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To: All Members of the Council

Town House,
ABERDEEN, 16 March 2010

COUNCIL MEETING

The Members of the **COUNCIL** are requested to meet in Council Chamber - Town House on **WEDNESDAY, 24 MARCH 2010 at 10.30am.**

JANE G. MACEACHRAN
HEAD OF LEGAL AND DEMOCRATIC SERVICES

BUSINESS

- 1 Admission of Burgesses
- 2 Requests for Deputations

MINUTES OF COUNCIL

- 3(a) Minute of Meeting of Council of 10th February, 2010 - for approval (circulated separately)
- 3(b) Minute of Meeting of Council of 11th February, 2010 - for approval (circulated separately)

MINUTES OF STANDING COMMITTEES

- 4(a) Pamphlet of Minutes for 11th January to 25th February 2010 - for information (circulated separately)

BUSINESS STATEMENT AND OTHER MINUTES

- 5(a) Business Statement (Pages 1 - 4)
- 5(b) Minute of Meeting of The Aberdeen City Alliance of 3rd February, 2010 - for information (Pages 5 - 16)
- 5(c) Minutes of Meetings of Local Review Body of 18th December 2009, 18th and 25th January 2010 and 25th February 2010 - for approval (Pages 17 - 30)

REFERRALS FROM COMMITTEES

- 6 None to date

GENERAL BUSINESS

- 7(a) Leadership Board Update - Oral Report by Chief Executive
- 7(b) Committee Structures - Six Month Review - Report by Director of Corporate Governance (Pages 31 - 70)
- 7(c) Carbon Management Plan 2010-2015 - Report by Director of Enterprise, Planning and Infrastructure (Pages 71 - 136)
- 7(d) Land North of Airyhall House, Craigton Road, Aberdeen - Erection of 54 Bed Nursing Home - Report by Head of Planning and Sustainable Development (Pages 137 - 154)
- 7(e) The Aberdeen City Alliance - Constitution and Standing Orders - Report by Director of Corporate Governance (Pages 155 - 176)
- 7(f) Membership of the Aberdeen Airport Consultative Committee (Pages 177 - 180)

QUESTIONS

For the avoidance of doubt, one supplementary question, limited to clarifying any answer given, may be asked by the original questioner and one further supplementary question may be asked by one other member.

8 Councillor McCaig (Pages 181 - 182)

To the Convener of Audit and Risk

- (1) To ask the convener of Audit and Risk if he believes there is a significant risk to the council of confidential reports being leaked to the press and what actions he feels group leaders should take with regards to members of their group commenting in public about reports containing commercially sensitive information?

MOTIONS

9(a) Councillor Boulton

"Council agrees that Aberdon House should be utilised for homeless single parents with one child given the accommodation constraints which would enable early engagement with parents by social services in developing their parenting and life skills prior to the family living alone."

Website Address: www.aberdeencity.gov.uk

Should you require any further information about this agenda, please contact Martyn Orchard, tel. (52)3097 or email morchard@aberdeencity.gov.uk

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COUNCIL
BUSINESS STATEMENT
24th MARCH 2010

<u>No.</u>	<u>Minute Reference</u>	<u>Committee Decision</u>	<u>Update</u>	<u>Lead Officer(s)</u>	<u>Report Due</u>	<u>Report Expected (if known)</u>
1.	Council 16.12.09 Article 19	<p><u>50m Swimming Pool</u></p> <p>The Council approved a number of recommendations regarding design and procurement issues relating to the 50m Pool. The Council agreed that the management of the project be transferred to Aberdeen Sports Village subject to (a) the provision of further legal and financial advice in respect of any potential risks to the Council; and (b) the other partners confirming their financial contribution to the project.</p> <p>The Council requested that Aberdeen Sports Village provide the Council with a report within four months on how they planned to drive the project forward.</p>		<p>Director of Enterprise, Planning and Infrastructure</p> <p>(Report to come from Aberdeen Sports Village)</p>	24.03.10	
2.	Council 10.02.10 Article 20	<p><u>Aberdeen Exhibition and Conference Centre (AECC)</u></p> <p>The Council agreed a number of recommendations in relation to the future funding and development of</p>		Director of Enterprise, Planning and Infrastructure	19.05.10	

<u>No.</u>	<u>Minute Reference</u>	<u>Committee Decision</u>	<u>Update</u>	<u>Lead Officer(s)</u>	<u>Report Due</u>	<u>Report Expected (if known)</u>
		<p>AECC, with particular reference to (1) the restructuring of a loan facility and extension of its repayment date subject to various actions being taken and the Director of Enterprise, Planning and Infrastructure reporting back on those actions to a future meeting; and (2) the Director of Enterprise Planning and Infrastructure producing a further more detailed report setting out how Phases 2 and 3 of the proposed plan might best be progressed.</p>				
3.	Council 11.02.10 Article 2	<p><u>Future Financial Planning</u></p> <p>The Council instructed the Chief Executive, and her Directors, to make all necessary arrangements, including the commencement of a priority based budgeting approach, to achieve a balanced budget for 2011/12 and future years, which would include stakeholder consultation, to bring forward a costed five-year business plan for the Council for the period 2011-2016, and that this plan be brought to the Council in time for it to inform the decisions to be taken on the budget proposals for 2011/12 which would be considered in December 2010.</p>		Chief Executive	10.11.10	

<u>No.</u>	<u>Minute Reference</u>	<u>Committee Decision</u>	<u>Update</u>	<u>Lead Officer(s)</u>	<u>Report Due</u>	<u>Report Expected (if known)</u>
4.	Council 11.02.10 Article 4	<p><u>Points of Order</u></p> <p>At the Council meeting on 11th February 2010, the Lord Provost referred to the recent trend of proceedings during Council meetings continually being interrupted by Points of Order from members on both sides of the Chamber, and advised that he had asked the Acting Head of Democratic Services to look into the matter with a view to addressing it.</p>	A report is on the agenda.	Head of Legal and Democratic Services	19.05.10	24.03.10

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THE ABERDEEN CITY ALLIANCE

MINUTE OF MEETING OF 3 FEBRUARY, 2010

In attendance:-

Lavina Massie, Chairperson
Heather Kelman, Vice-Chairperson
Councillors Crockett, Donnelly, Graham, Malone, Noble, Penny and Kirsty West (substituting for Councillor McDonald) Aberdeen City Council
Councillor Leslie, Chair of Children and Young People's Strategic Planning Group (C&YPSPG)
Councillor Malone, Chair of Locality Planning Forum (from Item 6 onwards)
Val Tweedie (substituting for Bill Howatson), Community Health Partnership
Dave Valentine, Chair of Community Engagement
Sandy Murray, Chair of Homes Forum
Arthur Forbes, Andy Finlayson, David Henderson and Ross Grant (substituting for Allan McIntosh), Civic Forum
David Rout, Grampian Fire and Rescue Service
Jamie Bell (substituting for Maggie McGinlay) Scottish Enterprise
Chief Superintendent Adrian Watson, Grampian Police
Derick Murray, NESTRANS
Lesley Wilkie, NHS Grampian
John Michie, ACCA
Duncan Cockburn, Robert Gordon University
Joan Thorne (substituting for Sandra Walker) Aberdeen College
Ian Paterson, Aberdeen Council of Voluntary Organisations (ACVO)
Robert Collier, Aberdeen and Grampian Chamber of Commerce
Godfrey Brown (substituting for Shaunagh Kirby), University of Aberdeen

Also present:-

Abdul Latif, Aberdeen Mosque
Pauline Gerrard, ACVO
David Rodger, Kath Beveridge, Annette Bruton, Mark Armstrong, Sohail Faruqi, Lillias Leighton, Fred McBride, Rhona Atkinson, Rona Benzies, Susan Summers, Allison Swanson and Lynsey Davidson, Aberdeen City Council.

Item	Subject and Decision	Action By
1. Apologies	Apologies were intimated on behalf of Andy Willox, John Stewart, Richard Carey, Maggie McGinlay, Councillor McDonald, Fletcher and Leslie, Bill Howatson, Stewart Carruth, Sandra Walker, Sue Bruce, Gerry Donald and Stephen Taylor.	

Item	Subject and Decision	Action By
2. Welcome	The Chairperson welcomed Dr Lesley Wilkie to her first meeting of the Alliance in her capacity as the representative of NHS Grampian, following Heather Kelman's appointment of Vice-Chairperson.	
3. Minute of TACA of 25 th November 2009	Minute approved.	
4. Minute of Meeting of the Executive Group of 19 th January 2010	Minute noted.	
5. Chairperson's Progress Report	<p>With reference to article 6 of the minute of its previous meeting, the Alliance had before it a report submitted by the Chairperson which updated the Alliance on the current position with, and actions being taken by the Executive Group regarding a number of items of business.</p> <p>With regards identifying priorities for the Alliance, the report advised that to date a mapping exercise had been completed which identified all partners' strategic priorities, and that the Executive Group had agreed that a more focused approach to priorities would be beneficial to all partners in achieving the desired results whilst reducing duplication. As such it was agreed that over the next eight weeks a strategic assessment would be undertaken to identify the priority issues for Aberdeen. This approach would provide a robust, evidence led basis for establishing 'high risk' issues. All statutory partners had indicated their commitment and support for the strategic assessment to be taken forward. An interim report on the outcomes of the assessment would be submitted to the next meeting of the Alliance for consideration.</p> <p>Secondly, in relation to the city regeneration strategy, the report highlighted that the regeneration agenda in the city had consistently been raised as a concern at a number of recent meetings. As such the Executive Group had agreed that this issue be discussed at the next themed workshop on 'Safer and Stronger' on 18 March, 2010, to which lead officers had been requested to attend to present an update on the current situation. The report also provided a brief update outlining the physical and socio/economic regeneration activity which was currently ongoing. The main aspects highlighter were:- that the Council had established a Housing New Build Project Board to progress the delivery of 344 new council houses for the City; that the Council's re-submission to the 'Kickstart New Build Council House' programme had been successful in attracting £1.95million towards support for the first phase of the</p>	

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	<p>new build programme; the first phase of the new build programme focused on three sites, Hayton Road, Byron Park and Rorie Hall; and that via the Fairer Scotland Fund Board new programmes of work had been agreed in relation to tackling poverty through improved financial inclusion services, employability and health services alongside continued support for community and neighbourhood based initiatives located in priority regeneration neighbourhoods.</p> <p>The report recommended:- that the Alliance –</p> <ul style="list-style-type: none"> (a) note the progress of the Aberdeen City Alliance to November 2009; and (b) note that an update regarding the City Regeneration Strategy would be provided at the next Alliance meeting on 18 March, 2010, under the 'Safer and Stronger' themed workshop. <p>The Alliance resolved:- to approve the recommendations.</p>	David Rodger
6. Proposed Constitution and Standing Orders	<p>With reference to article 5 of the minute of the Executive Group of 19th January, the Alliance had before it a report prepared by Democratic Services which presented a proposed constitution and set of standing orders for the Alliance, for approval.</p> <p>The report advised that the proposed constitution document reflected the current roles, aims and objectives of the Alliance, the Executive Group and the Challenge Forums, that the Alliance as a Community Planning Partnership had agreed to date.</p> <p>By way of background, the report advised that the Executive Group on 19th September 2009, had considered the constitution and standing orders, and had highlighted that on compilation of the constitution which reflected the current arrangements, it had become apparent that certain aspects needed to be updated, in particular the role of the Executive Group and Challenge Forums. In addition it was noted that ongoing pieces of work such as the review of the Challenge Forums and the identification of priorities for the Alliance etc would impact on the constitution. In light of this position the Executive Group requested that following the approval of the current constitution and standing orders, that the Executive Group and appropriate Boards etc review certain aspects of the constitution in tandem with ongoing pieces of work, and thereafter present proposed amendments to the Alliance in due course.</p>	

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	<p>Speaking in furtherance of the report, the chairperson (a) sought approval from partners to formally accept the draft piece of work before them and (b) advised that partners should provide any comments or proposed amendments or additions to the constitution to the Clerk by the end of February, 2010.</p> <p>The report recommended:- that the Alliance –</p> <p>(a) consider and approve the proposed constitution and standing orders; and (b) request that the Executive Group, in tandem with ongoing pieces of work, review certain aspects of the constitution and report back to the Alliance with proposals in due course.</p> <p><u>The Alliance resolved:-</u></p> <p>(i) to approve the recommendations; and (ii) to request all partners to submit any comments or proposed amendments or additions to the constitution to the Clerk by the end of February, 2010.</p>	A Swanson All Partners
7. Collaborating for Outcomes in the Public Sector	<p>The Alliance had before it a briefing paper for information prepared by Kath Beveridge, which had been submitted to the Scottish Government's Implementation Group, to provide an overview of the outcome of the Collaborating for Outcomes Event which had been hosted by the Council, in conjunction with the Alliance, in December 2009.</p> <p>The paper explained that the Council had hosted the final module which had focused on bringing the learning together from the other modules, through an in depth peer review of how Aberdeen was approaching the delivery of the Single Outcome Agreement (SOA) by focussing on five 'wicked' problems facing the city. The wicked issues had been identified through forums and partnerships of TACA, which included the Community Health Partnership, Community Safety Partnership, Alcohol and Drugs Partnership, NESTRANS and ACSEF and were identified as the following:-</p> <ul style="list-style-type: none"> • Climate Change – what a waste • Closing the Gap (in educational attainment) • Delivering transport outcomes – healthy travel • Neighbourhood planning – engaging communities 	

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	<ul style="list-style-type: none"> • Alcohol and cultural change <p>The paper outlined the various outcomes for Aberdeen and the Alliance, namely:-</p> <ul style="list-style-type: none"> • A set of actions for each problem owner which stemmed from the specific feedback; • The Alliance agenda was now focused on one outcome with input from each partnership and partner as to how they could add value; • Identification of the need to address the fragmentation and complexity of the partnership landscape; • The need to determine the key priorities where the Alliance could create collaborative advantage and add value to the work of the individual partnerships; • Sharpening the evidence base for action and the performance measurement and reporting of progress at a city wide and local level; • Reframing the wicked issues would deliver different possibilities for action by wider stakeholder group; • Securing senior level direction and leadership within the Alliance to strengthen accountability for delivery of the SOA at agency and partnership level and to sharpen up on roles and responsibilities; and • More effort to bring and develop the common wisdom about the key issues in the SOA and an agreement about 'the way we work' and to develop ownership of this lead strategy in the city and wider region with other local authorities in the north East. <p>There followed discussion regarding the event and the positive outcomes for each of the 'wicked issues' wherein Kath Beveridge clarifies that a 'wicked' issue was an issue which could not be resolved by one agency alone.</p> <p>The report recommended:- that the Alliance</p> <ol style="list-style-type: none"> (a) note the identified outcomes for Aberdeen and the City Alliance as a result of hosting the Collaborating For Outcomes Conference in December 2009; and (b) agree that the respective case owners who facilitated the 'wicked issue' sessions, attend a future meeting of the Alliance to report on actions that had been planned following the Conference. 	

