which existing policy and practice is unclear. Since the introduction of wheeled bins, it is understood that the Council's position is that householders should not put out side waste along with their approved container and this is the stated position in Appendix 1. In practice, where side waste is presented, refuse collection crews, within the bounds of good health and safety practice, collected this waste in order to prevent littering or encouragement of fly-tipping. To change from this practice at this time requires a major change of enforcement emphasis, for which there is insufficient allocated resource. The enforcement of the policy position on side waste will therefore be a major element of the review of enforcement policy and practice included in recommendation 2.4 above. Through this review, a clear case can be made for the investment in additional enforcement resource to support changes in service delivery.
- 6.3.4 The Environment Manager has raised concerns that without a clear enforcement policy and associated resource, there is likely to be an adverse impact on street cleansing, as this service will be affected by any increase in fly-tipping, litter from overfilled bins and side waste that occurs after the move to alternate week collection of refuse.

6.4 ADDITIONAL AND REPLACEMENT BIN POLICIES

- 6.4.1 The Additional and Replacement Bin policies were approved by the Waste Management Working Group in September 2008 and then ratified by the Policy and Strategy Committee on 7 October 2008. Since that time it has become apparent that several procedural amendments and clarifications are required before they can be successfully implemented and at present, neither represents existing practice.
- 6.4.2 The majority of amendments to the additional bins policy do not fundamentally change the policy but rather provide clarity and simplify procedural issues which will allow for successful implementation. The one substantive change is the removal of the £60 annual collection charge due to possible conflict with the Environmental Protection Act (1990) as advised by the legal team. The proposed additional bins policy has been included as part of the Household Waste and Recycling Containers Policy

- attached at Appendix 1. For comparison, the existing policy has been attached at Appendix 3. As outlined in the Financial Considerations, there is a nominal loss of revenue associated with this change, however, there will be no actual loss experienced in comparison with existing practice because no annual collection charge is currently levied.
- 6.4.3 There is a significant change to the replacement bins policy within the proposed Household Waste and Recycling Containers Policy document, attached at Appendix 1. The revised policy does not levy a charge for issuing replacement bins. This amendment is a result of significant difficulties experienced in implementing and administering such a charge, not least establishing a fair mechanism to identify fault for the loss of the bin, confirming where a theft has taken place, adherence to the delivery mechanism put in place and monitoring/recording of requests.
- 6.4.4 As outlined in the Financial Considerations, there is a loss of revenue associated with this change. At present, around 54 bins per month are replaced due to being lost/stolen/gone missing. Taking account of those who would be eligible for a free replacement, a 50% discount and those who would either refuse to pay or fail to call for a replacement, it is estimated that the Council would replace 16.5 full price bins per month under the previous policy. This would raise approximately £5,960 per year. However, as the cost of raising an invoice is a minimum of £10, the actual funds raised would be approximately £3,970.
- 6.4.5 There would further costs to the Council in administering the charge, implementing the delivery mechanism and an dealing with an increase in side waste/litter issues as a result of some residents refusing to pay for a replacement bin and residents who have paid for a bin but are awaiting delivery. It is difficult to quantify the cost of these issues as there are no accurate/relevant data available, however the financial impact, particularly on street cleansing, is likely to be significant comparative to the revenue generated.
- 6.4.6 Taking into account the cost to the Council of operating a charge for replacement bins, the revenue generated is likely to be less the £3,000 per annum with a high probability that the charging scheme could cost the Council money. Furthermore, there will be no actual loss experienced in comparison with existing practice which is to replace bins free of charge. For comparison, the existing policy has been attached at Appendix 4.

7. REPORT AUTHOR DETAILS

Peter Lawrence
Strategist – Waste Management
01224 814629
PLawrence@aberdeencity.gov.uk

Laura Blair
Waste Strategy Officer
01224 814603

8. BACKGROUND PAPERS

Superseded Additional Bins Policy – Attached at Appendix 3

Superseded Replacement Bins Policy – Attached at Appendix 4

APPENDIX 1.

Aberdeen City Council Household Waste and Recycling Containers Policy

This policy document does not relate to the use of communal or on-street general refuse bins, on-street paper recycling facilities, recycling points or trade waste customers unless specifically stated.

1. Provision of Containers

- 1.1 The Council's policy is, where routes and capacity exist, to provide suitable households with;
 - (i) One 240 litre gray/black wheeled bin for general/non-recyclable waste
 - (ii) One 240 litre brown wheeled bin for garden waste and food waste
 - (iii) One 7 litre kitchen caddy for indoor storage of food waste before transfer to the brown wheeled bin with a supply of biodegradable corn starch liners
 - (v) One 55 litre black box for plastic bottles, food and drink cans, glass bottles and jars.
 - (vi) One 35 litre white bag for paper and cardboard
 - (vii) Additional brown bins or black boxes or white bags will be provided to householders, with a genuine need for extra capacity, on request
- 1.2 Containers that have been stolen, damaged or gone missing will be replaced free of charge.
- 1.3 Upon delivery of a replacement bin, if there is already a residual waste bin at the property, the replacement will not be left and it will be reported to the Waste Team/Environmental Services. The householder will be informed that they need to apply for an additional bin as below.
- 1.4 Exceptions
 - 1.4.1 140 litre Gray/black bins for general refuse are available in place of a 240 litre bin upon request. The original 240 litre bin will be removed when the 140 litre bin is delivered.
 - 1.4.2 140 litre brown bins for garden/food waste are available in place of a 240 litre bin upon request. The original 240 litre bin will be removed when the 140 litre bin is delivered.

1.4.3 Additional general refuse bins:

- (i) Households with 5+ permanent residents or with 1+ permanent residents with special circumstances which cause them to produce excess waste, will be entitled to apply for an additional general refuse bin where there is a genuine capacity need.
- (ii) These households must make use of the kerbside recycling service and the garden/food waste service where these are available before an application will be accepted.
- (iii) A maximum of one additional bin will be available to eligible households
- (iv) There will be a charge of £35 (inc. VAT) for provision/delivery.
- (v) Additional bins will only be delivered once payment has been received
- (vi) Residents with a medical condition or disability that causes them to produce excess waste, will not be charged.
- (vii) A 50% discount will be available for those in receipt of Council Tax benefit and/or Housing Benefit.
- (viii) All applicants will be offered a visit from the Waste Aware Team
- (ix) Additional bins will be easily identifiable
- (x) Additional bins should also be used as per Aberdeen City Council Household Waste and Recycling Containers Policy.
- (xi) The Council reserves the right to remove the service if there is no genuine capacity requirement, households no longer meet the eligibility criteria, if the fees are not paid or if provision is abused. Full terms and conditions will be issued with application forms.

2. Ownership and Storage of Containers

- 2.1 The containers remain the property of Aberdeen City Council unless purchased under the previous additional bin policy
- 2.2 Containers must be stored where possible within the boundary of the property i.e. bin store etc.
- 2.3 Containers must be removed from pavement/collection point by the householder and returned to within the boundary of the property as soon as reasonably practical after emptying.
- 2.4 The cleanliness of containers remains the responsibility of the resident and they should be maintained in a clean and hygienic condition at all times. Unclean or unhygienic bins may not be emptied.

3. Presentation and Collection of Containers

- 3.1 The householder is required to present the appropriate container on the kerbside by 7:00am on the morning of collection.

- 3.2 Only containers supplied to householders by Aberdeen City Council will be emptied/uplifted.
- 3.3 Containers should be replaced after emptying by collectors to the original collection point or within one refuse collection vehicle length from the collection point but not to cause obstruction to driveways, unless left in this manner by the householder
- 3.4 All waste and recycling should be presented for collection in an authorised container. Waste or recycling which is not presented in this manner will be considered fly-tipping and the householder may be subject to enforcement action.
- 3.5 Bins with items wedged inside, which are too heavy to reasonably move, or which are presented with raised lids due to excess waste will be left as they present health and safety implications to operatives. The resident should correctly re-present their bin on the following uplift day or can dispose of the waste at a Recycling Centre.
- 3.6 Only those materials acceptable for recycling or composting will be uplifted from black boxes, white bags and brown bins. Further information on the materials that can and cannot be collected as part of the kerbside recycling and garden/food waste services can be obtained via the Council website, from the Waste Aware Line (08456 080 919) or the Waste Aware Guide. Contamination in black boxes and white bags will not be uplifted. Contamination in brown bins will result in the bin not being uplifted. Residents should then remove the problematic material(s) and place their bin out for collection on the next uplift day.
- 3.7 Household Waste and Recycling Containers should not be used to dispose of business waste even if this waste is generated from a business operating from the household.
- 3.8 Exceptions
- 3.8.1 Provision of Assisted Uplifts:
- (i) Assisted uplifts will be offered where the occupant(s) of a household is/are sufficiently infirm or disabled and as a result they cannot put the bin out themselves nor retrieve it themselves and there is no-one else who can complete this task for them reliably.
 - (ii) Containers will be uplifted from within the boundary of the property from a specified location and return it to the same place
 - (iii) Council staff will not uplift from inside the property itself.
- 3.8.2 Where there is an established collection point other than the kerbside, residents may place containers at this location for collection and collection crews will return containers to the same site.

- 3.8.3 Where there is no pavement or other suitable place (roadside, communal area, bin store, verge) on which to present the containers, householders should present them at a location agreed with the Council. Collection crews will return containers to the same site.
- 3.8.4 Where the property opens directly onto the street, there is no front garden or area in which to store bins, and no direct access to the back or side of the house (or other communal area) such that the bin has to be brought through the house, residents may request permission from the Council to keep their bin on the pavement provided this does not cause a health and safety problem.
- 3.8.5 Where the collection vehicle cannot gain access to the street because of width, height, turning or other restrictions out with our control, containers may not be uplifted on the usual collection day.
- 3.8.6 Side waste which results from the Council's failure to collect (eg as a result of adverse weather, industrial action) will not be subject to enforcement action.
- 3.8.7 Missed collections:
Where containers have been placed for collection in line with the policy but are not uplifted, residents should contact the Waste Aware Line (08456 08 09 19). The collections team will arrange for the container(s) to be uplifted as soon as practically possible.

APPENDIX 2

Aberdeen City Council Additional Wheeled General Refuse Bin - Application Form

DATA PROTECTION

The information collected on this form is recorded manually and on computer, stored securely and processed for the purposes of assessing your application for an additional wheeled bin. Aberdeen City Council (ACC) will process

your information fairly and lawfully and in accordance with the principles of the

Data Protection Act 1998. The information you provide not be made available to anyone outside of ACC. If your application is successful ACC will keep the information on record in order to raise the invoices required for the use of an additional wheeled bin and for service monitoring purposes. For the purposes of processing your personal information, ACC is the Data Controller. The nominated representative of the Data Controller is the City Solicitor. You have a right to obtain details of the personal information which ACC holds about you. Such a request should be made in writing to: *to be confirmed* Kittybrewster Office, 38 Powis Terrace, Aberdeen, AB25 3RF

Name:	Mr/Mrs/Miss/Ms/Dr
Address:	
Postcode:	
Telephone No:	

1.	Do you have 5 or more permanent residents in the household?	Yes/No
	If Yes, please provide the names and dates of birth of all permanent residents:	

2.	Do you have a particular Medical need that requires a second general waste bin?	Yes/No
	If Yes, please provide further information below:	
	All information provided will be held in the strictest of confidence.	

3.	Are you in receipt of Council Tax Benefit and/or Housing Benefit? :	Yes/No
	If Yes, please provide your Council Tax Benefit and/or Housing benefit reference number(s) below:	

4.	Please state below the reasons why you require a second general waste bin.	
5.	Do you use the kerbside recycling service (black box and white bag) to recycle your: paper and cardboard, glass bottles and jars, food and drink cans, plastic bottles?	Yes/No
	If No, please explain why not:	
6.	Do you use the garden waste collection service	Yes/No
	If No, please explain why not:	
	If Yes, do you also use the service to dispose of your food waste?	Yes/No
	If No, please explain why not:	

I confirm that all information in this application is correct, and I understand that Aberdeen City Council may make further enquiries as needed.

Householder/Occupier (as above):

Signed.....

Print Name.....

Date.....

Please return completed application form and signed Terms and Conditions to:

**Waste Aware Team/
Environmental Services**
Aberdeen City Council
Kittybrewster Office
38 Powis Terrace
Aberdeen
AB25 3RF

Please do not send any payment with your application, if your application is successful you will be advised of the payment methods.

Please contact us on the telephone number below if you want this document in Braille, large print or on an audio CD, or if you want the document translated into another language.

إذا كنت تود الحصول على هذه الوثيقة بالخط العريض أو البريلا أو الأشرطة الصوتية المدمجة أو كنت تود ترجمتها الى لغة أخرى فالرجاء الاتصال بنا على الهاتف أدناه.

আপনি যদি এই দলিলটি ব্রেইলে, বড় ছাপার অক্ষরে বা শোনার জন্য সিডি, অথবা দলিলটি অন্য কোন ভাষায় অনুদিত চান তবে অনুগ্রহ করে নীচের টেলিফোন নম্বরে ফোন করে আমাদের সাথে যোগাযোগ করুন।

如欲索取此文件的凸字版、大字版、語音光碟，或其他語文翻譯本，請致電下列號碼。

Proszę się skontaktować z nami pod poniższym numerem telefonu jeśli ten dokument jest wymagany w alfabecie Brajla, w dużym druku, na płycie kompaktowej CD lub przetłumaczony na inny język.

Пожалуйста, свяжитесь с нами по номеру телефона, указанному ниже, если Вы хотите получить этот документ шрифтом Брайля, крупным шрифтом или на компактном аудио диске, а также если Вам нужен перевод этого документа на другой язык.

 08456 08 09 19

Aberdeen City Council Provision of a Second Domestic General Waste 240 Litre Wheeled Bin Terms and Conditions

If your application is successful the Council will provide, on a lease basis, 1 x 240 litre wheeled general refuse bin. The bin will remain the property of Aberdeen City Council.

At the time of writing the delivery charge for an additional refuse bin is £35 inc. VAT.

If confirmation is received that you are in receipt of Council Tax Benefit and/or Housing benefit you will be eligible for a 50% discount on the delivery charge. Details should be provided on the application form.

If confirmation is received that a permanent resident of the household has a medical condition or disability that causes them to produce excess waste, there will be no delivery charge. Details should be provided on the application form.

The container will be emptied on the standard general waste collection day for your property, at the pre-agreed collection point and should be used as per Aberdeen City Council Household Waste and Recycling Containers Policy.

You are required to contact the Council to cancel the lease if you no longer meet the eligibility criteria (5+ permanent residents, special circumstances) or if you no longer require an additional bin.

If you move home within the Aberdeen City Council area you must advise the Council of your new address. If you move home to outside of the Aberdeen City Council area, you must advise the Council and arrange for the Council to collect your additional bin.

Upon cancellation of the Lease Agreement by either party no refund will be provided by Aberdeen City Council.

Aberdeen City Council reserves the right to carry out random checks to ensure that only non-recyclable/non-compostable material is presented for collection and to remove the additional bin from your property if there is no genuine capacity requirement, if your household no longer meets the eligibility criteria or if provision is abused.

Declaration:

I confirm there are 5 or more permanent residents living at the above address or that 1 or more permanent residents of this property have special circumstances which cause them to produce excess waste as detailed on the application form.

I confirm that I will contact the Council if circumstances within the household change and I am no longer eligible for an additional bin.

Agreed by Householder/Occupier (as above):

Signed.....

.

Print
Name.....

Date.....

APPENDIX 3

The following is the superseded additional bin policy which has now been amended in the Household Waste and Recycling Containers Policy (Appendix 1).

This is included solely to allow comparison with the proposed policy.

SUPERSEDED DOMESTIC WHEELED BIN SIZING POLICY

Black wheeled bin waste is waste from domestic households that cannot be recycled, composted, reused or disposed of by other means.

All households are delivered one 240-litre black wheeled bin as standard. In the event that the household feels that the 240-litre bin is too large or too small, they may request an alternative size. Alternatives will only be made available following an assessment of individual need.

THE ISSUING OF LARGER/SMALLER BINS

- Alternative sized bins of 120-litre capacity are available, free of charge, on request.
- Residents can exchange a 120-litre bin for a standard 240-litre bin, free of charge, on request.
- Any household experiencing ongoing difficulty in reducing their waste to fit into a single bin may request an additional / larger wheeled bin.
- All requests for additional / larger bins will be individually assessed and provision of these will be based on identified need. The following policies apply:

ADDITIONAL / LARGER BIN POLICY

- On receipt of request for an additional / larger wheeled bin, the household will be asked to complete an application form and a week long waste diary.
- On receipt of the completed application form, additional / larger wheeled bins will be authorised, subject to applicable terms and conditions, if:
 - There are 5 or more permanent residents in the household.
 - A resident within the household has any special circumstances creating an unusual amount of waste which is produced on a regular basis
 - Any resident can prove that after using all possible measures (waste minimisation activities, recycling and composting as much as possible, determined by an officer carrying out a waste audit), they still have more residual waste than can be contained in a standard 240-ltr wheeled bin.

Authorisation for a larger bin will be refused when:

- The application form is returned and the household does not fall under the first two categories mentioned above
- Residents do not utilise the recycling / composting services offered
- Following a visit and a waste audit, it is evident that the household are not reducing waste / recycling as much as possible
- On visiting a household they have no excess waste

A permanent resident comprises a family member that resides in the household on a full-time basis.

OFFICER VISIT & WASTE AUDIT

- This is to be offered to any resident requesting an additional / larger bin who does not fall into one of the immediate authorisation categories.
- If the resident requests such a visit, it will be scheduled to take place on, or the day before, their next black bin collection.
- Waste will be sifted to identify dry recyclables, garden waste and non-recyclable residual waste.
- If there appears to be large amounts of dry recyclables or garden waste within the bin, then the resident will be offered additional recycling containers or garden waste bin accordingly.
- If there is more residual waste than will fit into the 240L wheeled bin after such an exercise, then an additional / larger refuse bin will be authorised, subject to the terms and conditions.

LARGER BIN RENTAL CHARGES

- Delivery of a larger bin is subject to a one-off charge of £35. This represents the cost to the Council of providing a new bin plus the costs of delivery.
- An annual rental charge will be made for households with an additional / larger bin.

These charges will be reviewed on an annual basis. Administration of the scheme would need to be done on an annual basis and is likely to require an additional administrative resource.

TERMS AND CONDITIONS FOR PROVISION OF ADDITIONAL / LARGER WHEELED BIN

1. The bin remains the property of Aberdeen City Council
2. The fee for the use of an additional / larger wheeled bin is a rental fee. This entitles you to use the additional / larger bin for as long as you meet the criteria set out in the policy.
3. If your circumstances change at any time (eg: the number of permanent members of your household change) you will inform Aberdeen City Council to assess your new waste capacity needs.
4. If you move home within the Aberdeen City Council area you must advise the Council of your new address.

5. If you move home to outside the Aberdeen City Council area, you must advise the Council and arrange for the Council to replace your larger bin with one of a standard size. There will be no charge for this.
6. The larger bin is provided on the condition that it is used for non-recyclable / non- compostable household waste only.
7. Aberdeen City Council reserves the right to carry out random checks to ensure that only non-recyclable / compostable household waste is presented for collection. The additional capacity may be withdrawn if its provision is abused.

APPENDIX 4.

The following is the superseded replacement bin policy which has now been amended in the Household Waste and Recycling Containers Policy (Appendix 1).

This is included solely to allow comparison with the proposed policy.

SUPERSEDED REPLACEMENT WHEELED BIN POLICY

1.1. Householders will be charged £30 for a replacement bin. This represents the cost to the Council of providing a new bin plus a small delivery charge.

1.2. If second-hand bins are available, these will be charged at £20.

1.3. Residents in receipt of Council Tax Benefit or Housing Benefit will receive a discount of 50% on submission of proof on entitlement.

1.4. Charges will NOT be applied when:

- Bins are lost on collection day
- Bins are stolen from within the boundary of a property and a Police Incident Number is obtained and provided
- Bins are '*eaten*' by the collection vehicle.

Charges will also not apply where:

- A resident has moved to a new home within the last four weeks and there is no bin at the property
- Damage is caused to the bin by the collection vehicle
- Brown wheeled bins for the collection of garden waste are lost or damaged

1.5. Replacement bins will only be delivered on receipt of payment. In line with other home delivery services, a signature will be required in order to provide proof of delivery.

1.6. Aberdeen City Council will remove damaged or broken wheeled bins when the replacement bin is delivered, if appropriate.

1.7. If householders refuse to pay the charge for a replacement bin, they are entitled to take their general waste, free-of-charge, to one of the four Household Waste Recycling Centres within Aberdeen.

1.8. Householder's house insurance may cover the cost of replacing fire damaged or stolen bins. In such cases, replacement bins should be purchased and then a claim made under the insurance policy.

1.9. The bin replacement charge will be reviewed on an annual basis.

1.10. The proposed policy will affect domestic (household) wheeled bins only. Separate charges apply to trade / commercial waste collection containers.

ABERDEEN CITY COUNCIL

COMMITTEE:	City Council Budget Management
DATE:	11 February 2010
REPORT BY:	City Chamberlain
TITLE OF REPORT	Common Good Budget –2010/11 to 2012/13
REPORT NUMBER:	CG/10/033

1. PURPOSE OF REPORT

- 1.1 This report is to submit for the Council's consideration the draft Common Good Budget for 2010/11, along with indicative budgets for 2011/12 and 2012/13.

2. RECOMMENDATION(S)

- 2.1 It is recommended that the Council: -
- a) Consider the detailed Common Good Budget for 2010/11, set out at **Appendix 1** and the forecast Cash Balances position;
 - b) Approves a Common Good Budget, taking into consideration:-
 - 1) Any proposals to amend the draft budget (at **Appendix 1**)
 - 2) Any decisions arising out of consideration of items referred to the budget process (at **Appendix 7**)
 - 3) Council's approval of the General Fund budget
 - 4) The impact of the above on Cash Balances.

3. FINANCIAL IMPLICATIONS

- 3.1 The Report outlines proposals for the Common Good Budget for the year to 31 March 2011 and indicative figures for the succeeding two years.
- 3.2 It also provides details of the recommended minimum cash balances required to be held on the Common Good after they are adjusted for inflation using the Consumer Price Index (CPI) to maintain their value.

- 3.3 Based on the budget projections for 2010/11 to 2012/13 there are projected cash balances of £4.954M as at 31 March 2011 falling to £4,730M as at 31 March 2013 which would be some £117,000 above the indicative level required to maintain the Common Good. This is after allowing for an adjustment to the recommended minimum cash balance, in respect of expenditure on the Greenfern Development Site.
- 3.3 It is recommended that the strategy for 2010/11 should be to limit expenditure to a level, which will result in cash balances at the end of the financial year being above the indicative value of £4.594M. This is necessary in order to assist with the maintenance in future years of cash balances linked to CPI levels, after taking account of projected expenditure in those years.

4. SERVICE & COMMUNITY IMPACT

- 4.1 The management of the Common Good contributes towards the most efficient and effective use of the Council's funds.
- 4.2 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

- 5.1 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. Health and Safety in the Community is supported by funding for Home Safety Checks and Funding for Personal Alarms.
- 5.2 If close budgetary control does not continue to be exercised and maintained and recurring deficits were to arise then there would be a risk that the Common Good's balances could be gradually eroded below acceptable levels.

6. REPORT

Introduction

- 6.1 In preparing a draft Common Good Budget for 2010/11 to 2012/13, the strategy approved by the Finance Monitoring Sub-Committee of 24 August 2004 has been applied. The calculation of an indicative cash balance using the Consumer Price Index (CPI) as part of the budget setting process has been adopted as an underlying principle.

- 6.2 Included in the Common Good budget for 2008/09 was £450,000 of expenditure approved by Resource Management Committee on 18th January 2008 relating to the Greenfern Development Site. While the Common Good has adequate cash funds to meet this expenditure it will put pressure on the maintenance of the recommended minimum cash balances, pending the recouping of this expenditure at the completion of the project.
- 6.3 In view of this, where indicative cash balances are shown in this report they have been reduced by £450,000 in respect of this to allow meaningful comparisons. The adjustment for Greenfern Development has also been uplifted in line with CPI to allow for the maintenance of its value
- 6.4 The CPI figure has been taken as 1.1 % for 2010/11, 0.1% for 2011/12 and 0.0% for 2012/13 in accordance with forecast figures supplied by financial analysts. It is estimated that the following levels of Cash balances would be required to maintain the value of the Cash Balances in the Common Good:

As at:	
31 March 2011	£4.594M
31 March 2012	£4.613M
31 March 2013	£4.613M

- 6.5 A report on the origin, history and purposes to which the Common Good may be used was prepared on 15th January 1976, by the then Town Clerk of the City of Aberdeen District Council. The report outlined the following purposes as meeting the required criteria: -
- Upholding the dignity of the City.
 - The prudent management, upkeep and improvement of Council Property which forms part of the Common Good.
 - Safeguarding the corporate rights of the community and defending its interests.
 - Granting of donations to public institutions or charities, providing it is in the interests of the general public of the city.
 - Any other purpose, which is in the bona fide and reasonable judgement of the Council, is for the good of the community as a whole or which the inhabitants at large may share.
- 6.6 It was also outlined that the prime purpose of the Council is to ensure that the Common Good is prudently conserved.
- 6.7 In addition, recent practice has excluded any activity from receiving assistance from the Common Good for which Aberdeen City Council or other public body has a statutory duty to support.

Draft Budget 2010/11 to 2012/13

- 6.8 In setting the Common Good budget appropriate input has been provided by external bodies supported by the Common Good and the various officers responsible for the different expenditure and income lines. For the calculation of staff costs for the coming year, no increase has been included in the budget. This is consistent with the assumptions used in the General Fund.
- 6.9 In the current financial climate, and given the importance of income from invested funds to the Common Good, it has been necessary to review projections for interest rates closely taking account of forecasts prepared by external financial analysts. On this basis the estimated interest rate for 2010/11 has been taken at 1.0% increasing to 2.5% for future years.
- 6.10 An outline of indicative budgets for 2010/11 to 2012/13 is provided at **Appendix 8**. In building these figures the following broad assumptions have been made in addition to that outlined in paragraph 6.9.
- Staffing costs rises have not been included in the budgets.
 - Average Interest rates reflect the projections currently being made by financial analysts enabling a 2.5% return on investments by 31 March 2013.
 - Rental income is based on projections provided by Asset Policy, Resources Development & Delivery.
 - The rate of increase in CPI is in line with the forecasts currently being made by financial analysts of 0.1% for 2011/12 and 0.0% for 2012/13.
 - Recently there have been indications that inflation may be higher than previously forecast, however the Monetary Policy Committee at its January meeting agreed to continue its financial policy unchanged at this time. In view of this the assumptions used in this report have also not been changed. These broad assumptions will of course be reviewed when the detailed budgets for each of these years are considered in 2011 and 2012 respectively.
- 6.11 Based on the figures attached it can be seen at **Appendix 8**, subject to review, that the cash balances would be £4.796M at 31 March 2012 and £4.729M at 31 March 2013 compared to the preferred levels of £4.613M in both years. The Cash Balance position is outlined further in paragraphs 6.3 and 6.4.

6.12 The following detailed information is provided in relation to the Common Good: -

Appendix Description

- 1 Common Good Draft Revenue Budget 2010/11
- 2 Analysis of Misc. and General Income and Expenditure Headings
- 3 Donations, Grants, Contributions etc (Line 4)
- 4 Other Projects (Line 17)
- 5 Variances 2009/10 Budget to Outturn– Recurring Items
- 6 Variances 2010/11 Budget to 2009/10 Budget – Recurring Items
- 7 Items to be referred to the budget process
- 8 Draft Common Good Revenue Budgets – 2010/11, 2011/12, 2012/13
- 9 Aberdeen Citizen’s Advice Bureau pension fund deficit funding request
- 10 Aberdeen Safer Community Trust funding cut impact letter
- 11 St Nicholas Carillon report (issued separately)
- 12 Gornell Trust balances and committed expenditure

Copies of **appendices 9 and 10** are available in the member’s library.

Projected Out-turn 2009/10

6.13 In order to project the cash balance position for the period 2010/11 to 2012/13 it has been necessary to review the estimated Cash Balances as at 31 March 2010. Taking account of current expenditure levels and expected expenditure for the remainder of the year the forecast figure for Cash Balances as at 31 March 2010 is currently £5.318M as detailed in **Appendix 1**. When the 2009/10 budget was approved in February 2009 the Cash Balance as at 31 March 2010 was expected to be £5.240M.

6.14 The favourable movement of £78,228 comparing budget to out-turn is broken down in **Appendix 5**.

Draft Budget 2010/11

6.15 The attached **Appendices 1 to 8** provide detailed information in regard to proposals for the Common Good Draft Budget for 2010/11 along with Estimated Outturn Results for 2009/10 compared to the budget position for 2009/10.

6.16 **Appendix 1** provides proposals in regard to the Common Good Budget 2010/11. The most significant variances between the 2010/11 draft budget and the previous year' budget are as follows:-

	£s	
General Properties/Estates	(25,800)	Removal of Water rates budget. Repairs budget reduced to more accurately reflect actual expenditure.
Receptions	(35,000)	Removal of one off increase for European Curling Championships. Decrease in reception budget of £10,000 to reflect actual expenditure.
Archivist Unit	(28,029)	Review of budget has identified areas of expenditure where costs could reduce in the future so budget has been adjusted for this.
Contributions to Trusts and Festivals	(35,000)	Decrease in expenditure within the Festivals/Trusts budget means the contribution from the Common Good can decrease.
Income from Properties and Estates	(117,301)	Increased income expected following rent reviews.
Interest on Invested Funds	147,000	Reflects the likely interest rates to be in force over the coming year.

6.17 Details of these and other variances are given in **Appendices 5 and 6**.

6.18 The draft 2010/11 Budget shows a projected net expenditure of £363,817. In addition at **Appendix 7** there are potential bid items that are not built into the draft Budget and are for members' consideration.

6.19 In addition to outlining proposals for the Common Good Budget for the year to 31 March 2011 indicative figures for the succeeding two years are provided at **Appendix 8**.

Items Referred to the Budget Process

6.20 There are several items which have to be considered as part of the budget process, full details of these are provided at **Appendix 7**.

