

Public Document Pack



To: Councillor Young, Convener; Councillor Thomson, Vice-Convener; and Councillors Allan, Cameron, Dickson, Donnelly, Jackie Dunbar, Len Ironside CBE, Laing, McCaig, Milne, Noble, Reynolds, Jennifer Stewart, Taylor, Townson and Yuill.

Town House,
ABERDEEN 15 April 2015

FINANCE, POLICY AND RESOURCES COMMITTEE

The Members of the **FINANCE, POLICY AND RESOURCES COMMITTEE** are requested to meet in Committee Room 2 - Town House on **THURSDAY, 23 APRIL 2015** at **2.00 pm**.

RODERICK MACBEATH
SENIOR DEMOCRATIC SERVICES MANAGER

BUSINESS

DETERMINATION OF EXEMPT BUSINESS

- 1.1 Determination of Exempt Items of Business

REQUESTS FOR DEPUTATIONS

- 2.1 None received at this stage

MINUTES AND COMMITTEE BUSINESS STATEMENT

- 3.1 Minute of Previous Meeting of 18 February 2015 (Pages 1 - 16)
- 3.2 Business Rates Appeals Sub Committee of 10 March 2015 (Pages 17 - 18)
- 3.3 Committee Business Statement (Pages 19 - 22)

CORPORATE GOVERNANCE SERVICE ISSUES

4.1 Corporate Governance Business Continuity Plans (Pages 23 - 28)

4.2 Corporate Governance Performance Reporting (Pages 29 - 56)

FINANCE

5.1 2014/15 Financial Monitoring - Corporate Governance (Pages 57 - 62)

5.2 Council General Fund Monitoring 2014-15 (Pages 63 - 70)

5.3 2014/15 Common Good Budget - Monitoring Report Update (Pages 71 - 74)

5.4 Small Financial Assistance Grants 2015/16 (Pages 75 - 86)

5.5 Purchase of Subordinated Debt (Pages 87 - 94)

HUMAN RESOURCES

6.1 Sickness Absence Update (Pages 95 - 100)

6.2 Recruitment Advertising Arrangements (Pages 101 - 122)

APPROVAL TO PROCURE

7.1 Approval to Tender (Pages 123 - 128)

7.2 Potential Options for the Operation and Management of the New Aberdeen Exhibition and Conference Centre (Pages 129 - 136)

7.3 Rob Roy Bridge Partial Replacement - Land Acquisition (Pages 137 - 142)

GENERAL BUSINESS

8.1 Strategic Infrastructure Plan (Pages 143 - 150)

8.2 Data Centre Provision (Pages 151 - 160)

8.3 Sponsorship of Roundabouts (Pages 161 - 162)

- 8.4 Twining and International Partnerships (Pages 163 - 180)
- 8.5 Approval to Call-Off Under Framework Agreements (Pages 181 - 188)
- 8.6 Equality Outcomes and Mainstreaming Progress Report 2013-2015
(Pages 189 - 224)
- 8.7 Amendments to the Recruitment Process for Director of Corporate Governance (Pages 225 - 242)
- 8.8 European Conference on Mobility Management Leader's Meeting (Pages 243 - 244)

ITEMS WHICH THE COMMITTEE MAY WISH TO CONSIDER IN PRIVATE

GENERAL BUSINESS

- 9.1 Satrosphere Bank Guarantee Renewal (to follow)
- 9.2 Update for Housing Support Services Commissioning Plan (Pages 245 - 268)

APPROVAL TO PROCURE

- 10.1 Exemption from the Councils Standing Orders Relating to Contracts and Procurement in Relation to Cash Receipting Software Licences (Pages 269 - 274)

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Should you require any further information about this agenda, please contact Mark Masson, tel. 01224 522989 or email mmasson@aberdeencity.gov.uk

Briefing for Elected Members on the Importance of EHRIAs

As an elected member, you will know you have an important role to play in championing equality within and outside Aberdeen City Council. There is also a scrutiny role for you to ensure that equality considerations are included in the decision making and governance of the council.

In exercising your duties as an elected member, you will make decisions which shape the council budget as well as the practice, strategies, plans and policies of the council. You have to make sure that the relevant equality implications are considered and so need to have sufficient information to satisfy our legal requirement to pay “due regard” to equality. Since public authorities subject to the equality duties are also likely to be subject to the obligations under the Human Rights Act, our impact assessment tool also considers the potential impact our decisions could have on human rights – Equality and Human Rights Impact Assessment (EHRIA).

EHRIA forms are included in the agenda pack, and this is important as it ensures that the impact of any proposals being considered by the Committee is clear at the point of decision making. These are included at the back of the report, as an appendix. Committee members should feel able to ask questions of report authors in relation to EHRIA forms, including questions about why an impact assessment has not been carried out/is not included.

There is an onus on elected members to make sure that EHRIAs are robust and give appropriate weighting in decision-making processes. In recent guidance from the Equality and Human Rights Commission, relevant case law examples show the Courts stating that, the public authority had to demonstrate that it had paid ‘due regard’ to its equality obligations.

Policies and practices should be assessed for impact across the three parts of the public sector duty (eliminate unlawful treatment, advance equality of opportunity and foster good relationships).

These duties do not prevent us from taking many difficult decisions such as reorganisations and relocations, redundancies, and service reductions, nor do they stop us from making decisions, that may affect one group more than others. Whilst we have a duty to involve groups of people who have protected characteristics, this does not give them the right of veto regarding any of our budget proposals or other council decisions.

What the equality duties do is enable us to demonstrate that we are making decisions in a fair, transparent and accountable way, considering the needs and the rights of different members of our communities.

The EHRIA will allow you to see that people with protected characteristics are enjoying equal access to our services, and where they are not, or are over/under-represented, or are not getting as good a service, the EHRIA gives the opportunity to do something to resolve the situation.

The equality target groups, or people with protected characteristics, include age, disability, gender reassignment, marriage or civil partnership, pregnancy and maternity, race, religion or belief, sex (gender) and sexual orientation.

The sort of questions to ask yourself as you read an EHRIA might include:

- How might the proposal impact on ethnic minority communities, including Gypsy/Travellers?
- How might the proposal impact on people with a disability?
- Would the impacts on women and men or the Transgender community differ?
- Would the proposal affect ethnic minority women and men in the same ways?
- Would the proposal affect women and men with disabilities in the same ways?
- What about age considerations when thinking about impacts?

It is important to remember that the potential impact is not just about numbers. Evidence of a serious impact on a small number of individuals is just as important as something that will impact on many people. You should also think about how individual proposals might relate to one another. This is because a series of changes to different policies or services could have a severe impact on particular protected groups.

The EHRIA is therefore an invaluable tool to assist you in ensuring that the interests of all groups are properly taken into account when difficult choices about resources are required.

A case study on “Southall Black Sisters – the need to impact assess decisions” is set out below.

Southall Black Sisters (SBS) provides specialist services to Asian and Black Caribbean women, particularly in relation to domestic violence issues.

In June 2007, Ealing council announced proposals to move away from funding particular organisations (such as SBS), towards commissioning services (including domestic violence services) following a competitive bidding exercise.

During discussions about criteria for commissioning domestic violence services SBS had highlighted the adverse impact the criteria could have on pre-existing domestic violence services provided to women from ethnic minority communities, and so an equality impact assessment should be carried out.

Ealing carried out belated impact assessments on proposals before deciding to proceed with the existing domestic violence services commissioning criteria, resulting in two SBS service users launching a judicial review of the decision.

Ultimately, Ealing conceded these submissions and withdrew from the case. However, in an oral judgement, Lord Justice Moses reiterated the importance of undertaking an equality impact assessment, and also the importance of carrying out an impact assessment before policy formulation.

Should you require any help with EHRIAs please contact me at sandrab@aberdeencity.gov.uk or 01224 523039 or Faiza at fnacef@aberrdeencity.gov.uk or 01224 523183.

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FINANCE, POLICY AND RESOURCES COMMITTEE

ABERDEEN, 18 February 2015. Minute of meeting of the FINANCE, POLICY AND RESOURCES COMMITTEE. Present: Councillor Young, Convener; Councillor Thomson, Vice Convener; and Councillors Allan, Cameron, Dickson, Jackie Dunbar, Len Ironside CBE, Kiddie (as substitute for Councillor McCaig from article 23), Laing, Malik (as substitute for Councillor Donnelly), McCaig, Milne, Noble, Reynolds, Jennifer Stewart, Taylor, Townson and Yuill.

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

<http://committees.aberdeencity.gov.uk/ieListDocuments.aspx?CId=146&MId=3481&Ver=4>

Please note that if any changes are made to this minute at the point of approval, these will be outlined in the subsequent minute and this document will not be altered retrospectively.

DETERMINATION OF EXEMPT ITEMS OF BUSINESS

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

The Committee resolved:-

In terms of Section 50(A)(4) of the Local Government (Scotland) Act 1973, to exclude the press and public from the meeting from item 9.1 of the agenda (article 23 of this minute) onwards so as to avoid disclosure of information of the classes described in the following paragraphs of Schedule 7(A) to the Act: article 23 (paragraph 11), articles 24 and 25 (paragraph 1), articles 26, 27 and 29 (paragraph 8), article 28 (paragraph 9), and article 30 (paragraphs 6, 8 and 10).

MINUTE OF PREVIOUS MEETING 4 DECEMBER 2014

2. The Committee had before it the minute of its previous meeting of 4 December, 2014.

The Committee resolved:-

to approve the minute as a correct record.

COMMITTEE BUSINESS STATEMENT

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

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The Committee resolved:-

- (i) to remove item 2 (Aberdeen Japan Strategy), item 4 (Art Gallery Redevelopment Programme) and item 5 (Phase 3 Restructure – Interim Proposals) from the Statement; and
- (ii) to otherwise note the updates contained therein.

CORPORATE GOVERNANCE PERFORMANCE REPORT (CG/15/26)

4. The Committee had before it a report by the acting Director of Corporate Governance which presented an overview of key performance measures and planned improvement work across the Corporate Governance Directorate.

The report recommended:-

- (a) to note the content of the performance report;
- (b) to comment on the format of future performance reports; and
- (c) to agree any further action considered necessary.

The Committee resolved:-

- (i) to approve the recommendations; and
- (ii) to congratulate staff on the format of the report.

2014/15 FINANCIAL MONITORING - CORPORATE GOVERNANCE (CG/15/05)

5. The Committee had before it a report by the acting Director of Corporate Governance which provided information on the 2014/15 revenue and capital budget's financial performance for the period to 31 December, 2014 for the services within Corporate Governance and advised on any areas of risk and management action.

The report recommended:-

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

The Committee resolved:-

to approve the recommendations.

TREASURY MANAGEMENT POLICY AND STRATEGY (CG/15/25)

6. The Committee had before it a report by the acting Director of Corporate Governance which outlined the Treasury Management Policy and Strategy for 2015/16 to 2017/18 for approval.

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The report recommended:-

- (a) to consider and approve the Council's Treasury Management Policy Statement for 2015/16 to 2017/18 as detailed at Appendix 1;
- (b) to consider and approve the Council's Borrowing and Investment Strategy for 2015/16 to 2017/18 as detailed at Appendix 2; and
- (c) to approve the revised Counterparty list as detailed at Appendix 3.

The Committee resolved:-

to approve the recommendations.

COUNCIL GENERAL FUND MONITORING 2014/15 (CG/15/20)

7. The Committee had before it a report by the acting Director of Corporate Governance which provided information on the financial position for the Council and the forecast outturn for financial year 2014/15, highlighting areas of risk management action that had been identified by directors.

The report recommended:-

- (a) to note the prior agreement to the use of any uncommitted revenue surplus towards funding the Council's capital investment requirements as set out in the capital programme, including the strategic infrastructure plan and the decision by Council to earmark a sum for a specific project;
- (b) to agree that as we approach year end, the Head of Finance will review and consider the overall 2014/15 position of the council and take the appropriate action necessary to ensure the Council is suitably financially prepared for future revenue and capital investment purposes; and
- (c) to otherwise note the report.

The Convener, seconded by the Vice Convener moved:-

to approve the recommendations contained within the report and to agree a further recommendation as follows:- to agree to provide the Open Space Trust Board £20,000 to enable the Mither Kirk Project Team to develop funding applications and progress their Business Plan and that the funding should come from this year's underspend.

Councillor Yuill, seconded by Councillor Jennifer Stewart moved as an amendment:-

to approve the recommendations contained within the report and the additional recommendation by the Convener, and to agree a further recommendation as follows:- to approve a further allocation of £500,000 from this year's underspend to be invested in road, pavement and street lighting repairs.

On a division, there voted:- for the motion (15) – the Convener, the Vice Convener and Councillors Allan, Cameron, Dickson, Jackie Dunbar, Ironside CBE, Laing, Malik, McCaig, Milne, Noble, Reynolds, Taylor and Townson; for the amendment (2) – Councillors Jennifer Stewart and Yuill.

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The Committee resolved:-

to adopt the motion to approve the recommendations and to agree to provide the Open Space Trust Board £20,000 to enable the Mither Kirk Project Team to develop funding applications and progress their Business Plan and that the funding should come from this year's underspend.

2014/15 COMMON GOOD BUDGET - MONITORING REPORT UPDATE (CG/15/003)

8. The Committee had before it a report by the Chief Executive which provided information on the income and expenditure position of the Common Good Fund for the year to 31 March, 2015 and the forecast position of the cash balances as at 31 March, 2015.

The report recommended:-

- (a) to note the income and expenditure position as at 31 March 2015; and
- (b) to note the estimated cash balances as at 31 March 2015 of £6.6million based on current estimates, which was within the recommended levels indicated by the Head of Finance.

The Committee resolved:-

to approve the recommendations.

SMALL FINANCIAL ASSISTANCE APPLICATIONS 2014/15 (CG/15/08)

9. The Committee had before it a report by the acting Director of Corporate Governance which presented applications for financial assistance which had recently been received allowing elected members to make a decision on providing funding from the financial assistance budget and to provide information on an event for which funding was previously awarded.

The report recommended:-

to consider the applications received and agree to award grant funding based on the following recommendations:-

- Northfield Academy – a maximum of £1,500;
- Aberdeen Women's Alliance - £1,048; and
- Tillydrone Vision – a maximum of £2,500.

The Committee resolved:-

- (i) to approve grant funding for Northfield Academy and Aberdeen Women's Alliance as outlined above; and
- (ii) to award Tillydrone Vision a grant of £4,500 on the basis that they provide appropriate annual income and expenditure accounts and a statement of cash

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balance which has been approved by a person independent of the day to day operational running of the organisation.

HEALTH AND SAFETY POLICY (CG/15/28)

10. The Committee had before it a report by the acting Director of Corporate Governance which requested ratification of the revised Corporate Health and Safety Policy.

The report recommended:-

- (a) to approve and support the implementation of the revised Corporate Health and Safety Policy; and
- (b) to ensure effective communication of the same to employees and trade union colleagues thorough out the organisation.

The Committee resolved:-

- (i) to approve the recommendations; and
- (ii) to instruct the Chief Executive to review and revise the Policy annually with a report coming back to this committee annually.

AMENDED EMPLOYEE CODE OF CONDUCT (CG/15/11)

11. The Committee had before it a report by the acting Director of Corporate Governance which proposed amendments and additions to the Employee Code of Conduct.

The report recommended:-

to approve the amendments and additions to the Employee Code of Conduct.

The Committee resolved:-

to approve the recommendations.

NEW PENSION SCHEMES (CG/15/12)

12. The Committee had before it a report by the acting Director of Corporate Governance which outlined the forthcoming introduction of the two new pension schemes (Local Government Pension Scheme (LGPS) and the Scottish Teachers' Pension Scheme) with effect from 1 April, 2015 and the tasks to be undertaken to achieve the implementation.

The report recommended:-

- (a) to note the summary details of the new pension schemes, the implementation arrangements and other relevant issues; and

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- (b) to decide on the application of a discretion in relation to the LGPS as detailed under 'Decision on application of discretion' within section 5 of this report. The officer recommendation is to maintain the current policy with the exception of the case of part-time employees, where the material contractual change would be pro-rated.

The Committee resolved:-

to approve the recommendations.

FAMILY FRIENDLY POLICY (CG/15/13)

13. The Committee had before it a report by the acting Director of Corporate Governance which sought approval for the introduction of a Family Friendly Policy which grouped together the Council's family related employment provisions in one document, including the new statutory provision of shared parental leave and pay.

The report recommended:-

- (a) to approve the introduction of a Family Friendly Policy;
- (b) to approve the conversion of the Paternity Leave Scheme from a policy to guidance;
- (c) to note the introduction of Shared Parental Leave and Pay guidance to take account of the new statutory provision of Shared Parental Leave and Pay, which replaces statutory Additional Paternity Leave and Pay, which will be removed from the Paternity provisions;
- (d) to approve the application of statutory Shared Parental Pay; and
- (e) to note other legislative changes requiring appropriate updates to be made to the various family related employment guidance notes.

The Committee resolved:-

to approve the recommendations.

PROCUREMENT OF IT SERVICE MANAGEMENT TOOL (CG/15/07)

14. The Committee had before it a report by the acting Director of Corporate Governance which sought approval to procure and implement a replacement IT Service Management Tool.

The report recommended:-

- (a) to approve the use of an appropriate framework to procure and implement a replacement IT Service Management System and the entering into of a contract for a 4 year period (initial plus extensions), the particular framework agreement to be selected by the Director of Corporate Governance following consultation with the Council's ICT, Procurement and Legal teams; and

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- (b) to approve the total estimated expenditure including on-going maintenance and licence costs of the order of £250,000 - £300,000 over the contract period, based on review of similar implementations at other local authorities.

The Committee resolved:-

to approve the recommendations.

CONDITION AND SUITABILITY PROGRAMME 2015/16 (CHI/15/105)

15. The Committee had before it a report by the Director of Communities, Housing and Infrastructure which sought approval of the provisional Condition and Suitability Programme that was included within the Non-Housing Capital Budget allocation for 2015/16.

The report recommended:-

- (a) to approve the Condition and Suitability Programme 2015/16 projects listed in Appendix A to the report;
- (b) to instruct the Head of Land and Property Assets to implement the detailed programme;
- (c) to delegate authority to the Head of Land and Property Assets, in consultation with the Capital Review Group and the Convenor and Vice-Convenor of this Committee, to amend the Programme should priorities change due to unforeseen circumstances during the year, with such changes to be reported to the Committee as a bulletin report;
- (d) (1) to authorise the Director of Communities Housing and Infrastructure, the Head of Land and Property Assets and the General Manager – Asset Management, in connection with the Programme, to undertake or instruct tendering procedures or competitive quotes procedures as appropriate and the awarding of contracts following thereon, subject to the necessary funding being available in the approved Non-Housing Capital Budget and
(2) exempt all such procedures and contracts from Standing Order 1(3) of the Council's Standing Orders relating to Contracts and Procurement; and
- (e) to note the future condition and suitability projects listed in Appendix B to the report.

The Committee resolved:-

to approve the recommendations.

EXEMPTION FROM THE COUNCIL'S STANDING ORDERS ON CONTRACTS AND PROCUREMENT IN RELATION TO THE CHARGEPLACE SCOTLAND BEST OFFER FRAMEWORK (CHI/15/093)

16. The Committee had before it a report by the Director of Communities, Housing and Infrastructure which outlined a request, under Standing Order 1(6)(b), for an

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exemption from the Council's Standing Orders relating to Contracts and Procurement in relation to the Chargeplace Scotland Best Offer Framework.

The report recommended:-

that the Committee note the content of the report and the reasoning behind requesting the exemption from the relevant standing orders.

The Committee resolved:-

to approve the recommendation.

STRATEGIC INFRASTRUCTURE PLAN PROGRESS UPDATE (CG/15/16)

17. The Committee had before it a report by the acting Director of Corporate Governance which outlined the progress on the delivery of the Strategic Infrastructure Plan.

The report recommended:-

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

In relation to the Music Hall project, the Committee received an update from Euan Couperwhite, Head of Policy, Performance and Resources who advised (a) that Aberdeen City Council had committed £1million capital to the project; (b) that the total construction costs were £6.3million; (c) that APA had committed £1.25million of its own reserves, with stage 2 applications totalling £2.2million pending with Creative Scotland and the Heritage Lottery Fund; (d) that an extension to the lease on the Music Hall had been agreed; (e) that Historic Scotland had committed £222,000 for the project and The Robertson Trust £242,000; and (f) that APA was actively fundraising for the balance through trusts and foundations and a funding campaign, and the Council has approved in principle a loan guarantee, subject to conditions for the shortfall, to allow APA to commence works in May 2016.

The Committee resolved:-

- (i) to approve the recommendation; and
- (ii) to note the amendments to the update provided in terms of the Music Hall.

ABERDEEN JAPAN STRATEGY (CHI/15/092)

18. With reference to article 19 of the minute of meeting of 20 February, 2014, the Committee had before it a report by the Director of Communities, Housing and Infrastructure which provided information in relation to the Aberdeen Japan Strategy.

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The report recommended:-

- (a) to approve the strategy;
- (b) to instruct officers to implement the business, trade and investment elements of the action plan that can be readily accommodated within existing staff and budget resources and the agreed priorities of the 2015-2016 Committee-approved International Trade Plan;
- (c) to note that full implementation of the action plan (pages 40-45 of the Strategy) would require input (staff time and/or financial resources) by a range of Council services and external organisations, therefore officers will convene a meeting of relevant internal and external stakeholders to discuss the feasibility of implementing the action plan in full, with a report to be brought to the 23 April 2015 Committee; and
- (d) to instruct officers to report on progress and impact of Strategy implementation after one year (January 2016) and after the conclusion of the Strategy period (January 2017).

The Committee resolved:-

to approve the recommendations.

MATTER OF URGENCY

The Convener intimated that he had directed in terms of Section 50(B)(4)(b) of the Local Government (Scotland) Act 1973, that the following item be considered as a matter of urgency to enable the Council to meet a planned timescale for transfer of Citymoves to an arms-length organisation.

CITYMOVES - PENSION FUND GUARANTEE REQUEST (ECS/15/007)

19. With reference to article 12 of the minute of meeting of the Education and Children's Services Committee of 2 December 2014, the Committee had before it a report by the Director of Education and Children's Services which sought approval for Aberdeen City Council to act as guarantor in accordance with Local Government Pension Scheme (Scotland) Regulations in respect of six staff who were due to transfer to Citymoves Dance Agency in April 2015.

The report recommended:-

that the Council agree to act as a guarantor in respect of the transferring of employees who are members of NESPF, subject to the Pensions Committee accepting the application from Citymoves Dance Agency for these employees to remain in the scheme.

The Committee resolved:-

to approve the recommendations.

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FAIRTRADE RESOLUTION (CHI/14/050)

20. The Committee had before it a report by the Director of Communities, Housing and Infrastructure which sought the Council's reasserted support of Fairtrade and to update the Resolution on Fairtrade passed in 2003.

The report recommended:-

- (a) to approve the updated and renewed 'Fairtrade Resolution 2015'; and
- (b) to approve Goal 1 of the Aberdeen Fairtrade Steering Group's Action Plan: to create and publicly report on the Council's Fairtrade baseline and progress.

The Committee resolved:-

to approve the recommendations.

ART GALLERY REDEVELOPMENT FUNDRAISING (ECS/15/006)

21. With reference to article 12 of the minute of the meeting of 19 June 2014, the Committee had before it a report by the Director of Education and Children's Services which provided information on progress with the public and philanthropic fundraising campaign for the Art Gallery redevelopment.

The report recommended:-

that the Committee note progress with the campaign and instructs that further reports be made at six month intervals.

The Committee resolved:-

to approve the recommendation.

MATTER OF URGENCY

The Convener intimated that he had directed in terms of Section 50(B)(4)(b) of the Local Government (Scotland) Act 1973, that the following item be considered as a matter of urgency to enable a number of the applications to be considered timeously and to allow for the facilitation of the projects.

TWINNING & INTERNATIONAL PARTNERSHIPS (CHI/14/089)

22. The Committee had before it a report by the Chief Executive which sought approval of applications of financial assistance from the International Twinning Budget 2014-2015.

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The report recommended:-

- (a) to note that a budget of £147,250 was agreed by Council for 2015/16. This budget includes an additional £10,000 of monies to support the delivery of activities in relation to the twinning anniversary celebrations with Regensburg, Stavanger and Gomel;
- (b) to approve the following grants from the International Twinning Budget 2014-2015:-
 - (1) Contribution of £7,000 towards a dance project between Fusion Youth Dance Company and Danceworxxx Regensburg to celebrate the 60th anniversary of the twinning agreement, 18 July-1 August 2015;
 - (2) Contribution of £2,500 towards a visit by Education Department staff from Regensburg to Aberdeen, 25-28 February, 2015;
 - (3) Contribution of £3,000 towards reciprocal civic visits that celebrate the 25th anniversary of the Aberdeen-Gomel twinning agreement, April & September, 2015;
 - (4) Contribution of £3,900 towards the participation of a jazz band from Clermont-Ferrand at Aberdeen Jazz Festival, 20-22 March, 2015;
 - (5) Contribution of £7,000 towards an exchange visit by pupils of Jean Jaures and Nestor Perret schools from Clermont-Ferrand to Manor Park Primary School, 8th-13 June, 2015;
 - (6) Contribution of £7,000 towards the participation of SG Walhalla Regensburg at an international youth football camp in Aberdeen, 29 May-1 June, 2015;
 - (7) Contribution of £2,750 towards the attendance of participants from Regensburg at the Write Aberdeen-Write Regensburg publication launch at the University of Aberdeen's May Festival, 29-31 May 2015;
 - (8) Contribution of £1,500 towards a visit by the Mayor of Regensburg to Aberdeen to celebrate the 60th anniversary of the Aberdeen-Regensburg Twinning Agreement, 21-24 September, 2015; and
- (c) to note that previous discussions outside of committee considered the question of whether a smaller group could take decisions on grants given their relatively small size. Members are asked to consider if they wish to change the process by which Aberdeen City Council awards International Twinning Grants through the establishment of a working group. This group, subject to Council approval could consist of 5 elected members (on a 1x1x1x1x1 basis), including a Chairperson, agreed by Council.

The Committee resolved:-

- (i) to approve recommendations (a) and (b);
- (ii) to take no action in relation to recommendation (c) and that the status quo remain in terms of considering applications of financial assistance (i.e. this Committee to continue to consider applications of financial assistance from the International Twinning Budget).

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

PROPOSAL TO DEAL WITH HOLIDAY PAY LEGAL ISSUE (CG/15/14)

23. The Committee had before it a report by the acting Director of Corporate Governance which sought approval for the Council as an employer, to respond to the recent decisions in case law, on payment of staff during holidays.

The report recommended:-

- (a) to note that the Council as the employer was seeking to resolve this issue by reaching a collective agreement, but due to the fact that one trade union's national position was not to enter into collective agreement on the issue of holiday pay, this has not been possible;
- (b) to approve the proposed solution to the holiday pay issue which is an uplift in the value of the temporary pay elements detailed in paragraphs 5.6 and 5.7 by 8.3%, where it can be demonstrated this payment is a regular part of the individual employee's normal pay;
- (c) to instruct officers to apply the solution to the issue detailed at recommendation (b) as soon as practicably possible in order to limit the timeframe for employees to bring claims for unlawful deduction of wages in respect of holiday pay;
- (d) to note that as a general guide for a regular working arrangement to qualify for "normal pay" there will be an identified working pattern with a frequency that will result in an expectation for the work to be done. It will not be an ad-hoc arrangement that has an absence of pattern, regularity and/or frequency; and
- (e) to note that at the time of writing the report the Council had received 225 Employment Tribunal claims on this issue and was highly likely to receive more claims.

The Committee resolved:-

to approve the recommendations.

INTERIM HEAD OF JOINT OPERATIONS

24. The Committee had before it a Business Case which sought the creation of an Interim Head of Joint Operations – Adult Health and Social Care post.

The report recommended:-

- (a) to approve the creation of a post of Head of Joint Operations – Adult Health and Social Care on an interim basis for 12 months as a joint appointment between Aberdeen City Council and NHS Grampian; and
- (b) to approve that the fixed term post be filled on an expression of interest and assessment of suitability basis to the ring fenced group as outlined in the report.

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The Committee resolved:-
to approve the recommendations.

ICT RESTRUCTURE (CG/15/15)

25. The Committee had before it a Business Case which provided information on the outcome of the ICT restructuring review.

The report recommended:-
to note the outcome of the review in relation to the ICT restructure.

The Committee resolved:-
to approve the recommendation.

CONDITION & SUITABILITY PROGRAMME 2015/16 - APPENDIX A

26. The Committee had before it appendix A to the report relating to the Condition and Suitability Programme 2015/16 which outlined the projects associated with the programme.

The Committee resolved:-
to note the appendix previously agreed at 7.2 of the agenda. (Article 15 of this minute refers).

ABERDEEN JAPAN STRATEGY - APPENDIX TWO

27. The Committee had before it appendix two to the report relating to the Aberdeen Japan Strategy which outlined the costs of commissioning and the remaining balance to develop and deliver the strategy.

The Committee resolved:-
to note the appendix previously agreed at 8.2 of the agenda. (Article 18 of this minute refers).

POWIS COMMUNITY CENTRE (CHI/14/090)

28. The Committee had before it a report by the Director of Communities, Housing and Infrastructure which provided an update on the provision of Powis Community Centre and its occupation by Powis Gateway Community Centre Limited and a commercial childcare provider.

FINANCE, POLICY AND RESOURCES COMMITTEE

18 February 2015

The report recommended:-

- (a) to note the progress to date in relation to putting the occupiers of the building onto formal legal arrangements; and
- (b) in line with the resolution of the Education, Culture and Sport Committee in January 2014, to allocate an additional annual development grant of £14,100 (pro-rata) to Powis Gateway Management Committee, backdated to when the Committee stopped receiving rental income from Stompers.

The Committee resolved:-

to approve the recommendations and to allocate the money to Powis Gateway Management Committee within 14 days.

CUSTOMER RELATIONS MANAGEMENT SYSTEM REPLACEMENT (CG/14/171)

29. The Committee had before it a report by the acting Director of Corporate Governance which sought approval to undertake a formal collaborative procurement exercise for a replacement Customer Relationship Management System (CRM) in conjunction with Highland Council (Lead Authority) and Argyll and Bute Council on the basis of a shared services approach, and to seek approval of the total estimated expenditure.

The report recommended:-

- (a) to approve the capital spend of £150,000 from the Technology Investments Requirements programme to purchase a replacement CRM system;
- (b) to approve the revenue expenditure of approximately £33,000 - £37,000 for support and maintenance, as detailed in this report from the existing ICT supplies and services support budget over a 5 year period; and
- (c) to recognise the shared service opportunities this joint procurement presents.

The Committee resolved:-

to approve the recommendations.

MATTER OF URGENCY

The Convener intimated that he had directed in terms of Section 50(B)(4)(b) of the Local Government (Scotland) Act 1973, that the following item be considered as a matter of urgency to enable officers to pursue the actions in the report to have a positive impact against the current challenges of delayed discharges.

FINANCE, POLICY AND RESOURCES COMMITTEE
18 February 2015

HEALTH AND SOCIAL CARE RESPONSE TO OUR DELAYED DISCHARGE CHALLENGES

30. The Committee had before it a report by the acting Director of Corporate Governance which outlined the current challenges in Aberdeen City, the impact this has on people we support and sets out proposals utilising additional Scottish Government funding being made available to the city to address these current specific challenges with regards to delayed discharges.

The report recommended:-

- (a) to note the Delayed Discharges Challenges within this report and the Appendix outlining the initiatives identified to address the challenges;
- (b) to agree to invoke Standing Order 1(6)(a) of the Standing Orders relating to Contracts and Procurement and to set aside the requirements of Standing Orders 5 & 6 to undertake a competitive tendering exercise and, subject to agreement of suitable terms, to authorise the direct appointment of Cornerstone Care in relation to the specific proposal: 1. Social Care Recruitment & Retention Programme as detailed in the Appendix, up to the value of the indicative funding provided by the Scottish Government for this purpose which is currently estimated at £100,000; and
- (c) to note that officers will work with partner agencies and the Scottish Government to develop the other proposals, numbered 2-5, as well as some of the income potential proposals relating to proposal 1, prior to permissions to proceed being formally requested of the relevant Committee or Integrated Joint Board (once formally established).

The Committee resolved:-

to approve the recommendations.

- **COUNCILLOR WILLIE YOUNG, Convener**

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ABERDEEN, 10 March 2015 – Minute of Meeting of the BUSINESS RATES APPEALS SUB COMMITTEE. Present: Councillor Ironside, Convener; and Councillors Donnelly, Noble and Yuill. Apologies: Councillor Reynolds. In attendance: Steven Inglis, Roderick Macbeath and Emma Parr, Legal and Democratic Services. Representing the Council: David Massaro, Counsel, HBJ Gateley, Wayne Connell and Alison Blair, Finance Instructing Officers, Representing the Appellant: two legal representatives from Matthew Cohen and Associates.

DETERMINATION OF EXEMPT ITEM OF BUSINESS

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

The Sub Committee resolved:-

in terms of Section 50(A)(4) of the Local Government (Scotland) Act 1973, that the press and public be excluded from the meeting from Article 3 and 4 of this minute on the grounds that it was likely in view of the nature of the business to be transacted or the nature of the proceedings that if members of the public or press were present there would be disclosure to them of exempt information as defined in Paragraphs 2.

ABERDEEN CITY COUNCIL BUSINESS RATES APPEALS SUB COMMITTEE PROCEDURE IN TERMS OF SECTION 238 OF THE LOCAL GOVERNMENT (SCOTLAND) ACT 1947

2. The Sub Committee had before it the procedure

The Sub Committee resolved:-

to note the procedure

In terms of the decision taken at Article 1 of the minute, the following items were considered with the press and public excluded.

APPEAL DOCUMENTATION

3. At the commencement of the hearing, both parties agreed that the decision before the Sub Committee was whether the appellant had been “improperly charged” by the Council, and whether or not the appellant had been in rateable occupation of the premises during the relevant period.

The Chair asked both parties to clarify the current court proceedings between both parties.

The Chair then asked Mr Massaro to clarify that the Appellant was not liable in respect of charges for 2010/2011 and that only 2011/2012 and 2012/2013 rates charges were in dispute.

**BUSINESS RATES APPEALS SUB COMMITTEE
10 MARCH 2015**

The Sub Committee had before it the papers and additional circulation circulated prior to the meeting. The Appellant's Representatives asked for late documentation being a summary of submissions on behalf of their client and two reported cases. The Councils Counsel also submitted an additional reported case and an extract from a loose leaf volume. The Sub Committee accepted the late documentation from both parties.

Thereafter both parties presented their cases and answered questions from the other side and from Members of the Sub Committee then given the opportunity to sum-up their case.

The Chairperson thanked them for their attendance and advised that the decision on the appeal would be conveyed to them within seven days, whereupon both parties withdrew from the meeting to allow the Committee to deliberate in private.

DECISION

The Sub Committee, in balancing the information and evidence before it, concluded that insufficient evidence had been presented to show that the alleged tenants had taken actual occupation of the premises.

On that basis, the Sub Committee concluded that the decision of the Council in identifying the Appellant as being in rateable occupation of the premises for the two assessment years under appeal (i.e. 2011/12 and 2012/13) should not be overturned. In respect of the assessment years 2011/12 and 2012/13, the Sub Committee concluded that the Appellant had not been "improperly charged" and the appeal was accordingly not upheld.

The Sub Committee resolved:-

- (i) to not uphold the appeal
- (ii) to provide a fuller account of proceedings in the decision letter to be sent to both parties.

- COUNCILLOR IRONSIDE, Convener

FINANCE, POLICY AND RESOURCES COMMITTEE

COMMITTEE BUSINESS STATEMENT

UPDATED FOLLOWING MEETING ON 18 February 2015

Please note that this statement contains a note of every report which has been instructed for submission to this Committee. All other actions which have been instructed by the Committee are not included, as they are deemed to be operational matters after the point of committee decision. Where a report instructed requires no decision to be made this will be reported in the Committee's information bulletin.

