

Public Document Pack



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

Town House,
ABERDEEN 1 June 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 **TUESDAY, 9 JUNE 2015 at 2.00 pm.**

RODERICK MACBEATH
SENIOR DEMOCRATIC SERVICES MANAGER

B U S I N E S S

DETERMINATION OF EXEMPT BUSINESS

- 1.1 Members are requested to determine that any exempt business be considered with the public and press excluded

REQUESTS FOR DEPUTATIONS

- 2.1 None Received at this Stage

MINUTES AND COMMITTEE BUSINESS STATEMENT

- 3.1 Minute of the Previous Meeting of 23 April 2015 (Pages 1 - 14)
3.2 Committee Business Statement (Pages 15 - 18)

CORPORATE GOVERNANCE SERVICE ISSUES

- 4.1 Corporate Governance Performance Report (Pages 19 - 46)

FINANCE

- 5.1 2014/15 Financial Monitoring - Corporate Governance (Pages 47 - 52)
- 5.2 Financial Year End Monitoring 2014/15 (Pages 53 - 70)
- 5.3 2014/15 Common Good Fund Monitoring Report Update (Pages 71 - 74)
- 5.4 Treasury Management Policy and Strategy (Pages 75 - 78)
- 5.5 Small Financial Assistance Grants 2015-16 (Pages 79 - 84)

HUMAN RESOURCES

- 6.1 Employer Discretions - New Local Government Pension Scheme (Pages 85 - 116)

GENERAL BUSINESS

- 7.1 Strategic Infrastructure Plan Progress (Pages 117 - 124)
- 7.2 Self-Service Payment Kiosks (Pages 125 - 130)
- 7.3 Central Energy Efficiency Fund (Pages 131 - 148)
- 7.4 Twining and International Partnerships (Pages 149 - 162)
- 7.5 Events Programme 2015-16 (Pages 163 - 174)
- 7.6 Gaelic Language Action Plan (Pages 175 - 240)
- 7.7 Commission on Local Tax Reform (to follow)
- 7.8 Middlefield Development Updates (Pages 241 - 248)

Please note that three appendices to this report are restricted and located in the confidential section of this agenda at item 9.1

ITEMS WHICH THE COMMITTEE MAY WISH TO CONSIDER IN PRIVATE

APPROVAL TO PROCURE

- 8.1 Procurement of Planning System (Pages 249 - 254)
- 8.2 Education Wireless WAN Support (Pages 255 - 258)
- 8.3 Update on Replacement of Network Circuits Tender (Pages 259 - 262)

GENERAL BUSINESS

- 9.1 Middlefield Development Updates - Appendices (Pages 263 - 268)
- 9.2 Site of Broadhill Bar (to follow)

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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@aberdeencity.gov.uk or 01224 523183.

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FINANCE, POLICY AND RESOURCES COMMITTEE

ABERDEEN, 23 April 2015. Minute of meeting of the FINANCE, POLICY AND RESOURCES COMMITTEE. Present: Councillor Young, Convener; Councillor Thomson, Vice Convener; and Councillors Cameron, Cormie (as substitute for Councillor Dickson), Donnelly, Jackie Dunbar, Graham (as substitute for Councillor Reynolds), Len Ironside CBE, Laing, Malik (as substitute for Councillor Allan), McCaig, Milne, Noble, 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&MIId=3482&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.

ORDER OF AGENDA

1. The Convener advised that he proposed to take item 7.2 (Potential Options for the Operation and Management of the New Aberdeen Exhibition and Conference Centre) and item 8.7 (Amendments to the Recruitment Process for Director of Corporate Governance) directly after consideration of the minute of the Business Rates Appeals Sub Committee to enable the Chief Executive to depart the meeting once the reports had been considered.

The Committee resolved:-

to concur with the suggestion of the Convener in relation to the changes to the agenda order.

DETERMINATION OF EXEMPT ITEMS OF BUSINESS

2. 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 26 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 26 (paragraph 4, 6, 8 and 9), article 27 (paragraph 9) and article 28 (paragraphs 8 and 10).

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MINUTE OF PREVIOUS MEETING OF 18 FEBRUARY 2015

3. The Committee had before it the minute of its previous meeting of 18 February, 2015.

The Committee resolved:-

to approve the minute as a correct record.

BUSINESS RATES APPEALS SUB COMMITTEE OF 10 MARCH 2015

4. The Committee had before it the minute of the Business Rates Appeals Sub Committee of 10 March, 2015.

The Committee resolved:-

to approve the minute as a correct record.

POTENTIAL OPTIONS FOR THE OPERATION AND MANAGEMENT OF THE NEW ABERDEEN EXHIBITION AND CONFERENCE CENTRE – OCE/15/010

5. The Committee had before it a report by the Chief Executive which outlined the options for the future operation and management models for the new Aberdeen Exhibition and Conference Centre. The report also highlighted the requirement to undertake a market testing exercise of exhibition and conference centre operating and management options.

The report recommended:-

that the Committee -

- (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 the report;
- (b) approve the total estimated expenditure to undertake the market testing exercise; and
- (c) report the findings of the exercise with a recommendation on the most appropriate model to the Finance, Policy and Resources Committee in September 2015.

The Committee resolved:-

to approve the recommendations.

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AMENDMENTS TO THE RECRUITMENT PROCESS FOR DIRECTOR OF CORPORATE GOVERNANCE – CG/15/51

6. The Committee had before it a report by the Chief Executive which sought approval for proposed amendments to the recruitment process for the post of Director and Corporate Governance.

The report recommended:-
that the Committee -

- (a) 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;
- (b) 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 would be invited to attend an assessment centre followed by an interview by the Appointments Panel; and
- (c) authorise assessment centre panels, where there was 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 would not proceed to interview by the Appointment Panel.

The Committee resolved:-

- (i) to approve recommendation (a) above; and
- (ii) to 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, subject to agreement of the Appointment Panel, who would be invited to attend an assessment centre followed by an interview by the Appointments Panel.

COMMITTEE BUSINESS STATEMENT

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

The Committee resolved:-

- (i) to remove item 4 (Sponsorship of Roundabouts), item 5 (Business Continuity Arrangements – Corporate Governance), item 7 (Housing Support Services Plan – Implied Contracts), item 10 (Aberdeen Exhibition and Conference Centre) and Item 11 part 1(Aberdeen Japan Strategy) from the statement; and
- (ii) to otherwise note the updates contained therein.

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CORPORATE GOVERNANCE BUSINESS CONTINUITY PLANS – CG/15/41

8. The Committee had before it a report by the acting Director of Corporate Governance which provided information on the review of Corporate Governance Services' Business Continuity Plans for "critical" public facing services.

The report recommended:-

that the Committee note the information contained within the report.

The Committee resolved:-

to approve the recommendation.

CORPORATE GOVERNANCE PERFORMANCE REPORTING – CG/15/46

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

The report recommended:-

that the Committee -

- (a) note the content of the performance report; and
- (b) agree the action necessary.

The Committee resolved:-

to approve the recommendations.

2014/15 FINANCIAL MONITORING - CORPORATE GOVERNANCE – CG/15/47

10. The Committee had before it a report by the acting Director of Corporate Governance which (1) provided information 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 (2) advised on any areas of risk and management action.

The report recommended:-

that the Committee -

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

The Committee resolved:-

to approve the recommendations.

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COUNCIL GENERAL FUND MONITORING 2014-15 – CG/15/50

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

The report recommended:-

that the Committee -

- (a) note the report;
- (b) note that as previously agreed, the Head of Finance would review and consider the overall 2014/15 position of the Council and take the appropriate action necessary to ensure the Council was suitably financially prepared for future revenue and capital investment purposes; and
- (c) 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.

The Committee resolved:-

to approve the recommendations.

2014/15 COMMON GOOD FUND - MONITORING REPORT UPDATE – CG/15/043

12. The Committee had before it a report by the Chief Executive which provided information (1) of the income and expenditure position of the Common Good Fund for the year to 31 March, 2015; and (2) of a forecast position of the cash balances as at 31 March, 2015.

The report recommended:-

that the Committee –

- (a) note the income and expenditure position as at 31 March 2015;
- (b) note the estimated cash balances as at 31 March 2015 of £6.7million based on current estimates, which was within the recommended levels indicated by the Head of Finance;
- (c) agree 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) agree that as we approach year end, the Head of Finance would review and consider the overall 2014/15 position of the Common Good Fund and take the appropriate action necessary to ensure the Fund was suitably financially prepared for future revenue and capital investment purposes.

The Committee resolved:-

to approve the recommendations.

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SMALL FINANCIAL ASSISTANCE GRANTS 2015/16 – CG/15/42

13. 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:-

that the Committee 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.

The Convener advised that correspondence had recently been received requesting funding of £150 from Mastrick Pensioners for a sound system.

The Committee resolved:-

- (i) to approve the recommendations; and
- (ii) to award grant funding of £150 to Mastrick Pensioners for a sound system.

PURCHASE OF SUBORDINATED DEBT – CG/15/48

14. The Committee had before it a report by the acting Director of Corporate Governance which provided details of the offer that had been made to the Council to provide the subordinate debt in different Council's schools projects.

The report recommended:-

that the Committee -

- (a) 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 an agreement to purchase the subordinated debt in other Council PPP/PFI projects subject to due diligence and the availability of funds; and
- (b) 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 an 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

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- (c) agree that any such investment was reported back to this committee in due course for elected members to be aware of the investment that has been undertaken.

The Committee resolved:-

to approve the recommendations.

SICKNESS ABSENCE UPDATE – CG/15/44

15. The Committee had before it a report by the acting Director of Corporate Governance which outlined the current sickness rates across the Council and the range of measures to get the figures moving on a downward trend.

The report recommended:-

that the Committee -

- (a) note the sickness rates over the past twelve months;
- (b) note the reporting of sickness rates in the current Directorate model; and
- (c) endorse the proposed improvement measures for reducing sickness absence across the Council.

The Committee resolved:-

to approve the recommendations.

RECRUITMENT ADVERTISING ARRANGEMENTS – CG/15/44

16. The Committee had before it a report by the acting Director of Corporate Governance which sought 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 twelve months initially.

The report recommended:-

that the Committee -

- (a) approve the Council's recruitment advertising arrangements to be brought in-house for a twelve month trial period from 1 May 2015; and
- (b) instruct the Head of Communication and Promotion and Head of Human Resources and Organisational Development to report back to Committee on the experience of the trial period with recommendations of how to deal with recruitment advertising going forward.

The Committee resolved:-

to approve the recommendations.

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APPROVAL TO TENDER – CG/15/137

17. The Committee had before it a report by the acting Director of Corporate Governance which sought the approval 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.

The report recommended:-

that the Committee -

- (a) approve 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; and
- (b) approve the estimated expenditure for these procurements as detailed in Appendix 1 to the report.

The Committee resolved:-

to approve the recommendations.

ROB ROY BRIDGE PARTIAL REPLACEMENT - LAND ACQUISITION – CHI/15/152

18. The Committee had before it a report by the Director of Communities, Housing and Infrastructure which provided information on 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.

The report recommended:-

that the Committee -

- (a) note the content of the report;
- (b) resolve to make an order in terms of the draft Compulsory Purchase Order attached to the report and authorise the Head of Legal and Democratic Services to implement the statutory procedures following on from the making of the Order; and
- (c) authorise the payment of statutory compensation to the affected proprietors.

The Committee resolved:-

to approve the recommendations.

STRATEGIC INFRASTRUCTURE PLAN – CG/15/49

19. The Committee had before it a report by the Director of Communities, Housing and Infrastructure which outlined the progress on the delivery of the Strategic Infrastructure Plan.

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The report recommended:-

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

The Committee resolved:-

to approve the recommendation.

DATA CENTRE PROVISION – CG/15/24

20. The Committee had before it a report by the acting Director of Corporate Governance which sought approval of 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.

The report recommended:-

that the Committee -

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

The Committee resolved:-

to approve the recommendations.

SPONSORSHIP OF ROUNDABOUTS – OCE/15/008

21. The Committee had before it a report by the Chief Executive in relation to the sponsorship of roundabouts scheme, which was brought in-house on 1 April, 2014 for a trial period of twelve months.

The report recommended:-

that the Committee -

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

The Committee resolved:-

to approve the recommendations.

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TWINNING AND INTERNATIONAL PARTNERSHIPS – OCE/15/009

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 2015-16.

The report recommended:-

that the Committee -

- (a) approve the following grants from the International Twinning Budget 2015-2016:
- (1) a contribution of £7,000 towards 'Cultural Connections' – an event between partners in Aberdeen, Clermont-Ferrand and Regensburg which would be held in Aberdeen, 24-27 September 2015;
 - (2) a 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;
 - (3) a 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;
 - (4) a 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;
 - (5) a 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;
 - (6) a contribution of £1,000 towards the participation of musicians from Aberdeen at Stavanger's Mai Jazz Festival, 8-11 May 2015; and
 - (7) a 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; and
- (b) approve the following amendments to the International Twinning Grant:
- (1) that the maximum amount available from the International Twinning Grant was increased from £7,000 to £10,000; and
 - (2) 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 was being sought for a new project which engaged different audiences.

The Committee resolved:-

- (i) to approve the recommendations; and
- (ii) that the amended wording of the criteria for applications at (b)(2) above be considered at the next meeting of the Committee.

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APPROVAL TO CALL-OFF UNDER FRAMEWORK AGREEMENTS – CG/15/136

23. The Committee had before it a report by the acting Director of Corporate Governance which sought approval 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.

The report recommended:-

that the Committee -

- (a) approve the undertaking of call-offs for security services, janitorial products and first aid products; and
- (b) approve the estimated expenditure for the procurement of these commodities as detailed in appendix 1 to the report.

The Committee resolved:-

to approve the recommendations.

EQUALITY OUTCOMES AND MAINSTREAMING PROGRESS REPORT 2013-2015 – CHI/15/147

24. The Committee had before it a report by the Director of Communities, Housing and Infrastructure which provided an update on progress achieved at the end of Year Two of Aberdeen City Council's Equality Outcomes for 2013-2017.

The report recommended:-

that the Committee -

- (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 had actions in place or actions planned to deliver progress to achieving the outcomes and addressing the gaps in provision as identified through the community engagement exercises. This was so that there are positive outcomes for communities and employees to report and promote in the final report no later than April 2017. See Appendix 1 of the report;
- (d) note where there were gaps in contributions from services and encourage Heads of Service to use this opportunity to promote the improvements made in service provision which make our services more accessible to all;
- (e) note the examples of contributions from communities at Appendix 2 to the report;
- (f) agree new and revised Equality Outcomes for 2015-17 for publication (Appendix 3 of the report); and
- (g) approve the Council's Employee Information for publication. See Appendix 4 to the report.

The Committee resolved:-

to approve the recommendations.

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EUROPEAN CONFERENCE ON MOBILITY MANAGEMENT LEADER'S MEETING – CHI/15/162

25. The Committee had before it a report by the Director of Communities, Housing and Infrastructure which provided details of an invitation received for an Elected Member to attend a Leaders' meeting in Utrecht on 20 May, 2015 in the framework of the European Conference on Mobility Management taking place on 20-22 May 2015.

The report recommended:-

that the Committee approve the request to send a Councillor to the Leaders' meeting in Utrecht on 20 May, 2015.

The Committee resolved:-

to agree that Councillor Barney Crockett and an officer attend the Leaders' meeting in Utrecht on 20 May 2015.

In accordance with the decision recorded under article 2 of this minute, the following items were considered with the press and public excluded.

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 in relation to the financial arrangements of an organisation.

SATROSPHERE BANK GUARANTEE RENEWAL – OCE/15/010

26. The Committee had before it a report by the Director of Education and Children's Services which sought approval for entering into a new annual Bank Guarantee arrangement with the Bank of Scotland in support of Satrosphere's financial position, linked through the establishment of the Strategic Partnership Agreement, approved by the Committee on 20 February, 2015. The report also provided information in relation to the property occupied by Satrosphere.

The report recommended:-

that the Committee -

- (a) approve renewal of the Bank Guarantee arrangement with the Bank of Scotland, in support of Satrosphere's overdraft and card guarantee facility, at a reduced level detailed in the report, from 1 April, 2015 to 31 March, 2016; and
- (b) note that a report providing detail on the outcomes of the property surveys being undertaken at 179 Constitution Street will be presented to a future meeting of this Committee.

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The Committee resolved:-

to approve the recommendations.

UPDATE FOR HOUSING SUPPORT SERVICES COMMISSIONING PLAN – CHI/14/049

27. The Committee had before it a report by the Director of Communities, Housing and Infrastructure which provided an update in relation to the Housing Support Services Commissioning Plan.

The report recommended:-

that the Committee reviews the progress in the update included in the Commissioning Plan and Timeline in Appendices 1 and 2 to the report.

The Committee resolved:-

to approve the recommendation.

EXEMPTION FROM THE COUNCILS STANDING ORDERS RELATING TO CONTRACTS AND PROCUREMENT IN RELATION TO CASH RECEIPTING SOFTWARE LICENCES – CG/15/55

28. The Committee had before it a report by the acting Director of Corporate Governance which provided information regarding the request, under Standing Order 1(6)(b), for an exemption from the Council's Standing Orders relating to Contracts and Procurement in relation to the contract for ICON payment processing and cash receipting software licences and support.

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.

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**FINANCE, POLICY AND RESOURCES COMMITTEE
COMMITTEE BUSINESS STATEMENT**

UPDATED FOLLOWING MEETING ON 23 April 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.

<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>
1.	Property Sub Committee 24/9/13 article 14 Property Sub Committee 22 nd April 2014 Article 3	<u>Station House Community Centre</u> The Sub Committee agreed to authorise officers to negotiate a temporary License to Occupy in favour of the Station House Media Unit, in the meantime to run on a month to month basis, with a report being brought back before the Sub Committee as soon as arrangements for the future of the occupation and control of the building had been agreed. to transfer item 10 (Station House Community Centre), to the Finance, Policy and Resources Committee business statement	Negotiations are on going in terms of the long term future of the property. A temporary license is in place with SHMU. Future arrangements for the disposal, either by lease or Community Asset Transfer (CAT) are still in discussion. Work on the policy of CAT is still underway. A report on the Station House Community Centre will be reported at a future date.	Stephen Booth - Head of Asset Management and Operations	4/12/14	

<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 September.	Euan Couperwhite (ECS)	30/09/14	15/09/15
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.	Discussions will be undertaken with the Finance Department in June regarding the future administration of the Community Festive Fund (revenue budget and Common Good Fund) and the grant funding for Galas (Common Good Fund). A report will be submitted to the next meeting.	Dawn Schultz – Office of Chief Executive	18/02/15	15/09/15
4.	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 December, 2015		Jeff Capstick - Corporate Governance	By Dec 2015	
5.	Finance, Policy and Resources 4/12/14 Article 25	<u>Housing Support Services Commissioning Plan</u> It was agreed to instruct officers to report to the Finance, Policy and Resources Committee by a December, 2015 with a Commissioning Plan for the Support, Housing Access and	A report will be submitted to a future meeting of the Communities, Housing and Infrastructure Committee and on that basis it is recommended that the item be transferred to the Communities, Housing and Infrastructure Committee business statement.	Kate MacDonald/ Graeme Gardher - Communities, Housing and Infrastructure	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>
		Community Safety Services with new service specifications				
6.	Finance, Policy and Resources 4/12/14 Article 32	<u>Council House New Build Proposals - Manor Walk and Smithfield Primary School</u> It was agreed to instruct officers to report back to a future committee meeting with further details and refined costs for each development.	A report is on the agenda.	John Quinn/Maria Thies - Communities, Housing and Infrastructure		09/06/15
7.	Finance, Policy and Resources 18/2/15 Article 18	<u>Aberdeen Japan Strategy</u> It was agreed 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).		Elaine Robertson - Communities, Housing and Infrastructure	January 2016 & 2017	
8.	Communities, Housing and Infrastructure Committee 18/3/15 Article 32	<u>Management of Events and Commercial Lets in Aberdeen's Parks and Open Spaces.</u> 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."		Daniel Parrot/Takki Sulaiman – Office of Chief Executive	March 2016	
9.	Finance, Policy and Resources 23/4/15 Article 16	<u>Recruitment Advertising Arrangements</u> It was agreed to instruct the Heads of Communication and Promotion and Head of Human Resources and		Jeff Capstick – Corporate Governance	April 2016	

<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>
		Organisational Development to report back to Committee on the experience of the (In-House) trial period with recommendations of how to deal with recruitment advertising going forward.				
10.	Finance, Policy and Resources 23/4/15 Article 5	<u>Potential Options for the Operation and Management of the New Aberdeen Exhibition and Conference Centre</u> It was agreed to report the findings of the market testing exercise with a recommendation on the most appropriate model to the Finance, Policy and Resources Committee in September 2015.		Scott Ramsay – Communities, Housing and Infrastructure	15/09/15	
11.	Finance, Policy and Resources 23/4/15 Article 22	<u>International Twinning Application Grant – Criteria</u> that the amended wording of the criteria for applications be considered at the next meeting of the Committee.	A report is on the agenda.	Laura Paterson – Office of Chief Executive	09/06/15	09/06/15
12.	Finance, Policy and Resources 23/4/15 Article 26	<u>Satrosphere – Bank Guarantee Renewal 2015/16</u> It was agreed that a report providing detail on the outcomes of the property surveys being undertaken at 179 Constitution Street will be presented to a future meeting of the Committee.		Alex Paterson - Education and Children's Services		15/09/15

ABERDEEN CITY COUNCIL

COMMITTEE	Finance, Policy & Resources
DATE	9 June 2015
DIRECTOR	Angela Scott
TITLE OF REPORT	Corporate Governance Performance Report
REPORT NUMBER:	CG/15/75
CHECKLIST RECEIVED	Yes

1. PURPOSE OF REPORT

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

2. RECOMMENDATION(S)

The Committee are asked to:

- (i) Note the content of the performance report;
- (ii) Note the intention to commence quarterly performance reporting to the Committee, two of which reports each year will include the Corporate Governance Operational Risk Register.

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 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 assessment 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. The revised Corporate Governance Risk Register will be reported to the Audit, Risk and Scrutiny Committee at its June meeting and will be aligned with future performance reports to the Committee. The Committee will thereafter be presented with the opportunity to assess the effectiveness of the controls in place to mitigate the risks to the service's operations.

8. BACKGROUND PAPERS

None

9. REPORT AUTHOR DETAILS

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10. REPORT





10.1 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) whilst also utilising our involvement in other benchmarking clubs where appropriate.

10.2 The Council receives an annual assessment of the strength of our Public Performance Reporting (PPR) arrangements from the Accounts Commission. This covers not only the breadth of services and functions for which we have a statutory requirement to report, but also the style, format and accessibility of the information we provide. Increasingly, auditors are requiring that a range of channels and performance information formats are used, to ensure that information reaches audiences in ways in which it is most useful, easy to understand and best illustrative of the Council's activities.

10.3 Research is to be undertaken later in the year to ascertain the types of performance information the public most wish to see, as well as the style of reports and the communication channels considered the most effective. Feedback from this research will be used to improve the nature of our PPR activities going forward.

10.4 In order to provide the Committee with an effective analysis of performance and trend analysis in each report, it is intended to move to a quarterly reporting frequency.

10.5 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 or where no performance data has arisen in the reporting period.

10.6 Targets

Where possible, services are encouraged to set meaningful performance targets as a means of contextualising performance and driving improvement. These are frequently based on benchmarking activity.

10.7 Analysis of performance of specific interest

Complaints and Members Enquiries

There is evidence of the Corporate Governance Complaints response times improving with 28 out of 30 complaints being resolved within the specified timescales during the last quarter. Members Enquiries response times for Corporate Governance have also improved with all enquiries received in March being responded to within 15 working days. Further discussion is to take place with Service Managers / responding officers to understand where any blockages may occur and to improve response times further.

During the last quarter, Complaint handling training has taken place with key responding officers across the council and the training will be rolled out further throughout the year. Work is also ongoing to implement improvements to the Members Enquiries process which should also have a positive impact on response times.

Satisfaction with the Complaints Handling Service remains largely positive with response rates also holding well at between 20% and 30% of those surveyed. The results of the surveys continue to be analysed by the Customer Service Development Team so that areas for improvement can be identified.

Sickness Absence

System issues have prevented analysis of current trends in sickness absence across the directorate. Work is under way to rectify these issues and the Committee will be presented with analysis to support available data at subsequent meetings.

An Absence Management Improvement Plan is being developed for all of the Council's directorates. Each will provide a robust attendance improvement target with a suite of measures to evidence progress. The target for Corporate Governance will be factored into future reports to the Committee

The current human resources system issues have also impacted the ability to report establishment figures for the service at this time.

Freedom of Information Requests

During March 2015, the service received 30 requests under the Freedom of Information (Scotland) Act. Of these, 29 were responded to within 20 working days, a 97% performance outturn. Placing this in a council-wide context, 101 requests were received in March and 100 responded to in time. FOI requests continue to impact on officer time and trend data is available through the Corporate Governance Dashboard so that this can continue to be monitored.

Appendix 1

Corporate Governance Scorecard Report



Improving Staff Experience

Sickness Absence (current data is not available due to system issues which are being addressed)















Indicator	Target	Feb 2015		Mar 2015		Apr 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	10	6.2	✓								
Average number of days lost through sickness absence - CSP	10	5.4	✓								
Average number of days lost through sickness absence - Finance	10	6.4	✓								
Average number of days lost through sickness absence - HROD	10	6.1	✓								
Average number of days lost through sickness absence - Legal & Democratic Services	10	7.6	✓								
Average number of days lost through sickness absence - Commercial & Procurement Services	10	6.1	✓								

Establishment Control







Indicator	Target	Feb 2015		Mar 2015		Apr 2015		Q3 2014/15		Q4 2014/15	
		Value	Status	Value	Status	Value	Status	Value	Status	Value	Status
Level of Staff Turnover (Corporate Governance) - Leavers		0.81%		1.72%		0.79%					
Level of Staff Turnover (CS&P) - Leavers		0.82%		1.21%		0%					
Level of Staff Turnover (Finance) - Leavers		0%		1.24%		0.81%					
Level of Staff Turnover (HR) - Leavers		0.83%		1.63%		0.81%					
Level of Staff Turnover (Legal & Democratic) - Leavers		3.26%		3.23%		3.09%					
Level of Staff Turnover (CPU) - Leavers		0%		4.35%		0%					
Establishment Control: Headcount - Corporate Governance		721		720		Not available					
Establishment Control: FTE - Corporate Governance		664.1		664.5		Not available					
New Starts - Corporate Governance		12		7		10					
Leavers - Corporate Governance		6		11		6					

Human Resources Policies

Indicator	Target	Feb 2015		Mar 2015		Apr 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							

Indicator	Target	Feb 2015		Mar 2015		Apr 2015		Q3 2014/15		Q4 2014/15	
		Value	Status	Value	Status	Value	Status	Value	Status	Value	Status
Number of staff invoking the grievance procedure - Completed (Corporate Governance)		0		0							
Number of staff through the disciplinary procedure - New (Corporate Governance)		0		1							
Number of staff through the disciplinary procedure - Ongoing (Corporate Governance)		2		2							
Number of staff through the disciplinary procedure - Completed (Corporate Governance)		2		0							
No of staff whose performance is being managed - New (Corporate Governance)		0		0							
No of staff whose performance is being managed - Ongoing (Corporate Governance)		2		2							
No of staff whose performance is being managed - Completed (Corporate Governance)		0		0							

Health, Safety & Wellbeing





Indicator	Target	Feb 2015		Mar 2015		Apr 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							

Indicator	Target	Feb 2015		Mar 2015		Apr 2015		Q3 2014/15		Q4 2014/15	
		Value	Status	Value	Status	Value	Status	Value	Status	Value	Status
H&S Employee Reportable by Directorate - CG								0		0	
H&S Employee Non Reportable by Directorate - CG								3		1	
H&S 3rd Party Reportable by Directorate - CG								0		0	
H&S 3rd Party Non Reportable by Directorate - CG								0		0	
H&S Total Near Miss by Directorate - CG								9		5	
H&S Employee Near Miss by Primary Type (Violence) - CG								0		0	
H&S Employee Near Miss by Primary Type (Vandalism) - CG								0		0	
H&S Employee Near Miss by Primary Type (Inappropriate Communication) - CG								6		3	
H&S Employee Near Miss by Primary Type (Security) - CG								1		0	
H&S Employee Near Miss by Primary Type (Other) - CG								2		2	
H&S Injury/Incident Forms Raised (0-6 days) - CG								3		0	
H&S Injury/Incident Forms Raised (07-10 days) - CG								0		1	
H&S Injury/Incident Forms Raised (11-15 days) - CG								0		0	
H&S Injury/Incident Forms Raised (Over 15 days) - CG								0		0	





















Improving Customer Experience

Customer Satisfaction

Indicator	Target	Feb 2015		Mar 2015		Apr 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		85.71%		73.33%							
Complaint Customer Satisfaction - No of responses received compared to total no of closed complaints surveyed		30.95%		20.46%							
Complaint Customer Satisfaction - Access to the Complaints Handling Policy		76.92%		66.67%							
Complaint Customer Satisfaction - Empathy (Understanding the customer's perspective)		66.67%		55.56%							
Complaint Customer Satisfaction - Clarity & basis of decision		61.54%		44.44%							
Complaint Customer Satisfaction - Positive treatment by staff		76.92%		77.78%							
Complaint Customer Satisfaction - Timescales & providing updates		61.54%		55.56%							
% of FOI requests replied to within timescale (Corporate Governance)	85%	100%		97%							
% 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%		0							
% of FOI requests replied to within timescale (Legal & Democratic Services)	85%	100%		75%							
% of FOI requests replied to within	85%	100%		100%							

Indicator	Target	Feb 2015		Mar 2015		Apr 2015		Q3 2014/15		Q4 2014/15	
		Value	Status	Value	Status	Value	Status	Value	Status	Value	Status
timescale (Finance - Including Revenues and Benefits)											
% 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	Feb 2015		Mar 2015		Apr 2015		Q3 2014		Q4 2014	
		Value	Status	Value	Status	Value	Status	Value	Status	Value	Status
Data Breaches Reported - Corporate Governance (CG)								0		1	
Data Breaches Reported - CS&P								0		0	
Data Breaches Reported - Finance								0		0	
Data Breaches Reported - HR								0		1	
Data Breaches Reported - L&D								0		0	
Data Breaches Reported - Commercial & Procurement Services								0		0	
% of Third Party SAR responded to within 40 calendar days - CG								0		0	
Subject Access Requests - Response not Given as a % of total (CG)								0%		0%	
Third Party SAR - Response not Given as a % of total (CG)								0		0	
% of Subject Access Requests Responded within 40 calendar days - CG								100%		100%	














































Indicator	Target	Feb 2015		Mar 2015		Apr 2015		Q3 2014		Q4 2014	
		Value	Status	Value	Status	Value	Status	Value	Status	Value	Status
% of EIR requests replied to within timescale (Corporate Governance)	85%	0		100%							
% 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%	0		0							
% of EIR requests replied to within timescale (Legal & Democratic)	85%	0		100%							
% 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		100%							

Customer Contact Centre

Indicator	Target	Feb 2015		Mar 2015		Apr 2015		Q3 2014/15		Q4 2014/15	
		Value	Status	Value	Status	Value	Status	Value	Status	Value	Status
CCC - Number of Council Tax Calls		5,401		7,272		6,757					
CCC - % of Council Tax Calls abandoned		4.11%		2.92%		4.23%					
CCC - Waiting Time of Council Tax Calls		0.38 min/secs		0.51 min/secs		0.39 min/secs					
CCC - Average Handling Time of Council Tax Calls		4.51 min/secs		3.43 min/secs		5.08 min/secs					
CCC - % of Council Tax Calls answered	75%	81.68%		74.35%		85.9%					

Indicator	Target	Feb 2015		Mar 2015		Apr 2015		Q3 2014/15		Q4 2014/15	
		Value	Status	Value	Status	Value	Status	Value	Status	Value	Status
within 60 seconds											
CCC – Number of Housing & CTAX Benefit Calls		2,045		2,279		2,581					
CCC – % of Housing & CTAX Benefit Calls abandoned		5.39%		2.37%		4.46%					
CCC – Waiting Time of Housing & CTAX Benefit Calls		0.37 min/secs		0.44 min/secs		0.35 min/secs					
CCC – Average Handling Time of Housing & CTAX Benefit Calls		4.51 min/secs		4.08 min/secs		5.09 min/secs					
CCC – % of Housing & CTAX Benefit Calls answered within 60 seconds	75%	81.97%		77.49%		86.3%					
CCC – Number of Housing Repair (new) Calls		6,436		6,077		5,441					
CCC – % of Housing Repair (new) Calls abandoned		6.36%		2.55%		2.07%					
CCC – Waiting Time of Housing Repair (new) Calls		0.53 min/secs		0.41 min/secs		0.19 min/secs					
CCC – Average Handling Time of Housing Repair (new) Calls		3.01 min/secs		2.3 min/secs		4.18 min/secs					
CCC – % of Housing Repair (new) Calls answered within 60 seconds	75%	71.84%		78.21%		90.89%					
CCC – Number of Housing repair (ongoing) Calls		3,084		2,880		2,428					
CCC – % of Housing repair (ongoing) Calls abandoned		6.27%		4.03%		3.07%					
CCC – Waiting Time of Housing Repair (ongoing) Calls		0.5 min/secs		0.42 min/secs		0.17 min/secs					
CCC – Average Handling Time of Housing Repair (ongoing) Calls		3.03 min/secs		2.39 min/secs		3.55 min/secs					











































Indicator	Target	Feb 2015		Mar 2015		Apr 2015		Q3 2014/15		Q4 2014/15	
		Value	Status	Value	Status	Value	Status	Value	Status	Value	Status
CCC – % of Housing repair (ongoing) Calls answered within 60 seconds	75%	73.55%		78.02%		91.75%					
CCC - Number of Tradesman Calls		59		31		44					
CCC - % of Tradesman Calls abandoned		16.39%		0%		17.78%					
CCC - Waiting Time of Tradesman Calls		0.21 min/secs		0.14 min/secs		0.11 min/secs					
CCC - Average Handling Time of Tradesman Calls		2.11 min/secs		1.44 min/secs		2.22 min/secs					
CCC - % of Tradesman Calls answered within 60 seconds	75%	85.25%		96.77%		95.56%					
CCC - Number of Environmental Services Calls		2,191		3,360		3,520					
CCC - % of Environmental Services Calls abandoned		6.73%		3.1%		2.26%					
CCC - Waiting Time of Environmental Services Calls		0.47 min/secs		0.37 min/secs		0.16 min/secs					
CCC – Average Handling Time of Environmental Services Calls		4.31 min/secs		2.41 min/secs		5.31 min/secs					
CCC – % of Environmental Services Calls answered within 60 seconds	75%	74.83%		80.3%		91.47%					
CCC - Number of Roads Calls		1,275		321		300					
CCC - % of Roads Calls abandoned		8.03%		1.25%		3.57%					
CCC - Waiting Time of Roads Calls		0.55 min/secs		0.34 min/secs		0.16 min/secs					
CCC - Average Handling Time of Roads Calls		2.3 min/secs		2.26 min/secs		4.22 min/secs					
CCC - % of Roads Calls answered within 60	75%	71.94%		81%		91.88%					











































Indicator	Target	Feb 2015		Mar 2015		Apr 2015		Q3 2014/15		Q4 2014/15	
		Value	Status	Value	Status	Value	Status	Value	Status	Value	Status
seconds											
CCC – Number of Bio-liner Calls		299		396		328					
CCC – % of Bio-liner Calls answered within 60 seconds	75%	98.85%		93.97%		100%					
CCC – Number of Parking Calls		377		367		407					
CCC – % of Parking Calls abandoned		7.42%		1.09%		6.37%					
CCC – Waiting Time of Parking Calls		0.22 min/secs		0.21 min/secs		0.19 min/secs					
CCC – Average Handling Time of Parking Calls		3.27 min/secs		2.57 min/secs		4.32 min/secs					
CCC – % of Parking Calls answered within 60 seconds	75%	93.86%		96.19%		97.88%					
CCC – Number of Scottish Welfare Fund Calls (crisis loans)		1,223		1,231		1,141					
CCC – % of Scottish Welfare Fund Calls (crisis loans) abandoned		5.6%		1.62%		4.23%					
CCC – Waiting Time of Welfare Fund Calls (crisis loans)		0.41 min/secs		0.39 min/secs		0.23 min/secs					
CCC – Average Handling Time of Welfare Fund Calls (crisis loans) abandoned		7.54 min/secs		5.12 min/secs		7.44 min/secs					
CCC – % of Scottish Welfare Fund Calls (crisis loans) answered within 60 seconds	75%	78.91%		87.08%		93.61%					
CCC – Number of Scottish Welfare Fund Mailbox Calls (crisis loans)		34		25		13					
CCC - Number of Housing Advice Calls		644		585		536					
CCC - % of Housing Advice Calls abandoned		5.84%		1.88%		1.88%					

Indicator	Target	Feb 2015		Mar 2015		Apr 2015		Q3 2014/15		Q4 2014/15	
		Value	Status	Value	Status	Value	Status	Value	Status	Value	Status
CCC - Waiting Time of Housing Advice Calls		0.19 min/secs		0.22 min/secs		0.14 min/secs					
CCC - Average Handling Time of Housing Advice Calls		4.25 min/secs		4.47 min/secs		6.1 min/secs					
CCC - % of Housing Advice Calls answered within 60 seconds	75%	96.26%		94.87%		97.78%					
CCC – Total Number of Calls taken across all queues		21,706		24,826		23,498					
CCC - Total number of abandoned calls		1,363		680		797					
CCC – Average Waiting Time across all queues		0.44 min/secs		0.42 min/secs		0.25 min/secs					
CCC – Average Handling Time across all queues		3.56 min/secs		3.15 min/secs		4.51 min/secs					
CCC – Overall % of all calls in Contact Centre answered within 60 seconds	75%	77.82%		78.66%		88.84%					
CCC – Average cost of a Transaction taken across CCC		£3.05		£2.66		£2.81					

