

# Public Document Pack



To: All Members of the Council

Town House,  
ABERDEEN Tuesday, 8 December  
2015

## **COUNCIL**

The Members of the **COUNCIL** are requested to meet in Council Chamber - Town House on **WEDNESDAY, 16 DECEMBER 2015 at 10.30 am.**

FRASER BELL  
HEAD OF LEGAL AND DEMOCRATIC SERVICES

### **BUSINESS**

- 1 Admission of Burgesses
- 2 Determination of Exempt Business
- 3 Requests for Deputations

### **MINUTES OF COUNCIL**

- 4(a) Minute of Meeting of Aberdeen City Council of 8 October 2015 - for approval (circulated separately)
- 4(b) Minute of Meeting of Urgent Business Committee of 19 November 2015 - for approval (Pages 5 - 8)

### **BUSINESS STATEMENT, MOTIONS LIST AND OTHER MINUTES**

- 5(a) Business Statement (Pages 9 - 14)
- 5(b) Motions List (Pages 15 - 16)
- 5(c) Minute of Meeting of Guildry and Mortification Funds Sub Committee of 16 November 2015 - for approval (Pages 17 - 20)

## **REFERRALS FROM COMMITTEES IN TERMS OF STANDING ORDER 36(3)**

6 None to date

### **GENERAL BUSINESS**

7(a) Changes to Polling Places for the 2016 Scottish Parliament Elections (Pages 21 - 26)

7(b) Appointments (Pages 27 - 28)

7(c) Regional Economic Strategy and City Region Deal Update (to follow)

7(d) Aberdeen City Region Deal - Joint Committee (to follow)

7(e) Treasury Management Policy and Strategy, 2015/16 Mid-Year Review - referred by Finance, Policy and Resources Committee of 3 December 2015 (Pages 29 - 32)

7(f) Draft Housing Revenue Account and Housing Capital Budget 2016/17 - 2020/21 - referred simpliciter by Finance, Policy and Resources Committee of 3 December 2015 (Pages 33 - 66)

7(g) Charitable Trust Reorganisation (Pages 67 - 72)

7(h) Community Planning Aberdeen - Development Plan (Pages 73 - 96)

7(i) Fairer Aberdeen Fund Annual Report 2014/15 (Pages 97 - 122)

7(j) 34-40 Abbotswell Road - P150343 - planning application (Pages 123 - 150)

The documents associated with this application can be found at:-  
<http://planning.aberdeencity.gov.uk/PlanningDetail.asp?ref=150343>

The minute of meeting of the Planning Development Management Committee of 2 June 2015 is provided by way of background and for approval

7(k) Inter-Authority Agreement on Energy from Waste (Pages 151 - 192)

7(l) Transport Implications - City Centre Masterplan Projects (to follow)

7(m) Chief Social Work Officer's Annual Report (Pages 193 - 252)

## MOTIONS

### 8(a) Motion by Councillor Reynolds

“That this Council

1. Write to the Royal Society for the Prevention of Cruelty to Animals (RSPCA) calling on them to transfer all funds received from donors living in Scotland from this financial year and henceforth, to the Scottish Society for the Prevention of Cruelty to Animals (SSPCA); and
2. Ask local authorities in Scotland and the Scottish Government for their support.”

### 8(b) Motion by Councillor Jackie Dunbar

“Council values the excellent and mutually respectful working relationship which it has with both the workforce and their Trade Unions.

Council considers this positive relationship to be one which benefits both workers and the city alike and respects the need for Trade Union representatives to use facility time to conduct their legitimate business.

Council supports the collection of dues through the check-off arrangement, from which the Council receives income, and defends these Trade Union arrangements.

Council believes that the Trade Union Bill, proposed by the current Conservative UK Government, will restrict the ability of this Council to engage in good industrial relations practices with our workforce and their Trade Union representatives.

Council commits not to use agency staff to break or weaken industrial action in relation to this matter, and requests the Council Leader to write to the Secretary of State for Business, Innovation and Skills stating the Council’s opposition to this Bill and our resolve not to co-operate with any attacks on facility time or check-off.”

### 8(c) Motion by Councillor Cameron

This Council, in light of the Council’s recent decision to relax the Aberdeen City Council Bye-law Prohibiting Drinking in Public Places in Union Terrace for the duration of the Aberdeen Christmas Village (25<sup>th</sup> November 2015 to 3<sup>rd</sup> January 2016), agrees to review the Bye-law, which has been in place since 2009, for its effectiveness. The review to include consultation with Police Scotland, the Licensed Trade in Aberdeen, NHS Grampian, and the public of Aberdeen with a report on the findings of the review to come back to the Council in six months.

**BUSINESS THE COUNCIL MAY WISH TO CONSIDER IN PRIVATE**

- 9(a) Site at Beach Esplanade/King Street - referred by Property Sub Committee of 17 November 2015 (Pages 253 - 260)
- 9(b) Minutes of Meetings of Social Work Complaints Review Committee of 9 and 23 November 2015 - for approval (Pages 261 - 274)

Website Address: [www.aberdeencity.gov.uk](http://www.aberdeencity.gov.uk)

Should you require any further information about this agenda, please contact Martyn Orchard, tel. 01224 523097 or email [morchard@aberdeencity.gov.uk](mailto:morchard@aberdeencity.gov.uk)

## URGENT BUSINESS COMMITTEE

ABERDEEN, 19 November 2015. Minute of Meeting of the URGENT BUSINESS COMMITTEE. Present:- Councillor Laing, Convener; and Councillors Cameron, Crockett, Dickson, Jackie Dunbar, Graham (as substitute for Councillor Cooney), Grant (as substitute for Councillor Boulton), Nicoll (as substitute for Councillor Flynn), Taylor, Thomson, Townson, Young and Yuill.

**The agenda and reports associated with this minute can be found at:-**  
<http://committees.aberdeencity.gov.uk/ieListDocuments.aspx?CId=334&MId=4066&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 Council minute and this document will not be retrospectively altered.**

### DETERMINATION OF URGENT BUSINESS

1. In terms of Standing Order 28(6)(vi), and in accordance with Section 50(B)(4)(b) of the Local Government (Scotland) Act 1973, the Committee was informed that it had to determine (1) that the item on the agenda was of an urgent nature; and (2) that the Committee required to consider the item and take a decision thereon.

Councillor Jackie Dunbar moved as a procedural motion, seconded by Councillor Townson:-

That the item was not urgent and did not require to be considered this day.

On a division, there voted:- for the procedural motion (5) - Councillors Cameron, Dickson, Jackie Dunbar, Nicoll and Townson; against the procedural motion (8) - Convener; and Councillors Crockett, Graham, Grant, Taylor, Thomson, Young and Yuill.

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

to reject the procedural motion, and thereby agree that the item was of an urgent nature, and required to be considered this day and a decision taken thereon.

### URGENT MOTION BY COUNCILLOR GRAHAM

2. The Committee had before it the following urgent notice of motion by Councillor Graham:-

“Council instructs the Chief Executive to write to the Scottish Police Authority (SPA) and the Chief Constable of Police Scotland reiterating Aberdeen City Council’s opposition to the proposal to create a single division in the north east from the existing A (Aberdeen City) & B (Aberdeenshire & Moray) Divisions.

**URGENT BUSINESS COMMITTEE**

19 November 2015

Disagrees with the statement of the Chief Constable of Police Scotland, that the creation of a single division will facilitate more flexible deployment of officers and enhance capability at an operational level.

Further instructs the Chief Executive to include within the letter a request that the SPA and the Chief Constable of Police Scotland attend a meeting of the Urgent Business Committee at their earliest convenience to discuss this motion fully and in public.

Notes with concern that the SPA and the Chief Constable of Police Scotland have decided to proceed with amalgamation despite not being in possession of all known facts by not including within the "Strengthening local policing" report, presented to the SPA on 27<sup>th</sup> October 2015, information relating to the decision of Aberdeen City Council on the 13<sup>th</sup> January 2015 and the opposition expressed.

That decision being: *"That Committee note the report, but that officers be instructed to provide feedback to the Scottish Police Authority that Aberdeen City Council welcomed efficiency savings but supported the continuation of an independent Police Division within Aberdeen City."*

Instructs the Head of Legal and Democratic Services to seek an opinion on a judicial review of the decision by the SPA and or the Chief Constable of Police Scotland and to report back to the Leader of the Council on the potential of a successful challenge to the decision by the SPA to create a single division within the north east in order for the Council Leader to determine if a further Urgent Business Committee meeting is required.

Notes the Inspector of Constabulary Report, was ordered after the deaths of Lamara Bell and John Yuill, who lay unattended for three days after crashing off the M9, published on Tuesday 10<sup>th</sup> November which has recommended that merger plans be halted stating that Police Scotland needs to focus on stabilising its existing arrangements before making any further changes.

Further notes that the report's other findings included that: "governance of the change process has been weak with key risks and project issues not being highlighted through existing structures" and that the merger programme "focused on meeting deadlines and increasing productivity and savings at the expense of effective staff engagement".

Councillor Graham moved, seconded by Councillor Thomson:-

That the Committee approve the terms of the urgent motion.

Councillor Nicoll moved as an amendment, seconded by Councillor Townson:-

That the Council fully supports the Chief Constable of Police Scotland in his operational decision to merge the Aberdeen City Division and Aberdeenshire

**URGENT BUSINESS COMMITTEE**

19 November 2015

and Moray Division into a single entity to be known as A Division with local headquarters based at Queen Street, Aberdeen.

On a division, there voted:- for the motion (8) - Convener; and Councillors Crockett, Graham, Grant, Taylor, Thomson, Young and Yuill; for the amendment (5) - Councillors Cameron, Dickson, Jackie Dunbar, Nicoll and Townson.

**The Committee resolved:-**

to adopt the motion.

- **JENNIFER LAING, Convener.**

This page is intentionally left blank



**COUNCIL  
BUSINESS STATEMENT  
16 DECEMBER 2015**

Please note that this statement contains a note of every report which has been instructed for submission to Council. All other actions which have been instructed by the Council are not included, as they are deemed to be operational matters after the point of decision.

Reports which are overdue are shaded

<u>No.</u>	<u>Minute Reference</u>	<u>Council/Committee Decision</u>	<u>Update</u>	<u>Lead Officer(s)</u>	<u>Report Due</u>
1.	Council 05.03.14 Article 21	<p><b><u>Broad Street Civic Square Assessment</u></b></p> <p>The Council, amongst other things, resolved (1) to agree that option C - full pedestrianisation of Broad Street between Upperkirkgate and Queen Street - best meets the objectives of the project and acknowledge that this option is reliant on additional traffic management measures; (2) to instruct officers to report back on the details of the draft Traffic Regulation Order within six months; and (3) to instruct officers to also report back within six months on the outcomes of the future year traffic and air quality model testing for 2023; and (4) to instruct officers to investigate the feasibility of reopening the Castlegate to traffic and opening Queen Street at the junction of West North Street and include their findings in the above report, and enter into discussions with Muse Developments with regard to maximising views of Provost Skene's House from Broad Street.</p>	<p>At its meeting of 8 October 2014, the Council approved the planning application for Marischal Square and noted that the proposal to pedestrianise Broad Street was not being considered as part of the determination of the application. Officers are continuing to investigate options, including appropriate traffic modelling, for creating a more user-friendly pedestrian environment to form a civic space on Broad Street in advance of the pedestrianisation of Union Street. That work is being carried out in tandem with the development of the city centre masterplan and development framework.</p> <p>At the Finance, Policy and Resources Committee on 15 September 2015 the Committee instructed officers to:</p> <ul style="list-style-type: none"> <li>to undertake transport modelling taking into account the transport implications associated with Broad Street and</li> </ul>	Director of Communities, Housing and Infrastructure	20.08.14

<u>No.</u>	<u>Minute Reference</u>	<u>Council/Committee Decision</u>	<u>Update</u>	<u>Lead Officer(s)</u>	<u>Report Due</u>
			<p>Schoolhill/Upperkirkgate and to consider the implications on areas such as Castlegate, Schoolhill Pocket Park, Queen Street, Golden Square and Bon Accord Square and report its findings to the Council in December 2015; and</p> <ul style="list-style-type: none"> <li>to report back to the Communities Housing and Infrastructure Committee in March 2016 with the results of the city centre wide traffic modelling and interventions</li> </ul> <p>Officers have commenced modelling and testing of options for the various locations identified by the committee and are on track to meet the deadlines for reporting to the Council meeting in December as per the instruction.</p> <p>A report is listed to follow on the agenda.</p>		
2.	Council 24.06.15 Article 21	<p><b><u>Broadford Works</u></b></p> <p>The Council noted the content of the report and agreed that officers report back to a future meeting on any further action that may be required.</p>		Director of Communities, Housing and Infrastructure	To be confirmed

<u>No.</u>	<u>Minute Reference</u>	<u>Council/Committee Decision</u>	<u>Update</u>	<u>Lead Officer(s)</u>	<u>Report Due</u>
3.	Council 31.10.13 Article 17	<b><u>Community Planning Aberdeen - Development Plan</u></b> The Council agreed to receive six monthly updates on progress with the implementation of the Development Plan.	The Council received the last six month progress report on 24 June 2015.  A report is on the agenda.	Director of Communities, Housing and Infrastructure	16.12.15
4.	Finance and Resources 12.11.09 Article 22	<b><u>Community Planning Partnership - Fairer Aberdeen Fund</u></b> The Finance and Resources Committee instructed the Director of Corporate Governance to provide twice yearly updates in February and October to the Aberdeen City Alliance (now Community Planning Aberdeen) and the Corporate Policy and Performance Committee on the outcomes achieved through the investment of the Fairer Scotland Fund (now Fairer Aberdeen Fund).	The Council received the last six month progress report on 24 June 2015.  A report is on the agenda.	Director of Communities, Housing and Infrastructure	16.12.15
5.	Council 08.10.14 Article 13	<b><u>Standing Orders on Contracts and Procurement</u></b> The Council noted that legislation which would require to be reflected in revisions to the Standing Orders on Contracts and Procurement was expected during 2015 and that a report would be submitted thereafter.		Director of Corporate Governance	02.03.16

<u>No.</u>	<u>Minute Reference</u>	<u>Council/Committee Decision</u>	<u>Update</u>	<u>Lead Officer(s)</u>	<u>Report Due</u>
6.	Council 19.08.15 Article 17	<b><u>Corporate Parenting</u></b> The Council instructed officers to report back on the implementation and review of the policy to Council in 2016.		Director of Education and Children's Services	17.08.16
7.	Council 08.10.15 Article 15	<b><u>Director of Corporate Governance</u></b> The Council approved that the Chief Executive make all necessary arrangements to engage the services of an Interim Director of Corporate Governance, and agreed that the Chief Executive report to Council during autumn 2016 on options for the recruitment to the permanent post of Director of Corporate Governance		Chief Executive	06.10.16
8.	Council 24.06.15 Article 13	<b><u>Local Authority Community Covenant</u></b> The Council agreed to receive a report at a future meeting once the Scottish Government had reviewed the Scottish Veterans Commissioner's report <i>Transition in Scotland</i> and decided how it wishes to take its recommendations forward.		Chief Executive	Upon review by the Scottish Government
9.	Council 08.10.15	<b><u>Strategic Mixed Tenure Housing for Aberdeen City - Limited Liability Partnership (LLP)</u></b> The Council noted that a progress report would be brought back to Council within six months after the establishment of the LLP.	The Council is required to confirm the three members (2 Administration, 1 opposition) to be the Council's representatives on the LLP Management Board.	Director of Communities, Housing and Infrastructure	Date to be advised

<u>No.</u>	<u>Minute Reference</u>	<u>Council/Committee Decision</u>	<u>Update</u>	<u>Lead Officer(s)</u>	<u>Report Due</u>
10.	Council 06.03.13 Article 16	<p><b><u>Welfare Reform</u></b></p> <p>The Council, amongst other things, approved the steps taken by officers to develop a policy and practice response and agreed to receive further reports in due course as measures were implemented.</p>	<p>The Scottish Welfare Fund has been successfully introduced and is operating well and meeting deadlines for decisions. Further changes to welfare reform are planned for later this year. The Hub joint project with the DWP is now open and being developed further over the coming weeks. Agreement has been reached with The Citizens Advice Bureau regarding the basis for a service level agreement. Claims for discretionary housing payments continue to be processed within the agreed scheme. The Financial Inclusion Manager has been appointed and took up his post on July 2013.</p> <p>A progress report was noted by the Council on 21 August 2013. A further report was contained within the Information Bulletin for the Council meeting on 14 May 2014.</p> <p>An update was expected to be provided at the end of the 2014/15 financial year.</p> <p>A report is due to be contained in the information bulletin.</p>	Director of Communities, Housing and Infrastructure	As and when required

This page is intentionally left blank

**COUNCIL  
MOTIONS LIST**

**16 DECEMBER 2015**

**Please note that this statement tracks all Notices of Motion (relevant to Council) submitted by members, until the point of disposal. The motion will remain on the statement until the Council has agreed to remove it.**

**Reports on motions which are overdue are shaded**

<u>No.</u>	<u>Motion</u>	<u>Date of Council Meeting</u>	<u>Decision of Council</u>	<u>Action taken/Proposed Future Action</u>	<u>Responsible Officer</u>	<u>Due Date</u>
1.	<p><b><u>Motion by Lord Provost George Adam</u></b></p> <p>“That Aberdeen City Council agrees to take forward approaches from associates of the local fishing industry to create an appropriate and lasting memorial to the men and women who lived, worked and died in it, in peace time and war, and to commemorate the major contribution which fishing has made to the city’s life and heritage. Officers are instructed to report on the establishment of a small working group, the scope of a commission and confirmation of a budget with a view to obtaining additional contributions to build on external funds already secured.”</p>	17.12.14	To approve the terms of the motion.	A report was on the agenda at the Council meeting of 13 May 2015 however it was withdrawn from the agenda at the meeting.	Director of Education and Children’s Services	<b>13 May 2015</b>

This page is intentionally left blank



## **GUILDRY AND MORTIFICATION FUNDS SUB COMMITTEE**

ABERDEEN, 16 November 2015. Minute of Meeting of the GUILDRY AND MORTIFICATION FUNDS SUB COMMITTEE. Present:- Councillor Finlayson, Master of Mortifications, Chairperson; and Councillor George Adam, the Lord Provost and Councillor Noble; and Mr Colin G Taylor, Lord Dean of Guild.

The agenda and reports associated with this minute can be found at:-  
<http://committees.aberdeencity.gov.uk/ieListDocuments.aspx?CId=419&MIId=4052&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 retrospectively altered.

### **DETERMINATION OF EXEMPT BUSINESS**

1. The Sub Committee was requested to determine that the following item of business, which contained exempt information as described in Schedule 7(A) of the Local Government (Scotland) Act 1973, be taken in private:-

- Remuneration of the Clerk to the Burgesses

#### **The Sub Committee resolved:**

in terms of Section 50(A)(4) of the Local Government (Scotland) Act 1973 to exclude the press and public from the meeting during consideration of the aforementioned item of business (Article 4 of this minute refers) so as to avoid disclosure of exempt information of the classes described in paragraphs 1 and 5 of Schedule 7(A) of the Act.

### **MINUTE OF PREVIOUS MEETING**

2. The Sub Committee had before it the minute of its previous meeting of 21 January 2015.

With reference to Article 4, the Lord Dean advised:

- (a) that discussions were ongoing regarding the creation of a permanent feature in Aberdeen to recognise the 800<sup>th</sup> anniversary of the granting of a Royal Charter to the Burgesses of Aberdeen;
- (b) that a constitution had been drafted for the Burgesses of Guild, which would allow for a broader range of funding requests to include sport and culture, however it had yet to be accepted by the Office of the Scottish Charity Regulator and a moratorium on spending was in place until the constitution was approved; and
- (c) that discussions were ongoing with the two universities, North East Scotland College and the Saltire Society regarding the Burgess Awards and the establishment of 'mini scholarships'; and that he would report back to the Sub Committee in due course.

**GUILDRY AND MORTIFICATION FUNDS SUB COMMITTEE**  
16 November 2015

**The Sub Committee resolved:**

- (i) to approve the minute; and
- (ii) to note the updates provided by the Lord Dean of Guild.

**REVIEW OF ALLOWANCES**

3. The Sub Committee had before it a paper by the Head of Finance which (a) provided information concerning (1) the amount of allowances paid from the Guildry funds to Burgesses of Guild, widows and widowers of Burgesses and children of Burgesses from 1995 to 2014; and (2) the number of people receiving allowances for the same period; and (b) proposed that the allowances be increased by either 3% or 5% rounded up to the nearest £10, backdated, for 2015/16.

The Chairperson proposed that a formal schedule of meetings be established, to consider the review of allowances, together with the remuneration of the Clerk to the Burgesses.

**The Sub Committee resolved:**

- (i) to hold meetings in March and September each year with a view to reviewing the remuneration of the Clerk to the Burgesses and the Guildry Fund allowances in September each year; and
- (ii) to recommend to Council that the following increases (5%) in annual allowances be approved backdated from 1 May 2015:-

<b>Guildry Fund Allowance</b>	<b>Present Allowance</b>	<b>Proposed Allowance</b>
Burgesses	£1,855	£1,950
Widows/Widowers of Burgesses	£1,855	£1,950
Children of Burgesses	£1,725	£1,815

**In accordance with the decision recorded under Article 1 of this minute, the following item of business was considered with the press and public excluded.**

**GUILDRY AND MORTIFICATION FUNDS SUB COMMITTEE**

16 November 2015

**REMUNERATION OF THE CLERK TO THE BURGESSES - CG/15/139**

4. The Sub Committee had before it a report by the Interim Director of Corporate Governance which advised of the decision of the Guildry to increase the remuneration of the Clerk to the Burgesses.

**The report recommended:**

That the Sub Committee note the decision of the Guildry to increase the remuneration to the Clerk to the Burgesses as outlined in the report.

**The Sub Committee resolved:**

to approve the recommendation.

- **ANDREW FINLAYSON, Master of Mortifications, Chairperson.**

This page is intentionally left blank

## ABERDEEN CITY COUNCIL

COMMITTEE	Council
DATE	16 <sup>th</sup> December 2015
LEAD OFFICER	Chief Executive
TITLE OF REPORT	Changes to Polling Places for the 2016 Scottish Parliament Elections
REPORT NUMBER	OCE/15/050
CHECKLIST COMPLETED	Yes

1. PURPOSE OF REPORT

The purpose of this report is to gain the approval of Council for a proposed change to the polling places to be used at the 2016 Scottish Parliament Elections.

2. RECOMMENDATION

That subject to any changes, the Council agrees the recommended change to polling places as outlined.

3. FINANCIAL IMPLICATIONS

None.

4. OTHER IMPLICATIONS

None.

5. BACKGROUND/MAIN ISSUES

<b>Polling District</b>	DN0108 (Bucksburn)
<b>Previous Polling Place</b>	Brimmond School (the old Bucksburn Primary)
<b>Recommended Change</b>	Bucksburn and Stoneywood Parish Church
<b>Timescale for Change</b>	All future elections.
<b>Explanation</b>	Bucksburn Primary has now closed. Bucksburn and Stoneywood Parish Church is conveniently located within the polling district and has all necessary facilities. Districts DN0104 (Newhills) and DG0107 (Bankhead) would remain at the Beacon Centre, where they have been

	for the past few years, as per the attached 2016 Polling Scheme.
--	--

6. IMPACT

**Improving Customer Experience –**

By moving the polling place to Bucksburn Stoneywood Parish Church, voters will be able to vote at a convenient location - the church is central to the district and is well used and well known within the local area – with appropriate access and amenities as required for a polling place.

**Improving Staff Experience –**

Polling staff will be able to fulfil their duties in a pleasant environment with all the amenities required to conduct the poll for the duration of polling day.

**Improving our use of Resources –**

The fee for use of Bucksburn Stoneywood Parish Church is in line with what we pay other similar facilities for use as a polling place.

**Corporate -**

None.

**Public –**

This polling place is fully wheelchair accessible and meets all statutory criteria regarding access for voters with disabilities.

7. MANAGEMENT OF RISK

It is important that the designated polling places are determined in time for the planning and execution of the 2016 Scottish Parliament Elections and that they are fit for purpose.

8. BACKGROUND PAPERS

None.

9. REPORT AUTHOR DETAILS

Steven Dongworth  
Elections Officer  
[sdongworth@aberdeencity.gov.uk](mailto:sdongworth@aberdeencity.gov.uk)  
Telephone 01224 52(2966)

Aberdeen Donside

1100 max

Polling district	Polling district name	Polling place	Total eligible	Postal voters	Vote in person	Stations	Polling Station Codes	Comments
DG0101	KIRK HILL	DYCE CHURCH HALL	2026	464	1562	2	DG0101/1	
DG0102	DYCE NORTH	DYCE CHURCH HALL	1176	241	935	1	DG0102/1	
DG0103	DYCE SOUTH	DYCE CHURCH - DR COX ROOM	1508	334	1174	2	DG0103/1	
DG0104	NEW HILLS	DYCE CHURCH HALL	1190	262	928	1	DG0104/1	
DG0105	STONEWOOD	BEACON COMMUNITY CENTRE	1528	294	1234	2	DG0105/1	
DG0106	DANESTONE NORTH	STONEWOOD PRIMARY SCHOOL	1170	240	930	1	DG0106/1	
DG0107	BANKHEAD	STONEWOOD PRIMARY SCHOOL	1970	400	1570	2	DG0107/1	
DG0108	BUCKSBURN	BEACON COMMUNITY CENTRE	1915	426	1489	2	DG0108/1	
DG0109	MUGIEMOSS	BUCKSBURN STONEYWOOD PARISH CHURCH	252	61	191	0	DN0109/1	In DG0106/1
DG0110	DANESTONE SOUTH	BUCKSBURN STONEYWOOD PARISH CHURCH	2298	483	1815	2	DG0110/1	
DG0201	JESMOND	DANESTONE CONGREGATIONAL CHURCH	2457	381	2076	2	DG0201/1	
DG0202	MUNDURNO	DANESTONE CONGREGATIONAL CHURCH	1580	322	1258	2	DG0202/1	
DG0203	NEWBURGH	FOREHILL PRIMARY SCHOOL	1334	241	1093	1	DG0203/1	
DG0204	GREENBRAE	GREENBRAE PRIMARY SCHOOL	925	167	758	1	DG0204/1	
DG0205	MIDDLETON	GREENBRAE PRIMARY SCHOOL	1701	454	1247	2	DG0205/1	
DG0206	PARKWAY NORTH	THE JESMOND CENTRE	1777	395	1382	2	DG0206/1	
DG0207	BALGOWNIE	THE JESMOND CENTRE	2134	503	1631	2	DG0207/1	
DG0208	SILVERBURN	BRAEHEAD PRIMARY SCHOOL	778	183	595	1	DG0208/1	
DN0209	BRIDGE OF DON	BRAEHEAD PRIMARY SCHOOL	1896	387	1509	2	DN0209/1	
DN0301	KINGSWELLS CENTRAL	BALGOWNIE COMMUNITY CENTRE	1085	250	835	1	DN0301/1	
DN0302	KINGSWELLS NORTH	BALGOWNIE COMMUNITY CENTRE	2338	500	1838	2	DN0302/1	
DN0303	SHEDDOCKSLEY EAST	KINGSWELLS COMMUNITY CENTRE	2139	471	1668	2	DN0303/1	
DN0304	SHEDDOCKSLEY WEST	KINGSWELLS COMMUNITY CENTRE	1861	436	1425	2	DN0304/1	
DN0305	SUMMERHILL NORTH	KINGSWELLS COMMUNITY CENTRE	1486	288	1198	2	DN0305/1	
DS0306	KINGSWELLS SOUTH	KINGSFORD PRIMARY SCHOOL	7	3	4	0	DS0306/1	In DN0301/1
DS0307	WHITTEMYSRES	MUIRFIELD PRIMARY SCHOOL	607	133	474	1	DN0307/1	
DS0308	WOODEND	SHEDDOCKSLEY BAPTIST CHURCH	168	32	136	0	DS0308/1	In DN0307/1
DN0309	DENWOOD	SHEDDOCKSLEY BAPTIST CHURCH	117	25	92	0	DN0309/1	In DN0310/1
DN0310	SUMMERHILL CENTRAL	SHEDDOCKSLEY BAPTIST CHURCH	1383	324	1059	1	DN0310/1	
DN0401	SPRINGHILL NORTH	SHEDDOCKSLEY BAPTIST CHURCH	2116	431	1685	2	DN0401/1	
DN0402	HEATHRYFOLD	HEATHRYBURN SCHOOL	1275	224	1051	1	DN0402/1	
DN0403	MIDDLEFIELD	L.P HENRY'E RAE COMMUNITY CENTRE	1140	218	922	1	DN0403/1	
DN0404	SPRINGHILL SOUTH	MANOR PARK PRIMARY SCHOOL	1872	358	1514	2	DN0404/1	
DN0405	BYRON	NORTHFIELD COMMUNITY CENTRE	1099	221	878	1	DN0405/1	
DN0406	CUMMINGS PARK	NORTHFIELD COMMUNITY CENTRE	1460	264	1196	2	DN0406/1	
DN0407	MASTRICK WEST	CUMMINGS PARK COMMUNITY CENTRE	1294	240	1054	1	DN0407/1	

DN0408	MASTRICK EAST	QUARRYHILL PRIMARY SCHOOL	2295	506	1789	2	DN0408/1	
DN0501	HILTON WEST	QUARRYHILL PRIMARY SCHOOL	1604	397	1207	2	DN0501/1	
DN0502	HILTON EAST	HILTON COMMUNITY CENTRE	1203	253	950	1	DN0502/1	
DN0503	WOODSIDE	HILTON COMMUNITY CENTRE	2035	383	1652	2	DN0503/1	
DN0504	HILTON SOUTH	WOODSIDE COMMUNITY CENTRE	1928	519	1409	2	DN0504/1	
DN0505	ROSEHILL	WOODSIDE COMMUNITY CENTRE	977	287	690	1	DN0505/1	
		HIGH CHURCH HILTON	61104	13001	48103			61

**Aberdeen Central**

Polling district	Polling district name	Polling place	Total eligible	Postal voters	Vote in person	Stations	Polling Station Codes	Comments
CN0506	STOCKETHILL	CAIRNCRY COMMUNITY CENTRE	2413	516	1897	2	CN0506/1	
CN0507	CORNHILL	CAIRNCRY COMMUNITY CENTRE	615	133	482	1	CN0507/1	
CN0508	KITTYBREWSTER	CAIRNCRY COMMUNITY CENTRE	1152	214	938	1	CN0508/1	
CN0601	TILLYDRONE	RIVERBANK PRIMARY SCHOOL	3271	708	2563	3	CN0601/1	
		RIVERBANK PRIMARY SCHOOL					CN0601/2	
		RIVERBANK PRIMARY SCHOOL					CN0601/3	
CN0602	DON	SEATON PRIMARY SCHOOL	408	44	364	1	CN0602/1	
CN0603	SEATON NORTH	SEATON PRIMARY SCHOOL	2132	436	1696	2	CN0603/1	
		SEATON PRIMARY SCHOOL					CN0603/2	
CN0604	ST MACHAR	POWIS GATEWAY COMMUNITY CENTRE	2634	429	2205	3	CN0604/1	
		POWIS GATEWAY COMMUNITY CENTRE					CN0604/2	
		POWIS GATEWAY COMMUNITY CENTRE					CN0604/3	
CN0605	SEATON SOUTH	ST MARY'S CHURCH	1340	237	1103	2	CN0605/1	
		ST MARY'S CHURCH					CN0605/2	
CN0606	PITTOBRIE NORTH	PITTOBRIE STADIUM SIR ALEX FERGUSON LOUNGE	1665	224	1441	2	CN0606/1	
		PITTOBRIE STADIUM SIR ALEX FERGUSON LOUNGE					CN0606/2	
CN0701	RAEDEN	MIDSTOCKET PARISH CHURCH	1324	349	975	1	CN0701/1	
CN0702	MIDSTOCKET	MIDSTOCKET PARISH CHURCH	2752	579	2173	2	CN0702/1	
		MIDSTOCKET PARISH CHURCH					CN0702/2	
CN0703	ASHGROVE	ASHGROVE CHILDREN'S CENTRE	1265	273	992	1	CN0703/1	
CN0704	BERRYDEN	SKENE SQUARE PRIMARY SCHOOL	1987	329	1658	2	CN0704/1	
		SKENE SQUARE PRIMARY SCHOOL					CN0704/2	
CS0705	GILCOMSTON NORTH	NEW LIFE INTERNATIONAL CHURCH	1815	273	1542	2	CS0705/1	
		NEW LIFE INTERNATIONAL CHURCH					CS0705/2	
CS0706	GILCOMSTON SOUTH	ST MARY'S CATHEDRAL	2732	435	2297	3	CS0706/1	
		ST MARY'S CATHEDRAL					CS0706/2	
		ST MARY'S CATHEDRAL					CS0706/3	
CN0801	CALSAYSEAT	CATHERINE STREET COMMUNITY CENTRE	620	85	535	1	CN0801/1	
CN0802	SUNNYBANK	SUNNYBANK PRIMARY SCHOOL	2570	340	2230	3	CN0802/1	
		SUNNYBANK PRIMARY SCHOOL					CN0802/2	
		SUNNYBANK PRIMARY SCHOOL					CN0802/3	
CN0803	MOUNTHOOLY	CATHERINE STREET COMMUNITY CENTRE	1785	290	1495	2	CN0803/1	
		CATHERINE STREET COMMUNITY CENTRE					CN0803/2	
CS0804	WOOLMANHILL	CATHERINE STREET COMMUNITY CENTRE	215	30	185	0	CN0804/1	In CN0801/1
CN0805	ST NICHOLAS	SEAMOUNT COURT-TENANT'S ROOM	1945	282	1663	2	CN0805/1	
		SEAMOUNT COURT-TENANT'S ROOM					CN0805/2	
CN0806	PITTOBRIE SOUTH	HANOVER COMMUNITY CENTRE	1468	213	1255	2	CN0806/1	
		HANOVER COMMUNITY CENTRE					CN0806/2	
CN0807	CASTLEHILL NORTH	HANOVER COMMUNITY CENTRE	1998	360	1638	2	CN0807/1	
		HANOVER COMMUNITY CENTRE					CN0807/2	
CN0808	CASTLEHILL SOUTH	ABERDEEN CITADEL (SALVATION ARMY BUILDING)	1589	232	1357	2	CN0808/1	
		ABERDEEN CITADEL (SALVATION ARMY BUILDING)					CN0808/2	
CS1004	RUBISLAW	ST MARY'S EPISCOPAL CHURCH	2553	601	1952	2	CS1004/1	

1100 max



CN1005	HAMILTON	ST MARY'S EPISCOPAL CHURCH	291	71	220	CS1004/2	
CS1008	HARLAW	ST MARY'S EPISCOPAL CHURCH	1694	314	1380	0 CN1005/1	In CS1004/1
		QUEEN'S CROSS PARISH CHURCH				2 CS1008/1	
		QUEEN'S CROSS PARISH CHURCH				CS1008/2	
CS1009	CROMMELL	HOLBURN WEST CHURCH	832	185	647	1 CS1009/1	
CS1010	ASHLEY	HOLBURN WEST CHURCH	2333	356	1977	2 CS1010/1	
		HOLBURN WEST CHURCH				CS1010/2	
CS1104	BROOMHILL EAST	RUTHRIESTON OUTDOOR SPORTS CENTRE-PAVILION	2924	620	2304	3 CS1104/1	
		RUTHRIESTON OUTDOOR SPORTS CENTRE-PAVILION				CS1104/2	
		RUTHRIESTON OUTDOOR SPORTS CENTRE-PAVILION				CS1104/3	
CS1108	RUTHRIESTON	RUTHRIESTON COMMUNITY CENTRE	700	100	600	1 CS1108/1	
CS1201	BON-ACCORD	FERRYHILL COMMUNITY CENTRE	1716	253	1463	2 CS1201/1	
		FERRYHILL COMMUNITY CENTRE				CS1201/2	
CN1202	PALMERSTON	FERRYHILL COMMUNITY CENTRE	42	3	39	0 CN1202/1	In CS1201/1
CS1203	FERRYHILL	FERRYHILL COMMUNITY CENTRE	2125	361	1764	2 CS1203/1	
		FERRYHILL COMMUNITY CENTRE				CS1203/2	
CS1204	GAIRN	SOUTH HOLBURN CHURCH	2328	512	1816	2 CS1204/1	
		SOUTH HOLBURN CHURCH				CS1204/2	
CS1205	DUTHIE	FERRYHILL CHURCH HALL	2072	432	1640	2 CS1205/1	
		FERRYHILL CHURCH HALL				CS1205/2	
			<b>59305</b>	<b>10819</b>	<b>48486</b>	<b>61</b>	

Aberdeen South and North Kincardine  
**1100 max**

Poling district	Poling place	Total eligible	Postal voters	Vote in person	Stations	Poling Station Codes	Comments
SS0901	PETERCULTER WEST	2780	605	2175	2	SS0901/1	
						SS0901/2	
SS0902	PETERCULTER EAST	1095	216	879	1	SS0902/1	
SS0903	MILL TIMBER	2063	496	1567	2	SS0903/1	
						SS0903/2	
SS0904	BIELDSIDE	2325	590	1735	2	SS0904/1	
						SS0904/2	
SS0905	CULTS WEST	1976	589	1387	2	SS0905/1	
						SS0905/2	
SS0906	CULTS EAST	1558	396	1162	2	SS0906/1	
						SS0906/2	
SS1001	HAZLEHEAD	2210	604	1606	2	SS1001/1	
						SS1001/2	
SN1002	CRAIGDEN	24	12	12	0	SN1002/1	In SS1001/1
SN1003	SUMMERHILL SOUTH	798	266	532	1	SN1003/1	
SS1006	CRAIGIEBUCKLER	1235	258	977	1	SS1006/1	
SS1007	SEAFIELD	2141	610	1531	2	SS1007/1	
						SS1007/2	
SS1101	BRAESIDE	1659	459	1200	2	SS1101/1	
						SS1101/2	
SS1102	MANNOFIELD	1314	333	981	1	SS1102/1	
SS1103	BROOMHILL WEST	1646	385	1261	2	SS1103/1	
						SS1103/2	
SS1105	DEESIDE	468	104	364	1	SS1105/1	
SS1106	GARTHDEE	1718	338	1380	2	SS1106/1	
						SS1106/2	
SS1107	KAIMHILL	1933	386	1547	2	SS1107/1	
						SS1107/2	
SS1206	TORRY WEST	2693	451	2242	3	SS1206/1	
						SS1206/2	
						SS1206/3	
SS1207	TORRY EAST	1723	327	1396	2	SS1207/1	
						SS1207/2	
SS1208	BALNAGASK EAST	2435	502	1933	2	SS1208/1	

		TULLOS SCHOOL											
SS1209	BALNAGASK WEST	BALNAGASK COMMUNITY CENTRE	733	116	617	SS1208/2	1	SS1209/1					
SS1301	ABBOTSWELL	ABBOTSWELL PRIMARY SCHOOL	1588	408	1180	SS1301/1	2	SS1301/1					
		ABBOTSWELL PRIMARY SCHOOL				SS1301/2							
SS1302	KINCORTH	KINCORTH COMMUNITY CENTRE	1562	276	1286	SS1302/1	2	SS1302/1					
		KINCORTH COMMUNITY CENTRE				SS1302/2							
SS1303	TULLOS	ALTENS COMMUNITY CENTRE	1118	228	890	SS1303/1	1	SS1303/1					
SS1304	CRAIGHILL	ABBOTSWELL PRIMARY SCHOOL	2338	519	1819	SS1304/1	2	SS1304/1					
		ABBOTSWELL PRIMARY SCHOOL				SS1304/2							
SS1305	NIGG	KINCORTH COMMUNITY CENTRE	1047	263	784	SS1305/1	1	SS1305/1					
SS1306	LOIRSTON	LOIRSTON ANNEXE	3214	664	2550	SS1306/1	3	SS1306/1					
		LOIRSTON ANNEXE				SS1306/2							
		LOIRSTON ANNEXE				SS1306/3							
SS1307	COVE	LOIRSTON ANNEXE	1793	337	1456	SS1307/1	2	SS1307/1					
		LOIRSTON ANNEXE				SS1307/2							
SW1701	MARYGALTER	MARYGALTER COMMUNITY HALL (BY OLD MILL INN)	721	185	536	SW1701/1	1	SW1701/1					
SW1702	BANCHORY DEVENICK	BANCHORY DEVENICK SCHOOL	422	95	327	SW1702/1	1	SW1702/1					
SW1703	HILLSIDE	THE PORTY CABIN (OLD LIBRARY)	1775	374	1401	SW1703/1	2	SW1703/1					
		THE PORTY CABIN (OLD LIBRARY)				SW1703/2							
SW1704	PORTLETHEN NORTH	THE JUBILEE HALL	3076	679	2397	SW1704/1	3	SW1704/1					
		THE JUBILEE HALL				SW1704/2							
		THE JUBILEE HALL				SW1704/3							
SW1705	PORTLETHEN SOUTH	BOUTREE COMMUNITY HALL	2660	485	2175	SW1705/1	2	SW1705/1					
		BOUTREE COMMUNITY HALL				SW1705/2							
SW1706	COOKNEY	COOKNEY PUBLIC HALL	611	116	495	SW1706/1	1	SW1706/1					
SW1707	NEWTONHILL	THE BETTRIDGE CENTRE	2874	626	2248	SW1707/1	3	SW1707/1					
		THE BETTRIDGE CENTRE				SW1707/2							
		THE BETTRIDGE CENTRE				SW1707/3							
			59326	13298	46028		61						

## ABERDEEN CITY COUNCIL

---

COMMITTEE	Council
DATE	16 <sup>th</sup> December 2015
LEAD OFFICER	Chief Executive
TITLE OF REPORT	Appointments
REPORT NUMBER	OCE/15/048
CHECKLIST COMPLETED	Yes

---

### 1. PURPOSE OF REPORT

The report brings before the Council a change to a previously agreed appointment.

### 2. RECOMMENDATION

That Council agrees the appointment of Councillor Samarai as a representative on the Alcohol and Drugs Partnership replacing Councillor Kiddie.

### 3. FINANCIAL IMPLICATIONS

There are no financial implications to the Council.

### 4. OTHER IMPLICATIONS

There are no other implications to the Council.

### 5. BACKGROUND/MAIN ISSUES

At its Statutory Meeting on 16<sup>th</sup> May 2012 and at subsequent meetings of the Council and the Urgent Business Committee, the Council considered reports on the appointment of representatives to outside bodies.

The SNP Group has recently intimated that Councillor Samarai will be taking over from Councillor Kiddie as the Group nominated representative on the Alcohol and Drugs Partnership.

6. IMPACT

Representation on the various sub-committees, trusts, boards and outside bodies assists the Council in fulfilling its role in delivering the Single Outcome Agreement; beyond this the proposal has no specific impact on customer experience, staff experience or the Council's use of resources.

7. MANAGEMENT OF RISK

The report is concerned solely with a change of representation on an outside body.

8. BACKGROUND PAPERS

None

9. REPORT AUTHOR DETAILS

Ciaran Monaghan  
Head of Service, Office of Chief Executive  
[cmonaghan@aberdeencity.gov.uk](mailto:cmonaghan@aberdeencity.gov.uk)  
01224 522293

ABERDEEN CITY COUNCIL

---

COMMITTEE	Finance, Policy and Resources
DATE	3 December 2015
INTERIM DIRECTOR	Richard Ellis
TITLE OF REPORT	Treasury Management Policy & Strategy – Mid Year Review
REPORT NUMBER	CG/15/130
CHECKLIST COMPLETED	Yes

---

1. PURPOSE OF REPORT

This report provides an update on Treasury Management activities undertaken to date in 2015/16.

2. RECOMMENDATION(S)

It is recommended that the Committee consider and recommend this report to Council for approval as follows:

- a) Note the Treasury Management activities undertaken in 2015/16 as detailed in this report.

3. FINANCIAL IMPLICATIONS

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

4. OTHER IMPLICATIONS

None.

## 5. BACKGROUND/MAIN ISSUES

### 5.1 Introduction

The Council previously approved a Treasury Management Policy and Strategy on 18 February 2015 which includes a requirement to report a mid-year review to committee on Treasury Management activities undertaken.

With effect from 1 April 2004, Councils are now required by regulation to have regard to the Prudential Code (the Code) when carrying out their duties under part 7 of the Local Government in Scotland Act 2003.

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 mid-year review on activities undertaken is also in line with current reporting requirements from the latest update of the CIPFA Code of Practice.

### 5.2 Treasury Management 2015/16

The following is a summary of Treasury Management activities which have been undertaken thus far in 2015/16: -

#### Long Term Borrowing

No new long-term borrowing has been undertaken to date. Two PWLB loans for £5m matured on the 15th May 2015. These loans have not as yet been replaced.

The 'cost of carry' on new longer term borrowing remains a prohibitive issue, and we will monitor this situation throughout the financial year.

We remain open to the possibility of undertaking some longer-term borrowing later in this financial year, should market conditions be favourable.

## Short Term Borrowing

Short-term borrowing is still available from other Local Authorities at relatively low levels. Temporary Loans for up to three months, are available at rates around the 0.35% level, with loans for up to six months, coming in at around the 0.45% mark. These levels are an attractive option when compared to more expensive, longer-term loans.

The Council's borrowing strategy for the last few years has been to borrow short-term where possible, to take advantage of these lower rates, which reduces the Council's overall borrowing costs.

The Council currently has some £35m of Temporary Loans from other Local Authorities, at an average rate of 0.40%. This debt will be replaced over time with long-term PWLB loans, as temporary loan rates should start to rise, along with the Bank of England Base Rate.

Current forecasts are that the Bank's Base Rate should begin to rise gradually in the first half of 2016.

## Investments

A review of the Council's Counterparty list was recently undertaken and this was approved by Committee on 15 September 2015. These changes were in line with recommendations by Capita, the Council's appointed Treasury Management advisors, and have provided additional options for the Council's investments.

## Money Market Funds

Money Market Funds are AAA rated, short term pooled investment vehicles. They offer security, counterparty diversification and instant access to funds, when required.

The Council now has seven Money Market Fund accounts opened, each with a £10m limit. These Money Market Fund accounts have greatly assisted the Council in spreading its Counterparty risk and also improve short-term cashflow liquidity.

## 6. IMPACT

### **Improving Customer Experience –**

No direct impact arising from this report.

### **Improving Staff Experience –**

No direct impact arising from this report

**Improving our use of Resources –**

The strategy of using cost-effective short-term borrowing to help reduce the Council's financing costs demonstrates a pro-active approach, which will use the Council's resources more effectively.

**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.

**Public –**

This report is likely to be of interest to the public as it reports on a previously approved Treasury Management strategy and demonstrates the Council's stewardship of public funds.

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

None.

9. REPORT AUTHOR DETAILS

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



## ABERDEEN CITY COUNCIL

---

COMMITTEE	Finance, Policy & Resources Committee
DATE	3 December 2015
DIRECTOR	Richard Ellis (Interim Director of Corporate Governance); Pete Leonard (Director of Communities, Housing & Infrastructure)
TITLE OF REPORT	Draft Housing Revenue Account (HRA) Budget and Housing Capital Budget 2016/17 to 2020/21
REPORT NUMBER:	CG/15/145

---

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

To provide elected members with information to allow the setting of the rent level for the financial year 2016/17 as well as provisional rent levels for the financial years 2017/18 to 2020/21. In turn, this will allow a capital programme for 2016/17 as well as a provisional programme for 2017/18 to 2020/21.

### **2. RECOMMENDATIONS**

It is recommended that Committee consider the draft Housing Revenue Account Budget and refer it to Council on 16 December 2015 to:

- a. Approve the budget as attached in Appendix 1 of this report;
- b. Approve the weekly unrebated rents for municipal houses, as detailed in Appendix 1 of this report, to take effect from Monday 4 April 2016;
- c. Approve the level of revenue contribution to the Housing Capital budget for 2016/17 as well as a provisional contribution for the subsequent four financial years as detailed in Appendix 1 of this report;
- d. To continue to increase the level of working balances to 10% to meet future contingencies;
- e. To agree the continuation of the practice that all capital receipts, from the disposal of Council houses under right to buy, continue to be used to repay debt for 2016/17 and future years where applicable;
- f. Approve the level of miscellaneous rents and service charges, including Heat with Rent as detailed in Appendix 1 of this report;
- g. Set a capital programme for the financial year 2016/17 based on the rent strategy adopted as well as the indicative level of programme for the financial years 2017/18 and 2020/21;

- h. In order for work to commence on the capital programme approves as estimated expenditure in terms of Standing Order 1(3) (of the Council's Standing Orders relating to Contracts and Procurement) the sums shown against each heading of the Housing Capital Expenditure budget set out in Appendix 1 to this report; and
- i. Authorises the Director of Communities, Housing and Infrastructure to undertake or instruct appropriate procedures to procure the works referred to in Appendix 1 for the capital programme and award contracts relating thereto.

### **3. FINANCIAL IMPLICATIONS**

- 3.1 Voids and rent arrears continue to be the main cost pressures to the HRA.
- 3.2 Given that the purpose of this report is to set the HRA budget for 2016/17 the financial implications are contained within the report and the attached Appendix 1.

### **4. OTHER IMPLICATIONS**

- 4.1 Without adequate investment there is the possibility that the housing stock could fail to meet health and safety regulations as well as the Scottish Housing Quality and Energy Efficiency for Social Housing Standards.
- 4.2 Work is ongoing to ensure the Council operates within the guidance issued by the Scottish Government for Local Authority Housing Revenue Account in Scotland in February 2014. The purpose of this guidance is to consolidate information on the role of the HRA: how it must operate; who the resources contained within it are meant to benefit; and what outcomes can be expected from these resources.
- 4.3 The Council has reviewed and documented internal costs charged to the HRA. Work is ongoing to review the treatment of the Building Services surplus and all non residential assets held on the HRA to ensure compliance with the guidance.
- 4.4 This will be the final year of the current rental policy of RPIX +1%, therefore all rental assumptions from 2017/18 onwards will be subject to change. Tenants are to be consulted on a future policy which will consider expenditure priorities, stock condition, cost pressures as well as the appropriate indices to be used.

## 5. BACKGROUND/MAIN ISSUES

- 5.1 The Council is required to give its tenants 28 days notice of any change in the level of rent. Further, the Housing (Scotland) Act 2001 requires the Council to consult with tenants on any proposed rent increase. This consultation was in the form of a tenant questionnaire on the possible rent increase.
- 5.2 The tenants were asked if Council rents should increase by RPIX + 1% for 2016/17 (at the date of publishing the consultation document this was 2.1%). The results are shown on page 18 of Appendix 1, 3,212 tenants responded, this equates to 14.5% of all tenants, 65% disagreed with the rental increase with 35% agreeing.
- 5.3 Schedule 15 of the Housing (Scotland) Act 1987 requires expenditure in the following main areas to be charged to the HRA:
- Capital Financing Costs in respect of monies borrowed for the purpose of providing and improving the Council's housing stock;
  - Management, administration and maintenance of the Council's housing stock;
  - Other expenditure such as loss of rents for vacant periods, insurance, communal lighting and heating, cleaning and security.
- 5.4 Items of income that must be credited to the HRA are:
- Council house rents;
  - Other income attributable to the HRA. For example, income recovered from tenants for heating, interest on revenue balances and, when available, transfers from working balances generated by the HRA in previous years.
- 5.5 In the absence of any central or local authority financial support for the HRA, the HRA is regarded as "ring-fenced". In addition, consideration of the level of capital to be financed from current revenue (CFCR) within the HRA budget will have an impact on the Housing Capital Budget. This report therefore, whilst indicating a proposed HRA Budget, also provides information on the Capital Budget.
- 5.6 Consideration of the out-turn on the HRA for 2015/16 and the 2016/17 budget is dealt with in detail in Appendix 1. **Based on the annual rent consultation and Council policy the budgeted figures have assumed a Council house rent increase of 1.9%** (RPIX at September 2015 of 0.9% plus 1%).

- 5.7 In the UK, the short term outlook for inflation is muted and the falls in energy prices are expected to continue until the middle of 2016. The Bank of England inflation target remains at 2%.
- 5.8 It is worth looking at the future projections for inflation in setting the rent increase for 2016/17:

FORECAST						
End period %	Oct 2015	Q4 2015	Q1 2016	Q2 2016	Q3 2016	Q4 2016
RPI inflation	1.0	1.1	1.9	2.0	2.1	2.5
RPIX inflation	1.1	1.3	1.9	2.0	2.0	2.4
CPI inflation	0	0.1	0.8	1.0	1.1	1.5

Source – Capital Economics – Forecasts (Oct 2015)

- 5.9 The above table indicates that inflation is expected to increase to 1.1% in Q4 2015 and to increase in Q2 2016 to 2%, therefore the same as the Bank of England's target of 2%.

#### 5.10 **Welfare Reform and Working Balances**

The full impact of Welfare Reform has not been felt and it is expected Universal Credit will be rolled out in November 2015 in Aberdeen. Tenants have continued to be sheltered from the effect of the Welfare Reforms today by the use of Discretionary Housing Payments.

The Head of Finance must be confident that the level of working balances is adequate to meet any unforeseen contingencies during the financial year particularly with regard to the introduction of Welfare Reform.