Item	Subject and Decision	Action By
	<p><u>The Alliance resolved:-</u></p> <p>(i) to note the information provided; and</p> <p>(ii) to request that an interim paper be brought to the next meeting of the Alliance on 18 March, 2010.</p>	Kath Beveridge
8. Fairer Scotland Fund Thematic Report	<p>The Alliance had before it for information, a report which provided a performance summary for the three thematic programmes agreed by the Fairer Scotland Fund Board for the period April – October 2009.</p> <p>The report advised that the Fairer Scotland Fund Board had identified several priority areas for investment for the Fund in the financial year 2009/10, and had requested a series of strategic proposals for thematic allocation be developed in consultation with stakeholders. The Board had agreed to allocate funding to the following identified:-</p> <ul style="list-style-type: none"> ○ Financial Inclusion - £350,000 ○ Health - £342,000 ○ Literacy's - £100,000 <p>Appended to the report was performance summaries for the three priorities, which highlighted the quarter 2 target, the actual spend and whether progress had been made or not in relation to the performance of the priority.</p> <p>With regards to the Financial Inclusion performance it was advised that 8 of the 9 performance indicators had improved, 6 from 8 of the health performance indicators had improved and 2 had stayed constant, whilst none of the four literacy performance indicators had improved.</p> <p>There followed discussion regarding the future funding and dispersion of the Fund, during which it was requested that a report on this matter be submitted to the Alliance following the Council's budget meeting on 11 February, 2010.</p> <p><u>The Alliance resolved:-</u></p> <p>(i) to note the information provided ; and</p> <p>(ii) to request that a paper on the future funding of the Fairer Scotland Fund be submitted to the Alliance at its meeting on 18 March, 2010.</p>	David Rodger/Dave Kilgour

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9. Grampian Fire & Rescue Consultation and Engagement Policy and Procedures	<p>The Alliance had before it for information, a report entitled “Grampian Fire and Rescue Service Consultation and Engagement Policy” prepared by Grampian Fire and Rescue Service (GFRS). The report outlined the consultation process that was used by the service, and aimed to ensure all consultation and engagement undertaken by the service was efficient, effective and consistent.</p> <p>The paper had been made available in order for all partners and challenge forums to be aware of the procedures adopted by GFRS with regards to community consultation.</p> <p><u>The Alliance resolved:-</u></p> <p>(i) to note the information provided; and</p> <p>(ii) to note that the paper would form part of the next themed workshop on ‘Safer and Stronger’ to be discussed at the Alliance meeting on 18 March, 2010.</p>	
10. Fire Deaths in Scotland	<p>The Alliance had before it for information a paper from the Scottish Government which outlined the findings of a study which examined how to reduce deaths and injuries caused by fire in Scotland; the study that had been undertaken by Brian Sweeney, Chief Fire Officer. The study was carried out over a six month period and examined the wide range of issues which characterise Scotland’s relationship with fire.</p> <p>The report considered the following four key areas:-</p> <ul style="list-style-type: none"> • What were the key reasons why Scotland had a higher number of fire deaths and casualties compared to other countries? • What were the key reasons why Scotland suffered an increasing number of secondary fires? • What initiatives were in place to combat these issues? • How could the Scottish Government and Local Government work collaboratively to develop and implement good practice to improve community fire safety? <p>The report concluded that (a) fire deaths were dominated by two main causes; smokers’ materials and cooking appliances (b) in 73% of fire deaths incidents, the fire was started in either the living room or the kitchen (c) health and social factors were identified as key indicators in identifying individuals or groups that may be at risk from</p>	

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	<p>fire (d) alcohol consumption, smoking, mental health and mobility issues all contribute to fire deaths and (e) partnership working and joint working could be strengthened to help reduce fatalities.</p> <p><u>The Alliance resolved:-</u> to note the information provided.</p>	
11. Progress of Business Statement	<p>The Alliance had before it the latest version of the progress of business statement, which tracked the latest position with a number of pending and outstanding items of business.</p> <p><u>The Alliance resolved:-</u></p> <p>(i) in relation to item 2 (Public Safety in the City Centre) to note that as agreed by the Alliance at its last meeting Neil Carnegie, Community Safety Manager, and Cheryl Smith, Safer Aberdeen Programme Manager, had attended the last meeting of the Executive Group to discuss how the Action Plan (previously presented to the Alliance) could be progressed; and that an updated action plan detailing indicative timescales for each action, and highlighting the actions which could not be progressed solely by the Community Planning Partnership would be submitted to the next meeting of the Executive Group and thereafter to the Alliance; and</p> <p>(ii) in relation to item 5 (Final draft of the SOA) the chairperson advised that an interim report of the performance on this year's SOA was required, and therefore requested that the Head of Performance Management and Quality Assurance submit an interim report on the performance of the SOA to date to the next meeting of the Alliance on 18 March, 2010.</p>	<p>Neil Carnegie/Cheryl Smith</p> <p>M Murchie</p>
12. Smarter Themed Workshop	<p>The Alliance had before it a summary paper prepared by the Director of Education, Culture and Sport, Aberdeen City Council, which provided background information relating to the work currently being carried out by the service in order to give meaning to the shared ambition for Aberdeen to be a City of Learning.</p> <p>The report outlined the work that the Education service had undertaken the previous year in relation to the proposed Learning Strategy and the consultation carried out highlighted the following:-</p> <ul style="list-style-type: none"> • The general vision, the principles and the priorities commanded support from 	

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	<p>stakeholders</p> <ul style="list-style-type: none"> • More needed to be done to engage with tertiary and higher education, with partners in the voluntary sector and with business and industry to develop the vision so that it is better understood and more ambitious • More work was required to be done to make clear the strategy how they deliver the medium and longer term objectives • The Strategy needed to set out more clearly how they would provide not only the best learning opportunities for individuals but also how they would contribute in real terms to the wealth, economy and regeneration of Aberdeen City. • The level of response to the consultation did not match the aspirations held for such an engagement process and therefore concluded that more comprehensive response and engagement was essential to ensure implementation. <p>The report went on to advise that the Council was currently finalising a further round of engagement with stakeholders and highlighted that the earlier draft of the Learning Strategy had set out eight priorities, however it was now proposed that a further 2 be added to allow a more explicit focus on two critical areas of work and help to secure a more effective alignment with the Single Outcome Agreement and the Corporate Business Plan. The ten priorities set out in the new Aberdeen Learning Strategy were:-</p> <ul style="list-style-type: none"> ○ Curriculum for Excellence ○ Helping those with different needs ○ Working together ○ Learning in the wider community ○ Fit-for-purpose schools/learning centres ○ Technology ○ Skilled and trained staff ○ Value for money ○ Community health and well being ○ Community engagement in culture, arts and heritage <p>The report before the Alliance outlined the desired outcomes for the future learning of Aberdeen but advised that these were the subject of on-going debate, however they</p>	

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	<p>were identified as:-</p> <ul style="list-style-type: none"> • Increased recognition of the importance of learning throughout life • Enhanced access to learning opportunities for at risk, disadvantaged and marginalised community members and groups • Higher staying on and course completion rates for pupils/students • Greater levels of literacy and numeracy • Increased access to and use of learning technologies • Increased citizen engagement and social inclusion • Increased recognition of and support for minority ethnic communities alongside a celebration and promotion for our Scottish heritage; and • Greater collaboration among educators and trainers <p>The report indicated that the desired outcomes would contribute to the social, economic and environmental well being of the city and its residents.</p> <p>The Alliance heard from Mrs. Annette Bruton, the Director of Education, Culture and Sport, Aberdeen City Council, who provided an introduction to the workshop session wherein she advised that the session would focus on providing the Alliance with an update on the current position with the Council's Learning Strategy and the development of community learning hubs, as well as identifying areas within the strategy and 'wicked issues' faced by the city under this theme such as 'closing the gap', which partners could help progress.</p> <p>In terms of the Council's draft Learning Strategy, the Director explained that initial consultation on the draft strategy had been undertaken last year in tandem with the Council's estate strategy. As such the majority of responses received had focused on the estates strategy rather than the broader learning strategy. In light of this position the Council's Education, Culture and Sport Committee agreed that further consultation on the strategy be undertaken. Thereafter, the Director highlighted the current position of the strategy and provided an overview of the scope of learning within the document and highlighted that the Council's vision was that learning was a lifelong experience that involved both formal and informal learning and should include everyone from children and young people to adults, both in and out of employment. Finally, the Director highlighted the importance of partners engaging with the Service and providing input into the document. Mrs Bruton thanked the Alliance for allowing the education service the opportunity to engage with partners and requested that any</p>	

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	<p>feedback about any of the items discussed, be fed back directly to the service.</p> <p>Thereafter, Sohail Faruqi and Lillias Leighton provided a brief update on the steps taken to date by the Service to develop the Learning Strategy and advised of the current position of the Learning Strategy, as well as the development of Community Learning Hubs. With regards the Community Learning Hubs, it was advised that the Education, Culture and Sport Committee at its meeting on 8 October, 2009, had agreed that officers start consultation on development of learning hubs. This process was now ongoing and a further report, with proposals on this matter, would be considered by the Committee at its meeting on 15 April, 2020.</p> <p>The Alliance then split into three groups for more detailed discussions, covering topics such as:- the role of TACA and possible contributions from TACA partners in developing a 'City of Learning', thoughts on the Strategy so far, and any ideas for amendments/improvements as well as the challenges TACA partners foresaw for the Council in implementing the Strategy.</p> <p>Following the workshop, a feedback session was held during which each of the three groups reported the main points raised, namely:-</p> <p><u>Red Group</u></p> <ul style="list-style-type: none"> ○ It was unanimously agreed that learning was wider than formal learning establishments and that schools needed to take a holistic approach to learning; ○ Appropriate support should exist at all levels of learning; and ○ TACA should become a vehicle where partners could share best practice and the learning strategy should impact on the Alliance's other priorities. <p><u>Green Group</u></p> <ul style="list-style-type: none"> ● Highlighted examples of good practice in partnership working in the city; ● Highlighted that there was a danger of the Learning Strategy becoming a teaching strategy; ● The importance of literacy and numeracy skills as well as specialist skills for the economic growth and long term sustainability of the city; and ● The idea of a 'City of Learning' was plausible and that the Alliance should take 	

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	<p style="text-align: center;">this idea forward and explore it more deeply.</p> <p><u>Blue Group</u></p> <ul style="list-style-type: none"> • Overarching theme was a good idea but would be costly and the documentation needed to highlight areas of spend to save; • That some of the outcomes might be better noted as priorities and vice versa; and • That the priority entitled 'learning in the wider community' should be renamed to reflect the importance of engaging with the wider community. <p>The Alliance then heard from the Director who thanked the Alliance for their input and requested that partners provide any further comments on the strategy, and details of areas which they could contribute, directly to the Service.</p> <p><u>The Alliance resolved:-</u></p> <p>(i) to request that a summary document detailing the points raised within and outcomes of the workshop sessions be submitted to the next meeting of the Alliance;</p> <p>(ii) to request partners to provide comments and details of areas within the strategy to which they could contribute directly to the Council's Education, Culture and Sport service; and</p> <p>(iii) to thank the Director, and her team for the informative workshop.</p>	<p>David Rodger/Sohail Faruqi</p> <p>All Partners</p>

LOCAL REVIEW BODY

ABERDEEN, 18 December, 2009. - MINUTE OF MEETING of the LOCAL REVIEW BODY OF ABERDEEN CITY COUNCIL. Present:- Councillor Dean, Chairperson; and Councillors Cassie and McCaig.

REVIEW

1. GREEN HEDGES, KINGSWELLS, ABERDEEN – ERECTION OF TWO DWELLINGHOUSES. The Local Review Body of Aberdeen City Council met this day to review the decision taken by an appointed officer under the Council's Scheme of Delegation, to refuse the application (090970) for planning permission in respect of the erection of two dwellinghouses on the site of the existing property at Green Hedges, Kingswells, Aberdeen.

Councillor Dean, as Chairperson, following her opening statement in which she welcomed those in attendance, made reference to the review documents listed in the formal Notice calling the meeting, which had been circulated to the members of the Local Review Body in advance; and indicated that the application plans, which had not been circulated, were on display at the meeting. The Chairperson advised that the procedure to be followed would be outlined by the Assistant Clerk to the Local Review Body, after which the Council's Development Management Manager would provide a brief description of the application proposal and a reminder of the grounds of refusal, as identified within the Decision Notice. At this point the Chairperson declared that the Development Management Manager, although an employee of the planning authority, had not been involved in the consideration or determination of the application under review and was present to provide factual information and guidance only. She emphasised that the planning officer would not be asked to express any view on the proposed development.

The Local Review Body were then addressed by the Assistant Clerk who made reference to the Procedure Note which had been circulated as part of the meeting papers. In this regard it was made clear to members that their first task was to come to a decision on whether the review documents contained sufficient information for the case to be determined without further procedure. By way of assistance in arriving at that decision, the following points were highlighted:-

- (one) the regulations governing the local review process require that all matters which the applicant intends to raise in the review must be set out in or accompany the Notice of Review;
- (two) the clear intention of the Scottish Government, as reflected within the regulations approved by Parliament, is that Local Review Bodies will determine cases on the basis of what was before the appointed officer at

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- the time the decision was made and only in exceptional circumstances will new or additional matters be permitted to be taken into account; and
- (three) the recent modernisation of the planning system, which included revisal of the planning appeals process, removed the previous right, on the part of an applicant, to assist on a hearing and replaced that by giving the appellate body the power to choose a procedure which reflects the facts and circumstances of the case.

At the invitation of the Chairperson, the Development Management Manager as the advising planning officer, proceeded to describe the proposal for development with reference to the application plans on display. The officer indicated that the development proposed would involve the demolition of the existing house which was of a non-traditional appearance and construction and the erection of two new dwellinghouses within the existing residential curtilage; the removal of six trees, five of which required to be felled for management reasons and only one to accommodate development; and the creation of two new access points into the site from the old road and the closure of the existing site access from the main road. The officer confirmed that the application had been refused by the appointed officer on the ground that:-

“the proposal, if approved, would undermine the principles of controlling development and preventing sporadic housing in the green belt, leading to the erosion of the character of such areas and adversely affecting the landscape setting of the city contrary to the provisions of Policy 28 (Green Belt) of the Aberdeen Local Plan 2008 and Scottish Planning Policy 21 (Green Belts) by reason that the applicant has failed to demonstrate that the proposed additional house is required to provide residential accommodation for an essential agricultural or forestry worker who must be housed immediately adjacent to their place of employment.”