Customer Service Centre

Indicator	Target	Feb 2015		Mar 2015		Apr 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		633		736		721					
CSC – % of Council Tax enquiries abandoned		3%		4%		3%					
CSC – Average Queuing Time – Council Tax enquiries		7.34 min/secs		7.43 min/secs		10.3 min/secs					
CSC – Average Serving Time – Council Tax		10.53		11		10.1					

Indicator	Target	Feb 2015		Mar 2015		Apr 2015		Q3 2014/15		Q4 2014/15	
		Value	Status	Value	Status	Value	Status	Value	Status	Value	Status
enquiries		min/secs		min/secs		min/secs					
CSC – % of customers for Council Tax queries seen within 10 minutes		84%		85%		79%					
CSC - Number of Visitors for Housing & CTAX Benefits Queue		1,084		1,302		1,435					
CSC – % of Housing & CTAX Benefit enquiries abandoned		2%		3%		3%					
CSC – Average Queuing Time – Housing & CTAX Benefit enquiries		8.23 min/secs		9.06 min/secs		11.52 min/secs					
CSC – Average Serving Time – Housing & CTAX Benefits enquiries		11.04 min/secs		11 min/secs		10.25 min/secs					
CSC – % of customers for Housing & CTAX Benefit queries seen within 10 minutes		83%		81%		80%					
CSC - Number of Visitors for Accord and Sports Queue		538		648		568					
CSC – % of Accord and Sports enquiries abandoned		1%		2%		2%					
CSC – Average Queuing Time – Accord and Sports enquiries		8.01 min/secs		6.27 min/secs		9.2 min/secs					
CSC – Average Serving Time – Accord and Sports enquiries		7.33 min/secs		7.2 min/secs		7.31 min/secs					
CSC – % of customers for Accord and Sports queries seen within 10 minutes		80%		90%		94%					
CSC - Number of Visitors for Parking and Disabled Badges Queue		911		1,022		1,173					
CSC – % Parking and Disabled Badges enquiries abandoned		3%		2%		2%					
CSC – Average Queuing Time – Parking and Disabled Badges enquiries		8.2 min/secs		7.2 min/secs		9.18 min/secs					

Indicator	Target	Feb 2015		Mar 2015		Apr 2015		Q3 2014/15		Q4 2014/15	
		Value	Status	Value	Status	Value	Status	Value	Status	Value	Status
CSC – Average Serving Time – Parking and Disabled Badges enquiries		9.52 min/secs		9.22 min/secs		9.17 min/secs					
CSC – % of customers for Parking and Disabled Badge queries seen within 10 minutes		82%		87%		89%					
CSC - Number of Visitors for Payments Queue		84		215		170					
CSC – % of Payments enquiries abandoned		1%		1%		2%					
CSC – Average Queuing Time – Payment enquiries		6.31 min/secs		6.14 min/secs		6.17 min/secs					
CSC – Average Serving Time – Payment enquiries		7.16 min/secs		6.25 min/secs		5.54 min/secs					
CSC – % of customers for Payment queries seen within 10 minutes		90%		92%		96%					
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		1,595		1,524		970					
NON CG – Number Signposted to Bereavement Services		57		70		97					























































Indicator	Target	Feb 2015		Mar 2015		Apr 2015		Q3 2014/15		Q4 2014/15	
		Value	Status	Value	Status	Value	Status	Value	Status	Value	Status
NON CG – Number Signposted to Debt and Welfare Rights		73		85		82					
NON CG – Number Signposted to Estate Management		303		131		0					
NON CG – Number Signposted to Housing Advice		751		744		699					
NON CG – Number Signposted to Registrars		1,129		1,272		1,203					
NON CG – Number Signposted to Existing Tenancies		349		696		798					
NON CG – Number Signposted to Social Care and Wellbeing		158		144		144					
NON CG – Number Signposted to Licensing		0		0		0					
CSC - Total Number of visitors to CSC (CG & Non CG combined)		7,798		7,365		7,492					
CSC – Total Number of Visitors in CG queues		3,250		3,923		4,469					
CSC - Total number of visitors in non CG queues		2,953		3,442		3,023					
CSC – Total % of enquiries abandoned across CG queues		2%		2%		3%					
CSC – Average Queuing Time across all CG queues	10 min/secs	8.08 min/secs		7.47 min/secs		10.25 min/secs					
CSC – Total Average Serving Time of a customer across all CG queues		10.01 min/secs		9.43 min/secs		9.54 min/secs					
CSC – Total % of customers seen within 10 minutes in CG queues	80%	83%		84%		75%					
CSC – Average cost of a transaction across the CSC		£7.50		£7.94		£13.09					




















































Other Telephony

Indicator	Target	Feb 2015		Mar 2015		Apr 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		48,909		51,898		51,106					
Total no of calls offered to the Switchboard		18,631		21,632		20,111					

Online Activity

Indicator	Target	Feb 2015		Mar 2015		Apr 2015		Q3 2014/15		Q4 2014/15	
		Value	Status	Value	Status	Value	Status	Value	Status	Value	Status
Online Transactions & Activities		15,776		18,316		20,474					
Online transactions by type - Jobs Online		n/a		n/a		n/a					
Online transactions by type - Planning Applications		74		111		87					
Online transactions by type - Reported Faults		624		631		487					
Online transactions by type - Online Payments		11,113		12,278		16,397					
Online transactions by type - Online Service Applications		3,965		5,296		3,503					
Online fault reporting - Abandoned Property		1		1		1					
Online fault reporting - Air Pollution		1		1		2					
Online fault reporting - Benefit Fraud		9		12		6					
Online fault reporting - Consumer Rights		2		0		0					
Online fault reporting - Dog Control		22		26		18					

Indicator	Target	Feb 2015		Mar 2015		Apr 2015		Q3 2014/15		Q4 2014/15	
		Value	Status	Value	Status	Value	Status	Value	Status	Value	Status
Online fault reporting - Food Safety		3		8		5					
Online fault reporting - Footpath/Footway/Cycleways		30		37		46					
Online fault reporting - Graffiti Removal		10		10		5					
Online fault reporting - Grit Bins		9		0		0					
Online fault reporting - Litter/Street Cleanliness		63		122		75					
Online fault reporting - Noise Complaints		14		33		24					
Online fault reporting - Parks/Grass/Grounds Maintenance		17		17		35					
Online fault reporting - Pest Control		12		13		20					
Online fault reporting - Public Health Nuisance		8		7		12					
Online fault reporting - Road Drainage		15		16		26					
Online fault reporting - Road Surface		182		160		108					
Online fault reporting - Street Lighting		146		134		76					
Online fault reporting - Substandard Housing in the Private Sector		2		1		5					
Online fault reporting - Traffic Lights		36		34		24					
Online fault reporting - Winter		43		0		0					
Online payments - House Rents		3,095		3,528		3,171					
Online payments - Garage Rents		137		150		128					
Online payments - Parking Spaces		58		75		61					

Indicator	Target	Feb 2015		Mar 2015		Apr 2015		Q3 2014/15		Q4 2014/15	
		Value	Status	Value	Status	Value	Status	Value	Status	Value	Status
Online payments - Garage Sites		6		12		12					
Online payments - Former Tenant Arrears		0		0		0					
Online payments - Rent Insurance		179		197		184					
Online payments - Community Charge		0		0		0					
Online payments - Business Rates		3		10		8					
Online payments - Council Tax		4,056		4,282		8,976					
Online payments - Invoices		411		370		509					
Online payments - HB Overpayments		100		110		97					
Online payments - Penalty Charge Notice		1,730		1,899		1,674					
Online payments - Bus Lane Penalty Charge Notices		1,138		1,296		1,403					
Online payments - Primary School Meal Payments		200		349		174					
Online Service Applications & Activities - Accord Card Top Ups		1,315		1,727		729					
Online Service Applications & Activities - Residents Discount Applied for		42		51		55					
Online Service Applications & Activities - Housing Repair Enquiries		176		173		117					
Online Service Applications & Activities - Council Tax Applications		677		792		677					
Online Service Applications & Activities - HMO Applications		0		0		0					
Online Service Applications & Activities - Parking Permit Renewals		314		381		511					

Indicator	Target	Feb 2015		Mar 2015		Apr 2015		Q3 2014/15		Q4 2014/15	
		Value	Status	Value	Status	Value	Status	Value	Status	Value	Status
Online Service Applications & Activities - Recycling Requests		1,441		2,172		1,414					

Internal Customer Activity



















Indicator	Target	Feb 2015		Mar 2015		Apr 2015		Q3 2014/15		Q4 2014/15	
		Value	Status	Value	Status	Value	Status	Value	Status	Value	Status
Human Resources Service Centre First 24 Hour Resolution	75%	56.33%		50.74%		85.5%					
IT Helpdesk calls resolved within agreed timescales	82%	73%		79%		79%		73%		79%	

Complaints

Indicator	Target	Feb 2015		Mar 2015		Apr 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)		8		7		10		24		30	
% Stage 1 resolved within time	100%	86%		100%		78%		71.43%		96.15%	
% Stage 1 upheld against closed		71.43%		66.67%		55.56%		57.14%		61.54%	
% Stage 1 not upheld against closed		28.57%		16.67%		33.33%		33.33%		19.23%	
% Stage 1 partially upheld against closed		0%		16.67%		11.11%		9.52%		19.23%	
The average time in working days to resolve complaints at the frontline resolution stage - Corporate Governance	5 days	3 days		2 days		4 days		5 days		2 days	
% Stage 2 resolved within time	100%	100%		100%				100%		75%	
% Stage 2 upheld against closed		100%		0%				66.67%		25%	

Indicator	Target	Feb 2015		Mar 2015		Apr 2015		Q3 2014/15		Q4 2014/15	
		Value	Status	Value	Status	Value	Status	Value	Status	Value	Status
% Stage 2 not upheld against closed		0%		100%				33.33%		50%	
% Stage 2 partially upheld against closed		0%		0%				0%		25%	
The average time in working days to resolve complaints at the investigation stage - Corporate Governance	20 days	20 days		11 days		0 days		15 days		18 days	
Number of complaints made with regards to customer service - CG		4		1		1		3		12	
Number of complaints made with regards to quality of service provided - CG		1		3		4		13		9	
Number of complaints made with regards to employee behaviour - CG		0		1		0		3		2	
Number of complaints made with regards to policy - CG		1		1		3		2		2	
Number of complaints made with regards to procedure - CG		2		1		2		3		5	
Number of complaints made with regards to Equalities - CG		0		0		0		0		0	
% of complaints resolved within time (CG)	100%	88%		100%		78%		75%		93.33%	
% of complaints upheld against closed (Stage 1 & 2 combined)		75%		57.14%		55.56%		58.33%		56.67%	
% of complaints not upheld against closed (Stage 1 & 2 combined)		25%		28.57%		33.33%		33.33%		23.33%	
% of complaints partially upheld against closed (Stage 1 & 2 combined)		0%		14.29%		11.11%		8.33%		20%	
Compliments received by Corporate Governance								5		10	

Elected Members' Enquiries

Indicator	Target	Feb 2015		Mar 2015		Apr 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%	63.6%		100%		77.8%					
Percentage of Members' Enquiries dealt within 15 working days - CG Commercial & Procurement Services	100%	0		0		0					
Percentage of Members' Enquiries dealt within 15 working days - CG Finance	100%	100%		100%		100%					
Percentage of Members' Enquiries dealt within 15 working days - CG Human Resources and Customer Services	100%	100%		100%		0					
Percentage of Members' Enquiries dealt within 15 working days - CG IT & Transformation	100%	100%		0		0					
Percentage of Members' Enquiries dealt within 15 working days - CG Legal and Democratic	100%	0%		100%		0%					

Use of Resources




























Financial

Indicator	Target	Feb 2015		Mar 2015		Apr 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		2					
Cost of overall accountancy function per £1,000 of net expenditure	£6.36	Data not yet available									
% spend against Revenue Budget (Corporate Governance)		85.91%		90.44%		6.72%					
Agency Monthly Expenditure (Corporate Governance)		359.72%		392.69%		-4.75%					
Agency Monthly Expenditure - Manual (Corporate Governance)		0		0		0					
Agency Monthly Expenditure - Other Hired (Corporate Governance)		0		0		0					
Overtime Monthly Expenditure (Corporate Governance)		100.7%		109.37%		7.16%					
% spend against Capital budget (total) - Corporate Governance		26.04%		31.64%		0					
Budget Holder Meetings - CG (including OCE)	100%							97.73%		88.64%	
Committee Reports Reviewed by Finance Partners - Finance Policy & Resources								9		20	
Expenditure on Overtime (accumulative) - Corporate Governance		£196,419		£213,324		£17,085					

Committee Services

Indicator	Target	Feb 2015		Mar 2015		Apr 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%	Data currently being verified									
% of decision sheets published within 4 workings days	100%	Data currently being verified									
% of draft minutes issued within 3 weeks	100%	Data currently being verified									

Insurance Services

Indicator	Target	Feb 2015		Mar 2015		Apr 2015		Q3 2014/15		Q4 2014/15	
		Value	Status	Value	Status	Value	Status	Value	Status	Value	Status
No of Insurance Claims received (Employee Liability)		0		5		4					
No of Insurance Claims received (Motor Liability)		9		20		21					
No of Insurance Claims received (Public Liability)		0		31		22					
Cost of Insurance Claims received (Employee Liability)		£0		£37,422		£71,910					
Cost of Insurance Claims received (Motor Liability)		£6,168		£29,776		£34,568					
Cost of Insurance Claims received (Public Liability)		£0		£189,792		£97,154					
No of settled Insurance Claims (Employee Liability)		0		3		0					
No of settled Insurance Claims (Motor Liability)		0		21		23					
No of settled Insurance Claims (Public Liability)		0		17		8					












Indicator	Target	Feb 2015		Mar 2015		Apr 2015		Q3 2014/15		Q4 2014/15	
		Value	Status	Value	Status	Value	Status	Value	Status	Value	Status
Cost of settled Insurance Claims (Employee Liability)		£0		£14,169		£0					
Cost of settled Insurance Claims (Motor Liability)		£0		£31,917		£26,780					
Cost of settled Insurance Claims (Public Liability)		£0		£5,412		£13,761					

Legal Services

Indicator	Target	Feb 2015		Mar 2015		Apr 2015		Q3 2014/15		Q4 2014/15	
		Value	Status	Value	Status	Value	Status	Value	Status	Value	Status
Total no of new items of work received in reporting period compared with total no of items of work completed in reporting period		85.37%		89.83%		90.87%					
Average time taken (days) for first client contact by Case Officer		0.56 days		0.64 days		0.82 days					
Rate of completion of work prior to or on the completion date agreed with Client Service		93.77%		91.02%		88.44%					

Revenues and Benefits

Indicator	Target	Feb 2015		Mar 2015		Apr 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)	7.92% (Annual target 95%)	94.48%		94.69%		16.66%		87.75%		94.69%	
In Year Business Rates Collected	8.17% (Annual target 98%)	97.15%		97.92%		1.53%		80.73%		97.92%	
Cost of collecting Business Rates		Data not yet available									
Average Number of Days to Process New	25	20.07		20.02		18.64		18.16		20.02	

Indicator	Target	Feb 2015		Mar 2015		Apr 2015		Q3 2014/15		Q4 2014/15	
		Value	Status	Value	Status	Value	Status	Value	Status	Value	Status
Benefit Claims											
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	13.59		12.95		9.98					
Average Number of Days to Process Change of Circumstances	14	12.43		11.71		8.42		13.3		11.71	
% of new claims decided within 14 days of receiving all information	90%	87.06%		86.18%		80.14%					
Gross administration cost per benefit case	Data not yet available										
Cost of collecting council tax per dwelling	Data not yet available										

ABERDEEN CITY COUNCIL

COMMITTEE	Finance, Policy and Resources
DATE	9 June 2015
DIRECTOR	Angela Scott (Acting)
TITLE OF REPORT	2014/15 Financial Monitoring - Corporate Governance
REPORT NUMBER:	CG/15/70
CHECKLIST RECEIVED	Yes

1. PURPOSE OF REPORT

- 1.1 The purpose of this report is to:
- i) Inform the Committee of the 2014/15 revenue and capital budget's financial performance for the period to 31 March 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 12, March 2015.

Revenue Financial Position and Risks Assessment

- 5.2 The Service report is attached at Appendix A which shows net outturn underspend of £2.8M (9.5%), 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 underspent by £860K.
- Supplies and Services are underspent by £660K. £530K of this underspend relates to IT Hardware and Software. £90K relates to the underspend in the Occupational Health contract arising from contractual penalties.
- Savings of £190K within the Corporate Training Budget.
- Housing benefits are overspent by £400K. This is a demand led service and it is difficult to predict costs. Expenditure also reflects rising rental costs in Aberdeen. Although the majority of the expenditure is recovered from DWP, there is still a high cost to the council. In addition, there is an increasing use of hotels to accommodate the homeless.
- Income is over budget by £1.3M with the largest area being year end recharges to internal accounts or external partners. These charges are based on actual costs and activities and are only quantified and recharged at the year end.
- Other smaller variances within non-staff budgets account for the remainder of the movement from budget.

Management Actions and Risk Assessment

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

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

Capital Financial Position

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

Management Actions

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

6. COMMUNITY & SERVICE IMPACT

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

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

7. REPORT AUTHOR DETAILS

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8. BACKGROUND PAPERS

Financial ledger data extracted for the period 12 (not attached).

Appendix A

As at end of March 2015				
Accounting Period 12	Full Year Revised Budget £'000	Actual Expenditure £'000	Variance Amount £'000	Variance Percent %
Head of Finance - S.95 Officer	5,485	4,689	(796)	(14.5%)
Head of Legal and Democratic Services	1,687	1,219	(468)	(27.8%)
Head of Human Resources and Organisational Development	4,762	4,130	(632)	(13.3%)
Head of Procurement	2,776	2,754	(22)	(0.8%)
Head of Customer Service and Performance	13,617	12,308	(1,308)	(9.6%)
Housing Benefits	1,290	1,687	397	30.8%
TOTAL	29,617	26,788	(2,829)	(9.6%)

*Assumptions

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

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

As at end of March 2015		Year to Date		
Accounting Period 12	Full Year Revised Budget £'000	Revised Budget £'000	Actual Expenditure £'000	Variance Amount £'000
STAFF COSTS	24,966	24,966	24,105	(860)
PROPERTY COSTS	595	595	595	(0)
ADMINISTRATION COSTS	2,673	2,673	2,441	(232)
TRANSPORT COSTS	485	484	453	(31)
SUPPLIES & SERVICES	6,685	6,685	6,020	(664)
COMMISSIONING SERVICES	1,607	1,607	1,603	(4)
TRANSFER PAYMENTS TOTAL	51,153	51,153	54,604	3,450
GROSS EXPENDITURE	88,164	88,163	89,821	1,658
LESS: INCOME				
GOVERNMENT GRANTS	(50,442)	(50,442)	(53,326)	(2,884)
OTHER GRANT-REIMBURSE-CONTRIB	(1,869)	(1,869)	(2,201)	(331)
CUSTOMER & CLIENT RECEIPTS	(1,260)	(1,260)	(1,656)	(397)
INTEREST	(24)	(24)	(26)	(2)
RECHARGES TO OTHER HEADS	(4,247)	(4,247)	(4,851)	(604)
OTHER INCOME	(704)	(704)	(973)	(269)
TOTAL INCOME	(58,546)	(58,546)	(63,034)	(4,487)
NET EXPENDITURE	29,617	29,617	26,788	(2,829)

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

Period 12 - Final	Year to Date		
Corporate Governance	Revised Budget £'000	Actual Expenditure £'000	Variance Amount £'000
Technology Investment Requirements	2,162	684	(1,478)
	2,162	684	(1,478)

ABERDEEN CITY COUNCIL

COMMITTEE: Finance, Policy & Resources
DATE: 9 June 2015
INTERIM DIRECTOR: Angela Scott
TITLE OF REPORT: Financial Year End Monitoring 2014/15
REPORT NUMBER: CG/15/78
CHECKLIST COMPLETED Yes

1. PURPOSE OF REPORT

- 1.1 This report provides an opportunity to consider the financial position for the Council for the financial year 2014/15 subject to Committee approval. The values reflect the actual position for the year, as reported to management.
- 1.2 This report provides an overview of the year-end financial position and the provisions and reserves of the Council as at 31 March 2015.

2. RECOMMENDATION(S)

- 2.1 It is recommended that the Committee:
 - a) note the current final outturn for the various Council accounts for the financial year 2014/15, subject to committee approval;
 - b) approve the various transfers between Council accounts and earmarked sums for the General Fund, Housing Revenue Account and Common Good as at 31 March 2015 as detailed in paragraph 5.5.15 and 5.5.17;
 - c) approve the working balances of the General Fund, Housing Revenue Account and Common Good as detailed in paragraphs 5.5.16 and 5.5.18;
 - d) approve that in accordance with the relevant strategies to maintain revenue balances the Council's objective of retaining recommended levels of uncommitted balances has been achieved; and
 - e) note that the unaudited Annual Accounts for 2014/15 will be presented to the Audit, Risk & Scrutiny Committee, along with the Annual Governance Statement and Remuneration Report at its meeting later this month.

3. FINANCIAL IMPLICATIONS

- 3.1 The financial position of the Council as at 31 March 2015 is detailed throughout the body of the report. The 2014/15 year end working balances on the General Fund (excluding the Housing Revenue Account) continue to be maintained at £11.3 million, in line with Council policy and are shown in section 5.5.15 within this report.
- 3.2 The Council has made use of earmarked revenue reserves to mitigate risks and to provide funding for specific projects in future years in consultation with the Corporate Management Team and where appropriate the relevant Committees.

4. OTHER IMPLICATIONS

- 4.1 Every organisation has to manage the risks inherent in the operation of services. The financial risks are minimised by the regular review of financial information by Services and corporately by CMT and Elected Members. This report forms part of the end of year reporting cycle and seeks to clarify the overall operating conditions and outcomes that have resulted in the past year.
- 4.2 The Council continues to operate on a strong financial platform and is well prepared for the medium term financial challenges that the Head of Finance estimates will materialise. Strong fiscal management coupled with financial restraint and a strong balance sheet should see the Council demonstrate its capability to deliver a balanced budget for future years.
- 4.3 The Council has an ambitious capital investment programme over the coming years and where possible resources are made available to meet the capital financing pressures of this investment. The main advantage of this is that it reduces the future revenue liabilities and therefore protects the resources that can be directed at delivering front line services in the medium term. Front line services will face a number of challenges over the coming years as government funding at best remains static or at worst reduces. All financial decision making should therefore be made with this in mind.

5. BACKGROUND/MAIN ISSUES

- 5.1.1 During the financial year 2014/15 the Committee has received regular reports on the financial performance of the General Fund – Revenue, Capital and Trading Services - ensuring that Elected Members are aware of the financial performance of the Council. There have also been reports presenting the Common Good position to this Committee, whilst the Housing Revenue Account was monitored initially by the Housing and Environment Committee and latterly by the Communities, Housing and Infrastructure Committee.

- 5.1.2 This report has been prepared on the basis of a final actual position, as reported to management, with this being built into the Annual Accounts.
- 5.1.3 There is a statutory requirement that the unaudited annual accounts for each financial year be submitted for audit no later than 30 June in the next financial year.
- 5.1.4 This means that the unaudited Annual Accounts for 2014/15, prepared in accordance with Accounting Codes of Practice, requires to be submitted by 30 June 2015 to Audit Scotland. Scrutiny of the accounts will be carried out by the Audit, Risk & Scrutiny Committee at its meeting on 25 June 2015.
- 5.1.5 For ease of reference the report is broken down into the following sections:
 - 5.2 General Fund (Revenue)
 - 5.3 Trading Operations
 - 5.4 Capital (General Fund and HRA)
 - 5.5 Reserves and Balances as at 31 March 2015
 - 5.6 Housing Revenue Account

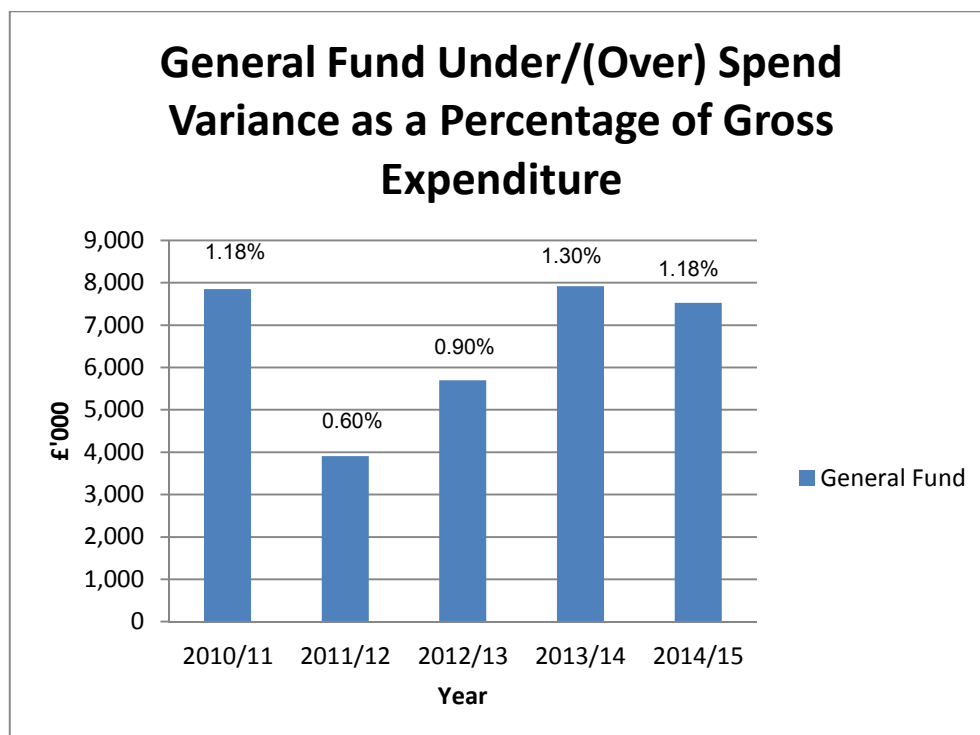
5.2 General Fund (Revenue)

- 5.2.1 At its meeting of 23rd April 2015 the Committee reviewed the financial performance of the Council in relation to its General Fund Revenue Budget for financial year 2014/15, based on expenditure to the end of February 2015 (Period 11).
- 5.2.2 During the intervening period the Corporate Management Team has received reports on the financial performance and is aware of the year end position that is now being reported.
- 5.2.3 Service Committees have also received reports on their individual financial positions throughout the year for their consideration in making policy decisions for the Council.
- 5.2.4 Information within this report provides a high level expenditure position for the consideration of Elected Members and presents actual financial figures to the end of March 2015 taking account of the various year end entries, accruals and other transactions that are necessary to ensure compliance with the Accounting Code of Practice.
- 5.2.5 Appendix A includes a summary of the 'Actual' Council position for 2014/15 against Budget. This is followed by confirmation of the total movement on the General Fund balance.
- 5.2.6 In overall terms the statement at Appendix A shows the Council is reporting a positive outturn position, being a favourable £7.5 million variance from budget.

This represents 1.18% of gross spend for the year and provides a greater context within which to view the final outturn position

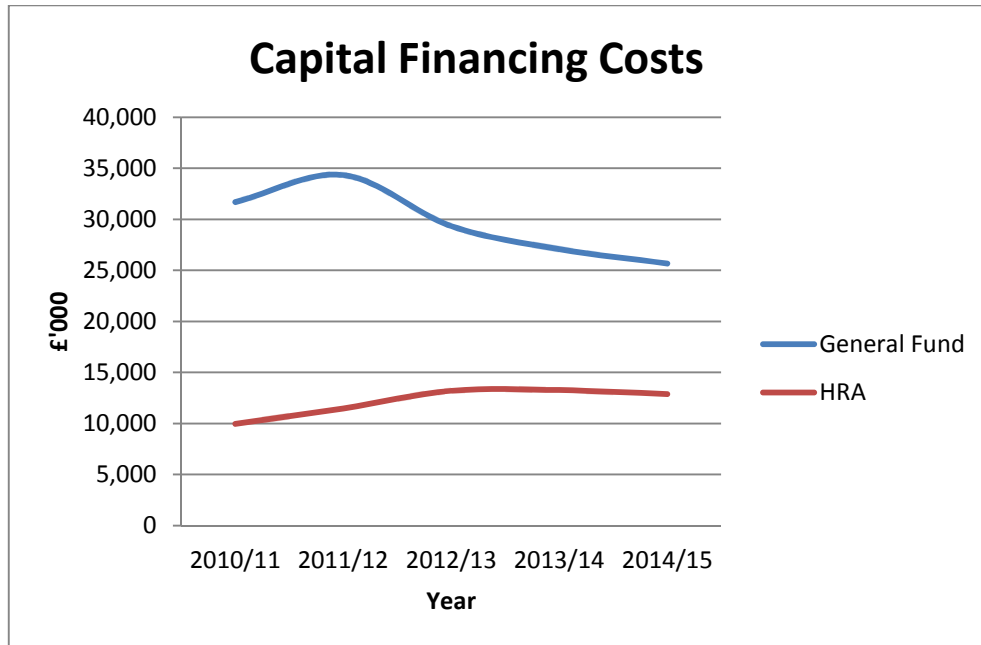
5.2.7 In looking at the financial performance of the Council in recent years it can be seen that over the last 3 financial years the level of under spend has been approximately 1% of gross spend.

5.2.8 This demonstrates good financial management within services and can be seen graphically in the table below:

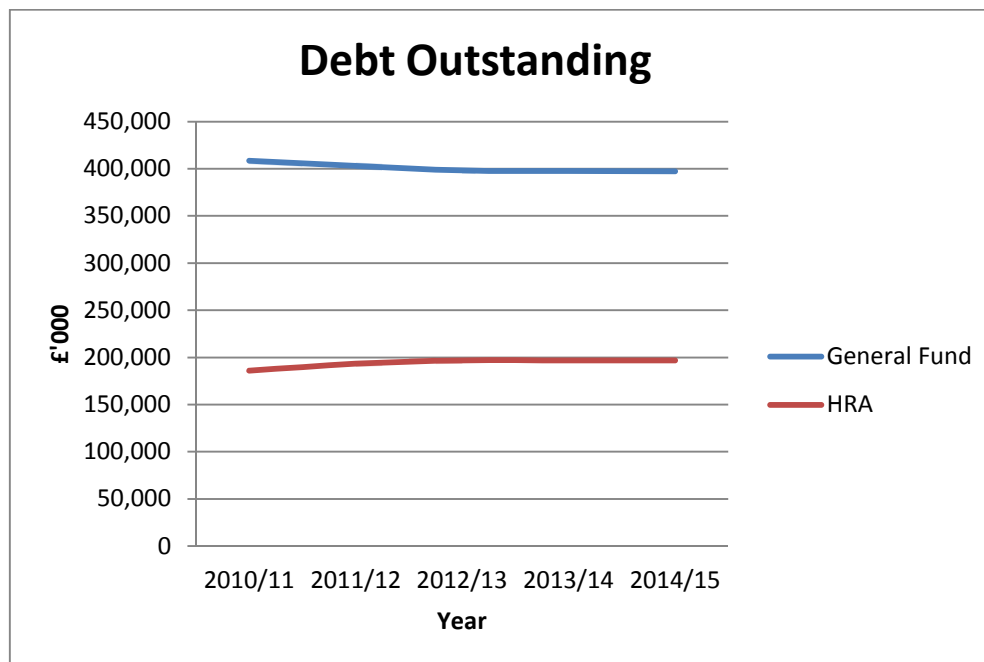


5.2.9 The Corporate Budgets include contributions to investment as well as associated repayment and servicing of borrowing to pay for capital projects. Savings have arisen from both the lower value of expenditure on capital projects than budgeted and, through active treasury management, the reduction in the loans pool interest rate that applies to the cost of borrowing. This, coupled with the use of the capital fund and investment strategy, has resulted in keeping capital financing costs below budget and is a key objective for future years to minimise the impact on front line services of any potential grant reductions.

5.2.10 The following two charts show the impact this strategy has had from 2011/12 to 2014/15. If the Council had continued to increase its level of debt at 2011/12 levels then capital financing charges would have been almost £10 million higher than they are for 2014/15. Clearly this would have to be adjusted to take account of the underlying economic and market conditions.



5.2.11 The table below shows falling debt for the General Fund and relatively static debt for the HRA. The combined debt for both accounts is £615 million. However, to put this in context this debt is in relation to the Council's asset base which has a value at 31 March 2015 of £2,079 million. Further, the cost of servicing this debt represents 4% of General Fund gross spend and 16% of HRA gross income.

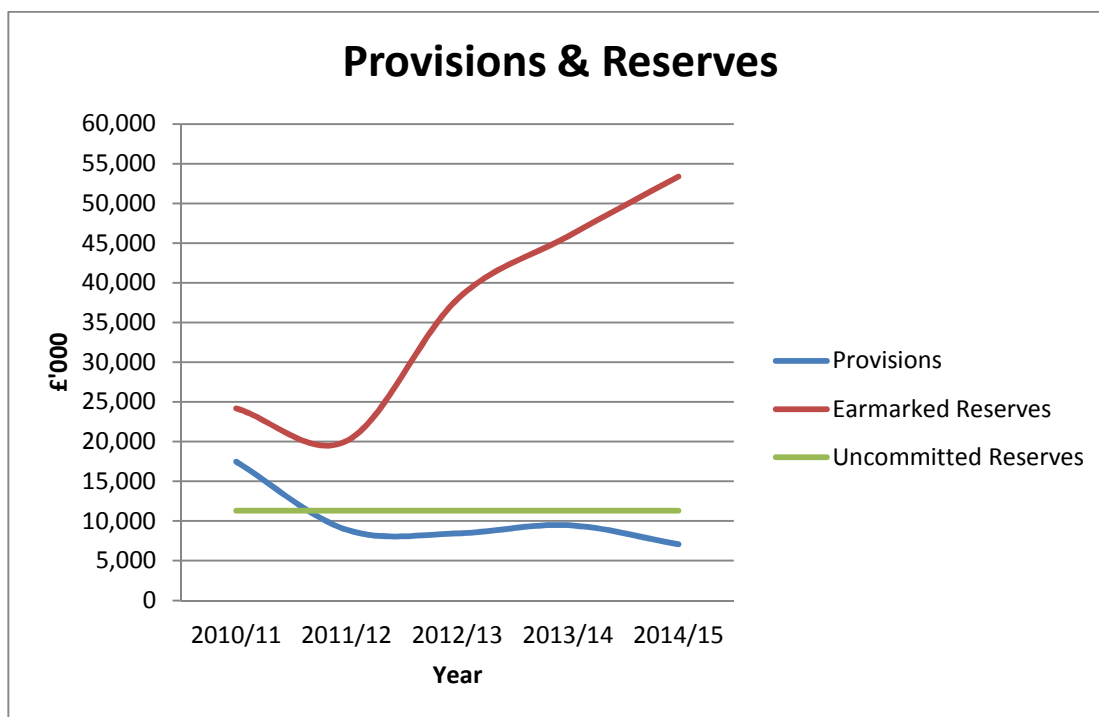


5.2.12 Costs that were taken account of and recorded against the Corporate Budgets included the review of bad debt provisions that resulted in an increase in the provision of £848,000, reflecting the higher levels of transactions and increased total value outstanding for the year. The trading operations surpluses were £876,000 ahead of budget and are discussed in section 5.3 below.

5.2.13 It was approved earlier in the year that the Head of Finance would review and consider the overall 2014/15 position of the council and take appropriate action to ensure, as far as possible that the council is suitably financially prepared for future revenue and capital investment purposes.

5.2.14 Earmarked sums are a crucial part of how the council manages its resources and within the overall position reported there is use of and creation of earmarked sums that ensures the decisions made by the council previously are captured and held for use in future financial years. The outcome of the movement of earmarked reserves is shown in section 5.5 below. The table below also shows how the Council has actively managed its reserves to ensure it's in a strong position to face future financial challenges. In particular, the movement in earmarked reserves reflects the emphasis placed on making resources available for the Council's ambitious capital investment programme.

5.2.15 What the table also shows is the overall movement in provisions with a significant fall between 2010/11 and 2011/12 reflecting amounts used and a reduced requirement for provisions in relation to equal pay following the implementation of the equal pay and modernisation scheme.



5.2.16 What the above table demonstrates is that the Council continues to de-risk itself from future events. Audit Scotland has commented nationally on the level of reserves being carried by Council's. It is the Head of Finance's view that Aberdeen City Council should continue with their strategy of de-risking against possible future events to ensure it is better equipped to tackle the continued tight fiscal conditions under which it is likely to have to operate.

5.2.17 During 2014/15, all directorates delivered services within their approved budget. This has had the benefit of enabling the Council to support future investment, through the sums being earmarked for future use.

5.2.18 The actual net expenditure for the year was £7.5 million less than budget. There were a number of factors that contributed to this and they were reported during the year to both this Committee as well as individual service committees.

Some examples include:

- Staff vacancy and turnover savings across a number of services;
- Higher than anticipated income levels;
- Increased number of Band D equivalent properties;
- Reduced operating costs in certain areas (waste, homelessness, roads and catering as examples);
- Reduced costs associated with commissioning.