No.	<u>Minute Reference</u>	<u>Committee Decision</u>	<u>Update</u>	<u>Lead officer(s)/ Service(s)</u>	<u>Report Due</u>	<u>Report Expected (if known)</u>
1.	Property Committee 24/9/13 article 14	<p><u>Station House Community Centre</u></p> <p>The Sub Committee agreed to authorise officers to negotiate a temporary License to Occupy in favour of the Station House Media Unit, in the meantime to run on a month to month basis, with a report being brought back before the Sub Committee as soon as arrangements for the future of the occupation and control of the building had been agreed.</p>	<p>Negotiations are on going in terms of the long term future of the property. A temporary license is in place with SHMU.</p> <p>Future arrangements for the disposal, either by lease or Community Asset Transfer (CAT) are still in discussion. Work on the policy of CAT is still underway.</p> <p>A report on the Station House Community Centre will be reported at a future date.</p>	Stephen Booth - Head of Asset Management and Operations	4/12/14	23/04/15

<u>No.</u>	<u>Minute Reference</u>	<u>Committee Decision</u>	<u>Update</u>	<u>Lead officer(s)/ Service(s)</u>	<u>Report Due</u>	<u>Report Expected (if known)</u>
2.	Finance, Policy and Resources 6/5/14 Article 27	<u>Review of Access to Leisure Scheme</u> The Committee resolved, amongst other things, to approve the policy recommendations as set out in the report, subject to a further report on the proposed implementation of the changes being considered by the Committee.	Work on the review has been delayed as a result of the restructure. It is planned to bring a report to a Committee in late Spring/ early Summer	Gail Woodcock - Head of Communities, and Housing	30/09/14	09/06/15
3.	Enterprise, Strategic Planning and Infrastructure 12.11.13 (article 32)	<u>Galas and Festive Community Grants</u> The Committee agreed that officers identify an appropriate Council service to support the delivery of Galas and Festive Community Grants and report back to the Committee in this regard.	Information relating to this item will be submitted to the Committee in April.	Dawn Schultz - Economic Development	18/02/15	23/04/15
4.	Enterprise, Strategic Planning and Infrastructure 13.03.14 (article 15)	<u>Sponsorship of Roundabouts</u> The Committee agreed to report back after one year of operation to evidence the comparison between internal and external delivery and to recommend how such sponsorship could be delivered in future.	A report is included on the agenda.	Brenda Smith - Economic Development	23/04/15	23/04/15
5.	Audit and Risk 26 June 2014 Article 10	<u>Business Continuity Arrangements - Corporate Governance</u> To instruct all Services to review their business continuity arrangements and to report back to their Service Committee		Dave McIntosh/Martin Murchie - Director of Corporate Governance		23/04/15
6.	Finance, Policy and Resources 4/12/14 Article 15	<u>Shared Services - s.95 Officer</u> It was agreed to receive a report back on the outcome of the trial no later than		Jeff Capstick - Head of Human Resources and Organisational Development	By Dec 2015	

<u>No.</u>	<u>Minute Reference</u>	<u>Committee Decision</u>	<u>Update</u>	<u>Lead officer(s)/ Service(s)</u>	<u>Report Due</u>	<u>Report Expected (if known)</u>
		December, 2015				
7.	Finance, Policy and Resources 4/12/14 Article 25	<p><u>Housing Support Services Commissioning Plan</u></p> <p>It was agreed to instruct officers to report to the Finance, Policy and Resources Committee by December, 2015 with a Commissioning Plan for the Support, Housing Access and Community Safety Services with new service specifications</p>		Kate MacDonald/ Graeme Gardner - Head of Communities and Housing	By Dec 2015	
8.	Finance, Policy and Resources 4/12/14 Article 25	<p><u>Housing Support Services Commissioning Plan - Implied Contracts</u></p> <p>It was agreed to report back to the Committee on 23 April 2015 in relation to implied contracts.</p>	A report is included on the agenda.	Kate MacDonald/ Graeme Gardner - Head of Communities and Housing	23/04/15	23/04/15
9.	Finance, Policy and Resources 4/12/14 Article 32	<p><u>Council House New Build Proposals - Manor Walk and Smithfield Primary School</u></p> <p>It was agreed to instruct officers to report back to a future committee meeting with further details and refined costs for each development.</p>		John Quinn/Maria Thies - Regeneration & Housing Investment		09/06/15
10	Council 4/3/15	<p><u>Aberdeen Exhibition and Conference Centre</u></p> <p>Council agreed to instruct the Chief Executive to report back to the Finance, Policy and Resources Committee on or before 9 June 2015 with options for the operation and management of the new AECC facility.</p>	A report is included on the agenda.	Scott Ramsay/ Andrew Win - Communities, Housing and Infrastructure	09/06/15	23/04/15

<u>No.</u>	<u>Minute Reference</u>	<u>Committee Decision</u>	<u>Update</u>	<u>Lead officer(s)/ Service(s)</u>	<u>Report Due</u>	<u>Report Expected (if known)</u>
11	Finance, Policy and Resources 18/2/15 Article 18	<p><u>Aberdeen Japan Strategy</u></p> <p>It was agreed:-</p> <p>(1) to note that full implementation of the action plan would require input (staff time and/or financial resources) by a range of Council services and external organisations, therefore officers will convene a meeting of relevant internal and external stakeholders to discuss the feasibility of implementing the action plan in full, with a report to be brought to the 23 April 2015 Committee; and</p> <p>(2) to instruct officers to report on progress and impact of Strategy implementation after one year (January 2016) and after the conclusion of the Strategy period (January 2017).</p>	<p>An update report is included within the Information Bulletin.</p>	<p>Elaine Robertson - Communities, Housing and Infrastructure</p>	<p>(1) 23/04/15</p> <p>(2) January 2016 & 2017</p>	23/04/15
12	Communities, Housing and Infrastructure Committee	<p><u>Management of Events and Commercial Lets in Aberdeen's Parks and Open Spaces.</u></p> <p>It was agreed that all charges be reviewed and agreed at Committee on an annual basis and to request that officers provide a review of how the charges had worked over the last 12 months within that report."</p>		Daniel Parrot/Takki Sulaiman	March 2016	

COMMITTEE	Finance, Policy and Resources
DATE	23 rd April, 2015
DIRECTOR	Corporate Governance
TITLE OF REPORT	Corporate Governance Business Continuity Plans
REPORT NUMBER	CG/15/41
CHECKLIST COMPLETED	Yes

1. PURPOSE OF REPORT

The purpose of the report is to inform Members on the review of Corporate Governance Services' Business Continuity Plans for "critical" public facing services.

2. RECOMMENDATION(S)

The Committee are asked to note the information.

3. FINANCIAL IMPLICATIONS

There are no specific financial implications arising from the report. However, a robust system of risk management itself mitigates potential negative influences on management of the Council's finances.

4. OTHER IMPLICATIONS

There are no other implications specifically arising from this report

5. BACKGROUND/MAIN ISSUES

The Audit and Risk Committee at its meeting of 26th June, 2014 had before it a report by the Director of Corporate Governance which updated the Committee on progress on the continuing development of the Council's System of Risk Management. The report focused specifically on the 'Risk System', the technical arrangements which support recording, managing and reporting risks. The report further updated the Committee on progress in completing action plans previously before the Committee.

The Audit and Risk Committee resolved (specifically in relation to Business Continuity Plans) to instruct all Services to review their Business Continuity arrangements and to report back to their respective Service Committees.

Officers in Corporate Governance have been reviewing the Business Continuity Plans for the “critical” public facing aspects of the Service. The other areas of the Service will be reviewed and reported in due course.

Testing the Business Continuity Plans outputs will permit evidenced reporting, and risk management system reports will identify the status of controls and how they inform the level of risk the Council faces.

Attached as an appendix to the report is the latest Business Continuity Plan Review and Testing Schedule which outlines that the critical areas identified have all been reviewed and have either been tested or will be tested in the near future. This process has been done in conjunction with and to the satisfaction of the Emergency Planning Manager. It is worth noting that contained in the overall Human Resources and Organisational Development Plan are critical areas such as Payroll and Health and Safety. The Emergency Planning Officer is to work with the service areas to provide guidance/assistance on the completion of Tests 2 and 3 (if required).

6. IMPACT

Corporate – The review of the Services’ Business Continuity Plans and the wider management of risks is linked to the Shaping Aberdeen ethos as robust Business Continuity Plans will ensure that the Services’ resources are used correctly, whilst ensuring that the Customers’ experience is not affected adversely. The Staffs’ experience in such scenarios will not be adversely affected if the Plans are managed and maintained properly.

The system of risk management impacts on all aspects of decision making across the Council. The Local Code of Corporate Governance tasks councils with six principles. Principle 4 requires that councils maintain transparent, informed decision-making which is subject to effective scrutiny and the management of risk.

Public – The report is designed for information purposes and no Equalities and Human Rights Impact Assessment has been prepared.

7. MANAGEMENT OF RISK

This report details information on an element of the Council's system of risk management

8. BACKGROUND PAPERS

"System of Risk Management" report submitted by Director of Corporate Governance to Audit and Risk Committee on 26th June, 2014 and subsequent Minute of Meeting.

9. REPORT AUTHOR DETAILS

Martin Allan
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Corporate Governance
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mallan@aberdeencity.gov.uk

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Service Business Continuity Plan Review and Testing Schedule 2015

Service	Plan Name	Contact	REVIEW			TEST 1			TEST 2			TEST 3			Comments
			Last Review	Next Review	Days Until Due	Last Test	Next Test	Days Until Due	Last Test	Next Test	Days Until Due	Last Test	Next Test	Days Until Due	
Corporate Governance	Customer Service Centre	Allan MacCreadie - 346070 AMacCreadie@aberdeencity.gov.uk	31/01/2015	31/8/15	141	31/01/2015	30/9/15	171	31/01/2015	31/10/15	201	31/01/2015	31/12/15	261	Plan Relevance: 1. Scenario Test or walk through with Incident Management Team. 2. Email copy of plan to dmcintosh@aberdeencity.gov.uk
	Customer Contact Centre	Allan MacCreadie - 346070 AMacCreadie@aberdeencity.gov.uk	31/01/2015	31/8/15	141	31/01/2015	30/9/15	171	31/01/2015	31/10/15	201	31/01/2015	31/12/15	261	
	RCC	Allan MacCreadie - 346070 AMacCreadie@aberdeencity.gov.uk	31/01/2015	31/8/15	141	31/01/2015	30/9/15	171	31/01/2015	31/10/15	201	31/01/2015	31/12/15	261	
	Registrars	Vikki Cuthbert - 522520 vcuthbert@aberdeencity.gov.uk	31/01/2015	31/8/15	141	08/04/2015	30/9/15	171		31/5/15	51		30/6/15	81	
	HR&OD	Ewan Sutherland - 522550 - esutherland@aberdeencity.gov.uk	06/04/2015	31/8/15	141		31/5/15	51		31/5/15	51		30/6/15	81	
	Finance	Neil Stewart - 522696 - nstewart@aberdeencity.gov.uk	31/01/2015	31/8/15	141		31/5/15	51		31/5/15	51		30/6/15	81	
	ICT	Sandra Massey - 522778 smassey@aberdeencity.gov.uk	06/04/2015	31/8/15	141		31/5/15	51		31/5/15	51		30/6/15	81	

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COMMITTEE	Finance, Policy & Resources
DATE	23 April 2015
DIRECTOR	Ewan Sutherland
TITLE OF REPORT	Corporate Governance Performance Reporting
REPORT NUMBER:	CG/15/46
CHECKLIST RECEIVED	Yes/No

1. PURPOSE OF REPORT

To present the Committee with an overview of key performance information and planned improvement work, across the Corporate Governance Directorate.

2. RECOMMENDATION(S)

The Committee are asked to:

- (i) Note the content of the performance report;
- (ii) Agree any further action considered necessary.

3. FINANCIAL IMPLICATIONS

There are no financial implications arising from the report although some reported measures are aligned with our priority to improve the use of resources.

4. OTHER IMPLICATIONS

There are no other implications specifically arising from this report although measures are aligned to the improvement in staff and customer experience.

5. BACKGROUND/MAIN ISSUES

The report before the Committee comprises:

- An analysis of some significant performance areas, including contextual information;
- A summary 'scorecard' report detailing performance indicators, information on direction of travel and performance against targets, where these have been set.

The report provides performance information at the Directorate level and where necessary to the level of Head of Service. The Corporate Governance Service Performance Dashboard displays a wider range of information

including trend charts and comparison between the different areas of the service, as well as underlying types of information to support indicators in some cases. The Dashboard will be available to be viewed at the Committee to support any required in-depth analysis.

Performance measures have been aligned to the corporate drivers:

- Improving staff experience;
- Improving customer experience;
- Improving our use of resources;
- Delivering outcomes (in development)

6. IMPACT

Public – The report is designed for information purposes and no Equalities and Human Rights Impact Assessment has been prepared.

Services are required to carry out regular reporting of performance to committees. Corporate Governance undertakes to report performance to the Committee and into the public domain. All performance reports form a part of our public performance reporting requirement, which is subject to annual audit by Audit Scotland and which we are working to improve through our corporate lead on performance management.

The report impacts more widely than the internal management of performance. Our performance and improvement framework supports delivery of outcomes at the council-wide level and in the Single Outcome Agreement. Our performance frameworks also impact on our requirement for good governance and assurance frameworks across the Council Group, including Arms-Length External Organisations.

Our reporting of information to the Committee therefore supports our commitment to:

- Best Value;
- Improved Public Performance Reporting.

7. MANAGEMENT OF RISK

The report identifies areas of performance which are aligned to the delivery of priorities. This delivery is subject to the management of risk. Against all priorities or objectives, risks are identified and managed through the Council's risk function. Risks are identified and managed at the operational tier and linked to the four strategic risks: capacity, capability, harm and compliance. Similarly, managers are required to identify opportunities (positive risks) and to progress these through programmes which assist in the delivery of outcomes.

8. BACKGROUND PAPERS

None

9. REPORT AUTHOR DETAILS

Neil Buck
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01224 522408

10. REPORT

- 10.1 The corporate restructuring exercise is well advanced and most arrangements have been finalised with regard to Corporate Governance Service, with some remaining movements to take place in the next few weeks.

The various teams within the service continue to work on improvement planning which together will support the directorate improvement plan. This will frame the ongoing reporting to the Committee of Corporate Governance Performance and in particular, support the 'Delivering Outcomes' component of the scorecard, evidenced through effective performance measures.

- 10.2 Timely, accurate performance data supports informed decision-taking, focuses resources on areas for improvement and assists with our commitment to the delivery of Best Value in public service activity. We aim to benchmark as much of our service activity as possible, mainly through our participation in the Scotland-wide Local Government Benchmarking Framework (LGBF) but also utilising our involvement in other benchmarking clubs where appropriate.





Some of the LGBF activity takes the form of 'Family Group' benchmarking. This a 'deep dive' process where we compare our practices with the aim of deriving best practice solutions. We are currently scheduled to benchmark council tax administration and workforce equal opportunities arrangements during 2015 and the output of these exercises will be reported to the Committee when available.

In addition to Aberdeen City Council, our family group for these functions comprises:

- Dundee
- East Dunbartonshire
- Edinburgh
- Falkirk
- Glasgow
- North Lanarkshire
- West Dunbartonshire

The value of benchmarking our performance lies in the learning experience. By comparing our performance with similar organisations and participating in group analysis processes, we aim to learn how other organisations are achieving improved performance, with a view to devising and implementing projects to enhance our own performance standard. There are plans for the LGBF to be broadened to permit benchmarking with councils and organisations from other areas of the UK.

- 10.3 The attached performance scorecard uses traffic light symbols to aid the better understanding of direction of travel, where possible:

-  denotes an indicator which is not meeting target performance;
-  denotes an indicator which is at risk of falling significantly below target performance;
-  denotes an indicator which is meeting target performance;
-  denotes an indicator which is based on data collection only and no performance target is appropriate.

The scorecard reports information on either a monthly or quarterly basis (sometimes both). Where monthly data appears, this reflects the most recent data available. Financial and Human Resources related data is usually not available until at least the middle of the following month in order to allow for collation and adjustment.

10.4 Targets

Where possible, services are encouraged to set meaningful performance targets as a means of contextualising performance standards and driving improvement. These are frequently based on benchmarking activity and in some cases are currently under review to ensure continuing relevance.

10.5 Corporate Governance Performance Dashboard

Work continues to populate the dashboard with a comprehensive range of performance information for use by both elected members and managers across the service. A principal purpose of the dashboard is the provision of 'drilled-down' data which examines performance activity at lower operational levels in order to assist managers with a more detailed analysis of trends and comparative performance.

10.6 Analysis of performance of specific areas of interest

Average number of days' sickness absence per employee.

Another report on the agenda provides further information on developments in the approach to managing sickness absence across the Council. The most recent outturn performance for the Corporate Governance Service is detailed in the scorecard at Appendix 1, section 1.

ICT Helpdesk calls resolved within agreed timescales

The ICT Helpdesk deals with calls from members of staff and elected members on a daily basis. The target for this indicator is 82% and overall performance has been under target for a significant period, though typically not in the high priority area, which addresses major systems failure issues. Calls are categorised as follows:

Priority A - 1 day fix.

Priority B – 3 day fix

Priority C – 10 day fix

During February, 100% of Priority A calls were fixed on time, 71% of Priority B calls and 88% of Priority C calls. In March, the figures were Priority A 60%, Priority B 74% and Priority C 87%.

Overall, performance (all 3 categories) has been improving since August 2014, reaching 79% in March 2015.

There remains a continuing need to review processes and staffing levels for responding to all calls in order to improve call closure rates for priorities B and C and we continue to monitor that our external suppliers are fixing faults within maintenance agreements.

There is an ever growing customer base due to the increasing use of mobile devices. The Smarter Working Programme continues to create more demand for laptops and RSA tokens and naturally with that, a bigger maintenance requirement has occurred.

Staff resources in the team have remained the same throughout this period of Smarter Working expansion although the team is currently in the first stages of the ICT Restructuring Programme which for the Helpdesk Team, has been designed to take a strategic overview of call throughputs. This will include the appointment of an 'Incident and Problem Coordinator' and also continuing 1st Line Analysts contracts for an additional 12 month fixed term period, which is reducing the 1st line calls and providing callers with a better customer experience on the phone. Recruitment of additional posts is planned within the next few weeks.

We are also implementing a new fault logging system this year. This is designed to reduce the number of calls by promoting a Self Service Portal which again, will help manage call rates more effectively.

Percentage of council tax and Business Rates collected in year

The improvement in performance reported to the Committee in February has continued through to the close of the collection year. For the 2014/15 year, 94.88% of the council due to the Council was received. This reflects an increase of 1.25% over the proportion collected in 2013/14. Having checked records back to 2000/01, this outturn represents our best performance in this indicator since at least that time. The improvement continues to be influenced by changed working practices in the Revenues and Benefits Team, along with a drive to fill a considerable vacancy factor. For the 2015/16 collection year, our target has increased to 95% to reflect the drive to maximise performance in this indicator.

A similar improvement has occurred in the collection of Business Rates which reached 97.92% of the total due to the Council for 2014/15, the best performance since the economic downturn affected performance from 2008/09. Our target for this indicator has increased to 98% for 2015/16.

Appendix 1

Corporate Governance Performance Scorecard



Improving Staff Experience

Sickness Absence

Indicator	Target	Jan 2015		Feb 2015		Mar 2015		Q3 2014/15		Q4 2014/15	
		Value	Status	Value	Status	Value	Status	Value	Status	Value	Status
Average no of days lost through sickness absence - CG (excluding legacy sickness)	10	6.3	✓	6.2	✓						
Average number of days lost through sickness absence - Customer Service & Performance	10	5.2	✓	5.4	✓						
Average number of days lost through sickness absence - Finance	10	7.4	✓	6.4	✓						
Average number of days lost through sickness absence - Human Resources & Organisational Development	10	6	✓	6.1	✓						
Average number of days lost through sickness absence - Legal & Democratic Services	10	6.8	✓	7.6	✓						
Average number of days lost through sickness absence - Commercial & Procurement Services	10	6.4	✓	6.1	✓						

Establishment Control














Indicator	Target	Jan 2015		Feb 2015		Mar 2015		Q3 2014/15		Q4 2014/15	
		Value	Status	Value	Status	Value	Status	Value	Status	Value	Status
Level of Staff Turnover (Corporate Governance) - Leavers		1.35%		0.81%							
Level of Staff Turnover (Customer Services & Performance) - Leavers		0%		0.82%							
Level of Staff Turnover (Finance) - Leavers		1.63%		0%							
Level of Staff Turnover (Human Resources & Organisational Development) - Leavers		2.54%		0.83%							
Level of Staff Turnover (Legal & Democratic Services) - Leavers		3.09%		3.26%							
Level of Staff Turnover (Commercial* Procurement Services)		0%		0%							
Establishment Control: Headcount - Corporate Governance		712		721		720					
Establishment Control: FTE - Corporate Governance		653.3		664.1		664.5					
New Starts - Corporate Governance		9		12		7					
Leavers - Corporate Governance		10		6		11					

Human Resources Policies

Indicator	Target	Jan 2015		Feb 2015		Mar 2015		Q3 2014/15		Q4 2014/15	
		Value	Status	Value	Status	Value	Status	Value	Status	Value	Status
Number of staff invoking the grievance procedure - New (Corporate Governance)		0		0							
Number of staff invoking the grievance procedure - Ongoing (Corporate Governance)		0		0							
Number of staff invoking the grievance procedure - Completed (Corporate Governance)		0		0							
Number of staff through the disciplinary procedure - New (Corporate Governance)		2		0							
Number of staff through the disciplinary procedure - Ongoing (Corporate Governance)		2		2							
Number of staff through the disciplinary procedure - Completed (Corporate Governance)		3		2							
No of staff whose performance is being managed - New (Corporate Governance)		2		0							
No of staff whose performance is being managed - Ongoing (Corporate Governance)		0		2							
No of staff whose performance is being managed - Completed (Corporate Governance)		0		0							

Health, Safety & Wellbeing

Indicator	Target	Jan 2015		Feb 2015		Mar 2015		Q3 2014/15		Q4 2014/15	
		Value	Status	Value	Status	Value	Status	Value	Status	Value	Status
Bullying & Harassment Cases - New (Corporate Governance)		0		0							
Bullying & Harassment Cases - Ongoing (Corporate Governance)		0		0							
Bullying & Harassment Cases - Completed (Corporate Governance)		0		0							
H&S Incidents Employee Reportable by Directorate - CG								0			
















Indicator	Target	Jan 2015		Feb 2015		Mar 2015		Q3 2014/15		Q4 2014/15	
		Value	Status	Value	Status	Value	Status	Value	Status	Value	Status
H&S Incidents Employee Non Reportable by Directorate - CG								3			
H&S 3rd Party Incidents Reportable by Directorate - CG								0			
H&S 3rd Party Incidents Non Reportable by Directorate - CG								0			
H&S Total Near Miss by Directorate - CG								9			
H&S Employee Near Miss by Primary Type (Violence) - CG								0			
H&S Employee Near Miss by Primary Type (Vandalism) - CG								0			
H&S Employee Near Miss by Primary Type (Inappropriate Communication) - CG								6			
H&S Employee Near Miss by Primary Type (Security) - CG								1			
H&S Employee Near Miss by Primary Type (Other) - CG								2			
H&S Injury/Incident Forms Raised (0-6 days) - CG								3			
H&S Injury/Incident Forms Raised (07-10 days) - CG								0			
H&S Injury/Incident Forms Raised (11-15 days) - CG								0			
H&S Injury/Incident Forms Raised (Over 15 days) - CG								0			

Improving Customer Experience

Customer Satisfaction

Indicator	Target	Jan 2015		Feb 2015		Mar 2015		Q3 2014/15		Q4 2014/15	
		Value	Status	Value	Status	Value	Status	Value	Status	Value	Status
Complaint Customer Satisfaction - No of closed complaints surveyed compared to total closed complaints each month		72.06%		85.71%							
Complaint Customer Satisfaction - No of responses received compared to total no of closed complaints surveyed		32.65%		30.95%							
Complaint Customer Satisfaction - Access to the Complaints Handling Policy		87.5%		76.92%							
Complaint Customer Satisfaction - Empathy (Understanding the customer's perspective)		50%		66.67%							
Complaint Customer Satisfaction - Clarity & basis of decision		40%		61.54%							
Complaint Customer Satisfaction - Positive treatment by staff		73.33%		76.92%							
Complaint Customer Satisfaction - Timescales & providing updates		62.5%		61.54%							
% of Freedom Of Information requests replied to within timescale (Corporate Governance)	85%	98%		100%							
% of FOI requests replied to within timescale (Corporate Governance - More than One)	85%	100%		100%							
% of FOI requests replied to within timescale (CS&P)	85%	100%		100%							
% of FOI requests replied to within timescale (Legal & Democratic Services)	85%	100%		100%							
% of FOI requests replied to within timescale (Finance)	85%	83%		100%							
% of FOI requests replied to within timescale (HR)	85%	100%		100%							
% of FOI requests replied to within timescale (Commercial & Procurement Services)	85%	100%		100%							

Data Protection






















Indicator	Target	Jan 2015		Feb 2015		Mar 2015		Q3 2014/15		Q4 2014/15	
		Value	Status	Value	Status	Value	Status	Value	Status	Value	Status
Data Breaches Reported - Corporate Governance											
% of Third Party Subject Access Requests (SAR) responded to within 40 calendar days - Corporate Governance								0			
% of Environmental Information Requests (EIR) replied to within timescale (Corporate Governance)	85%	100%		0							
% of EIR requests replied to within timescale (Corporate Governance - More than One)	85%	0		0							
% of EIR requests replied to within timescale (Customer Service & Performance)	85%	100%		0							
% of EIR requests replied to within timescale (Legal & Democratic)	85%	100%		0							
% of EIR requests replied to within timescale (Finance)	85%	0		0							
% of EIR requests replied to within timescale (HR)	85%	0		0							
% of EIR requests replied to within timescale (Commercial & Procurement Services)	85%	0		0							

Customer Contact Centre

Indicator	Target	Jan 2015		Feb 2015		Mar 2015		Q3 2014/15		Q4 2014/15	
		Value	Status	Value	Status	Value	Status	Value	Status	Value	Status
CCC - Number of Council Tax Calls		6,226		5,401		7,272					
CCC - % of Council Tax Calls abandoned		5%		4.11%		2.92%					
CCC - Waiting Time of Council Tax Calls		1 min/secs		0.38 min/secs		0.51 min/secs					
CCC - Average Handling Time of Council Tax Calls		4.13 min/secs		4.51 min/secs		3.43 min/secs					
CCC - % of Council Tax Calls answered within 60 seconds	75%	75.84%		81.68%		74.35%					
CCC - Number of Housing & CTAX Benefit Calls		1,933		2,045		2,279					
CCC - % of Housing & CTAX Benefit Calls abandoned		4.45%		5.39%		2.37%					
CCC - Waiting Time of Housing & CTAX Benefit Calls		0.5 min/secs		0.37 min/secs		0.44 min/secs					
CCC - Average Handling Time of Housing & CTAX Benefit Calls		4.37 min/secs		4.51 min/secs		4.08 min/secs					
CCC - % of Housing & CTAX Benefit Calls answered within 60 seconds	75%	79.64%		81.97%		77.49%					
CCC - Number of Housing Repair (new) Calls		8,112		6,436		6,077					
CCC - % of Housing Repair (new) Calls abandoned		20.14%		6.36%		2.55%					
CCC - Waiting Time of Housing Repair (new) Calls		2.37 min/secs		0.53 min/secs		0.41 min/secs					
CCC - Average Handling Time of Housing Repair (new) Calls		2.31 min/secs		3.01 min/secs		2.3 min/secs					
CCC - % of Housing Repair (new) Calls answered within 60 seconds	75%	38.61%		71.84%		78.21%					
CCC - Number of Housing repair (ongoing) Calls		4,237		3,084		2,880					
CCC - % of Housing repair (ongoing) Calls		22.04%		6.27%		4.03%					




















































Indicator	Target	Jan 2015		Feb 2015		Mar 2015		Q3 2014/15		Q4 2014/15	
		Value	Status	Value	Status	Value	Status	Value	Status	Value	Status
abandoned											
CCC – Waiting Time of Housing Repair (ongoing) Calls		2.42 min/secs		0.5 min/secs		0.42 min/secs					
CCC – Average Handling Time of Housing Repair (ongoing) Calls		2.35 min/secs		3.03 min/secs		2.39 min/secs					
CCC – % of Housing repair (ongoing) Calls answered within 60 seconds	75%	37.81%		73.55%		78.02%					
CCC - Number of Tradesman Calls		55		59		31					
CCC - % of Tradesman Calls abandoned		12.73%		16.39%		0%					
CCC - Waiting Time of Tradesman Calls		8.13 min/secs		0.21 min/secs		0.14 min/secs					
CCC - Average Handling Time of Tradesman Calls		1.43 min/secs		2.11 min/secs		1.44 min/secs					
CCC - % of Tradesman Calls answered within 60 seconds	75%	64.58%		85.25%		96.77%					
CCC - Number of Environmental Services Calls		2,878		2,191		3,360					
CCC - % of Environmental Services Calls abandoned		25.92%		6.73%		3.1%					
CCC - Waiting Time of Environmental Services Calls		2.27 min/secs		0.47 min/secs		0.37 min/secs					
CCC – Average Handling Time of Environmental Services Calls		2.37 min/secs		4.31 min/secs		2.41 min/secs					
CCC – % of Environmental Services Calls answered within 60 seconds	75%	40.34%		74.83%		80.3%					
CCC - Number of Roads Calls		2,085		1,275		321					
CCC - % of Roads Calls abandoned		26.04%		8.03%		1.25%					
CCC - Waiting Time of Roads Calls		2.44 min/secs		0.55 min/secs		0.34 min/secs					
CCC - Average Handling Time of Roads Calls		2.25 min/secs		2.3 min/secs		2.26 min/secs					

Indicator	Target	Jan 2015		Feb 2015		Mar 2015		Q3 2014/15		Q4 2014/15	
		Value	Status	Value	Status	Value	Status	Value	Status	Value	Status
CCC - % of Roads Calls answered within 60 seconds	75%	36.64%		71.94%		81%					
CCC - Number of Bio-liner Calls		360		299		396					
CCC - % of Bio-liner Calls answered within 60 seconds	75%	81.11%		98.85%		93.97%					
CCC - Number of Parking Calls		384		377		367					
CCC - % of Parking Calls abandoned		5.21%		7.42%		1.09%					
CCC - Waiting Time of Parking Calls		0.54 min/secs		0.22 min/secs		0.21 min/secs					
CCC - Average Handling Time of Parking Calls		3.09 min/secs		3.27 min/secs		2.57 min/secs					
CCC - % of Parking Calls answered within 60 seconds	75%	80.77%		93.86%		96.19%					
CCC - Number of Scottish Welfare Fund Calls (crisis loans)		1,426		1,223		1,231					
CCC - % of Scottish Welfare Fund Calls (crisis loans) abandoned		6.24%		5.6%		1.62%					
CCC - Waiting Time of Welfare Fund Calls (crisis loans)		0.53 min/secs		0.41 min/secs		0.39 min/secs					
CCC - Average Handling Time of Welfare Fund Calls (crisis loans) abandoned		5.49 min/secs		7.54 min/secs		5.12 min/secs					
CCC - % of Scottish Welfare Fund Calls (crisis loans) answered within 60 seconds	75%	69.86%		78.91%		87.08%					
CCC - Number of Scottish Welfare Fund Mailbox Calls (crisis loans)		43		34		25					
CCC - Number of Housing Advice Calls		794		644		585					
CCC - % of Housing Advice Calls abandoned		4.53%		5.84%		1.88%					
CCC - Waiting Time of Housing Advice Calls		0.17 min/secs		0.19 min/secs		0.22 min/secs					
CCC - Average Handling Time of Housing Advice		4.2		4.25		4.47					

Indicator	Target	Jan 2015		Feb 2015		Mar 2015		Q3 2014/15		Q4 2014/15	
		Value	Status	Value	Status	Value	Status	Value	Status	Value	Status
Calls		min/secs		min/secs		min/secs					
CCC - % of Housing Advice Calls answered within 60 seconds	75%	94.46%		96.26%		94.87%					
CCC – Total Number of Calls taken across all queues		28,533		21,706		24,826					
CCC - Total number of abandoned calls		4,411		1,363		680					
CCC – Average Waiting Time across all queues		1.56 min/secs		0.44 min/secs		0.42 min/secs					
CCC – Average Handling Time across all queues		3.22 min/secs		3.56 min/secs		3.15 min/secs					
CCC – Overall % of all calls in Contact Centre answered within 60 seconds	75%	55.25%		77.82%		78.66%					
CCC – Average cost of a Transaction taken across CCC		£2.32		£3.05		£2.66					

Customer Service Centre

Indicator	Target	Jan 2015		Feb 2015		Mar 2015		Q3 2014/15		Q4 2014/15	
		Value	Status	Value	Status	Value	Status	Value	Status	Value	Status
CSC - Number of Visitors for Council Tax Queue		741		633		736					
CSC - % of Council Tax enquiries abandoned		3%		3%		4%					
CSC - Average Queuing Time - Council Tax enquiries		11.25 min/secs		7.34 min/secs		7.43 min/secs					
CSC - Average Serving Time - Council Tax enquiries		10.59 min/secs		10.53 min/secs		11 min/secs					
CSC - % of customers for Council Tax queries seen within 10 minutes		76%		84%		85%					
CSC - Number of Visitors for Housing & CTAX Benefits Queue		974		1,084		1,302					
CSC - % of Housing & CTAX Benefit enquiries abandoned		3%		2%		3%					
CSC - Average Queuing Time - Housing & CTAX Benefit enquiries		13.03 min/secs		8.23 min/secs		9.06 min/secs					
CSC - Average Serving Time - Housing & CTAX Benefits enquiries		10.27 min/secs		11.04 min/secs		11 min/secs					
CSC - % of customers for Housing & CTAX Benefit queries seen within 10 minutes		66%		83%		81%					
CSC - Number of Visitors for Accord and Sports Queue		579		538		648					
CSC - % of Accord and Sports enquiries abandoned		2%		1%		2%					
CSC - Average Queuing Time - Accord and Sports enquiries		7.3 min/secs		8.01 min/secs		6.27 min/secs					
CSC - Average Serving Time - Accord and Sports enquiries		8.11 min/secs		7.33 min/secs		7.2 min/secs					
CSC - % of customers for Accord and Sports queries seen within 10 minutes		85%		80%		90%					
CSC - Number of Visitors for Parking and Disabled Badges Queue		1,095		911		1,022					

Indicator	Target	Jan 2015		Feb 2015		Mar 2015		Q3 2014/15		Q4 2014/15	
		Value	Status	Value	Status	Value	Status	Value	Status	Value	Status
CSC – % Parking and Disabled Badges enquiries abandoned		2%		3%		2%					
CSC – Average Queuing Time – Parking and Disabled Badges enquiries		11.01 min/secs		8.2 min/secs		7.2 min/secs					
CSC – Average Serving Time – Parking and Disabled Badges enquiries		9.54 min/secs		9.52 min/secs		9.22 min/secs					
CSC – % of customers for Parking and Disabled Badge queries seen within 10 minutes		75%		82%		87%					
CSC - Number of Visitors for Payments Queue		103		84		215					
CSC – % of Payments enquiries abandoned		5%		1%		1%					
CSC – Average Queuing Time – Payment enquiries		6.36 min/secs		6.31 min/secs		6.14 min/secs					
CSC – Average Serving Time – Payment enquiries		7.42 min/secs		7.16 min/secs		6.25 min/secs					
CSC – % of customers for Payment queries seen within 10 minutes		89%		90%		92%					
CSC - Number of Visitors for Residents Discount Scheme Queue		0		0		0					
CSC – % of Residents Discount Scheme enquiries abandoned		0%		0%		0%					
CSC – Average Queuing Time – Resident Discount Scheme enquiries		0 min/secs		0 min/secs		0 min/secs					
CSC – Average Serving Time – Residents Discount Scheme enquiries		0 min/secs		0 min/secs		0 min/secs					
CSC – % of customers for Residents Discount Scheme queries seen within 10 minutes		0%		0%		0%					
CSC - Number of Visitors for Casual Callers Queue		1,350		1,595		1,524					
NON CG – Number Signposted to Bereavement Services		61		57		70					
NON CG – Number Signposted to Debt and Welfare Rights		81		73		85					

Indicator	Target	Jan 2015		Feb 2015		Mar 2015		Q3 2014/15		Q4 2014/15	
		Value	Status	Value	Status	Value	Status	Value	Status	Value	Status
NON CG – Number Signposted to Estate Management		318		303		131					
NON CG – Number Signposted to Housing Advice		891		751		744					
NON CG – Number Signposted to Registrars		1,220		1,129		1,272					
NON CG – Number Signposted to Existing Tenancies		356		349		696					
NON CG – Number Signposted to Social Care and Wellbeing		207		158		144					
NON CG – Number Signposted to Licensing		0		0		0					
CSC - Total Number of visitors to CSC (CG & Non CG combined)		7,976		7,798		7,365					
CSC – Total Number of Visitors in CG queues		3,492		3,250		3,923					
CSC - Total number of visitors in non CG queues		3,134		2,953		3,442					
CSC – Total % of enquiries abandoned across CG queues		3%		2%		2%					
CSC – Average Queuing Time across all CG queues	10 min/secs	10.58 min/secs		8.08 min/secs		7.47 min/secs					
CSC – Total Average Serving Time of a customer across all CG queues		9.56 min/secs		10.01 min/secs		9.43 min/secs					
CSC – Total % of customers seen within 10 minutes in CG queues	80%	74%		83%		84%					
CSC – Average cost of a transaction across the CSC		£7.33		£7.50		£7.94					


























































Other Telephony

Indicator	Target	Jan 2015		Feb 2015		Mar 2015		Q3 2014/15		Q4 2014/15	
		Value	Status	Value	Status	Value	Status	Value	Status	Value	Status
Total no of calls offered to the Regional Communications Centre		53,480		48,909		51,898					

Indicator	Target	Jan 2015		Feb 2015		Mar 2015		Q3 2014/15		Q4 2014/15	
		Value	Status	Value	Status	Value	Status	Value	Status	Value	Status
Total no of calls offered to the Switchboard		20,661		18,631		21,632					

Online Activity

Indicator	Target	Jan 2015		Feb 2015		Mar 2015		Q3 2014/15		Q4 2014/15	
		Value	Status	Value	Status	Value	Status	Value	Status	Value	Status
Online Transactions & Activities		21,101		15,776		18,316					
Online transactions by type - Jobs Online											
Online transactions by type - Planning Applications		68		74		111					
Online transactions by type - Reported Faults		895		624		631					
Online transactions by type - Online Payments		15,216		11,113		12,278					
Online transactions by type - Online Service Applications		4,922		3,965		5,296					
Online fault reporting - Abandoned Property		4		1		1					
Online fault reporting - Air Pollution		2		1		1					
Online fault reporting - Benefit Fraud		5		9		12					
Online fault reporting - Consumer Rights		1		2		0					
Online fault reporting - Dog Control		15		22		26					
Online fault reporting - Food Safety		2		3		8					
Online fault reporting - Footpath/Footway/Cycleways		56		30		37					
Online fault reporting - Graffiti Removal		10		10		10					
Online fault reporting - Grit Bins		16		9		0					

Indicator	Target	Jan 2015		Feb 2015		Mar 2015		Q3 2014/15		Q4 2014/15	
		Value	Status	Value	Status	Value	Status	Value	Status	Value	Status
Online fault reporting - Litter/Street Cleanliness		75		63		122					
Online fault reporting - Noise Complaints		18		14		33					
Online fault reporting - Parks/Grass/Grounds Maintenance		10		17		17					
Online fault reporting - Pest Control		9		12		13					
Online fault reporting - Public Health Nuisance		5		8		7					
Online fault reporting - Road Drainage		27		15		16					
Online fault reporting - Road Surface		103		182		160					
Online fault reporting - Street Lighting		291		146		134					
Online fault reporting - Substandard Housing in the Private Sector		1		2		1					
Online fault reporting - Traffic Lights		64		36		34					
Online fault reporting - Winter		185		43		0					
Online payments - House Rents		3,345		3,095		3,528					
Online payments - Garage Rents		152		137		150					
Online payments - Parking Spaces		54		58		75					
Online payments - Garage Sites		11		6		12					
Online payments - Former Tenant Arrears		0		0		0					
Online payments - Rent Insurance		203		179		197					
Online payments - Community Charge		0		0		0					
Online payments - Business Rates		8		3		10					