Based on projected income and expenditure that is likely to be generated for 2015/16, this opening figure for 2016/17 should be approximately £8.4 million as detailed below:

<b>MOVEMENT IN WORKING BALANCES</b>		<b>£000</b>
Working Balances as at 1 April 2015		9,808
Less: Earmarked sums (2014/15)		
Housing repairs	(1,206)	
House Sales – Non RTB	( 245)	
Land Transfer	( 305)	
Finance Lease Liability	( 645)	(2,401)
<hr/>		
Projected Uncommitted Working Balances 1 April 2015		7,407
15/16 Contribution to the Working Balance		1,000
Projected Uncommitted Working Balances as at 31 March 2016		8,407
16/17 Contribution to the Working Balance		500
Projected Uncommitted Working Balance as at 31 March 2017		8,907

**Given the continued inherent uncertainty it is proposed the Council continues to work towards increasing the working balance to 10% over the next year as demonstrated in the table above.**

#### 5.11 **Capital Expenditure**

The draft budget for 2016/17 (and the subsequent four financial years) is attached as Appendix 1 of this report. This shows gross expenditure of £48.8m financed by £15m of borrowing, Scottish Government Grant for New Build of £4.7m and £23.8m by way of a revenue contribution to fund the net programme of £43.5m.

5.12 This capital budget reflects and includes a proposed rent increase of 1.9%. The details of the potential projects to be included in this programme are contained in Appendix 1 – pages 23 to 25.

#### 5.13 **Miscellaneous Rents**

The budget attached in Appendix 1 also requires the miscellaneous rents and service charges to be set. As way of indication on possible increases, page 16 gives indicative increases that the Council may wish to consider. **The Council will have to decide on any possible increment to these charges in line with their rent setting strategy.**

**5.14 Prudential Code**

Councils are required by Regulation to have regard to the Prudential Code when carrying out their duties under Part 7 of the Local Government (Scotland) Act 2003.

5.15 In setting a capital programme, members will be aware that under the Prudential Code, the level of capital investment is determined at a local authority level. The base programme for consideration, subject to final rent levels is £48.8m. This is attached in Appendix 1 at pages 23 to 25.

5.16 As part of the rent setting process of determining the average rent payable for a Council house, the Council must ensure that this is affordable and sustainable over the long term.

5.17 The fundamental objective, in the consideration of the affordability of the Council's capital programme, is to ensure that the total capital investment of the authority remains within sustainable limits and in particular to consider the impact on the "bottom line". That is, affordability is determined by a judgement about acceptable levels of rent.

**5.18 2017/18 to 2020/21 Budget**

Included within Appendix 1 is an indicative budget for 2016/17 to 2020/21 with an assumed rent increase of 3.5% for all years, this will be subject to change following the review of the rental strategy. There is also an analysis of the management and administration, the repairs and maintenance and capital budgets.

5.19 In setting a 3 year rent strategy, Council must pay cognisance to the level of capital investment required to maintain and improve the overall housing conditions available to the citizens of Aberdeen.

**5.20 Summary**

The Council is required to determine the average weekly unrebated rents (and other miscellaneous rents and service charges) for municipal houses to take effect from Monday 4 April 2016 which in turn will allow decisions to be taken on the level of capital investment.

**6. IMPACT**

Improving Customer Experience –

Accurate budget monitoring and forecasting assists the Council to plan and design our services around current and future customer needs as much as possible. Housing Revenue Account delivers affordable rents to the tenants.

## Improving Staff Experience –

Good financial information improves good financial management and helps to track how successful management initiatives, such as service redesign, have been.

## Improving our use of Resources –

As a public sector organisation, the Council has a legal duty to be open, transparent and accountable for spending public funds also ensuring best value.

## **Corporate -**

Aberdeen the Smarter City:

### *Smarter Governance (Participation)*

Accurate budget monitoring and forecasting contributes to the process of Smarter Governance.

### *Smarter Living (Quality of Life)*

Housing Revenue Account delivers the priority 'tenants have a dry, warm home in a safe and enjoyable environment'.

## **Public –**

The Council has a duty to ensure that best value is considered in all of its operations and this report helps to inform that process.

## **7. MANAGEMENT OF RISK**

Risk is being managed through the increase of working balances as detailed in 5.12.

## **8. BACKGROUND PAPERS**

HRA 30 Year Business Plan  
Bank of England Inflation report: August 2015

## **9. REPORT AUTHOR DETAILS**

Helen Sherrit  
Finance Partner (Communities, Housing and Infrastructure)  
hsherrit@aberdeencity.gov.uk  
01224 346353

This page is intentionally left blank



## Appendix 1

### Aberdeen City Council Draft Housing Revenue Account 2016/17 – 2020/21 Budget



Steven Whyte  
Head of Finance

Pete Leonard  
Director of Communities, Housing and Infrastructure

## DRAFT HOUSING REVENUE ACCOUNT

### Index

Page 2	.	.	.	.	.	Index
Page 3	.	.	.	.	.	Revenue Assumptions
Page 4	.	.	.	.	.	Housing Capital Expend Prog

### Section 1 – HRA Budget 2016/17

Page 5	.	.	.	.	.	HRA Draft 2016/17 Budget
Page 7	.	.	.	.	.	HRA Variance Notes
Page 11	.	.	.	.	.	HRA Draft Repairs Budget
Page 13	.	.	.	.	.	Management & Admin Budget
Page 16	.	.	.	.	.	Miscellaneous Rents
Page 18	.	.	.	.	.	Tenants Consultation

### Section 2 – HRA Budget 2017/18 – 2020/21

Page 19	.	.	.	.	.	5 Year HRA Budget
Page 21	.	.	.	.	.	5 Year HRA Assumptions
Page 22	.	.	.	.	.	5 Year Repairs Budget
Page 23	.	.	.	.	.	5 Year Capital Budget

## **Revenue Assumptions**

In preparing the information for the draft Housing Revenue Account budget for the financial year 2016/17, a number of assumptions have been made and these are given below.

Should you require an electronic version of the budget contained within this documentation, please contact Helen Sherrit, Finance Partner (Communities Housing & Infrastructure) on (34)6353 or e-mail [hsherrit@aberdeencity.gov.uk](mailto:hsherrit@aberdeencity.gov.uk). The budget information is available as a set of Excel spreadsheets.

### **Inflation**

In preparing the budget no general inflationary uplift has been added which is in line with the base assumptions used in preparing the General Fund Budget for 2016/17, (there are some exceptions to this rule such as contractual uplifts etc. and these are stated in the variance notes). Inflation is currently running at approximately 0.9% (RPIX at September 2015). (Source: Office of National Statistics)

### **Housing Stock**

The number of Council houses owned by the Council, as at 31 October 2015, is 22,211. It has been assumed that there will be a further 68 sales during the financial year 15/16, bringing total sales for the year to 155. The average selling price for the period 1 April 2015 to 31 October 2015 is approximately £67,600.

### **Set Aside Rules**

For the financial year 2015/16 the Council budgeted for 100% of all Council house sales to be utilised to repay debt. The Council is free to decide on how the proceeds from the disposal of Council houses are used. **The Head of Finance recommends that all capital receipts continue to be used to repay debt for the financial year 2016/17 until Right to Buy comes to an end.**

### **Council House Sales**

It has been assumed that the level of house sales will be 155 in 2015/16. The average selling price for 2015/16 is currently estimated at £67,600. The average number of houses for the financial year 2015/16 is therefore estimated to be 22,220 properties.

### **Rental Income**

The income available in 2016/17 to fund the proposed budgeted level of expenditure has been calculated by taking the current out turn uplifting by 1.9% (RPIX at September 2015 + 1% which is the Council's current rent strategy/policy).

### **Heat with Rent**

A detailed analysis has been carried out on the utility bills for Heat with Rent to ensure that the charging policy introduced in the 2006/07 budget setting process can be continued into 2016/17. No decrease in income has been built into the proposed budget.

## **Working Balances**

In developing a rent setting strategy it is important to ensure that there are adequate working balances. The Head of Finance must be confident that the level of working balances is adequate to meet any unforeseen contingencies particularly as regards the uncertainty surrounding welfare reform and the impact this could have on viability of the business plan of the Housing Revenue Account. Given this inherent uncertainty it is **proposed that the working balance continues to be maintained at 10%.**

## **Housing Capital Expenditure Programme**

### **Housing Investment Programme**

The major projects undertaken by the Council are as follows:

Complete work on the Seaton 7 multi storey over cladding projects at Linksfield, Promenade and Regent Courts and commence work at Aulton, Beachview, Bayview and Northsea Courts during 2016/17.

Installation of District Heating to Kincorth Land, Balmoral Court, Gairn Court and Regensburg Court.

New Build projects at Smithfield and Manor Walk

External insulation works to tenement blocks in the Froghall area.

To ensure that the Council can meet its priorities in terms of its housing stock the capital programme for the next five years (inclusive of slippage) is proposed as follow:

2016/17 - £43.473 Million

2017/18 - £42,792 Million

2018/19 - £26,835 Million

2019/20 - £26,459 Million

2020/21 - £19,661 Million

<b>Housing Revenue Account</b>					
<b>Draft 2016/17 Budget</b>					
		<b>Budget</b>	<b>Out-turn</b>	<b>Budget</b>	<b>Notes</b>
		<b>2015/16</b>	<b>2015/16</b>	<b>2016/17</b>	
		<b>£000's</b>	<b>£000's</b>	<b>£000's</b>	
<b>Premises Costs</b>					
1	Rates	28	32	32	
2	Rent – Other	215	215	97	1
3	Repairs and Maintenance	22,462	23,742	24,746	2
4	Maintenance of Grounds	3,293	3,293	3,244	3
5	Gas	765	610	610	4
6	Electricity	3,405	2,346	2,346	5
7	Cleaning Service	435	435	480	6
8	Security Service	380	260	380	7
9	Window Cleaning	25	25	25	
10	Refuse Collection	345	301	286	8
11	Cleaning – Sheltered Housing	504	504	510	9
12	Premises Insurance	57	0	0	
13	Other Property Costs - Council Tax	201	103	103	10
		<b>32,114</b>	<b>31,866</b>	<b>32,859</b>	
<b>Administration Costs</b>					
14	Downsizing Grants/Direct Debit Incentives	52	19	102	11
15	Legal Expenses	201	397	397	
16	Office Tel / Rent	90	20	14	
17	Former Tenants Arrears	2,000	2,000	2,000	12
18	Charges - Services Admin & Management.	8,963	8,880	9,173	13
19	General Consultancy	55	119	55	14
20	Training for Front Line Staff	100	100	100	14
21	Benefits Staff	142	41	42	14
22	Charges - Tenants Participation	210	210	214	15
23	Charges for Environmental Health	229	188	190	
		<b>12,042</b>	<b>11,974</b>	<b>12,288</b>	
<b>Supplies &amp; Services</b>					
24	Provision of Meals	234	156	174	16
25	Television Licence	5	5	5	
26	Integrated Housing System	302	175	231	17
		<b>541</b>	<b>336</b>	<b>410</b>	
<b>Agencies</b>					
27	Mediation Service	100	100	81	18
28	Energy Advice	83	83	80	19
29	Citizens Advice Bureau	14	14	14	14
30	Disabled Persons Housing Service	39	39	39	14
31	Ethnic Minority Worker	12	12	13	14
		<b>248</b>	<b>248</b>	<b>228</b>	

	<b>Housing Revenue Account</b>	<b>Budget</b>	<b>Out-turn</b>	<b>Budget</b>	
	<b>Draft 2016/17 Budget</b>	<b>2015/16</b>	<b>2015/16</b>	<b>2016/17</b>	
		<b>£'000</b>	<b>£'000</b>	<b>£'000</b>	
	<b>Transfer Payments</b>				
32	Aberdeen Families Project	465	465	465	20
33	Loss of Rent - Council Houses	1,274	1,516	1,121	21
34	Loss of Rent - Garages, Parking etc	226	418	426	
35	Loss of Rent - Modernisation Works	104	104	106	
36	Home Loss & Disturbance Payment	184	184	184	22
37	Supporting People Contribution	406	203	0	
38	CFCR	20,732	24,312	23,846	
		<b>23,391</b>	<b>27,202</b>	<b>26,148</b>	
	<b>Capital Financing Costs</b>				
39	Loans Fund Instalment	5,860	5,311	6,091	
40	Loans Fund Interest	9,125	8,015	8,504	
		<b>14,985</b>	<b>13,326</b>	<b>14,595</b>	23
	<b>Expense Total</b>	<b>83,321</b>	<b>84,952</b>	<b>86,528</b>	
	<b>Income</b>				
41	Ground Rentals	(27)	(27)	(20)	
42	Dwelling Houses Rent Income	(80,000)	(81,015)	(82,554)	24
43	Housing - Heat with Rent Income	(2,047)	(2,387)	(2,047)	25
44	Housing - Garages Rent Income	(1,221)	(1,230)	(1,176)	26
45	Housing - Parking Spaces Rent	(180)	(221)	(180)	26
46	Housing - Insurance Income	(2)	(24)	(2)	
47	Housing - Other Service Charge	(489)	(547)	(547)	26
48	Legal Expenses	(225)	(387)	(387)	
49	Revenue Balance Interest	(130)	(114)	(114)	27
	<b>Income Total</b>	<b>(84,321)</b>	<b>(85,952)</b>	<b>(87,028)</b>	
	<b>Net Expenditure</b>	<b>(1,000)</b>	<b>(1,000)</b>	<b>(500)</b>	
	<b>Projected Working Balance at 1 April 2016</b>			<b>8,907</b>	

## HOUSING REVENUE ACCOUNT 2016/17 BUDGET

### Variance Notes Comparing Draft Budget 2016/17 to Estimated Out-turn 2015/16

#### Expenditure Movements

##### **1. Rent**

This budget is for the rent of Accommodation for Community Groups and Housing Offices. The reduction in budget reflects the anticipated sale of the Police Houses

##### **2. Repairs and Maintenance**

An analysis is contained at page 11.

##### **3. Maintenance of Grounds**

Maintenance of Grounds budget has two elements: Ground Maintenance and cleansing/weed control. The budget for 2016/17 has been calculated by using the anticipated out-turn for 2015/16 uplifted by 2.5% (the budgeted pay awards of 1.5% in 2015/16 and 1% for 2016/17).

##### **4. Gas**

The Council moved on to the Scottish Government National Procurement for Gas Supply on 1 April 2010 with the contract price reviewed on an annual basis. It has been assumed that consumption and rates will remain at 2014/15 levels.

##### **5. Electricity**

This will be the second year of the new contract (previously a four year contract was in place). The budget has been calculated by using actual figures from 2014/15 as per the gas note.

##### **6. Cleaning Service**

This budget is for communal cleaning. The new cleaning contract commenced on 1 July 2015 and is expected to run for 3 years. The contractual value for 2016/17 has been calculated as £480,000.

##### **7. Security Service**

The cost of the security included in the budget for 2016/17 is £380,000 and includes the control room team.

##### **8. Refuse Collection**

The budget for 2016/17 has been calculated by using the actual for 2014/15 uplifted for salary increases.

##### **9. Cleaning – Sheltered Housing**

This is the budget for the cleaning of Sheltered Housing and has been calculated by using the actuals for 2014/15 uplifted by 2.5% for salary increases.

##### **10. Other Property Costs – Council Tax on void properties**

This budget is for the cost of Council Tax due on void properties. The budget for 2016/17 has been based on the actuals for 2014/15 on the assumption that there will be no significant increase of void properties and no increase in Council Tax

for 2016/17 based on the terms and conditions of the award of the General Revenue Grant.

#### **11. Downsizing Grants/Direct Debit and Void Incentives**

There are three schemes within this budget line which are Downsizing grants (£50,000), Direct Debit Incentives (£2,000) and in addition in 2016/17 Voids (£50,000).

The Downsizing scheme provides assistance and a financial incentive to Council tenants occupying 3+ bedroom family properties in high demand areas to move to smaller more suitable housing in order to increase the supply of large family housing. This budget is being maintained at the current level as there could be a potential rise in requests to downsize.

The Direct Debit Incentive scheme was introduced on 5 April 2010. Each month there is a draw for all new and existing direct debit payers for a chance to win a week free rent period, to encourage more people to switch to paying by direct debit.

To support tenants move into their new homes and improvement of void property management performance, a new homes incentive scheme is being developed. The scheme may include provision of decoration vouchers.

#### **12. Former Tenants Arrears**

The budget has been maintained at £2M, as at the end of October 2015 current rent arrears are £2.7m. The budget for former tenant arrears is for the write off of uncollectable arrears and any increase in the debt provision.

#### **13. Management & Administration**

The staffing budget is based on the current structure of the Housing Revenue Account and includes central support recharges. A pay award of 2.5% has been allowed for which is in line with the assumptions contained within the Council's General Fund.

#### **14. General Consultancy, Training for Front Line Staff, Benefits staff, Citizens Advice Bureau, Disabled persons Housing Service and Ethnic minority worker**

General Consultancy allows the Housing Revenue Account to fund one off projects. An example of this type of expenditure would include work on the Housing Business Plan. The additional £30k has been continued to allow for work to be undertaken on the rent consultation for 2016/17.

Training for Front line Staff allows, for example, Housing Assistants to participate in professional staff development programmes with the opportunity of gaining membership of the Chartered Institute of Housing.

The costs of the Benefits staff are recharged from the Benefits team for the time spent with Council House Tenants on maximising income and tackling financial exclusion, it is anticipated that the recharge will increase. This has been uplifted for 2016/17 to reflect the accumulated 2.5% pay award.



The contribution to the Citizens Advice Bureau (CAB) provides funding to the service at ARI/Woodend Hospitals.

Disabled Persons Housing Service (Aberdeen) (DPHS) is a charitable organisation that provides specialist information, advice and advocacy on housing matters to disabled people, their families and carers and professionals working in housing, social work, health and the voluntary sector.

The funding covers the funding of the Development Officer's post, plus an allowance for running costs. This will enable the DPHS to continue to develop and expand the range of services that it offers to people of Aberdeen in line with the objectives set out within the Disability Action Group (DAG), DAG Homes Sub-Group Action Plan, the Local Housing Strategy and the Community Care Housing Strategy.

Ethnic minority housing outreach worker funding was agreed at 14 January 2014 Housing & Environment Committee.

#### **15. Tenants Participation**

This is the budget allocated for the provision of Tenants Participation and includes the employment costs of two Tenant Participation Officers, Newsbite and training for tenant representatives.

#### **16. Provision of Meals**

This budget is for the provision of meals at Denmore and Kingswood extra care housing by Bon Accord Care. Bon Accord Care provide the budget based on out-turn for 2015/16 allowing for a 2.5% uplift for salaries. The income for this service is contained in line 47 of the budget statement above which is shown as "Housing Other Service Charge". No increase to this charge is being recommended (this is contained in miscellaneous rents page 16) as this is an outstanding action of the Housing for varying needs review. A pay as you go system is being considered as part of this review.

#### **17. Integrated Housing System**

This budget is based on the IT requirements for 2016/17 which includes all the support and maintenance costs.

#### **18. Mediation Service**

The budget for 2016/17 has decreased due to amendments to the Service Level Agreement with SACRO. This is as a result of a smaller case-load and savings to the service provision.

#### **19. Energy Advice**

The Energy Advice budget is currently a payment to SCARF (Save Cash and Reduce Fuel). SCARF encourage the sustainable use of energy, achieving affordable warmth, eradicating fuel poverty and extending the life of natural energy resources across the North East of Scotland.

#### **20. Aberdeen Families Project/ Priority Families**

This budget is used to fund the Aberdeen Families Project. The Families project is based in the Torry area and provides intensive support and supervision to

families (mainly council tenants) who are involved in serious antisocial behaviour which could result in their eviction and subsequent homelessness. The service aims to reintegrate tenants or former tenants who are homeless and have a history of not sustaining a satisfactory tenancy, back into a tenancy without requiring intensive housing management.

Proposals are being developed through Community Planning Aberdeen to introduce a 'Priority Families Service' by developing and adapting our families project approach. This service would support families address a wider range of needs than solely antisocial behaviour including employability.

#### **21. Loss of Rent Council Houses**

The budget has been calculated based on 2015/16 forecast outturns uplifted by RPIX at September 2015 of 1.9%.

#### **22. Home loss and disturbance payments**

This budget is for home loss and disturbance payments for those tenants effected by the Haudagain road improvements. This was approved at Housing & Environment Committee on 26 August 2014. The payments have been allocated over three years.

#### **23. Capital Financing Costs**

The budget for Capital Financing Costs is based on the likely level of capital spend in 2015/16 as at the end of September 2015 and a possible future programme for 2016/17 of £43.4 million as well as the level of historic debt that has to be financed. It also assumes that the consolidated loans pool rate (the rate used to calculate debt charges) is 4.05%.

### **Income**

#### **24. Dwelling Houses Rent Income**

The budgeted income from Dwelling House Rent has increased by the potential rent increase of 1.9% (RPIX at September 2015 +1%) which is in line with current Council policy on rent setting. The budget for 2016/17 has been calculated based on the 2015/16 outturn.

#### **25. Housing – Heat with Rent Income**

A review was undertaken of the income and expenditure of Heat with Rent and further details are contained on page 17.

#### **26. Housing – Garages Rent Income, Housing Parking Spaces Rent, Housing – Other Service Charges**

This budget will move depending on the level that miscellaneous rents are set at, as covered on page 16. The current budget therefore assumes that there will be no increase at present.

#### **27. Interest on Revenue Balances**

This is akin to bank interest received on the HRA's cash flow during the year. Budget is based on the income received in 2014/15 and current economic conditions.

HOUSING REPAIRS DRAFT BUDGET		Approved Budget 2015/16 £'000	Projected Spend 2015/16 £'000	Base Budget 2016/17 £'000
<b>PLANNED AND CYCLICAL MAINTENANCE</b>				
1	External Joiner work Repairs including external painter work etc.	1,275	987	1,028
2	Boiler Maintenance – Sheltered Housing	359	250	261
3	Controlled Entry Systems – Maintenance	407	324	338
4	Fire Precautions - Servicing & Renewal of Equipment inc. Smoke Detectors & Dry Risers	192	186	194
5	Flat Roofs/Dormers – Renewal & Insulation	10	146	153
6	Common Rooms – Replacement of Furniture	41	41	43
7	Gas Servicing, Maintenance and Repair	4,193	3,954	4,120
8	Laundry Equipment Replacement & Maintenance	125	51	53
9	Legionella Testing incl. Repair/Renewal of Tanks	33	45	47
10	Lift Maintenance	189	342	356
11	Mutual Repairs outwith Housing Action Areas	26	26	27
12	Pumps & Fans - Maintenance & Renewal	51	60	62
13	Sheltered Housing - Replacement of Carpets, furnishings etc	41	41	43
14	Standby Generators – Maintenance	45	98	102
15	Warden call systems- maintenance and Repair	92	92	96
16	Provision of Community Alarm	236	236	246
17	Environmental Improvements (including internal communal areas)	1,200	1,087	1,200
18	Void Properties	4,009	3,824	3,985
19	Asbestos	16	73	77
20	Former Housing Capital budgets – energy efficiency, upgrading entrance halls and laundry facilities	235	235	245
<b>Planned/Cyclical Maintenance Sub Total</b>		<b>11,575</b>	<b>12,099</b>	<b>12,674</b>
<b>DAY TO DAY RESPONSE MAINTENANCE</b>				
21	Blacksmith General incl. Renewing & Repairing Rotary Driers/Handrails	158	114	119
22	Car Park Repairs	9	13	14
23	Chimney heads - Repointing and Rebuilding	0	40	42
24	Condensation - Treatment of Walls	60	87	91
25	Electrical Work - General Repairs	1,166	1,255	1,308
26	Emergency Work - Out of Hours Service	376	518	540
27	External/Internal Response Paintwork	168	217	226
28	Fire Damage Repairs	72	25	26
29	Garage Repairs	10	67	70
30	Glazier work	167	151	157
31	Joiner work - General Repairs	2,324	2,474	2,578
32	Mason work and Water Penetration Repairs	502	464	484
33	Minor Environmental Services	372	646	673
34	Plasterwork – General	236	300	313
35	Plumber work – General	1,093	1,165	1,214
36	Slater work	845	1,117	1,164
37	Snow Clearance	53	53	55
38	TV Aerial	56	110	115
39	Rubbish Removal	13	26	27
40	Vandalism	58	53	55
41	Water Services Charges	10	10	10
<b>Day to Day Response Maintenance Total</b>		<b>7,748</b>	<b>8,906</b>	<b>9,280</b>
42	Fees	1,939	2,737	2,792
<b>TOTAL REPAIRS AND MAINTENANCE BUDGET</b>		<b>22,462</b>	<b>23,742</b>	<b>24,746</b>

## **REPAIRS AND MAINTENANCE BUDGET 2016/17**

### **General**

The projected spend figures have been taken from invoicing up to the end of September 2015 and a projection to year end.

Projections are based on the average monthly spend, updates from Surveyors and in the case of the general trades historical information has been taken from previous spend patterns.

Projected spend in 2015/16 is currently anticipated to be above budget however this can be subject to change as this budget is demand led.

In most items the budget has been calculated by uplifting the projected out-turn by 4.2% (RICS building Costs Information Service is forecasting a rise in General building cost indices of 4.2%).

### **Specific Items**

#### **Planned and Cyclical Maintenance**

##### **Item 7 Gas Servicing, Maintenance and Repairs**

As at 6 October 2015, 16,999 Council Properties had gas heating or flues of those properties 16,509 properties had gas safety checks carried out within 12 months of the previous check (98%), therefore the budget must be maintained at current level.

##### **Item 17 Environmental Improvements**

This line includes crime prevention measures, bird proofing including the removal of nests, area fencing, security doors, sound insulation, security lighting and other estate management improvements identified by Housing Officers.

##### **Item 18 Void Properties (Relets)**

The level of voids remains high therefore maintained at 2015/16 levels. An action plan was agreed at Communities, Housing & Infrastructure Committee on 27 October 2015 to reverse this trend, with a progress report due back in 6 months.

#### **Day to Day Response Maintenance**

The items listed under Day to Day response are more susceptible to weather /climate/fluctuations in costs from year to year. The projected and budget costs are in part based on historical data taken from previous years.

### **Fees**

The fees include the recharge for the call centre who receive the repairs calls. Uplifted by 2.5% for wage inflation.

Management & Admin		Budget	Proposed	Notes
		2015/16	2016/17	
		£000's	£000's	
<b>Staff Costs</b>				1
1	Salaries	5,471	5,642	
2	Overtime	46	81	
3	Superannuation	1,018	1,038	
4	N.I	393	563	
5	Other Staff Costs	237	389	
6	Vacancy Factor		<b>(351)</b>	
		<b>7,165</b>	<b>7,362</b>	
<b>Premises Costs</b>				2
7	Rates	29	29	
8	Rent	26	26	
9	Electricity/Gas	23	23	
10	Rubbish Removal	3	3	
11	Cleaning	25	25	
12	Repairs and Maintenance	3	3	
		<b>109</b>	<b>109</b>	
<b>Administration Costs</b>				2
15	Printing	77	77	
16	Photocopying	14	14	
17	Stationery	18	18	
18	Subscriptions	23	4	
19	Postages	87	87	
20	Telephones	40	40	
21	Bank Charges(inc Cash in transit	76	77	
22	Advertising	45	45	
23	Course Expenses	14	14	
26	Tenants Participation Expenses	11	11	
		<b>405</b>	<b>387</b>	
<b>Transport Costs</b>				
	Travel Costs	97	97	
		<b>97</b>	<b>97</b>	

				<b>Proposed</b>
		<b>Budget</b>	<b>Budget</b>	
		<b>2015/16</b>	<b>2016/17</b>	
		<b>£'000</b>	<b>£'000</b>	<b>Notes</b>
	<b>Supplies &amp; Services</b>			2
28	Equipment Purchases	15	15	
29	Computer Software Support	302	231	
30	Sundry Outlays	155	174	
		<b>472</b>	<b>420</b>	
	<b>Corporate/Directorate Recharge</b>			
31	Corporate/Directorate Recharges	2,184	2,365	3
		<b>2,184</b>	<b>2,365</b>	
	<b>Expense Total</b>	<b>10,432</b>	<b>10,740</b>	
	<b>Income</b>			
	Recharges:-			
34	Management & Admin – HRA	(8,863)	(9,173)	
35	Tenants Participation – HRA	(210)	(214)	
36	Other Housing	(220)	(231)	
37	Homeless Persons	(53)	(53)	
38	Housing Capital	(784)	(838)	
	Integrated Housing	(302)	(231)	
		<b>(10,432)</b>	<b>(10,740)</b>	
	<b>Income Total</b>	<b>(10,432)</b>	<b>(10,740)</b>	
	<b>Net Expenditure</b>	<b>0</b>	<b>0</b>	

## MANAGEMENT AND ADMINISTRATION BUDGET

### Variances and Notes

The 2016/17 budget for management and administration is based on the current structure of Housing.

**1. Staff Costs**

The staff costs have been increased to reflect annual salary increments and the pay award. A vacancy factor of 8% has been introduced as per base assumptions of the General Fund.

**2. Premises Costs, Fees & Charges, Administration Costs, Transport Costs, Supplies and Services**

All the above budgets have been reviewed with certain costs being adjusted based on current service provision.

**3. Corporate/Directorate Charges**

This budget is based on the current services being provided to Housing and may be subject to change. It covers services such as Legal, Finance, Office Accommodation, IT, Corporate Director and Heads of Service etc.

## Miscellaneous Rents

ABERDEEN CITY COUNCIL HOUSING REVENUE ACCOUNT					
Proposed Increase to be included in the HRA budget – Miscellaneous Rents					
		2016/17			
		Current	Proposed	Increase	Percentage
		Rental	Rental	Per Week	Increase
Note	Miscellaneous Increases	£	£	£	%
	Garages	10.80	11.00	0.20	1.85
	Denburn and West North Street Spaces	4.90	5.00	0.10	2.04
1	Denburn and West North Street Spaces – Non Resident	35.00	35.00	0.00	0.00
	Garages Sites	4.20	4.30	0.10	2.38
	Car Ports	4.60	4.70	0.10	2.17
	Car Parking Spaces – Local Residents	3.80	3.90	0.10	2.63
1	Parking Spaces Non Local Residents	35.00	35.00	0.00	0.00
2	Window Cleaning	0.85	0.85	0.85	0.00
2	Meals at Denmore & Kingswood	35.00	35.00	0.00	0.00
	Mortgage Reference Fees	64.50	64.50	0.00	0.00
3	Guest Rooms	10 & 15	10 & 15	0.00	0.00
4	Factoring Charge	62	62	0.00	0.00

The above proposed prices for 2016/17 have been increased broadly in line with the proposed rental increase subject to:

Note 1 A report will follow later in the year once a review of the Housing Account Car Parks is complete by the Service.

Note 2 These charges are being considered as part of the overall review of Housing for Varying Needs.

Note 3 No increase is being recommended in 2016/17.

Note 4 This is an annual charge per owner as a result of the Property Factors Act which was introduced on 1<sup>st</sup> October 2012, a report will follow later in the financial year once a review is complete by the Service.



## Heat with Rent calculations for 2016/17

It was agreed in the 2015/16 budget process to not apply an increase and for officers to form a group to review the heat with rent charges to avoid in the future large increases.

A review of consumption and costs is required each year and especially as only the electric contract is fixed for a number of years. There is also potential revised costs for CHP and Gas each year. This year the consumption has been taken for the last three years to even out any potential peaks and troughs.

Heat with Rent provides a number of benefits to the tenants principally the charge is the same every week therefore no unexpected large bills in cold winters and the 5% VAT charge is not passed onto the tenants.

It is proposed to apply a decrease in Heat with Rent of £2 on all charges.

It is proposed that a different method is adopted in future years for setting the heat with rent charge. Instead of forecasting future costs we would use the actual consumption and charges for the year. This would mean that costs would be a year in arrears however would be an actual reflection of cost and consumption. Further work would be required on the detail of the charges, for example pooling of energy sources, room differentials, common rooms.

<b>Heat with Rent – 48 week basis</b>		
	<b>Previous</b>	<b>Proposed</b>
<b>Gas Heated Properties</b>	<b>£</b>	<b>£</b>
Bedsits	10.55	8.55
1 bed roomed flats	11.85	9.85
2 bed roomed flats	13.15	11.15
3 bed roomed flats	14.45	12.45
<b>Electrically Heated Properties</b>		
Bedsits	11.55	9.55
1 bed roomed flats	12.85	10.85
2 bed roomed flats	14.15	12.15
3 bed roomed flats	15.45	13.45
<b>CHP Properties</b>		
All 1 Bed roomed Properties	11.60	9.60
All 2 Bed roomed Properties	12.90	10.90

**ABERDEEN CITY COUNCIL  
Tenants Consultation**

Aberdeen City Council is committed to ensuring that tenants' views are both sought and listened to. On 27 August 2015 Councillors agreed that the rent policy of inflation (RPIX) + 1% should continue for the years 2016/17.

Tenants will be consulted on the introduction of the new rent increase policy for 2017 onwards in early in 2016. Working through the business plan, options will be provided to the tenants on priorities for example new build, energy standards, stock conditions and the appropriate indices to be used. The result of this consultation will be reported back to Communities Housing & Infrastructure at a later date and will inform any future policy.

A questionnaire was sent out to tenants in September 2015. The table below shows the results of the questionnaire

**ANNUAL RENT CONSULTATION – Feedback**

On 27 August 2015 Councillors agreed that the rent policy of inflation (RPIX)\* +1% should continue for the year 2016/17.

Currently the RPIX inflation stands at 1.1%. This would mean an increase of £1.60 per week to the average weekly rent.

**Do you agree that Council rents should increase by RPIX +2.1% for 2016/17?**

	<b>Returns</b>	<b>Percent</b>
<b>Yes</b>	1,135	35%
<b>No</b>	2,077	65%
<b>Total</b>	3,212	100

<b>Housing Revenue Account</b>		Budget	Budget	Budget	Budget	Budget	<b>Notes</b>
		2016/17	2017/1	2018/19	2019/20	2020/21	
		£000's	£000's	£000's	£000's	£000's	
<b>Premises Costs</b>							
1	Rates	32	33	34	35	36	
2	Rent	97	99	102	104	107	
3	Repairs and Maintenance	24,746	25,323	25,914	26,519	27,139	1
4	Maintenance of Grounds	3,244	3,276	3,309	3,342	3,376	2
5	Gas	610	659	712	768	830	4
6	Electricity	2,346	2,557	2,787	3,038	3,312	4
7	Cleaning Service	480	492	504	517	530	3
8	Security Service	380	390	399	409	419	2
9	Window Cleaning	25	26	26	27	28	3
10	Refuse Collection	286	289	292	295	298	2
11	Cleaning – Sheltered Housing	510	515	520	525	531	2
12	Premises Insurance	0	0	0	0	0	3
13	Other Property Costs - Council Tax	103	103	103	103	103	
		<b>32,859</b>	<b>33,762</b>	<b>34,702</b>	<b>35,683</b>	<b>36,707</b>	
<b>Administration Costs</b>							
14	Down sizing Grants/Direct Debit Incentives	102	102	102	102	102	
15	Legal Expenses	397	397	397	397	397	
16	Office Tel / Rent	14	14	15	15	16	3
17	Former Tenants Arrears	2,000	2,000	2,000	2,000	2,000	
18	Charges - Services Admin & Management	9,173	9,265	9,357	9,451	9,545	2
19	General Consultancy	55	55	55	55	55	
20	Training for Front Line Staff	100	103	105	108	110	
21	Benefits Staff	42	42	43	43	44	2
22	Charges - Tenants Participation	214	219	225	230	236	2
23	Charges for Environmental Health	190	192	194	196	198	2
		<b>12,288</b>	<b>12,390</b>	<b>12,493</b>	<b>12,598</b>	<b>12,704</b>	
<b>Supplies &amp; Services</b>							
24	Provision of Meals	174	179	183	188	192	
25	Television Licence	5	5	5	5	6	
26	Integrated Housing System	231	237	243	249	255	3
		<b>410</b>	<b>421</b>	<b>431</b>	<b>442</b>	<b>453</b>	

		Budget	Budget	Budget	Budget	Budget	
	Housing Revenue Account	2016/17	2017/1	2018/19	2019/20	2020/21	
		£000's	£000's	£000's	£000's	£'000	
	<b>Agencies</b>						
27	Mediation Service	81	82	83	83	84	2
28	Energy Advice	80	81	82	83	84	2
29	Citizens Advice Bureau	14	14	15	15	15	2
30	Disabled Persons Housing Service	39	39	40	40	41	2
31	Ethnic Minority Worker	13	13	13	13	14	
		<b>228</b>	<b>230</b>	<b>232</b>	<b>234</b>	<b>237</b>	
	<b>Transfer Payments</b>						
32	Aberdeen Families Project	465	470	474	479	484	2
33	Loss of Rent - Council Houses	1,121	1,160	1,201	1,243	1,286	5
34	Loss of Rent - Garages, Parking etc	426	441	456	472	489	
35	Loss of Rent - Modernisation Works	106	109	111	114	117	
36	Haudagain Home Loss & Disturbance Payments	184	184	0	0	0	
37	Supporting People Contribution	0	0	0	0	0	
38	CFCR	23,846	24,431	25,118	26,825	28,916	
		<b>26,148</b>	<b>26,795</b>	<b>27,360</b>	<b>29,133</b>	<b>31,292</b>	
	<b>Capital Financing Costs</b>						
39	Loans Fund Instalment	6,091	6,909	7,931	8,408	8,649	
40	Loans Fund Interest	8,504	8,911	9,257	9,004	8,665	
		<b>14,595</b>	<b>15,820</b>	<b>17,188</b>	<b>17,412</b>	<b>17,314</b>	
	<b>Expense Total</b>	<b>86,528</b>	<b>89,417</b>	<b>92,407</b>	<b>95,502</b>	<b>98,706</b>	
	<b>Income</b>						
41	Ground Rentals	(20)	(20)	(20)	(20)	(20)	
42	Dwelling Houses Rent Income	(82,554)	(85,444)	(88,434)	(91,529)	(94,733)	5
43	Housing - Heat with Rent Income	(2,047)	(2,047)	(2,047)	(2,047)	(2,047)	
44	Housing - Garages Rent Income	(1,176)	(1,176)	(1,176)	(1,176)	(1,176)	
45	Housing - Parking Spaces Rent	(180)	(180)	(180)	(180)	(180)	
46	Housing - Insurance Income	(2)	(2)	(2)	(2)	(2)	
47	Housing - Other Service Charge	(547)	(547)	(547)	(547)	(547)	
48	Legal Expenses	(387)	(387)	(387)	(387)	(387)	
49	Revenue Balance Interest	(114)	(114)	(114)	(114)	(114)	
	<b>Income Total</b>	<b>(87,028)</b>	<b>(89,917)</b>	<b>(92,907)</b>	<b>(96,003)</b>	<b>(99,206)</b>	
	<b>Net Expenditure</b>	<b>(500)</b>	<b>(500)</b>	<b>(500)</b>	<b>(500)</b>	<b>(500)</b>	

## HOUSING REVENUE ACCOUNT

## **FIVE YEAR BUDGET ASSUMPTIONS**

### **1. Repairs and Maintenance**

The analysis of the five year budget follows. The budget has been uplifted by 2.5% in 2017/18 to 2020/21. The fee element has been uplifted by 1% to reflect the salary uplift.

### **2. Maintenance of Grounds, Security Service, Refuse Collection, Cleaning – Sheltered Housing, Charges – Services Admin & Management, Benefits staff, Charges – Tenants participation, Charges for Environmental Health, Mediation Service, Energy Advice, Citizens Advice Bureau, Disabled Persons Housing Service, Aberdeen Families Project**

As these budgets are principally for staffing within the Council an uplift of 1.5% in 2016/17 and 1% for all other years has been applied to reflect the anticipated public sector pay awards.

### **3. Cleaning Service, Security Service, Training for front line staff, Window Cleaning, Office Telephone, Integrated Housing, Loss of rent modernisation works.**

These budgets have been uplifted by the inflationary increase in the HRA Business Plan of 2.5%.

### **4. Gas & Electricity**

Gas has been uplifted 8%, Electricity & Combined Heat & Power 9% from 2017/18 onwards.

### **5. Dwelling Houses Rent Income and Transfer Payments**

The budgeted income from Dwelling House Rent is uplifted by 1.9% for 2016/17 and then uplifting each year by 3.5% (RPIX of 2.5% used in the business plan, this is the standard inflationary increase plus 1%).

HOUSING REPAIRS DRAFT BUDGET		Base Budget 2016/17 £'000	Base Budget 2017/18 £'000	Base Budget 2018/19 £'000	Base Budget 2019/20 £'000	Base Budget 2020/21 £'000
<b>PLANNED AND CYCLICAL MAINTENANCE</b>						
1	External Joiner work Repairs including external paintwork etc.	1,028	1,054	1,080	1,107	1,135
2	Boiler Maintenance - Extra Care Housing	261	267	274	281	288
3	Controlled Entry Systems – Maintenance	338	346	355	364	373
4	Fire Precautions - Servicing & Renewal of Equipment inc. Smoke Detectors & Dry Risers	194	199	204	209	214
5	Flat Roofs/Dormers – Renewal & Insulation	153	156	160	164	168
6	Common Rooms - Replacement of Furniture	43	44	45	46	47
7	Gas Servicing, Maintenance and Repair	4,120	4,223	4,328	4,436	4,547
8	Laundry Equipment Replacement & Maintenance	53	54	55	57	58
9	Legionella Testing incl. Repair/Renewal of Tanks	47	48	49	50	52
10	Lift Maintenance	356	365	374	383	393
11	Mutual Repairs outwith Housing Action Areas	27	28	28	29	30
12	Pumps & Fans - Maintenance & Renewal	62	64	66	67	69
13	Extra Care Housing - Replacement of Carpets, furnishings etc	43	44	45	46	47
14	Standby Generators – Maintenance	102	105	108	110	113
15	Warden call systems- Maintenance and Repair	96	98	101	103	106
16	Provision of Community Alarm	246	252	258	265	271
17	Environmental Improvements	1,200	1,230	1,261	1,292	1,325
18	Relets	3,985	4,084	4,186	4,291	4,398
19	Asbestos	77	78	80	82	84
20	Former Housing Capital budgets – energy efficiency, upgrading entrance halls and laundry facilities	245	251	257	264	270
<b>Planned/Cyclical Maintenance Sub Total</b>		<b>12,674</b>	<b>12,991</b>	<b>13,316</b>	<b>13,648</b>	<b>13,990</b>
<b>DAY TO DAY RESPONSE MAINTENANCE</b>						
21	Blacksmith General incl. Renewing & Repairing Rotary Driers/Handrails	119	122	125	128	131
22	Car Park Repairs	14	14	14	15	15
23	Chimney heads - Repointing and Rebuilding	42	43	44	45	46
24	Condensation - Treatment of Walls	91	93	95	98	100
25	Electrical Work - General Repairs	1,308	1,341	1,374	1,408	1,444
26	Emergency Work - Out of Hours Service	540	554	568	582	596
27	External/Internal Response Paintwork	226	232	238	244	250
28	Fire Damage Repairs	26	26	27	28	28
29	Garage Repairs	70	71	73	75	77
30	Glazier work	157	161	165	169	174
31	Joiner work – General Repairs	2,578	2,642	2,708	2,776	2,845
32	Mason work and Water Penetration Repairs	484	496	508	521	534
33	Minor Environmental Services	673	690	708	725	743
34	Plasterwork – General	313	321	329	337	345
35	Plumber work – General	1,214	1,244	1,276	1,307	1,340
36	Slater work	1,164	1,193	1,223	1,253	1,285
37	Snow Clearance	55	57	58	59	61
38	TV Aerial	115	118	121	124	127
39	Rubbish Removal	27	28	28	29	30
40	Vandalism	55	56	58	59	60
41	Water Services Charges	10	11	11	11	12
<b>Day to Day Response Maintenance Total</b>		<b>9,280</b>	<b>9,152</b>	<b>9,750</b>	<b>9,994</b>	<b>10,243</b>
<b>Fees</b>		<b>2,792</b>	<b>2,820</b>	<b>2,820</b>	<b>2,877</b>	<b>2,905</b>
<b>TOTAL REPAIRS AND MAINTENANCE BUDGET</b>		<b>24,746</b>	<b>25,323</b>	<b>25,323</b>	<b>26,519</b>	<b>27,139</b>

Draft Housing Capital Budget 2016/17 to 2020/21

PROJECT	2016/17 £000	2017/18 £000	2018/19 £000	2019/20 £000	2020/21 £000
<b>SCOTTISH HOUSING QUALITY STANDARDS</b>					
<b>1 Compliant with the tolerable standard</b>					
1.1 Major Repairs- Roofs Renewal/Gutters/RWP/Roughcast Undertaking large scale repairs to Roofs/Gutters/RWP/Roughcast	400	95	0	0	0
	400	95	0	0	0
<b>2 Free from Serious Disrepair</b>					
<b>2.1 Primary Building Elements</b>					
Structural Repairs Multi Storey Multi Storey blocks are surveyed on a 5-7 year cycle to identify any works required to the structure of the buildings in order to keep the buildings safe and prolong their life.	9,424	5,980	1,360	1,115	1,270
Structural Repairs General Housing Structural works carried out in order to keep the building stable and structurally sound.	3,600	2,000	2,000	2,000	2,000
<b>Secondary Building Elements</b>					
2.2 Upgrading Of Flat Roofs General Replacement of existing roof covering and upgrading of insulation to meet current building regulations.	100	50	50	350	350
2.3 Upgrade Flat Roofs Multi Storey Full replacement of the flat roofs and also checking the replacement of roof ventilation as required	1,020	1,572	1,650	1,445	606
2.5 Mono Pitched Types Replacement of the external render of the building, replacement of gutters and downpipes, environmental works	810	852	650	650	650
2.6 Window Replace General Window Replace General – Communal	483	2,739	1,207	2,274	1,576
	171	80	99	0	0
2.7 Window Replace – Multi Storey A rolling programme of double glazing where previously single glazing, or replacing existing double glazing to meet current standards. This is based on a cyclical programme.	0	389	0	0	0
2.8 Balcony Storm Doors	0	0	0	0	9
2.9 Balcony Glass Renewal – Multi Storey	0	0	0	0	0
	15,608	13,662	7,016	7,834	6,461
<b>3 Energy Efficient</b>					
<b>Effective insulation</b>					
3.2 General Houses Loft Insulation Installation of loft insulation where there is none previously or the topping up of existing insulation to comply with current building regulations.	76	77	83	86	86
<b>Efficient Heating</b>					
3.3 Heating Systems Replacement Replacement of boiler/whole system as deemed necessary.	4,369	7,553	8,751	9,101	3,433
3.5 Energy Efficiency – Major Blocks Contribution to Aberdeen Heat & Power for the creation of Combined Heat & Power Plants	1,600	1,200	1,600	1,600	1,600
3.6 Energy Efficiency Sheltered Introduction of energy efficiency measures in extra care housing such as new or upgraded heating systems.	0	0	0	0	0

	2016/17	2017/18	2018/19	2019/20	2020/21
<u>Additional Energy Efficiency measures</u>	£000	£000	£000	£000	£000
3.7 SCARF	35	35	35	35	35
3.8 Solid Wall Insulation	0	500	500	500	500
3.9 Vestibule Doors	0	0	0	0	0
	6,080	9,365	10,969	11,322	5,654

### Modern Facilities & Services

<u>Bathroom and Kitchen Condition</u>					
4.1 Modernisation Programme – Bathroom	381	326	467	541	471
Modernisation Programme – Kitchen	959	1,007	460	555	1,532
Replacement of bathrooms and kitchens.					
	1,340	1,333	927	1,096	2,003

### 5 Healthy, Safe & Secure

<u>Healthy</u>					
5.1 Condensation Measures	21	22	23	24	24
Installation of heating systems and ventilation measures to combat condensation.					
<u>Safe</u>					
5.3 Rewiring	2,645	2,476	2,128	1,112	288
Replacement of cabling, fittings and distribution boards as necessary. This work is carried out in every property on a cyclical basis					
5.4 Lift Replacement Multi Storey/Major Blocks	1,125	1,181	1,240	1,563	1,368
Replacement of lifts where they are beyond economical repair. This can be full replacement or replacement of specific parts of the lift.					
5.5 Smoke Detectors – Common Areas Major Blocks	318	83	109	92	115
5.6 Services	50	50	50	50	50
Cyclical maintenance/replacement of the following services					
Ventilation Systems, water tanks/pipe work, refuse chutes/chamber, Dry risers systems, Standby Generators					
5.9 Upgrading of lightning	0	0	0	0	0
<u>Secure</u>					
5.11 Door Entry Systems	353	95	101	45	149
Installation of door entry and replacement of existing doors where required					
5.12 Replace Door Entry Systems - Major Blocks	0	101	106	222	233
Installation of door entry and replacement of existing doors where required					
5.13 Other Initiatives					
Upgrading of stairs and installation of security doors and door entry systems	290	173	0	0	375
	4,802	4,181	3,757	3,108	2,602

### NON SCOTTISH HOUSING QUALITY STANDARDS

<b>6 Community Plan &amp; Single Outcome Agreement</b>					
6.1 Housing For Varying Needs	400	50	50	50	50
New build projects or adaptation/refurbishment of existing properties to create accommodation which is suitable for occupation by tenants with particular needs.					



	2016/17 £'000	2017/18 £'000	2018/19 £'000	2019/20 £'000	2020/21 £'000
6.2 Community Initiatives	450	300	300	300	300
Refurbishment of properties or environmental improvements in designated areas. Cruyff Court redevelopment.					
6.5 Regeneration/Acquisition of Land or Houses	1,000	500	500	500	500
Early Action projects linked to Regeneration and Master planning Briefs for Regeneration.					
Acquisition of Land/Houses for the new build programme.					
6.6 CCTV – Multi Storey	154	162	170	179	0
Provision of CCTV for the Multi Storey Service					
6.7 Adaptations Disabled	1,000	1,000	1,000	1,000	1,000
6.8 Special Initiatives/Barrier Free Housing	100	50	50	50	50
Provision of specialist facilities or housing for tenants with particular needs i.e. extensions					
6.9 Housing For Varying Needs- Amenity/Adaptations	30	30	30	30	30
Conversion of properties to Amenity Level standard					
6.10 Housing For Varying Needs- Extra Care/Adaptations	70	70	70	70	70
Adaptations required to ensure existing sheltered housing stock meets current standards					
6.11 Roads	100	100	100	100	100
Upgrade of Roads to an adoptable standard					
6.12 Paths	200	200	200	200	200
Formation or upgrading of paths					
6.13 Garage	0	0	0	0	0
6.14 New Affordable Housing	11,100	11,090	1,085	0	0
	<b>14,604</b>	<b>13,552</b>	<b>3,555</b>	<b>2,479</b>	<b>2,300</b>
<b>7 Service Development</b>					
7.1 Conditions Surveys	0	0	0	0	0
7.2 Property Database	120	0	0	0	0
Integrated Housing System	20	20	20	20	20
	<b>140</b>	<b>20</b>	<b>20</b>	<b>20</b>	<b>20</b>
<b>8 Service Expenditure</b>					
8.1 Other Departmental Fees	5,872	5,873	3,908	3,870	3,051
	<b>5,872</b>	<b>5,873</b>	<b>3,908</b>	<b>3,870</b>	<b>3,051</b>
<b>Gross Programme</b>	<b>48,846</b>	<b>48,081</b>	<b>30,152</b>	<b>29,729</b>	<b>22,091</b>
Less 11% Slippage	5,373	5,289	3,317	3,270	2,430
<b>Net Programme</b>	<b>43,473</b>	<b>42,792</b>	<b>26,835</b>	<b>26,459</b>	<b>19,661</b>
Financed by :-					
Borrowing	14,961	18,361	1,717	0	0
Scottish Government Grant – New Build	4,666	0	0	0	0
CFCR	23,846	24,431	25,118	26,456	19,661
<b>Total Funding</b>	<b>43,473</b>	<b>42,792</b>	<b>26,835</b>	<b>26,459</b>	<b>19,661</b>

This page is intentionally left blank

## ABERDEEN CITY COUNCIL

---

COMMITTEE	Council
DATE	16 <sup>th</sup> December 2015
INTERIM DIRECTOR	Richard Ellis
TITLE OF REPORT	Charitable Trusts Reorganisation
REPORT NUMBER	CG/15/150
CHECKLIST COMPLETED	Yes

---

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

1.1 The purpose of this report is to:

- i) Update the the Council on the reorganisation of Charitable Trusts of which the Council is the trustee; and
- ii) Advise on any areas management action.

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

2.1 It is recommended that the Council:

- i) Note this report on the ongoing reorganisation of the Council's charitable trusts and management action that is contained herein; and
- ii) Instruct that officers continue to work with the Office of the Scottish Charity Regulator (OSCR) on the reorganisation of the charitable trusts.

### **3. FINANCIAL IMPLICATIONS**

3.1 The financial status of the charitable trusts has been included in the Council's 2014-15 accounts. There are no specific financial implications arising from this report.

#### **4. OTHER IMPLICATIONS**

- 4.1 Every charity has to be managed within existing charity legislation to maximize funds available for expenditure on charitable purposes. This report is part of that management framework and has been produced to provide an overview of the current and planned position of creating a governance environment that will maximize funds available for charitable purposes.

#### **5. BACKGROUND/MAIN ISSUES**

- 5.1 This report informs Members of the current status of the reorganisation of the charitable trusts. A number of reports have been presented to Council over the last 2 years on the reorganisation of the trusts resulting in many out dated or uneconomic trusts being removed from the Register of Scottish Charities and trust funds transferred to active charities with the same charitable purpose.

##### **5.2 Guildry**

- 5.2.1 The Guildry, now 800 year old, does not have a governing document that reflects modern charity legislation. The last update on the governance of the Guildry was a Court of Session ruling of 1997 allowing the Guildry to create an educational bursary, in addition to the scheme for providing assistance to members of the Guild and their family in need of financial assistance.
- 5.2.2 Officers are currently working with the Guildry and OSCR to draft a constitution for the Guildry which would allow expenditure on a wider range of charitable purposes. A further report to Council will be presented when negotiations with OSCR have been concluded.