5.2.19 As part of the year end process additional sums have been set aside as earmarked reserves. These include Devolved Education budgets (£0.9 million, general DEM and £0.7 million, ICT), bus lane enforcement income (£1 million) and Schools ICT (£1 million – this was forecast to be achieved over 2-3 financial years originally)

5.2.20 Once all the above variances and earmarked sums have been made this leaves a net underspend of £7.5 million. During the year, Council approved the use of £2.9 million for reclaiming social work. Therefore the remaining £4.6 million is recommended to be set aside for the investment strategy.

5.3 Trading Operations & Arm's Length External Organisations

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

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

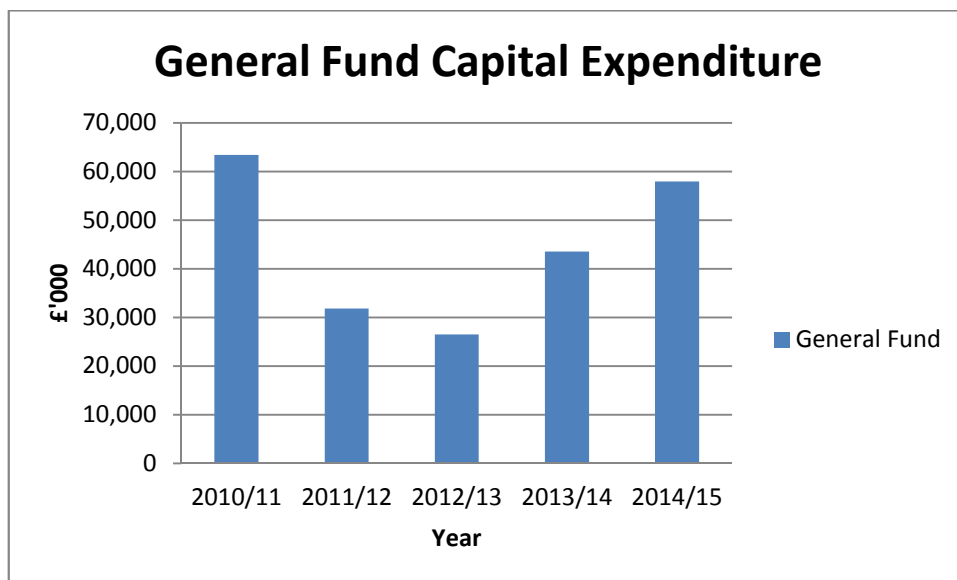
- 5.3.3 The trading operations in place for 2014/15 were:
- Building and Maintenance
 - Letting of Industrial, Commercial & other Properties
 - Provision and Management of Car Parking Facilities
- 5.3.4 In 2014/15 the total contribution made to the General Fund by the trading operations was £14.5 million against a budgeted £13.6 million.
- 5.3.5 While Car Parking and the Letting of Commercial properties have an external customer base, Building and Maintenance Services is operated to support an internal need for work to be carried out and while there are some external customers, on the whole, the Council will have initially paid for the service to be provided.
- 5.3.6 Building and Maintenance ultimately delivered on budget and secured a surplus for the General Fund of £4.1 million.
- 5.3.7 Property Letting performance was ahead of budget, with an overall surplus of £5.5 million being achieved. The additional surplus was principally as a result of one off grassum payments.
- 5.3.8 Car Parking performance was slightly ahead of budget with a surplus of £4.8 million still being achieved. Costs were greater than budget in a number of areas, including administration costs, support costs, recharge to transport funds and favourable in areas such as staff costs and income from the various fees and permits.
- 5.3.9 As part of the Council's Annual Accounts, the Council is required to disclose the financial performance of the following ALEO's in its Group Accounts and the table below shows the funding provided by the council in 2014/15:

Organisation	£'000
Aberdeen Exhibition & Conference Centre	1,075
Aberdeen Sports Village	1,123
Sport Aberdeen	5,291
Bon Accord Care	26,026

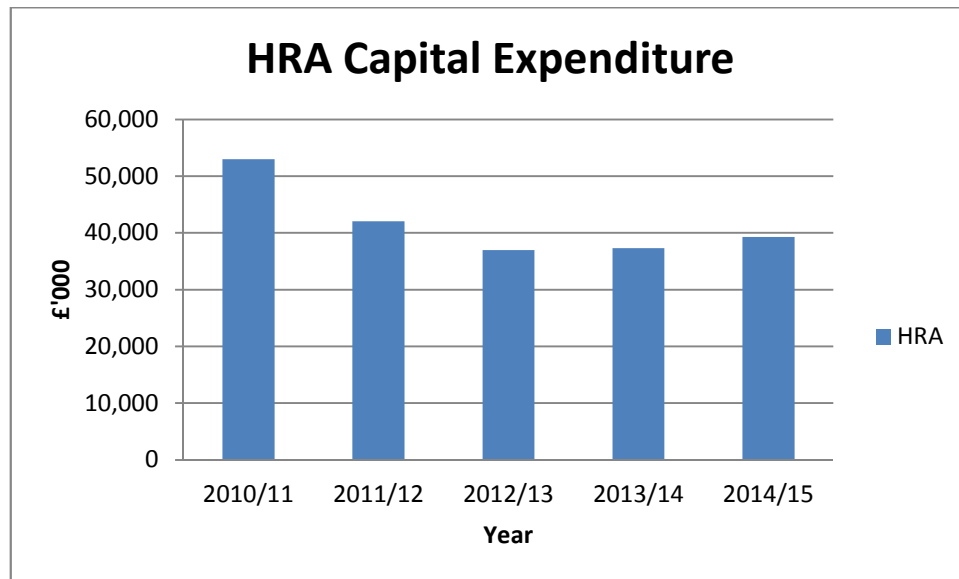
5.4 Capital (General Fund and HRA)

- 5.4.1 Capital expenditure is undertaken by the Council having regard to the Prudential Code for Finance in Local Authorities and considerations, in all years, of affordability and sustainability.
- 5.4.2 A summary of the total capital expenditure and funding for both the General Fund and Housing Revenue Account (HRA) is shown at Appendix B.

- 5.4.3 Total capital expenditure in 2014/15 was £97.2 million, of which £39.3 million was spent on the HRA programme and £57.9 million on the General Fund programme
- 5.4.4 Examples of some of the main projects undertaken in 2014/15 included work on Aberdeen Western Peripheral Route, Property Condition and Sustainability Programme, 3rd Don Crossing, Renewal and Replacement of Roads Infrastructure, Hydrogen Buses, School Estate and Victoria House.
- 5.4.5 Specific housing revenue account related projects included Victoria House, the modernisation programme, heating system replacement and energy efficiency work on multi-storey blocks.
- 5.4.6 The majority of costs were funded from a combination of finance through net borrowing (£14.7 million), proceeds from the sale of assets (£26.4 million), and income from grants and contributions (£35.1 million), with the remainder being contributions from the revenue accounts (housing - £18.7 million; general fund - £2.3 million).
- 5.4.7 The charts below show the Council's investment in its assets over the last five years and demonstrate a commitment to invest in its infrastructure and buildings.
- 5.4.8 The level of General Fund expenditure, while growing in recent years, still remains below budget. This is due to a number of factors and the Council has provided additional capacity and built on capability to ensure the level of spend is in line with that budgeted.



5.4.9 Capital spend within the Housing Revenue Account has reduced over recent years as the Council moves towards completing its programme to achieve the Scottish Housing Quality Standard by 2015.



5.5 Reserves and Balances as at 31 March 2015

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

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

5.5.3 The uncommitted General Fund balance has been maintained at £11.3 million and this remains in line with the Council's risk based policy on retention of working balances. In accordance with the regular review of council policies, the appropriateness of the value of uncommitted balances will again be considered during 2015/16. The retention of £11.3 million as uncommitted reserves represents 2.6% of the 2014/15 net revenue budget

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

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

	2014/15 Budget £'000	2014/15 Actual (Surplus) / Deficit £'000	(Favourable) / Adverse Movement £'000
General Fund	0	(7,528)	(7,528)
Housing Revenue Account	0	(1,000)	(1,000)
Common Good	1,005	(92)	(1,097)

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

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

5.5.8 During 2014/15 the Common Good received £4.5 million from the continued flow of capital receipts from Pinewood/Hazledene. This is not reflected in the table above as this would be recorded through the Common Good Capital Account and therefore shown on the Balance Sheet.

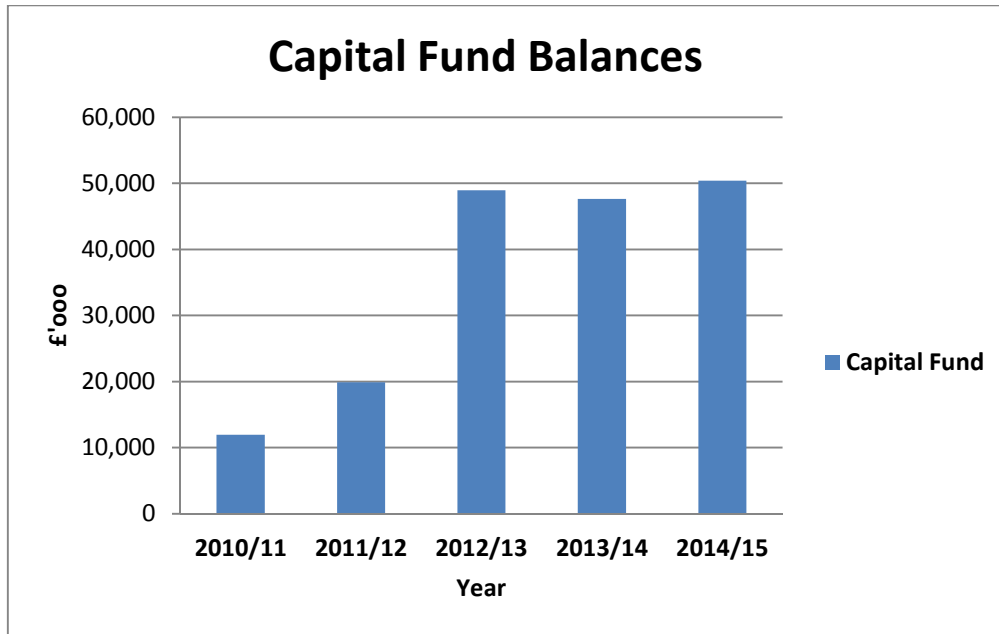
5.5.9 In relation to the General Fund a budget surplus of £7.5 million was achieved following the review of all year-end transactions and the requirement for the Council to retain provisions and set aside funds to support projects already subject to decisions.

5.5.10 Subject to the decisions during the year to commit part of the budget surplus for specific projects, e.g. reclaiming social work, the balance of the surplus generated has been approved to be set against the investment strategy.

Capital Fund

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

5.5.12 The balance on the Capital Fund as at 31 March 2015 is £50.387 million. The chart below shows the movement in the Capital Fund over recent years. The increased balances over the last three years further demonstrates the Council's strategy, through strong fiscal management, to provide a strong balance sheet position from which to operate whilst making resources available for future capital investment.



Earmarked Reserves

- 5.5.13 The earmarking of the account balances is important to ensure that the funds associated with specific projects and for specific purposes are recognised and set aside for that use. The Council sets aside funds in this way each year.
- 5.5.14 The General Fund, Housing Revenue Account and Common Good all have balances that require to be earmarked and these fall into specific categories – financial risks; specific contingent risks; unspent grant income; specific projects; and for the Devolved Education Management scheme. Notably the value earmarked for Investment Strategy reflects the year-end adjustments processed.
- 5.5.15 A summary of the recommended General Fund earmarked sums as at 31 March 2015, to be included in the draft Annual Accounts is shown in the table below:

	General Fund at 1 April 2014 £'000	General Fund Movement £'000	General Fund at 31 March 2015 £'000
Balance as at 31 March 2015	(57,147)	(7,528)	(64,675)
Earmarked Sums -			
Financial Risks:			
Financial Risk Fund	5,541	-	5,541
Welfare Reform	2,000	-	2,000
Contingent Risks:			
De-risk contingent liabilities	5,762	(2,890)	2,872
Unspent Grant Income:			
Various grants received not yet spent	2,052	112	2,164
Specific Projects:			
Strategic Infrastructure Plan	301	56	357
ICT Projects	1,897	352	2,249
Business Plan Service Options	2,936	(661)	2,275
Star Awards	26	(1)	25
Shopmobility	91		91
Employee Benefit Scheme	0	113	113
City Deal	300	-	300
Fairer Aberdeen	36	-	36
Energy Efficiency Fund	1,110	74	1,184
Queens Links Reinstatement Fund	102	(102)	-
Roads Repairs/Projects	562	(400)	162
'The Green' Townscape Project	50	-	50
South of the City Regeneration	1,345	-	1,345
Windfarm Start Up	100	(7)	93
Bus Lane Enforcement	896	369	1,265
Property Transfer	370	(215)	155
Zero Waste	350		350
Waste Strategy	75	(75)	-
Mobile Working	153	(56)	97
Affordable Housing; Council Tax Discount	4,245	1,125	5,370
Environmental Improvements	400	(400)	-
Replace Handheld Devices	148	-	148
City Of Culture	592	-	592
Music Hall Redevelopment	1,000	-	1,000
Property Improvements	285	(285)	-
Reclaim Social Work; Initial Set Up Costs	371	(34)	337
Reclaim Social Work; Lead In Costs	-	2,930	2,930
Social Care & Wellbeing Projects	20	(20)	-
Local Autism Action Plan	35	(35)	-
Scottish Welfare Fund	143	(103)	40
Investment Strategy	9,174	7,220	16,394
Devolved Education Management			
Schools	1,816	936	2,752
Community Education Centres	1,572	(467)	1,105
Total Earmarked Balance	45,856	7,528	53,384
Total Uncommitted Balance	(11,291)	-	(11,291)
Recommended uncommitted balance	(11,291)	-	(11,291)

5.5.16 The recommended uncommitted balance as presently defined for the General Fund is an approved level is £11.290 million

5.5.17 A summary of the recommended Housing Revenue Account and Common Good earmarked sums as at 31 March 2015, to be included in the draft Annual Accounts is shown in the table below (note, commitments on the Common Good are set against its cash balances):

	Housing Revenue Account £'000	Common Good £'000
Balance as at 31 March 2015	(10,454)	(15,021)
Contingent Risks:		
Central Heating Leases	645	
Specific Projects:		
Affordable Housing	245	-
Purchase of Land	305	-
Repairs & Maintenance	1,206	126
Greenfern & Newhills Developments	-	197
Farm Buildings	-	95
Twinning Grants	-	28
Consultancy Costs	-	71
Total Earmarked Balance	2,401	517
Total Uncommitted Balance	(8,053)	(14,504)
Recommended uncommitted balance	(7,495)	(6,646)

5.5.18 Recommended uncommitted balances are presently defined as:

- Housing Revenue Account – 5% of gross expenditure (moving to 10% over three years) and as at 31/3/15 recommended as £7.495 million, representing 9% of 2015/16 Expenditure Budget;
- Common Good – cash balances should be maintained as two years of gross expenditure.

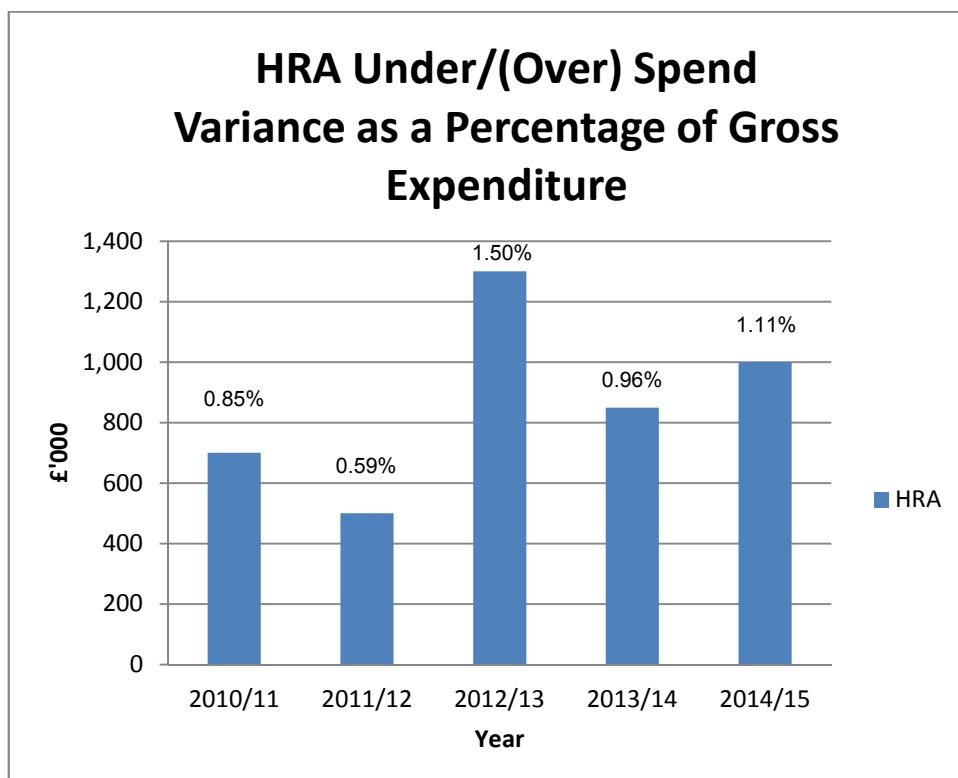
5.5.19 It is recommended that the earmarked balances, as detailed at 5.5.15 and 5.5.17, are approved and set aside as at 31 March 2015.

5.5.20 The content of this report has been captured as part of the year end process for the financial year 2014/15 and will be incorporated into the draft Annual Accounts. The draft Annual Accounts, including the Annual Governance Statement and Remuneration Report will be presented for scrutiny to the Audit, Risk and Scrutiny Committee on 25 June 2014.

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

5.6 Housing Revenue Account (HRA)

- 5.6.1 At its meeting of 19th May 2015 the Communities, Housing & Infrastructure Committee reviewed the financial performance of the Housing Revenue Account for the financial year 2014/15, based on expenditure to the end of February 2015 (Period 11).
- 5.6.2 During the intervening period the Corporate Management Team has received reports on the financial performance and is aware of the year end position that is now being reported.
- 5.6.3 The net expenditure on the HRA, prior to any CFCR contribution or increase in working balances was £22.4 million. From this position a CFCR contribution of £18.7 million to fund the capital programme was made. A further £2.7 million was used to fund the transfer at market value of the sites of the former Smithfield and Manor Walk schools from the General Fund to the HRA for the development of affordable housing.
- 5.6.4 The effect of these transactions was a net underspend of £1 million which was used to increase the working balance as previously agreed and detailed in paragraph 5.5.18.
- 5.6.5 This demonstrates good financial management of the HRA. The amounts by which working balances have been increased over recent years can be seen graphically in the table below:



5.6.6 A number of factors contributed to the overall position of the HRA and these were reported during the year to the Communities, Housing & Infrastructure Committee.

Some examples include:

- Higher repairs and maintenance costs;
- Higher loss of rent (voids) costs;
- Lower former tenants arrears;
- Reduced operating costs in admin & management;
- Lower capital financing costs.

6. IMPACT

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

7. MANAGEMENT OF RISK

7.1 The robust process of closing the accounts at the financial year-end means that all reasonable steps have been taken to ensure that they are reflective of the financial circumstances of the Council during 2014/15 and as at 31 March 2015. A risk remains that the external audit process reveals potential errors or adjustments and these will be discussed throughout by officers before the auditor's report and opinion is presented to the Audit, Risk & Scrutiny Committee in September.

8. BACKGROUND PAPERS

Financial Monitoring Reports for Financial Year 2014/15;
Redetermination letters received from the Scottish Government;
Previous reports to Finance, Policy and Resources Committee on General Fund;

9. REPORT AUTHOR DETAILS

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APPENDIX A

ABERDEEN CITY COUNCIL FINANCIAL YEAR 2014/15 - YEAR END STATEMENT

As at 31 March 2015	Annual Budget	Actual	Variance from Budget		Forecast	Variance from Last	
	2014/15	2014/15	£'000	%	Variance at P11	Month	
	£'000	£'000	£'000	%	£'000	£'000	%
Services:							
Office of Chief Executive	943	728	(215)	(22.8)%	(186)	(29)	15.6%
Corporate Governance	29,617	26,786	(2,831)	(9.6)%	(1,328)	(1,503)	113.2%
Enterprise Planning and Infrastructure	41,410	40,066	(1,344)	(3.2)%	(1,264)	(80)	6.3%
Housing and Environment	36,593	34,226	(2,367)	(6.5)%	(2,065)	(302)	14.6%
Education Culture and Sport	171,883	169,207	(2,676)	(1.6)%	(555)	(2,121)	382.2%
Social Care and Wellbeing	124,750	124,292	(458)	(0.4)%	565	(1,023)	(181.1)%
Total Service Budgets	405,196	395,305	(9,891)	(2.4)%	(4,833)	(5,058)	104.7%
Total Corporate Budgets	24,733	31,539	6,806	27.5%	(942)	7,748	(822.5)%
Total Net Expenditure	429,929	426,844	(3,085)	(0.7)%	(5,775)	2,690	(46.6)%
Funding:							
General Revenue Grant & NDRI	(329,585)	(330,805)	(1,220)	(0.4)%	0	(1,220)	0.0%
Council Tax and Community Charge Arrears	(100,344)	(103,567)	(3,223)	(3.2)%	(5)	(3,218)	64360.0%
Total Funding	(429,929)	(434,372)	(4,443)	(1.0)%	(5)	(4,438)	(88760.0)%
General Fund surplus for the year	0	(7,528)	(7,528)		(5,780)	(1,748)	30.2%

APPENDIX B

As at 31 March 2015	Revised Budget	Service Determined Minimum Required	Actual Expenditure	Variance Amount
	£'000	£'000	£'000	£'000
Capital Expenditure:				
General Fund Services	112,403	62,900	57,923	(4,977)
Housing	41,762	41,762	39,294	(2,468)
Total Capital Expenditure	154,165	104,662	97,217	(7,445)
Funding:				
Borrowing	(27,208)	(28,300)	(14,641)	13,659
General Capital Grant	(23,088)	(24,607)	(22,850)	1,757
Specific & Other Capital Grants	(17,776)	(9,020)	(12,274)	(3,254)
Capital Receipts / Capital Fund	(59,634)	(13,971)	(26,413)	(12,442)
Revenue Contributions	(26,459)	(28,764)	(21,040)	7,724
Total Funding	(154,165)	(104,662)	(97,217)	7,445
Slippage Required/ (Underspend)	0	0	0	0

ABERDEEN CITY COUNCIL

COMMITTEE	Finance, Policy and Resources
DATE	9 th June 2015
CHIEF EXECUTIVE	Angela Scott
TITLE OF REPORT	2014/15 Common Good Fund – Monitoring Report Update
REPORT NUMBER:	CG/15/073
CHECKLIST RECEIVED	Yes

1. PURPOSE OF REPORT

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

2. RECOMMENDATION(S)

- 2.1 It is recommended that the Committee:
- Notes the income and expenditure position as at 31 March 2015;
 - Notes the estimated cash balances as at 31 March 2015 of £7.8M based on current estimates, which is within the recommended levels indicated by the Head of Finance;
 - Agrees to carry forward £520K of 2014/15 budget underspends in an earmarked reserve to allow completion of park and property maintenance and development projects in future years; and
 - 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 – Outturn

5.1 The outturn figures for the year to 31 March 2015 show a surplus position of £90K which is a favourable variance from budget of £1.1M. A number of park and property maintenance & development projects were not completed within 2014/15 and £520K of funds will need to be carried forward in earmarked reserves to ensure their delivery. A table summarising income and expenditure is given in Appendix A to this report.

5.2 The main variances from budget are:-

	£'000s
Electrics and Asbestos work	(295)
Auchmill Golf Course	(200)
Property Rent Reviews (includes backdated invoices)	(135)
General Properties	(80)
Consultancy Costs	(80)
Twinning	(65)
Christmas Illuminations	(65)
Hogmanay Celebrations	(55)
Steading at Kepplestone & Kirkhills Farm	(55)
Civic Support	(50)
Union Terrace Gardens Repairs	(50)
Fernhill Farm Replacement Building	(40)
Archivist	(35)
Business Investment Fund	(15)
Other minor variances	(40)
Town & County Hall Maintenance	60
Duthie Park Project	100
	<u>(1,100)</u>

Cash Balances


- 5.3 The cash balance as at 31 March 2015 is £7.8M which includes earmarked reserves of £520K.
- 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, it's value maintained and investment returns improved to ensure it's sustainability for the future.

7. REPORT AUTHOR DETAILS

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8. BACKGROUND PAPERS

None.

Appendix A

As at end of March 2015			
Accounting Period 12	Full Year Revised Budget £'000	Actual Expenditure £'000	Variance Amount £'000
Recurring Expenditure	2,935	2,640	(295)
Recurring income	(2,992)	(3,128)	(136)
Budget after Recurring Items	(57)	(488)	(431)
Non Recurring Expenditure	1,062	396	(666)
TOTAL	1,005	(92)	(1,097)

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

Estimated Cash Balances as at 31 March 2015 (6,695) (7,792)

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

ABERDEEN CITY COUNCIL

COMMITTEE	Finance, Policy and Resources
DATE	9 June 2015
INTERIM DIRECTOR	Angela Scott
TITLE OF REPORT	Treasury Management Policy and Strategy
REPORT NUMBER	CG/15/68
CHECKLIST COMPLETED	Yes

1. PURPOSE OF REPORT

To update the Committee on Treasury Management activities undertaken during financial year 2014/15.

2. RECOMMENDATION(S)

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

- a) Note the Treasury Management activities undertaken in 2014/15 as detailed; and
- b) Recommend to Council that it notes the Treasury Management activities undertaken in 2014/15.

3. FINANCIAL IMPLICATIONS

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

4. OTHER IMPLICATIONS

None.

5. BACKGROUND/MAIN ISSUES

5.1 Introduction

The Council approved a Treasury Management policy for 2015/16 to 2017/18 on 18 February 2015. Part of this policy is to report a year end review to committee on Treasury Management activities undertaken during the financial year 2014/15.

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

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

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

5.2 Treasury Management 2014/15

The following is a summary of the significant Treasury Management activities which were undertaken during 2014/15: -

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

The Loans Pool Rate for 2014/15 was 3.87%, which can be broken down to 3.85% for interest, and 0.02% for expenses.

This is a significant reduction on the 2013/14 rate, which was 4.22%.

5.2.2 Long Term Borrowing

Five new PWLB (Public Works Loan Board) loans totalling £50 million were borrowed at an average interest rate of 3.47%, to assist financing the Council's capital programmes.

These new loans, which have an average life of 48 years, were borrowed in line with the Council's existing debt Maturity Profile.

Of these new loans, £35 million were drawn to replace historic maturing debt with a relatively high average interest rate of over 9%.

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

This change presented the Council with 2 challenges:

The first of these was to minimise any rise in borrowing costs. During the 2014/15 financial year, this was achieved by a combination of factors. The continued use of short-term borrowing at relatively low rates, and also the replacement of maturing debt with new loans at record low levels, assisted in minimising borrowing costs.

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

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

5.2.3 Short Term Borrowing

Short term borrowing rates for periods of up to 1 year continued at relatively low levels. The Council's borrowing strategy during the year was to borrow short term where possible, to take advantage of these lower rates. To illustrate this, as at 31st March 2015, the Council had £25m of Temporary Loans from other Local Authorities, at an average rate of 0.42%. Compared with similar PWLB rates of 1.44%, this represents a saving of £255k in annualised interest costs.

5.2.4 Investments

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

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

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

As at 31st March 2015, the Council had temporary investments totalling £67.1m at an average rate of 0.69%. These were invested in line with the current Counterparty list to the following institutions -

- Bank of Scotland £30.0m
- Clydesdale Bank plc £7.9m
- Leeds Building Society £10.0m
- Handelsbanken £9.2m
- Ignis (Money Market Fund) £10.0m.

6. IMPACT

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

7. MANAGEMENT OF RISK

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

8. BACKGROUND PAPERS

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

9. REPORT AUTHOR DETAILS

Neil Stewart, Treasury Officer, nstewart@aberdeencity.gov.uk,
01224 522696

ABERDEEN CITY COUNCIL

COMMITTEE	Finance, Policy and Resources
DATE	9 June 2015
ACTING DIRECTOR	Angela Scott
TITLE OF REPORT	Small Financial Assistance Grants 2015/16
REPORT NUMBER	CG/15/74
CHECKLIST RECEIVED	Yes

1. PURPOSE OF REPORT

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

2. RECOMMENDATION(S)

It is recommended that the Committee:-

- i) consider the application received and agree to award grant funding based on the following recommendations:-
 - Men of All Ages 15th Anniversary Rally – a maximum of £500;
 - 3rd Aberdeen Boys Brigade, purchase of a minibus – a maximum of £1,500.

3. FINANCIAL IMPLICATIONS

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

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

If the above recommendations were approved the amount remaining would be £36,000.

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 Men of All Ages 15th Anniversary Rally – Further information at Appendix A

An application has been received from Men of All Ages to meet the hire cost of a 15th anniversary rally to be held at the Beach Ballroom on 31 October 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 £500 of funding be awarded for the Beach Ballroom hire cost.

5.2.2 3rd Aberdeen Boys Brigade, purchase of a minibus – Further information at Appendix B

An application has been received from 3rd Aberdeen Boys Brigade for £1,500 to purchase a minibus. This would help alleviate transport issues and allow the group to extend their outdoor experience and assist with community projects. It is also hoped to offer the minibus to other youth and community groups with the area.

It is considered appropriate for this request 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.

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

(Received by letter from Andy Mackie, April 2015)



MEN OF ALL AGES
Christian Men's Fellowship

07 April 2015

[REDACTED]
Aberdeen City Council
Broad Street
Aberdeen
AB10 1AB

Dear [REDACTED]

My name is Andy Mackie and I have, for the last 15 years, headed up an organisation within the City and the North East known as the Men of All Ages. Our main objective over these 15 years has been to encourage Christian men to meet and share in fellowship, praise and prayer as well as to be a collective force to raise funds for local charities within the City and the surrounding area. Our quarterly meetings regularly see between 60 and 70 men join together to make this happen.

The purpose of this letter relates to us celebrating our 15th anniversary year by holding a Rally in the Beach Ballroom in Aberdeen. We have this booked for Saturday 31 October and we are looking towards up to 200 men attending. We would appreciate your guidance on where we could possibly apply for a small grant to help offset the cost of the ticket. The booking fee for the venue for the morning is £500 and if this could be met from donations we would be able to restrict the cost of the ticket to £10. This would possibly allow some of the less financially able men to be with us.

Both Councillors John Reynolds and Barney Crockett are aware of and have supported Men of All Ages at our events in the past and they will be able to give you their opinion of the organisation.

Thank you for taking the time to read this letter and I look forward to hearing from you once you have time to consider the contents.

Yours sincerely,

A handwritten signature in black ink that reads "Andy Mackie". The signature is written in a cursive, flowing style.

Andy Mackie
Men of All Ages

(Received by email from Robert Lamberton, Captain, 3rd Aberdeen Boys Brigade, 18 May 2015)

COMMUNITY TRANSPORT VEHICLE

Grant application

£1500 Ford Transit Minibus 15 seater ST55 CMX First registered 1/10/2005	
Organisation name	3 rd Aberdeen Boys Brigade
Type of organisation	Voluntary Youth Organisation
Charity number	3rd Aberdeen BB SC 034680
Address	St Columbas Church Braehead Way Bridge of Don Aberdeen
Postcode	AB22 8RR
Number of staff	Nil, all volunteers
Number of volunteers	12
Number of people on the organisation's governing body	Boys Brigade - 4 senior officers
Name of contact person	Robert Lamberton, Captain, 3rd Aberdeen Boys Brigade
Contact address (if different from above)	64, Lochside Road Aberdeen AB23 8QW
Telephone	07795 833378
Email	bobbygill.lamberton@gmail.com
Amount of all public funding	Nil

2 Operational Information

Section 19 permit obtained and current CTA membership.

Present volunteer drivers underwent assessment by First Bus, Aberdeen under the auspices of Aberdeen City Council.

We have a Health and Safety Officer within our group who will develop standard operating procedures for the vehicle, as well as complying with DVLA regulations, BB insurance indemnity and vehicle insurance policy with QBE insurers.

3 Purpose of Funding Request

3rd Aberdeen BB have an active outdoor programme, linking with the DofE expedition programme

The minibus would help alleviate transport issues and offer more extensive outdoor experience for our group, including residential weekend.

We are involved in community projects from time to time, such as a recent beach clean up – minibus would be utilised to transport boys to these locations, where they engage in community service.

There is increasing concern amongst community leaders and residents of social isolation of the elderly in particular. We would hope to offer the minibus to other youth and community groups within the area. This would encompass improving access to local health facilities, for the elderly, church luncheon groups and senior citizens walking groups. We would engage with local voluntary drivers to deliver this vision.

The aim of this combined approach is to value and nurture citizenship across our community and we believe we have the capacity to deliver a new range of services, matching the communities' needs. This feedbacks most strongly to the ethos of the Boys Brigade and will extend the values of our community service work.

COMMITTEE	Finance, Policy and Resources
DATE	9 June 2015
INTERIM DIRECTOR	Angela Scott
TITLE OF REPORT	Employer Discretions – New Local Government Pension Scheme
REPORT NUMBER	CG/15/72
CHECKLIST COMPLETED	Yes

1. PURPOSE OF REPORT

This report is concerned with employer discretions in respect of the new Local Government Pension Scheme Regulations. The Regulations require the employer to determine before 1 July 2015 the discretions it chooses to exercise. The requirement is to have a published policy position on a number of discretions. This report makes recommendations to Committee regarding these discretions (see Appendix A) and seeks to delegate authority to the Chief Executive or nominated deputy (except where otherwise stated) on decisions in respect of the specified discretions and also in relation to the application of other non-specified discretions (those the Council does not have a written policy on).

2. RECOMMENDATION(S)

The Committee is requested to:

- a) Approve the employer's policy statement shown at Appendix 'A' which details the Council's declared policy on the specified discretions.
- b) Approve the delegation of decisions in respect of the specified discretions and also in relation to the application of other non-specified discretions to the Chief Executive or nominated deputy (except where otherwise stated) on a case by case basis.

3. FINANCIAL IMPLICATIONS

With regard to the financial implications in the case of certain discretions in Appendix A, the policy position recommended is that they may be applied in exceptional circumstances on a case by case basis,

with either financial, operational or compassionate issues being considered before a decision was made. The expectation is that they would rarely be applied. Where a discretion was applied, there would likely be a cost, with the decision on application being taken by the Chief Executive or nominated deputy (except where otherwise stated). It is not possible to quantify any potential future costs of application. Where, in the exceptional cases, a discretion is applied then the associated costs will require to be met from the Service budget in which the employee is employed at the time of the decision.

In respect of certain other discretions in Appendix A the policy position recommended is that the Council will not agree to apply the particular provision. In these cases no costs will be incurred.

4. OTHER IMPLICATIONS

Having details on all relevant employer discretions contained in one document should assist in ensuring that the Council is open and transparent in relation to its policy position on each, with the policy to be placed on the Zone.

5. BACKGROUND/MAIN ISSUES

Following the report to Committee of 18 February 2015 on the new pension schemes, it was indicated that there would be a requirement to compile a policy on discretions in relation to the Local Government Pension Scheme (LGPS) and to provide a further report to Committee to seek approval for its implementation.

As is the case with the existing scheme, each employer is required to compile, publish and keep under review a policy statement in relation to the application of various discretions and send this to the LGPS pension fund administering authority. The LGPS regulations state this requirement in six areas in relation to the new scheme, as follows:

- Award of additional pension (whole cost by one off lump sum).
- Voluntary funding additional pension (shared cost additional pension contributions either by regular on-going contribution or one-off lump sum).
- Flexible Retirement.
- Waiving all or part of any actuarial reduction.
- Agreeing to the early payment of benefits for members seeking to voluntarily draw them on or after age 55 and before age 60 (other than flexible retirement).

- Switching on the Rule of 85 for members who, with the employer's consent, voluntarily draw benefits on or after age 55 and before age 60.

In addition to the above, it is also necessary to compile a new list of discretions for post-31 March 2009 / pre-1 April 2015 scheme leavers and to maintain a list of discretions in respect of the 1998 Scheme in relation to pre-1 April 2009 scheme leavers, as the employer will still have to publish a policy in respect of its discretions for each of these.

It is also necessary to publish a policy on certain discretions in accordance with the regulations relating to the Local Government (Discretionary Payments and Injury Benefits) (Scotland) Regulations 1998.

Also included are certain other discretions that employers are not compelled to have a policy position on but it is advisable for employers to have written down. It should be noted that one of the discretions on the list, namely that concerned with reassessing a member's contribution rate where there has been a permanent and material change in an employee's contract comprising an increase or decrease in pensionable pay of over £4000 per annum (pro rata for part-time) Appendix A, Table A, number 11, was in fact agreed at the Committee of 18 February 2015, as it had been necessary to obtain a decision on this particular discretion so that it could be applied immediately the new scheme began on 1 April 2015.

The recommended policy position on each discretion is shown in Appendix A for consideration and approval. Where a decision is required in respect of a specified discretion, it is recommended in this report that authority is given to the Chief Executive or nominated deputy (except where otherwise stated) to decide this.

As well as all the above there are a number of employer discretions that do not require a written policy but are listed nonetheless in the scheme Regulations. What is recommended in respect of these non-specified discretions is that the policy position is decided on a case by case basis by the Chief Executive or nominated deputy (except where otherwise stated).

6. IMPACT

An Equality and Human Rights Impact Assessment has been undertaken in respect of this proposal with no adverse equality impacts identified.

7. MANAGEMENT OF RISK

The determination of certain of the discretions is a legal requirement and as such failure to determine the discretions would mean that the Council would not be complying with its statutory obligations as an employer.