Indicator	Target	Jan 2015		Feb 2015		Mar 2015		Q3 2014/15		Q4 2014/15	
		Value	Status	Value	Status	Value	Status	Value	Status	Value	Status
Online payments - Council Tax		7,042		4,056		4,282					
Online payments - Invoices		764		411		370					
Online payments - HB Overpayments		108		100		110					
Online payments - Penalty Charge Notice		1,926		1,730		1,899					
Online payments - Bus Lane Penalty Charge Notices		1,314		1,138		1,296					
Online payments - Primary School Meal Payments		289		200		349					
Online Service Applications & Activities - Accord Card Top Ups		1,682		1,315		1,727					
Online Service Applications & Activities - Residents Discount Applied for		55		42		51					
Online Service Applications & Activities - Housing Repair Enquiries		211		176		173					
Online Service Applications & Activities - Council Tax Applications		648		677		792					
Online Service Applications & Activities - HMO Applications		0		0		0					
Online Service Applications & Activities - Parking Permit Renewals		321		314		381					
Online Service Applications & Activities - Recycling Requests		2,005		1,441		2,172					

Internal Customer Activity

Indicator	Target	Jan 2015		Feb 2015		Mar 2015		Q3 2014/15		Q4 2014/15	
		Value	Status	Value	Status	Value	Status	Value	Status	Value	Status
Human Resources Service Centre First Time Fix Rate	80%	54.36%		56.33%		50.74%					
ICT Helpdesk calls resolved within agreed timescales	82%	74%		73%		79%		73%		79%	

Complaints Handling

Indicator	Target	Jan 2015		Feb 2015		Mar 2015		Q3 2014/15		Q4 2014/15	
		Value	Status	Value	Status	Value	Status	Value	Status	Value	Status
The total number of complaints received (Corporate Governance)		15		8		7		24			
The average time in working days to resolve complaints at the frontline resolution stage - Corporate Governance	5 days	2 days		3 days		2 days		5 days			
% Stage 2 resolved within time	100%							100%			
% Stage 2 upheld against closed								66.67%			
% Stage 2 not upheld against closed								33.33%			
% Stage 2 partially upheld against closed								0%			
The average time in working days to resolve complaints at the investigation stage - Corporate Governance	20 days	20 days		20 days		11 days		15 days			
Number of complaints made with regards to customer service - CG		7		4		1		3			
Number of complaints made with regards to quality of service provided - CG		5		1		3		13			
Number of complaints made with regards to employee behaviour - CG		1		0		1		3			
Number of complaints made with regards to policy - CG		0		1		1		2			
Number of complaints made with regards to procedure - CG		2		2		1		3			
Number of complaints made with regards to Equalities - CG		0		0		0		0			
% of complaints resolved within time (CG)	100%							75%			
% of complaints upheld against closed (Stage 1 & 2 combined)								58.33%			

Indicator	Target	Jan 2015		Feb 2015		Mar 2015		Q3 2014/15		Q4 2014/15	
		Value	Status	Value	Status	Value	Status	Value	Status	Value	Status
% of complaints not upheld against closed (Stage 1 & 2 combined)								33.33%			
% of complaints partially upheld against closed (Stage 1 & 2 combined)								8.33%			
Compliments received by Corporate Governance								5		10	

Elected Members' Enquiries




Indicator	Target	Jan 2015		Feb 2015		Mar 2015		Q3 2014/15		Q4 2014/15	
		Value	Status	Value	Status	Value	Status	Value	Status	Value	Status
Percentage of Members' Enquiries dealt within 15 working days - CG	100%	100%		63.6%							
Percentage of Members' Enquiries dealt within 15 working days - CG Commercial & Procurement Services	100%	0		0							
Percentage of Members' Enquiries dealt within 15 working days - CG Customer Service and Performance	100%	100%		100%							
Percentage of Members' Enquiries dealt within 15 working days - CG Finance	100%	100%		100%							
Percentage of Members' Enquiries dealt within 15 working days - CG Human Resources and Organisational Development	100%	100%		100%							
Percentage of Members' Enquiries dealt within 15 working days - CG Legal and Democratic	100%	100%		0%							

Use of Resources























Financial Services



Indicator	Target	Jan 2015		Feb 2015		Mar 2015		Q3 2014/15		Q4 2014/15	
		Value	Status	Value	Status	Value	Status	Value	Status	Value	Status
Headcount of Agency Staff (Corporate Governance)		3		3							
Cost of overall accountancy function per £1,000 of net expenditure	£6.36	Data available for next committee cycle									
% spend against Revenue Budget (Corporate Governance)		79.48%		85.91%							
Agency Monthly Expenditure (Corporate Governance)		340.74%		359.72%		392.69%					
Agency Monthly Expenditure - Manual (Corporate Governance)		0		0		0					
Agency Monthly Expenditure - Other Hired (Corporate Governance)		0		0		0					
Overtime Monthly Expenditure (Corporate Governance)		91.91%		100.7%		109.37%					
% spend against Capital budget (total) - Corporate Governance		24.51%		26.04%							
Budget Holder Meetings - CG (including OCE)	100%							97.73%			
Committee Reports Reviewed by Finance Partners - Finance Policy & Resources								9		20	
Expenditure on Overtime (accumulative) - Corporate Governance		£179,260		£196,419		£213,324					

Committee Services










Indicator	Target	Jan 2015		Feb 2015		Mar 2015		Q3 2014/15		Q4 2014/15	
		Value	Status	Value	Status	Value	Status	Value	Status	Value	Status
% of decision sheets issued within 2 working days	100%							90%			
% of decision sheets published within 4 workings days	100%							85%			
% of draft minutes issued within 3 weeks	100%							91.67%			

Insurance Services

Indicator	Target	Jan 2015		Feb 2015		Mar 2015		Q3 2014		Q4 2014	
		Value	Status	Value	Status	Value	Status	Value	Status	Value	Status
No of Insurance Claims received (Employee Liability)		10		0							
No of Insurance Claims received (Motor Liability)		26		9							
No of Insurance Claims received (Public Liability)		22		0							
Cost of Insurance Claims received (Employee Liability)		£21,179		£0							
Cost of Insurance Claims received (Motor Liability)		£11,701		£6,168							
Cost of Insurance Claims received (Public Liability)		£53,000		£0							
No of settled Insurance Claims (Employee Liability)		0		0							
No of settled Insurance Claims (Motor Liability)		0		0							
No of settled Insurance Claims (Public Liability)		0		0							
Cost of settled Insurance Claims (Employee Liability)		£0		£0							
Cost of settled Insurance Claims (Motor		£0		£0							

Indicator	Target	Jan 2015		Feb 2015		Mar 2015		Q3 2014		Q4 2014	
		Value	Status	Value	Status	Value	Status	Value	Status	Value	Status
Liability)											
Cost of settled Insurance Claims (Public Liability)		£0		£0							

Legal Services

Indicator	Target	Jan 2015		Feb 2015		Mar 2015		Q3 2014/15		Q4 2014/15	
		Value	Status	Value	Status	Value	Status	Value	Status	Value	Status
Total number of new items of work received (Legal Services)		642		376		570					
Average time taken (days) for first client contact by Case Officer		0.45 days		0.56 days		0.64 days					
Rate of completion of work prior to or on the completion date agreed with Client Service		95.42%		93.77%		91.02%					

Revenues and Benefits

Indicator	Target	Jan 2015		Feb 2015		Mar 2015		Q3 2014/15		Q4 2014/15	
		Value	Status	Value	Status	Value	Status	Value	Status	Value	Status
The percentage of Council Tax collected during the year, net of reliefs and rebates (SPI)	94%	92.72%		94.48%		94.88%		87.75%		94.88%	
In Year Business Rates Collected	97.5%	89.96%		97.15%		97.92%		80.73%		97.92%	
Cost of collecting Business Rates	Data available for next committee cycle										
Cost of collecting council tax per dwelling	Data available for next committee cycle										
Average Number of Days to Process New Benefit Claims	25	19		20.07				18.16		20.07	
Right Time Indicator - Average number of time taken in calendar days to process all new claims and change events in Housing Benefit/Council Tax Benefit	16	13.9		13.59							
Average Number of Days to Process Change of Circumstances	14	12.99		12.43				13.3		12.43	
% of new claims decided within 14 days of receiving all information	90%	88.17%		87.06%		Data available with Department and Work and Pensions input for next committee cycle					
Gross administration cost per benefit case	Data available for next committee cycle										

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ABERDEEN CITY COUNCIL

COMMITTEE	Finance, Policy and Resources
DATE	23 April 2015
DIRECTOR	Ewan Sutherland (Acting)
TITLE OF REPORT	2014/15 Financial Monitoring - Corporate Governance
REPORT NUMBER:	CG/15/47
CHECKLIST RECEIVED	Yes

1. PURPOSE OF REPORT

- 1.1 The purpose of this report is to:
- i) Inform the Committee of the 2014/15 revenue and capital budget's financial performance for the period to 28 February 2015 for the services within Corporate Governance; and
 - ii) Advise on any areas of risk and management action.

2. RECOMMENDATIONS

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

3. FINANCIAL IMPLICATIONS

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

4. OTHER IMPLICATIONS

- 4.1 None

5. REPORT

5.1 This report provides a high level summary of actual expenditure to period 11, February 2015.

Revenue Financial Position and Risks Assessment

5.2 The Service report is attached at Appendix A which shows forecast net outturn underspend of £1.3M (4.5%), across the current net budget of £30M. The following items are of note and they have been incorporated into the net outturn:-

- Staff costs are forecast to be underspent by £830K.
- Supplies and Services are forecast to be overspent by £190K. The majority of this is for software and consultants for Commercial & Procurement Services. Additional budget of £200K will be transferred to Procurement in Period 12 offsetting this expenditure.
- Savings of £150K forecast within the Corporate Training Budget.
- Income, excluding Housing Benefit Income, is forecast to be £280K over budget, with the main variances being in income from Scottish Water of £80K, a variety of Legal & Democratic Services incomes forecast to be over budget by £140K and Customer Service & Performance Incomes of £100K. A variety of smaller offsetting income budget variances in a range of areas account for the balance.
- Other smaller variances within non-staff budgets account for the remainder of the movement from budget.

Management Actions and Risk Assessment

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

5.4 The Finance team in conjunction with budget holders continue to look at areas of variance to identify action to control these variances in the next financial year.

Capital Financial Position

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

Management Actions

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

6. COMMUNITY & SERVICE IMPACT

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

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

7. REPORT AUTHOR DETAILS

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01224-346400

8. BACKGROUND PAPERS

Financial ledger data extracted for the period 11 (not attached).

Appendix A

As at end of February 2015		Year to Date			Forecast to Year End		
Accounting Period 11	Full Year Revised Budget £'000	Revised Budget £'000	Actual Expenditure £'000	Variance Amount £'000	Outturn £'000	Variance Amount £'000	Variance Percent %
Head of Finance - S.95 Officer	5,691	6,172	4,872	(1,300)	5,168	(522)	(9.2%)
Head of Legal and Democratic Services	1,687	1,523	1,161	(362)	1,439	(248)	(14.7%)
Head of Human Resources and Organisational Development	4,762	4,413	4,015	(398)	4,455	(307)	(6.4%)
Head of Procurement	2,576	2,364	2,523	159	2,812	236	9.2%
Head of Customer Service and Performance	13,617	12,484	11,863	(621)	13,130	(487)	(3.6%)
Housing Benefits	1,290	1,182	1,182	(0)	1,290	(0)	(0.0%)
TOTAL	29,623	28,139	25,617	(2,522)	28,295	(1,328)	(4.5%)

*Assumptions

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

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

As at end of February 2015		Year to Date			Forecast to Year End		
Accounting Period 11	Full Year Revised Budget £'000	Revised Budget £'000	Actual Expenditure £'000	Variance Amount £'000	Outturn £'000	Variance Amount £'000	Variance Percent %
STAFF COSTS	24,966	22,893	21,856	(1,038)	24,135	(830)	(3.3%)
PROPERTY COSTS	596	548	545	(3)	593	(3)	(0.5%)
ADMINISTRATION COSTS	2,673	2,259	1,829	(430)	2,390	(282)	(10.6%)
TRANSPORT COSTS	485	444	410	(34)	451	(34)	(7.0%)
SUPPLIES & SERVICES	6,285	5,767	5,813	46	6,478	193	3.1%
COMMISSIONING SERVICES	1,607	1,473	1,465	(8)	1,597	(10)	(0.6%)
TRANSFER PAYMENTS TOTAL	51,558	47,262	50,464	3,202	55,513	3,955	7.7%
GROSS EXPENDITURE	88,169	80,646	82,382	1,736	91,158	2,989	3.4%
LESS: INCOME							
GOVERNMENT GRANTS	(50,442)	(46,239)	(49,707)	(3,469)	(54,226)	(3,783)	7.5%
OTHER GRANT-REIMBURSE-CONTRIB	(1,869)	(1,716)	(1,998)	(281)	(2,176)	(306)	16.4%
CUSTOMER & CLIENT RECEIPTS	(1,260)	(1,155)	(1,337)	(183)	(1,352)	(93)	7.4%
INTEREST	(24)	(22)	(24)	(2)	(26)	(2)	8.8%
RECHARGES TO OTHER HEADS	(4,247)	(2,730)	(2,991)	(261)	(4,365)	(118)	2.8%
OTHER INCOME	(704)	(645)	(707)	(62)	(719)	(14)	2.1%
TOTAL INCOME	(58,546)	(52,507)	(56,765)	(4,258)	(62,864)	(4,317)	7.4%
NET EXPENDITURE	29,623	28,139	25,617	(2,522)	28,295	(1,328)	(4.5%)

Capital Monitoring – Corporate Governance projects 2014-15 to end of February 2015

Period 11	Year to Date			Forecast to Year End		
Corporate Governance	Revised Budget	Actual Expenditure	Variance Amount	Full Year Revised Budget	Forecast Actual	Variance Amount
	£'000	£'000	£'000	£'000	£'000	£'000
Technology Investment Requirements	1,982	563	(1,419)	2,162	627	(1,535)
	1,982	563	(1,419)	2,162	627	(1,535)

ABERDEEN CITY COUNCIL

COMMITTEE	Finance, Policy & Resources
DATE	23 April 2015
ACTING DIRECTOR	Ewan Sutherland
TITLE OF REPORT	Council General Fund Monitoring 2014/15
REPORT NUMBER:	CG/15/50
CHECKLIST RECEIVED	Yes

1. PURPOSE OF REPORT

The purpose of this report is to:-

- i) inform Elected Members on the current financial position for the Council and the forecast outturn for financial year 2014/15, highlighting areas of risk and management action that have been identified by directors.

2. RECOMMENDATION(S)

It is recommended that the Committee:-

- i) notes the report; and
- ii) notes that as previously agreed, the Head of Finance will review and consider the overall 2014/15 position of the council and take the appropriate action necessary to ensure the council is suitably financially prepared for future revenue and capital investment purposes; and
- iii) agree that following review of the 2014/15 final position and in consultation with the Capital Project Monitoring Group, revisions be made to the capital programme to take account of carried forward commitments from 2014/15 for the continuation of existing projects.

3. FINANCIAL IMPLICATIONS

- 3.1 In relation to revenue, it is forecast that with expenditure and income for the period to the end of February 2015 being controlled and the delivery of savings options progressing positively the Council will generate an underspend against budget of £6 million.

- 3.2 At the meeting of the Council on 5 February 2015 it was approved that the sum of £2.93 million be earmarked for reclaiming social work. The Head of Finance considers it prudent to retain the uncommitted underspend pending final review of the year end position and consideration of future liabilities the council may have e.g. holiday pay, to ensure the council is suitably prepared to meet its future liabilities.
- 3.3 The recommended level of uncommitted General Fund revenue reserves is £11.3 million, as approved by the Committee in October 2012 and this will continue to be maintained.
- 3.4 In relation to capital, the projected funding for the General Fund capital programme comes from a range of sources, including Scottish Government capital grant, capital receipts, revenue contributions, usable capital reserves and borrowing.
- 3.5 The projected capital expenditure of £63 million and previous capital expenditure has an impact on the General Fund revenue budget, through the repayment of borrowing. The budgeted capital financing costs amount to 6.73% of the overall net revenue budget.
- 3.6 Due to the low level of capital expenditure against budget it is anticipated that a substantial number and value of capital projects will require to be carried forward and this will be quantified following the closure of the accounts and a review of capital profiles has been carried out.

4. OTHER IMPLICATIONS

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

5. BACKGROUND/MAIN ISSUES

- 5.1 This is the fourth opportunity for the Committee to consider the overall financial position, with specific reference to the General Fund, for the financial year 2014/15. The Corporate Management Team receives monthly reports on financial performance and is aware of the current forecast and the risks that exist.
- 5.2 This report considers the forecast outturn for the Council as a whole, building on information and analysis provided to the individual Service Committees during the current cycle of meetings.
- 5.3 The information in this report presents the actual financial figures to the end of February 2015 and the full year forecasts based thereon for the consideration of Elected Members.
- 5.4 Appendix A includes a summary of the overall Council projected position.

General Fund Revenue Position

- 5.5 In overall terms the statement at Appendix A shows the Council is managing expenditure within the overall budget and the forecast shows that by the year end initial indications are that a contribution to usable General Fund reserves will be possible. The value attached to this at present is £6 million which represents an underspend of approximately 1.3% of the net expenditure budget.
- 5.6 The most significant risks and matters arising from the figures that are presented include the following:
- 5.6.1 Corporate Governance (CG) shows a favourable full year forecast of £1.3 million due to favourable variances in a number of areas, particularly staff costs and income which is forecast to be above budget in relation to recharges for support and shared services. Housing Benefits is currently predicted to be within budget. This is a demand led service which makes it difficult to predict costs and whilst the majority of expenditure is recovered from the DWP there is a cost to the Council.
- 5.6.2 Enterprise, Planning and Infrastructure (EP&I) presents a favourable forecast of £1.3 million arising largely from staff costs which provide considerable savings through vacancy management arrangements and strong income generation from planning and building warrant application fees. The net operating costs of catering and roads are forecast to be lower than budget whilst conversely, there are cost pressures in relation school transport and in fleet services.
- 5.6.3 The key risk for EP&I is in relation to the timing of forecasts and the fact that there remains a degree of uncertainty in relation to key areas such as income for the design team based on the capital programme, property repairs and school catering where there may be an adverse impact from the introduction of free school meals in January 2015 if the funding from the Scottish Government, which will be calculated on a national average price per meal, does not fully fund the cost. Additional costs in relation to the hearing affecting Fleet Services have not been fully quantified and may adversely affect the forecast outturn.
- 5.6.4 Housing and Environment (H&E) forecast that an under spend against budget of £2.1 million is achievable. This is largely due to savings from on-going staff vacancies, reduced use of the Furniture Purchase Scheme and increased income from services provided. This is offset by the costs of using hotel accommodation for homeless clients.
- 5.6.5 H&E has key risks in relation to assumptions made around staffing levels, generation of fee income and levels of homeless presentations.
- 5.6.6 Education, Culture and Sport (EC&S) is forecast to keep expenditure within its budget and generate an overall saving of approximately £0.5 million. Specific savings around probationer teachers, vacancy management, payments to pre school providers along with a number of centrally held education budgets have been offset by costs associated

with out of authority placements which based on current commitment levels is in excess of the budget, lower than anticipated childcare income and higher costs in relation to teachers long term absences.

- 5.6.7 In addition to the volatility of out of authority placements, the key risk for EC&S is in relation to the overall outturn for each school as this impacts on the value of carry forward that is part of the Devolved Education Management (DEM) scheme. Arrangements have been put in place to enable schools to set aside monies for ICT in advance of the appropriate connectivity.
- 5.6.8 Social Care & Wellbeing (SC&W) currently reports an adverse full year forecast budget position of £0.5 million which incorporates a number of significant over and underspends. There is a particular cost pressure in the commissioning of services, particularly in relation to children placed in residential schools outside the authority and in adults' needs services where there is an anticipated shortfall in savings to be achieved from service redesign. Conversely income forecasts are strong particularly through grants and contributions that are now expected, whilst running costs including staff costs are predicted to show favourable variances across a number of areas.
- 5.6.9 The key risks for SC&W are in relation to the purchasing of care, both the volatility of out of authority placements for children and the need for care of older people, whether delivered by internal or external services. The fluctuations in demand make this a difficult area to predict. This is exacerbated by on-going difficulties in identifying the cost of some services and the accuracy of data held in Carefirst.
- 5.6.10 The Corporate budgets, which are made up of funding of Capital Financing Costs, the Joint Grampian Valuation Board, Council Expenses, Trading Account surpluses and funding set aside for contingencies, shows an underspend of £0.9 million. This reflects the anticipated reduced use of corporate contingencies and reduced costs of borrowing (capital financing costs) against budget taking account of capital expenditure profiles.

General Fund Capital Programme

- 5.7 The overall position of the General Fund capital programme for 2014/15 is reported at a high level to enable Elected Members to see the progress that is being made in the delivery of the programme.
- 5.8 In relation to funding the programme a range of options are available to the Council and many of these are used on an annual basis to ensure that the most effective way of funding capital investment is found both in-year and in planning for the future.
- 5.9 The total anticipated expenditure for the year as at the end of December 2014 is £63 million and this is broken down by Service in Appendix B, along with the anticipated funding arrangements.

- 5.10 The main reason for the significant variance from budget (which includes approved projects carried forward from 2013/14) is because a number of roads related and zero waste strategy projects are going to be re-profiled for commencement / delivery in the next financial year.
- 5.11 In relation to funding this expenditure the Scottish Government general capital grant of £24.9 million will be the first funding stream to be utilised.
- 5.12 The other capital financing options that the Council will consider will be contributions from the revenue budget, use of capital receipts and use of the usable capital reserves that exist in the capital fund and capital grants unapplied account.
- 5.13 Borrowing will also be considered and, as borrowing has a long term revenue cost, it is the strategy of the Council to reduce the level of debt which contributes towards sustaining a stable financial position for the future.
- 5.14 Whilst there is a significant in year variance against the capital programme budget it is important that funding is secured to enable the continuation of projects spanning more than one financial year.
- 5.15 Following finalisation and review of the General Fund programme in the latter stages of the year end process and further scrutiny by the Capital Project Monitoring Group, it is requested that approval be given to carry forward and re-profile budgets as necessary subject to overall project budgets remaining unchanged.

Management Actions

- 5.16 As the financial year draws to a close the year end progresses and procedures will ensure that budget holders provide the necessary input while accounting staff will complete the preparation of the draft annual accounts.
- 5.17 Services should be looking ahead with planning and implementation activity being in place to continue to provide robust financial forecasts, to progress operational changes and savings included in the 5 year business plan and to mitigate risks as far as possible.

Reserves Position

- 5.18 The Council has a reserves strategy (approved by Finance and Resources Committee in October 2012) that £11.3 million of uncommitted reserves on the General Fund should be maintained, with the express intention of ensuring that the Council can deal with unexpected and unplanned expenditure should the need arise.
- 5.19 The impact on reserves of the current full year forecasts for expenditure and income is that additional resources can be secured to address commitments to reclaiming social work (£2.93 million) with the balance to be used to contribute towards specific future projects as identified during the year end process and the funding of the capital

investment requirements of the Council, as incorporated in the 5 year capital programme and the Strategic Infrastructure Plan.

6. IMPACT

- 6.1. As a recognised top priority the Council must take the necessary measures to balance its budget. Therefore, Services are expected to work within a financial constraint as defined by their annual budgets.
- 6.2. Each Director reports on a regular basis to their service committee, providing the opportunity to consider the financial position and impact in more detail.

7. MANAGEMENT OF RISK

- 7.1 Every organisation has to manage the risks inherent in the operation of large and complex budgets. These risks are minimised by the regular review of financial information by services and corporately by Elected Members. This report is part of that framework and has been produced to provide an overview of the current operating position.
- 7.2 The risks that remain in relation to the year-end financial position and closure of the accounts arise due to the potential for unexpected matters to emerge through the process or where the external auditor identifies material issues during their work.

8. BACKGROUND PAPERS

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

9. REPORT AUTHOR DETAILS

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**ABERDEEN CITY COUNCIL
2014/15**

**General Fund Revenue Position
As at 28 February 2015**

Aberdeen City Council Year End 2014/15

As at end of February 2015	Full Year Revised Budget £'000	Year to Date			Forecast to Year End		
		Revised Budget £'000	Actual Expenditure £'000	Variance Amount £'000	Forecast Outturn £'000	Variance Amount £'000	Variance Percent %
Accounting Period 11							
Services							
Office of Chief Executive	943	851	744	(107)	757	(186)	(19.72%)
Corporate Governance	29,623	28,139	25,617	(2,522)	28,295	(1,328)	(4.48%)
Enterprise Planning and Infrastructure	40,560	37,463	36,188	(1,275)	39,296	(1,264)	(3.12%)
Housing and Environment	36,444	33,407	32,362	(1,045)	34,379	(2,065)	(5.67%)
Education Culture and Sport	171,882	158,631	150,654	(7,977)	171,327	(555)	(0.32%)
Social Care and Wellbeing	124,750	114,416	114,999	583	125,315	565	0.45%
Total Service Budgets	404,202	372,907	360,564	(12,343)	399,369	(4,833)	(1.20%)
Miscellaneous Services	40,338	10,650	7,825	(2,825)	39,183	(1,155)	(2.86%)
Council Expenses	2,137	1,479	1,516	37	2,757	620	29.01%
Joint Boards	1,512	1,386	1,304	(82)	1,434	(78)	(5.16%)
Contingencies	1,402	1,276	0	(1,276)	0	(1,402)	(100.00%)
Trading Surpluses	(13,630)	(12,496)	(11,142)	1,354	(13,486)	144	(1.06%)
Use of Reserves & Balances	(6,032)	(5,530)	0	5,530	(5,929)	103	(1.71%)
Other	0	0	0	0	826	826	0.00%
Total Corporate Budgets	25,727	(3,235)	(497)	2,738	24,785	(942)	(3.66%)
Total Net Expenditure	429,929	369,672	360,067	(9,605)	424,154	(5,775)	(1.34%)
Funding:							
<u>Government Support-</u>							
General Revenue Grant & Non-Domestic Rates	(329,585)	(302,120)	(299,948)	2,172	(329,585)	0	0.00%
<u>Local Taxation-</u>							
Council Tax & Community Charge Arrears	(100,344)	(91,982)	(100,569)	(8,587)	(100,349)	(5)	(0.00%)
Total Funding	(429,929)	(394,102)	(400,517)	(6,415)	(429,934)	(5)	(0.00%)
Net Impact on General Fund (Surplus)/Deficit	0	(24,430)	(40,450)	(16,020)	(5,780)	(5,780)	
Transfer to / (from) Earmarked GF Reserve	0	0	0	0	5,780	5,780	
Transfer to / (from) Uncommitted GF Reserve	0	0	0	0	0	0	
Net Impact on Budget (Surplus)/Deficit	0	(24,430)	(40,450)	(16,020)	0	0	

Assumptions:

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

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

**ABERDEEN CITY COUNCIL
2014/15**

**General Fund Capital Programme
As at 28 February 2015**

As at end of February 2015					
Accounting Period 11	Approved Budget £'000	Service Determined Minimum Required £'000	Actual Expenditure £'000	Variance Amount £'000	Percent Spend %
Services					
Corporate Governance	2,162	627	563	(64)	89.9%
Education Culture and Sport	13,976	8,160	5,085	(3,075)	62.3%
Enterprise Planning and Infrastructure	80,523	50,097	40,902	(9,195)	81.6%
Housing and Environment	13,435	3,092	2,667	(425)	86.3%
Social Care and Wellbeing	2,307	924	74	(850)	8.0%
Total Service Budgets	112,403	62,900	49,292	(13,608)	78.4%
Funding:					
General Capital Grant	(24,607)	(24,607)	(22,233)	2,374	90.4%
Specific Capital Grant	(13,268)	(3,310)	(2,309)	1,001	69.8%
Other Capital Financing	(74,528)	(34,983)	(24,749)	10,234	70.7%
Total Funding	(112,403)	(62,900)	(49,292)	13,608	78.4%
Slippage Required/ (Underspend)	0	0	0	0	

Assumptions:

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

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

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

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

ABERDEEN CITY COUNCIL

COMMITTEE	Finance, Policy and Resources
DATE	23 rd April 2015
CHIEF EXECUTIVE	Angela Scott
TITLE OF REPORT	2014/15 Common Good Fund – Monitoring Report Update
REPORT NUMBER:	CG/15/043
CHECKLIST RECEIVED	Yes

1. PURPOSE OF REPORT

- 1.1 The purpose of this report is to:
- a) Inform the Committee of the income and expenditure position of the Common Good Fund for the year to 31 March 2015.
 - b) Provide a forecast position of the cash balances as at 31 March 2015.

2. RECOMMENDATION(S)

- 2.1 It is recommended that the Committee:
- a) Notes the income and expenditure position as at 31 March 2015;
 - b) Notes the estimated cash balances as at 31 March 2015 of £6.7M based on current estimates, which is within the recommended levels indicated by the Head of Finance;
 - c) Agrees to carry forward 2014/15 budget underspends in an earmarked reserve to allow completion of park and property maintenance and development projects in future years; and
 - d) Agrees that as we approach year end, the Head of Finance will review and consider the overall 2014/15 position of the Common Good Fund and take the appropriate action necessary to ensure the Fund is suitably financially prepared for future revenue and capital investment purposes.

3. FINANCIAL IMPLICATIONS

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

4. OTHER IMPLICATIONS

- 4.1 None.

5. REPORT

Income and Expenditure – Forecast Outturn

- 5.1 The outturn figures for the year to 31 March 2015 show a deficit position of £950K which is a favourable variance from budget of £55K. There is a risk that a number of park and property maintenance & development projects will not be completed within 2014/15. Quantification of this underspend will not be clear until the closure of the financial year. 2014/15 underspends will be required in future years to ensure delivery of the approved park and property maintenance and development projects. A table summarising income and expenditure is given in Appendix A to this report.
- 5.2 The main variances from budget are:-


	£'000s
Duthie Park Project - F&R 21.04.11	100
Town & County Hall Maintenance	60
Games Legacy - FP&R 06.05.14	25
Receptions	15
Civic Support - Staff vacancies	(40)
Property Rent Reviews (includes backdated invoices)	(150)
Fernhill Replacement Building	(40)
Archivist - Staff vacancies and increased income	(25)
	<u>(55)</u>

Cash Balances

- 5.3 The cash balance as at 31 March 2015 is £6.7M.
- 5.4 The Council agreed at the budget setting meeting on 6th February 2014 that the minimum cash balance should be the equivalent of two years worth of expenditure. This equates to £6.3M.
- 5.5 As trustee of the Common Good Fund, the Council has a duty to ensure that cash balances are maintained at levels to generate sufficient annual income to fund any future expenditure from the Common Good deemed appropriate.
- ## 6. COMMUNITY & SERVICE IMPACT
- 6.1 To enable the Common Good Fund to support the wide range of ventures that it does, it is essential that it is managed effectively, its value maintained and investment returns improved to ensure its sustainability for the future.

7. REPORT AUTHOR DETAILS

Catriona Gilmour - Accountant

 (34)6377

Email cgilmour@aberdeencity.gov.uk

8. BACKGROUND PAPERS

None.

COMMON GOOD FUND

Figures in Brackets represent income or a favourable variance

As at end of February 2015	Year to Date				Forecast to Year End		
Accounting Period 11	Full Year Revised Budget	Revised Budget	Actual Expenditure	Variance Amount	Outturn Note 1	Variance Amount	Variance Percent
	£'000	£'000	£'000	£'000	£'000	£'000	%
Recurring Expenditure	2,935	1,079	1,079	-	2,988	53	0.0
Recurring income	(2,992)	(2,810)	(2,810)	-	(3,143)	(151)	5.0%
Budget after Recurring Items	(57)	(1,731)	(1,731)	-	(155)	(98)	1.7
Non Recurring Expenditure	1,062	64	64	-	1,107	45	4.2%
TOTAL	1,005	(1,667)	(1,667)	-	952	(53)	-5.3%

Cash Balances as at 1 April 2014 (unaudited) (7,700) (7,700)

Estimated Cash Balances as at 31 March 2015 (6,695) (6,748)

Minimum cash balance requirement per budget report (Council 6th February 2014) (6,330) (6,330)

Note 1

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

ABERDEEN CITY COUNCIL

COMMITTEE	Finance, Policy and Resources
DATE	23 April 2015
ACTING DIRECTOR	Ewan Sutherland
TITLE OF REPORT	Small Financial Assistance Grants 2015/16
REPORT NUMBER	CG/15/42
CHECKLIST RECEIVED	Yes

1. PURPOSE OF REPORT

The purpose of this report is to present applications for financial assistance which have recently been received allowing Elected Members to make a decision on providing funding from the financial assistance budget and to provide information on an event for which funding was previously awarded.

2. RECOMMENDATION(S)

It is recommended that the Committee:-

- i) consider the applications received and agree to award grant funding based on the following recommendations:-
 - Charity event in aid of Alzheimer Scotland and Friends of Anchor – a maximum of £1,500;
 - Courage on the Catwalk 2015 – a maximum of £1,500;
 - Aaron Williams Football Tournament Re-Launch Event – a maximum of £1,500; and
 - Aberdeen Student Charities Campaign – total cost of traffic management, up to £2,500 inclusive of VAT.

3. FINANCIAL IMPLICATIONS

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

There is a sum of £45,000 included in the 2015/16 Council's Revenue Budget for small financial assistance grants.

If the above recommendations were approved the amount remaining would be £38,000.

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

4. OTHER IMPLICATIONS

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

5. BACKGROUND/MAIN ISSUES

- 5.1 At the meeting of 6 May 2014 the Committee approved a revised set of assessment criteria for the awarding of small financial assistance grants.

These were as follows:

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

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

5.2 Applications:-

5.2.1 Charity Event – Further information at Appendix A

An application has been received for a contribution towards a charity event to be held at the Beach Ballroom on 26 September 2015 in order to raise money for Alzheimer Scotland and Friends of Anchor.

It is considered appropriate for this event to be considered under the small financial assistance grants assessment criteria. As it meets the

criteria, it is recommended that a maximum of £1,500 of funding be awarded for the Beach Ballroom hire cost.

5.2.2 Courage on the Catwalk 2015 – Further information at Appendix B

An application has been received from Friends of Anchor for a contribution towards the cost of hire of the Beach Ballroom for the Courage on the Catwalk 2015 event.

An award of £1,000 was approved towards the Beach Ballroom hire costs for the 2014 event which was held on 30 March 2014.

It is considered appropriate for this event to be considered under the small financial assistance grants assessment criteria. As it meets the criteria, it is recommended that a maximum of £1,500 of funding be awarded for the Beach Ballroom hire cost.

5.2.3 Aaron Williams Football Tournament Re-Launch Event – Further information at Appendix C

An application has been received from the founder and co-organiser of the Aaron Williams Football Tournament for financial support towards their re-launch event which is to be held at the Beach Ballroom on 29 May 2015.

It is considered appropriate for this event to be considered under the small financial assistance grants assessment criteria. As it meets the criteria, it is recommended that a maximum of £1,500 of funding be awarded for the Beach Ballroom hire cost.

As the request is also for help towards the cost of the football tournament the applicant will be advised that they may meet the assessment criteria for a significant events sports grant.

5.2.4 Aberdeen Students Charities Campaign – Further information at Appendix D

On an annual basis the Student Charities Torcher parade has required the installation of temporary barriers and traffic management arrangements. A request has been received for a grant to assist with this fee for the 2015 event which takes place on 28 March. The estimated cost of this, payable to Aberdeen City Council, is £2,000.

Assistance was given for the traffic management of the 2013 Torcher Parade of £2,500.

It is recommended that financial assistance of £2,500 (or the total cost, inclusive of VAT, if lower) is approved.

6. IMPACT

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

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

7. MANAGEMENT OF RISK

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

8. BACKGROUND PAPERS

None

9. REPORT AUTHOR DETAILS

Karen Black, Finance Officer
kblack@aberdeencity.gov.uk
(52) 3567

APPENDIX A

(Received by e-mail from Andrea Muirhead on 18 December 2014)

Hi [REDACTED]

Thank you for your email and reminder.

Apologise for delay in responding, I can advise the following costs for our event:-

Deposit for Beach Ballroom - £500.00
Dinner Cost - £31.20 per person
Wine at Table - £1080.00 (sponsored by Global Pipe)
Entertainment - £3850 plus VAT
Reception Drinks - £1946.00


We will also be holding a raffle and hope to obtain prizes for local companies to raise money for our Charities.

Should you require any additional information please do not hesitate in contacting me.

Kind Regards
Andrea



**Office 14, Broadfold Business Centre
Bridge of Don, Aberdeen AB23 8EE
Tel: 01224 826991
Email: andrea@aberdeenangel.co.uk
Web: www.aberdeenangel.co.uk**

We will be supporting  by hosting a Charity Dinner Event at the Beach Ballroom in September 2015.

City Chamberlain
Corporate Governance
Aberdeen City Council
Town House
Broad Street
Aberdeen
AB10 1AH

6th November 2014

Dear Sir

Charity Event – Saturday 26th September 2015

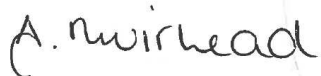
I write as one of the organisers of a Charity Event which will take place at The Beach Ballroom on Saturday 26th September 2015 – this event has been organised by Andrea Muirhead and Marie Milne to raise money for Alzheimer Scotland and Friends of Anchor.

The event will start with welcome drinks leading to dinner and entertainment, finishing at 0100 hrs.

As this is the first time we have organised a Charity Event would it be feasible for the Council to provide a donation towards the event to help make our event a success.