Cash Balances

- 6.21 This report also provides details of the recommended minimum cash balances required to be held on the Common Good after they are adjusted for inflation using the Consumer Price Index (CPI) to maintain their value. Based on the budget projections for 2010/11 to 2012/13 there are projected cash balances of £4.954M as at 31 March 2011 falling to £4.730M as at 31 March 2013 which would be some £117,000 above the indicative level required to maintain the Common Good.
- 6.22 It is recommended that the strategy for 2010/11 should be to limit expenditure to a level, which will result in cash balances at the end of the financial year being above the indicative value of £4.594M. This is necessary in order to assist with the maintenance in future years of cash balances at CPI levels, after taking account of projected expenditure in those years. In addition as funds presently invested in the money market mature, consideration should to be given to other investment mediums, including property to ensure the best return on investment is being achieved.
- 6.23 It is the duty of the Council as trustees of the Common Good to ensure that the Cash Balances are maintained, and the Common Good is preserved for future generations.
- 6.24 Net expenditure from the Common Good has traditionally been looked at on two levels. Firstly the position after recurring income and expenditure has been accounted for and secondly after non-recurring income and expenditure has been accounted for.
- 6.25 As can be seen in **Appendix 8** the position after recurring expenditure remains in a deficit position at all times. The reason for this is that long-term commitments now exceed income levels as a result of inflationary pressures and the addition of new commitments over time. In light of the current economic position, and the forecast position in 2010/11, the return on cash investments is expected to be considerably less than previously e.g. 1.0% for 2010/11 rising to 2.5% for 2012/13, which will maintain these financial pressures.
- 6.26 However there are expected benefits to come from the Greenfern development which have not been finally quantified, and while the timing of this project will be affected by the present economic situation, significant income is still expected. The impact of this and the alternatives to investing cash will be considered as part of the financial management strategy for the Common Good once the financial details of the Greenfern project are finalised.

7. AUTHORISED SIGNATURE

Susan Cooper - City Chamberlain

☎ (52)2551

Email sucooper@aberdeencity.gov.uk

8. REPORT AUTHOR DETAILS

Author Hugh Coleman – Finance Manager

☎ (52)2712

Email hcoleman@aberdeencity.gov.uk

9. BACKGROUND PAPERS

Index to Appendices and Reports

Appendix No. Description

1	Common Good Draft Revenue Budget 2010/11
2	Analysis of Misc. and General Income and Expenditure Headings
3	Donations, Grants, Contributions etc (Line 4)
4	Other Projects (Line 17)
5	Variances 2009/10 Budget – Recurring Items
6	Variances 2009/10 budget to 2010/11 Budget – Recurring Items
7	Items to be referred to the budget process
8	Draft Revenue Budgets – 2010/11, 2011/12, 2012/13
9	Aberdeen Citizen’s Advice Bureau pension fund deficit funding request
10	Aberdeen Safer Community Trust funding cut impact letter
11	St Nicholas Carillon report (issued separately)
12	Gomel Trust balances and committed expenditure

Copies of the **appendices 9 and 10** are available in the member's library.

Report No.	<u>Organisations/Activities</u>	<u>Budget Line</u>
A	Aberdeen Citizens Advice Bureau	4
B	Techfest	4
C	Bulawayo Trust	4
D	APA – Stage 1 Agreement	4
E	Aberdeen Safer Community Trust	4
F	Civic Administration Unit	5
G	Twinning Activities	13
H	Archivist	14
I	Xmas Illuminations & Festival	15
J	Home Safety Check	17

Copies of the above reports are available in the member's library.

RECURRING EXPENDITURE

	BUDGET 2009/10 £s	ESTIMATED OUT-TURN 2009/10 £s	BUDGET 2010/11 £s	% CHANGE IN BUDGETS
1 General Properties/Estates	52,600	41,800	25,800	(50.95)
2 Miscellaneous Expenses	34,028	34,028	29,528	(13.22)
3 Central Support Services	141,834	141,834	141,834	-
4 Donations, Grants, Contributions	680,525	683,440	670,225	(1.51)
Civic Hospitality				
5 Civic Administration Unit	290,739	285,531	293,615	0.99
6 Receptions, etc	200,000	170,000	165,000	(17.50)
7 Entertainment for Elderly/Disabled Citizens	195,000	195,000	195,000	-
8 Older Persons Development Officer	17,410	17,410	17,410	-
9 Hospitality for Community Centres	4,000	4,000	4,000	-
10 Misc. Civic Hospitality Expenditure	25,700	20,700	23,000	(10.51)
11 Sub-Total Civic Hospitality	732,849	692,641	698,025	
12 Upkeep of Civic Car	51,332	55,947	51,292	(0.08)
13 Funding - Twinning Activities	137,352	137,352	137,352	-
14 Archivist Unit	209,505	209,505	181,476	(13.38)
15 Christmas Illuminations and Festivals	228,000	228,000	213,000	(6.58)
16 Contributions to Trusts & Festivals	360,000	360,000	325,000	(9.72)
17 Other Projects	85,780	85,780	85,876	0.11
18 Other Recurring Expenditure	42,250	37,500	40,250	(4.73)
19 Sub-Total Recurring Expenditure	2,756,055	2,707,827	2,599,658	(5.67)

RECURRING INCOME

	BUDGET 2009/10 £s	ESTIMATED OUT-TURN 2009/10 £s	BUDGET 2010/11 £s	
20 Income from Properties and Estates	(2,129,390)	(2,129,390)	(2,246,691)	5.51
21 Interest on Invested Funds	(201,000)	(201,000)	(54,000)	(73.13)
22 Miscellaneous Income	(70,150)	(70,150)	(60,150)	(14.26)
23 Total Recurring Income	(2,400,540)	(2,400,540)	(2,360,841)	(1.65)
24 Budgeted (surplus)/deficit on recurring items	355,515	307,287	238,817	(32.83)

	BUDGET 2009/10 £s	ESTIMATED OUT-TURN 2009/10 £s	BUDGET 2010/11 £s	% CHANGE IN BUDGETS
<u>Non Recurring Expenditure Items</u>				
25 "Energising Aberdeen" Music Event	30,000	0	-	(100.00)
26 Artists Rooms - Ron Meuk	10,000	10,000	-	(100.00)
27 Nativity Scene purchase	2,000	2,000	-	(100.00)
28 Gordon Highlanders Statue	-	-	125,000	100.00
<u>Non Recurring Income Items</u>				
29 Sale of Land at Overhills Farm	-90,000	-90,000	-	(100.00)
30 Sub-Total Non-Recurring Items	-48,000	-78,000	125,000	
31 Budget Deficit after Non-Recurring Items	307,515	229,287	363,817	18.31
32 Cash Balances as at 1 April	(5,548,000)	(5,548,000)	(5,318,713)	
33 Estimated Cash Balances as at 31 March	(5,240,485)	(5,318,713)	(4,954,896)	
34 Cash Balance Required to maintain value using CPI	(5,010,158)	(5,010,158)	(5,065,270)	
35 Adjustment for Greenfern Development Site	465,750	465,750	470,873	
36 Revised Cash Balance to maintain value using CPI	(4,544,408)	(4,544,408)	(4,594,396)	

NOTES

1 - At the Finance Monitoring Sub- Committee of 24 August 2004 it was agreed that the minimum cash balance requirement for the Common Good would be established as part of the Budget Setting process using the Consumer price Index.

2 - Budget lines with supporting information included in Appendices nos. 2 to 8.

Appendix

1. General Properties/Estates	2
2. Miscellaneous Expenses	2
4. Donations, Grants, Contributions	3
10. Misc. Civic Hospitality Expenditure	2
17. Other Projects	4
18. Other Recurring Expenditure	2
22. Miscellaneous Income	2

2 - The following Budget lines are supported by additional information on the organisations and activities involved by way of reports, copies of which are attached. These reports will form the basis of a Following the Public Pound review.

	Report
4. Donations, Grants, Contributions	A - E
5. Civic Administration Unit	F
12. Upkeep of Civic Car (including lease costs)	F
13. Funding - Twinning Activities	G
14. Archivist Unit	H
15. Christmas Illuminations and Festivals	I
17. Other Projects	J

Copies of the above reports are available in the member's library.

Appendix 2

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

	BUDGET 2009/10 £s	ESTIMATED OUT-TURN 2009/10 £s	BUDGET 2010/11 £s
<u>General Properties/Estates</u>			
Rates and Insurance	2,600	1,800	1,800
Repairs and Maintenance	50,000	40,000	24,000
Sub-Total General Properties/Estates	52,600	41,800	25,800
<u>Miscellaneous expenditure</u>			
Green Market - Rates	2,500	2,500	-
St. Nicholas Carillon	5,928	5,928	5,928
Printing, Advertising and Sundry Outlays, etc.	7,600	7,600	6,600
Official Catering	18,000	18,000	17,000
Sub Total Miscellaneous expenditure	34,028	34,028	29,528
<u>Civic Hospitality</u>			
Promotional Civic Hospitality	8,000	3,000	8,000
Hospitality to Visitors/Groups to the Town House	17,000	17,000	15,000
Charges for Conferences/complimentary Packs & Tickets	200	200	-
Table Ware	500	500	-
Total Misc. Civic Hosp.	25,700	20,700	23,000
<u>Other recurring Expenditure</u>			
Lord Provost's Gift Fund	18,000	18,000	18,000
Lord Provost - Lord Lieutenancy and other duties	8,750	4,000	6,750
Display of Flags and Regimental Colours and Armistice Day Expenses	5,500	5,500	5,500
Picture Loan Scheme	10,000	10,000	10,000
Total Other recurring Expenditure	42,250	37,500	40,250
<u>Misc. Income</u>			
Lands of Skene/Torry - Share of Surplus	(70,000)	(70,000)	(60,000)
Burgesses of Guild and Trade	(150)	(150)	(150)
Total Misc. Income	(70,150)	(70,150)	(60,150)

4. DONATIONS, GRANTS, CONTRIBUTIONS, ETC.

	BUDGET 2009/10 £	PROJECTED OUTTURN 2009/10 £	BUDGET 2010/11 £	Report
Aberdeen Citizen's Advice Bureau	263,025	263,025	263,025	A
Techfest	36,500	36,500	36,500	B
Satrosphere	35,000	35,000	35,000	
Bulawayo Trust	50,000	50,000	50,000	C
Gomel Trust	-	-	-	
North Sea Society	2,500	-	-	
Young Person of the Year Award	1,500	-	-	
Equal Opportunities Award	1,500	-	-	
Mary Garden Prize	1,500	1,500	1,500	
Presentations Prizes Etc.	5,000	500	1,000	
Quincentenary Prizes Etc.	4,000	4,000	3,200	
Stage 1 Agreement				
Aberdeen Performing Arts Contribution	75,000	75,000	75,000	D
Aberdeen Safer Community Trust	57,000	57,000	57,000	E
Youth Activities Small Grant Funding	50,000	50,000	50,000	
Castlegate Arts Centre Rent	8,000	8,000	8,000	
Events Funding	50,000	62,915	50,000	
Lemon Tree Rent	40,000	40,000	40,000	
Sub Total	<u>680,525</u>	<u>683,440</u>	<u>670,225</u>	

Copies of the above reports are available in the member's library.

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

Appendix 4

PROJECT	2009/10 £	20010/11 £	Report (where applicable)
Home Safety Check Scheme	71,280	71,376	J
Charity Shop	13,000	13,000	
Community Safety Initiatives	1,500	1,500	
	<u>85,780</u>	<u>85,876</u>	

Copies of the above reports are available in the member's library.

Common Good Budget

Appendix 5

	£
Budgeted 2009/10 Net Expenditure	307,515
Out-turn 2009/10 Net Expenditure	229,287
Variance	<u>(78,228)</u>
	Projected Variance
<u>Line 1 General Properties/Estates</u> – 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. The estimated outturn for the repairs and maintenance budget is now £40,000 resulting in a saving of £10,000	(£10,800)
<u>Line 4 – Donations, Grants, Contributions</u> – Assuming that the costs of all other events will be at the budgeted level the forecast spend for events funding has been increased (£12,915) 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. This has been offset by the estimated outturns for some of the smaller grants have been adjusted resulting in a saving of £5,500 and the outturn for presentation and prizes has been adjusted to reflect a more accurate expenditure level resulting in a saving of £4,500.	£2,915
<u>Line 5 – Civic Administration Unit</u> – The implementation of Equal Pay and Modernisation has resulted in an increase in the outturn of £6,585 but savings due to staff vacancies of £11,793 have offset this resulting in an overall saving of £5,208.	(£5,208)
<u>Line 6 – Receptions</u> – Given that the majority of receptions have now been approved for 2009/10 and final costs processed for the larger events, the estimated outturn figure has been adjusted to reflect a more accurate expenditure figure.	(£30,000)
<u>Line 10 - Misc. Civic Hospitality</u> – The promotional civic hospitality budget has been adjusted to reflect expenditure levels during the year.	(£5,000)
<u>Line 12 – Upkeep of the Civic Car</u> – The outcome of job evaluation has resulted in an increase in salary costs.	£4,615
<u>Line 17 – Other Recurring Expenditure</u> – the estimated outturn for the Lord Lieutenancy budget has been reduced as there have been fewer events required this year.	(£4,750)
<u>Line 24 – Energising Aberdeen Music Festival</u> – The music festival did not take place this year resulting in a saving of £30,000.	(£30,000)
Favourable Movement/Variance	<u>(£78,228)</u>

COMMON GOOD BUDGET

Appendix 6

VARIANCES 2010/11 BUDGET TO 2009/10 BUDGET - RECURRING ITEMS

	£
BUDGET 2009/10 (SURPLUS)/DEFICIT	355,515
BUDGET 2010/11 (SURPLUS)/DEFICIT	238,817
VARIANCE	<u><u>(116,698)</u></u>

		VARIANCES		
EXPENDITURE	£	£		COMMENTS
Line				
1. General Properties/Estates				
Water Rates	(800)			Water Rates budget no longer required.
Repairs and Maintenance	<u>(26,000)</u>	(26,800)		Repairs budget has been reduced to more accurately reflect actual expenditure.
2. Miscellaneous Expenses				
Official Catering	(1,000)			Reduction in budget to reflect actual usage.
Green Market	(2,500)			Expenditure removed as no longer required.
Printing, Advertising and Sundry Outlays, etc.	<u>(1,000)</u>			Increase in budget to allow for repairs to Civic Chain.
			(4,500)	
4. Donations, Grants, Contributions				
Various small grants	(6,300)			Removal/reduction of grants as they have not been used for several
Presentations and Prizes	<u>(4,000)</u>			Reduction in budget to reflect actual usage.
			(10,300)	
5. Civic Administration Unit				
			2,876	Increases in staff costs due to EP&M. Increase of £7,500 to more accurately reflect current central support charges, off set by staff savings

VARIANCES

EXPENDITURE	£	£	COMMENTS
Line			
6. Receptions etc		(35,000)	Removal of one off increase for European Curling Championships (£25,000) . Decrease in receptions budget of £10,000.
10. Misc Civic Hospitality Expenditure		(2,700)	Reduction in the Visitors/Groups to Town House budget to more accurately reflect current expenditure. Two small budgets removed as not used in recent years.
12. Upkeep of Civic Car (including lease costs)		(40)	
14. Archivist Unit		(28,029)	A review of this budget has identified areas of expenditure where costs could reduce in the future so the budget has been adjusted for this.
15. Christmas Illuminations and Festival		(15,000)	An increase of £3,000 for the recurring costs of the nativity scene offset by a decrease of £18,000 for the Christmas lights to more accurately reflect expenditure.
16. Contributions to Trusts and Festivals		(35,000)	Decrease in expenditure within the Festivals/Trusts budget means the contribution from the Common Good can decrease.
17. Other Projects		96	
18. Other Recurring Expenditure		(2,000)	Reduction in the Lieutenancy budget to more reflect actual expenditure.
INCOME			
19. Income from Properties and Estates		(117,301)	Increased income expected following rent reviews.
20. Interest on Invested Funds		147,000	Reflects the likely interest rates to be in force over the coming year.
22. Miscellaneous Income		10,000	Decrease in income as Lands of Skene/Torry surplus will be affected by declining interest rates.
		<u>(116,698)</u>	

Aberdeen Citizen's Advice Bureau

After consultation with Council officers Aberdeen Citizen's Advice Bureau (ACAB) restricted their request for an increase in funding to £5,125 to meet a 1.9% increase in staffing costs. A proposal has been made that a 5% cut be applied to the funding provided during 2009/10, in line with the target set for the Council's services which is equivalent to £13,151. The outline budget presented to Committee currently shows the position if the funding level remain unchanged from that provided in 2009/10.

In addition, due to the last two members of staff in ACAB who were members of Aberdeen City Council Superannuation fund leaving, the Bureau's share of the fund deficit has crystallised as a liability and this sum of £43,011 is now due for payment. ACAB are also seeking assistance from the Common Good to meet this cost in full as outlined in **Appendix 9**.

Aberdeen Safer Community Trust

A proposal has been made that a 5% cut be applied to the funding provided during 2009/10, in line with the target set for the Council's services. Attached at **Appendix 10** is an outline from Aberdeen Safer Community Trust of the impact such a reduction in funding equivalent to £2,850 would have on their services. The outline budget presented to Committee currently shows the position if the funding level remain unchanged from that provided in 2009/10.

St. Nicholas Carillon

A proposal has been made regarding this which is discussed in **Appendix 11** which has been issued separately. The outline budget presented to Committee currently shows the position if the funding level remain unchanged from that provided in 2009/10.

Gomel Trust

The Gomel Trust has requested the reinstatement of its annual grant for the £10,000. To assist with a decision being arrived at details of estimated reserves at 31 March 2010 and committed expenditure for 2010/11 have been provided at **Appendix 12**. This shows reserves of £20,918 at 31 March 2010 all of which is committed to projects in the next financial year. Therefore if the grant funding of £10,000 is not reinstated some projects would have to be cancelled. This could include the school exchange between Kincorth Academy and Gomel for which the pupils raise all the necessary funds except for the flight costs of the teachers accompanying them. The outline budget presented to Committee currently shows the position if the funding was not approved.

The Charity Shop

A request has been received for one off additional funding to enable essential repairs to be carried out on the charity shop costing £15,000. The following outline report for the reasons for this request has been prepared by Lynne Dawson, Technical Officer. It should be noted that on average the shop is used 48 weeks of the year. The outline budget presented to Committee currently shows the position if the funding level remain unchanged from that provided in 2009/10.

Charity Shop Outline Report:-

The annual budget for the Charity Shop is £13,000 and once all the bills for the day to day running have been deducted we are usually left with between £2,500 and £3,000 which has been returned into the Common Good fund for spending on other projects. The last refurbishment works undertaken at the above property was in Summer 2003, as I understand it a new carpet was fitted and the walls were painted.

The reason for asking for additional funding is that we were approached by Councillor Neil Fletcher regarding the state of the shop and he requested that we look at carrying out some works. We would like to make the shop as low maintenance as possible, due to the purpose of the shop to help charities raise money for their individual causes we only propose basic cosmetic works: -

- Frame up the block walls within the main shop and plasterboard them, we would like to introduce a suspended ceiling and square light fittings. We are hoping that undertaking these two jobs will help to make the property more energy efficient. At present the ceiling is very high therefore all the heat is not benefit the charity shop workers. I feel that these two jobs will be of a big benefit to the occupiers.

- I would also propose to remove all the carpets; Carpeted shops are not a good idea when dealing with a high volume of foot traffic. We would like to install commercial linoleum which can be easily swept/mopped cleaned. I know from dealing with the occupier that time and again the Hoover lets us down possibly due to high usage.
- The kitchen needs to be replaced, as there is very little room and it would be nice for a small worktop space for the occupiers to be able to prepare a hot drink, wash up and store their mugs safely. Finally we would like to paint throughout to freshen it up.

We have had estimates in the past however depending on when these works gets done the figures which we provide can only be an estimate however a figure of £15,000 is proposed to complete all of the above.

I have been advised from property repairs department that doing the above works in smaller jobs will not only be more problematic (arranging for times when the shop is empty which will severely disrupt the operating of the shop), it will also be a more costly method.

COMMON GOOD
DRAFT REVENUE BUDGET - 2010/11, 2011/12, 2012/13

RECURRING EXPENDITURE

	BUDGET 2010/11 £s	BUDGET 2011/12 £s	BUDGET 2012/13 £s
1 General Properties/Estates	25,800	25,800	25,800
2 Miscellaneous Expenses	29,528	29,528	28,528
3 Central Support Services	141,834	141,834	141,834
4 Donations, Grants, Contributions	670,225	670,225	670,225
<u>Civic Hospitality</u>			
5 Civic Administration Unit	293,615	293,615	293,615
6 Receptions, etc	165,000	165,000	165,000
7 Entertainment for Elderly/Disabled Citizens	195,000	195,000	195,000
8 Older Persons Development Officer	17,410	17,410	17,410
9 Hospitality for Community Centres	4,000	4,000	4,000
10 Misc Civic Hospitality expenditure	23,000	23,000	23,000
11 Sub-Total Civic Hospitality	698,025	698,025	698,025
12 Upkeep of Civic Car	51,292	51,292	51,292
13 Funding - Twinning Activities	137,352	137,352	137,352
14 Archivist Section	181,476	181,476	181,476
15 Christmas Illuminations and Festivities	213,000	213,000	213,000
16 Contributions to Trusts & Festivals	325,000	325,000	325,000
17 Other Projects	85,876	85,876	85,876
18 Other recurring Expenditure	40,250	40,250	40,250
19 Sub-Total Recurring Expenditure	2,599,658	2,599,658	2,598,658

RECURRING INCOME

	BUDGET 2010/11 £	BUDGET 2011/12 £	BUDGET 2012/13 £
20 Rent of Properties, Feu Duties etc.	(2,246,691)	(2,321,028)	(2,355,870)
21 Interest on Invested Funds	(54,000)	(100,000)	(116,000)
22 Miscellaneous Income	(60,150)	(60,150)	(60,150)
23 Total Recurring Income	(2,360,841)	(2,481,178)	(2,532,020)
24 Budgeted (Surplus)/Deficit on recurring items	238,817	118,480	66,638

	BUDGET 2010/11	BUDGET 2011/12	BUDGET 2012/13
NON RECURRING ITEMS			
25 "Energising Aberdeen" Music Event	-	30,000	-
26 Lord Provost Portrait	-	10,000	-
27 Gordon Highlanders Statue	125,000		
28 Sub-Total Non-Recurring Items	125,000	40,000	-
29 Budget Deficit after Non Recurring Items	363,817	158,480	66,638
30 Cash Balances at 1 April	(5,318,713)	(4,954,896)	(4,796,416)
31 Estimated Cash Balances as at 31 March	(4,954,896)	(4,796,416)	(4,729,778)
Cash Balance required to maintain value using C.P.I.	5,065,270	5,085,531	5,085,531
Adjustment for Greenfern Development	470,873	472,756	472,756
Adjusted Cash Balance Required	4,594,397	4,612,775	4,612,775

The above reflects the indicative position to 31 March 2013, on the assumption that there is no growth in any areas of expenditure year on year including staff costs. If staff costs were to increase by 1% each year then the additional costs would be in the region of £60,000 in 2010/11, £120,000 2011/12, and £180,000 2012/13.

Our Ref:

Aberdeen Citizens Advice Bureau
41 Union Street, Aberdeen AB11 5BN

22 January 2010

Mr Hugh Coleman
Finance Manager
Office of City Chamberlain
Aberdeen City Council
3rd Floor, Town House
Broad Street
Aberdeen
AB10 1AH

Admin: 01224 536205
Citizens Advice Direct: 0844 343 9690
Administration Desk: 01224 536739
Fax: 01224 210510
Visit our website: www.citizensadvice.org.uk
Email: enquiries@abercitizensadvice.org.uk



Dear Mr Coleman

Further to my telephone conversations with yourself and Carole Jackson, Trading Standards & Commercial Premises Manager we would ask you to accept this letter in support of our request for funding from the Common Good fund for £43,011 to meet the invoice from Aberdeen City Council Superannuation Fund for additional pensions contributions.

Aberdeen Citizens Advice Bureau withdrew from the scheme when, of the two final members, one retired and the other left our employment in May 2008.

The salaries for both of these staff members were paid with money from the cure grant received from Aberdeen City Council's Common Good Fund. If the Bureau directors had been aware that additional contributions were required, these would have been included in our annual applications for funding.

Given that had they known that this money would have been required when the Bureau was still a member of the Council's superannuation scheme, the directors would have included the sums in the annual grant application to The Council, they now request that the sum of £43,011 be included in our application for the forthcoming year or alternatively that it be paid out over several years.

For the bureau to have to pay this money to Aberdeen City Council's Superannuation Fund from our future funding will substantially reduce the service that we are able to offer to the citizens of the City of Aberdeen, particularly if, as indicated by yourself and Carole Jackson the council are recommending a reduction in our core funding and the removal of specialist money advice funding.

Yours sincerely

Zara Strange
Bureau Manager



100 years
100 years of service to the public

100 years
100 years of service to the public





APPENDIX 10



Wednesday, 13 January 2010

Mr Hugh Coleman
Finance Dept
Aberdeen City Council
Town House
Brisad Street
ABERDEEN
AB10 1AH

central
phone tel
contact: Emma Bellis
email: info@absafe.org.uk
office: 01224 646461
fax: 01224 646461
www: absafe.org.uk

Dear Hugh

Following our recent telephone conversation regarding a proposed cut in the funding available from the Common Good Fund; I am writing to describe the effect this would have on our organisation.

The funding received from the Common Good Fund is essential to our main administration. The projects and grants that we provide as the Trust are to the benefit of all residents and workers within Aberdeen; helping to keep them safe and feel secure. Our grants and projects improve safety and the quality of life for local people, saving money from the public purse.

Less funding would mean a reduction in the number and quality of services we offer and a restriction in promoting them to the groups most in need in our communities. This would be due to staff time having to be cut to fit with the proposed reduction in funding for our administration cuts. Specifically:

Neighbourhood Watch administration - The trust supports and develops Neighbourhood Watch schemes within Aberdeen and has increased the number of active watches in the city, assisting Grampian Police in the recent reduction in housebreaking. The service has also won an award from the Association of Scottish Neighbourhood Watches. However, despite the fact that Aberdeen City has the highest rate of domestic housebreaking per head of population in Scotland, funding from the Community Safety Partnership has been cut with the expectation that the Trust will be able to absorb the costs. If further core funding is reduced this will not be possible and the service will end.

Home Accident Reduction - Aberdeen City Community Health Partnership currently has the highest rate of child accidents and accidents to the over 60s than any other CHP in Scotland. Our target in the coming year is to further develop our Home Safety service, helping to tackle this problem and streamline the services currently offered by both the City Council and Grampian Fire & Rescue service, as well as secure additional funding that is not available to public bodies. This will also enable us to provide additional support to



Aberdeen Safer Community Trust Ltd is a recognised charity and company limited by guarantee registered in Scotland.
Charity number: SC04664; Company number: 533693
Registered office: Room SUG5, Aberdeen College, Galtongate, Aberdeen, AB25 1AH

CITY CARILLON

Issued Separately

Gomel Trust

Appendix 12

	£	£
Estimated Reserves at 31 March 2010		20,918
Add Investment Interest		150
Less		
Annual Recurring Costs		1,730
<u>Approved Project Funding</u>		
Choir Visit to Gomel	2,000	
Home Start Project	9,000	
Medical Students Visit	2,000	
ENT Visit	2,000	
"Children's Diabetes Mellitus" NGO	1,000	
Soroptomist Visit	2,000	
Telemedicine Visit	<u>3,000</u>	21,000
<u>Proposed Project Expenditure</u>		
Schools Exchange Visit	2,000	
Tullos Training project	<u>4,055</u>	6,055
		<u><u>-7,717</u></u>

ABERDEEN CITY COUNCIL

COMMITTEE	Finance and Resources	DATE 11/03/10
DIRECTOR	Gordon McIntosh	
TITLE OF REPORT	Former Carden School	
REPORT NUMBER:	EPI/10/080	

1. PURPOSE OF REPORT

The purpose of the report is to advise members of the decision of the Education Culture and Sport Committee on 18 February 2010 in relation to the Former Carden School. The report also seeks to clarify the next steps and give consent to a disposal strategy.

2. RECOMMENDATION(S)

It is recommended that

- a) The property is circulated to Service Departments and the North East Property Group.
- b) Failing the identification of any future public sector use, officers seek approval to undertake all other necessary investigations, including the negotiation of boundaries with the Education Culture and Sport Service with a view to exposing the site to the Market in due course.
- c) Officers report back to a future meeting on the outcome of the aforementioned recommendations.

3. FINANCIAL IMPLICATIONS

The property is held of the General Services Account, having been declared surplus by the Education Culture and Sport Service. Holding costs for the property are currently being considered. There will be revenue implications in securing and maintaining the building until such times as a future use is identified.

4. SERVICE & COMMUNITY IMPACT

The subjects have been declared surplus and, as such, there are no Equalities & Human Rights Impact Assessment factors.

The re-use or future sale of property meets the single outcome agreement in relation to the efficient running of the Council and its property portfolio. Consideration of viable future economic uses will assist the redevelopment of vacant buildings will have wider economic development benefits.

5. OTHER IMPLICATIONS

Internal Resource will be required to circulate the property and undertake a review of future options. This will be met from current resources. Should the property be taken to the market further resource will be required in relation to marketing and legal costs.

6. REPORT

The former Carden School closed in 2002/03. The vacant building has been in a number of uses since; including community uses and storage. The current storage use for the 3R's project will cease by the end of March 2010. The building was considered surplus on 18 February 2010.

The building is not in good condition and there is damage due to water penetration. Any future use will require significant further capital expenditure.

In accordance with normal procedures the building will be circulated to Service Departments and the North East Property Group. Failing the identification of other uses officers will undertake a study to identify alternative uses to include the most appropriate site-boundaries and possible alternative planning uses. Consideration will be given to the site's proximity to the school campus and development restrictions from this. A further report will be submitted to the Committee in due course.