##### **5.3 Bridge of Dee and Bridge of Don Trust**

- 5.3.1 These historic trusts were established in the 16th century to fund the maintenance of bridges across the Don and the Dee. When these trusts were established the maintenance of bridges was a charitable purpose. The 2005 Charities and Investments (Scotland) Act does not recognise bridge maintenance as a charitable purpose. Under the Roads (Scotland) Act 1984 the maintenance of bridges is the duty of the local council or in the case of bridges forming part of trunk roads, Transport Scotland has that duty.
- 5.3.2 OSCR have taken the view that within the 2005 Charities and Investment (Scotland) Act, that these charities have the purpose of the advancement of heritage as that best reflects their view of the trust purposes given the passage of time that the trusts have existed and the changes to charity legislation.

5.3.3 The Bridge of Dee Trust has insufficient annual income from its capital to meet the costs of administering a modern charity such as the production and full audit of accounts.

5.3.4 An application has been submitted to OSCR to wind up the Bridge of Dee Trust and transfer remaining trust funds to the Bridge of Don Trust.

5.3.4 The Bridge of Don Trust does not have a modern governing document and so a modern constitution is being drafted for consideration by OSCR. OSCR have given vocal support to the use of trust funds for the advancement of heritage within Aberdeen. A future reorganisation application to OSCR will reflect this change and so a future report to Council will reflect negotiations on this issue.

#### **5.4 Lands of Skene Trust**

5.4.1 The Lands of Skene Trust exists to provide a share of its annual income to the 3 participants in the trust according to the initial investment – Guildry 40%, Bridge of Don Trust 30%, and Common Good Fund 30%. No trust reorganisation is planned for this trust in the short term.

#### **5.5 Lands of Torry Trust**

5.5.1 The lands of Skene Trusts exists to provide a share of its annual income to the Common Good Fund – 51% and the University of Aberdeen Bursary Fund- 49%. No trust reorganisation is planned for this trust in the short term.

#### **5.6 Aberdeen Art Gallery & Museums Trusts**

5.6.1 This trust received funds from a number of uneconomic trust funds as part of the Council's recent trust reorganisation and exists to buy works of art for the museum collection. The trust is operating as planned with a modern constitution and no further trust reorganisation is planned in the short term.

#### **5.7 Alexander MacDonald Trust**

5.7.1 This trust was established by Alexander Macdonald who was instrumental in the establishment of Aberdeen Art Gallery and Museum. Trust funds are at a level that this fund is uneconomic. Trust funds will be used to purchase a work of art which will be unveiled as part of the opening ceremony of the refurbished Aberdeen Art Gallery & Museum and the future of this trust will be reviewed at that time.

## **5.8 John Murdoch Henderson Trust**

5.8.1 Council at its meeting on 13 May 2015 approved the winding up of this trust following the purchase of subscriptions to music download services. It is anticipated that trust funds will be expended in full during 2016 and the charity will then be removed from the register of charities.

## **5.9 Educational Endowment Investment Fund (EEIF)**

5.9.1 The charitable element of the EEIF consists of 16 school prize funds out of around 70 separate school and social care funds. Of these 16 charitable prize funds a number relate to schools that no longer exist. Officers are currently working with OSCR on reorganising the 16 funds that are registered as charitable.

## **6. IMPACT**

### **Improving Customer Experience –**

Active management of the Council's trusts will maximise funds available for expenditure on trust purposes.

### **Improving Staff Experience –**

Management initiatives, such as trust reorganisation, have been successful in minimising the administrative burden of the charitable trusts.

### **Improving our use of Resources –**

As a public sector organisation, the Council has a legal duty to be open, transparent and accountable for spending public funds. Trust funds must be spent on specific purposes and the ongoing trust reorganisation aims to maximise available funds to be expended on trust purposes.

### **Corporate -**

Aberdeen the Smarter City:

#### *Smarter Governance (Participation)*

The ongoing charity reorganisation contributes to the process of Smarter Governance.

#### *Smarter Living (Quality of Life)*

Trust fund expenditure contributes towards the quality of life in Aberdeen.

### **Public –**

The Council has a duty to ensure that best value is considered in all of its operations and this report helps to inform that process.

**7. MANAGEMENT OF RISK**

None.

**8. BACKGROUND PAPERS**

None.

**9. REPORT AUTHOR DETAILS**

James Hashmi  
Reporting & Monitoring Manager  
[jhashmi@aberdeencity.gov.uk](mailto:jhashmi@aberdeencity.gov.uk)  
01224 346400

This page is intentionally left blank



## ABERDEEN CITY COUNCIL

---

COMMITTEE	Council
DATE	16 December 2015
DIRECTOR	Pete Leonard
TITLE OF REPORT	Community Planning Aberdeen - Development Plan
REPORT NUMBER	CHI/15/325
CHECKLIST COMPLETED	Yes

---

### 1. PURPOSE OF REPORT

This report provides the six monthly update on progress within Community Planning Aberdeen.

### 2. RECOMMENDATION(S)

Council is asked to note this report.

### 3. FINANCIAL IMPLICATIONS

There are no immediate financial implications of this report.

### 4. OTHER IMPLICATIONS

None at present.

### 5. BACKGROUND/MAIN ISSUES

#### Community Planning Aberdeen

##### Single Outcome Agreement

A data collection plan was issued to partners in August 2015, and follow up discussions have taken place with most partners. The data collection plan is a template to obtain data, structured around the national Strategic Objectives (Wealthier & Fairer, Smarter, Healthier, Safer & Stronger, and Greener), and will form the basis of our Strategic Assessment.

Once the Strategic Assessment is done Priorities will be discussed and agreed and a revised Single Outcome Agreement/Local Outcomes Improvement Plan will be drafted in line with the emphasis from the

Community Empowerment (Scotland) Act 2015 of reducing inequalities of outcome which result from socio-economic disadvantage

The overall timescale for completing this work is attached at Appendix 1 although this may slip because of difficulties in collecting some data for the strategic assessment.

In order to make the Thematic Groups more representative of the partnership and reinforce the Community Empowerment (Scotland) Act these were reviewed. In May 2015, 11 out of the 12 Thematic and Multi – lateral groups were chaired by Aberdeen City Council officers or Elected Members. Two groups have now been disbanded - Integrated Transport who feed directly into the remaining groups and Digital City, Health and Wellbeing is chaired by NHS Grampian, Older People Group is still being set up and ACVO is the proposed, Learning and Workforce will be chaired by an Aberdeen University representative, and the remaining 7 are currently status quo.

Further evidence of developments is outlined in Appendix 2.

#### Audit Scotland

Audit Scotland carried out work in summer 2014 to assess the progress the CPP had made since its audit in 2012/13. As outlined in the council's Local Scrutiny Plan, Audit Scotland planned to carry out more follow-up work during 2015/16 to assess what further progress the CPP has made in addressing the improvement areas set out in its audit report.

The purpose of this follow-up work was to assess the extent to which CPPs have made improvements following our audit work and to continue to monitor the progress being made in CPPs to inform any updates to the Scottish Parliament's Public Audit Committee.

An update was submitted to Audit Scotland in October 2015 and Appendix 2 outlines the developments over the year and Appendix 3 demonstrates how we will continue to monitor improvements.

#### Community Empowerment (Scotland) Act 2015

A Working Group has been established to take forward the issues in this Act and many of these, including community engagement/participation, use of public assets, food growing strategy, have the potential to have positive impacts for disadvantaged communities.

#### Community Justice Transition

A national redesign of 'community justice' is taking place in Scotland. From 1 April 2017 responsibility for strategic planning and delivery of community justice will be taken forward by Community Planning Partnerships in each local authority area. In addition a national body – Community Justice Scotland - is to be formed to oversee the new arrangements, give assurance

to Ministers and promote the benefits of 'community justice'. The 'Community Justice (Scotland) Bill' ("the draft Bill"), which is currently making its way through Parliament, will underpin these changes.

The emphasis of the new model lies in a collaborative approach between partner organisations, communities, and the individuals who find themselves involved with the 'Criminal Justice System' and their families. It aims to encompass all those who may be able to contribute to improving outcomes for individuals, families and communities, including organisations/services which may not traditionally have been involved with community justice. Communities lie at the heart of this new model, and the local strategic planning and delivery of services through Community Planning Partnerships ("CPPs") are central to the new arrangements.

A draft plan for this is now in preparation.

## 6. IMPACT

### **Improving Customer Experience –**

Reducing inequalities of outcome which result from socio-economic disadvantage will narrow the gap in terms of outcomes achieved by all of our communities.

A number of positive changes when a community becomes more empowered could follow as a result of community empowerment. Increased confidence and skills amongst local people; higher numbers of people volunteering in their communities; higher levels of satisfaction with quality of life in a local neighbourhood. All of these benefits flow from people feeling more in control of their lives.

Community empowerment can also have a less tangible, but nevertheless very powerful outcome. It can give people a long term stake in the future of their communities, and can confirm and strengthen community pride; bringing people

### **Improving Staff Experience –**

Staff will be provided with a wider range of experiences including more inter-agency working and they should also be empowered to make decisions.

### **Improving our use of Resources –**

The development of new priorities and the implementation of the Community Empowerment Act could be a driver for new ways of working including a focus on prevention and much greater inter-agency work.

### **Corporate -**

The Single Outcome Agreement (SOA) will be replaced by a Local Outcome Improvement Plan which will be a main focus for the Council and partners meeting local and national improvement in outcomes.

**Public –**

The Community Empowerment Act will have considerable interest to the community. It will provide for a greater emphasis on improving outcomes for excluded individuals and groups and whilst this might have a positive impact on those groups it may also adversely affect those who are in much less need.

There are considerable additional provisions for the community to interact with public authorities such as the Council.

7. MANAGEMENT OF RISK

The lack of overall priorities will reduce the Council's ability to focus on those most in need.

8. BACKGROUND PAPERS

Community Empowerment (Scotland) Act 2015  
Community Justice (Scotland) Bill

9. REPORT AUTHOR DETAILS

Paul Hannan  
Communities and Housing Strategy Manager

[phannan@aberdeencity.gov.uk](mailto:phannan@aberdeencity.gov.uk)

01224 523061  
07796 336733

## APPENDIX 1

16 November 2015	CPAMG meeting	Priority setting methodologies to CPAMG
w/c 30 November 2015	CPAMG	Management Group discussion on potential priorities from the Strategic Assessment
7 December 2015	CPA Board meeting	Consideration of Strategic assessment
w/c 11 January 2016	CPA Board + Nick Bland	Priority setting ½ day
18 January 2016	CPAMG meeting	Initial drafting of SOA/LOIP
w/c 25 January 2016	CPA Board + Nick Bland	Priority setting ½ day (if required)
1 February 2016	CPA Board meeting	Initial consideration of SOA/LOIP
29 February 2016	CPAMG meeting	Consideration of SOA/LOIP
w/c 14 March 2016	CPAMG/CPA Board	Additional meeting – Discussions on structures to deliver - consider which community bodies are likely to be able to contribute to community Planning, Community Justice transition, themed/sub-groups required
18 April 2016	CPAMG meeting	
March/April 2016	Individual Partners	Approval of SOA/LOIP, work with Improvement Service to ensure links to single system plans
March/April 2016	Individual Partners/joint work	Locality/neighbourhood planning from SOA/LOIP
w/c 25 April	CPAMG/CPA Board	Additional meeting – consideration of resources contribution by Partners
9 May 2016	CPA Board meeting	Final approval of SOA/LOIP, links to Partners Plans

Improvement agenda - recommendation	Update on progress	Evidence
<p>Identify a limited number of strategic priorities on which the community planning partnership can make an impact.</p>	<p><b>Update 2015:</b> The Partnership's Board recognised that a review and revision of the SOA was required and that there were a number of drivers for this which included:</p> <p>A need to revisit / update data from strategic assessment &amp; provide analysis to recognise any changes in the national and local context;</p> <p>A need to Identify and assess emerging issues with strategic impact. E.g. i. Health &amp; Social Care Integration; ii. Community Justice Authority transfer to CPPs; iii. Community Engagement Bill; and, Localism</p> <p>A desire for fewer priorities which has been identified both by the Board and the National Steering Group on Community Planning; and</p> <p>A concern that work plans, data and metrics are not sufficiently aligned to support the necessary improvement in priority outcomes.</p> <p>It was deemed important that the refreshed SOA was outcome and not demand focused and also that it had a robust and cohesive data strategy. A Strategic Assessment was considered vital to assist with the further tightening of priorities and this is currently being carried out.</p> <p>A strategic assessment approach will form the basis of the refreshed Single Outcome Agreement and aims to allow the CPP to undertake evidence-based prioritisation and planning and better align service delivery and financial strategy. It will also take the changes in the National Performance Framework</p>	<p>Evidence below in response to all questions:</p> <p>26 October 2015 CPA Board (Papers attached)</p> <p>6 July 2015 CPA Board <a href="#">Public Document Pack</a></p> <p>16 March 2015 CPA Board <a href="#">Public Document Pack</a></p> <p>3 December 2014 CPA Board <a href="#">Agenda</a> <a href="#">Additional Circulation</a></p>

Improvement agenda - recommendation	Update on progress	Evidence
	<p>into account and acts as a forecasting tool, which can later form the basis of a Community Planning Partnership corporate risk register.</p> <p>Work is currently underway on the Strategic Assessment and the terms of reference were agreed in April 2015. The draft template for it was agreed in August 2015. A template for the Strategic assessment was approved by the Management Group and presented to the Board in October 2015. An update on progress of the Strategic Assessment went to the Community Planning Aberdeen Board in October 2015.</p> <p>The template includes sections on Inequalities; Wealthier &amp; Fairer; Smarter; Healthier; Safer &amp; Stronger, and; Greener and outlines the contextual information and data that will populate it.</p> <p>A data collection plan was issued to all partners and follow up discussions have taken place with most partners. The data collection plan is a template to obtain data, structured around the national Strategic Objectives (Wealthier &amp; Fairer, Smarter, Healthier, Safer &amp; Stronger, and Greener), and where possible, five years data has been requested. In order to take into account the future requirement for locality based planning, data has been requested at the lowest possible level (data zone, ward, intermediate zone etc.).</p> <p>A request was been made to the Chair of the Regional Skills Strategy Steering Group for a copy of the draft strategy.</p> <p>Agreement has been reached to co-ordinate the data gathering with Police Scotland Aberdeen Division Strategic Assessment,</p>	<p>CPA Board 1 October 2014 <a href="#">Agenda</a></p> <p>CPA Board 2 July 2014 <a href="#">Minutes</a></p> <p>Management Group 5 October 2015 (Papers attached)</p> <p>Management Group 14 August 2015 <a href="#">Public Document Pack</a></p> <p>Management Group 20 April 2015 <a href="#">Public Document Pack</a></p> <p>Management Group 2 March 2015 <a href="#">Agenda</a></p>

Improvement agenda - recommendation	Update on progress	Evidence
	<p>thereby reducing duplication. In addition, Scottish Fire and Rescue have agreed to provide data.</p> <p>Meanwhile within the existing SOA, a further review of the priorities has been completed over the past 12 months, this has resulted in a merging of multi-lateral priorities into the key Thematic priorities, reducing the groups and tightening the focus. In line with this, additional work on identifying tighter metrics has also been done.</p> <p>The Community Planning Aberdeen Management Group has considered different priority setting methodologies to turn information into a Single Outcome Agreement that is evidence led, meaningful and actionable and will be making a recommendation to the Board.</p> <p>The agreed methodology will be applied to the findings of the Strategic Assessment to enable the Board to agree to a limited set of priorities.</p>	<p>Management Group 19 January 2015 <a href="#">Minute</a></p> <p>Management Group 17 November 2014 <a href="#">Agenda</a> <a href="#">Additional Circulation</a></p> <p>Management Group 25 August 2014 <a href="#">Public Document Pack</a> <a href="#">Additional Circulation</a></p> <p>Management Group 14 July 2014 <a href="#">Public Document Pack</a> <a href="#">Additional Circulation</a></p>
<p>Ensure that CPA has a strategic oversight of all significant partnership working to help ensure that there is a match between resources and strategic priorities.</p>	<p><b>Update 2015:</b> Examples of issues that the Community Planning Aberdeen Board has had strategic oversight on are the implications of the Integrated Joint Board for Health &amp; Social Care and the re-design of Community Justice are included in the</p>	<p>As above</p>



Improvement agenda - recommendation	Update on progress	Evidence
	<p>planning structures. Scottish Government funding for Community Justice Redesign will be used to create capacity to support and progress the Community Justice agenda in Aberdeen City by co-ordinating Community Justice transition arrangements, including the development and review of a reducing re-offending strategy and developing associated policies and action plans in line with the Scottish Government timeline.</p> <p>During 2014 - 2015 the Partnership was subjected to an Integrated Childcare inspection. The Community Planning Partnership is actively involved in the implementation of the joint action plan which sets out how the Partnership proposes to address the areas of improvement identified by the inspectors within their report. The delivery of the action plan will be overseen by the Integrated Children's Services Board.</p> <p>The Integration of Health &amp; Social Care has required considerable work from drafting the Integration Scheme, establishing the Integration Joint Board and the scope of services and establishing a shadow staff team. A series of public engagement events were carried out during August 2015. The Draft Strategic Plan 2016 - 2019 was put out for consultation in October 2015 and work has begun on the Housing Contribution statement with a view to the Plan be agreed in early 2016. Community Planning Aberdeen has been actively engaging with the localities agenda from the Integration of Health &amp; Social Care to try to maximise the alignment of locality plans required</p>	

Improvement agenda - recommendation	Update on progress	Evidence
	<p>from the Community Empowerment (Scotland) Act 2015.</p> <p>Community Planning Aberdeen established a working group to draft responses to the Community Empowerment Bill at consultation stages.</p> <p>The CPA Board is now fully aware of the potential implication of the Community Empowerment (Scotland) Act 2015 when considering the future development of neighbourhood and locality planning.</p> <p>The CPA Management Group and CPA Board organised a ½ day seminar for Management and Board members to consider the implications of the Act for community planning. This was held on the 17 September 2015. The agenda, presentation slides, draft report from the session and other information referred to on the day were subsequently present to the Board.</p> <p>Community Empowerment is a standing item on the agenda of the CPA Management Group and the update report on the 5 October 2015 considered the need to determine what further briefings, training and actions should be taken forward now to prepare for the various elements of the legislation. That meeting also considered whether the working group should be re-established, with broad representation across all partners, to build on the initial discussion and considerations and to feed into future opportunities to influence guidance and regulations as they are developed collaboratively by the Scottish Government. Clearly, as the guidance and regulations from the Community Empowerment Act are developed and rolled out these will</p>	

Improvement agenda - recommendation	Update on progress	Evidence
	<p>impact individually and collectively on the CPA Board so it will be important to develop a coherent coordinated response across partners. The Board on 26 October 2015 was asked to decide on the future direction of this work.</p> <p>At an early stage, Community Planning Aberdeen will conduct a membership review to ensure all bodies (public agencies and community bodies – especially those that the statutory duty is being extended to) are brought into the community planning process, explore what resources partners can and should contribute and assess what support community groups might need, particularly in disadvantaged areas, to ensure they can effectively engage in community planning and take advantage of other provisions in the Act.</p> <p>The Partnership has also considered the Heath &amp; Transport Action Plan, the City Centre Masterplan, Police Scotland local plan and the Scottish Fire and Rescue local plan.</p> <p>The Community Planning Partnership co-ordinates the planning of Community Learning &amp; Development provision, translating statutory responsibilities into specific priorities and enabling partners to work together and make best use of available resources. The Community Planning Partnership is also ensuring that CLD has a core role in delivering outcomes for communities. The Community Learning &amp; Development Strategic Plan has been considered by the Partnership.</p> <p>New ways of working have also been considered via the use of Participatory Budgeting methodology as a financial model to be</p>	

Improvement agenda - recommendation	Update on progress	Evidence
	<p>followed in future years. This has been piloted via Northfield Total Place. The approach recognises the importance of all of the Partners roles when allocating resources and finances and allows for effective delivery of both Partnership Working and aspects of the Community Empowerment Bill.</p> <p>On-going planning continues with a refresh of the Single Outcome Agreement and the development of neighbourhood and locality planning. With respect to the latter, visits have been made to Edinburgh, Fife and North Ayrshire to look at their models for this.</p>	
<p>Review the approach to community engagement to help avoid any duplication of effort by different organisations.</p>	<p><b>Update 2015:</b> Existing structures are being reviewed and revised.</p> <p>We continue to support the Civic Forum and a review of this has been carried out. There is an on-going review of the Forum which will be concluded in April 2016 and links will have to be made with any changes that are made to locality/neighbourhood planning.</p> <p>A review of the Communications &amp; Engagement Group has been carried out. The group met several times and produced simplified storyboards to disseminate CPA information. We have now agreed to merge communications &amp; engagement into each thematic to ensure all aspects being covered and consistency of approach.</p> <p>We have recently facilitated two Community Empowerment Act briefings across the partnerships. These will help us to raise</p>	<p>As above</p>

Improvement agenda - recommendation	Update on progress	Evidence
	<p>awareness and make partnership decisions on issues such as participation requests etc. We have taken advantage of the PB support package from Scottish Government and are working on developing a partnership based event in Aberdeen City. The Communication and Engagement group is currently under review and will take account of new legislation as part of this.</p> <p>A revised officer structure has been introduced within Aberdeen City Council which will assist in driving forward neighbourhood planning and engagement with communities. A neighbourhood planning model is being developed. The model will balance establishment of a common framework for all city neighbourhoods to operate within, along with flexibility to operate in such ways that suit local needs.</p> <p>The Third Sector Interface has coordinated evaluation checklists compiled by the Improvement Service (IS) being sent to a number of individuals from CPP partners in the city and to 3rd sector organisations. These checklists requested information and views on the impact, role and understanding of community planning in Aberdeen. TSI also hosts City Voice which agencies such as the Scottish Fire and Rescue Service regularly use to engage with communities.</p> <p>The partnership has had initial consideration of developing a neighbourhood planning model.</p> <p>There has been considerable community engagement with respect to Northfield Total Place and lessons from this can be utilised in future engagements.</p>	

Improvement agenda - recommendation	Update on progress	Evidence
	<p>The structures of individual partners such as the Third Sector Interface and Aberdeen City Council are being reviewed.</p> <p>We are considering how, as a Partnership, we assess ourselves against the national community engagement standards and to use this to guide future improvement activity.</p>	
<p>Review the level of representation of partner organisations to help ensure that CPA Board members have sufficient seniority to contribute to decision-making.</p>	<p><b>Update 2015:</b> Many partners have experienced significant change in personnel at a senior level. For example, new Chief Executive and acting Director of Public Health, NHS; new political leader, Chief Executive and Chief Social Work Officer at Aberdeen City Council. Now that these individuals are in post, the level of representatives at a senior level is now settled as evidenced by the attendance record.</p> <p>Partners such as the Scottish Fire and Rescue Service have re-aligned its structure within Aberdeen and allocated responsibility to named officers for roles in Prevention and Protection. This has enabled a greater focus to be placed on CPA. This has delivered improvements in continuity in meeting attendance and the building of working relationships with other partners. The Scottish Fire and Rescue Service Local Senior Officer represents the Service at CPA Board level, the Scottish Fire and Rescue Service Prevention and Protection Manager is the service representative on the CPA Management group.</p> <p>With regard to the membership of the officer thematic groups which underpin the CPA Board, these groups didn't have, in some instances, the right level of staff and representation across</p>	<p>As above</p>

Improvement agenda - recommendation	Update on progress	Evidence
	<p>the Partnership. A review has now been undertaken and membership is now finalised and roles/responsibilities confirmed.</p> <p>We are currently also reviewing the leads across the Thematic groups and are working to ensure that the membership at all levels of the Partnership is representative.</p> <p>Attendance of members at Thematic Group meetings has been raised as an issue and through the reintroduction of Progress Reports it is expected that this will be able captured and reported through the CPAMG. Monitoring attendance is a mechanism to ensure that groups have full participation from all members.</p> <p>We are striving for early identification and invitation of additional statutory partners and suggested non-statutory partners as this is an opportunity to avoid difficulties in securing commitment due to strained resources of those agencies that work across multiple authorities.</p> <p>Additionally, early consideration of the membership and structure allows us to identify how the Community Justice requirements can be incorporated into the CPA processes. This will enable us to provide stronger evidence of managing the transition when securing additional funding from Scottish Government.</p> <p>A Community Planning Health Check has been completed and identifies where resource from new statutory partners will be required to fulfil both the Community Empowerment Act and also</p>	

Improvement agenda - recommendation	Update on progress	Evidence
<p>Strengthen the scrutiny of performance, by regularly providing monitoring reports to theme groups and to the CPA Board.</p>	<p>the upcoming Community Justice Bill.</p> <p><b>Update 2015:</b> The existing performance reporting templates were subject to a "Dragon's Den" style review in order to identify the relevance of the metrics and the reliability of the data feeding the performance reports as well as critically challenging whether the measures were single system or genuine Partnership measures. This action was undertaken by the CPA Management Group on behalf of the Board.</p> <p>This exposed inherent weaknesses in the reliability of the data used in performance reports and resulted in the creation of the Data Group.</p> <p>A rigour has now been applied in terms of timetabling performance reporting and an accountability from the chair of the Management Group for the reports produced. Whilst this has enhanced scrutiny and accountability for performance, the refreshed SOA will significantly enhance this.</p> <p>The revised SOA/Local Outcomes Improvement Plan would set out the improvement agenda and the monitoring processes required.</p> <p>Progress Reporting – As all Groups have now had their refreshed Metrics approved, the Progress Report Template has been reintroduced. This report gives each Thematic Group the opportunity to give regular updates to the Management Group on developments, projects, relevant information and also group membership participation and is a brief overview of all of the</p>	<p>As above</p>



Improvement agenda - recommendation	Update on progress	Evidence
	<p>groups in one place.</p> <p>Annual Reporting – A new template for annual data reporting was agreed and issued in July 2015. Thematic Groups are now using this to report to the Management Group with an emphasis on the data sources being used to evidence the outcomes they are reporting.</p>	
<p>Hold partners to account for their contribution to shared objectives and use this to help drive improvements.</p>	<p><b>Update 2015:</b> The statements above evidence that the Partnership intends to behave in a way which holds itself to account.</p> <p>Consideration has begun on priority setting methodologies to turn information into a Single Outcome Agreement that is evidence led, meaningful and actionable. The refresh of the SOA will provide more robustness and buy in to the shared objectives and, therefore, we will be better placed to hold partners to account to bring about the required improvements.</p>	<p>As above</p>
<p>For each strategic priority, set performance targets that provide a stronger focus on outcomes and community impact.</p>	<p><b>Update 2015:</b> The CPA is now progressing with a re-write of the Single Outcome Agreement/Local Outcomes Improvement Plan with an aim of creating a version with much tighter priorities, clearer statements of outcomes to achieve and performance measures which are relevant for the outcomes. It is accepted that there is still some work to be done on embedding the priorities into the planning and governance structures of all key partners and we will continue to work to develop mechanisms to raise the profile of the CPA priorities and strategies in</p>	<p>As above</p>

Improvement agenda - recommendation	Update on progress	Evidence
<p>Ensure that reliable performance data is available to match targets. Avoid setting targets that cannot be monitored.</p>	<p>organisations.</p> <p><b>Update 2015:</b> A recent review has resulted in thematic groups identifying gaps in the data used to measure their outcomes. This exercise has allowed the Partnership to develop new measurements that give a stronger evidence basis when measuring their added value and impact on the outcomes. Additional work from the data group will be used to ensure that we contribute to seek robust data and identify solutions to data gaps.</p> <p>The revised SOA/Local Outcomes Improvement Plan would set out the improvement agenda and the monitoring processes required.</p>	<p>As above</p>
<p>Assess the impact made by Fairer Scotland and Challenge Funds.</p>	<p><b>Update 2015:</b> The Management Group and Board have considered issues in relation to Older People. The Change Fund has made a significant contribution to preventive approaches through support for initiatives by community groups and social enterprises. Innovative work of the Council’s Wellbeing team has resulted in, older people of all ages and capabilities, in large numbers, enjoying and benefitting from a wide range of wellbeing opportunities, sports and other activities.</p> <p>The Wellbeing team aims to establish opportunities and resources through collaborative working, and to support other appropriate groups and organisations to take them over, creating community capacity and freeing the team to work on</p>	<p>As above</p>

Improvement agenda - recommendation	Update on progress	Evidence
	<p>new initiatives.</p> <p>The Board has reviewed the Fairer Aberdeen Fund which has priority themes and key actions around maximising income; getting people into work; Improving mental health and wellbeing; building stronger, safer communities, and; increasing skills and creativity. Reports clearly show outcomes achieved through such funding.</p>	
<p>Identify the total resources available to all partners and determine how resources can be targeted and aligned towards agreed priorities and outcomes.</p>	<p><b>Update 2015:</b> The Partnership has not pursued a universal approach to joint budgeting but has started investigating the introduction of a Participatory Budgeting event utilising cross partner budgets with funds allocated specifically towards the CPP. It is also aligning it's priority and budget setting schedule to work across the cycles of organisations within the Partnership</p> <p>It has established a joint property group to collectively identify and proactively manage local property assets and with the introduction of the Community Empowerment Bill, will also help manage the Asset Transfer process outlined in the bill</p> <p>The CPP Northfield Total Place is a joint resourced way of working which reports through CPA and the Learning and Workforce Thematic Group has developed and now operates within a programme management framework.</p> <p>In Torry, there is also work being done developing a locality based asset approach and also analysing the activity and spend on prevention of domestic violence in this area focusing on the SOA and Safer Communities theme.</p>	<p>As above</p>

Improvement agenda - recommendation	Update on progress	Evidence
	<p>The Community Safety Hub is another example of a jointly resources initiative both in terms of personnel and finance.</p> <p>Our proposed Priority Families initiative is also being developed on the basis of partners contributing resources.</p> <p>Where development or recruitment opportunities arise, it is now becoming practice to advertise these as secondment opportunities across the partnership, to utilise the resource and skills available throughout partner organisations.</p> <p>The Partnership has been made aware of some of the financial issues for the year ahead and further work will be done on this along with trying to secure a wide portfolio of funding for the Priority Families initiative.</p>	
<p>Assess the impact of the ‘whole-systems’ approach, currently being piloted in education and community safety.</p>	<p><b>Update 2015:</b> A Programme Manager resource for Northfield Total Place was appointed in Summer 2014, and a programme management approach has been adopted to monitor the various initiatives under each of the priorities. The governance structures have also been further developed with a Programme Board and wider stakeholder group now established. A number of metrics have been established against which progress will be monitored. The Scottish Fire and Rescue Service have experienced a significant reduction in wilful/deliberate fires occurring in Northfield. It is likely that Northfield Total Place contributed to this reduction but it is still too early to reach firm conclusions.</p> <p>Although still in its early stages, the approach is attracting</p>	<p>As above</p>

Improvement agenda - recommendation	Update on progress	Evidence
	<p>engagement and buy in from a wide range of stakeholders and is helping to attract resource and new ways of working into this multiply deprived locality.</p> <p>There has been progress made in all areas of suggested improvement however it is important that we continue to review our processes as we move towards developing the Partnership and look to be progressive with our actions in creating a platform for robust Partnership practices.</p> <p>A proposal in relation to Priority Families has been developed and is in going through the approval process. This will add to the range of whole system services that will be delivered and will help drive a wider culture change with Partners.</p>	
<p>Please use this space to tell us about any other relevant developments or areas of progress in the CPP since July 2014 that are not covered above.</p>	<p>Like all Community Planning Partnerships, Community Planning Aberdeen is trying to respond to a volume of primary legislation which requires significant re-design and increased focus on outcomes. For example, the NHS/Social Care integration, Community Justice transition and the Education (Scotland) Bill. In addition, Police Scotland and the Scottish Fire and Rescue Service are continuing to adapt to their new national structures. And, in addition, the Partnership is trying to determine how it will respond to the Community Empowerment Act.</p> <p>This is a significant amount of legislative change to respond to and has inevitably dominated our agenda.</p> <p>At the same time, Community Planning Aberdeen itself has</p>	<p>As above</p>

Improvement agenda - recommendation	Update on progress	Evidence
	<p>been re-affirming its commitment and using a refresh of its SOA to secure the commitment of all partners.</p> <p>In terms of how the Partnership is doing its business, there is now an appetite within the Partnership to hold itself to account for progress and against its objectives.</p> <p>The most recent additional area of work for the Partnership has been in developing a robust response to the Syrian Refugee Crisis to ensure a whole system response to those who will come to this area. There has been considerable engagement with the community to utilise the many offers of support.</p>	

## Audit Scotland - CPA Improvement Plan

Improvement agenda - recommendation	Actions	Date
Identify a limited number of strategic priorities on which the community planning partnership can make an impact.	<ul style="list-style-type: none"> <li>• Strategic Assessment considered by CPAMG</li> <li>• Strategic Assessment considered by CPA Board</li> <li>• Priority setting workshop CPA Board</li>   <li>• Priorities agreed in revised SOA/LOIP</li> </ul>	<ul style="list-style-type: none"> <li>• w/c 30 November 2015</li> <li>• w/c 7 December 2015</li> <li>• w/c 11 January 2016</li> <li>• w/c 25 January 2016</li> <li>• April 2016</li> </ul>
Ensure that CPA has a strategic oversight of all significant partnership working to help ensure that there is a match between resources and strategic priorities.	<ul style="list-style-type: none"> <li>• Discussions on structures to deliver - consider which community bodies are likely to be able to contribute to community Planning, Community Justice transition, themed/sub-groups required</li> <li>• New structures established</li> </ul>	<ul style="list-style-type: none"> <li>• w/c 14 March 2016</li>   <li>• May 2016</li> </ul>
Review the approach to community engagement to help avoid any duplication of effort by different organisations.	<ul style="list-style-type: none"> <li>• Community Empowerment Act Working Group to initiate drafting of community engagement strategy</li> <li>• Locality/neighbourhood planning from SOA/LOIP initiated</li> </ul>	<ul style="list-style-type: none"> <li>• Start December 2015</li>   <li>• March/April 2016</li> </ul>
Review the level of representation of partner organisations to help ensure that CPA Board members have sufficient seniority to contribute to decision-making.	<ul style="list-style-type: none"> <li>• Discussions on structures to deliver</li> <li>• New structures established</li> </ul>	<ul style="list-style-type: none"> <li>• w/c 14 March 2016</li> <li>• May 2016</li> </ul>
Strengthen the scrutiny of performance, by regularly providing monitoring reports to theme groups and to the CPA Board.	<ul style="list-style-type: none"> <li>• Following completion of SOA/LOIP agreed reporting schedule approved</li> </ul>	<ul style="list-style-type: none"> <li>• May 2016</li> </ul>
Hold partners to account for their contribution	<ul style="list-style-type: none"> <li>• Priorities agreed in revised SOA/LOIP</li> </ul>	<ul style="list-style-type: none"> <li>• May 2016</li> </ul>

Improvement agenda - recommendation	Actions	Date
to shared objectives and use this to help drive improvements.	<ul style="list-style-type: none"> <li>• Locality Plans agreed</li> <li>• Reporting schedule approved</li> </ul>	<ul style="list-style-type: none"> <li>• June 2016</li> <li>• May 2016</li> </ul>
For each strategic priority, set performance targets that provide a stronger focus on outcomes and community impact.	<ul style="list-style-type: none"> <li>• Performance targets agreed following revision to SOA/LOIP</li> </ul>	<ul style="list-style-type: none"> <li>• May 2016</li> </ul>
Ensure that reliable performance data is available to match targets. Avoid setting targets that cannot be monitored.	<ul style="list-style-type: none"> <li>• Strategic assessment work continues</li> <li>• Assess via regular monitoring reports</li> <li>• Further revisions to LOIP</li> </ul>	<ul style="list-style-type: none"> <li>• 2016/2017</li> <li>• 2016/2017</li> <li>• March 2017</li> </ul>
Assess the impact made by Fairer Scotland and Challenge Funds.	<ul style="list-style-type: none"> <li>• CPA Board Consideration of resources contribution by Partners</li> <li>• Annual review of Fairer Aberdeen Fund</li> <li>• Fairer Aberdeen Fund aligned with LOIP priorities</li> <li>• Other resources further aligned with LOIP priorities</li> </ul>	<ul style="list-style-type: none"> <li>• w/c 25 April 2016</li> <li>•</li> <li>• April 2016</li> <li>• April 2017</li> <li>• December 2016</li> </ul>
Identify the total resources available to all partners and determine how resources can be targeted and aligned towards agreed priorities and outcomes.	<ul style="list-style-type: none"> <li>• CPA Board Consideration of resources contribution by Partners</li> <li>• Other resources further aligned with LOIP priorities</li> <li>• Participatory budgeting pilots extended</li> </ul>	<ul style="list-style-type: none"> <li>• w/c 25 April 2016</li> <li>• December 2016</li> <li>• 2016/2017</li> </ul>
Assess the impact of the 'whole-systems' approach, currently being piloted in education and community safety.	<ul style="list-style-type: none"> <li>• Northfield Total Place annual review</li> <li>• Priority Families programme established</li> <li>• Priority Families review</li> <li>• Community Safety Hub review</li> </ul>	<ul style="list-style-type: none"> <li>• May 2016</li> <li>• July 2016</li> <li>• March 2017</li> <li>• March 2017</li> </ul>



---

COMMITTEE	Council
DATE	16 <sup>th</sup> December 2015
DIRECTOR	Pete Leonard
TITLE OF REPORT	Fairer Aberdeen Fund Annual Report 2014-15
REPORT NUMBER	CHI/15/236
CHECKLIST COMPLETED	Yes

---

1. PURPOSE OF REPORT

To provide Members with the Annual Report 2014-15 for the Fairer Aberdeen Fund programme.

2. RECOMMENDATION(S)

The Council is asked to:

- a) Consider and advise the Fairer Aberdeen Board of the Council's comments on the Annual Report for 2014-15, at Appendix 1.

3. FINANCIAL IMPLICATIONS

The Fairer Aberdeen Fund is allocated by Aberdeen City Council, and is aimed at tackling poverty and deprivation; supporting partners to work together to tackle area-based and individual poverty; and to help more people access and sustain employment opportunities. Funding supports initiatives and services for the most disadvantaged communities and vulnerable people across the City.

In 2014-15 the Council agreed a sum of £1.625m to be managed by the Fairer Aberdeen Board on behalf of Community Planning Aberdeen. The same sum was agreed for 2015-16.

An application process is in place to ensure funding is allocated to appropriate programmes and projects. Organisations funded by the Fairer Aberdeen Board are required to meet specific terms and conditions and comply with State Aid regulations, where required, and to comply with "Following the Public Pound" financial guidance.

#### 4. OTHER IMPLICATIONS

##### Personnel

The Fairer Aberdeen Fund provides funding for a Support Team currently comprising 1 FTE Programme Coordinator and 1 FTE Development Officer. This small team is responsible for fund allocation, reporting, evaluation of Fairer Aberdeen Fund programmes, projects and initiatives, partnership building, advising applicants, supporting the Regeneration Matters community representatives group, administering and managing the Fairer Aberdeen Fund on behalf of the Fairer Aberdeen Board.

Through the programme approximately 30 FTE staff posts are funded in 50 projects. In 2014-15 over 1000 volunteers contributed 110,000 volunteer hours with a value of just under £1.5m\*, almost doubling the value of the Fund.

\*Volunteering time is generally valued as the average hourly pay rate in the area, in Aberdeen this was £13.60. (Office of National Statistics, the Annual Survey of Hours and Earnings (ASHE))

#### 5. BACKGROUND/MAIN ISSUES

5.1 The Finance and Resources Committee of the 12<sup>th</sup> November 2009 agreed that half yearly updates should be provided on the outcomes achieved through the investment in Fairer Aberdeen Fund. This report includes the Annual Report for 2014-15 at Appendix 1. The final report will be printed in colour, including photographs, quotes and case studies, and will be widely distributed.

##### 5.2 **Annual Report summary**

The Annual Report details how the Fund was used and the impact it had during the year. Over the year £1,522,000 was awarded to 64 projects, supporting work in regeneration areas and across the City with vulnerable groups and individuals. Grants ranged from £3,000 to £147,000 in value. A total of 27,343 people were involved in, or benefited from, funded initiatives, 5,000 of them were under 16 years old. 1,040 volunteers contributed 109,473 hours of volunteering time with a value of just under £1.5m, almost doubling the value of the Fund.

2,305 people received money advice or income maximisation advice, with a total financial gain of £2,569,028, an average of £1,115 per person.

376 people moved into work. 14 access centres in areas of high unemployment offered weekly employment support drop in

sessions. 164 young people were involved in activities designed to increase their opportunities to move into positive destinations, and 81 young people moved onto employment, education or training.

68 Community Food Outlets operated in local communities, 37 of them in Sheltered Housing complexes, and 125 tonnes of free food was distributed to 95 organisations through FareShare. 12,272 food parcels were given out to 7,136 beneficiaries.

620 people accessed 4,295 sessions of counselling provision, 241 of them were under 16 years old, and counselling was provided in 7 regeneration neighbourhoods.

4,983 people participated in activities and services provided in Community Projects and Flats. Cummings Park, Seaton and Tillydrone Community Flats are wholly funded by Fairer Aberdeen, and a number of organisations use these venues to deliver services within the areas. The number of attendances to use their facilities including phone, computers, making enquiries and getting information totalled 17,842.

391 people participated in Arts activities and 916 in Adult Learning. 136 people were involved in producing community media.

## 6. IMPACT

### **Improving Customer Experience –**

The Fairer Aberdeen Fund plays an important part in providing services that tackle poverty and contribute to improving wellbeing for the city's most disadvantaged communities and vulnerable individuals. The programme responds to locally identified issues and addresses unemployment, providing financial inclusion services, improving health and literacies and enabling more sustainable and safer communities.

### **Improving our use of Resources –**

The initiatives and programmes being funded support frontline services that are provided by the Council, Community, Voluntary and other public sector partners with 90% of the fund allocated to voluntary and community organisations. The Fairer Aberdeen Board takes a participatory approach to allocating funding, with the majority of the Board being made up of community representatives, with knowledge of the regeneration areas.

During the first 6 months of 2015-16 the Fairer Aberdeen Board undertook a review of Maximising Income Advice and Information projects, a review group was set up including community representatives from the FA Board and members of the Welfare Reform Board, to ensure best value from projects, particularly in the context of welfare reform. The Board regularly monitors the programme

to ensure there is no duplication of provision and will continue to review projects as necessary and appropriate.

### **Corporate -**

During 2014-15 the Board reviewed priorities and outcomes in line with the Single Outcome Agreement and local needs.

The main purpose for the fund is targeting disadvantaged communities and vulnerable groups and individuals. The Fairer Aberdeen Board has agreed the following outcomes:

- Maximising income
- Getting people into work
- Improving mental health and well being
- Building stronger safer communities
- Increasing skills and creativity

The Fairer Aberdeen Fund also contributes to a wide range of objectives contained within the Councils policy statement, 'Aberdeen – the Smarter City' in relation to "challenging inequalities wherever they exist and bringing our communities closer together."

Fairer Aberdeen Fund initiatives also contribute to the delivery of the Council's Anti-Poverty Strategy and have an important role in responding to Welfare Reform changes.

The Fairer Aberdeen Board, which represents a partnership, participatory approach, comprises of the Chair of Community Planning Aberdeen, Cllr Jenny Laing, three Aberdeen City Councillors (Councillors Yvonne Allan, Gordon Graham and Jim Noble), one representative from Aberdeen Council for Voluntary Organisations, one representative from NHS Grampian, one representative from Police Scotland, seven representatives from priority regeneration areas (appointed through the Regeneration Matters Group), and three representatives from the Aberdeen Civic Forum.

During the year the Board reviewed its membership roles and responsibilities. As a result a set of 'operating guidance' is being prepared, detailing these.

## **7. MANAGEMENT OF RISK**

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

8. BACKGROUND PAPERS

The information contained at Appendix 1 is based on the monitoring reports that funded projects are required to produce as part of the terms and conditions for Fairer Aberdeen Fund grant.

9. REPORT AUTHOR DETAILS

Susan Thoms  
Fairer Aberdeen Programme Coordinator  
01224 523833  
[sthoms@aberdeencity.gov.uk](mailto:sthoms@aberdeencity.gov.uk)

## Fairer Aberdeen Fund

### Annual report 14-15

The Fairer Aberdeen Fund (formerly the Fairer Scotland Fund) is allocated by Aberdeen City Council to tackle poverty and deprivation. The Fund is dispersed and managed by the Fairer Aberdeen Board, a sub group of the Community Planning Partnership, made up of representatives from the regeneration areas, the Civic Forum, the Council, NHS Grampian, Police Scotland and ACVO (Aberdeen Council of Voluntary Organisations). In 2014-15 funding of £1.625m was made available to support initiatives fitting with the main priorities decided by the Board.

Priority themes and key actions:

#### Maximising income

1. Improving access to affordable financial products and services
2. Supporting the delivery of financial education initiatives
3. Delivering coordinated advice and information services

#### Getting people into work

1. Providing access to support and skills needed to return to work
2. Supporting personal development and training
3. Delivering in work support

#### Improving mental health and wellbeing

1. Reducing health inequalities
2. Improving mental health and wellbeing
3. Increasing access to affordable healthy food

#### Building stronger, safer communities

1. Improving access to services in regeneration areas
2. Increasing community safety
3. Supporting community involvement and participation

#### Increasing skills and creativity

1. Supporting learning and creative opportunities
2. Improving literacy and numeracy

#### Allocation of funding 2014-15

Maximising Income	£423,373	26%
Getting People into Work	£261,582	16%
Improving Health and Wellbeing	£316,927	20%
Building Stronger Safer Communities	£283,413	17%
Increasing Skills and Creativity	£236,208	15%
Community Support Fund	£18,000	1%
Running Costs and Support Team	£85,000	5%

The Fund focuses on neighbourhoods that fall within the most deprived 0-15% in Scotland according to the Scottish Index of Multiple Deprivation, as well as supporting vulnerable groups and individuals.

#### Priority neighbourhoods

- Cummings Park
- Middlefield
- Northfield
- Seaton
- Tillydrone
- Torry
- Woodside

#### Priority groups

- People living in poverty
- Lone parents and families with children
- Unemployed people
- Children and young people
- People with health issues
- Older people
- Minority groups where an identified need can be evidenced

Over the year £1,522,000 was awarded to 64 projects, supporting work in regeneration areas and across the City with vulnerable groups and individuals. Grants ranged from £3,000 to £147,000 in value. A total of 27,343 people were involved in, or benefited from, funded initiatives, 5,000 of them were under 16 years old. An impressive 1,040 volunteers contributed 109,473 hours of volunteering time with a value of just under £1.5m\*, almost doubling the value of the Fund.

\*Volunteering time is generally valued as the average hourly pay rate in the area, in Aberdeen this was £13.60. (Office of National Statistics, the Annual Survey of Hours and Earnings (ASHE))

## Maximising Income

**26% of the Fund (£423,000) was allocated to initiatives that support people to maximise their income. The main themes under this priority are access to affordable financial services and products and coordinated provision of quality advice and information services.**

**Over the year a total of 4,513 adults and 2,061 juniors saved with NESCU and St Machar Credit Union, depositing £1,796,041 in savings. They provided 2,984 affordable loans totalling £1,822,504.**

**2,305 people received money advice or income maximisation advice, with a total financial gain of £2,569,028, an average of £1,115 per person.**

**There were 2,538 referrals to the Cash In Your Pocket database, which supports people to access the employability and financial inclusion support they need.**

**17,872 people benefited from 8 funded initiatives and a total of 274 volunteers contributed 45,520 hours of volunteer time.**

**St Machar Credit Union** improves access to affordable financial services and products. The Credit Union aims to help people who are financially excluded and those on low incomes reach financial stability, through regular savings and accessing low cost loans. They are then encouraged to access mainstream financial products such as house insurance and basic bank accounts, while continuing to use their own credit union accounts.

The Credit Union secured new premises in the building that was the Clydesdale Bank in Great Northern Road, and are due to move there from the Woodside Community Centre in 2015. The increase in credit union members has meant it became increasingly difficult to deal with customers on a one to one basis, and the new premises will give them scope to further increase their membership and give customers a new experience in credit union banking. It will also allow them to increase the number of volunteers involved.

Over the year there were 2,912 adult credit union savers and 1,304 junior savers, and total savings deposited were £1,267,182. They provided 2,610 affordable loans totalling £1,333,284, an average of £510 per loan. 9 community collection points operated and 24 volunteers contributed 8,120 hours of volunteer time.

**North East Scotland Credit Union (NESCU) Access Project** improves access to affordable financial services and products. They develop credit union membership, by providing and promoting easy access savings accounts for adults and juniors and low cost loans within the community. NESCU aims to assist in decreasing levels of financial exclusion within its communities, providing people with a simple to operate savings and borrowing account and knowledge about financial planning for the future.

Over the year there were 1,601 adult credit union savers and 757 junior savers, and total savings deposited were £528,859. They provided 374 affordable loans totalling £489,220, an average of £1,308 per loan. 6 community collection points operated and 41 volunteers contributed 3,950 hours of volunteer time.

**Cash In Your Pocket (CIYP)** acts as a central hub for the operation of its financial inclusion partners, and provides a one-stop referral system to allow access to the full range of organisations that can assist with financial inclusion issues, and other related help, to people experiencing financial difficulty and disadvantage across the City. The staff team coordinates meetings and provision regarding financial inclusion throughout Aberdeen City, acting as a forum for discussing activity, and ensuring duplication and gaps in provision are kept to a minimum.

The project aims to ensure better co-ordination of, and access to, employability and financial inclusion support services, and to work with partners and community projects to ensure that community priorities are met in relation to accessing financial inclusion services.

2,538 individuals were referred to Cash in Your Pocket Partnership and there were 70 organisations involved in dealing with referrals. 23 organisations actively participated in Cash In Your Pocket Partnership meetings.

**CAB Money Advice Outreach Project** provides advice and information to clients living in regeneration areas through face-to-face work in communities, providing local drop-in sessions and appointments. They help clients maximise their income from welfare benefits and reduce levels of debt, including through creditors arrangements, sequestration and negotiation.



The project aims to bring added service, through working with other statutory and charitable organisations including Credit Unions and Cash In Your Pocket, and by linking up with other CAB services that are available.

Over the year 1,877 clients received money advice and income maximisation advice with a total financial gain of £955,802, an average of £1,090 per client.

**Aberdeen Illness and Disability Advice Service** offers confidential, independent and impartial financial advice to anyone affected by illness, disability or a long term health condition, in the most suitable location for the client, including hospital wards and home visits.

Over the year they saw a total of 1,092 clients, this included 501 home visits, 302 hospital visits and 289 visits to their office. The total financial gain was £1,468,521, an average of £1,244 per person. 9 volunteers contributed 8,838 hours of volunteer time.

The **Care and Repair Funding Officer** provides advice and financial assistance to older people, people with disabilities and people living in regeneration areas, irrespective of tenure. They aim to maximise household income including applying for benefits and annuities to supplement income and raising charitable funding on behalf of individuals to carry out repairs, improvements or adaptations to the home. They also support social housing tenants living in the regeneration areas, who are financially excluded or suffering from mental health problems, to carry out repairs or improvements that are not covered by their tenancy agreement.

Over the year 336 households were assisted with income maximisation and charitable funding, achieving a total financial gain of £142,703, an average of £425 per household. 20% of households assisted lived in regeneration areas, and 23% lived in social housing. A total of 434 householders accessed the subsidised gardening service and 4 volunteers contributed 1,936 hours of volunteer time.

**WEA Count Us In** aims to improve financial literacies in the courses delivered through two WEA projects, Reaching Forward and Reach Out.

Over the year they ran three 10 week programmes and a four week summer programme made up of mainly one off events. Activities included IT, Employability, Environmental clean-ups and awareness, Walking groups, Dynamics, Environmental art, Cooking on a budget, Soap box, Arts and Crafts, Gardening plots, football, plant ID, NTS visits, Local history walks, Alternative health, Yoga and The John Muir award. They also facilitated a visioning day and an evaluation day where learners and partners got involved and told them what classes were in demand for the future and feedback for courses that were run in the past or were ongoing. 2 residentials were run, one to Edinburgh and one to Findhorn. Both required the learners to use their new found financial skills, developed within other Reach out provision, to price, book and organise the daily activities.

130 learners took part in sessions and learnt skills to improve their financial literacy and 4 volunteers contributed to the 302 volunteer hours undertaken at Reach Out.

**Aberdeen Food Bank Partnership** is led by CFINE (Community Food Initiatives North East). It aims to provide food for those in food poverty, and to prevent local food banks competing to obtain food from the same sources, through coordination, information and networking between organisations. The Partnership hopes to engage and involve additional organisations involved in food bank work and provide practical support and advice to those in need, and access to support and services to address issues around health and well-being, financial capability and education, confidence, skills acquisition and employability.

Since the Food Bank Partnership was initially set up, the growth and improvements seen in the delivery of this service has benefitted many individuals and families. A number of people accessing the food bank service continue to express interest in volunteering with the food bank and becoming involved in the various tasks involved.

Since FareShare 'Grampian' was put in place, tonnage of food delivered has increased dramatically and the variety of food delivered has improved. The installation of the walk in chiller and freezer has made a huge difference to the type of food that they can receive. There were approximately 35 food drives through the year with excellent donations of food. A number of companies are now running continuous food drives throughout the year. First Bus is now supporting the partnership and Technip continue with their support.

Over the year 125 tonnes of free produce was distributed and 12,272 food parcels given out to 7,136 beneficiaries. 2,000 people were referred to other agencies and 425 people accesses financial support. 186 volunteers contributed 22,320 hours of volunteer time.