8. BACKGROUND PAPERS

Local Government Pension Scheme 2014 Regulations and Transitional Regulations.

HR Guide to the 2015 Local Government Pension Scheme

PENtag Pensions Training & Guidance – LGPS 2015 for employers seminar notes

9. REPORT AUTHOR DETAILS

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<p>Table A: Discretions to be exercised on and after 1 April 2015 under the LGPS (Scotland) Regulations 2014 in relation to active scheme members and members who cease active membership after 31 March 2015.</p>	<p>Aberdeen City Council policy</p>
<p>1. Whether, at full cost to the Council, to grant extra annual pension of up to £5,000 (figure at 1 April 2015) to an active scheme member (other than a local authority Councillor member) or within 6 months of leaving to a member who is dismissed by reason of redundancy or business efficiency or whose employment is terminated by mutual consent on the grounds of business efficiency.</p>	<p>The Council will not make use of the discretion to grant extra annual pension of up to £5,000 (figure at 1 April 2015) to an active scheme member or within 6 months of leaving to a member who is dismissed by reason of redundancy or business efficiency or whose employment is terminated by mutual consent on the grounds of business efficiency except in exceptional circumstances where the Council considers it is in its financial or operational interests to do so. Each case will be considered on the merits of the financial and / or operational business case put forward. This discretion cannot be applied in the case of a local authority Councillor member.</p>
<p>2. Whether, where an active scheme member wishes to purchase extra annual pension of up to £6,500 (figure at 1 April 2015) by making Additional Pension Contributions (APCs), The Council will (other than in the case of a local authority Councillor member) voluntarily contribute towards the cost of purchasing that extra pension via a Shared Cost Additional Pension Contribution (SCAPC).</p>	<p>The Council will not make use of the discretion to voluntarily contribute towards the cost of purchasing extra pension via a Shared Cost Additional Pension Contribution (SCAPC).</p>
<p>3. Whether (other than in the case of a local authority Councillor member) to permit flexible retirement for staff aged 55 or over who, with the</p>	<p>The Council will agree to flexible retirement unless the Council considers it is not in its financial or operational</p>

<p>agreement of the Council, reduce their working hours or grade and, if so, as part of the agreement:</p> <ul style="list-style-type: none"> - whether, in addition to the benefits the member has accrued prior to 1 April 2009 (which the member must draw if flexible retirement is agreed), to permit the member to choose to draw <ul style="list-style-type: none"> • all, part or none of the pension benefits they accrued after 31 March 2009 and before 1 April 2015, and / or • all, part or none of the pension benefits they accrued after 31 March 2015, and - whether to waive, in whole or in part , any actuarial reduction which would otherwise be applied to the benefits taken on flexible retirement before Normal Pension Age (NPA). 	<p>interests to do so. Each case</p> <ul style="list-style-type: none"> - will be considered on the merits of the financial and / or operational business case put forward, - will set out whether, in addition to any pre 1 April 2009 benefits, the member will be permitted, as part of the flexible retirement agreement, to take <ul style="list-style-type: none"> a) all, some or none of their 1 April 2009 to 31 March 2015 benefits, and /or b) all, some or none of their post 31 March 2015 benefits, and - will require the approval of the Service Manager. <p>This discretion cannot be applied in the case of a local authority Councillor member.</p> <p>Where flexible retirement is agreed, the benefits payable will be subject to any actuarial reduction applicable under the Local Government Pension Scheme (Scotland) Regulations and the Local Government Pension Scheme (Transitional Provisions and Savings) (Scotland) Regulations 2014The Council will not waive any such reduction, in whole or in part.</p>
<p>4. Whether to agree to an active member’s request for early voluntarily retirement on or after age 55 and before age 60.</p>	<p>The Council will not normally agree to an active member’s request for early voluntarily retirement on or after age 55 and before age 60 except in circumstances where the Council considers it is in its financial or operational interests to do so or there are compelling compassionate reasons for doing so.</p> <p>Each case</p>

	<ul style="list-style-type: none"> - will be considered on the merits of the financial and / or operational business case put forward, or - will be considered on the merits of the compassionate case put forward, and - will require the approval of the Chief Executive or nominated deputy.
<p>5. Whether to agree to a deferred member’s request for early payment of their deferred benefits (other than on ill health grounds) on or after age 55 and before age 60.</p>	<p>The Council will not agree to a deferred member’s request for early payment of their deferred benefits (other than on ill health grounds) on or after age 55 and before age 60 except in circumstances where the Council considers there are compelling compassionate reasons for doing so.</p> <p>Each case</p> <ul style="list-style-type: none"> - will be considered on the merits of the compassionate case put forward, and - will require the approval of the Chief Executive or nominated deputy.
<p>6. Whether, as the 85 year rule does not (other than on flexible retirement – see 3 above) automatically apply to members who would otherwise be subject to it and who choose to voluntarily draw their benefits on or after age 55 and before age 60, to apply the 85 year rule to such voluntary retirements.</p>	<p>The Council will not agree to apply the 85 year rule where members choose to voluntarily draw their benefits on or after age 55 and before age 60 except in circumstances where the Council considers it is in its financial or operational interests to do so. Each case -</p> <ul style="list-style-type: none"> - will be considered on the merits of the financial and / or operational business case put forward, and - will require the approval of the Chief Executive or nominated deputy.

<p>7. For:</p> <ul style="list-style-type: none"> i) active members voluntarily retiring on or after age 55 and before Normal Pension Age who elect under regulation 29(5) of the LGPS (Scotland) Regulations 2014 (with their employer's consent if under age 60 – see entry 4 above) to immediately draw benefits, and ii) deferred members who elect under regulation 29(5) of the LGPS (Scotland) Regulations 2014 to draw benefits (other than on ill health grounds) on or after age 55 and before Normal Pension Age (with their employer's consent if under age 60 – see entry 5 above) <p>whether to waive, in whole or in part, any actuarial reduction that would otherwise be applied to the member's benefits (accrued both prior to 1 April 2015 and after 31 March 2015)</p>	<p>Where members choose, with the Council's consent if under age 60, to voluntarily draw their benefits on or after age 55 and before Normal Pension Age the Council will not agree to waive in whole or in part (on any grounds, including compassionate grounds) any actuarial reduction that would otherwise be applied to their benefits.</p>
<p>8. Whether (other than in the case of a local authority Councillor member), how much, and in what circumstances to contribute to a shared-cost Additional Voluntary Contribution (SCAVC) arrangement entered into on or after 1 April 2015 and whether, how much, and in what circumstances to continue to contribute to any shared cost Additional Voluntary Contribution (SCAVC) arrangement entered into before 1 April 2015.</p>	<p>The Council has resolved not to use its discretion to introduce a shared cost additional voluntary contribution scheme.</p>
<p>9. Whether to extend the 12 month time limit within which a scheme member who has a deferred LGPS benefit in Scotland following the cessation of employment (or cessation of a concurrent employment) may elect not to have the deferred benefits aggregated with their new LGPS employment (or on-going concurrent LGPS employment) if the member has not made an election to retain separate benefits within 12</p>	<p>The Council will not extend the 12 month time limit within which a scheme member who has a deferred LGPS benefit in Scotland following the cessation of employment (or cessation of a concurrent employment) may elect not to have the deferred benefits aggregated with their new LGPS employment (or on-going</p>

<p>months of commencing membership of the LGPS in the new employment (or within 12 months of ceasing the concurrent membership).</p>	<p>concurrent LGPS employment).</p>
<p>10. Whether to permit a Scheme member to elect to transfer other pension rights into the LGPS if he / she has not made such an election within 12 months of joining the LGPS.</p>	<p>The Council will not extend the 12 month time limit within which a scheme member must make an election to transfer other pension rights into the LGPS after joining the LGPS.</p>
<p>11. Determine rate of employees contributions</p> <p>Reallocation of a member to a new contribution rate during a Scheme year (1 April to 31 March) following a permanent material change to the terms and conditions of a member's employment which affects the member's pensionable pay.</p>	<p>The Council will reassess a member's contribution rate and apply this for the remainder of the financial year, where a permanent and material change comprises an increase or decrease in a member's pensionable pay of over £4000 per annum (pro rata for part-time).</p>

Table B: Discretions to be exercised on and after 1 April 2015 under the LGPS Regulations in relation to scheme members who ceased active membership between 1 April 2009 and 31 March 2015	Aberdeen City Council Policy
<p>1. Whether to grant applications for the early payment of deferred pension benefits on or after age 55 and before age 60 (on grounds other than permanent ill health).</p>	<p>Where a former scheme member who left the scheme between 1 April 2009 and 31 March 2015 requests early release of deferred benefits on or after age 55 and before age 60 (on grounds other than permanent ill health), approval will not be given.</p>
<p>2. Whether, on compassionate grounds, to waive any actuarial reduction that would normally be applied to deferred benefits which are paid before age 65.</p>	<p>The Council will not waive, on compassionate grounds, any actuarial reduction that would normally be applied to deferred benefits which are paid before age 65.</p>

Table C: Discretions to be exercised on and after 1 April 2015 under the LGPS Regulations in relation to scheme members who ceased active membership between 1 April 1998 and 31 March 2009	Aberdeen City Council policy
<p>1. Whether to grant applications for the early payment of pension benefits on or after age 50 and before age 60 (on grounds other than permanent ill health).</p>	<p>Where a former scheme member who left the scheme between 1 April 1998 and 31 March 2009 requests early release of deferred benefits on or after age 50 and before age 60 (on grounds other than permanent ill health), approval will not be given.</p>
<p>2. Whether, on compassionate grounds to waive any actuarial reduction that would normally be applied to deferred benefits which are paid before age 65.</p>	<p>The Council will not waive, on compassionate grounds, any actuarial reduction that would normally be applied to deferred benefits which are paid before age 65.</p>
<p>3. Pre 01/04/09 those who opted out only get benefits paid from normal retirement date with the agreement of the employer. Under the Regulations, scheme members who have made an election to opt out of the pension scheme can access their pension benefits at normal retirement age whilst continuing to be employed by the scheme employer. This option is not available to a scheme member who continues to work beyond normal retirement age – their pension benefits are paid once the employee stops working for the scheme employer.</p>	<p>The Council has determined not to exercise its discretion to allow an employee who has opted out of the LGPS, to access their benefits at normal retirement age if they continue to be employed by the Council.</p>

Table D: Discretions to be exercised on and after 1 April 2015 under the LGPS Regulations in relation to scheme members who ceased active membership before 1 April 1998	Aberdeen City Council policy
1. Whether to grant applications for the early payment of deferred pension benefits on or after age 50 and before age 65 on compassionate grounds	Where a former scheme member who left the scheme before 1 April 1998 requests early release of deferred benefits on or after age 50 and before age 65 on compassionate grounds, approval will not be given.

Table E: Discretions to be exercised under the Local Government (Discretionary Payments and Injury Benefits) (Scotland) Regulations 1998	Aberdeen City Council policy
<p>1. Whether to base a redundancy payment on an employee's actual weeks' pay where this exceeds the statutory week's pay limit. Of, currently, £475 per week (as at 6 April 2015).</p>	<p>The Council's policy in relation to those employees whose weekly basic pay exceeds the statutory maximum payment is to be paid the statutory maximum plus 33% of the difference between the statutory maximum payment and the employee's basic weekly pay.</p>
<p>2. Whether to make a termination payment (inclusive of any redundancy payment) of up to a maximum of 104 weeks' pay to employees whose employment is terminated on the grounds of redundancy or efficiency of the service.</p>	<p>The Council's policy is that a lump sum Voluntary Severance Payment can be made in appropriate cases under the Voluntary Severance/Early Retirement Scheme, based on age and completed years of service in accordance with a ready reckoner (in the Scheme) offering a payment of up to a maximum of 82.5 weeks' pay. This is regardless of whether the employee is a member of the Local Government Pension Scheme.</p>
<p>3. Whether to award a period of compensatory added years to an employee:</p> <ul style="list-style-type: none"> i) who is, or is eligible to be, a member of the LGPS, and ii) who, when aged 55 or over (or, if the member was in the LGPS on 5 April 2006, aged 50 or over) and under age 65, has their employment terminated on the grounds of redundancy or in the interests of the efficient exercise of the employer's functions or, in the case of a joint appointment, because the other holder of the appointment has left it, and iii) whose membership in, including any period during which he/she was eligible to be in, the LGPS amounts to at least 5 years 	<p>The Council's policy is that it will not normally exercise its discretion to award added years to employees who are seeking early retirement. It is only in cases where there are exceptional circumstances determined by the Chief Executive in consultation with the Convenor of the Finance, Policy and Resources Committee on recommendation of the relevant Director, shall added years be considered and granted.</p>

but less than 40 years.	
<p>4. Whether to make a lump sum payment to a member of the LGPS who has at least 2 years membership and whose employment is terminated on the grounds of ill health or infirmity of mind or body in circumstances where the member does not meet the criteria for an ill health pension under the LGPS.</p>	<p>The Council will make a lump sum payment to a member of the LGPS who has at least 2 years membership and whose employment is terminated on the grounds of capability due to ill health in circumstances where the member does not meet the criteria for an ill health pension under the LGPS. The payment will be an amount equal to one week's pay for every whole year of employment with the employer (subject to a maximum of 30 weeks' pay).</p>

Table F: Discretions to be exercised under the Local Government (Discretionary Payments and Injury Benefits) (Scotland) Regulations 1998	Aberdeen City Council policy
<p>1. How any surviving spouse's or civil partner's annual compensatory added years pension is to be apportioned where the deceased person is survived by more than one spouse or civil partner.</p>	<p>The Council will apportion any surviving spouse's or civil partner's annual compensatory added years pension where the deceased person is survived by more than one spouse or civil partner in such proportions as, at its sole discretion, it sees fit (based on the merits of the individual cases).</p>
<p>2. Whether, if the spouse or civil partner of a person who ceased employment before 1 April 1988 remarries, enters into a civil partnership or cohabits after 1 April 1998, the normal annual compensation suspension rules will be disapplied i.e. the spouse's or civil partner's annual compensatory added years pension will continue to be paid.</p>	<p>If the spouse or civil partner of a person who ceased employment before 1 April 1998 remarries, enters into a new civil partnership or cohabits after 1 April 1998, the normal annual compensation suspension rules will not be disapplied i.e. the spouse's or civil partner's annual compensatory added years pension will cease to be payable.</p>
<p>3. Whether, where a spouse's or civil partner's annual compensatory added years pension is suspended as a result of remarriage, entering into a new civil partnership or cohabitation, the spouse's or civil partner's annual compensatory added years pension should be reinstated after the end of the period of remarriage, new civil partnership or cohabitation.</p>	<p>Where a spouse's or civil partner's annual compensatory added years pension is suspended as a result of remarriage, entering into a new civil partnership or cohabitation, the spouse's or civil partner's annual compensatory added years pension will not be reinstated after the end of the period of remarriage, new civil partnership or cohabitation.</p>
<p>4. Whether, where the spouse or civil partner of a person who ceased employment before 1 April 1998 with an award of compensatory added years remarries or cohabits or enters into a civil partnership on or after 1 April 1998 with another person who is also entitled to a spouse's or civil partner's</p>	<p>If the spouse or civil partner of a person who ceased employment before 1 April 1998 with an award of compensatory added years remarries or cohabits or enters into a civil partnership on or after 1 April 1998 with another person who is also entitled to a spouse's or civil partner's compensatory added years pension, the normal</p>

<p>compensatory added years pension, the normal rule requiring one of them to forego payment whilst the period of marriage, civil partnership or co-habitation lasts, should be disapplied i.e. whether the spouses' or civil partners' compensatory added years pension should continue to be paid to both of them.</p>	<p>rule requiring one of them to forego payment whilst the period of marriage, civil partnership or co-habitation lasts, will continue to be applied i.e. the spouses' or civil partners' compensatory added years pension will only be payable to one of them (being whichever one they choose).</p>
<p>5. How, if compensatory added years were awarded to an employee who was not in the LGPS (because the employee had not joined or had opted out of the LGPS) the employer will decide to whom any children's annual compensatory added years payments are to be paid and, in such a case, how the annual added years will be apportioned amongst the eligible children.</p>	<p>If compensatory added years were awarded to an employee who was not in the LGPS (because the employee had not joined or had opted out of the LGPS) the Council will decide to whom and in what proportions any children's annual compensatory added years payments are to be paid as the Council, at its sole discretion, sees fit (based on the merits of the individual cases).</p>

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: Employer Discretions – New Local Government Pension Scheme	Date of Assessment: 9 April 2015
Service: HR and Customer Service	Directorate: Corporate Governance
Committee Name or delegated power reference (Where appropriate): Finance, Policy and Resources	Date of Committee (Where appropriate): 9 June 2015
Who does this proposal affect?	Employees <input type="checkbox"/>

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

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3: Equality and Human Rights Impact Assessment	
a- What are the aims and intended effects of this proposal?	<p>The aim of the proposal is to identify a policy position on each of the employer discretions under the LGPS and to obtain authority for the implementation of the policy. It is also to obtain permission for the delegation of authority to the Chief Executive or nominated deputy (except where otherwise stated) on decisions in respect of the specified discretions and also in relation to the application of the non-specified discretions (those the Council does not have a written policy on).</p> <p>The implementation of the proposal will ensure legal compliance. Also by having all the policy positions in relation to the discretions contained in one document, the Council is demonstrating openness and transparency in relation to its position on each.</p>
b- What equality data is available	Not applicable.

<p>in relation to this proposal? (Please see guidance notes)</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>No comments received.</p>

<p>d- Financial Assessment</p> <p>If applicable, state any relevant cost implications or savings expected from the proposal.</p>	<p>Costs (£)</p> <p>Implementation cost <input type="text"/> £</p> <p>Projected Savings <input type="text"/> £</p> <p>With regard to the financial implications in the case of certain discretions in Appendix A of the Committee report, the policy position recommended is that they may be applied in exceptional circumstances on a case by case basis, with either financial, operational or compassionate issues being considered before a decision was made. The expectation is that they would rarely be applied. Where a discretion was applied, there would likely be a cost, with the decision on application being taken by the Chief Executive or nominated deputy (except where otherwise stated). It is not possible to quantify any potential future costs of application. Where, in the exceptional cases, a discretion is applied then the associated costs will require to be met from the Service budget in which the employee is employed at the time of the decision. In respect of certain other discretions in Appendix A the policy position recommended is that the Council will not agree to apply</p>

	the particular provision. In these cases no costs will be incurred.
<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>It is considered that the proposal is not contrary to the public sector equality duty, in that having assessed the policy line taken in relation to each discretion, it was identified that no adverse equality implications should arise.</p>
<p>f- How does this proposal link to the Council’s Equality Outcomes?</p>	<p>One of the Council’s employment related equality outcomes is to have an organisation culture that is free from unlawful discrimination. As it is considered that the policy line chosen in relation to each of the employer discretions should not have any adverse equality implications for scheme members (with many remaining unchanged and others not being applied at all except in exceptional circumstances, where they would be applied on a non-discriminatory basis), this equality outcome should therefore be met in relation to the proposal.</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 <i>The Equality Act 2010</i> ?				
Protected Characteristic:	Neutral Impact: Please ✓	Positive Impact: Please ✓	Negative Impact: Please ✓	Evidence of impact and if applicable, justification where a 'Genuine Determining Reason'* exists *(see completion terminology)
Race (All Racial Groups including Gypsy/Travellers)	✓			
Religion or Belief or Non-belief	✓			
Sex (Women and men)	✓			
Sexual Orientation (Heterosexual, Lesbian, Gay And Bisexual)	✓			
Other (e.g: Poverty)	✓			

5: Human Rights Impact Assessment Test

Does this proposal have the potential to impact on an individual's Human Rights? No Evidence of impact and , if applicable, justification where the impact is proportionate

Article 2 of protocol 1: Right to education

Yes No

Evidence:

Article 3: Right not to be subjected to torture, inhumane or degrading treatment or punishment

Yes No

Evidence:

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

<p>Other article not listed above, please state:</p>	<p>Yes No</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>The proposal does not appear to have any adverse equality impacts 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 <i>The Equality Act 2010</i> ?				
Identified Risk and to whom:	Recommended Actions:	Responsible Lead:	Completion Date:	Review Date:
N/A	N/A			
8: Sign off				

<p>Completed by (Names and Services) :</p>	<p>David Cheyne, Payroll Manager, HR&Customer Service and Keith Tennant, Team Leader, Policy and Performance, HR&Customer Services</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 is internal or external information that may indicate how the proposal</p>

Equality Data:	<p>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>
Genuine Determining Reason	<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 <i>Equality Impact Assessment</i>.</p>
Human Rights	<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>
Legal Status:	<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 <i>Equality Impact Assessment</i> is not, in itself, legally binding and should not be used as a substitute for legal or other professional advice.</p>

ABERDEEN CITY COUNCIL

COMMITTEE	Finance, Policy and Resources
DATE	9 th June 2015
DIRECTOR	Pete Leonard
TITLE OF REPORT	Strategic Infrastructure Plan Progress Update
REPORT NUMBER	CG/15/77
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

David Leslie
Strategic Infrastructure Plan Programme Manager
dleslie@aberdeencity.gov.uk
01224 522772

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STRATEGIC INFRASTRUCTURE AND CAPITAL 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 invitation to submit ITPD	Competitive dialogue meetings	Jun-15	Oct-15	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	ITPD was put out and submissions have been received. Dialogue meetings have been held with each participant, however a number of further meetings have required to be held which was not in the original programme. This has resulted in a delay to the timeline meaning the appointment of the partner will likely be made at the October Council meeting. A change control was submitted and approved by the SIP & Capital Review Group.
✓	Former Bucksburn Farm	Paul Genoe	Implement	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	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	Implement	Appoint Engineering Design Consultants and 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	Continue to work on Re-ender for Engineering Design Consultants due to qualifications and new information. Briefing meetings to be held with engineering consultants and drilling and geotechnical consultants for Site Investigation works and Design works for Roads and Sewers.
✓	Former St Machar Primary School	Paul Genoe	Implement	Appoint Engineering Design Consultants and 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	Continue to work on Re-ender for Engineering Design Consultants due to qualifications and new information. Briefing meetings to be held with engineering consultants and drilling and geotechnical consultants for Site Investigation works and Design works for Roads and Sewers.
✓	Former Aberdeen Care Home	Paul Genoe	Plan	Appoint Engineering Design Consultants and 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	Continue to work on Re-ender for Engineering Design Consultants due to qualifications and new information. Briefing meetings to be held with engineering consultants and drilling and geotechnical consultants for Site Investigation works and Design works for Roads and Sewers.
✓	Former Tillydrone Primary School	Paul Genoe	Plan	Public consultation event	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	Continue to work on Re-ender for Engineering Design Consultants due to qualifications and new information. Briefing meetings to be held with engineering consultants and drilling and geotechnical consultants for Site Investigation works and Design works for Roads and Sewers. Invasive asbestos survey to be commissioned.
✓	East Woodcroft	Paul Genoe	Plan	Continue with site due diligence. Submit Proposal for Application Notice.	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	Transport Assessment and Tree Survey Work complete. Engineering consultancy progress meetings held and a review of base line programmes for engineering design works have been done. In the next reporting period the team are looking to hold a second Community Consultation event.
✓	Former Summerhill Site	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	The team have appointed architects. Engineering consultancy progress meetings have been held and a review of base line programmes for engineering design works are complete. Initial briefing meeting re cost plan modelling for has been done. Summerhill Community Consultation preparation and event complete. Modelling for the site will commence shortly.
REGENERATION PROGRAMME																														
Middlefield																														
✓	Regeneration Appraisal for the area	Maria Thies	Define	Project planning workshops and draft consultation programme	Carry out community consultation	Jun-15	TBC	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	Workshops to develop appropriate project management documentation have been held and further workshops will be held as necessary. Community consultation has been scheduled for April, May and June. This will be in the form of a survey and a planning for real approach.
✓	Delivery of Social Housing for rent through the HRA (Manor Walk)	Maria Thies	Plan	Committee report identifying a preferred site	Report to FP&R	Jun-15	TBC	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	Report to FP&R on project progress. Looking to carry out community consultation in May and start the tender process in June.
✓	Former Smithfield Primary School	Maria Thies	Plan	Public consultation event	Report to FP&R	Jun-15	TBC	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	Report to FP&R on project progress. Looking to carry out community consultation in May and start the tender process in June.
✓	Middlefield Community Project Relocation (Henry Rae CC)	Gail Woodcock	Plan	Submission of Stage 2 Application	Complete Business Case.	TBC	TBC	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	There has been slippage to the main milestones which is why the timeline is at amber status. There is a report to FP&R committee in June to tender for the works. The budget has also increased for the project due to additional refurbishment of the existing building that was not originally accounted for. A change control was approved by the SIP & Capital Review Group to cover the increase in budget through the Condition & Suitability budget.
✓	Triangle site analysis	Maria Thies	Implement	Appointed consultants to carry out the work	Complete analysis	TBC	TBC	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	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 a well delivery programme. An initial workshop to begin to develop the programme 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	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	Construction is currently due for completion in June 2015. There is a risk that this will slip if there is a need for further adaptations to some of the flats but this is being monitored closely.
Tillydrone																														
✓	Regeneration Appraisal for the area	Paula Martin	Define	Project planning workshops and draft consultation programme	Carry out community consultation	Jun-15	TBC	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	Workshops to develop appropriate project management documentation have been held and further workshops will be held as necessary. Community consultation has been scheduled for April, May and June. 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 consultation.	Jun-15	TBC	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	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	Recruitment 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	Sistema Scotland has now appointed all six musicians to deliver the initial programme in Torry. The Board of Sistema Scotland holds its first meeting in Torry Academy on Friday, 20th March, meeting members of the local community, elected members and visiting both primary schools. The local operational group has been supporting the work of Big Noise Torry, including supporting the musicians induction, advising on how best to communicate with the community and designing the community engagement programme. The community engagement programme commences on 20th April with Big Noise Rapocho children will perform with the Big Noise musicians in the two primary schools. The Royal Scottish National Orchestra and Sistema Scotland have entered into a partnership during the first year of operation, supported by Torry, and includes a number of occasions when RSNO musicians will contribute to the programme in a variety of interesting ways. Work is now well underway to host the Launch Concert of Big Noise Torry, at Tullos Playing Fields on Monday 29th June.
✓	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	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	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	Tom Rogers	Implement	Start on site	completion of project	Jan-16	Jan-16	A	A	A	A	G	G	A	G	G	G	G	G	G	G	Project completion has slipped from December 2015 to January 2016. A change control was submitted and approved by the SIP & Capital Review Group. The timeline is still tight and the work programme will continue to be closely monitored.
✓	Dyce Drive Link Road / A96 Park & Choose	Tom Rogers	Plan	Contract awarded	Start on site	Apr-15	TBC	G	A	G	G	G	G	G	G	G	G	G	G	G	G	Contractor started on site. There is an issue regarding land access, however the team are in discussions with Transport Scotland to resolve the issue. Currently the project is on track with the agreed timescale.
✓	South College Street	Joanna Murray	Define	Commissioned a review of original traffic modelling	Complete review of traffic modelling	TBC	TBC	A	R	R	R	A	A	A	R	R	R	A	R	A	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	Start land searches as a prelude to CPO process	May-15	TBC	R	G	R	G	G	R	G	G	G	G	G	G	G	G	Resource implications around identifying land ownership and then securing land for construction have now been resolved and work on this has started. The Transport Team are also 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	G	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.
✓	AWPR	John Wilson	Implement	Commence construction	Review financial model	May-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	Consultation on draft masterplan	Analyse consultation comments and complete final masterplan	Apr-15	Jun-15	G	G	G	G	G	G	G	G	G	G	G	G	G	G	Consultation programme has been completed. The team are currently reviewing the comments and completing the final masterplan. Submission of the masterplan and delivery programme will go to June Full Council meeting.
✓	Marischal Square	Stephen Booth	Plan	Agreement signed with hotel operator	Site handover and start on site	Apr-15	Jun-17	G	A	A	G	G	G	G	G	G	G	G	G	G	G	Started construction on site. The timeline for completion is June 2017. The marketing strategy has been finalised.
✓	New AECC	Scott Ramsay	Plan	Approval of business case by Council	Submit masterplan	May-15	Jan-18	G	G	G	G	G	G	G	G	G	G	G	G	G	G	The business case was unanimously approved at Council in March. The master plan was reported to the CHI Committee in May. Contract agreements are also due to be signed in May.
✓	Aberdeen Hydrogen Project	Angela Taylor	Implement	Complete civil works and launch of refuelling station	Project close and benefits	May-15	May-15	G	G	G	G	G	G	G	G	G	G	G	G	G	G	Formal launch was on the 11th March and project now needs to go through the next phase of governance around project close and benefits realisation.
DIGITAL CONNECTIVITY PROGRAMME																						
Rita Stephen																						
Accelerate Aberdeen																						
✓	In Building WiFi	Wendy Robertson	Implement	Commence works	Submit DCMS claims and continue with works	Apr-15	TBC	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 refuelling works so the sensible option was made not to tender the cabling works until the refuelling works were completed. This will not be until mid April (DCMS are aware of this). DCMS claims were submitted mid April.
✓	Wireless Concession	Wendy Robertson	Implement	Commence works	Submit DCMS claims and continue with works	Apr-15	TBC	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. Clearly needed on whether this was completed. DCMS-S claims were submitted mid April.
✓	Innovation Hub	Wendy Robertson	Implement	Finalise grant agreements and release funds	Opening of Innovation Hub	Oct-14	TBC	G	G	G	G	G	G	G	G	G	G	G	G	G	G	Innovation Hub is due to be opened. Official launch date is to be confirmed. DCMS claims submitted mid April.
✓	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. DCMS claims were submitted mid April.

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ABERDEEN CITY COUNCIL

COMMITTEE	Finance, Policy & Resources Committee
DATE	9 June 2015
DIRECTOR	Angela Scott (Corporate Governance)
TITLE OF REPORT	Self-Service Payment Kiosks
REPORT NUMBER	CG/15/35
CHECKLIST COMPLETED	Yes

1. PURPOSE OF REPORT

The purpose of this report is to advise Committee of the intention to build on the success of the installation of two self-service payment kiosks at Marischal College Customer Service Centre by installing a further three kiosks, one each at Mastrick Customer Access Point, Kincorth Customer Access Point and Tillydrone Housing Office.

2. RECOMMENDATION(S)

It is recommended that Committee:

- i. Notes that on 21st February 2013 the Finance & Resources Committee approved awarding Cammax Limited the contract to supply and implement two self-service payment kiosks for use within the Customer Service Centre at Marischal College for a four year period with an option to extend for a further year;
- ii. Approves the purchase of an additional three self-service payment kiosks to be included in the existing contract with Cammax Limited.

3. FINANCIAL IMPLICATIONS

The costs of installing and maintaining self-service payment kiosks at the above noted locations total £43,117, with an anticipated installation date of 1 November 2015. The Ongoing Costs, shown in Total (A), will be funded from approved revenues budget, and the Implementation Costs, shown in Total (B), will be funded from NHCP805 Technology Investments Requirements Programme. The table below breaks these costs down over the remaining three years of the existing contract with Cammax:

Project Cost Summary				
	Year 1	Year 2	Year 3	TOTAL
Ongoing Costs				
Service & Maintenance	£2,100	£2,100	£2,100	£6,300
Chip & Pin Costs	£500	£1000	£1000	£2,500
Consumables	£50	£100	£100	£250
Total (A)	£2,650	£3,200	£3,200	£9,050
Implementation Costs				
Installation Costs	£10,232			£10,232
Kiosk Costs	£23,835			£23,835
Total (B)	£34,067			£34,067
Grand Total (A+B)	£36,717	£3,200	£3,200	£43,117

4. OTHER IMPLICATIONS

Customer Service will work closely with colleagues from Legal and Democratic service and Procurement to complete the procurement process.

Resources will be required from Finance, Asset Management and ICT to assist Customer Service with the implementation of the kiosks.

It is anticipated that the introduction of self-service payment kiosks at the three locations will reduce face to face payment transactional enquiries by 26% across Mastrick, Woodside and Kincorth Customer Access Points, which equates to 1.34 Full Time Equivalent per annum in transaction time. In monetary terms, this would amount to £35,643 per annum.

Taking into account the costs per annum detailed in section 3, the target is for potential recurring cash savings of £32,443 per annum to be realised from Year 2. However, because of changing requirements, for example the potential impact of Universal Credit, and the resulting staffing needs these savings may instead be reinvested.

5. BACKGROUND/MAIN ISSUES

5.1 Background & Vision

In 2011 the council rationalised the number of venues in Aberdeen City that provided a cashier service. With effect from 31 May 2011, council taxpayers and tenants wishing to continue to pay cash can do so within the city boundaries at 3 Customer Access Points, 85 Paypoint outlets and 34 Post Offices.

Welfare Reform proposals have the potential to significantly increase demand for payment facilities. From 16 November 2015, the date in which Universal Credit is being introduced in Aberdeen City, council tenants currently receiving Housing Benefit directly to their rent account could instead have an amount for rent included in their monthly payments and have the responsibility for paying rent that they do not currently have.

Face-to-face resources are expensive for simple transactions such as payments that could be done via self-service. There is opportunity to review all business processes at the Service Centre at Mastrick, Kincorth and Woodside Customer Access Points that have a payment outcome to direct payment to self-service and where possible to reduce or remove the need for a cash transaction.

The vision, therefore, is for self-service payment kiosks to be implemented at Mastrick and Kincorth Customer Access Points along with Tillydrone Housing Office to offer cash and card based payment facilities to citizens paying for Council services currently processed via the Civica Icon financial system, including rent and Council Tax. At Kincorth Customer Access Point, all card and cash transactions will be directed to the kiosks and at Tillydrone Housing Office the self-service payment kiosk will be the only method of payment available. Citizens when using the payment kiosks would be supported by Customer Service Advisers when required, although this is expected to become less frequent as familiarity with the kiosks increases.

The introduction of a self-service facility for payments would provide an enhanced service and choice for customers. Implementing an additional payment facility for rent cash payments will help support citizens and help to minimise the financial impact of Welfare Reforms. Redirecting payment enquiries to self-service payment kiosks would enable Customer Service Advisers to devote more time to more complex enquiries, allow the potential for the introduction of new services available at the Customer Access Points and the reduction of waiting times for customers. Further, having a payment kiosk at Tillydrone Housing office will provide the means to make a payment on site, which is not available at present.

5.2 Benefits

The key benefits are: -

- To continue to reduce customer waiting times at Mastrick, Kincorth and Woodside Customer Access Points.
- To enable customers to make instant payments to their rent accounts which they cannot do currently if paying via Post Offices or Paypoints as payments via this method take 3-4 days to be credited to accounts. It will have a positive impact for the customer but also operationally as the difficulties associated with payment delays will reduce.
- Given the forthcoming changes in relation to Welfare Reform and the fact that Housing Benefit will be paid to the tenant as opposed to directly into their rent account, the demand for transaction facilities across the city will increase and the payment kiosks offer an additional channel for payment.
- To increase customer satisfaction for those customers with an appetite for self-service.
- To complement existing self-service payment facilities, i.e. online and telephone payment line.
- To reduce staff input to payment enquiries and thereby free up time to handle complex enquiries, introduce new services at the Customer Access Points and potentially reduce the staffing complement.
- To mitigate the health and safety risks for Customer Service Advisers handling cash at the Kincorth Customer Access Point, where there is no secure cash desk.
- Offering an additional channel to accept payments could have a positive impact on Council Tax and rent collection rates.
- To reduce Post Office and Paypoint fees as more payments are made through self-service machines.

6. IMPACT

Implementation of self-service payment kiosks would help transform the way in which customers access our services. Aligned with Shaping Aberdeen, the proposal will provide benefits for all customers, staff and the management of resources. Specifically, in this context, it will be in line with the Customer Access theme of the Improving Customer Experience Programme, as it will make it easier for our customers to contact the council and make payment in ways that are convenient to them as well as providing consistent, high quality customer experience through an additional access channel tailored to the needs of those customers who prefer to use self-service facilities.

It supports the smarter priorities of 'Smarter Governance – Participation' and 'Smarter Mobility – Transport & ICT'. Specifically;

“Smarter Mobility – Transport and ICT: promoting the transport links to and from the city which are sustainable. Maximising digital connectivity for the benefit of all people and the development of business in the city. Priority: We will maximise digital connectivity to ensure equal opportunity of access to services for all people.

Outcome: The city is digitally connected to ensure equal opportunity of access to services for all people and to support business development.”

“Smarter Governance – Participation: acknowledging the role that citizens can play in the evolution of the city.

Priority: we will encourage citizens to participate in the development, design and decision making of services to promote, civic pride, active citizenship and resilience.

Outcome: Citizens feel they can influence their communities through engagement in the development, design and decision making of services.”

It links to the delivery of the National Outcome 15 for public services being high quality, continually improving, efficient and responsive to local people's needs.

It also supports one of ACC's key priorities, namely;

“Ensure efficient and effective delivery of services by the Council and with its partners.”

7. BACKGROUND PAPERS

Self-Service Payment Kiosks Procurement - Committee Report
Number CG/13/003

8. REPORT AUTHOR DETAILS

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ABERDEEN CITY COUNCIL

COMMITTEE	Finance, Policy & Resources
DATE	9 th June 2015
DIRECTOR	Pete Leonard
TITLE OF REPORT	Central Energy Efficiency Fund (CEEF)
REPORT NUMBER	CHI/15/185
CHECKLIST COMPLETED	Yes

1. PURPOSE OF REPORT

The purpose of this report is to seek approval from Finance, Policy and Resources Committee to continue with the CEEF as recommended by the Scottish Ministers and to task the Energy Management Team with managing the fund to ensure that it remains a revolving fund to deliver energy efficiency projects in Council properties.