The Chairperson at this point invited the Local Review Body to consider the manner in which the review should be conducted and indicated that the preference of the applicants, as declared within the Notice of Review, was for the matter to be dealt with by way of a single hearing session.

The Local Review Body were unanimous that the review should be determined without further procedure, being of the opinion that the issues to be considered were neither complex nor controversial.

In the determination of the review, the Local Review Body had regard to:-

- (a) Section 25 of the Town and Country Planning (Scotland) Act 1997, as amended, which provides that where in making any determination under the planning Acts, regard is to be had to the development plan, the determination shall be made in accordance with the plan unless material

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- considerations indicate otherwise;
- (b) the Green Belt designation of the application site and terms of Policy 28 of the Aberdeen Local Plan, which stipulates that no development will be permitted in the Green Belt for purposes other than those essential for agriculture, forestry, recreation, mineral extraction or restoration or renewal;
 - (c) the absence of any evidence from the applicants, in support of the case for an additional house in the Green Belt, that the second house was required for an essential worker;
 - (d) the terms of Section 2 of Policy 28, which sets out certain criteria which, if met, would justify development associated with existing activities in the Green Belt and against which the application proposal failed;
 - (e) the case being put forward by the applicants in support of their proposal that (one) the proposed development represents the sympathetic expansion of an existing cluster of dwellinghouses, (two) the development is entirely contained within the existing boundaries of Green Hedges and therefore represents the intensification of the existing use on a partially brownfield site which is permitted by the Local Plan, (three) the development does not compromise any National or Development Plan Green Belt policy objectives such as protecting the landscape setting of the city, (four) the surrounding area is not of a typical Green Belt character, with the Aberdeen Local Plan 2008 allocating large sites for residential and community uses, (five) the indicative site plan demonstrates that two dwellinghouses can be accommodated on the site and these will meet the standards for residential development set out in Aberdeen City Council's Supplementary Planning Guidance on the Sub-Division and Redevelopment of Residential Curtilages, and (six) the proposal will allow the sub standard existing property to be replaced by dwellinghouses of modern habitable standards and will remove an existing potentially hazardous vehicular access.

The conclusion arrived at by the Local Review Body was that clear tension with the development plan position existed and that there were no material planning considerations which outweighed that position.

The Local Review Body resolved:-

that for the reasons outlined, the decision of the appointed officer to refuse the application be upheld.

- **KATHARINE DEAN, Chairperson**

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LOCAL REVIEW BODY

ABERDEEN, 18th January, 2010. - MINUTE OF MEETING of the LOCAL REVIEW BODY OF ABERDEEN CITY COUNCIL. Present:- Councillor Cassie, Chairperson; and Councillors Cormie and Penny.

REVIEW – STAGE ONE

1. 2 CREEL AVENUE, COVE – HOUSE EXTENSION. The Local Review Body of Aberdeen City Council met this day to review the decision taken by an appointed officer under the Council's Scheme of Delegation, to refuse the application (090377) for planning permission in respect of the erection of an extension to the dwellinghouse at 2 Creel Avenue, Cove.

Councillor Cassie, as Chairperson, welcomed those in attendance and confirmed that the members of the Local Review Body had before them copies of the review documents as listed within the formal Notice calling the meeting. He also made reference to the application plans, and to some photographs which the applicant had submitted in support of his review, all of which were on display at the meeting. The Chairperson went on to indicate that the Assistant Clerk to the Local Review Body would outline the procedure to be followed after which one of the Council's Planning Team Leaders (Mr. D Lewis) would provide the members with a brief description of the application proposal, a reminder of the reasons why the application was refused and an outline of the case for review. At this point the Chairperson declared that the Planning Team Leader, although an employee of the planning authority, had not been involved in the consideration or determination of the application under review and was present only to provide factual information and guidance to the Local Review Body. Councillor Cassie emphasised that Mr. Lewis would not be asked to express any view on the proposed development.

The Local Review Body were then addressed by the Assistant Clerk who made reference to the Procedure Note which had been circulated as part of the meeting papers. In this regard it was made clear to members that their first task was to come to a decision on whether the review documents contained sufficient information for the case to be determined without further procedure. By way of assistance in arriving at that decision, the following points were highlighted:-

- (one) the regulations governing the local review process require that all matters which the applicant intends to raise in the review must be set out in or accompany the Notice of Review;
- (two) the clear intention of the Scottish Government, as reflected within the regulations approved by Parliament, is that Local Review Bodies will determine cases on the basis of what was before the appointed officer at

LOCAL REVIEW BODY
18th January, 2010

the time the decision was made and only in exceptional circumstances will new or additional matters be permitted to be taken into account; and
(three) the recent modernisation of the planning system, which included revisal of the planning appeals process, had removed the previous right, on the part of an applicant, to insist on a hearing and replaced that by giving the appellate body the power to choose a procedure which reflects the facts and circumstances of the case.

At the invitation of the Chairperson, the Planning Team Leader, with reference to the drawings and the photographs on display, proceeded to describe the application which sought detailed planning permission in respect of the erection of a gable end extension to a semi-detached house located within a typical suburban housing estate characterised by an informal street pattern and layout. The officer confirmed that the site of the extension, which was owned and maintained by the applicants, was planted for the most part with lawn grass and shrubs and was largely open to the street with no barrier to the heel of the pavement; indicated that the tree shown on the photographs to which he referred, had since been removed; and indicated further that a small part of the extension footprint would be enclosed by a 1.8m screen fence which would wrap around the corner of the gable end and give privacy and security to the kitchen windows, with the fence also surrounding the rear garden area. By way of background information, the planning officer advised that, as first submitted, the extension was to be a full two storeys high and erected flush with the front elevation of the house; that in response to concerns expressed by the case officer, however, amended plans were submitted showing an extension which would be only one and one half storeys at the front although two storeys to the rear; that as a further amendment to the original proposal, the front elevation of the extension would be set back some 0.6m from the façade of the house; and that the finishing materials proposed would be slates and roughcast to match the existing house.

The planning officer at this point drew members attention to the review documents circulated, in particular the appointed officers report of handling which contained references to the policy context; an evaluation of the application proposal; and the wording of the two reasons for refusal, which were (one) that the proposed extension is contrary to Policy 40 of the Aberdeen Local Plan 2008, as it would result in the loss of amenity space, thereby having a negative impact on the residential amenity of the area; and (two) that the proposed extension would be visually intrusive in this particular location, resulting in a negative impact on the streetscape.

Members attention was also drawn by the planning advisor, to the case being put forward by the applicants (as detailed within the Notice of Review and the accompanying statement) and which was supported by coloured photographs,

LOCAL REVIEW BODY
18th January, 2010

copies of which were passed round the members of the Local Review Body. The first photograph purported to identify the sites of two similar gable end extensions located near the application site and which had received detailed planning permission within the last two years. The officer advised that the first of these (1 Creel Court) did indeed show a full width two-storey extension added to an end-terraced house which occupied a corner site similar to the site at 2 Creel Avenue (the application site). The second photograph identified another corner site (1 Creel Avenue) where planning permission for a full two-storey extension across two thirds of the gable of a semi-detached house had been approved but not yet built. The officer highlighted the fact that the building in this case would extend over an existing driveway and garden ground enclosed by a 1.8m fence, but would not affect any open (unenclosed), soft landscaped or grassed areas.

The Chairperson at this point announced that the Local Review Body would proceed to consider the manner in which the review should be conducted and made reference to the preference indicated on behalf of the applicant, within the Notice of Review, that the matter be dealt with by way of one or more hearing sessions and/or by a site inspection.

The view of the Local Review Body was that the determining issues were not sufficiently complex or controversial as to warrant a hearing but that, given the basis of the second reason for refusal, a site inspection would appear to be appropriate.

The Local Review Body resolved:-

- (i) that consideration of the review be suspended;
- (ii) that an unaccompanied site inspection take place; and
- (iii) that a further meeting of the Local Review Body take place on a date to be arranged and at which the case will be determined.

- **SCOTT CASSIE, Chairperson.**

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LOCAL REVIEW BODY

ABERDEEN, 25th January, 2010. - MINUTE OF MEETING of the LOCAL REVIEW BODY OF ABERDEEN CITY COUNCIL. Present:- Councillor Cassie, Chairperson; and Councillors Cormie and Penny.

REVIEW – SITE INSPECTION/DETERMINATION

1. 2 CREEL AVENUE, COVE – HOUSE EXTENSION. The Local Review Body of Aberdeen City Council this day resumed consideration of the application (090377) for detailed planning permission in respect of the erection of a gable end extension to the dwellinghouse at 2 Creel Avenue, Cove and undertook an unaccompanied site inspection. On the site the planning advisor (Mr. Lewis) briefly outlined the proposal and identified the degree to which the extension would occupy the site. The members also viewed the sites at 1 Creel Avenue and 1 Creel Court, which had been identified by the applicant as involving development of a similar scale and nature to that proposed in terms of the application under review.

Having returned to the Town House and at the appointed time, the Local Review Body re-convened to determine the review. The Chairperson drew attention to the content of the report on handling, in particular the detailed evaluation provided by the case officer and the reasons identified in support of the decision to refuse the application. Councillor Cassie highlighted that part of the report where it is stated that since the proposal involved building on amenity ground, it did not comply with Policy 40 in the Aberdeen Local Plan. Councillor Cassie expressed the view that the application site was not amenity ground for the purposes of Policy 40, being garden ground belonging to the applicant. He also felt unable to support the second reason for refusal being of the view that the proposed extension would be entirely in character with the surrounding houses, a number of which had been extended in a similar manner to that now being sought by the applicant. The proposed development would also, in his opinion, have minimal impact on the streetscape and should be approved. Both Councillors Cormie and Penny having expressed similar views to that put forward by Councillor Cassie, the consensus of the Local Review Body in favour of the application was clear.

The Local Review Body resolved:-

- (i) that the decision to refuse the application (090377) for planning permission for a gable end extension at 2 Creel Avenue, Cove be overturned on the basis (one) that no conflict with Policy 40 would occur, as the site was private garden ground and not amenity open space, and (two) the extension proposed would be entirely in keeping with the visual character of the area; and

LOCAL REVIEW BODY
25th January, 2010

- (ii) that the application be approved subject to such conditions (if any) as were considered necessary and appropriate by the Head of Planning and Infrastructure.

- **SCOTT CASSIE, Chairperson.**

LOCAL REVIEW BODY

ABERDEEN, 11th February, 2010. - Minute of Meeting of the LOCAL REVIEW BODY OF ABERDEEN CITY COUNCIL. Present:- Councillor McCaig, Chairperson; and Councillors Hunter and Penny.

REVIEW

1. 29 OSBORNE PLACE, ABERDEEN – REAR HOUSE EXTENSION. The Local Review Body of Aberdeen City Council met this day to review the decision taken by an appointed officer under the Council's Scheme of Delegation, to refuse the application (091539) for planning permission in respect of the erection of a rear house extension at 29 Osborne Place, Aberdeen.

Councillor McCaig, as Chairperson, opened the meeting by referring to the review documents circulated and the photographs and plans on display, after which he invited the Assistant Clerk to outline the procedure to be followed. Having heard the Clerk, the Local Review Body were then addressed by the Planning Team Leader, Mr. Pillath, who was acting as the planning adviser to the Local Review Body in this case. It was made clear by the Chairperson at the outset that the planning adviser, although an employee of the planning authority (Aberdeen City Council), had had no involvement at any stage in the processing and determination of the application under review. The planning adviser thereupon provided the Local Review Body with a detailed description of the application proposal which included certain background information relating to the approval of an earlier application for a slightly different rear house extension on the same site. The reasons for refusal of the application under review were identified by the planning adviser who also outlined, for the benefit of the Local Review Body, the basis of the applicant's case for a review of that decision.

At this point the Chairperson formally invited the Local Review Body to consider the manner in which the review should be conducted and in doing so drew attention to the applicant's stated preference that the matter should proceed by means of one or more hearing sessions and a site inspection.

The considered view of all three members of the Local Review Body as stated during the meeting, was that the determining issues in respect of the application under review were not sufficiently complex or controversial as would warrant a hearing session. The members did consider, however, that a site inspection would assist them in their consideration of the likely impact of the proposed extension on the original dwellinghouse and on neighbouring properties.

LOCAL REVIEW BODY
11th February, 2010

The Local Review Body resolved:-

- (i) that consideration of the review be suspended;
- (ii) that an accompanied site inspection be undertaken at a time convenient for all parties; and
- (iii) that, if appropriate, the review be determined immediately following the site inspection.

- **CALLUM McCAIG, Chairperson.**

LOCAL REVIEW BODY

ABERDEEN, 25th February, 2010. - Minute of Meeting of the LOCAL REVIEW BODY OF ABERDEEN CITY COUNCIL. Present:- Councillor McCaig, Chairperson; and Councillors Hunter and Penny.

SITE INSPECTION AND DETERMINATION

1. 29 OSBORNE PLACE, ABERDEEN – REAR HOUSE EXTENSION. The Local Review Body of Aberdeen City Council this day resumed consideration of the application (091539) for detailed planning permission in respect of a rear house extension at 29 Osborne Place, Aberdeen and, as agreed at its meeting on 11th February, 2010, undertook an accompanied site inspection. Present at the site were the applicant and the applicants agent.

On site the members heard the planning adviser who again, briefly, described the application proposal and advised with regard to the reasons for refusal, which were (one) that the proposed extension would have a detrimental impact on the residential amenity of the occupiers at 27 Osborne Place, with the projection of the extension being considered unacceptable and contrary to Policy 40 and also the guidance contained in Policy 8 of the Aberdeen Local Plan relating to dwelling extensions, as it would result in an extension of a scale which is unsympathetic to the original house and which would impact detrimentally on neighbouring amenity; and (two) that approval of the proposal would establish an undesirable precedent for similar applications which would be difficult to resist, to the detriment of residential amenity.

At this point the applicants agent, at the invitation of the Chairperson, drew the members attention to the fact that the only difference between proposals for a rear extension approved by the planning authority in March 2009 and those refused under the Scheme of Delegation, was a small area of floor space at one corner, with the roof design being identical in both applications.

Having moved from the rear garden area of the application premises to the public footpath on Osborne Place, the Local Review Body proceeded with their review of the case. The members were in agreement that the application under consideration was contrary to the Council's approved guidance notes for dwelling extensions involving terraced properties in that the proposed extension would exceed the policy and guidance limit of 3.0m for buildings along a mutual boundary; also agreed that because of the roof design, the scale and massing of the extension under review would be much the same as that which had already received approval; and concluded that the difference between the two proposals as regards loss of daylight to the neighbouring property, would be insignificant. In all

LOCAL REVIEW BODY
25th February, 2010

the circumstances, therefore, the Local Review Body unanimously supported the application.