## **Getting People into Work**

**16% of the fund (£262,000) was allocated to initiatives that help people get back into work. The main themes under this priority are access to support and skills needed to return to work, including initial engagement, personal development activity and in work support.**

**A Support Fund is available to help overcome financial barriers and this was accessed by over 150 people, providing clothing for interviews, transport, training and qualifications.**

**Over the year a total of 376 people moved into work. 14 access centres in areas of high unemployment offered weekly employment support drop in sessions. 164 young people were involved in activities designed to increase their opportunities to move into positive destinations, and 81 young people moved onto employment, education or training. A total of 676 participants were involved in 6 initiatives and 15 volunteers contributed 689 hours of volunteer time.**

**Pathways** support people into employment by providing tailored support for people from the first stages of job seeking through to securing and maintaining employment. They identify and encourage participation of hard to reach residents in priority areas through weekly drop-ins, work clubs, established links with partner agencies and individually tailored one to one Keyworker support.

A team of Employment Keyworkers provide support in all aspects of job search; from initial development of CVs, identification of job goals and barriers, identification and matching to suitable vacancies, help with completing application forms, and preparation for interviews. All participants are also offered in-work support once they start work to ensure job retention.

Over the year 407 people received support, which was considerably more than their target. Of these 328 moved into work, 235 into full time employment and 93 into part time employment. Weekly drop-ins were delivered in all the regeneration areas, with additional drop-ins arranged in areas identified as needing extra support. New drop in sessions were established in Kincorth and Garthdee. Keyworkers were in each priority area at least twice a week,

offering advice and help with job searches and providing laptops to enable people to complete online applications with their support. 5 volunteers contributed 150 volunteer hours.

**SHMU (Station House Media Unit) delivers shmuTRAIN**, offering employability support and skills development training to young people aged 14-19 using community & digital media to engage young people, increase motivation and develop core skills such as confidence, communication and team work. The aims of the programmes are to support young people to move on to a sustained positive destination, such as work or training.

The shmuTRAIN Early Interventions programme supports young people aged 14 – 16 who are identified as being unlikely to secure a positive destination when leaving school. During the reporting period the 2014 Summer Leavers courses at Kincorth, Northfield and St Machar Academies were completed which supported 36 young people, and the 2015 Summer Leavers courses in Kincorth, Northfield, Harlaw and St Machar Academies commenced.

Participants across the 2014 Summer Leavers courses worked towards their SQA Employability Award. This was a pilot, the first time they had attempted this in a school setting, and 14 pupils completing all the required paperwork and achieved the SQA.

Over the year 70 young people participated, 30 of them moved onto positive destinations; 11 into employment, 16 into education and 1 into training. 14 participants secured an interview for college and 11 for work.

The shmuTRAIN Positive Transitions programme targets and engages young people (16-19) who are not in education, employment or training, through 12-week full-time courses offering positive hands-on experiences, which participants build upon to develop both personal and vocational skills which help them move on to a sustained positive destination.

Two new SQAs were introduced into the Positive Transitions programme over the last year. Both courses (Radio Production and TV Production) were run at SQA level 5 (equivalent to a Higher/National 5) and have bedded in well to the programme.

Over the year 34 young people participated in the 4 courses held. 19 of them moved into work, 5 into education, 1 into training and 6 into volunteering. 28 secured an interview for work and 6 for college, and 28 showed improved communication skills and readiness for work.

**NESS (North East Sensory Services) Employment Service** provides an employment service to blind, visually impaired, deaf or hard of hearing people who live in Aberdeen City and are of working age. They provide specialist support enabling people to access relevant employment, education and training opportunities and to sustain opportunities which have already been accessed.

The service offers a comprehensive and individualised package of one to one support, with tailor-made provision to enable people to enter or remain in the job market with confidence and follow a career path that is right for them regardless of their starting point. They also offer group work and activities to develop skills and confidence and liaise with local employers providing them with relevant information, advice and support.

Carrying on from their previous success in being shortlisted for a 2013 SURF Award, NESS Employment service successfully won one of the three runners up prizes in The Yorkshire and Clydesdale Bank's Spirit of The Community Awards in June 2014. This was in recognition of the important work that NESS carries out in the local Community.

Over the year 73 clients were supported; 12 of them moved into work; 24 moved onto education and training; and 8 took up work placement and volunteering opportunities. A further 27 received support to retain employment or to look at alternative options.

**Prince's Trust Team Programme** provides a 12 week personal, social and employability skills development programme for participants aged 16-25 who are disadvantaged, with a high proportion having complex needs including offending behaviour, drug and alcohol issues, behavioural issues, problems with literacy, numeracy, mental health and homelessness.

Over the year 42 people took part with 27 of them completing the programme successfully. 20 participants progressed on to employment, training, education or volunteering. 27 achieved SQA units, 36 achieved Food Hygiene certificates and 35 achieved First Aid certificates. 37 took part in a community challenge, and 7 volunteers contributed 471 hours of volunteer time.

**Dynamics** is a series of courses run by WEA for young adults between the ages of 16-25 who are finding the transition from school to work, training or further education particularly challenging. Courses include cooking, IT, cultural tours, outdoor activities, budgeting skills, job search skills, interview skills and general good citizenship.

Over the year they ran 3 courses lasting 10 weeks each. In total 18 young people participated and 8 moved on to employment, education or training. 1 volunteer contributed 30 hours of volunteer time.

**Employability** is run by WEA to deliver basic IT courses with a focus on IT for employability. These include getting familiar with Microsoft Office packages as well as online job searches and applications. At the end of the courses learners are supported to access follow on courses where appropriate. They are also able to use the informal drop in provision to consolidate their learning.

Over the year 3 courses were run as well as drop in sessions. Participants learnt how to create CVs and cover letters as well as developing interview and presentation skills. A total of 32 learners took part and 6 moved onto employment or volunteering. 2 volunteers contributed 38 hours of volunteer time.

## **Improving Health and Wellbeing**

**20% of the Fund (£317,000) was allocated to initiatives that improve health and wellbeing. The main themes under this priority are reducing health inequalities; improving mental health and wellbeing; and increasing access to affordable healthy food.**

**Over the year 68 Community Food Outlets operated in local communities, 37 of them in Sheltered Housing complexes, and 125 tonnes of free food was distributed to 95 organisations through FareShare.**

**620 people accessed 4,295 sessions of counselling provision, 241 of them were under 16 years old, and counselling was provided in 7 regeneration neighbourhoods.**

**1,189 people benefited from 12 initiatives, and 409 volunteers contributed 26,858 hours of volunteer time.**

**Home-Start** coordinates home visiting support to families in the regeneration areas who are identified as at risk and hard to reach, working to prevent further crisis and family breakdown. Volunteers aim to develop parent and child confidence leading to happier, healthier more enjoyable family relationships, reduced isolation and increased resilience to cope with challenges in their lives. They offer emotional and practical support as needed, building on

positive existing attributes, role modelling and encouraging increased parent/child activities and routines. They identify additional suitable support for health, further education and financial issues, and accompany people to appointments where necessary.

In the main the project met its objectives; however the complexity of families they were supporting increased. 25% of the families supported had regular GIRFEC meetings, Core Group meetings and/or Child Protection Case Conferences, and this impacted significantly on the support being offered by Co-ordinators at those meetings.

Over the year 34 families in regeneration areas were supported. 30 families reported reduced isolation, 27 reported reduced levels of family conflict or stress, and 3 families no longer required Social Work support. 19 families were supported with financial issues, 4 people moved into training, 2 people returned to work with a further 3 actively looking for work. 28 children accessed play and learning opportunities and 38 volunteers contributed 1,804 hours of volunteering time.

**Street Alternatives** is run by Aberdeen Cyrenians to provide a volunteer led service offering practical support to people in Aberdeen City who are sleeping rough or who have no access to cooking or personal care facilities. They offer practical help and assistance including hot, nutritious two course meals, clothing and access to showers and laundry facilities. They encourage service users to access the Advice and Information Service to address their homelessness situation, and signpost service users to other agencies.

A Volunteer Coordinator is funded to recruit, induct, train and support the large pool of volunteers. The volunteers then in turn manage the Street Alternative sessions; cooking the meals from scratch, organising incoming donations and food rotation, supporting the Fundraising team to generate income, assisting at events and appealing for gifts in kind.

Over the year 20 people attended sessions held 4 times a week. 14 community awareness raising events were held to promote the service and volunteering opportunities. 226 volunteers contributed 5,142 hours of volunteering time.

**Seaton Recovery Project** provides an accessible facility for residents in Seaton who have substance misuse issues, offering a rehabilitation and recovery programme tailored to individual needs. Clients are encouraged and supported to work through personal issues that have arisen through substance misuse and also deal with issues which may have contributed to drug and alcohol use in the past.

Staff help clients with form-filling, appointments, telephone calls, finances, benefits, housing, health and mental health issues - signposting clients to appropriate agencies and organisations. Working in partnership with other agencies, clients are also encouraged to develop new skills that will benefit their personal development and increase their life chances and future employment opportunities.

Over the year 46 people were involved in using the service and support on a regular basis. 12 people attended classes to support personal development and life skills, and 11 people attended classes to improve employability skills. In all, 23 people were referred to specialist debt and financial support and advisory services and 3 volunteers contributed 140 hours of volunteering time.

**Community Food Development Project** is run by CFINE (Community Food Initiatives North East) to maintain and develop existing Community Food Outlets (CFOs) and establish and develop new CFOs in Aberdeen. They provide support and training for existing volunteers and recruit, support and train new volunteers both in the CFINE warehouse and office, and in

the CFOs. They also organise and promote training events and courses, and raise awareness of cooking and health.

Over the year they supported 68 community food outlets, 37 of them in sheltered housing complexes, with a total of £60,000 worth of sales. They provided work experience placements for 35 people, 105 volunteers were involved, 42 of them took part in manual handling and health and hygiene training, and a total of 17,035 volunteer hours were contributed.

**Give Kids A Chance (GKAC)** was run by Children First and they aimed to support disadvantaged young people between the ages of 10 – 18 years to become involved in activities to increase their self-confidence and self-esteem and develop social and practical skills.

Over the year approximately 17 activities were on offer, including drama, ice skating, football, basketball, horse riding, BMX biking, rock climbing and swimming lessons. GKAC received 26 new referrals, 90% of them from regeneration areas.

**Healthy Roots** maintain and develop Manor Park, a community-run park in Middlefield, by cutting the grass and hedges, weeding flower beds and repairing any damage that occurs in the park. They aim to improve the park by planting more flower beds, installing more benches to create more sitting areas, and developing and promoting the new allotments area.

Over the year 284 participants were involved, 100 of them under 16 years old. The number of visits to the park totalled 26,000, 20 Park Rangers were recruited and 18 allotments leased. 34 volunteers contributed 1,872 hours of volunteering time.

**Pathways to Wellbeing** provides immediate access to a locally based generic counselling service, improving mental health in the community through the delivery of a point of need counselling service with easy access and minimal waiting times.

Over the year the number of people receiving counselling was slightly below target but the number of counselling sessions delivered was above target and was the highest number of sessions delivered in a single year since the project began. This is representative of the complex issues which are increasingly being addressed by counsellors, with clients therefore often needing more than the previous average number of sessions.

Many of the clients now seeking counselling are referred by GP's and are often experiencing deep-rooted anxiety and depression. Counselling offers a solution to this, but in many cases referrals are being made after people experience symptoms for a number of years, which in turn leads to a longer recovery period. In addition, referrals from agencies such as Jobcentre Plus are often made because clients are experiencing issues over a long period of time as well, which has also resulted in clients receiving counselling over longer periods.

A new partnership was developed with the Duty Social Work team, which resulted in a number of referrals to the service from clients who may not otherwise have heard about the support available, but who have been experiencing multiple difficulties in their lives.

Each client is asked to complete an Evaluation Form at the end of their counselling. These evaluations showed that all clients had found the counselling to be beneficial and reported a reduced attendance at their GP as a result of counselling.

Over the year they provided counselling in 6 regeneration areas, and 80 people accessed 756 counselling sessions delivered. 5 volunteers contributed 150 hours of volunteering time.

**ACIS Youth Counselling** is run by Mental Health Aberdeen (MHA) and provides a counselling and information service for young people aged between 12 and 18 to address a range of emotional and health issues that can cause distress. These might include addiction, abuse, anxiety, depression, bullying, low self-esteem, eating disorders, sexual identity issues, loneliness, fear of decision making, fear of the future, relationship issues and more. They offer an early intervention service for young people in the hope that they can be supported to address childhood trauma thus avoiding significant difficulties as adults, and offer a trustworthy source for young people in emotional distress.

The waiting list for the service continued to grow during the year. MHA were successful in continuing to attract private sector money to develop a training programme for volunteers with the aim of increasing the number of therapists available to offer counselling to young people.

189 young people accessed the service, 1,597 counselling sessions were provided and 6 volunteers were involved in delivering the service, contributing 246 hours of volunteer time.

**Torry Adult Counselling** is run by Mental Health Aberdeen, and delivers counselling to clients in Torry, referred by GP practices and other health workers, social work, education, police and other agencies, as well as self-referrals.

189 adults completed a course of counselling provided through 998 counselling sessions. 2 volunteers contributed 221 hours of volunteering time.

**Calsayseat Counselling** is provided by Mental Health Aberdeen to provide a counselling service within Calsayseat surgery, addressing all mental health issues such as depression, anxiety, substance misuse, relationship issues, parenting issues, phobias, as well as problems related to unemployment, poverty and literacy and numeracy issues.

The service continued to be oversubscribed, with a large waiting list, which put pressure on the staff delivering the counselling sessions. An additional grant enabled the project to put in more staff and volunteers, resulting in reduced waiting times for clients and the waiting list moved from over 60 to 28 people..

Over the year 151 people took part in counselling, and 63% of them showed a decrease in depression as shown in the Hospital Anxiety Depression monitoring forms. A total of 998 counselling sessions were provided, and 3 volunteers contributed 342 hours of volunteering.

All in all: it's a well used and well liked service and enables some of the most vulnerable people in our town to access counselling, quickly and without too much additional effort on their behalf, effort that many of them are simply not able to make, at least at the outset of counselling – so bringing counselling 'to them' was a stroke of genius on behalf of FAF!

**Tillydrone Health & Well Being Project** aims to increase relaxation and wellbeing by providing Complementary Health sessions including Reflexology, Reiki and Indian Head Massage accessible to everyone within the area of Tillydrone and delivered by a qualified and experienced Complementary Health Practitioner.

All beneficiaries value this service very highly. A significant amount of service users go on to learn more about the therapies and how to perform them themselves through Reiki in the Community (which has been a subsidiary of the complementary therapies held in both the Tillydrone and Printfield areas).

Many of the people who access these treatments at the flat are also using conventional medical treatments for long standing physical, mental or psycho-social based health

conditions. They mainly state that the complementary health treatments are highly beneficial as a secondary treatment, aiding with pain and stress relief, and relaxation.

During the past year they have seen many individuals come forward who have been affected by welfare reforms, suffering with high levels of stress and anxiety. In addition to offering practical advice and support, we often encourage them to book a health treatment. Those who do so say that it helped improve their mental, emotional and physical wellbeing. The therapies provided would normally be beyond the financial reach of many of the service users.

“The increase in demand for advice on welfare and benefits reforms, housing benefit reforms and the large rise in need for food bank provision in the area demonstrates the increasing daily pressure on many local residents who struggle to maintain an acceptable quality of life for themselves and their families. The majority of these individuals would not normally be able to access therapeutic treatments and often live with persistently high levels of stress. The sessions at the Tillydrone Flat provide a chance for vital relaxation and ‘time out’ and the benefits are evident by the repeat appointments, demand and feedback provided by participants.”

56 people accessed the 380 sessions provided, and 2 volunteers contributed 40 hours of volunteer time.

**Printfield Feel Good Project** aims to increase relaxation and wellbeing by providing Complementary Health sessions including Reflexology, Reiki and Indian Head Massage accessible to everyone within the area of Woodside and delivered by a qualified and experienced Complementary Health Practitioner. Over the year 26 people accessed the 80 sessions provided.

## **Building Stronger Safer Communities**

**17% of the fund (£283,000) was allocated to initiatives that help build stronger safer communities. The main themes under this priority are improving access to services in regeneration areas, Community Safety and supporting community involvement and participation.**

**Over the year a total of 4,983 people participated in activities and services provided in Community Projects and Flats. Cummings Park, Seaton and Tillydrone Community Flats are wholly funded by Fairer Aberdeen, and a number of organisations use these venues to deliver services within the areas. The number of attendances to use their facilities including phone, computers, making enquiries and getting information totalled 17,842.**

**There were 892 hours of additional police patrols engaging with sex workers. The numbers of calls to the Police regarding on street prostitution for Aberdeen City reduced from 40 to 20 and for the Local Policing Areas of City Centre and Seaton from 26 to 19.**

**A total of 5,865 participants, 1,676 of them under 16 years old, were involved in 13 initiatives and 114 volunteers contributed 4,943 hours of volunteer time.**



**Tillydrone Community Flat** provides a resource for community activity; a venue for a range of organisations that offer support, information and advice; and supports community capacity building and learning.

Adult Learning classes included Art, Family History, Healthy Eating, Computing for Beginners and Literacy and Numeracy. The Flat secured funding from Food Standards Agency Scotland as part of their Food Safety Week initiative. Funding granted was used to provide REHIS Elementary Food Hygiene training to local residents and was delivered at the Lighthouse Support Centre. 17 individuals achieved their certificate. This has enabled volunteers to assist in running a community café at the centre. Further to this, participants have been invited by FSAS to participate in a pilot course on Healthy Eating at the end of which they will be awarded a certificate.

The Flat has extended support to benefit claimants, with a continued increase in people accessing the Flat for support with benefit issues. As well as support and advice, partnership working with relevant agencies increases the support available for residents, including help to find work and access to financial advice and food bank services. The Flat took a lead role in organising the Tillydrone Gala, and the Community Garden project is progressing with support from Aberdeen Greenspace. The Council has given permission for an orchard to be included and local children will be invited to 'adopt a tree'.

29 agencies used the Flat to deliver advice and support services for a range of issues including Health, Education, Employability and Financial Inclusion. There were 2,181 recorded uses of the Flat facilities, including use of the washing machine, phone and access to computers. There were 82 Learning Support crèche sessions, with 36 children attending crèche sessions, and 16 children attended PEEP groups. A total of 396 participants were involved, 72 of them under 16 years old. 86 people were involved in adult learning activities, 8 people were on the Tilly Tattle editorial group and 19 volunteers contributed 800 hours of volunteer time.

**STAR (Seaton Taking Action on Regeneration) Community Flat** provides a resource for community activity, a venue for a range of organisations that offer support, information and advice and supports community capacity building and learning.

Local residents see the flat as a one stop advice shop to go when seeking help and advice with their problems. Some residents use the computers to search for jobs and print off CVs, others rely on the free phone line to call about medical appointments, housing issues or benefit queries.

Pathways used the flat as a base to meet Seaton residents to help them with creating their CVs, job search and job applications, whilst also identifying training needs and helping with appropriate funding.

The Credit Union operates weekly sessions providing saving and loan facilities and is always busy with regular customers. CFINE provides competitively priced fruit and vegetables and food parcels for those who need them. The flat sells fresh haddock at competitive prices and the weekly ordering service is still proving to be popular.

The art and craft class is popular with a wide age range and provides an important social activity in a confidence building environment, and the Silver Darlings classes focused on sewing and cooking for over 60s, with the cooking class based around a fishy theme to tie in with the fish that is delivered weekly. Silver City Surfers continued to be busy and their

regular sessions and drop in facilities were complimented by a range of free basic skills computer classes provided by Aberdeen City Council.

Over the year there were 3,782 attendances at sessions provided by 11 partner agencies, 36 people attended sessions supporting people to get back into work and 57 people attended adult learning sessions. A total of 736 people were involved and 5 volunteers contributed 300 hours of volunteer time.

**Cummings Park Community Flat** provides a resource for community activity, a venue for a range of organisations that offer support, information and advice, and supports community capacity building and learning.

15 partner agencies used the Flat to deliver advice and support for a range of issues including employability and financial inclusion. The total number of contacts accessing activities was 2841 and the number of uses of the Flat facilities, including phone, computers and enquiries was 256. The Flat was open for 25 sessions per week, and 22 volunteers contributed 1,724 volunteer hours.

**Printfield Community Project** provides a resource for community activity; a venue for a range of organisations that offer support, information and advice; and supports community capacity building and learning. Services for families and residents include After School Childcare, youth services, Adult Learning classes and tenants support.

20 adult learners attended 4 adult learning courses, and 50 people were involved in the Woodside Network, which held 15 meetings though the year. A total of 200 participants were involved, 150 of them under 16 years old, and 35 volunteers contributed 650 volunteer hours.

**Middlefield Youth Flat** supports young people, especially those with low literacy skills, low self-esteem and lack of confidence. Youth workers provide positive adult support that meets the needs of the young people by understanding the barriers they face and supporting them in working to overcome these.

Over the year the Flat was open for 248 days, providing 1,240 sessions with a total of 143 young people attending. There were 24 day trips and 1 residential trip organised and 7 Youth Committee meetings held. 40 young people had individual learning plans in place and 17 were in work or training.

**Supporting Volunteers and Under 11s work** is delivered by Middlefield Community Project, to encourage local people to volunteer to plan, organise and participate in play schemes & clubs. Training is provided, including First Aid, Health and Hygiene and Child Protection, and volunteers are given opportunities to learn skills and build their confidence and self-esteem to improve their chances of moving on to education or employment. The project also provides positive on going activities to children and families who are often unable to access these themselves due to not being able to afford entrance fees or transport costs. In this way the project can ensure children have positive choices.

Over the year 45 participants were involved, there were 37 sessions provided for P1-3 and 40 for P4-6, as well as 22 parent and child swimming sessions. 3 volunteers contributed 547 hours of volunteer time.

A **Family Support Worker** supports vulnerable families at Fersands Family Centre, providing regular one to one support and advice on a wide range of issues including housing, employment and child protection. They involve parents in group discussions and activities aimed at making them feel less isolated and increasing their parenting skills. Linking with

Social Work and other professionals that can offer support to the families, they provide opportunities for families to benefit from, or become more involved in, community activities or volunteering. They help individuals to access employment or educational chances, offer direct practical support and play a key role in representing families during family case meetings.

Over the year 38 families received support and 1 parent group ran weekly. More intensive, long term support was provided to 15 families who have social work involvement.

**Youth Work Support** at Fersands Community Project provides a wide range of youth work services to encourage young people to experience new activities, gain new skills, build relationships and learn about health issues, employment and other issues relevant to them. They provide free alternative activities including day trips and residential camps which take the young people into different environments, new situations and new challenges, helping them become more independent and to work as a team.

Over the year 96 young people participated, 84 of them were under 16 years old. 6 volunteers contributed 160 hours of volunteer time.

The **Twos Group** at Fersands Family Centre provides a safe, welcoming and stimulating environment to deliver good quality play and learning experiences to encourage motivation, and enthusiastic learning. They target the most vulnerable families and work with parents, health visitors, education support workers and Social Work to maximise the child's development opportunities. 28 children attended and 3 pre nursery groups were held per week. 6 volunteers contributed 130 hours of volunteer time.

**Relationship Revolution** is delivered by Choices and works to break the cycle of gender based violence and sexual exploitation in victims and perpetrators, and potential victims and perpetrators, in areas of high level recorded incidence in the city. They deliver an early intervention programme to raise awareness and challenge prejudice and stereotypes amongst young people. Participants are provided with tools to assist them identify, avoid and navigate violent and exploitive relationships and signpost them to additional support services as required. They also provide a therapeutic support service for young people affected by violence or exploitation, along with creative support for the significant adults in the young person's life. They also deliver training in the importance of the support and development of a young person's mental health and resilience for staff groups working with vulnerable young people.

Over the year 867 participants were involved, 110 educational workshops and 118 drop in clubs were held. Around 92% of young people reported being able to identify violent and exploitive relationships and increased knowledge of existing support services following participation in the workshops. There were 10 young people trained and supported to volunteer and 502 volunteer hours contributed.

**Big Bang Drumming Group** at Aberdeen Lads Club provides percussion workshops for young people, to create a performance band to enhance participants' confidence, self-esteem and social skills. 12 young people were involved over the year and 2 volunteers contributed 80 hours of volunteer time.

**ACT Attack** provides drama classes as a means to help promote a sense of value, self-worth, and self-confidence in young people, and give them an appreciation of Arts, drama and music while having fun and enjoying themselves. Over the year sessions were held weekly at St George's Church and Riverbank School in Tillydrone, as well as Easter and October Holiday Clubs. 80 young people were involved, with some older children continuing to attend

after moving to secondary school, and helping out with the younger children. 6 volunteers contributed 50 hours of volunteer time.

**Operation Begonia**, delivered by Police Scotland, provides dedicated, directed patrols with the aim of tackling prostitution; by encountering, identifying and engaging with sex industry workers and offering safety advice and fast track appointments to key partners who can help to address the background causes leading to the behaviour.

The project aims to enable and empower sex industry workers to address problems that have led to them becoming involved in this dangerous work and reduce the number of women operating in the locality, thus benefitting local residents and businesses in the long-established and renowned 'red light' area of Aberdeen.

A support group continued to meet with a view to providing different types of support to the 'on street' workers. This involved representatives from various churches who offered a befriending service as well as spiritual and practical help, Teen Challenge, which is a Christian charity that offers help with addiction, Aberdeen Community Safety Partnership, an NHS Sexual Health representative, the local Community Council, and a new addition was Aberdeen University Law Project who are involved in community outreach work.

During the year patrols were used for both on and off street sex workers, as numbers of women encountered on the street reduced to 7. There were 892 hours of additional patrol time undertaken and the number of calls to the police regarding on street prostitution for Aberdeen City reduced to 20, compared to 49 in the previous year, and calls relating to the City Centre and Seaton area were 19 compared to 26 last year. 7 women were referred to partner agencies and 6 were issued with panic alarms.

**Free To Succeed - Closing the Gaps** works with HMP Aberdeen to provide an effective throughcare service by supporting women offenders pre and post release.

Over the year they worked with 4 female offenders and 12 volunteers contributed 977 hours of volunteer time.

## **Increasing Skills and Creativity**

**15% of the fund (£236,000) was allocated to initiatives that help increase skills and creativity. The main themes under this priority are supporting learning and creative opportunities, improving literacy and encouraging volunteering.**

**Over the year 391 people participated in Arts activities and 916 in Adult Learning. 136 people were involved in producing community media.**

**A total of 2,679 people, 608 of them under 16 years old, participated in 9 initiatives, and 243 volunteers contributed 31,476 hours of volunteer time.**

**Connecting Communities Through Community Media** is delivered by SHMU and supports the production of community media in regeneration areas, exploring and addressing local community issues and developing skills by providing training and support. Community media aims to develop opportunities for underrepresented voices to be heard across the city; creating a wide range of benefits for individuals and communities, fostering a spirit of engagement and partnership working; developing transferrable skills in participants; and contributing towards increased social capital.

Over the year 96 volunteers were supported to produce radio programmes. Weekly hour-long community radio programmes, representing key issues and news, continued to be supported, produced and broadcast by residents of 6 regeneration areas. They were broadcast live during the day, and then repeated in the evening. These community shows are discussion based, magazine format programmes which offer a platform to each community to discuss the issues affecting their area, while also offering an insight to life within the target communities, which contributes towards tackling negative stereotypes which may exist.

The Community Newsdesk continued to gather information on events and activities specific to each of the seven target neighbourhoods and broadcast daily bulletins through the What's On guides on Breakfast Show, Packed Lunch and Cruise Control. Daily community news bulletins also continued to be incorporated into the key community shows.

4 young adults were supported in the transition from the shmuTRAIN employability course to becoming active radio volunteers. The Middlefield Matters show presenters gained employment and 2 new presenters took their place to ensure the show continued.

The Community Media team and volunteers had a presence at many community and City wide events including community galas, information events and cultural activities.

40 volunteers were supported to produce community magazines 3 times a year in 7 regeneration areas, all had editorial teams that received regular support. In all 269 organisations worked in partnership with SHMU over the year, and a total of 646 participants were involved, 85 of them under 16 years old. 136 volunteers contributed 17,645 hours of volunteer time.

**Youth Media** provides creative opportunities for young people (between the age of 12-19), primarily from the regeneration areas of Aberdeen, to train and take part in all aspects of the production of regular radio and television programmes (researching, writing, presenting, performing, filming, vision mixing and editing). SHMU supports young people in personal development, notably through increased confidence, communication and self-expression.

Youth Radio Project members spent the year working on their Youth Achievement Awards, 14 worked towards Bronze awards and 7 worked towards Gold awards. The group also continued to record their volunteering hours using the Saltire Award. 12 Youth Radio Project members and 1 Youth TV member achieved Saltire Awards in recognition of their volunteering hours, of these, 6 Youth Radio Project members received the Saltire Award for 500 hours of volunteering last year – the highest level awarded.

Over the past year, every Saturday from 10 am to 1pm, 29 young people worked as a team to produce and broadcast a radio show that presents a young person's perspective on a variety of issues and themes. Issues explored included education, health, employment, community safety and peer relationships. In addition, young people had the opportunity to present individual weekly shows from 4pm to 5pm Monday to Friday. These shows explored the participant's diverse taste in music and allowed for the exploration of other current topics of interest.

The group showed great commitment to the project and clearly demonstrated their ability to work as part of a team contributing towards raising awareness to other young people through the medium of radio. Over the year some of the new youth members became live radio presenters, some of the older members became peer educators and others move on to positive destinations (employment and college).

The main focus of the Youth TV project was supporting young people in a film commissioned by the Northfield Youth Action Group and the Aberdeen Community Safety Partnership, which explored the issues around car and motorbike crime. The film highlighted the issues around motor crime and the impact that this has in local communities, particularly those that experience problems with car theft and the anti-social behaviour experienced within the community.

The production was based in the Northfield area and included actors from a number of the regeneration areas of the city. Young people from the Youth Media Project were also involved in filming and as extras. This film project is now complete and an official screening took place in the Belmont Filmhouse on 25th March 2015. The film was really well received and an education pack is in development with the aim of using it across the city and shire.

A total of 78 young people participated in Youth Media, 49 of them under 16 years old. 48 volunteers contributed 7,621 hours of volunteer time.

**Lift Arts and Wellbeing Project** was delivered in regeneration areas and in the City Centre by ACC's Creative Learning Team to offer participants the opportunity to access free cultural and creative experiences. The project aimed to improve wellbeing and access to cultural activities amongst participants.

Four artists delivered a sixteen week programme of creative activities such as embroidery, weaving, print making, sketching, singing, poetry and story-telling. There were also awareness raising events, family workshops, an end of project celebration event which took place in the Music Hall and a group visit to Crathes Castle.

The Lift project was designed around the Five Ways to Wellbeing: Give, Keep Learning, Take Notice, Be Active, and Connect. The four artists were commissioned to design and run events which increased participants' understanding of things they could do to improve their wellbeing, guided by the Five Ways. Some artists chose to focus on Taking Notice of the world around us and had themes around 'bringing the outside in'. Others, such as the community singing groups, focused more on the Connect and Give themes. All the activities had an element of Keep Learning and Be Active in them.

Participants enjoyed working in groups, meeting new people, making connections and feeling part of something. In some cases the relationships formed around the Lift project have turned into real friendships and support networks.

In all areas the artists reported the participants becoming more comfortable discussing their wellbeing as the weeks went by. The average score out of ten for comfort discussing wellbeing went from five to nine over the course of the project. In some groups participants shared their own tips for improving wellbeing. In others frank discussions took place about participants' struggles with issues such as depression and bereavement.

227 workshops were delivered and 6 cultural events took place. 391 people participated, 130 of them under the age of 16. All those participants who were asked the question "has your wellbeing improved as a result of taking part in Lift" agreed that it had. 11 volunteers contributed 327 volunteer hours.

**Positive Lifestyles** is a programme run by St Machar Parent Support Project to help parents identify issues and support them to engage with the relevant agencies to deal with these before they reach crisis point, preventing future long term need for statutory services.

Project staff supported a group of young mums, who identify issues they are concerned about and take part in various activities. Over the year parents took part in sessions including

Understanding Relationships, Baby Resuscitation, Cooking, Smoking Cessation, Child Development, NHS Family Nurse Partnership Programme and Play sessions.

The project saw an increase in the number of people accessing food banks due to changes in their benefits. Project staff look at issues and offer support with budgeting or signpost people to relevant agencies. Working in partnership with CFINE allowed them to successfully distribute food to families that are most in need.

281 people participated in the programme and 48 parents were referred on to relevant agencies for further support. 9 people received help with CVs and interviews, 12 people took up volunteering opportunities and 51 people were supported to claim grants totalling £9,635. 343 young people under the age of 16 were indirectly helped by the support provided to their parents. 12 volunteers contributed 27 hours of volunteer time.

**Literacies for Life** is delivered by Aberdeen City Council Lifelong Learning Team and it aims to engage individuals in learning opportunities which will assist them to overcome barriers to further learning, employment, volunteering and engagement in their local community. The Team deliver a programme which is focused around integrated literacies, having the specific aims of providing adult learners with help in developing confidence; in overcoming barriers to learning; and in developing skills for life.

Over the year programmes were delivered in the target areas of Northfield, St Machar and Torry school ASG areas, and included individuals from the target groups of unemployed people; individuals on a low income, young people; homeless people; migrant workers; and offenders. The learners identified significant skills gaps in communications, basic IT, numeracy and literacy, problem solving and team working; these are collectively known as Core Skills and they underpin Employability. Using the Fairer Aberdeen funding the adult learning team was able to increase the amount of work carried out and to tailor programmes to meet individual needs, making courses relevant and interactive.

Over the year 231 learners benefitted from over 70 additional learning opportunities delivered across the regeneration areas. 112 learners were unemployed and 48 were in low paid employment, 64 undertook job search related activities and 48 received support with financial literacy. 9 volunteers contributed 56 hours of volunteer time.

**Alternative Literacies** by WEA provides literacy opportunities for non-traditional learners who are hard to engage in learning. They offer flexible literacy programmes which are accessible, inclusive and appropriate to learner needs and which provide progression routes to volunteering, alternative WEA provision and employment if appropriate.

Over the year 88 people participated in three 10 week programmes, a summer programme and 2 residential trips, one to Edinburgh to look at the work of the Scottish environmentalist John Muir and the other to Findhorn where the learners studied local wild life and animal life and also continued with the John Muir theme. Those who participated priced the journeys, the accommodation, events and living expenses.

Classes included the students forum, gardening, residential planning, residential participation, arts and crafts, visits to local National Trust properties, environmental art, football and environmental clean ups. 4 volunteers contributed 257 hours of volunteer time.

The **Reading Bus** delivers creative family sessions in schools and communities to increase confidence and enjoyment in reading together, with positive skills development in reading and the spoken word. It aims to promote reading as a source of life long pleasure; raise

attainment and achievement of children at risk of early failure; encourage family learning in a non-school environment; and involve and empower parents in their children's learning.

During the year local storyteller and North East Makar, Sheena Blackhall, toured four Aberdeen schools in The Reading Bus' aim to raise the profile of literacy in the city. Sheena explored global stories and Scotland's place in the world, using the platform of the project to celebrate the Doric dialect and Scots language. She worked with pupils and teachers, sharing practice and ideas. The project involved engagement with four primary schools and six classes in each establishment..

Over the year there were 160 sessions delivered, and over 400 pupils and 60 parents participated.

**Silver City Surfers** provide one to one computer tutoring for over 55s in the City Centre, Seaton and Cummings Park areas, so that they can confidently learn how to use the computer and surf the internet safely in a welcoming and social environment.

Over the year they delivered 4 sessions a week as well as a monthly information session. The number of new learners increased by 41% from 2013-14. This was a large increase and in part due to the increasing success of the well-attended monthly information talks at Satrosphere which were well publicised through local radio, including SHMU, and in the local press. They also updated their website and increased the use of social media to promote events and stimulate interest.

441 people participated and 30 volunteers contributed 5,449 hours of volunteer time.

**Stokethill Step Up** delivers a range of groups and classes for adults, particularly those living in poverty, lone parents, unemployed, older people and people with health issues. Classes focus on getting people back into work, improving health and support for parents.

During the year they set up two computing groups which mainly attracted older adults living in the area. This allowed them to keep in touch with families abroad, their confidence grew and there was clear evidence of this through evaluation by the tutor. The beginner's class from the previous term moved on to attend an intermediate class where they could increase their skills and confidence further.

Healthy cooking also had a positive impact on the adults and their families in terms of reducing food bills as people learned to make their own healthy low cost meals. Feedback included references to losing weight, saving money and eating a healthier diet. Due to adults from different cultures being involved with groups a greater awareness and exchange of ideas also resulted. .

64 people were involved over the year and 2 volunteers contributed 150 volunteer hours.

**Regeneration Matters** is a forum of community representatives from all the regeneration and priority neighbourhoods in Aberdeen City who have been meeting since November 2006 and are active in identifying and addressing issues around poverty and deprivation. The group meets monthly and as well as discussions on particular issues they also have the opportunity to share information about each of their neighbourhoods and feedback on any meetings or conferences they have attended.

Issues they covered over the year included Learning Partnerships, New housing/Potential New Build, Welfare Reform, Community Safety, housing issues and the Community Empowerment Bill. The group invites guest organisations along to meetings in which the



group can get questions answered, and the guest organisations have the opportunity to learn about the priorities, concerns and experiences of the community.

Regeneration Matters also manage the **Community Support Fund** on behalf of the Fairer Aberdeen Board, to support communications, training, community capacity building and community involvement in regeneration. Over the year this funded community magazines for 7 of the regeneration areas, gala/open days for Powis, Torry, Cummings Park and Tillydrone, as well as joint training events.

The Regeneration Matters group elect 7 of its members to act as community representatives on the Fairer Aberdeen Board, alongside 3 representatives from the Civic Forum.

This page is intentionally left blank

## Full Council

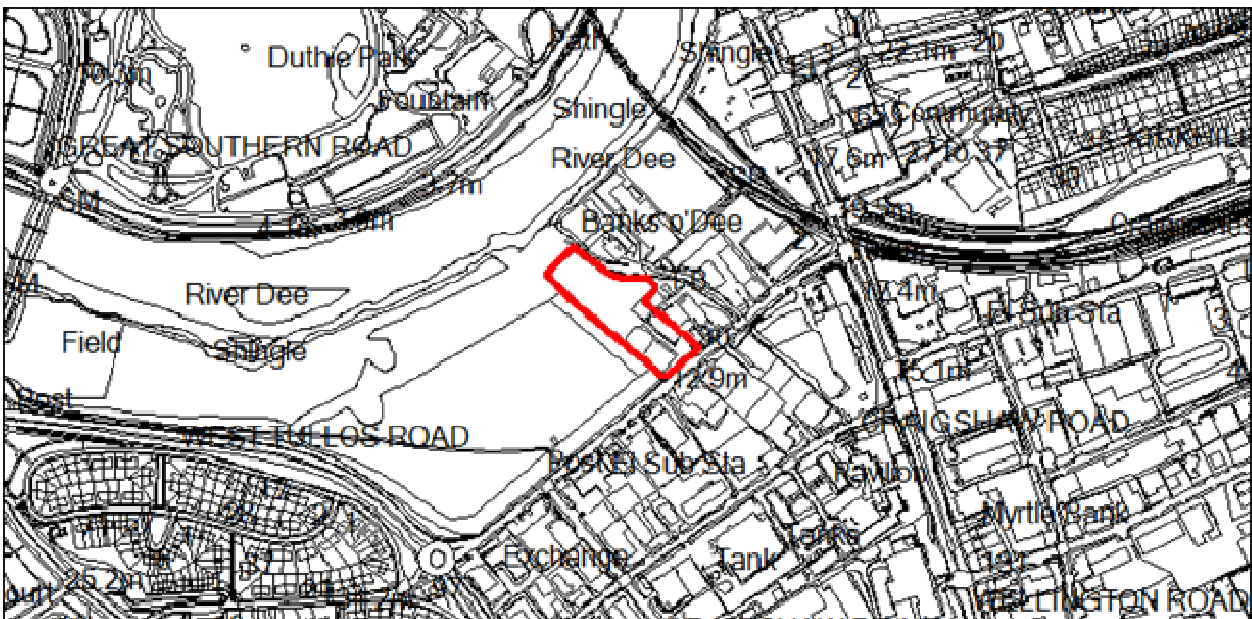
34-40 ABBOTSWELL ROAD, ABERDEEN

DEMOLITION OF EXISTING BUSINESS AND INDUSTRIAL BUILDINGS AND THE ERECTION OF A 100 UNIT FLATTED RESIDENTIAL DEVELOPMENT INCLUSIVE OF 24 AFFORDABLE UNITS, ASSOCIATED INFRASTRUCTURE AND LANDSCAPING.

For: Stewart Milne Homes & John Lawrie Group

Application Type : Detailed Planning Permission  
Application Ref. : P150343  
Application Date: 09/03/2015  
Officer: Paul Williamson  
Ward : Kincorth/Nigg/Cove (N Cooney / A Finlayson)

Advert : Dev. Plan Departure  
Advertised on: 01/04/2015  
Council Meeting: 16 December 2015  
Community Council : No response received



### RECOMMENDATION:

Refuse

## **DESCRIPTION**

The site of approximately 1.05 hectares comprises land within the West Tullos Industrial Estate, located on the north side of Abbotswell Road and to the east of the open space alongside West Tullos Road, and the River Dee. The land, which includes 4 vacant buildings and associated yard space, has most recently been in industrial use. Neighbouring uses also include the 2 storey Banks of Dee Nursing Home, and the Banks of Dee Sports Centre. Also in close proximity are a small number of residential properties (generally of two storeys), and a modern office block 'Collingwood House' which is also of two storeys.

The site is also characterised by the presence of a substantial bank of trees along the western and northern boundaries of the site. Along the eastern boundary is an unnamed tributary (burn) which flows into the River Dee to the north. The burn contains a number of trees and bushes along its embankments, which act as a visual buffer to the Nursing Home beyond.

In respect of the boundaries of the site, there is a 2.2 metre high palisade fence to the western and northern boundaries. On the western side, the fencing is also on top of a stone rubble retaining wall. To the east is a 1.8 metre high vertically boarded timber fence. At the southern end of the site, the boundary is made up from existing buildings, and a large metal security gate.

## **RELEVANT HISTORY**

- Planning permission (71/12/49) for the construction of a warehouse was granted in 1971.
- An application (CP81/12/168) for change of use to bulk chemical storage was approved on 17 December 1981.
- Planning permission (85/1539) for the erection of an office complex was granted on 11 September 1985.
- Planning permission (89/315) for the formation within a warehouse was granted on 20 April 1989.
- Planning permission (A1/2069) for the erection of a temporary inspection unit was granted on 21 January 2002.
- Planning permission (A5/1934) for the change of use of warehouse building from general storage to a machine welding shop was withdrawn in September 2006.
- Planning permission (A6/2254) for the retention of an existing workshop building was granted on 17 January 2007.

- A Proposal of Application Notice (141601) for the demolition of existing buildings and erection of a flatted development with associated access, car parking, and landscaping works was submitted on 22 October 2014. The proposals were subsequently considered at the pre-application forum meeting on 15 January 2015.
- A Pre-Determination Hearing for this application was undertaken on Tuesday 2 June 2015. This was preceded by a site visit in the morning, with presentations at the Council Chamber thereafter.

## **PROPOSAL**

This application for detailed planning permission is for the demolition of existing buildings and erection of a flatted residential development with associated access, car parking and landscaping works.

The proposals would see the demolition of all the existing buildings on site. The seven existing sycamore trees (of between 5 and 8 metres in height) on site alongside the access road, would also be felled to accommodate the development.

The form of development would see the erection of four separate flatted blocks on site. The nearest development to the River Dee would be Block A at a distance of approximately 55 metres. In respect of the proximity to the existing tree belt to the west, Block C is indicated as only being approximately 1 metre from the existing canopy, while Blocks A and D would be approximately 2.5 metres at their closest point. Each block shall be described in turn:

Block A (Feature Block) – Is indicated towards the north west corner of this elongated site, and the closest to the River Dee. It would contain a total of 28 open market units, spread over a total of six storeys of accommodation.

Block B (Linear Block) – Would be located in a relatively central position on site adjacent to the internal access road through the site. It would contain a total of 32 open market units spread over 4/5 storeys, in a dog-leg shaped form.

Block C (Courtyard Block) – would be located beside the southern boundary of the site, adjacent to the internal access road. It would contain the 24 affordable flats proposed as part of the development in an L-shaped block.

Block D (Frontage Block) – is also indicated as an L-shaped block which fronts towards Abbotswell Road and the internal access road, and would contain 16 open market units over 4 storeys of accommodation.

In respect of materials, it is proposed to utilise smooth render, textured facing blockwork, and timber cladding on the elevations. The roofs would principally be clad with a standing seam metal material, or a membrane system for flat roofs.

The windows are merely referred to as having grey coloured frames, while balconies would include projecting steel balustrades, and glass.

A total of 142 car parking spaces are shown for the entire development. They would in essence be spread between 4 specific areas of parking:

- 11 spaces in the courtyard to the rear of Block C;
- 42 spaces to the north of Block C, on the opposite side of the internal access road;
- 50 spaces in the vicinity of Block B; and
- 39 spaces in the vicinity of Block A.

Furthermore, following revision to the proposals during the course of the application, provision is also being made for the inclusion of a car club space, and a further space for an electric charging point. Provision is also made for secure bicycle and motorcycle storage.

The internal access road would be formed using a mixture of bitmac, and sett paving (cassies) for the traffic calming features. The parking areas themselves would be formed with porous block paviers.

In respect of open space within the site, the submitted plans show factored public open space principally being located around the site frontage opposite Block D, and around the frontage of Block B. Other amenity space is indicated around Blocks A, C and D. The submitted plans also indicated the provision of a scheme of landscaping including trees and shrubs throughout the site, including within the car parking areas. In total 0.27ha of open space is proposed.

## **Supporting Documents**

All drawings and the supporting documents listed below relating to this application can be viewed on the Council's website at

<http://planning.aberdeencity.gov.uk/PlanningDetail.asp?ref=150343>

On accepting the disclaimer, enter the application reference quoted on the first page of this report.

The supporting documents include:

- 3D Visualisations;
- Pre-Application Consultation Report (Ryden – February 2015)
- Justification for Loss of Employment Land Report (Ryden – February 2015)
- Planning Supporting Statement (Ryden – February 2015)
- Design Statement (MRT Architects February 2015)
- Drainage Assessment (Fairhurst, Issue 3 – March 2015)
- Flood Risk Assessment (Fairhurst – February 2015)
- Geo-Environmental Desk Study (Fairhurst – February 2015)
- Geo-Environmental Interpretative Report (Fairhurst – March 2015)
- Outline Environmental Management Plan (Fairhurst – March 2015)

- Tree Survey and Arboricultural Impact Assessment (Envirocentre – Amended April 2015)
- Phase 1 Habitat and Protected Species Survey (Envirocentre – January 2015)
- Transportation Assessment (Fairhurst – January 2015)

## **PRE-APPLICATION CONSULTATION**

The proposed development was the subject to pre-application consultation between the applicant and the local community, as required for applications falling within the category of major developments as defined in the 'Hierarchy of Development' Regulations. The consultation involved the following:

- The developer initially contacted both Torry Community Council, and Kincorth and Leggart Community Council (in light of its proximity to the boundary of the site), in order to present an overview of the development proposals.
- Kincorth and Leggart Community Council accepted the request for the applicant/agent to attend a meeting, and this took place on Monday 8 December, at Our Lady of Aberdeen Church Hall, Kincorth. A short presentation was made, and an exhibition board prepared.
- Following the advertisement of an event in the press on Monday 1 December 2014, a public event was held on Tuesday 9 December 2014 between 2 and 8 pm at the Banks of Dee Sports Centre. It took the form of an exhibition and 'drop-in' session. Five A1 mounted boards were used to display information relating to the proposed development. Information displayed related to: the history of the site; the Local Development Plan; Site Layout Plan and 3D Visualisation; and, the planning process. Feedback forms were provided. The event was attended by 4 people. This included two members of Torry Community Council; Councillor Alan Donnelly, and the President of Banks of Dee Football Club. A total of three feedback forms were returned.
- A subsequent presentation was made to Torry Community Council at their meeting on Thursday 15 January 2015 at Torry Academy. This was of a similar format to that provided to Kincorth and Leggart Community Council.
- The developer also wrote to local ward members inviting them to the public event.

In respect of the issues raised during the Pre-Application Consultation process, the following aspects were acknowledged within the submitted PAC Report:

- Impacts on roads infrastructure and capacity;
- Impacts upon education provision within the area; and,

- Support was voiced for the inclusion of affordable housing within the development.

In response to the issues raised above, the applicant has sought to support their proposals through the provision of supporting information to the application. This sought to indicate that any additional traffic movements associated with the development would be mitigated against. This includes the submission of a Transportation Assessment. In respect of the concerns over School Capacity, the latest School Roll Forecasts indicate that both Kirkhill Primary and Kincorth Academy are operating well below capacity based on 2017, which would be a realistic target date for the completion on site should planning permission be approved. In light of the low turnout at the Pre Application Consultation stage, and the associated low level of feedback received, no other amendments were made to the application proposals.

## **REASON FOR REFERRAL TO COUNCIL**

This planning application requires to be determined by the Full Council under legislation introduced in August 2009 as part of the Scottish Government's modernisation of the planning system. Section 14 (2) of the Planning etc (Scotland) Act 2006 amends the Local Government (Scotland) Act 1973 to the effect that where a planning application has been the subject of a Pre-Determination Hearing under section 38A of the 2006 Act, the planning application must be decided by the Full Council. In this instance a Pre Determination Hearing was held in light of the proposal being a Major Development which represents a significant departure to the planned strategy of the Development Plan. Accordingly, the application falls outwith the scope of the Council's Scheme of Delegation.

## **CONSULTATIONS**

**Roads Development Management** – No objection. Conditions would be required in respect of the car parking layout; 2 electric car parking spaces; cycle/motorcycle parking; minor carriageway/footway improvements to Abbotswell Road; a new cantilever bus shelter to Wellington Road; and, a residential travel plan framework. Contributions towards the Strategic Transport Fund and the contribution towards a city car club vehicle would be controlled through the use of a s75 planning obligation.

**Education** - The proposed development will be contained within the school catchment areas for Kirkhill Primary School and Kincorth Academy. There is sufficient capacity within both these schools to accommodate the anticipated number of pupils to be generated by the development, and for this reason no specific provisions are required to be made by the developer.

**Environmental Health** – No objections to the application, although there are concerns with regard to potential noise nuisance from road traffic, and exposure to air pollution. If recommended for approval, a condition should be attached in respect of the submission of a noise assessment. In addition, the developer should be mindful of the location of the ventilation scheme, particularly at lower levels. Suitable bin storage areas would also require to be provided.



**Environmental Health (Contaminated Land)** – No objection, although further information is required. Another round of groundwater analysis is necessary, which may require further monitoring in due course. A supplementary site investigation and investigation for PCB's shall be required following the demolition of buildings on site. A pre-demolition asbestos survey shall be necessary. Once the supplementary site investigation and updated risk assessment have been undertaken, the Service shall be in a position to fully consider the Outline Environmental Management Plan.

**Waste Services** – No objection. No envisaged issues for vehicle manoeuvring. The bin store locations are improved, and the dimensions of them meet the required criteria.

**Developer Contributions Team** – Outlined that contributions would be required towards: Affordable Housing; Community Halls; Sports and Recreation; and Core Paths. Any contribution towards the Strategic Transport Fund (STF) shall be advised directly by Roads Development Management Officers.

**Communities, Housing and Infrastructure (Flooding)** - No comments received.

**Scottish Environment Protection Agency** – No longer object to the proposals on flood risk grounds. Require that conditions be added in respect of finished floor levels being provided in accordance with the details contained within the submitted Flood Risk Assessment, and a further condition requiring the implementation of the Environmental Management Plan.

**Scottish Natural Heritage** – No comments.

**Torry Community Council** – No response received.

## REPRESENTATIONS

One letter of objection has been received. The objections raised relate to the following matters:-

- 1) The additional impacts on an already congestion local road network;
- 2) The existing signalised junction from Abbotswell Road onto Wellington Road does not allow many vehicles through in each phase, and this would only get worse; and,
- 3) This area has been a green belt over Inverdee Park and onto Duthie Park. Any development would therefore blocks views

## PLANNING POLICY

### National Policy and Guidance

#### Scottish Planning Policy (SPP)

Scottish Planning Policy reiterates the Scottish Governments central purpose is to focus government and public services on creating a more successful country, with opportunities for all of Scotland to flourish, through increasing sustainable economic growth. One further core value is to be plan-led, with plans being up-to-date and relevant.

SPP introduces a presumption in favour of development that contributes to sustainable development. Decisions should be guided by various principles including:

- Giving due weight to economic benefit;
- Supporting good design and the six qualities of successful places;
- Making efficient use of existing capabilities of land, buildings and infrastructure;
- Supporting delivery of accessible housing, business, retailing and leisure development; and,
- Avoiding over-development.

The presumption in favour of sustainable development does not however change the statutory status of the development plan as the starting point for decision making. For proposals that do not accord with up-to-date development plans, the primacy of the plan is maintained and this SPP and the presumption in favour of development that contributes to sustainable development will be material considerations.

### **Aberdeen City and Shire Strategic Development Plan**

The overall vision of the strategic development plan (which was approved by Scottish Ministers in March 2014) is that: “Aberdeen City and Shire will be an even more attractive, prosperous and sustainable European city region and an excellent place to live, visit and do business.

We will be recognised for:

- Our enterprise and inventiveness, particularly in the knowledge economy and in high-value markets;
- The unique qualities of our environment; and
- Our high quality of life”.

The aims include:

- Making sure the area has enough people, homes and jobs to support the level of services and facilities needed to maintain and improve the quality of life; and
- Help create sustainable mixed communities, and the associated infrastructure, which meet the highest standards of urban and rural design and cater for the needs of the whole population.

The strategy focuses development on places where there are clear opportunities to encourage people to use public transport.