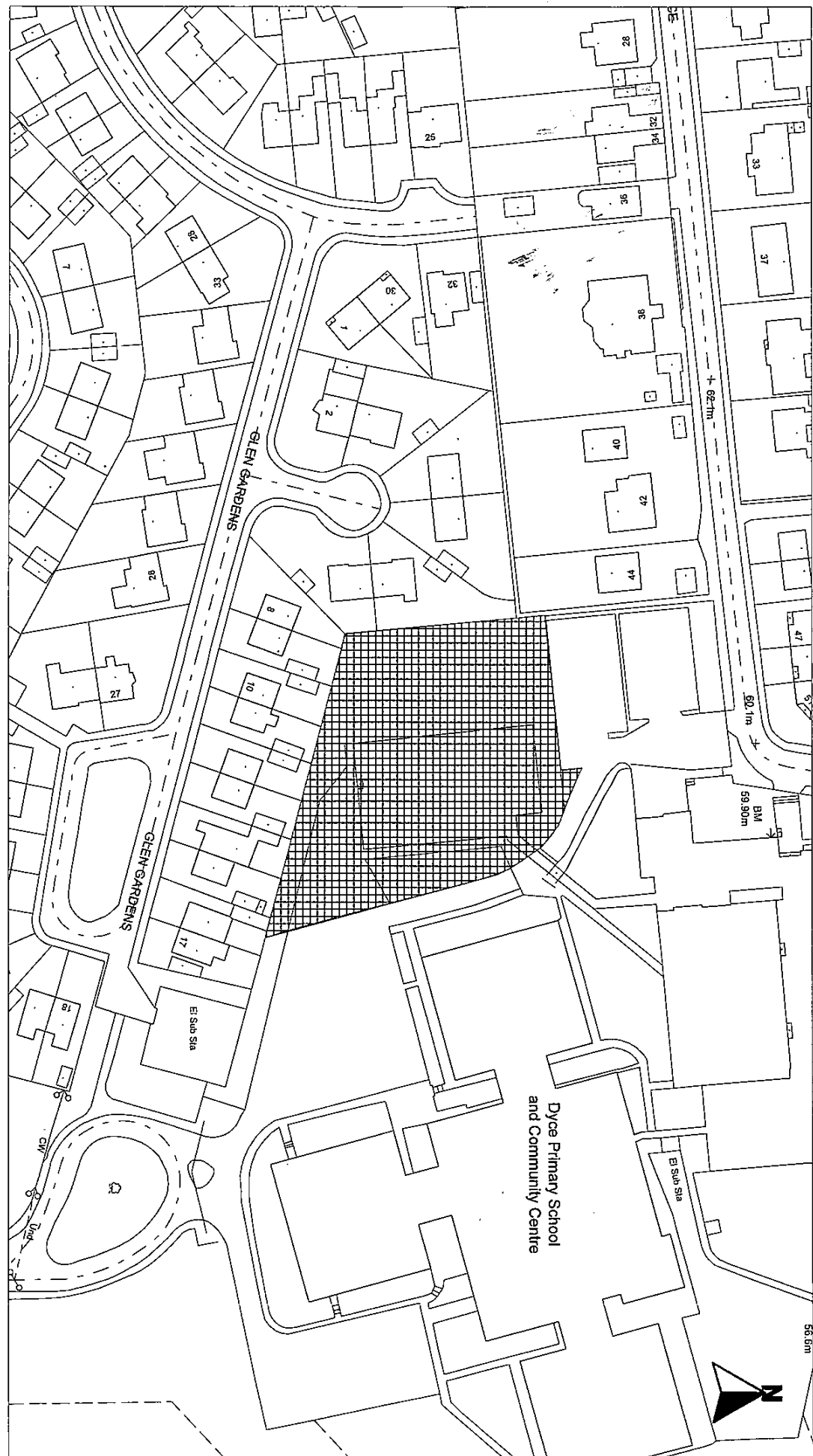
Due to corporate time pressures it was not possible to fully consult on this report. All local members will be forwarded a copy of the report prior to today's committee and any the committee will be verbally advised of these observations.

7. REPORT AUTHOR DETAILS

Stephen Booth, Principal Surveyor,
✉ stbooth@aberdeencity.gov.uk
☎ 01224 52(2675)

8. BACKGROUND PAPERS

Plan attached



Title : Carden School

Scale: 1:1250

Date: 14 October 2008

Map Ref: NJ8912NW

This page is intentionally left blank

DRAFT

EDUCATION, CULTURE AND SPORT COMMITTEE

18 FEBRUARY, 2010

REMOVAL OF VACATED EDUCATIONAL PROPERTY – ECS/10/23

18. The Committee had before it a report by the Director of Education, Culture and Sport, which related to the future of the former Carden School, on the Dyce Primary campus, which had been closed in session 2002/03. It was noted that since the vacated building had closed, it had had various uses including some community use but was currently being used as a temporary store for equipment relating to the 3Rs project. The equipment which was currently being stored there was due to be moved by the end of March, 2010 and the report advised that the building was not currently in a good state of repair and that there was some damage due to water penetration. The report went on to advise that there was currently no proposed use for the building by the Education, Culture and Sport Service and that although the review of the learning estate was ongoing, the condition of the property would not allow immediate use without significant expenditure to bring it up to a satisfactory standard. The report therefore advised that the school was now deemed to be surplus to the requirements of the Service.

The report recommended:-

that the Committee –

- (a) note the content of the report; and
- (b) declare the former Carden School building at Dyce Primary School campus surplus to requirements and confirm its removal from the Education, Culture and Sport Account.

The Committee resolved:-

to approve the recommendations in the report and remit the matter to the Finance and Resources Committee to allow the future of the site to be considered.

This page is intentionally left blank

ABERDEEN CITY COUNCIL

COMMITTEE:	Education, Culture and Sport
DATE:	18th February 2010
DIRECTOR:	Annette Bruton
TITLE OF REPORT:	Removal of Vacated Educational Property – Former Carden (on Dyce Primary Campus) from Education, Culture and Sport Account.
REPORT NUMBER:	ECS/10/23

1. PURPOSE OF REPORT

To report on future need by Education, Culture and Sport of the property formerly occupied by Carden School.

2. RECOMMENDATION(S)

It is recommended that the Committee:

- notes the contents of this report and
- declare the former Carden School building at Dyce Primary School campus surplus to requirements and confirm its removal of from Education, Culture and Sport Account.

3. FINANCIAL IMPLICATIONS

There are no direct financial implications for the Council or any Services of the Council from this Report in itself. Transfer of the building from the Education, Culture and Sport Account will result in the removal of a financial burden in terms of maintenance of a building which is surplus to requirements in the view of officers.

4. SERVICE & COMMUNITY IMPACT

This report relates to the vision in the Community Plan to develop Aberdeen as a 'City of Learning'. This Report is contributes to Educational Priority 02 within *Vibrant Dynamic and Forward Looking* which aspires to ensure Aberdeen's pupils and teachers have school buildings fit for 21st century.

This Report fits within the proposed Service Plan Priority 'Fit for Purpose Schools/Learning Centres', whereby all learners will have access to high quality learning environments and facilities supporting them to achieve their full potential. This will include planning for an affordable and sustainable learning estate which makes best use of resources, ensuring focus on areas of greatest need and delivery of Learning Estate Strategy.

5. OTHER IMPLICATIONS

None

6. REPORT

6.1 Introduction

The former Carden School closed in session 2002/03 and the vacated building has had a number of uses since, including some Community use. It is now only used as a temporary store for equipment related to the 3Rs Project. This will be removed by the end of March 2010. The building is not in a good state of repair and there is some damage due to water penetration.

6.2 Main Considerations

The building currently does not have any proposed use by Education, Culture and Sport and is now considered surplus to requirements. Although the review of the Learning Estate is on-going, the condition of the property would not allow immediate use without significant expenditure to bring it up to a satisfactory standard.

6.3 Proposal

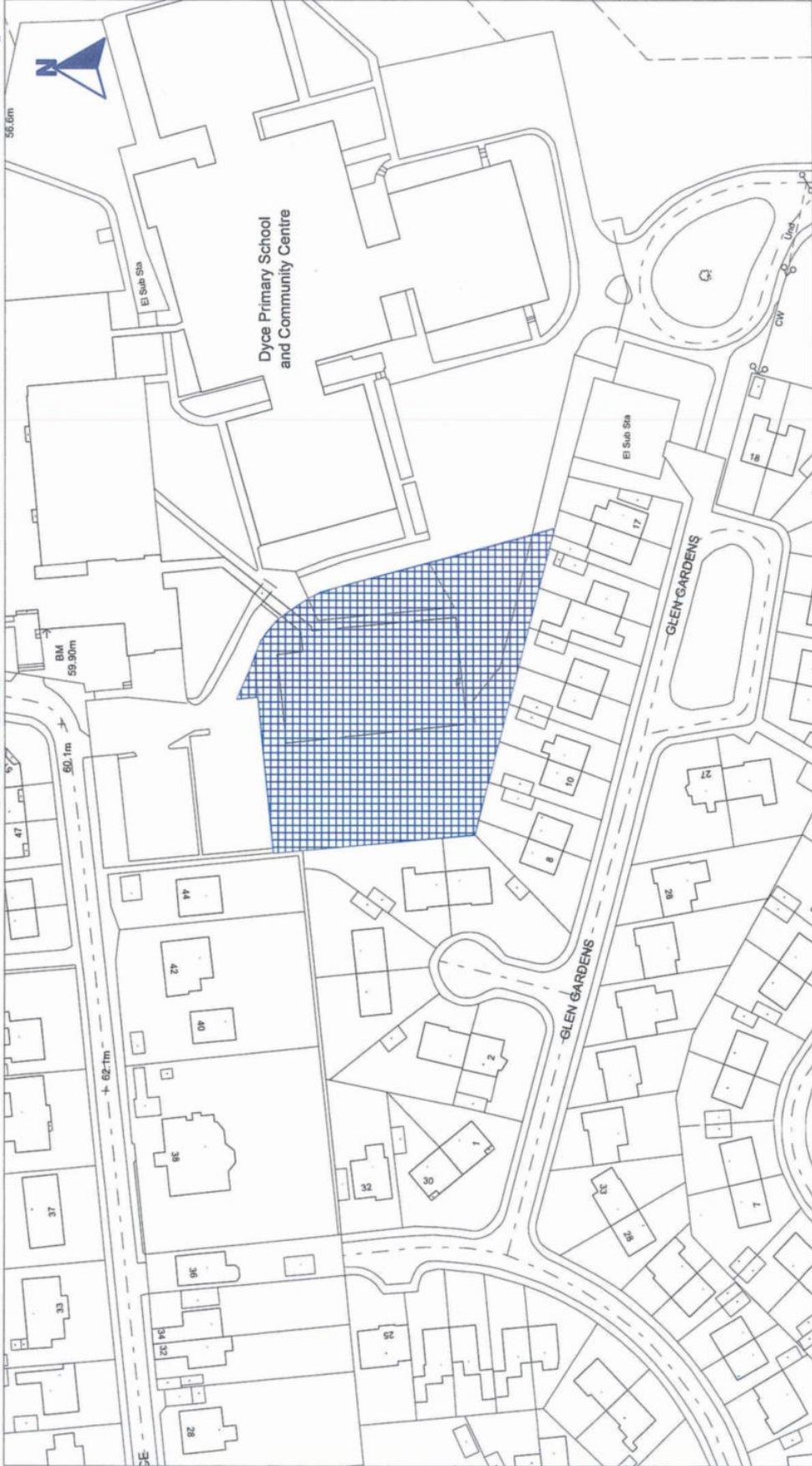
Declare the former Carden School building at Dyce Primary School campus surplus to requirements and confirm its removal of from Education, Culture and Sport Account.

6 REPORT AUTHOR DETAILS

Derek Samson
dsamson@aberdeencity.gov.uk
(01224) 346315

7 BACKGROUND PAPERS

Plan of ex-Carden School, Dyce



Title : Carden School

Scale: 1:1250
Date: 14 October 2008
Map Ref: NJ8912NW

 Ordnance Survey © Crown copyright. All rights reserved. Aberdeen City Council - 100023401 - 2008

Timetable generated by GIS Research & Information Ltd. StreetView Leadership Tel: 020202

This page is intentionally left blank

COMMITTEE Finance and Resources Committee

DATE 11th March 2010

DIRECTOR Annette Bruton

TITLE OF REPORT Future Use of Vacated Educational Property – Former School at Greenfern

REPORT NUMBER:

1. PURPOSE OF REPORT

To inform the Finance and Resources Committee of the agreement in principle by Education, Culture and Sport Committee to expedite plans to demolish the former Greenfern Nursery/Infant School and the decision to refer the matter to this Committee, in order to allow the financial options to be considered.

This supports Motion 9(d) to Council on 16th December, 2009 by Councillor Ironside which was subsequently referred to and supported by Education, Culture and Sport Committee on 18 February, 2010:-

“That this Council expedites its plans to demolish the old Greenfern School site which is currently a haven for vandalism and anti social behaviour causing the residents of the area great concern.”

2. RECOMMENDATION(S)

It is recommended that the Committee:

- (a) approves funding of £92,000 from 2010/11 Replacement and Renewal Budget to fund the contractor costs and professional fees required to carry out demolition of the former Greenfern School building;
- (b) notes the proposal of the Education, Culture and Sport Committee to retain the cleared site on the Education, Culture and Sport Account; and
- (c) subject to the approval of recommendation (a), refers this matter back to the Education, Culture and Sport Committee in order for a final decision to be taken on the demolition of Greenfern School.

3. FINANCIAL IMPLICATIONS

There are no direct financial implications for the Council or any Services of the Council from this Report in itself, other than the request to this Committee for agree funding to meet the costs of demolition of the former Greenfern School building. The estimated cost of demolition is £92,000 (£80,000 contractor costs plus £12,000 professional fees) which will be required in early in the financial year 2010-11.

4. SERVICE & COMMUNITY IMPACT

This report relates to the vision in the Community Plan to develop Aberdeen as a 'City of Learning'. This Report is contributes to Educational Priority 02 within *Vibrant Dynamic and Forward Looking* which aspires to ensure Aberdeen's pupils and teachers have school buildings fit for 21st century.

This Report fits within the proposed Service Plan Priority 'Fit for Purpose Schools/Learning Centres', whereby all learners will have access to high quality learning environments and facilities supporting them to achieve their full potential. This will include planning for an affordable and sustainable learning estate which makes best use of resources, ensuring focus on areas of greatest need and delivery of Learning Estate Strategy.

The removal of the disused building of the former Greenfern School will address concerns of local residents who have expressed concern at the level of vandalism and instances of anti-social behaviour at the site.

5. OTHER IMPLICATIONS

None

6. REPORT

6.1 Introduction

Greenfern Nursery/Infant School closed in 2003/04 as it merged to form Kingsford School on the adjacent site. Since then, the vacated building has been held on the Education, Culture and Sport Account as its future use was to be included in the review of the Learning Estate.

The building has been boarded up but there have been breaches in security and instances of vandalism and anti-social behaviour have been reported. The building's condition is poor and will continue to deteriorate.

6.2 Main Considerations

The building does not have any current or proposed use by Education, Culture and Sport and is considered to be surplus to requirements. Although the review of the Learning Estate is on-going, the deteriorating condition of the property would not permit its use without significant expenditure to bring it up to a satisfactory standard.

The cleared site at Greenfern would be a possible location of a new-build school, with community facilities but it would not be financially justifiable to upgrade the existing building. The deterioration in the condition of the Greenfern building is due mainly to vandalism.

Demolition of the building is dependent upon funding being identified from Finance and Resources as there is no identifiable budget within the Education, Culture and Sport Service.

The cleared site would be seeded and grassed and used to to enhance the existing recreational facilities in the community. The prepared site could be considered for development in future years under the Non-Housing Capital Plan.

If approval is received, tenders can be sought further to the Education, Culture and Sport Committee of 15 April, 2010, with a final Report to Finance and Resources Committee on 17 June, 2010. Demolition could be commenced soon after and completed during the school summer holidays, 2010.

6.3 Proposals

- (i) Approve demolition of the former Greenfern Nursery/Infant School building.
- (ii) Approve funding of £92000 from 2010-11 Replacement and Renewal budget to facilitate the demolition and clearing of the site.
- (iii) Approve retention of the cleared site for potential future development to provide Education, Culture and Sport Services, including facilities Community which may include activities currently provided at Summerhill Centre¹. It is acknowledged that an options appraisal on providing suitable local facilities is currently being carried out by Community Learning and Development.

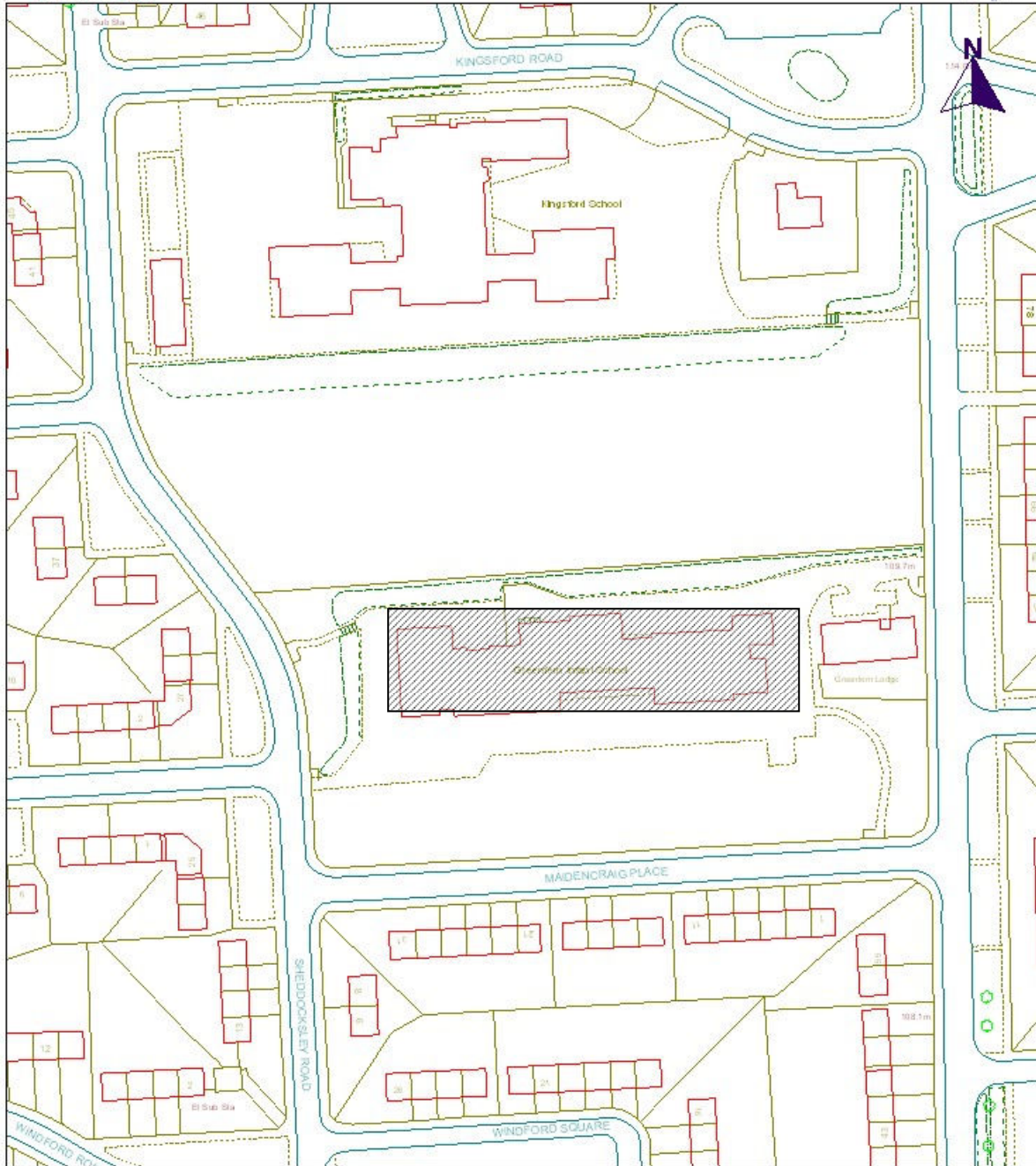
7. REPORT AUTHOR DETAILS

Derek Samson
dsamson@aberdeencity.gov.uk
(01224) 346315

8. BACKGROUND PAPERS

¹Reference: Minute of Resources Management Committee 26 February 2008.

Area of former Greenfern Nursery/Infant School



Title:

Scale: 1:1250

Date: 24 February 2010

Map Ref: NJ8906NE



© Crown copyright. All rights reserved. Aberdeen City Council - 100023401 - 2010

For more information, visit www.aberdeen.gov.uk

DRAFT

EDUCATION, CULTURE AND SPORT COMMITTEE

18 FEBRUARY, 2010

GREENFERN SCHOOL SITE – NOTICE OF MOTION BY COUNCILLOR IRONSIDE – ECS/10/22

11. Reference was made to article 18 of the minute of Council of 16 December 2009, wherein the undernoted motion by Councillor Ironside had initially been referred to the Housing and Environment Committee and which had been subsequently referred to this Committee for consideration:-

“That this Council expedites its plans to demolish the old Greenfern School site which is currently a haven for vandalism and anti-social behaviour causing the residents of the area great concern.”

The Committee had before it a background report by the Director of Education, Culture and Sport, which outlined the options available regarding the future use of the vacated property at the Greenfern site. The report noted that the school had been closed since the 2003/04 session when it was merged to form Kingsford School on the adjacent site. Since that time it had been held on the Education, Culture and Sport Account, as its future use was to be included in the review of the Learning (School) Estate. The report noted that the building did not have currently any proposed use by the service, however, due to the review of the learning estate being on-going, it was noted that the site at Greenfern was a potential location for a new-build school with possible denominational provision and community facilities. It was noted that demolition of the building would address the concerns of local residents who had expressed concern at the level of vandalism and instances of anti-social behaviour at the site and the due to the vandalism contributing to the deterioration in the condition of the building, it was noted that it would not be financially justifiable to simply upgrade the existing building.

The report set out the options which were open to the Committee in relation to the site, namely:- (a) to consider demolition of the former Greenfern Nursery/Infant School building and request associated funding from the Finance and Resources Committee; (b) to consider retention of the cleared site at Greenfern for potential future development to provide Education, Culture and Sport Services; and (c) to consider providing Community facilities which may include activities currently delivered at the Summerhill Centre, although it was acknowledged that an options appraisal on providing suitable local facilities was currently being carried out by Community Learning and Development.

The Committee resolved:-

- (i) to agree the terms of the motion;
- (ii) to indicate its support of the options set out in the report; and
- (iii) to refer the matter to the Finance and Resources Committee, in order to allow the financial aspects of the options to be considered, and that this referral be accompanied by a report from officers.

This page is intentionally left blank

BACKGROUND REPORT

<u>Name of Committee:</u>	Education, Culture and Sport
<u>Date of Meeting:</u>	18 February 2010
<u>Title of Report:</u>	Motion by Councillor Ironside - Former School at Greenfern
<u>Director:</u>	Annette Bruton
<u>Author of Report:</u>	Derek Samson

Summary of Purpose of Report

To inform Education, Culture and Sport Committee of options available regarding future use of the vacated Education, Culture and Sport property at the former Nursery/Infant School at Greenfern.

Report

Greenfern Nursery/Infant School closed in session 2003/04 as it merged to form Kingsford School on the adjacent site. Since then, it has been held on the Education, Culture and Sport Account, as its future use was to be included in the review of the Learning (School) Estate.

The building does not have currently any proposed use by Education, Culture and Sport and is considered surplus to requirements. Although the review of the Learning Estate is on-going, the condition of neither property would not allow immediate use without significant expenditure to bring it up to a satisfactory standard.

Demolition of the building will address concerns of local residents who have expressed concern at the level of vandalism and instances of anti-social behaviour at the site.

There are no direct financial implications for the Council or any Services of the Council from this Report in itself, other than the need to request to Finance and Resources Committee for funding to meet the costs of demolition.

The site at Greenfern could be the possible location of a new-build school (possibly with Denominational provision), with community facilities.

It would not be financially justifiable to upgrade the existing building, the deterioration in the condition of which is due mainly to vandalism.

If approval is received, tenders could be sought in March and April, with a final Report to Finance and Resources Committee on 8th May 2010. Demolition could be commenced soon after and completed during the school summer holidays, 2010.

Options

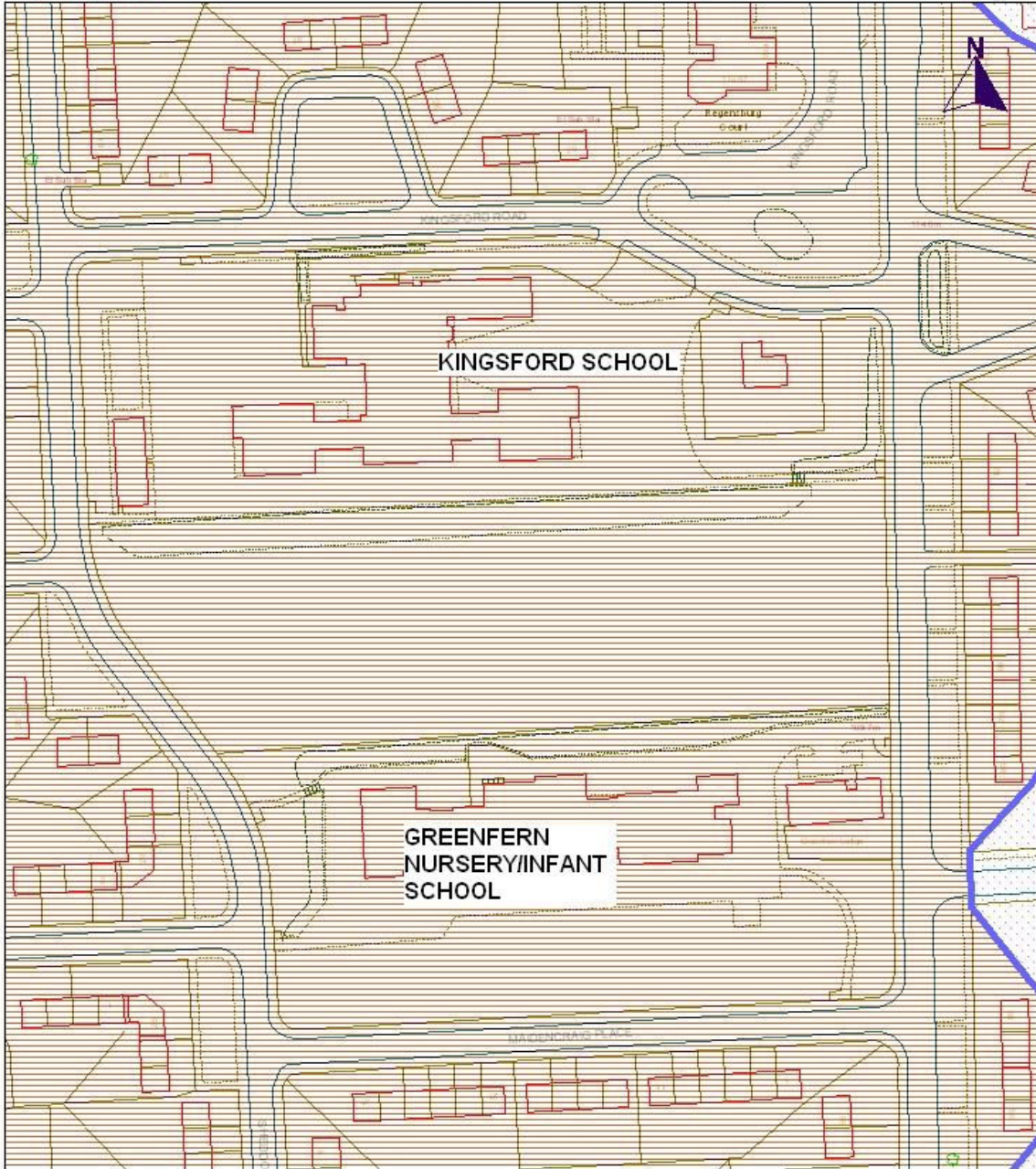
- (i) Consider demolition of the former Greenfern Nursery/Infant School building and request associated funding from Finance and Resources Committee;
- (ii) Consider retention of the cleared site at Greenfern for potential future development to provide Education, Culture and Sport Services;
- (iii) Consider providing Community facilities which may include activities currently delivered at Summerhill Centre¹. It is acknowledged that an options appraisal on providing suitable local facilities is currently being carried out by Community Learning and Development.

REPORT AUTHOR DETAILS

Derek Samson
dsamson@aberdeencity.gov.uk
(01224) 346315

BACKGROUND PAPERS

¹Reference: Minute of Resources Management Committee, 26 February 2008.



Title: Greenfern

Scale: 1:1250

Date: 08 February 2010

Map Ref: NJ8907SE



© Crown copyright. All rights reserved. Aberdeen City Council - 100023401 - 2010

Map data provided by Ordnance Survey, Edinburgh, Scotland. Ordnance Survey, London, UK. OSN2002

This page is intentionally left blank

ABERDEEN CITY COUNCIL

COMMITTEE:	Finance and Resources
DATE:	11 th March 2010
REPORT BY:	City Chamberlain
TITLE OF REPORT:	2009/2010 Common Good Budget – Monitoring Report Update
REPORT NUMBER:	CG/10/045

1. PURPOSE OF REPORT

This report provides the actual expenditure and income for the year to 31 January 2010 and an updated out turn for the year, comparing this with the approved budget.

2. RECOMMENDATION(S)

It is recommended that the Committee

- a) Notes the position as at 31 January 2010 and the updated favourable estimated out-turn for the Common Good; and
- b) Notes the estimated cash balances of the Common Good as at 31 March 2010 of £5.367 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 £5.367 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 January 2010) 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 £180,757, which favourably compares to a budget of £307,515 and the previously reported out-turn of £289,037.
- 6.2 The favourable movement of £126,758 comparing budget to out-turn and the favourable movement of £108,280 due to the change in out-turns, are due in the main to the following: -

	Projected Variance	Change
<u>Line 1 General Properties/Estates</u> – 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. The estimated outturn for the repairs and maintenance budget is now £40,000 resulting in a saving of £10,000	(£10,800)	(£10,000)
<u>Line 4 – Donations, Grants, Contributions</u> – Assuming that the costs of all other events will be at the budgeted level the forecast spend for events funding has been increased (£12,915) 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. This has been offset by the estimated outturns for some of the smaller grants have been adjusted resulting in a saving of £5,500 and the outturn for presentation and prizes has been adjusted to reflect a more accurate expenditure level resulting in a further saving of £4,500.	£2,915	(£10,000)
<u>Line 5 – Civic Administration Unit</u> – The implementation of Equal Pay and Modernisation has resulted in an increase in the outturn of £6,585 but savings due to staff vacancies and a reduction in administration costs of £31,713 have offset this resulting in an overall saving of £25,128.	(£25,128)	(£19,920)
<u>Line 6 – Receptions</u> – Given that the majority of receptions have now been approved for 2009/10 and final costs processed for the larger events, the estimated outturn figure has been adjusted to reflect a more accurate expenditure figure.	(£30,000)	(£30,000)
<u>Line 10 - Misc. Civic Hospitality</u> – The promotional civic hospitality budget has been adjusted to reflect expenditure levels during the year.	(£5,000)	(£5,000)

	Projected Variance	Change
<u>Line 12 – Upkeep of the Civic Car</u> – The outcome of job evaluation has resulted in an increase in salary costs but this has been reduced by a saving in the strain on the fund costs..	£1,790	(£2,825)
<u>Line 14 – Archivist Unit</u> – Savings due to staff vacancies and close monitoring of supplies and services have led to a reduction in the estimated outturn of £25,785	(£25,785)	(£25,785)
<u>Line 17 – Other Recurring Expenditure</u> – the estimated outturn for the Lord Lieutenancy budget has been reduced as there have been fewer events required this year.	(£4,750)	(£4,750)
<u>Line 24 – Energising Aberdeen Music Festival</u> – The music festival did not take place this year resulting in a saving of £30,000.	(£30,000)	-
Favourable Movement/Variance	<u>(£126,758)</u>	<u>(£108,280)</u>

- 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 £180,757, the working balances as at 31 March 2010 would be £5.367 million as follows: -

	£'000s
Cash balance as per audited accounts 2008/09	5,998
Less commitment for Greenfern Development Site	450
Cash balance available for use	<u>5,548</u>
Less:	
Projected Out-turn	181
Projected Cash Balance as at 31 March 2010	<u>5,367</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


Susan Cooper – City Chamberlain

 (52)2551

Email sucooper@aberdeencity.gov.uk

8. REPORT AUTHOR DETAILS

Catriona Gilmour - Accountant

 (52)2556

Email cgilmour@aberdeencity.gov.uk

9. BACKGROUND PAPERS

None.