I look forward to hearing from.

Yours faithfully



Andrea Muirhead
Charity Event Organiser

APPENDIX B



c/o Balmoral Group Ltd
Public Relations Department
Balmoral Park, Loirston,
Aberdeen AB12 3GY
Tel 01224 859153
Fax 01224 859123
Mob 07831 882028
Email foa@balmoral.co.uk

Donate online at
www.friendsofanchor.org

[REDACTED]
[REDACTED]
[REDACTED]
Aberdeen City Council
Town House, Aberdeen.
AB10 1LP

02 March 2015

Dear [REDACTED]



COURAGE ON THE CATWALK 2015

You may have seen the coverage last Friday for the official launch of Courage on the Catwalk 2015 with the reveal of our 24 models who are taking to the catwalk this year. It's very exciting to see it all kick off! The fundraising team has seen a great response to tickets so far too so I hope this year's event will be another great success for the charity.

We are indebted to yourself and the Common Good Fund for supporting the event and cause year-on-year with a financial contribution towards the cost of the Beach Ballroom. It would be tremendous to have your support once again to help us put on an event that is a fitting tribute to honour the beauty and bravery of our inspirational models as well as raising much-needed funds for wards and clinics where the majority of them were treated – and still are - at the ANCHOR Unit at ARI.

As you'll know well every penny raised from Courage on the Catwalk will go directly to helping cancer and haematology patients in our region. To date, thanks to the support from yourself and countless others within the city, the event has raised £120,000 for Friends of ANCHOR. At the models request the money has been invested into cancer research taking place by leading clinicians at the University of Aberdeen research facilities on the Foresterhill site as well as the hugely valuable wellbeing services that are offered to patients during their treatment or stay in the ANCHOR Unit wards.

In order to maximise the funds raised at this year's event would you be happy to make a financial contribution that would be taken off the Beach Ballroom's invoice for the event? In return, we would be delighted to recognise that generous contribution on our website once again as well as in the event programme which will be distributed among both audiences totalling over 2,000 this year as we're switching on a third show on the Saturday. We would also be delighted if you could personally attend the event again as a guest of myself and the committee at Friends of ANCHOR? The date for this year's event is Saturday, 9th and Sunday, 10th May. You can let me know which date suits you best to attend the event?

If you are happy to help facilitate the Common Good Fund support once again it would be greatly appreciated.

Warmest regards

James S. Milne DL CBE DBA (Hon) Chairman, Friends of ANCHOR
cc. The Friends of ANCHOR committee & fundraising team

Friends of ANCHOR supports the ANCHOR unit (Aberdeen & North Centre for Haematology, Oncology & Radiotherapy) at Aberdeen Royal Infirmary and cancer research at the University of Aberdeen.

Registered Charity No. SCO25332
James S Milne CBE DL DBA(Hon) DHC, Chairman, Friends of ANCHOR



(Received by e-mail from Kevin Lynch on 9 February 2015)



Dear Lord Provost,

My name is Kevin Lynch I am a police officer with Police Scotland currently based in Northfield Academy. I am also the founder and co-organiser of the Aaron Williams Football Tournament here in Aberdeen.

As you may be well aware due to the amount of publicity and our motion in Parliament myself and co-organiser Dean Ramsey have re-launched the Aaron Williams Football Tournament this year in Partnership with AFC, Police Scotland, Northsound Radio and sponsorship with Evolve Training.

I set up the tournament in memory of my friend Aaron Williams who lost his battle against melanoma skin cancer aged 25, it was set up originally as a small school event which eventually snowballed into the community.

In 2012 I held the very first Aaron Williams Football Tournament, the event lasted one week with over 40 teams entered covering all ages. The tournament took place on Northfield playing fields and all finals were then held at Sunnybank football pitch, followed by a charity evening and auction. The 2012 tournament raised £5000 for Cancer Research.

The event received wide praise and won two awards from Grampian Police and Northsound Radio

In 2013, the tournament was held over two weeks and seen over 90 teams participate. The competition gained its first ever ambassador in Joey Harper and kicked off with a Charity guest speaker evening at Pittodrie stadium which was a huge success. The competition raised £7000 for Archie Foundation.

Due to work commitments with the Commonwealth games and also helping develop and launch a national Police Scotland Youth Volunteers programme, I was unable to run a tournament last year.

In Partnership with Northsound Radio, Police Scotland and Aberdeen Football Club, The Aaron Williams Football tournament in sponsorship with Evolve Training Aberdeen will celebrate its 3rd event next year,

This year we are setting our aims high and we have already booked the Beach Ballroom for our launch evening on the 29th May 2015, we also have a charity match between ex Aberdeen Players and fans in the planning stage while also

introducing a third week to the competition, while keeping everything else from previous years in place.

I believe that the tournament is already the biggest in Aberdeen by the sheer numbers that take part let alone spectators that come along to watch. However I believe that this year we could make the tournament the biggest in Scotland.

This year I am being assisted in organising the event by Dean Ramsey which will allow me to have every age group represented from under 6's all the way through to adults which will also include a Ladies and Veteran section.

The charities we have decided to help this year are **Friends of ANCHOR** and **Cash for Kids**, which I am sure you will agree, do a fantastic job for our city.

We would be honoured for yourself +1 to join us for our charity launch night on the 29th May at the Beach Ballroom as our VIP guest. We hope to have some of the city's most recognisable people at the event to celebrate and enjoy a fantastic evening which will hopefully raise a large amount of money for worthy charities.

Having yourself on board supporting what could be the largest event of its type in Scotland would be amazing. It would also really help us put the tournament and Aberdeen on the map for such fantastic reasons.

we have been focusing a lot of our efforts on re-launching what is set to be the largest event of its type in Scotland we have kept our costs very low and affordable for everyone within the city. We also appreciate the difficult times ahead in Aberdeen at the moment with the drop in oil prices and the on-going job losses but at the same time we aim to bring the local communities and companies together this summer through the much loved sport of football.

Not only will the tournament raise money for worthy causes but it will also give children and adults in the city something fun and positive to engage with but also help keep people fit and also act as a diversionary activity for local youths in the area.

Our only ask to you is would the city be in a position to help in anyway support or donate any form of financial funding towards our dinner evening at the Ballroom or towards our summer tournament.

I would like to thank you in advance for taking the time to read my email and I look forward to your reply

Please have a look at our page

<http://www.northsound1.com/charity/community/aaron-williams/>

<http://aberdeen.stv.tv/201488/>



[Motions, Questions and Answers Search - Parliamentary Business : Scottish Parliament](#)



Warmest Regards

Kevin Lynch - [REDACTED]
Dean Ramsey - [REDACTED]



Aaron Williams Football Tournament 2015

Find us online.  



Final to be held on 25th July
Sunnybank Playing Fields
KO 9am

6th - 24th July
Northfield Academy Playing Fields
KO 5pm

Contact PC Kevin Lynch at Northfield Academy
AWTAberdeen2015@yahoo.co.uk
Applications can also be submitted via
Northsound Radio

*£10 for all under 16's teams
£20 for all other teams*

Proudly sponsored by



(Received by e-mail from Jenny Waters on 6 March 2015)

Dear [REDACTED]

I hope this finds you well. I am emailing with regards to the upcoming Aberdeen Torch Parade taking place on Saturday 28th March 2015. This is the 126th year of the parade and Aberdeen University Students' Association aims to continue to put on a high-quality event for the local community here in Aberdeen. This year we are seeking support to aid us in covering the costs of running the parade and in delivering this much-loved community event. We are supporting 37 different local charities in Aberdeen and the North-East of Scotland and our aim is to raise £90,000 in 2014/15.

We are finding that the Torch Parade is becoming more and more expensive to hold, and this is ultimately having an effect on the funds raised from our event. Some of our costs this year include:

- British Red Cross First Aid : £260
- Mackenzie Plant Road Sweeper : £325
- Radio Communications Hire : £240
- Aberdeen City Council Traffic Management: £2000
- EIS Waste Services: £640

Therefore I am emailing to ask if we could be considered for a Small Financial Assistance Grant from Aberdeen City Council, or if you would consider giving permission to waive our Traffic Management fee?

I have attached our financial accounts for 2013/14 for your reference. If you have any further questions or would like more information please don't hesitate to get in touch. I am able to schedule a call or to come and meet with you to discuss this opportunity further.

Thank you very much for your help and I look forward to hearing from you soon.

Kind Regards,

Jenny Waters

President for Charities and Community
Chair of Elections Committee 2015
Aberdeen University Students' Association

Twitter: @AUSACharities

Mobile: [REDACTED]

Website: www.ausa.org.uk



Aberdeen University Students' Association (AUSA) is a registered Scottish Charity, No. SC037971.

The University of Aberdeen is a charity registered in Scotland, No SC013683.
Tha Oilthigh Obar Dheathain na charthannas clàraichte ann an Alba, Àir. SC013683.

ABERDEEN CITY COUNCIL

COMMITTEE	Finance, Policy & Resources
DATE	23 rd April 2015
DIRECTOR	Ewan Sutherland
TITLE OF REPORT	Purchase of Subordinate Debt
REPORT NUMBER	CG/15/48
CHECKLIST RECEIVED	Yes

1. PURPOSE OF REPORT

The purpose of this report is to provide details of the offer that has been made to the Council to provide the subordinate debt in different Council's schools projects.

2. RECOMMENDATION(S)

It is recommended that the Committee:

- (i) Provide delegated authority to the Head of Finance and the Head of Legal and Democratic Services, in conjunction with the Convenor (and Vice) of Finance and Policy and Resources, to enter into agreement to purchase the subordinated debt in other Council PPP/PFI projects subject to due diligence and the availability of funds; and
- (ii) Provide delegated authority to the Head of Finance and the Head of Legal and Democratic Services, in conjunction with the Convenor (and Vice) of Finance and Policy and Resources, to enter into agreement to purchase the subordinated debt in the South of the City project for this Council subject to due diligence and the availability of funds; and
- (iii) Any such investment is reported back to this committee in due course for elected members to be aware of the investment that has been undertaken.

3. FINANCIAL IMPLICATIONS

The total cost is currently unknown at this stage as no project has reached financial close. The projects (for the North Territory) that are likely to reach financial close during 2015 are set out in the table below:

Projects in Development	Total Cost	Sub Debt	Status
Argyll and Bute	£33,000,000	£1,089,000	A&BC taking 100%. Unconfirmed.
Argyll and Bute	£16,000,000	£528,000	A&BC taking 100%. Unconfirmed.
Aberdeen City	£37,000,000	£1,221,000	AC taking 100%. Unconfirmed.
Moray	£26,000,000	£858,000	Available
Shetland Islands	£36,000,000	£1,188,000	SIC taking 100%

Future Projects - Funding yet to be confirmed and procurement route still to be determined

Aberdeenshire	£45,000,000	£1,485,000	Likely to be available
Highland	£25,000,000	£825,000	Likely to be available
Moray	£25,000,000	£825,000	Likely to be available

It can be seen from the table above that the school project for Moray Council is available with an estimated cost of £858,000. Three other future projects are intimated to be likely to be available but details are awaited. The Council can also invest in its own project by way of subordinated debt.

The level of return is currently estimated to be in the region of 10% per annum and is subject to the contract conditions being fulfilled.

4. OTHER IMPLICATIONS

There are no other direct or immediate implications arising from this report. As with any investment and associated return there is a risk that the investment does not return the anticipated yield. However, given these projects are school projects and the covenant is being provided by local authorities the risk is estimated to be low.

Proper due diligence will be undertaken on any project before agreement to purchase the subordinated debt is entered into.

5. BACKGROUND/MAIN ISSUES

5.1 The Council was approached from Hubco to see if it would be interested in both providing subordinated debt in the South of the City school project and also similar school projects for other Councils who have indicated that they would not like to take up this offer.

5.2 An integral part of the hub model is that each participant authority who signed the hub Shareholders Agreement will have an opportunity (but not an obligation) to invest subordinated debt, when required into revenue projects being carried out in the North Territory.

5.3 These projects essentially are financed through a number of sources and are very like this Council's 3R's project. There is in essence a primary investor (usually a pension/bank type financier) and then further secondary investors. It is anticipated that revenue projects will be funded via a structure that is broadly 90% senior debt and 10% subordinated debt which will be provided by the shareholders.

5.4 Generally there are two methods by which subordinated debt can be injected into a revenue financed project. Firstly, the subordinated debt is injected into the project on financial close in a single tranche. The second method is to inject the investment at the end of construction (as this prevents interest being accrued and rolled up during construction which is more expensive for the commissioning authority).

5.5 As with all investments, there is a risk associated with the investment. The projects that the Council could potentially invest in still remain to reach financial close and the final rate of return is therefore still not finalised. Based on other projects that have reached financial close the return is likely to be around 10% per annum.

5.6 Given the financial landscape that the Council is facing over the medium term all commercial opportunities should be explored and analysed to determine whether there is any scope for a positive financial return.

5.7 Given that these projects are all to do with the provision of schools to other local authorities the risk of project failure appears to be very low. The Council can also take assurance that both the primary funder and the Scottish Futures Trust will all be undertaking due diligence. The Council will also undertake its own due diligence.

5.8 In examining the affordability of this investment (based on an investment of £1 million) the Council must look at the use of, and interest earned, by the Capital Fund. The Capital Fund currently receives less than 1% interest per annum and this investment will potentially return over 10 times that amount. Notwithstanding the underlying risk this therefore demonstrates the long term affordability of the investment.

5.9 The payback period of the investment is expected to be around 12 years, including the initial capital investment. This assumes inflation of 2% which is the government's target. Also, if the investment performs as expected, the return could be capitalised and therefore provide capital investment of approximately £2.7 million.

5.10 As each project will differ slightly it is recommended that subject to due diligence the Head of Finance and the Head of Legal and Democratic Services, in conjunction with the Convenor and Vice Convenor of Finance, Policy and Resources be given delegated authority to enter into agreement to invest in subordinated debt. Any such investment will be reported back to this committee to ensure elected members are aware of which projects the Council has invested

6. IMPACT

This request supports the Shaping Aberdeen Vision by providing a commercial return which in turn will allow for capital investment or provide a revenue stream that can offset future cost pressures that the Council may experience.

A Frequently Asked Questions sheet is attached to this report and was provided by Scottish Futures Trust.

7. MANAGEMENT OF RISK

The main risk is that the project in which the Council invests defaults. If this occurs the subordinated debt holder (the Council) will not be repaid until the senior lenders have been repaid in full.

An important factor is that previous PFI/PPP projects have had a high success rate from an investor point of view. Private sector investors continue to be attracted to this asset class, which is indicative of the favourable risk versus reward balance.

Hub North Scotland will create a separate legal entity – a Sub HubCo – for each individual project. This means that if any other project fails it will not impact on the other projects.

Significant work will be undertaken by Hub North Scotland, the “Senior” debt holder, Scottish Futures Trust and the Council involved in the project through its financial advisors to ensure that the financial model underpinning each project is robust and is sufficiently resilient to be able to provide enough cash to meet all liabilities as they fall due.

The “Senior” debt holder for each project will require that Sub HubCo has sufficient cash flows in its model to cover 100%+ of the debt payments that will be actually due to them. In effect, this means that if this key requirement is made, Sub HubCo will also have enough cash to meet all “Subordinated” debt payments as they fall due.

These factors should, together, ensure that the risk of financial loss is minimised.

8. BACKGROUND PAPERS

None

9. REPORT AUTHOR DETAILS

Steven Whyte
Head of Finance
swhyte@aberdeencity.gov.uk
01224 523566

APPENDIX 1

Preamble:

The opportunity to invest sub-ordinated debt (sub-debt) within revenue financed projects is a new concept for the public sector as it is not core business and it is sometimes difficult to fully understand the opportunity. This simple question and answer paper seeks to inform the decision making process and allow the public sector to become better informed.

Q1: How successful has PPP/PFI subordinated investment been?

A1: There is no official study however given that the private sector are actively investing in sub-debt this a very good indicator of its success rate. The secondary market for acquiring sub-debt is also active and this further supports the first point. If success is measured on the basis “has the investment been paid back?” then the feedback is yes because of the mechanisms and support elements which SPVs/sub-hubcos put in place to de-risk the project. As an investment class, PFI/PPP has been historically very strong. There are many measures and mechanisms which are included within the structuring of PPP/PFI type projects to insulate holders of subordinated debt against the potential for their investment and return to not being repaid.

Q2: How is the contract structured?

A2: The contract will be between the participant and sub-hubco. Sub-hubco will enter into 2 main contracts; 1. Design and Build (fixed price) Building Contract and 2. Facilities Management and Lifecycle Maintenance Contract. The Participant will pay the unitary charge to sub-hubco and it will be sub-hubco who borrow the senior debt and subordinated debt – not hubco.

Q3: Why is the contract with sub-hubco and not hubco?

A3: By structuring the projects in this way it allows hubco to manage all of the individual projects whilst keeping the risks at the individual project level. This allows for each project to be kept separately from each other so that in the event of any issues in one project it will not cross-contaminate other projects being managed by hubco.

Q4: What protection does the participant have?

A4: The contract is structured in such a way that there are many different protections. These are as follows:

- Contracting with sub-hubco (see Q3/A3 above).
- The DBFM building contract transfers all building, utilities and design risk to the main contractor. Risks that cannot be appropriately transferred remain with the participant however these are few if any, and these will be known at the point of financial close so that the Participant can take active steps to manage any retained risk. This results in the investors having full protection from cost increases during construction.
- If the participant is operating the building they will be obtaining feedback from “on the ground” operations of the performance of the Facilities Management (FM) provider. If there are areas of non-performance then this is just one mechanism of communication and potential resolution at a local level.

- The FM provider is contracted on the basis of a payment mechanism and should any or all of the facility be unavailable then deductions will apply.
- There are also provisions within the FM contract for warning notices to be issued and if appropriate replacement of the FM provider.

Q5: What float provision is included within the model?

A5: AVIVA will insist on around 115% of the senior debt repayment to be available prior to the repayment being made at all times. This 'Debt Service Cover' ensures that the senior debt provider will, under normal conditions, will always be getting repaid fully. As the holders of subordinated debt are next in the cash cascade in the financial model this also means that there should be sufficient cash to repay these debt holders. This therefore provides another layer of protection for the sub-debt investors.

Q6: What is the proposed level of return?

A6: Circa 10% - 10.5% per annum fixed rate.

Q7: What is the drop dead date for the Participants decision to invest?

A7: Expectations are that participants should take time to consider the opportunity and confirm their intention in writing to invest around 3 months prior to Financial Close (FC).

If the investment parameters/assumptions change thereafter participants should confirm in writing that they no longer want to invest at least 4 weeks prior to FC as this provides SFTi with the appropriate time to make alternative investment arrangements.

Q8: When will the actual amount of sub-debt investment be known?

A8: The actual amount will be known once the project reaches commercial close (CC). CC being the point when agreement is reached on all capital, facilities management, life cycle maintenance and financial close costs.

Q9: Can an estimate of sub-debt investment be provided prior to CC?

A9: Hubco can provide this information to inform the participants' decision making during stage 2.

Q10: When is the sub-debt initial investment paid back?

A10: Most are paid back towards the end of the operational contract, but this will vary from project to project depending upon the individual project characteristics and dynamics.

Q11: When will the financial model be fixed?

A11: This can only be determined once the gilt rate is fixed. This is normally known on the day of FC unless the gilt rate is pre-booked the day before.

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ABERDEEN CITY COUNCIL

COMMITTEE	Finance, Policy and Resources
DATE	23 April 2015
ACTING DIRECTOR	Ewan Sutherland
TITLE OF REPORT	Sickness Absence Update
REPORT NUMBER	CG/15//44
CHECKLIST COMPLETED	Yes

1. PURPOSE OF REPORT

The report outlines the current sickness rates across the Council and outlines a range of measures to get the figures moving on a downward trend.

2. RECOMMENDATION(S)

The Committee is requested to:

1. Note the sickness rates over the past 12 months
2. Note the reporting of sickness rates in the current Directorate model
3. Endorse the proposed improvement measures for reducing sickness absence across the Council.

3. FINANCIAL IMPLICATIONS

The main financial implications arising from sickness absence are when alternative resources are required for cover purposes. This is normally in the form of overtime and agency/relief/supply cover.

4. OTHER IMPLICATIONS

N/A

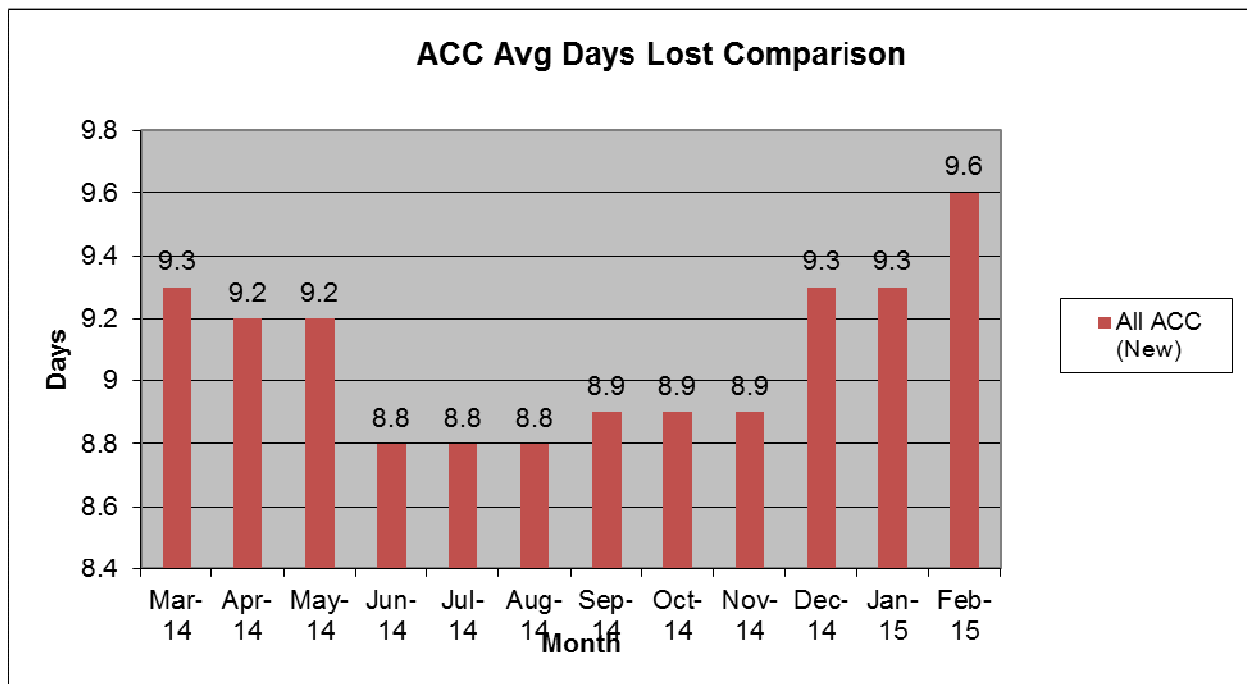
5. BACKGROUND

- 5.1 The long term trend of Sickness Absence within the organisation is relatively stagnant taking out the seasonal variations. This report outlines historical absence information and provides absence rate information within the new organisational structure. It looks outlines measures on how absence can be managed more closely by the organisation the aim of getting the sickness absence figures moving on a downward trend.

5.2 In the table below it can be seen that over the past 12 months the sickness rates are showing higher sickness rates in the colder, darker winter months and less sickness in the warmer summer months where daylight is longer. This is not an unusual trend and can be expected. February is the shortest month for most organisations it represents the month with the highest sickness rate.

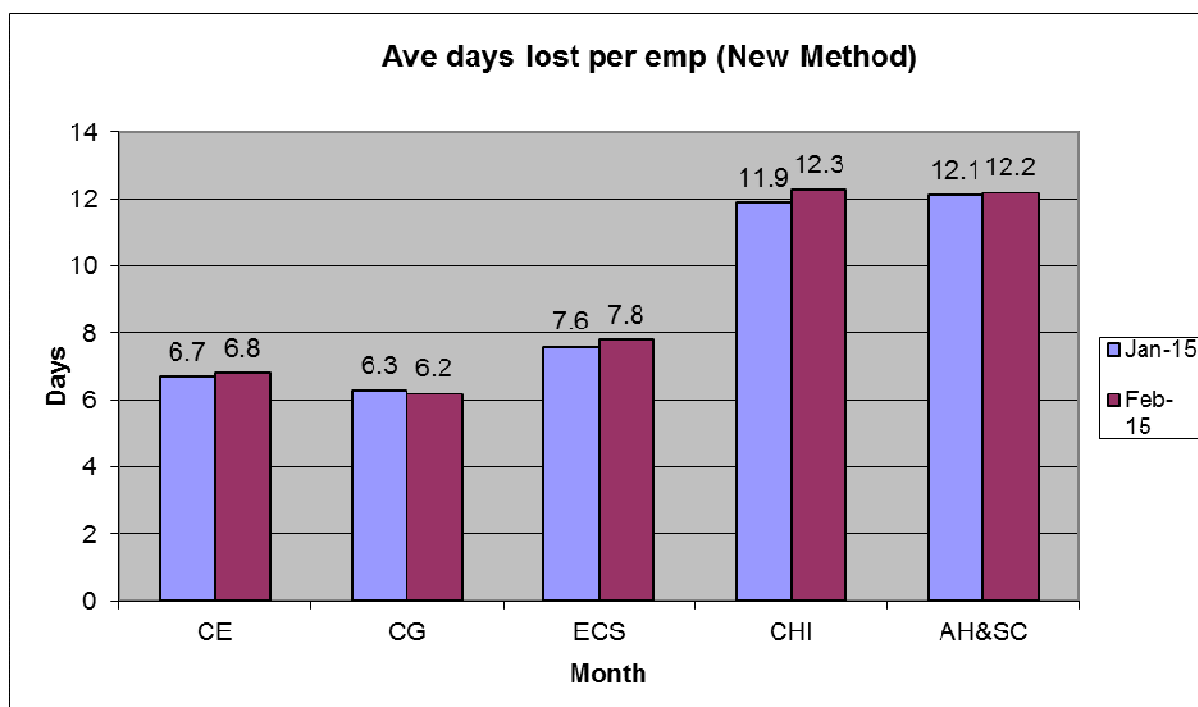
Committee will see there was an increase in the rate of sickness in February 2015, from an analysis of the data this is largely due to an increase in short term illnesses such as respiratory infections, colds and influenza.

Sickness Rates over the past 12 months



5.3 The chart shown below details the breakdown of sickness across the new directorate structure. This shows that Corporate Governance is the Directorate with the lowest sickness rate closely followed by the Office of the Chief Executive. However the sickness rates for Communities, Housing & Infrastructure and Adult Health & Social Care are the highest.

Current Sickness rates in the New Directorate structure - February 2015



5.4 At the time of writing the report, the Health, Safety & Wellbeing Manager has been in touch with all Directors to agree an improvement target for each Directorate sickness rate and this will be reported in the next sickness absence update report.

6. Proposed Improvement to Sickness Absence Rates

6.1 In order to manage sickness effectively managers must apply the Maximising Attendance policy. This policy was reviewed and updated less than 12 months ago following an extensive consultation exercise and it is based on best practice to effectively manage sickness. Line Managers need to ensure that

- return to work meetings are held with employees as soon as possible on their return from a period of absence
- first stage review meetings when employees hit sickness triggers should be arranged and held
- contact should be maintained with those off on long term sick

6.2 An improvement measure which requires to be implemented is for Business Support Managers in Directorates to report regularly to the Senior Management Team on sickness absence performance. This must include exception reporting of areas of the service where the maximising attendance policy is not being consistently applied. Sickness absence information for Directorates should also be reported back to Service Health and Safety Committees on a regular basis.

6.3 In addition to the existing approach to prevent sickness absence including flu jabs, health assessments, smoking cessation assistance programmes, tool

box talks etc. We are seeking to go more on the 'front foot' in preventing sickness by looking at training staff and giving staff more and more information on to assist them to lead a healthier lifestyle.

As the main reasons of sickness across the Council are:

- Musculo-skeletal
- Psychological
- Gastrointestinal
- Colds, flu and respiratory infections

Of these, by some way, the two highest reasons of sickness absence within the Council are musculoskeletal and psychological. Specific action plans to deal with both of these areas are being developed and finalised. Once finalised, these action plans will be implemented across the Council particularly in areas where there is a prevalence of these types of absence.

6.4 Other options being actively considered are:

- Officers are looking to work more closely with our Occupational Health Provider to proactively develop and implement a 'return to work plan' for staff who have been on long term sickness.
- Officers are also identifying the potential of a scheme to allocate staff who are off long term sick but fit to undertake alternative duties until they are fully fit to return to their substantive role.
- For HR Business Partner's to work with their Directorate on a monthly basis to ensure long term sickness is being actively managed.
- Reintroduce 'Support and Challenge meetings' across the organisation. These meetings will focus on areas where sickness is both high and low and will allow challenge on areas where absence is high and provide the opportunity from good practice by looking at areas where absence is low.
- The absence management module within YourHR can be used proactively to identify absences in relation to the two main causes, musculoskeletal and psychological, and highlight measures such as physiotherapy and the "Time for Talking" Counselling Service which are available for employees.

7. IMPACT

The impact of not managing sickness effectively is the negative effect this could have on the Council's ability to deliver services.

8. MANAGEMENT OF RISK

If sickness absence is not appropriately managed this has the potential for incurring significant cost and reputational damage for the Council.

9. BACKGROUND PAPERS

None

10. REPORT AUTHOR DETAILS

Jeff Capstick, HR Manager, HR & OD
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Tel: (01224) 522106

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ABERDEEN CITY COUNCIL

COMMITTEE	Finance, Policy and Resources
DATE	23 April 2015
ACTING DIRECTOR	Ewan Sutherland
TITLE OF REPORT	Recruitment Advertising Arrangements
REPORT NUMBER	CG/15/44
CHECKLIST COMPLETED	Yes

1. PURPOSE OF REPORT

The purpose of this report is to seek approval to move the council's recruitment advertising arrangements from an external provider to in-house provision by the Design and Marketing Team within the Office of the Chief Executive for a trial period of 12 month initially. If the trial period is successful, the situation will be reviewed to determine how best to proceed going forward.

2. RECOMMENDATION(S)

The Committee is requested to:

- a) Approve the council's recruitment advertising arrangements to be brought in-house for a 12 month trial period from 1 May 2015.
- b) Instruct the Heads of Communication and Promotion and Head of HR & OD to report back to Committee on the experience of the trial period with recommendations of how to deal with recruitment advertising going forward. .

3. FINANCIAL IMPLICATIONS

It is anticipated that this exercise will be cost-neutral and will be managed within existing staffing resources and therefore there will be no financial implications.

4. OTHER IMPLICATIONS

This demonstrates best value.

5. BACKGROUND/MAIN ISSUES

- 5.1 In 2003/4, following a tender exercise, the Council appointed an external recruitment advertising provider to provide the Council's recruitment advertising service.
- 5.2 The successful bidder was Barkers Scotland Limited and for the duration of the initial 4 year contract provided an excellent service and negotiated significant discounts from media providers on the cost of recruitment advertising. The Council had a dedicated Account Director who met with Officers of the Council on a regular basis to monitor and manage the various elements of the contract.
- 5.3 Contract terms included managing the council's day to day recruitment advertising in terms of composite job adverts (job listings) and creative adverts as well as providing new employer branding for recruitment advertising, advice to recruiting managers on writing recruitment advertisements and designing recruitment campaigns for 'hard to fill' posts.
- 5.4 The final year of the contract coincided with a Scotland Excel national framework tender exercise in which the Council participated as part of a national working group to develop and award the tender. The outcome of the exercise caused concern to many Councils in terms of quality and experience of providers and the Council along with many other local authorities chose not to award contract and continued with the existing provider, whilst considering other options such as re-tendering the contract or collaborating with other Councils.
- 5.5 In the meantime, the recruitment advertising climate has changed considerably over the last ten years since the decision to outsource the Council's recruitment advertising.
- 5.6 In particular there has been a huge reduction in the need for traditional press advertising in terms of placing adverts in newspapers and journals and at the same time a significant move towards online advertising both in the press and with job boards such as s1jobs etc.
- 5.7 Furthermore, in 2011 all 32 Councils reached a decision to use the CoSLA myjobscotland website to advertise all recruitment vacancies and to use this national portal to host and manage their recruitment process. To date, this has been very successful with excellent response rates and the website is nationally recognised as the place to search for all local government job vacancies across the board.
- 5.8 Whilst the Council has not ceased the use of traditional job adverts in newspapers and journals altogether, spend has decreased significantly over the period from £802K in 2007/08 to £338K in 2014/15. Recently, recruitment advertising spend has been increasing, which may be attributed to recruitment difficulties in Aberdeen.

- 5.9 In 2009, Barkers Scotland Limited was bought by Penna plc. The impact for the Council was that there was no longer a dedicated account director monitoring the contract or focusing on the Council's recruitment advertising requirements and the account has been managed from London, with no Scottish base. This has resulted in a very poor level of service, issues with invoicing and a failure to provide a quality recruitment advertising service to the Council. For these reasons, notice to end the contract has been served and the service with Penna plc ends on 31 March 2015.
- 5.10 In terms of a way forward, there are a number of options. These are to re-tender the external contract which is a time-consuming process and may not result in a positive outcome, or to bring the service back in-house.
- 5.11 Discussions have taken place with the Design and Marketing Team, Office of the Chief Executive and there is both the expertise and the capacity to manage the council's recruitment advertising provision in-house within this team. The team currently already handles the Council's public notice advertising and this would be an extension to that function. There are already relationships in place with the local media and it has been determined that the existing discounts the council achieves with Penna through the local and national media can be achieved directly rather than through an external agency.
- 5.12 A service level agreement would need to be developed between the Marketing Team and the HR Service, which would continue to act as the central co-ordination point between service recruiting managers and the Design and Marketing Team. The services provided by the Design and Marketing Team are set out in Appendix 1.
- 5.13 There are significant benefits in this approach in terms of an opportunity to refresh the Council's recruitment advertising branding in line with the Council's corporate branding. In operational terms, it will provide recruiting managers with a dedicated team within the Council to handle all their advertising requirements, closer communication and relationships, awareness of the Council's recruitment environment, more control over invoice management, the ability to accept offers from the external media providers and gives recruiting managers a dedicated contact when it comes to advice on advert and campaign design and placement.
- 5.14 A working group of Officers from the HR Service and the Design and Marketing Team have developed an action plan to ensure all the necessary arrangements are in place to allow the change to take place smoothly and to ensure that workflows are manageable.
- 5.15 The Design and Marketing Team will undertake the recruitment advertising cycles in April with a view to formally providing the service from 1 May 2015. It is proposed that the trial be for a 12 month period from this date to allow a reasonable period to develop the service and

ensure that the service works for all parties involved and results in a quality and affordable recruitment advertising service to the Council.

6. IMPACT

An Equality and Human Rights Impact Assessment has been completed in relation to this report.

7. MANAGEMENT OF RISK

An options appraisal has been undertaken to consider the following options:

- in-house recruitment advertising provision;
- extending the arrangement with the current supplier;
- utilising one of the national framework arrangements;
- re-tendering the recruitment advertising contract;
- re-tendering the recruitment advertising contract as a shared service arrangement with other authorities.

The outcome of the options appraisal was that undertaking a trial period of in-house provision was the option that provided the most benefits in terms of cost and quality.

8. BACKGROUND PAPERS

None

9. REPORT AUTHOR DETAILS

Jeff Capstick, HR Manager, HR & OD
E-mail jcapstick@aberdeencity.gov.uk
Tel: (01224) 522106

Appendix 1

Advertising and Marketing services

- Support the customer in communicating its recruitment opportunities clearly, consistently and accurately to potential job applicants both locally and nationally.
- Develop bespoke recruitment advertising and marketing communication strategies to meet service requirements.
- Provide guidance on appropriate media selection.
- Create and advise on social media channels and administration.
- Support and facilitate events such as Recruitment and Careers Fairs etc.
- Establish and evaluate recruitment advertising and marketing methods including press, online and social media.
- Advertise in the local and national media - print, radio, TV, online or social media; act as the Customer's central point for media buying, developing appropriate campaigns, meeting spending limits and negotiate discounts with suppliers.
- Provide a design and artwork service. Identify and select appropriate advertising media, negotiate with suppliers on cost, discounts and schedules to meet customer deadlines providing copies of final ads if required. Placing of recruitment adverts with external suppliers shall be invoiced back to HR/client service at the end of each job. Proofs of all advertising artwork will be supplied as digital files.
- Act as a representative of Aberdeen City Council at events covering recruitment marketing related topics subject to agreement and availability between the Advertising and Admin Officer and HR Advisers.

Design Services

The supplier will:

- Provide support on logo/brand/identity development; as well as oversee corporate brand management
- Design all recruitment adverts to an agreed corporate template for all print/press reproduction to a variety of sizes and formats.
- Ensure all work is developed to a final artwork stage ready for production and will require customer sign off prior to production.
- Provide advertisers proofs on request. It should be noted that any additional alterations required by the customer after final artwork is signed off may incur additional costs which would be the responsibility of the customer. The supplier will advise of these additional costs should this situation arise.

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Equality and Human Right Impact Assessment: The Form



Aberdeen City Council

EHR/IA

There are separate guidance notes to accompany this form – “Equality and Human Rights Impact Assessment – the Guide.” Please use these guidance notes as you complete this form. Throughout the form, **the word “proposal” refers to policy, strategy, plan, procedure, report or business case.** This then, embraces a range of different actions such as setting budgets, developing high level strategies and organisational practices such as internal restructuring. Please also refer to the “Completion Terminology” at the end of the form.