The Strategic Development Plan includes objectives relating to:

- Economic growth;
- Sustainable development and climate change;
- Population growth;
- Quality of the Environment;
- Sustainable Mixed Communities; and,
- Accessibility.

## **Aberdeen Local Development Plan**

Sections 25 and 37(2) of the Town and Country Planning (Scotland) Act 1997 (as amended) require that where, in making any determination under the planning acts, regard is to be had to the provisions of the development plan and that determination shall be made in accordance with the plan, as so far as material to the application, unless material considerations indicate otherwise.

Policy I1 – Infrastructure Delivery and Developer Contributions: Development must be accompanied by the infrastructure, services and facilities required to support new or expanded communities and the scale and types of developments proposed.

Policy T2 – Managing the Transport Impact of Development: New developments will need to demonstrate that sufficient measures have been taken to minimise the traffic generated.

Policy D1 – Architecture and Placemaking: To ensure high standards of design, new development must be designed with due consideration for its context and make a positive contribution to its setting.

Policy D2 – Design and Amenity: In order to ensure the provision of appropriate levels of amenity the following principles will be applied:

1. Privacy shall be designed into higher density housing;
2. Residential development shall have a public face to a street and a private space to an enclosed garden or court;
3. All residents shall have access to sitting out areas;
4. Where it is necessary to accommodate car parking within a private court, the parking must not dominate the space. As a guideline no more than 50% of any court should be taken up by parking spaces and access roads;
5. Individual flats or houses within a development shall be designed to make the most of opportunities offered by the site for views and sunlight;
6. Development proposals shall include measures to design out crime and design in safety;
7. External lighting shall take into account residential amenity and minimise light spillage into adjoining areas and the sky.

Policy D3 – Sustainable and Active Travel: New development will be designed in order to minimise travel by private car, improve access to services and promote healthy lifestyles by encouraging active travel.

Policy D4 – Aberdeen's Granite Heritage: The City Council will encourage the retention of granite buildings throughout the City, even if not listed or in a conservation area. Conversion and adaptation of redundant granite buildings will be favoured. Where a large or locally significant granite building that is not listed is demolished, the City Council will expect the original granite to be used on the principle elevations of the replacement building.

Policy D6 – Landscape: Development will not be acceptable unless it avoids:

1. significantly adversely affecting landscape character;
2. obstructing important views of the City's townscape;
3. disturbance, loss or damage to important recreation, wildlife or woodland resources or to the physical links between them;

Policy BI1 – Business and Industrial Land: Aberdeen City Council will support the development of the business and industrial land allocations set out in this Plan. In addition to the provision of new sites, it is important to safeguard from other development pressures the supply of existing industrial and business land throughout the city.

Policy H3 – Density: The City Council will seek an appropriate density of development on all housing allocations and windfall sites. All residential developments over 1 hectare must:

1. meet a minimum density of 30 dwellings per hectare (net);
2. have consideration of the sites characteristics and those of the surrounding area;
3. create an attractive residential environment and safeguard living conditions in the development; and
4. consider providing higher densities in the City Centre, around local centres, and public transport nodes.

Policy H4 – Housing Mix: Housing developments of larger than 50 units are required to achieve an appropriate mix of dwelling types and sizes, in line with a masterplan, reflecting the accommodation requirements of specific groups, in particular families and older people.

Policy H5 – Affordable Housing: Housing developments of five units or more are required to contribute no less than 25% of the total number of units as affordable housing.

Policy NE1 – Green Space Network: The City Council will protect, promote and enhance the wildlife, recreational, landscape and access value of the Green Space Network. Proposals for development that are likely to destroy or erode the character or function of the Green Space Network will not be permitted.

Policy NE3 – Urban Green Space: Permission will not be granted to use or redevelop any parks, playing fields, sports pitches, woods, allotments or all other areas of urban green space for any other use other than recreation or sport.

Policy NE4 – Open Space Provision in New Development: The City Council will require the provision of at least 2.8 hectares per 1000 people of meaningful and useful public open space in new residential development.

Policy NE5 – Trees and Woodlands: There is a presumption against all activities and development that will result in the loss of or damage to established trees and woodlands that contribute significantly to nature conservation, landscape character or local amenity.

Policy NE6 – Flooding and Drainage: Development will not be permitted if:

1. it would increase the risk of flooding;
2. it would be at risk itself from flooding;
3. adequate provision is not made for access to waterbodies for maintenance; or
4. it would result in the construction of new or strengthened flood defences that would have a significantly damaging effect on the natural heritage interests within or adjacent to a watercourse.

Applicants will be required to provide an assessment of flood risk where a development is likely to result in a material increase in the number of buildings at risk of flooding.

Policy NE8 – Natural Heritage: Development that, taking into account any proposed mitigation measures, has an adverse effect on a protected species or an area designated because of its natural heritage value will only be permitted where it satisfies the relevant criteria in Scottish Planning Policy.

Policy NE9 – Access and Informal Recreation: New development should not compromise the integrity of existing or potential recreational opportunities including access rights, core paths, other paths and rights of way.

Policy R2 – Degraded and Contaminated Land: The City Council will require that all land that is degraded or contaminated, including visually, is either restored, reclaimed or remediated to a level suitable for its proposed use.

Policy R6 – Waste Management Requirements for New Development: Housing developments should have sufficient space for the storage of residual, recyclable and compostable wastes. Flatted developments will require communal facilities that allow for the separate storage and collection of these materials.

Policy R7 – Low and Zero Carbon Buildings: All new buildings, in meeting buildings regulations energy requirements, must install low and zero carbon generating technology to reduce the predicted carbon dioxide emissions by at least 15% below 2007 standards.

### **Proposed Aberdeen Local Development Plan**

Policy D1 – Quality Placemaking by Design: All development must ensure high standards of design and have a strong and distinctive sense of place which is as a result of context appraisal, detailed planning, quality architecture, craftsmanship and materials. Well considered landscaping and a range of transportation opportunities ensuring connectivity are required to be compatible with the scale and character of the developments.

Places that are distinctive and designed with a real understanding of context will sustain and enhance the social, economic, environmental and cultural attractiveness of the city. Proposals will be considered against the following six essential qualities: distinctive; welcoming; safe and pleasant; easy to move around; adaptable; and, resource efficient.

Policy D2 – Landscape: Developments will have a strong landscape framework which improves and enhances the setting and visual impact of the development, unifies urban form, provides shelter, creates local identity and promotes biodiversity.

Policy D3 – Big Buildings: The most appropriate location for big buildings is within the city centre and its immediate periphery. Big buildings must be of a high quality design which complements or improves the existing site context.

Policy D5 – Our Granite Heritage: Throughout Aberdeen the Council seeks the retention and appropriate re-use, conversion and adaptation of all granite features, structures and buildings. Where the retention and re-use of a granite feature, building or structure, in whole or part, is unviable then the visible re-use of all of the original granite as a building material within the development site is required.

Policy I1 – Infrastructure Delivery and Planning Obligations: Development must be accompanied by the infrastructure, services and facilities required to support new or expanded communities and the scale and types of developments proposed.

Policy T2 – Managing the Transport Impact of Development: Commensurate with the scale and anticipated impact, new developments must demonstrate that sufficient measures have been taken to minimise traffic generated and to maximise opportunities for sustainable and active travel.

Policy T3 – Sustainable and Active Travel: New developments must be accessible by a range of transport modes, with an emphasis on active and sustainable transport, and the internal layout of developments must prioritise walking, cycling and public transport penetration. Links between residential, employment, recreation and other facilities must be protected or improved for non-motorised transport users, making it quick, convenient and safe for people to travel by walking and cycling.

Street layouts will reflect the principles of Designing Streets and meet the minimum distances to services as set out in the supplementary guidance.

Recognising that there will still be instances in which people will require to travel by car, initiatives such as like car sharing, alternative fuel vehicles and Car Clubs will also be supported where appropriate.

Policy B1 – Business and Industrial Land: Aberdeen City Council will in principle support the development of the business and industrial land allocations set out in this Plan. In addition to the provision of new sites, it is important to safeguard the supply of existing industrial and business land throughout the city from other development pressures.

Policy H3 – Density: The City Council will seek an appropriate density of development on all housing allocations and windfall sites. All residential developments over 1 hectare must:

1. meet a minimum density of 30 dwellings per hectare (net);
2. have consideration of the sites characteristics and those of the surrounding area;
3. create an attractive residential environment and safeguard living conditions in the development; and
4. consider providing higher densities in the City Centre, around local centres, and public transport nodes.

Policy H4 – Housing Mix: Housing developments of larger than 50 units are required to achieve an appropriate mix of dwelling types and sizes, in line with a masterplan, reflecting the accommodation requirements of specific groups, in particular families, older people, and people with particular needs. This mix should include smaller 1 and 2 bedroom units and should be reflected in both the market and affordable housing contributions.

Policy H5 – Affordable Housing: Housing developments of five units or more are required to contribute no less than 25% of the total number of units as affordable housing.

Policy NE1 – Green Space Network: The City Council will protect, promote and enhance the wildlife, recreational, landscape and access value of the Green Space Network. Proposals for development that are likely to destroy or erode the character or function of the Green Space Network will not be permitted.

Policy NE3 – Urban Green Space: Permission will not be granted to use or redevelop any parks, playing fields, sports pitches, woods, allotments or all other areas of urban green space for any other use other than recreation or sport.

Policy NE4 – Open Space Provision in New Development: The City Council will require the provision of at least 2.8 hectares per 1000 people of meaningful and useful public open space in new residential development.

Policy NE5 – Trees and Woodlands: There is a presumption against all activities and development that will result in the loss of or damage to trees and woodlands that contribute to nature conservation, landscape character, local amenity or climate change adaptation and mitigation.

Policy NE6 – Flooding, Drainage and Water Quality: Development will not be permitted if:

1. it would increase the risk of flooding;
2. it would be at risk itself from flooding;
3. adequate provision is not made for access to waterbodies for maintenance; or
4. it would require the construction of new or strengthened flood defences that would have a significantly damaging effect on the natural heritage interests within or adjacent to a watercourse.

Applicants will be required to provide and assessment of flood risk where a development is likely to result in a material increase in the number of buildings at risk of flooding.

Policy NE8 – Natural Heritage: Some of the species found in Aberdeen are protected under international and national law while others are identified as being of local importance. If it is suspected that a Protected Species is present on a development site, then a survey will be recommended as part of a planning application. If evidence of a protected species is found, then the surveyor will be required to identify the possible impacts of the development on it.

Policy NE9 – Access and Informal Recreation: New development should not compromise the integrity of existing or potential recreational opportunities including general access rights to land and water, core paths, other paths and rights of way

Policy R2 – Degraded and Contaminated Land: The City Council will require that all land that is degraded or contaminated, including visually, is either restored, reclaimed or remediated to a level suitable for its proposed use.

Policy R6 – Waste Management Requirements for New Development: All new developments should have sufficient space for the storage of general waste, recyclable and compostable wastes where appropriate. Flatted developments will require communal facilities that allow for the separate storage and collection of these materials.

Policy R7 – Low and Zero Carbon Buildings, and Water Efficiency: All new buildings, in meeting buildings regulations energy requirements, must install low and zero carbon generating technology (LZCGT) to reduce the predicted carbon dioxide emissions by at least 20% below that required by the Scottish building regulations at the time of the application.

To reduce the pressure on water extraction from the River Dee, and the pressure on water infrastructure, all new buildings are required to use water saving technologies and techniques.

Policy CI1 – Digital Infrastructure: All new residential and commercial development will be expected to have access to modern, up-to-date high speed communications infrastructure.

### **Supplementary Guidance**

- Affordable Housing;
- Bats and Development;
- Drainage Impact Assessments;
- Infrastructure and Developer Contributions Manual;
- Landscape Guidelines;
- Low and Zero Carbon Buildings;
- Open Space;



- Transport and Accessibility;
- Trees and Woodlands; and
- Waste Management.

## **EVALUATION**

Sections 25 and 37(2) of the Town and Country Planning (Scotland) Act 1997 (as amended) require that where, in making any determination under the planning acts, regard is to be had to the provisions of the development plan and that determination shall be made in accordance with the plan, so far as material to the application, unless material considerations indicate otherwise.

### Principle

At the outset of the consideration of this application, is the general principle of redeveloping this site which is located within a Business/Industrial allocation within the Adopted Local Development Plan (LDP). The LDP is clear in identifying that uses for Business/Industrial within allocated areas, should be retained for such purposes.

From the wider perspective, the Council currently maintains a healthy supply of Business and Industrial Land in the City. In the 2014 Employment Land Audit (prepared for Aberdeen City and Aberdeenshire), it identified that there were 246 hectares of established employment land in the City. A further 140 hectares of land are also considered as Marketable Employment Land. Ambitious targets are set within the Strategic Development Plan, which would see 175 hectares of employment land to be developed in the City up to 2035. The SDP indicates that a minimum supply of 60 hectares of Marketable Employment Land should be available at all times. In this instance, in light of the existing stock of employment land maintained in the City, the loss of the 1.05 hectare site would not have a demonstrable impact on the overall supply of employment land in the City.

However, while the supply of employment land would be maintained at the required levels, the question remains as to whether the proposed development itself, is suitable for this location. While it is acknowledged that there are a mixture of uses in the immediate surrounding area to the north of Abbotswells Road, and a few historical residential properties, it must be acknowledged that since the roll-out of the latest reform of the Planning System in Scotland, the Scottish Government have highlighted that this is a plan-led system. As such, development proposals must be assessed in accordance with the development plan, unless material considerations indicate otherwise. While the presence of the Nursing Home is in close proximity to the site, any surrounding existing industrial development could be a nuisance to the proposed use.

In parallel, the applicant has sought to review the current allocation within the Local Plan, through the Development Plan review process, as well as through the submission of this planning application. The Proposed Local Development Plan was submitted for Examination in November 2015, following the previous

consultation on the Plan between March and June of this year. The Council's response to the applicants development bid and representation to the LDP has indicated that "Aberdeen City Council has assessed this site, considered it undesirable, and rejected it on the grounds set out in the Proposed Plan Site Assessment Report (CD31). There is potential for conflict between new residential development and existing business and industrial uses which are present on the site. The narrow site means that there is insufficient space for a buffer between the proposed residential area and existing business. This means that it will be difficult to maintain an acceptable external amenity for residents. This could lead to complaints which could in turn, prejudice the operation of the existing businesses. In addition the narrow site means it will be difficult to develop high rise development with a sufficient buffer between it and the significant tree belt to the west".

The settled view of the Council at this time is therefore that the site is not appropriate for residential use in either the extant, or the proposed Local Development Plan. The non-allocation for the site for residential use will be dealt with at the Examination of the Proposed Local Development Plan (PLDP) and thus it can be argued that that approval of this application would be premature pending the outcome of the PLDP. Furthermore, approval at this stage could undermine the credibility of the PLDP process. The Council, at the meeting of the Communities, Housing and Infrastructure Committee on 27 October 2015, agreed to submit the Aberdeen Local Development Plan Proposed Plan 2015 to Scottish Ministers for examination. As such the planning authority have already taken the decision that the site should remain as Business/Industrial Land. Therefore any outcome to contradict that decision would not be consistent with previous Committee decision, and reduce credibility of the established LDP process.

Accordingly, the development proposals are considered to be contrary to the planned strategy within the Development Plan, and in particular would be contrary to Policy B11 of the Adopted Local Development Plan. As noted above, while the position with the Employment Land Supply has been considered, similarly the Housing Land Supply is also a material consideration. In this instance, the Strategic Development Plan, and extant LDP include significant allocations for new housing in the City. As such, it is not considered that there is any necessity to release further land for housing, that is not already included as a Development Plan allocation, or opportunity site. If granted planning permission, the development of this site could therefore jeopardise the delivery of the allocated sites within the LDP.

#### Site Layout and Design

While the principle of the development has not been established, it is considered necessary to ensure that the proposals are assessed against the remaining policies of the development plan.

As would have been evident to those Members present at the Pre-Determination Hearing Site Visit, the site is fundamentally constrained due to its long narrow

shape, the presence of a sewer wayleave, and the proximity to the existing watercourse along the eastern boundary. As such, this renders this a complex site to prepare an adequate layout to comply with design policy requirements.

In this instance, a number of revisions have been tabled by the applicant not only make improvements to the site layout to meet with the requirements of Roads and Waste Officers, but also to improve aspects of the design.

From a general perspective, it is expected that sites brought forward should be compliant with the Council's Development Plan policies in respect of the provision of adequate open space for new residents. In this instance, there would technically be a deficiency in the space provided. This is further evidenced by the domination of car parking in parts of the application site. However, in light of the proximity to the substantial area of open space adjacent to the western boundary of the site, the deficiency in open space is partially mitigated through the availability of this substantial area of open space adjacent to the site.

However, when it comes to the proposed layout itself, the aforementioned limitations due to the site shape have constrained the ultimate built solutions for the site. Block A towards to the north of the site adjacent of he River Dee, is of the greatest architectural merit as part of the current proposals. Its scale of 6 storeys would make the most of opportunities for views and sunlight. While this would terminate above the existing tree canopy when viewed from the northern side of the River Dee, it would not be unacceptable from the perspective of the impact on the landscape character of the area. The remaining blocks of between 4 and 5 storeys, are of less design merit. While improvements have been made to the design, and particularly the materials utilised for the upper floors of the respective blocks, the overall appearance of those blocks do appear relatively mundane and uninspiring in comparison to the aspirations of the Planning Authority to ensure that new development is of the upmost quality, whilst respecting the character and setting of its location.

Furthermore, while improvements have been made to elements of the layout, it remains to be the planning authorities opinion that not withstanding the conflicts with the wider principle fo the development, the design and layout are also not of an appropriate standard particularly in respect of the design, and the proximity to the existing trees/woodland to the west of the application site. In respect of the latter, as noted above a tree belt/woodland runs along the western and northern boundaries of the site. Due to the elongated nature of the site, and the number of units currently proposed, the footprint of the development is close to the site boundaries, and based upon the submitted drawings, the buildings would be as little as 1.5 to 2.5 metres away from those existring trees. Such close proximity between buildings and trees can lead to numerous problems. Firstly, there is potential for the root systems of such trees to suffer damage, which could in the longer term, affect their ultimate retention. Furthermore, the proximity to trees would also have a respective impact on the daylight/sunlight that would be afforded, particularly to flatted properties with west facing windows. This can in turn lead to pressures for felling of those trees, as well as maintenabnce issues

arising from falling leaves, and small branches. However, due to the site constraints, it has not proven possible to amend the footprint locations of the blocks, without impacting upon the road alignment, and the associated sewer wayleave.

### Consultation Responses / Technical Matters

Following the consideration of the submitted Transportation Assessment, Roads Officers have confirmed that they do not object to the proposals and their acceptance of the proposed level of car parking. While not to the full standards which would be permitted in this instance, the provision of the car club space, and financial contribution towards a vehicle / and the provision of an electric charging point thus enhancing the sites sustainability credentials is considered to mitigate against this shortfall. Should the development ultimately be approved, then a contribution would also be required for the provision of a new bus shelter on Wellington Road, the main transport corridor in the vicinity of the application site.

As noted above, Education Officers have advised that the respective primary and secondary schools are both under capacity, and that no contributions would be sought for education purposes as a result of this development. However, the Developer Contributions Team has confirmed that should Members ultimately resolve to grant planning permission, then contributions secured through an associated s75 developer obligation would also be necessary towards: affordable housing; Community Halls; Sports and Recreation; and, Core Paths.

In respect of flooding and drainage initial concerns had been raised by SEPA in respect of the potential flood risk of the proposals. Through the submission of additional information in the form of an updated Flood Risk Assessment, and the confirmation of built floor levels, SEPA have removed their objection to the proposals, subject to the imposition of the two planning conditions listed above.

In their consultation response, Environmental Health Officers raised some concerns from the perspective of noise from road traffic, and exposure to air pollution. While not objecting to the proposals, they have indicated that a noise assessment would be necessary should planning permission be granted, and that consideration would have to be given to the positioning of the ventilation for the flatted properties, particularly towards the street frontage and at lower levels. Furthermore, the layout has been considered by the waste officer whom is satisfied from the perspective of circulation for refuse vehicles. In addition, the Contaminated land team have also indicated that further site investigations would be necessary if the proposal is approved.

Part of the development site includes a small traditional granite building. This at one time, would have been likely to be used a residence, and latterly converted for an office associated with the wider commercial use. Policy D4 Aberdeen's Granite Heritage, identifies that the conversion and adaptation of such buildings is favoured. If the redevelopment of this site for residential use had been established in principle, then it would have proven difficult for the existing building

to have been successfully incorporated. As such, it would be unreasonable to demand that this building be retained. However, should Members be minded to grant planning permission for this development, then it would be necessary to attach a condition to require that the granite downtakings from this building be re-used elsewhere within the development site.

### Matters Raised in Representations

In respect of the matters raised in representations that have not already been raised above, each shall be addressed in turn.

- 3) This area has been a green belt over Inverdee Park and onto Duthie Park. Any development would therefore blocks views.

Response – The site is not located within the Green Belt, although the adjacent parkland does fall within land allocated as Urban Green Space (Policy NE1) and the Green Space Network (Policy NE3). Notwithstanding the loss of private view is not a material planning consideration.

### Summary

As outlined above, it is considered that the general principle of this development has not been established through either the Adopted Local Development Plan, or the Proposed LDP which shall shortly be considered at Examination. It is not considered that the circumstances raised by the applicant, sufficiently address a need for housing on this site, particularly given the generous allocation on sites through the LDP itself. Furthermore, through analysis of the development proposals, they are also considered to be of a standard which falls short of expectations for new development in the City, as required through LDP policy.

In the event that Members are minded to grant planning permission for this application proposal, then it would be necessary to have the applicant enter into a s75 planning obligation in respect of developer obligations towards: Affordable Housing; the City Car Club; the Strategic Transport Fund; Community Facilities; Sports and Recreational Facilities; the Core Path Network; and the provision of as new bus shelter on Wellington Road

Furthermore, in such an instance, planning conditions would also be required in respect of: external finishing materials; boundary treatments; SUDS/drainage/Flood Protection measures; localised road improvements; landscaping; tree protection; ground investigations and mitigation; car/cycle/motorcycle parking; a noise assessment; waste/recycling provision; a residential travel plan framework; and Low and Zero Carbon generating technologies.

### Proposed Aberdeen Local Development Plan

As noted within the wider evaluation above, the Proposed ALDP was approved for submission for Examination by Scottish Ministers at the meeting of the

Communities, Housing and Infrastructure Committee of 27 October 2015. It constitutes the Council's settled view as to what should be the content of the final adopted ALDP and is now a material consideration in the determination of planning applications, along with the adopted ALDP. The exact weight to be given to matters contained in the Proposed ALDP (including individual policies) in relation to specific applications will depend on whether:

- these matters have been subject to representation and is regarded as an unresolved issue to be determined at the Examination, and
- the relevance of these matters to the application under consideration

Policies and proposals which have not been subject to objection will not be considered at Examination. In such instances, they are likely to be carried forward for adoption. Such cases can be regarded as having greater material weight than those issues subject to Examination. The foregoing can only be assessed on a case by case basis. In relation to this particular application the policies of the Proposed Local Development Plan largely reiterate those of the extant Local Development Plan. Specifically, the application site is retained within the Business and Industrial zoning around the Tullos area. As such, the proposal would continue to be a departure from the emerging Development Plan strategy.

## **RECOMMENDATION**

### **Refuse**

## **REASONS FOR RECOMMENDATION**

1) The site lies within an area allocated as Business and Industry within the Adopted Local Development Plan 2012. Such areas are supported through Policy BI1 which indicates that in these areas, such uses shall be retained. The proposed development does not comply with the policy in that it does not represent a type of development that would safeguard existing business and industrial land, nor support it through the provision of ancillary facilities. Sufficient land has been identified for new residential development through the Local Development Plan, and therefore approval would undermine the long-term strategy of the ALDP.

2) The proposed design and layout of the development, and in particular the elevational treatment, and proximity to existing trees adjacent to the site, is not considered to accord with the requirements of Policies D1 - Architecture and Placemaking and D2 - Design and Amenity of the Adopted Local Development Plan. as the proposal if approved would result in a development which is not considered to be designed to result in a positive contribution to its setting, and a layout which would be dominated by the primary road and associated car parking.

PI

**From:** Helen Stewart [REDACTED]  
**Sent:** 19 March 2015 11:31  
**To:** PI  
**Subject:** 30-40 Abbotswell Road

150313

Sent from my iPadPlanning Application 30-40 Abbotswell Road Aberdeen

House Owner  
14 Abbotswell Road  
Aberdeen AB12 3AB

I am writing regarding plans for a residential development of 100 unit flats and 24 affordable units proposed on Abbotswell Road. I have strong concerns with regards to this development. My main concerns are the amount of heavy traffic that is on Abbotswell Road everyday and even more when there are diversions in the area which is often the case. The traffic lights at the top of our road lets no more than three cars at a time through and at peak times none as Wellington Road get priority. Banks of Dee sports club has hundreds of members a day using Abbotswell Road and it's very frustrating to all concerned as it stand. In the opinion of most of the residents another one hundred and twenty four houses of mostly car user would be unexceptable on an already busy road. My other concerns is this area has been a green belt always looking over Iverdee Park and onto Duthie park. I can imagine all view will be disrupted to make way for flats. I hope our views shall be given proper consideration. We are not against progress but this is ridiculous that it's even being considered on behalf of Aberdeen planning. Perhaps you should try observing Abbotswell Road in the past five years. It's total unexceptable as it is now with the current traffic issues.

Yours sincerely Stewart Family

This page is intentionally left blank



## PLANNING DEVELOPMENT MANAGEMENT COMMITTEE

ABERDEEN, 2 June 2015. Minute of Meeting of the PLANNING DEVELOPMENT MANAGEMENT COMMITTEE. Present:- Councillor Milne, Convener; Councillor Finlayson, Vice Convener; and Councillors Boulton, Jaffrey, Lawrence, Jean Morrison MBE, Sandy Stuart and Thomson.

Also present:- Councillor Donnelly.

The agenda and reports associated with this minute can be found at:-  
<http://committees.aberdeencity.gov.uk/ieListDocuments.aspx?CId=348&MId=3919&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 retrospectively altered.

### SITE VISIT

1. The Committee conducted a site visit prior to the Hearing. The Committee was addressed by the Senior Planner (Mr Williamson) who summarised the proposal for the overall site, explained that all of the buildings currently on site were proposed to be demolished and replaced with four residential blocks, the proposed locations of which were highlighted. There being no detailed questions from members, the Convener explained that the Committee would return to the Town House to commence the Hearing.

### HEARING

**34-40 ABBOTSWELL ROAD - DEMOLITION OF EXISTING BUSINESS AND INDUSTRIAL BUILDINGS AND THE ERECTION OF A 100 UNIT FLATTED RESIDENTIAL DEVELOPMENT INCLUSIVE OF 24 AFFORDABLE UNITS, ASSOCIATED INFRASTRUCTURE AND LANDSCAPING - 150343**

2. The Hearing was opened by the Convener who welcomed those present and advised that the first person to speak would be Mr Williamson.

The Committee heard from **Mr Paul Williamson, Senior Planner, Aberdeen City Council** who addressed the Committee in the following terms:-

As outlined within the circulated report, the purpose of this Pre-Determination Hearing is for elected members to hear the views of the applicant, and if desired, those who have made representations to this planning application. As such, there has been no evaluation or recommendation made at this time.

The proposal of 100 flatted properties would include the redevelopment of this industrial site located on the northern side of Abbotswell Road, West Tullos. The site is relatively slender in nature and leads to the north towards the River Dee. Adjacent uses include further business and industrial properties, some residential properties, a sports centre, and a nursing home.

**PLANNING DEVELOPMENT MANAGEMENT COMMITTEE**

2 June 2015

The proposal is for the demolition of the four existing buildings and erection of a flatted residential development with associated access, car parking and landscaping works. The form of development would be over four separate blocks, of between 4 and 6 storeys high. The proposal would also see the provision of a total of 142 car parking spaces on site, with provision also made for cycle, motorcycle, and refuse storage. The applicant shall also describe the proposals in greater detail, and provide further illustrations of their proposals.

As outlined within the report, the land is currently allocated as Business and Industry within the Aberdeen Local Development Plan and the Proposed Local Development Plan. The adjacent land to the east is allocated as Green Space Network and Urban Green Space.

As noted within the report, the principle policy considerations relate to:-

- the principle of the development given the existing business/industrial policy allocation within the existing and proposed Local Development Plans
- the design and layout of the proposal in relation to Policies D1 (Architecture and Placemaking), D2 (Design and Amenity), H3 (Density), NE4 (Open Space Provision in New Development), and R6 (Waste Management Requirements for New Development)
- the provision of an adequate mix of housing and delivery of affordable housing in line with Policies H4 Housing Mix and H5 Affordable Housing
- any potential transportation impact in respect of Policy T2 Managing the Transport Impact of Development, and D3 Sustainable and Active Travel
- provision of appropriate infrastructure relating to drainage, and mediation of any potential flooding issues in respect of Policy NE6 Flooding and Drainage

In respect of consultee responses, the Roads Development Management Team have no objection. They have however asked for some minor amendments to the internal layout. Contributions would be required towards the Strategic Transport Fund and the city car club. A new bus shelter would also be required on Wellington Road.

Following the preparation of this report, the Environmental Health Officer has confirmed that should planning permission be granted, further information would be necessary in respect of noise mitigation from the adjacent road, and air quality to protect future residents.

SEPA currently object to the application on Flood Risk grounds, although ongoing investigations are underway by the applicant to try to resolve this objection.

An objection has also been received from a family in an adjacent property - the issues raised are the impact on the local traffic network and the potential impact on views.

**PLANNING DEVELOPMENT MANAGEMENT COMMITTEE**

2 June 2015

The remaining consultees do not object to the proposals, and the necessary contributions sought from the Developer Obligations team have been outlined to the applicant.

One point of clarification that I would like to point out in the report is in respect of the final section on 'Next Steps'. While the application shall be reported to the meeting of the Full Council in August, if approved it would require notification to Scottish Ministers, on the basis of the objection from a statutory consultee. If, however, this objection is resolved, it would not require referral.

The Committee then heard from **Mr Mark Wilkie, Senior Engineer, Roads Projects, Aberdeen City Council**, who made the following statement regarding transportation and accessibility issues:-

I have considered the aforementioned planning application (with the additional information submitted) and have the following observations:

**Development Proposal**

An existing access would be upgraded to provide a suitable access to the proposed development, on the north side of Abbotswell Road. The proposed access onto Abbotswell Road, internal road and car park would need to be designed to Aberdeen City Council standards. These roadworks would be subject to a Section 21 Roads Construction Consent procedure.

**Walking and Cycling**

Minor improvements would be made to widen the remote footway on the west side of the proposed access off Abbotswell Road. Otherwise, pedestrian and cyclist linkage to the site is quite good.

**Public Transport**

The nearest bus stop to the development is on Wellington Road, south of its junction with Abbotswell Road. Since this is for northbound (city-bound) services, the applicants have agreed to upgrade the stop to have a shelter and accessible kerbing for easier boarding.

**Parking**

The following parking provision has now been agreed with the applicants:-

- 142 car parking spaces (including 8 mobility spaces)
- 2 electric car parking spaces (with active charge point)
- 100 cycle parking spaces
- 12 motorcycle parking spaces

The car parking standards require 171 spaces for the proposed flats, so there would be a shortfall of 27 spaces. The applicants have agreed to contribute towards the provision

## **PLANNING DEVELOPMENT MANAGEMENT COMMITTEE**

2 June 2015

of a city car club vehicle, so one of the electric vehicle spaces (or one of the normal car spaces) would need to be marked for this purpose.

Provided that an appropriate contribution is provided, to support the provision of a car club vehicle in the first three years of the development and thereby reduce parking demand, the car parking shortfall could be overlooked.

### **Development Vehicle Access**

A new access would need to be constructed under Section 21 of the Roads (Scotland) Act 1984. My colleague Colin Burnet should be contacted regarding the required construction details.

The applicants have agreed that they would continue the remote footway arrangement which is present on the west side of their site frontage, as far east as the proposed new access. This would provide the minor improvements mentioned, and have the added benefit of removing the hardstanding area where up to three cars can currently park. So, the visibility sightline would be kept clear for cars exiting the development and looking to the right.

### **Internal Road Layout**

This has been reconfigured to meet the requirements of Waste Management colleagues in terms of refuse storage and collection. The traffic calming measures would need to be agreed for the roads construction consent.

### **Local Road Network**

A Strategic Transport Fund contribution of £99,467 has been approved by the NESTRANS sub-group which is responsible for agreeing reductions (in this case, a reduction of £65,733 was allowed for the extant use of the site). This, in effect, would address the cumulative traffic impact of the development on the local road network.

### **Residential Travel Plan Framework**

The above framework, supplied in the Transport Statement by Messrs Fairhurst, would provide a sound basis for producing Residential Travel Packs (RTPs). A condition would need to be applied to any consent you may wish to grant, to ensure that RTPs would have been submitted to, and approved, by the planning authority prior to occupation of the first unit. The first owner/occupier of each new property would need to have an RTP presented to them, to encourage greater use of sustainable means of transport.

### **Conclusion**

I have no objection to this application subject the issues mentioned above being conditioned.

**Officers responded to various questions from members and the following information was noted:-**

## PLANNING DEVELOPMENT MANAGEMENT COMMITTEE

2 June 2015

- that the granite from the frontage of the house currently on site could be used elsewhere on site - specified by condition if desired
- that the materials used for the boundary fence could also be specified by condition at the determination stage if desired
- that officers would investigate the feasibility of requesting funding for a school bus service as part of the new secondary school in the south of the city

The Committee then heard from representatives of the developers for the proposal, namely Mr John Findlay of Ryden LLP, Planning Consultants, Mr Andrew Thompson of Mackie Ramsay Taylor Architects, and Mr Raymond Edgar of Stewart Milne Homes.

Mr Findlay explained the context of the site, and highlighted the following facts:-

- Site area approximately 1.05 hectares (ha) or thereby
- Comprises four vacant buildings and associated yard space
- Previously used for manufacturing and storage purposes
- Evidence of previous residential use on site
- Single access from Abbotswell Road
- Predominantly mixed use area including residential, care home and recreational as well as business and industrial

In terms of planning context, Mr Findlay advised that the site was currently zoned under Policy B11 as Business and Industrial Land for Class 4 Business, Class 5 General Industrial and Class 6 Storage or Distribution uses. Zoning had been carried forward within the Proposed Aberdeen Local Development Plan (LDP) published in March 2015. Mr Findlay questioned if this remained appropriate given the nature of adjoining uses, the bad neighbour element and the lack of demand for the site. He stated that the loss of 1.05ha of employment land would have no impact on the strategic land supply with 196ha allocated through the 2012 LDP. Representation had been made to the Proposed LDP 2016 seeking the site's inclusion as an opportunity site for residential development.

With regard to the proposed development, Mr Findlay highlighted:-

- that it comprised 100 flatted units inclusive of 24 affordable units
- that it was an efficient re-use of a vacant brownfield site with a development sympathetic to the setting
- that it was an opportunity to deliver contemporary residential dwellings in an attractive landscape setting compatible with adjoining residential and care home uses
- that there had been residential use previously on site
- that the area would be enhanced by a development of high quality design, layout and landscaping
- that the site was close to a range of amenities, services and employment centres promoting sustainable mixed communities

## PLANNING DEVELOPMENT MANAGEMENT COMMITTEE

2 June 2015

Mr Thompson summarised the design analysis with the aid of visuals depicting the view west along Abbotswell Road towards the site entrance; public open space and blocks D, C and B; public open space, car parking and blocks A and B; and the development looking south across the River Dee from Riverside Drive.

Mr Findlay then outlined the following with regard to progress of the planning application:-

- Proposal of Application Notice submitted and Pre-Application Consultation held
- Application submitted on 5 March 2015
- No objections received from Community Councils
- One public representation received
- Regular meetings held with officers in accordance with Process Agreement
- Transportation Assessment submitted and agreed
- Site layout been refined with electrical car charge point and two dedicated 'Club Car' spaces incorporated into layout at request of Roads department
- Stage 1 Environmental Audit and Bat Survey submitted - no issues arising
- Flood Risk Assessment submitted - further analysis taking place in consultation with Aberdeen City Council Flooding Team and SEPA
- No further objections from statutory or internal consultees

Mr Findlay concluded that the existing premises did not meet current market expectations, which was evident in the lack of demand; the small loss of employment land would not prejudice the overall land supply given current greenfield allocations throughout the city; the development would result in the removal of a bad neighbour use from existing residential and care home properties; there was evidence of the site previously being used for residential purposes; the proposal had the potential to regenerate a vacant brownfield site which possessed limited development potential under extant policy; and a residential development was wholly compatible with mixed use surroundings which included occupied dwellings and a care home.

**Mr Findlay, Mr Thompson and Mr Edgar responded to various questions from members and the following information was noted:-**

- that the burn at the edge of the site was not within the ownership of the developers, however discussions were ongoing with the landowner in an effort to resolve the objection by SEPA
- that use of the granite from the house currently on site was already being considered and discussed with planning officers
- that evidence of the extensive marketing of the site, which yielded no positive interest for business and industrial use, had been provided as part of the submission.

There being no further speakers, the Convener thanked everyone for their contributions and noted that the planning application was due to be determined at the Council meeting on 19 August 2015.

**- RAMSAY MILNE, Convener.**

## ABERDEEN CITY COUNCIL

---

COMMITTEE	Council
DATE	16 December 2015
DIRECTOR	Pete Leonard
TITLE OF REPORT	Inter-Authority Agreement on Energy from Waste
REPORT NUMBER	CHI/15/337
CHECKLIST COMPLETED	Yes

---

### 1. PURPOSE OF REPORT

The purpose to this report is to update members on the progress of the Joint Authority Energy from Waste Project with Aberdeenshire and the Moray Councils and to seek approval to enter into a first stage Inter-Authority Agreement relating to initial project and procurement development work.

### 2. RECOMMENDATIONS

It is recommended that Council:

1. approves the terms of the Stage 1 Inter Authority Agreement (IAA) included at Appendix A and authorises the Head of Legal and Democratic Services to enter into this agreement on behalf of the Council.
2. appoints the Corporate Director for Communities, Housing and Infrastructure or substitute as the Council's representative on the Project Board and the Waste and Recycling Manager as the Council's representative on the Project Team and delegate to them the necessary powers required to agree or approve decisions which are designated as Project Board and Project Team decisions on Part 1 of the IAA schedule.
3. appoints up to 3 council members to sit on the Energy from Waste Elected Members Engagement Group.
4. notes that the anticipated expenditure of approx. £180K to fund the Council's contribution to Stage 1 of the IAA will be met from Capital Plan Project 810C.

### 3. FINANCIAL IMPLICATIONS

The Financial Implications of the need to find an alternative to landfilling our residual waste post-2020 have been considered in an Energy from Waste Business in 2013. The Business Case has been reviewed this year and presented to Zero Waste Management Sub-committee on 1 December 2015. The review concluded that a Joint Energy from Waste (EfW) facility built in Aberdeen represents the best value solution for the long term management of

residual waste; the Sub-committee agreed with this conclusion. The estimated financial commitment arising from this report will be met from existing approved budgets (Capital Project HE 810C – Energy from Waste Land Purchase and Procurement). More detail on the financial implications of the proposed joint project is presented below.

#### **4. OTHER IMPLICATIONS**

**Legal.** Specialist legal support will be provided by DWF LLP to ensure the Joint EfW Project is undertaken in accordance with best practice and minimizes risk to the Councils.

**Resource.** Management of the development of a Joint EfW solution will initially be undertaken by internal staff as part of their substantive duties, specialist support will be provided (from within allocated budgets) for legal, financial and technical matters. More detail of this is included in the governance section below.

**Personnel.** As above.

**Sustainability and environmental.** The Joint EfW Project is part of the wider Zero Waste Project and will deliver substantial advances in sustainability and environmental performance. The EfW element will reduce the Council's carbon impact by diverting waste from landfill and producing low carbon energy that displaces fossil fuels.

#### **5. BACKGROUND/MAIN ISSUES**

5.1 The Waste (Scotland) Regulations 2012 place a ban on organic waste going to landfill post 2020 and as such the Council will need to find an alternative waste treatment facility for its waste after this date.

5.2 Following an instruction from the Zero Waste Management Sub-committee in 2013, Aberdeen City Council officers approached public authorities in the north of Scotland to determine if joint working would be possible. Both Aberdeenshire and the Moray Councils indicated willingness to consider this option. Each council has jointly and separately concluded that of the practical solutions available, the local and regional interests will best be served by collaboration on a joint EfW facility, to be built in Aberdeen.

5.3 Updates to the Zero Waste Management Sub-Committee throughout 2015 have reported the progress officers have made on a potential joint venture with Aberdeenshire and the Moray Councils to provide a long term waste treatment solution located in Aberdeen City. Initial agreement was reached for Aberdeen City Council to incur all preliminary costs in progressing the project until such time as an Inter Authority Agreement is signed, at which point these costs and future costs will be shared across the three partner authorities at a rate to be determined as set out in the agreement.

5.4 In order to take the project forward, the basis for how the Councils intend to collaborate, and a definition of what the project will deliver is essential, and will be set out in a formal, binding inter-authority agreement.

#### **6. PROGRESS TO DATE**

6.1 There have been numerous joint meetings between the 3 authorities over the last 6 months involving on technical, legal and financial aspects of the project.



6.2 Planning and Legal advisors have been appointed by Aberdeen City Council to progress the planning application and provide legal advice to support the governance arrangements and IAA. Work is progressing on appointing technical and financial advisors.

## **7. PROJECT OUTLINE**

7.1 Appendix 1 provides an outline of the project timetable and key milestones for each of the 4 stages. The purpose of splitting the project into stages provides clear cut-off points and will potentially require different governance arrangements which will be covered by a separate IAA. It is recognised that stages 3 and 4 could be covered by one IAA. In general the 4 stages are described below:

Stage 1 covers the preparatory work that has been done on the joint project to date (costs met by Aberdeen City Council pending formal agreement on cost sharing); the work that remains to be done to develop the Stage 2 IAA, and preparations to start the procurement process (OJEU notice). This work is expected to conclude by mid-2016.

Stage 2 will start following stage 2 IAA approval. This stage includes issuing the OJEU notice (advance notice to prospective suppliers) establishment of the project delivery team and the procurement process itself, up to the receipt of tenders and tender evaluation. It is expected to last approximately 3 years

Stage 3 will follow tender evaluation and award of contract, to deliver the proposed EfW facility. This stage will cover contract management and supervision during construction and commissioning, up to hand-over of the operational facility. This stage will last approximately 2 years

Stage 4 is the operational stage, and is expected to last for a minimum of 25 years.

## **8. PROJECT GOVERNANCE**

8.1 The project is highly technical and specialised in nature and is further complicated by ensuring that each of the 3 partner authorities interests are taken into account but also balancing the need to have effective and timeous decision making and appropriate levels of accountability on what is a large capital project requiring significant investment from the partnering councils. A governance structure that addresses these complexities is shown in Appendix 2.

8.2 It is considered that the project needs to have a part-time project director to oversee the project and who will be accountable to the Project Board. This will be appointed during Stage 1.

8.3 Key decisions have to be referred to partner Council committees however to ensure that decisions on both the day to day management of the project and those necessary to frame agreements for council approval at each

stage of the project are dealt with timeously these decisions are referred to the appropriate level as identified in Part 1 of the IAA schedule.

## **9. STAGE 1 - IAA**

9.1 A copy of the IAA is in Appendix 3 to this report and the key elements can be summarised as follows:

- The agreement will cover the pre-procurement period of the project. This will be from the date of signing the IAA up to either the publication of the OJEU notice or the project's termination/abandonment – whichever is earlier.
- The 3 Councils are committed to work in partnership towards the aim of delivering an Energy from Waste Plant in Aberdeen City.
- Each Council will delegate authority to its authorised representative on the Project Board (the Corporate Director for Communities, Housing and Infrastructure and his substitute) to agree or approve decisions which are designated as Project Board decisions on part 1 of the IAA schedule.
- The Project Budget is the budget to be approved by each of the Councils for the period from the signing on this first IAA until the publication of the OJEU contract notice for the project. Any requirement for a budget in excess of this will be referred back to the Councils for approval.
- Any Council can withdraw from the project at any time up to the signing of the Stage 2 IAA without additional penalty subject to paying their proportion of the full project budget costs committed to in clause 8 of the IAA.
- The Councils can unanimously decide to abandon the project at any time prior to signing the Stage 2 IAA.
- The agreement contains a long-stop date of the 1st November 2016 and stipulates that if the Stage 2 IAA hasn't been signed by each council by this date then instructions will be sought from each council as to whether or not they wish to abandon the project.
- To provide a consultation mechanism for project decisions an elected member engagement group from the 3 authorities is to be set up which will meet quarterly. (details are contained in clause 7 of the IAA)

## **10. FINANCIAL MODEL**

10.1 The estimated cost of Stage 1 is £468K. These costs for the first stage are primarily to fund the development of the planning application, cost of external advisors and the project director to enable development of the next stage of the IAA and procurement process.

10.2 It has been agreed in principle by Heads of Finance that for this stage, these costs should be split according to the tonnage of waste each authority

would send to the proposed plant, and that the latest audited tonnage figures (for 2014/15) should be used to determine cost shares.

10.3 On this basis, the shares / splits proposed for stage 1 are as follows:

Aberdeenshire	46.5%	up to £ 217K
Aberdeen City	38.4%	up to £ 180K
The Moray Council	15.1%	up to £ 70K

10.4 The Aberdeen City Council share will be met from Capital Project 810C – Energy from Waste Land Purchase and Procurement.

## 11. FUTURE COSTS

11.1 The estimated cost of Stage 2 is £2.5 million in total. Using the same proportionate split the indicative costs at this stage are as follows:

Table 1. Estimated Procurement Costs

		2016/17	2017/18	2018/19	Total
	Share	£,000	£,000	£,000	£,000
Aberdeenshire	46.5%	382	446	321	1,149
Aberdeen City	38.4%	316	369	266	951
Moray	15.1%	124	145	104	373

11.2 The cost estimate will be refined and the most recent audited tonnage used to determine the actual cost to each authority.

11.3 Stage 3 project support costs are estimated to total £1.2 million. It is assumed that these will be rolled up into the costs of construction.

11.4 At this stage, high level indicative costs of construction (including Stage 3 costs) are estimated at around £180 million. More accurate costs will be determined during Stage 2 by market testing. Projected residual waste tonnages are Aberdeenshire 47.9%, Aberdeen City 37.9%, Moray 14.2%. On that basis Aberdeen City's share of construction costs would be approx. £68 million. Exactly how the project is financed will be dependent on how the project is delivered – an arm's length organisation, lead authority or shared ownership are options under consideration. The net revenue impact should be the same whatever the project delivery vehicle.

## 12. IMPACT

Improving Customer Experience – The proposed energy from waste facility has the ability to provide heat and power into houses and businesses in Aberdeen, especially benefiting households in fuel poverty where stable low cost heat supply will reduce proportion of income spent on heat and reduce anxiety around fluctuating energy costs.

Improving Staff Experience – no direct impact on staff as existing and proposed services will be provided by third parties.

Improving our use of Resources – an Energy from Waste business case demonstrates that this proposal is the long term best value option for the city. In addition, managing income from electricity and heat from the plant enables

the Council to be protected from projected long term increases in energy costs.

Corporate – the proposals are in line with the Council’s Waste Strategy.

Public – as indicated above, heat and power provision will benefit the public. The development will also result in the regeneration of a currently derelict brownfield site in an industrial area in the city. Concerns expressed over traffic impact will be quantified and mitigated through a traffic impact assessment. Likewise other concerns including health and environmental impact can be addressed.

## 12. MANAGEMENT OF RISK

<b>Risk 1</b>	<b>Category (hazard, control or opportunity)</b>	<b>Cause (What could trigger a risk event?)</b>	<b>Impact (What would be the consequences if a risk event occurred?)</b>
Councils cannot agree on second stage IAA and procurement does not process	Hazard	Inability for Councils to agree terms	Delay in delivery of EfW, higher costs of alternative delivery model (e.g. smaller EfW)
<b>Controls (What do we already have in place which could reduce the likelihood and or consequences of a risk event?)</b>	<b>Risk Class (see guidance)</b>	<b>Further planned mitigating actions (What else could we implement in order to reduce the likelihood or consequences of a risk event?)</b>	
Extensive work by officers to date to ensure alignment of policies and strategic direction. Financial cases for each authority demonstrates best value option.		Development of agreed delivery model and procurement strategy as early as possible, formation of Project Board to ensure senior officer engagement, formation of Joint Member stakeholder group will ensure all parties continued to be informed and aligned.	

## 13. BACKGROUND PAPERS

Appendix 1. High Level Project Plan  
 Appendix 2. Governance Arrangements Stage 1  
 Appendix 3. Stage 1 Inter-Authority Agreement

## 14. REPORT AUTHOR DETAILS

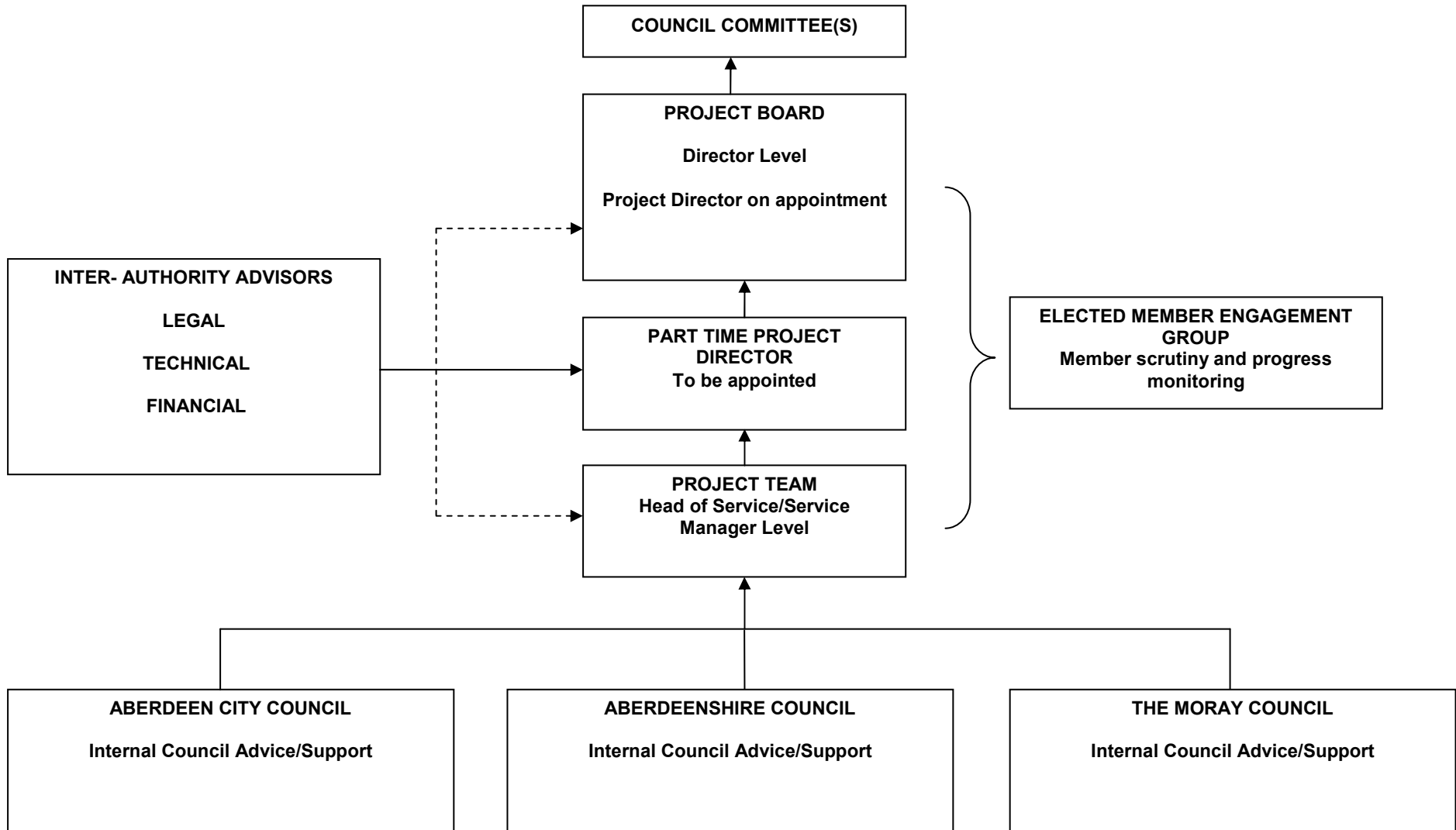
Peter Lawrence  
 Waste and Recycling Manager  
 Email: [PLawrence@aberdeencity.gov.uk](mailto:PLawrence@aberdeencity.gov.uk)  
 Tel: 01224 489331

APPENDIX 1

THE ABERDEEN CITY COUNCIL, ABERDEENSHIRE COUNCIL AND MORAY COUNCIL JOINT ENERGY FROM WASTE PROJECT – HIGH LEVEL PROJECT PLAN							
STAGE 1 DEVELOPMENT		STAGE 2 PROCUREMENT		STAGE 3 CONSTRUCTION		STAGE 4 OPERATIONAL	
Key Actions	Completion Date	Key Actions	Completion Date	Key Actions	Completion Date	Key Actions	Completion Date
Appoint legal advisors	Aug 2015	Issue OJEU Notice and PQQ	Jul 2016	Planning application lodged	Jan 2019	Commence Operations	Feb 2022 - 2047
Councils approve Stage 1 IAA and Stage 1 costs	Dec 2015	Tender process	Jul 2016 – Jan 2018	Planning Application Determination	Jul 2019		
Establish Project board and project team	Dec 2015	Tender return	Feb 2018				
Appoint Technical and Financial Advisors	Feb 2015	Councils approve preferred bidder	Jun 2018	Construction and Commissioning	Jan 2022		
Council approves Stage 2 IAA and Stage 2 Costs	May 2016	Council approves Stage 3 IAA and Financial close	Dec 2018				

APPENDIX 2

GOVERNANCE ARRANGEMENTS - STAGE 1



Appendix 3 Inter-Authority Agreement

[ Date ]

(1) **ABERDEEN CITY COUNCIL**

(2) **ABERDEENSHIRE COUNCIL**

AND

(3) **THE MORAY COUNCIL**

**PRE-PROCUREMENT INTER-AUTHORITY AGREEMENT FOR THE PROCUREMENT OF AN  
EFW FACILITY**



## CONTENTS

<u>1.</u>	<u>DEFINITIONS AND INTERPRETATION</u>	1
<u>2.</u>	<u>DURATION</u>	6
<u>3.</u>	<u>INTER-AUTHORITY AGREEMENTS</u>	6
<u>4.</u>	<u>KEY PRINCIPLES</u>	7
<u>5.</u>	<u>GOVERNANCE</u>	8
<u>6.</u>	<u>DECISION MAKING AND AUTHORITY</u>	11
<u>7.</u>	<u>EFW FACILITY ELECTED MEMBER ENGAGEMENT GROUP</u>	11
<u>8.</u>	<u>PROJECT BUDGET AND COSTS</u>	12
<u>9.</u>	<u>PRINCIPLES OF DESIGN, BUILD AND OPERATIONAL COSTS AND REVENUE INCOME APPORTIONMENT</u>	13
<u>10.</u>	<u>WITHDRAWAL DURING THE PROCUREMENT PROCESS</u>	14
<u>11.</u>	<u>ABANDONMENT OF THE PROJECT</u>	14
<u>12.</u>	<u>COUNCIL LIABILITIES</u>	15
<u>13.</u>	<u>TERMINATION</u>	16
<u>14.</u>	<u>CONSEQUENCES OF TERMINATION</u>	16
<u>15.</u>	<u>INTELLECTUAL PROPERTY</u>	16
<u>16.</u>	<u>CONFIDENTIALITY AND FREEDOM OF INFORMATION.</u>	17
<u>17.</u>	<u>OMBUDSMAN AND COMPLAINTS</u>	20
<u>18.</u>	<u>NOTICES</u>	20
<u>19.</u>	<u>WAIVER</u>	21
<u>20.</u>	<u>ENTIRE AGREEMENT</u>	21
<u>21.</u>	<u>ASSIGNATION</u>	22
<u>22.</u>	<u>VARIATION</u>	22
<u>23.</u>	<u>SEVERANCE</u>	22
<u>24.</u>	<u>THIRD PARTY RIGHTS</u>	22
<u>25.</u>	<u>DISPUTE RESOLUTION PROCEDURE</u>	22
<u>26.</u>	<u>GOVERNING LAW AND JURISDICTION</u>	23
	<u>SCHEDULE</u>	26
	<u>PART 1</u>	26
	<u>PART 2</u>	29
	<u>PART 3</u>	30

**BETWEEN:**

- (1) **ABERDEEN CITY COUNCIL**, a local authority constituted under the Local Government etc (Scotland) Act 1994 and having its head office at Marischal College, Broad Street, Aberdeen, AB10 1AB ("**Aberdeen City**") which expression shall include their successors, permitted assignees and transferees;
- (2) **ABERDEENSHIRE COUNCIL**, a local authority constituted under the Local Government etc (Scotland) Act 1994 and having its head office at Woodhill House, Westburn Road, Aberdeen, AB16 5GB ("**Aberdeenshire**") which expression shall include their successors, permitted assignees and transferees; and
- (3) **THE MORAY COUNCIL**, a local authority constituted under the Local Government etc (Scotland) Act 1994 and having its head office at The Moray Council Office, High Street, Elgin, Moray, IV30 1BX ("**Moray**") which expression shall include their successors, permitted assignees and transferees.