RECURRING EXPENDITURE

	BUDGET 2009/10 £s	ACTUAL TO 31st JANUARY 2009/10 £s	ESTIMATED OUT-TURN 2009/10 £s
1 General Properties/Estates	52,600	26,983	41,800 Appendix 2
2 Other Expenses	34,028	12,705	34,028 Appendix 2
3 Administration Costs	141,834	15,915	141,834 Note 1
4 Donations, Grants, Contributions	680,525	499,578	683,440 Note 2/Appendix 3
Civic Hospitality			
5 Civic Administration Unit	290,739	172,995	265,611
6 Receptions, etc	200,000	115,269	170,000
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	7,999	20,700 Appendix 2
11 Sub-Total Civic Hospitality	732,849	296,262	672,721
12 Upkeep of Civic Car	51,332	36,205	53,122 Appendix 2
13 Funding - Twinning Activities	137,352	-	137,352 Note 1
14 Archivist Unit	209,505	88,834	183,720
15 Christmas Illuminations and Festivals	228,000	2,290	228,000 Note 1
16 Support for Festivals	360,000	-	360,000
16 Other Projects	85,780	1,496	85,780 Note 1/Appendix 4
17 Other Recurring Expenditure	42,250	21,253	37,500 Appendix 2
18 Sub-Total Recurring Expenditure	2,756,055	1,001,522	2,659,297

RECURRING INCOME

	BUDGET 2009/10 £s	ACTUAL TO 31st JANUARY 2009/10 £s	ESTIMATED OUT-TURN 2009/10 £s
19 Income from Properties and Estates	(2,129,390)	(2,117,041)	(2,129,390)
20 Interest on Invested Funds	(201,000)	(207,654)	(201,000)
21 Miscellaneous Income	(70,150)	(131)	(70,150) Appendix 2
22 Total Recurring Income	(2,400,540)	(2,324,826)	(2,400,540)
23 Budgeted (surplus)/deficit on recurring items	355,515	(1,323,305)	258,757

NON-RECURRING ITEMS

	BUDGET 2009/10 £s	ACTUAL TO 31st JANUARY 2009/10 £s	ESTIMATED OUT-TURN 2009/10 £s
<u>Non Recurring Expenditure Items</u>			
24 Energising Aberdeen Music Festival	30,000	-	-
25 Artists Rooms - Ron Meuk	10,000	-	10,000
26 Nativity Scene purchase	2,000	-	2,000
<u>Non Recurring Income</u>			
27 Sale of Land at Overhills Farm	(90,000)	(90,000)	(90,000)
28 Sub-Total Non-Recurring Items	-48,000	(90,000)	(78,000)
29 Budget Deficit after Non-Recurring Items	307,515	(1,413,305)	180,757
30 Cash Balances as at 1 April	(5,548,000)		(5,548,000)
31 Estimated Cash Balances as at 31 March	(5,240,485)		(5,367,243)
32 Indicative Cash Balance	(5,010,158)		(5,010,158) Note 3
33 Adjustment for Greenfern Development Site	465,750		465,750
34 Revised Cash Balance to maintain value using CPI	(4,544,408)		(4,544,408)

EXPLANATORY NOTES

Note 1

Although there is no "spend to date", the expenditure for these items is committed and 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.

Note 3

Indicative cash balance using CPI

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
Sale of Land at Overhills Farm	RMC 10.03.09	(90,000)
Artists Rooms - Ron Meuk	RMC 16.06.09	10,000
Nativity Scene - recurring & non recurring	EP&I 27.10.09	5,000
Revised Budget		307,515

RMC - Resources Management Committee

EP&I - Enterprise, Planning & Infrastructure

Appendix 2

**ANALYSIS OF OTHER EXPENSES
INCOME & EXPENDITURE HEADINGS**

	BUDGET 2009/10 £s	ACTUAL TO 31st JANUARY 2009/10 £s	ESTIMATED OUT-TURN 2009/10 £s
<u>General Properties/Estates</u>			
Rates and Insurance	2,600	2,327	1,800
Repairs and Maintenance	50,000	24,656	40,000
Sub-Total General Properties/Estates	52,600	26,983	41,800
<u>Miscellaneous expenditure</u>			
Green Market - Staff Costs, Advertising, etc.	2,500	2,405	2,500 Note 1
St. Nicholas Carillon	5,928	-	5,928 Note 1
Printing, Advertising and Sundry Outlays, etc.	7,600	2,003	7,600
Official Catering	18,000	8,298	18,000
Sub Total Miscellaneous expenditure	34,028	12,705	34,028
<u>Civic Hospitality</u>			
Promotional Civic Hospitality	8,000	3,014	3,000
Hospitality to Visitors/Groups to the Town House	17,000	4,985	17,000
Charges for Conferences/complimentary Packs & Tickets	200	-	200
Table Ware	500	-	500
Total Misc. Civic Hosp.	25,700	7,999	20,700
<u>Other recurring Expenditure</u>			
Lord Provost's Gift Fund	18,000	16,039	18,000
Lord Provost - Lord Lieutenancy and other duties	8,750	2,513	4,000
Display of Flags and Regimental Colours and Armistice Day Expenses	5,500	2,700	5,500
Picture Loan Scheme	10,000	-	10,000 Note 1
Total Other recurring Expenditure	42,250	21,253	37,500
<u>Misc. Income</u>			
Lands of Skene/Torry - Share of Surplus	(70,000)	-	(70,000) Note 1
Burgesses of Guild and Trade	(150)	(131)	(150)
Total Misc. Income	(70,150)	(131)	(70,150)

Note 1 - the bulk of the expenditure/income is settled as part of the year end procedures

4. DONATIONS, GRANTS, CONTRIBUTIONS, ETC.

	BUDGET 2009/10 £s	ACTUAL TO 31st JANUARY 2009/10 £s	ESTIMATED OUT-TURN 2009/10 £s	
Aberdeen Citizen's Advice Bureau	263,025	263,025	263,025	
Techfest	36,500	36,500	36,500	
Satrosphere	35,000	26,250	35,000	
Bulawayo Trust	50,000	50,000	50,000	
Gomel Trust	-	-	-	
North Sea Society	2,500	-	-	Note 1
Young Person of the Year Award	1,500	-	-	Note 1
Equal Opportunities Award	1,500	-	-	Note 1
Mary Garden Prize	1,500	1,500	1,500	Note 1
Presentations Prizes Etc.	5,000	225	500	
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	57,000	57,000	
Youth Activities small grant funding	50,000	-	50,000	Note 1
Castlegate Arts Rent Grant	8,000	8,000	8,000	
Events Funding	50,000	53,915	62,915	
Lemon Tree Rent	40,000		40,000	
Sub Total	<u>680,525</u>	<u>499,578</u>	<u>683,440</u>	

Note 1 - Expenditure is settled as part of year end procedures and expected to be in line with budgeted figures

COMMON GOOD BUDGET 2009/2010
16. OTHER PROJECTS

Appendix 4

PROJECT	BUDGET 2009/10 £s	ACTUAL TO 31st JANUARY 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	1,496	1,500
	<u>85,780</u>	<u>1,496</u>	<u>85,780</u>

Note 1 - Expenditure is settled as part of year end procedures and expected to be in line with budgeted figures

ABERDEEN CITY COUNCIL

COMMITTEE:	FINANCE AND RESOURCES
DATE:	11 MARCH 2010
REPORT BY:	CITY CHAMBERLAIN
TITLE OF REPORT:	REVENUE BUDGET 2009/10 MONITORING
REPORT NUMBER:	CG/10/055

1. PURPOSE OF REPORT

- 1.1. The purpose of this report is to inform Members on the updated 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. notes the contents of this report and the implications of the projected figures on the general fund balance;
2. instruct Directors to continue to take cost reduction opportunities during the remainder of the year in order to move the estimated position back in line with the approved budget;

3. FINANCIAL IMPLICATIONS

- 3.1 The General Fund, uncommitted working balances as at 1 April 2009 were £8.784 million.
- 3.2 Based on the information outlined in this report the uncommitted working balances as at 31 March 2010 would currently be increased by £5.535 million before exceptional items, and represents a surplus on the general fund budget. This has moved significantly and favourably since the last report with an improvement of approximately £3.1 million being forecast.

- 3.3 An exceptional item to the value of £5.997 million arises as a result of the payment of outstanding claims by Her Majesty's Revenue & Customs (HMRC). The overall financial position allows the Council to allocate this whole sum towards the General Fund reserves and balances and in doing so is projected to increase the uncommitted balance as at 31 March 2010 to £20.316 million, representing 4.6% of the net 2009/10 revenue budget
- 3.4 The Council, at the last meeting, approved a further sum to be earmarked in order to support the cost of exit costs for staff leaving. The value of this is £7.6 million and after taking account of the Consent to Borrow facility available in 2009/10 this would mean the Council has projected uncommitted balances at the year end of £16.316 million, 3.7% of the net 2009/10 revenue budget.

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. This report considers the updated 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.
- 6.2. Information within this report provides a high level expenditure projection for the consideration of Members and presents actual financial figures to the end of January 2010 and the projections based thereon. Appendix A includes a summary of the overall Council projected position.

Financial Position

- 6.4 In overall terms the statement at Appendix A shows a favourable net position, before exceptional items, of £5.535 million against the budget. This is a favourable movement of £3.090 million on the position last reported to the Committee.
- 6.5 The detail behind the favourable movement reveals improving financial projections across all Services, with savings being achieved from a range of budget headings and income generation also benefiting the position. The cost pressures resulting from the Operational budgets is now estimated to be approximately £1.9 million, representing a variance from budget of 0.5%
- 6.6 The prolonged winter conditions have an impact upon the Council and in the last report it was identified that there was potential for £1 million of expenditure to be incurred beyond the budget. At that time the actual additional cost had been approximately £0.5 million. Since then it is still estimated that £1 million of expenditure should be included in the full year estimates and based on the latest reports, the actual spend has increased to approximately £0.8 million. It should be noted that if for any reason the expenditure had to increase beyond £1 million then the Council contingencies would be able to absorb the costs, without affecting the overall projected outturn position.
- 6.7 While the position continues to improve overall there remains pressure on operational budgets, with underlying costs in social care, and reductions in income streams relating to planning and building application fees and sports centre activities. The Service forecast out-turns are reflecting these pressures in the current economic climate and it must be recognised that short-term and one-off cost reductions do not address these underlying trends and provide sustainable solutions for the future. This must continue to be worked upon.
- 6.8 The projected outturn figures reflect progress on achieving approved budget savings of £27 million, which were incorporated into the budget.
- 6.9 Furthermore it has been assumed that the corporate contingencies, set aside in the budget, will be fully utilised in the year. At this time of year this does reflect a prudent view of the likelihood that significant further expenditure will be incurred that is of an unplanned or exceptional nature. If these contingencies are not needed then there is scope for further improvement to the projected outturn figures, and the value could amount to more than £2 million.

Exceptional items

- 6.10 In previous reports the Committee has been informed about an exceptional item that is having a favourable and substantial impact upon the Council finances. This refers to the reclamation of VAT resulting from recent case law that covered the areas of culture and leisure activities.
- 6.11 A net income of £5.997 million has been predicted for the year.
- 6.12 Having sought further advice on the limited number of claims still to be assessed it is now thought unlikely that there will be any high value receipts, although some smaller value claims may be paid in due course.
- 6.13 While this provides a very positive impact on the Council's financial position the exceptional nature of this means that the Council cannot rely upon this in any other year. Therefore it remains important that the Council works continually to address the financial challenges that it faces in service provision and delivery.
- 6.14 As a direct result of the overall impact of these favourable projections it means that the General Fund balance will benefit to the value of £11.532 million (net revenue budget surplus £5.535 million plus exceptional item £5.997 million).

Management Actions

- 6.15 Improvements in the projected outturn figures continue to support the beneficial impact that can be derived through specific and concerted management action, none of which is easy but continues to be necessary.
- 6.16 The following actions continue to be applied and are being undertaken across and within services to enable the Council to achieve the current projected outturn position and wherever possible to address the unfavourable operational budget position that remains:
- Vacancy Management - the filling of all vacant posts is being scrutinised and authorised by the Corporate Management Team;
 - Reviewing and limiting payments for overtime;
 - Reviewing use of agency staff;
 - Minimising discretionary expenditure on supplies and services;
 - Tightening spend controls across all purchasing decisions;
 - 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;
 - No further increase in care packages this financial year;
 - There will be no recommendations for external placements of children and firm gate keeping arrangements maintained;
 - Travel outside the City will be approved on an exceptional basis only;

- 2010/11 budget savings proposals to be brought forward to 2009/10 wherever possible;
- The Head of Procurement is identifying further opportunities for procurement savings that can be realised in the current year.

Consent to Borrow – Equal Pay

- 6.17 In the last report it was highlighted that the Council had made application to the Scottish Government, seeking consent to borrow for one-off equal pay costs. In mid February, and a little later than had been expected, the Council received the outcome of its application.
- 6.18 The Scottish Government has not provided any new consent to borrow, based upon the application, submitted in November 2009. However, recognising the significant value of payments that the Council may face for settling outstanding equal pay claims it has allowed an extension to the current consent that Aberdeen City Council has in place and has done so by removing the limitations that had previously been placed upon the consent. The consent to borrow now runs until 31 March 2011.
- 6.19 This does provide a positive outcome for the Council however not to the scale that had been hoped for. In the application made in 2008/09 the Council specifically highlighted certain groups of staff for which there was and had been equal pay liabilities settled. This resulted in a restriction being placed on the amount that could be borrowed. As a result of this latest development those restrictions in 2009/10 and going forward into 2010/11 have been removed and where the Council has settled a one-off equal pay claim then this can count towards the value that could be borrowed.
- 6.20 The impact on the Council is that it increases the value that can be borrowed by approximately £2 million and allows this to be applied against costs incurred in the current year as well as in 2010/11.
- 6.21 Based upon the consent to borrow criteria that were being applied the Council has already identified expenditure that will enable the release of approximately £3.6 million in the current year. The £2 million referred to above is in addition to this sum and its use will be dependent upon identifying expenditure that can be justified within the context of the consent to borrow scheme. This may occur in 2009/10 or in 2010/11.
- 6.22 Members will note that costs are incurred in taking this course of action, and the fact these are spread over a period of 10 years. It is not an option of first choice but provides an alternative tool where financial commitments are significant and all funding options are important.

6.23 The aim is for the Council to have sufficient resources to enable it to pay for all the costs it is expected to meet from its own reserves and balances. However to have consent to borrow for specific one-off costs in place will provide an opportunity for the Council to assess the alternative courses of action available to it if these prove necessary.

Summary Position

6.24 The contents of this report must be considered in the context of known and unknown factors and the level of risk that the Council considers there is in delivering a balanced budget this financial year.

6.25 At this time there remain underlying costs pressures and short term savings that still have to deliver the desired level of cost reduction. In addition there are uncertainties particularly in relation to the weather and the impact that the recent weather is having on the planned road maintenance / repair schedules.

6.26 Unexpected income, from HMRC, provides a degree of comfort for the Council enabling it to make a contribution to its reserves and balances. As previously mentioned, recognition of the one-off nature of this income means that there is no opportunity for such large sums of money to be included in the Council's financial planning for the future.

6.27 The risks remain and underlying cost pressures need to continue to receive attention in order to establish the sustainable baseline upon which service delivery can be achieved. An example of the ongoing work in this area includes the voluntary staff reduction exercise currently underway across the Council.

6.28 The summarised Net Revenue position can be shown as follows

	£ million	£ million
Net Revenue Budget (Surplus) / Deficit (projected)	(5.535)	
Exceptional Items	<u>(5.997)</u>	
Total Movement on General Fund Balance (Increase) / Decrease		<u>(11.532)</u>

This takes account of the additional winter maintenance costs already incurred and also makes provision for further costs that are as yet unknown in the area of winter / roads maintenance (See 6.6)

The summary position also assumes the full use of council contingencies however this does offer an opportunity for a further increase in the Surplus should they remain unused at the year end (See 6.9)

6.29 The summary position in relation to the General Fund reserves and balances is as follows:

	£ million	£ million
Uncommitted General Fund Working Balance -1 April 2009	(8.784)	
Movement on General Fund Balance (See 6.28)	<u>(11.532)</u>	
Revised Uncommitted General Fund Working Balance		(20.316)
Release of Equal Pay provisions through Consent to Borrow arrangements already in place (See 6.21)	(3.600)	
Approved earmarking of General Fund Balance to support the Staff Reduction Exercise (See 3.4)	<u>7.600</u>	<u>4.000</u>
Projected Uncommitted General Fund Working Balance – 31 March 2010		<u>(16.316)</u>

7. AUTHORISED SIGNATURE

Susan Cooper
City Chamberlain
sucooper@aberdeencity.gov.uk
01224 522551

8. REPORT AUTHOR DETAILS

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

9. BACKGROUND PAPERS

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

This page is intentionally left blank

ABERDEEN CITY COUNCIL
REVENUE MONITORING 2009 / 2010

Figures in Brackets represent income or a favourable variance

DIRECTORATE : ALL

AS AT	31-Jan-10	ANNUAL BUDGET	EXPENDITURE / INCOME TO DATE			PROJECTION TO YEAR END			CHANGE FROM LAST REPORT	NOTE
			PLANNED	ACTUAL	VARIANCE	PROJECTED TOTALS	PROJECTED VARIANCE	%		
ACCOUNTING PERIOD 10		£'000	£'000	£'000	£'000	£'000	£'000	%	£'000	
Corporate Governance		26,213	21,407	22,227	820	24,901	(1,312)	(5.0%)	(398)	1
Education Culture and Sport		174,394	125,592	118,813	(6,779)	175,671	1,277	0.7%	(252)	2
Enterprise, Planning and Infrastructure		26,843	20,132	14,369	(5,763)	27,919	1,076	4.0%	(402)	3
Housing and Environment		49,603	36,958	28,382	(8,576)	49,379	(224)	(0.5%)	(364)	4
Social Care and Wellbeing		111,755	88,262	90,163	1,901	112,963	1,208	1.1%	(861)	5
Office of the Chief Executive		946	789	771	(18)	865	(81)	(8.6%)	(26)	6
TOTAL OPERATIONAL BUDGETS		389,754	293,140	274,725	(18,415)	391,698	1,944	0.5%	(2,303)	
Miscellaneous Services		8,788	525	602	77	3,097	(5,691)	(64.8%)	510	7
Council Expenses		2,388	1,990	1,393	(597)	2,337	(51)	(2.1%)	(22)	
Revenue Costs Charged to Capital		1,571	1,309	0	(1,309)	1,571	0	0.0%	0	
Joint Boards		40,595	33,829	34,964	1,135	40,540	(55)	(0.1%)	0	
Contingency Provision		2,909	2,423	0	(2,423)	2,909	0	0.0%	0	
Ward Budgets		43	35	21	(14)	43	0	0.0%	0	
Trading Operations		(6,485)	(5,404)	(6,362)	(958)	(7,933)	(1,448)	22.3%	(1,094)	8
TOTAL CORPORATE BUDGETS		49,809	34,707	30,618	(4,089)	42,564	(7,245)	(14.5%)	(606)	
TOTAL NET BUDGET / EXPENDITURE		439,563	327,847	305,343	(22,504)	434,262	(5,301)	(1.2%)	(2,909)	
FUNDED BY :										
<u>GOVERNMENT SUPPORT</u>										
General Revenue Grant and Non-Domestic Rate Income		(333,426)	(277,855)	(271,618)	6,237	(333,660)	(234)	0.1%	(181)	9
<u>LOCAL TAXATION</u>										
Council Tax & Community Charge/ Council Tax Arrears		(105,960)	(105,960)	(106,783)	(823)	(105,960)	0	0.0%	0	
<u>USE OF RESERVES & BALANCES</u>										
Use of Reserves & Balances		(177)	(148)	(148)	0	(177)	0	0.0%	0	
TOTAL FUNDING		(439,563)	(383,963)	(378,549)	5,414	(439,797)	(234)	0.1%	(181)	
OVERALL IMPACT ON GENERAL FUND BEFORE EXCEPTIONAL ITEMS		0	(56,116)	(73,206)	(17,090)	(5,535)	(5,535)	0.0%	(3,090)	
Exceptional item - VAT		0	0	(5,997)	(5,997)	(5,997)	(5,997)	0.0%	0	10
OVERALL IMPACT ON GENERAL FUND AFTER EXCEPTIONAL ITEMS		0	(56,116)	(79,203)	(23,087)	(11,532)	(11,532)	0.0%	(3,090)	

NOTES		Variance from Budget £'000	Change from Last Report £'000
Corporate Governance			
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.	(1,312)	(398)
	The movement since the last report reflects the identification of additional staff savings and the reduction in training and course expenditure at a corporate level.		
Education, Culture and Sport			
2	Principally reflects estimated commitments on out of city placements and there are budget pressures arising from increasing pupil numbers needing additional support. Furthermore, sports income has been less than expected along with a delay in achieving the savings in relation to sports activities being transferred to Sport Aberdeen.	1,277	(252)
	The favourable movement relates to further staffing savings and the corporate support to one-off pension costs. In addition there is a small improvement in the cost of out of city placements based upon the latest projections (end of January 2010)		
Enterprise, Planning and Infrastructure			
3	Reflects the prevailing market conditions and the adverse impact upon planning and building fee income.	76	(402)
	Savings have been identified in other areas resulting in this favourable movement from the last report. Staff savings within the Technical Services budgets have been increased in line with current calculations and anticipated savings are now projected for consultants fees.		
	Also significant additional costs associated with Winter Maintenance due to snow and ice from mid December and throughout January.	500	0
	Provision for an additional £500k of expenditure on winter maintenance and road repair/maintenance which may yet be incurred with long range forecasts continuing to suggest that further winter weather will arrive over Aberdeen. Based upon latest reporting approximately £300k has been used.	500	0
		<hr/>	<hr/>
		1,076	(402)
Housing and Environment			
4	There are a range of variances included in the net figure which includes compostable food waste bags purchased for the new food collection service, which will be funded from an increase to the Council's General Revenue Grant in relation to Zero Waste Funding.	(224)	(364)
	The movement from the last report relates to increased income from specific grants and for refuse collection/waste disposal services, and in addition savings being achieved from staff vacancies at The Point.		
Social Care and Wellbeing			
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.	1,208	(861)
	The change from the last report is resultant mainly from anticipated savings from management action being taken to impact upon the day to day expenditure levels in Social Care.		
Office of the Chief Executive			
6	Reflects vacant posts during the year.	(81)	(26)
	The movement since the last report is due to revisions to the staff cost estimates and following a review of election expenditure, with costs no longer going to be incurred in 2009/10.		
Miscellaneous Services			
7	Mainly reflects exceptional item in relation to capital financing charges.	(5,691)	510
	There are payments that relate to annual pension enhancements for former staff that are exceeding the budgets set as well as some costs being incurred for a Cosla led online project. A review of other budgets and an adjustment to take account of the outturn's from services being primarily from P9 reporting to Committee has also been incorporated to ensure there is linkage between Service Committee reporting and this Corporate report.		

NOTES		Variance from Budget £'000	Change from Last Report £'000
Trading Operations			
8	Forecast out-turns for Property Letting, Building Services, Environmental Services and Roads Services are all expected to show an improvement on budget, while Catering and Building Cleaning are expected to show an adverse position. This is the subject of a confidential report on the same agenda.	(1,448)	(1,094)
	The favourable movement reflects improvements in the forecast out-turns for Roads, Building Services and Fleet Services		
Funding : Government Support			
9	Included within the out-turn are the redeterminations that have been notified by the Scottish Government for 2009/10 and include funding for Adult Support and Protection and most recently an estimate of funding from the Zero Waste Fund, which is valued in full at £295,000 but only £181,000 is included in the estimate as this relates directly to expenditure incurred. Consideration of the difference, and its treatment will be undertaken at the year end.	(234)	(181)
Exceptional Item			
10	Exceptional item in relation to VAT.	(5,997)	0
Sub Total		<u>(11,426)</u>	<u>(3,068)</u>
Minor Variations (Council Expenses, Joint Board Requisitions & Gov't Support)		(106)	(22)
Total (Favourable) Variance / Change		<u><u>(11,532)</u></u>	<u><u>(3,090)</u></u>

This page is intentionally left blank

COMMITTEE:	Finance and Resources
DATE:	11 March 2010
REPORT BY:	City Chamberlain
TITLE OF REPORT:	Non Housing Capital Programme 2009/2010 – Monitoring Report
REPORT NUMBER:	CG/10/051

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 31 January 2010.

2. RECOMMENDATION(S)

It is recommended that the Committee:

- a) Note the current position on the Non Housing Capital Programme for 2009/2010 and future years; and
- b) Approve the alteration of the spend profile for the Berryden Road Improvements Project (within Enterprise, Planning and Infrastructure) such as to bring forward funding to allow negotiations to commence for the purchase of property required to accommodate the scheme; and
- c) Instruct the City Chamberlain to continue to update the Committee, in consultation with the Directors, on the overall position and projected out-turn 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 projected 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 as any variation will impact on the Council's General Fund revenue accounts.

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 31 January 2010. 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 £92.772 million, prior to an allowance for project variations and slippage (ie. the anticipated underspend on the total programme which will "slip" from one year to the next), which has been estimated to reduce the programme by £27.832 million. Therefore, the total funded programme is currently £64.940 million.
- 6.3 The total payments made as at 31 January 2010 is approximately £36.811 million or 57% against the funded programme of £64.940 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 the need to revise and review spending profiles.
- 6.5 Based on feedback received to date from budget holders, it is currently projected that the actual outturn will be £66.334 million. To ensure that the overall programme remains within the funded level, a further £1.394 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.
- 6.7 A request has been received to alter the spend profile for Project 715, MTS – Berryden Road Improvements, from that approved at the Council Meeting of 11 February 2010. In June 2008, the then Resources Management Committee approved officers to negotiate the purchase of a property affected by this road scheme. However, no agreement was reached with the owner at that time.
- 6.7.1 In November 2009, the Enterprise, Planning and Infrastructure Committee agreed that officers progress the preferred option for the scheme to the detailed design stage. Following this decision the property owner has approached the Council with a request that the Council consider buying the property.
- 6.7.2 As it was not anticipated that land negotiations would be entered into at this time no allowance has been made in the Non Housing Capital Programme until 2011/12. It is therefore requested that funding of £200,000 is brought forward from 2011/12 to 2010/11 to allow negotiations with the owner to commence and the options for the purchase to be investigated.
- 6.7.3 Whilst the intention would be to conclude the purchase during 2010/11, it should be noted that various factors can influence the outcome such that it may not prove feasible or in the interests of the Council to purchase at this time. Further updates will be provided to Committee as necessary.
- 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. Of the £15 million, a balance of £2.773 million remained unused as at 31 March 2009. This committee on 17 September 2009 and 12 November 2009 approved the removal of £1.946 million from the £2.773 million, leaving an unused balance of £0.827 million. This is reflected in Appendix 2.
- 6.9 Appendix 3 provides information on budget movements/revisions for the Non Housing Capital Budget since initially approved by Committee in May and June 2009.

6.10 Conclusion

It is currently anticipated, based on spend to date and previous years, that the out-turn of the overall Non Housing Capital Programme will be in line with the funding approved of £64.940 million.

6 AUTHORISED SIGNATURE

Susan Cooper, City Chamberlain, sucooper@aberdeencity.gov.uk, (52)2551

7 REPORT AUTHOR DETAILS

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

8 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 January 2010 *	Variance Budget v Outturn 2009/10	Estimated Budget 2010/2011	Estimated Budget 2011/2012	Estimated Budget 2012/2013	Variance from Original Project Cost
	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000
Expenditure										
Corporate Governance	27,862	3,031	12,194	4,532	2,561	(7,662)	12,889	4,204	3,206	(463)
Education, Culture and Sport	94,570	40,550	20,499	18,794	10,906	(1,705)	11,636	14,980	8,610	619
Enterprise, Planning and Infrastructure	168,113	27,098	43,626	29,783	18,925	(13,843)	56,088	28,886	26,258	(28,999)
Housing and Environment	32,979	1,271	15,385	12,295	4,356	(3,090)	10,335	7,602	1,476	(692)
Social Care and Wellbeing	11,006	8,460	1,068	773	63	(295)	1,573	200	0	(22)
Expenditure	334,530	80,410	92,772	66,177	36,811	(26,595)	92,521	55,872	39,550	(29,557)
Add: Prior Year Slippage (100%)	0	0	0	0	0	0	1,237	28,127	25,200	0
Expenditure	334,609	80,410	92,772	66,177	36,811	(26,595)	93,758	83,999	64,750	(29,557)
Less: Slippage at 30%	0	0	(27,832)	(1,237)	0	26,595	(28,127)	(25,200)	(19,425)	0
Expenditure	334,609	80,410	64,940	64,940	36,811	0	65,631	58,799	45,325	(29,557)
Capital Fund Projects	13,084	12,257	1,261	15	15	(1,246)	812	0	0	0
Total Expenditure	347,693	92,667	66,201	64,955	36,826	(1,246)	66,443	58,799	45,325	(29,557)
Funding										
Supported Borrowing	n/a	n/a	10,321	10,321	10,321	0	10,321	10,321	10,321	n/a
Un-supported Borrowing	n/a	n/a	36,004	35,232	10,174	(772)	31,884	9,977	17,429	n/a
General Capital Grant	n/a	n/a	17,250	17,250	14,375	0	13,286	13,286	13,286	n/a
Specific Capital Grant	n/a	n/a	365	365	0	0	365	0	0	n/a
Capital Receipts – Sales	n/a	n/a	1,000	1,000	1,169	0	2,775	19,215	4,289	n/a
Capital Receipts - Contributions	n/a	n/a	0	772	772	772	4,000	6,000	0	n/a
Capital Receipts - Sponsorship	n/a	n/a	0	0	0	0	3,000	0	0	n/a
Use of Capital Fund	n/a	n/a	1,261	15	15	(1,246)	812	0	0	n/a
Total Income	n/a	n/a	66,201	64,955	36,826	(1,246)	66,443	58,799	45,325	n/a
Projected Over/(Under) Spend	0	0	0	0	0	0	0	0	0	0

– Actual spend to January 2010 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 £'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.
	Total	15,000	12,272	2,728	827	

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
Original Base Budget	88.042	93.875	53.865	44.670
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
- revision of previously overstated budgets (projects 657 and 663)	(6.415)	0	0	0
- re-profiling based on current information	0	(1,318)	2,941	(4,585)
- Project 715 (MTS-Berryden Road Improvements) – re-profiling	0	200	(200)	0
Revised Base Budget	80.645	92.521	55.872	39.550
Carry forward from Prior Year	11.774	1.237	28.127	25.200
- Project 277 (IT Infrastructure) – removal of amount included in error	(540)	0	0	0
- Projects 556 (Rubislaw/Harlaw Playing Fields) – re-profile from previous years, no change to overall project budget	492	0	0	0
- Project 674 (Walker Road School Refurbishment) – re-profile from previous years, no change to overall project budget	401	0	0	0
Revised Budget including Carry Forward	92.772	93.758	83.999	64.750

This page is intentionally left blank

ABERDEEN CITY COUNCIL

COMMITTEE	Finance and Resources
DATE	11 March 2010
REPORT BY	City Chamberlain
TITLE OF REPORT	Applications for Financial Assistance 2009/10
REPORT NUMBER	CG/10/50

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 and approves grants of : -

- a) £900 for the Young Carers event on 26 May 2010 at the Music Hall;
- b) £800 for the Bon Accord Gathering on 27- 29 August at the Beach Ballroom and
- c) £400 for the Bon Accord Bowling Association – Meff Spence Trophy Transport.