The Local Review Body resolved:-

- (i) that the decision to refuse the application (091539) for planning permission for a rear extension at 29 Osborne Place, Aberdeen, be overturned on the basis that the purpose of the Council's adopted policy and guidance for dwelling extensions was to protect the amenity of neighbouring property and in the situation arising at the application site where the detail of the roof design was identical to one already approved, the impact on the adjoining property as regards loss of daylight would be much the same; and
- (ii) that the application be approved, unconditionally.

- **CALLUM McCAIG, Chairperson**.

ABERDEEN CITY COUNCIL

COMMITTEE:	Council
DATE:	24 March, 2010
DIRECTOR:	Director of Corporate Governance
TITLE OF REPORT:	Committee Structures – Six Month Review
REPORT NUMBER:	CG/10/031

1. PURPOSE OF REPORT

To meet the instruction of Council to review the operation of the new committee structures six months after they were implemented in August, 2009.

2. RECOMMENDATION(S)

It is recommended:-

- (i) that the committee cycle revert to being one of eight weeks rather than six, and that one of the revised calendars of meetings circulated as appendices be approved for the remainder of 2010, which includes changing the order of committees within the cycle;
- (ii) that Council determine if the present committee structures be continued, particularly in relation to the Finance and Resources and Corporate Policy and Performance Committees, if the Budget Monitoring Board should be disbanded and if any changes require to be made to the Orders of Reference; and
- (iii) that Council determine if it wishes to make any further changes to Standing Orders, beyond those which will be necessitated by the introduction of the new Heads of Service structure and the clarification of what constitutes a Point of Order (which will require the suspension of Standing Order 22(1) as the revised Standing Orders were approved within the last six months).

3. FINANCIAL IMPLICATIONS

There will be efficiency savings accruing from the change from the six week cycle to an eight week cycle arising from a reduction in paper costs, etc. and opportunity savings in that time of both officers and members will be freed for other duties, and this is addressed further in the body of the report.

4. SERVICE & COMMUNITY IMPACT

By reverting to an eight week committee cycle, there will be particular benefits for the City Chamberlain and her team in that time will be freed at the two most important parts of the year for them, namely at the time of the preparation of the year end accounts and at the time of preparatory work on the annual budget. The Director of Education, Culture and Sport has also identified benefits to her service if the Service Committee met later in the cycle. In terms of Standing Orders, these will now be amended to reflect the new Heads of Service structure.

5. OTHER IMPLICATIONS

By reverting to an eight week cycle, planning for the submission of reports to Council and to Committee will become more crucial in that there will be fewer meetings to report to; however, report management has improved significantly over the past 18 months or so with the number of late reports being reduced dramatically and with the Corporate Management Team playing a more significant role in guiding reports through the Committee process. Nevertheless, the possibility remains that there will be more urgent issues arising, particularly in relation to the submission of responses to consultation, and such issues may require meetings of the Urgent Business Committee to be held or other processes to be put in place in order that timescales can be met.

6. REPORT

6.1 Length of Committee Cycle

6.1.1 When the Council changed from an eight week cycle to a six week cycle in June, 2007, two additional committee cycles were inserted around the time of the Easter break and in late October/November; the latter change meant that the final cycle of the year effectively became a four week one and this has proven to be a particularly pressured time for officers and members given that much of the preparatory work for the annual budget is being undertaken during this period with a view to reporting the financial strategy to the December meetings of the Finance and Resources Committee and Full Council. In addition, the cycle added around the time of the Easter break coincides with the preparation of the end of year accounts by the City Chamberlain's staff which again presents its own difficulties for them.

6.1.2 When the shorter committee cycle was introduced, it was envisaged that the benefits would include more efficient responses to consultation and a reduction in the number of late reports being submitted; the question of deadlines for consultative responses has been touched upon in section 5 above, and the number of late reports has been dealt with through better report management and a greater role being undertaken by CMT. It is

therefore not envisaged that a return to an eight week cycle will see any increase in the number of late reports submitted.

- 6.1.3** The move to a shorter cycle brought with it some additional issues, probably the most significant being that the cyclical reports (such as performance reports and budget monitoring reports) were being prepared before the previous report had been considered by Committee and so the opportunity to provide updated information between committee cycles was often limited and on occasion led to virtually the same information being presented to consecutive committees. In some cases, draft reports are issued using the information submitted to the previous cycle with updated information only becoming available shortly before the deadline for the preparation of the final report and it is envisaged that such additional work would be removed by reverting to an eight week cycle. From a financial perspective, fewer meetings would allow greater time for the financial analysis of information; more widely across the Council, an eight week cycle would allow for better work planning.
- 6.1.4** Of course, the majority of reports associated with the two cycles which would be deleted would require to be submitted to the cycle preceding or following the deleted cycle; the savings which accrue would be a result of the removal of the cyclical reports, i.e. those relating to performance monitoring, financial monitoring, grant applications, minutes and committee business/ motions lists etc. These amount to approximately 20% of reports and so the savings would be worthwhile; other advantages would be that more meeting accommodation would be freed up and there would be fewer diary clashes for both members and officers. The benefits of freeing up member and officer time should also not be underestimated – with possibly 20 senior officers attending some of the larger committees each cycle, the time freed up through not being required to attend two cycles, even if it is only taken to be 20% of each committee's time, is significant.
- 6.1.5** Appended to this report are three options for a revised calendar of meetings for the remainder of 2010. The first two propose deleting two cycles this year including the next one (April/May); one of these – option A - incorporates an additional period free of meetings around the expected time of this year's General Election. Option B dispenses with this period and so the summer recess begins earlier. The third option - C - was submitted as the Liberal Democrat Group response to consultation on this report and envisages the change taking place after the summer recess, with only one cycle being deleted this year, and proposes a re-ordering of committees within the cycle.

6.2 Committees and Orders of Reference

6.2.1 When Council approved the new committee structures on 24th June, 2009 (Article 7 of the Minute of Meeting refers) it was agreed that a review be undertaken six months after its introduction in August, particularly in relation to the operation of the Finance and Resources and Corporate Policy and Performance Committees. Whilst it is for members to determine whether the new structure should remain unchanged or not, it is worth noting that the Finance and Resources Committee continues to be the largest committee from the point of view of the size of the agenda and that the Corporate Policy and Performance Committee has had before it a number of significant policy matters which have entailed detailed discussions.

6.2.2 Members are also invited to consider whether the Orders of Reference require to be amended in any way and it is suggested that the following changes are worthy of consideration:-

- (a) In June, 2009, it was not considered that the Budget Monitoring Board would continue to meet to the extent to which it has and its remit was effectively incorporated into the Orders of Reference of the Finance and Resources Committee, despite the Board itself reporting directly to Council. Members may now wish to agree to disband the Budget Monitoring Board; if not, the Orders of Reference of the Finance and Resources Committee should be amended.
- (b) One element of the Finance and Resources Committee's Orders of Reference at 6(e) (b) states "to undertake action to deliver cost reductions or income generation to achieve a balanced budget" – is this something which should perhaps sit with Service Committees?

6.3 Standing Orders

6.3.1 The Council's Standing Orders have been revised over two recent cycles (30th September, 2009, Article 13 of the Minute refers and 16th November, 2009, Articles 9,10 and 11 refer) at which time it was noted that further changes would require to be made to reflect the new Heads of Service structure. It is suggested that the Chief Executive be authorised to approve such changes without the need for Standing Orders to be referred back to Council for approval; however, members may wish to take the opportunity to make any further revisions.

6.3.2 At the meeting of Council of 10th February, 2010, the Lord Provost requested that advice be provided on what constituted a Point of Order. It is suggested that Standing Order 18(3) be expanded to clarify that a Point of Order is only a query as to whether procedures are being followed properly.

6.4 Start Times of Meetings

- 6.4.1** Whilst members have raised the question of start times for meetings in the past, Standing Orders allow the Lord Provost or Convener to vary such times from the timetable agreed by Council where there is good cause.

7. AUTHORISED SIGNATURE

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9. BACKGROUND PAPERS

No background papers were used in the preparation of this report.

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COUNCIL DIARY 2010 – OPTION 1

1. Education, Culture & Sport has changed dates with Social Care & Wellbeing
2. Assuming the diary is approved on 10th February, week one of the new committee cycle would commence on 15th February. This first cycle will be a ten-week cycle, due to the school holidays in April.
3. Following the Council meeting on 21st April, two weeks have also been kept clear in case an election is called for this time. The next cycle then commences on 9th May. This will be an eight-week cycle, finishing with Council on 30th June.
4. The seventh week of each cycle (the week before Council) is always kept clear.
5. There will then be two committee cycles following the recess, to bring the total number of cycles for the year to five.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Sat/day
					Holiday New Year's Day	1 2
3	Holiday	Schools Back		Development Management Sub Committee (10am) Local Review Body (12 noon) Education, Culture & Sport		4 5 6 7 8 9
10	Housing & Environment	Enterprise, Planning & Infrastructure	Licensing Committee (10am)	Development Management Sub Committee (Visits) (am) Social Care & Wellbeing	Grampian Joint Fire & Rescue Board – Budget (10am)	11 12 13 14 15 16
17	Local Review Body (10am)	Audit & Risk	Appeals (10am)	Corporate Policy & Performance	Grampian Joint Police Board (10am)	17 18 19 20 21 22 23
24 -- 31				Finance & Resources	Grampian Valuation Joint Board	24 25 26 27 28 29 30 31

FEBRUARY

2010

2010

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Sat/day
	1 Elected Member Development Day	2	3	4	5	6
7	8	9 Licensing Board (10.30am)	10 Council	11 Development Management Sub Committee (10am) Local Review Body (11.30) Council (Budget Meeting)	12	13
14	15 School Mid-Term	16 Housing & Environment	17 Appeals (10am)	18 Development Management Sub Committee (Visits) (am) Education, Culture & Sport	19	20
21	22	23 Enterprise, Planning & Infrastructure	24 Licensing Committee (10am)	25 Local Review Body (9.30am)	26	27
28						

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Sat/day
	1	2	3	4 Social Care & Wellbeing	5 Local Review Body (9.30am) Grampian Joint Police Board (10am)	6
7	8	9 Audit & Risk	10	11	12	13
14	15 Elected Member Development Day Pensions Panel (10am)	16	17 Appeals (10am)	18 Development Management Sub Committee (10am) Local Review Body (12pm) Corporate Policy & Performance	19	20
21	22	23	24	25 Development Management Sub Committee (Visits) (am) Finance & Resources	26 School Term Ends	27
28	29	30	31			

2010

A P R I L

2010

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Sat/day
				Local Review Body (10am) ¹	Holiday (Good Friday) ²	³
⁴	⁵	Licensing Board (10.30am) ⁶	⁷	⁸	⁹	¹⁰
¹¹	School Term Starts ¹²	¹³	¹⁴	Development Management Sub Committee (10am) ¹⁵ Local Review Body (12pm)	¹⁶	¹⁷
¹⁸	¹⁹	²⁰	Council ²¹	Development Management Sub Committee (Visits) (am) ²²	Grampian Joint Fire & Rescue Board (10am) ²³	²⁴
²⁵	²⁶	²⁷	Appeals (10am) ²⁸	Local Review Body (10am) ²⁹	³⁰	1 May

Sunday 2	Monday 3	Tuesday 4	Wednesday 5	Thursday 6	Friday 7	Sat/day 8
	Holiday (May Day)				Grampian Joint Police Board (10am)	
9	Elected Member Development Day	Housing & Environment		Development Management Sub Committee (10am) Local Review Body (12pm) Social Care & Wellbeing		15
16		Appeals (10am) Enterprise, Planning & Infrastructure	Licensing Committee (10am)	Development Management Sub Committee (Visits) (am)		22
23 Kirkin' of the Council (11am)			Local Review Body (10am)	Education, Culture & Sport		29
30						

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Sat/day
		1 Licensing Board (10.30am) Audit & Risk	2	3	4	5
6	7 Pensions Panel (10am)	8	9 Appeals (10am)	10 Corporate Policy & Performance	11	12
13	14	15	16	17 Development Management Sub Committee (10am) Local Review Body (12pm) Finance & Resources	18	19
20	21 Elected Member Development Day	22	23	24 Development Management Sub Committee (Visits) (am)	25 Grampian Joint Fire & Rescue Board (10am) Grampian Valuation Joint Board	26
27	28	29 Local Review Body (10am)	30 Council			

2010

JULY

2010

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Sat/day
				1	2 School Term Ends Grampian Joint Police Board (10am)	3
4	5	6	7	8	9	10
11	12	13	14	15 Development Management Sub Committee (10am) Local Review Body (12pm)	16	17
18	19	20	21	22 Development Management Sub Committee (Visits) (am)	23	24
25	26	27 Licensing Board (10.30am)	28	29	30	31

2010

AUGUST

2010

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Sat/day
1	2	3	4 Local Review Body (10am)	5	6	7
8	9	10	11	12	13	14
15	16	17 School Term Starts	18 Council	19 Development Management Sub Committee (10am) Local Review Body (12pm)	20	21
22	23	24 Housing & Environment	25 Appeals (10am)	26 Development Management Sub Committee (Visits) (am) Social Care & Wellbeing	27	28
29	30	31 Enterprise, Planning & Infrastructure				

2010

S E P T E M B E R

2010

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Sat/day
			Licensing Committee (10am) 1	2	3	4
5	Pensions Panel (10am) 6	7	Appeals (10am) 8	Education, Culture & Sport 9	Local Review Body (10am) Grampian Joint Police Board (10am) 10	11
12	Elected Member Development Day 13	Audit & Risk 14	15	16	17	18
19	20	Licensing Board (10.30am) 21	22	Development Management Sub Committee (10am) 23 Local Review Body (12pm) Corporate Policy & Performance	Grampian Joint Fire & Rescue Board (10am) 24	25
26	27	28	29	Development Management Sub Committee (Visits) (am) 30 Finance & Resources		

OCTOBER

2010

2010

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Sat/day
					1	2
3	4	5	6 Council	7	8 School Term Ends	9
10	11	12	13 Local Review Body (10am)	14	15	16
17	18	19	20	21	22	23
24	25 School Term Starts	26 Housing & Environment	27 Appeals (10am)	28 Development Management Sub Committee (10am) Local Review Body (12pm) Social Care & Wellbeing	29 Grampian Valuation Joint Board	30
-- 31						