2. RECOMMENDATION(S)

It is recommended that the Committee approves;

- The continuation of the CEEF fund retaining the same payback mechanism and monitoring regime previously used
- The Energy Management Team provides an annual update to Communities, Housing and Infrastructure Committee on the list of projects funded by CEEF and a summary of the energy and cost savings achieved as a result of the investment.

3. FINANCIAL IMPLICATIONS

The CEEF fund has assisted in delivering energy efficiency elements of various capital projects and in particular, improvements in energy efficiency for schools. Projects funded by CEEF have included boiler conversion from oil to gas, renewable heating, district heating installations and connections, building energy management systems, heating controls, lighting improvements including LED lighting and associated controls, loft insulation, pipe insulation and combined heat and power (CHP) units. A list of some of the major projects funded by CEEF is included in Appendix 2 of this report.

The CEEF fund is a revolving fund and therefore does not require additional annual funding from the Council. Projects that meet the CEEF funding criteria have a repayment schedule based on the energy savings achieved from the implementation of the energy efficiency project. Once the Capital sum is repaid over the payback period, all further energy savings for future years are revenue savings to the Council.

The financial risk of not retaining the CEEF fund is the loss of a revolving fund that supports energy efficiency projects across the Council. By not approving the retention of CEEF, the Council will not have an energy “spend to save” fund which contributes towards energy and carbon saving projects throughout the Council.

4. OTHER IMPLICATIONS

The CEEF funding contributes towards energy efficiency projects that deliver energy, cost and carbon savings.

5. BACKGROUND/MAIN ISSUES

In 2004, the Scottish Government announced the launch of a new Public Sector Energy Efficiency Initiative. Under this initiative, £20 million in new funding was provided across financial years 2004/05 and 2005/06 to implement energy efficiency measures and, from 2008, renewable energy measures, to reduce carbon emissions across the public sector in Scotland. The scheme applied to all Scottish local authorities and health boards as well as Scottish Water. Aberdeen City Council was awarded £565,370 of CEEF funding.

The Scottish Government's Central Energy Efficiency Fund (CEEF) has been a key vehicle for delivering energy efficiency and small-scale renewable energy measures across the public sector in Scotland.

The funding has been used to set up revolving funds administered at local level, per the terms of the original funding award, a copy of which is included in Appendix 1 of this report. The savings from energy efficiency measures implemented are then used to reimburse the fund and invest in further energy efficiency measures and to improve frontline services.

As set out in the original CEEF grant agreement, the terms and conditions of the fund expired on 31st March 2015, after which time there has been no obligation to report to the Scottish Government regarding carbon, cost and energy savings or seek approval for installing measures relating to the finances of the fund. Section 44 of the Climate Change (Scotland) 2009 Act places duties on public bodies relating to climate change which requires them to: contribute to carbon emissions reduction targets; contribute to climate change adaptation and act sustainably. The continuation of CEEF will contribute to the

Council's efforts to fulfill its' duties under the terms of the Climate Change (Scotland) 2009 Act.

To date, the Council has implemented 182 CEEF projects with a total capital cost of £1,482,789. The total annual energy savings achieved as a result of this investment are 14,369,410 kWh, which is equivalent to approximately £433,000. In addition, carbon emission saving of 3,271 tonnes of carbon dioxide with a carbon value of £40,000 has been achieved. A list of some major projects that have been financed through CEEF are in Appendix 2 of this report.

6. IMPACT

The CEEF funding delivers projects that are in line with:

Smarter City Vision
Sustainable Energy Action Plan (SEAP)
Carbon Management Plan
Council's energy reduction targets and key performance indicators
Carbon Reduction Commitment
Energy Performance Certificates

7. MANAGEMENT OF RISK

With the current financial monitoring and payback mechanism retained, the CEEF fund will be maintained at a manageable level to ensure a balance between the capital funding available and the level of repayments to be made.

Implementation of CEEF project approval criteria by the Energy Management Team will ensure that only projects that are viable on both energy and cost savings will be approved for CEEF funding.

8. BACKGROUND PAPERS

Appendix 1 – CEEF offer letter of grant dated 16th September 2004
Appendix 2 – List of example of CEEF projects
Appendix 3 – CEEF expiry letter dated 4th February 2015

9. REPORT AUTHOR DETAILS

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SCOTTISH EXECUTIVE

Enterprise, Transport & Lifelong Learning Department
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Your ref: MP/HD/5207
Our ref:

16 September 2004

Dear Ms Porteous

CENTRAL ENERGY EFFICIENCY FUND: OFFER OF GRANT

I refer to the application to the Scottish Ministers submitted by Ms Marie Porteous on 13 August 2004 on behalf of Aberdeen City Council. I am now writing to formally offer your Council grant support for the financial years 2004/05 to 2005/2006. This grant is offered on the understanding that the application is for provision of funding from The Scottish Ministers for a Central Energy Efficiency Fund which is to be spent by the Council as prescribed in the attached terms and conditions.

Subject to your Council's compliance with the conditions of grant attached, Scottish Ministers propose to make payments of a grant not exceeding £565,370 for financial years 2004/2005 to 2005/2006, such funding to be held in a revolving fund to be used for the purposes of reducing the Council's carbon emissions related to its use of energy. 65% of the grant will be payable in the first instalment and 35% in the second instalment. Therefore the first payment the council will receive upon acceptance of the attached terms and conditions will be £367,490.00.

In order to confirm this grant award you are required to complete and return one copy of the attached grant conditions duly executed by an authorised officer.

Yours faithfully

Richard Bellingham

ENVIRONMENT AND INFRASTRUCTURE SERVICES	
FILE REF:	
DATE:	17 SEP 2004
ATTENTION:	
ACTION:	
COPIES:	

CENTRAL ENERGY EFFICIENCY FUND: CONDITIONS OF GRANT

By accepting the grant the Council confirms it will take the necessary steps to use the CEEF to improve its energy efficiency.

1 Introduction

1.1 The Scottish Ministers (acting through the Scottish Executive Enterprise Transport and Lifelong Learning Department and referred to in these conditions as "the Department"), in exercise of their powers under section 153(1) of the Environmental Protection Act 1990, offer to give Aberdeen City Council, a grant of up to FIVE HUNDRED AND SIXTY FIVE THOUSAND, THREE HUNDRED AND SEVENTY POUNDS STERLING, £565,370 for the financial years 2004/2005 to 2005/2006 as assistance in implementing the Project as more fully described in the application for grant to the Central Energy Efficiency Fund dated 13 August 2004.

1.2 This offer of grant is subject to the terms and conditions of this letter and the Annexes to it.

2 Definitions and Interpretation

2.1 In these Conditions:-

"Agreement" means the agreement constituted by the Grantee's acceptance of the offer made in the Award Letter;

"Award Letter" means the letter offering the Grant to the Grantee;

"CEEF" means the Central Energy Efficiency Fund – which is a revolving fund held by the grantee for the purposes set out in condition 5 below.

"Financial Year" means a period from 1 April in one year until 31 March in the next or any part thereof;

"Grant" means the grant offered by the Scottish Ministers to the Grantee as specified in the Award Letter, as varied from time to time in accordance with these Conditions;

"Grantee" means Aberdeen City Council;

"Scheme" refers to the establishment and ongoing management of a Central Energy Efficiency Fund by the Grantee for the purposes described in condition 5 of these below.

2.2 In these Conditions unless the context otherwise requires, words denoting the singular shall include the plural and vice versa and words denoting any gender shall include all genders.

2.3 The headings in these Conditions are for convenience only and shall not be read as forming part of the Conditions or taken into account in their interpretation.

3 Purposes of the Grant

3.1 The Grant is made under section 153(1) of the Environmental Protection Act 1990 to enable the Grantee to carry out the Scheme.

3.2 The Grant shall only be used for the purposes of the execution of the Scheme and for no other purpose whatsoever.

3.3 No part of the Grant shall be used to fund any activity by the Grantee that is party political in intention, use, or presentation.

3.4 The Central Energy Efficiency Fund Grant is ringfenced and as such can only be used for the purposes specified in condition 5 below

4 Amount and Payment of Grant

4.1 The maximum Grant payable for each financial year is that stated in the table as set out in the Award Letter attached hereto.

4.2 Subject to the provisions of this Condition 4, the actual amount of the Grant payable in each Financial Year shall be limited to 65% of the maximum sum allocated to the Grantee over the two year period of this grant award in year one and 35% in year 2.

4.3 The Grant shall be paid by the Scottish Ministers to the Grantee in two instalments, one in each of the two financial years 2004/05 and 2005/06. In Financial Year 2004/05 the Grant shall be paid within three months of the date of this offer. In financial year 2005/06, the Grant shall be paid within three months of the date that the Department receives, from the Grantee, satisfactory monitoring reports and evidence that at least 50% of the funding for financial year 2004/05 has been spent appropriately. The Grantee shall claim each such instalment in writing in such form as the Department may specify. These instalments may be claimed by the Grantee in advance of any expenditure being made on eligible projects.

4.4 At the end of each Financial Year, the Grantee shall prepare an account showing the expenses reasonably and properly incurred by it in executing the Scheme during that Financial Year, the amount of balance in the revolving loan fund and details of payments made from and to the fund. Such account shall be certified as true and accurate by a member of one of the following bodies:

- a) The Institute of Chartered Accountants in England and Wales;
- b) The Institute of Chartered Accountants in Ireland;
- c) The Institute of Chartered Accountants in Scotland;
- d) The Chartered Association of Certified Accountants;
- e) The Chartered Institute of Management Accountants;
- f) The Institute of Company Accountants;
- g) The Association of International Accountants; or
- h) The Chartered Institute of Public Finance and Accountancy.

4.5 In addition to the requirement to submit an internal audit as specified at clause 4.4 above, a copy of the annual external auditor's certificate on the financial statements of the

grantee shall be submitted to the Department no later than 30 November each year following the completion of the audit.

4.6 It is a condition of this grant that the grant fund shall be held centrally in a revolving account. Grants made to Council Departments from this fund must be used for the purposes of procuring equipment that it is proven to lead to improvements in energy efficiency and the consequent reduction of energy related carbon emissions. **A separate budget must be created so that at any point the grantee is able to identify clearly the amount of money in the fund at any one time. The loan repayments from grant funded projects along with any management fees should be placed in the revolving account and thereafter used to fund other eligible projects.**

4.7 The Grantee is responsible for controlling their local fund and for deciding which projects should receive funding in accordance with the guidance issued by the Department.

4.8 The Grantee must use to the computer software supplied by the Executive to help assess potential projects. In deciding which projects should receive funding the Grantee is expected to favour those projects that offer the shortest payback times, while maximising carbon savings. The criteria for acceptable payback times will be contained in guidance issued by the Department from time to time.

4.9 Decisions as to which projects should receive funding must be made in accordance with the procedures as set out in the Grantee's application for grant, and must also be in accordance with the Grantee's own energy management strategy.

5 Eligible expenditure

5.1 All expenditure is to be incurred on measures that will reduce energy consumption and carbon emissions (unless on certain support functions as set in condition 8 below).

5.2 Expenditure must be on the Grantee's property including property managed by Trusts where such Trusts are funded by the Grantee (e.g. leisure trusts).

5.3 Expenditure can only be incurred on technologies in the list of eligible technologies contained in the guidance issued by the Department.

5.4 All projects must have a Net Present Value of one or greater and a simple payback of five years or less.

5.5 The Grantee is expected to explore other potential sources of funding before the CEEF is used to fund any project.

5.6 The types of eligible project, list of eligible technologies, and payback periods may be varied at the Department's sole discretion. The list of ineligible expenditure given at paragraph 6 below can be similarly varied at the Department's sole discretion. Eligible and ineligible expenditure will be listed in the guidance issued by the Department from time to time.

5.7 The Grantee may approach the Department to request variations to the list of eligible and ineligible projects. Such approaches shall only take place where the Grantee believes

that such a requested variation will help improve energy efficiency or reduce carbon emissions, and will not jeopardise or diminish the effectiveness of the future operation of the scheme.

6 Ineligible expenditure

- 6.1 Any expenditure on projects not meeting the above conditions.
- 6.2 Expenditure on projects that do not reduce energy consumption, such as power factor correction.
- 6.3 Expenditure on feasibility studies.
- 6.4 Expenditure on transport measures or housing (unless the local authority directly pays the energy bills for that housing eg: certain types of sheltered housing).
- 6.5 Expenditure on projects which solely act to reduce the consumption of electricity from a “green electricity” tariff.
- 6.6 Renewable energy projects.
- 6.7 Projects where the expenditure in question has been incurred prior to the date of the Award Letter, or the expenditure has already been approved to be met from other sources.
- 6.8 If ineligible expenditure is incurred then the CEEF must immediately be refunded by the amount of ineligible expenditure from the relevant budget.

7 Payback mechanisms

- 7.1 It must be agreed in advance that any project receiving funds from the CEEF will reimburse that funding, including running costs and other charges as set out in condition 8.2, below within the agreed payback period.
- 7.2 The Grantee must reimburse the funding provided within the agreed period – regardless of the actual savings achieved on energy bills.
- 7.3 The period for each project repaying the fund should be set in accordance with the simple payback time for the type of technology selected for that project (indicative payback times will be set out in guidance provided by the Department and amended from time to time). Payback times may be rounded upwards by up to one year.
- 7.4 Repayments from each project must be in equal quarterly instalments starting 3 months from the date of the project receiving funds from the CEEF.
- 7.5 The Grantee may also choose to adjust repayments in line with any increase in the Retail Price Index so that the real value of the CEEF is not eroded by inflation over time.

8 Running costs

8.1 A total sum no greater than 10% of the fund's value at the start of each year may be spent annually on running costs where these are directly related to the running of the fund.

8.2 The types of running cost that may be funded from the CEEF are listed below. No other types of running costs may be funded from the CEEF. :

- a) Training;
- b) Promotional activities;
- c) Wage costs of new posts created to support the running of the fund;
- d) Improving energy management information;

8.3 The full cost of these running costs must be recovered in full through an additional charge made on projects receiving funding from the CEEF. This additional charge will be apportioned on a pro rata basis relating to the total amount of funding received by each project.

9 Interest earned

9.1 Any interest or other financial return made from the fund must be added to the fund to increase its total value. This should occur no later than three months after this interest or financial return has been earned.

10 Monitoring

10.1 The Grantee must supply information to the Department on individual projects, the savings achieved, total energy use and the performance of the fund to facilitate the overall monitoring of the Scheme. This will be in a specified format, details of which will be set out in guidance issued by the Department.

10.2 Monitoring information must be provided to the Department on a six monthly basis during the initial two year grant period. Thereafter monitoring reports will be required on an annual basis. Reports may be reasonably requested by the Department on an ad hoc basis, which the Grantee should supply as soon as reasonably practicable.

10.3 In addition the Grantee must conduct a post project evaluation of the impact and effectiveness of all projects costing more than £100,000 (as well as conducting evaluations of a representative sample of other projects). The evaluation report must be submitted to the Executive within 18 months of the project's energy efficiency measures being installed. The required format of the report will be specified in guidance to be supplied by the Executive.

10.4 All projects receiving funding will be subject to random sample audit by the Department or their representatives.

10.5 The Grantee shall, in relation to matters covered by the CEEF, afford the Department or their representatives, and the Auditor General for Scotland, Audit Scotland or their representatives, or any other such other persons as the Department may reasonably specify from time to time, such access to those records and books of account as may be required by them at any reasonable time. This will be in response to a written request for such access

from the person seeking it. The Grantee shall provide such oral or written explanations in connection with the inspection of such records or books of account, or any entry in them or any matter arising from them as may be required by the person carrying out the inspection.

10.6 The Grantee shall ensure that adequate internal expenditure controls are in place and that all resources are used economically, effectively and efficiently. In particular the Grantee shall ensure that procurement is undertaken in accordance with the Grantee's financial instructions, EC Directives, UK Procurement Regulations, and State Aid Rules, and demonstrates Best Value.

10.7 The Department may also request any other information they may reasonably require to satisfy themselves that progress in the implementation of the Scheme is consistent with the bid. The Grantee shall provide the Department with prompt access to any information they reasonably require to ensure that these conditions have been complied with.

11 Good Practice

11.1 The Grantee agrees the Department will have the right to share the Grantee's experience with other public bodies so as to disseminate good practice.

11.2 The Grantee agrees to participate in any such promotional activity related to this fund that the Department may conduct.

12 Use of Information

12.1 The Department may make available relevant information to the Scottish Parliament and such other third party as they think fit

12.2 The Department reserve the right to share information contained within the monitoring information and any other reports they may require from time to time with such persons and organisations as they deem appropriate.

13 Compliance with the Law

13.1 The Grantee shall ensure that in carrying out the Scheme, they and anyone acting on their behalf shall comply with the relevant law for the time being in force in Scotland including, but not limited to Health and Safety, State Aids, Procurement, Planning and Environmental law.

14 Assets and equipment

14.1 The Grantee may dispose of any assets or equipment purchased with the loan fund money. All monies received from the sale shall be deposited in the revolving account set up for CEEF and shall be used to assist in the funding of future eligible projects.

15 Default

15.1 The Department may re-assess, vary, make a deduction from, withhold, or require repayment of the Grant or any part of it in the event that:

- a) the Grantee fails to comply with any of these Conditions, the Guidance or breaches any of the relevant laws;
- b) the Department consider that any change or departure from the spirit of the Scheme for which the Grant was awarded warrants an alteration in the amount of the Grant;
- c) any written information given to the Department by or on behalf of the Grantee in connection with the application for or payment of the Grant or in terms of these Conditions, read as a whole, is false or misleading in any material respect, whether such information is provided before or after the payment of any Grant is made;
- d) the Grantee fails to implement the Scheme; in the Department's opinion, progress on the scheme is not satisfactory; or
- e) in the Department's opinion, the future of the scheme is in jeopardy.

15.2 In the event that the Grantee becomes bound to pay any sum to the Department in terms of the preceding paragraph 15.1, the Grantee shall pay the Department the appropriate sum within 28 days of a written demand for it being given by or on behalf of the Department to the Grantee. In the event that the Grantee fails to pay such sum within the said period of 28 days, the Department shall be entitled to interest on the said sum at the rate of two per cent per annum above the base lending rate or the equivalent of the Royal Bank of Scotland plc prevailing at the time of the written demand, from the date of the written demand until payment in full of the said sum and interest.

15.3 Notwithstanding the provisions of the foregoing paragraph 15.2 in the event that the Grantee is in breach of any of the conditions specified in these Conditions, the Department may, provided that the breach is capable of a remedy, postpone the exercise of his rights to recover any sum from the Grantee in terms of the said paragraph for such period as he sees fit, and may give written notice to the Grantee requiring it to remedy the breach within such period as may be specified in such notice, and in the event of the Grantee failing to remedy the said breach within the period specified, the Grantee shall be bound to pay the said sum to the Department in accordance with the provisions of the foregoing paragraphs.

15.4 Any failure or omission by the Department to exercise or delay by the Department in exercising any right or remedy to which he is entitled by virtue of the foregoing paragraphs 15.1 to 15.3 shall not be construed as a waiver of such right or remedy.

16 Prohibition on Dual Funding

16.1 It is a condition of any Grant award that the Grantee is not in receipt of other sources of funding specific to the Scheme and in the event that there is dual funding to any extent, the Department shall be entitled to require repayment of the grant to the extent of any dual funding.

17 Assignment

17.1 The Grantee shall not be entitled to assign, sub-contract or otherwise transfer its rights or obligations under the Agreement without the prior written consent of the Department.

18 Termination

18.1 The Agreement may be terminated by the Department giving not less than three months notice in writing.

19 Continuation of Conditions

19.1 These Conditions shall continue to apply for ten years after the end of the financial year in which the final instalment of the Grant was paid, or such other date as may be contained in any guidance issued by the Department as amended from time to time.

Appendix 2

Example of major projects fully or part funded by CEEF

Site	Project
Town House	Connection to district heating
Frederick Street Centre	Connection to district heating and conversion from electric to district heating to second floor
Hanover Street Community Centre	Connection to district heating
Linx Ice Arena	Replacement of existing lighting to LED lighting
Old Machar Academy	Replacement of existing lighting to LED lighting
Duthie Park Depot	Replacement of existing oil heating to log fuel boiler
Aberdeen Grammar School	Conversion of existing oil heating to gas heating
Old Machar Academy	Installation of heating controls and building energy management system
Bridge of Don Academy	Installation of heating controls and building energy management system
Northfield Academy	Installation of heating controls and building energy management system
Harlaw Academy	Installation of heating controls and building energy management system
St Machar Academy	Installation of heating controls and building energy management system

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Minister for Business, Energy and Tourism
Fergus Ewing MSP

T: 0300 244 4000
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Steve Whyte
Head of Finance
Aberdeen City Council
Town House
Broad Street
Aberdeen
AB10 1AH

04 February 2015

Dear Steve

Central Energy Efficiency Fund: Expiry of Grant Agreement

As you will be aware, the Central Energy Efficiency Fund (CEEF) was launched in 2004 by the Scottish Government to support the delivery of energy efficiency and renewable energy measures to reduce carbon emissions in the Scottish Public Sector. All public bodies awarded CEEF finance, including Aberdeen City Council, are responsible for managing their own ring-fenced allocations and identifying appropriate energy efficiency and renewables projects for implementation within their own estates.

Between the years 2004-2006 Aberdeen City Council received **£565,369.00** from the Scottish Ministers for the implementation of CEEF within their estate. As set out in the CEEF grant agreement, the terms and conditions of this fund will expire on 31 March 2016, after which there will be no obligation to report to the Scottish Government regarding carbon, cost and energy savings or seek approval for installing measures relating to this finance.

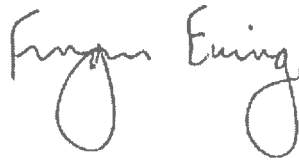
Reducing carbon emissions and increasing energy efficiency continues to be a major priority for the Scottish Government, with public bodies including local authorities, playing a key role in supporting Scotland to meet its ambitious climate change targets. As well as the direct environmental and financial benefits of improving energy efficiency, the public sector has the scope to set the standard for other sectors.

Section 44 of the Climate Change (Scotland) 2009 Act places duties on public bodies relating to climate change which requires them to: contribute to carbon emissions reduction targets; contribute to climate change adaptation and act sustainably. To encourage continuous improvement and also improve the quality and consistency of information reported by the public sector, Ministers intend over the next nine months to introduce a reporting requirement for the production of reports on compliance with the public bodies duties (PBD) by relevant public bodies. The annual information provided by major players, who include all local authorities, will be collated and analysed with a PBD report being produced that will provide sector specific information on emission reductions, project activity, achievements and challenges. This new reporting method will replace Scotland's Climate Change Declaration reports currently undertaken by local authorities, with the findings being

used to inform future Scottish Government climate change policy, funding and support programmes.

It is therefore important that public bodies continue to implement energy efficiency and carbon reducing measures. The CEEF revolving fund model is an excellent example of how financial investment can be best utilised to achieve maximum results. It is a hugely successful programme, since inception it has funded over 2466 projects, generated financial savings of over £211 million and carbon savings of 1659ktCO₂ collectively across all the Scottish local authorities. I would strongly encourage you to continue to maintain a revolving energy efficiency fund after the expiry of the terms and conditions of CEEF in March 2016 to support future carbon saving and energy efficiency projects across the Aberdeen City Council estate.

Yours sincerely,

A handwritten signature in black ink that reads "Fergus Ewing". The signature is written in a cursive style with a large loop at the end of the word "Ewing".

Fergus Ewing

ABERDEEN CITY COUNCIL

COMMITTEE	Finance, Policy & Resources
DATE	9 June 2015
DIRECTOR	Chief Executive
TITLE OF REPORT	Twinning & International Partnerships
REPORT NUMBER:	OCE/15/014
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)

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

- i) Contribution of £6,490 towards an exchange project between Aberdeen YMCA and CVJM Regensburg to mark the 60th anniversary of the cities' twinning agreement, 25 July - 8 August 2015
- ii) Contribution of £2,500 towards the participation of a Bavarian Brass Band from Regensburg at Celebrate Aberdeen Weekend, 21-24 August 2015
- iii) Contribution of £5,460 towards the participation of a group from Seaton Primary School at Mini-Regensburg, 9-16 August 2015
- iv) Contribution of £2,500 towards the participation of musicians from a twin city at a civic reception hosted by Aberdeen City Council during Offshore Europe, 8-10 September 2015
- v) Contribution of £6,780 towards a secondary school programme involving pupils from Aberdeen and Stavanger at TechFest, 12-19 September 2015

b) That Finance, Policy & Resources Committee approve the following expenditure from the operating budget:

- i) £1,500 towards the participation of the Twinning & International Partnerships Officer at the EIPA's 'Successful Preparation and Implementation of Twinning Projects' training in Maastricht, 22-24 October 2015

c) That Finance, Policy & Resources Committee approve that the International Twinning Grant criteria policy wording be changed

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	£83,700
i)	Contribution towards an exchange project between Aberdeen YMCA and CVJM Regensburg to mark the 60th anniversary of the cities' twinning agreement, 25 July - 8 August 2015	£6,490
ii)	Contribution towards the participation of a Bavarian Brass Band from Regensburg at Celebrate Aberdeen Weekend, 21-24 August 2015	£2,500
iii)	Contribution towards the participation of a group from Seaton Primary School at Mini-Regensburg, 9-16 August 2015	£5,460
iv)	Contribution towards the participation of musicians from a twin city at a civic reception hosted by Aberdeen City Council during Offshore Europe, 8-10 September 2015	£2,500
v)	Contribution towards a secondary school programme involving pupils from Aberdeen and Stavanger at TechFest, 12-19 September 2015	£6,780
	TOTAL	£23,730
	Closing Balance (if recommendations approved)	£59,970

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

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

i) **Contribution of £6,490 towards an exchange project between Aberdeen YMCA and CVJM Regensburg to mark the 60th anniversary of the cities' twinning agreement, 25 July - 8 August 2015**

Aberdeen YMCA and CVJM Regensburg are organising an exchange project this summer to celebrate the 60th anniversary of Aberdeen and Regensburg's twinning arrangement. Staff and volunteers from both organisations will tandem cycle from Aberdeen to Regensburg with the aim of raising awareness of the support the organisations provide and the existing twinning agreement. This will then be immediately followed by a volunteer exchange with a delegation from Regensburg participating in a programme of events in Aberdeen.

Aberdeen YMCA and CVJM Regensburg have engaged in over 20 international exchange programmes since their first twinning activity in 1994.

In November 2013, the success of this partnership was officially recognised by Stadt Regensburg and the Mayor with the awarding of the City Partnership Prize at the city's annual Freedom Day Ceremony. The aims and objectives of the partnership have developed over the 21 years and will continue to evolve in the future to address contemporary issues faced by the young people who the YMCA engage with including: youth empowerment; social inclusion; employability skills; volunteering; and collaboration in Europe.

To coincide with the 21st anniversary of their own twinning link and 60th anniversary of the city twinning partnership, the organisations have arranged a two week exchange programme for this summer. The first stage of this project will start in Aberdeen with staff and volunteers from both organisations participating in a week-long international tandem cycle starting at the Aberdeen Town House and finishing at Regensburg's Rathaus. The aim of the cycle is for a volunteer from each organisation to ride one tandem cycle so that the volunteers are cycling between cities "in tandem". This project is a reversal to one which took place in 2005 to mark the 50th anniversary of the town twinning relationship, when volunteers from both organisations tandem cycled from Regensburg to Aberdeen.

The Aberdeen delegation will then fly back to Aberdeen with young volunteers from CVJM Regensburg who will participate in an exchange programme with local youths for a week. Throughout the week, the young people will be involved in discussions and activities which will encourage international cooperation and collaboration. Volunteers from both YMCAs will engage in planning dialogue for a programme of activities for 2016 – 2020. A priority for discussions will focus on activity in 2019 which will be the 25th anniversary of twinning between both organisations. Young people from Aberdeen will take ownership of the youth exchange, organising and participating in fundraising activities prior to the event to raise awareness and funds for the programme.

This project is an excellent example of partnership working between twin city organisations. The project promotes city twinning in an imaginative way as the international tandem cycle will attract media awareness and promote the twinning links to audiences outside of the two cities as the organisers will make contact with YMCA and affiliated groups during their route. The exchange has a direct, positive effect on volunteers and young people in both cities: The project empowers young people to volunteer and become involved in YMCA programmes leading to them gaining Saltire Awards; volunteers will develop vital life and employment skills as young people will take ownership of the project leading them to develop leadership qualities, self-confidence, communication skills and team working abilities; local young people will have an increased awareness of intercultural understanding which leads them to become global citizens; and such a programme engages young people in civic awareness as they understand the history and importance of town twinning arrangements.

This application seeks a total of £6,490 to support the outward travel costs of a group from Aberdeen to Regensburg and inward costs of hosting a

delegation from Aberdeen in the city. Funding will be matched by both organisations, personal contribution and fundraising.

Expenditure	
Transport	£5,620
Accommodation	£2,675
Food Costs	£1,470
Project costs (inc. activities, insurance, etc)	£3,215
Total	£12,980
Income	
Contribution from YMCA	£2,614
Fundraising	£1,176
Contribution by participants	£2,700
Total	£6,490
Expenditure-Income	£12,980-6,490
Total Applying For	£6,490

ii) **Contribution of £2,500 towards the participation of a Bavarian Brass Band from Regensburg at Celebrate Aberdeen Weekend, 21-24 August 2015**

Celebrate Aberdeen Weekend is a key event in the city's 2015 Summer Festival programme. The organisers of the event have asked for the presence of a Bavarian Brass Band from Regensburg to enhance and add an international element to the event. This year is the 60th anniversary of Aberdeen's twinning agreement with Regensburg and the presence of a traditional music group highlights this relationship.

Musicians from Regensburg performed at the event last year and the popularity of the band has led the Celebrate Aberdeen organisers to request that the band play this year again. The group will be involved with all aspects of the weekend programme: They will provide entertainment at the finishing line of the 'Union Street Mile'; perform as they march down Union Street with local groups during the parade; and provide entertainment on the Sunday at both the main stages and at pop-up performances to encourage audiences to other areas of the event, such as the new food stalls in Union Terrace Gardens.

Celebrate Aberdeen is a popular summer event which has evolved over recent years. Originally a city parade to celebrate the diversity and work of the third sector, the event programme was developed last year to include free public performances throughout the city by local musicians. This year, Celebrate Aberdeen will incorporate both these elements into the event: A 'Union Street Mile' fun-run and parade will take place on the Saturday; and outdoor public performances and food stalls will be in situ in Union Terrace Gardens at a free outdoor event on both days. Based on figures from previous

years, it is expected that combined events will attract an audience of over 10,000 people throughout the weekend.

Providing the opportunity for a group from Regensburg to participate in a large city event demonstrates Aberdeen's commitment to maintaining international partnerships. The attendance of the group at the event also promotes opportunities for Aberdeen citizens to create and establish projects and partnerships with twin cities. The group's participation will be highlighted within publicity materials and in public announcements to ensure the twinning link and profile of the twin cities is raised. Having an international group attend the event introduces audiences to new music, which strengthens the promotion of cultural activities within the city.

The application requests a total of £2,500 to cover the cost of accommodation, food and transport for the group during their stay in Aberdeen. Stadt Regensburg will cover the costs of the musicians travel to Aberdeen.

Expenditure	
Flights	£2,500
Accommodation	£1,800
Food Costs	£500
Transport	£200
Total	£5,000
Income	
Contribution from Stadt Regensburg	£2,500
Total	£2,500
Expenditure-Income	£5,000-£2,500
Total Applying For	£2,500

iii) Contribution of £5,460 towards the participation of a group from Seaton Primary School at Mini-Regensburg, 9-16 August 2015

Mini-Regensburg is a biannual event in which a 'Play City' has been developed whereby young people manage the administration of the 'town'. Stadt Regensburg has extended an invitation to a group of young people from Aberdeen to participate, acting as a Scottish Embassy for one week of the three week event. Pupils from Seaton Primary School have been learning German throughout the school year and the school would like to send a delegation to Regensburg to participate in this unique opportunity.

Regensburg was awarded UNICEF status as a Child Friendly City earlier this year. One of the initiatives which it was commended for was Mini-Regensburg which is now in its fifth year. Based on the 'Play City' model, Mini-Regensburg is an event in which a venue in the city is turned into a model town complete with shops, offices and infrastructure. Young people participate in the event by becoming actively involved in city life: obtaining a job; standing and voting

for elections; and engaging in trade activities. Groups from Regensburg's other twin cities of Clermont-Ferrand and Pilsen have previously participated in the event with young people from the cities acting as an 'Embassy' of that country. Stadt Regensburg has requested the presence of a delegation from Aberdeen to engage and enjoy the programme and act as a Scottish Embassy at the event.

Pupils from Seaton Primary School are actively engaged with learning German as part of the Scottish Government's '1+2 Approach' to modern languages. Pupils have also been learning about the culture of the country. Enabling pupils to participate in Mini-Regensburg provides young people from Aberdeen – who may not otherwise have the opportunity – to engage with learning new languages and cultures in a fun and educational manner with peers from other countries. The event also actively encourages young people to participate in civic life, which supports them in becoming active and engaged citizens aware of democratic processes.

Stadt Regensburg have invited up to eight young people and two adults to attend Mini-Regensburg. Seaton Primary School will promote the opportunity to all pupils in P7 and will choose the pupils who will attend through an application process in which pupils have to demonstrate why they should be selected to attend. The pupils who will attend Mini-Regensburg will make the transition to secondary school following the trip and, due to the catchment area of the school, it is likely that successful pupils will go to different secondary schools within the city, ensuring a wider dissemination of experiences to young people throughout the city.

Enabling an 'Aberdeen delegation' to participate in Mini-Regensburg provides young people from the city with the opportunity to experience new cultures, learn new languages and engage in democratic processes. Supporting the attendance of a delegation at this event demonstrates Aberdeen City Council's commitment to enabling young people from diverse backgrounds to become 'global citizens'. For some of the young people this will be their first trip abroad and this application includes a funding recommendation of £560 to support the acquisition of passports should the young people require them. The young people come from an economically disadvantaged area of the city and allowing a contingency for passport acquisition ensures that no pupils from the year are at a disadvantage in applying for this opportunity.

This application seeks a total of £5,460 to support the participation of pupils from Seaton Primary School at Mini-Regensburg and will cover the transport of the group to Germany, additional activities and allow a contingency for the acquisition of passports and any incidentals occurred. Stadt Regensburg will contribute towards the costs of accommodation, food and airport transfers once in Germany.

Expenditure	
Flights	£4,000
Accommodation	£4,000
Food Costs	£1,500

Airport transfers	£400
Activities	£500
Contingency for passport acquisition	£560
Contingency for incidentals	£200
Total	£11,260
Income	
Contribution from Stadt Regensburg	£5,700
Total	£5,700
Expenditure-Income	£11,260-5,700
Total Applying For	£5,460

iv) **Contribution towards the participation of musicians from a twin city at a civic reception hosted by Aberdeen City Council during Offshore Europe, 8-10 September 2015**

Aberdeen is hosting SPE Offshore Europe in September and will be welcoming delegates to the city and conference at a Civic Reception held on the opening night. Local musicians will entertain audiences as invited guests enjoy a showcase of Scottish culture and cuisine at the Beach Ballroom. Event organisers have requested the presence of a twinning group as part of the evening programme to highlight Aberdeen's international links through twinning partnerships.

The SPE Offshore Europe Conference and Exhibition attracts an international audience of over 60,000 people to Aberdeen every two years. It is the largest expo held in the city and events to support the programme are held in venues throughout the city for the duration of the conference. One such event is the Civic Reception to be held on the opening night to welcome international delegates to the city. Organised by the Civic Office and City Events Team, the event will bring local produce and entertainment to an international audience.

An invitation has been extended to Aberdeen's twin cities to send a musical group to perform at the event. Both Regensburg and Clermont-Ferrand have responded positively to the invite and are currently locating a high quality music group to perform at the Civic Reception. The participation of a twin city group at the event maximises and strengthens the links between the twin cities by allowing them a platform to raise awareness of the links not only to the locals of Aberdeen but also to visitors of the city. Visitors will be allowed to witness the international links Aberdeen successfully maintains and develops both with the twin cities and international communities. A programme will be arranged for the group to ensure that their visit to Aberdeen is maximized and will include public venues, such as the Central Library. This will ensure that locals will also benefit from the group's attendance in Aberdeen and their presence can be seen as a way of 'thanking' the locals as the city becomes extremely busy during the Offshore Europe Week.

The application requests a total of £2,500 towards the cost of accommodation, food and transport for the group whilst they are in Aberdeen.

The relevant twin city council will pay for the group to come to Aberdeen, as per normal twinning partnership arrangements.

Expenditure	
Travel to Aberdeen	£2,500
Accommodation	£1,500
Food Costs	£750
Transport	£250
Total	£5,000
Income	
Contribution by twin city	£2,500
Total	£2,500
Expenditure-Income	£5,000-£2,500
Total Applying For	£2,500

v) **Contribution of £6,780 towards a secondary school programme involving pupils from Aberdeen and Stavanger at TechFest, 12-19 September 2015**

Based in Aberdeen, TechFest is one of Scotland's leading science communication organisations. TechFest have developed a programme for secondary school pupils from Stavanger to participate in the festival and collaborate with peers from Aberdeen at a science communication event. Aberdeen and Stavanger share several common science and engineering links but this project would be the first active partnership in this field between public organisations.

TechFest promotes Science, Technology, Engineering and Mathematics (STEM) to an annual audience of 45, 000. This is achieved through a formal learning outreach programme to primary and secondary schools, which reaches approximately 20 000 young people throughout Scotland in one year, and attendance at other events, such as Aberdeen University's May Festival, attracts audiences of between 5,000 to 10,000. 'TechFest in September' is Aberdeen's annual STEM festival and is a major event in the city's calendar – last year the event attracted approximately 20,000 participants to its schools and public programmes and the festival is estimated to reach an audience of 22,000 in 2015.