(each a "**Council**" and together the "**Councils**").

**WHEREAS:**

- (A) The Councils wish to work in partnership to procure the appointment of a contractor to design, build and operate an Energy from Waste facility at the Site (as hereinafter defined) (the "**Project**") to assist the Councils in meeting their respective statutory obligations and targets arising out of the Waste (Scotland) Regulations 2012 and associated legislation and guidance;
- (B) Pursuant to this partnership, the Councils wish to formally create a joint working arrangement under section 56 of the Local Government (Scotland) Act 1973 for the pre-procurement stage of the Project and record the particulars (including, but without limitation to, the establishment of a board as the joint decision making body in relation to the procurement of the Project) of said working arrangements in this Inter-Authority Agreement (the "Pre-Procurement Inter-Authority Agreement").

**THE PARTIES AGREE** as follows:

**DEFINITIONS AND INTERPRETATION**

In this Agreement, the following expressions shall have the following meanings:-

"Agreement"	means this Agreement including the schedule;
"Appointed Representative"	shall have the meaning given to it in Clause 0;
"Business Day"	means a day (other than a Saturday or a Sunday) on which banks are open for domestic business in Aberdeen;
"Code"	shall have the meaning given to it in Clause 0;
"Confidential"	means information concerning any Council or the Project that ought to

Information”	be considered as confidential (however it is conveyed or on whatever media it is stored) which is not publically known and which is used in or otherwise relates to the Project or any Council’s business, affairs, finances, costs, developments, arrangements, governance, know-how, personnel and in each case regardless of whether such information is marked as “confidential”. Such information shall include (but without limitation to) all Intellectual Property Rights, information whose disclosure would or would be likely to, prejudice the commercial interests of any Council or the Project, and all personal data within the meaning of the Data Protection Act 1998;
“Contract”	means the contract to be entered into with the Contractor for the delivery of the Project;
“Contract Execution Date”	means the date upon which the Contract is executed by all parties thereto;
“Contractor”	means the entity selected by the Councils following the completion of the procurement process to deliver the Project;
“Council Decision”	means any matter which has been referred for determination (or is required to be determined including the matters listed in <b>PART 1</b> of the Schedule) by the Councils in accordance with this Agreement;
“Councils’ Programme”	means the programme set out in <b>PART 3</b> of the Schedule;
“Day-to-Day Decisions	means any day to day decisions which are not reserved to the Project Board or the Councils;
“Disclosing Council”	shall have the meaning given to it in Clause 0;
“Effective Date”	means the last date of execution of this Agreement;
“EFW Facility Elected Member Engagement Group”	has the meaning given to it in Clause 0;
“EFW Facility”	means the energy from waste facility and all supporting infrastructure (including plant and amenities) to be designed, constructed, tested and commissioned pursuant to the Contract;
“Environmental Information Regulations”	means the Environmental Information (Scotland) Regulations 2004 together with any guidance and/or codes of practice issued by the Scottish Information Commissioner or Scottish Ministers in relation to such regulations;

“External Advisers”	has the meaning given to it in Clause 0;
“Fees Regulations”	means the Freedom of Information (Fees for Required Disclosure) (Scotland) Regulations 2004;
“FOISA”	means the Freedom of Information (Scotland) Act 2002 and any subordinate legislation (as defined in Section 73 of the Freedom of Information (Scotland) Act 2002) made under the Freedom of Information (Scotland) Act 2002 from time to time together with any guidance and/or codes of practice issued by the Scottish Information Commissioner or relevant Scottish Ministers in relation to such Act;
“Information”	has the meaning given to it in Section 73 of the Freedom of Information (Scotland) Act 2002;
“Initiating Council”	has the meaning given to it in Clause 0;
“Intellectual Property Rights”	means any and all patents, rights to inventions, trade marks, business names and domain names, copyright and related rights, rights in design, rights in computer software, rights in databases, rights to use, and protect the confidentiality of, confidential information (including know-how) and all other intellectual property rights, in each case whether registered or unregistered and including all applications and rights to apply for and be granted, renewals or extensions of, and rights to claim priority from, such rights and all similar or equivalent rights or forms of protection which subsist or will subsist now or in the future in any part of the world;
“Inter-Authority Finance Lead”	has the meaning given to it in Clause 0;
“Inter-Authority Legal Lead”	has the meaning given to it in Clause 0;
“Inter-Authority Technical Lead”	has the meaning given to it in Clause 0;
“Lead Authority”	means the Council nominated by the other Councils to act as the lead authority for the Project (if applicable);
“Materials”	means all data, text, graphics, images and other materials and/or documents created, used or supplied by a Council to the other Council(s) in connection with the Project or this Agreement;
“Month”	means a calendar month;
“Nominated Group”	has the meaning given in Clause 0;

Representative

“OJEU Notice” means the notice placed in the Official Journal of the European Union advertising the procurement of the Project;

“OJEU Publication Date” means the date on which the OJEU Notice is published in the Official Journal of the European Union;

“Operational Inter-Authority Agreement” shall have the meaning given to it in Clause 0 of this Agreement;

“Pre-procurement Longstop Date” means **1 November 2016** or such other date as may be agreed by the Councils in writing;

“Procurement Inter-Authority Agreement” shall have the meaning given to it in Clause 0 of this Agreement;

“Project Budget” means the budget agreed by the Councils, for the period from the Effective Date until the OJEU Publication Date, which shall apply to the (one) development of the procurement strategy for the Project, (two) preparation of all project documentation and (three) all other steps required to prepare the Project for the advertisement in the Official Journal of the European Union as set out in **PART 2** of the Schedule to this Agreement (as may be amended in accordance with this Agreement from time to time);

“Project Board” means the board constituted and established by the Councils for the purpose of procuring the Project in accordance with this Agreement;

“Project Board Decision” means any matter which has been referred for determination (or is required to be determined by the Project Board including the matters listed in **PART 1** of the Schedule) in accordance with this Agreement;

“Project Costs” means the aggregate of the costs and expenses properly and reasonably incurred by each of the Councils in respect of the Project including without prejudice to the generality: (one) costs incurred by each of the Councils in connection with the Project prior to the Effective Date which are set out in **PART 2** of the Schedule; (two) payment for services carried out by the Project Director and the external advisors and (three) the costs of preparing the suite of project documentation prior to the publication of the OJEU Notice;

“Project Director” means such person as may appointed by the Project Board in accordance with Clause 0 (Governance) from time to time and who is responsible for the management of the procurement of the Project and leading the Project Team;

“Project” means such person as may appointed by the Project Board to assist

“Manager”	the Project Director in the procurement of the Project;
“Project Milestones”	means the actions identified and agreed by the Councils as key Project Milestones as set out in <b>PART 1</b> of the Schedule (as may be amended by the Councils from time to time in accordance with this Agreement);
“Project”	has the meaning given to it in Recital (A);
“Project Officer”	means the person engaged from time to time to provide administrative support to the Project Team;
“Project Team”	means the team constituted and established by the Councils for the purpose of procuring and managing the Project, comprising the Project Director, Project Manager, Project Officer, Inter-Authority Legal Lead, Inter Authority Technical Lead and Inter-Authority Finance Lead;
“Project Team Decision”	means any matter (including the matters set out in PART 1 of the Schedule) which has been delegated by unanimous decision of the Project Board to the Project Team for their determination on behalf of the Councils;
“Proposed OJEU Date”	means the date upon which, according to the Councils’ Programme, the Councils intend to issue the OJEU Notice;
“Quarter”	means with effect from the Effective Date, the expiry of every three month period during each Year in which this Agreement remains in force pursuant to Clause 0;
“Receiving Council”	shall have the meaning given to it in Clause 1.13;
“Requesting Council”	shall have the meaning given to it in Clause 0;
“Request Information”	for has the meaning set out in the FOISA or the Environmental Information Regulations as relevant (where the meaning set out for the term 'request' shall apply);
“Respondent Councils”	shall have the meaning given to it in Clause 1.13;
“Site”	means the area edged [red] on the Site Plan;
“Site Plan”	means the plan annexed and executed as relative hereto; and
“Year”	means a period of 12 consecutive months commencing on the Effective Date.

1.2 **In this Agreement, except where the context otherwise requires:-**

1.2.1 the masculine includes the feminine and vice-versa;

- 1.2.2 the singular includes the plural and vice-versa;
- 1.2.3 a reference to any Clause, sub-Clause, paragraph, Schedule Part, recital or Annex is, except where expressly stated to the contrary, a reference to such Clause, sub-Clause, paragraph, Schedule Part, recital or Annex of and to this Agreement;
- 1.2.4 save where otherwise provided in this Agreement, any reference to this Agreement or to any other document shall include any permitted variation, amendment or supplement to this Agreement and/or such other document;
- 1.2.5 any reference to any enactment, order, regulation or other similar instrument shall be construed as a reference to the enactment, order, regulation or instrument (including any EU instrument) as amended, replaced, consolidated or re-enacted;
- 1.2.6 references to any documents being 'in the agreed form' means such documents have been initialled by or on behalf of each of the Councils for the purposes of identification;
- 1.2.7 a reference to a person includes firms, partnerships and corporations and their successors and permitted assignees or transferees;
- 1.2.8 headings are for convenience of reference only;
- 1.2.9 words preceding "include", "includes", "including" and "included" shall be construed without limitation by the words which follow those words;
- 1.2.10 a reference to a time of day is a reference to the time in Scotland;
- 1.2.11 any obligation on a Council to do any act matter or thing includes, unless expressly stated otherwise, an obligation to procure that it is done; and
- 1.2.12 subject to any express provisions to the contrary, the obligations of any Council are to be performed at that Council's own cost and expense.

### 1.3 Schedules

The Schedule (including all of its parts thereto) to this Agreement forms part of this Agreement.

### DURATION

This Agreement and the rights of obligations of the Councils set out in this Agreement shall commence on the Effective Date and, subject to Clause 0 (Consequences of Termination), shall remain in force until the date this Agreement is terminated in accordance with Clause 0 (Termination) of this Agreement.

### INTER-AUTHORITY AGREEMENTS

Without prejudice to Clause 0 (Consequences of Termination), the Councils acknowledge and agree that this Agreement governs the joint working arrangements between the Councils during the period from the Effective Date until the day immediately prior to the OJEU Publication Date and that:

this Agreement shall cease to have effect from the OJEU Publication Date;

this Agreement shall be replaced by a second inter-authority agreement, executed on or prior to the OJEU Publication Date by the Councils, which agreement shall govern the joint working arrangements of the Councils during the period from the OJEU Publication Date until the day immediately prior to the Contract Execution Date (the “Procurement Inter-Authority Agreement”); and

On the Contract Execution Date, the Procurement Inter-Authority Agreement shall cease to have effect and shall be replaced by a third inter-authority agreement which shall govern the joint working arrangements between the Councils during the design, build and operation of the EfW Facility procured pursuant to the OJEU Notice (the “Operational Inter-Authority Agreement”).

## **KEY PRINCIPLES**

Save as expressly provided in this Agreement or where otherwise agreed in writing, the Councils agree that they shall each adhere to the following principles for so long as this Agreement subsists:-

each Council shall work together with the other Councils in good faith and each will act reasonably in all matters pertaining to the Project and this Agreement;

each Council shall co-operate fully with the other Councils at all times and shall, except where there is just cause, not act in a manner which would prevent, or cause unnecessary delay to, the Councils’ achievement of the Project Milestones in accordance with the Councils’ Programme and this Agreement;

each Council shall be transparent in its dealings with each other Council and shall, without prejudice to Clause 0 (Confidentiality and Freedom of Information) endeavour to respect matters of confidentiality and political sensitivities of the other Councils;

each Council shall not act in a manner which would cause the other Councils to incur unnecessary expense in relation to the procurement of the Project;

each Council ensure that individuals with relevant expertise are appointed as members (including any replacements thereto) to the Project Team;

each Council shall not make any representations, give any warranties or incur any liabilities on behalf of another Council;

subject always to the right to withdraw in accordance with Clause 10, the Councils agree that they shall each:

use all reasonable endeavours to agree the terms of the Procurement Inter-Authority Agreement (and, thereafter, the Operational Inter-Authority Agreement) by no later than the date set out in the Project Programme;



take all steps to agree the Project Milestones on or before their relevant deadlines specified in **PART 1** to enable the Procurement Inter-Authority Agreement to be drafted and agreed in a timeous manner; and

use all reasonable endeavours to procure that the Procurement Inter-Authority Agreement is executed by duly authorised signatories by no later than the Proposed OJEU Date;

each Council shall use its reasonable endeavours to act in the best interests of the Project at all times; and

each Council shall not seek to be recompensed by the other Councils for expenditure and Project Costs (properly and reasonably incurred) which is outwith the Project Budget without having first obtained approval from the Project Board or the other Councils (where the approval of the other Councils is required) prior to the incurrence of said expenditure.

Without prejudice to Clause 0 above, the Councils acknowledge and agree that each Council shall work in partnership with every other Council to this Agreement to achieve the Project Milestones in accordance with this Agreement.

Each Council hereby warrants to each of the other Councils that it has obtained all necessary authorities to authorise the creation of the joint working arrangements contemplated by this Agreement including delegating to its Appointed Representative the authority to agree or approve decisions which are designated as Project Board Decisions in **PART 1** of the Schedule and to amend the Project Budget as may be necessary within the limits of the overall Project Budget.

The Councils agree that the procurement of external advisors shall be conducted using open tendering or through a suitable framework agreement if appropriate.

## **GOVERNANCE**

The Councils shall establish a Project Board whose members comprise of one Director (or Head of Service) from each of the Councils (each an "Appointed Representative") no later than the Effective Date. The Councils agree that any person temporarily acting up as and fulfilling the role of a director (or Head of Service) who is an Appointed Representative may also fulfil the role of Appointed Representative provided that they are duly authorised by the relevant Council.

An Appointed Representative from each Council shall be present at each meeting of the Project Board.

Without prejudice to Clause 0 below, the Project Board shall meet every Month or such other period as may be agreed by the Project Board (provided that such meetings shall be no less than every Quarter) at a time (and location in the case of face-to-face meetings) agreed by the Project Board. The Project Board shall be entitled to hold additional meetings where they consider it necessary for the progression of the Project and any meeting may take place by video or telephone conference call.

The Project Board shall be supported in its functions by a Project Team which shall include the following members:-

the Project Director;

the Project Manager;

the Project Officer;

a nominated financial adviser (being a person employed by one of the Councils) who shall advise the Project Team on financial matters ("**Inter-Authority Finance Lead**");

a nominated legal adviser (being a person employed by one of the Councils) who shall advise the Project Team on legal issues ("**Inter-Authority Legal Lead**");

a nominated technical adviser (being a person employed by one of the Councils) who shall advise the Project Team on technical matters ("**Inter-Authority Technical Lead**"); and

such other adviser or advisers (being a person(s) employed by any of the Councils) as the Project Board may determine is/are necessary to supplement the Project Team from time to time.

External legal advisers, financial advisers and technical advisers, appointed by the Councils to advise the Councils in connection with the Project ("**External Advisers**") shall support the Project Team.

All members of the Project Team have been or shall be appointed by the Project Board.

Subject to the overall limit set out in the Project Budget, the Project Board shall be entitled to engage the services of any specialist, consultant or expert during the term of this Agreement for the provision of advice where the Project Board considers that such engagement is necessary for the progression of the Project.

The Project Board may adjust the Project Budget within the overall limit of the Project Budget to incorporate any additional cost associated with the engagement of such specialist, consultant or expert (if required). Any requirement for additional budget in excess of the overall limit of the Project Budget will be referred back to the Councils for determination as a Council Decision.

The Project Board shall have the authority on behalf of the Councils to appoint the Project Director who shall owe a duty of care to each of the Councils in connection with the procurement of the Project. The Project Director shall be initially appointed on a part time basis. The Project Board, may engage the Project Director for such additional hours as the Project Board considers is in the best interests of the Project (and subject to the overall limit, shall adjust the Project Budget accordingly).

The Councils agree that the Project Director shall act as chairperson of the Project Board but shall not be entitled to take part in the determination of any Project Board Decision. The Project Director, in performing his role as chairperson, shall, as a minimum, (with the assistance of the Project Manager and Project Officer):-

contact each Appointed Representative and confirm availability for Project Board meetings;

draft an agenda (and all accompanying documentation) for each such Project Board meeting, specifying in reasonable detail the matters to be raised at the meeting which shall include:-

any Project Board Decisions requiring to be taken at that meeting;

any Project Board Decisions which remain outstanding from previous meetings;

review of the progress of the preparation of the project documentation pursuant to the issue of the OJEU Notice;

review of the progress of the preparation of the Procurement Inter-Authority Agreement;

confirmation of matters which each Project Board member shall action prior to subsequent meetings; and

such other matters which the Project Director considers necessary for the progression of the Project.

draft a note or report setting out the Project Director's recommendations (if any) on the course or outcome to be taken by the Project Board in respect of each Project Board Decision referred to in the agenda;

notify the Appointed Representative of arrangements for Project Board meetings reasonably in advance of the meeting;

provide all Appointed Representatives copies of all agendas and reports in good time for the Project Board meeting; and

attend and chair all Project Board meetings.

Each of the Councils agree that they shall make available such of their officers as may be necessary for the purposes of the Project and the governance arrangements described in this Agreement and shall each procure that it shall establish a management and governance structure within its own Council which is sufficiently robust and has the requisite authority to enable its representatives on the Project Board and Project Team to legitimately take Project Board Decisions and Project Team Decisions.

The Project Director and the Project Team shall act under the direction of the Project Board.

The Councils agree that no later than 5 Business Days following the last day of each Month (or such other period as may be agreed by the Project Board), the Project Team shall be required to provide the Project Board (which shall provide all reasonable information and assistance to the Project Team during its preparation) with a report which shall include, without limitation to, the following items:-

status of the Councils' Programme;

status of the achievement of the Project Milestones;

statement of expenditure of the Project Budget;

a summary of any Project Team Decisions, Project Board Decisions and/or Council Decisions;

a summary of any Project Team Decisions, Project Board Decisions and Council Decisions which remain outstanding at the date of issue of such report;

review of the progress of the preparation of the Procurement Inter-Authority Agreement;

review of the progress of the preparation of the project documentation pursuant to the issue of the OJEU Notice; and

such other matters which the Project Team and/or the Project Board consider necessary for the progression of the Project from time to time.

## **DECISION MAKING AND AUTHORITY**

The Project Director shall have sufficient authority to make Day-to-Day Decisions and shall liaise on a regular basis with the Project Team and the Project Board.

Where the Project Board is required to make a Project Board Decision, such decision shall not be implemented unless it has the unanimous approval of all Appointed Representatives. All Council Decisions shall require the approval of all of the Councils.

Where any matter is to be determined as a Council Decision under this Agreement, the Project Board shall provide the Councils with a recommendation prior to such Council Decision being taken.

The Councils have identified and categorised a number of key decisions and other actions (listed in **PART 1** of the Schedule) which are required to be agreed and, thereafter, implemented in accordance with the Councils' Programme in accordance with **PART 1** of the Schedule to this Agreement by the Councils, the Project Board and the Project Team as indicated in **PART 1** of the Schedule.

The Councils shall procure that the Project Board makes arrangements for the key decisions indicated as being Project Team Decisions in **PART 1** of the Schedule to be taken by the Project Team.

## **EFW FACILITY ELECTED MEMBER ENGAGEMENT GROUP**

The Councils shall create and establish an elected member engagement group for the purposes of promoting and optimising co-operation between the Councils in connection with the Project (the "EFW Facility Elected Member Engagement Group") no later than two months after the Effective Date.<sup>1</sup> The EFW Facility Elected Member Engagement Group shall act as advisory consultative body to the Project.

The EFW Facility Elected Member Engagement Group shall comprise of at least two and not more than three nominated elected representatives (each a "Nominated Group Representative") from each Council. Where for any reason any Nominated Representative is unable to fulfil its role as a member of the EFW Facility Elected Member Engagement Group (including, for the avoidance of doubt, attending any meeting under Clause 0 below), each Council shall use reasonable endeavours to procure that a fellow elected representative assumes and fulfils

---

<sup>1</sup> Councils to confirm timescales

their role as a member of the EFW Facility Elected Member Engagement Group until such time the Nominated Representative is able to re-assume its duties as member.

The EFW Facility Elected Member Engagement Group shall meet every Quarter or such other period as may be agreed by the EFW Facility Elected Member Engagement Group at such time (and location in the case of face-to-face meetings) as may be agreed. The EFW Facility Elected Member Engagement Group shall nominate one member of the EFW Facility Elected Member Engagement Group, during their first Quarterly meeting, to act as chairperson. Where for any reason the chairperson is unable to chair any meeting, the participating members must appoint one of themselves to chair such meeting.

The chairperson of the EFW Facility Elected Member Engagement Group shall be responsible for drafting an agenda for each Quarterly meeting of the EFW Facility Elected Member Engagement Group. During his preparation of the agenda, the chairperson shall be required to seek input from each of the members of the EFW Facility Elected Member Engagement Group and the Project Director in advance of any such meetings as to any items they consider ought to be discussed during such meeting. The chairperson shall be responsible, during each such Quarterly meeting, for encouraging open discussion and dialogue on each point of the agenda and shall seek agreement from the members (including himself) as to what course they consider the Project Board should adopt. The chairperson shall, thereafter, relay all such considerations following such meeting to the Project Director who shall advise the Project Team and the Project Board.

Any consideration provided by EFW Facility Elected Member Engagement Group pursuant to Clause 0 shall constitute a matter for consideration during the determination of any Council Decision, Project Board Decision and/or Project Team Decision and shall not be binding on the Project Board, the Project Team or the Councils.

## **PROJECT BUDGET AND COSTS<sup>2</sup>**

Subject to each Council complying with Clause 0, the Project Costs, for the period from the Effective Date until the OJEU Publication Date, shall be borne by the Councils according to the percentages set out in the following table:-

<b>NAME OF COUNCIL</b>	<b>PROPORTION OF PROCUREMENT COSTS FOR WHICH EACH COUNCIL IS LIABLE (%)</b>
Aberdeen City	38.4%
Aberdeenshire	46.5%
Moray	15.1%

Each Council shall be required to pay, in accordance with this Clause 0, their proportion (as calculated in accordance with Clause 0 above) of any Project Costs properly and reasonably incurred by any Council prior to the Effective Date.

---

<sup>2</sup> Councils to confirm whether the proportion of Project Costs is to be allocated according to tonnage.

Each Council shall pay the amount(s) allocated to it in accordance with the forecast set out in the Project Budget. The first instalment of the Project Budget shall be payable by each Council (with regard to their requisite share specified in the table above) no later than 3 months after the Effective Date.<sup>3</sup>

The Project Team shall provide the Project Board with a statement, on a Quarterly<sup>4</sup> basis, showing the expenditure and costs during that Quarter together with a variance analysis and commentary between the forecast Project Budget and the actual Project Costs incurred to that particular date. The Project Board shall provide the Project Team with all reasonable information and assistance during the preparation of such statement.

The Project Board shall review the forecast Project Budget and shall assess such Project Budget against the actual Project Costs on a not less than quarterly basis. If it becomes evident that the total Project Costs will exceed the overall limit of the Project Budget, the Project Board shall be required to refer the matter to the Councils for determination as a Council Decision. The Councils shall assess whether the Project Budget remains fit for purpose and, where the Councils are satisfied that additional funding is necessary, shall make the necessary allocation of additional funds.

The Project Board shall be required, upon the termination of this Agreement, to produce a final statement of the remaining balance of the Project Budget and shall arrange for all funds, if any, to be returned (according to the proportion applicable at that time) to each Council within 28 days of issuing said statement.

If a Council (the “**Initiating Council**”) (a) carries out any work or incurs any cost or expenses, or (b) requests the Project Team (or any member of it) to carry out any work relating to the Project, or (c) requests the Project Team (or any member of it) to incur any cost or expense that, in the reasonable opinion of the Project Director, is not an efficient use of time and/or resources, the matter shall be referred to the Project Board for determination (as a Project Team Decision) as to whether such work, cost or expense shall form part of the Project Budget and/or the Project Costs or whether such work, cost or expense should borne by the Initiating Council.

Any dispute as to the allocation of the Project Costs shall be resolved in accordance with Clause 0 (Dispute Resolution Procedure) of this Agreement.

## **PRINCIPLES OF DESIGN, BUILD AND OPERATIONAL COSTS AND REVENUE INCOME APPORTIONMENT**

The Councils shall agree the principles for the apportionment of the design, build and operational costs and revenue income to be documented in the Procurement Inter-Authority Agreement and the Operational Inter-Authority Agreement prior to the Contract Execution Date. The key decisions to be taken are set out in **PART 1** of the Schedule.

---

<sup>3</sup> Councils to confirm which Council will assume responsibility for payment of invoices – which Council will receive the monies?.

## **WITHDRAWAL DURING THE PROCUREMENT PROCESS**

Each Council acknowledges and agrees that its withdrawal from the Project (and thereby this Agreement) may result in the remaining Councils either incurring additional costs for the remainder of the procurement, or abortive costs having been required to abandon the procurement.

A Council shall be entitled to withdraw from the Project at any time prior to the execution of the Procurement Inter-Authority Agreement upon providing written notice, in accordance with Clause 0 (Notices), to each of the other remaining Councils under this Agreement and the Project Board (marked for the attention of the Project Director). Such notice under this Clause shall state the following:-

the date upon which the withdrawal is to be effective; and

the reasons for its withdrawal from the Project.

Without prejudice to Clauses 0 (Council Liabilities), 0 (Termination) and 0 (Consequences of Termination) of this Agreement, where a Council has withdrawn from the Project:-

the withdrawing Council shall not recover any contributions made by it in connection with the Project prior to the date of its intimation of withdrawal;

the withdrawing Council shall be required to pay their proportion (as calculated in accordance with Clause 8) of the total costs set out in the Project Budget (as at the date of the withdrawing Council's withdrawal) to be incurred prior to the OJEU Publication Date;

the remaining Councils shall not be entitled to receive any compensation from the withdrawing Council for any additional costs, claims and expenses which the remaining Councils have incurred or will incur in connection with the withdrawing Council's withdrawal from the Project; and

save as otherwise agreed by the Councils, the withdrawing Council's rights and obligations in relation to the delivery and governance of the Project shall cease forthwith.

## **ABANDONMENT OF THE PROJECT**

Without prejudice to Clause 0 below, the Councils shall be entitled to abandon the Project (provided that it is a unanimous decision) at any time prior to the execution of the Procurement Inter-Authority Agreement.

Where the Procurement Inter-Authority Agreement has not been executed by each of the Councils by the Pre-procurement Longstop Date, the Project Board shall be required to seek instructions from the Councils (by referring the matter as a Council Decision) as to whether they wish to abandon the Project.

Where the Project has been abandoned pursuant to Clause 0, the Councils shall use all monies within the Project Budget at the date of abandonment to settle the Project Costs which are due and payable at such date. Where there are insufficient funds within the Project Budget to settle all such Project Costs, each Council shall pay their proportion (as set out in Clause 0) of the

remaining costs from their own internal budget. Any surplus monies from the Project Budget following settlement of such Project Costs shall be apportioned with reference to each Council's share under Clause 0 and each Council shall receive their respective share of the surplus monies no later than thirty (30) days after full settlement of the Project Costs.

## **COUNCIL LIABILITIES**

Subject to Clause 0, each Council's total liability under this Agreement (including, but without limitation to, Clauses 0 (Withdrawal During the Procurement Process) 0 (Termination) and 0 (Consequences of Termination)) whether in contract, delict (including negligence or breach of statutory duty) or otherwise arising out of or in connection with this Agreement shall be limited to their proportion set out in accordance with Clause 0 of the total Project Budget.

Nothing in this Agreement shall exclude or limit:

any Council's liability for fraud or fraudulent misrepresentation; or

any Council's liability for death or personal injury caused by its (or its agent's or sub-contractor's negligence).

Each Appointed Representative shall be deemed to be acting on behalf of the Council in respect of which they are a director (or Head of Service), regardless of whether the particular matter under consideration by the Board relates to their particular Council or another Council.

Subject to Clause 0 below, each member of the Project Team and any other officer engaged in connection with the Project shall be required to act in the best interests of the Project at all times.

Subject to Clause 0 below and without prejudice to Clause 0 above, each member of the Project Team shall be deemed to be acting on behalf of the Council in respect of which they are an employee, regardless of whether the particular matter under consideration by the Project Team relates to their particular Council or another Council and shall be entitled to report all matters to their Council.

Where a member of the Project Team considers at any time that their compliance with the obligation under Clause 0 above could (one) conflict with their duties as an employee of a Council or (two) adversely affect their Council's commercial or financial interests, such member shall be required to promptly relay their concerns to the Project Director. The Project Director shall, thereafter, promptly refer the matter to the Project Board for consideration.

The Project Team and the Project Board shall, when working on the Project, be deemed to be made available and working on behalf of all Councils in accordance with the powers granted to each Council under Sections 56 and 57 of the Local Government (Scotland) Act 1973.

No Council or any of its members, directors or officers shall be liable to any other Council for any loss such Council incurs as a result of any act or omission by any such member, director, or officer during their engagement with the Project.



## **TERMINATION**

Without prejudice to Clause 0 (Consequences of Termination) below, this Agreement shall terminate on the earliest of:-

the OJEU Publication Date;

the date upon which a second Council has exercised its rights to withdraw under Clause 0 which has resulted in one Council remaining a party to this Agreement;

the date upon which all Councils agree in writing to its termination; and

the date upon which the Councils collectively decide to abandon the Project in accordance with Clause 0.

## **CONSEQUENCES OF TERMINATION**

The termination of this Agreement pursuant to Clause 0 (Termination) above shall:-

be without prejudice to any other rights or remedies which any Council may be entitled to under this Agreement;

not affect any accrued rights or liabilities which any Council may then have; and

not affect any provision of this Agreement that is expressly or by implication intended to come into or continue in force on or after such termination. Such provisions shall include but not be limited to this Clauses 0 (Project Budget and Costs), 0 (Withdrawal during the Procurement Process), 0 (Abandonment of the Project), 0 (Council Liabilities), 0 (Consequences of Termination) 0 (Intellectual Property), and 0 (Confidentiality and Freedom of Information).

## **INTELLECTUAL PROPERTY**

Each Council shall own all property rights (including all Intellectual Property Rights) in its respective Material.

Each Council hereby grants each of the other Councils under this Agreement a non-exclusive, perpetual, non-transferable and royalty-free licence to use, modify, amend and develop any such Material for the purposes of the Project.

Without prejudice to Clause 0, if more than one Council has a legal or beneficial right or interest in any aspect of the Material for any reason (including the eventuality that no Council has the ability to demonstrate that it independently supplied or created the Material without the involvement of any of the other Councils), each Council which has contributed to that Material shall grant to the other Council(s) under this Agreement a non-exclusive, perpetual, non-transferable and royalty-free licence to use such Material pursuant to or in connection with the Project.

Each Council hereby warrants that it has the necessary rights to grant the licences under Clauses 0 and 0. Subject to Clause 0 (Council Liabilities), each Council shall indemnify the other Councils against any loss arising out of any dispute or proceedings brought by a third party alleging infringement of its intellectual property rights as a result of that Council's use of another Council's Intellectual Property Rights pursuant to or in connection with the Project.

## **CONFIDENTIALITY AND FREEDOM OF INFORMATION.**

The Councils agree that the provisions of this Agreement shall not be treated as Confidential Information and may be disclosed without restriction.

The Councils shall keep confidential all Confidential Information received by one Council from the other Council(s) relating to this Agreement and shall use all reasonable endeavours to prevent their employees and agents from making any disclosure to any person of any such Confidential Information.

Clauses 0 and 0 above shall not apply to:

any disclosure of information that is reasonably required by any person engaged in the performance of their obligations under the Agreement for the performance of those obligations;

any matter which a Council under this Agreement can demonstrate is already or becomes generally available and in the public domain otherwise than as a result of a breach of this Clause 0 (Confidentiality and Freedom of Information);

any disclosure to enable a determination to be made under Clause 0 (Dispute Resolution Procedure);

any disclosure which is required pursuant to any statutory, legal (including any order of a court of competent jurisdiction) or Parliamentary obligation placed upon the Council making the disclosure or the rules of any stock exchange or governmental or regulatory authority;

any disclosure of information which is already lawfully in the possession of the receiving Council(s), prior to its disclosure by the disclosing Council;

any provision of information to the Council's own professional advisers or insurance advisers;

any disclosure by any Council of information relating to the design, construction, operation and maintenance of the Project otherwise than in accordance with this Agreement;

any disclosure of information by any Councils to any other department, office or agency of the Government or their respective advisers or to any person engaged in providing services to the Council for any purpose related to or ancillary to this Agreement;

any disclosure for the purpose of:

- (a) the examination and certification of any of the Council's accounts;
- (b) any examination pursuant to the Local Government in Scotland Act 2003 of the economy, efficiency and effectiveness with which the Council has used its resources;
- (c) complying with a proper request from any Council's insurance adviser, or insurer on placing or renewing any insurance policies; or

(d) (without prejudice to the generality of Clause 0 above) compliance with the FOISA and/or the Environmental Information Regulations;

provided that, for the avoidance of doubt, neither Clause 0 nor Clause 0(d) above shall permit disclosure of Confidential Information otherwise prohibited by Clause 0 above where that information is exempt from disclosure under section 36 of the FOISA.

Where disclosure is permitted under Clause 0 (other than Clauses 0, 0, 0 and 0 above), the Council providing the information shall procure that the recipient of the information shall be subject to the same obligation of confidentiality as that contained in this Agreement.

The Councils acknowledge and agree that they are subject to the requirements of the FOISA, the Environmental Information Regulations, the INSPIRE (Scotland) Regulations 2009 and the Data Protection Act 1998 and shall facilitate the other Councils' compliance with their legal obligations or Information disclosure requirements pursuant to the same in the manner provided for in Clauses 0 to 0 inclusive below.

Where a Council receives a Request for Information in relation to Information ("Requesting Council") that another Council ("Disclosing Council") is holding on its behalf and which the Requesting Council does not hold itself, the Requesting Council shall refer to the Disclosing Council such Request for Information that it receives as soon as practicable and in any event within five (5) Business Days of receiving a Request for Information and the Disclosing Council shall:

provide the Requesting Council with a copy of all such Information in the form that the Requesting Council requires as soon as practicable and in any event within ten (10) Business Days (or such other period as the Requesting Council acting reasonably may specify) of the Requesting Council's request; and

provide all necessary assistance as reasonably requested by the Requesting Council in connection with any such Information, to enable the Requesting Council to respond to a Request for Information within the time for compliance set out in section 10 of the FOISA or Regulation 5 of the Environmental Information Regulations.

Following notification under Clause 0, and up until such time as the Disclosing Council has provided the Requesting Council with all the Information specified in Clause 0, the Disclosing Council may make representations, within 5 Business Days of receiving such notification, to the Requesting Council where it considers that:-

the Information is exempt from disclosure under the FOISA or the Environmental Information Regulations;

in the circumstances of the particular case, the public interest in maintaining the exemption outweighs the public interest in disclosing the Information referred to in the Request for Information;

the Information should not be disclosed in response to the particular Request for Information; and/or

further information should reasonably be provided in order to identify and locate the information requested.

Where the Disclosing Council has made representations under Clause 0 (save a representation under Clause 0), the Requesting Council and the Disclosing Council shall discuss such representations with a view to agreeing (which, in any event, shall be no later than the tenth day of the Disclosing Council receiving the Requesting Council's notification under Clause 16.6) as to whether the Requesting Council should refuse the Request for Information in accordance with the FOISA or Environmental Information Regulations (as applicable). Where the Disclosing Council and the Requesting Council are unable to agree by the tenth day of the Disclosing Council receiving the Requesting Council's notification, the Requesting Council shall determine in its absolute discretion as to whether the Request for Information is to be refused and shall be entitled to require the Disclosing Council to provide the Requesting Council with all such Information and assistance to enable the Requesting Council to respond to the Request for Information within the time for compliance set out in section 10 of the FOISA or Regulation 5 of the Environmental Information Regulations.

In the event of a request from the Requesting Council pursuant to Clause 0 above, the Disclosing Council shall as soon as practicable, and in any event within five (5) Business Days of receipt of such request, inform the Requesting Council of the Disclosing Council's estimated costs of complying with the request to the extent these would be recoverable if incurred by the Requesting Council under Section 13(1) of the FOISA and the Fees Regulations. Where such costs (either on their own or in conjunction with the Requesting Council's own such costs in respect of such Request for Information) will exceed the prescribed amount referred to in Section 12(1) of the FOISA and as set out in the Fees Regulations, the Requesting Council shall inform the Disclosing Council in writing whether or not it still requires the Disclosing Council to comply with the request and where it does require the Disclosing Council to comply with the request, the ten (10) Business Days period for compliance shall be extended by such number of additional days for compliance as the Requesting Council is entitled to under Section 10 of the FOISA. In such case, the Requesting Council shall notify the Disclosing Council of such additional days as soon as practicable after becoming aware of them and shall reimburse the Disclosing Council for such costs as the Disclosing Council incurs in complying with the request to the extent the Requesting Council is itself entitled to reimbursement of such costs in accordance with the its own FOISA policy from time to time.

The Disclosing Council acknowledges that (notwithstanding the provisions of this Clause 0) the Requesting Council may, acting in accordance with the Scottish Ministers' Code of Practice on the Discharge of Functions of Public Authorities Under the Freedom of Information (Scotland) Act 2002 (the "**Code**"), be obliged under the FOISA, or the Environmental Information Regulations to disclose Information concerning the Disclosing Council or this Agreement:

in certain circumstances without consulting with the Disclosing Council;

following consultation with the Disclosing Council and having taken their views into account,

provided always that where Clause 0 above applies the Requesting Council shall, in accordance with the recommendations of the Code, draw this to the attention of the Disclosing Council prior to any disclosure.

1.12 The obligations in this Clause 0 shall survive the termination of this Agreement.

## **OMBUDSMAN AND COMPLAINTS**

- 16.13 Where a Council under this Agreement receives a request for comments or information from the Scottish Public Services Ombudsman (the "Receiving Council") regarding a complaint which the Scottish Public Services Ombudsman has received and such complaint relates to matters pursuant to this Agreement or the Project, the Receiving Council shall:-
- (a) notify the other Councils (the "Respondent Councils") as soon as practicable after receipt and in any event within two (2) Business Days of receiving a request for comments and/or information; and
  - (b) provide the Respondent Councils with a copy of its draft response to the complaint within five (5) Business Days or such other time period considered necessary by the Receiving Council (provided that such period does not exceed any time limit imposed by the Scottish Public Services Ombudsman in which the Receiving Council is required to respond).
- 16.14 The Respondent Councils shall provide all necessary assistance as reasonably requested by the Receiving Council to enable it to respond to the complaint within the time for compliance set by the Scottish Public Sector Ombudsman.
- 16.15 The Respondent Councils shall provide comments and any relevant information requested by the Receiving Council to the Receiving Council no later than five (5) Business Days of receiving such request.
- 16.16 The Receiving Council shall forward the final copy of the response (incorporating as appropriate the comments and information from the Respondent Councils) to the Responding Councils upon sending such response to the Scottish Public Services Ombudsman.
- 16.17 Where the Scottish Public Services Ombudsman issues a report under sections 15 and 16 of the Scottish Public Services Ombudsman Act 2002, the Respondent Councils shall provide all reasonable assistance and information to ensure that the Receiving Council complies with its obligations under such Act and shall, where requested, assist the Receiving Council in remedying the issue pursuant to the complaint.

## **NOTICES**

Subject to Clause 0, any notice given under or in connection with this Agreement is to be in writing and signed by or on behalf of the Council giving it.

Any notice under Clause 0 is to be served by delivering it personally or by commercial courier or sending it by pre-paid recorded delivery or registered post or by electronic mail to the address and the attention of the relevant party set out below:-

### **Aberdeen City:**

Address: Marischal College, Broad Street, Aberdeen, AB10 1AB

Att: Peter Leonard, Director of Communities, Housing and Infrastructure

E-mail: PLeonard@aberdeencity.gov.uk

**Aberdeenshire:**

Address: Woodhill House, Westburn Road, Aberdeen, AB16 5GB

Att: Alan Wood, Head of Finance

E-mail: [alan.wood@aberdeenshire.gov.uk](mailto:alan.wood@aberdeenshire.gov.uk)

**Moray:**

Address: The Moray Council Office, High Street, Elgin, Moray, IV30 1BX

Att: Rhona Gunn, Corporate Director (Economic Development, Planning and Infrastructure)

E-mail: [rhona.gunn@moray.gov.uk](mailto:rhona.gunn@moray.gov.uk)

or such other address, designated person or e-mail address as may be notified from time to time by the relevant Council to the other Council(s).

Any notice served under Clause 0 shall be deemed to have been received:-

if delivered personally or by commercial courier, at the time of delivery;

in the case of pre-paid recorded delivery or registered post, two (2) Business Days from the date of posting;

in the case of e-mail, on the day of transmission if sent before 4.00 pm on any Business Day and otherwise at 9.am on the next Business Day, subject to confirmation of completion of transmission (which shall, for the avoidance of doubt, include the sender not receiving an error message indicating failure to deliver after sending such e-mail).

**WAIVER**

No failure or delay by any Council to exercise any right or remedy provided under this Agreement is to constitute a waiver of that (or any other) right or remedy, nor preclude or restrict its further exercise. No single or partial exercise of such right or remedy is to preclude or restrict the further exercise of that (or any other) right or remedy. Any express waiver of any breach of this Agreement shall not be deemed to be a waiver of any subsequent breach.

**ENTIRE AGREEMENT**

This Agreement constitutes the entire agreement between the Councils and supersedes any prior drafts, agreements, undertakings, understandings, representations, warranties and arrangements of any nature between the Councils, whether or not in writing, in relation to the subject matter of this Agreement.

**ASSIGNATION**

No Council shall be entitled to assign, novate, sub-contract, transfer or dispose of any of its rights or obligations under this Agreement.

## **VARIATION**

No variation of this Agreement shall be valid unless recorded in writing and signed by a duly authorised representative on behalf of each of the Councils.

## **SEVERANCE**

If any provision (or part of a provision) of this Agreement is or becomes, or is declared to be invalid, unenforceable or illegal by the courts of any competent to which it is subject, such invalidity, unenforceability or illegality shall not prejudice or affect the remaining provisions (and parts of that provision) of this Agreement which shall continue in full force and effect notwithstanding such invalidity, unenforceability or illegality.

## **THIRD PARTY RIGHTS**

It is expressly declared that no rights shall be conferred under and arising out of this agreement upon any person other than the parties hereto and, without prejudice to the generality of the foregoing, there shall not be created by this agreement a jus quaesitum tertio in favour of any person whatsoever.

## **DISPUTE RESOLUTION PROCEDURE**

Any disputes or differences arising between the Councils in relation to this Agreement shall be resolved in accordance with this Clause 0 having regard to their obligation under Clause 0 to act in good faith.

Where a dispute or difference is considered by the Project Team to be incapable of swift and satisfactory resolution, the matter shall be referred to the Project Board for determination as a Project Board Decision. The Project Board shall refer the matter to the Councils for determination as a Council Decision where the members of the Project Board are unable to reach a consensus on the matter.

**GOVERNING LAW AND JURISDICTION**

This Agreement and any dispute or claim arising out of, or in connection with, its subject matter or formation (including non-contractual disputes or claims) shall be governed by and construed in accordance with the law of Scotland.

The Councils unconditionally and irrevocably agree that the courts of Scotland have exclusive jurisdiction to settle any disputes or claims arising out of or in connection with this Agreement or its subject matter or formation (including non-contractual disputes or claims).

The Councils agree that this Agreement may be executed in counterpart.

**IN WITNESS WHEREOF** these presents consisting of this and the preceding [19] pages together with the Schedule of [3] parts are executed as follows:

**SUBSCRIBED** for and on behalf of )  
Aberdeen City Council by ) .....

At  
On  
In the presence of:

.....  
Signature

.....  
Name

.....  
Address



**SUBSCRIBED** for and on behalf of

Aberdeenshire Council )

.....

by , Director )

At

On

In the presence of:

.....

Signature

.....

Name

.....

Address

**SUBSCRIBED** for and on behalf of

Moray Council )

.....

by , Director )

At

On

In the presence of:

.....

Signature

.....

Name

.....

Address

**SCHEDULE**

**PART 1**

**PROJECT MILESTONES AND KEY DECISIONS**

<b>NO.</b>	<b>DESCRIPTION OF MILESTONE</b>	<b>PROJECT TEAM DECISIONS</b>	<b>PROJECT BOARD DECISIONS</b>	<b>COUNCILS DECISIONS</b>	<b>DATE TO BE ACHIEVED</b>
1.	Establish Project Board			✓	<b>17 December 2015</b>
2.	Appoint Project Director		✓		<b>29 January 2016</b>
3.	Procure and appoint technical, legal and financial advisers in accordance with Project Budget		✓		<b>29 January 2016</b>
4.	Establish Project Team		✓		<b>17 December 2015</b>
5.	Recommend to Project Board procurement strategy, including form of procurement, operational options and risk allocation between Contractor and Councils	✓			<b>1 April 2016</b>
6.	Develop and recommend to Project Board form of contract	✓			<b>1 April 2016</b>
7.	Agree procurement strategy and form of contract		✓		<b>1 April 2016</b>
8.	Approve publication of Prior Information Notice in OJEU for main contract		✓		<b>6 Jan 2016</b>
9.	Agree tonnage capacity requirements of the EFW Facility.		✓		<b>1 April 2016</b>
10.	Recommend to Councils form of Contracting Entity for construction and operation		✓		<b>1 April 2016</b>
11.	Agree Evaluation Criteria for Procurement Process (including PQQ and main tender evaluation criteria)		✓		<b>1 April 2016</b>
12.	Approve funding structure (including agreement on payment terms and security package)			✓	<b>1 April 2016</b>

13.	Agree Mandatory Requirements for the Invitation to Participate in Dialogue which shall include but not be limited to:- <ul style="list-style-type: none"> <li>• Duration of Contract;</li> <li>• Operation requirements;</li> <li>• Maintenance Requirements;</li> <li>• Testing and Commissioning requirements; and</li> <li>• Contract Waste</li> </ul>		✓		<b>1 April 2016</b>
14.	Recommend design, build and operational costs and revenue income apportionment and principles		✓		<b>1 April 2016</b>
15.	Recommend Project Budget for period following publication of the OJEU Contract Notice		✓		<b>1 April 2016</b>
16.	Recommend the strategy for the sale of electricity and heat from the facility and the mechanism on how the partners benefit from any income		✓		<b>1 April 2016</b>
17.	Prepare tender documentation (including terms and conditions of Contract)	✓			<b>1 April 2016</b>
18.	Approve tender documentation including detailed form of contract		✓		<b>1 April 2016</b>
19.	Recommend terms of Procurement Inter-Authority Agreement for approval by Councils		✓		<b>1 April 2016</b>
20.	Agree terms of detailed planning application		✓		<b>22 January 2016</b>
21.	Submit detailed planning application (Aberdeen City Council Only)			✓	<b>22 January 2016</b>
22.	Conclude missives for the			✓	<b>31 Jan 2016</b>

	purchase of the Site (Aberdeen City Council Only)				
23.	Approve and sign Procurement Inter-Authority Agreement incorporating Project Board's recommendations including approval to publish Contract Notice in OJEU			✓	<b>3 June 2016</b>
24.	Publish Contract Notice in OJEU for main contract		✓		<b>17 June 2016</b>
25.	Where Project Milestones [23] and [24] have not been achieved, Councils shall consider whether the Project should be abandoned pursuant to Clause 0			✓	Pre-Procurement Longstop Date <b>1 November 2016</b>

**PART 2**  
**PROJECT BUDGET**  
**[TO BE INSERTED]**

**PART 3**  
**COUNCILS' PROGRAMME**

[TO BE INSERTED]

This page is intentionally left blank



## ABERDEEN CITY COUNCIL

---

COMMITTEE	<b>Council</b>
DATE	<b>16 December 2015</b>
DIRECTOR	<b>Gayle Gorman</b>
TITLE OF REPORT	<b>Chief Social Work Officer's Annual Report</b>
REPORT NUMBER	<b>ECS/15/057</b>
CHECKLIST COMPLETED	<b>Yes</b>

---

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

This report presents to Elected Members the Chief Social Work Officer's Annual report for 2014-15. The purpose of the report is to inform Members of the role and responsibilities exercised by the Chief Social Work Officer; to provide information on statutory decision making in the period; and to give a progress report on key areas of social work provision within Aberdeen City.

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

Council is recommended to

- (i) Note the content of the Annual Report, as attached; and
- (ii) Offer comment and observations on the content

### **3. FINANCIAL IMPLICATIONS**

There are no financial implications arising from this report.

### **4. OTHER IMPLICATIONS**

There are no other direct implications arising from this report, as it offers observation on social work activity in the preceding year.

### **5. BACKGROUND/MAIN ISSUES**

The role of Chief Social Work Officer is a statutory post in accordance with the Social Work (Scotland) Act 1968, as amended by the Local Government (Scotland) Act 1994. The required qualifications of the Chief Social Work Officer are set down in regulations. In 2009 the

Scottish Government published national guidance on the role of the Chief Social Work Officer.

The Chief Social Work Officer provides advice to the Council on social work matters; undertakes decision making in respect of statutory functions and; provides professional governance, leadership and accountability for the delivery of social work and social care services, whether they are provided by the Council or on behalf of the Council by another agency.

In 2014, the office of the Chief Social Work Adviser to the Scottish Government developed a common template for Chief Social Work Officer Annual Reports, with the aim of bringing consistency across Scotland.

This report is consistent with the guidance laid down by the Chief Social Work Adviser, with regard to the content and format of Chief Social Work Officers' annual reports.

The annual report is an opportunity to provide an overview of the range of services and initiatives in social care and to highlight key achievements and challenges. It is not a complete account of social work activity. The report covers the year preceding the appointment of Bernadette Oxley, as Chief Social Work Officer in April 2015.