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Sat/day
	1 Elected Member Development Day	2 Enterprise, Planning & Infrastructure	3 Licensing Committee (10am)	4 Development Management Sub Committee (Visits) (am)	5	6
7	8	9	10	11 Local Review Body (10am) Education, Culture & Sport	12 Grampian Joint Police Board (10am)	13
14	15	16 Licensing Board (10.30am) Audit & Risk	17	18	19	20
21	22	23	24	25 Development Management Sub Committee (10am) Local Review Body (12pm) Corporate Policy & Performance	26	27
28	29 Pensions Panel (10am)	30 Appeals (10am)				

D E C E M B E R

2010

2010

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Sat/day
			1	2 Development Management Sub Committee (Visits) (am) Finance & Resources	3	4
5	6 Elected Member Development Day	7	8 Local Review Body (10am)	9	10 Grampian Joint Fire & Rescue Board (10am)	11
12	13	14	15 Council	16	17	18
19	20	21	22 School Term Ends	23	24	25
26	27 Holiday	28 Holiday	29	30	31 Holiday	

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COUNCIL DIARY – OPTION 2

1. Option 2 does not include the two weeks in option 1 which have been set aside for the election, therefore, the final Council meeting before the recess lands on 16th June.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Sat/day
					Holiday New Year's Day	1 2
3	Holiday	Schools Back		Development Management Sub Committee (10am) Local Review Body (12 noon) Education, Culture & Sport		4 5 6 7 8 9
10	Housing & Environment	Enterprise, Planning & Infrastructure	Licensing Committee (10am)	Development Management Sub Committee (Visits) (am) Social Care & Wellbeing	Grampian Joint Fire & Rescue Board – Budget (10am)	11 12 13 14 15 16
17	Local Review Body (10am)	Audit & Risk	Appeals (10am)	Corporate Policy & Performance	Grampian Joint Police Board (10am)	17 18 19 20 21 22 23
24 -- 31				Finance & Resources	Grampian Valuation Joint Board	24 25 26 27 28 29 30 31

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Sat/day
	1 Elected Member Development Day	2	3	4	5	6
7	8	9 Licensing Board (10.30am)	10 Council	11 Development Management Sub Committee (10am) Local Review Body (12 noon) Council (Budget Meeting)	12	13
14	15 School Mid-Term	16 Housing & Environment	17 Appeals (10am)	18 Development Management Sub Committee (Visits) (am) Education, Culture & Sport	19	20
21	22	23 Enterprise, Planning & Infrastructure	24 Licensing Committee (10am)	25 Local Review Body (9.30am)	26	27
28						

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Sat/day
	1	2	3	4 Social Care & Wellbeing	5 Local Review Body (9.30am) Grampian Joint Police Board (10am)	6
7	8	9 Audit & Risk	10	11	12	13
14	15 Elected Member Development Day Pensions Panel (10am)	16	17 Appeals (10am)	18 Development Management Sub Committee (10am) Local Review Body (12pm) Corporate Policy & Performance	19	20
21	22	23	24	25 Development Management Sub Committee (Visits) (am) Finance & Resources	26 School Term Ends	27
28	29	30	31			

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Sat/day
				1 Local Review Body (10am)	2 Holiday (Good Friday)	3
4	5	6 Licensing Board (10.30am)	7	8	9	10
11	12 School Term Starts	13	14	15 Development Management Sub Committee (10am) Local Review Body (12pm)	16	17
18	19	20	21 Council	22 Development Management Sub Committee (Visits) (am)	23 Grampian Joint Fire & Rescue Board (10am)	24
25	26	27 Housing & Environment	28 Appeals (10am)	29 Local Review Body (10am) Social Care & Wellbeing	30	1 May

2010

M A Y

2010

Sunday 2	Monday 3	Tuesday 4	Wednesday 5	Thursday 6	Friday 7	Sat/day 8
	Holiday (May Day)	Enterprise, Planning & Infrastructure	Licensing Committee (10am)		Grampian Joint Police Board (10am)	
9	Elected Member Development Day			Development Management Sub Committee (10am) Local Review Body (12pm) Education, Culture & Sport		15
16		Appeals (10am) Audit & Risk		Development Management Sub Committee (Visits) (am)		22
23 Kirkin' of the Council (11am)			Local Review Body (10am)	Corporate Policy & Performance		29
30						

2010

JUNE

2010

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Sat/day
		1 Licensing Board (10.30am)	2	3 Finance & Resources	4	5
6	7 Pensions Panel (10am)	8	9 Appeals (10am)	10	11	12
13	14	15	16 Council	17 Development Management Sub Committee (10am) Local Review Body (12pm)	18	19
20	21 Elected Member Development Day	22	23	24 Development Management Sub Committee (Visits) (am)	25 Grampian Joint Fire & Rescue Board (10am) Grampian Valuation Joint Board	26
27	28	29 Local Review Body (10am)	30			

2010

JULY

2010

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Sat/day
				1	2 School Term Ends Grampian Joint Police Board (10am)	3
4	5	6	7	8	9	10
11	12	13	14	15 Development Management Sub Committee (10am) Local Review Body (12pm)	16	17
18	19	20	21	22 Development Management Sub Committee (Visits) (am)	23	24
25	26	27 Licensing Board (10.30am)	28	29	30	31

2010

AUGUST

2010

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Sat/day
1	2	3	4 Local Review Body (10am)	5	6	7
8	9	10	11	12	13	14
15	16	17 School Term Starts	18 Council	19 Development Management Sub Committee (10am) Local Review Body (12pm)	20	21
22	23	24 Housing & Environment	25 Appeals (10am)	26 Development Management Sub Committee (Visits) (am) Social Care & Wellbeing	27	28
29	30	31 Enterprise, Planning & Infrastructure				

2010

S E P T E M B E R

2010

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Sat/day
			Licensing Committee (10am) 1	2	3	4
5	Pensions Panel (10am) 6	7	Appeals (10am) 8	Education, Culture & Sport 9	Local Review Body (10am) Grampian Joint Police Board (10am) 10	11
12	Elected Member Development Day 13	Audit & Risk 14	15	16	17	18
19	20	Licensing Board (10.30am) 21	22	Development Management Sub Committee (10am) 23 Local Review Body (12pm) Corporate Policy & Performance	Grampian Joint Fire & Rescue Board (10am) 24	25
26	27	28	29	Development Management Sub Committee (Visits) (am) 30 Finance & Resources		

OCTOBER

2010

2010

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Sat/day
					1	2
3	4	5	6 Council	7	8 School Term Ends	9
10	11	12	13 Local Review Body (10am)	14	15	16
17	18	19	20	21	22	23
24 -- 31	25 School Term Starts	26 Housing & Environment	27 Appeals (10am)	28 Development Management Sub Committee (10am) Local Review Body (12pm) Social Care & Wellbeing	29 Grampian Valuation Joint Board	30

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Sat/day
	1 Elected Member Development Day	2 Enterprise, Planning & Infrastructure	3 Licensing Committee (10am)	4 Development Management Sub Committee (Visits) (am)	5	6
7	8	9	10	11 Local Review Body (10am) Education, Culture & Sport	12 Grampian Joint Police Board (10am)	13
14	15	16 Licensing Board (10.30am) Audit & Risk	17	18	19	20
21	22	23	24	25 Development Management Sub Committee (10am) Local Review Body (12pm) Corporate Policy & Performance	26	27
28	29 Pensions Panel (10am)	30 Appeals (10am)				

D E C E M B E R

2010

2010

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Sat/day
			1	2 Development Management Sub Committee (Visits) (am) Finance & Resources	3	4
5	6 Elected Member Development Day	7	8 Local Review Body (10am)	9	10 Grampian Joint Fire & Rescue Board (10am)	11
12	13	14	15 Council	16	17	18
19	20	21	22 School Term Ends	23	24	25
26	27 Holiday	28 Holiday	29	30	31 Holiday	

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Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Sat/day
1	2	3	4 Local Review Body (10am)	5	6	7
8	9	10	11	12	13	14
15	16	17 School Term Starts	18 Council	19 Development Management Sub Committee (10am) Local Review Body (12pm)	20	21
22	23	24 Housing & Environment	25 Appeals (10am)	26 Development Management Sub Committee (Visits) (am)	27	28
29	30	31				

S E P T E M B E R

2010

2010

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Sat/day
			1 Appeals (10am)	2 Social Care & Wellbeing	3	4
5	6 Pensions Panel (10am)	7 Enterprise, Planning & Infrastructure	8 Licensing Committee (10am)	9	10 Local Review Body (10am) Grampian Joint Police Board (10am)	11
12	13 Elected Member Development Day	14	15	16 Education, Culture & Sport	17	18
19	20	21 Licensing Board (10.30am) Audit & Risk	22	23 Development Management Sub Committee (10am) Local Review Body (12pm) Corporate Policy & Performance	24 Grampian Joint Fire & Rescue Board (10am)	25
26	27 Grampian Joint Police Board Complaints Sub Committee (2pm) Grampian Joint Police Board Stewardship Sub Committee (3pm)	28 Finance & Resources	29	30 Development Management Sub Committee (Visits) (am)		

OCTOBER

2010

2010

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Sat/day
					1	2
3	4	5	6 Council	7	8 School Term Ends	9
10	11	12	13 Local Review Body (10am)	14	15	16
17	18	19	20	21	22	23
24 -- 31	25 School Term Starts	26 Housing & Environment	27 Appeals (10am)	28 Development Management Sub Committee (10am) Local Review Body (12pm)	29 Grampian Valuation Joint Board	30

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Sat/day
	1 Elected Member Development Day	2	3	4 Development Management Sub Committee (Visits) (am) Social Care & Wellbeing	5	6
7	8	9 Enterprise, Planning & Infrastructure	10 Licensing Committee (10am)	11 Local Review Body (10am)	12 Grampian Joint Police Board (10am)	13
14	15	16 Licensing Board (10.30am)	17	18 Education, Culture & Sport	19	20
21	22	23 Audit & Risk	24	25 Development Management Sub Committee (10am) Local Review Body (12pm) Corporate Policy & Performance	26	27
28	29 Pensions Panel (10am) Grampian Joint Police Board Complaints Sub Committee (2pm) Grampian Joint Police Board Stewardship Sub Committee (3pm)	30 Appeals (10am)				

DECEMBER

2010

2010

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Sat/day
			1	2 Development Management Sub Committee (Visits) (am) Finance & Resources	3	4
5	6 Elected Member Development Day	7	8 Local Review Body (10am)	9	10 Grampian Joint Fire & Rescue Board (10am)	11
12	13	14	15 Council	16	17	18
19	20	21	22 School Term Ends	23	24	25
26	27 Holiday	28 Holiday	29	30	31 Holiday	

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ABERDEEN CITY COUNCIL

COMMITTEE: Full Council

DATE 24 March 2010

DIRECTOR: Gordon McIntosh

TITLE OF REPORT Aberdeen City Council's Carbon Management Plan 2010-2015

REPORT NUMBER: EPI/10/032

1. PURPOSE OF REPORT

The purpose of this report is to outline the risks and rewards of the Council's Carbon Management Plan (CMP) 2010-2015 and to seek approval for its adoption. It also seeks to request that a replacement Elected Member is selected for the North East of Scotland Climate Change Partnership.

2. RECOMMENDATION(S)

That the Committee:-

- a. agrees to the adoption of the Carbon Management Plan 2010-2015,
- b. agrees that the carbon impact is calculated as part of all future Capital Bids,
- c. agrees that the carbon impact is calculated for any works under the Repair and Replacement Budget,
- d. agrees in principle to the creation of a Carbon Investment Fund to be established to locally offset the affects of air and road travel, with a more detailed report to be sent to this Committee in September 2010,
- e. agrees to the appointment of an Elected Member to the North East of Scotland's Climate Change Partnership;
- f. agrees that an Elected Member along with Senior Officers and the CMP Project Leader attend the Carbon Trust's Carbon Management Programme Award to be held in Edinburgh in mid June 2010; and
- g. instructs the Head of Asset Management and Operations to prepare an Annual Progress Report to be presented to Enterprise, Planning and Infrastructure Committee.

3. FINANCIAL IMPLICATIONS

This overall plan has both revenue and capital implications. The targets of which will impact the prioritisation of future and current projects. The planned projects have the potential, as a minimum to save the Council significant funds in energy costs and 27,262 tonnes of Carbon dioxide (CO₂) over the next 5 years. Currently our Finance experts are quantifying these funds and their likely impact on future budgets. Under the Carbon Reduction Commitment (CRC) this could

save the Council a further £113,563 (based on the initial set price of £12 per tonne CO₂). Appendix A gives a breakdown of how the projects will be financed.

The Carbon Management Plan proposes carbon impact is taken into consideration when prioritising current and future capital investments. The introduction of the Carbon Reduction Commitment in April 2010 will allow for a current cost of carbon to be used as one of the measures to gauge the merit of Business Cases. Similarly it is proposed that all works carried out under the Repair and Replacement budget for Council buildings, vehicles and equipment, are evaluated for carbon / energy savings at the planning and evaluation stage. This will ensure the optimum solution is agreed rather than continuing to replace like for like. Such decisions need to be endorsed at a Corporate Management level. The risks of failing to do so could result in the Council paying more as part of the CRC.

As part of Council operations air travel is undertaken regularly. A Carbon Investment Fund similar to the Climate Funds established in Cities across the world would be used to finance small one-off carbon reducing projects within the Council, whilst offsetting the impact of our travel needs. A proposal is contained further within this report.

4. SERVICE & COMMUNITY IMPACT

This Plan supports the environmental and economic priorities within the City's Community Plan, the Council's Administration Policy, 'Vibrant, Dynamic and Forward Looking' which aims to minimise the impact of council activities on the environment including a target of being carbon neutral overall by 2020 and a commitment that all new council developments will be carbon neutral. The Single Outcome Agreement Outcome 14 aims to reduce both the City's carbon and ecological footprint which is one of the highest in the United Kingdom.

Both an Equalities & Human Rights Impact Assessment and Strategic Environmental Screening Assessment have been undertaken. The Strategic Environmental Assessment has only needed to be Pre-Screened. The Equalities Human Rights Impact Assessment show no adverse affects with the potential of providing affordable warmth and reducing inequalities for Council tenants. Both assessments are available to view on request.

5. OTHER IMPLICATIONS

The Climate Change Act (Scotland) 2009 and other European and UK legislation make it a requirement to address climate change and reduce carbon emissions. The Carbon Reduction Commitment and the Energy Performance of Buildings Directive (which includes Energy Performance Certificates) are some of the statutory requirements that place both financial and environmental pressure on the Council to achieve the required targets. The Council as a property owner and employer will need to consider how it deploys its property, equipment and employees in order to meet these targets. The CMP considers these aspects

and other environmental and health matters such as Air Quality in the projects that it proposes.