3. FINANCIAL IMPLICATIONS

Prior to considering the request for support there is an uncommitted budget remaining of £8,779 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 accommodation such as the Beach Ballroom, and the Music Hall for various fund-raising events and gatherings.

Application

6.2 VSA (copy letter attached)

A request has been received from VSA for financial assistance in order to enable them to stage a Young Carers and Acclamations event at the Music Hall on Wednesday 26th May 2010. The total costs for the event are estimated at £6,345 which includes the let of the Music Hall at a cost of £900 (the non commercial rate). No specific sum has been requested by VSA and it is recommended if the Committee wish to support this application then the value of the let, of the Music Hall, of £900 be awarded.

The Financial Assistance Budget has not previously funded a VSA Young Carers and Acclamations event however other VSA events have been funded from this budget (2008/09 Aberdeen Volunteer Co-ordinators forum £400).

6.3 2010 Annual Bon Accord Gathering- Alcoholics Anonymous (copy letter attached)

A request has been received from the secretary of the Bon Accord Gathering for assistance in the let of the Beach Ballroom during this year's annual gathering to be held in August 2010. The cost of hiring the Beach ballroom for the event is approximately £2,000.

This is a social event which allows recovering alcoholics and their families to share their experiences.

The Council has in the past supported this request. The organisations main source of income arises from their own fundraising efforts. Without the Council's support towards the hire costs of the Beach Ballroom these would be depleted.

A sum of £800 has previously been provided by the Council to support this event and it is recommended the same sum be approved again.

6.4 Bon Accord Bowling Association – Meff Spence Trophy (copy letter attached)

A request has been received from Bon Accord Bowling Association outlining the continuation of the annual competition for the Meff Spence Trophy and requesting that assistance be given to defray the cost of transport to Dundee.

Whilst the criteria for financial assistance of this nature do not normally obtain approval there is a history of support being provided by the Council for this event which alternates between Aberdeen and Dundee for its location. In 2008 there was £445 approved from this budget towards the cost of transport.

The Association has sought information on the price of transport which shows the lowest price to hire a bus for the event is £400.

7. REPORT AUTHOR DETAILS

Helen Sherrit, Senior Accountant

✉ hsherrit@aberdeencity.gov.uk

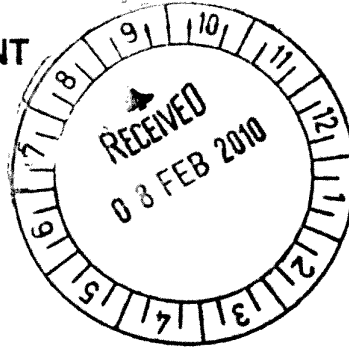
☎ (52) 3566

8. BACKGROUND PAPERS

Attached letters

This page is intentionally left blank

STEVEN WHITE.
ABERDEEN CITY COUNCIL,
FINANCE DEPARTMENT
TOWN HOUSE,
BROAD STREET,
ABERDEEN
AB11 1AH.



ROY MITCHELL,
14 INVERCAULD ROAD,
MASTRICK,
ABERDEEN.
AB16 5TW.
1.2.10

**ABERDEEN AND DISTRICT ALCOHOLICS ANONYMOUS 2010
ANNUAL BON ACCORD GATHERING .**

DEAR SIR,

AS SECRETARY OF THE BON ACCORD GATHERING COMMITTEE I AM WRITING YOU TO REQUEST A DISCOUNT IN RESPECT OF THE HIRE CHARGES FOR THE USE OF THE BEACH BALLROOM FOR THE ANNUAL GATHERING ON THE 27TH, 28TH. AND 29TH AUGUST 2010.

YOU ARE ALREADY AWARE THAT THE BON ACCORD GATHERING IS AN ANNUAL EVENT WHERE WE RECOVERING ALCOHOLICS, OUR PARTNERS, AND FRIENDS GATHER TO SHARE OUR EXPERIENCES AND TO INVITE THE PUBLIC TO COME ALONG AND JOIN US.

ALCOHOLICS ANONYMOUS IN THE ABERDEEN AND DISTRICT AREA IS GROWING YEAR ON YEAR AND WE PROVIDE SUPPORT TO MANY MANY INDIVIDUALS AND FAMILIES IN THE LOCAL COMMUNITY. THE FELLOWSHIP OF AA IS SELF SUPPORTING THROUGH OUR OWN CONTRIBUTIONS AND WE DEPEND AT TIMES ON THE GENEROSITY OF YOUR GOOD OFFICES TO HELP US TO HELP OTHERS .

IN PREVIOUS YEARS ABERDEEN CITY COUNCIL HAVE BEEN VERY GENEROUS AND WE HOPE THAT THIS YEAR IS NO EXCEPTION

URS FAITHFULLY

SECRETARY



the best of care

If telephoning or calling please ask for:
Leigh Daly, Ext 261, Leigh.Daly@vsa.org.uk

VSA
38 Castle Street
Aberdeen
AB11 5YU

The Lord Provost
Aberdeen City Council
Town House
Aberdeen
United Kingdom
AB10 1AQ

12 January 2010

Dear Lord Provost,

I am writing to you on behalf of the VSA Young Carers and the Acclamations ecumenical choir. We are holding an event on Wednesday 26th May, 2010 at the Music Hall. The event is hosted by the Young Carers in collaboration with the Acclamations and will be featuring local opera singer Lisa Milne.

I would like to extend an invitation to you and the Lady Provost to join us for the evening as representatives of Aberdeen City.

All proceeds for this event will be kindly donated to the VSA Young Carers Project. As you might be aware both VSA and the Acclamations are both not-for-profit organisations, and so we are fundraising for the event through various avenues. If there are any council grants which can be applied for in time for the event, we would greatly appreciate the opportunity to apply.

If you would like any further information on VSA or the Acclamations please do not hesitate in contacting me.

Thank you for your time and consideration,

Yours sincerely

4

Leigh Daly
Community Fundraiser



Tel: 01224 21 20 21 · **Email:** info@vsa.org.uk · **www.vsa.org.uk**

Patron: Her Majesty the Queen · **President:** The Lord Provost of Aberdeen · **Chief Executive:** Kenneth M Simpson BA BSc MPA
Registered in Scotland as Aberdeen Association of Social Service operating as VSA · Company Registration Number 18487
Registered Scottish Charity Number SC 012950 · **Head Office:** 38 Castle Street, Aberdeen AB11 5YU



ID 7553



BON-ACCORD BOWLING ASSOCIATION
{INSTITUTED 1934}

312 Holburn Street.
Aberdeen
AB107GX.
22nd February 2010 2010.

Mr Peter Stephen,
Lord Provost,
Aberdeen City Council,
Town House,
Broad Street,
Aberdeen.

Meff Spence Bowling Tournament.

Dear Sir,

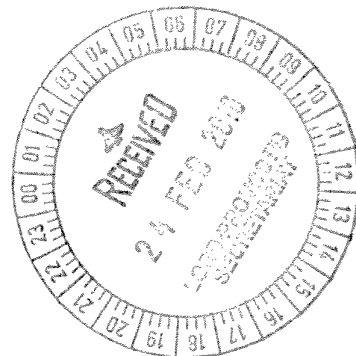
As you know this match is between Dundee City Council and the Aberdeen City Council. The date this year is the 13th June and the venue is at Broughty Bowling Club Dundee. The two councils normally put up a rink with the Bon-Accord Officials one rink and the City Clubs supply the six remaining rinks. The Meff Spence Trophy is in your keeping and hopefully it will come back to Aberdeen.

With the cost of transport keeping going up the Association are enquiring if the Council would be willing to offset some or all the costs involved in hiring the coach to go to Dundee and of course returning.

Please find enclosed two quotations from our local bus companies for your perusal.

Yours faithfully,

Archie Watt,
Honorary Secretary.



This page is intentionally left blank

COMMITTEE: Finances and Resources

DATE: 11 March 2010

CORPORATE DIRECTOR: Stewart Carruth

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

REPORT NUMBER: CG/10/049

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:

- £1000 to Portal Community Centre Ethnic Minority Women's Group
- £560 to the Terrence Higgins Trust
- £500 to "Lets Get Working" at Sunnybank Community Centre
- £500 to LGBT Film Society

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 £6564 in the minority grants budget and £2061 in the creche budget, giving an underspend of £8625. Please see Appendix 2.

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 21st 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	9124	2061
1.	Towards the cost of exercise classes for ethnic minority women	1000	
2.	Towards the cost of Diversity Challenge Programmes	560	
3.	Towards the cost of "Let's Get Working" project	500	
4.	Towards the cost of LGBT Film Society	500	
	Balance Remaining	6564	2061

6.1 Portal Community Centre

- A group of ethnic minority women in the local community have got together to organise a weekly exercise class, which is restricted to a female only environment at Portal Community Centre.
- The project is designed to give women from all religions access to exercise. Because it is a closed class for women only, it enables women who are usually restricted by cultural traditions to feel comfortable to express themselves and participate fully. It will also be open to other women, who may have low self esteem and confidence, and wish to exercise in an environment where they feel comfortable and relaxed.
- The class is more than simply providing an opportunity for regular exercise and improved fitness although this is important in areas such as Tillydrone, which experiences high poverty, deprivation and associated health inequalities. It is also an opportunity to
 - break down barriers between different nationalities
 - provide affordable leisure facilities without the added restriction of culture and traditions
 - integrate ethnic minority and local communities, thus improving community cohesion and reducing the risk of potential tension
 - provide a first step to empowerment, further learning and participation in local democracy.
- The group is seeking funding of £1000 to run two 10 week blocks of classes to help create a sense of routine, commitment and involvement in the community.
- The breakdown of the costs is as follows

Tutor costs at £30 per hour for 1.5 hour sessions

= £47.50 x 20 = £950

Costs of promoting and organising classes

= £50

Total costs = £1,000

- As the application meets the criteria to be awarded a grant, it is recommended that the committee award £1000.

6.2 Terrence Higgins Trust

- Terrence Higgins Trust is a charity which provides information and advice, counselling and group support, guidance on managing health, HIV testing clinics and practical support services. Terrence Higgins Trust is the only organisation dealing with LGBT issues locally.
- The organisation is seeking a grant of £560 towards the cost of running 4 awareness raising programmes called “Diversity Challenge – Let’s Get Better at Tackling Homophobia”.
- This is to cover venue hire, administration and training packs for participants for 4 programmes at £140 per programme.
- The aims and objectives of the course are as follows

AIMS

- To increase knowledge and confidence in supporting people exploring their sexuality
- To increase skills in responding to and challenging homophobia with young people.

OBJECTIVES

- Explore and be aware of personal values and attitudes
- Discuss challenging issues and questions and gain confidence in dealing with them
- Dispel myths and misconceptions

- Consider different methodologies to effectively approach LGBT issues with young people
- Be familiar with resources and know where to go for help and support
- Although this programme has been designed for people working with young people, the format and contents can be tailored and adapted for different target audiences, for example, elected members and community planning partners, front-line staff, community councillors and the different communities of interest and community groups.
- As this application meets the criteria to be awarded a grant, it is recommended that the committee award £560.

6.3 “Let’s Get Working” at Sunnybank Community Centre

- This is a project being set up to help school leavers in the local community take the first steps into employability.
- This will involve engaging with and assisting young local people with applications and interview skills and educational resources.
- Pupils from other countries whose English is limited will receive additional, targeted help with the procedures of getting into employment and further education.
- The project will include visits to further education resources, training centres and Careers Scotland.
- Though the project is focused on getting young people into employment and / or training, other outcomes will include inclusion and integration within the community, sharing skills and information with others, confidence building and empowerment.

- The project is seeking funding of £500 to assist with

Tutor costs - 10 hours at £20 per hour	= £200
Mini bus hire for 4 trips at £50 per trip	= £200
Administration and publicity costs to include materials and paper	= £100

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

6.4 LGBT Film Society

- This is a new group planning to hold a monthly meeting for lesbian, gay, bisexual and transgender people, their family and friends to meet at the Arts Centre, King Street, to watch a LGBT themed movie, followed by a discussion.
- The monthly event will give the LGBT community a social outlet that is not housed in an alcohol based setting or physical activity. It is hoped this group would be accessible as a network to participate in consultations, leading to the setting up of regular LGBT forum meetings.
- The £500 requested is to go towards
 - advertising leaflets and mailshots
 - venue hire (£25 per hour for 2 hours for 12 months)

Total cost = £650
- As the application meets the criteria to be awarded a grant, it is recommended that the committee award £500.

7. REPORT AUTHOR DETAILS

Name: Sandra Bruce
Job Title: Strategist
Email: sandrab@aberdeencity.gov.uk
Telephone: (52)3039

8. BACKGROUND PAPERS

None

1. Appendix 1

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 Finances and 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 outside 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, Travelers 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.

2. APPENDIX 2

2009/2010 Equality of Opportunity Grants Scheme Budget

Committed Expenditure and Balance left to Date (£)

Appendix 2

£

£

Minority Grants

Creche Cost

Opening Balance

19,500

3,000

<u>Item</u>	<u>Committee Date</u>	<u>Group</u>	<u>Project</u>	<u>Funding</u>	<u>Funding</u>
1	Resources Management 16/06/09	Aberdeen Muslim Women's Association		1286	357
2	Resources Management 16/06/09	Lets Get Together at the Sunnybank Community Centre		1100	300
3	Resources Management 12/11/09	Aberdeen Chinese School		1930	
4	Resources Management 12/11/09	Aberdeen Women's Alliance		710	282
5	Resources Management 12/11/09	Deafblind Scotland		500	
7	Resources Management 12/11/09	Aberdeen Inter-faith		500	
8	Resources Management 28/01/10	Aberdeen Chinese Centre (Association)		2350	
9	Resources Management 28/01/10	Grampian Senior Citizens Forum		1000	
10	Resources Management 28/01/10	Positive Mixture		1000	
To be considered					
	Finance and Resources 11/03/10	Portal Community Centre Ethnic Minority Women's Group	towards the costs of exercise class for ethnic minority women	1000	
	Finance and Resources 11/03/10	Terrence Higgins Trust	towards the cost of running "Diversity Challenge" programme	560	
	Finance and Resources 11/03/10	Let's Get Working At Sunnybank Community Centre	towards the cost of project	500	
	Finance and Resources 11/03/10	LGBT Film Society	towards the cost of meeting to watch LGBT themed movie and discussion afterwards	500	
Sub-total of committed expenditure				12936	939
Revised Balance				6564	2061

This page is intentionally left blank

ABERDEEN CITY COUNCIL

COMMITTEE	Finance & Resources	DATE 11 th March 2010
DIRECTOR	Stewart Carruth	
TITLE OF REPORT	Zero Based Budgeting	
REPORT NUMBER:	CG/10/052	

1. PURPOSE OF REPORT

This report seeks the approval of the Committee to allow the provision of delegated powers for the Director of Corporate Governance, City Chamberlain, City Solicitor and Head of Procurement to appoint a provider to assist in the implementation of Zero Based Budgeting principles across the Council.

2. RECOMMENDATION(S)

It is recommended the Committee approve:

- i. Officers conducting a fast track mini-competition through a nationally tendered framework agreement (Buying Solutions) to identify a provider to assist in the provision of Zero Based Budgeting implementation.
- ii. Delegated powers to allow the Director of Corporate Governance, City Chamberlain, City Solicitor and Head of Procurement to award the contract for this provision to the preferred bidder.

3. FINANCIAL IMPLICATIONS

The financial constraints the Council faces mean that we must deliver services in the challenging economic climate now and for the foreseeable future as we will need to manage further reductions in our funding. Future budgets will now be based on Zero Based Budgeting principles (starting from the position of zero and building the budget based on spending commitments and priorities) as opposed to the using the previous year's budget and adding a percentage increase. This method of budget building will help the Council to target expenditure where it is most needed.

It is proposed that the costs in relation to the preferred bidder are met from and taken as a commitment against the approved corporate investment fund budget.

4. SERVICE & COMMUNITY IMPACT

The overarching aim of the implementing the Zero Based Budgeting principles is to ensure that the Council is organised to deliver Best Value, to strengthen the

Councils overall accountability and its ability to deliver effectively the commitments set out in *Vibrant, Dynamic and Forward Looking* and the Single Outcome Agreement.

5. OTHER IMPLICATIONS

The resource impact on the City Chamberlain Service will be dependant on the level of required engagement with the chosen provider. There will also be a resource impact on every Service with a programme of corporate training required for operational managers and budget holders.

6. REPORT

The Council has committed in the 2010/2011 Budget to make all the necessary arrangements, including the commencement of a priority based budgeting approach to achieve a balanced budget for 2011/12 and future years.

Zero Based Budgeting is an approach to budgeting that starts from the premise that no costs or activities should be factored into the plans for the coming budget period, just because they figured in the costs or activities for the current or previous periods. Everything that is to be included in the budget must be considered and justified. This will allow Services to be developed at the right level, identify where the need to be refined or even stopped.

The key benefit is that Zero Based Budgeting serves to focus attention on the actual resources that are required in order to produce an output or outcome, rather than the percentage increase or decrease compared to the previous year. It is a practice which should be more user friendly to operational managers than the traditional incremental budget model. The process engenders a balanced partnership between the finance professionals and the budget holders in the analytical and decision making processes.

All public sector bodies in the UK have access to nationally EU Procurement compliant tendered contracts/frameworks for a broad spectrum of requirements through Buying Solutions (formerly Catalist). These frameworks offer efficiency by significantly reducing tender process timeframes and are commonly used. The procuring body will be commissioning work on the providers' terms and conditions and these have been reviewed by the City Solicitors' Office.

The framework agreement identified for utilisation is 'Finance' under Multi Disciplinary Consultancies. This particular framework provides for Effective Budgeting, Strategic Options Analysis, Resource Allocation and Strategy and Programme Management. There are ten firms listed under the framework and each will be given equal opportunity to submit proposals.

If approval is granted the mini-competition process will be concluded with a preferred bidder identified by the end of March 2010.

7. REPORT AUTHOR DETAILS

Craig Innes
Head of Procurement, Corporate Governance
cinn@aberdeencity.gov.uk
01224 665650

8. BACKGROUND PAPERS

N/A.

This page is intentionally left blank

ABERDEEN CITY COUNCIL

COMMITTEE	Finance & Resources	DATE 11 th March 2010
DIRECTOR	Stewart Carruth	
TITLE OF REPORT	Electricity & Gas National Contracts	
REPORT NUMBER:	CG/10/053	

1. PURPOSE OF REPORT

This report seeks the approval of the Committee to allow the migration of the Councils Electricity and Gas requirements over to the Scottish Governments national contracts when the current Council agreements expire on the 31st March 2011.

2. RECOMMENDATION(S)

It is recommended the Committee approve:

1. Migration of the Councils electricity usage to the national framework agreements that have been awarded to Scottish Power for half hourly, unmetered and domestic sites.
2. Migration of Councils electricity usage to the national framework agreements that have been awarded to Scottish and Southern Energy for non half hourly metered sites.
3. Migration of the Councils gas usage to the national contract awarded to Total Gas & Power Ltd.

3. FINANCIAL IMPLICATIONS

The migration of the Council supplies to the Scottish Government's national contracts should provide a financial benefit to the Council. This is being assessed as part of the transfer and procurement process.

The total cost of the current fuel contracts for public buildings is £9.2 million per year. At a time of volatile fuel prices, migrating to the national framework agreements for public buildings will secure for the Council competitive and stable fuel prices from 1st April 2011 onwards.

The total cost of the current fuel contracts for Housing is £2.3 million per year. We have in excess of 1900 domestic electricity site currently on contract.

4. SERVICE & COMMUNITY IMPACT

None.

5. OTHER IMPLICATIONS

For many years the gas and electricity contract procured and managed by Aberdeen City Council has been a consortium contract, including not just Aberdeen City Council but also other organisations: currently Moray Council, Grampian Fire Brigade and Grampian Housing Association. Each of these organisations will be able to enter into agreements with the National Electricity and Gas Framework for their own sites if they so wish. We will, however, need to give them formal notification of our intention to procure Aberdeen City Council's fuel through the National Framework to allow these other organisations time to make their own arrangements after the existing contract ends on 31 March 2011.

The national contract will be open to all Third Sector and Charity organisations in Aberdeen. If they decide to utilise the contract they will be directly billed and the Council will not therefore have to account for their usage in our carbon reduction commitments. Appropriate Officers will make them aware of this opportunity.

6. REPORT

The National Electricity and Gas Framework Agreements realise the benefits of collaborative procurement for the Scottish Public Bodies and Scottish Third Sector Bodies. Procurement Scotland (Scottish Government) throughout the procurement process has worked with key stakeholders and suppliers in order to maximise the financial benefit, service delivery and robust contractual terms and conditions for all Scottish Public Bodies and Scottish Third Sector Bodies that will utilise these frameworks.

Procurement Scotland requires a signed Agency Agreement and completed data templates at least 6 months in advance of the required start date on the contract by the Council. Given the nature of the forward market this will allow sufficient time for purchases to be made.

The national framework agreement for domestic fuel prices does not currently take account of the different tariffs that have historically applied in the former Scottish Hydro Regional Electricity Area – specifically Total Heat and Total Control tariff. Further information is required about the likely costs in 2011 for domestic electricity through the national framework to determine whether we would achieve best value from procuring domestic electricity through this route or through tendering separately for the Housing related electricity costs. Whichever approach is likely to give us the more competitive pricing structure, and so minimise the costs to the Housing Revenue Account, will be taken.

7. REPORT AUTHOR DETAILS

Craig Innes
Head of Procurement, Corporate Governance
cinn@aberdeencity.gov.uk
01224 665650

8. BACKGROUND PAPERS

N/A.

This page is intentionally left blank

COMMITTEE : **Finance and Resources** DATE: 11 March 2010

CORPORATE DIRECTOR: Pete Leonard

TITLE OF REPORT: – Seasonal Environment Staff – Further budget savings

REPORT No. H&E/10/037

1. PURPOSE OF REPORT

To provide the Committee with an update to the agreed budget saving, ENV1, against seasonal environment staff and seek approval to progress with the proposed additional saving.

2. RECOMMENDATION(S)

That the Committee:

- (i) approves the steps being taken to achieve these savings.

3. FINANCIAL IMPLICATIONS

This proposal will, if accepted, provide a budget saving of £10,000 in addition to the £33,000 saving detailed in ENV1.

4. SERVICE & COMMUNITY IMPACT

This report supports the Community Plan's vision for land use and the environment, namely, for Aberdeen to be a City that protects, enhances and values its environment. It also links generally to the Council's policy statement, Vibrant, Dynamic and Forward Looking, in terms of its declared intention to be an efficient Council.

5. OTHER IMPLICATIONS

Staff training required. This will be dealt with in house and at no additional cost to the council.

6. REPORT

Budget saving ENV1 – Use of Agency Staff was put forward and accepted earlier in the year. The savings amount to £33,000.

This saving uses agency staff to cover seasonal grounds maintenance work. The saving is based on a very competitive rate for agency labour against the cost of fixed term seasonal staff.

Environmental Services is currently undergoing a review and as part of this process further seasonal budget savings have been identified.

Environment staff job descriptions have been redesigned to allow them to be flexible and able to undertake a variety of roles within Environmental Services i.e. street cleaning, grounds maintenance, graffiti removal etc This allows current Environment Operatives to undertake a variety of work including all seasonal gardening works.

By using approximately 40 current staff in the seasonal role, graded as G7, it allows for temporary staff on a lower grade G5, to be brought in on short term seasonal contracts to fulfil the street sweeping role i.e. Seasonal Street Sweeper.

This shift of staff will allow for a further budget saving of £10,000.

7.REPORT AUTHOR DETAILS

Steven Shaw : Environment Manager

stevens@aberdeencity.gov.uk

Tel. 01224 489273

Norrie Steed

Head of Service: Shelter & Environment (Interim Lead for Environment)

nsteed@aberdeencity.gov.uk

Tel. 01224 523096

8.BACKGROUND PAPERS

None

ABERDEEN CITY COUNCIL

COMMITTEE	Finance and Resources	DATE	11 March 2010
CORPORATE DIRECTOR	Stewart Carruth		
TITLE OF REPORT	Third Tier Ill Health Gratuity – Discretion under the Local Government (Discretionary Payments and Injury Benefits) (Scotland) Amendment Regulations 2009		
REPORT NUMBER	CG/10/056		

1. PURPOSE OF REPORT

The Local Government (Discretionary Payments and Injury Benefits) (Scotland) Amendment Regulations 2009 require employers to determine whether to choose to exercise the discretion to make provision for the payment of a one-off limited lump sum to an employee, referred to as the Third Tier Ill Health Gratuity. This would be in circumstances where employment is terminated on grounds of ill health or infirmity of mind or body but the employee is not eligible to receive ill health retirement benefits because they are not permanently incapable of discharging their duties. Employers are required to have a published policy position on this matter.

2. RECOMMENDATION(S)

It is recommended that the Committee:

- 1) Be asked to decide whether or not to apply the discretion to provide for the payment of a 'Third Tier Ill Health Gratuity', taking account of the factors detailed in paragraph 6.5, including the fact that the majority of other authorities contacted have determined not to apply the discretion.

3. FINANCIAL IMPLICATIONS

If the Committee decided not to apply the discretion there would be no cost to the Council. However, if members wish to apply the ill health gratuity there would be a financial implication for the Council.

For every case falling under the discretion (as detailed in 6.2 below) the employee would be entitled to an ill health gratuity comprising a lump sum of one week's pay for every whole year of employment with the Council up to a maximum of 30 weeks' pay. The amount of one week's pay is the amount equal to the annual rate of a member's pensionable pay on the day before the

member's employment is terminated divided by 52. It is not possible to predict how many cases there would be as this would vary from year to year.

4. SERVICE & COMMUNITY IMPACT

There are no service or community impact implications

5. OTHER IMPLICATIONS

There are no other implications.

6. REPORT

- 6.1 The Third Tier III Health Gratuity is detailed in Regulation 49B of the Local Government (Discretionary Payments and Injury Benefits) (Scotland) Amendment Regulations 2009 and amends the Local Government (Discretionary Payments and Injury Benefits) (Scotland) Regulations 1998 and is to be read with the Local Government Pension Scheme (Benefits, Membership and Contributions) (Scotland) Regulations 2008.
- 6.2 The regulation can apply only in the case of an active member of the Local Government Pension Scheme with at least two years' total membership of the scheme. Thus, where an employing authority (ACC) decides to terminate the member's employment on grounds of ill health or infirmity of mind or body and does not determine under Regulation 20(1)(a) of the pension scheme regulations to terminate the member's employment on the grounds that the employee's ill health renders him/her permanently incapable of discharging efficiently the duties of their current employment, the employing authority can make the member a discretionary grant referred to as the Third Tier III Health Gratuity.
- 6.3 The Council, as the employer, has an option to apply the discretion for payment of a Third Tier III Health Gratuity, or not. If it were to apply the discretion to provide for payment of a Third Tier III Health Gratuity, this would be in accordance with the provisions detailed in paragraph 6.4 below. The alternative option would be not to apply the discretion and as such no Third Tier III Health Gratuity payments would be made.
- 6.4 Should committee decide to apply the discretion a Third Tier III Health Gratuity would consist of a lump sum, the amount of which is equal to one week's pay for every whole year of employment with the authority. The amount of the Gratuity cannot exceed a sum equal to 30 weeks' pay. The amount of one week's pay is the amount equal to the annual rate of the member's pensionable pay on the day before the member's employment is terminated divided by 52.
- 6.5 Due to the costs involved it considered that the discretion to pay the Third Tier III Health Gratuity should not be applied. It is felt that the provisions

within the pension regulations of tiers one and two for ill health retirement cases already contained in the Local Government Pension Scheme regulations are generous and sufficient. Therefore, there is no need for the discretionary third tier where the costs will be picked up by the employer. In addition benchmarking has been undertaken with some other Scottish local authorities with seven out of nine intimating that they did not intend to apply the provision (with two yet to decide).

- 6.6 Consequently, if the Committee decision is not to implement the provision, it is proposed that the following policy statement applies to payments for Third Tier Ill Health Gratuity:

“Aberdeen City Council has determined NOT to apply the discretion to make payment of a Third Tier Ill Health Gratuity provided in Regulation 49B of the Local Government (Discretionary Payments and Injury Benefits) (Scotland) Amendment Regulations 2009”

- 6.7 Were the Committee to decide not to apply the discretion, any sickness absence cases falling under this category would continue to be treated under the Council’s Managing Attendance policy as capability dismissals on grounds of ill health, with the employee receiving pay in lieu of notice and any untaken holiday entitlement at termination. In this circumstance, the employee will have been deemed not to be permanently unfit for their current employment and able to undertake further employment at a point in the future.
- 6.8 Following trade union consultation, comments were received from the GMB and Unite. Both unions were of the view that the provision should be applied in the Council. The GMB indicated that “after some discussion we have concluded that we would wish to apply the regulations and not remove the right to payment, therefore we object to the proposal. As it is discretionary then each case can be evaluated on its own merit and in some cases the lieu of notice may be equivalent. The main point is that the third tier is part of the pensions’ regulations for the LGPS Scotland.” Unite indicated that “we are very disappointed that the recommendation is to not apply the discretion as this is seen as an improvement on the scheme which is in place in England and Wales. The very fact that this is a discretionary payment made by the employer should ensure that no “floodgates” are opened. I am sure that going forward there will be the very occasional employee who would benefit from this 3rd tier of ill health provision, so why should they be denied this.”