TechFest visited Stavanger in November 2014 with the Twinning & International Partnerships Officer to meet with partner organisations in the city with the aim of creating future projects and partnerships between the twin cities. Rogaland Education Department arranged for a visit by the delegates to St Olaf Secondary School – regarded as being Stavanger's secondary school which specialises in STEM subjects. There was an enthusiastic response to developing a project between the two organisations which would involve secondary school pupils from both cities.

Ten pupils and two teachers from St Olaf Secondary School will visit Aberdeen for one week of the three week TechFest programme in September. The pupils will participate in formal education programmes and attend events in the public programme. During the event they will also engage in activities with secondary school pupils from Aberdeen. The pupils they will meet are from various secondary schools from across the city and are involved with TechFest’s Heroes of Tomorrow programme. This programme, which launched in February 2015, encourages science communication in students at school aged S1-S6 and provides them with the opportunity to discuss the STEM topics they are passionate about. Secondary school pupils from Aberdeen and Stavanger will collaborate together on a similar project which will take place during TechFest. If successful, it is intended that this project will be reciprocated in Stavanger with secondary school pupils from Aberdeen participating in a similar event in the city.

This project provides secondary school pupils from Aberdeen with the opportunity to collaborate with international peers in a challenging and engaging environment. Pupils are enabled to become ‘global citizens’ – a core concept of the Curriculum for Excellence – and STEM learning is encouraged. This project promotes a key city festival to an international audience and the successful implementation of the project will lead to the development of a similar opportunity for local secondary school pupils to Stavanger. There are currently no active partnerships between science communication organisations in Aberdeen and the five twin cities. This project would be the first and raises the profile of STEM learning to wider city audiences and key industry sponsors.

This application seeks a total of £6,780 to support the accommodation, food and airport transfer of the group whilst in Aberdeen. The secondary school have successfully obtained funding to part finance their visit through a corporate company and will fundraise to obtain the full amount required to visit Aberdeen.

Expenditure	
Travel to Aberdeen	£6,600
Accommodation	£4,800
Food Costs	£1,680
Transport	£300
Activities	£1,200
Total	£14,580
Income	
Participant contribution	£7,800
Total	£7,800
Expenditure-Income	£14,580-£7,800
Total Applying For	£6,780

b) That Finance, Policy & Resources Committee approve the following expenditure from the operating budget:

i) **£1,500 towards the participation of the Twinning & International Partnerships Officer at the EIPA's 'Successful Preparation and Implementation of Twinning Projects' training in Maastricht, 22-24 October 2015**

The European Institute of Public Administration (EIPA) is one of Europe's leading centres of public sector working within a European framework. The centre facilitates a course entitled 'Successful Preparation and Implementation of Twinning Projects'. This is the only course in Europe specifically engaged with the promotion of town twinning opportunities.

The seminar is led by practitioners with experience of devising and delivering twin city projects throughout Europe. The aim of the course is to develop and devise quality twinning projects. Course leaders will introduce twinning project concepts, with explanations of components of the process and ways in which to address challenges to ensure future projects are successful. People in similar positions relating to twinning from countries across Europe will be in attendance and the evenings will provide a networking opportunity.

Attending this course provides the Twinning and International Partnerships Officer with the opportunity to develop the skills which will advance Aberdeen's twinning programme. This course will enable the officer to:

- Share knowledge and practical experiences, identify co-operation opportunities and extend European network by meeting peers in similar positions from across Europe;
- Acquire an in-depth understanding of organising an international twinning project;
- Analyse the main opportunities and challenges of twinning projects which will aid with funding applications which develop projects;
- And develop the necessary skills in preparing for twinning projects when applying for EU funding, such as drafting proposals, agreements and contracts.

The acquisition of these skills will broaden the Twinning & International Partnerships Officer's network and instil a confidence to deliver larger events involving twinning partners, which is economically and culturally beneficial to Aberdeen.

The Twinning Budget has an allowance of £35,250 to support the salary, infrastructure and development of the Twinning & International Partnerships Officer. Attending this course is expected to cost £1,500 and approval is sought to fund this training course from the £35,250 allocated for such purposes.

Expenditure	
Travel	£300
Accommodation	£200
Food	£150

Subsistence	£150
Course	£700
Total	£1,500

c) That Finance, Policy & Resources Committee approve that the International Twinning Grant criteria policy wording be changed

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 may make a maximum of three successful applications to the International Partnerships and Twinning Fund for project support. Once an applicant has made three successful applications, any subsequent applications by that applicant shall only be considered by the Council where the subsequent applications:

- (i) are in respect of new projects (i.e. projects having delivery methods and outcomes different to those of the projects to which the applicant's previous applications related), and
- (ii) demonstrate that those new projects will engage with audiences different to those who were engaged by the projects to which the applicant's previous applications related .

References above to "successful applications" include applications that are only partly-successful (i.e. where only part of the sum sought has been awarded by the Council to the applicant).'

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;
- 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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ABERDEEN CITY COUNCIL

COMMITTEE	Finance Policy & Resources Committee
DATE	9 June 2015
DIRECTOR	Angela Scott, Chief Executive
TITLE OF REPORT	Events Programme 2015-16
REPORT NUMBER	OCE/15/020
CHECKLIST COMPLETED	Yes

1. PURPOSE OF REPORT

To seek approval for the events programme detailed in appendix 1 and associated budget in 2015-16.

2. RECOMMENDATION(S)

1. That members note the content of this report.
2. That members approve the events programme detailed in appendix 1 for 2015 - 2016.
3. That members approve the budget of £510,000 to deliver the events programme for 2015 - 2016.

3. FINANCIAL IMPLICATIONS

This report outlines the proposed financial implications from the Corporate Communications & Promotion revenue budget and Common Good Fund to deliver a programme of events for Aberdeen in 2015 – 2016.

It should be noted that there are significant budgetary pressures placed on all the individual event budgets due to the rising costs associated with traffic management, Temporary Traffic Restriction Orders (TTRO), licensing and the installation of essential events infrastructure.

Similarly the costs associated with the provision of stewarding, security, medical and welfare also continue to rise annually but are a necessary requirement to meet our obligations under Health and Safety legislation.

The Corporate Communications & Promotion revenue budget also has to accommodate the costs associated with the Performing Rights Society for Music (PRS) fees that a number of Aberdeen City Council's events are legally subject to. Previously these costs were met from the local authority's General Fund.

Discussions will be undertaken with the Finance Department regarding the future administration of the Community Festive Fund (revenue budget and Common Good Fund) and the grant funding for Galas (Common Good Fund).

4. OTHER IMPLICATIONS

Staffing

Officers in the City Events Team possess specialist knowledge and skills that are needed to meet the standards expected within current Health and Safety legislation and public sector guidance, as laid out in "The Event Safety Guide – A Guide to

Health, Safety and Welfare at Music and Similar Events” (commonly known as “The Purple Guide”).

The current team consists of 4 skilled Events Officers (1 x Senior City Events Officer, 2 x City Events Officers, 1x City Events Executive). All these officers have lead responsibilities to deliver specific events and activities within the programme.

Currently the team is mainly focused on event delivery but through service restructuring is looking towards the growth of the city events programme, the development of a strong, unique events strategy in conjunction with officers in Cultural Services and the Civic Office and the facilitation of knowledge transfer and skills development between officers.

Efforts are also being made through the new Communications & Promotion service restructure to support the exploration and development of sponsorship opportunities that would secure external income streams for services within Aberdeen City Council. These monies could support the future growth of the events programme without creating an additional financial burden on the public purse.

Twinning and International Partnerships

Since 2012 there has been a significant strengthening of the relationship between City Events and Twinning, with twin city partners actively participating in a number of the events delivered by the team, adding an international and cultural dynamic that hasn't existed previously.

This has also resulted in reciprocal arrangements where organisations from within Aberdeen have been invited to participate in events, activities and projects overseas benefiting our local communities and citizens.

The twinning programme continues to grow and develop annually and actively encourages engagement from groups who have never accessed support either financial or in-kind from Aberdeen City Council previously.

A separate report to the FP&R committee on 18 February 2015 supported the 2015-16 twinning activities that will grow and develop twin city partnerships while seeking to complement Aberdeen's events programme.

Management of events in Aberdeen's parks and open spaces

A separate report in conjunction with colleagues in Communities, Housing & Infrastructure was approved by the CHI committee on 18 March 2015. This report detailed the management of events in parks and open spaces in the city, ongoing support for Friends groups established in Aberdeen and the upgrading of infrastructure in our public spaces to ensure their continued suitability for events and activities.

In order to support the growth of community events, the Events team will review booking systems and processes that are currently available to support community event organisers and to use the website as a key resource. In particular the team will explore methods with legal services of handling public liability issues to make it easier for community groups to manage risk.

5. BACKGROUND/MAIN ISSUES

This report outlines the proposed programme of events the City Events Team is tasked with delivering on behalf of Aberdeen City Council in 2015 – 2016. It also identifies the associated budgets that ensure events are delivered within our legal responsibilities under Health and Safety legislation.

The City Events Team have for many years provided internal and external advice and support to event organisers to ensure that safe, secure and enjoyable events are delivered in the city for the local residents, surrounding population and those visiting the city for business or leisure purposes.

There is ongoing pressure on the team to identify and develop new events in terms of developing the city's offering as well as continuing to meet priorities within the existing events programme and as a result, partnerships with internal and external partners are crucial going forward.

Initial cross department discussions suggest that there is collective support for Aberdeen's long-term regional, national and international event profile ambitions, a strong will to represent the wider interests of citizens and visitors and to provide cultural distinction of the North East of Scotland.

Officers in Education and Children's Services are working with Cultural partners, under the Community Planning framework, to revise the current cultural strategy, 'Vibrant Aberdeen', which expires in 2015. The new culture plan for the city will, when complete and subject to approval, provide a framework of priorities for the culture sector in the city for the next ten years. Officers will work closely to ensure the City Council events strategy and the culture plan, as they develop, provide a cohesive, co-ordinated and comprehensive course of action for improvement for the sector.

In the interim, it is anticipated that in 2015-16 the City Events Team will deliver the events programme as detailed in appendix 1, to support the city's ongoing attractiveness as a destination to live and visit.

The City Events Team works closely with a number of city agencies including Visit Aberdeen, the Aberdeen City and Shire Hotels Association (ASCHA) and Aberdeen Inspired to ensure that events that are held in Aberdeen support local businesses and offer exciting activities to support the weekend leisure destination break market. These events also aim to attract local residents and national and overseas visitors which in turn provide economic and social benefits for local traders within the city.

The events detailed in the events programme contribute to the common good of the city, are inclusive, maintain and develop the city's continued civic pride and showcase Aberdeen's ability to attract and host major cultural and sporting events.

Where possible the team continues to maximise income opportunities through the recovery of fees for advice, consultancy and event delivery time that is provided to assist external event organisers who run commercial activities in the city. Income is also derived from the hire of Aberdeen's parks and open spaces.

Income from sponsorship has proved to be very difficult to secure, particularly since the team has limited staff resources to approach potential sponsors, are lacking in available capacity to develop skills that will support the generation of sponsorship and are unable to develop a long term event delivery plan due to the annual budgetary process. As previously detailed resource support will be provided in the new Communications & Promotion service to help event officers identify and develop sponsorship opportunities across Aberdeen City Council that could deliver income in the future, relating to the assets available across the local authority.

6. IMPACT

Corporate

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.

7. MANAGEMENT OF RISK

Aberdeen's city events programme is key to the destination promotion that Aberdeen City Council, Visit Aberdeen, Aberdeen Inspired and Visit Scotland Aberdeen City and Shire currently undertake.

Should this diverse and engaging programme not continue, then Aberdeen could potentially cease to be an attractive destination for visitors and local residents with economic spend being distributed elsewhere in Scotland and event organisers considering alternative delivery locations.

8. BACKGROUND PAPERS

None

9. REPORT AUTHOR DETAILS

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Appendix 1 – Events programme 2015-16

Date	Event	Revenue Budget	Common Good Fund
May-Aug	Galas		£10,000
21 June	Aberdeen Highland Games, Hazlehead Park	£80,000	
27 & 28 June	Armed Forces Day, Union Street/ Aberdeen Beach & Airborne Forces Day, Aberdeen Beach		£10,000
3 July	BP Big Screen, Duthie Park	£20,000	
22-23 August	Celebrate Aberdeen, Aberdeen City Centre		£20,000
Nov - Dec	Community Festive Fund	£25,000	£4,000 (Hogmanay events only)
5 November	Aberdeen Fireworks Display	£14,000	£25,000
22 November	Aberdeen's Winter Festival-Christmas Lights Switch On	£25,000	
26 November	Aberdeen's Winter Festival-Christmas Tree	£7,000	
28 Nov 2015 – 3 January 2016	City Centre Winter Festival (new for 2015) and Aberdeen's Hogmanay Celebrations on 31 December 2015		£200,000 Pending further discussion and analysis regarding event – monies detailed for Hogmanay will be used across the full winter programme.
1 December	Aberdeen's Winter Festival-Nativity Scene		£6,000
19 December	Aberdeen's Winter Festival-Carol Concerts	£4,000	
5 February 2016 (4-7 days)	Spectra Light Festival	-	
Ongoing	Summer & Winter marketing activity	£30,000	
Annual fee	Performing Rights Society for Music (PRS)	£30,000	
Total		£235,000	£275,000

Galas (May – Aug)

City Events administer and manage the gala budget. This budget allows for groups and organisations that arrange and deliver a gala/fun day in their community to receive grant funding to support associated costs in the delivery of their event. The grant can be used to support infrastructure costs, entertainment and publicity.

It is proposed that beyond 2015 City Events investigate alternative ways to administer the grants for galas, to maximize existing resources in identifying, attracting and supporting the delivery of high quality events to Aberdeen.

One option is to offer an online solution with tutorials and learning modules on the council's website with the possibility of an open booking system. The team could also offer masterclasses in community event organisation. It is proposed that a further report be brought back with more detailed options.

Highland Games (21 June)

For over 50 years, Aberdeen's Highland Games has been an ever popular and long standing event in the annual programme. It has developed over the years to become a favourite for all the family and is always held on the 3rd Sunday in June. The Games are a multi-faceted event that combines traditional highland games, free family activities, trade and charity stalls, Scottish traditional music, a funfair, beer tent, armed forces displays and catering.

The Games provide a safe, family friendly environment with a range of affordable or free activities ensuring access to this cultural experience is inclusive to all those who attend the event.

The budget income is dependent on the weather conditions and attendance can fluctuate from 5,000 to over 15,000 people. Inclement weather can result in a low attendance and will have an impact on the income derived from the entrance fees on the day of the event.

Expenditure covers infrastructure, family activities, stewarding, medical and welfare, traffic management and publicity. Most of this expenditure is spent on the lead up to the event and therefore there is little scope to reduce costs if the income achieved on the day is low.

In 2015 City Events will again look to increase activities that reflect the ethos of a family friendly event whilst incorporating the Scottish Governments themed Year of Food and Drink.

Armed Forces Day & Airborne Forces Day (27 & 28 June)

Held on the last Saturday in June, the event celebrates the contribution of our veteran and serving armed forces personnel and gives an opportunity for residents of, and visitors to the city to show their support and thanks.

The event takes the form of a parade down Aberdeen's premier street consisting of veteran associations and individuals, serving personnel, cadets from all three of our armed forces and vintage military vehicles. Led by over 8 pipe bands, the parade generates great pride and emotion and attracts over 2,000 people.

The budget covers traffic management, stewarding, first aid, pipe bands, transport and promotion. There is not sufficient funding from ACC to deliver this event, however, in previous years there has been an annual grant awarded from the MOD. The MOD has indicated that this funding will be reduced in future years and eventually withdrawn. The application process The MOD have confirmed grant funding of £9k to support this year's activities.

As per the event delivered in 2011 at the Queen's Links, a request has been received to again combine support to this returning group from the armed forces. The 2015 event will join up with the Airborne Forces Day in sharing costs of a weekend of Military activities. The Airborne Forces Day (Sunday 28 June) will combine private and public elements to the event. The private elements will be a church service and an Airborne Forces ceremony lunch. The public elements will be a marching band performance, free climbing wall, trading and information stalls and a parachute display.

The budget will cover half of the costs; infrastructure (marquee, generators, chairs, tables, PA/ sound system, licensing) traffic management, overnight security, stewarding and staffing for the occasion. The remaining costs would be met by the Airborne Forces Day organising group members.

BP Big Screen (3 July)

For over 20 years, the Royal Opera House has screened live relays from its building at Covent Garden to cities around the UK.

Aberdeen is a popular venue for this occasion and provides a unique opportunity to watch world class performances live and direct from The Royal Opera House in the beautiful surroundings of the Duthie Park. Up to 5,000 people attend the screening, depending on the weather conditions.

The Big Screen concept:

- Introduces opera and ballet in relaxed surroundings to new audiences
- Gives people an opportunity to see the world's best performances and performers
- Provides free world class entertainment to families who might otherwise not be able to access tickets

The partners in the Big Screen 2015 project are Aberdeen City Council, the Royal Opera House and BP.

Aberdeen City Council's financial contribution goes towards some of the infrastructure costs associated with the event including barriers, stewarding, first aid facilities and staff, toilets, waste management, lighting and seating.

It is proposed to maintain the budget in order to allow the event to maintain its high standard of delivery and safety.

Celebrate Aberdeen (22 & 23 August)

In conjunction with the third sector, this event aims to build on the strong cultural base that exists in Aberdeen and offer a new platform to celebrate Aberdeen and talent that exists here.

Featuring a parade, musical and entertainment performances in Union Terrace Gardens, this is a popular event with the local population.

The budget covers traffic management, stewarding, infrastructure and publicity.

Community Festive Fund (Nov – Dec)

City Events administer and manage the Community Festive Grant Fund. This budget allows for groups, communities and organisations to apply for up to £500 to help support any festive activity or event that they are organising. The grant can help with staff costs, venue hire, refreshments (no alcohol), publicity and promotion, presents and entertainment. The fund is very popular and in 2014 over 85 applications were received from various groups across the city. All were successful in being awarded grant funding though demand did exceed the total grant funding, so all applicants received some funding albeit not to the sums requested.

It is proposed that the City Events Team look at alternative delivery mechanisms for the Community Festive Fund after winter 2015.

Aberdeen's Winter Festival 2015

Aberdeen's Winter Festival continues to grow in popularity since it was launched by Aberdeen City Council in 2005.

The festival which runs from the 5th November to 1st January each year aims to:

- stimulate visits to Aberdeen for events and enhance the Christmas shopping experience
- increase short break visits based on leisure, entertainment and retail
- raise awareness of Aberdeen City and Aberdeenshire as a leisure destination

- encourage initial visit to region, translate to repeat visits

The proposed calendar of events for 2015 consists of:

5 November	City of Aberdeen Fireworks Display	Aberdeen Beach
22 November	City of Aberdeen Christmas Lights Switch On	Union Street
26 November	City of Aberdeen Christmas Tree Switch On	Castlegate
28 Nov – 3 Jan	City Centre activities (new for 2015)	Union Terrace
1 December	Nativity Scene	St Nicholas Kirkyard
19 December	City of Aberdeen Carol Concert	Winter Gardens
31 December	City of Aberdeen Hogmanay Celebrations	Union Terrace

Positioning: A lively and exciting programme of festive events which generate economic benefits for both tourism and retail sectors in the city region. Join us in Aberdeen SHOP, STAY & PLAY.

Target market: Local residents, hoteliers, business and tourism community, influencers/opinion formers, transportation providers, visitors-local, national and international.

Rational and Emotional benefits: A vibrant and engaging programme of festive events that showcase Aberdeen and the city region to residents and visitors alike. A sense of pride and excitement for Aberdeen’s Winter Festival and a desire to visit Aberdeen and the region during this season.

Brand Signifiers: Aberdeen’s Winter Festival logo that is modern and contemporary to reflect the ambitions of the programme and city, strong imagery reflecting events, lifestyle, retail and infrastructure.

Background

In previous years, Aberdeen City Council has delivered Christmas activities relating to its events programme as currently determined by the ambitions detailed within the administrations manifesto and how to allocate the relevant monies provided to ensure that we deliver events that are right for Aberdeen city.

We have worked in close partnership with Aberdeen Inspired, Visit Aberdeen, Aberdeenshire Council, Scottish Enterprise and other key organisations including VisitScotland Aberdeen City and Shire.

Additionally, Aberdeen City Council encourages everyone involved across the city, region and nationally to work together and to raise our existing high standards even higher.

Aberdeen City Councils regular engagement with Aberdeen Inspired has helped inform Aberdeen’s Winter Festival programme over recent years and this group’s contribution continues to be vital in engaging with the local business community, particularly in the relation to the city centre where a number of our key winter festival activities are held and have the greatest impact.

Aberdeen City Council is a major supporter of Aberdeen Inspired and in response to this will seek to identify opportunities to include information that supports its priorities and to actively use platforms that will reach a wider audience than ever before with a very modern, contemporary and relevant offering for the winter season and making the city lively all year round.

Aberdeen Inspired and Aberdeen City Council continue to benefit from this interaction through sharing creative thinking and transferring knowledge about the city, its economy and future trends to maximise opportunities for local suppliers.

Winter Festival proposal for 2015

Aberdeen Inspired approached Aberdeen City Council in February 2015, seeking support for the development of a stronger festive offering focussed in the city centre. This presence would feature a static “village” installation in-situ for 4 – 5 weeks and would include an ice rink, hospitality area, traditional market stalls and fun fair rides.

Initial discussions have included representatives from Aberdeen Inspired, Visit Aberdeen, City Events Team, Environmental Services, Transport and Road Services, Emergency Services, City Wardens, Codonas Amusement Park and First Group.

A number of potential sites were considered including Union Street, Castlegate and Broad Street but Union Terrace is the preferred option due to the reduction in impact on traffic across the city at this key trading time. Concerns around the ability to accommodate all the elements of the winter festival infrastructure on Union Terrace are currently being investigated.

Following a recent site visit, plans are being developed to determine where the associated infrastructure for market stalls, fair rides and an ice rink can be located on Union Terrace, taking into consideration that the annual Hogmanay celebrations are also held at this location.

It is proposed to explore the option of a St. Andrews Day event that might attract sponsorship via Event Scotland and which would ‘kick-off’ the Winter Festival.

Procurement arrangements, supplier contracts and the share of cost/profits have yet to be discussed, as well as the responsibility for the overall ownership, organisation, delivery and management of the winter activities from November 2015 to January 2016.

City of Aberdeen Fireworks Display (5 Nov)

This annual event at Aberdeen Beach is always held on 5 November and attracts well over 20,000 spectators. A 20 minute display, accompanied by music, set up is delivered by a professional, licensed and competent fireworks company and regularly receives positive feedback from its attendees and is highly praised by the local emergency services.

The budget for this event covers provision and firing of fireworks, traffic management, medical and welfare, emergency planning, stewarding, park and ride services, an independent safety advisor, pre-entertainment and publicity.

Aberdeen’s Winter Festival-Christmas Lights Switch On (22 Nov)

This event is a very popular family favourite in the events programme attracting over 20,000 people to Union Street. A carnival themed parade led by a pipe band, the Lord Provost and community groups travel down Union Street switching on the lights as they pass underneath.

The budget for this event covers traffic management, stewarding, entertainers, hire of costumes, infrastructure, confetti canons, community groups and associated publicity.

Aberdeen’s Winter Festival-Christmas Tree Switch On (26 Nov)

The people of the City of Stavanger, one of Aberdeen’s twin cities, very generously gift the city a Christmas tree from Norway, sited on the Castlegate facing up Union Street. A switch on ceremony takes place to bless the tree featuring members of the Regional Ecumenical Team, the Salvation Army, Lord Provost of the City of Aberdeen and Mayor of the City of Stavanger. Each year also sees a reciprocal performance from Aberdeen or Stavanger to cement the special relationship the tree represents.

The budget covers installation, tree dressing and dismantle, switch on event, transport costs and publicity.

Aberdeen’s Winter Festival-Nativity Scene (1 Dec)

A traditional nativity scene with appropriate music is displayed in the heart of the city centre within the grounds of the St Nicholas Kirk and provides an opportunity for visitors to enjoy the true message of Christmas.

The budget covers the delivery, set up, dismantle and uplift of the shed and nativity figures. Although it is difficult to deduce the numbers visiting the scene over the period it is open, the team receive many positive and glowing comments from the public and specifically on the traditional message that this event symbolises.

The current budget covers all costs associated with the installation, blessing event, removal and storage of the scene on an annual basis.

Aberdeen's Winter Festival-Carol Concerts (19 Dec)

A very popular and free event that has grown from one concert to two to meet demand.

Over 1000 attend the David Welch Winter Gardens to enjoy and sing along to all their favorite carols in the run up to Christmas.

The City Events team will work with the staff of Duthie Park and Friends of Duthie Park to enable them to deliver these concerts in 2015, removing the need for future City Events support.

This budget covers the provision of PA equipment, seating which incurs staffing costs for set up/removal, stewarding and hospitality.

Aberdeen's Winter Festival-Hogmanay (31 Dec)

Featuring a large fireworks display launched from the roof of HMT and a small outdoor stage on Union Terrace to entertain the crowds prior to the arrival of the new year, this event continues to attract between 5,000-10,000 people onto the streets in Aberdeen city centre.

It is the teams' intention to continue to deliver this activity in support of Aberdeen's strong winter festival offering and to discuss with our partners the inclusion of this in any enhanced winter programme.

SPECTRA Light Festival (5 February 2016)

Working in conjunction with Cultural Services, City Events supported the organisation, delivery and management of this unique event in Union Terrace Gardens.

In 2016, it is proposed that this relationship continues and that City Events continue to provide the relevant site and event advice to the successful supplier, aimed at the future growth and development of this festival. In addition the Communications and Promotion Service is in discussions to provide this event with marketing and media support.

There is a real opportunity to extend the aims of the light festival across other parks and open spaces in Aberdeen and to install additional lighting infrastructure that can be used to enhance the walking, events and evening experience while accessing the city centre. 2016 is also the Scottish Government's Year of Architecture & Innovation so we should address Aberdeen's infrastructure and lighting needs at the earliest opportunity.

Discussions regarding existing lighting infrastructure and future prioritised lighting strategy are ongoing with representatives of CHI.

Summer/Winter Promotions

A budget is set aside for the promotion of our Summer and Winter Festivals. This includes advertising in various local publications such as relevant What's on, Raring2Go, Scottish Field, Explore Scotland and Aberdeen Journals. The team also uses radio for specific events such as the Fireworks Display and publicises elements of the annual events programme on relevant promotional mediums. City Events also produce and distribute posters, leaflets and fliers for various events and in particular publish and distribute 10,000 Winter Festival brochures locally, nationally and internationally in conjunction with our partners at Aberdeen Inspired, Visit Aberdeen and the Aberdeen City and Shire Hotels Association. During 2015/16 it is proposed to continue to develop the services online presence through website development and social media.

Future events

Early discussions are ongoing about utilising the Marischal Square Quadrangle as a public space which could also be used for events. There may be opportunities to dovetail a trial of the space with existing events and festivals such as those organised by APA. The costs of investing in a weatherproof stage are being investigated.

Aberdeen City Council is currently in confidential discussions with a number of event organisers interested in bringing large events to the city in 2016. We will provide details outlining these discussions and information on the potential events to Elected Members, to determine if the events are in keeping with the council's priorities.

Following the success of the Wild Dolphin Trail in 2014, initial discussions have commenced regarding the installation of a further trail in future years. A small working group of key organisations will be formed to further plans and determine when would be the best time to install a new trail and the type of installation that will be best suited to Aberdeen.

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ABERDEEN CITY COUNCIL

COMMITTEE:	Finance Policy and Resources
DATE:	9 June 2015
DIRECTOR:	Pete Leonard Director
TITLE OF REPORT:	Gaelic Language Plan
REPORT NUMBER:	CHI/13/002
CHECKLIST COMPLETED:	Yes

1. PURPOSE OF REPORT

The Aberdeen City Council Gaelic Language Plan has been prepared within the framework of the Gaelic Language (Scotland) Act 2005. It sets out how we will use Gaelic in the operation of our functions, how we will enable the use of Gaelic when communicating with the public and key partners, and how we will promote and develop Gaelic. Aberdeen City Council's Gaelic Plan will be submitted to Bòrd na Gàidhlig for approval on 12th June 2015.

2. RECOMMENDATIONS

The Committee is asked to:

- Agree the content of the council's draft Gaelic Language Plan.
- Agree to receive annual monitoring of the associated action plan by means of an information bulletin.
- Submit the draft plan to to Bòrd na Gàidhlig for approval on 12th June 2015.

3. FINANCIAL IMPLICATIONS

Funding is available towards additional costs incurred by including Gaelic through the Gaelic Language Act Implementation Fund (GLAIF) which runs annually. There are also several opportunities for funding community projects through various funds (Community, drama etc) which can be seen at: <http://www.gaidhlig.org.uk/bord/en/funding-opportunities>.

Bord na Gaidhlig will also consider funding applications made to them outside the time-frames of their set funding streams. We will promote these funding opportunities, as they become available, through Aberdeen Council of Voluntary Organisation (ACVO) for community groups and to our own mailing lists of organisations and community forums.

CnaG, <http://www.cnag.org/en/> also funds Gaelic projects.

Education projects have specific funding streams for Gaelic Education or are included as part of the 1+2 initiative which also has funding available toward all languages. Arts and Community projects can be supported through various bodies working in Aberdeen with Gaelic plans in place such as Creative Scotland, Aberdeen University, Scottish National Heritage, Forestry Commission and National Theatres of Scotland. Aberdeen Gaelic Club will also be aware of funding opportunities.

Many in-house changes can be made at minimal additional cost as changes are made at the point of refreshing old signage or simply raising awareness of existing provision which is not currently promoted. Classes are available through Aberdeen Gaelic Club and Aberdeen University and it is probable that they will be able to support the council in some of its plans. The Gaelic Club is already considering running some initiatives which the council could support either through funding or promotion of the events/classes which would contribute to some of the aims of the plan.

4. OTHER IMPLICATIONS

An EHRIA has been completed and found no adverse impact.

5. BACKGROUND/ MAIN ISSUES

The Gaelic Language (Scotland) Act 2005 was passed by the Scottish Parliament in 2004. It aims to secure the status of the Gaelic language as an official language of Scotland, commanding equal respect with the English language.

Bord na Gaidhlig is a non-departmental body established under the Act and is responsible for safeguarding the future of Gaelic in Scotland, for promoting the use and understanding of the language and for developing and supporting Gaelic education and culture.

Under the 2005 Act, Bord na Gaidhlig can ask public sector organisations to prepare Gaelic Language Plans (GLPs). This is designed to help the public sector in Scotland play its part in creating a sustainable future for Gaelic by raising its status and profile and creating practical opportunities for its use.

The Bord issued notification on 2014, instructing the Council under the terms of the Act to submit a Gaelic Language Plan for consideration by 12 June 2015.

The Bord provided a list of high level expectations which had to be considered when compiling a plan in a proportionate and relevant way to Aberdeen's communities:

- I.** Implement and deliver the aims of the National Language Plan for Gaelic, with regard to Adult Learning, Gaelic Medium Education and Support for Parents.
- II.** Bi-lingual corporate logo with equality of respect for the languages, being used accordingly.
- III.** Encourage and support learners by aiming for an increase of at least 15% each year in the numbers of Gaelic learners, who are enrolled in Gaelic classes in the authority area.
- IV.** Increase the numbers of children who are accessing Gaelic education at an early stage by at least 15% each year.
- V.** Increase the numbers of children who are enrolled in Gaelic education at primary level by at least 15% each year.
- VI.** Give pro-active support to pupils who are transferring from Gaelic education in Primary School to Secondary Schools, with the aim of increasing the numbers of pupils who choose Gaelic Medium Education in Secondary School.
- VII.** Extend the range of opportunities for using Gaelic in the communities, with particular priority given to school pupils and learners of Gaelic.
- VIII.** Road entry signs which are bilingual with equality of respect for both languages.
- IX.** Bilingual street signs when new or being renewed, with equality of respect for the languages.
- X.** Bilingual corporate and vehicle signs on a renewal or replacement basis, with equality of respect for the languages.
- XI.** Bilingual titles for fairs and initiatives which are directed or funded by the authority, with equality of respect for the languages.

The Development Officer carried out the required staff survey and knowledge gathering process; which had a total of 517 responses.

A Language Plans Officer from the Bord has provided support on the draft plan to date and their initial views have been largely addressed by the version attached as Appendix 1.

A public consultation was held on the plan between 30th March and 11th May 2015. The following forms the list of consultees:

- Gilcomstoun Primary School
- Hazlehead Academy
- Aberdeen Gaelic Club
- Aberdeen University
- Aberdeenshire Council
- GMòr Group
- City Voice Blog
- Civic Forum
- Fèisean nan Gàidheal
- Comann nam Pàrant
- Cairngorms National Parks
- Forestry Commission
- Scottish National Heritage,
- Aberdeen Performing Arts,
- North East College
- The Robert Gordon University
- Clì Gàidhlig
- Aberdeen Disability Advisory Group
- Aberdeen Older People's Advisory Group
- Aberdeen Council of Voluntary Organisations (ACVO)
- Sabhal Mòr Ostaig

There were a total of 5 responses; 4 positive and 1 negative, to the public consultation, with fuller contributions from the Scottish National Heritage and Aberdeen University and certain themes within the plan were updated and expanded upon as a response to the consultation. The negative response would have preferred to see the focus on developing a common language such as Esperanto. An example of the positive comments appears below:

“It is pleasing to see that the Education Department of Aberdeen City have realised at last that the up-take of Gaelic in the schools offering the subject is unacceptably low. To read about a strategy addressing the matter, is equally pleasing! Education is key to the future of Gaelic (not just in Aberdeen)”

The Development Officer also engaged with the Aberdeen Disability Advisory Group, the Older People's Advisory Group, Aberdeen Women's Alliance, the North East LGBT + Development Group and a Women and Faith Group to raise awareness of the plan and to seek feedback.

6. IMPACT

- **Corporate:**

The Gaelic Language Plan has 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 Gaelic Language Plan offers positive opportunities for joint working with partner organisations on projects/ activities.

- **Public:**

This report is highly relevant to ensuring that the council meets its statutory duties.

An Equality and Human Right Impact Assessment has been carried out and is appended to this report as Appendix 3.

It is likely that there will be public interest in the Gaelic Language Plan.

7. MANAGEMENT OF RISK

The Council has a statutory duty to comply with the Gaelic Language (Scotland) Act 2005

8. BACKGROUND PAPERS

9. REPORT AUTHOR DETAILS

Morag McDonald
Gaelic Language Action Plan Development Officer

- Morag left Council employment in March 2015, so the contact name is now Sandra Bruce, Equalities Strategist, sandrab@aberdeencity.go.uk 01224 523039

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Aberdeen City Council DRAFT GAELIC LANGUAGE PLAN

This plan has been prepared under Section 3 of the
Gaelic Language (Scotland) Act 2005

FOREWORD

This is Aberdeen City Council's Gaelic Language Plan which sets out our aims and ambitions for Gaelic in the local authority, our schools and communities over the next five years.

Aberdeen City Council is committed to supporting the aspirations and objectives included in the National Plan for Gaelic and the Gaelic Language (Scotland) Act 2005. This plan explains the reasoning behind the creation of national and local Gaelic Language Plans and what the intentions of our individual plan are. It sets out to what extent we aim to increase the attainment, usage and visibility of Gaelic in Aberdeen and how we will endeavour to achieve these objectives.

The energy sector, entrepreneurial activity connected to the sector, our position as a research and technical knowledge hub, and world famous universities have all secured Aberdeen's status as one of the UK's leading business centres. The city is also a vibrant and culturally exciting place in which to live and work and this plan will support our aspiration of "A Better Image for Aberdeen" in our Strategic Infrastructure Plan.

Aberdeen is a culturally diverse city with a unique linguistic heritage which has shaped our culture and identity. We will continue to celebrate, support and promote this identity. As Scotland's third largest city and with a small but growing number of Gaelic speakers we play an important role in ensuring that Gaelic, Scotland's oldest living language, has a sustainable future.

Focusing on Education, we aim to increase the numbers of children going through Gaelic Medium Education and also the number who will have the opportunity to learn Gaelic as a language in our schools. We will also demonstrate how we will better support teaching staff and parents in these developments.

Aberdeen City Council has supported Gaelic through cultural and arts initiatives in the past. We will examine where this can be strengthened and new areas in which we can work with schools and the third sector to give our residents more opportunities to participate in this aspect of Scottish culture.

CONTENTS

Summary

Page 4

Our Gaelic Language Plan is structured into four sections.

Chapter 1: Introduction

Page 5

This chapter provides the background and context relating to the preparation of Gaelic Language Plans under the 2005 Act and the structure of Aberdeen City Council's main areas of operation. It also provides a summary of the demography of the Gaelic language.

- **Setting the Context**
- **Approval of our Gaelic Language Plan**
- **The City of Aberdeen**
- **Overview of Aberdeen City Council**
- **Gaelic in Aberdeen**
- **Gaelic in the public authority**

Chapter 2: Core Commitments

Page 21

This chapter sets out how we will use, and enable the use of Gaelic in relation to our main business functions. It covers key areas of operation such as corporate identity, signage, communication with the public and the use of Gaelic on our website. This chapter sets out *the basic minimum level* of Gaelic language provision to which we are committed to providing in the lifetime of the Plan.

- **Identity**
- **Communications**
- **Publications**
- **Staffing**

Chapter 3: Policy Implications for Gaelic

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This chapter sets out how we will help implement the *National Plan for Gaelic*. It also shows how we intend promoting the use of Gaelic in service planning and delivery, particularly in policy areas, such as Education, Arts & Cultural Services and Roads & Infrastructure. This chapter also considers how we will take account of Gaelic and our Gaelic Language Plan when drafting new policies and considering new strategies.