## 6. IMPACT

**Improving Customer Experience** – there is no direct impact on the customer experience as this report provides a historical overview of social work activity during the 2014-15 financial year. However, the report does contain some key actions to be delivered during the present financial year, which are designed to improve the social work services we deliver and commission.

**Improving Staff Experience** – there is no direct impact for staff, as the report provides a historical overview of social work activity during the 2014-15 financial year. The major developments contained within the report, such as Health and Social Care Integration and Reclaiming Social Work will impact upon staff and will be reported on and monitored through reports to the relevant committees.

**Improving our use of Resources** – there is no direct impact on the use of resources, as the report provides a historical overview of social work activity during the 2014-15 financial year. The major developments contained within the report, such as Health and Social Care Integration and Reclaiming Social Work may have a financial impact and if so, they will be reported on and monitored through reports to the relevant committees.

**Corporate** – the report provides a historical overview of social work activity. As it is written to a standard template, there are no direct links

expressed within it to key Corporate priorities. However, the report and the developments within it are consistent with Corporate priorities.

**Public** – it is unlikely that this report will be of much interest to the public. An EHRIA and a PIA have not been completed, as the report covers historical activity.



## **7. MANAGEMENT OF RISK**

There is no risk associated with this paper, as it presents a historical review of activity. There are risk registers in place within the Education and Children's Services Directorate and for Health and Social Care Integration.

## **8. BACKGROUND PAPERS**

The report is based on information provided by officers both within the Council and from partner agencies, information available on the Council website and statistical information provided from the Council's management information systems.

## **9. REPORT AUTHOR DETAILS**

Bernadette Oxley  
Head of Children's Social Work and Chief Social Work Officer  
 [boxley@aberdeencity.gov.uk](mailto:boxley@aberdeencity.gov.uk)  
 01224 522110

This page is intentionally left blank

**Chief Social Work Officer's Annual Report 2014/15**  
**Aberdeen City Council**

## **Contents**

- 1. Foreword**
- 2. Aberdeen City**
- 3. Partnership Structures and Governance Arrangements**
- 4. The Delivery Landscape within Aberdeen City**
- 5. Finance**
- 6. Service Quality and Performance**
- 7. Chief Social Work Officer Statutory Activity**
- 8. Improvement Approaches**
- 9. User and Carer Empowerment**
- 10. Workforce Planning and Development**

## **1. Foreword**

I am pleased to present the Chief Social Work Officer's Annual Report for Aberdeen City for 2014-2015. This provides an overview of the social work service, information on statutory decisions made by the Chief Social Work Officer on behalf of the Council and some of the key challenges facing the service in 2015-2016 and beyond.

Every local authority is required to have a professionally qualified Chief Social Work Officer (CSWO), as set out in Section 45 of the Local Government etc. (Scotland) Act 1994. The qualifications are set down in regulations that state that the CSWO must be registered as a Social Worker with the Scottish Social Services Council (SSSC).

The overall aim of the CSWO role is to ensure that the Council receives effective, professional advice and guidance in the provision of all social work services, whether these are provided directly, in partnership with other agencies, or purchased on behalf of the local authority. The CSWO has a responsibility for overall performance improvement and the identification, management and reporting of corporate risks as these relate to social work services. To fulfill these responsibilities, the CSWO has direct access to elected members, reporting through the Education and Children's Services Committee and has direct links to the Chief Executive.

The CSWO provides professional leadership and promotes values and standards of professional practice, ensuring that only Registered Social Workers undertake those functions reserved in legislation and that social service workers meet the requirements of their regulatory body and the SSSC Codes of Practice. Any social service worker may approach the CSWO for professional advice.

A number of specific statutory responsibilities are discharged by the CSWO. These relate primarily to decisions about the curtailment of individual freedom and the protection of individuals and the public, which must be made by the CSWO or by a professionally qualified social worker to whom the responsibility has been delegated by the CSWO and for which the CSWO remains accountable.

There must be CSWO cover 24 hours a day, every day of the year. The Head of Children's Social Work is the Chief Social Work Officer. To ensure that CSWO cover is in place at all times, the Council has in place a scheme of delegation of the statutory responsibilities to the two Lead Service Managers in Children's Social Work, who are both Registered Social Workers.

Since the last CSWO's annual report, there have been a number of changes both nationally and within Aberdeen City. I took up my role as CSWO and Head of Children's Social Work on 27 April 2015, following a restructuring of the Council's service delivery structures. Children's Social Work has been brought into the wider Education and Children's Services Directorate, to ensure the provision of seamless support to the City's Children and Young People.

Social Work services for Adults, Older People and those in receipt of Criminal Justice Services, are provided through an Adult Social Care Directorate, managed

by a Head of Joint Operations, until the Integrated Health and Social Care Partnership for Aberdeen City, is formally established in April 2016.

Alongside structural change, social work services are implementing new ways of delivering services, like Self-Directed Support and Reclaiming Social Work. These will bring changes to practice for staff and improved outcomes for service users. While transitional and transformational change is underway, the dedication of our highly motivated staff will ensure that there is no loss of focus on the day to day business of delivering services to support and protect the most vulnerable people in Aberdeen.

Bernadette Oxley  
Chief Social Work Officer and Head of Children's Social Work



## 2. Aberdeen City

### 2.1 Aberdeen's Demographics

The Population of Aberdeen on Census Day, 27 March 2011 was 222,800. This figure was 10,700 higher than at the time of the 2001 Census, an increase of 5%. This population growth was slightly above the Scottish average. Most of the change in Aberdeen's population is accounted for by migration, as the net change due to births and deaths was relatively small.

In June 2014, Aberdeen had an estimated population of 228,990. Overall the proportion of males and females is fairly even, however there were some differences within specific age ranges; in particular women make up more than 60% of those in the 75+ age group.

Compared to Scotland as a whole, Aberdeen has a relatively high proportion of young adults – those in the 16-29 year age group make up a quarter (25.1%) of Aberdeen's total population. The comparable figure for Scotland is 18.3%. In contrast, Aberdeen has a smaller proportion of older people. Those aged 60 years and over make up only 20.1% of Aberdeen's population compared to 24% for Scotland.

In June 2014, Aberdeen's population was made up as follows:

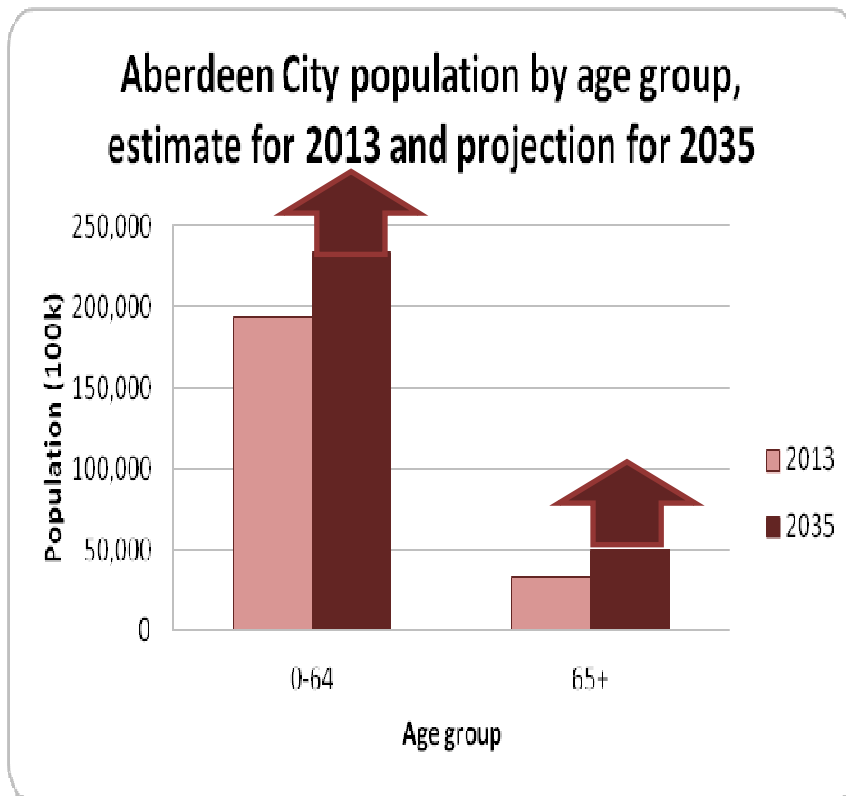
Age Group	Male	Female	Total	% of all ages (Aberdeen)	% of all ages (Scotland)
0-15	17,175	16,431	33,566	14.7%	17.0%
16-29	28,413	29,009	57,422	25.1%	18.3%
30-44	25,473	23,494	48,967	21.4%	19.1%
45-59	21,664	21,544	43,208	18.9%	21.6%
60-74	14,547	15,119	29,666	13.0%	15.9%
75+	6,242	9,919	16,161	7.1%	8.1%
All Ages	113,474	115,516	228,990	100%	100%

Between 2012 and 2037, the population of Aberdeen City and Shire is forecast to rise from 480,510 to 588,601, an increase of 108,091 (22.5%). In Aberdeenshire, the population will rise by 17.3% over the period; while there will be a 28.4% increase in Aberdeen City. Most of the population increase in Aberdeen City and Shire between 2012 and 2037 will be due to net migration rather than natural change

Population change will be unevenly spread across the various age groups. The number of children (under 16 years) in Aberdeen City and Shire will rise by 26.4% to 101,972, while the working age population (16-64 years) will rise by 11.3% to just over 360,000. The main change will be in the number of people aged 65 years and over.

A pan Grampian working group chaired by a Public Health consultant was established in December 2014 to develop our Joint Strategic Needs Assessment. This work was refined in March 2015 to produce an Aberdeen City specific Joint Strategic Needs assessment.

Aberdeen’s population is rising and expected to reach almost 289,000 by 2037. The growth in the under 64s (**21%**) is mainly in the 0-15 age group, but the biggest growth is predicted in the over 65s (**49%**).



An older population affects our need for healthcare services. For example, if we had tomorrow’s population today, we might expect emergency admissions in the over 65s to increase from 5300 to 8100 per year.

The growth in our older age population is an opportunity as well as a challenge for health care. Aberdeen is recognised as doing well in the social and economic factors that underpin good health and we can use our vibrant neighbourhoods and communities to minimise demand on health services. Many older people are active members of the place where they live and contribute to the local health economy by volunteering and providing informal social care. A 5% increase in self-care could reduce demand for professional care by 25%, while a 10% decrease could increase demand for professional care by 50%.

The main causes of premature death in Aberdeen are cancer and circulatory diseases (e.g. coronary heart disease and stroke). Whilst Aberdeen tends to have an overall health profile that is better than the Scottish average, the health experience amongst the population varies. For example people living in the most deprived parts of Aberdeen have a 100% increased risk of being admitted to hospital

with angina or heart attack, and a 590% increased risk of being admitted as an emergency for chronic obstructive airways disease.

Women in Aberdeen have a higher estimated life expectancy than men. Based on 2011-2013 figures, the estimated life expectancy at birth in Aberdeen City is 81.4 years for females and 77.1 years for males - slightly higher than the corresponding Scottish figures of 81.0 years and 76.9 years.

In Aberdeen there was substantial difference in estimated life expectancy by level of deprivation for men. Life expectancy for men in the 15% most deprived areas was 71.9 years compared to 77.8 years for men in the 85% least deprived areas. For women, the difference in life expectancy was less marked, at 78.0 years for women in the 15% most deprived areas, and 81.8 years for women in the least deprived 85%.

Information on self-rated health was collected in the 2011 Census. When asked "How is your health in general?" most people in Aberdeen rated their health as either very good (54.3%) or good (31.4%), slightly higher than the corresponding Scottish figures (52.5% and 29.7%). 10.4% rated their health as fair and the remaining 3.9% rated it as bad or very bad. Rates were very similar for males and females, however, the proportion rating their health as good or very good decreased with age.

In 2013, over a quarter of Aberdeen's adult population were smokers. More men (31.4%) than women (20.2%) reported smoking. Comparison with other areas showed Aberdeen to have the highest proportion of male smokers of any local authority area in Scotland. Counter to the downward trend for Scotland as a whole, in recent years smoking prevalence in Aberdeen has increased for both men and women.

In 2013 in Aberdeen, 5% of 15 year-olds and 1% of 13 year-olds reported being regular smokers. Aberdeen currently has the lowest reported rate of smoking in school children across all local authority areas in Scotland.

Four-year aggregate data for 2008-2011 suggests that in Grampian, 41% of people (45.7% of men and 36.5% of women) exceeded recommended weekly and/or daily alcohol limits and 20.6% of people (26.1% of men and 15.2% of women) were classified as 'binge' drinkers. It was estimated that approximately 10% of Grampian's population (12.3% of men and 7.5% of women) were potentially 'problem drinkers'.

In 2013/14 the rate of alcohol-related hospital stays was 794.4 per 100,000 population; significantly higher than the Scottish rate of 696.9. Since 2007/2008, rates of alcohol-related admissions in Aberdeen have fallen each year. In Scotland, over two-thirds of alcohol-related hospital admissions were for men, and the rate of such admissions was highest for those in more deprived areas.

In 2013, there were 42 deaths attributed to alcohol in Aberdeen City – a rate of 22.2 per 100,000 population. Counter to the current downward trend in Scotland, the alcohol-related mortality rate for Aberdeen increased each year for the last three years where data was available and is now higher than the equivalent rate for Scotland.

In 2012/13, almost 2% (3,100 individuals) of Aberdeen's population (aged 15-64 years) were estimated to have a problem drug use. Prevalence of problem drug use was higher in males (2.4%) than in females (1.4%) and higher in Aberdeen than in Scotland as a whole (1.7%). Since 2009/10 the overall estimated prevalence of problem drug use been falling in Aberdeen. However, the estimated problem drug use for women has increased slightly over this period. In 2013, 1.1% of 13 year-olds and 10.8% of 15 year-olds reported having used illicit drugs in the past year. This is lower than the equivalent rates for Scotland of 9.4% and 15.5%. Use of illicit drugs in 15 year-olds has dropped substantially, from 39% in 2002 to 10.8% in 2013. Approximately 34% of 15 year-olds and 13% of 13 year-olds reported that they had been offered drugs in the past year – most commonly cannabis.

There are strong associations between health, health-behaviours and level of deprivation. Those with the highest levels of deprivation are more likely to have poorer health and health-behaviours. The Scottish Index of Multiple Deprivation (SIMD) is the Scottish Government's official tool for identifying small area concentrations of multiple deprivation across all of Scotland. It assesses information from 7 domains (health, income, employment, education, housing, access and crime) to provide an overall measure of deprivation based on the small area geography known as data zones. The Scottish Government uses a 15% cut-off to define the most deprived data zones. By that measure, 22 (8%) of Aberdeen's 267 data zones were among the most deprived in Scotland. Aberdeen's most deprived data zones are mainly located in the seven priority neighbourhoods identified in the Community Regeneration Strategy.

## **2.2 Aberdeen's Economy**

The wider economic region of Aberdeen and Aberdeenshire generates £15bn a year (based on 2012 data). The majority of this economic activity is in the primary industries (including oil and gas extraction), but it is supported by world class professional, scientific, and technical services (11% of the total regional output). The area is one of the top 20 regions in Europe for value of economic output per head of population. Outside of London, the area has the highest labour productivity rates in the UK (£32,000 per head in comparison to £20,000 at a Scotland level and £21,675 in the UK). This makes it one of the most productive economies in the EU.

Average earnings, too, are among the highest in the UK. The median annual wage in 2013 in Aberdeen City was £31,735 compared to £26,884 for the UK as a whole. The region's economic growth is underpinned by leading international research specialisms and centres of excellence which include: subsea engineering, marine, food science, oil and gas, and nutritional health.

The success of the economies of the North East of Scotland poses particular challenges for the recruitment and retention of the social care workforce, which will be covered later.

Aberdeen City Council receives the lowest Total Government Funding per head of any Council, 73% of the Scottish average figure. The Council's FTE staffing is

equivalent to 32 employees per 1,000 population, the second lowest ratio of any Council and well below the Scottish average of 45 per 1000 population (2012).

### **3. Partnership Structures and Governance Arrangements**

#### **3.1 Political Structure**

Aberdeen City Council has 43 Councillors in 13 multi-member wards. The Council Administration is a coalition of Labour, Conservative and Independent Councillors.

Committee reporting for social work services is currently through the Education and Children's Services Committee, although Adult Social Care will report to the Integrated Joint Board when it becomes live in April 2016. The CSWO attends Full Council meetings, as well as the Education and Children's Services Committee and has an advisory role to the Shadow Integrated Joint Board (sIJB).

#### **3.2 Partnership working**

Partnership working with a range of internal and external partners, across sectors, is integral to how social work does business: the Integrated Joint Board; the Integrated Children's Services Partnership; the Early Years Collaborative; the Northern Community Justice Authority (NCJA); the Grampian Adult Protection Partnership; the North East Scotland Child Protection Partnership (NESCPP); MAPPA; and the Alcohol and Drugs Partnership (ADP).

The CSWO in Aberdeen has a key role to play in partnership working arrangements, either in a full or an advisory capacity.

The Chief Social Work Officer is a prescribed (non) voting member of the shadow Integration Joint Board. Participating in the board has offered the CSWO the opportunity to provide advice and guidance on key social work matters and to ensure the service is not compromised through the process of integration.

For example, the CSWO has participated in discussions around the clinical/care governance work stream to ensure that it reflects statutory social work functions and requirements.

#### **3.3 Integration of health and social care**

The North East Partnership Steering Group's main purpose is to manage the relationship of the sIJBs and their parent bodies in relation to cross partnership services. This will ensure that there is consistency of approach where necessary and enable a forum for discussion on areas of common interest. The group would also provide an opportunity and space to facilitate and enable consultation in relation to complex, cross partnership services, develop potential shared solutions to shared challenges and ensure shared learning and development for integration's success in each of the sIJB areas.

Specific areas of interest were initially agreed to include:

- Overseeing the process of strategic planning and delivery for cross partnership services e.g. unplanned care, acute NHS services, mental health and learning disability services;

- Reviewing progress on the programme of further delegation of services;
- Sharing ideas and best practice in relation to integration;
- Discussing the issues of risk share across shared and cross system planning;
- Facilitating the process of transition in relation to the delegation of services; and
- Reviewing joint issues related to health staff terms and conditions.

The group is facilitated by NHS Grampian's Director of Modernisation and is chaired by the NHS Board Chairman. Its membership comprises Chairs and Vice Chairs of the sIJBs (Elected Members and NHS Non-Executive Directors), Chief Executive, NHS Grampian and the Chief Officers of each partnership.

The NEPSG is not itself a decision making body and has no authority to make decisions. It is a supportive structure that enables the complex cross system issues to be discussed and develop options in addressing these. Options are then taken for decision making in the most appropriate place and this is anticipated to be within the relevant sIJB(s) – noting that at times it may be appropriate for decision to be taken though the relevant parent organisation(s) in the shadow period prior to 'go live'.

A Strategic Planning Group was established in February 2015 in line with the legislative requirements. This group, chaired by our health and social care integration lead, has a broad multi-sectoral base and has contributed to the development of the draft Strategic Plan.

An Executive Group chaired by the Chief Officer was established in January 2015. This group has a multi sectoral base and is a reference group discussing desirable developments and associated practicalities. The Executive Group supports the discussions and decisions of the shadow Integration Joint Board.

A number of integration workstreams have been established to lead on those activities which are seen to be critical to the integration milestones. These workstreams include:

- Human Resources and Organisational Development
- Finance
- Clinical/Care Governance
- Communication and Engagement

#### **4. The Delivery Landscape within Aberdeen City**

Aberdeen is one of the most prosperous cities in the UK, as the centre of the energy sector, with international significance. Average earnings have been relatively high in Aberdeen City and Aberdeenshire while unemployment has been low, even during the current economic downturn. House prices and private rents are high and there is a shortage of affordable housing.

These factors impact significantly on the health and social care sector's ability to recruit and retain staff at all levels. In particular this has been felt in the ability of all social care providers to meet increasing and more complex demand, in teacher and in health visitor numbers and in the recruitment of hospital nurses and NHS consultants, e.g. in mental health and geriatric medicine. The increase in the older population relative to those of working age will create even greater workforce pressures across health and social care.

A high proportion of the direct delivery of care in Aberdeen is through the independent sector, particularly provision for older people, people with long term conditions or disability and those with mental health issues, which are fully outsourced. Commissioned services account for 75% of the Social Care budget, making the delivery of critical services subject to the volatility of the market.

The increasing difficulty for some providers in maintaining a financially viable service in Aberdeen is leading to some instability in sectors of the social care market. This is being tackled through measures such as the use of new Framework contracts in adult services for more transparency of unit costs and flexibility in commissioning, encouragement to providers to seek economies of scale through collaboration and tactical use of uplifts to funding. A more strategic approach to decisions about funding levels that takes account of demand and supply variables, inflation, market forces and Aberdeen cost factors will be needed to ensure stability. The degree of dependence on commissioned services warrants more partnership-type approaches with providers to find mutually beneficial solutions to supply/demand/cost challenges.

The reshaping of services for Children, through the implementation of Reclaiming Social Work will lead to the need to reshape, redesign and recommission services for Children from the private and voluntary sectors. Work on this is at an early stage and will be progressed.

In August 2013, the Council established a Local Authority Trading Company, **Bon Accord Care Ltd**, for the delivery of those older people's and rehabilitation services that were previously delivered in-house, including 3 care homes and 3 day centres, care at home, housing support and care in very/sheltered housing, Occupational Therapy and the Community Equipment Service. Under TUPE arrangements, 766 staff transferred, retaining their terms and conditions of employment. The Council is the sole shareholder, with a contract for services to the value of around £26 million. There is an expectation that Bon Accord Care will develop trading activities that will create a surplus for re-investment in services. The performance of Bon Accord Care is monitored via a governance hub, which monitors all the arm's length trading activity of the Council and is reported to elected members for scrutiny.



## 5. Finance

### 5.1 Budget Summary

Aberdeen City Council in 2011 undertook a Priority Based Budgeting (PBB) exercise that reviewed all its costs over a 5 year period. This led to the Council producing a 5 Year Business Plan outlining the financial position of the Council over the period, which is reviewed annually. Initial calculations showed that if the social work services were to do nothing to change service delivery from the 2010 position, by 2016 there would require an increase in budget in excess of £20m.

As a result of this, a transformation programme was implemented, including the development of alternative family services and locally based preventative services to reduce the number of out of authority placements for children; the redesign of Learning Disability services with new models for accommodation with support and day opportunities; and the establishment of a Local Authority Trading Company, known as Bon Accord Care Ltd. These actions, along with prudent financial management and monitoring, have ensured that the service continues to operate within available resources.

The current Council 5 Year Business Plan lays out the net budget for social work services until 2019-20, showing an increase of 10% from 2014-15. This is based on agreed savings and the building in of growth to the base budget.

SOCIAL WORK SERVICES	2014-15 £'000	2015-16 £'000	2016-17 £'000	2017-18 £'000	2018-19 £'000	2019-20 £'000
Total Budget	<b>124,750</b>	127,438	129,724	132,852	135,017	137,291
Adults	<b>88,609</b>	88,397	89,987	92,220	94,454	96,237
Children	<b>34,345</b>	37,425	38,091	38,956	38,857	39,318
Business Mgt	<b>1,796</b>	1,616	1,646	1,676	1,706	1,736

The projected growth in net budget is predicated on increases in nationally and locally agreed rates for commissioned services, demographic pressures in Learning Disability and Older People's services, purchasing of additional home care to meet need and increase in demand for alternative family services, based on growth trends in children's services and looked after children numbers.

Social Work Services meet commitments within budget. However, Children's Services in 2014-15 were overcommitted though increase in demand, particularly against the joint budget with Education for specialist residential placements through the Children's Hearing, and additional requirements for foster placements. As demand projections indicate an ongoing budget pressure, a sustainable solution is

being developed through a range of initiatives. Investment is being made in service transformation to improve outcomes and constrain demand pressures, in particular adoption of the Reclaiming Social Work Model, which gives the opportunity for an outcome based approach to setting the Children's Services budget. The Inclusion Review in Education will enable joint approaches to managing demand and meeting the needs of looked after children within City resources.

The integration of Children's Social Work services and universal services for children will offer further opportunities to strengthen and develop prevention and early intervention strategies to constrain growth in demand for more costly interventions. Particular consideration needs to be given to changes in relation to commissioned services and the impact of market forces. With negotiations over the National Contract for Care Home services putting its future use in doubt, a locally agreed rate may need to be negotiated for 2016-17 onwards. In future years a local rate may need to be negotiated or Aberdeen City Council and other partners may work to secure rates together. The aim should be for a single rate, or suite of rates, for publicly funded places across all independent care homes, and for the possibility of shared arrangements across North East Councils to be explored.

## **5.2 Overview of joint financial planning and management of financial arrangements for H&SCP**

The Finance work stream for H&SC integration has the responsibility of developing the appropriate financial management mechanisms in line with the statutory guidance.

In this shadow year, the SIJB is being advised of the current year revenue budget performance for the services that will within its remit

The Board is also being advised on any areas of risk and management action relating to the revenue budget performance of its services. It outlines areas of overspend that are immediately identifiable from the expenditure incurred to date and actions being undertaken to manage these.

## **6. Service Quality and Performance**

### **6.1 Inspection Activity**

The Social Care and Wellbeing Service was subject to an Initial Scrutiny Level Assessment by the Care Inspectorate in 2012. The assessment was generally positive, with 7 Recommendations for Action. An Action Plan was submitted to the Care Inspectorate in response to the findings, with a final update in March 2014.

The Care Inspectorate's Joint Inspection of Services for Children and Young People in the Aberdeen City Community Planning Partnership area commenced in June 2014 and concluded in December 2014. Their report was published on 6 March 2015. The Inspection evaluated services positively and identified that the partnership had a positive platform to build on. It also however recognised the need to improve performance in respect of all Quality Indicators. An Action Plan has been developed which focusses on outcomes for children and young people and addresses issues such as leadership, governance, performance management, education (staff training) and the quality assurance of operational professional practice on the ground across all agencies.

The Improvement and Performance Group (IPG), under the chair of the Chief Social Work Officer, will monitor the progress of implementing the Action Plan. Individual Outcome Groups and departments will produce their own targets and provide updates to the IPG. This will ensure that the Action Plan is a living iterative document that is regularly monitored and reviewed as we implement the proposed actions. The progress on delivering the Action Plan will ultimately be reported to the Integrated Children's Services Chief Officers Group (COG) on a regular basis.

A Joint Inspection of Services for Older People has been notified and will commence in October 2015. The work is being led by the Chief Officer of the Health and Social Care Partnership.

### **6.2 Performance Reporting**

The Service has a Continuous Improvement Framework, which was approved by the Social Care and Wellbeing Committee and which sets out how we review and monitor the performance of what we do. 'How Good is Our Team' is the service approach to self-evaluation, with key themes reviewed on a cross service basis. These link into team and service development plans. The Service has introduced a case auditing policy and procedure, to ensure we are robustly reviewing the quality of the work that we are doing to support vulnerable adults and children. Information on quality assurance checks and case auditing is recorded on careFirst and reported to the CSWO.

Performance reports are submitted quarterly to the Education and Children's Services Committee. The Service reports on a suite of indicators that were revised for 2014 for relevance and usefulness, through a series of workshops involving elected members, and agreed at Committee. High level performance information is reported to CMT through the Corporate Performance Dashboard. A localised dashboard has been developed for the Head of Children's Social Work and this is

continuing to be refined. Further work on the dashboard will be undertaken as Reclaiming Social Work is implemented. A performance dashboard for Adult Social Care is on hold, pending further work on the Outcomes Measures for Integration.

The Child Protection Committee, chaired by the Director/CSWO and the Adult Protection Committee, with an independent Convenor, receive performance reports four to six times a year.

Criminal Justice Social Work reports on a suite of measures applicable to all seven Council members, to the Northern Community Justice Authority (NCJA), giving opportunity for benchmarking.

### **6.3 Children's Social Work Services**

#### ***Changing demand for children's social work services***

Population growth is putting pressure on all children's services in the city, including social work. The last decade has seen a significant rise in both the population and the birth rate in Aberdeen and this is now reflected in the work being undertaken by children's social work, with a marked swing to working with younger children.

Over the last two years for example, whilst the proportion aged 5 or under has remained at around 32%, the proportion of children aged 1 or under within the workload has risen each period from 10.7% in November 2013 to 13.2% in April 2015. By contrast, over the same period there has been a corresponding decrease in the proportion of young people aged 12 - 16 within the workload, falling from 32% in November 2013 to 29.4% by April 2015.

At the start of April 2015, children's social work services were supporting 1954 children and young people and 1460 families. The number of referrals received by children's social work has also increased in recent years. Although the number fluctuates from quarter to quarter, there has been an upward trend and projections suggest this could be averaging 800 per quarter by 2019.

During the previous year, referrals to the Scottish Children's Reporter Administration (SCRA) increased after five successive years of reductions. This reversal was also observed in other areas and it was suggested that this was, at least in part, due to changes introduced by the Children's Hearings (Scotland) Act 2011 and new grounds for referral to a Children's Hearing. However, in 2014 - 15, referrals have again decreased with only 339 children being referred in the year. This is 82% fewer than the historic high of 1856 referrals in 2006 - 07.

The Children and Young People (Scotland) Act 2014 gave young people who are looked after new rights to receive support, including accommodation, up to the age of 21 and aftercare to the age of 26, as well as introducing enhanced entitlement to assistance for kinship carers and increased support for vulnerable children and families. However, as the changes have been implemented incrementally it is too early to tell what their full cost or impact will be on the service. It is also still unclear what, if any, additional funding the Scottish Government will make available.

In response to the growth in demand for children's social work services in the city, work commenced in 2013 to implement the Reclaiming Social Work model. A formal implementation programme began in June 2015 which is expected to take two years to complete and to impact upon the service.

From January 2015 children's social work services in the city council were merged with Education to form a new Education & Children's Services Directorate. The benefits of this integration are already being felt through, for example, the Education Service's Inclusion Review which concluded in August 2014 and improving outcomes for looked after children is very much a single priority for the new Directorate.

### ***Looked After Children***

Although there has been a downward trend in the number of children and young people looked after by the local authority over the last three years, they still represent nearly a quarter of all cases open to children's social work services. Of the overall number of looked after children and young people, the proportion who are looked after and accommodated has risen gradually, but consistently, from 71% in April 2012 to 78% in April 2015.

Nevertheless, the overwhelming majority of looked after children continue to be placed in a 'family' home. For example, at April 2015, 25% were cared for by parents, around 20% by friends/relatives, 43% by foster carers and 2% in other community care. In contrast, only 11% of looked after children were accommodated in residential care. This latter figures compares to a national picture of 9% of looked after children being in residential care.

Although the proportion of children and young people accommodated in community based placements has risen slightly in line with our strategic aim of shifting the balance of care, that rise is within an historic range of fluctuation. However, it is anticipated that, as in other areas that have already introduced the Reclaiming Social Work model, its implementation will start to impact upon the numbers of children accommodated by the authority and in particular the number placed in expensive out of city residential placements. For example, whilst there has been a 50% decrease in the use of such placements since 2010, the aim is to reduce this by a further 25% over the next five years. The expectation is that this will also help to achieve our strategic aim, by further increasing the proportion of looked after children placed in local authority foster care.

The educational attainment of looked after children in Aberdeen has been considerably lower than that of looked after children throughout Scotland. In the most recent published figures for 2013 -14, for example, 67% of looked after children in Aberdeen achieved at least one Level 4 or above award, compared to 74% across Scotland. By contrast, the proportion of looked after children in a positive destination on leaving school was 81% compared to a national position of 80%. Nevertheless, raising the educational standard for looked after children in Aberdeen is a priority of the recently integrated Education & Children's Services Directorate and 2015 will see the establishment of a Virtual School for looked after children, with its own Head

Teacher. The aim is that this will also address the exclusion rates for looked after children which have been amongst the highest in the country.

A full review of the residential service and its future needs, with implications for the use of each Home and staffing was completed during 2014, although the required service changes have been delayed, to bring them in line with the implementation of Reclaiming Social Work.

There are six Children's Homes maintained by the local authority, each accommodating five or six young people and two 'satellite' Homes each with two places, within the city. In addition, there is one Children's Home managed by Barnardos and one Throughcare Unit managed by Action for Children. During 2014 it became clear that extensive refurbishment work was required to the building used for the Throughcare Unit, which resulted in that service temporarily moving into one of the Children's Homes and one of the 'satellite' Homes. The net effect is that we have continued to operate without one of the Children's Homes. This is likely to continue into 2016 as spare capacity will be in turn used to cover the refurbishment of one of the other Children's Homes.

### ***Family & Community Support Services***

Service development has continued during 2015 with a focus on Intensive Support Services which offer a community based alternative to care. Craigielea Children's Centre has recently been refurbished and updated making it a positive environment for children, families and the teams.

There has been a refocusing of the Intensive Community Support and Learning Service to support children at a time of transition in P6 – S2 . The team of Family and Community Support Officers, who are qualified social workers, Teachers and Support Workers work with the children developing positive peer relationships, build confidence and self-esteem as many of the children have experience trauma and the breakdown of relationships with family, carers and community. Family work is focused on improving relationships and reducing risk so that children can remain with their family, attend school and remain in their communities. This service has also supported children who have been in out of authority care in foster care and residential schools and supports the transition back to the city, on a planned and unplanned basis, due the placement breakdowns.

The Crisis Team are also based in Craigielea and although not yet fully staffed have played a significant role in supporting children and families at times of crisis. This has included staff working late into the evenings and at weekends. The building also offers a safe and nurturing environment for worker to engage with children and offer some timeout space, when feelings within the family may be challenging for them to manage, with the kitchen being the hub of the building. Children might also use the other resource that are available such as creative learning space and the quiet room.

### ***Integrated Children's Services***

During late summer and autumn 2014, children's services in Aberdeen were subject to a multi-agency inspection led by the Care Inspectorate. The report of this

inspection was published in March 2015 and the evaluations were that for six of the nine quality indicators inspected the judgements were 'Good', whilst for three they were 'Adequate'.

In response, the multi-agency Integrated Children's Services Board, chaired by the Director of Education and Children's Services, is leading a programme of work, managed through the six Outcome groups based on the SHANARRI Indicators, to address the inspection's findings and also the changing needs of children and young people within the city. In addition, an Improvement and Performance Group, chaired by the Chief Social Work Officer, is responsible for monitoring and analysing the performance of services within the partnership and specifically overseeing the post-inspection Action Plan.

One observation of the recent inspection was that the GIRFEC Implementation Group, which had existed within the ICS partnership structure since 2012, suggested that implementation had not been achieved. Going forward this is now known simply as the GIRFEC group, and led from the Inclusion Team within Education and Children's Services, its primary purpose is to drive the consolidation of GIRFEC and to respond to the challenges of introducing the new provisions of the Children and Young People (Scotland) Act 2014.

Over the last year, this has included a full review of the multi-agency Child's Plan in use within the city and a revised approach to multi-agency screening (MAS) of concern reports from Police Scotland, which it is anticipated will operate until the full implementation of Named Person provisions within the Act from August 2016.

A multi-agency training programme continues in place within the ICS partnership which both encourages continuous practice improvement and helps to create and maintain a culture of understanding and collaboration between different professionals working with children and young people within the city. This includes an annual Conference each September attended by over 400 staff working across the sector.

### ***Youth Justice***

The **Whole System Approach** (WSA) for youth justice in Aberdeen, an award winning pilot in 2010-12, has been embedded within the GIRFEC framework and is overall a success story. Youth offending has fallen continually over the last 5 years, with a reduction of 50% in the number of young offenders and a 47% reduction in the number of detected offences since 2010/11. There has also been a continuous reduction in the number of young people referred to reporter on offence grounds with a 70% reduction since 2010/11.

Through collaborative working and shared decision making, the WSA offers early intervention for low level offences, diversion from statutory measures, prosecution and custody, and community alternatives. An Intensive Support Service (ISS) makes a range of provision available, including Barnardo's Connect service, the Foyer, APEX, and SACRO's Assertive Outreach, Court Support and Restorative Justice Services. Social Workers undertake more direct work with young people and families.

WSA processes will be continually reviewed and the approach strengthened. Decision making and resource finding should be improved around alternatives to secure care and custody for the Court and Children's Panel, especially for 16-17 year olds who are on Compulsory Supervision Orders. Joint Protocols on use of custody and social work's welfare response need to be re-negotiated, in the light of changes with Police Scotland practices. The ISS needs to be more 'intensive' in relation to measures to tackle persistent offending, including car crime. Closer working and learning from Adult Criminal Justice in relation to youths 16 years and over would be beneficial. The Responsible Outcome group will take the strategic overview.

### ***Corporate Parenting***

The Aberdeen City Council Corporate Parenting Policy 2012 - 2015 has provided a clear framework for identifying specific actions and interventions to close the gap between looked after children and young people and care leavers and their peers. The policy has focused on improving their educational attainment and achievement; enabling them to take up and sustain positive post-school destinations in education, employment and training; reducing their involvement in the criminal justice system; reducing levels of homelessness for care leavers; and helping them live full and healthy lives. A new and revised three year policy will be developed during 2015 - 16 to continue this strategy and recognise the new responsibilities that the implementation of the Children and Young People (Scotland) Act 2014, has placed on local authorities throughout Scotland and their partners, to provide support, advice and guidance to children who are looked after and young people leaving care, up to their 26<sup>th</sup> birthday. The policy will also be extended to incorporate those public bodies who are covered by the concept of corporate parent for the first time.

Aberdeen City works closely with its partners to raise awareness of Corporate Parenting. For example, earlier this year it took part in the Scottish Aftercare and Throughcare Forum (STAF) and Who Cares? Scotland's national campaigns ahead of the launch of the new Corporate Parenting legislation. For this event it highlighted its commitment to the changes in Corporate Parenting duties through a series of photo opportunities where partners used banners to demonstrate their involvement and commitment.

An on-line Corporate Parenting training course has been developed for all new staff within the Council and will go live during 2015 - 16. Ways are also being sought to make the course available to its partners who have corporate parenting duties. Practice Improvement Sessions held within Children's Social Work have also helped raise awareness of corporate parenting, including information on ISAs (i.e. Individual Savings Accounts) for looked after children and young people.

Issues had been raised by young people in foster care about how they may obtain a passport where their birth parents refused to sign the application. This issue has been taken forward by our Children's Rights Officer (CROs) to Scotland's Commissioner for Children and Young People who are now actively pursuing the matter with the Scottish Government. In the meantime, the CROs have provided advice and guidance on alternative ways that this can be resolved.



## ***Champions Board***

The Aberdeen Champions Board was established in 2013 and held its inaugural meeting in January 2014. The Board is based on what has become known as the 'Dundee model', the aim of which was to provide an opportunity for care experienced young people to talk directly to decision makers about how best to remove complex barriers to multi-agency working so that innovative solutions could be agreed and implemented in a timely manner. We are looking to extend this during 2015 - to give additional capacity for individual advocacy in order to develop young people's participation and to re-inforce the enthusiasm and commitment of corporate parents within Aberdeen City for their care experienced young people. This will enhance the Champions Board's role and remit in service implementation and change, as well as ensuring that the Board is making a meaningful contribution to improving outcomes for individual young people.

All meetings of the Champions Board have been attended by between one and three care experienced young people. A Young People's Participation Group (YPPG) was established at the same time as the Champions Board. Linked directly to the Board its aim was to encourage a dialogue between the two groups on a range of issues presented by the young people about service improvement or change. Maintaining a consistent group of young people has been a challenge and the intention is that the additional advocacy outlined above will help to build and sustain that.

All Champions Board members are enthusiastic about their role and training has been provided, with the support of Who Cares? Scotland, to develop their collective knowledge and to help them to understand their authority to make effective and meaningful change to the services that affect our care experienced young people. Two key issues that were presented to the Champions Board during 2014 - 15 were: access to the internet within Children's Homes; and the perception of looked after children and young people within the broader community. In spite of a number of significant obstacles, the Council is progressing with installing Wi-Fi in Children's Homes and this will be introduced during 2015 - 16. A specific internet procedure and young people's agreement has been developed to contribute to keeping our young people safe online. In addition, our Children's Homes staff will receive online safety training.

With regard to the perception of young people, one of our Champion's Board Members successfully negotiated free bus and cinema tickets for our looked after young people, whilst we are also working to strengthen the relationship between the Police and Children's Homes. There has also been direct contact between some Board members and care experienced young people, either through meetings in Children's Homes or in participation at the Looked After Children activity days in October 2014.

## ***Family Firm***

During the last year Family Firm has been expanded to include the 'Keen4Work' 12 week work experience programmes which were piloted through the Council's

Building Services team where two looked after young people were introduced to working in a trades environment. The aim is to have a pool of non-employment training opportunities that can be matched with the interests of the young person, allowing them to both experience the working environment whilst helping them to develop transferrable knowledge and skills. Since July 2014 there have been three intakes on the 'Keen4Work' programme and structured, supported and meaningful placements have now been created throughout all directorates, including working within trades, administration, childcare, IT and catering. In addition, ten young people have been on the separate Family Firm intern programme, four of whom are long term interns, with one progressing to a promoted post and two due to start college in 2015.

Family Firm opportunities whether internships, apprenticeships or Keen4Work work experience programmes are interlinked with the aim of Aberdeen Guarantees in promoting positive destinations to the most vulnerable groups at risk of negative destination. In developing Family Firm opportunities the links and communication to the Aberdeen Guarantees team has proved vital in getting the right opportunity for the right young person. In addition, all Family Firm opportunities are advertised and included on the Aberdeen Guarantees website.

### ***What are we going to do in 2015-16?***

#### **In children's social work services we are going to:**

- complete the integration of children's social work within the wider Education & Children's Services Directorate;
- plan for the delivery on the extensive implications of the new legislation, particularly in terms of: the extended entitlement to support for looked after young people; the introduction of the named person role; and extended corporate parenting duties;
- complete a review of commissioned services for children and young people;
- conclude and implement the review of Children's Homes;
- implement *Reclaiming Social Work* in line with our three year plan with the first new Social Work Units, replacing traditional teams, expected to go live in February 2016;
- with the introduction of *Reclaiming Social Work*, begin to see a reduction in the use of out of authority residential placements.

#### **In Youth Justice we are going to:**

- recommit to and strengthen the Whole System Approach across agencies;
- focus on the most high risk and complex young people in line with the national strategy Preventing Offending – Getting it right for children and Young People;
- continuous development of our intensive support options to reduce the number of young people going out the city;
- improve transitions for young people coming out of secure care and custody;
- skill up staff across the service to ensure an appropriate and proportionate response to low level offending.

## **For Corporate Parenting we are going to**

- review and develop the Corporate Parenting Policy for the next three years not only building on the achievements to date but also setting ambitious targets to improve outcomes for care experienced young people in the future;
- launch on-line Corporate Parenting training for all staff within Aberdeen City Council and its partners, where possible;
- re-launch the Champions Board with additional independent advocacy to directly support and nurture young people, spend time building relationships with them and give them the confidence to lead the Board in its direction;
- consolidate Family Firm with intensive support being provided to care experienced young people in 'Keen4Work' work experience and internship placements;
- update the housing policy for care experienced young people that makes clear the process and takes into account the barriers that they face.

### **6.4 Child Protection**

The Aberdeen City Child Protection Committee (CPC) was established in June 2013, from the disaggregation of the North East Scotland Child Protection Committee that covered three local authority areas. The CPC fulfils the function of the Safe Outcome Group of the Integrated Children's Services Partnership. The CPC is chaired by the Aberdeen City's Lead Nurse and the Operational Sub Committee by the CSWO.

A Child Protection Partnership with Aberdeenshire and Moray local authority areas collaborates over the Child Protection Register and core child protection training. Aberdeen City holds and administers the Register (the CSWO is the Keeper of the Register), co-ordinates the core training programme and leads the organisation of the Partnership.

Following a multi-agency Child Protection Inspection in 2011, Phase 1 of the Child Protection Programme of improvement was completed in 2013 and Phase 2 is completed in August 2015. The findings of the joint inspection of children's services in Aberdeen City (March 2015), in so far as relating to child protection, will form part of the next phase of the Child Protection Programme which will also encompass extended areas for improvement identified through the ongoing self-evaluation of the CPC.

The CPC considers performance information from the Register and the CP administration team, Police Scotland, SCRA, and the Alcohol and Drugs Partnership (ADP) to inform its strategic planning. The Operational Sub Committee under the chairmanship of the CSWO drives on the work of the Child Protection Programme across Aberdeen City.

The number of children on the Child Protection Register is variable with need. Throughout the period, the number of children on the Register remained comparable with the Scottish average of around 3 children per 1000 population of 0-16 year olds.

*Number of children on the Aberdeen CP Register 31.07.10 to 31.07.15*

31.07.10	31.07.11	31.08.12	31.07.13	31.07.14	<b>31.07.15</b>
99	96	86	92	73	<b>98</b>

Children remain on the CP Register for as long as necessary, 84% were de-registered within 12 months and 60% within 6 months, a total of 134 in 2014-15. Twenty nine children, in 18 families, who were registered over the year August 2014 to July 2015, had previous registration history, with the time interval between individual registrations ranging from 4 months to 3 years, 11 months. Aberdeen City has had a higher than average number of re-registrations at times, although the current figures are exactly in accordance with the national average.

The majority of children on the Register (72%) are under 5 years old, including pre-birth registrations which indicates that we respond at an earlier stage to children in need of protection. Short periods of registration indicate that the supports put in place and intervention made reduces the risks to the child within a shorter time-frame. 19% of children on the Register are aged 11-15 years which indicates an increased awareness of and response to the risks to that age group, in particular of child sexual exploitation.

The main risk factors for children on the Register are emotional abuse 34%; domestic abuse 37% and parental drug use 31% (at 31.07.15). Non-engaging family is recorded as a risk factor in 27.5% of cases and neglect in 20%.

The Practitioner's Guide to Information Sharing, Confidentiality and Consent has been issued across Grampian and is compliant with direction on these issues from the Information Commissioner and the Scottish Government. This will greatly assist practitioners in the multi-agency approach to child protection across health, social work, education, police, third sector and all other childcare workers. The Guide emphasises the need for relevant sharing of information with Named Persons and Lead Professionals, the need for accurate recording of information and clarifies that consent to share information is not required where there are concerns for a child's safety or wellbeing which may lead to harm.

The CPC is committed to self-evaluation and continuous improvement. The following exemplars largely complete Phase 2 of the Child Protection Programme, with any work outstanding to be carried forward into the next Phase of the Programme:

- Child Protection data including information from the Child Protection Register, ADP, SCRA and Child Protection Case Conference Performance Report are reviewed and analysed at all Child Protection Committee and Child Protection Operational Sub Committee meetings. This enables us to review performance, benchmark with other authorities, identify trends and areas for improvement;
- Aberdeen City adheres to the National Guidance for Child Protection in Scotland 2014;

- The CPC and Aberdeen Alcohol and Drugs Partnership hosted a joint event on the issues of attachment and recovery entitled “Phases and Stages” which took place in September 2014 with more than 160 delegates in attendance. The event explored the tension between future planning for children and the time required for parental recovery from substance misuse. As well as hearing from experts in these fields, Dr Suzanne Zeedyk and Dr Bruce Davidson, a workforce shadowing programme for the children’s services and substance misuse professionals has now been launched;
- The CPC’s resource to highlight on-line safety for children and the risk of sexual exploitation, “Abby’s Room”, has been used by the Parents Council group, Youth Forum, Westburn Centre, Children 1st and a local Primary School and was focussed in the recent Joint Inspection of Children’s Services. This resource has been followed up by On Line training for the multi-agency workforce delivered by the UK Safer Internet Centre in September 2014 and again in October 2015. Feedback from this and Abby’s Room indicates an increasing understanding of on line safety among practitioners, parents and children;
- A web site/ pages for the CPC has substantially been improved to provide relevant, up to date information in relation to child protection. The website can be visited at [www.aberdeencity.gov.uk](http://www.aberdeencity.gov.uk), then click on the CPC logo;
- The GIRFEC national practice model and national risk framework brings together a range of resources such as chronologies, genograms and ecomaps. The CPC has endorsed these materials for use by staff across agencies and services in the Aberdeen City area. Materials are available on the CPC web pages;
- Feedback from those participating in child protection case conferences has been ingathered and will form the basis for further development in the CP Programme;
- Materials are now available on child protection thresholds. These concentrate on the eligibility criteria to access social work, the Children’s Reporter or the court in order to protect children. The “Understanding Thresholds” materials pack was launched at the Integrated Children’s Services Conference in September 2014 and has been distributed to staff through the CPC and the web site;
- A Grampian wide group has prepared the “Practitioners Guide to Information Sharing, Confidentiality and Consent” following the Scottish Government and Information Commission direction on issues of consent. This has been widely circulated;
- Child Protection Case Conference documentation and guidance has been and continues to be refreshed;
- CSE has been added as a category of concern and recording on CareFirst and a mapping exercise of the situation across Aberdeen City has been completed. A CSE sub committee has been established to coordinate the multi-agency response to CSE;
- The CPC newsletter, first produced in August 2014, is now produced three times each year;
- The CPC aims to assist in the practical implementation of the Children and Young People (Scotland) Act 2014 and a briefing note for practitioners, available on the website, has been produced;
- The three north east CPCs have identified their core child protection needs and the Child Protection Partnership training calendar is issued three times per year delivering 8 core training courses. The August – December Calendar was

circulated at the beginning of w/c 15.6.15. New courses now encompass CSE and Cultural Issues and Child Protection;

- There is an accessible on-line training module on GIRFEC and Child Protection for Aberdeen City Council's Children's Services workforce. All staff (old and new) are encouraged to complete this.

### ***What are we going to do in 2015-16?***

#### **Our Child Protection Programme is going to:**

- Contribute to the Joint Action Plan following the inspection of Children's Services in Aberdeen;
- Support a newly formed Child Sexual Exploitation Sub Committee of the CPC to continue our understanding of and responses to CSE;
- Support the Operational Sub Committee in encompassing the following priorities:
  - Significant Case Review procedures will be produced following the new National Guidance for Significant Case Reviews in Scotland
  - Other policies and procedures used locally and across the north east will be revisited and revised where appropriate. The CPC aims to have policies and procedures which are up-to-date, clear and readily accessible
  - The awareness raising of child sexual exploitation will continue to be progressed incorporating the safe use of communication technology
  - Violence against women and domestic abuse will be developed collaboratively with the work of other outcome groups across integrated children's services and in conjunction with the work of the Aberdeen Violence against Women Partnership
  - There will be a roll out of engagement and feedback systems for professionals and families involved in the child protection process
  - The CPC is committed to the protection of all children in Aberdeen City from significant harm, abuse or neglect. It aims to assist the multi-agency team around the child provide appropriate support for children and families particularly at points of transition such as upon registration, deregistration or upon return home from care
  - Further development of performance information to identify trends and close gaps
  - Supporting the use of the Practitioner's Guide for Information Sharing, Confidentiality and Consent
  - Supporting consistent risk assessment across Aberdeen City
  - New Psychoactive Substance guidance for the multi-agency workforce
  - Child protection and disability
  - Abuse, culture and child protection (Forced Marriage, FGM, honour violence etc.).

### **6.5 Criminal Justice Social Work**

The CSWO attends quarterly meetings of the Northern Community Justice Authority (NCJA) which disburses the funding from Scottish Government, prepares the area plan for reducing offending and has oversight of the performance of Criminal Justice Social Work (CJSW) over four mainland and three island authorities. A Joint Officer Group provides leadership on strategy, policy and planning, and training.

With the announcement of the 2016 date for CJAs to be disbanded, Councils are developing alternative arrangements under Community Planning but there is a desire among NCJA members to maintain a degree of collaborative working.

Aberdeen follows the national and international, trend in that the offending rate is on a downward trajectory. For Aberdeen CJSW the number of Reports to Court decreased from 1550 (including 152 supplementary reports) in 2013-14 to 1291 (including 105 supplementary reports) in 2014-15, with 99.8% submitted on time. Though the number of reports is down, risk and other assessments are increasingly complex.

Community Payback orders were introduced in 2011 as an alternative to custody (Criminal Justice and Licensing (Scotland) Act 2010). In Aberdeen the number of Community Payback Orders has fallen by almost 11% from 2013-14 to 2014-15 while the number of hours of Unpaid Work undertaken has risen by 9%.

*Criminal Justice Social Work Activity*

ACTIVITY	2012-2013	2013-2014	<b>2014-2015</b>
Community Payback Orders	945	1011	<b>903</b>
CPO Requirements	1496	1542	<b>1509</b>
Unpaid Work Hours	62183	75649	<b>82182</b>

Whilst reconviction rates for women offenders have been reducing, the number of women going to prison has increased across much of Scotland. In Aberdeen, however, there has been no increase over the past few years which hopefully reflects the work of the Connection's Women's service. The focus on women offenders has been maintained and investment in this area of activity increased following the recommendations of the Women Offenders' Commission in 2013 and a successful bid by CJ Social Work to the Scottish Government for funding to develop a Women's Centre. In addition to our community based service, our Women's Support Workers continue to meet with Aberdeen women in any Scottish prison on a regular basis. This is having the desired result of 100% take up of voluntary aftercare to those offered.

In January 2014 HM Prison Aberdeen closed prior to the opening of HMP and YOI Grampian, at Peterhead in Aberdeenshire. It has taken some time for HMP Grampian, with its new demographic and new regime, to bed in; but it is now functioning well, albeit not yet at full capacity. Approximately 70% of prisoners are from Aberdeen City and the logistics of maintaining contact for both family and workers is considerable. The prison is due to open a new Family Centre and Help Hub in the near future in order to facilitate family contact. Facilities with Wi-Fi are also to be made available for visiting workers.