1: Equality and Human Rights Impact Assessment- Essential Information									
Name of Proposal: Recruitment Advertising Arrangements	Date of Assessment: 16 March 2015								
Service: Human Resources and Organisational Development	Directorate: Corporate Governance								
Committee Name or delegated power reference (Where appropriate): Finance, Policy and Resources	Date of Committee (Where appropriate): 23 April 2015								
Who does this proposal affect? Please Tick ✓	<table border="0"> <tr> <td>Employees</td> <td><input checked="" type="checkbox"/></td> </tr> <tr> <td>Job Applicants</td> <td><input type="checkbox"/></td> </tr> <tr> <td>Service Users</td> <td><input type="checkbox"/></td> </tr> <tr> <td>Members of the Public</td> <td><input type="checkbox"/></td> </tr> </table>	Employees	<input checked="" type="checkbox"/>	Job Applicants	<input type="checkbox"/>	Service Users	<input type="checkbox"/>	Members of the Public	<input type="checkbox"/>
Employees	<input checked="" type="checkbox"/>								
Job Applicants	<input type="checkbox"/>								
Service Users	<input type="checkbox"/>								
Members of the Public	<input type="checkbox"/>								

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

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3: Equality and Human Rights Impact Assessment	
a- What are the aims and intended effects of this proposal?	The proposal seeks to move the Council’s recruitment advertising arrangements from an external provider to in-house provision by the Design and Marketing Team within the Office of the Chief Executive for a trial period of 12 months initially.
b- What equality data is available in relation to this proposal? (Please see guidance notes)	Not applicable.

<p>c- List the outcomes from any consultation that relate to equalities and/or human rights issues e.g. with employees, service users, Unions or members of the public that has taken place in relation to the proposal.</p>	<p>No comments received.</p>
<p>d- Financial Assessment If applicable, state any relevant cost implications or savings expected from the proposal.</p>	<p>Costs (£)</p> <p>Implementation cost <input type="text"/> £</p> <p>Projected Savings <input type="text"/> £</p>

<p>e- How does this proposal contribute to the public sector equality duty: to eliminate discrimination, harassment and victimisation; advance equality of opportunity; and foster good relations?</p>	<p>The proposal to move to an in-house service, will mean that the team working on this will have an awareness and understanding of the public sector equality duty and be able to apply this when designing and advising on recruitment advertising.</p>
<p>f- How does this proposal link to the Council’s Equality Outcomes?</p>	<p>Again, having an in-house service means that the team will have stronger awareness of the Council’s Equality Outcomes and will be able apply their knowledge of this when designing adverts to ensure that the Outcomes are met.</p>

4: Equality Impact Assessment - Test

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

Protected Characteristic:	Neutral Impact: Please ✓	Positive Impact: Please ✓	Negative Impact: Please ✓	Evidence of impact and if applicable, justification where a ' <i>Genuine Determining Reason</i> '* exists *(see completion terminology)
Age (People of all ages)	✓			
Disability (Mental, Physical, Sensory and Carers of Disabled people)	✓			
Gender Reassignment	✓			
Marital Status (Marriage and Civil Partnerships)	✓			
Pregnancy and Maternity	✓			

Equality Impact Assessment Test:

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

Protected Characteristic:	Neutral Impact: Please ✓	Positive Impact: Please ✓	Negative Impact: Please ✓	Evidence of impact and if applicable, justification where a 'Genuine Determining Reason'* exists *(see completion terminology)
Race (All Racial Groups including Gypsy/Travellers)	✓		✓	
Religion or Belief or Non-belief	✓			
Sex (Women and men)	✓			
Sexual Orientation (Heterosexual, Lesbian, Gay And Bisexual)	✓			
Other (e.g: Poverty)	✓			

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

<p>Article 6: Right to a fair and public hearing</p>	<p>Yes <input type="checkbox"/></p> <p>No <input checked="" type="checkbox"/></p> <p>Evidence:</p>
<p>Article 8: Right to respect for private and family life, home and correspondence</p>	<p>Yes <input type="checkbox"/></p> <p>No <input checked="" type="checkbox"/></p> <p>Evidence:</p>
<p>Article 10: Freedom of expression</p>	<p>Yes <input type="checkbox"/></p> <p>No <input checked="" type="checkbox"/></p> <p>Evidence:</p>
<p>Article 14: Right not to be subject to discrimination</p>	<p>Yes <input type="checkbox"/></p> <p>No <input checked="" type="checkbox"/></p> <p>Evidence:</p>

<p>Other article not listed above, please state:</p>	<p>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p> <p>Evidence:</p>
<p>6: Assessment Rating:</p>	
<p>Please rate the overall equality and human right assessment (Please see Completion terminology)</p>	<p><input type="checkbox"/> Red <input type="checkbox"/> Red Amber <input type="checkbox"/> Amber <input checked="" type="checkbox"/> Green</p>
<p>Reason for that rating:</p>	<p>The changes to in-house recruitment advertising should not have any adverse impact on people who share protected characteristics.</p>

7: Action Planning

As a result of performing this assessment, what actions are proposed to remove or reduce any risks of adverse outcomes identified on employees, service users or other people who share characteristics protected by *The Equality Act 2010*?

Identified Risk and to whom:	Recommended Actions:	Responsible Lead:	Completion Date:	Review Date:
None	Not applicable			

8: Sign off

<p>Completed by (Names and Services) :</p>	<p>Jeff Capstick, HR Manager, HR & OD</p>
<p>Signed off by (Head of Service) :</p>	
<p>Please send an electronic copy of your completed EHRIA - without signatures - together with the proposal document and/or committee report to:</p> <p>Equalities Team Customer Service and Performance Corporate Governance Aberdeen City Council Business Hub 13 Second Floor North Marischal College Broad Street Aberdeen AB10 1AB</p> <p>Telephone 01224 523039 Email sandrab@aberdeencity.gov.uk</p>	

9: Completion Terminology:

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

<p>Equality Data:</p>	<p>Equality data is internal or external information that may indicate how the proposal being analysed can affect different groups of people who share the nine <i>Protected Characteristics</i> – referred to hereafter as ‘<i>Equality Groups</i>’.</p> <p>Examples of <i>Equality Data</i> include: (this list is not definitive)</p> <ol style="list-style-type: none"> 1: Application success rates by <i>Equality Groups</i> 2: Complaints by <i>Equality Groups</i> 3: Service usage and withdrawal of services by <i>Equality Groups</i> 4: Grievances or decisions upheld and dismissed by <i>Equality Groups</i> <p>Certain discrimination may be capable of being justified on the grounds that:</p>
<p>Genuine Determining Reason</p>	<ol style="list-style-type: none"> (i) <i>A genuine determining reason exists</i> (ii) <i>The action is proportionate to the legitimate aims of the organisation</i> <p>Where this is identified, it is recommended that professional and legal advice is sought prior to completing an Equality Impact Assessment.</p>
<p>Human Rights</p>	<p>The rights set out in the European Convention on Human Rights, as incorporated into the UK Law by the Human Rights Act 1998.</p>
<p>Legal Status:</p>	<p>This document is designed to assist us in “<i>Identifying and eliminating unlawful Discrimination, Harassment and Victimisation</i>” as required by <i>The Equality Act Public Sector Duty 2011</i>. An Equality Impact Assessment is not, in itself, legally binding and should not be used as a substitute for legal or other professional advice.</p>

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COMMITTEE	Finance, Policy and Resources
DATE	23 rd April 2015
DIRECTOR	Ewan Sutherland – Acting Director
TITLE OF REPORT	Approval to Tender
REPORT NUMBER	CG/15/137
CHECKLIST COMPLETED	Yes/No

1. PURPOSE OF REPORT

The purpose of this report is to seek the approval of the Committee to conduct a procurement process for the Provision of Large Print and Audio Books, Supply of Cleaning Equipment and Fruit and Vegetables in collaboration with Aberdeenshire Council.

2. RECOMMENDATION(S)

It is recommended that the Committee approve:

- (i) that The Council enters into collaborative arrangements with Aberdeenshire Council for the Provision of Large Print and Audio Books, Supply of Cleaning Equipment and Fruit and Vegetables; to undertake the procurement processes for the Provision of Large Print and Audio Books, Supply of Cleaning Equipment and Fruit and Vegetables.
- (ii) the estimated expenditure for these procurements as detailed in Appendix 1.

3. FINANCIAL IMPLICATIONS

It is the Council's intention to enter into a collaborative arrangement with Aberdeenshire Council in order to maximise buying power and value for money. Details on the estimated expenditure relating to these commodities are contained within Appendix 1. The expenditure with regards these commodities is contained within existing service budgets.

4. OTHER IMPLICATIONS

The estimated expenditure for each of these commodities is above the threshold set under European Procurement Regulations, the procurement processes for each commodity shall be undertaken in accordance with these regulations.

5. BACKGROUND/MAIN ISSUES

Further detail on the background relating to each of these commodities is given in Appendix 1.

6. IMPACT

Corporate – This report relates to “Aberdeen – the Smarter City”

- We will work with our partners to seek to reduce the levels of inequality in the city.
- We will enhance the physical and emotional wellbeing of all our citizens by offering support and activities which promote independence, resilience, confidence and self-esteem.
- We will improve access to and increase participation in arts and culture by providing opportunities for citizens and visitors to experience a broad range of high quality arts and cultural activities.
- We will aim to have a workforce across the city which has skills and knowledge to sustain, grow and diversify the cultural economy.
- We aspire to be recognised as a City of Culture, a place of excellence for culture and arts by promoting Aberdeen as a cultural centre hosting high quality and diverse cultural events for the whole community and beyond.
- We will embrace the distinctive pride the people of Aberdeen take in their city and work with them to enhance the sense of wellbeing here, building strong communities which look out for, and look after one another.

This report relates to the Combined Community Plan and Single Outcome Agreement as follows:

- Protecting children and vulnerable adults
- People of all ages take an active part in their own learning to achieve their full potential Learning and training is appropriate and accessible to learner’s needs
- Children and young people access positive learning environments and develop their skills, confidence and self esteem to the fullest potential
- Children, young people and their families/carers are involved in decisions that affect them. Their voices heard and they play an active and responsible role in their communities

- Educational attainment in Aberdeen is continuously sustained and improved
- School leavers enter positive destination of employment, training or further and higher education with a focus on and support for young people who require More Choices and More Chances
- Children and young people actively participate in their communities and have optimum involvement in decision making
- All children, young people and their families have access to high quality services when required and services provide timely, proportionate and appropriate response that meeting the needs of children and young people within Getting it Right for Every Child, (GIRFEC) requirements
- Improve the quality of life in our most deprived areas
- Citizens are increasingly more active in their communities regardless of age, gender, sexual orientation, ethnic origin, where they live, disability or faith/religion/belief and contribute to 'active citizenship'
- Develop pathways to participation which enhance the diversity of local representation at and engagement with regional, national and international arts, heritage and sporting events
- Our public services are consistently high quality, continually improving, efficient and responsive to local people's needs

The procurement process for each of these commodities will be undertaken by Commercial and Procurement Services in conjunction with Aberdeen City Council and Aberdeenshire Council.

Public - This report will be of interest to current and future users of library & information services and given that the fruit and vegetables to be supplied will be consumed in Educational, Social Care Establishments and other Council Facilities; it is likely that there will be a degree of public interest with regards this commodity.

7. MANAGEMENT OF RISK

Risk analysis has been carried out within the sourcing strategies with regards these commodities. Risks have been identified and will be addressed throughout the duration of the project.

8. BACKGROUND PAPERS

N/A

9. REPORT AUTHOR DETAILS

Melanie Mackenzie
 Category Manager
 Commercial and Procurement Services
MeMackenzie@aberdeencity.gov.uk
 01224 664825

Appendix 1

Large Print and Audio Books

Background

The Council requires the provision of Large Print and Audio Books to support access to reading for the visibly impaired, blind, housebound readers, those with low literacy levels and other disabilities where reading is difficult.

Market analysis has been conducted in the development of the sourcing strategy for this provision. It has been identified that the market for Large Print books is less competitive than that of Audio Books with there being more barriers to entry into the market place. In order to ensure the market differences are taken into account it has been decided to establish a Framework Agreement which will be split into four lots:

- Lot One - Large Print Adults
- Lot Two - Large Print Children and Young People
- Lot Three - Audio Books Adults
- Lot Four - Audio Books Children and Young People

Duration

The duration of the Framework Agreement will be three years with the option to extend by a further one year period.

Estimated Expenditure

Based on current spend information regarding this provision it is estimated that the annual spend of Aberdeen City Council will be approximately £72,000, with an estimated total spend of £288,000 over the four year framework agreement period. This budget is contained within the overall budget of Education and Children's Services.

Supply of Cleaning Equipment

Background

The Council requires the Supply of Cleaning Equipment, to be used by cleaning services for the cleaning of Council Establishments. The procurement process will be undertaken by Commercial and Procurement Services in conjunction with internal stakeholders and Aberdeenshire Council.

Duration

The proposed contract duration is for a three year period with the option to extend for a further two one year period(s).

Estimated Expenditure

Based on current spend information regarding this provision it is estimated that the annual spend of Aberdeen City Council will be approximately £40,000, with an estimated total spend of £200,000 over the five year contract period. This budget is contained within the overall budget of Facilities Management.

Fruit and Vegetables

Background

The Council requires the provision of fruit and vegetables to be supplied to Education and Social Care establishments, as well as any other venues such as cafes, canteens or leisure facilities. The procurement process will be undertaken by Commercial and Procurement Services in conjunction with internal stakeholders and Aberdeenshire Council. The proposed contract duration is for a three year period with the option to extend for a further one year period.

Market analysis has been conducted in the development of the sourcing strategy for this provision. It has been identified that prices within this market are volatile and for this reason six monthly price reviews shall be agreed as part of this process, with a clause included to terminate the contract with 6 months' notice should parties fail to agree prices during any price review.

Duration

The proposed contract duration is for a three year period with the option to extend for a further one year period.

Estimated Expenditure

Based on current spend information regarding this provision it is estimated that the annual spend will be £190,000, with an estimated total spend of £760,000 over the four year framework agreement period. Due to the volatile nature of pricing within the market it is unlikely that any significant savings will be made as a result of the procurement process.

However, it is intended to put in place six monthly fixed pricing periods within any contract to ensure pricing stability. This is of particular importance to the Educational and Social Care establishments, who represent the largest proportion of internal stakeholders to this provision.

This budget is contained within the overall budgets of Education and Children's Services and Social Care.

ABERDEEN CITY COUNCIL

COMMITTEE:	Finance Policy and Resources
DATE:	23 April 2015
LEAD OFFICER:	Chief Executive
TITLE OF REPORT:	Potential options for the operation and management of new Aberdeen Exhibition and Conference Centre (AECC)
REPORT NUMBER:	OCE/15/010
CHECKLIST COMPLETED:	YES

1. PURPOSE OF REPORT

On 4 March 2015 Full Council instructed the Chief Executive to report back with options for the operation and management of the new AECC facility.

This report outlines and assesses options for the future operation and management models for the new AECC. It also highlights the requirement to undertake a market testing exercise of exhibition and conference centre operating and management options.

2. RECOMMENDATION(S)

It is recommended that members:-

- (a) instruct the Chief Executive to undertake a market testing exercise on the three viable options identified for the operation and management of the new AECC in this report and;
- (b) report the findings of the exercise with a recommendation on the most appropriate model to the Finance, Policy and Resources Committee in September 2015.

3. FINANCIAL IMPLICATIONS

The market testing exercise, including procurement and legal processes, for the operation and management of the new AECC will be funded from the existing AECC budget and existing staff resources. It is anticipated the costs will be approximately £50,000.

4. OTHER IMPLICATIONS

The appointment of an experienced, successful and highly motivated operator is an integral aspect to the successful operation and management of the new AECC.

5. BACKGROUND/MAIN ISSUES

Grant Thornton LLP (GT), who are a leading organisation of independent advisory firms, were appointed by Aberdeen City Council (ACC) to carry out a financial due diligence exercise for the new AECC development. As part of this exercise GT carried out a review of the United Kingdom (UK) market for similar arena, exhibition and conference centre facilities.

ACC's decision to the operating model for the AECC depends on a number of points. It is likely that control and ACC's ability to influence the AECC operation will be a key driver in determining whether ACC would like to continue with either the existing or new wholly owned subsidiary or whether it would like a third party to operate in which its ability to influence will be reduced.

However given the current financial performance of AECC Ltd, ACC may wish to reduce its exposure to the financial performance of the new facility and hence a third party operator could be the solution to meet this requirement, given that ACC will be required to make the annual lease repayments connected to the funding of the site.

It should be noted that GT, when reviewing the other facilities, suggested that the AECC Ltd performance to date has been limited by the condition and scope of the current asset to deliver events in a highly competitive market, and that the new facility will give the impetus to attract high calibre, and higher margin events.

The GT review identified three viable operating models, based on successfully operated UK venues, available to ACC for structuring the operation and management of the new AECC. The three options focus around whether the new AECC is operated and managed:-

- A. through the existing arms length external organisation (ALEO) operator AECC Limited, a 100% owned subsidiary;
- B. through the establishment of a new ALEO 100% owned subsidiary;
- C. through a new private sector operator supported by a formal contractual management agreement.

The three operating models for the new AECC considering advantages / benefits and disadvantages / costs associated is provided in the tables below.

	Advantages / Benefits	Disadvantages / Costs
Option A		
	<ul style="list-style-type: none"> • AECC Ltd have 30 years experience and expertise operating and managing an exhibition and conference centre in Aberdeen. 	<ul style="list-style-type: none"> • Losses would be written off if ACC decided to take a different approach to the operation of the new facility.
	<ul style="list-style-type: none"> • ACC maintain 100% control of the operation of the facility and therefore have direct influence on the direction and the offer that the facility will be catering for. 	<ul style="list-style-type: none"> • ACC currently provide a £1.30 million subsidy towards the operation and maintenance of the existing building. (It should be noted AECC Ltd's business plan shows the subsidy will reduce to zero prior to 2019).
	<ul style="list-style-type: none"> • Based on the latest accounts, AECC Ltd would not be liable to corporation tax if it continues to be loss making. This will depend on the form of subsidy made by ACC to ensure the operation reports a break-even position. 	<ul style="list-style-type: none"> • ACC would be liable to provide subsidy to the company if business case revenue forecasts are not achieved.
	<ul style="list-style-type: none"> • AECC Ltd would be subject to corporation tax on any taxable profits 	<ul style="list-style-type: none"> • ACC may consider AECC Ltd are not suitable to deliver the business case forecasts for the new facility.
	<ul style="list-style-type: none"> • If profit was generated losses from the current site would be carried forward to be offset against any future profits, assuming that it can be demonstrated that there has not been a change in trade under tax legislation. 	<ul style="list-style-type: none"> • ACC would be responsible for the on-going lifecycle costs e.g. upgrading of ageing equipment.
	<ul style="list-style-type: none"> • If AECC Limited were retained as the operator there would be no exit costs for ACC. Exit costs include redundancy payments or additional costs arising from Transfer of Underlying Protection of Employment Regulations (TUPE) if staff were to be deployed elsewhere within the Council. 	<ul style="list-style-type: none"> • A review of the existing management agreement is advised to determine if the on-going maintenance costs are the responsibility of ACC to be funded from the revenue budget or whether the responsibility lies with AECC Ltd from operating cash flow.
		<ul style="list-style-type: none"> • It is recommended that the new approach to operating the new facility has a reserve fund to meet lifecycle costs.

	Advantages / Benefits	Disadvantages / Costs
Option B		
	<ul style="list-style-type: none"> • The potential operator would be expected to have experience and expertise operating and managing an exhibition and conference centre. 	<ul style="list-style-type: none"> • In the event that the existing operator, AECC Limited is not used going forward it is reasonable that the subsidiary may be wound up, resulting in discontinued operation and redundancy of all staff members. ACC would be liable for redundancy costs.
	<ul style="list-style-type: none"> • ACC maintain 100% control of the operation of the facility and therefore have direct influence on the direction and the offer that the facility will be catering for. 	<ul style="list-style-type: none"> • ACC may incur significant exit costs but would depend on the terms and conditions of employment and the length of term for the staff who currently are employed by AECC Ltd.
	<ul style="list-style-type: none"> • The establishment of a new company would give the opportunity to bring new management into the organisation and this could potentially be the catalyst required to achieving improved financial results. 	<ul style="list-style-type: none"> • ACC would be liable to provide subsidy to the company in the event base forecasts were not achieved.
	<ul style="list-style-type: none"> • As a new 100% ACC owned subsidiary, the new company will start from a standstill position meaning all existing debts are written off. 	<ul style="list-style-type: none"> • The risk of this occurring would be low based on the financial due diligence review work performed on the forecasts and if a new AECC Ltd was established, there would be strong commitment to delivering the business plan forecasts.
	<ul style="list-style-type: none"> • If profit-making, these profits will be taxed and it is unlikely that profits could be offset from the potential historical tax losses attached to the existing AECC Ltd. 	<ul style="list-style-type: none"> • ACC would be responsible for the on-going lifecycle costs e.g. upgrading of ageing equipment.
	<ul style="list-style-type: none"> • Another potential method to reduce the taxable profits is by ACC charging the operator a fee for the time spent by ACC officers managing the interface between ACC and the operating company. 	<ul style="list-style-type: none"> • The details of the new management agreement to be put in place is key and should determine if the on-going maintenance costs are the responsibility of ACC to be funded from its revenue budget or whether the responsibility lies with AECC Ltd and is to be funded from operating cash flow.
	<ul style="list-style-type: none"> • This would need to be arm's length in order to attract full tax relief and would be subject to transfer pricing rules. 	<ul style="list-style-type: none"> • It is recommended that the new approach to operating the new facility has a reserve fund to meet lifecycle costs.
	<ul style="list-style-type: none"> • ACC would seek further advice if this is a solution it would like to develop further. 	<ul style="list-style-type: none"> • There would be set up costs for a new subsidiary company, including incorporation costs, legal costs and

		the administration time required by Council officers to complete this process. Detailed costs have not been identified to date.
		<ul style="list-style-type: none"> • There will also be costs to close down the existing AECC Ltd and complete the final set of accounts. This would require legal and accounting support, and may have an impact on the audit cost to ACC.

	Advantages / Benefits	Disadvantages / Costs
Option C		
	<ul style="list-style-type: none"> • The private sector presumably would have a broader breadth of expertise in the sector which may result in more efficient delivery and cost savings. 	<ul style="list-style-type: none"> • ACC would not fully control the operation of the facility; operational control would ultimately sit with the private sector operator.
	<ul style="list-style-type: none"> • The private sector operator would have responsibility for any tax implications regarding the operational aspects of the facility. 	<ul style="list-style-type: none"> • ACC would potentially influence matters through a seat on the board of the operating entity but its influence would be restricted when compared to the other options.
	<ul style="list-style-type: none"> • ACC would not be liable to provide any financial support to the project in the event that there was funding gap if the responsibility for the operating cash flow sat with the operator. 	<ul style="list-style-type: none"> • In the event that the existing operator, AECC Limited is not used going forward it is reasonable that the subsidiary may be wound up, resulting in discontinued operation and redundancy of all staff members. ACC would be liable for redundancy costs.
	<ul style="list-style-type: none"> • With ultimate control sitting with the private sector operator ACC is unlikely to be responsible for any on-going costs related to the project, for example lifecycle costs, repairs, etc. 	<ul style="list-style-type: none"> • ACC may incur significant exit costs but would depend on the terms and conditions of employment and the length of term for the staff who currently are employed by AECC Ltd.
		<ul style="list-style-type: none"> • However this would be dependent on the agreed arrangement and would preclude ACC from having access to any profits that may be made.
		<ul style="list-style-type: none"> • Procurement costs would be payable by ACC in the

		event of a procurement exercise to identify a private sector operator.
		<ul style="list-style-type: none"> • There is a risk that if a private sector operator had financial difficulties, the project is likely to fail, and ACC's investment would be at jeopardy. This would be covered by insurances and liability clauses.
		<ul style="list-style-type: none"> • There would be set up costs for a new operator, including incorporation costs, legal costs and the administration time required by Council officers to complete this process. Detailed costs have not been identified to date.
		<ul style="list-style-type: none"> • There will also be costs to close down the existing AECC Ltd and complete the final set of accounts. This would require legal and accounting support, and may have an impact on the audit cost to ACC.

Officers recommend that before a procurement is considered that ACC undertake a market testing exercise to determine the following:

- potential operators for the new AECC;
- the appetite and ability of operators with this field of expertise;
- any potential constraints specific to operating and management parameters;
- identify the best operating model for the new AECC which will maximise potential income generation and efficiency savings at the new venue.

The market testing exercise will be carried out as per ACC's Procurement Unit's process and will develop:-

- the procurement strategy and brief;
- procurement specification;
- procurement documents;
- key success requirements;
- selection criteria.

It is anticipated to report the findings of the market testing exercise to Finance Policy and Resources Committee in September 2015.

6. IMPACT

The AECC development contributes significantly and directly to the achievement of five Single Outcome Agreement's National Outcomes:

1. We live in a Scotland that is the most attractive place for doing business in Europe;
2. We realise our full economic potential with more and better employment opportunities for our people;
3. We live in well-designed, sustainable places where we are able to access the amenities and services we need;
4. We value and enjoy our built and natural environment and enhance it for future generations;
5. We take pride in a strong, fair and inclusive national identity.

The AECC development also supports the Smarter City Vision Smarter Economy, Smarter Environment and Smarter Mobility objectives. The development will provide a key infrastructure project that supports the Energetica Corridor and assists in diversifying Aberdeen's economy and promoting the renewable energy industry.

The AECC is a key element of the business infrastructure needed to promote Aberdeen as the Energy capital of Europe. The provision to improve this asset is supported by the Strategic Infrastructure Plan, which enables it to develop and do an even better job.

No Equality Impact Assessment has been carried out in connection with this report.

7. MANAGEMENT OF RISK

The risks are outlined in section five in this report.

8. BACKGROUND PAPERS

Full Council (August 2010) - EPI/10/220
Full Council (November 2010) - EPI/10/264
Full Council (April 2012) - EPI/12/090
Full Council (October 2013) - EPI/13/365
Full Council (May 2014) – EPI/14/077
Full Council (March 2015) - CHI/14/045

9. REPORT AUTHORS DETAILS

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Aberdeen City Council

COMMITTEE	Finance Policy and Resources
DATE	23 April 2015
DIRECTOR	Pete Leonard
TITLE OF REPORT	ROB ROY BRIDGE PARTIAL REPLACEMENT; LAND ACQUISITION
REPORT NUMBER	CHI/15/152
CHECKLIST COMPLETED	Yes

1. PURPOSE OF REPORT

- 1.1 The purpose of this report is to establish the requirement for land acquisition through Compulsory Purchase Order for the land adjacent north of Rob Roy Bridge crossing Culter Burn on the A93 North Deeside Road, Peterculter.

2. RECOMMENDATION(S)

- 2.1 It is recommended that the committee:
- a) notes the content of this report.
 - b) resolves to make an order in terms of the draft Compulsory Purchase Order attached to this Report and authorise the Head of Legal and Democratic Services to implement the statutory procedures following on from the making of the Order.
 - c) authorises the payment of statutory compensation to the affected proprietors.

3. FINANCIAL IMPLICATIONS

- 3.1 Capital funding for this project has already been secured through the appropriate channels. Monies to the value of £800,000 have been awarded for the total construction costs. Any land purchase costs must come from within this £800,000 amount.

4. OTHER IMPLICATIONS

- 4.1 Resources from Communities Housing and Infrastructure and Legal & Democratic services will be required to deliver the CPO.

5. BACKGROUND/MAIN ISSUES

- 5.1 Rob Roy bridge forms part of the adopted road network, has been long identified as a structure requiring significant remedial works and has been on a close monitored inspection programme for a number of years due to its poor condition. The reinforced concrete elements on the north side of the structure are in an advanced stage of degradation with localised loss of section to many structural elements.
- 5.2 A business case justifying the required remedial works has already been agreed and capital monies have been allocated to the project.
- 5.3 In order that replacement works for these elements can proceed, safe access to the structure is required which includes the land under and adjacent to the bridge.
- 5.4 To date the land owner (or persons with an interest in the land) have been obstructive in so far as asking for an unreasonably high price for allowing land access. Discussions will continue whilst the CPO is progressed.
- 5.5 There is a current planning consent for a small scale hydro scheme further upstream from Rob Roy bridge (approximately 150m away) which is understood to belong to the landowner. No works for this hydro scheme have started to date.
- 5.6 It is due to the landowner's reluctance to negotiate in a meaningful manner for temporary access to the bridge which would enable all the construction works to proceed that a compulsory purchase order for the land is required in tandem with further negotiations.
- 5.7 The scope of the Compulsory Purchase Order to relates to lands immediately north of Rob Roy bridge on both east and west banks of the Culter Burn (as shown on drawing RR/110 accompanying this report) and under the bridge. In addition; the rights to demolish part of the existing disused old mill race (a concrete channel which was used to carry water) are sought in order to facilitate the bridge works.

6. IMPACT

- 6.1 Progressing with the CPO would allow the construction phase of the Rob Roy Bridge works to commence once the Scottish Ministers have confirmed the CPO.
- 6.2 The contents of this report link to the Community Plan vision of creating "*A sustainable City with an integrated transport system that is accessible to all*".
- 6.3 The contents of this report link to the Single Outcome Agreements (SOAs) "*Aberdeen is easy to access and move around in*" and

“Aberdeen is an energy efficient city, with high quality open spaces, a natural environment and low levels of pollution and waste”

7. MANAGEMENT OF RISK

7.1 Financial – by implementing the recommendations of this report there is a perceived reduction in the amount of financial risk through proceeding with a CPO which will result in a market based value for the required land being paid and not the landowner’s valuation, which to date has been very high.

7.2 Health and Safety – There are no direct risks to health & safety from the implementation or otherwise of this report’s recommendations.

7.3 Legal – implementing the recommendations of this report could result in potential legal challenges. These challenges would be unlikely to succeed due to the essential nature of the works required for Rob Roy Bridge. However if any objections made to the CPO are not withdrawn, a public local inquiry would be held which would delay the proposed works. This risk will be mitigated by continuing to negotiate with the landowner to reach agreement on a price for a voluntary acquisition.

8. BACKGROUND PAPER

None

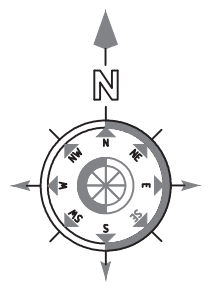
9. REPORT AUTHOR DETAILS

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- Land for which temporary access is required shaded in green
- Land for which permanent purchase required shaded in red



PLOT	OWNER	TENANT	DESCRIPTION	AREA
01	Fraser Gordon Gordon Investment Corporation Ltd 40 Springfield Road Aberdeen AB15 7RR		Potentially Agricultural	358.6m ²
02	Fraser Gordon Gordon Investment Corporation Ltd 40 Springfield Road Aberdeen AB15 7RR		Unused/disused	100.8m ²

Rev	Date	Drawn	Description	Chk'd	App'd
 ABERDEEN CITY COUNCIL COMMUNITIES, HOUSING & INFRASTRUCTURE Business Hub 10 2nd Floor South, Marischal College, Broad Street, Aberdeen AB10 1AB					
Project: Rob Roy Bridge Partial Replacement					
Title: Land Acquisition Plan					
Designed	P Allan 04/15		Eng Check		
Drawn	P Allan 04/15		Job Code	2002003	
Dwg Check	A Robertson 10/4/15		Approved		
Scale	1:500@A4		Status	DESIGN	
Drawing Number: RR/110					

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ABERDEEN CITY COUNCIL

COMMITTEE	Finance, Policy and Resources
DATE	23 rd April 2015
DIRECTOR	Pete Leonard
TITLE OF REPORT	Strategic Infrastructure Plan Progress Update
REPORT NUMBER	CG/15/49
CHECKLIST RECEIVED	Yes

1. PURPOSE OF REPORT

The purpose of the report is to provide members with a progress update on the delivery of Strategic Infrastructure Plan (SIP).

2. RECOMMENDATION(S)

It is recommended that the committee:

- a) note the content of the report and the progress made.

3. FINANCIAL IMPLICATIONS

There are no direct financial implications arising from this report. All financial implications are managed as part of the Council's capital planning process.

There are no implications for any approved PBB options.

4. OTHER IMPLICATIONS

There are no other direct implications arising as a result of this report regarding legal, resource, personnel, property, equipment, sustainability and environmental, health and safety and/or policy implications.

5. BACKGROUND/MAIN ISSUES

At its meeting on the 6th March 2013, Council agreed to the preparation of a Strategic Infrastructure Plan (SIP) and this plan was presented and approved

at its meeting on the 31st October 2013.

The importance of the SIP can not be underestimated and is one of the key priorities for the Council. It focuses on the delivery of our Strategic and Local Development Plans and is integral to the development of the enabling infrastructure needed to realise the aspirations of all our plans as well as meeting the objectives in the Single Outcome Agreement.

To achieve this the SIP is centred around five key goals:

1. A step change in the supply of housing
2. Better digital connectivity at home and at work
3. Better local transport
4. The skills and labour that Aberdeen needs to thrive
5. A better image for the city

The SIP contains bold, large scale projects that will help deliver these goals and the appendix to this report provides members with a progress update on the delivery of these projects as well as an update to the supporting infrastructure projects.

6. IMPACT

The Strategic Infrastructure Plan relates to the following Single Outcome Agreement objectives:

- We live in a Scotland that is the most attractive place for doing business in Europe;
- We realise our full economic potential with more and better employment opportunities for our people;
- We live in well-designed, sustainable places where we are able to access the amenities and services we need;
- We value and enjoy our built and natural environment and protect it and enhance it for future generations;
- We take pride in a strong, fair and inclusive national identity; and
- Our public services are high quality, continually improving, efficient and responsive to local people's needs.

It also meets the vision of the Community Plan in promoting a strong image of the city and a sense of civic pride and promotes the redevelopment of the City Centre, which is one of the main priorities for the Community Plan and Single Outcome Agreement and supports the Council's 5 year Business Plan in terms of protecting and enhancing the built environment, attracting visitors, workers and investment to protect the economic future of the city, and, to facilitate new development projects to improve Aberdeen's living and working environment.

Given the nature of the Strategic Infrastructure Plan this may be of interest to the public.

7. MANAGEMENT OF RISK

N/A

8. BACKGROUND PAPERS

N/A

9. REPORT AUTHOR DETAILS

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STRATEGIC INFRASTRUCTURE PLAN PROGRAMME DASHBOARD

Project ID	Project Name	Programme/P Project Manager	Stage	Last Completed Milestone	Next Milestone	Milestone Target Date	Project End Date	Timeline			Risk			Budget			Resource			Scope			Benefits			Quality	Notes				
								Pr	Cu	Pr	Cu	Pr	Cu	Pr	Cu	Pr	Cu	Pr	Cu	Pr	Cu	Pr	Cu	Pr	Cu			Pr	Cu	Pr	Cu
AFFORDABLE HOUSING PROGRAMME																															
✓	Appointment of Delivery Partner	Paul Genoe	Implement	Issue draft IPTD to relevant internal services	Issue invitation to submit IPTD	Mar-15	Aug-15	G	A	G	A	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	IPTD was issued internally for feedback and comment and subsequently issued to potential bidders. We are looking to appoint the preferred bidder at the Council meeting of 19th August. This is always subject to no issues within the OJEU tender process. As a result, as well as the quite tight timescales, the status is at amber but this is being closely monitored.	
✓	Former Bucksburn Farm	Paul Genoe	Plan	Continue with site due diligence	Continue with site due diligence	TBC	TBC	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	Site investigations and due diligence work continues to be carried out. Appointment of Consultants for EIA at Bucksburn is now complete and has received Legal sign off.	
✓	Former Craighill Primary School	Paul Genoe	Plan	Public consultation event	Appoint Engineering Design Consultants and continue with site due diligence	TBC	TBC	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	Public consultation meetings have been held for the site. Tender documents have been received for design engineering consultants and analysis of these is currently being carried out. Site layout being revised after consultation with Planning and Community consultation.	
✓	Former St Machar Primary School	Paul Genoe	Plan	Public consultation event	Appoint Engineering Design Consultants and continue with site due diligence	TBC	TBC	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	Public consultation meetings have been held for the site. Tender documents have been received for design engineering consultants and analysis of these is currently being carried out. Site layout being revised after consultation with Planning and Community consultation.	
✓	Former Aberdeen Care Home	Paul Genoe	Plan	Public consultation event	Appoint Engineering Design Consultants and continue with site due diligence	TBC	TBC	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	Public consultation meetings have been held for the site. Tender documents have been received for design engineering consultants and analysis of these is currently being carried out. Site layout being revised after consultation with Planning and Community consultation.	
✓	Former Tillydrone Primary School	Paul Genoe	Plan	Public consultation event	Appoint Engineering Design Consultants and continue with site due diligence	TBC	TBC	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	Public consultation meetings have been held for the site. Tender documents have been received for design engineering consultants and analysis of these is currently being carried out. Site layout being revised after consultation with Planning and Community consultation.	
✓	East Woodcrot	Paul Genoe	Plan	Continue with site due diligence. Submit Proposal for Application Notice.	Receive full Site Investigation Report	TBC	TBC	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	The Proposal for Application Notice has been submitted. Consultation events have been organised. Initial Road design layout completed and sent to the Roads service for comments. Site investigation works completed and recommendations being progressed.	
✓	Former Summerhill Site	Paul Genoe	Plan	Continue with site due diligence	Receive full Site Investigation Report and submission of Proposal for Application Notice	TBC	TBC	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	Topographic survey received from Granite City Surveys for Summerhill. Physical Site Investigation works for Summerhill started end of January. Drilling and geotechnical investigation due for completion with Full site investigation report due in 4 - 6 weeks. Looking to submit the proposal for application notice on Friday 27th March.	
REGENERATION PROGRAMME																															
Middlefield																															
✓	Regeneration Appraisal for the area	Maria Thies	Define	Project planning workshops and draft consultation programme	Carry out community consultation	May-15	TBC	A	G	A	G	A	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	Community consultation has been scheduled for April and May. This will be in the form of a survey and a planning for real approach.	
✓	Re-housing of all those affected by the new road	Martin Smith	Implement	Committee report to agree policy to re-house affected tenants	Matching exercise for those affected	TBC	TBC	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	A meeting has been held to establish appropriate governance around the project. The Housing team continue to put plans in place to rehouse affected tenants. This project will be monitored by % allocated at any given time and the team indicating how they are progressing with reallocating all tenants.	
✓	Delivery of Social Housing for rent through the HRA (Manor Walk)	Maria Thies	Plan	Committee report identifying a preferred site	Establish appropriate project management and governance and set up the design team	Feb-15	TBC	A	A	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	Manor Walk site has been approved by committee for development. Initial desktop studies have been carried out. The Quality status remains at Amber status because there is a still a need to establish appropriate project management and governance. Timeline has an Amber status against it due to a delay in site investigations. There is a need to develop an overall delivery programme to fully understand the impacts of any slippage to certain tasks.	
✓	Former Smithfield Primary School	Maria Thies	Plan	Committee report identifying a preferred site	Establish appropriate project management and governance and set up the design team	Apr-15	TBC	G	A	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	The Quality status remains at Amber status because there is a still a need to establish appropriate project management and governance. Timeline has an Amber status against it due to a delay in site investigations. There is a need to develop an overall delivery programme to fully understand the impacts of any slippage to certain tasks. As part of the previous affordable housing programme public consultation meetings were held for the site.	
✓	Middlefield Community Project Relocation (Henry Rae CC)	Gail Woodcock	Plan	Submission of Stage 2 Application	Complete Business Case.	TBC	TBC	A	A	A	A	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	Confirmation of the grant money from the Scottish Government has now been received. The budget status has therefore changed to green. There has been slippage to the main milestones which is why the timeline is at amber status. To mitigate this external architects have been commissioned. To do the design works and asset management have assigned a project support officer to assist the delivery of the project. It is a tight timeline meaning the risk is at amber status.	
✓	Triangle site analysis	Maria Thies	Define	Appointed consultants to carry out the work	Complete analysis	TBC	TBC	G	G	A	A	G	G	G	G	G	G	A	A	A	A	G	G	A	A	A	A	A	A	Analysis of the site and development of potential solutions is currently being worked on. The Quality status remains at amber because we still require more detail in relation to developing an overall delivery programme. An initial workshop to begin to develop this has been held. Negotiations are still ongoing with the Scottish Government around the CPO process. The outcome of this is crucial to how the site will be developed therefore there is a risk against this.	
✓	Smithfield Court Refurbishment	Maria Thies	Implement	Started on site	Complete refurbishment	Jun-15	Jun-15	A	A	A	A	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	Construction is currently behind schedule which is why the timeline and risk status is at amber. Additional resource has been allocated to the project and an end date of mid June 2015 has now been predicted. The delay is not a big impact to the council at this stage.	
Tillydrone																															
✓	Regeneration Appraisal for the area	Paula Martin	Define	Project planning workshops and draft consultation programme	Carry out community consultation	May-15	TBC	A	G	A	G	A	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	Community consultation has been scheduled for April and May. This will be in the form of a survey and a planning for real approach.
✓	New Community Facility	Paula Martin	Define	First project team meeting	Scope out project and carry out survey in area.	May-15	TBC	G	G	G	G	A	A	G	G	G	G	A	A	A	A	G	G	A	A	A	A	A	A	Initial project meeting has been held. The project will be a main part of the regeneration appraisal of the area and consultation is therefore part of the survey going out as well as the consultation events organised for later in the month. The team are still working on the project documentation with the support of the PMO. There is capital budget allocated for the project however the budget status is at amber until it is established what the facility will be and what the potential costs and income streams will be.	
Torry																															
✓	Sistema	Neil Bruce	Implement	Readvertise and recruit 2 other musicians	Appoint all 6 musicians	Feb-15	TBC	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	Sistema Scotland has now appointed all six musicians to deliver the initial programme in Torry. The Board of Sistema Scotland held its first meeting in Torry Academy on Friday 20th March, meeting members of the local community, elected members and advising on how best to communicate with the group. The design of the Big Noise Torry programme is being supported by the musicians induction, advising on how best to communicate with the group. The design of the Big Noise Torry programme is being supported by the musicians induction, advising on how best to communicate with the group. The design of the Big Noise Torry programme is being supported by the musicians induction, advising on how best to communicate with the group. The design of the Big Noise Torry programme is being supported by the musicians induction, advising on how best to communicate with the group.
✓	Regeneration Appraisal for the area	Bill Watson	Define	Project planning workshops and draft consultation programme	Carry out community consultation	May-15	TBC	A	A	A	A	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	We are continuing to work with the project leads and consultants to develop the relevant project documentation and governance. Community consultation has been scheduled for April and May. This will be in the form of a survey and a planning for real approach.