- **Language Acquisition**
- **Language Usage**
- **Language Status**
- **Language Corpus**

Chapter 4: Implementation and Monitoring

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This chapter sets out how the implementation of our Gaelic Language Plan will be taken forward, and how implementation and outcomes will be monitored.

- **Timetable**
- **Publicising Our Plan**
- **Administrative Arrangements**
- **Informing Other Organisations**
- **Resourcing the Plan**
- **Monitoring the Implementation of the Plan**

Chapter 5: Public Consultation

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Contact Details

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SUMMARY

Aberdeen City Council recognises that Gaelic is an integral part of Scotland's heritage, national identity and cultural life. We are committed to the objectives set out in the *National Plan for Gaelic* and have put in place the necessary structures and initiatives to ensure that Gaelic has a sustainable future in Scotland.

We recognise that the position of Gaelic is extremely fragile and if Gaelic is to be revitalised as a living language in Scotland, a concerted effort on the part of government, the public and private sectors, community organisations and individual speakers is required to:

- *enhance the status of Gaelic;*
- *promote the acquisition and learning of Gaelic;*
- *encourage the increased use of Gaelic.*

This document is Aberdeen City Council's Gaelic Language Plan prepared within the framework of the Gaelic Language (Scotland) Act 2005. It sets out how we will use Gaelic in the operation of our functions, how we will enable the use of Gaelic when communicating with the public and key partners, and how we will promote and develop Gaelic.

Aberdeen City Council's Gaelic Language Plan has been prepared in accordance with statutory criteria set out in the 2005 Act, and having regard to the *National Plan for Gaelic* and the *Guidance on the Development of Gaelic Language Plans*.

CHAPTER 1 - INTRODUCTION

Setting the Context for Developing Gaelic Language Plans

The Gaelic language has over time suffered as a result of neglect and active suppression and is now identified as a “Definitely Endangered” language by the United Nations Educational, Scientific and Cultural Organization (UNESCO) in its Atlas of the World’s Languages.

The National Gaelic Language Plan includes proposals for increasing the number of Gaelic speakers, encouraging its use and facilitating access to Gaelic language and culture.

The Gaelic Language (Scotland) Act 2005 and the issuing of a notice:

The Gaelic Language (Scotland) Act 2005 was passed by the Scottish Parliament with a view to securing the status of the Gaelic language as an official language of Scotland commanding equal respect to the English language.

One of the key features of the 2005 Act is the provision enabling Bòrd na Gàidhlig to require public bodies to prepare Gaelic Language Plans. This provision was designed to ensure that the public sector in Scotland plays its part in creating a sustainable future for Gaelic by raising its status and profile and creating practical opportunities for its use.

Consultation on a draft Gaelic Plan:

The 2005 Act requires public bodies to bring the preparation of its Gaelic Language Plan to the attention of all interested parties. Aberdeen City Council will consult publicly on the draft of its Gaelic Language Plan in March/April 2015 and take into account representations made to it during the consultation process.

Approval of Aberdeen City Council’s Gaelic Language Plan:

Aberdeen City Council’s Gaelic Plan will be submitted to Bòrd na Gàidhlig for approval on 12th June 2015.

Overview of the functions of Aberdeen City Council and the use of Gaelic within our area of operation

Background Information about the City of Aberdeen

The city of Aberdeen, Obar Dheathain, is bordered by Aberdeenshire and has a stretch of sandy coastline along the North Sea. Aberdeen is situated between two river mouths – the river Dee and river Don. Located at the mouth of the Don, Old Aberdeen is believed to be the location of the first settlement of Aberdeen, *Aberdon*, deriving its name from the Pictish word ‘*Aber*’ meaning ‘river mouth’. The city now includes the former burghs of Old Aberdeen, New Aberdeen, Woodside and the Royal Burgh Torry.

Aberdeen is Scotland’s third most populous city with an estimated population of 222,973 (Scottish Census 2011 results). The city has a lower median age for both females (37) and males (35) than the rest of Scotland (42 and 40 respectively). However the city also has a lower percentage of young people less than 17 years of age. Aberdeen has a ratio of 49.4% males to 50.6% females compared to the national ratio of 48.5% males to 51.5% females.

Business and industry in Aberdeen

The traditional industries of fishing, paper-making, shipbuilding and textiles have been largely replaced in Aberdeen over the past three decades by a buoyant oil industry. The fishing ports of Peterhead and Fraserburgh have overtaken as the North East’s fishing capitals but investment and expansion of Aberdeen Harbour, one of Europe’s most modern ports and also one of Britain’s oldest businesses has ensured that Aberdeen harbour has not seen the decline similar ports have suffered.

Aberdeen is recognised as one of the UK’s most competitive cities, the Gross Valued Added (GVA) figure per head of population for Aberdeen is £28,731, 38% above the Scottish average.

The City has significantly higher proportions of households with income over £40,000 compared to the other key cities in Scotland and the Scottish average. In 2012, 25% of Aberdeen City’s working age population earned less than £14,811 compared to £13,395 in Scotland.

	£0 - £10,000	£10,001 - £20,000	£20,001 - £30,000	£30,001 - £40,000	Over £40,000
Aberdeen City	17%	32%	18%	13%	19%
Scotland	18%	34%	20%	14%	14%

Figure 1: Household Income, 2009/10

According to the Income and Poverty Modelled Estimates, in 2011, 9% of Aberdeen City’s working age population was income deprived compared to 13% in Scotland. However, out of 47 Intermediate Zones in Aberdeen eight have below £22,000 median household income. West End North has the highest median income of

£51,000, which is more than double the median income of Torry East, which has the lowest income.

Linguistic make-up of Aberdeen

Aberdeen is a linguistically rich city with higher than the national average rates of bilingualism. 14.5% of Aberdeen's population use a language other than English at home compared to the national 7.4%. Scots is spoken by a higher percentage of the city's residents than is spoken nationally with 35.5% of the population with spoken ability in Scots (30.1% nationally). Doric (Mid Northern Scots) is the dialect of Scots used in the North East. The term Doric is understood to have originated from a humorous reference to the ancient Doric dialect of the ancient Greek language which was said to have a more rustic tone than Attic Greek spoken in Athens. 2.9% of Aberdeen's residents speak Polish at home.

Art and Culture in Aberdeen

Residents of Aberdeen and visitors to the city are well served for culture, music and art. Aberdeen Performing Arts manages His Majesty's Theatre, Music Hall and The Lemon Tree, producing, commissioning and creating programmes for each. It has built a strong reputation in small to large scale theatre, music and dance, curated programmes and imaginative collaborations. Working with partners in the city they aim to develop the cultural offer and promote this offer nationally and internationally.

Located in the heart of historic Aberdeen, The Tivoli Theatre is one the city's most remarkable Grade A buildings and a rare and near intact example of a Victorian theatre. After major external renovation work as part of the Green Townscape Heritage Initiative, and regeneration work supported by Historic Scotland this beautiful building reopened its doors in 2013 after a 16 years closure.

ACT (Arts Centre & Theatre) Aberdeen has at its heart performing arts tuition and is nationally recognised as an inclusive community centre. The auditorium regularly plays host to music and drama events and the gallery offers local artists and photographers a platform to showcase their work.

Aberdeen Art Gallery is the main visual arts space in the city and houses one of the finest art collections in Britain with paintings, sculptures and graphics from the 15th century to the present day. Currently undergoing a major redevelopment, the gallery is closed until winter 2017.

Peacock Visual Arts is the main contemporary arts organisation in Aberdeen and is supported by Aberdeen City Council and Creative Scotland. Organising an annual programme of national and international contemporary art exhibitions, talks and workshops the centre also provides the widest range of media hire and workshop space openly available anywhere in Scotland.

Aberdeen Maritime Museum is situated in the historic Shiprow, offering a spectacular view of Aberdeen harbour. The collections cover shipbuilding; fishing and port history; whalers and is also the only place in the UK to see displays on the North Sea

and gas industry. The museum incorporates Provost House, which was built in 1593 making it one of the oldest domestic buildings in the city.

Background Information about the Public Authority

In 1975, the County of City was combined with Bucksburn, Dyce, Newhills, Old Machar, Peterculter and the Stoneywood areas of the County of Aberdeen and the Nigg area of the County of Kincardine including Cove Bay to form the Aberdeen District of the Grampian Region. This district became the council area of Aberdeen City in 1996.

The city's wards are represented by 43 councillors (17 Labour, currently 13 Scottish National Party (SNP), 5 Liberal Democrat, 2 Conservative, 3 Independent and 1 Non-Aligned) and following the 2012 election Aberdeen City Council is controlled by a coalition of Scottish Labour, Scottish Conservative and Independent. There are currently two vacancies on the council following the resignation of two SNP councillors to take up seats as Westminster MPs. The council serves its communities through four directorates in addition to the Office of the Chief Executive. These are: Communities, Housing and Infrastructure; Corporate Governance; Education and Children's Services; and Adult Health and Social Care (Integrated Service with NHS). Aberdeen City Council has a revenue budget of £455.5million to spend on key services for 2015/16.

The Council Committee structure is as follows:-

- Council
- Audit, Risk and Scrutiny Committee
- Communities, Housing and Infrastructure Committee
- Education and Children's Services Committee
- Finance, Policy and Resources Committee
- Licensing Committee
- Petitions Committee
- Planning Development Management Committee

Each Committee has its own distinctive remit which allows it to make decisions. These are known as the Committee Orders of Reference. The Committees meet on an eight week cycle. The business of Council and its Committees is governed by the Council's Standing Orders. These are a set of rules which govern the procedures to be followed prior to and at Council and Committee meetings.

Officers also make decisions that help the Council govern and provide services. The Council has delegated powers to officers to give them the authority to make decisions in its behalf. These are outlined in detail in the Scheme of Delegation.

Committee meetings are open to members of the public. Individuals can ask to address the Committee by making a deputation and can also submit a petition for consideration by the Petitions Committee.

In order to compete with other global cities Aberdeen will need to invest in various elements of its 'offer' by enhancing its cultural heritage, promoting strong, safe communities, and investing in high quality infrastructure. Shaping Aberdeen is a long term plan of how we can make this city a great place to live in, work in and visit. Resulting from the Strategic Infrastructure Plan five key goals have been outlined:

- A step change in the supply of housing
- High quality digital connectivity at home and at work
- Better local transport
- The skills and labour that Aberdeen needs to thrive
- A better image for Aberdeen.

Councillors have approved a near £400 million five-year capital investment plan to deliver on our vision 'shape Aberdeen' through key projects which include but are not limited to:

- City Centre Regeneration
- Art Gallery Redevelopment
- Housing and Wider Regeneration
- The Dyce Drive Link Road
- The Aberdeen Western Peripheral Route
- A Third Don Crossing
- School Estate Strategies
- Social Care Facilities
- The Tillydrone Extra Care Village
- Refurbishment of the Aberdeen Arts Centre
- Renovation and refurbishment of the Music Hall

The Council has a range of employment types including full-time, part-time, job-share, fixed-term, term-time and zero hours reflecting the complex and diverse range of services we provide. In addition, there are individuals who work for the Council on an irregular basis, including reliefs, casuals, and supply teachers. Using a 'snap shot' position (as at 30/1/13), Aberdeen City Council employs approximately 9,300 persons, with a full-time equivalent of approximately 7,800.

Gaelic within the Authority's area of operation

Although Scottish Gaelic has not recently been a primary language on the North East Coast it was once spoken in the region as is attested by Goidelic place names in the region:

- Cults - A' Chùilt, from Coilltean, the Scottish Gaelic word for "Woods"
- Kincorth - a corruption of the Scottish Gaelic "Ceann Coirthe", which probably refers to an old pillar or standing stone, coirthe
- Kittybrewster - Cuidhe Briste, a Celtic derivation from Cuitan Briste, meaning "broken fold"

- Peterculter – Cultair, the latter part of the name is said to come from the Gaelic compound word "Cul-tir", which signifies the "back part" of the country
- Tillydrone - Tulach Droighne, the name is a corruption of the Scottish Gaelic "Tulach Droighne", meaning a knoll with thorn trees growing on it

The last known speaker of the Aberdeenshire dialect, Mrs Jean Bain, of Braemar died in 1984. The oldest examples of Scottish Gaelic originate from Old Deer, in the district of Buchan, around 30 miles north of Aberdeen. A small manuscript of the Gospels in vulgate, it contains Scottish Gaelic writing in the margins. This manuscript "The Book of Deer" is now held in The Cambridge University library.

The 2011 census results show that the City of Aberdeen has a total number of 1636 Gaelic speakers. This represents 0.8% of the population in comparison to Scotland's 1.1% of the population. Figure 2 shows a breakdown of Gaelic Language Skills for the city of Aberdeen.

Aberdeen City		
	No.	%
All people aged 3 and over	215,597	-
Understands but does not speak, read or write Gaelic	1,200	0.6%
Speaks, reads and writes Gaelic	929	0.4%
Speaks but does not read or write Gaelic	553	0.3%
Speaks and reads but does not write Gaelic	146	0.1%
Reads but does not speak or write Gaelic	269	0.1%
Other combination of skills in Gaelic	77	0.0%

Figure 2: Gaelic Language Skills in Aberdeen

Aberdeen City Council provides Gaelic Medium Education at various stages including a Gaelic nursery and primary education. Pupils can continue their Gaelic studies at Hazlehead Academy.

A parent and child group, currently based at Gilcomstoun School meet on Wednesday and Friday mornings. The aim of the group is to have lots of fun with the children and to introduce them and their parents to Gaelic through arts, crafts, play and song. Gaelic learner language classes are run on a Friday morning for parents.

The Gaelic nursery at Gilcomstoun School opened in 1999. This is a well-equipped nursery where the children follow the same curriculum as other nurseries but in the medium of Gaelic.

The Gaelic Medium Primary Unit opened in Gilcomstoun Primary School in 1991. The unit is fully integrated within the school and has taken part in various activities a visit to the local Mod in Inverness, International Mother Language Day and various Gaelic television productions. The Gaelic Unit currently has 2 classes – primary 1-3 and primary 4-7.

Class	Number of pupils	Staff Employed
Nursery	11	1 Gaelic nursery nurse
Primary 1	6	1 Gaelic teacher
Primary 2	4	
Primary 3	8	
Primary 4	2	2 Gaelic part time teachers (1 FTE)
Primary 5	3	
Primary 6	1	
Primary 7	6	

Figure 3: Number of pupils receiving Gaelic Medium Education at Gilcomstoun Primary

Hazlehead Academy is the designated secondary school within Aberdeen City where provision is made for pupils to continue studying Gaelic Language. Children are offered Gaelic as a subject at all stages.

Delivered through the Curriculum for Excellence S1 – 3 pupils follow a broad general education, which aims to teach them numerous skills, such as research, communication, reading, writing different kinds of texts, as well as pulling in experiences and skills in numeracy and health & wellbeing. In S4 – 6 they have the option to study for Nationals, Higher or Advanced Higher. These are the certificated classes with exams at the end (National 5 and above).

All classes are delivered exclusively through the medium of Gaelic. In National courses, there is a focus placed on becoming familiar with contexts (society, culture, employment, and health & wellbeing language) and being able to use these in the understanding and creation of texts. Literature study increases in Higher and Advanced Higher.

Class	Number of pupils
S1	2
S2	3
S3	2
Nat 5 Gàidhlig	1
Higher Gàidhlig	2
Advanced Higher Gàidhlig	2
Nat 5 Gaelic	1
Higher Gaelic	2

Figure 4: Number of pupils receiving Gaelic Education at Hazlehead Academy

Young people from Hazlehead have participated in Deasbad BTA Alba, the BT Scotland National Gaelic Schools Debate for several years. Pupils auditioned for roles in “Bannan” (first series screened on BBC Alba in 2014) in February 2015. Bòrd na Gàidhlig will visit pupils to discuss careers in March 2015. A class trip to a Gaelic drama is organised for March 2015 along with an accompanying creative writing workshop delivered by a visiting author.



Image 1: Orla MacDonald and Iona MacDonald of Hazlehead Academy at Deasbad BTAIba, the BT Scotland National Gaelic Schools Debate © MMU, Comhairle nan Eilean Siar

Sradagan, a Gaelic youth group, is run by Comann nam Pàrant (CnP), the parents' management committee for children who attend the Gaelic primary unit. The group meets once a week on Thursday evenings from 6pm to 7.30pm. The aim of the group is to enable children to use their Gaelic out with the school environment.

Club Gàidhlig Obar Dheathain (Aberdeen Gaelic Club) was formed in October 2004 and provides Gaelic evening classes, day courses, Gaelic song workshops and coffee afternoons as well as organising ceilidhs and talks.

Aberdeen Gaelic Choir formed in 1952. The choir sings, in four part harmony, a range of Gaelic songs. They are traditional and modern with lovely melodies which form part of Scotland's centuries-old culture. Every year they perform at different events and compete in provincial mods, climaxing in the Royal National Mod in October. Some choir members speak Gaelic and many have an interest in the language and culture. There is no requirement to be able to speak Gaelic or read music as word and music recordings are provided as well as tuition at practices.

The City of Aberdeen has hosted the National Mòd on four occasions, 1946, 1955, 1964 and 1976.



Image 2: The Queen Mother and Princess Margaret arriving at Aberdeen Music Hall for the 1955 National Mòd © The Scotsman Publications Ltd. Licensor www.scran.ac.uk

As part of the 100 words project organised by Aberdeen City Council's Community Learning Team Aberdeen residents were invited to submit their favourite Doric word. Working with Gilcomstoun Primary School who submitted their favourite Gaelic words the resulting 100 words were then turned into an artwork by local artist Gabrielle Reith.



Image 1: 'Carnegie' by artist 'Gabrielle Reith © Gaia Photography

Aberdeen Performing Arts have brought Gaelic performance and music to the North East as part of their cultural programme with acts such as MÀNran, Capercaillie, The Shee, Breabach, Daimh and Julie Fowlis; productions such as Dunsinane, and Fiona Kennedy and the Kist; and the Sound Festival Mr McFall's Chamber *Remember/Imagined*.

Aberdeen Music Hall hosted the 2013 MG Alba Scots Trad Music Awards which is an annual event highlighting Scotland's traditional music in all its forms. The event

receives live coverage on BBC Alba and attracts over 100,000 votes from across the world.

The University of Aberdeen has a long and prestigious history of teaching Gaelic with a particular emphasis on modern, Scottish Gaelic. The Department of Gaelic provide courses in Gaelic language, culture and literature. The University also delivers undergraduate programmes and postgraduate diplomas for Primary Teaching in the Medium of Gaelic, and teaching Gaelic as a language subject in primary or secondary.

Established by the University in 2013, the May festival showcases the world-class research been undertaken at the university and is fast establishing itself as a highlight in the North East cultural calendar. Gaelic events feature strongly at the festival and visitors can listen to Gaelic lectures, short films, music and song as well as introduce their children to Gaelic through fun Bookbug and song sessions.

The University of Aberdeen, Aberdeenshire Council and the Cairngorms National Park Authority all have Gaelic Language Plans in place which creates local opportunities for creative learning opportunities and collaborative projects.

Further opportunities are available through national bodies such as Creative Scotland, the Forestry Commission, Historic Scotland, Learning Teaching Scotland, the National Galleries of Scotland, Scottish Funding Council, Scottish National Heritage, Skills Development Scotland, and Visit Scotland all of which have approved Gaelic Language Plans.

Gaelic within the public authority

A survey on ability and interest in the Gaelic language was conducted in February 2015 which 517 members of staff took the time to complete. The results from this survey are as follows:

Can you understand Gaelic? (Please choose one option)		
Answer Options	Response %	Response Count
I can fully understand Gaelic	1.7%	9
I can understand most daily conversation	2.9%	15
I can understand some Gaelic words and phrases	23.8%	123
I do not understand any Gaelic	71.6%	370
<i>answered question</i>		517
<i>missed question</i>		0

Can you speak Gaelic? (Please choose one option)		
Answer Options	Response %	Response Count
I can speak Gaelic fluently	1.4%	7
I can hold a basic Gaelic conversation	3.1%	16
I can exchange simple greetings in Gaelic	17.8%	92
I cannot speak any Gaelic	77.8%	402
<i>answered question</i>		517
<i>missed question</i>		0

Can you read Gaelic? (Please choose one option)		
Answer Options	Response %	Response Count
I can read and understand Gaelic books and articles	1.5%	8
I can read and understand simple sentences	3.7%	19
I can read and understand limited words and greetings	12.0%	62
I cannot read any Gaelic	82.8%	428
<i>answered question</i>		517
<i>missed question</i>		0

Can you write Gaelic? (Please choose one option)		
Answer Options	Response %	Response Count
I can write Gaelic without difficulty (emails, letters, reports)	1.2%	6
I can write a few sentences in Gaelic	3.5%	18
I can write some simple greetings and words	6.4%	33
I cannot write Gaelic	89.0%	460
<i>answered question</i>		517
<i>missed question</i>		0

Have you ever been taught/ studied Gaelic?		
Answer Options	Response %	Response Count
Yes	14.7%	76
No	85.3%	440
<i>answered question</i>		516
<i>missed question</i>		1

If yes, please tell us where you were taught/ studied Gaelic? (Please tick all that apply)		
Answer Options	Response %	Response Count
In primary school	42.6%	29
In secondary school	33.8%	23
At college or university level	16.2%	11
At an evening class	33.8%	23
Through a training course at work	1.5%	1
Through distance learning	8.8%	6
I have never learnt Gaelic	0.0%	0
Other (please specify)		21
<i>answered question</i>		68
<i>missed question</i>		449

Some ways in which staff reported learning Gaelic were specified as:

- Nursery/cròileagan; Saturday classes when a child; Self education at home when children were younger.
- My family are fluent in Gaelic; my family speak Gaelic; My mother tongue; brought up speaking in family home
- Speaking Our Language on BBC Alba; Book & recordings; Online

The number of staff interested in learning Gaelic or improving their language ability was very positive.

Do you have any interest in learning Gaelic or improving your current Gaelic language ability?		
Answer Options	Response %	Response Count
Yes	45.6%	234
No	54.4%	279
<i>answered question</i>		513
<i>missed question</i>		4

What training opportunities would be of interest to you? (Please tick all that apply)		
Answer Options	Response %	Response Count
Evening classes	46.7%	107
Lunchtime classes within work	51.5%	118
A course on OIL (Online Interactive Learning, the council's eLearning portal)	67.7%	155
Home study	48.0%	110
An Intensive week-long course	42.8%	98
A formal qualification	34.1%	78
Other (please specify)		10
<i>answered question</i>		229
<i>missed question</i>		288

Other suggestions given for training opportunities and issues with ability;

- Conversation sessions with Gaelic speakers
- Use of IT to practise - listen and respond type activity. Wee film clips etc.
- Any method that does not require a commitment at the same time each day or week
- Study sheets available online giving basic words - numbers, colours, days, basic greetings, etc.
- Day release one day per week for few months
- I am aware that my spelling / grammar are erratic
- Letters and information posters in Gaelic

Have you ever come across Gaelic being used in your workplace?		
Answer Options	Response Percent	Response Count
Yes	10.5%	53
No	89.5%	451
<i>answered question</i>		504
<i>missed question</i>		13

Examples given of experiencing Gaelic used in the workplace included:

- Language development at An Comann Gàidhealach (organisers of the Royal National Mòd) and Comann nam Pàrant (parent and child group) and also as a teacher of Gaelic
- We have a few Gaelic speakers in Aberdeen City Council Roads who occasionally lapse into it
- When dealing with other Scottish Authorities in my day to day work.
- Aberdeen City Council when I was a student social worker in a care home
- National Trust for Scotland. Certain events would have an element of bilingual spoken and written English / Gaelic
- Provision of resources such as books, poems, language, courses etc. part of library service provision and services
- Within Aberdeen City Council when I have heard staff using it when talking to visitors at the museum
- Library service delivering Gaelic Bookbug sessions
- Communication from Scottish Qualifications Authority
- My work with Adventure Aberdeen for Aberdeen City Council, we use Gaelic for place names most days
- National museums and galleries displays, documents and labels
- My Manager speaks Gaelic and we have held conversations
- I taught Gaelic in Switzerland years ago!

Would you like to see the use of Gaelic increased in the workplace?		
Answer Options	Response %	Response Count
Yes	33.1%	163
No	66.9%	329
<i>answered question</i>		492
<i>missed question</i>		25

Staff were asked in what way they would like to see the use of Gaelic increased in the workplace and some of the responses were as follows:

- We have translations available for most other languages so it would be good if the same was available for Gaelic
- If it were used alongside English words on signs etc. then we would become more familiar with it and begin to see an increased level of interest in learning it
- I think it would be interesting from a cultural perspective to have both languages on official documentation.
- Local use for parks and green space
- Dual language signage
- Incorporated into schools, particularly at primary school level

- Communication with citizens who are fluent in Gaelic, website publication, civic ceremonies/presentation material
- I would like Gaelic speakers to be available to speak to people in e.g. nursing homes if required as I have come across situations where people with dementia have started speaking in Gaelic and no-one knew what they were saying
- I would like Looked After Children to have the ability to be aware of and make use of resources which could teach them the language
- Letters for our GMU parents written in Gaelic the same way as the other languages are catered for
- Basic training courses to be supported. Qualifications to be supported
- To help Scotland and Aberdeen City Council enhance its identity
- Using arts and culture as a vehicle so that people can explore it in context and also to explore the relevance of the language now

An open ended question on opinions on how Aberdeen City Council can support the Gaelic language in general elicited the following responses:

- It shouldn't support it. It's a dead language. Tax payer's money would be better spent on live languages such as Spanish, Mandarin and Arabic.
- I'm sick of the tail wagging the dog and the Gaelic Mafia insisting that the Gaelic language is important to Scotland. Given the rise in Polish as the chosen bilingual language of Aberdeen I would have thought this the more important language to promote in a forward looking modern country rather the backward looking shortbread-tin version of Scottish history.
- Waste of time, would be far more utility in us all learning an eastern European language (i.e. a language that is actually spoken as a first language by some people in Aberdeen)
- In my role speaking an eastern European language would be more beneficial such as Polish or Latvian- although I fully understand the need to try and retain Gaelic-as its part of our Scottish heritage- sadly, I've met a handful of Gaelic speakers compared to those client who hail from eastern Europe.
- If the survey finds there is considerable demand, the Council could make available documents in Gaelic (as it does in other languages like Polish, or Braille/large print etc.) but probably the most effective way of supporting the Gaelic language to remain living would be to embed it in the curriculum in schools - is there demand for this? And where does Doric fit into the curriculum? Does Doric command similar attention and respect?
- ACC should recognise that Gaelic has traditionally not been spoken in the NE for a very long time, hence the proliferation of Doric in these parts. Having said that, acknowledging and embracing the language for the cultural heritage it provides would be good. Although the NE is no longer a Gaelic heartland, the place names are all of Gaelic origin would make people have more time and respect for the language.
- It should not waste its time on Gaelic. Scots the more relevant indigenous language to the NE should be Aberdeen City Council's focus.
- I would prefer to see Doric supported rather than Gaelic, as a more local language.
- Gaelic on Council vehicles. Addition of Gaelic as an optional language on documents and fliers. Bringing the Mod to Aberdeen.

- Keep on teaching it to those who wish to study it - the language shouldn't be allowed to die
- By taking some first steps involving increased visibility of the language in the context of its extended reach within the Community, Aberdeen City Council, could generate an awareness of the Gaelic medium which, potentially, might encourage curiosity and, hopefully, interest in its use more widely.
- Are there already programmes to develop the Gaelic language happening in our libraries?
- Aberdeen City Council could support the Gaelic language through the Arts - media, history and language input combined for various age groups across the City.

The results of the survey with regards to Gaelic Education can be views in chapter 3 of this plan.

Comments from the Public Consultation exercise appear at chapter 5 the end of the plan.

CHAPTER 2 - CORE COMMITMENTS

In its statutory Guidance on the Development of Gaelic Language Plans, Bòrd na Gàidhlig notes that creating the right environment for the use of Gaelic in public life is one of the key components of language regeneration. The Bòrd has identified four core areas of service delivery that it wishes public bodies to address when preparing Gaelic Language Plans:-

Identity:	corporate identity signage
Communications:	reception telephone mail and e-mail forms public meetings complaints procedures
Publications:	public relations and media printed material websites exhibitions
Staffing:	training language learning recruitment advertising

Section 1 - Identity

Rationale:

The presence of Gaelic in the corporate identity and signs of a public authority greatly enhances the visibility of the language, increases its status and makes an important statement about how Gaelic is valued and how it is given recognition. Developing the use of Gaelic through signage can also enrich the vocabulary of Gaelic users, raise public awareness of the language and contribute to its development.

Aberdeen City Council is in the process of finalising a corporate management restructure which has seen the creation of a new Communication and Promotion Service. This service brings together teams currently working on advertising, city and civic events, city promotion, design, digital communications, freedom of information, internal communications, marketing, media relations, public reporting, twinning and web activity.

The service has as its core role a responsibility of improving the Council's communication and engagement with the people of Aberdeen. In addition, by raising awareness of the Council's work and achievements and that of our partners in Aberdeen this service will also ensure that Aberdeen is recognised as a great place to live, work in and visit.

Gaelic does not feature in our corporate identity or signage. A Communication and Promotion Strategy is currently in development and areas in which Gaelic can be incorporated will be considered as part of the development process. Corporate guidelines will be developed to mainstream the consideration of Gaelic in future branding initiatives and ensure that equality of respect for Gaelic with reference to English is demonstrated where Gaelic does feature.

Aberdeen City Council recognises the importance of extending the visibility of Gaelic and increasing its status.

Corporate Identity			
Current Practice: Gaelic is not visible in any of the council's corporate identity			
Development Area	Actions	Timescale	Lead Officer
Bilingual logo	Consideration will be given to the inclusion of Gaelic at the next rebranding of the Council logo. Guidelines will be	On council rebrand	Head of Communications and Promotion

	developed for the use of the Gaelic language in conjunction with our current corporate logo		
City branding initiatives	Gaelic will be considered in future rebranding initiatives for development sites and projects	Future Projects	Head of Communications and Promotion
Gaelic version logo	A Gaelic version of the council's logo will be created and used with reference to Gaelic education and initiatives	By June 2016	Head of Communications and Promotion
Vision Statements / Straplines	Vision statements and straplines will be rendered bilingually on Education documents and other selected council documents	By June 2016	Head of Communications and Promotion
Scottish Government's Strategic Objectives assisted: 1, 2			

Signage (Internal and External)			
Current Practice: Gilcomstoun School which provides Gaelic Medium Education features a bilingual sign. Aberdeen City Council does not have a policy of providing bilingual corporate, vehicle or street signage.			
Development Area	Actions	Lead Officer	Costs & Funding
Road Entry Signs	Bilingual road entry signs will be provided by the council where they have jurisdiction, displaying equality of respect for both languages. We will liaise with BEAR Scotland regarding trunk routes out-with our jurisdiction to ensure consistency	On renewal or replacement.	Head of Communications and Promotion
Bilingual Street Signs	Bilingual street signs when new or being renewed, with equality of respect for the languages will be considered on a case by case basis	Beginning Jan 2016 and ongoing for the duration of our 5 year plan.	Head of Communications and Promotion
Marischal College Signage	Signage for the Marischal College building is currently under review and Gaelic signs will be incorporated for key signs such as welcome signs and service titles with equality of respect demonstrated for both languages	By June 2016	Head of Communications and Promotion
Vehicle Livery	Gaelic will be considered when vehicle signs are being replaced or renewed, with equality of respect shown for the languages	Beginning Jan 2016 and ongoing for the duration of our 5 year plan.	Head of Communications and Promotion

Multilingual Signs and Plaques	Gaelic will be included in multilingual signs and plaques, displayed with equality of respect to English	For lifetime of plan	Head of Communications and Promotion
Parks and Gardens	Consideration will be given to the inclusion of Gaelic in the current review of park and garden signage.	By June 2017	Head of Communications and Promotion
Scottish Government's Strategic Objectives assisted: 1, 2			

Section 2 – Communications

Rationale:

The use of Gaelic at the initial point of contact that members of the public have with a public authority increases the visible and audible presence of the language, and contributes to the sense that the use of Gaelic is possible and welcome. In addition to raising the profile of the language, it also creates opportunities for its practical use and encourages members of the public to use Gaelic in subsequent dealings with the public authority.

The use of Gaelic in interactions with the authority by mail, e-mail and by telephone is important in creating practical opportunities for the use of the language, and in contributing to the sense that its use is possible and welcome. The presence of Gaelic in a wide range of bilingual forms and Gaelic only forms can also greatly enhance the visibility and prestige of the language. The preparation of Gaelic versions of forms, applications and similar documents, can also assist in expanding the range of Gaelic terminology and the awareness of the Gaelic-speaking public of such terminology, thus helping the development of the language itself.

Aberdeen City Council recognises the importance of creating opportunities for the practical use of Gaelic in a wide range of everyday situations and is committed to increasing its level of provision in this area. We will support staff in developing their Gaelic communication skills and where provision is available we will commit to making this known to service users.

Reception			
Current Practice: The Council does not make provision for Gaelic in reception areas.			
Development Area	Actions	Timescale	Lead Officer
Active offer Policy	Where provision is available it will be visibly promoted	June 2016 and for the duration of our Gaelic Language Plan	Head of IT, Customer Service and Performance
Language Learning	Basic Gaelic greetings will be made available via our intranet to support reception staff to greet service users who communicate in Gaelic	By June 2016	Head of HR & OD
Scottish Government's Strategic Objectives assisted: 1, 2			

Telephone			
Current Practice: The Council does not currently have a policy with regards to calls received in Gaelic or regarding Gaelic issues.			
Development Area	Actions	Timescale	Lead Officer
Guidance Note	A guidance note will be prepared which will explain to staff how calls received in Gaelic should be dealt with. This will also detail the appropriate contacts for Gaelic services	By June 2016	Head of HR & OD
Language Learning	Administration staff in Education who may receive Gaelic calls will learn basic Gaelic greetings. These key phrases will be made available via our intranet to all staff	By June 2016	Head of HR & OD
Voice Mail Messages	Staff with Gaelic in their job remit will provide a bilingual voice mail for their callers	By June 2016	Head of HR & OD Head of Education Services
Scottish Government's Strategic Objectives assisted: 1, 2			

Mail and E-mail			
Current Practice: The council does not have a policy with regards to Mail and E-mail.			
Development Area	Actions	Timescale	Lead Officer
Mail and E-mail received in Gaelic	A guidance note will be prepared illustrating what procedure to take when correspondence in Gaelic is received. Correspondence	By June 2016	Head of IT, Customer Service and Performance Head of Education Services

	received in Gaelic will be responded to in Gaelic.		
E-mail signatures & automated Out of Office replies	Staff with Gaelic in their job remit will provide their signatures and out-of-office replies bilingually	By June 2016	Head of HR & OD Head of Education Services
Active Offer Policy	Staff with Gaelic ability will be encouraged to make this provision known through their e-mail signature	By October 2016	Head of HR & OD
Scottish Government's Strategic Objectives assisted: 1, 2			

Forms			
Current Practice: The council does not have a policy regarding the use of Gaelic in forms.			
Development Area	Actions	Timescale	Lead Officer
Forms received in Gaelic	The council will commit to receiving forms completed in Gaelic and responding to such forms where possible in Gaelic	Over lifetime of plan	Head of IT, Customer Service and Performance
Education Forms	Forms regarding education will be audited and recommendations made for wider use of Gaelic where it would be valued by service users	Over lifetime of plan	Head of Education Services
General Forms	The council will in the first instance utilise TòMaS* the Gaelic Translation Memory Service if a Gaelic translated form is requested. Similarly we	Over lifetime of plan	Head of IT, Customer Service and Performance Head of Education Services

will share standard text forms we have translated with this service for use by other public bodies
Scottish Government's Strategic Objectives assisted: 1, 2

Public Meetings			
Current Practice: The council does not make any provision for the use of Gaelic in public meetings.			
Development Area	Actions	Timescale	Lead Officer
Education Meetings	Where there is reasonable service user demand public meetings will be conducted bilingually	Over lifetime of plan	Head of Education Services
Active offer Policy	Where provision is available at general meetings it will be visibly promoted	Beginning June 2016 and for the duration of our Gaelic Language Plan	Head of IT, Customer Service and Performance
Scottish Government's Strategic Objectives assisted: 1, 2			

Complaints Procedure			
Current practice: The council does not make any provision for including Gaelic in its complaints procedure.			
Development Area	Actions	Timescale	Lead Officer
Guidance Note	A guidance note will be prepared for staff on how to treat complaints received in Gaelic.	By June 2016	Head of IT, Customer Service and Performance
Scottish Government's Strategic Objectives assisted: 1, 2			

Section 3 – Publications

Rationale:

The use of Gaelic in a range of printed material can assist Gaelic development in a variety of ways. It helps increase the visibility of the language, it enhances Gaelic's status by being used in high profile publications, and it can help develop new and enhance existing terminology. The use of Gaelic in the media helps demonstrate a public authority's commitment to making important information available through the medium of Gaelic, as well as enhancing the visibility and status of the language. As more people access information about public authorities through their websites, making provision for the use of Gaelic can significantly enhance the status and visibility of the language.

Aberdeen City Council is committed to increasing the use of Gaelic in publications where the subject matter relates to Gaelic issues at a minimum, and increasing visibility of the language more generally where we believe it can add value and will be appreciated.