7. REPORT AUTHOR DETAILS

Keith Tennant, Principal HR Adviser

ktennant@aberdeencity.gov.uk

01224 523094

8. BACKGROUND PAPERS

Not applicable.

This page is intentionally left blank

COMMITTEE Finance & Resource DATE 11th March 2010

DIRECTOR Stewart Carruth

TITLE OF REPORT Corporate Asset Management System – progress report

REPORT NUMBER CG/10/

1. PURPOSE OF REPORT

To provide the Committee with a regular update of progress with the implementation of the Corporate Asset Management System.

2. RECOMMENDATION(S)

That the Committee:

- (i) notes the progress made to date in replacing the existing stand alone systems with the corporate solution (Confirm); and
- (ii) requests the Director of Corporate Governance to report back on progress at the Committee meeting on 6th May 2010.

3. FINANCIAL IMPLICATIONS

The capital spend profile for the project is as follows:

Table 1: Purchase Orders issued and active since April 2009

Purchase Order	Invoiced	Work Description	Value (£)
A21554	Yes	Extension of hosting contract	20,161.00
A24705	Yes	Transfer to in-house system	29,500.00
Internal	Yes	Server Licence costs	732.24
A27152	Yes	Implementation of IDOX Uniform Estate Management	47,685.00
A34216	No	IDOX professional Services	45,100.00
Internal	Yes	Additional Application servers	660.00
Internal	No	Two tablets for tree implementation	2,657.00
A31013	Yes	Professional services for NHP to 'go live'	3,600.00
A31013	Part	On site professional services after 'go live'	19,200.00
	No	Server memory for Caps uniform	739.00
	No	Confirm E Financials Link	12,500.00
	No	Confirm Trees Module	29,600.00

		Total	212,152.00
--	--	--------------	-------------------

At the time of writing, the actual spend against the current financial year was £107,338 or 50.6% of the projected figure. The anticipated spend this year is expected to be £212,152.00.

Capital Budget allocated 2009/10 Value £	Projected Capital Spend 2009/10 Value £	Projected Carry-over to 2010/11 Value £
373,000	261,000	112,000

4. SERVICE & COMMUNITY IMPACT

This report supports **National Outcome 15** of the Council's current Community Plan and Single Outcome Agreement, namely that our public services are high quality, continually improving, efficient and responsive to local people's needs. It also supports the Administration's Policy Statement, **Vibrant, Dynamic and Forward Looking** in terms of being an efficient Council.

5. OTHER IMPLICATIONS

This project is being undertaken to replace standalone systems such as Bridgeman for Bridges and Structures, HiLight for Street lighting. The current phase of the project is focused on replacing Estateman for Non Housing property with Caps uniform part of the Corporate Asset Management System.

6. REPORT

6.1 Background

This is the first report on the current status of the Corporate Asset Management System as instructed by the Audit and Risk Committee at its meeting on 19th January 2010.

Non Housing Property is one of a series of modules within the **Confirm** suite of programs and is supplied by a sub contractor **IDOX**. The name of the product is **Caps Uniform**

The report covers the work that is currently being undertaken this financial year.

6.2 Key Milestones and Deliverables

There have been two major work streams in 2009/2010:

(i) movement of the system from a hosted system to an in house system realising a saving of £73,000 per year in hosting costs –this is now complete; and

(ii)development of the Non Housing Property module to replace Estatemanager.

Full implementation of the system started in November 2009 and is programmed to complete by the first of April 2010.

The key milestones and deliverables, taken from the Microsoft Project plan to deliver the Non Housing Property module (otherwise known as Caps Uniform) are given in the table below.

Key Milestone	Planned Start Date	Actual Start Date	Status	Comments
Initial Project Management Meetings	November 2009	November 2009	Complete	See status
Base Line Project Plan	Revised Jan 2010	Revised Jan 2010	Complete	See status
Data Preparation	January 2010	January 2010	65% complete ON Target	ACC staff have prepared the data, ready for conversion and importation into the Confirm system by means of "Transform" software. (See System Setup & Configuration comments below.)
Onsite Visits				
Software Installation				
Install Live and test system Uniform 7	February 2010	February 2010	Complete	We are advised by the supplier that Uniform 8 is now available and should be installed. This may affect the going live date as this is 2 weeks later than had been planned for. However, everything possible will be done to avoid this delay.
System Setup & Configuration				
Agree the set up and configure the data.	December 2009	December 2009	Complete	Agreed by Service Review once the test loading of data has been completed satisfactorily.
Preparation of Internal Processes for all sub Modules	December 2009	December 2009	80% Complete On Target	Agreed by Service Review once the test loading of data has been completed satisfactorily.
Prepare requested codes and Security Values	January 2010	January 2010	Complete	Can only be reviewed once the test loading of data has been

				completed satisfactorily.
Estates Data Transfer work				
Test Data Load	March 01		Verbal update to be provided at the Committee.	See status
Map and Validate all fields using transform	March 02		Verbal update to be provided at the Committee.	See status
Generate converted data into uniform test system using "Trans Form."	March 03		Verbal update to be provided at the Committee.	See status
Tests and accept test dataload.	March 08		Verbal update to be provided at the Committee.	See status
Load converted data into Uni-Form Live	March 22			
Go Live	31/03/2010	31/03/2010		

6.3 Overview of progress

The following progress has been made at the time of writing, namely 4th February 2010:

(i) Project management

New Project Plan agreed in November 2009 between the Project Sponsor, Project leader and the Supplier, following consultation with all other relevant parties.

(ii) Software Installation

Version 7 of the Caps Uniform software(i.e. Non Housing Property Software) was installed to allow testing, training and live databases preparation.

All licence codes have been received and implemented.

(iii) Training

Training room set up and Caps Uniform Software has been installed.
5 key staff from Asset Policy Management have been trained in the use of the system.

(iv) Data Cleansing

This is currently being undertaken by ACC staff. Data from Estateman is being prepared to be converted and placed into the Non Housing Property (also known as Caps Uniform) module, which is scheduled for completion by 23rd March 2010.

(v) Server Memory Set up and transfer

This is now complete and additional memory has been installed.

Summary of progress

The Non Housing Property Module (also known as Caps Uniform) is on target for implementation by the 1st April 2010 but it is recognised that timescales are tight. Accordingly, we have allowed for an additional 2-week window in April 2010 in case any unforeseen delays occur.

7. REPORT AUTHOR DETAILS

Name, job title, email address and phone number

Garry Livingstone, Project Leader
Service Design and Development , Corporate Governance
glivingstone@aberdeencity.gov.uk
tel. 01224 523435

Norrie Steed, Project Sponsor,
Housing and Environment Services,
nsteed@aberdeencity.gov.uk
te. 01224 523096

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.

This page is intentionally left blank

ABERDEEN CITY COUNCIL

COMMITTEE	Finance and Resources
DATE	11/03/10
DIRECTOR	Gordon McIntosh
TITLE OF REPORT	Former Croft and Aberdon Care Homes – Future Use/Disposal
REPORT NUMBER:	EPI/10/074

1. PURPOSE OF REPORT

This report seeks to update the Committee on a future option for these surplus properties, which are currently vacant. It advises of an approach by a Council Service for the possible future use of the properties to support uses proposed by that Service and recommends that they be transferred to that Service.

2. RECOMMENDATION(S)

It is recommended that:-

- a) the City Chamberlain be instructed to conclude the transfer of the properties from the General Services Account to the Housing Revenue Account, including the obtaining of Scottish Minister approval, if necessary; and
- b) the matter be referred to the next meeting of the Housing and Environment Committee for its consideration.

3. FINANCIAL IMPLICATIONS

The transfer of the properties could generate a capital receipt for the General Services Account (GSA) during the appropriate financial year with the transfer to the Housing Revenue Account (HRA) being at the total Market Value of £1,250,000 (£700,000 for Croft and £550,000 for Aberdon, respectively)

As the proposed transfers shall be at Market Value there will be no state aid or other implications.

4. SERVICE & COMMUNITY IMPACT

Transfer of the properties meets the single outcome agreement in relation to the efficient running of the Council and its property portfolio.

Transfer of the properties will assist in the demolition of Croft House and the temporary refurbishment of Aberdon House and will have wider economic development benefits for Croft House, and ultimately Aberdon House, as new housing shall be developed upon the cleared sites.

The subjects have been declared surplus, and, as such, there are no Equalities and Human Rights Impact Assessment factors should the proposed transfers proceed.

5. OTHER IMPLICATIONS

There are no significant other implications in relation to the proposal from an Asset Policy (Non-Housing) perspective, although City Chamberlain resources will be required in the future to conclude the proposed transfers.

The Head of Planning and Infrastructure advises that any future redevelopment of either, or both sites, for affordable housing may be subject to planning permission.

6. REPORT

Croft House, identified on one of the attached plans, comprises a three-storey large detached former Home, which comprises 56 single bedrooms, staff accommodation, 3 lounges, 2 dining rooms, 3 offices, bathrooms, kitchen, laundry, storage rooms and car parking. The total site extends to 0.53 Hectares (1.30 Acres), or thereby.

Aberdon House, identified on one of the attached plans, comprises a mainly single-storey large detached former Home, which comprises 50 single bedrooms, staff accommodation, 3 lounges, several seating areas, dining room, 2 offices, bathrooms, kitchen, laundry, storage rooms and car parking. The total site extends to 0.64 Hectares (1.58 Acres) or thereby.

The Area Committee Central meeting of 27 May 2009 (Article 15) resolved that the properties were surplus to Council requirements and that their availability be referred to the then Resources Management Committee to consider their future.

The Resources Management Committee meeting of 16 June 2009 (Article 9) subsequently resolved to agree that the properties were now surplus to Council requirements and remitted to the Head of Resources Development and Delivery that the said decision be considered and a report submitted to a future meeting of the Finance and Resources Committee as regards an appropriate re-use for the sites, or as to their disposal.

In line with circulation procedures, the availability of the properties was circulated to all Council Services and Partners and by the deadline date only the former Head of Service, Housing Asset Management, on behalf of the Housing Revenue Account (HRA), had expressed an interest in the possibility of acquiring the sites from the General Services Account. Accordingly, the Finance and Resources Committee meeting of 17 September 2009 (Article 30) authorised the Head of

Resources Development and Delivery to pursue in greater detail the possible transfer of the properties to the HRA and to instruct a report back on the outcome to both this Committee and the Housing and Environment Committee, in due course.

The Director of the Housing and Environment Service has now confirmed that the Service wishes the properties to be transferred to the HRA at a total of £1,250,000 (£700,000 for Croft and £550,000 for Aberdon, respectively). These figures being the current Market Values, as advised by Ryden, the Council's external property contractors.


For Croft, it is intended that the existing building be demolished and new build affordable housing be developed upon the cleared site. For Aberdon, it is intended that the existing building is brought up to Housing in Multiple Occupation Standard to facilitate its use for two years as a temporary accommodation unit for the Homelessness Service, and thereafter, it shall also be demolished and new build affordable housing be developed upon the cleared site. In respect of the proposals for Aberdon, they have been considered, and approved, by the Housing and Environment Committee meeting of 11 January 2010 and the Council meeting of 12 February 2010, respectively. A report on the redevelopment of Croft House for new build council housing shall be submitted to the Housing & Environment Committee for approval on 13 April 2010.

Accordingly, the Committee is therefore invited to now approve the recommendation that the City Chamberlain be instructed to conclude the transfer of the properties from the General Services Account to the Housing Revenue Account, including the obtaining of Scottish Minister approval, if necessary.

7. REPORT AUTHOR DETAILS

Ian Harris, Technical Officer (Estates)

 ianh@aberdeencity.gov.uk

 01224 52(2846)

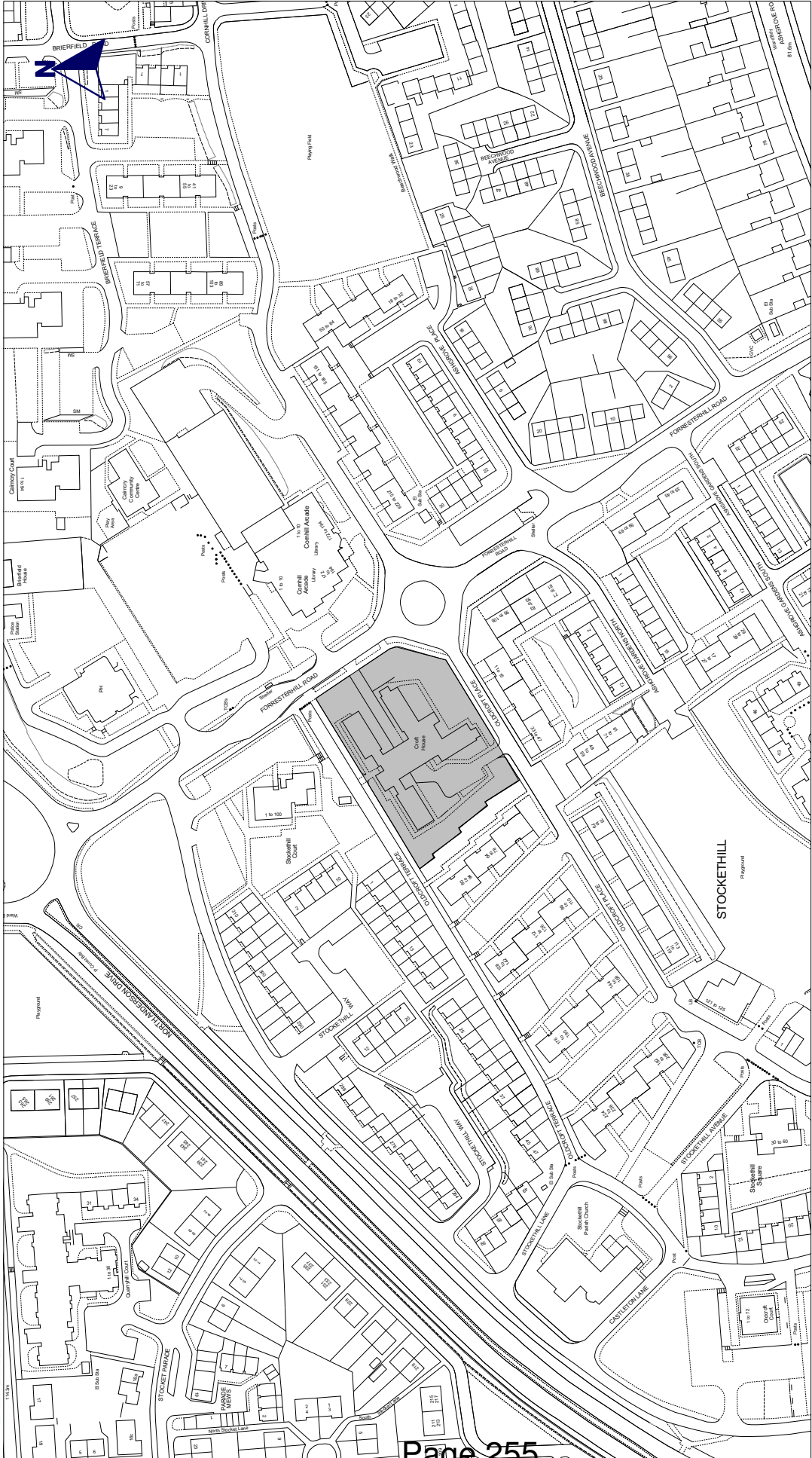
8. BACKGROUND PAPERS

None

This page is intentionally left blank



GEOGRAPHICAL INFORMATION SYSTEM



**Title : Former Croft Care Home, Oldcroft Place
Cornhill, Aberdeen**

**Scale: 1:2500
Date: 20 August 2009
Map Ref: NJ9107NW**

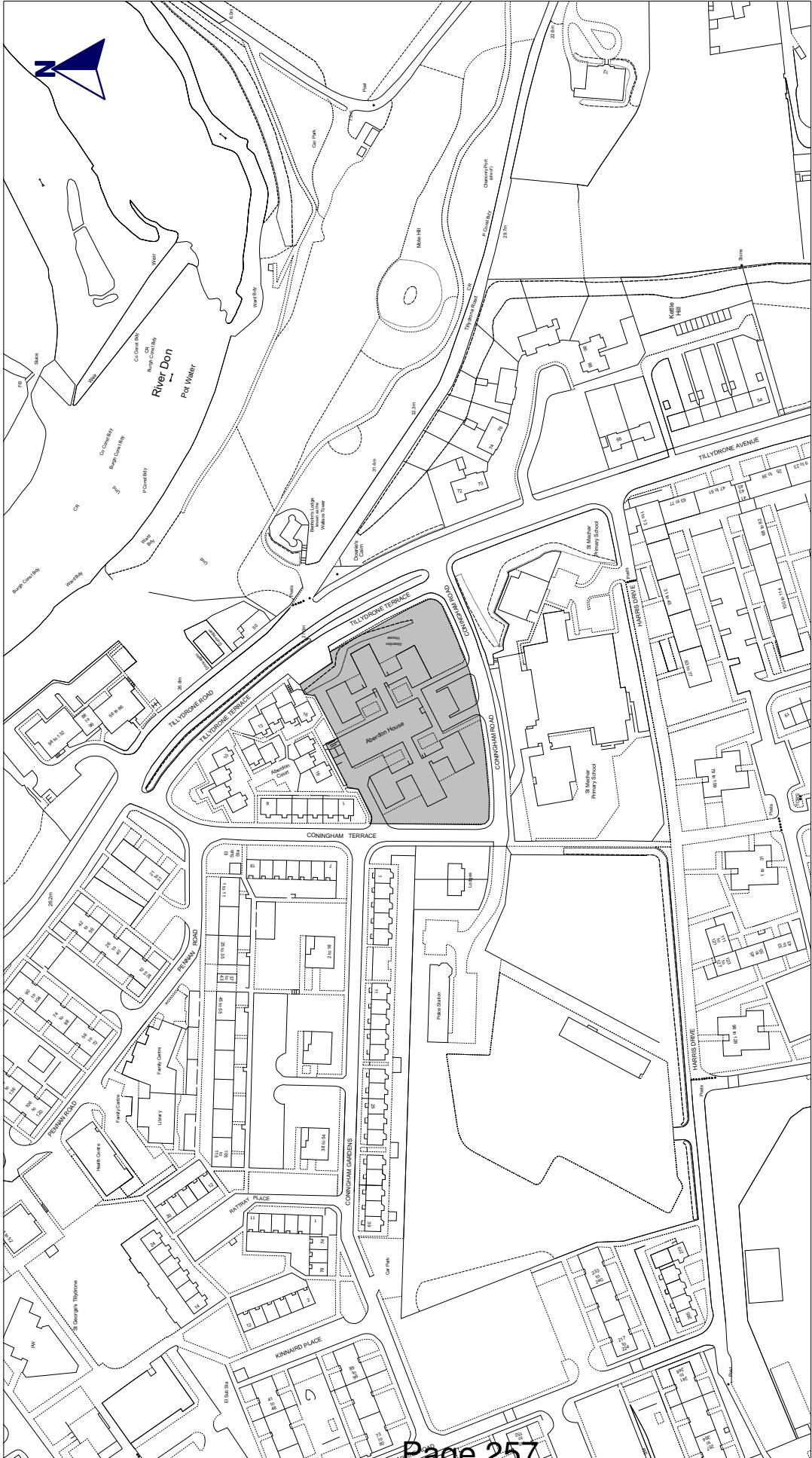
© Ordnance Survey
© Crown copyright. All rights reserved. Aberdeen City Council - 100023401 - 2008

Template prepared by GIS Research & Information Unit, Strategic Leadership, Tel: 529292

This page is intentionally left blank



GEOGRAPHICAL INFORMATION SYSTEM



Scale: 1:2500
Date: 20 August 2009
Map Ref: NJ9308NW

Title : Former Aberdon Care Home, Coningham Road Tillydrone, Aberdeen
© Crown copyright. All rights reserved. Aberdeen City Council - 100023401 - 2008

This page is intentionally left blank

ABERDEEN CITY COUNCIL

COMMITTEE	Finance and Resources
DATE	11/03/10
DIRECTOR	Gordon McIntosh
TITLE OF REPORT	Grove Lodge, Mugiemoos – Future Use
REPORT NUMBER:	EPI/10/049

1. PURPOSE OF REPORT

This report seeks to update the Committee on a future option for this surplus property, which is currently vacant. It advises of an approach by a Council Service for the possible future use of the property to support a use proposed by that Service.

2. RECOMMENDATION(S)

It is recommended that the Committee note the current position and that the Head of Resources Development and Delivery be instructed to pursue the possible future use of the property by the Social Care and Wellbeing Service and submit a further Report to this Committee within the next two Committee cycles on the property's future use.

3. FINANCIAL IMPLICATIONS

Any future sale of the property will generate a capital receipt for the Council during the appropriate financial year, should the decision be taken by Social Care and Wellbeing that the property is no longer considered suitable for the proposed use.

Any future sale is proposed at Market Value should the decision be taken by Social Care and Wellbeing that the property is no longer considered suitable for the proposed use. On this assumption there will be no state aid or other implications.

4. SERVICE & COMMUNITY IMPACT

Any transfer sale of the property meets the single outcome agreement in relation to the efficient running of the Council and its property portfolio.

A sale/transfer of the property in assisting the redevelopment of a vacant building will have wider economic development benefits, if sold, or enable it to be adapted to facilitate its use by persons with learning difficulties, should it be transferred.

There may be Equalities and Human Rights Impact Assessment factors should the proposed transfer to Social Care and Wellbeing proceed.

5. OTHER IMPLICATIONS

There are no significant other implications in relation to the proposal, although legal and property resources will be required in the future to conclude any proposed sale, should the decision be taken by Social Care and Wellbeing that the property is no longer considered suitable for the proposed use.

6. REPORT

Following the submission of a Report by the Health & Safety Manager, the Finance & Resources Committee on 28 January 2010 approved the recommendation that this property is now surplus to the requirements of the Corporate Governance Service and that its future be considered.


The property, identified on the attached plan, comprises a one and a half storey detached former cemetery lodge of traditional construction with accommodation comprising 5 apartments, kitchen and bathroom, with the property recently having been used for office/informal meeting purposes by the Employee Counselling Service, who vacated the property at the end of December 2009 following the outsourcing of that Service to Employee Advisory Resource.

In line with circulation procedures, and in anticipation of the property being declared surplus to requirements, its availability was circulated to all Council Services and Partners. By the deadline date, only the Commissioning Team within Social Care and Wellbeing Service has expressed an interest in the possibility of utilising the property for accommodating persons with learning disabilities and having challenging behaviour. This proposal is now being investigated in greater detail in consultation with other appropriate Services.

7. REPORT AUTHOR DETAILS

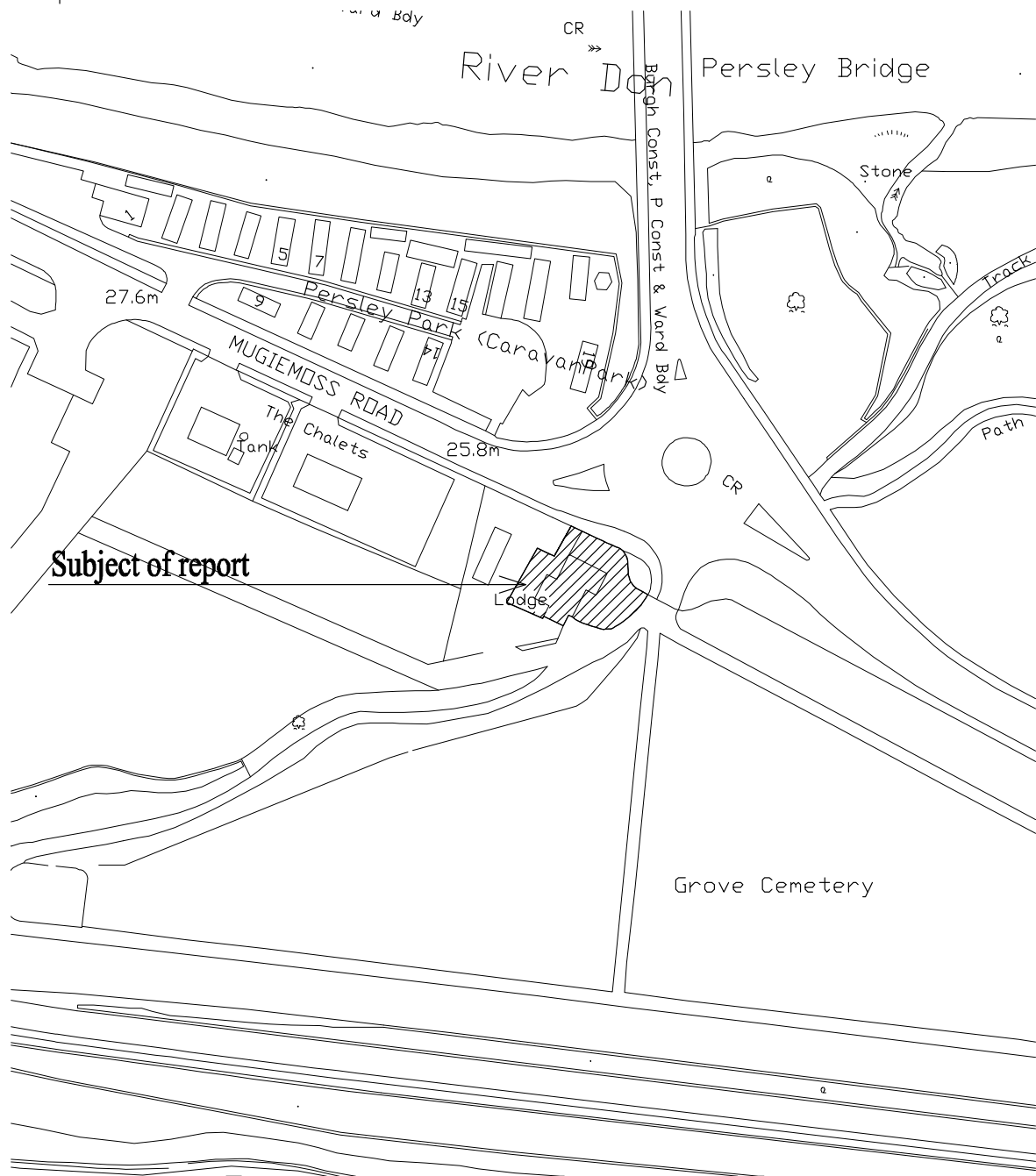
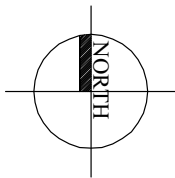
Ian Harris, Technical Officer (Estates)

 ianh@aberdeencity.gov.uk

 01224 52(2846)

8. BACKGROUND PAPERS

None



Site Plan (scale 1:1250)

title. **GROVE LODGE, MUGIEMOSS ROAD**

©Crown Copyright. Aberdeen City Council.
Licence No. 100023401

Date. JANUARY 2010

Scale. 1:1250

Ref.no.

(C)

ABERDEEN CITY COUNCIL

GORDON MCINTOSH
CORPORATE DIRECTOR
Enterprise, Planning & Infrastructure
St. Nicholas House, Aberdeen. AB10 1GY.



This page is intentionally left blank

ABERDEEN CITY COUNCIL

COMMITTEE	Finance and Resources
DATE	11/03/10
DIRECTOR	Gordon McIntosh
TITLE OF REPORT	Hazlehead Residential Area – Options on Sale or Lease of Amenity Areas
REPORT NUMBER:	EPI/10/050

1.0 PURPOSE OF REPORT

This report discusses the implications of a motion by Councillor Jennifer Stewart for Officers to investigate the possible sale or lease of appropriate portions of adjacent Council owned land as individual defensible garden areas to the occupiers of the terraced dwellings in the Hazlehead Road area. Whilst the motion also called for consultation with the occupiers on the idea, the purpose of this report is to advise Members, prior to any such consultation, of the many practical and Policy implications found by officers, should the idea of such sales or leases be approved.

2.0 RECOMMENDATIONS

It is recommended that: -

- 1) The Committee agrees to an initial survey being conducted by the Housing & Environmental Service with the local residents by means of an explanatory letter and questionnaire to gauge the level of interest in the scheme and a further report being submitted to this Committee in due course on the results of the survey and any more detail on the finance of such a scheme; and
- 2) in the meantime the existing policy on 'the Strategy for sale of Amenity Ground' continues to apply to individual applications from residents.

3.0 FINANCIAL IMPLICATIONS

If the scheme was implemented there could be capital receipts from the sales of garden areas but it is not clear at this time if the receipts would meet the cost of the redesign works and additional resources. There would be additional income from planning applications.

Consultation with occupiers has not yet been carried out to determine the extent of interest in acquiring areas of garden ground. Occupiers are likely to want to know their share of costs of the scheme and this would probably require a feasibility design scheme, which should be at no cost to the City Council.

There may be a substantial cost for the diversion of footways, which may be enclosed by the garden areas. This cost can only be assessed when the scheme has been fully developed and the paths involved identified. There is no current budget in Roads account for carrying out this work.

In order to assess a coherent scheme of garden ground allocation a feasibility study would be required. There is no budget allocated / available for this work at this time.

4.0 SERVICE & COMMUNITY IMPACT

Assuming the sale of amenity land is approved, the scheme may enhance the resident's quality of life with improved defensible space. However the provision of individual garden areas in this open plan residential area will erode the public open space amenity land and any scheme will require to address the environmental impact on the area as a whole. In planning terms the whole community would have to be consulted prior to individual planning applications being made on the proposals. Guidelines would need to be drawn up to ensure consistency of approach with regard to items such as boundary enclosures. There could be Environmental benefits to those acquiring the new gardens.

The single outcome agreement identifies National outcomes including:-

"We live in well-designed, sustainable places where we are able to access the amenities and services we need".

We value and enjoy our built and natural environment and protect it and enhance it for future generations."

The proposed sale of amenity ground would require to carefully address both these issues.

The design of any allocated garden space will fully assess Equalities & Human Rights Impact Assessment.

5.0 OTHER IMPLICATIONS

There are no direct implications for Council staff at this time. However if the scheme was to be implemented it is considered that additional resources would be required to deal with the additional workload in

design, legal work and planning if a large number of applications were made simultaneously.

It is envisaged that there would be considerable legal work in adjusting title deeds of former Council houses which may incorporate rights in common to drying areas etc within the land identified for possible garden areas. There would also be considerable legal work in dealing with statutory notices if adopted footpaths or roadways were affected by the proposals. The cost of such work would require to be met by the purchasers.

A crime 'Problem Profile' compiled by Grampian Police on the area in question revealed a relatively low number of crimes within the past 12 months, with the most numerous being road traffic, anti-social behaviour and dishonesties. While the hotspot loci varied according to the different types of analyses conducted, Hazlehead Road and Provost Graham Avenue topped the lists, with the overall peak time being between 4.00pm and 6.00pm on Mondays.