STRATEGIC INFRASTRUCTURE AND CAPITAL PLAN PROGRAMME DASHBOARD

Project ID	Project Name	Project Manager	Stage	Last Completed Milestone	Next Milestone	Milestone Target Date	Project End Date	Timeline		Risk		Budget		Resource		Scope		Benefits		Quality	Notes	
								Pr	Cu	Pr	Cu	Pr	Cu	Pr	Cu	Pr	Cu	Pr	Cu			Pr
TRANSPORTATION PROGRAMME																						
✓	Third Don Crossing	Hugh Murdoch	Implement	Start on site	completion of project	Dec-15	Dec-15	R	R	R	R	G	G	R	R	G	G	G	G	G	G	There is slippage on this project resulting in the timeline, risk and resource are at red status. Officers are pursuing the updated programme with the contractor in order to understand the impact on completion of construction.
✓	Dyce Drive Link Road / A96 Park & Choose	Tom Rogers	Implement	Signing of Legal Agreements and award contract	Start on site	Apr-15	TBC	A	G	A	A	G	G	G	G	G	G	G	G	G	G	Contract was awarded and contractor has indicated that they will start construction in April with no impact on delivery programme. Agreement still needs to be reached with Transport Scotland over land access and alternatives are being progressed if negotiation are proving to be protracted.
✓	South College Street	Tom Rogers	Define	Commissioned a review of original traffic modelling	Complete review of traffic modelling	TBC	TBC	A	A	R	R	A	A	A	A	R	R	R	A	R	A	A change control request was submitted by the Project Lead and approved by CMT and Admin Leaders to amend the milestones and timeline for project delivery and delay the traffic modelling options review, to coincide with the City Centre Masterplan in June 2015. As a result of this the timeline has been amended and the status was changed from red to amber. It remains at amber because there is a risk that the traffic modelling and options testing will not be completed on time. The main risk is if a significant change is required to the current design, the design and tender documents will need to be amended. Dates are unknown due to the unknown nature of the required changes at this stage. There are big risks in relation to the City Centre Regeneration if a solution cannot be agreed and around further congestion on the network which will impact on the modelling. Due to the unknown nature of outcomes, budget and scope the risk status has remained at red with the others metrics moving to amber status.
✓	Berryden Corridor	Tom Rogers	Plan	Submit CPO information to Legal	Site investigation works and start detailed design	Mar-15	TBC	A	R	A	R	G	A	R	R	G	G	G	G	G	G	Resource implications around identifying land ownership and then securing land for construction have been identified. This process takes a considerable time therefore will have an impact on when the construction can start on site and therefore the completion date. The Transport Team are currently progressing with the detailed design work.
✓	Access from the South	Joanna Murray	Define	STAG Part 1 Appraisal Process	STAG Part 2 Appraisal Process	Mar-16	Mar-16	G	G	G	G	G	G	G	G	G	G	G	G	G	G	Currently going through the STAG 2 Appraisal Process and is on target.
✓	Cross City Transport Connections	Joanna Murray	Define	Issue Tender	Commission feasibility study	May-15	TBC	A	G	G	G	G	G	G	G	G	G	G	G	G	G	The brief was put out to tender at the beginning of March 2015 and tender evaluation/contract award is expected by May 2015.
✓	Central Aberdeen Infrastructure (Union Street)	Joanna Murray	Define		Continue to feed into CCMP process	TBC	TBC	G	G	G	G	G	G	G	G	G	G	G	G	G	G	Pedestrianisation of Board Street and Union Street are now included as part of the development of the City Centre Masterplan. This will enable any proposals for Broad Street and Union Street to have the full strategic context of the wider City Centre plans that will evolve from the masterplan process and will enable us to continue to develop the connectivity strategy for the City Centre in a holistic rather than a piecemeal fashion.
✓	AWPR	John Wilson	Implement	Achieved financial close	Commence construction	Feb-15	Dec-17	G	G	G	G	G	G	G	G	G	G	G	G	G	G	Financial close for the project was achieved in December 2014. Construction started in February 2015 with an anticipated construction completion in Winter 2017. The updated financial model has been released to the managing agent and this is being reviewed with our finance team.
CITY DEVELOPMENT PROGRAMME																						
Andrew Win																						
✓	City Centre Regeneration	Louise MacSween	Define	Complete draft masterplan	Consultation on draft masterplan	Mar-15	Jun-15	G	G	G	G	G	G	G	G	G	G	G	G	G	G	Draft masterplan was completed. Consultation took place throughout March. Submission of masterplan and delivery programme to council will be in May/June.
✓	Marischal Square	Stephen Booth	Implement	Site handover and start on site	Continue construction	On-going	TBC	A	A	G	A	G	G	G	G	G	G	G	G	G	G	The timeline for completion is looking more like June 2017 rather than April 2017 as reported, this will be clarified once a work programme is in place. The marketing strategy is close to being finalised.
✓	New AECC	Scott Ramsay	Plan	Approval of business case by Council	Submit masterplan	May-15	Jan-18	A	G	R	G	R	G	G	G	G	G	G	G	G	G	The business case was unanimously approved at Council in March. The draft masterplan for the new site and existing will be presented to the Communities, Housing and Infrastructure Committee in May 2015.
✓	Aberdeen Hydrogen Project	Angela Taylor	Implement	Complete civil works and launch of refuelling station	TBC	Mar-15	Mar-15	A	G	A	G	G	G	G	G	G	G	G	G	G	G	Formal launch of the buses in operation was on the 11th March.
DIGITAL CONNECTIVITY PROGRAMME																						
Rita Stephen																						
Accelerate Aberdeen																						
✓	In Building WiFi	Wendy Robertson	Implement	Contract awarded	Commence works	Dec-15	Mar-15	G	G	G	G	G	G	G	G	G	G	G	G	G	G	Access Points and cabling routes installed in the majority of sites in January and February. Four sites needed asbestos surveys and cabling works could not start until the report results were published and reviewed. One of the sites will not be complete until April (DCMS are aware of this). Two sites are in the process of refurbishment works so the sensible decision was made not to undertake the cabling works until the refurbishments were completed. This will not be until mid April (DCMS are aware of this).
✓	Wireless Concession	Wendy Robertson	Implement	Contract awarded	Commence works	Feb-15	Mar-15	G	G	G	G	G	G	G	G	G	G	G	G	G	G	The design for Phase 1 is set for completion by Wireless Infrastructure Group by the end of March.
✓	Innovation Hub	Wendy Robertson	Implement	Finalise grant agreements and release funds	Opening of Innovation Hub	Oct-14	Mar-15	G	G	G	G	G	G	G	G	G	G	G	G	G	G	ENET Innovation Hub is due to be opened. Official launch date is to be confirmed.
✓	Voucher Scheme	Wendy Robertson	Implement	Implemented	Consider alternative projects	TBC	TBC	G	G	G	G	G	G	G	G	G	G	G	G	G	G	DCMS have formally extended the deadline for the Accelerate Aberdeen Connection Voucher Scheme to March 2016, partially due to the very low numbers of vouchers issued. DCMS have also approved the use of the scheme for alternative projects. These projects are currently being worked up.

Project ID	Project Name	Project Manager	Stage	Last Completed Milestone	Next Milestone	Milestone Target Date	Project End Date	Timeline			Risk			Budget			Resource			Scope			Benefits			Quality			Notes
								Pr	Cu	Pr	Cu	Pr	Cu	Pr	Cu	Pr	Cu	Pr	Cu	Pr	Cu	Pr	Cu	Pr	Cu	Pr	Cu	Pr	
SCHOOL ESTATE PROGRAMME																													
✓	✓	Euan Couperwhite	Plan	NPR issued	Stage 1 submission approved by the Service	Mar-15	Aug-17	A	A	A	A	G	G	G	G	A	G	G	G	G	G	G	G	G	G	G	G	Design is being worked on and pre planning consultation has taken place. Main risk is getting financial close and construction started on time to deliver the project by August 2017. Timeline and risk status is at Amber. Currently looking to agree financial close by December 2015 at the latest and progress with ground works in Sept 2015.	
✓	✓	Euan Couperwhite	Implement	Continuation of groundworks	Continue to be on target with work programme	every month	Oct-15	G	A	A	A	A	A	A	A	G	G	G	G	G	G	G	G	G	G	G	G	Revised works programme has been received by the contractor and an October move in date is now being predicted. The building contractor has disposed of all contaminated ground. The risk and budget status is at Amber because the cost of this work is to be allocated between the contractor and the Council, with Hub North's Project Manager is to determine the split between the relevant parties, but at this stage the cost is unknown.	
✓	✓	Euan Couperwhite	Plan	Planning application submitted.	Stage 1 submission approved by the Service	Apr-15	Aug-17	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	A planning application was submitted on the 27th February 2015. HUB Stage 1 report was received by the Board and is being considered.	
✓	✓	Euan Couperwhite	Plan					G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	The project is not due to start until 2018/19. We are currently looking to renegotiate the section 75 with the developer.	
✓	✓	Euan Couperwhite	Plan					G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	Meetings with staff and the Parent Council to discuss the plans are being held and we will hold a design session with the staff, pupils and public.	
✓	✓	Euan Couperwhite	Plan	Public consultation	Site investigation works and start detailed design	TBC	Aug-17	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	Public consultations ended on 27 March. The Design Team will shortly appoint external architects and technical support. Site surveys are being procured and should start shortly.	
CULTURE AND SPORTS																													
✓	✓	Neil Bruce	Implement	Award contract	Start on site	Mar-15	Mar-16	A	G	A	G	A	G	A	G	A	G	A	G	A	G	A	G	A	G	A	G	Contract was awarded and construction works have commenced.	
✓	✓	Neil Bruce	Implement	Tender received	Award contract	Mar-15	TBC	A	G	A	G	A	G	A	G	A	G	A	G	A	G	A	G	A	G	A	G	Tenders returned are currently being analysed with the contract due to be awarded in April. Neighbour discussions with Robert Gordon's College have been finalised.	
✓	✓	Andrew Win	Define	Outline business case completed	Finalise way forward for completion of full business case		TBC	A	G	A	G	A	G	A	G	A	G	A	G	A	G	A	G	A	G	A	G	£20k contribution to the Open Space Trust to progress with the completion of a business plan was approved at FFR&R in February. Governance about how this is taken forward has been established.	
✓	✓	Lesley Thomson	Define	Outline business case completed	Capital Plan process	Feb-15	TBC	G	G	R	A	R	R	R	R	G	R	G	R	G	R	G	R	G	R	G	R	An outline business case has been developed. This will be taken through the Council's Capital Planning and Stage Review Process. The risk to the project is not getting any capital budget to proceed. It was suggested in the business case that the project can wait until nearer the end of the 5 year capital plan.	
✓	✓	Lesley Thomson	Plan	Submission of Stage 2 Application	Confirmation of Stage 2 Application	Jun-15	TBC	A	G	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	Aberdeen City Council has committed £1M capital to the project. The total construction costs are £6.3M. APA has committed £1.25M of its own reserves, with stage 2 applications totalling £2.2M pending with Creative Scotland and the Heritage Lottery Fund. An extension to the lease on the Music Hall has been agreed. Historic Scotland has committed £220k and The Robertson Trust £242k. APA is actively fundraising for the balance through trusts and foundations and a fundraising campaign, and ACC has approved in principle a loan guarantee, subject to conditions, for the shortfall, to allow APA to commence works in May 2016.	

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ABERDEEN CITY COUNCIL

COMMITTEE	Finance Policy & Resources
DATE	23 rd April 2015
DIRECTOR	Ewan Sutherland (Acting)
TITLE OF REPORT	Data Centre Provision
REPORT NUMBER	CG/15/24
CHECKLIST COMPLETED	Yes

1. PURPOSE OF REPORT

This report seeks to request committee approval regarding the provision of Data Centre facilities to ensure continuity of ICT Services at the end of the current Managed Data Centre contract in January 2016.

2. RECOMMENDATION(S)

It is recommended that Committee

- (i) approve the intention to enter into an arrangement with Aberdeenshire Council for the provision of joint data centre services.
- (ii) approve tendering through appropriate frameworks for datacentre facilities and related infrastructure hardware and management software.
- (iii) note that expenditure will be contained within the Capital Budget approved for this project by Council on 5 February 2015.

3. FINANCIAL IMPLICATIONS

The capital funding agreed by Aberdeen City Council to facilitate data centre requirements is £2.5M for financial year 2015/16 and £0.5M for financial year 2016/17. Expenditure will be contained within these capitals budgets approved by Council on 5 February for this project. Revenue of £1.7M is committed within the ICT supplies and services budget for the funding for the current managed service contract. This revenue will continue to be available for the provision of the hardware

maintenance and support and software licensing required to manage the data centre facility.

The estimated total 5 year costs associated with Option 3, the preferred option, amount to £7.2M. The costs of the preferred option compare favourably with those relating to the current managed service arrangement. The contract with Atos was signed on 30th September 2010 with total payments made to date amounting to £10.9M, consisting of £7.2M revenue and £3.7M capital costs. If we continued with an Atos type arrangements costs would be likely to see further uplifts to make it commercially viable.

4. OTHER IMPLICATIONS

Property implications

If the recommended option (Option 3) is pursued there are no long term property implications. There may be short term property implications if the transition from our current supplier to a new provider requires some time limited data centre facilities. These could potentially be provided from the ground floor of the Council's Frederick Street building. It is likely that the main communications room in Marischal College would be included as part of the solution.

If an option to use council premises were supported (i.e. Option 1 or Option 2), there would be significant property implications, both in terms of works and maintenance.

Staffing Implications

For the recommended option noted in this report there are implications for staffing. A shared data centre facility would require additional staff to manage the operation of the data centre. There will be TUPE implications for the transfer of staff from the current supplier, which will be finalised during the formal transition period.

Cloud Computing

Principle 3 of the national Data Centre Strategy states that cloud computing is considered and a shift to the cloud takes place when this is the most cost-effective option. The use of cloud should be considered first as organisations address the need to provide greater continuity and disaster recovery capabilities.

While we are not yet in a position to move all of our systems completely to the cloud the intended solution will allow for flexibility to move applications and services to the cloud as and when appropriate to do so.

Cloud services will therefore be adopted where at all possible as and when they become available, subject to assessment and mitigation of risks.

Procurement Implications

A procurement strategy has been developed with the joint procurement unit which entails the use of a framework agreement. A framework agreement is an 'umbrella agreement' that sets out the terms relating to price, quality and quantity under which individual contracts can be made throughout the period of the agreement.

A framework agreement for the provision of data centre hosting services is currently being prepared by the Scottish Government with an intended live date of April 2015. Contractors on the framework will provide Cloud Services including Private Cloud, Public Cloud and Co-location services. This framework is intended to facilitate the proposed joint Aberdeen City/Aberdeenshire contract with a 3rd party facility where selected elements of ICT provision are located within a partly hosted data centre, with a specified disaster recovery arrangement. The framework agreement will facilitate the differing implementation timescale requirements of both councils.

5. BACKGROUND/MAIN ISSUES

Aberdeen City Council currently has a managed data centre contract with a third party which expires in January 2016. There is a need to refresh and upgrade the infrastructure within data centre facilities beyond this date.

National ICT Strategy

In January 2013 the Improvement Service issued the "Local Government ICT Strategy – Delivering Better Services for Communities". This strategy states that Local Government should share future developments and operations and that data centres and associated services should be aggregated and managed by fewer organisations, all with the aim of delivering better services.

In addition, the 'Data Hosting and Data Centre Strategy for the Scottish Public Sector' was issued by the Scottish Government in April 2014. The strategy sets direction and describes how the public sector will adopt approaches for achieving significant efficiency and energy savings using cloud computing, virtualisation and co-location. The strategy makes it clear that individual public sector bodies should not build any new data centres.

Identification and Appraisal of Options

An options appraisal was carried out during 2013/14 with the objective of addressing the continued availability of a data centre to ensure the delivery of ICT services following the end of the current managed data centre contract in January 2016. Service options considered included (i) the Continuation of Managed Data Centre Services, (ii) Partnership working and (iii) Insource and host ACC Data Centre facilities.

Contact was made initially with other local authorities, including Highland and Edinburgh City to gather information regarding future intentions for data centre services. There were no indications at that time that an opportunity was available that would satisfy Aberdeen City Councils requirements.

Preliminary discussions were held with the University of Aberdeen, on behalf of the North East Scotland Shared Data Centre (NESSDC), a partnership comprising The University of Aberdeen, The Robert Gordon University and The North East Scotland College. It was established that there was not enough spare capacity within the NESSDC data centre to host all of Aberdeen City Council's infrastructure.

Meetings were also held with Aberdeenshire Council to discuss Aberdeen City Council's circumstances. Aberdeenshire responded positively and the outcome was to agree a joint investigation into the possibilities of shared working and/or procurement. A joint options review has subsequently been produced to identify all the options available in the provision of shared data centre services.

The options considered were:

- Option 1 Fully owned on premise data centre for each Council
- Option 2a Co-located data centre - Woodhill House or Frederick Street
- Option 2b Co-located data centre with DR
- Option 3 Co-located 3rd Party data centre (partially hosted) with DR
- Option 4 3rd Party data centre (fully managed) with DR

Option1 - Fully owned on premise data centre for each Council.

For this option, both councils house their equipment at their own premises and manage the facility themselves. Aberdeenshire would continue to make use of Woodhill House , and Aberdeen City houses equipment at Frederick Street with the main communications room at Marischal College. The data centre is self-managed.

The estimated total 5 year cost associated with this option is £7.5M. Detailed costing information is provided in the table below.

There is no identified benefit with this arrangement .There is limited ability to improve the power usage effectiveness (PUE) and no disaster recovery facilities.

As a long term solution, this option is not viable from a strategic perspective and is not in line with current Government strategy and recommendations.

Option 2 - Co-located data centre, with or without disaster recovery.

For this option, extensive joint research was carried out with Aberdeenshire Council, to consider whether data centre services could be provided at Woodhill House for Aberdeen City Council, or Aberdeen City Council could provide data centre services at Frederick Street for Aberdeenshire Council, with each Council retaining control of its own ICT provision.

The estimated total 5 year cost associated with this option is £7.0M. Detailed costing information is provided in the table below.

While co-location begins to address Scottish Government requirements to achieve efficiency and energy savings, Frederick Street does not have the capacity to facilitate all the equipment necessary .

Aberdeenshire have determined that that they do not consider this option to be a viable option and is not compliant with their strategic preference.

Option 3 – Co-located 3rd Party data centre (partially hosted) with DR.

For this option, Aberdeen City and Aberdeenshire councils jointly procure rack space within 3rd party hosted data centre facilities. In a partially hosted arrangement the vendor hosts Aberdeen City / Aberdeenshire infrastructure, data and applications and selected elements of ICT provision located are within data centre, with a specified disaster recovery arrangement.

While the Councils are responsible for server infrastructure within the data centre and application customisation, the vendor has responsibility for data centre facilities including availability / security / cooling / power, and also provides a storage option.

This option addresses Scottish Government requirements to achieve efficiency and energy savings enabling the ability to measure the power usage effectiveness (PUE)

The 3rd party vendor provides an option to be responsible for disaster recovery for specific systems.

The estimated total 5 year cost associated with this option is £7.2M. Detailed costing information is provided in the table below.

There is also the potential to provide service on a usage basis with the option to expand to host further ICT provision for either Council as required. There is therefore flexibility to up and down scale as required to meet business demands. The facility needs to be within reasonable proximity to allow staff to attend site.

This option complies with the 'Data Hosting and Data Centre Strategy for the Scottish Public Sector' which was issued by the Scottish Government in April 2014. The strategy sets direction and describes how the public sector will adopt approaches for achieving significant efficiency and energy savings.

Option 4 - 3rd Party data centre (fully managed) with DR.

For this option, Aberdeen City and Aberdeenshire councils jointly procure rack space within 3rd party hosted data centre facilities. The vendor hosts all the data and applications belonging to both councils and is responsible for all server and network infrastructure as well as disaster recovery.

The vendor has responsibility for data centre facilities including availability / security / cooling / power and also provides a storage option. The management of applications is retained in-house.

This option addresses Scottish Government requirements to achieve efficiency and energy savings enabling the ability to measure the power usage effectiveness (PUE)

The 3rd party vendor provides option to be responsible for disaster recovery for specific systems and has full responsibility for providing normal service for functions that are hosted .

The estimated total 5 year cost associated with this option is £7.1M, and this option has most uncertainties in terms of cost. Detailed costing information is provided in the table below.

While this solution is potentially flexible in terms of service provision, there is a lack of control over upgrades and rollbacks. There is a risk associated with the availability of application and database maintenance and support and the control and management of the estate.

A framework agreement for the provision of Hosting Services prepared by the Scottish Government is in progress with an estimated live date of 10th April 2015. This could be utilised to procure the services required.

This option complies with the 'Data Hosting and Data Centre Strategy for the Scottish Public Sector' which was issued by the Scottish Government in April 2014. The strategy sets direction and describes

how the public sector will adopt approaches for achieving significant efficiency and energy savings.

Conclusion: The options appraisal points towards option 3 which indicates the forming of a joint Aberdeen City/Aberdeenshire contract with a 3rd party data centre facility, with a shared disaster recovery arrangement.

This option is a cost effective solution which satisfies the current operational requirements and strategic intentions of both Aberdeen City and Aberdeenshire Councils. It complies fully with the Scottish Governments Data Hosting and Data Centre Strategy.

Indicative costs for the four options considered have been provided on a comparative basis below:

	1. Hosted within existing City premises	2. Colocation Aberdeen shire Woodhill House	3. Colocation - Private sector Facility	4. Fully Managed Private sector Facility
Revenue				
5 year Service Charge	0	133000	1300000	3200000
5 year electricity charges	965000	965000	0	0
Network Connectivity - rental	0	41100	130000	130000
Hardware Support and Maintenance	310000	310000	310000	0
Software Licence, support and maintenance to manage backup/storage/virtualisation	535000	535000	535000	0
ACC Service Management Costs	886000	886000	886000	1108000
ACC Operational Service Costs	2488000	1772800	1772800	443000
Facilities Management Costs (Security/Generator /Air Con)	443000	0	0	0
Sub-total	5627000	4642900	4933800	4881000

Capital:

Hardware Refresh/Provision	1500000	2000000	2000000	2000000
Racks setup	0	0	20000	20000
Network Connectivity - install	0	10000	10000	10000
Transition Staffing Costs	225000	225000	225000	225000
Potential Building Works	150000	150000		
Sub-total	1875000	2385000	2255000	2255000
Total 5 year cost	7502000	7027900	7188800	7136000

Note: costs will not be static each year due to changing demands over time, both up and down.

6. IMPACT

Corporate - This report offers an opportunity for joint working with a partner organisations on projects /contracts.

Aberdeen – The Smarter City 2012 – 2017
Smarter Mobility (ICT)

We will maximise digital connectivity to ensure equal opportunity of access to services for all people.

We will maximise digital connectivity to promote and develop business growth in the city.

Aberdeen City Council’s Five Year Business Plan 2013/14- 2017/18
Delivering our strategic priorities

We will make best use of the financial resources available to us, ensuring best value for the public purse

Corporate Governance Business Plan 2013/14- 2017/18
Citywide network improvements:

We will improve performance and resilience of the ICT network across the city to ensure that it aligns with the business requirements and expectations.

The objective is to respond to the demands of business. The data centre facility will be provide the to meet changing demands, moving to digital systems more quickly.

Public – no direct impact but potential for the end user experience of the general public to improve. eg Customer Services

7. MANAGEMENT OF RISK

There are two identified corporate risks with the potential to impact on the decision required of the Committee.

Business Risk CORP010: Risk that an adequate and consistent quality of service is not defined and delivered and keeps pace with changing customer expectations and technological change.

Technological Risk CORP012: Risk of major business systems failure.

Entering into a joint Aberdeen City/Aberdeenshire tendering arrangement through an appropriate framework with a 3rd Party data centre facility, with shared disaster recovery would mitigate both of these risks by providing on-going access to ICT systems for the Council's Services.

8. BACKGROUND PAPERS

ACC ICT Strategy 2011- 2015

Review of ICT Infrastructure in the Public Sector Scotland (2011)

Local Government ICT Strategy 2013

Scottish Government Data Hosting and Data Centre Strategy for the Public Sector April 2014

McLelland Report: Review of ICT Infrastructure in the Public Sector in Scotland. June 2011

9. REPORT AUTHOR DETAILS

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ABERDEEN CITY COUNCIL

COMMITTEE	Finance, Property and Resources
DATE	23 April 2015
DIRECTOR	Angela Scott
TITLE OF REPORT	Sponsorship of Roundabouts
REPORT NUMBER	OCE/15/008
CHECKLIST COMPLETED	Yes/No

1. PURPOSE OF REPORT

The purpose of this report is to update the Committee on the sponsorship of roundabouts scheme, which was brought in-house on 1 April 2014 for a trial period of one year.

2. RECOMMENDATION (S)

It is recommended that the Committee

- a) approve that this scheme continue to be managed in-house;
- b) authorise the issuing of two year contracts in order to secure future income levels.

3. FINANCIAL IMPLICATIONS

The service has challenging targets to meet for income generation in 2015/16. By providing this service in-house it is possible to retain 100% of the income generated.

4. OTHER IMPLICATIONS

There are no other implications as the Marketing and Design Team will continue to manage this scheme from existing resources.

5. BACKGROUND/MAIN ISSUES

It was agreed by the Enterprise, Strategic Planning and Infrastructure Committee on 13 March 2014, to bring the sponsorship of roundabouts scheme in-house for a period of one year. The scheme was previously outsourced to an external marketing agency, whereby they kept a percentage of the income generated. The Marketing and Design Team had been managing the contract with the marketing agency since 2011 and believed that the scheme could be successfully run in-house.

Since bringing the scheme in-house sales have remained steady with most companies automatically renewing their contracts. However, some of our sponsors are in the oil and gas industry and due to the current financial climate have decided they no longer wish to sponsor a site. This along with the removal of two roundabouts due to changes in road layouts, has led to a drop in income. The team however are on budget to meet their 2014/15 income generation target.

The team does not have a staff member actively selling vacant sites, but has now established a dedicated webpage on the Council's website giving details of the scheme as well as listing which sites are currently available. They have also started to replace sponsorship panels on vacant sites advising that they are available. This has proved to be successful with interest in the scheme and sales from new sponsors increasing since their introduction.

The team have also received numerous requests asking if discounts can be offered to companies wishing to sponsorship the sites for longer periods. As the scheme was only brought in-house for a trial period of one year, we have been unable to offer this. By offering two year contracts we will be better able to plan and secure income.

6. IMPACT

Corporate – the ability to reach income levels as set out in the 5 year Corporate Business Plan and the Marketing and Design Service Plan by maximising income generation, by not paying a percentage to a third party.

Public – No

7. MANAGEMENT OF RISK

The Marketing and Design team will be at risk of not being able to meet the income generation targets set for the 2015/16 financial year, if the sponsorship of roundabouts scheme is not continued in-house.

8. BACKGROUND PAPERS

Sponsorship of Roundabouts Report dated 13 March 2014 (EPI/14/033)

9. REPORT AUTHOR DETAILS

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ABERDEEN CITY COUNCIL

COMMITTEE	Finance, Policy & Resources
DATE	23 April 2015
DIRECTOR	Chief Executive
TITLE OF REPORT	Twinning & International Partnerships
REPORT NUMBER:	OCE/15/009
CHECKLIST RECEIVED	Yes

1. PURPOSE OF REPORT

The purpose of this report is to bring before Committee applications for financial assistance from the International Twinning Budget 2015-2016 and to make recommendations.

2. RECOMMENDATION(S)

That Finance, Policy & Resources Committee approve the following grants from the International Twinning Budget 2015-2016:

- i) Contribution of £7,000 towards 'Cultural Connections' – an event between partners in Aberdeen, Clermont-Ferrand and Regensburg which will be held in Aberdeen, 24-27 September 2015
- ii) Contribution of £7,000 towards the University of Aberdeen's Impact Project which engages audiences in Aberdeen and Bulawayo on maternity care issues faced by mothers in Sub-Saharan Africa, 1 May 2015 – 30 April 2016
- iii) Contribution of £2,300 towards an exchange by Aberdeen 21st Scouts to Gomel to celebrate the 21st anniversary of the twinning link between the scout group and Gomel, 7-14 October 2015
- iv) Contribution of £1,500 towards an exploratory visit by three staff from within the Education Department to Regensburg to develop future secondary school partnerships, 17-21 June 2015
- v) Contribution of £7,000 towards Grampian Concert Orchestra, an Aberdeen-based amateur orchestra, performing in a concert in Regensburg to celebrate the 60th anniversary of the twinning agreement, 5-10 August 2015
- vi) Contribution of £1,000 towards the participation of musicians from Aberdeen at Stavanger's Mai Jazz Festival, 8-11 May 2015
- vii) Contribution of £2,500 towards a delegation from Aberdeen attending a civic reception in Regensburg to mark the 60th anniversary of the twinning agreement, 19-22 June 2015

That Finance, Policy & Resources Committee approve the following amendments to the International Twinning Grant:

- i) That the maximum amount available from the International Twinning Grant is increased from £7,000 to £10,000
- ii) That wording of the criteria be changed to enable applications from individuals/organisations which have previously received three grants – and are therefore no longer eligible to apply for funding – to be duly considered if the applicant can demonstrate that funding is being sought for a new project which engages different audiences

3. FINANCIAL IMPLICATIONS

Full council approved the International Twinning Budget for 2015-2016 of £147,250. The approved budget from the Common Good Fund provides £102,000 of monies towards the support of twinning projects and/or visits. An additional £10,000 has been made available to support projects which celebrate twinning anniversaries in 2015. A total of £112,000 is available to support projects in 2015-16.

	Balance of budget available as at April 2015	£112,000
	Opening Balance	£112,000
i)	Contribution of £7,000 towards 'Cultural Connections' - an event between partners in Aberdeen, Clermont-Ferrand and Regensburg which will be held in Aberdeen, 24-27 September 2015	£7,000
ii)	Contribution of £7,000 towards the University of Aberdeen's Impact Project which will engage audiences in Aberdeen and Bulawayo on maternity care issues faced by mothers in Sub-Saharan Africa, 1 May 2015-30 April 2016	£7,000
iii)	Contribution of £2,300 towards an exchange by Aberdeen 21st Scouts to Gomel to celebrate the 21st anniversary of the twinning link between the scout group and Gomel, 7-14 October 2015	£2,300
iv)	Contribution of £1,500 towards an exploratory visit by three staff from within the Education Department to Regensburg to develop future secondary school partnerships, 17-21 June 2015	£1,500
v)	Contribution of £7,000 towards Grampian Concert Orchestra, an Aberdeen-based amateur orchestra, performing in a concert in Regensburg to celebrate the 60th anniversary of the twinning agreement, 5-10 August 2015	£7,000
vi)	Contribution towards the participation of musicians from Aberdeen at Stavanger's Mai Jazz Festival, 8-11 May 2015	£1,000
vii)	Contribution towards a delegation from Aberdeen attending a civic reception in Regensburg to mark the 60th anniversary of the twinning agreement, 19-22 June 2015	£2,500

	TOTAL	£28,300
	Closing Balance (if recommendations approved)	£83,700

4. OTHER IMPLICATIONS

The health and safety implications of all visits are taken into account during planning, with any exceptional implications addressed at the time of application.

The Twinning & International Partnerships Officer regularly reviews the travel advice provided by the Foreign and Commonwealth Office and is in close contact with counterpart officers in the twin cities to ensure information provided to participants is accurate and up-to-date.

Where individuals/groups from Aberdeen are travelling overseas, comprehensive pre-visit briefings are offered by the Twinning & International Partnerships Officer and all have the opportunity to ask questions and request support.

When participating in overseas visits, Council employees are covered by the Council's insurance policy while non-Council employees are instructed by the Twinning & International Partnerships Officer to obtain comprehensive travel insurance.

Long established twinning links will not be maintained without regular reciprocal visits and ongoing projects being initiated by communities, groups and individuals and there is the potential for the city's international image to be damaged if we don't continue to support established relationships.

Without support from the twinning budget, exchanges and visits of this nature could not take place and people in Aberdeen would lose a wide range of opportunities to engage with the international community. In addition, incoming visitors to the city on twin city projects support the local economy through their participation at events and hospitality and retail expenditure while visiting the city.

The Twinning & International Partnerships Officer will provide a strong link between Aberdeen and our twin cities who also provide organisational support, advice and guidance when required.

They will also make recommendations on funding available to the group and offer support to foster a relationship with the city so that it is long lasting and beneficial to the people of Aberdeen without requiring on-going financial support from the public purse.

All groups participating in twin city activities are encouraged to develop sustainable relationships with their partner groups. Links between most of the twin cities of Aberdeen are active, and links which have not recently been engaged have been contacted to re-establish communications. It is important that all visits and projects through twinning are long-standing and fruitful to ensure their benefit to the local people of Aberdeen, to

establish and promote positively the overseas image of Aberdeen and for best practice to be shared between cities.

5. BACKGROUND/MAIN ISSUES

i) **Contribution of £7,000 towards 'Cultural Connections' – an event between partners in Aberdeen, Clermont-Ferrand and Regensburg which will be held in Aberdeen, 24-27 September 2015**

Twinning Aberdeen has recently been awarded funding from the European Union to support an event in the city which brings together cultural partners from Aberdeen, Clermont-Ferrand and Regensburg. 'Cultural Connections' will enable cultural providers to develop future creative projects between the cities. This project has received support from twin city administrations as well as other internal ACC departments, such as the Culture Department.

Aberdeen City Council became the first local authority in Scotland – and second in UK – to successfully apply for the EU's Europe for Citizens funding strand for the event 'The Impact of WWI on Aberdeen and its Twin Cities' which took place in March 2014. Twinning Aberdeen have again collaborated with the External Funding, Policies and Partnerships Team to create a successful application from the same EU funding strand – being awarded €5000 towards the event.