Public Relations and Media			
Current Practice: The council does not have a policy for the use of Gaelic with regards to public relations and media.			
Development Area	Actions	Timescale	Lead Officer
Social Media	Facebook posts and tweets regarding Gaelic Education and Gaelic Events will be published bilingually	Beginning Oct 2015 and for the lifetime of this plan	Head of Communications and Promotion
Press Releases	Press releases on Gaelic initiatives will be provided bilingually to requesting publishers	Beginning Oct 2015 and for the lifetime of this plan	Head of Communications and Promotion
Collaborative approach with other bodies providing Gaelic opportunities	Working with organisations such as Aberdeen University, Aberdeen Gaelic Club, Aberdeenshire Council and the Cairngorms National Parks we	Beginning Oct 2015 and for the lifetime of this plan	Head of Communications and Promotion

	will promote opportunities to get involved with Gaelic culture and learn the Gaelic language		
Partnership working	Third sector organisations working with the council will be encouraged to deliver PR information regarding Gaelic events bilingually	Beginning Oct 2016 and for the lifetime of this plan	Head of Communications and Promotion
Scottish Government's Strategic Objectives assisted: 1, 2			

Printed Material			
Current Practice: The council does not have a policy for the use of Gaelic in printed material.			
Development Area	Actions	Timescale	Lead Officer
Guidelines	We will develop guidelines for the use of Gaelic in future council documents	Beginning Jan 2016 and for the lifetime of this plan	Head of Communications and Promotion
Gaelic Medium Education Documents	Articles regarding Gaelic Medium Education at Gilcomstoun Primary School and Gaelic Education at Hazlehead Academy will be provided bilingually	Beginning April 2016 and for the lifetime of this plan	Head of Education
School Prospectus, newsletters and yearbooks	Schools providing Gaelic Medium Education and Gaelic Secondary Education will provide articles regarding Gaelic bilingually. Consideration will be given to where Gaelic can be included throughout the documents to	Beginning April 2016 and for the lifetime of this plan	Head of Education

	increase its status and visibility		
Standards & Quality Report	The council's annual Education Standards and Quality report will include a bilingual foreward and chapter titles	Beginning April 2016 and for the lifetime of this plan	Head of Education
Scottish Government's Strategic Objectives assisted: 1, 2			

Websites			
Current Practice: The council does not have a policy for the use of Gaelic on its websites.			
Development Area	Actions	Timescale	Lead Officer
Gaelic Services	Information regarding the council's Gaelic services will be provided bilingually	By June 2016	Head of Education
Expansion of Gaelic related material	We will identify material which would be of interest to the public relating to Gaelic in Aberdeen and provide this information bilingually	By June 2018	Head of Cultural Services
Website Guidelines	Our website guidelines will be updated as part of the Communication and Promotion Strategy with guidance on the inclusion and treatment of Gaelic	By June 2016	Head of Communications and Promotion
Scottish Government's Strategic Objectives assisted: 1, 2			

Exhibitions

Current Practice: The council does not have a policy for the use of Gaelic at exhibitions.

Development Area	Actions	Timescale	Lead Officer
Exhibition guidelines	We will develop guidelines for the use of Gaelic in our future exhibitions and exhibitions to which the council contributes. These will stipulate the minimum visibility Gaelic must be given at events where the language features and encourage bilingual treatment at Gaelic events.	By June 2016	Head of Communications and Promotion

Scottish Government's Strategic Objectives assisted: 1, 2

Section 4 – Staffing

Rationale:

In order to deliver services through the medium of Gaelic, it is necessary to develop the requisite job skills and language skills of staff. The provision of language learning for staff helps promote adult Gaelic learning and promotes Gaelic as a useful skill in the workplace. The identification of jobs in which Gaelic is a designated skill will contribute greatly to the status of the language and to identifying it as a positive skill to acquire.

The use of Gaelic in advertising also helps recognise that Gaelic should be used in public life and that Gaelic users have an important role to play within a public authority.

Aberdeen City Council recognises the importance of seeing Gaelic as an important job skill and of identifying situations in which its use is essential or desirable. Aberdeen City Council also recognises the importance of enabling staff to develop their Gaelic skills if they wish to do so.

Training			
Current Practice: The council does not provide staff with training with regards to Gaelic.			
Development Area	Actions	Timescale	Lead Officer
Guidance note	Guidance will be prepared for staff regarding our Gaelic services, key staff enquiries can be transferred to, support bodies for the delivery of the Gaelic language plan and funding opportunities	By June 2016	Head of HR and OD
Gaelic Awareness Training	Gaelic awareness training will be given to Service Managers whose services are involved in the delivery of this plan. Gaelic awareness material will be	By June 2017	Head of HR and OD

made available via our training portal to all staff
Scottish Government's Strategic Objectives assisted: 1, 2

Language Learning			
Current Practice: The council does not provide staff with Gaelic language learning opportunities.			
Development Area	Actions	Timescale	Lead Officer
Workplace Classes	Staff will have lunchtime or evening Gaelic classes made available to them in the workplace targeting staff who will be involved in the Gaelic Language Plan	By June 2017	Head of HR and OD & Head of Education
Community Classes	Classes being run in the city and Shire through Aberdeen Gaelic Club and the University of Aberdeen will be promoted to staff	By June 2016	Head of HR and OD & Head of Education
Gaelic courses	Week long residencies and immersion courses will be promoted to teachers and key staff involved with the Gaelic Language Plan	By June 2016	Head of HR and OD & Head of Education
Gaelic learning resources	Resources will be made available via our online learning portal to all staff	By June 2016	Head of HR and OD & Head of Education
Scottish Government's Strategic Objectives assisted: 1, 2			

Recruitment			
Current Practice: Where the ability to speak or write Gaelic is an occupational requirement, the candidate's linguistic ability is taken into consideration.			
Development Area	Actions	Timescale	Lead Officer
Gaelic Education Campaign	We will run a campaign to promote the opportunities available to teachers to both train to teach in Gaelic Medium Education, and Gaelic language and culture as subject	June 2016	Head of Education & Head of HR and OD
Staff Audit	Gaelic ability in the workforce will be audited to identify staff to help with the implantation of this plan	June 2017	Head of HR and OD
Scottish Government's Strategic Objectives assisted: 1, 2			

Advertising			
Current Practice: The council currently has no policy in place with regards to advertising in Gaelic			
Development Area	Actions	Timescale	Lead Officer
Gaelic Posts	Where Gaelic is an occupational requirement or desirable job adverts will be bilingual	Oct 2015	Head of HR and OD
Scottish Government's Strategic Objectives assisted: 1, 2			

CHAPTER 3 – POLICY IMPLICATIONS FOR GAELIC

Implementation of the National Plan for Gaelic

Aberdeen City Council recognises that the various priority areas identified in the National Plan for Gaelic will be primarily implemented through our Gaelic Language Plan but that opportunities will arise to promote and develop the language through existing policy measures. We will examine current policy commitments to identify areas where Gaelic can be pro-actively incorporated and the priorities of the National Plan for Gaelic initiated through additional methods. We see this development as corresponding to the normalisation principle which aims to include Gaelic as an everyday part of life in Scotland.

In the formation, renewal and monitoring of policies, Aberdeen City Council will ensure that the impacts on Gaelic will be in line with the National Plan for Gaelic.

Overview of the National Plan for Gaelic

The National Plan for Gaelic identifies four interlinking aspects of language development which need to be addressed, and within them sets out a number of priority action areas:

1. *Language Acquisition*

Increasing the number of Gaelic speakers by ensuring the language is transferred within families and by securing effective opportunities for learning Gaelic, through:

- increasing the use and transmission of Gaelic in the home
- increasing the number of children acquiring Gaelic in the school
- increasing the uptake and availability of Gaelic-medium education
- increasing the number of adult Gaelic learners progressing to fluency

2. *Language Usage*

Encouraging greater use of Gaelic, providing opportunities to use the language, and promoting access to Gaelic forms of expression, through:

- increasing the use of Gaelic in communities
- increasing the use of Gaelic in tertiary education and places of work
- increasing the presence of Gaelic in the media
- increasing the promotion of Gaelic in the arts
- increasing the profile of Gaelic in the tourism, heritage and recreation sectors

3. *Language Status*

Increasing the visibility and audibility of Gaelic, enhancing its recognition and creating a positive image for Gaelic in Scottish public life, through:

- increasing the number of bodies preparing Gaelic Language Plans
- increasing the profile and prestige of Gaelic
- increasing the visibility and recognition of Gaelic

4. *Language Corpus*

Strengthening the relevance and consistency of Gaelic and promoting research into the language, through:

- increasing the relevance and consistency of the Gaelic language
- increasing the quality and accessibility of Gaelic translations
- increasing the availability of accurate research information

Commitment to the Objectives of the National Plan for Gaelic

Aberdeen City Council is committed to ensuring that the National Plan is implemented, and in this section we set out how we will achieve that aim.

1. Language Acquisition

Aberdeen City Council recognises that a sustainable future for Gaelic requires more people to learn the language and that attention requires to be focused on the home, education and adult learning as the key means of achieving this. This section explains the steps we will take to help create a supportive environment for growing the number of Gaelic speakers in Scotland.

Gaelic in the home

Rationale - Statistics show that though the number of Gaelic speakers in Aberdeen is 1636, a much lower number (405) use Gaelic in the home. Many parents with little or no Gaelic skills, choosing Gaelic Medium Education for their children, do so with an appreciation of the cognitive benefits of bilingualism and the cultural benefits of Gaelic Medium Education.

Gaelic learner language classes for parents are run on Friday morning at the Parent and Child Group. There is also a good range of classes and day courses available through Aberdeen Gaelic Club. Parents cited unsuitable timings and a lack of continuity/progression in the classes available to them and a desire to be more actively involved in their children's Secondary Education and ability to support their children with homework at that stage. It is important that parents of Gaelic Medium Education, prospective parents and parents of children receiving Gaelic language classes feel able to support their children with homework and are able to give their children the opportunity to use and normalise their Gaelic language skills in the home.

Library Services raised that though the availability of Gaelic Bookbug packs was promoted on the council's website, as parents receive their packs directly they have no reason to check the site. Though at one time the libraries stocked a range of Gaelic books they have not done so for some time.

Gaelic in the Home			
Aims:			
<ul style="list-style-type: none">• Improved provision of classes and support for parents• Increased use of Gaelic in the home and access to resources			
Development Area	Actions	Timescale	Lead Officer
Support for language learning for parents of GME children	An audit of current provision available to parents in the city for language learning	June 2017	Head of Education

	opportunities will be carried out and a strategy to develop parents' Gaelic ability developed through a collaboration with Aberdeen Gaelic Club and The University of Aberdeen		
Work with the Parental Support Comann nam Pàrant	Ensure parents feel supported and that concerns are addressed by meeting with the Parental Support Group on a regular basis	Jan 2016	Head of Education
Online Gaelic resources	Raise awareness of the online Gaelic resources available and online support for parents helping children with homework	June 2017	Head of Education
Promotion of Gaelic Bookbug Packs	We will review how Gaelic Bookbug packs are advertised and ensure staff involved in Early Years work are aware of the provision	June 2017	Head of Education
Ascertain demand for Gaelic materials in our libraries	We will trial a promotion of selected Gaelic publications to ascertain whether there is a demand to stock more Gaelic language books	June 2018	Head of Education
Scottish Government's Strategic Objectives assisted: 1, 2			

Gaelic in Education

Bilingualism across Europe is seen as being very normal, easily attainable and vibrant. The increase in Gaelic Medium Education is increasing the opportunity to be bilingual in Scotland. Research shows that bilingualism is beneficial for a child's development, their future and that the advantages of being bilingual hold true whatever that language may be. Some of the advantages of being bilingual are:

- An increased awareness of different cultures, other people and points of view
- Better ability in multitasking and focusing attention
- A better understanding of language syntax and increased ability to learn further languages
- Access to different literature, different ways of thinking and acting
- Gaelic bilinguals have a better understanding of the wider Scottish identity
- Research shows that children educated through Gaelic are on a par or outperform their peers educated in one language

More can be read on the benefits of bilingualism at www.bilingualism-matters.org.uk. Bilingualism Matters is a Centre at the University of Edinburgh who encourage bilingualism and second language learning. Scottish Gaelic has been studied along with many other languages.

Aberdeen City Councils is developing a *Gaelic Education Plan* which will be further developed and implemented by a Gaelic Development Officer. Aberdeen City Council staff were surveyed on their awareness of Gaelic Medium Education in the city and despite this provision being available since 1991, 50% of staff were unaware of it.

10% of the teachers surveyed indicated an interest in training for delivering Gaelic Medium Education or teaching Gaelic as a language in the classroom. There are a number of teachers working for the authority who are Gaelic speakers who could develop their skills to deliver their current subjects through the medium of Gaelic to extend provision in Secondary Schools or to teach Gaelic as a language as part of the 1+2 Initiative.

Gaelic in Education

Aims:

- Raised awareness of parents of children, 0-4years, of Gaelic medium education
- Increased numbers of children who are accessing Gaelic Medium Education

- Provision of an offer to primary 5,6,7 pupils of taster language sessions across Aberdeen schools
- Provision of a programme of opportunities to 15/16 year olds at secondary level to develop Gaelic conversation
- Pro-active support to pupils who are transferring from Gaelic education in the primary school to Secondary Schools, with the aim of increasing the numbers of pupils who choose Gaelic medium education in the secondary school

Development Area	Actions	Timescale	Lead Officer
Gaelic Development Officer	The council is currently in the process of recruiting a Gaelic Development Officer to develop and implement the Gaelic Education Plan	Immediate	Head of Education Services
Strategic Steering Group	A strategic steering group will be established with Headteachers from GME schools, service managers from Education, officers from Community Health and Infrastructure (GLPPO) and Aberdeen University. This group will meet twice a year to review progress with implementation of the Gaelic Education plan and progress to achieving the success criteria.	March 2016	Head of Education Services
Review of current provision	Carry out a review of current provision to identify areas of strength and areas for sharing of effective practice as well as key areas for improvement	March 2016	Head of Education Services
Skills survey	Complete a skills survey of teachers and readiness to deliver Gaelic	March 2016	Head of Education Services

Promotional Strategy	Develop a promotional strategy for GME and publicise choice of current GME through website, press, city poster campaigns	June 2016	Head of Education Services
Continuing Professional Development	Commission a CPD programme from Aberdeen University to support teachers in teaching Gaelic and promote CPD Opportunities to teaching staff to learn Gaelic or improve their current skills	Feb 2017	Head of Education Services
Promote GME in Early Years	Develop a communication strategy to promote GME across Aberdeen City jointly with Community, Housing and Infrastructure	Feb 2017	Head of Education Services
1+2 Languages Initiative	As part of 1+2 initiative schools have been introduced to the possibility of offering Gaelic as the additional language in Primary schools beginning. We will identify 5 schools for developing taster language sessions as a pilot project.	Feb 2016	Head of Education Services
Gaelic Learner Classes	Provide Gaelic Learner Class at National 4/5 Level and Higher Level	Feb 2018	Head of Education Services
Cròileagan Location	The Cròileagan (Parent and Child Group) is the first opportunity parents have to GME. Currently based at	Oct 2015	Head of Education Services

	Gilcomstoun Primary School the Council will give practical assistance to the group to find less formal premises for the creative play and song sessions.		
Creative Learning	The Council's Creative Learning Team will work with teachers, artists and partners to develop and deliver creative and experiential workshops and resources that support Context and Language Integration Learning. Working with the Gaelic Development Officer and Aberdeen University they will contribute towards the acquisitions of language skills for teachers and ideas of how to engage children with language through creative approaches. This pilot project will result in toolkits for future 1+2 projects.	Feb 2017	Head of Education Services
John Muir Award	John Muir Award resources are available in Gaelic and this will be promoted to young people in Secondary schools who have gone through GME. This opportunity is supported through the Cairngorms	Oct 2015	Head of Education Services

	National park and Comunn na Gàidhlig.		
IntoFilm and FilmG	Young people will be supported through workshops and IntoFilm Gaelic resources to create media work for submission to the FilmG annual Gaelic film competition.	Feb 2017	Head of Education Services
Scottish Government's Strategic Objectives assisted: 1, 2			

Gaelic in the Adult Learning

Language classes and day courses, and Gaelic song workshops are provided in the city through Aberdeen Gaelic Club. Along with their range of undergraduate and postgraduate courses The University of Aberdeen also run Gaelic events.

Gaelic in Adult Learning			
Aims:			
<ul style="list-style-type: none"> Increased numbers of adult Gaelic learners in Aberdeen 			
Development Area	Actions	Timescale	Lead Officer
Aberdeen Gaelic Club	The council will support the work of Aberdeen Gaelic Club by providing staff and the public with information on their range of classes.	By June 2015 and for the duration of this plan	Head of HR and OD
Aberdeen University	The council will work with Aberdeen University to raise awareness of any of their Gaelic initiatives through social media and sharing of	For the duration of this plan	Head of HR and OD

	information at offices with staff and through libraries with the public.		
Scottish National Heritage	The council will look at opportunities to work with SNH on Gaelic awareness and Gaelic landscape	For the duration of this plan	Head of Education Services
Scottish Government's Strategic Objectives assisted: 1, 2			

2. Language Usage

Aberdeen City Council recognises that creating a sustainable future for Gaelic requires not only increasing the number of people able to speak the language, but increasing actual usage. We recognise the importance of enabling more people to use Gaelic as their preferred and normal mode of communication in an increasingly wide range of daily activities.

Gaelic in Arts & Communities

Aberdeen Gaelic Club, Aberdeen University and Aberdeen Performing Arts have provided a wide range of creative, exciting and educational events in the city either in Gaelic or featuring Gaelic. We will work to ensure that opportunities are promoted and available to all groups in our communities to extend our cultural and educational offer in the city.

Census results show that though the number of Gaelic speakers in the city is 1636, the number who use Gaelic at home is 405. This may in part be down to lack of opportunity in the home. The number of Gaelic speakers in the census results will also not take into account the large number of students and workers in the city who speak the language and live here a substantial amount of time but whose permanent residence is elsewhere.

The census results also show that out of the 174 Gaelic speakers over the age of 65 that can speak Gaelic only 24 of those use Gaelic at home. Bilingualism Matters, The University of Edinburgh, have studied the benefits of bilingualism in delaying early onset dementia, and this study which was published internationally, showed that bilingualism delayed dementia by 4.5 years irrespective

of educational achievement, sex, profession or lifestyle. Further studies have shown that learning a second language can boost cognitive performance in late learners too.

Gaelic in Arts & Communities			
Aims:			
<ul style="list-style-type: none"> • Extend the cultural offer for young people with fluent Gaelic, learner Gaelic or interested in Gaelic culture • Increase opportunities for people of all abilities to access Gaelic culture and language learning • Increase opportunities for all age groups to access Gaelic learning and events • Increase opportunities for voluntary organisations in the community 			
Development Area	Actions	Timescale	Lead Officer
Fèis Obar Dheathain	The council will have an education representative on the steering group for Fèis Obar Dheathain. The community-based Gaelic arts tuition festival ran in the city for several years and a steering group will work with the support of Fèisean nan Gàidheal to get provision for young people in the city again.	By Feb 2016	Head of Education Services
Intergenerational Projects	We will work with Aberdeen Gaelic Club to promote opportunities for age 65+ residents to share their language skills with younger residents and to access cultural programmes in Gaelic. Classes being considered features art classes, song workshops and music tuition in Gaelic.	By June 2016	Head of Adult Health and Social Care

Befriending Scheme	We will work with Aberdeen Gaelic Club to increase the opportunity for elderly residents to attend Gaelic coffee afternoons/classes and events or meet with Gaelic speakers if in residential care.	By Aug 2016	Head of Adult Health and Social Care
Language Learning and Music Tuition	Working with the Disability Advisory Group and Aberdeen Gaelic Club we will increase and promote Gaelic language learning, music and song opportunities for all Explore the possibility of working with Aberdeen Gaelic Choir	By June 2016	Head of Community Housing and Infrastructure
Promotion of Gaelic Opportunities and Funding	We will ensure information regarding Gaelic support and funding opportunities are shared with third sector organisations through (ACVO) Aberdeen Council of Voluntary Organisations	June 2015 and for the duration of this plan	Head of Community Housing and Infrastructure
Aberdeen Performing Arts	We will continue to support the work of Aberdeen Performing Arts who have featured Gaelic performance as part of their wide cultural programme.	June 2015 and for the duration of this plan	Head of Communications and Promotion
Scottish Government's Strategic Objectives assisted: 1, 2			

Gaelic in the workplace

This area of work is covered in Chapter 2 of this plan (Core Commitments).

Gaelic in the Media

The council provides translation services in many languages through InterTrans our Interpretation and Translation Service and we provide Gaelic translators to the council and external bodies.

Gaelic in the Media			
Aims:			
<ul style="list-style-type: none"> • Provide and cost effective, timely and reliable Gaelic translation service • Promote our translation service for the whole of the North East • Encourage use of the service by partner providers 			
Development Area	Actions	Timescale	Lead Officer
Translation Service	We will increase the number of Gaelic translators on our database to ensure a quick and reliable service. We will use TòMaS*, the Gaelic translation memory service wherever possible to minimise costs. We will submit frequently translated material to the TòMaS service for use by other public organisations.	By June 2016 and for the lifetime of this plan	Head of Community Housing and Infrastructure
Encourage bilingual advertising of Gaelic Events in the city	We will increase awareness of, and promote our Gaelic translation services to public bodies and third sector	By June 2016 and for the lifetime of this plan	Head of Community Housing and Infrastructure

organisations working in the city and the North east encouraging bilingual promotion of Gaelic events and cultural events where Gaelic could add value.

Scottish Government's Strategic Objectives assisted: 1, 2

* TòMaS - <http://www.uhi.ac.uk/en/lis/tomas/what-is-tms>

Gaelic in Tourism, Heritage and Recreation

Gaelic plays a unique role in Scottish culture and a 2014 study by Highlands and Islands Enterprise found that businesses and organisations across Scotland found Gaelic to be an asset in a range of fields, particularly the sectors of creative industries; food and drink; education and learning; nature based heritage and tourism. We will assess where Gaelic will enhance our city's cultural offer to residents and visitors.

Gaelic in Tourism, Heritage and Recreation

Aims:

- Encourage inclusion of Gaelic where it will add value

Development Area	Actions	Timescale	Lead Officer
City Festivals	We will audit city festivals to ascertain where Gaelic would be culturally appropriate and add value	June 2015 and for the duration of this plan	Head of Communications and Promotion
Tourism Providers	We will provide tourism partners with details of our Gaelic translation services and	June 2015 and for the duration of this plan	Head of Community Housing and Infrastructure

promote awareness of the council's Intertrans service to encourage consideration of Gaelic provision

Scottish Government's Strategic Objectives assisted: 1, 2

3. Language Status

Aberdeen City Council recognises that the status of a language is affected by its presence in the daily environment and the extent to which it is used, valued and perceived to be valued by those institutions which play an important role in our daily lives.

Preparation of Gaelic Language Plan

We have prepared this Gaelic Language Plan in consultation and collaboration with services, organisations providing Gaelic language and events, parents of Gaelic children and a variety of third sector groups. We have evaluated current provision, assessed our staff survey and will consult with the public on the initial draft of this plan. Our plan will be implemented through council services with support from partner organisations in our communities and external Gaelic organisations.

Creating a Positive Image for Gaelic

Gaelic currently has a low profile in the city of Aberdeen and we will increase the awareness of its history in the North East, the benefits of learning the Gaelic language and the opportunities which are available to partake in Gaelic events and culture locally. We welcome and encourage opportunities for collaborative Gaelic and Doric projects which promote the unique linguistic heritage of the city and promote the city's cultural appeal locally and nationally.

4. Language Corpus

Aberdeen City Council recognises the need to strengthen the relevance and consistency of Gaelic, the importance of facilitating translation services and to promote research into the language.

Gaelic Orthographic, Terminological and Place-name Development

Aberdeen City Council will make use of Ainmean Àite na h-Alba to ensure correct and consistent approach to placenaming.

We run a translation and interpretation service, InterTrans, which is used by our services, partner organisations and private organisations. We will make use of TòMaS, the Gaelic translation memory service wherever possible to minimise costs. We will also submit frequently translated material to the TòMaS service for use by other public organisations.

CHAPTER 4 – IMPLEMENTATION AND MONITORING

Timetable

This Gaelic Language Plan will formally remain in force for a period of 5 years from this date or until a new plan has been put in place. In Chapter 2 – *Core Commitments* and Chapter 3 – *Policy Implications for Gaelic*, we have set out the individual target dates for when we expect to implement specific commitments.

Publicising the Plan

Aberdeen City Council's Gaelic Language Plan will be published bilingually on www.aberdeencity.gov.uk. In addition, we shall:

- issue a press release announcing the plan;
- make copies of the plan available in our public offices and reception areas,
- make the plan known to employees via Aberdeen City Council's Intranet;
- distribute copies of the plan to Non-departmental Public Bodies and agencies, agents and contractors;
- distribute copies of the Plan to Gaelic organisations;
- distribute copies of the plan to other interested bodies; and
- make copies available on request.

Resourcing the Plan

Funding is available to assist with additional costs incurred incorporating Gaelic and also towards starting up new project via the Gaelic Language act Implementation Fund.

We will make partner organisations aware of the funding opportunities which are available to them.

There are several local organisations in Aberdeen delivering Gaelic opportunities and national organisations working in the city with Gaelic Language Plans which opens up opportunities for joint up working.

Monitoring the Implementation of the Plan

An annual Meeting with external bodies and interested parties will be organised and hosted by the council to ensure all projects are supported and progressing as scheduled in this plan.

- Gaelic within the Council's Corporate Identity and signage will be monitored and reported on by the Communication and Promotion Team
- Workplace aspects of the plan will be monitored and reported by Human Resources
- Education aspects including Gaelic in the home and adult education will be monitored by the Gaelic Development Officer and 1+2 Languages Officer.
- Social care projects will be monitored by the Equalities Team in collaboration with Social Work, the Disability Advisory Group and Older People's Advisory Group

Monitoring reports will be collated and submitted to Bòrd na Gàidhlig by the Gaelic Development Officer (1 year fixed post), thereafter by the Equalities Team.

CHAPTER 5 – PUBLIC CONSULTATION

A public consultation was held on the plan between 30th March and 11th May 2015. The following forms the list of consultees:

- Gilcomstoun Primary School
- Hazlehead Academy
- Aberdeen Gaelic Club
- Aberdeen University
- Aberdeenshire Council
- GMòr Group
- City Voice Blog
- Civic Forum
- Fèisean nan Gàidheal
- Comann nam Pàrant
- Cairngorms National Parks
- Forestry Commission
- Scottish National Heritage,
- Aberdeen Performing Arts,
- North East College
- The Robert Gordon University
- Clì Gàidhlig
- Aberdeen Disability Advisory Group
- Aberdeen Older People’s Advisory Group
- Aberdeen Council of Voluntary Organisations (ACVO)
- Sabhal Mòr Ostaig

There were a total of 5 responses; 4 positive and 1 negative, to the public consultation, with fuller contributions from the Scottish National Heritage and Aberdeen University and certain themes within the plan will be updated and expanded upon as a response to the consultation. The negative response would have preferred to see the focus on developing a common language such as Esperanto.

Other contributions follow.

“It is pleasing to see that the Education Department of Aberdeen City have realised at last that the up-take of Gaelic in the schools offering the subject is unacceptably low. To read about a strategy addressing the matter, is equally pleasing! Education is key to the future of Gaelic (not just in Aberdeen)”

“I was amazed that so few people who work for the Council were unaware that there was a Gaelic Medium facility at Gilcomstoun School and Hazlehead Academy. There is obviously an opportunity to promote this and that is addressed in the Strategy

To make the Plan successful in the implementation there would need to be a core number of Gaelic speakers who are willing and able to give their time to "teach" Gaelic at various points throughout the City. This would take meticulous organisation and a lead person who has the ability to persuade people to take part. The reaction I usually have from Gaelic speakers is "my Gaelic is not good enough." Because of a century of neglect in Education, Gaelic speakers don't have a lot of confidence in their written Gaelic skills, as is highlighted in the strategy.

The Strategy seems fine on paper but I would suggest taking it very slowly so that people don't feel they are being "forced" to learn Gaelic or participate in promoting the language as a city-wide project. This could be achieved by highlighting the positives - Gaelic does have a relevance in Aberdeen, it's fun to learn another language, it gives access to a slice of Scottish culture that has been denied to many people including Gaelic speakers themselves. Scotland's language skills as a whole are appalling. My European students will speak at least five languages fluently, and begin to learn other languages at primary school level.

Studies show that by the age of seven, children's tongue muscles will have adapted to the language mostly used. Studies also show that children who are bi-lingual have many advantages over monoglots when it comes to academic performance.”

“Aberdeen University would welcome opportunities to work in partnership and to work together to promote Gaelic activities within the community. and trust that we will have further opportunities to discuss commitments where the University is named in due course. “

“Thank you for offering SNH the chance to comment on your draft Gaelic Language Plan. We welcome the identification of SNH within your GLP as a potential partner for collaborative working and have, in our comments below, looked to identify possible opportunities for such joint initiatives.

SNH runs several *Gaelic Awareness* and *Gaelic in the Landscape* courses each year, and we can offer spaces to your staff if places are available. These are usually held at our Perth office. Similarly, we could discuss joint language class provision in future, though currently we do not offer Gaelic language classes at our Aberdeen office (Inverdee House, Baxter Street).

We aim to provide a breadth of opportunities for Gaelic speakers and learners to engage in our natural heritage work, and to raise awareness of Gaelic among a non-Gaelic speaking audience. Leading examples are our *Gaelic in the Landscape* series of place names booklets and our *Gaelic Nature Dictionary* (an online resource). There may be opportunities for raising awareness of these resources among Aberdeen City’s Gaelic speakers and learners.

Finally, you may wish to incorporate nature based content into your proposed *Gaelic in Heritage* (p.50) work, and we would be happy to offer advice on this.

There will be other opportunities for joint working, perhaps particularly within the Cairngorm National Park. “

CONTACT DETAILS

The senior officer with operational responsibility for overseeing preparation, delivery and monitoring of Aberdeen City Council's Gaelic Language Plan is:

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ABERDEEN CITY COUNCIL

COMMITTEE	Finance, Policy & Resources
DATE	June 9 th , 2015
DIRECTOR	Pete Leonard
TITLE OF REPORT	Middlefield: Development Updates
REPORT NUMBER:	CHI/15/187

1. PURPOSE OF REPORT

The purpose of the report is to provide an update on the new build projects at Smithfield and Manor Walk as instructed to Officers at the FP&R committee on December 4th 2014.

RECOMMENDATION(S)

The Finance, Policy & Resources Committee is recommended to:

- a) To note the updates and progress to date for each of the developments.
- b) To note the refined costs for Manor Walk and Smithfield Council House Developments (see appendix 1 & 2)
- c) To approve the cost associated with the infrastructure works for the delivery of Combined Heating Power (CHP) to the new build sites and that Aberdeen Heat and Power Company Ltd (AH&P) are awarded the contract to undertake these works (see appendix 4)
- d) To instruct officers in the future to report to the Communities Housing and Infrastructure Committee on progress at appropriate times in the delivery of the housing projects.

2. FINANCIAL IMPLICATIONS

The current estimated development cost of the Manor Walk site and Smithfield site are as detailed in appendix 1 & 2. These costs are the revised costs (since reporting to committee in December 2014) based on a reduction in unit numbers and mix. The costs are at current day prices and would increase by 3.05% (assuming a site start date of January 2016) based on BCIS all in tender price indices. The development costs do not include consultant fees which would equate to 12%.

A Housing Grant of £46K per plot has been granted by Scottish Government in March this year. This will be factored into the overall development costs. Initial costs for Site Investigation and land transfer of Smithfield and Manor Walk has been claimed from this grant to date.

3. OTHER IMPLICATIONS

- 3.1 Legal – no immediate implications arising directly from this report, however future involvement will be imperative throughout all stages of this project.
- 3.2 Health and Safety – Any new build proposals will require health and safety plans in accordance with Construction, Design and Management legislation.
- 3.3 Risk Management – Management of risk will be identified, monitored and mitigated in accordance with the ability to meet risk policy and programmed objectives. The Council led projects will form part of the overall new reporting and progress updates reports that will be scrutinised by CMT.
- 3.4 Resources – A fully resourced, multi-disciplinary design team is key to the successful delivery of these projects. A range of in house and external resources have been identified for both of these developments and are meeting on a regular basis to ensure programme deadlines are met.

REPORT

4 **Background**

- 4.1 Demand for affordable housing within Aberdeen currently outweighs supply. Therefore the Council and its partners must increase the supply by what ever means possible to increase the sustainability of its existing housing neighbourhoods. These sites provide an excellent residential redevelopment opportunity to help tackle these fundamental issues.

- 4.2 The provision of future high demand family housing to Middlefield is a real priority in view of the forthcoming new Haudagain upgrade and the loss of houses that will incur. This will help increase the social sustainability of the Middlefield neighbourhood and contribute positively to local regeneration.
- 4.3 Since the last update to Committee, designs have progressed in line with site investigation works in parallel with planning guidelines which has led to a reduction in the number of units to be developed on both Smithfield and Manor Walk sites. The revised costs reflect these new numbers.
- 4.4 Smithfield School site will now accommodate 99 units (a mixture of 1, 2 3 and 4 bedroom flats and houses) and Manor Walk, 80 units (a mixture of 1, 2, 3 and 4 bedroom flats and houses). This mix reflects the current housing demand city wide and has been developed closely with our Housing Management colleagues (See appendix 1 & 2 for breakdown of numbers and types).
- 4.5 **Wider Regeneration Investment:** There is a clear understanding that opportunistic wider regeneration initiatives around the social, economic, health and education agendas are currently being developed and are included in the budgets of other Council Directorates. These initiatives will be taken into consideration when moving forward with any regeneration proposals.

5.0 Progress to Date on Smithfield & Manor Walk

- 5.1 A fully resourced, multi-disciplinary design team has been set up to deliver both of these projects. A range of in-house and external resources have been identified for both of these developments and are meeting on a regular basis to ensure these developments are delivered in accordance with the outlined programme.
- 5.2 Site investigations works have been completed on both sites and a full report is due over the next few weeks. Tender documentation is currently being prepared in line with OJEU procedures.
- 5.3 Design development work is progressing and we will continue to liaise and work closely with our Housing Management colleagues to ensure we are delivering homes that both meet the housing need and provide high quality and sustainable homes for our tenants.
- 5.4 To ensure our future homes tackle the growing issue of fuel poverty for our tenants, it is proposed that these developments will benefit from the installation of Combined Heat and Power which will provide future tenants with affordable heat and hot water. In order to deliver CHP to

both of these sites, the current network will be required to be extended which will also future proof and allow connections to be made to other buildings in the area. It is also envisaged to install telecom ducting which will ensure that residents can access superfast broadband in the future. The cost (see appendix 4) covers the overall works and connections to the sites. There are currently monies available to support these works.

Aberdeen Heat and Power Co Ltd (AH&P) was set up by the Council in 2002 to develop and manage CHP schemes, in particular schemes linked to clusters of multi-storey blocks. AH&P is a not-for-profit company limited by guarantee. It has a board of unpaid Directors and an external CHP consultant who carries out design, procurement and project management. A Framework Agreement is in place between the Council and AH&P which includes requirements that:

- AH&P's procurement is in line with the public procurement policy
- Ownership of all parts of the heating system within Council owned flats or common areas of the block reverts to the ownership of the Council upon installation
- The CHP plant is located on land owned by the Council and all mains distribution pipes run through Council owned land; and that the Council will grant AH&P a license for the long-term use of such land
- Surplus operating profits made by AH&P will be used to offset the capital costs of linking more Council owned multi-storey blocks into CHP schemes in the future.

6.0 Community Consultation

- 6.1 The Council is fully committed to community consultation, a comprehensive consultation plan for the Northfield area is currently being devised to ensure all stakeholders are consulted throughout key stages of these developments (See appendix 3 for proposed programme of events throughout May and June).
- 6.2 A range of consultation events will proceed over the next few weeks within the area where residents will be invited to provide comment on the proposed new developments. Staff will continue to attend local community group meetings and provide feedback to the residents as these projects develop.

7.0 Smarter Aberdeen

7.1 Smarter Economy (Competitiveness) & Smarter Living (Quality of Life)

We will improve access to affordable housing in both social rented and private sector, by supporting first time buyers, regenerating areas within the city and by working with developers to maximize effective use of developer contributions.

7.2 Smarter Governance (Participation)

We will seek to develop a sense of community in Aberdeen based on principles of openness, fairness, reciprocity and responsibility.

7.3 Smarter Environment (Natural Resources)

We will provide a clean, safe and attractive streetscape and promote bio-diversity and nature conservation. We will encourage wider access to green space in our streets, parks and countryside

8.0 Management of risk

The current project costs were run through the 30 Year Business Plan developed in 2013, this requires updating and will be carried out in June 2015. As the costs are subject to change there may be fluctuation in the debt affordability stated in section 2 Financial Implications.

In order to mitigate risk, strong project management of the project will be required along with Financial monitoring of the project by Finance.

REPORT AUTHOR DETAILS

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Middlefield/Cummings Park Engagement Events

Date & Time	Venue	Event	Contact person
19 th May	Cummings Park Flat	Open day	Donna Sim
23 rd May 10am – 2pm	Cummings Park Centre	Open Day	Kate Anderson
28 th May 9.30 – 7.30pm	Henry Rae Community Centre	Drop In “Information Day” on New Build	Maria Thies/Paula Martin
29 th May 3 – 6pm	Westpark School 01224692323	Summer Fayre	Fraser Cowie
5 th June 6 -8pm	Bramble Brae School 01224692618	Fun night and BBQ	Amanda Murray
6 th June 10 – 1pm	Heathryburn School 01224788180	Summer Fayre	Lynne Giles
? June	Heathryfold Park/HRC	Fun day	Madelene MacSween
Tbc	Manor park school 01224812060	Tbc	Dawn Reid

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