6. REPORT

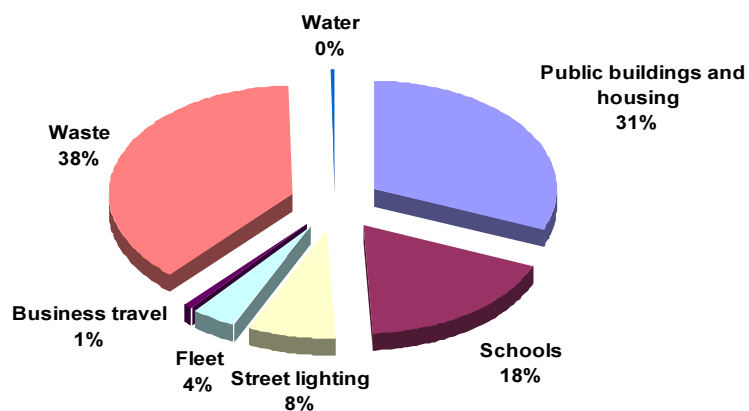
- 6.1 Aberdeen City Council is committed to tackling climate change and was one of the first authorities in the UK to participate in the Local Authority Carbon Management Programme (LACMP) with the Carbon Trust. The work for that Carbon Management Plan 2004-2008 was mainly developed by consultants but the Council achieved a CO₂ reduction of 31% by 2006 surpassing the set target of a 10% reduction by 2010. In order to meet the Council's continued carbon reduction obligations it has been agreed that a new plan is required, which has been aligned to the Council's budget process.
- 6.2 The Council is participating in LACMP for the second time. The work has been undertaken by officers across the Council. The programme provided officers with support and guidance to help them accurately measure carbon emissions and identify opportunities to make carbon emissions savings. This enabled the project group to identify an accurate, up to date picture of the Council's carbon emissions. A Project Leader was selected to lead an 'in-house' project team. This has been internally sponsored and overall leadership has come from the CMP Strategy Group chaired by the Chief Executive.
- 6.3 The result is a detailed Draft Carbon Management Plan (See Attached) which will allow the Council to continually reduce its CO₂ emissions in forthcoming years whilst creating tangible financial benefits. In establishing a Carbon Management programme the Council has set a new target to reduce the Council's CO₂ emissions. Using the financial year 2008/2009 the Council aims to make CO₂ emission reductions of -
- 23% by 2015 and
 - 42% by 2020.
- Thereafter, reduce the Council's CO₂ emissions year on year in line with national legislation. The Council's proposed Carbon Management Plan (CMP) is required to be signed by 31 March 2010.
- 6.4 Both the Scottish and UK Governments want local authorities to display leadership in achieving their Climate Change objectives. The Council's actions must contribute in achieving the goal to reduce CO₂ emissions by 80% by 2050 as set out in both the Climate Change (Scotland) Act 2009 and the UK Climate Change Act 2008.
- 6.5 There are a number of legislative drivers for local authorities such as Energy Performance Certificates (EPC) for buildings. This is a legal requirement where buildings with public access and a total useful floor area of over 1,000m² must display an EPC which shows the building's energy efficiency rating on a scale from A – G. The Carbon Reduction Commitment (CRC) is a mandatory "cap & trade" emissions trading scheme for organisations whose total electricity consumption is greater

than 6,000MWh or approximately £500k. All electricity and fuel emissions are covered except emissions from domestic buildings and street lighting. As of this year, 2010, poorly performing Local Authorities will be penalised depending on their position in a CRC league table.

6.6 The Councils annual CO₂ emissions for 2008-2009 was calculated at 118 530 tonnes. The following emissions sources have been included in the programme scope:

- Council fleet;
- Council housing stock - 59 multi-storey blocks, consisting of approximately 4,500 flats;
- Energy consumption in council buildings including buildings used by arms length organisations such as Sport Aberdeen Ltd, Aberdeen Performing Arts and the 3Rs Public Private Partnership project;
- Information & Communication Technology (ICT);
- Street lighting: including traffic signals and illuminated street signs (electricity);
- Staff business travel;
- Waste (both internal and domestic); and
- Water consumption and disposal.

Figure One shows a breakdown of the Council's carbon emission's baseline. Public Buildings and Housing emit the most carbon dioxide a total of 31%, with Schools emitting 18%. This comes to a total of 49% of total emissions. This is followed by the Council's Waste Management activities which come to a total of 38% of total emissions.



Emission Source	Tonnes CO ₂
Public buildings and housing	36851.75
Schools	21411.62
Street lighting	9131.232

Fleet	4767.184
Business travel	980.635
Waste	45207.79
Water	180.331
Total	118530.5

Figure 1: Carbon emissions broken down by sector

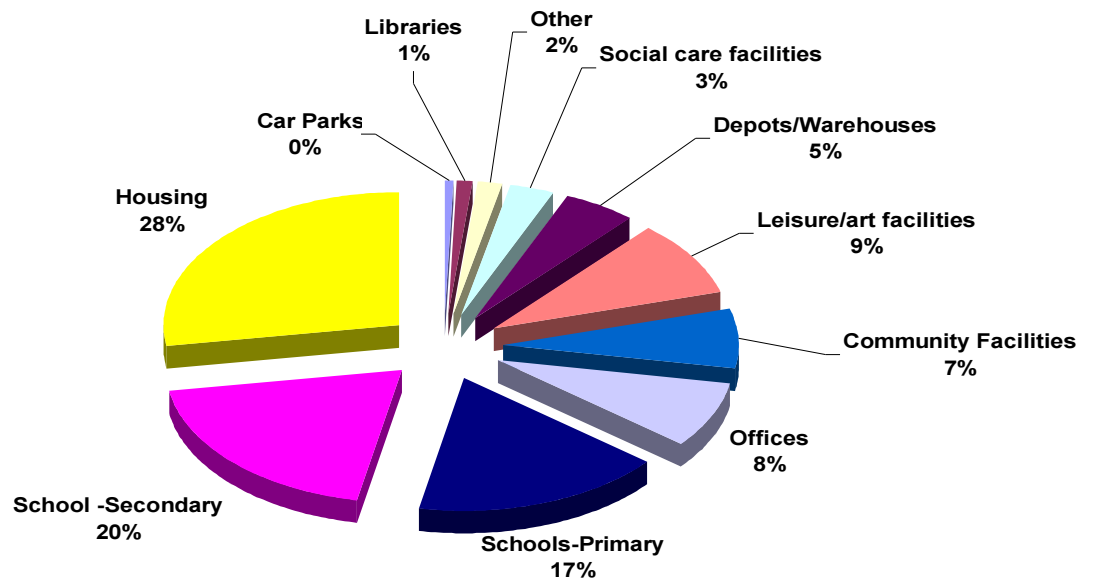


Figure 2: Building Emissions broken down by building type

The emissions from Public Buildings, Housing, and Schools (a total of 49%) can be broken down further. Schools make up 37% of these emissions¹, Housing 28% with remainder of Council buildings making up 35%. This suggests that if Council buildings, Schools and Housing emissions are addressed significant savings and carbon reductions can be made to advance the Scottish Government's and Council's carbon reduction targets.

6.7 Using 2008/09 as the baseline of 118,530.5 tonnes it is possible to calculate the amount of CO₂ produced from Council activities over the next 5 years if the proposed projects are not implemented. The projected CO₂ emissions would rise to 124,462 tonnes CO₂ by 2015. If carbon emission are reduced 23% by 2015, the tonnage would be approximately 91,268.48 tonnes with a potential financial saving of £2 million.

¹ Secondary Schools 20% and Primary Schools 17%

Table 1: Proposed Projects as detailed in the Draft Carbon Management Plan

Project	CO₂ Reduction (tonnes)	% of reduction target
1 Methane capture	3,500.0	12.8
2 Awareness Raising / Training	2,913.2	10.7
3 Building rationalisation	2,665.0	9.8
4 Food waste collections	2,011.0	7.4
5 3Rs Schools Project	1,873.0	6.9
6 Waste recycling centres	1,788.0	6.6
7 Alternative weekly collections	1,247.0	4.6
8 Extension of CHP network	1,040.0	3.8
9 Street lighting replacement	886.2	3.3
10 Duthie Park biomass	698.0	2.6
11 Conversion of 2 oil heated schools to renewables	390.1	1.4
12 Fleet Projects	563.2	2.1
Other Quantified Projects	1945.9	7.1
Target = 27,262.02 tonnes CO₂	21,520.6	79.12

The greatest carbon savings are attributed to waste and building related projects, most of which already exist. It is vital that the existing projects are realised, in order to advance these savings. The building rationalisation project includes moving offices from St Nicholas House and Summerhill to Marischal College. This calculation omits any additional energy efficiency initiatives that may be undertaken with the construction.

- 6.8 This Council has made efforts to ensure carbon is reduced in its projects, developments and as part of its activities. This is demonstrated through projects such as the 3Rs, Sustainable Procurement, Combined Heat and Power Plants, Marischal College and many other initiatives. The Carbon Management Plan includes many of the Council's current projects and has quantified the value of these and proposed projects in terms of financial and carbon savings. The Council will have to consider if it will make up the carbon shortfall from focussing on additional building and waste projects where the biggest impacts can be made. The Council has a raft of Environmental Policies, Partnerships, and Commitments that enable these projects but this Plan articulates the detailed actions, risks and rewards.
- 6.9 As part of this task it has been noted that there is often a call to offset carbon emissions associated with the Council's air travel. Municipalities and Cities like The Hague have set up their own off setting funds which are used to contribute to local projects. It is suggested that as a way to encourage alternatives to road and air travel, the Council may consider a 10% surcharge contribution towards an Aberdeen City Council Carbon Investment Fund. These funds can be used to finance small carbon saving initiatives across the Council. If the initiative was agreeable, officers could work up a more detailed proposal to be presented to this Committee in September 2010.

- 6.10 This Council has made a variety of Commitments aimed to reduce carbon and address Global Climate Change (See Appendix B). On 21 May 2008 the Council agreed to become a member of the North East Scotland Climate Change Partnership (See Appendix B) and appointed an appropriate Councillor to represent Council interests in this group with officer support. The Partnership's purpose is to work together to address the implications of climate change in the North East. This is achieved through joint working with the potential to share strategies such as Climate Change Adaptation.
- 6.11 Membership consists of a range of public and large private sector organisations such as the two Universities, Aberdeenshire Council, the Chamber of Commerce, the Forestry Commission, NHS Grampian, the Fire Service and the Police. As a result of the Council's structural changes the appointed member no-longer holds the Climate Change remit. It benefits the Council having Elected Member representation in this partnership.
- 6.12 Active participation as a Partnership member supports the Council's Commitment to addressing climate change and carbon management. In particular fellow participants in the 2010 Carbon Management Programme and previous programmes are also members of the Partnership. This allows for joint learning and collaboration in Carbon Management and addressing Climate Change. Jointly beneficial research and initiatives can be and have been undertaken.
- 6.13 The Partnership appoints a new Chairperson annually. Currently the Chair and Secretariat are held by Aberdeenshire Council. Should at some point Aberdeen City Council wish to consider taking up the Chair, there is currently adequate secretariat support to support this within current budgets.
- 6.14 The Carbon Trust will celebrate along with participants on the 2010 Alumni, to which this Council is one, the completion of the Carbon Management Programme with a special award in Edinburgh in mid June 2010. This is a high-profile event and it would be appropriate for Project Leader, Project Support, Project Sponsor and an Elected Member to attend.

7. REPORT AUTHOR DETAILS

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8. BACKGROUND PAPERS

- **Appendix A:** Breakdown of Funding Sources
- **Appendix B:** Aberdeen City Council Climate Change Commitments
- Equalities Human Rights Impact Assessment Aberdeen City Council CMP 2010-2015
- Strategic Environmental Assessment Screening Report – Aberdeen City Council CMP 2010-2015

Aberdeen City Council Carbon Management Programme

Carbon Management Plan (CMP)
2010 - 2015



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- Figure 2:** Aberdeen City Council 2008/09 CO₂ emissions from buildings, categorised by building type
- Figure 3:** Financial comparison of Business as usual (BAU) and Target.
- Figure 4:** Carbon Emissions comparison of Business as usual (BAU) and Target.
- Figure 5:** Projected achievement towards target over time
- Figure 6:** Carbon Management Governance Structure (2009)
- Figure 7:** Example spend to save scheme showing expected expenditure, savings and cash flow.
-
- Table 1:** Carbon Reduction Projects
- Table 2:** Project financing

Foreword from Sue Bruce, Chief Executive

Aberdeen City Council has a strong track record of tackling carbon emissions. The council was one of the first to sign up in 2004 to the Carbon Trust Local Authority Carbon Management Programme (LACMP), which aims to reduce emissions from our buildings, vehicles, street lighting and landfill sites.

We committed ourselves at that time to a carbon reduction target of 10% by 2010, and a further 15% by 2015. We surpassed that four years ago in 2006, when we achieved a 31% CO₂ reduction. We now want to build on our impressive achievements so far and strive even harder to do all we can to combat climate change.

Last year the council signed up to the LACMP programme again, setting an ambitious target of further cuts of 23% by 2015 and 42% by 2020.

A lot of good work has already been carried out in Aberdeen including:

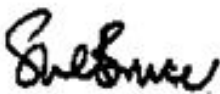
- the installation and expansion of combined heat and power plants with several multi-storey blocks and eight public buildings linked into the schemes;
- signing a contract to ensure all our electricity comes from renewable sources;
- cutting the number of ICT servers from 82 to 39;
- the delivery of new schools through the 3Rs public-private partnership project, replacing inefficient oil-heated buildings.

A great deal more work will be carried out as detailed in this Carbon Management Plan to further shrink Aberdeen City Council's carbon footprint.

Cutting carbon emissions often has the added benefit of also cutting costs, something every UK council is striving to do.

Aberdeen City Council has already this year been officially certified with the Carbon Trust Standard in recognition of its efforts to combat climate change. We are spearheading Scotland's climate change efforts by taking direct and targeted action ourselves rather than paying others to off-set our emissions.

I look forward to seeing the hard work continue and I am confident that Aberdeen City Council will continue to lead the way in tackling carbon emissions and meet or even surpass the ambitious targets we have set.



Sue Bruce
Chief Executive, Aberdeen City Council

Foreword from the Carbon Trust

Cutting carbon emissions as part of the fight against climate change should be a key priority for local authorities - it's all about getting your own house in order and leading by example. The UK government has identified the public sector as key to delivering carbon reduction across the UK inline with its Kyoto commitments and the Public Sector Carbon Management programme is designed in response to this. It assists organisations in saving money on energy and putting it to good use in other areas, whilst making a positive contribution to the environment by lowering their carbon emissions.