The creation of individual garden areas may enhance the value of the residential properties to those who participate but this may be subjective against the loss of public open space for others who do not participate in the scheme.

6.0 REPORT

Reference is made to the minutes of the Policy & Strategy Committee on 29 April 2008 wherein the Committee heard a Motion by Councillor Jennifer Stewart: -

" That this Council consults with occupiers in the terraced dwellings in Hazlehead Road, Hazlehead Gardens, Hazlehead Terraced, 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 Committee resolved to agree to a report containing officers' findings being submitted to a future Committee.

For completeness of the Hazlehead residential area, the terraced dwellings at Mortimer Drive and Mortimer Place have been included in this report.

The purpose of this report is to advise members on the initial findings by officers involved in various Services dealing with many issues on which the above Motion will have implications.

The proposals if approved and implemented would involve the redesign and sale/lease of parts of the open space amenity area and will have

implications for existing Planning policies related to residential areas and urban green space; completed and committed Housing Improvement works; adopted and unadopted footways; former Council house sales and titles; tenants leases, and grounds maintenance procedures.

Background History of Hazlehead Residential Area

The Hazlehead residential scheme is a mixture of terraced, low-rise stub blocks and high-rise blocks, designed on the edge of Hazlehead Park (circa 1964) within an open plan layout with large areas of grass amenity, trees and shrubs. The scheme is accessed from Queen's Road leading on to local adopted service roads at Hazlehead Gardens, Hazlehead Road, Hazlehead Terrace, Hazlehead Crescent, Hazlehead Place, Provost Graham Avenue, Mortimer Drive and Mortimer Place. The terraced dwellings are accessed from these roads either by adopted or unadopted footpaths which run parallel and close to the buildings in such a way that none of the houses have exclusive garden ground immediately adjacent to the house. The terraced houses have however been designed to wrap around pocket amenity areas at the front or rear with further desire line footpaths having been created. The low-rise stub blocks and high-rise blocks are set in the midst of the scheme and presently enjoy an outlook over the open space amenity and adjacent Hazlehead Park. The area layout is shown on Appendix 1 attached herewith.

Following the "Tenants' Rights, Etc. (Scotland) Act 1980" many of the houses have been sold leaving a mix of private owners and Council tenants as occupiers of the properties. The present status of the sales is shown on Appendix 2.

Some of the houses have been sold with a right in common to drying areas and bin stores in the middle of the amenity areas.

Practical and Policy Implications

The following part of this report discusses the practical and Policy implications as found by officers dealing with various legal, planning / environmental, housing, maintenance and social issues in the area and city wide, if the sale / lease scheme was to proceed.

Planning Issues

The following observations have been provided by the Head of Planning and Infrastructure:-

The area in question is zoned as a residential area, under Policy 40, in the adopted local plan. This policy seeks to retain the predominantly residential character and amenity. The policy also states that areas of recreational and amenity green space and trees within residential areas shall be retained for these uses and that any proposal to incorporate such

areas into private gardens will not be permitted unless the proposal has no unacceptably adverse effect on amenity.

P6 'Urban Green Space' would also apply. This indicates that permission would not be granted to develop areas of urban green space for any use other than recreation or sport unless an equivalent replacement area is made available within the local area; also, that there is no detriment to amenity; access is maintained or enhanced; there is no loss of established trees. It may be that the benefit in terms of amenity for those gaining private gardens can be balanced against the loss to the area in general. This would depend on the detail of the scheme and how it impacted upon those residents not gaining private gardens. Guidance should be drawn up to ensure constancy of approach with regard to items such as boundary enclosures.

The quality of the open space around these residential units is generally high, and contributes considerably to residential amenity as well as the approach to the city. Policy 36 'Urban Green Space' would also apply. This indicates that permission would not be granted to develop areas of urban green space for any use other than recreation or sport unless an equivalent replacement area is made available within the local area; also, that there is no detriment to amenity; access is maintained or enhanced; there is no loss of established trees. It may be that the benefit in terms of amenity for those gaining private gardens can be balanced against the loss to the area in general. This would depend on the detail of the scheme and how it impacted upon those residents not gaining private gardens. Guidance should be drawn up to ensure constancy of approach with regard to items such as boundary enclosures.

The quality of the open space around these residential units is generally high, and contributes considerably to residential amenity as well as the approach to the city.

The nature of the open space in this area seems to vary between wide open spaces, and those containing mature trees, spaces around the edge of the development and semi-private space, enclosed on three sides by rows of houses. A number of more enclosed areas of the open space contain the high rise blocks.

In terms of creating private gardens, local plan policy considers the extent of the impact on amenity to be the key issue. It is considered that the impact on amenity differs between the various areas that may be used to create gardens.

Where areas are enclosed by rows of dwellings and any gardens would not abut the larger areas of open space, then the creation of gardens may well not impact adversely on the general level of residential amenity. This may be the case, for example, to the south side of houses on Hazlehead Gardens, or within the courtyard to the dwellings on Mortimer Drive and Mortimer Place.

However, where the areas of open space in question contain stub or high rise blocks of flats, then the use of the open space would be lost to the residents of these flats, whilst they would not gain from the creation of private gardens. In this situation there would be an adverse impact on residential amenity.

Equally, where gardens are created on the more 'public' side of dwellings, and would be seen in long-range views, especially from the public roads, then there would be likely to be an adverse impact on amenity.

Allowing a small number of owners/occupiers to create private gardens, whilst others were unable to do so, might seem rather inequitable.

It is possible that it could be justified in planning terms due to the differing circumstances within the overall layout of the development.

An alternative might be to use the approach that exists in Footdee – to create private garden areas within the more enclosed areas of open space, with a communal path remaining around the edge of the space.

In order to mitigate the impact on residential and visual amenity, any scheme to allow the creation of private gardens would need to include conditions relating to the type and height of boundary enclosure to be used to ensure a level of uniformity. If 1m or less in height, then these could be erected without the need for planning permission.

In terms of applications for change of use of amenity space, the existing 'Strategy for Sale of Amenity Ground', (attached as appendix 3) would also be a material consideration. Proposals for change of use of open space to garden ground, depending on the individual circumstances, may be contrary to the adopted local plan and in a large number of cases, proposals for gardens would be unlikely to accord with the guidelines.

Legal Issues

The City Solicitor advises that:-

There may be a staff resource problem if a large number of applications were received resulting in volume conveyancing. The applications would require to be incorporated in the general workload of the Section. Although every effort would be expended, the completion of all sales would necessarily take a lengthy period of time partly due to competing work priorities and the complexity of each transaction.

Many Council house sales within the Hazlehead development include rights of ownership in rotary driers and bin-store areas which are situated in the middle of amenity areas. If, in the course of dividing these areas into garden ground, the driers and bin stores are removed or relocated then the consent of the owner-occupiers who utilise the same will be required.

This will result in the correction of various title deeds and the corresponding legal costs (likely to be expensive) being met by the applicants. A possible staff resource would also exist.

The utility services have various wayleaves for gas, electricity and water. Any prospective purchaser would have to accept all existing mains, pipes etc on the land when applying to buy.

The cost of altering the routes of paths/roadways would require to be met by the applicants.

Housing / Tenant Issues

The Heads of Shelter & Environment and Housing Management advise:-

The grass amenity ground in the Hazlehead scheme is currently maintained on the Housing Revenue Account (HRA). In many of the streets, owner/occupiers are already in the majority. They are therefore enjoying benefits borne by the minority rent payers.

If the scheme was to be approved, it would therefore, be preferred for ownership or responsibility for areas of amenity ground adjacent to individual housing to be transferred to the occupiers.

If appropriate, owners could be given the option to buy ground and tenants could be offered ground as an addition to their tenancy. However, it is not possible to make this compulsory in either case.

Any addition of exclusive ground to a tenancy is likely to increase the rent for the tenancy. This may well influence the number of tenants prepared to accept a garden area.

If only some occupiers take up an option to have ground, this would result in a patchwork of transferred ground. This is likely to result in the remaining ground being difficult and expensive to maintain.

In order for a suitable size of ground to be allocated to a property, it is likely that paths will require realigning, with the possibility of some common bin areas and rotary dryers also requiring to be repositioned.

Transfer of ownership of ground should be cost neutral at worst to the HRA. Ideally there should be a capital gain.

Where all properties and adjacent ground is sold, remaining amenity ground in the area should be transferred to a non-housing account.

Adopted footpaths Issues (Roads)

All footpaths that may be enclosed by the proposed gardens can be diverted without any requirement for a stopping-up traffic order provided the routes are maintained. The diverted adopted footpaths would have to be constructed to adoptable standards and if the unadopted footpaths are to be adopted then they must also be constructed to adoptable standards.

This work could involve a substantial cost, which can only be assessed when the scheme has been fully developed and the paths involved identified. There is currently no budget for carrying out this work.

Unadopted Footpaths (Housing)

The Housing Capital Expenditure Budget has a budget heading that identifies funding to improve the network of un-adopted Footpaths & Carriageways held on the Housing Revenue Account. The Roads Network Maintenance Unit established criteria, which formed a baseline to introduce a priority surface grading (condition) scheme across each Neighbourhood Service. This was supported by Community Services Committee on 15 November 2005 to ensure priority funding throughout the city.

Since the grading system has been established £100,000 has been funded to upgrade and adopt areas within Mortimer Drive / Place and Hazlehead Road. The funding will continue in the Mortimer Drive / Place area in the financial year 2009/10 to the value of £30,000 if approved.

The project to upgrade and adopt footpaths held on the Housing Revenue Account is a city wide project. The project will continue to put in place a robust routine repair and planned maintenance programme for all un-adopted footpaths using the available funding through the Housing Capital Expenditure Budget. However the funding is for existing Housing footpaths only.

Social / Defensible Issues

Grampian Police advise:-

It is not possible at this time to say whether the garden scheme will have a positive effect to reduce crime in the Hazlehead area however Grampian Police offer the following advice on the results of other such schemes.

"The principle of crime prevention through environmental design relies on several core factors that include natural surveillance, lighting and the creation of a defensible space by means of both physical and psychological barriers. While there can be no guarantee of eliminating a problem, these measures, when implemented in a cohesive way, can

significantly reduce its scale and improve dramatically the quality of life of those living or working within the community. The epitome of this ethos is the 'Secured by Design' scheme which has a proven track record of reducing crime and improving community safety”.

“By way of illustration, a study of 27 housing estates in West Yorkshire, designed to 'SBD' principles reported that crime rates had dropped by between 54% and 67%. Burglary (i.e. housebreaking) rates were 50% less than those on other West Yorkshire estates and there were 42% fewer vehicle crimes. The average cost of the extra design measures in this scheme was £440 per new dwelling, compared to estimated average burglary (housebreaking) losses of £1,670 per dwelling. While, at Hazlehead, it may not be necessary to go as far down the road as achieving accredited 'Secured by Design' status, provided that the principles of crime prevention through environmental design are adhered to, there is every reason to believe that they can make a real difference to the residents”.

Finance

If the garden ground scheme is approved and open to all residents in terraced houses. The cost of the following works requires to be considered:

- relocation of footpaths,
- corrective legal conveyancing to title deeds of former Council houses,
- relocation of rotary driers and bin stores,
- construction of gardens/fences to tenanted houses
- additional resources to deal with legal, planning and design matters
- cost of planning fees for tenanted plots.

The question of whether all the above costs can be met from the sale or lease of the garden areas is doubtful, as it is unlikely that all residents will participate in the scheme.

In order that a coherent scheme can be considered a feasibility study would be required. There is no budget meantime allocated for such work.

Summary / Conclusion

The present open plan layout at Hazlehead with various directional footpaths would allow a few residents the option to take up additional land as garden ground. However those properties immediately adjacent to access footpaths could not take up the option of garden ground without these paths being relocated. The option of selling pieces of ground in the middle of the amenity areas has been discounted, as this would not address the defensible issues.

The idea of adding additional garden ground to private and tenanted properties is understood and would usually benefit financial and defensible values to these properties. However the Hazlehead residential area was specifically designed as an open plan layout and a comprehensive scheme of garden ground allocation is considered to be extremely difficult with legal and practical difficulties leading to inequitable costs. The erosion of open space is also contrary to the Council's current planning policies.

It is considered that it would not be prudent at this time, to enter into detailed consultations with the residents on the options of sale or lease, as they will obviously wish to know indicative costs. However Councillor Jennifer Stewart has suggested that an initial letter and questionnaire be sent to the residents to gauge the level of interest which may allow officers to calculate ballpark costs on the scheme.

The Council already has an adopted policy on the sale of small areas of amenity land, 'the Strategy for Sale of Amenity Ground'. This policy considers such sales on an individual application basis. It is suggested this policy should continue to apply to any residents in the Hazlehead scheme but it should also be made clear that in a large number of cases, proposals for gardens would be unlikely to accord with the guidelines under that scheme.

Observations

Local Members Jennifer Stewart, Jim Farquharson, Martin Greig and John West are being consulted. Councillor Jennifer Stewart's comments have been incorporated in the report.

7.0 REPORT AUTHOR DETAILS

James A Forbes, Principal Technical Officer (Development),
✉ jforbes@aberdeencity.gov.uk
☎ 01224 52(2141)

8.0 BACKGROUND PAPERS

None

This page is intentionally left blank

Properties at Hazlehead Residential Scheme				
Road	Number	Private Properties	Council Properties	Comments
Hazlehead Crescent	7		C	
Hazlehead Crescent	9		C	
Hazlehead Crescent	11		C	
Hazlehead Crescent	13	P		
Hazlehead Crescent	15	P		
Hazlehead Crescent	17	P		
Hazlehead Crescent	19	P		
Hazlehead Crescent	21		C	
Hazlehead Crescent	23		C	
Hazlehead Crescent	25	P		
Hazlehead Crescent	27	P		
Hazlehead Crescent	29		C	
Hazlehead Crescent	33		C	
Hazlehead Crescent	35		C	
Hazlehead Crescent	37		C	
Hazlehead Crescent	39		C	
Hazlehead Crescent	41		C	
Hazlehead Crescent	43		C	
Hazlehead Crescent	45		C	
Hazlehead Crescent	47		C	
Hazlehead Crescent	49	P		
Hazlehead Crescent	51	P		
Hazlehead Crescent	53		C	
Hazlehead Crescent	55	P		
Hazlehead Crescent	57	P		
Hazlehead Crescent	59		C	
Hazlehead Crescent	61	P		
Hazlehead Crescent	63		C	
Hazlehead Crescent	65	P		
Hazlehead Crescent	67	P		
Hazlehead Crescent	69	P		
Hazlehead Crescent	71	P		
Hazlehead Crescent	73		C	
Hazlehead Crescent	75	P		
Hazlehead Crescent	77	P		
Hazlehead Crescent	79	P		
Hazlehead Crescent	81		C	
Hazlehead Crescent	83	P		
Hazlehead Crescent	85	P		
Hazlehead Crescent	87		C	
	Totals		20	20

Hazlehead Gardens	2	P		
Hazlehead Gardens	4	P		
Hazlehead Gardens	6	P		
Hazlehead Gardens	8	P		
Hazlehead Gardens	10	P		
Hazlehead Gardens	12	P		
Hazlehead Gardens	14		C	
Hazlehead Gardens	16		C	
Hazlehead Gardens	18	P		
Hazlehead Gardens	20	P		
Hazlehead Gardens	22	P		
Hazlehead Gardens	24		C	
Hazlehead Gardens	26	P		
Hazlehead Gardens	28		C	
Hazlehead Gardens	30	P		
Hazlehead Gardens	32		C	
Hazlehead Gardens	34	P		
Hazlehead Gardens	36	P		
Hazlehead Gardens	38	P		
Hazlehead Gardens	40	P		
Hazlehead Gardens	42		C	
Hazlehead Gardens	44	P		
Hazlehead Gardens	46	P		
Hazlehead Gardens	48	P		
Hazlehead Gardens	50		C	
Hazlehead Gardens	52		C	
Hazlehead Gardens	54	P		

Appendix 2

Hazlehead Gardens	56	P		
Hazlehead Gardens	58	P		
Hazlehead Gardens	60	P		
Hazlehead Gardens	62	P		
Hazlehead Gardens	64	P		
Hazlehead Gardens	66		C	
Totals			24	9

Hazlehead Place	1	P		
Hazlehead Place	2	P		
Hazlehead Place	3	P		
Hazlehead Place	4	P		
Hazlehead Place	5	P		
Hazlehead Place	6	P		
Hazlehead Place	7		C	
Hazlehead Place	7	P		
Hazlehead Place	8	P		
Hazlehead Place	9	P		
Hazlehead Place	10	P		
Hazlehead Place	11	P		
Hazlehead Place	12	P		
Hazlehead Place	13	P		
Hazlehead Place	14	P		
Hazlehead Place	15	P		
Hazlehead Place	16	P		
Hazlehead Place	17	P		
Hazlehead Place	18	P		
Hazlehead Place	19	P		
Hazlehead Place	20	P		
Hazlehead Place	21	P		
Hazlehead Place	22	P		
Hazlehead Place	23	P		
Hazlehead Place	24	P		
Hazlehead Place	25	P		
Hazlehead Place	26		C	
Hazlehead Place	27		C	
Hazlehead Place	28		C	
Hazlehead Place	29	P		
Hazlehead Place	30	P		
Hazlehead Place	31	P		
Hazlehead Place	32	P		
Hazlehead Place	33	P		
Hazlehead Place	34		C	
Hazlehead Place	35	P		
Hazlehead Place	36	P		
Hazlehead Place	37		C	
Hazlehead Place	38	P		
Hazlehead Place	39	P		
Hazlehead Place	40	P		
Hazlehead Place	41	P		
Hazlehead Place	42	P		
Hazlehead Place	43	P		
Totals			38	6

Hazlehead Road	1	P		
Hazlehead Road	3	P		
Hazlehead Road	5	P		
Hazlehead Road	7	P		
Hazlehead Road	9		C	
Hazlehead Road	11	P		
Hazlehead Road	13	P		
Hazlehead Road	15	P		
Hazlehead Road	17	P		
Hazlehead Road	19	P		
Hazlehead Road	21	P		
Hazlehead Road	23	P		
Hazlehead Road	25	P		
Hazlehead Road	27	P		
Hazlehead Road	29	P		
Hazlehead Road	31	P		
Hazlehead Road	33	P		

Appendix 2

Hazlehead Road	35	P		
Hazlehead Road	37	P		
Hazlehead Road	39	P		
Hazlehead Road	41	P		
Hazlehead Road	43	P		
Hazlehead Road	45	P		
Hazlehead Road	47	P		
Hazlehead Road	49	P		
Hazlehead Road	51		C	
Hazlehead Road	53	P		
Hazlehead Road	55	P		
Hazlehead Road	57	P		
Hazlehead Road	59	P		
Hazlehead Road	61	P		
Hazlehead Road	63	P		
Totals		30		2

Hazlehead Terrace	1		C	
Hazlehead Terrace	2		C	
Hazlehead Terrace	3	P		
Hazlehead Terrace	4	P		
Hazlehead Terrace	5		C	
Hazlehead Terrace	6	P		
Hazlehead Terrace	7		C	
Hazlehead Terrace	8		C	
Hazlehead Terrace	9	P		
Hazlehead Terrace	10		C	
Hazlehead Terrace	11		C	
Hazlehead Terrace	12		C	
Hazlehead Terrace	13	P		
Hazlehead Terrace	14		C	
Hazlehead Terrace	15		C	
Hazlehead Terrace	16		C	
Hazlehead Terrace	17		C	
Hazlehead Terrace	18		C	
Hazlehead Terrace	19	P		
Hazlehead Terrace	20		C	
Hazlehead Terrace	21	P		
Hazlehead Terrace	22		C	
Hazlehead Terrace	23		C	
Hazlehead Terrace	24		C	
Hazlehead Terrace	25		C	
Hazlehead Terrace	26	P		
Hazlehead Terrace	27	P		
Hazlehead Terrace	28	P		
Hazlehead Terrace	29		C	
Hazlehead Terrace	30	P		
Hazlehead Terrace	31		C	
Hazlehead Terrace	32		C	
Hazlehead Terrace	33		C	
Hazlehead Terrace	34		C	
Hazlehead Terrace	35		C	
Hazlehead Terrace	36	P		
Hazlehead Terrace	37		C	
Hazlehead Terrace	38	P		
Hazlehead Terrace	39		C	
Hazlehead Terrace	40	P		
Hazlehead Terrace	41		C	
Hazlehead Terrace	42	P		
Hazlehead Terrace	43	P		
Hazlehead Terrace	44	P		
Hazlehead Terrace	45		C	
Hazlehead Terrace	46	P		
Hazlehead Terrace	47		C	
Hazlehead Terrace	48	P		
Hazlehead Terrace	50		C	
Hazlehead Terrace	52	P		
Hazlehead Terrace	54		C	
Hazlehead Terrace	56		C	
Hazlehead Terrace	58		C	
Hazlehead Terrace	60	P		

Appendix 2

Hazlehead Terrace	62	P		
Hazlehead Terrace	64	P		
Hazlehead Terrace	66	P		
Hazlehead Terrace	68	P		
Hazlehead Terrace	70	P		
Hazlehead Terrace	72	P		
Hazlehead Terrace	74	P		
Hazlehead Terrace	76	P		
Hazlehead Terrace	78	P		
Hazlehead Terrace	80	P		
Hazlehead Terrace	82	P		
Totals			32	33

Mortimer Drive	1		C	
Mortimer Drive	2	P		
Mortimer Drive	3		C	
Mortimer Drive	4	P		
Mortimer Drive	5		C	
Mortimer Drive	6		C	
Mortimer Drive	7		C	
Mortimer Drive	8		C	
Mortimer Drive	9		C	
Mortimer Drive	10		C	
Mortimer Drive	11		C	
Mortimer Drive	12	P		
Mortimer Drive	13		C	
Mortimer Drive	14	P		
Mortimer Drive	15		C	
Mortimer Drive	16	P		
Mortimer Drive	17		C	
Mortimer Drive	18	P		
Mortimer Drive	19	P		
Mortimer Drive	20	P		
Mortimer Drive	21	P		
Mortimer Drive	22		C	
Mortimer Drive	23		C	
Mortimer Drive	24	P		
Mortimer Drive	25		C	
Mortimer Drive	26		C	
Mortimer Drive	27		C	
Mortimer Drive	28	P		
Mortimer Drive	29		C	
Mortimer Drive	30	P		
Mortimer Drive	31		C	
Mortimer Drive	32	P		
Mortimer Drive	33		C	
Mortimer Drive	34		C	
Mortimer Drive	35		C	
Mortimer Drive	36	P		
Mortimer Drive	37		C	
Mortimer Drive	38	P		
Mortimer Drive	38a		C	
Mortimer Drive	39		C	
Mortimer Drive	40		C	
Mortimer Drive	41		C	
Mortimer Drive	42	P		
Mortimer Drive	43	P		
Mortimer Drive	44	P		
Mortimer Drive	45		C	
Mortimer Drive	46	P		
Mortimer Drive	47	P		
Mortimer Drive	48	P		
Mortimer Drive	49		C	
Mortimer Drive	50	P		
Mortimer Drive	51		C	
Mortimer Drive	52	P		
Mortimer Drive	53		C	
Mortimer Drive	54	P		
Mortimer Drive	55		C	
Mortimer Drive	56	P		
Mortimer Drive	57		C	

Appendix 2

Mortimer Drive	58	P		
Mortimer Drive	59		C	
Mortimer Drive	61		C	
Mortimer Drive	63		C	
Mortimer Drive	65	P		
Mortimer Drive	67	P		
Mortimer Drive	69		C	
Mortimer Drive	77	P		
Totals			29	40

Mortimer Place	1		C	
Mortimer Place	2	P		
Mortimer Place	3		C	
Mortimer Place	4		C	
Mortimer Place	5		C	
Mortimer Place	6		C	
Mortimer Place	7		C	
Mortimer Place	8	P		
Mortimer Place	9		C	
Mortimer Place	10	P		
Mortimer Place	11		C	
Mortimer Place	12		C	
Mortimer Place	13		C	
Mortimer Place	14	P		
Mortimer Place	15		C	
Mortimer Place	16	P		
Mortimer Place	17		C	
Mortimer Place	18		C	
Mortimer Place	19	P		
Mortimer Place	20		C	
Mortimer Place	21	P		
Mortimer Place	22		C	
Mortimer Place	23		C	
Mortimer Place	24	P		
Totals			8	16

Provost Graham Avenue	1	P		
Provost Graham Avenue	2	P		
Provost Graham Avenue	3	P		
Provost Graham Avenue	4		C	
Provost Graham Avenue	5	P		
Provost Graham Avenue	6		C	
Provost Graham Avenue	7	P		
Provost Graham Avenue	8		C	
Provost Graham Avenue	9	P		
Provost Graham Avenue	10		C	
Provost Graham Avenue	11	P		
Provost Graham Avenue	12		C	
Provost Graham Avenue	13		C	
Provost Graham Avenue	14		C	
Provost Graham Avenue	15	P		
Provost Graham Avenue	16		C	
Provost Graham Avenue	17	P		
Provost Graham Avenue	18		C	
Provost Graham Avenue	19		C	
Provost Graham Avenue	20		C	
Provost Graham Avenue	21	P		
Provost Graham Avenue	22		C	
Provost Graham Avenue	23	P		
Provost Graham Avenue	24		C	
Provost Graham Avenue	25	P		
Provost Graham Avenue	26	P		
Provost Graham Avenue	27	P		
Provost Graham Avenue	28		C	
Provost Graham Avenue	29	P		
Provost Graham Avenue	30		C	
Provost Graham Avenue	31	P		
Provost Graham Avenue	32		C	
Provost Graham Avenue	33		C	
Provost Graham Avenue	34	P		
Provost Graham Avenue	35		C	

Appendix 2

Provost Graham Avenue	36		C	
Provost Graham Avenue	37		C	
Provost Graham Avenue	38		C	
Provost Graham Avenue	39		C	
Provost Graham Avenue	40	P		
Provost Graham Avenue	41		C	
Provost Graham Avenue	42		C	
Provost Graham Avenue	43		C	
Provost Graham Avenue	44		C	
Provost Graham Avenue	45		C	
Provost Graham Avenue	46		C	
Provost Graham Avenue	47		C	
Provost Graham Avenue	48		C	
Provost Graham Avenue	49	P		
Provost Graham Avenue	50		C	
Provost Graham Avenue	51	P		
Provost Graham Avenue	52		C	
Provost Graham Avenue	53		C	
Provost Graham Avenue	54		C	
Provost Graham Avenue	55		C	
Provost Graham Avenue	56	P		
Provost Graham Avenue	57		C	
Provost Graham Avenue	58		C	
Provost Graham Avenue	59		C	
Provost Graham Avenue	60		C	
Provost Graham Avenue	62		C	
Provost Graham Avenue	64		C	
Provost Graham Avenue	66		C	
Provost Graham Avenue	68		C	
Provost Graham Avenue	70	P		
Totals		22		42
Grand Total		203		168

AMENITY GROUND – STRATEGY FOR SALE

A report was submitted to The Property Sub Committee on 2 December 1998 and 3 February 1999 concerning the consideration of the proposed general strategy for the sale of amenity ground. The recommendations contained within the final report were approved subject to the inclusion of a further two conditions (4 and 5).

The strategy was adopted as policy by the Resources Management Committee on 2 October 2002. The approved criteria which require to be satisfied before any amenity area may be sold are:-

1. The area applied for does not form part of a larger area exceeding 100 sqm.
2. The area applied for does not contain special features such as trees or other planting.
3. The sale of the area applied for will not result in any material change in the aesthetic appearance of the area.
4. The local Ward Member and/or the Convenor of the Property Sub-Committee (now Resources Management Committee) are to be included as one of the persons consulted on consideration of the application.
5. Any application should consider the desirability of taking parked cars off certain roads.

NOTE

In the event that a sale of amenity ground is approved it should be noted that the sale of the land will be suspensive on the applicant applying for and obtaining Planning Consent for a change of use from Public Open Space to Private Garden Ground.

This page is intentionally left blank

ABERDEEN CITY COUNCIL

COMMITTEE: Finance and Resources Committee

DATE: 11 March 2010

CORPORATE DIRECTOR: Gordon McIntosh

TITLE OF REPORT: Framework Agreement for Consultancy Services for Transportation and Environmental Related Professional Services

REPORT NUMBER: EPI/10/072

1. PURPOSE OF REPORT

The purpose of this report is to seek approval to award places on the Framework Agreement for Consultancy Services for Transportation and Environmental Related Professional Services to the companies named in this report. Aberdeen City Council and Aberdeenshire Council, in conjunction with NESTRANS, have an existing framework agreement with consultants to undertake the provision of these services until the end of March 2010. This new Framework Agreement would start in April 2010 and run for a period of three years with an option to extend the contract for a further two years.

The purpose of this Framework Agreement is to augment the Councils' and NESTRAN'S inhouse professional service capabilities and expertise, to cope with increases and peaks in workload, and retain flexibility of resources and ensure best value in the use of such external resources as and when the need arises.

This report advises the Committee of the process of the commissioning and tendering of a new framework agreement with a start date of 1st April 2010 and seeks approval to award a place on the Framework Agreement to the successful consultants named herein.

2. RECOMMENDATION(S)

It is recommended that the Committee:

- a) Note the contents of the report concerning the process of setting up the framework agreement.
- b) Approve that a place on the Framework Agreement is awarded for the six packages of work to the successful consultants identified in section 2.4.

3. FINANCIAL IMPLICATIONS

There is no direct financial implication associated with setting up the framework agreement. However, each individual project carried out under the framework agreement will require separate committee approval to be sought prior to initiation and appropriate finances will have to be in place. It is considered that the total financial spending from an Aberdeen City Council perspective could be in excess of £200,000 per annum (based on historic trend of work awarded via this framework) although this is not guaranteed to the consultants and will depend to some extent on the content of the capital and revenue programme for the coming years. As part of the process all relevant financial regulations and standing orders will be adhered to.

4. SERVICE & COMMUNITY IMPACT

Setting up a term commission will assist in the delivery of the 'Community Plan' objectives for Transport and Connections to improve sustainable travel options. The utilisation of consultancy services in this way will facilitate a more efficient and effective achievement of the transport aims set out in 'Vibrant, Dynamic & Forward Looking' of allowing people to travel quickly, in comfort and affordably in and around Aberdeen and to the rest of the country.

The framework agreement will also assist in the delivery of actions identified in the Single Outcome Agreement, in particular the delivery of both Local and Regional Transport Strategies. The framework agreement would further assist the delivery of services by allowing a more efficient use of resources.

5. OTHER IMPLICATIONS

No other implications.