'Cultural Connections' is a two-day programme which encourages collaboration and partnership working between cultural bodies in Aberdeen, Clermont-Ferrand and Regensburg. The programme consists of three main events: A cultural conference in the city with organisations and individuals presenting cultural programmes and events from their city; a networking opportunity for individuals to enable creative thinking and stimulate future projects between twin city organisations; and a tour of venues and bodies in Aberdeen to highlight creative industries in the city to partners.

Stadt Regensburg and Ville de Clermont-Ferrand have already committed to the project and will send a total of 25 delegates to Aberdeen for the event. This delegation will include representatives from cultural organisations, such as Court Metrage in Clermont-Ferrand, as well as a civic delegation from Regensburg consisting of the Mayor who is in Aberdeen to mark the 60th anniversary between the two cities.

Three twinning anniversaries are being celebrated in 2015, including the oldest relationship between that of Aberdeen and Regensburg. 'Cultural Connections' has been developed to celebrate Aberdeen's relationships with her twin cities by celebrating the cultural offerings of these cities and enabling the creation of future partnerships. The project seeks to encourage cultural, social and economic dialogue and understanding between the European twin cities in order to increase citizen participation in twinning projects and initiatives.

This project has several benefits to Aberdeen City: Dialogue created by participants will enable the creation of future projects and events which will engage with future city audiences; the event promotes professional development and networking opportunities to Aberdeen's creative community; the programme will be free for the public to attend which encourages people interested in, but not necessarily employed by the creative industries, to engage in cultural programmes and volunteering opportunities; hosting the event in Aberdeen showcases the creative industries in the city to international partners; and the event demonstrates Aberdeen's commitment to its Vibrant Aberdeen vision and Smart Aberdeen 2020 Strategy.

This application seeks a total of £7,000 to cover essential costs of hosting international delegates in Aberdeen City, such as accommodation, transport and subsistence.

Expenditure	
Flights	£10,000
Accommodation	£3,750
Subsistence	£2,000
Internal Transport	£2,000
Event costs, ie venue hire	£2,250
Contingency	£1,000
Total	£21, 000
Income	
Contribution from Stadt Regensburg and Ville de Clermont-Ferrand	£10,000
EU funding	£4,000
Total	£14,000
Expenditure-Income	£21,000-14,000
Total requested	£7,000

ii) **Contribution of £7,000 towards the University of Aberdeen's Impact Project which will engage audiences in Aberdeen and Bulawayo on maternity care issues faced by mothers in Sub-Saharan Africa, 1 May 2015 – 30 April 2016**

The University of Aberdeen's Impact Programme works with partners from low and middle income countries to develop healthcare knowledge and best practices. With experience of partnership projects in Sub-Saharan countries, Impact has recently been made aware of Aberdeen's links with the twin city of Bulawayo and are working with partners in the city to develop a project. This is the first time Impact has approached Aberdeen City Council for funding assistance with a project in Bulawayo.

The project aims to engage the public in the twinned cities of Aberdeen and Bulawayo on the issues of transport and referral barriers faced by

pregnant women in sub-Saharan Africa during childbirth. A delay in reaching a suitable health facility can often be fatal for both mother and baby, particularly for women living in remote areas as there is a chronic lack of suitable transport. The project is centered on the creation and performance of a play in Aberdeen to dramatise the experiences of pregnant women. It will bring together the health sector and the performing and photographic arts to raise international understanding on health and social issues, and promote socio-economic well-being and public services. Health representatives from Bulawayo will be in attendance at the event in Aberdeen and members of Aberdeen's Impact Team will take the play to Bulawayo along with other educational material and healthcare supplies.

This year-long project has several strands and will:

- Create a live performance for audiences in Aberdeen city as part of the University's 2015 May Festival. The play will dramatise the barriers pregnant women in low resource settings face when trying to reach a health facility to deliver their babies safely. As an adjunct to the play, there will be interactive displays, a photography exhibition and information stalls to increase the awareness of the public in Aberdeen about maternity and health issues concerning women in sub-Saharan Africa.
- Generate images of women's lives and experiences in Bulawayo, including an online video of the play and photographs depicting pregnancy, healthcare and wellbeing in Bulawayo as resources for public engagement.
- Support the visit of 2 people from Bulawayo to Aberdeen. The purpose of this visit is to initiate the partnership, attend the play and other Mayfest events and visit health/maternity services in Aberdeen. The visitors will be senior representatives of health and maternity services in Bulawayo.
- Support a follow-up visit of 3 people from Aberdeen to Bulawayo after the Mayfest event. The aim of this visit will be to cement and further links in Bulawayo with the health and arts communities in Bulawayo, plan for a future public engagement exercise in Bulawayo in 2016/2017 and develop links in higher education, the arts and public sector services such as healthcare and transport.

This project benefits Aberdeen in several ways:

- It aids with the professional development of healthcare professionals in the city
- It increases Aberdeen's international development profile
- It demonstrates Aberdeen's continued support of the twinning agreement with Bulawayo
- It enhances the diversity of public programmes within Aberdeen
- It supports creative talent in the city as the play is written, directed and acted by local residents

The project also benefits the lives of women in childbirth in and around Bulawayo through public engagement activities in both cities. This goal

will be realised through a cascade of events which stimulate the interests of a public audience, generate awareness of barriers faced by pregnant women in low resource settings, influences policy makers to catalyse priority setting, find solutions and take action.

This application seeks a total of £7,000 towards travel expenses incurred by partners in Aberdeen and Bulawayo during the project as well as contributing towards the creation of public engagement activities in Aberdeen City during MayFest. The remaining costs of the project will be met by the University of Aberdeen Immpact Programme.

Expenditure	
Project management	£6,500
Visas and immunisations	£500
Printed materials	£1,000
Venue Hire	£2,000
Flights	£4,000
Accommodation & Subsistence	£3,450
Aberdeen public event	£2,500
Total	£19,950
Income	
Contribution from University of Aberdeen	£12,950
Total	£12,950
Expenditure-Income	£19,950-12,950
Total requested	£7,000

iii) **Contribution of £2,300 towards an exchange by Aberdeen 21st Scouts to Gomel to celebrate the 21st anniversary of the twinning link between the scout group and Gomel, 7-14 October 2015**

Aberdeen 21st Scouts celebrates the 21st anniversary of its' twinning links with educational establishments in Gomel this year. This also coincides with the 25th anniversary of the cities' official twinning agreement. A delegation of scouts intends to visit Gomel in October to celebrate these anniversaries and further strengthen twinning links.

The Aberdeen/Gomel Scout Project aims to help teach conversational English to school pupils in Gomel. The Young Leaders will visit schools throughout the city and, under the guidance of the English teaching staff, will work in classrooms with pupils on English language projects. The project started in January 2015 with the scout group and schools identifying suitable projects, such as the Doric language and the Scout movement in Aberdeen, which will be studied throughout the year before culminating in joint presentations in October. Both groups of

young people will study their partners' language prior to the visit in October.

The group visiting Gomel consists of nine Explorer Scout Young Leaders and two Scout Leaders. This is the first visit to Gomel by the Young Leaders which, for the first time, includes two young females in the delegation. The Young Leaders will fundraise throughout the year to support their visit by organising jumble and book sales and will collect educational material to donate to the schools. The Young Leaders have adopted Gomel State Children's Centre and will visit the Centre to meet the young people and donate toys, clothing and stationary.

This project provides young people from Aberdeen with the opportunity to engage with new cultural experiences which they may not otherwise have. It also allows them to share their knowledge and teach English abroad whilst promoting ownership of a project as they take responsibility for fundraising to support the endeavour. Access to native English speakers will be greatly beneficial to the Gomel pupils for their own language skills and for learning about different cultures. It is estimated that the Young Leaders will engage with over 200 Belarusian school pupils whilst in the city. The donations of educational material, clothing and toys will also enhance the development of young people in Gomel.

Supporting this project promotes and develops the link between Aberdeen and Gomel in its' 25th anniversary year. It provides young people from both cities with new international experiences, providing them with the opportunity to become 'global citizens'. It also demonstrates a commitment by the groups to maintaining the twinning links that was first established 21 years ago.

This application seeks a total of £2,300 to contribute towards the air fares of the scout group to Gomel. All other costs will be met through fundraising and personal contribution.

Expenditure	
Flights	£3,410
Accommodation	£1,815
Subsistence	£880
Internal Transport	£495
Visa	£990
Total	£7,590
Income	
Other sources of income	£5,290

Total	£5,290
Expenditure-Income	£7,590-5,290
Total requested	£2,300

iv) Contribution of £1,500 towards an exploratory visit by three staff from within the Education Department to Regensburg to develop future secondary school partnerships, 17-21 June 2015

Educationalists from Regensburg have extended an invitation to staff from within schools and the Education Department in Aberdeen to visit Regensburg in June 2015 to further explore the potential for establishing school partnerships between the two cities. This is the 60th anniversary year of Aberdeen's twinning agreement with Regensburg and the development of new school partnerships between the cities would celebrate this. The creation of new school partnerships ensures that future generations are aware of the twinning relationship and that it is still relevant to young people today.

Staff from Von Mueller Gymnasium and Stadt Regensburg's Department for Education, Culture and Sport visited Aberdeen in February 2015 with the aim of creating key contacts with groups in the city who want to develop youth partnerships between the two cities. Their programme included meetings with staff from the Education Department, local secondary schools and youth education enterprises, and included visits to Harlaw and Torry Academies and The Big Sing Project. The delegation received a positive response from the individuals they met and have extended an invitation to them to visit Regensburg to discuss the development of partnerships.

The Aberdeen delegation will spend two days at Von Mueller Gymnasium, meeting staff across various departments and developing knowledge of the German education system. They will also spend one day at BuergerFest – the city's biannual citizens' festival – where students from Von Mueller Gymnasium will be performing. During their three days in Regensburg the Aberdeen colleagues will work with their Regensburg counterparts to develop a plan which will lead to the creation of future school partnerships. Ideas have already been discussed involving the topics of modern languages, music and social enterprise.

The teaching staff expected to travel are the Head Teacher and Head of Modern Languages from Harlaw Academy and the Head of Modern Languages at Torry Academy. Neither of these schools has an active twinning exchange programme and establishing such a link with a secondary school in Regensburg would enable the creation of educational partnerships which will directly benefit young people from different geographical areas in the city. Both schools cover catchment areas with a wide social background and the development of an exchange programme would allow pupils to travel internationally and experience a different culture – an opportunity which they might not

otherwise have. This demonstrates Aberdeen City Council's commitment in aiding the development of young people to become 'Global Citizens' which is a core strand of the national Curriculum for Excellence.

Providing staff with the opportunity to visit the school will instil within them a confidence to establish a partnership which will allow school pupils to participate in future exchanges. Enabling education staff to visit Regensburg also demonstrates Aberdeen City Council's commitment to continued professional development. Local secondary school teachers will gain first-hand experience of the German education system and meet with colleagues to share best practice and discuss challenges within the education profession.

This application seeks a total of £1,500 to support the flights and any incidentals of three education staff to Regensburg. Stadt Regensburg will contribute towards the accommodation, meals and transport of the group whilst in Germany.

Expenditure	
Flights	£1,200
Accommodation	£1,200
Subsistence	£450
Internal Transport	£200
Contingency	£300
Total	£3,350
Income	
Contribution from Stadt Regensburg	£1,850
Total	£1,850
Expenditure-Income	£3,350-1,850
Total requested	£1,500

- v) **Contribution of £7,000 towards Grampian Concert Orchestra, an Aberdeen-based amateur orchestra, performing in a concert in Regensburg to celebrate the 60th anniversary of the twinning agreement, 5-10 August 2015**

The 60th anniversary of Aberdeen's twinning links with Regensburg is being commemorated this year with a series of public and civic events. Stadt Regensburg is hosting an outdoor concert to celebrate its' twinning relationships this summer and has extended an invitation to Grampian Concert Orchestra to represent Aberdeen at the public event.

Grampian Concert Orchestra is an amateur orchestra based in Aberdeen. The group comprises of members from a wide social background in Aberdeen including professionals, students, unemployed

and retired members. The orchestra was established in 1998 and through playing regular concerts in Aberdeen has established itself as a major part of the classical music scene of the city.

Stadt Regensburg is hosting an open-air festival on Saturday 8th August to celebrate the city's various twinning anniversaries this year. As well as musicians from Regensburg and Aberdeen, Stadt Regensburg has also invited classical music groups from Odessa and Budavar to mark their 25th and 10th anniversaries respectively. The concert will take place in the historic courtyard of the Old Town House. To engage and promote the twinning relationship with Aberdeen to as many audiences as possible a range of free outdoor performances has also been arranged for the orchestra outside landmark venues throughout the city on Friday 9th August, such as outside Thon-Dittmer-Palais.

Grampian Chamber Orchestra's attendance at this event will raise the profile of the cities' twinning agreement in this 60th anniversary year. Through performing at free, outdoor public concerts the Aberdeen musicians will engage with a variety of audiences who may not be aware that such a relationship exists. It provides an excellent media opportunity, increasing twinning awareness in both cities.

The musicians will meet with their counterparts from Germany and other countries and work to increase international relations so that a similar concert may take place in Aberdeen later this year at Aberdeen City venues. Many of the orchestra members play in other music groups within Aberdeen, such as Aberdeen Chamber Orchestra, Learig Orchestra, Concordia, Aberdeen Strathspey and Reel Society, Aberdeen Sinfonietta and Aberdeen University groups. This breadth of experience and network of contacts would ensure that any future partnerships with classical music groups from Regensburg could be made available and shared with a number of other Aberdeen City groups.

Aberdeen Concert Orchestra wish to send 27 members to play in the ensemble. The funding available from Aberdeen City Council and Stadt Regensburg will not cover expenses for all of the group but members will personally contribute to their participation in the event to ensure that as many members as possible can share in the experience and create an exceptional performance with a balanced orchestral sound for audiences.

This application seeks a total of £7,000 to contribute towards the travel costs of members of Grampian Concert Orchestra's performance at a

twinning festival in Regensburg in August. Stadt Regensburg and members of the orchestra will contribute towards all other travel costs and accommodation arrangements.

Expenditure	
Travel to Regensburg	£7,798
Accommodation	£7,320
Subsistence	£6,750
Internal Transport	£1,300
Instrument transfer	£1,200
Total	£24,368
Income	
Other sources of income	£17,368
Total	£17,368
Expenditure-Income	£24,368-17,368
Total requested	£7,000

vi) **Contribution of £1,000 towards the participation of musicians from Aberdeen at Stavanger’s Mai Jazz Festival, 8-11 May 2015**

The organisers of Stavanger’s Mai Jazz Festival have invited a jazz group from Aberdeen to participate in the city’s annual jazz festival. This is the 25th anniversary of Aberdeen and Stavanger’s twinning agreement and enabling the participation of a group from Aberdeen at this event will highlight the partnership and opportunities available to a large Norwegian audience.

Mai Jazz is a leading event in Stavanger’s cultural calendar. Since it started in 1989, the event has become one of the largest jazz festivals in Norway with over 14,000 people attended various performances over the five-day programme in 2014. The programme features local and national jazz musicians and has an international element with various performers attending from countries including France. An invitation was extended to jazz groups from Aberdeen to participate in the event to enhance the festival’s international programme and highlight the twinning relationship between the two cities.

The Graeme Stephen Trio are a long-established and well-known ensemble that will represent Aberdeen’s jazz community at the Norwegian event. The Trio consists of award-winning local musicians who have won various accolades, such as Ensemble of the Year at the 2013 Jazz Awards. The musicians will perform at the city’s jazz club Jazz Arkivet on the Saturday night as well as other “pop-up” outdoor stages throughout the festival.

Enabling the musicians to perform at Stavanger’s Mai Jazz Festival will expose local artists to international audiences, which aids their professional development. Future opportunities for collaboration and performance will also be developed between the twin cities as the

group will also meet with the festival organisers whilst here to discuss creating more links between the cities. Developing local musicians and creating diverse culture events demonstrates Aberdeen City Council's commitment to creating a vibrant cultural scene in the city.

This application seeks a total of £1,000 to support the flights of the group to Stavanger and any incidentals incurred by travelling to the airport. Mai Jazz will arrange for accommodation, food and transport for the group whilst in Stavanger.

Expenditure	
Flights	£900
Accommodation	£900
Subsistence	£450
Internal Transport	£100
Travel to airport	£100
Total	£2,450
Income	
Contribution from Mai Jazz	£1,450
Total	£1,450
Expenditure-Income	£2,450-1,450
Total requested	£1,000

vii) Contribution of £2,500 towards a delegation from Aberdeen attending a civic reception in Regensburg to mark the 60th anniversary of the twinning agreement, 19-22 June 2015

The 60th anniversary of Aberdeen and Regensburg's twinning agreement is being celebrated with a series of public and civic events this year. Stadt Regensburg is hosting an official civic reception to mark the occasion in June and has invited the Lord Provost and up to four other delegates from Aberdeen to visit Regensburg to commemorate this.

The relationship with Regensburg is Aberdeen's oldest twinning link. Twinning agreements between European cities was established following World War II to unify nations and encourage closer understanding and collaboration between states. Many successful partnerships have been established over the years between the cities involving local organisations, such as schools and community groups.

An excellent civic relationship between the two cities has been maintained over the previous 60 years. This has in part been due to the continued support for civic visits over the years with delegations visiting the cities to mark 10th year anniversaries. Stadt Regensburg has invited a delegation from Aberdeen to attend a civic reception during its biannual BuergerFest event. BuergerFest is a citizens' festival which takes place throughout the town. Free public performances occur throughout the city in outdoor spaces and indoor venues. These

performances are led by citizens with local bands and school groups actively engaging with the city and participating in performance art.

To capitalise on this opportunity, the Lord Provost wishes to send a delegation to Regensburg that would gain from this experience and encourage a similarly vibrant events programme in Aberdeen City. This delegation would consist of a civic representative of the Lord Provost, council officers and city citizens involved in co-ordinating events and festivals programmes. The Twinning & International Partnerships Officer would be in attendance as the representative who communicates regularly with Stadt Regensburg to promote the cities' twinning relationship and encourage future collaborative work. The Twinning and International Partnerships Officer has been in Regensburg and has met with key contacts in the city, including the Mayor, so can readily communicate between the two parties aiding relations and developing future programmes.

The Lord Provost has also requested the presence of the Head of Communications & Promotions within the delegation. The Director is responsible for overseeing Aberdeen City Council's Events and Promotions service, which includes the development of the city's summer and winter festivals. The Head of Communications and Promotions has also requested to meet with key tourism representatives to understand Regensburg's approach to tourism. As well as an active summer programme which includes festivals such as BuergerFest, Regensburg has also developed an extensive winter festival programme featuring markets and events which attracts over 100 000 people to the city over the winter months.

As well as a civic representative and two officers, the Lord Provost would also like to extend an invitation to two individuals who help to shape the wider city events and festivals programme: The Aberdeen Festivals Manager; and the organiser of Celebrate Aberdeen Weekend. Both these individuals work with Aberdeen City Council and wider city organisations to develop events and festivals throughout the city which promote Aberdeen as a place to visit. Supporting the travel of two people from outwith Aberdeen City Council in this delegation will enable best practices learnt from this experience to be disseminated to a wider audience and aid the development of a diverse events programme in the city. The Lord Provost wishes for this civic invitation to Regensburg to have a wider, long-lasting effect on the city's events programme and has, therefore, selected a varied delegation to visit based on their own experiences of delivering city-wide events and festivals programmes.

BuergerFest is an excellent example of the local community engaging with a city event and the Lord Provost hopes that by sending a varied delegation a similar event will be developed for Aberdeen City. Accepting the invitation ensures that civic relations are maintained between the two cities. An extra £10,000 has been allocated to the International Twinning Budget this year to support such projects that celebrate significant twinning anniversaries.

This application seeks a total of £2,500 to allow five delegates from Aberdeen to represent the city at an official civic reception which celebrates Aberdeen and Regensburg's 60th twinning anniversary. This budget will allow for flights and any incidentals incurred when travelling to Regensburg, such as travel to airport. Stadt Regensburg will contribute towards the accommodation, food and airport transfer costs once the delegation is in Germany.

Expenditure	
Flights	£2,000
Accommodation	£1,500
Subsistence	£750
Internal Transport	£250
Contingency	£500
Total	£5,000
Income	
Contribution from Stadt Regensburg	£2,500
Total	£2,500
Expenditure-Income	£5,000-2,500
Total requested	£2,500

That Finance, Policy & Resources Committee approve the following amendments to the International Twinning Grant:

- i) **That the maximum amount available from the International Twinning Grant is increased from £7,000 to £10,000**

The maximum amount currently available from the International Twinning Grant is £7,000. It is recommended that this be raised to £10,000. Evaluations from previous applicants who have managed large twinning projects, such as schools and sports organisations, noted that fewer participants have engaged with the projects due to rising costs restricting the number of people who can actively take part in twinning exchanges. Increasing the level of funding available enables more citizens to participate in twinning projects and encourages higher quality projects.

Since the £7,000 limit was set in 2012 expenses incurred during twinning projects have substantially increased: travel costs to/from Aberdeen have increased due to taxes on air fares; accommodation for hosting visiting delegations in Aberdeen City Centre has also markedly increased due to high demand in the city, particularly on weekdays; and subsistence costs, such as internal travel and meals, have also risen with inflation and demand.

Increasing the amount available will allow for more participants to engage in twinning projects. Groups with large numbers who travel to twin cities, such as school and youth groups, will benefit from such a

change. This enables more people from Aberdeen to travel to twin cities and experience a different culture. It also contributes to providing groups visiting Aberdeen with a better experience in the city, which will promote Aberdeen as a tourism and business destination to other countries.

An increased level of funding also supports a higher calibre of project which benefits audiences in the city. Higher grants would result in funds being available to support the production of projects. For example, the total cost of a unique collaboration between Sound Festival and Musiques Demesurees in Clermont-Ferrand was £80,000. Increasing the funding available to support such projects encourages a higher quality project which exposes more residents to new cultural experiences in Aberdeen.

- ii) **That wording of the criteria be changed to enable applications from individuals/organisations which have previously received three grants – and are therefore no longer eligible to apply for funding – to be duly considered if the applicant can demonstrate that funding is being sought for a new project which engages different audiences**

The International Twinning Grant criteria states that:

‘Individuals, groups and organisations can only apply to the International Partnerships & Twinning Fund up to a maximum of three times starting from the 1st May 2012 after this time no further monies will be made available from this fund to support new or existing projects you as an individual, group or organisation may be involved in. The maximum three times is not time bound.’

Committee are asked to consider approving the following amendment:

‘Individuals, groups and organisations can only apply to the International Twinning Grant for project support up to a maximum of three times. After this time no further monies will be made available from this fund to support applications made for existing projects you as an individual, group or organisation make. Where individuals, groups and organisations have reached three strikes, due consideration will be given to applications which can demonstrate that a new project will engage with different audiences. New projects are defined as those with different delivery methods and outcomes to previous applications.’

Changing the wording of the criteria allows large organisations to facilitate projects which target different audiences. Organisations which would benefit from this amendment include schools and city council departments. Schools which have developed exchange links with twin cities would continue to receive International Twinning Grant funding if they could demonstrate that different pupils are benefitting from a new experience.

Kincorth Academy, for example, has established a successful 10 year exchange project with a secondary school in Gomel through the drama department. They have expressed an interest in developing a business enterprise partnership with Von Muller Gymnasium in Regensburg, but are exempt from financial support from the International Twinning Grant under current procedure. Such a project would involve new pupils under the direction of a different department. A change in procedure would result in the school being able to apply for funding as they can demonstrate that the International Twinning Grant is being used to support a new international project which targets a different audience.

Only supporting projects that involve new participants ensures that a wide and diverse audience from Aberdeen are given the opportunity to benefit from the cultural experiences that the International Twinning Grant supports and would ultimately result in more applications to the fund.

6. IMPACT

Aberdeen – the Smarter City

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

Smarter Living (Quality of Life)

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

Smarter Economy (Competitiveness)

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

Community Plan

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

Promoting and supporting international exchanges, involving various communities of interest, significantly contributes to Aberdeen City Council Vision as outlined above and to the actions of the Single Outcome Agreement. The outlined twinning projects also align with the cultural strategy vision as it allows for improved communication of cultural opportunities, helps with changing the perception of the city, to

develop a stronger cultural identity and to have increased levels of effective partnership working.

Aberdeen's twin city partnership initiatives:

- Foster international understanding and friendship and an appreciation of cultural diversity;
- Provide Aberdeen's citizens with an awareness of, and insight into, international issues and perspectives and their impact on Aberdeen and Scotland;
- Promote the image and raise the profile of the city overseas; and
- Provide a forum for the exchange of knowledge, expertise, skills, ideas and best practice in any given field.

Opportunities for groups, communities and organisations to access twin city projects and exchanges and for possible sources of funding are advertised through the Council's website, press releases, school circulars where appropriate and the Aberdeen Council of Voluntary Organisations e-bulletin.

Human Rights, Equalities and Diversity: Aberdeen City Council has in place a range of statutory and discretionary plans, schemes and policies to promote equality. Officers endeavour to target groups and communities which have not previously had experience of international visits or exchanges, or have been under-represented in twin city activities. Applicants complete an equal opportunities monitoring form as part of the application process.

8. BACKGROUND PAPERS

None used

9. REPORT AUTHOR DETAILS

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COMMITTEE	Finance, Policy and Resources
DATE	23 rd April 2015
DIRECTOR	Ewan Sutherland - Acting Director
TITLE OF REPORT	Approval to Call-Off Against Framework Agreements
REPORT NUMBER	CG/15/136
CHECKLIST COMPLETED	Yes/No

1. PURPOSE OF REPORT

The purpose of this report is to seek the approval of the Committee to conduct Call-Offs under Scotland Excel Frameworks for Security Services and Janitorial Products and to conduct a Call-Off against the Midlothian Council Framework for First Aid Products.

2. RECOMMENDATION(S)

It is recommended that the Committee approve:

- (i) the undertaking of Call-Offs for Security Services, Janitorial Products and First Aid Products.
- (ii) the estimated expenditure for the procurement of these commodities as detailed in Appendix 1.

3. FINANCIAL IMPLICATIONS

The Frameworks for Security Services and Janitorial Products have been tendered by Scotland Excel on behalf of participating Local Authorities and other participating bodies; and the Framework for First Aid Products by Midlothian Council on behalf of participating Local Authorities. These framework agreements will realise the benefits of collaborative procurement by delivering both financial and quality of service benefits. The expenditure with regards these commodities is contained within existing service budgets.

4. OTHER IMPLICATIONS

An Equality and Human Rights Impact assessment is not required as the approval of the recommendations contained within this report does not appear to have any adverse impacts on people who share Protected Characteristics and no further actions are recommended at this stage.

5. BACKGROUND/MAIN ISSUES

The Frameworks for Security Services and Janitorial Products have been tendered by Scotland Excel on behalf of participating Local Authorities and other participating bodies. Scotland Excel is the Centre of Procurement Expertise for local government in Scotland. Scotland Excel develops and manages collaborative contracts where a strategic requirement is identified across the sector.

The Framework Agreement for First Aid Supplies (including AED's), has been tendered by Midlothian Council on behalf of participating Local Authorities.

User Intelligence Groups consisting of procurement and technical representatives are established with regards development of the procurement strategy relating to each of the framework agreements. Commercial and Procurement Services worked with Services to gather information on the requirements, then liaised with Scotland Excel and Midlothian Council to ensure that the needs of the Services, were incorporated into the design of the specifications and the subsequent evaluations of the tenders that were received.

6. IMPACT

Corporate – This report relates to “Aberdeen – the Smarter City”

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

This report relates to the Combined Community Plan and Single Outcome Agreement as follows:

- Our public services are consistently high quality, continually improving, efficient and responsive to local people's needs

The procurement process for each of the Call-Offs will be undertaken by Commercial and Procurement Services in conjunction with Cross Functional Teams within the Council.

Public – The commodities detailed within this report are as such that it is unlikely there will be significant public interest in this report.

7. MANAGEMENT OF RISK

Risks relating to the supply of these commodities have been identified and will be addressed through risk management techniques.

8. BACKGROUND PAPERS

N/A

9. REPORT AUTHOR DETAILS

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Appendix 1

1. Security Services

Framework Agreement Background

The framework agreement for the provision of Security Services and Equipment has been set up by Scotland Excel on behalf of its member councils and other key stakeholders. This framework has been designed to maximise a collaborative opportunity in delivering quality services and best commercial outcomes. This framework is intended to provide an efficient method of engaging with service provider(s) for a wide range of security services. It is anticipated that both councils and service providers will benefit from having a standard method of engagement.

This framework provides councils and other participating bodies with a mechanism to procure a wide range of security services and solutions ranging from traditional manned guards to more sophisticated technology based solutions such as intruder and fire alarms, sprinkler systems and CCTV. Council events departments would also utilise the services of event stewards for public events such as fireworks displays and Hogmanay celebrations as well as taxi marshalling services for late night and weekend city centre taxi ranks.

Framework Duration

This framework is effective from 1 April 2015 until 31 March 2018 with an option to extend up to 31 March 2019.

Services on Framework

The framework is split into 6 distinct lots and is structured as follows:

Lot 1	The provision of Manned Guarding Services (Including Mobile & Key holding)
Lot 2	The provision of Event Stewarding and Marshalling Services
Lot 3	The provision of CCTV Security Systems
Lot 4	The provision of Security Alarm/Access Systems
Lot 5	The provision of Fire Detection Alarm/Sprinkler Systems
Lot 6	The provision of combined CCTV, Security Alarm & Fire Systems

Community Benefits

A wide range of benefits were offered across the supply base with some of the potential benefits offered including;

- Work experience and apprenticeships;
- Training and development for schools and colleges;
- In house company training schemes for unemployed and young people;
- Employment support for disabled people;
- Sponsorship of local community projects and charities

Method for Selecting Providers

Call-Off under this framework agreement can be undertaken using one of the following options; direct award or mini competition.

Expenditure

Based on current spend information provided by Scotland Excel regarding this provision it is estimated that the annual spend within the Council will be £465,000 across all lots, with an estimated total spend of £1.8M over the four year framework agreement period. The figures provided by Scotland Excel with regards this provision show an estimated annual saving of £50,400. The expenditure with regards Security Services is contained within existing service budgets.

2. Janitorial Products

Framework Agreement Background

The framework agreement for the provision of Janitorial Products has been set up by Scotland Excel on behalf of its member councils and other key stakeholders. This framework has been designed to maximise a collaborative opportunity in delivering quality services and best commercial outcomes. This framework is intended to provide an efficient method of engaging with service provider(s) for a wide range of Janitorial Products. It is anticipated that both councils and service providers will benefit from having a standard method of engagement.

Framework Duration

This framework is effective from 1 March 2015 until 28 February 2018 with an option to extend up to 28 February 2019.

Services on Framework

The framework is split into 3 distinct lots and is structured as follows:

Lot 1	Paper – Wipers, paper towels and toilet tissues
Lot 2	Janitorial – Detergents, mops and various cleaning equipment
Lot 3	Chemicals – Floor cleaners, wash room cleaners and catering specific cleaners

Community Benefits

A range of benefits were offered across the supply base, Scotland Excel will monitor the delivery of the benefits by obtaining progress/evidence reports from suppliers.

Method for Selecting Providers

Call-Off under this framework agreement can be undertaken using one of the following options; direct award or mini competition.

Expenditure

Based on current spend information regarding this provision it is estimated that the annual spend will be £225,000, with an estimated total spend of £900,000 over the four year framework agreement period. The expenditure with regards Janitorial Products is contained within existing service budgets.

3. First Aid Supplies (Including AED's)

Framework Agreement Background

The framework agreement for the provision of First Aid Supplies (including AED's) has been set up by Midlothian Council on behalf of participating local authorities. This framework has been designed to maximise a collaborative opportunity in delivering quality services and best commercial outcomes. This framework is intended to provide an efficient method of engaging with service provider(s) for a wide range of First Aid Supplies (including AED's). It is anticipated that both councils and service providers will benefit from having a standard method of engagement.

Framework Duration

This framework is effective from 9 March 2015 to 8 March 2018, with the option to extend by a further one year period.

Services on Framework

The framework is split into 3 distinct lots and is structured as follows:

Lot 1	First Aid Supplies
Lot 2	Personal Care Supplies
Lot 3	Automated External Defibrillators (AED's) including accessories

Method for Selecting Providers

Call-Off under this framework agreement can be undertaken using one of the following options; direct award or mini competition.

Expenditure

Based on current spend information regarding this provision it is estimated that the annual spend will be £20,000, with an estimated total spend of £80,000 over the four year framework agreement period. The expenditure with regards First Aid Supplies (including AED's) is contained within existing service budgets.

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ABERDEEN CITY COUNCIL

COMMITTEE	Finance, Policy and Resources
DATE	23 April 2015
DIRECTOR	Pete Leonard
TITLE OF REPORT	Equality Outcomes and Mainstreaming Progress Report 2013-15
REPORT NUMBER	CHI 15/147
CHECKLIST COMPLETED	Yes

1. PURPOSE OF REPORT

This report provides members with an update on progress achieved at the end of Year 2 of Aberdeen City Council's Equality Outcomes for 2013-2017.

2. RECOMMENDATION(S)

The Committee is asked to

- a. Approve the Equality Outcomes and Mainstreaming Progress Report for 2013-15 for publication
- b. Note the progress since publication on 30 April 2013 of the Equality Outcomes and Mainstreaming report 2013 -2017
- c. Note that several services have actions in place or actions planned to deliver progress to achieving the outcomes and addressing the gaps in provision as identified through the community engagement exercises. This is so that there are positive outcomes for communities and employees to report and promote in the final report no later than April 2017. See Appendix 1.
- d. Note where there are gaps in contributions from services and encourage Heads of Service to use this opportunity to promote the improvements made in service provision which make our services more accessible to all
- e. Note the examples of contributions from communities at Appendix 2
- f. Agree new and revised Equality Outcomes for 2015-17 for publication (Appendix 3)

- g. Approve the Council's Employee Information for publication. See Appendix 4.

3. FINANCIAL IMPLICATIONS

Directors and Heads of Services are setting and delivering actions to meet the identified outcomes and will, therefore, identify resources to deliver on their actions within their Business Plans. Following completion of individual Equality and Human Rights Impact Assessments there may be actions which will require resources to mitigate any potential negative impact on equalities.

4. OTHER IMPLICATIONS

Directors and Heads of Services need to have clearly identifiable actions and indicators within their business plans to evidence how they are contributing to the Council's Equality Outcomes This will make reporting easier in the future.

5. BACKGROUND/MAIN ISSUES

- The public sector equality duty, which is set out in sections 149-157 and schedules 18 and 19 of the Equality Act, came into force on the 5th April 2011.
- It replaces the previous public sector equality duties, the Race Equality Duty (2002), the Disability Equality Duty (2006) and the Gender Equality Duty (2007).
- The specific duties were created by secondary legislation in the Equality Act 2010 (Specific Duties) (Scotland) Regulations 2012. The specific duties came into force on 27th May 2012.
- The duties were implemented from 2013 and the first reports required under the legislation – on Equality Outcomes, Mainstreaming and Equal Pay were published on 30 April 2013.

Aberdeen City Council, like all listed authorities, developed and produced a set of Equality Outcomes, which we consider will enable us to better perform the general equality duty. This combined set of Equality Outcomes included those of the Education Authority (Appendix 5) and the Licensing Board (Appendix 6).

Both the Education Authority and the Licensing Board have reviewed their sets of Equality Outcomes and contributed with updates with their progress .

- This report advises on progress on actions which will help meet our requirements under the Specific duties to :
 - report on mainstreaming equality
 - publish equality outcomes and report on progress
 - assess and review policies and practices
 - gather and use employee information
 - publish gender pay gap information
 - publish statements on equal pay
 - consider award criteria and conditions in relation to public procurement.
 - Publish in a manner that is accessible
- We have engaged with services to produce the table at Appendix 1 which shows the Equality Outcomes from 2013 their contribution some examples of good practice.
- Members will note that there are some gaps in service responses
- Appendix 2 demonstrates the engagement of communities in reviewing progress. To develop the Equality Outcomes, which were published in April 2013, a comprehensive evidence review was undertaken that presented a baseline selection of the key facts and figures we know about groups that meet one or more of the protected characteristics.

We also used a variety of community engagement mechanisms in developing the Equality Outcomes. Similarly we have at the end of Year 1 and Year 2, involved the different community of interest forums and equality groups in reviewing our progress, and have carried out surveys and focus group discussions.

Our Equality and Mainstreaming Progress Report updates on progress made over the last two years on our Outcomes and contains the employee information that the Council is required to publish. (Appendix 4).

Although we have had positive feedback with people telling us that they have seen progress, key issues which are important to them still remain. We have amended our Equality Outcomes for 2015-17 to take account of these and to give a clearer steer to all stakeholders and a sharper focus on what are the key equality priorities. The new and revised Equality Outcomes for 2015-17 appear as Appendix 3.

6. IMPACT

Corporate:

- The Equalities Outcomes have been developed in line with the Council's vision, Aberdeen - the Smarter City. We will ensure all citizens are encouraged and supported appropriately to make their full contribution. In order to address this, we will challenge inequalities wherever they exist and bring our communities closer together.
- The Equalities Outcomes are aligned to fit in and support the Outcomes identified within the Single Outcome Agreement, which have the underlying principles of:
 - targeting the most in need
 - reducing isolation of minority communities.
- The Equality Outcomes since they are all about improving services and access to services for the citizens of Aberdeen offer positive opportunities for joint working with partner organisations on projects/ activities.

Public:

- This report is highly relevant to ensuring that the council meets the General Equality Duty.
- An Equality and Human Right Impact Assessment has been carried out and is attached to this report.
- The impact assessment indicates that the progress on the Equality Outcomes will contribute positively to all three parts of the General Duty: To eliminate discrimination, advance equality of opportunity and foster good relations.

7. MANAGEMENT OF RISK

Delivering on the published Equalities Outcomes will help public authorities comply with their legal duties under:

- a. Section 149 of the Equality Act 2010 (the public sector equality duty), and
- b. The Equality Act 2010 (Specific Duties) (Scotland) Regulations 2012

Failure to mainstream equality, or comply with the law risks enforcement action, legal challenges, loss of reputation and damage to the legitimacy of the Council.