Aberdeen City Council was selected in 2008, amidst strong competition, to take part in this ambitious programme. Aberdeen City Council partnered with the Carbon Trust on this programme in order to realise vast carbon and cost savings. This Carbon Management Plan commits the organisation to a target of reducing CO₂ by 23% by 2015 and by 42% by 2020 and underpins potential financial savings to the organisation of around £2 million.

There are those that can and those that do. Public sector organisations can contribute significantly to reducing CO₂ emissions. The Carbon Trust is very proud to support Aberdeen City Council in their ongoing implementation of carbon management.



Richard Rugg
Head of Public Sector, Carbon Trust



Executive Summary

Aberdeen City Council was the first local authority in Scotland to develop a Climate Change Policy and Action plan. It was developed in 2002 and since then the Council have demonstrated a continued commitment to tackling climate change. This is the second time the Council has undertaken the Carbon Management Programme and this is timely. The forthcoming Carbon Reduction Commitment (CRC) presents a significant opportunity to drive carbon reduction to the heart of all Council activities.

We are committed to delivering a 23% CO₂ emissions reduction by 2015 (using a 2008/09 baseline). To meet this aspirational target we have developed a range of projects some short term and low cost, others requiring significant capital investment. However, we actively explore external funding opportunities to support the delivery of our projects.

The Carbon Management Plan has the potential to save the Council over **£2 million** and 27,262 tonnes of CO₂ over the next 5 years assuming energy prices remain at the current price.

Under the CRC this could save the Council a further £113,563 (based on the initial set price of £12 per tonne CO₂. This set price is due to increase in the 4th year of the CRC).

At the time of writing approximately 98% of projects have funding allocated to them from both internal and external sources. This equates to over £213 million. However £3.7 million is still required.

The top three projects which will deliver the greatest carbon savings (the “big hitters”) are:

- Methane Capture from Hill of Tramaud Landfill Site;
- A Programme of Staff Awareness Raising and Training; and
- Building Rationalisation – decanting from Summerhill and St Nicholas House and moving to Marischal College.

In total these three projects are expected to save over 9,000 tonnes CO₂ constituting 1/3 of the Council’s total carbon reduction target (23% by 2015).

Introduction

Aberdeen City Council has for some time recognised the importance of tackling climate change. This Council was one of the first authorities in the UK to develop a policy for tackling climate and in 2004 participated in the Local Authority Carbon Management Programme. As a result the Council achieved a CO₂ reduction of 31% by 2006 surpassing the set target of a 10% reduction by 2010.

Since taking part in the programme, the Council has made significant progress in reducing its carbon emissions. This has been achieved by developing and using a sustainable procurement policy, installing docu-centres in offices, purchasing green electricity for buildings and street lighting, purchasing low emission pool vehicles, re-evaluating and downsizing fleet, introducing sustainable buildings standards for Council owned properties and installing renewable technologies in our school estate. One of the main successes has been the development of 3 combined heat and power (CHP) district heating schemes providing low cost, low carbon heating and hot water to 14 multi storey blocks and 8 public buildings. These schemes form the 'backbone' of the Council's Decentralised Energy Programme. Carbon dioxide emissions from these buildings have reduced by 45% and fuel costs to the tenants have been decreased by 50%. There are currently plans to extend the schemes to include further multi storey tower blocks in the area.

As demonstrated, the Council is committed to reducing its carbon footprint therefore in May 2009 signed up to once again undertake the Carbon Management Programme. The programme will set tough carbon reduction targets for the Council over the next 5 years and has the benefit of ensuring the Council concentrate efforts on the areas of biggest financial and CO₂ reduction gains and are fit for the variety of new legislative requirement to address carbon management.

The Carbon Management Plan (CMP) has been developed by the Carbon Management Project Team which is a cross service Officer group within the Council. This document sets out key activities and projects that will enable the Council to reduce carbon emissions and meet our ambitious targets. The CMP is designed to be a working document and it is clear that the baseline and project plan will need to be reviewed and updated on an ongoing basis to ensure continued commitment and emissions reduction.

Carbon Management Strategy

1.1 Context and drivers for Carbon Management

The UK Government has placed an emphasis on local authorities setting a leading example on Climate Change. Action by local authorities will be critical to achieving the Government's climate change objectives, such as the long term goal to reduce CO₂ emissions by 80% by 2050 as set out in the Climate Change (Scotland) Act 2009 and the UK Climate Change Act 2008.

This has created a number of external drivers for local authorities such as:

- **Energy Performance Certificates:** Since 4 January 2009 there is a legal requirement for all public sector buildings where the public has access, with a total useful floor area of over 1,000m², to display an Energy Performance Certificate (EPC) in a prominent place, clearly visible to the public. This shows the building's energy efficiency rating on a scale from A – G, much like the rating system of electrical appliances.
- **Carbon Reduction Commitment:** Is a mandatory "cap & trade" emissions trading scheme for organisations whose total electricity consumption is greater than 6,000MWh or approximately £500k. If an organisation falls within the CRC scheme all electricity and fuel emissions are covered except emissions from domestic buildings and street lighting. From 2010 poorly performing Local Authorities will be financially penalised depending on their position in a CRC league table.
- **Rising Energy Prices:** The Council has experienced an increase of around **45%** in gas prices since 2004. In 2008/09 Aberdeen City Council spent around £9 million on energy (electricity, gas and heating oil) in non-domestic properties and over £2 million in domestic properties. This is only set to rise in future as demand for fossil fuel surpasses supply.

The Council has two key roles to play in carbon management:-

1. As a community leader by raising awareness and encouraging action across communities, and
2. As a major organisation and consumer of resources itself.

The Council is a large employer with approximately 11,000 employees. As a community leader the Council will lead by example, setting the standard for other local organisations to follow. To help achieve this goal Aberdeen City Council has developed several strategic tools which include:

- **Environmental Management Policy** statement endorsed by the Chief Executive which commits to minimise pollution, reduce emissions from our operations; manage waste sustainably and reduce energy consumption;
- **Energy Strategy** (2000) sits within the overarching Environment Strategy and aims to develop an Energy Policy for Aberdeen based on increased energy efficiency whilst addressing the following issues: Climate Change, Sustainable Development, National Policy and Quality service, efficiency and minimum cost;
- **Decentralised Energy Programme** (2008) commits to the installation of a decentralised energy system to all new build Council properties and replacement of heating and hot water systems in existing Council owned buildings as the normal default position as well as adopting an annual target of a 2.5% reduction in fuel purchased on the bulk contracts for properties owned by this Council to apply over the next 10 years;
- **Council Travel Plan** (2006) sits within the Local Transport Strategy and aims to reduce the environmental impacts of Council travel and transport. This includes travel for commuting and business by employees and Councillors, in its service delivery and associated activities;
- **Corporate Property Asset Management Plan (Non-Housing)** (2009) introduced to ensure the Council's property assets deliver what is required for Aberdeen and that use and management of assets is aligned to strategic objectives and priorities;
- **Sustainable Building Standards for Council Owned Buildings** (2008) introduced to ensure any new builds or major refurbishment carried out by the Council meet sustainable building criteria;
- **Sustainable Procurement Policy and Guidelines** (2002) designed to address the full range of concerns relating to the socio-economic and environmental impacts of goods and services purchased by the Council (update underway);
- **Sustainable Printing Policy** (2006) developed to ensure best printing practice in the council, to reduce paper consumption, save energy, maximise the use of multifunction document centres, reduce the number of printers in office areas and minimise spend on printers, printer maintenance and consumables (due for update 2009).

1.2 Our low carbon vision

The Council's current Administration Policy Statement 2007-2011, "Vibrant, Dynamic and Forward Looking" aims to minimise the impact of council activities on the environment including an aspirational target of being carbon neutral overall by 2020 and a commitment that all new council developments will be carbon neutral. However it is recognised that to achieve this aim within the timescale, significant investment in renewable energy technologies is required.

1.3 Targets and objectives

The main aim of undertaking this project is to identify an accurate, up to date picture of the Council's carbon emissions and from that develop a detailed Action Plan which will allow the Council to continually reduce its CO₂ emissions in forthcoming years.

In establishing a Carbon Management programme the Council has set the following targets and objectives:

- To reduce Aberdeen City Council's CO₂ emissions by 23% by 2015 and by 42% by 2020, using the financial year 2008/2009 as a baseline. Thereafter, reduce the Council's CO₂ emissions year on year in line with national legislation;
 - Particularly to achieve a 2% reduction in energy consumption in Council owned public buildings year on year;
- To encourage workforce involvement in the identification of opportunities and the implementation of actions;
- To continue to lead by example and encourage our partners and the community to make changes to reduce carbon emissions;
- To embed carbon management into Council procedures and ensure a consistently managed and updated Carbon Management Programme with continued management oversight from the Strategy Group.

We aim to reduce our carbon emissions by 23% (from 2008/09 levels) by 2015

Emissions Baseline and Projections

Aberdeen City Council's CMP will target emissions relative to energy use, waste sent to landfill and business travel, therefore having an accurate baseline is essential to enable stakeholders to set future targets as well as monitor and track progress.

From March to September 2009 work was carried out to establish the Council's carbon footprint 08/09 (an indication of the emissions that can be attributed to Council activities during financial year 08/09).

1.4 Scope

The following emissions sources have been included in the programme scope:

- 1. Council fleet;** all fleet vehicles including pool cars;
- 2. Council housing stock;** It has been decided to include 59 multi-storey blocks, consisting of approximately 4,500 flats into the programme scope. This is because these multi-storey blocks have the worst National Home Energy Rating (NHER) in the Council's housing stock across the City (on average NHER 3-4) therefore making them a priority area for improvement. A total of 14 are already linked into CHP schemes and more are planned to be connected in the near future;
- 3. Energy consumption in council buildings.** This includes: community centres, day centres, libraries, offices, schools, sports facilities, storage facilities, swimming pools, toilets, theatres, youth centres;

It has been decided to include buildings in arms length organisations such as Sport Aberdeen Ltd (29 sports facilities), Aberdeen Performing Arts (which consists of the theatre, music hall, lemon tree and box office) and the 3Rs Public Private Partnership project (delivering seven new primaries, two new secondary schools and one refurbished primary school). This is because although the Council do not have direct control over the carbon emissions of these buildings we do still own the properties, procure the fuel for these properties, and they will be included in the overall calculation of the Council's emissions under the CRC. If these buildings were omitted the baseline would not be fully representative of the Councils total emissions;
- 4. Energy consumption of Information & Communication Technology (ICT);** energy consumption from ICT is not currently monitored separately; however it will be included in the overall building consumption;
- 5. Energy consumption of street lighting;** including traffic signals and illuminated street signs (electricity);
- 6. Staff business travel;** this includes essential car users and staff travel. At present this excludes commuting however we hope to include these figures in future versions;
- 7. Waste (both corporate and domestic);** the emissions from collection will be considered in conjunction with the emissions from treatment and disposal. This is identified as a priority area as waste disposal was not accounted for in our last emission baseline in 2002/2003;
- 8. Water;** consumption and disposal.

It has been decided to include 59 Council owned multi-storey blocks, consisting of approximately 4,500 flats into the programme scope. Excluded from the scope is the rest of the Council Housing stock. This is due to the amount of investment that has already been made in this sector. Over the last 10 years the Council has carried out energy efficiency improvement works on the 23,500 council houses in the City resulting in raising the average NHER (National Home Energy Rating) from 4.2 to 7.1 (as of 2007).

Aberdeen Sports Village has also been excluded from the scope as this is a joint project between University of Aberdeen, Aberdeen City Council and Sport Scotland.

At present internal waste forms part of the commercial waste stream within the council area. Due to the current collection system, internal, domestic and business waste may be collected on the same route making it difficult to identify the volume of internal waste generated by the Council. It is proposed that future baseline years will account for internal waste separately.

Aberdeen City Council intends to revise the scope of the Carbon Emissions Baseline in future years to incorporate other areas of the Council's operations, particularly to account for emissions from staff commuting.

Our annual CO₂ emissions from the above sources for 08/09 was calculated at 118 530 tonnes

1.5 Baseline

The Carbon emissions baseline has been calculated using a modified version of the Carbon Trust's Baseline Tool for Local Authorities using a variety of data sources from within Aberdeen City Council. The results of the baseline are shown in Figure 1. Council buildings are responsible for almost 50% of our total emissions, 18% from our school estate alone. Figure 2 shows building emissions broken down by building type, and again highlights the large contribution from schools, approximately 40%.

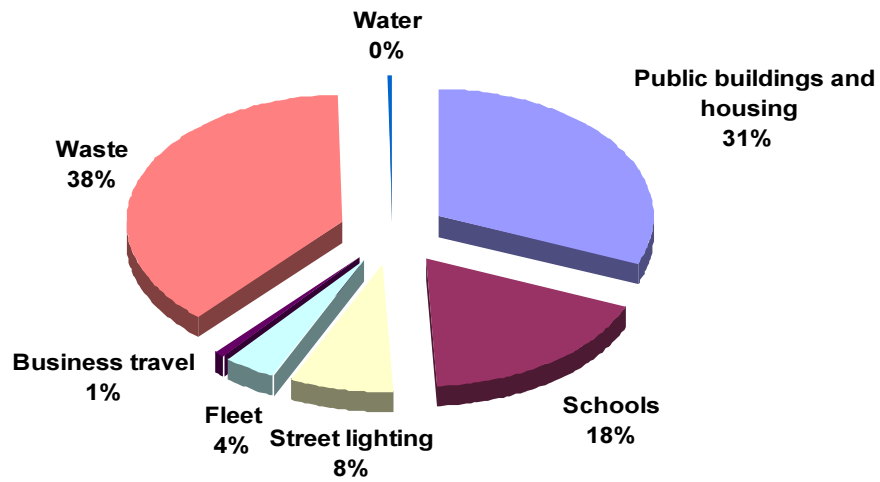


Figure 1: Aberdeen City Council summary of emissions for baseline year (2008/09 financial year)

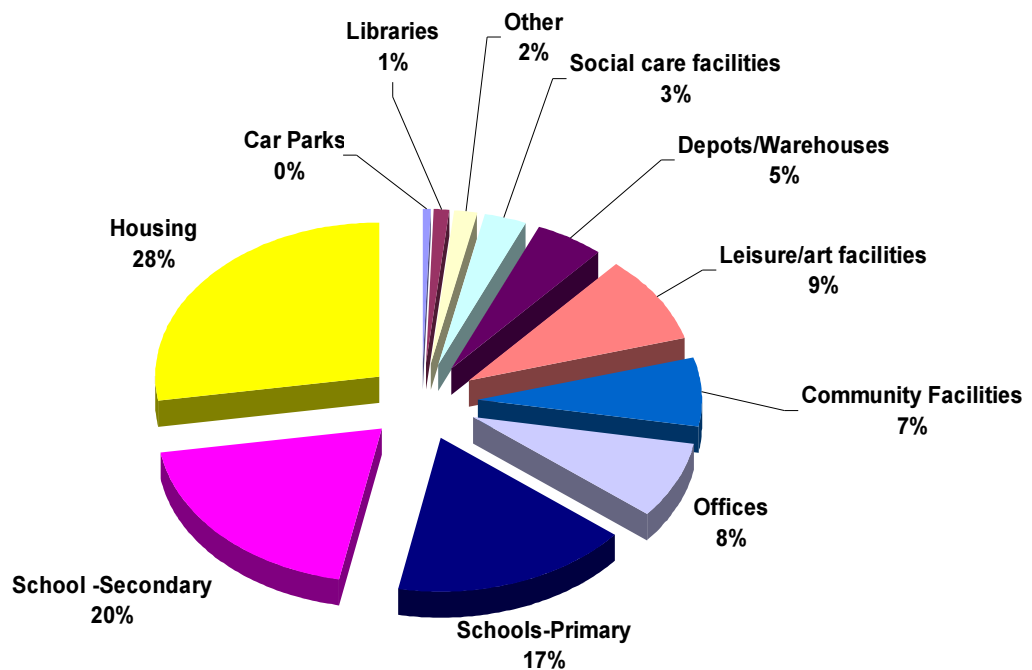


Figure 2: Aberdeen City Council 2008/09 CO₂ emissions from buildings, categorised by building type

1.6 Projections and Value at Stake

Using 2008/09 as the baseline year it is possible to calculate the rising energy and fuel costs over the next 5 years if the Council continues to operate as it currently does. This is known as the Business as Usual (BAU) scenario as shown in Figure 3. However, the blue line shows the financial reduction that can be achieved if the proposed carbon management projects are fully implemented.