### ***Pre-Disposal Team***

In a restructuring of service in response to need, CJSW set up a Pre-Disposal Team in office space adjoining the Court. This team works with those on Diversion, Direct Measures and Arrest Referral as well as providing a comprehensive service to the court. Workers are able to identify individuals in priority groups - women, young people, domestic abuse, those with mental health issues - and pass on information or signpost to relevant services. This approach has led to a modest increase of 8% in Diversion cases and in post sentence interviews to almost 700.

### ***The Caledonian System***

The Caledonian System offers an integrated response to domestic abuse through the delivery of specific programmatic work with male perpetrators convicted of domestic abuse, while offering voluntary contact to partners/ex-partners and children who have been harmed by their behaviour. The system aims to reduce the prevalence of domestic abuse and its impact on children, families and communities in Scotland. This wrap around service has been extremely helpful and we have been able to manage risk and increase safety more appropriately.

In 2014-15 121 men were undertaking either the Caledonian (group) or the Respect (one-to-one) programme and 137 women were offered support via the Caledonian Women's Support Workers. Women in this service can now also access a café, drop in, programme and range of activities at the Connections Women's Centre.

The Connection's **Women's Centre** has been established with funding from the Scottish Government of £249,732 in 2013-14 and an additional £30,000 in the first 6 months of 15-16. The Centre finally moved into its new premises in April 2015 and is now fully functional delivering our Connections Women's programme, support services, activity groups and Confidence to Cook, the Connections Café and so much more. The centre is a bright, calm and welcoming space where women feel safe and valued. We hope to increase nursing provision in the next year and to work with third sector partners to "triage" referrals so that women can access a range of services more quickly.

Women are encouraged to consider the connections that they have with themselves, others and their communities in planning for realistic and achievable change. They are often keen to maintain contact and friendships they have made once their programme is complete. The Women's Centre has been evaluated by IRISS as part of the national evaluation of women's services and it anticipated that this will be published in the near future.

### ***What are we going to do in 2015-16 ?***

#### **In Criminal Justice we are going to:**

- Use the Connections Women's Centre to further develop services to Women in the Criminal Justice system and those who have been harmed by domestic abuse;



- Work with the Scottish Court Service and other agencies to successfully pilot the first Problem Solving Court in Scotland;
- Work with Community Planning Partners to produce a Community Justice Plan which will deliver effective services to reduce reoffending.

## **6.6 Learning Disability Services**

Within Learning Disability Services work has continued to ensure long term and sustained change to service design and delivery, in line with broader organisational aims. A programme of transformation, which commenced in 2010, continues to be embedded in practice, summarised in the following activity.

### ***Culture Change***

- Workforce development: continuation of development and training opportunities for staff at all levels to ensure we work in effective partnerships with individuals and families, allowing for greater person-centred focus in assessment and review functions. This has included a focus on Essential Lifestyle Planning and Support Planning;
- Embedding in-house service redesign: provision of support to ensure the successful embedding of service delivery within in house service provision. This includes cultural differences linked to the provision of support in people's own homes, rather than residential establishments. Work is also underway to guarantee that day provision for people with Learning Disabilities is fit for the future, this includes the construction of a new multi-purpose building which will support those with the most complex disabilities and provide an accessible community resource;
- Service vision: commencement of a programme of activity which revolves around the principles that individuals with a Learning Disability, where possible, are supported to live in their own home or homely environments and their rights as citizens are maximised. This has resulted in an on-going programme of work to re-assess and subsequently reduce the number of registered care homes in Aberdeen for people with a Learning Disability, giving people the opportunity to become active citizens in their own community.

### ***Organisational Relationships***

- New contractual arrangements: Development and implementation of a Framework for contracting of care provision for individuals with a Learning Disability. This ensures all providers we work with are quality assured and appropriately contracted, as well as delivering wider choice to those using or choosing service provision;
- Systems change: Reviewing processes and systems in relation to setting of individual budgets to ensure they are sufficient and sustainable, to enable individuals with Learning Disabilities to be appropriately supported, necessitating closer working with other departments, provider organisation and individuals we support;
- Building effective partnerships: Clear and committed engagement with partner organisations to ensure relationships are productive and effective, and provide

the best support possible to those people with a Learning Disability in Aberdeen. This includes the commencement of a rolling programme of organisational engagement visits as well as continued presence and involvement with Provider Forums.

### ***Stakeholder Engagement***

- Citizen engagement: Continued dialogue with individuals, families and other stakeholders with regard to service vision and delivery. This has included training and briefing sessions on service change. As well as service-focussed forums which have led to constructive feedback and linked to future planning;
- Promoting choice and control: The service area continues to focus on embedding individual –led choice and control, through mechanisms such as Self-Directed Support and Personalisation of care and support. Learning Disability services have established clear processes and guidance on setting and approving resource levels in adherence to the legislative requirements. The service continues to support the workforce and individuals we work with to think ‘outside the box’ in relation to service and support provision, including the provision of creative supports such as those supporting people with a Learning Disability into employment;
- Focus on Customer Relations: Due to the complexities of the service area investment has been made to ensure customer relations are placed at the fore-front of the work undertaken. This has led to a central point of contact for addressing complaints and enquiries, as well as additional support to the role of Service Manager.

### ***What we are going to do in 2015-16?***

**Within Learning Disability** there is a wide range of activity planned to ensure those people with a Learning Disability in Aberdeen are well informed, appropriately supported, and have their say in the future of service provision.

We are going to:

- Work with others to share our learning, in particular reference to Person-Centred approaches;
- Support and advance the implementation and success of Health and Social Care integration for people with a Learning Disability;
- Continue to embed the recommendations within the “Keys to Life” (national Learning Disability Strategy);
- Co-produce a service vision and strategy with stakeholders, including people with a Learning Disability;
- Commence the re-provisioning of some services to ensure they reflect best value as well as the vision for the service and people we support;
- Continue to work with partnership with Health and other Local Authority Colleagues ensure holistic service provision

## 6.7 Active Ageing and Wellbeing

The achievements and progression of our Wellbeing Team have featured in the CSWO Annual Report since 2012. The team continue to support initiatives that promote physical activities, wellbeing and social opportunities and work with many partners including, Aberdeen Sports Village, Sport Aberdeen, The Robert Gordon University, Local Churches, Health Improvement Teams, Aberdeen Health Village, Royal Cornhill Hospital , GP Practices, Care Homes, ACVO, Environmental Services, Footprints Connect and many others to increase the numbers of older people, many with Long Term Conditions, getting active and involved in their local communities and city wide. The benefits are to people's physical, mental and social wellbeing.

A significant achievement has been the Wellbeing Team's continued work and support of the Aberdeen Football Club Communities Trust, where this work has grown significantly during 2014, resulting in the Trust accessing national funds to continue their work with people with dementia as well as other dementia friendly initiatives.

The team have continued to build collaborative asset based approaches with its partners and have significantly increased the amount of older people being referred via Health professionals and regularly hold Wellbeing Clinics in GP practices. The main focus of this is prevention, early intervention and tackling social isolation.

The Wellbeing Team work using an asset based approach and this has resulted in a number of older people getting involved in activities, receiving training/support and then becoming activity leaders themselves. This has worked well, particularly with Health Walks.

The Wellbeing Team leads on "The Golden Games" with NHS Grampian, Sports Aberdeen, Aberdeen Sports Village and Aberdeen Football Club Community Trust as its main partners.

The Golden Games (Aberdeen's Free Sports and Activities Festival for over 65s) was developed in 2011 and has continued to grow and in 2014 resulted in a 4 day event with over 400 people taking part in over 30 free activities in 27 venues.

The Golden Games has played a pivotal part in creating, supporting and promoting the ever increasing active ageing events that take place throughout the city all year round. The Golden Games illustrates that age is no barrier to participation and that in 2014, 25% all participants were over 75 years old, including over 60 residents from Care Homes.

The Golden Games has been supported through the Aberdeen Partnership Reshaping Care for Older People Change Fund and has illustrated that through working in an integrated manner with partners, active ageing is a key workstream of the partnership for the years ahead.

## ***What are we going to do in 2015-16***

**In wellbeing** we are going to:

- Develop new and innovative partnerships to attract more older people to take part in wellbeing activities and events;
- Develop a range of wellbeing opportunities with Long Term Conditions, including Dementia;
- Support the community/partners to develop their own wellbeing opportunities;
- Explore the possibilities of extending Wellbeing with Enablement approaches;
- Continue to seek collaboration and develop joint solutions with partners;
- Promote the Wellbeing Team and its work at a national/international level;
- Promote good practice and learning;
- Continue to support/develop co-production and asset based approaches.

### **6.8 Older People's Services**

Shifting the balance of care to enable more people to live at home, or in homely settings, is a long standing strategic objective. However, it has been subject to market forces, as the supply of care has challenged the social care system since 2012. Recruitment and retention problems have become chronic and the reliance of the Council on externally purchased services, adds an extra degree of vulnerability in providing for older people. This continues to impact on waiting times for care and on discharge from hospital.

Delayed Discharge remains a challenge and the national standard for 0 delays over 2 weeks is not presently being achieved, though the flow of people supported to leave hospitals is steady. The main reason for delay is the shortage of care to meet demand – there are few if any delays that are due to social care assessment reasons as opposed to a lack of resource availability.

In relation to care home provision, in 2014-15 embargos on admissions because of staffing problems or poor standards have reduced, with only 1 or 2 care homes affected at any one time. The planned use of homes with nursing care is decreasing, as people are supported at home, whilst demand for residential care and respite care remains steady and at times outstrips availability, particularly for people with dementia. We are also noting an increase in emergency respite admissions due to a lack of care at home provision, leading onto informal carer breakdown or another form of crisis.

Because of recruitment issues, care at home providers are not able to fully meet the demands from an increasing number of people with complex care needs who require services through the day, evenings and weekend, often with two carers for multiple daily visits. Increasingly complex demand and the pressures of resource finding are placing a significant strain on capacity in care management teams, who show a high degree of persistence in trying to source care. Changes are currently being considered to centralise and streamline care searches and triaging of work to ameliorate some of these pressures.

## ***What are we going to do in 2015-16?***

### **In Older People's services we are going to**

- review the functions and processes of the care management teams to ensure they are working as efficiently as possible given the increased demands they are facing and limited resources they have to work with;
- continue to work with partners to address capacity issues and develop the social care workforce; and
- continue to develop more integrated approaches to prevention of admission to hospital and discharge.

## **6.9 Adult Support and Protection**

Aberdeen City Adult Protection Committee (APC) shares an Independent Convener with Aberdeenshire and Moray APCs. This helps to facilitate consistency between the agencies across the Grampian Adult Protection Partnership. Through the Grampian Adult Support and Protection (ASP) Working Group, the three APCs develop and maintain the Grampian Interagency Policy and Procedure for the Support and Protection of Adults at Risk of Harm, and this contributes to the success of multi-agency working. The Policy will be reviewed during 2015. The Grampian Interagency Procedure for Large Scale Investigations of Adults at Risk of Harm in Managed Care Settings was reviewed in January 2015 and a review of the Grampian Adult Protection Committees' Significant Case Review Protocol is currently being undertaken.

The Lead Service Manager is the Adult Protection lead for the Council. Around 110 Council Officers have been trained to a level that allows them to carry out adult protection investigations and discharge specific legislative functions. A rolling programme of training is in place to ensure a supply of Council Officers. In recognition of the increasing complexity of the nature of adult protection investigations, the Council is discussing the provision of advanced Council Officer training, previously provided by The Robert Gordon University in 2012 and 2013. The intention is to give Council Officers additional skills and confidence in working with complex issues, including capacity and consent.

During the Biennial Reporting period 2013/15, the Scottish Government set 5 National Priorities for Adult Support and Protection: Financial Harm; ASP in A&E; Service User and Carer Involvement; ASP in Registered Care Homes; and Data Collection. The APC incorporated each of these priorities into its own action plan. In relation to data collection, the new national ASP Dataset has been incorporated into the Aberdeen Adult Protection Unit (APU) reporting mechanism, which produces a full suite of information for monitoring, management and development purposes. This data is reported to each meeting of the APC for information and discussion and also on a biennial basis to Scottish Government. Raising awareness of ASP remains a local priority. A variety of means and ongoing efforts are made to promote awareness, resulting in increased referrals from individuals themselves, the public, care homes, care at home staff, and NHS.

The Adult Support and Protection national publicity campaign was launched on 9<sup>th</sup> February 2015. A media and publicity toolkit supplied by the Scottish Government is

currently being incorporated into the City's existing materials following the launch. The materials did not actually arrive until after the 4 week media campaign but are now being disseminated by the APU.

Images and messages from the campaign were tweeted and used in the Council's FaceBook pages. Aberdeen City Council sent out 8 tweets, relating to the subject, via Twitter, with the potential to reach 167.5k people. ACC also posted twice on Facebook which was seen by 1237 people.

Below are statistics illustrating the level of referrals in the 4 weeks before and after the launch of the campaign.

	Pre Campaign	Campaign	Difference
<b>Week 1 - Referrals</b>	<b>14</b>	<b>18</b>	22.22%
Week 1 - NFA	8	12	33.33%
Week 1 - Initial Inquiries	6	4	-50.00%
Week 1 - Investigations	0	0	0.00%
<b>Week 2 - Referrals</b>	<b>21</b>	<b>27</b>	22.22%
Week 2 - NFA	11	11	0.00%
Week 2 - Initial Inquiries	10	14	28.57%
Week 2 - Investigations	0	1	100.00%
Week 2 - Pending	0	1	100.00%
<b>Week 3 - Referrals</b>	<b>24</b>	<b>19</b>	-26.32%
Week 3 - NFA	15	11	-36.36%
Week 3 - Initial Inquiries	8	6	-33.33%
Week 3 - Investigations	0	0	0.00%
Week 4 - Pending	0	2	100.00%
<b>Week 4 - Referrals</b>	<b>18</b>	<b>22</b>	18.18%
Week 4 - NFA	14	9	-55.56%
Week 4 - Initial Inquiries	4	12	66.67%
Week 4 - Investigations	0	0	0.00%
Week 4 - Pending	0	1	100.00%

As can be seen from the figures, there has been an overall increase in referral figures. It should be noted that this increase continued into March. The overall increase however is small and was not sustained during week 3 of the 4 week period.

There was also increased interest in the Aberdeen City Council ASP web page following the launch of the campaign. In the 4 weeks prior to launch 200 people visited the ASP site and in the 4 weeks following 302 visits were logged.

It is not possible to say definitively that the increase in referrals and website activity was due to the national awareness raising campaign. However, any indication of increased awareness of adult support and protection is encouraging.

The Adult Protection Committee's continued commitment to prioritising financial harm is reflected in the APU Coordinator's membership of the Financial Harm Sub Group. There was also a successful meeting between ACC and Police Scotland with Royal Bank of Scotland staff to discuss ways of improving awareness and developing processes that the banks could use in relation to ASP. Further meetings are planned, that will also involve the APU trainer, to develop closer links and joint working. The APU continues to work closely with colleagues in Police Scotland and in Trading Standards to address the issues of illegal activities in relation to scams of all descriptions. The APU's role is the support and protection of adults harmed by this activity. In addition the APU works closely with operational colleagues and partner agencies to disseminate information on scams and what to do if affected to adults at risk and their families.

Over the past year, 1,089 referrals were submitted to the Adult Protection Unit. Older people accounted for almost half the referrals, followed by learning disabilities and mental health issues. This appears to have been static over the last few years. Physical harm was the most common concern, featuring in 27% of reports, which shows a 3% increase from last year. Financial Harm was the second highest concern, at 17%, with neglect and self-neglect also being prominent. The main location of harm, at 51%, remains at the adult's home, although 22% of referrals were for people living in a care home. This is a 3% reduction from last year.

Around 36% of referrals continue to formal ASP intervention by Initial Inquiry, with only 1% of these proceeding to Full Investigation. The remainder of referrals are often redirected to social work services for assessment and support or to other relevant services/agencies. There is clear evidence from local audits that provision of immediate supports at Initial Inquiry stage often addresses risk of harm at an early point, thereby reducing the need for more substantive ASP intervention and in accordance with the principles of the Adult Support and Protection (Scotland) Act 2007.

### ***What are we going to do in 2015-16?***

#### **In Adult Protection we are going to:**

- continue the particular focus of ASP on financial harm; and
- Continue to improve the awareness, engagement and involvement of service users and carers.

### **6.10 Substance Misuse**

The ADP alcohol and drugs strategies were produced with the involvement of a full range of stakeholders and both contain a shared vision and joint strategic objectives. These documents are the prime lead on any issues relating to alcohol and drugs in Aberdeen City. These are now supported through the four keys objectives which the ADP has set under its Delivery Plan 2015-18.

The ADP is represented on the Community Planning Aberdeen Management Group, the Community Safety Partnership (CSP) and the Child Protection Committee (CPC).

The ADP has members who are also involved with the Aberdeen City Licensing Board (Convenor); the Health & Social Care Partnership (Head of Joint Operations); CPC (Head of Children's Services); and the Adult Protection Committee (Senior Manager).

The Chair of the Aberdeen City Alcohol, Drug & BBV Forum is a member of the ADP and represents the interests of the Forum directly. The Forum both consists of and seeks to represent (via the widest possible engagement and participation) local communities, services and interested individuals (service users, people in recovery, family members, etc.). It does this through continuing to develop an advocacy role for local views and concerns relating to all aspects of alcohol, drug and BBV issues.

Over the past 12 months the ADP has delivered 3,071 alcohol brief interventions within NHS Grampian; supplied 397 naloxone kits and delivered training across a range of partners on: New Psychoactive Substances; Alcohol whole population approach and; Alcohol brief interventions.

In the last year the ADP has funded various initiatives:

- Further promotion and development of the local alcohol/drug bereavement group (TACT);
- Grampian Bereavement Network – allowing it to access equipment and resources to build capacity for local training aimed at those working with bereaved young people;
- Investment into expanding the educational input “Not for Human Consumption” which targets NPS awareness for S2/S3 school pupils via a city wide road-show;
- Danestone Community Centre – providing diversionary activities for young people;
- Expansion and pilot of Streetsport initiative (in conjunction with Play Forum Aberdeen) into targeted areas of need in City;
- Barnardos pilot programme with young offenders (in relation to addressing alcohol and car crime);
- DA and Aberdeen Community FC Trust “Future Legends” personal development programme targeting at-risk young people;
- Health and Wellbeing (Recovery) – range of co-ordinated activities to support individuals in their recovery; music, gardening projects, film;
- Salvation Army (Addictions Work) providing equipment for job skills/job search and recovery focused activity.

Community Safety / Violence Against Women:

- Contribution of funds provided for Street-Pastor service for new vehicle (City Centre Safe Space), and investment in alcohol/drug training as induction for all new volunteers;



- Investment in Best Bar None programme to allow expansion for 2014 participation and ADP Support Team supporting co-ordination and evaluation;
- Support to Fire Staff within Community Safety Hub – processes for engaging individuals at higher fire risk and support for referrals for Home Fire Safety Visits as well as referrals for alcohol/drug support;
- Support for local services to link up with VAW partnership to provide additional support in target areas of City.

Children / CAPSM:

- Supporting local service Befriend a Child with successful Lloyds TSB funding bid;
- Co-ordinating communication activity between Substance Misuse Services (NHS) and Aberdeen City Council Children’s Services aimed at improving joint working practice;
- Supported successful bid for local commissioned services DA / Families First ‘Culture Changers’ programme with the Robertson Trust.

Families:

- Support role of SFAD (local development officer post) in Northeast;
- Provision of funds for development of resources for new Family Centre (HMP Grampian).

Mutual Aid / Recovery:

- Provision of Hub centre facilities (Aberdeen Foyer) for ‘Aberdeen in Recovery’ – weekly drop-in;
- Support in co-ordination and promotion of all Recovery activity and Mutual Aid meetings;
- Development of SMART recovery groups within commissioned services;
- Pilot for Self-Directed Support planned with ACC services.

Offending / Re-offending:

- Support to Operation MAPLE, Police led cell block initiative – identifying support needs and referral to wider partner organisations.

***What are we going to do in 2015-16?***

The ADP will be working on delivering on the four identified priorities within its Delivery Plan 2015-18:

ADP PRIORITY	KEY CHANGES
<b>1. PREVENTION:</b> To a) reduce the	<ul style="list-style-type: none"> <li>• Improved co-ordination of whole population and targeted alcohol &amp; drugs activity via:               <ul style="list-style-type: none"> <li>○ Schools</li> </ul> </li> </ul>

<p>demand and associated problems in relation to drugs misuse, b) to support positive cultural change around alcohol availability and consumption by using evidence based measures</p>	<ul style="list-style-type: none"> <li>○ Further Education</li> <li>○ Workplace - Healthy working lives; Occupational health</li> <li>○ Partners internal &amp; external systems - Internet / Intranet / Facebook / Twitter – reach and interaction</li> <li>○ Local and national alcohol and drugs campaigns deliverables</li> </ul>
<p><b>2. EARLY INTERVENTION:</b> To increase opportunities and capacity to intervene earlier to reduce alcohol and drugs harms, including targeting of resources to those most at risk</p>	<ul style="list-style-type: none"> <li>● Increase in staff knowledge on alcohol &amp; drugs resulting in improved assessments / signposting / referrals</li> <li>● Increase in delivery of alcohol brief interventions</li> <li>● Increase in partnership work targeted towards specific populations / localities vulnerable to alcohol and drugs problems</li> </ul>
<p><b>3. REDUCE DEATHS:</b> To reduce alcohol and drug related morbidity and mortality</p>	<ul style="list-style-type: none"> <li>● Increase in provision of naloxone</li> <li>● Improved partnership systems, including appropriate data sharing, for managing people affected by alcohol / drugs</li> </ul>
<p><b>4. QUALITY:</b>  To demonstrate the quality of alcohol and drugs services by ensuring that they are accessible, effective, recovery focussed and valued by service users</p>	<ul style="list-style-type: none"> <li>● Increased evidence of people moving through their recovery, e.g. education; training; volunteering; employment</li> <li>● Improved evidence from service users / family members that services are helping them in their recovery process</li> </ul>

## 7. Chief Social Work Officer Statutory Activity

The CSWO is responsible and accountable for statutory decision making in relation to specific Social Work functions undertaken by the CSWO and by other designated professional staff. This section provides detail of this statutory activity for 2014-15.

### 7.1 Mental Health

The Mental Health (Care and Treatment) (Scotland) Act 2003 Section 32 (the 2003 Act) places a responsibility on Local Authorities to appoint sufficient Mental Health Officers (MHOs) for their local area to undertake statutory duties. The 2003 Act stipulates that MHOs must be Registered Social Workers working for the local authority who are experienced and who have completed specialist training.

Aberdeen City Council secures MHO training through The Robert Gordon University and in 2014 - 15 four social workers completed their training and were approved by the CSWO. A further four have begun MHO training.

There are 29.5 MHOs located across adult services, with 19.5 working within Mental Health teams and 5 in the Out of Hours team. There are 14.7FTE core MHOs who are paid at a higher grade, these posts are MHO/SW posts and are mostly aligned to multi-disciplinary teams in Adult and Older Adult Mental Health at Royal Cornhill Hospital. There is one higher graded MHO in Learning Disability Services and one Peripatetic MHO. All Senior Social Worker Posts at RCH are also MHOs.

MHOs have statutory duties in situations where compulsory detention or treatment under the 2003 Act is being considered, to assess and either consent or withhold consent to the detention or treatment. As the Designated MHO they remain involved with the person and exercise duties for the duration of their detention. The deprivation of a person's liberty is a serious event and the principle of the least restrictive intervention is an important safeguard. Statutory interventions by MHOs are shown below:

Intervention	2011-2012	2012-2013	2013-2014	<b>2014-15</b>
Compulsory Treatment Order	49	65	56	<b>52</b>
Emergency Detention in hospital	20	30	36	<b>36</b>
Short-term Detention in hospital	156	186	180	<b>157</b>

### 7.2 Adults with Incapacity – Guardianship

For those adults who are unable to make decisions or take action to safeguard their own welfare, their property or their financial affairs, the sheriff court can appoint a guardian under the Adults with Incapacity (Scotland) Act 2000. Where no relative,

carer or friend is available, the local authority can apply for Welfare Guardianship with the CSWO as the guardian. The CSWO is the named Guardian for 79 people.

The use of Private Guardianships, which must be supervised by the local authority, places a growing demand on social worker time in adult and older people's services. A total of 247 Private Guardianships are subject to supervision, with contact made generally at the review stage or more often when assistance is needed.

The majority of Guardianships are for clients in the Learning Disability client group.

### 7.3 Secure Applications for Children

A very small number of children and young people present a significant danger to themselves or to other people and for these few a placement in secure care may be warranted. These placements can be instigated through Court proceedings, or by the CSWO. The CSWO decides whether to implement a secure authorisation by a Children's Hearing and whether to remove a child from secure accommodation and must be satisfied that the criteria for secure placement are met and that this is in the best interest of the child. Such placements are used for the minimum possible time, though this will vary according to the needs of the child.

*Use of Secure Accommodation – number of children placed in a year:*

PLACEMENTS	2011-2012	2012-2013	2013-2014	2014-15
Total New Placements	6 (5 children)	5	3	<b>10 (9 children)</b>
Placed by Court	3	1	1	<b>1</b>
Placed by CSWO & Hearing	3	1	0	<b>2</b>
Placed by CSWO	0	3	2	<b>7</b>
Hearing request - declined	1	2	2	<b>2</b>

The criteria for secure care are specific and the CSWO as decision maker declined to implement two authorisations from Hearings 2014-2015 on the basis that there was insufficient evidence that the grounds were met. Where there is a feasible alternative to a secure placement this would be pursued vigorously and options would include a specialist residential placement, the Intensive Support Service in Youth Justice and, support through the Crisis Team and the Young Women's Centre.

### 7.4 Emergency transfer of children

The CSWO authorised 27 emergency transfers of children subject to Compulsory Supervision Orders in 2014-2015, following discussion with the social worker/team leader and for a variety of reasons, including placement breakdown.

## 7.5 Adoption and Fostering

The Head of Children's Services is the Agency Decision Maker with a regular role in decision making that allows a scrutiny function over adoption and fostering. While the Court determines whether an adoption is granted, the CSWO is the ultimate local authority decision maker on matters appertaining to adoption.

The use of a recruitment group, involving staff, carers as well as partners within the Council's marketing and media teams has developed a more effective marketing and recruitment strategy. The proposed restructure of Children's Services also recognises the need for some staff within the fostering and adoption service to have a greater focus on the recruitment, training and preparation of carers.

ACTIVITY	2011/12	2012/13	2013/14	2014/15
Adopters approved	15	19	14	34
Adoption Plans approved	25	19	19	32
Children adopted	21	24	21	19
Foster carers approved	16	13	6	7

We have seen an increase in the number of adopters coming forward in 2014-15 and have further developed relationships with Aberdeenshire Council to enable adopters to be assessed by Aberdeen City, given our higher numbers of children who require adoptive families.

In 2014/15 there were 110 children, in 133 external foster placements, commissioned by Aberdeen City Council at a cost of £4.2m. As at July 2015, there were 114 children in internal foster placements.

The PACE, Permanence and Excellence in Care, programme recognised that delay and drift occurred in the planning for children at every stage of the process. The City has adopted this and our PACE project is taking a multi-agency approach to making changes that can speed up the process of decision-making for permanence. Working with the Scottish Government and CELCIS since March 2014 we have begun to see a reduction in the length of time it is taking for children's plans to be agreed.

## 7.6 Risk Management

Aberdeen City Council has a strategy for the assessment and management of risk. A risk register for the Education and Children's Services Directorate has been developed, which highlights potential areas of risk across the service and presents actions to be taken in mitigation. This is a developing area of work, as the Directorate continues to develop the integration of its services. There is a separate risk register for the Reclaiming Social Work programme, which is monitored through the Programme Board.

A risk register exists for the Health and Social Care Partnership which is monitored through the shadow Integrated Joint Board.



## **8. Improvement Approaches**

The Service has a Continuous Improvement Framework, which was approved by the Social Care and Wellbeing Committee and which sets out how we review and monitor the performance of what we do. 'How Good is Our Team' is the service approach to self-evaluation, with key themes reviewed on a cross service basis. These link into team and service development plans. The Service has a case auditing policy and procedure, to ensure we are robustly reviewing the quality of the work that we are doing to support vulnerable adults and children. The Service has integrated the Continuous Learning Framework in its supervision policy and into the system for annual appraisals, with the outcomes being monitored and reported.

Performance reports are submitted quarterly to the Education and Children's Services Committee. The Service reports on a suite of indicators that was revised in 2014 for relevance and usefulness, through a series of workshops involving elected members, and agreed at Committee. The performance report for social work services has been split, to reflect the new service structure. Currently performance reporting for Adult Social Care is through the EC&S Committee, although this will transfer to the IBJ in due course.

Development work is ongoing at a Corporate and Service level, to develop performance dashboards. Social work performance information at the highest level is incorporated into the Corporate Dashboard. A service dashboard has been developed for Children's Social Work Services, this is being continually reviewed and developed to provide management information for the Head of Service. The service dashboard for Adult Social Care is currently being developed, to be in line with the national outcome indicators for integration.

### **8.1 Social Work Complaints**

Using an excel spreadsheet register and CareFirst version 6 to record data on complaints, allows for analysis and ensures that complaint information is available for services and committees and to inform service improvements.

A regulated process applies to the methods and timescales for responding to complaints by persons who receive or are in need of social care service and persons whose request for a service has been refused by the local authority. This report considers statutory complaints, where the requirement is for a formal investigation and a full written response under the procedure; appeals against original statutory complaint decisions and complaints heard by the Complaints Review Committee.

In the period April 2014 to March 2015, 78 statutory complaints were recorded, (compared with 95 for 2013-14 and 96 for 2012-13). These 78 complaints contained a total of 212 separate complaint points. Of these 212 complaint points, 20 points were upheld, 32 were partially upheld, and 141 were not upheld. The outcome for 10 of these points was that 'no decision could be made' and 9 did not have the decision noted in the response.

Children services received 47 complaints, which contained 152 separate complaint points, 16 of which were upheld, 110 not upheld and 15 partially upheld. A further 11 either has no decision noted in the response or no decision could be made.

Adult services received 30 complaints, which contained 56 complaint points, 4 of which were upheld, 31 not upheld, and 13 partially upheld. A further 8 either has no decision noted in the response or no decision could be made.

There was one joint complaint, which had 4 complaint points, all of which were partially upheld.

For 2014-15, 90% of complaints were acknowledged within the required 5 day timescale, compared to 48% in 2013-2014. In total, 29% were responded to within the 28 day deadline, compared to 30% in 2013-2014. Children's services responded in time to 28% and adult services responded in time to 30% of their respective complaints.

Many factors can influence the ability of the service to respond to a complaint within 28 days and, consequently, impact on the outcome for the service user; notably late responses from staff and a heavy workload within the Complaints team. Improvements are needed to try and increase our compliance rate, and efforts will be made to undertake training at Service and Team manager level later in the year to inform staff of the obligations on the Service. Discussions about how we can improve our complaints handling process, in a way that works more effectively for the complainant and social work staff will also be part of this training.

In 2014-15, 3 complainants took their case to the Complaints Review Committee, as compared to 2 in 2013-2014.

The CSWO receives quarterly reports regarding the volume and nature of statutory complaints received, achievement of timescales, key complaint trends and any particular areas of concern in service provision highlighted through the complaint process. This information covers all areas of social work provision. The same quarterly report also provides the CSWO with information on enquiries from MPs and MSPS, elected member enquiries, FOI requests, Subject Access Requests and third party requests for information; including information on compliance with statutory timescales.

Information on volume, nature and compliance with timescales is also provided to members of the Education and Children's Services Committee, via the quarterly performance report.

## **8.2 Reclaiming Social Work - Changing the focus of children's social work services**

Children's social work is a targeted service working with those families who are among the most vulnerable and disadvantaged in the city. Many of the children of these families are required to work with us on a compulsory basis.

The Reclaiming Social Work model is a whole system redesign of social work services for families in need in Aberdeen. It recognises the important role that social workers play in helping and supporting families in need and we want to make sure that they are free to focus on this work. This is why we have made a number of



changes to enable social workers to work more collaboratively and concentrate on social work, not unnecessary bureaucracy. To achieve this we are redesigning our service into systemic Social Work Units which will replace traditional teams, as well as providing training in systemic practice for all our staff.

Units will be headed by a consultant social worker and also include an additional social worker, a clinical practitioner as well as a unit co-ordinator who will provide an enhanced admin role. Each Unit will have responsibility for a number of families, contrasting with the current position where each social worker works with a number of individual children.

Implementation of the Reclaiming Social Work model will also significantly contribute to children's social work's continuing efforts to improve the services delivered to and the outcomes of the most vulnerable children and young people in Aberdeen, including a reduction in the number of children placed in high cost out of authority residential placements. It will also contribute to the Action Plan following the Care Inspectorate's Joint Inspection Report on Services for children and young people.

### ***Putting it into practice***

Scoping work on introducing Reclaiming Social Work began in 2013 and it was anticipated that the process would take approximately 3 years to complete from start to finish. Although work on the introduction of the model began in 2013, the proposed structure was only approved in January 2015 and full implementation began in June 2015. Governance is provided by a Programme Board, including internal and external representation, whilst a Project Team and three separate workstreams have managed the process.

In preparation for moving to the new structure, 60 frontline staff completed an Association of Family Therapy accredited 18 day practitioners course in systemic practice during 2014 and a further 55 are half way through a similar course in 2015. Similar further training for new staff as well as shorter training for staff in residential and community services is expected to be provided during 2016.

An independent evaluation of how the model is being introduced in Aberdeen is being undertaken and annual reports are being provided during the implementation process.

Aberdeen is the first local authority in Scotland to implement Reclaiming Social Work fully. We are extremely proud of this and how we work with our partners during the implementation of Reclaiming Social Work is really important to us. This is a time of change for many of our staff and we are grateful for their dedication to Children's Social Work at this time. We have developed a timeline for the implementation of Reclaiming Social Work and we expect that the first Units will go live in February 2016.

## ***What are we going to do in 2015-16?***

### **To implement Reclaiming Social Work we are going to:**

- plan for the first Units to go live in February 2016, including transferring cases between the current and new structures;
- procure further training courses for new staff, those wishing to become clinical practitioners and those in residential and community services;
- match existing staff to posts in the new structure;
- recruit internally and externally to fill remaining vacancies;
- promote Aberdeen's work in implementing Reclaiming Social Work in order to attract interest and potential new recruits from across the UK.

### **8.3 Integrating Health and Social Care - Contribution to local and national outcomes and Planning to meet national outcome indicators**

The draft Strategic Plan for the Health and Social Care Partnership groups our intended activities around the nine national health and wellbeing outcomes. The shadow Integration Joint Board has asked that the revised plan shows what successful attainment of each outcome looks like and what is necessary for that to take place.

We will be establishing a performance management workstream to develop a framework that links the improved outcomes of the people who use our health and care services, the local outcomes outlined in the locality plans and the national outcomes.

#### ***Progress with shift to early intervention***

We recognise the challenges in adapting our reactive mindset and associated actions to a more preventative, early intervention approach.

#### ***Key achievements in past year***

Key achievements include:

- Establishment of the shadow Integration joint Board in January 2015 and its continuing development thereafter;
- Establishment of the senior integrated management team;
- Significant engagement with staff from all sectors; integration conversations and workshops regular feature of this engagement.

#### ***Challenges and plans for coming year***

Key challenges primarily include those activities that are necessary for integration to take place and the time available to do these. Our secondary challenges include those transformational activities that we wish to undertake to improve the health and wellbeing of our local population.

We have engaged the services of the Good Governance Institute, Asset Based Community Development (ABCD) and Thrive to assist us with our endeavours and ambitions.

### ***Technology Enabled Care (TEC) Fund***

The H&SCP was successful in securing Scottish Government funding of £215,000 in 2015/16 in relation to a joint funding application on behalf of the Partnership and supported by Bon Accord Care's Occupational Therapy team, to support the expansion of TEC Aberdeen.

The funding is being used to:

- Increase the number of people utilising technology to support them to live independently and manage risks effectively;
- Ensure TEC forms an integral part of the assessment process for discharge from acute hospital;
- Expand the housing sector knowledge of how technology can support people to live safely in their own homes;
- Expand the use of technology solutions within sheltered housing settings;
- Support Alzheimer Scotland's Resource Centre in Aberdeen to establish a demonstration area;
- Link with the Adapting for Change Demonstrator site.

### ***Adapting for Change Demonstrator Site***

Aberdeen, along with Borders, Falkirk, Fife and Lothian were successful in being chosen as a Demonstrator Site for the Government's Adapting for Change Programme. The programme is designed to test new approaches in relation to the key issues around the provision of adaptation identified by the report prepared by the Adaptations Working Group.

Key partners include Aberdeen City Council, health local housing providers (RSLs) and other key partners with Bon Accord Care's Occupational Therapist Service operating as the lead organisation.

The local partnership will focus the following areas:

- A review of current pathways to ensure that the service is responsive and supports wider strategic objectives i.e. support hospital discharge, reducing admission to hospital and supporting people to remain safely within their own homes;
- Agree cross-agency 'definition' of the range of adaptations, specification tools and guidance to support standardisation of approaches;
- Identify opportunities for assessment or joint direct access arrangements, across tenures, including self-assessment and/or sign-posting and the provision of minor-moderate adaptations that do not require formal assessment.

The main focus will be on hospital discharge and enhancing technology enabled care options for people with dementia. This work links with the Technology Enabled Care project.

## **9. User and Carer Empowerment**

### **9.1 Continuous improvement of assessment processes**

Following feedback from frontline staff it was evident that the Single Shared Assessment was not user friendly and is one of a number of assessments that workers are completing. A resource implication that is evident is the duplication of information that Practitioners are inputting into each assessment.

Following Development Days which took place in February 2015 and after consideration of the points raised by Practitioners; an activity group is undertaking a review of all assessments and paperwork as it relates to Older People's services. The outcome of this piece of work is to reduce duplication and to ensure that the paperwork is user friendly for all stakeholders.

The SSA is currently under review. In doing this sections of the SSA have been developed to incorporate the requirements of the Social Care (Self Directed Support) (Scotland) Act 2013; SDS options 1 – 4 and to enable a planning budget to be shared with individuals and or their representatives. By developing the SSA this ensures that SDS is a critical aspect of the initial assessment process.

The intention is that the SSA (Older People) will be piloted by frontline staff in late 2015 and post review of the pilot, it will then go live in careFirst.

### **9.2 Self Directed Support**

Aberdeen City Council continues to improve and develop the implementation of the Social Care (Self Directed Support) (Scotland) Act 2013.

Self-Directed Support (SDS) gives individuals control over their day-to-day support and enables individuals to decide the best way to meet their outcomes as evidenced in their care and support plan. The care and support plan is a summary of assessed needs, outcomes and how the individual wants to use their personal budget to achieve these outcomes.

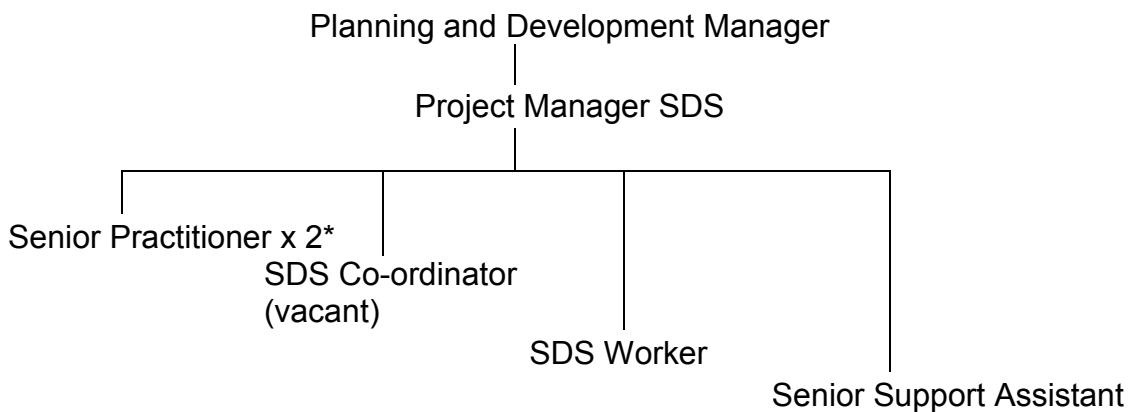
The SDS budget is Scottish Government SDS change fund monies. Scottish Government payments have been made: 2012/ 2013: £261,440; 2013/ 2014: £426,000; 2014/2015: £225,560. Of this £435,443 has been carried forward to 2015/2016.

At August 2015 there were 259 Direct Payment recipients (approximate weekly cost is £90,590). Further information is detailed below:

Client Group	No. of Clients	Approx. average cost per client per week
Children with Disability	62	£251.22
Learning Disability	79	£508.43
Mental Health	11	£114.27
Older People	72	£314.60
Physical / Sensory Impairment	35	£312.69
	<b>259</b>	<b>£300.24</b>

### **SDS Team**

The structure of the SDS Team is being developed. The posts are needed to achieve the transformation of services required to meet the National and Corporate Priorities for the personalisation of social care services.



A business case was developed to support the SDS functions as laid out in the Social Care (Self Directed Support) (Scotland) Act 2013. Two Senior Practitioner Posts have been developed. The posts will be aligned with Adults and Children's services although will work across all service areas.

The posts will support the Project Manager SDS in the effective planning, monitoring and implementation and improvement of SDS across the city. This is intended to provide service users with greater choice and control over how they receive care and support services. The development of a Finance post is being considered in line with the Social Care (Self Directed Support) (Scotland) Act 2013. Consideration is being given to where this post will sit and how best to progress and finance this resource.

### **Direct Payments via an E-Wallet Pilot**

In line with the Social Care (Self-Directed Support) (Scotland) Act 2013, Aberdeen City Council must develop appropriate ways for individuals to direct their support

while at the same time having mechanisms that allow the council to monitor how the customer has spent their direct payment.

Our aim is to develop a clear and simple way for individuals to direct their support, whilst allowing for internal accountability of budget spent. Providing choice and control, without the financial accountability (as this is still held by the Council).

Aberdeen City Council is working with colleagues who manage the National Entitlement Card service in Aberdeen (called the Accord Card) to offer customers a new way to manage the payments they receive under the Self Directed Support legislation. This development will see the direct payment credited to an on-line e-wallet (provided by sQuidcard Ltd) that is accessed by and carried on the Accord Card.

The customer will then be able to manage their Self Directed Support budget online, see their balance, have a full transaction history and spend this money at any service provider that has signed-up to accept payment by sQuid. The sQuid system allows the Council to have an overview of all customers receiving a direct payment into their e-wallet and how this is being spent.

The development work to deliver this functionality is now complete and we are working with service providers to launch a pilot of this new service before undertaking a wider roll-out.

### ***SDS User Developments***

*Max*

The SDS Worker provided support and guidance to a family who were looking to access SDS to enable a more creative, innovative, and flexible and person centred approach to the young person's care and support package. A person centred approach was taken to the assessment, taking into perspective Max's likes, dislikes, hopes, dreams, wishes and outcomes.

To support Max to reach his outcomes it was recognised and agreed that Max would be supported to progress his interest in skiing. Max has been receiving ski instruction for some time resulting in positive outcomes for Max. Max thrives on the positive reinforcement, praise and encouragement that he receives from this activity.

Max's family have been in contact with the SDS team to share the positive news that Max has been selected for the Olympic Training Programme and has the potential to lead onto the Olympic team in the future.

*"Dear Eleanor and Mark,*

*As a result of the direct payments for Max and the ski lessons he managed to have he has been offered a place on the Special Olympic training programme. This has given Max's self-esteem a huge boost. Mark and I would like to thank everyone*

*involved in helping to make this happen for Max. You will never understand just how much this means to him.*

*Thank you all”*

### **Film Showcase**

The SDS Worker contacted families in receipt of SDS around July/August 2014 to enquire as to whether they would like to participate in a project to share and promote how individuals are using their SDS Direct Payment budgets to fulfil their assessed outcomes.

Filming of these stories took place over two months. One of the outputs and functions of the filming was for promotional and informational films to be shared with people considering the use of a direct payment.

The films are available on the ACC website

[http://www.aberdeencity.gov.uk/social\\_care\\_health/social\\_work/adult\\_services/sop\\_sds\\_stories\\_videos.asp](http://www.aberdeencity.gov.uk/social_care_health/social_work/adult_services/sop_sds_stories_videos.asp)

The films have been promoted at information sessions and utilised as part of film showcases including Getting a Life Not a Service that took place at the Beach Ballroom in March 2015. Getting a Life Not a Service; the event was attended by those who had participated in the filming, Friends, Family, Local Councillors, Practitioners and ACC Senior Management from the Health and Social Care Partnership.

### **9.3 User and carer involvement in Health & Social Care Planning**

It is recognised that an important priority for the shadow Integration Joint Board (sIJB) is to recruit appropriate individuals to represent users and carers on the Strategic Planning Group and the shadow Integration Joint Board.

A workshop was facilitated at a sIJB meeting earlier this year on user and carer involvement and then a paper was subsequently presented at a later meeting for the Board to decide how best to progress this priority.

Members were presented with 4 options for developing user/carers involvement, with the clear preference being a tiered approach, combining engagement with existing groups, development of Integration Reference Groups and individual representatives.

A strong connection between the existing groups, Reference Groups and individual representatives will be made.

This will be the key approach taken forward by officers, from which user and carer representatives will be selected, and from which we develop process for meaningful citizen participation.

The timeline for key actions to secure user and carer representation are:

- September 2015: Liaison with key organisations / individuals to support mapping exercise to identify the range of existing user/patient and carer groups across Aberdeen City. To date this has included:
  - VSA Carers Centre
  - Patient Involvement Officer, NHS Grampian
  - Scottish Health Council
  - National Autistic Society One Stop Shop
  - I-Connect Information Service

Specification to be written to describe the role, remit and tenure of the user / carer representatives;

- October & November 2015: Expressions of Interest will be taken from citizens of Aberdeen, from Groups & Individuals, for user and carer representatives.
- Week of 30 November: Undertake interviews for user and carer representatives;
- December 2015: User and carer representatives to be in place;
- December 2015 & January 2016: Supports identified to establish the Reference Groups and provide on-going guidance and facilitation;
- January – March 2016:
  - Induction of user and carer representatives
  - Interim Integration Reference Groups, with links to the range of existing groups will be developed
- October & November 2016: Review the role of the user and carer representatives, and the Integration Reference Groups.

The above is a more pragmatic approach as to that originally described, when it was envisioned that the individual representatives would emerge from the Reference Groups. In order to meet our timescales it is more expedient to liaise with groups across the city, as well as open this to individuals as we enter formal consultation on our Strategic Plan.

Furthermore, moving forward, the role of the user and carer representatives will be reviewed to consider how the IJB supports the development of wider citizen participation within the Health & Social Care Partnership, whilst being cognisant of the legal requirement to ensure user/carers involvement.



## **10. Workforce Planning and Development**

### **10.1 Workforce Development Plan**

The public sector generally in Aberdeen faces challenges in recruitment of staff. In all social work services there are few experienced applicants for professional posts and, especially in children's services, recruits are often recently qualified. Shortage of residential child care staff has held up the opening of a children's home after refurbishment. Promoted posts at any level attract few applicants and particular posts with 'acting up' arrangements remain unfilled on a permanent basis, despite middle management salary levels that are higher than the norm.

The Council approved its Workforce Plan in February 2014 and for social care set out the workforce needs relating to the skills staff require to meet the legislative agendas of personalisation and self-directed support, the implementation of Reclaiming Social Work and the skill mix, and the need for new skills to meet organisational goals.

At the operational level, we have a SMART Supervision policy linked to the Scottish Social Services Council's (SSSC) continuous learning framework, which ensures that social work staff receive professional supervision to support the development of their professional practice. The supervision policy is linked to a Performance Review and Development (PR&D) scheme, which has been adapted from the Corporate scheme to support social work staff. From 2013 annual increments in pay scales are linked to positive performance as assessed through PR&D.

Interest in workforce development extends to the independent sector as recruitment and retention difficulties there are impacting significantly on capacity for service delivery through commissioning. The Head of Joint Operations from the Health and Social Care Partnership chairs a multi-agency strategic Workforce Group, set up in 2012, to tackle recruitment and retention problems in social care, particularly in older people's services.

In the summer of 2015, the Council launched its Key Worker Housing Initiative, offering Council housing to identified key workers for a 6 month period following their appointment to a hard to recruit to post.

### **10.2 Health and Social Care Partnership**

The draft workforce plan for the Health and Social Care Partnership outlines a number of HR work-streams that will support the integration of our health and care services. It gives an indication of the strategic direction/vision and suggests the short and medium term actions that are required to achieve that direction, and to identify appropriate outcomes for each action.

The work-streams for the HR elements of Health and Social Care Integration have previously been agreed by the Heads of HR as:

- HR Support to the new Partnerships
- Staff Governance and Staff Partnership Working
- Workforce Planning and Development
- Recruitment and Resourcing
- Organisational Change and OD
- Health, Safety and Wellbeing
- Workforce Performance and Reporting
- Policies
- The Integration Scheme

It is understood that our draft workforce plan will develop and that it should therefore be viewed as a working document that is expected to undergo a number of iterative changes. Changes will be agreed by the NE HR Group, Chief Officers and Staff Side/Trade Union Representatives from Aberdeen City Council, Aberdeenshire Council, NHS Grampian and Moray Council – through the HR Sub Groups of the IJBs.

### **10.3 Employee Opinion Survey**

In October 2014, the Council commissioned BMG research to undertake an organisation wide survey of employees. The fieldwork was completed in December 2014 and the findings from the survey were published to all staff on 12 February 2015.

Following the publication of the results, a series of Directorate wide workshops were held with staff focusing on the key outcomes and highlighted areas for improvement. A separate follow up survey for managers was undertaken in May 2015.

Directorate level actions plans have been developed for Education and Children's Services and Adult Social Care, to take forward issues highlighted through the Employee Opinion Survey.

As part of the implementation of Reclaiming Social Work, the service has commissioned an external organisation to engage with staff to evaluate the impact of the implementation of the approach. This is used as a 'temperature check' of the morale and motivation of staff at key points during the change process. Evaluation activity is reported and monitored through the RSW Programme Board.

### **10.4 The Care Centre of Excellence**

With support from the Change Fund and DPW, a Care Centre of Excellence was established in 2013 to link employers with potential employees who receive core training and work experience for entry into social care jobs. Other initiatives to build skills and improve retention include increased access to SVQ training, development of new SVQ modules, a care 'passport' for training, internships for AHPs, and introduction of enablement approaches (see below Enablement under Service Development and Improvement).

**The Care Centre of Excellence** is funded by the Older People's Change Fund with a contribution from DWP. As a partnership between Aberdeenworks, the Foyer, DWP and the Council, the project supports the recruitment and retention of health and social care workers in Aberdeen. Participation of potential employees is on a voluntary basis and individuals may disengage at any time with no sanctions or loss of benefit. Around 30 employers have signed up to the project to offer placements and jobs to those suited on completion of core training. In 2014, in six months the project had contact with about 300 people, of whom 88 were employed, 33 have job offers and 44 are in receipt of ongoing support. Around 90% of those who are found employment are still in post after 3 months. DWP will continue to support the project post Change Fund. Employers have commented:

"The ones we have recruited so far have worked out well"

"I think The Care Centre of Excellence does an excellent job for employers."

[www.carecentreofexcellence.com](http://www.carecentreofexcellence.com)

## **10.5 Social Care Campus**

One of the key challenges in attracting workers from other areas to move to Aberdeen is the limited supply of good quality, affordable accommodation. In order to mitigate this, the Health and Social Care Partnership commissioned research to determine the feasibility of establishing a Social Care Campus in the City.

The scheme's main aims are to:

- Recruit, train and retain suitable individuals in the social care workforce
- Increase the pool of workers with the right qualities and qualifications available to the local market (all sectors)
- Make a positive impact on delayed discharge rates
- Reduce overall system costs
- Improve the quality of life for people in receipt of social care services

The campus model will provide a quality training package, unique to Aberdeen along with support and mentoring and accommodation option for people who may be interested in moving to the City to work in the sector, addressing issues of recruitment and retention.

The shadow Integration Joint Board, at their meeting on 29<sup>th</sup> September 2015 agreed to proceed with the model and a detailed Business Case based on the use of the former Dominies Hostel will be prepared and submitted for final approval.

## **10.6 Learning and Development and Training**

Training for social care staff is provided, in part, through the contract with Bon Accord Care. Corporate training is also available, to support the embedding of the Council's Core Behaviours. The Service developed a Learning and Development Plan in 2014, although this still requires to be taken forward. Training is also

available online, covering key policy requirements of the Council such as Health and Safety, Data Protection, Plain English etc.

In 2014/15, staff attended 293 training sessions run by Bon Accord Care.

The review of the L&D contract with BAC is a priority in 2015/16 to ensure that the contract continues to deliver high quality training, tailored to the strategic policy objectives of the Education and Children's Services Department and Adult Social Care services.

Exempt information as described in paragraph(s) 6, 9 of Schedule 7A of the Local Government (Scotland) Act 1973.

Document is Restricted

This page is intentionally left blank

Exempt information as described in paragraph(s) 6, 9 of Schedule 7A of the Local Government (Scotland) Act 1973.

Document is Restricted

This page is intentionally left blank



Exempt information as described in paragraph(s) 1 of Schedule 7A of the Local Government (Scotland) Act 1973.

Document is Restricted

This page is intentionally left blank

Exempt information as described in paragraph(s) 1 of Schedule 7A of the Local Government (Scotland) Act 1973.

Document is Restricted

This page is intentionally left blank

Exempt information as described in paragraph(s) 1 of Schedule 7A of the Local Government (Scotland) Act 1973.

Document is Restricted

This page is intentionally left blank

Exempt information as described in paragraph(s) 1 of Schedule 7A of the Local Government (Scotland) Act 1973.

Document is Restricted

This page is intentionally left blank