8. BACKGROUND PAPERS

- The Equality and Human Right Impact Assessment (EHRIA)
- The Equality Outcomes and mainstreaming Progress Report 2013-2015
- Appendix 1* – Progress on Equality Outcomes
- Appendix 2*– Issues raised at engagement events
- Appendix 3* – The new and revised Equality Outcomes
- Appendix 4* – Employee information
- Appendix 5* – Education Equality Outcomes and Mainstreaming Report
- Appendix 6*– Licensing Board Equality Outcomes Review

* All appendices have been compiled into one document. Please press on [Appendices for the Equality Outcomes and Mainstreaming Report 2015](#) to download.

9. REPORT AUTHOR DETAILS

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*Aberdeen City Council's
Equality Outcomes and
Mainstreaming Progress Report
2015*

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1. Introduction

Our Vision is for Aberdeen to be an ambitious, achieving , smart city. We will ensure all citizens are encouraged and supported appropriately to make their full contribution. In order to achieve this we will challenge inequalities wherever they exist and bring our communities closer together.

2. Why we publish Equality Outcomes

Aberdeen City Council like other public authorities has for the last two years published equalities information, so that we demonstrate compliance with the Equality Act 2010 to give due regard to:

- Eliminating discrimination, harassment and victimisation
- Advancing equality of opportunity between persons who share a protected characteristic and those who do not share it
- Fostering good relations between persons who share a protected characteristic and those who do not share it.

In support of the general duty and to respond to the two requirements of the specific duties the council are required to publish:

- A mainstreaming report;
- A report on progress made towards achieving equality outcomes published in 2013;
- Annual employee information together with details of the progress made in gathering and using the information to better meet the duty; and
- updated gender pay gap information.

3. Progress on Equality Outcomes

Appendix 1 is a landscape table which evidences the progress and achievements across the council in delivering the Equality Outcomes.

4. Community Engagement

The basis of our community engagement has always been the strong relationships we have developed with our communities of interest and of the part which they play as our “critical friends”. The role of “critical friend” is being further developed as we review our funding arrangements and expectations with our voluntary organisation partners, for example, Grampian Regional Equality Council (GREC).

Our effective community involvement with, for example, the Lesbian, gay, Bisexual and transgender plus Others (LGBT+) community, is regularly recognised by Stonewall Diversity Champions in their annual Workplace Equality Index score. We have built new and strengthened existing relationships, supporting community groups and voluntary organisations so that we foster good relations and optimise opportunities for partnership working to advance equality of opportunity.

There are examples of our community engagement exercises and feedback at Appendix 2.

We have worked over the years with Gypsy/ Travellers to encourage and support their representation on forums and now have Gypsy/ Traveller representation on our Grampian Inter-agency Group and on the Civic Forum, which is the community voice of Community Planning.

We are building links with two new groups – the Aberdeen Multicultural Centre and the Nigerian Women in Aberdeen Association, with both groups being keen to take lead roles in this year's One World Day event.

Education officers worked with the Ethnic Minority Forum to deliver a workshop on removing barriers and increasing the participation of ethnic minority parents in parents' councils as part of the "Gathered Together" project. This year has seen links further developed with the Romanian Society. Members of Aberdeen Multicultural Centre were supported by the Council's Cultural grants budget to deliver an excellent programme for International Mother Language Day on 22 February 2015, which attracted several hundred participants.

People with disabilities have been involved in council plans for the Duthie Park restoration, the Art Gallery and Music Hall renovations. We have worked extensively with the Disability Advisory Group over the last year so that it becomes more welcoming and accessible to all and more focused on tasks, solutions and outcomes and less on receiving presentations. Officers are working hard to help ensure that there is an inclusive access panel or accessibility forum for the city so that there is broad representation to present the issues of the wider community of disabled people to the council. This group, as per the Disability Advisory Group, should include input from young people, from families where there are children with disabilities and from ethnic minority communities who represent Aberdeen's cultural diversity.

We recently followed a consultation with NESS (North East Sensory Services) Users' Forum, by an afternoon and an evening session joint consultation with the British Deaf Association for BSL users around the Equality Outcomes (2013-15). We recognise that this is a very marginalised group who are also experiencing the impact of the nationwide shortage of BSL Interpreters.

Similarly we acknowledged that we needed to strengthen our Interfaith relationships and our equality work around this theme. We participated in Aberdeen Interfaith meetings and identified key contacts to involve in the planning and delivery of activities around Holocaust Memorial Day and One World Day.

From a joint "Women of Faith and No-Faith" workshop which we ran with partners Engender in November 2014, we are building a network of contacts who have expressed an interest in a Women and Faith forum in the city. As with the other equality forums/groups we will provide support and assistance in establishing a new forum.

To meet our duty to advance equality of opportunity and to foster good relations, we deliver (sometimes with partners) and support voluntary sector organisations to deliver events to mark International Days locally, such as International Women's Day on 8 March, LGBT+ History Month in February and, Gypsy/ Traveller History Month in June. These bring together different groups to break down cultural barriers and raise awareness of their different needs. Aberdeen City Council, as a member of the European Collation of Cities Against Racism (ECCAR) , personalised the ECCAR poster for International Day against Racism on 21 March and promoted widely by electronic and hard copy, the unambiguous message, "Aberdeen against Racism".

We also try to link people from across the different groups with protected characteristics so that people see themselves as having multiple identities, for example, having more young people now from Aberdeen City Youth Council represented on the Ethinc Minority Forum and trying to involve more young people on the disability groups.

City Voice Aberdeen, the city panellist survey, has for the second year asked a series of questions on equality to measure any difference in attitude over the year. Last year the most popular response to the question "What more could the council do to improve the quality of life for people from different equality groups in the city?" was "Actively encourage integration/interaction between groups." This year, that answer came well down in 8th place at 3.7%. Within this year's top 2 answers were:

- "Ensure equality for all, not just "equality groups"" (10.2%) and
- "Everything's okay as it is- no improvements necessary" (7.5%).

This demonstrates the need to promote more effectively the council's statutory duties to foster good relations and advance equality of opportunity and to raise awareness of the protected characteristics covered by the Equality Act 2010, so that people understand that we all have one or more of the protected characteristics.

5. Integration of Equality and Human Rights

We recognise that whilst we have integrated a Human Rights Assessment into our Equality Impact Aseessment process, we have some way to go to achieve a rights – based culture. It is also acknowledged that there is an outstanding piece of work to mainstream the Scottish National Human Rights Action Plan (SNAP) into the activities of the Council. The opportunity has therefore been taken at this juncture of reviewing the Equality Outcomes to add as outcome, "Human Rights based culture within our organisation" so that a Human Rights dimension is woven into the equality agenda for change.

We have reviewed and streamlined our Equality Outcomes to provide a sharper focus with clear priorities and targets, to integrate a human rights dimension and to

strengthen the outcomes for the Licensing Board. The new Equality Outcomes for 2015 – 17 appears at Appendix 3.

6. Mainstreaming Report

The specific duties require us to report on the progress we have made to make the general equality duty integral to the exercise of our functions: to mainstream equality.

Mainstreaming equality means integrating equality into our day-to-day working. We do that through:

i. Leadership/Commitments:

Leadership helps to shape the culture of an organisation and is extremely important in the context of the mainstreaming duty

- The Chief Executive, Angela Scott was the key speaker at the Annual General Meeting of Aberdeen Women's Alliance in the summer of 2013. Aberdeen Women's Alliance is the consultative forum for women who live and/or work in the city to provide two way communication between women and the council and community planning partners.
- The Lord Provost, Councillor George Adam visibly demonstrates his on going commitment to Equality by addressing and hosting many of the community events with diverse audiences. For example

In August 2014 , the Lord Provost addressed the very successful 'One World Day' event in the city centre where he reinforced the fact from the 2011 Census that Aberdeen is the most diverse City in Scotland.

The Lord Provost has hosted celebratory events, for International Women's Day 2014 and 15, which marked women's contributions as assets to their communities, workplaces and to city life. These events have reflected the diversity of Aberdeen's international communities and have each attracted more than 200 women each year. The events have also proved to be successful networking opportunities which have allowed groups to further integrate city wide and so have fostered good relations.

International Women's Day 8th March 2015, Beach Ballroom



- Our elected members, leaders and senior officers understand their commitment to equalities through briefings, awareness raising campaigns by poster and on council Intranet site. We have active cross party elected member representation on our Disability Advisory Group, the Older People's Advisory Group and the North East LGBT + Development Group. Our elected members regularly support events such as the Rainbow Family and Friends Day, International Day against Transphobia and Homophobia, International Day for Older People and the Holocaust Memorial Day.
- About 200 employees and councillors signed the "No Bystanders" pledge in November 2014. The "No Bystanders" pledge was launched by the Stonewall, the organisation which champions LGBT+ issues in the workplace. The pledge was broadened to apply to all the protected characteristic groups and aims to tackle bullying and abuse. It encourages everyone to take a stand against bullying, harassment by checking their own language and intervening when they hear offensive language from others.

By signing the No Bystanders pledge, our staff, elected members and senior officers reinforced the message that bullying, harassment, prejudice or discrimination will not be tolerated in the Council.



- Following an organisational restructure, the Community Planning Team which includes the Equality staff is now located within the Communities and Housing Service, as part of the Communities, Housing and Infrastructure Directorate, reporting to that committee. The new Director and Head of Service have each stated their commitment to making equality happen and are quite clear that they want to see strengthened focus on the links between the central strategic work and equality of opportunity as delivered through positive outcomes from front line services, for example, education, housing and employment.

Being closer to colleagues in Housing and Infrastructure services should have a direct, positive impact on mainstreaming equality through to service delivery.

ii. Partnership Working

- We have built new and strengthened existing relationships, supporting community groups and voluntary organisations so that we foster good relations and optimise opportunities for partnership working to advance equality of opportunity.
- To ensure best value services, we reviewed our arrangements with several voluntary organisations receiving grants from the Council's Equality budgets to ensure they are helping us to deliver our Equality Outcomes.

There has been less partnership work at a local level with the Police and Fire Services on the equalities agenda since the centralisation of their services. The impact of the loss of resources locally has meant less joined up working on equality and community development.

However the review of the city's Community Plan and the Single Outcome Agreement, currently taking place, may be the time to refresh those opportunities for joined up working.

We have been working with Aberdeen University, the Robert Gordon University, Gay Men's Health and Shell through the North East LGBT+ Development Forum to address the challenge of LGBT+ bullying in schools and further and higher educations establishments.

We have continued to work closely with colleagues at Grampian Regional Equality Council on activities and events to mark local and national events, e.g. Rainbow Days, International Day for Older People, International Day against Homophobia and Transphobia and National Social Justice Day.

We are part of the Access ABZ Forum, an example of working with the private sector, to help the continuous improvement and review of Persons with Restricted Mobility (PRM) at the airport.

iii. Engagement with other Services

The Corporate Equalities Team work collaboratively across services with key council officers and within partnerships, to mainstream equality across and throughout services so that we deliver positive outcomes. Examples of this include: The Grampian Gypsy/ Traveller Interagency Group, the Disability Advisory Group, the Older People's Advisory Group and the North East LGBT + Development Group.

The corporate lead for the development, production and implementation of the Council's first Gaelic Language Development Action Plan lies with the Equalities Team who work across the council with colleagues from Education, Infrastructure and Communication services .

iv. Communication and Access

We refreshed and relaunched our Accessible Communications Guidelines to take on board the barriers to communication with the council which people had raised with us.

<http://thezone.aberdeen.net.uk/nmsruntime/saveasdialog.asp?IID=21972&slD=6023>

We have produced our first Equality Outcomes Newsletter in alternative formats including BSL so that the public are kept up to date with our progress and achievements.

http://www.aberdeencity.gov.uk/council_government/equality_and_diversity/eqd_equality_diversity_home.asp

We have worked very closely with the chair of the Learning Disability Group to ensure that documents produced and published about equality issues are available in an easyread format.

All our council published documents come with the option of requesting that document in an alternative format or community language. Our Inward Migration Working Group has contributed to the Integrate Grampian Welcome brochure “Living and Working in North East Scotland” which provides an introductory guide to incoming workers and their families. This document was also translated in European community languages.
http://www.aberdeenshirecommunitysafety.org.uk/welcome_leaflet/index.htm
!

We part fund the post of Minority Ethnic Outreach worker based within Langstane Housing Association to provide guidance and informed advice to people from ethnic minority communities in Aberdeen and Aberdeenshire. People contact the project worker for:

- Housing enquiries and advice on housing options available
- Assistance with housing applications and Homehunt registrations
- Where appropriate, representation before local authorities and other organisations in housing-related cases
- Referrals to relevant organisations for further assistance.

Our InterTrans service deals with an average 360 requests for interpreting and translation per month (2014-15), a 33% increase from an average 270 requests per month for financial year 2013-14. The most frequently requested languages are Polish, Russian, Lithuanian, Mandarin and Latvian. These statistics follow the change in demographic trends of Aberdeen’s communities, where we see the increase in the ethnic minority population from 7.2% of Aberdeen’s population in the 2001 census to 23.5% in the 2011 census. Aberdeen is now the most diverse city in the U.K.

The 4,563 migrant workers who registered for a National Insurance number in Aberdeen during 2012/13 represented 2.9% of the city’s working age population. This is the second highest proportion in Scotland, after Edinburgh at 3.1%. 22% of the migrant worker total are Polish people.

We now meet with our Interpreters/ Translators twice per year so that we can all raise and resolve issues smartly to ensure the service is continually improving. This has proved a great opportunity for improving working relationships, networking and sharing information.

The InterTrans service co-ordinators and the development workers played a key part in Code the City Aberdeen which took place in July 2014. This is an annual civic hacking event where over 50 volunteers with a shared interest in making life better, worked over the weekend on projects involving coders, designers, writers and service experts. The plan is to make the Intertrans service more web-based with work being requested and assigned through a

web based system, thus reducing the current time spent on administering the system.

The Council's Gaelic Language Plan sets out our aims and ambitions for Gaelic in the local authority, our schools and communities over the next five years. The plan details how we aim to increase the attainment, usage and visibility of Gaelic in Aberdeen.

v. Training and Awareness Raising

The Council has in place two on-line interactive modules one entitled 'Diversity and Equality Essentials' and the other 'Managing Diversity and Equality'.

Targeted at all employees, 'Diversity and Equality Essentials' covers the key provisions of the Equality Act and the general and specific employer duties relating to public organisations. The 'Managing Diversity and Equality' is aimed at managers and supervisors and provides users with practical guidance on managing diversity and equality issues, helping them to assess their strengths and areas of development in respect of leading diverse teams.

As part of the recruitment and selection course, 'Smarter Selection', there is a section covering 'recruitment and the law' which covers the aspects of the Equality Act and a range of case study scenarios on various protected characteristics. This is to train managers in the avoidance of unlawful discrimination when recruiting and selecting.

To complement the above, a 'Pit Stop' training session has just been developed on diversity and equality. The 'Pit Stop' programme comprises short one hour sessions designed for those employees who may only have limited time to attend training. This session is based around a video entitled 'Respect' which features various scenarios constituting discrimination and/or harassment in the workplace. After watching the video, there follows a discussion with participants on the scenarios, to hear their perceptions and views on each case so that we raise awareness of diversity and equality issues and emphasise the need for all employees to adhere to the core behaviour of 'respect' in the workplace.

vi. HR Activities

- We held a diversity and equality fair on employment at the Council's headquarters building with a range of stalls covering the various protected characteristics to raise awareness of employment equality and diversity amongst staff.

The informal feedback from participants was positive and it appears to have met its objective of raising awareness of diversity and equality issues amongst those employees who attended the event. The completed evaluation questionnaire confirmed this.

This event is an example of the Council trying to mainstream diversity and equality issues amongst the workforce.

- An LGBT+ event in conjunction with the employee counselling service (timefortalking) raised awareness of the availability of the counselling service for any potential users among our LGBT + employees. Managers, colleagues, relatives/friends of LGBT+ employees were also invited.
The event evaluation survey generated mainly positive comments regarding its usefulness. The numbers making use of the employee counselling service are regularly monitored.
This event is an example of the Council engaging with and supporting LGBT+ employees we ran.
- We ran several employability skills sessions targeted at ethnic minorities to assist individuals with understanding recruitment and selection processes, in making job applications and preparing for interviews.
The evaluation survey information was used to shape the subsequent events. The numbers of ethnic minority candidates applying for and being appointed to Council jobs will continue to be monitored to identify if numbers are increasing.
- We designed and promoted a set of posters for internal use in the Council to raise awareness of diversity and equality in employment. This was complemented by equality related posters for external use to promote working for the Council and highlight the organisation as an equal opportunities employer.
- We have produced a set of guidance notes to assist with the management of employees undergoing IVF treatment or proposing to undergo such treatment. Comments and informal feedback will be monitored through the HR Service Centre and through the HR teams on the effectiveness of the guidance. The guidance is an evidence of the Council recognising that some employees will wish to undergo IVF treatment in order to become pregnant and being a caring employer with supportive provisions available to assist those employees.
- Our annual review of the Stonewall Workplace Equality Index gave us a revised score plus feedback so that we could take action to continually improve as an LGBT+ friendly employer.
- A consultation with employees to hear views on the setting up a prayer/meditation room facility at the Council's headquarters will now be used to inform and progress the plans for same.

vii. Equality Impact Assessments

There has been renewed focus on Equality and Human Rights Impact Assessments (EHRIs) over the two year period, with a surge of interest in

the excellent external training provided by **Diversity at McKenzie**. Working in partnership with the trainer we reviewing and re launched the Council's EHRIA guide and form to make it more user friendly and accessible. We are currently updating the online training module around this.

Through positive and proactive help from colleagues in Legal Services, report authors are now completing checklists with evidence of EHRIAs being completed.

Reports requiring an EHRIA are being identified more promptly and the Equalities Team is offering advice at drop in sessions for report authors to complement its on going consultancy and advice service.

The number of EHRIAs published on our website has increased from 527 in 2013 to 597 in 2015.

Example: We can evidence two examples where working with communities of interest has led to a rethink in terms of improving service design to meet people's identified needs. In designing the new Aquatics Centre, a partnership between Aberdeen City Council, Aberdeen University and the Sports Village, installing a new pool with glass all around immediately excluded Muslim women from swimming.

There was in particular a group of Muslim women who had regularly used the previous swimming pool at Linksfield for women only sessions, who were now displaced. Linking community representatives from the Muslim group with officers from Culture and Sport led to the development of women only swimming sessions at the beach Sports and Leisure Centre pool, which has proved popular for both Muslim and non Muslim women.

In a similar way, active involvement by disability groups resulted in the replacement of the revolving door at the main entrance of Marischal College to an automatic sliding door. This is now far more accessible not only for wheelchair users and for other people with disabilities, but also for older people and for parents and carers pushing buggies.

Improving access for groups with protected characteristics improves the customer experience for others too.

viii. Procurement

7. Education Equality Outcome Progress Report 2014/15

Whilst the contents and detail from the contribution by Education have been integrated into Appendix 1 – Progress on Equality Outcomes, the information

appears here too at Appendix 5 so that the Education Authority can evidence the production of a stand alone document to meet legislative requirements.

8. Licensing Board Equality Progress Report 2014/15

Whilst the contents and detail from the contribution by the Licensing Board have been integrated into Appendix 1 – Progress on Equality Outcomes, the information appears here too at Appendix 6 so that the Licensing Board can evidence the publication of a stand alone document to meet legislative requirements.

Equality and Human Right Impact Assessment: The Form



ABERDEEN
CITY COUNCIL

EHRIA

There are separate guidance notes to accompany this form – “Equality and Human Rights Impact Assessment – the Guide.” Please use these guidance notes as you complete this form.

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

1: Equality and Human Rights Impact Assessment- Essential Information	
Name of Proposal: Equality Outcomes and Mainstreaming Progress Report 2013-15	Date of Assessment: 30 March 2015
Service: Communities and Housing	Directorate: Communities, Housing and Infrastructure
Committee Name Finance, Policy and Resources	Date of Committee 23 April 2015
Who does this proposal affect? Please Tick ▼	<input type="checkbox"/> Employees <input type="checkbox"/> Job Applicants <input type="checkbox"/> Service Users <input type="checkbox"/> Members of the Public <input type="checkbox"/> Other (List below)

	Community Planning partners , communities of interest groups and forums and third sector organisations
2: Equality and Human Rights Impact Assessment- Pre-screening	
Is an impact assessment required?	<div style="display: flex; justify-content: space-around; align-items: center;"> Yes <input type="checkbox"/> No <input type="checkbox"/> </div>
If No, what is the evidence to support this decision? (Once this section is completed, please complete section 8 of the form).	

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3: Equality and Human Rights Impact Assessment	
a- What are the aims and intended effects of this proposal?	To report on progress and achievements since 2013 and to streamline and refocus Equality Outcomes and our priorities for the remaining two years (2015-17). The Mainstreaming Report Offers the Council an Opportunity to present an overview of its work on equality.
b- What equality data is available in relation to this proposal? (Please see guidance notes)	

<p>c- List the outcomes from any consultation that relate to equalities and/or human rights issues e.g. with employees, service users, Unions or members of the public that has taken place in relation to the proposal.</p>	
<p>d- Financial Assessment If applicable, state any relevant cost implications or savings expected from the proposal.</p>	<p>Costs (£)</p> <p>Implementation cost <input type="text"/> £</p> <p>Projected Savings <input type="text"/> £</p>

	<p>e- How does this proposal contribute to the public sector equality duty: to eliminate discrimination, harassment and victimisation; advance equality of opportunity; and foster good relations?</p>
	<p>The actions which will support the Equality Outcomes which we aligned to the Single Outcome agreement and Smarter Aberdeen will be key drivers in meeting the general Equality Duty to eliminate discrimination, harassment and victimisation; advance equality of opportunity; and foster good relations.</p>
	<p>f- How does this proposal link to the Council's Equality Outcomes?</p>
	<p>It is about the Equality Outcomes.</p>

4: Equality Impact Assessment - Test

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

Protected Characteristic:	Neutral Impact: Please ✓	Positive Impact: Please ✓	Negative Impact: Please ✓	Evidence of impact and if applicable, justification where a ' <i>Genuine Determining Reason</i> '* exists *(see completion terminology)
Age (People of all ages)		X		This report builds on a wide range of work carried out to promote Equality and Diversity across the City. The Equality Outcomes and Mainstreaming Progress Report sets out the achievements to date and the results we want to achieve which will fulfil our legal duties for all people with protected characteristics in Aberdeen
Disability (Mental, Physical, Sensory and Carers of Disabled people)		X		
Gender Reassignment		X		
Marital Status (Marriage and Civil Partnerships)		X		
Pregnancy and Maternity		X		

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

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

<p>Article 6: Right to a fair and public hearing</p>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p> <p>Evidence:</p>
<p>Article 8: Right to respect for private and family life, home and correspondence</p>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p> <p>Evidence:</p>
<p>Article 10: Freedom of expression</p>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p> <p>Evidence:</p>
<p>Article 14: Right not to be subject to discrimination</p>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p> <p>Evidence:</p>

<p>Other article not listed above, please state:</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Evidence:</p>
<p>6: Assessment Rating:</p>	
<p>Please rate the overall equality and human right assessment (Please see Completion terminology)</p>	<p><input type="checkbox"/> Red <input type="checkbox"/> Red Amber <input type="checkbox"/> Amber <input type="checkbox"/> Green</p>
<p>Reason for that rating:</p>	<p>Delivery of actions to support the Council's Equality Outcomes should have a positive impact on all groups with protected characteristics.</p>

7: Action Planning

As a result of performing this assessment, what actions are proposed to remove or reduce any risks of adverse outcomes identified on employees, service users or other people who share characteristics protected by *The Equality Act 2010* ?

Identified Risk and to whom:	Recommended Actions:	Responsible Lead:	Completion Date:	Review Date:

8: Sign off

Completed by (Names and Services) :	Sandra Bruce Communities and Housing
Signed off by (Head of Service) :	

Please send an electronic copy of your completed EHRIA - without signatures - together with the proposal document and/or committee report to:

Equalities Team
Customer Service and Performance
Corporate Governance
Aberdeen City Council
Business Hub 13
Second Floor North
Marischal College
Broad Street
Aberdeen
AB10 1AB

Telephone 01224 523039 Email sandrab@aberdeencity.gov.uk

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

<p>Equality Data:</p>	<p>Equality data is internal or external information that may indicate how the proposal being analysed can affect different groups of people who share the nine <i>Protected Characteristics</i> – referred to hereafter as ‘<i>Equality Groups</i>’.</p> <p>Examples of <i>Equality Data</i> include: (this list is not definitive)</p> <ol style="list-style-type: none"> 1: Application success rates by <i>Equality Groups</i> 2: Complaints by <i>Equality Groups</i> 3: Service usage and withdrawal of services by <i>Equality Groups</i> 4: Grievances or decisions upheld and dismissed by <i>Equality Groups</i> <p>Certain discrimination may be capable of being justified on the grounds that:</p>
<p>Genuine Determining Reason</p>	<ol style="list-style-type: none"> (i) <i>A genuine determining reason exists</i> (ii) <i>The action is proportionate to the legitimate aims of the organisation</i> <p>Where this is identified, it is recommended that professional and legal advice is sought prior to completing an Equality Impact Assessment.</p>
<p>Human Rights</p>	<p>The rights set out in the European Convention on Human Rights, as incorporated into the UK Law by the Human Rights Act 1998.</p>
<p>Legal Status:</p>	<p>This document is designed to assist us in “<i>Identifying and eliminating unlawful Discrimination, Harassment and Victimisation</i>” as required by <i>The Equality Act Public Sector Duty 2011</i>. An Equality Impact Assessment is not, in itself, legally binding and should not be used as a substitute for legal or other professional advice.</p>

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ABERDEEN CITY COUNCIL

COMMITTEE	Finance Policy and Resources
DATE	23 April 2015
DIRECTOR	Chief Executive
TITLE OF REPORT	Amendments to the Recruitment Process for Director of Corporate Governance
REPORT NUMBER	CG/15/51
CHECKLIST COMPLETED	Yes

1. PURPOSE OF REPORT

This report seeks approval for proposed amendments to the recruitment process for the post of Director of Corporate Governance.

2. RECOMMENDATION(S)

The Committee is requested to:

- (1) Suspend Standing Order 47 as necessary to permit the introduction of the proposals contained in this report and amend the normal recruitment process solely for the current recruitment of the Director of Corporate Governance to require the Appointments Panel to determine a long-leet of up to 10 candidates;
- (2) Agree to a panel of Senior Managers chaired by the Chief Executive to undertake a screening interview of all long leeted candidates and reduce the long-leet down to up to 6 candidates who will be invited to attend an assessment centre followed by a interview by the Appointments Panel; and
- (3) Authorise assessment centre panels, where there is a consensus that a candidate is viewed as “not appointable”, to halt that candidate’s participation in the process and to inform them that they will not proceed to interview by the Appointment Panel.

3. FINANCIAL IMPLICATIONS

- 3.1 If the above recommendations are approved it is likely there will be some additional travel cost claims from candidates but it is expected that these will be relatively modest and can be accommodated within existing budgetary provision.

4. OTHER IMPLICATIONS

None

5. BACKGROUND/MAIN ISSUES

- 5.1 The Urgent Business Committee will be aware that there have been two unsuccessful attempts to fill the post of Director of Corporate Governance. The Appointment Panel has decided on both occasions that the candidates that made it through to interview were not of the appropriate standard to appoint.
- 5.2 In order to try and avoid the situation happening again the process has been looked at to see what can be improved. What is apparent is that some of the candidates although meeting the requirements of the job profile on paper did not match up when tested. Therefore to avoid a further repetition of putting what are clearly unsuitable candidates before the Appointment Panel it is proposed to introduce a long listing stage in the recruitment process.
- 5.3 The process will be normal for executive search and for the Appointment Panel to receive and consider all applications for the post but rather than short-leeing up to 6 candidates, it is proposed that the Appointment Panel agrees a long-leet of up to 10 candidates who meet the requirements of the job profile. The long-leet will be interviewed by a panel of Senior Managers (chaired by the Chief Executive) to determine whether their application should go forward to the assessment centre stage of the selection process.
- 5.4 The assessment centre will be organised as normal with up to 6 candidates the day before the interviews. However, should there be a consensus from the outcome of the Panels that make up the assessment centre that a candidate is “not appointable”, their participation in the selection process will end at this juncture and they will not go forward to the Appointment Panel interview the next day.
- 5.5. It is suggested that this process will screen out the weaker and “not appointable” candidates and save valuable time and resources and hopefully will make a non-appointment more unlikely. Only those candidates that have demonstrated to be of sufficient quality will make it through to the Appointment Panel interview.
- 5.6 As this process is only being applied to the current vacancy, it will be necessary to suspend Standing Order 47 as appropriate to allow these changes to be implemented.

6. IMPACT

- 6.1 Recruitment to Chief Official positions are the responsibility in Standing Orders of elected members. The proposed revisions to the process will permit a panel of Senior Managers chaired by the Chief Executive to screen out inappropriate or less strong candidates. Furthermore, it provides for the assessment centre feedback to be used to rule out a candidate whose performance, where it is the consensual view of the assessment centre panels, would make them unappointable.

7. RISK MANAGEMENT

- 7.1 The main risk in making changes to the procedure is giving Officers a part in the decision making process where a long-leeting panel or a consensual position reached at the assessment centre which would rule out a candidate. There is a contrary point of view that this increased scrutiny of candidates will improve the decision making process and better manages the risk of wasting time, resources and getting to a situation of not making an appointment.

8. BACKGROUND PAPERS

None

9. REPORT AUTHOR DETAILS

Jeff Capstick, Human Resources Manager
Tel: (52)2016
Email jcapstick@aberdeencity.gov.uk

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Equality and Human Right Impact Assessment: The Form



Aberdeen City Council

EHR/IA

There are separate guidance notes to accompany this form – “Equality and Human Rights Impact Assessment – the Guide.” Please use these guidance notes as you complete this form. Throughout the form, **the word “proposal” refers to policy, strategy, plan, procedure, report or business case.** This then, embraces a range of different actions such as setting budgets, developing high level strategies and organisational practices such as internal restructuring. Please also refer to the “Completion Terminology” at the end of the form.

1: Equality and Human Rights Impact Assessment- Essential Information	
Name of Proposal: Amendments to the Recruitment Process for Director of Corporate Governance	Date of Assessment: 1/4/15
Service: Human Resources and Organisational Development	Directorate: Corporate Governance
Committee Name or delegated power reference (Where appropriate): Finance Policy and Resources	Date of Committee (Where appropriate): 23 April 2015
Who does this proposal affect? Please Tick ▼	<input type="checkbox"/> Employees <input checked="" type="checkbox"/> Job Applicants <input type="checkbox"/> Service Users <input type="checkbox"/> Members of the Public <input type="checkbox"/> Other (List below)

2: Equality and Human Rights Impact Assessment- Pre-screening

<p>Is an impact assessment required?</p>	<div style="display: flex; justify-content: space-around; align-items: center;"> Yes <input type="checkbox"/> No <input type="checkbox"/> </div>
<p>If No, what is the evidence to support this decision? (Once this section is completed, please complete section 8 of the form).</p>	<p>Not Applicable</p>

3: Equality and Human Rights Impact Assessment

<p>a- What are the aims and intended effects of this proposal?</p>	<p>The proposal is a slight amendment to the recruitment procedure for the Director of Corporate Governance role.</p>
<p>b- What equality data is available in relation to this proposal? (Please see guidance notes)</p>	<p>No data is available</p>

<p>c- List the outcomes from any consultation that relate to equalities and/or human rights issues e.g. with employees, service users, Unions or members of the public that has taken place in relation to the proposal.</p>	<p>This proposal has been developed in light of two abortive attempts at recruiting to the Director of Corporate Governance and the development of proposals that will avoid this situation reoccurring.</p>
<p>d- Financial Assessment</p> <p>If applicable, state any relevant cost implications or savings expected from the proposal.</p>	<p>Costs (£)</p> <p>Implementation cost <input type="text" value="£500"/></p> <p>Projected Savings <input type="text" value="£ 0"/></p>

<p>e- How does this proposal contribute to the public sector equality duty: to eliminate discrimination, harassment and victimisation; advance equality of opportunity; and foster good relations?</p>	<p>This strengthens the robustness of the recruitment process</p>
<p>f- How does this proposal link to the Council's Equality Outcomes?</p>	<p>N/A</p>

4: Equality Impact Assessment - Test

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

Protected Characteristic:	Neutral Impact: Please ✓	Positive Impact: Please ✓	Negative Impact: Please ✓	Evidence of impact and if applicable, justification where a 'Genuine Determining Reason'* exists *(see completion terminology)
Age (People of all ages)	✓			
Disability (Mental, Physical, Sensory and Carers of Disabled people)	✓			
Gender Reassignment	✓			
Marital Status (Marriage and Civil Partnerships)	✓			
Pregnancy and Maternity	✓			

Equality Impact Assessment Test:

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

Protected Characteristic:	Neutral Impact: Please ✓	Positive Impact: Please ✓	Negative Impact: Please ✓	Evidence of impact and if applicable, justification where a ' <i>Genuine Determining Reason</i> '* exists *(see completion terminology)
Race (All Racial Groups including Gypsy/Travellers)	✓			
Religion or Belief or Non-belief	✓			
Sex (Women and men)	✓			
Sexual Orientation (Heterosexual, Lesbian, Gay And Bisexual)	✓			
Other (e.g: Poverty)	✓			

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

<p>Article 6: Right to a fair and public hearing</p>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox" value="v"/></p> <p>Evidence:</p>
<p>Article 8: Right to respect for private and family life, home and correspondence</p>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox" value="v"/></p> <p>Evidence:</p>
<p>Article 10: Freedom of expression</p>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox" value="v"/></p> <p>Evidence:</p>
<p>Article 14: Right not to be subject to discrimination</p>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox" value="v"/></p> <p>Evidence:</p>

<p>Other article not listed above, please state:</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Evidence: <input type="checkbox"/></p>
<p>6: Assessment Rating:</p>	
<p>Please rate the overall equality and human right assessment (Please see Completion terminology)</p>	<p><input type="checkbox"/> Red <input type="checkbox"/> Red Amber <input type="checkbox"/> Amber <input type="checkbox"/> Green</p>
<p>Reason for that rating:</p>	<p>There is minimal risk in the proposal of making the selection process for the Director of Corporate Governance more robust.</p>

<p>7: Action Planning</p>

As a result of performing this assessment, what actions are proposed to remove or reduce any risks of adverse outcomes identified on employees, service users or other people who share characteristics protected by <i>The Equality Act 2010</i> ?					
Identified Risk and to whom:	Recommended Actions:	Responsible Lead:	Completion Date:	Review Date:	
None					

8: Sign off

Completed by (Names and Services) :	Jeff Capstick, Acting Head of HR&OD
Signed off by (Head of Service) :	Mike Lawson, Acting Head of HR&OD

Please send an electronic copy of your completed EHRIA - without signatures - together with the proposal document and/or committee report to:

Equalities Team
Customer Service and Performance
Corporate Governance
Aberdeen City Council
Business Hub 13
Second Floor North
Marischal College
Broad Street
Aberdeen
AB10 1AB

Telephone 01224 523039 Email sandrab@aberdeencity.gov.uk

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ABERDEEN CITY COUNCIL

COMMITTEE	Finance, Policy and Resources
DATE	23 rd April 2015
DIRECTOR	Pete Leonard
TITLE OF REPORT	European Conference on Mobility Management Leader's Meeting
REPORT NUMBER	CHI/15/162
CHECKLIST COMPLETED	Yes

1. PURPOSE OF REPORT

The purpose of this report is to advise the Committee of an invitation received for an Elected Member to attend a Leader's meeting in Utrecht on 20th May 2015 in the framework of the European Conference on Mobility Management (ECOMM) taking place on 20th-22nd May.

2. RECOMMENDATION(S)

It is recommended that Members consider the request to send a Councillor to the Leaders' meeting in Utrecht on 20th May 2015.

3. FINANCIAL IMPLICATIONS

There will be travel, and potentially accommodation, costs (in the region of £300) to be met should Members agree that a representative be sent. European grant money will be used to cover these costs where possible. Any shortfall will be met by existing Planning and Sustainable Development service budgets.

4. OTHER IMPLICATIONS

There are no other implications arising from this report.

5. BACKGROUND/MAIN ISSUES

- 5.1 ENDURANCE is an EU project aiming to assist cities and regions with developing Sustainable Urban Mobility Plans (SUMP) by facilitating networking, mutual learning and the sharing of experience and best practice across countries.

- 5.2 The project is organising a Leader's meeting in Utrecht on 20th May 2015 (1100-1230) in the framework of the European Conference on Mobility Management (ECOMM), taking place on 20th-22nd May. The meeting will gather leaders from around ten cities in Europe as well as representatives of the European Commission and European Parliament.
- 5.3 A representative from Aberdeen has been invited to attend the meeting in recognition of the City's impressive results in the field of mobility issues and the achievement of the 2012 European Sustainable Mobility Plan Award. The purpose of attending is to share with other Elected Members and European Parliament representatives, the City's experiences, knowledge and challenges regarding mobility issues.
- 5.4 The meeting takes place prior to the launch of the ECOMM, with the opportunity to stay for the day and attend the conference for free. The conference programme is available at:
<http://www.ecomm2015.eu/#nav1064=7498>.
- 5.5 It is therefore recommended that Members consider the request to send a Councillor to the Leaders' meeting in Utrecht on 20th May.

6. IMPACT

This report is unlikely to be of interest to the public.

An Equality and Human Rights Impact Assessment (EHRIA) has not been undertaken as the outcomes of this report will not impact upon Equalities or Human Rights issues.

A Privacy Impact Assessment (PIA) has not been undertaken as the outcome of the report will not impact on the privacy of any individual

7. MANAGEMENT OF RISK

There are no obvious risks associated with this report.

8. BACKGROUND PAPERS

None

9. REPORT AUTHOR DETAILS

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