6. REPORT

1. Background

- 1.1 At its meeting in March 2009, the Resources Management Committee approved the setting up of a new consultancy framework agreement for Consultancy Services for Transportation and Environmental Related Professional Services to begin on 1st April 2010 and instructed officers to commence the process of preparing the tender documents.
- 1.2 The setting up of the framework agreement is in response to a need to provide transportation and environmental expertise delivered across the Services where there is a lack of in-house resource, either due to a skill shortage, the specialist nature of the work, or due to other workload commitments. The commissioning partnership will include Aberdeenshire Council and Nestrans, to ensure that the transportation needs of the north east region, as well as locally within the two neighbouring authorities, can be progressed effectively and efficiently. The three bodies have an existing framework agreement with consultants to undertake the provision of these services until the end of March 2010.

2. Development of Commission

- 2.1 Discussions with partners established how the new framework contract should be set up. Discussions have also taken place with the joint procurement officer to establish appropriate procedures for implementing the new framework agreement. The new framework agreement has been split into a six separate packages or lots. These packages have been developed by identifying particular elements of works that could be grouped together based on our own project requirements and consultants' areas of expertise. The six separate work packages are as follows:
 - 1) **Policy Support and Development** (including travel planning, active travel, surveys, data collection and analysis, public transport planning)
 - 2) **Strategic Planning** (including transport modelling, feasibility studies, environmental studies and development management)
 - 3) **Design and Delivery** (including traffic management, road safety, parking zones, footways, junction layouts etc.)
 - 4) **Traffic Signals and IT Solutions** (a specialist commission for the design and coordination of traffic signal networks and linkage to real time and other public information systems).

- 5) **Public Transport Support and Development** (including Strategy and Policy Development, Fares and Ticketing and Infrastructure Feasibility Studies).
- 6) **Technical Advice on Waste Management** (including Landfill Management and Waste Strategy Appraisals)

2.2 The previous report concluded that in order to continue to maximize best value for the three partners the following would be the most advantageous approach:

- the new framework agreement would be for three years with possible extension of up to two years.
- tender submissions would be assessed on a 60% Quality / 40% Price basis.
- consideration to be given as to whether one or more consultants would be appointed for each work package.

Separation of the work in the new framework agreement into individual work packages is reflective of practice in other local authority areas.

2.3 The framework agreement was approved by the NESTRANS Board on the 8th February 2010. As well as approval from this Committee the procurement of the new framework agreement will also be subject to Aberdeenshire Committee approval in March 2010. As previously approved the total volume of work could exceed the European tender threshold, therefore, the framework agreement has been procured in accordance with European Procurement procedures and the Public Contracts (Scotland) Regulations 2006.

2.4 It was decided to undertake a Restricted Procurement process in accordance with the 2006 Regulations. Pre-tender questionnaires were issued to all interested consultants and the returns were received by Wednesday 5 October 2005. These were evaluated and a short list for tenders was produced. An Invitation to Tender containing a full brief was issued to thirteen short listed consultants and returns were received by 24th November 2009. These were evaluated using the agreed quality/price assessment procedure. As part of the process all relevant financial regulations and standing orders have been adhered to. It is intended to appoint two consultants for each work package, except package 6 where for operational reasons it is proposed that only one consultant is appointed. Following the tenders evaluation, it is recommended that places on the Framework Agreement should be awarded to the following consultants:

- 1) **Policy Support and Development** – SIAS Ltd and AECOM Ltd

- 2) **Strategic Planning** – SIAS Ltd and AECOM Ltd
 - 3) **Design and Delivery** – Jacobs Engineering UK Ltd and AECOM Ltd
 - 4) **Traffic Signals and IT Solutions** – AECOM Ltd and Halcrow Group Ltd
 - 5) **Public Transport Support and Development** – Jacobs Engineering UK Ltd and MVA Consultancy Ltd
 - 6) **Technical Advice on Waste Management** – Halcrow Group Ltd
- 2.5 A tender report has been produced giving details of the quality and financial scoring and this can be made available to Members and Officers on request.
- 2.6 Subject to approval by the three authorities a formal letter of confirmation will be sent out to the successful consultants who will be awarded a place on the Framework Agreement. This will follow on from a legally required 10 day standstill period where unsuccessful bidders can challenge the outcome of the selection process. The successful consultants will be commissioned to provide the appropriate professional services and support, as necessary, to Aberdeen City Council, Aberdeenshire Council and NESTRANS, by calling-off under the framework agreement.

7. REPORT AUTHORS DETAILS

Ken Neil
Senior Engineer
kenn@aberdeencity.gov.uk
Tel. No. (52)3476

8. BACKGROUND PAPERS

This page is intentionally left blank

COMMITTEE : **Finance and Resources** DATE: 11 March 2010

CORPORATE DIRECTORS: Pete Leonard and Fred McBride

TITLE OF REPORT: Update report: Alternative savings proposals - Debt
Counselling

REPORT NUMBER : H&E/

1. PURPOSE OF REPORT

This report is an update to a report originally submitted to this Committee on 28th January 2010, regarding savings relating to Debt Counselling and Welfare rights advice services. The report contains information on funding provided by the Council to Aberdeen Citizen's Advice Bureau (ACAB), and information regarding the progress of a Service Level Agreement between both parties. Finally, the ACAB raised concerns that the original report contained inaccuracies and misleading information, and which reflected badly on their organization, this report seeks to incorporate their views, correct the information and to apologise for offence caused.

2. RECOMMENDATIONS

2.1. That the Committee notes

- (a) That the report and information presented at the meeting on 28th January contained a number of inaccuracies regarding funding from Aberdeen City Council (ACC), to the detriment of the ACAB, and that the Head of Service (Interim Lead for Environment) apologises unreservedly for this.
- (b) The information on the funding streams from Aberdeen City Council to the ACAB detailed in this report
- (c) The progress made so far on the merger of the Councils Debt advice team with the Welfare Rights team

2.2. That the Committee approves the proposals for:

- (i) Officers to consider how savings of £70k can be made in the provision of debt advice from the overall funding currently allocated to the Trading Standards service for this function, with the minimum of impact on service users, and report on this to the next meeting of this Committee on 6 May 2010.
- (ii) Officers to engage in discussions with the ACAB to establish a service level agreement as a matter of urgency, with all future funding being contingent on this

- (iii) The payment of a transition amount of £7,000 in funding from the Trading standards budget to the CAB until a decision on future funding is made on 6 May 2010, this being a pro-rata sum based on the existing funding of £70,000 per annum.

3. FINANCIAL IMPLICATIONS

- 3.1 If a target saving of £70K in resources currently allocated by the council for debt advice cannot be made (whether from a reduction in funding to the ACAB or a reduction in resource for council provided services, or a combination of the two), then an alternative source for the savings will have to be found.

4. SERVICE & COMMUNITY IMPACT

- 4.1 This report supports the following National Outcomes from the Aberdeen City Community Plan and Single Outcome Agreement 2008-2011, namely:

- **2.** We realise our full economic potential with more and better employment opportunities for our people; and
- **15.** Our public services are high quality, continually improving, efficient and responsive to local people's needs.

- 4.2 The report also links generally to the Council's policy statement, Vibrant, Dynamic and Forward Looking, in terms of its declared intention to be an efficient Council.

5. OTHER IMPLICATIONS

- 5.1 The Aberdeen Citizens' Advice Bureau (CAB) has been consulted and their views and other supporting information are incorporated into this report.

- 5.2 Any savings made through a reduction in the funding allocated to debt advice will have a detrimental effect on service users of debt and money advice services, whether this applies to the ACAB or council provided debt advice services, or a combination of the two.

6. REPORT

6.1 Background

- 6.1.1 At its meeting on 28 January 2010, the Finance & Resources Committee decided to make savings through both a merger of the Council's Debt advice team with the Council's welfare rights Team and retain £70,000 of Scottish Government funding for the Debt Advice Scheme (DAS) allocation currently provided to Aberdeen Citizens' Advice Bureau pending that

organisation's employment of a registered DAS approved money adviser. It subsequently transpired that, contrary to the understanding of Council Officers, there had never been any agreement in writing between Aberdeen City Council and the Aberdeen CAB that the CAB should appoint a DAS Approved Money Adviser, and it was not the understanding of Aberdeen CAB that there was any such requirement. Having taken this on board, the Aberdeen CAB have taken immediate steps to ensure the employment of one DAS Approved Money Adviser and has another officer working towards Approval. The Head of Service (Interim Lead for Environment) apologises for any inference in the previous report that funding was used inappropriately by The Aberdeen Citizens Advice Bureau. Representatives of ACAB have spoken to officers and satisfied them that all of the funding provided to them for money advice is used either directly or indirectly in support of that function.

- 6.1.2 The Committee also instructed officers to report back on the progress being made with regard to reaching a Service Level Agreement(SLA) with CAB; and to submit a report to a future meeting detailing all of the funding provided to CAB by the Council, in order for an overview to be taken in this regard.

6.2 Debt Counselling Funding Streams in Aberdeen City

- 6.2.1 All funding for the provision of debt counselling/money advice in Aberdeen City is shared between the Council and the CAB. The City council receives an allocation of £151,000 for Enhanced Debt Advice in the GAE funding from the Scottish Government. This money is not ring-fenced. The most recent increase in the funding in 2005 was to enable each authority to have at least 1 additional approved money adviser for the Debt Arrangement Scheme (DAS.).

- 6.2.2 City council funding for debt counselling/money advice is further split between the Trading Standards Service's debt counselling/money advice team and the Aberdeen Citizens Advice bureau (ACAB).

6.3 Aberdeen CAB funding

- 6.3.1 ACAB receives two different streams of funding from the council:
- (i) approximately **£70,000** from the Trading Standards Service for Enhanced Money Advice and uses it for this purpose; and
 - (ii) approximately **£263,000** from the Common Good Fund,. It uses a small percentage of this on basic level money advice provided by volunteers with the support of paid staff as appropriate. It should be noted that, as part of the councils budget saving measures, there is a proposal to cut the Common Good funding ("core funding") by 5% from the beginning of the 2010/11 financial year – representing a cut in "core funding" of £13,150.

6.3.2 Approximately 50% of the £263,000 of Common Good Funding is allocated to property costs, rent, heating and lighting, telephones, office equipment, computers etc. The balance is allocated for the employment of the Manager and Assistant Manager, both of whom in addition to their management functions also have specialist roles in relation to immigration and welfare rights, a Volunteer Support Worker, an Employment Worker, computer support and administrative staff. The Bureau deals in-house with all its own HR, Caretaking, Maintenance and Accountancy requirements.

6.3.3 ACAB provides basic and enhanced money advice and court representation for tenants threatened with eviction through a small debt team and volunteers. A breakdown of expenditure for 2009/10 is given below

EXPENDITURE	
	£
Money Advice Staff Costs	69,109.29
Staff Training	476.93
Printing & Stationery	17.81
Telephone	2960.01
Postage	3429.19
General Expenses	17.33
Advertising (staff)	448.00
Total Expenditure	76,458.56

6.3.4 The CAB receives Project funding of £120,000 from the Fairer Scotland Fund (administered by Aberdeen City Council) to deliver a community outreach advice service for Money Advice and Income Maximisation. This money is reserved for work with clients from specific regeneration areas of the City. It cannot be used for ACAB's mainstream money advice. All statistics relating to this are reported separately to ACC. It is estimated that the Money Advice element of this stream of funding would account for approximately 60% or **£72,000** for 2009/10. However, it should be noted that there is no commitment currently to continue funding in 2010/11 as this will be dependent on the future of the Fairer Scotland Fund. The most recent statistics for the Fairer Scotland Funded Money Advice Outreach are

Financial Gains - £1,057,874
 New Clients - 607

6.3.5 In summary, the funding streams from the City Council to ACAB for the current financial year the funding to ACAB is £333,000, of which £70,000 is used to fund enhanced money advice cases. Lower level money advice is dealt with by volunteers.

6.4 Aberdeen City Council Debt Counselling Funding

6.4.1 Aberdeen City Council provides basic and enhanced money advice through a debt team based within the Trading Standards Service with a total budget of **£150,823** for 2009/10 budget, of which £135,362 is staffing costs. The total cost for 2008/9 was **£137,475**, with £128,646 for staffing.

6.4.2 A breakdown of the budget for debt advice 2009/10* is given below:

	£
Staffing	135,362
Admin Costs	6532
Travel Expenses	2684
Supplies & Services	6245
Payments To Other Organizations (CAB)	72144
Total	222,967

*Debt advice funding is contained within the Trading Standards Budget and all costs other than staffing costs have been pro-rated according to staffing numbers

6.5 Comparison of Aberdeen CAB and Aberdeen City Council debt advice services

6.5.1 Information on the work carried out by out the Debt Advice Team and the ACAB is contained in the attached Appendices (A and B). It is difficult to make direct comparisons between the two teams due to differences in the way the two organizations record information. Ideally, an SLA will set out expected outcomes and how they will be measured, not just to ensure more direct comparisons can be made between the two services, but so the outcomes can be aggregated. The previous report contained a number of inaccuracies in terms of how ACC funding was used by ACAB for money advice, largely due to the differences in recording described above, and so comparisons between the two services were flawed and unfair to ACAB.

6.5.2 The ACAB's view is that as an organisation, it is extremely cost effective in its provision of both basic and enhanced debt advice, and this was not reflected in the original report . In 2008/9 ACAB's Debt Team dealt with 303 new enhanced debt cases and 382 new eviction cases. It is able to cope with this volume of cases because of the input of its 95 volunteers who can relieve paid staff in the initial stages of interviewing, collating information and dealing with basic cases.

6.6 Impact of funding cuts to ACAB

6.6.1 The ACAB believe that any cut in funding will severely curtail their ability to provide a debt advice service. The reasons for this are fully detailed in their

submission which is attached to this report as Appendix A, but the key points are:

- 6.6.2 Part of the funding pays for the employment of a Heritable Court adviser who represents clients threatened with eviction at Sheriff Court Hearings, the majority of whom are referred by ACC Housing Service and, due to a local legal decision, may not be represented by ACC staff. Of 848 court appearances in 2008/9, 809 were to represent ACC council tenants. If money advice funding were ceased, the Bureau would cease to offer this service. If funding was reduced the service could not cope with the volume of cases referred by ACC's Housing Department. This could result in a greater number of households losing their tenancies and becoming homeless, which could have a knock on effect for the Council.
- 6.6.3 If funding were to be reduced rather than ceased altogether, the ACAB believes this would still have a large impact service delivery, as it would lead to a reduction in the numbers of paid staff who provide support to the many volunteers who provide money advice as part of their generalist adviser role. Options for the CAB would be either a reduction in money advice service across the board or advice being limited to basic advice only.
- 6.6.4 The ACAB are also concerned about clients perceiving a lack of impartiality of the council's debt advice service, in cases where one of the client's creditors is the City Council and say that evidence suggests this discourages clients from using the council's debt advice service. This possibility has always been recognised by the City Council's Debt Team, but other local authorities who provide a wholly in-house debt advice service do not appear to be short of debt clients. The Debt Team has always been based in a separate service to the council's debt collection services and this will not change with the merger with the Welfare Rights team.

6.7 Impact of funding cuts to ACC Debt Team

- 6.7.1 Savings of £82,000 projected from a merger of the debt advice team and the welfare rights team have already been offered up (details contained in Appendix B). It is difficult to see how further savings could be made without the loss of frontline debt counsellor posts, which would impact not only on clients but also on the ACAB as the City's only major alternative provider of debt/money advice services. In summary, whether the saving is made from reduction in funding to ACAB, or a reduction in resources to in house debt advice service, there will be a significant impact on the provision of debt advice in the city.

6.8 Service level Agreement with ACAB

6.8.1 At the meeting of this committee on 28 January, the ACAB was misrepresented regarding the position of a Service Level Agreement between the Council and the ACAB. It was implied by Officers that the lack of a Service Level Agreement between the City Council and the ACAB was due to a failing on the part of the ACAB, when in fact they had responded to a draft SLA prepared by Officers and were awaiting further developments. Officers apologise unreservedly for this inference, which was due to a most unfortunate breakdown in communication within the organization and subsequent misunderstanding of the actual situation. The Board of ACAB wishes to state that it has for some years been keen to have such an agreement.

6.8.2 It is proposed that the Service level agreement will cover all of the funding streams from the council to ACAB and will clearly define expected outputs from ACAB. Officers have had a preliminary and positive discussion with representatives of ACAB on this matter, and it is intended that much more detailed discussions will take place once a decision on the future of debt advice funding is reached, with a view to establishing a service level agreement as a matter of urgency.

6.9. Proposals:

6.9.1 As the ACAB now has one DAS Approved Money Adviser, and has another adviser working towards accreditation, the Bureau is now capable of providing a full range of money advice services.

6.9.2 It is clear that the ACAB and ACC's Debt advice team provide complementary money advice services to clients. Demand for these services is continuing to increase, most likely fuelled by the current economic situation, and any resource cut to either service will have an impact on the other, with the net result that fewer clients can be assisted. Clearly, if greater numbers of clients end up losing their homes this will have an impact on other council services, for example Homelessness services and Social Care and Wellbeing. Both ACC and ACAB debt/money advice services endeavour to intervene at an early stage and assist in negotiating with creditors to avoid eviction in the first place. The previous report suggested prioritisation of clients by signposting those who are more able to sources of self –help, eg the National Debt Line and similar services. Some clients will still need an initial consultation with a debt counselor/money advisor before referral to such agencies, and it is also the case that in more complex cases Debt Helplines will refer clients to local debt advice agencies. Nonetheless, it is likely that better utilisation of such services will help to reduce the load on those agencies

6.9.3 The intention is to engage with ACAB and other stakeholders such as the National Debt Line, the Consumer Credit Counselling Service, and the Debt Advice Foundation (national charitable organizations who provide free basic money advice services) to discuss options for debt advice service delivery and determine how existing funding for debt advice, minus the

£70,000 saving which needs to be made, can be used to maximum benefit for clients. Recommendations on the future funding of money advice services and how the saving will be made will be presented to this committee on 6 May 2010.

6.9.4 Whether or not the preferred option is to continue to provide funding to the ACAB for debt advice, an SLA will need to be established with the ACAB as it will continue to receive funding from the common good funding. It is proposed that Officers consider responses from the ACAB to a previously drafted SLA and use this as a basis for discussion on an SLA, which should be agreed as a matter of urgency.

6.9.5 Meantime it is suggested that that a payment of the equivalent of 5 weeks money advice funding (£7,000) be made to CAB from the Trading Standards Budget as a continuance payment, until a final decision on funding is made at the meeting on 6 May.

7. REPORT AUTHOR DETAILS

Murray Leys

Head of Service: Commissioning and Community Engagement –Social Care & Well Being

muleys@aberdeencity.gov.uk

Tel. 01224 523162

Norrie Steed

Head of Service: Shelter & Environment (Interim Lead for Environment) – Housing & Environment

nsteed@aberdeencity.gov.uk

Tel. 01224 523096



8.BACKGROUND PAPERS

- (i) **Appendix A : Submission from Aberdeen Citizen’s Advice Bureau (ACAB)**
- (ii) **Appendix B : Background information on funding of Aberdeen City Council Debt Advice Team and current budget savings**

Appendix A

Aberdeen Citizens Advice Bureau Submission

1 Funding

1.1 Since 2003 Aberdeen CAB has received a percentage of the funding made available from the Scottish Government for Money Advice, currently 46% the remainder was retained by Aberdeen City Council Trading Standards Department. At no time during that period was it ever suggested that the Bureau was using the grant inappropriately or that it was exclusively for the Debt Attachment Scheme (DAS).

1.2 Aberdeen CAB has used the grant only to pay specialist staff for the more complex/high level types of debt advice including Mortgage to Rent/Mortgage to Shared Equity/Homeowners Mortgage Support and Negotiation on behalf of clients with creditors. Bureau staff are fully qualified to undertake this level of work and the Bureau now also has DAS Approved staff.

1.3 Aberdeen City staff also have used their percentage for similar debt advice as well as a relatively small number of DAS cases over the years. Lower level debt advice is dealt with in the Bureau by one of its 95 volunteer advisers. Council staff have to deal with both higher and lower level cases.

1.4 The Bureau, by agreement with the Council has also used part of the grant to provided assistance to tenants threatened with eviction the majority of whom are referred by ACC Housing Department. This includes representing clients at Sheriff Court Hearings. Sheriff Tierney has stated that Aberdeen Council staff may not represent council tenants at these.

1.5 The figures detailed below indicate the Bureau is very cost effective in its provision of complex/high level debt advice. In addition because low level debt advice and the initial interviews with all clients wishing debt advice is provided by volunteers who undertake documentation and research it is very cost effective.

2 Service Level Agreements (SLA)

2.1 The Board of Aberdeen CAB has always been prepared to enter into a Service Level Agreement with the Council. Council officials have approached the Bureau on a number of occasions over the years proposing an SLA but no documentation has followed. In 2009 a draft SLA was sent and the Bureau responded within a month. Since then there has been no further communication from the Council

3 Statistics

3.1 The last full year of operation where full statistics are available and meaningful is 2008/9.

Financial Year 2008—2009 Statistics

CAB

Funding	£66,500
Staffing	1 x 35 hrs Money advice 1 x 28 hrs Money Advice 1 x 21 hrs Heritable Court 22 hrs Clerical Support
New Complex Cases	303
Number of Cases Closed	481
Debt Client Financial Gains	£2.4m
Welfare Benefits Gained for Clients	£1.3m
Eviction Cases	382 (363 ACC)
No of Court Appearances	848 (809 ACC)

3.2 The Bureau has currently approximately 1000 Debt cases valued at £15m. If there is no further involvement with a client for two years, the case is closed.

3.3 Members will be interested to see the range of enquires received and the finance gained for clients in 2008/9

Statistics

Client Contacts 2008/9

Client Contacts in 2008/9 were 22,195 and Queries dealt with were 55,503 as detailed below.

Benefit	8,732
Consumer	10,303
Employment	3,624
Housing	16,522
Legal	10,218
Relationship	920
Tax	1.408

Other	1,776
Total	55,503

Financial Gains for Clients 2008/9

Benefits	£1,376,398
Employment	£ 56,217
Protected Trust Deeds	£ 174,007
Other Debts	£ 32,127
Consumer	£ 1,689
Bankruptcy	£ 2,237,437
Grants	£ 32,458
Total	£3,929,285.

4 Independent Advice

4.1 The Bureau is able to offer free, independent and confidential advice. In most of our debt cases the Council is one of their creditors in relation to rent and/or Council Tax. Evidence indicates that this discourages a proportion of these clients from approaching the Council's Money Advice Service.

5 Fairer Scotland Fund

5.1 Fairer Scotland Funding of £120k is granted for a specific time limited project whose statistics are reported separately to the Board of that organisation. The funds can only be used for outreach work in specified areas of Aberdeen. It does not impinge on the mainstream money advice work of the Bureau It did not apply in 2008/9 and the Bureau has no guarantee that it will be funded in 2010/11 or at what level. It is unlikely to continue beyond 2010/11.

6 Citizens Advice Scotland (CAS) Funds

6.1 12 hours per week of funding was made available to Aberdeen CAB for money advice by CAS in 2009/10. This came from funds provided by the Scottish Government to assist with additional advice in the current financial situation. There is no guarantee this will continue in 2010/11 or beyond.

7 Implications of the Complete Withdrawal of Funding

7.1 Money Advice

a) Aberdeen CAB would cease to offer the more complex forms of money advice as detailed in para 1.2. The Bureau would continue to offer general advice and assistance in low level cases but could only act as a referral agent for more complex cases.

b) In the light of the decision made in January by the Council the Bureau is not accepting any new debt cases and has written to 300 clients informing them of the current position. Depending on the final position the Bureau will advise clients that it will be able either to continue supporting them or direct them to alternative sources of help. With their agreement it will transfer cases to other providers, ACC being the most likely.

c) The Bureau has applied to Citizens Advice Scotland for some short term funding to allow an orderly winding down of its debt work but will not know the outcome until late April

7.2 Representation in Eviction Cases

a) The Bureau would cease to offer this service. Steps are being taken to determine at what point the Bureau ceases to accept new clients.

b) This could result in a high number of households losing their tenancies and becoming homeless. Preventing homelessness is a corporate responsibility for local authorities and not just the responsibility of housing services

c) The Bureau is seeking alternative sources of funding but in the current financial climate it is not clear if any of these will be successful. An application has been made to the Fairer Scotland Fund but it is not clear whether this will meet that bodies criteria.

8 Implications of Partial Withdrawal of Funding

8.1 Money Advice

Without sufficient funding for the Bureau to retain suitably staff qualified to undertake the more complex debt cases and support other staff it is difficult to see how the Bureau could continue to undertake other than a caretaking service in money advice.

8.2 Heritable Court Representation

In relation to eviction cases the present service already operates under pressure and any cut would mean it could not cope with the current level of cases. It is also dependent in part on the specialist money advice staff for support.

9 Costs

The staffing costs for both of these areas of work is already greater than the £70k provided for money advice consequently it is difficult to see where further savings could be made without a reduction in the service.

10 Joint Working

The Bureau would be very happy to examine ways in which joint working could be developed. This already happens with the Housing Department.

This page is intentionally left blank

Appendix B

Background information on funding of Aberdeen City Council Debt Advice Team and current budget savings

1. Budgetary Resources

1.1 Aberdeen City Council provides basic and Specialist money advice through a debt team based within the Trading Standards Service with a total budget of **£150,823** for 2009/10 budget, of which £135,362 is staffing costs. The total cost for 2008/9 was **£137,475**, with £128,646 for staffing. For 2009/10, **£72,144** is allocated for payment to other organisations (eg ACAB)

2. Staffing

2.1 The Debt advice team has **1** full time senior debt counsellor, **3.2** FTE debt counsellors and **0.6 FTE Support Assistant**.

2.2 The City Council's Debt team currently has 3 Approved Money Advisers.

3. Cases handled by the Debt Team

3.1 ACC Debt Counsellors handle the full range of debt advice from enquiries and basic advice to more complex problems requiring negotiation with creditors and setting up debt repayment plans under DAS. Once an adviser starts providing assistance other than advice for a client they become classed as a "case" rather than an enquiry. However the workload from one case to another can vary considerably.

	2008-2009
Enquiries	416
New cases	170

3.2 It should be noted that an enquirer with several queries is treated as one visit in Aberdeen City Council. Debt Counsellors see each case from start to finish. If a client owes money to the council and requires representation in court, the case cannot be represented by an ACC debt Counsellor as this has been deemed a conflict of interest

3.3 ACC's debt team currently has 52 Debt Arrangement Schemes (DAS) in place with 4 pending applications. Indications are that the number of clients requiring DAS is rapidly increasing (see table below), probably due to the current economic climate.

Year	Number of DAS cases
2007	6
2008	15
2009	15
Jan 2010 - Feb 2010	6

- 3.4 DAS cases take some time to set up and once established need to be reviewed on annual basis or more frequently if a variation in the DAS is required due to a change in the client's circumstances, until they expire. A Debt Arrangement Schemes can last for up to 10 years and so represent an ongoing commitment for the service.
- 3.5 The Debt advice team is the nominated Service for dealing with Section 11 referrals under the Homelessness (Scotland) Act 2003 requiring creditors to notify the local authority where they are raising court action to repossess the property. The Debt advice service then provides specialist advice to homeowners to prevent homelessness.

4 Independent Money Advice

- 4.1 If a client owes money to the council and requires representation in court, the case cannot be represented by an ACC Debt Counsellor, as this has been deemed a conflict of interest by the local Sherriff's Court. Representation is carried out by the CAB's Heritable Court or In-court adviser that is based at CAB and funded by the Scottish Legal Aid Board.
- 4.2 While ACC may be a creditor for some debt clients, the Debt Advice Service operates at arm's length from revenue collection services and there is no conflict of interest here. Roughly 50% of the Debt Teams clients are council tenants which is not indicative of concerns about impartiality of the team.

5 Implications of loss of funding

- 5.1 The bulk of Currently the ACC Debt advice team has 5 debt advisers (equating to 4.2 FTE staff) 3 of whom are DAS Approved Money Advisers. Savings estimated at £82,000 to be made on the merger of the Debt Team with the Welfare rights team have already been offered up, with the savings being gained from the loss of a supervisory post, rationalisation of an administrative support and efficiencies through the restructuring of frontline advisor posts, and so the only additional saving that could be made is through further loss of posts. Securing a £70K saving from this team could only be achieved through the loss of 2 FTE debt adviser posts, with a corresponding reduction in service delivery of approximately 50%. While it is possible that some Welfare Rights staff could be retrained to provide debt advice, this will take some time to achieve. If some of the Welfare Rights staff time is taken up with debt advice there would be a corresponding reduction in Welfare Rights services.
- 5.2 In terms of evictions of council tenants, although Council Debt advisers are unable to represent debt clients who are council tenants at risk of eviction in court, intervention by debt counsellors on behalf of the client takes place before proceedings reach the court stage with the result that the number of court cases is kept to a minimum. If Council Debt Counsellor posts were to be lost, this could result in an increasing number of cases going to court, increasing the workload of the ACAB's Heritable Court Advisor and In-court Adviser.
- 5.3 What is clear is that the ACAB and ACC's Debt advice team provide complementary money advice services to clients. Demand for these services is continuing to increase, most likely fuelled by the current economic situation, and any resource cut to either

service will have an impact on the other, with the net result that fewer clients can be assisted. Clearly, if greater numbers of clients end up losing their homes this will have an impact on other council services, for example homelessness services and social care and wellbeing. Both ACC and ACAB debt advice services endeavour to intervene at an early stage and assist in negotiating with creditors to avoid eviction as and repossessions in the first place. The previous report suggested prioritisation of clients by signposting those who are more able to sources of self –help, eg the national debtline and similar services. However, some clients will still need an initial consultation with a debt counsellor/money advisor.

This page is intentionally left blank

Exempt information as described in paragraph(s) 1 of Schedule 7A of the Local Government (Scotland) Act 1973.

Document is Restricted

This page is intentionally left blank

Exempt information as described in paragraph(s) 1 of Schedule 7A of the Local Government (Scotland) Act 1973.

Document is Restricted

This page is intentionally left blank

Exempt information as described in paragraph(s) 1 of Schedule 7A of the Local Government (Scotland) Act 1973.

Document is Restricted

This page is intentionally left blank

Exempt information as described in paragraph(s) 8 of Schedule 7A of the Local Government (Scotland) Act 1973.

Document is Restricted

This page is intentionally left blank

Exempt information as described in paragraph(s) 8 of Schedule 7A of the Local Government (Scotland) Act 1973.

Document is Restricted

This page is intentionally left blank

Exempt information as described in paragraph(s) 6 of Schedule 7A of the Local Government (Scotland) Act 1973.

Document is Restricted

This page is intentionally left blank

Exempt information as described in paragraph(s) 6 of Schedule 7A of the Local Government (Scotland) Act 1973.

Document is Restricted

This page is intentionally left blank

Exempt information as described in paragraph(s) 8, 10 of Schedule 7A of the Local Government (Scotland) Act 1973.

Document is Restricted

This page is intentionally left blank