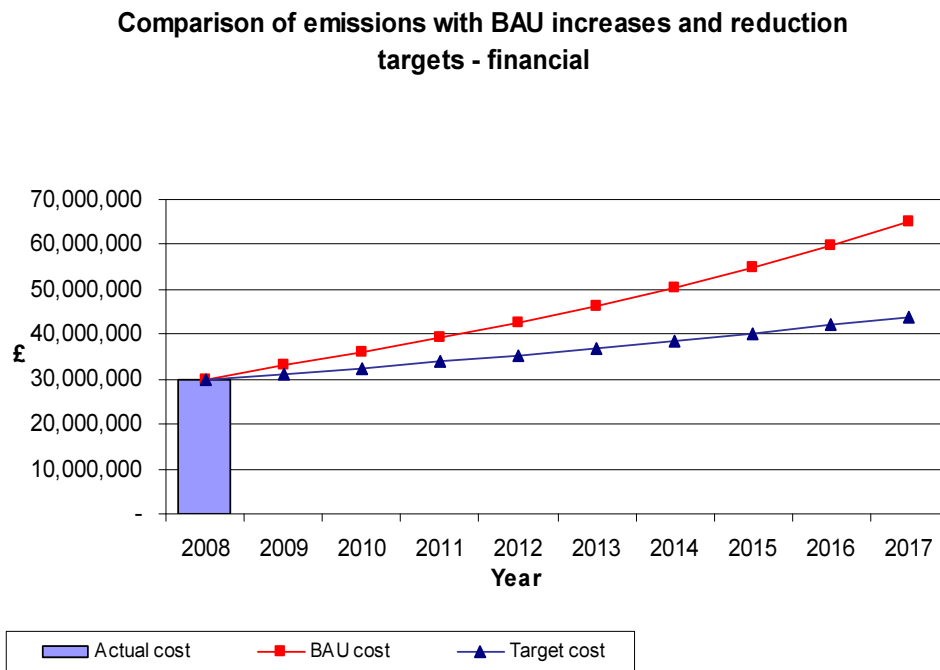


Figure 3: Financial comparison of Business as usual (BAU) and Target.

Additionally, figure 4 shows the amount of CO₂ produced from Council activities over the next 5 years if the proposed projects are not implemented (known as the Business as Usual (BAU) scenario). This scenario has been modelled using the Carbon Trust Baseline Tool and assumes an annual increase of 0.7% (due to the increased use of ICT, air conditioning etc). For Aberdeen City Council it is projected that CO₂ emissions would rise to 124,462 tonnes CO₂ by 2015. This means by 2015 the Council will be consuming more fuel and energy than at present resulting in more expensive utility bills. The blue line shows a reduced emissions scenario i.e. an estimate of the carbon savings that could be realised if we meet our set target of 23% by 2015.

Comparison of actual emissions with BAU increases and reduction target predicted

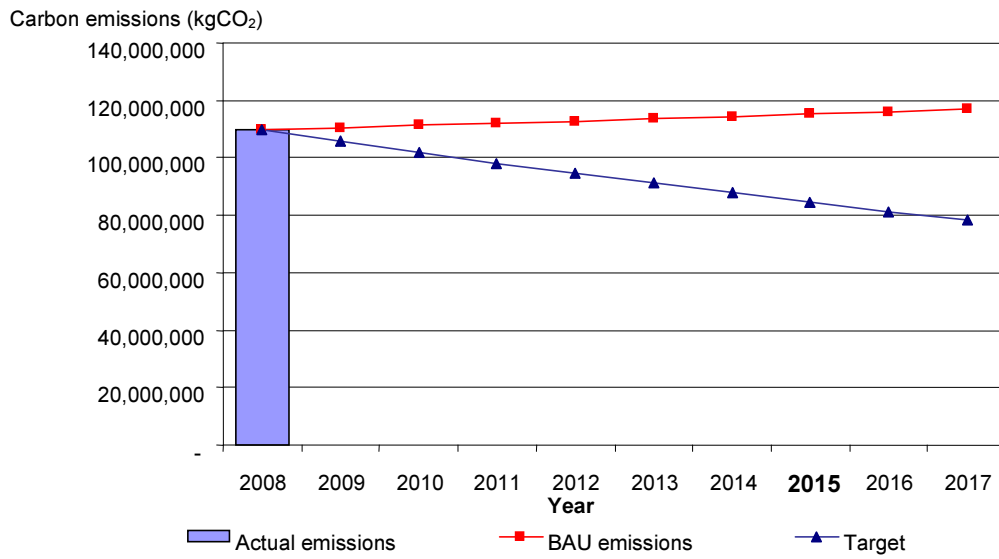


Figure 4: Carbon Emissions comparison of Business as usual (BAU) and Target.

Carbon Management Projects

A list of carbon reduction projects has been developed through workshops and meetings with key Officers from across the Council. The projects in Table 1 are listed in descending order with the projects which will deliver the greatest carbon savings (the “big hitters”) listed first. The table illustrates the amount of CO₂ that will be saved as a result of implementing the project and how it contributes to the overall reduction target. All projects are quantified in more detail in Appendix B.

1.7 Projects Identified and Quantified

Table 1: Carbon reduction projects

	Project	CO ₂ Reduction (tonnes)	% of reduction target
1	Methane capture	3,500.0	12.8
2	Awareness Raising / Training	2,913.2	10.7
3	Building rationalisation	2,665.0	9.8
4	Food waste collections	2,011.0	7.4
5	3Rs Schools Project	1,873.0	6.9
6	Waste recycling centres	1,788.0	6.6
7	Alternative weekly collections	1,247.0	4.6
8	Extension of CHP network	1,040.0	3.8
9	Street lighting replacement	886.2	3.3
10	Duthie Park biomass	698.0	2.6
11	Fleet Projects	563.2	2.1
12	Conversion to renewables in 2 oil heated schools	390.1	1.4
13	Multi-occupancy paper recycling	378.0	1.4
14	PC Power Management	369.0	1.4
15	WEEE	320.0	1.2
16	CHP Gasification of Biomass	211.2	0.8
17	Office Recycling	206.5	0.8
18	Virtual Desktop Technology	197.7	0.7
19	Business Travel Projects	98.0	0.4
20	Pipe work insulation	97.4	0.36
21	Skene Square School-renewables	40.4	0.007
22	Catherine Street Community Centre-renewables	11.7	0.040
23	Urinal Controls	9.5	0.030
24	Marischal College-biomass	4.8	0.020
25	Tap and Flow controllers	1.0	0.004
26	Water Pond Treatment	0.7	0.003
	TOTAL	21,520.6	79.12%

If all projects listed above realise the savings quoted then we will achieve an 18% reduction on our baseline year.

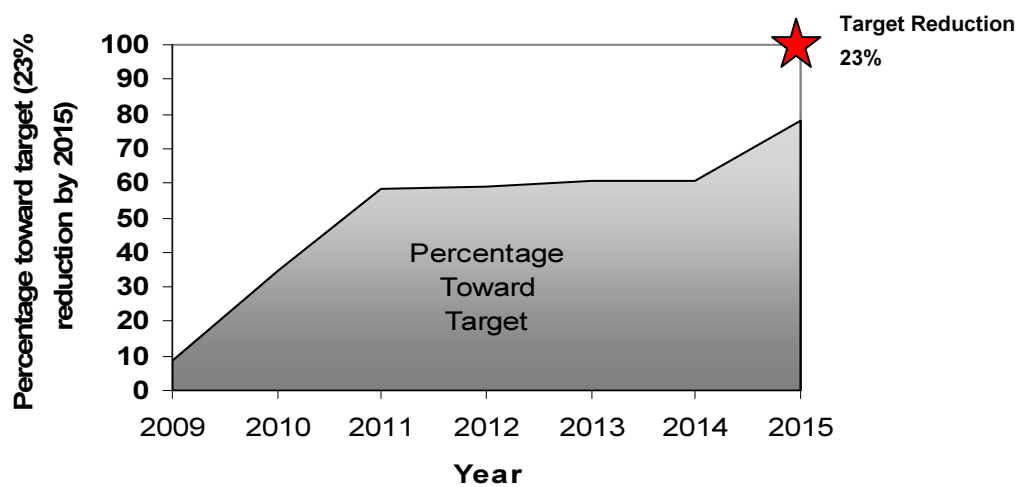
This equates to 21,521 tonnes of CO₂

1.8 Projected achievement towards target

From the projects listed in Table 1 above, it is clear that our aspirational target of 23% is achievable despite targeting most of the “low hanging fruit” during our previous undertaking of the programme.

Although, at present the proposed projects do not meet our full target of 23%, this Plan is a working document and is to be reviewed and updated on an annual basis. Therefore it is expected that further projects will be included over the lifetime of the Plan. Some of which are detailed in Appendix D.

Figure 4 below charts the projected carbon savings which will be delivered as each project is completed over time. At present the proposed projects meet 79% of the overall target by 2015.



Project Completion Year	2009	2010	2011	2012	2013	2014	2015	Target
Percentage Toward Target	9%	35%	58%	59%	61%	61%	79%	100%
Running Total of Completed Projects	3	13	22	23	24	24	26	

Figure 5: Projected achievement towards target over time

Carbon Management Plan Financing

The potential financial benefits to be gained by the Council from undertaking the Carbon Management Programme for the second time are significant.

The projects listed represent potential savings of over £2 million over the next 5 years.

At the time of writing around 98% of the financial requirement to implement these projects had been identified from a range of internal and external sources.

Table 2 below summarises the funding sources allocated to finance the proposed carbon management projects and highlights the amount of funding still required.

Table 2: Project financing

Funding Sources	£	Project
Housing Capital 2010/11 & 11/12	£4,400,000	Extension of Combined Heat & Power
Total	£4,400,000	
Non Housing Capital 2010/11	£125,000	Duthie Park Biomass
	£75,448	Street Lighting Replacement - Phase 1
Total	£200,448	
Central Energy Efficiency Fund	£171,300	Duthie Park Biomass
	£26,000	Skene Square School - Renewables
	£12,000	Catherine Street Community Centre - Renewables
	£15,690	Pipe work insulation
Total	£224,990	
Repair and Replacement Fund	£60,000	Skene Square School - Renewables
Total	£60,000	
Corporate Investment Fund / Spend to Save	£50,000	Water Saving Measures
	£310	Town House Ponds - Energy Management Unit
	£19,000	PC Power Management
Total	£69,310	
Previously Allocated	£64,000,000	Building Rationalisation - Non Housing Capital
	£2,413,000	Virtual desktops - Non Housing Capital 09/10
	£250,000	Multi-occupancy Paper Recycling - Non Housing Capital 08/09
	£241,340	Food Waste - 08/09 Non Housing Capital
	£40,000	Alternate Weekly - 08/09 Non Housing Capital
	£3,000	Awareness Raising and Training – Home Energy Conservation Act budget
	£1,120	Awareness Raising and Training - Sustainable Development Budget
	£1,600	Business Travel Projects - Pool Bicycles-Travel Budget
Total	£66,950,060	

External Grants & Funding	£1,000,000	Extension of CHP - Community Energy Saving Programme Grant
	£270,000	Marischal College Biomass - EU Interreg IVB Funding
	£126,700	Duthie Park biomass - Community And Renewable Energy Scheme Grant
	£14,246	Skene Square School - Renewables - Low Carbon Building Programme Grant
	£4,000	Catherine Street Community Centre - Renewables – Community And Renewable Energy Scheme Grant
	£70,278	Fleet Projects - Diesel Particulate Filters - Scottish Government Emission Reduction Grant
Total	£1,485,224	
PPP/PFI	£120,000,000	3Rs New Schools Project
Total	£120,000,000	
To be found	£3,500,000	Gasification of Combined Heat & Power
	£156,392	Fleet Projects - Diesel Particulate Filters
	£40,868	Street Lighting Replacement - Phase 2
	£25,000	Business Travel Projects - Bus fare cards
	£2,000	Fleet Projects - Smarter driver training
Total	£3,724,260	

1.9 Financial costs and sources of funding

There are a number of finance mechanisms (both internal and external) available to fund activities that will lead to reductions in CO₂ emissions. These include:

Internal

- **Housing Capital Programme:** capital bids are submitted annually with a detailed analysis including payback period (5 years). Funding of £2.2million per year for 10/11 and 11/12 is included in the Housing Capital Programme for extension of the Seaton CHP network.
- **Non-Housing Capital Programme:** capital bids are submitted annually with a detailed analysis including payback period (5 years). Through the Carbon Management Programme next year's Capital Bids are currently being worked up totalling over £200,000.
- **Spend to Save:** a mechanism which involves ring fencing and reinvestment of savings. Project bids can be submitted and approved at any time during the financial year;
- **Corporate Investment Fund:** For 08/09 approx £50,000 was secured to carry out water saving works;
- **Central Energy Efficiency Fund (CEEF):** in recent years CEEF has not been utilised to its full potential however a programme of projects has now been identified which will utilise the full fund, approx £530,000.

External

Grants and external funding are regularly utilised with monies received during 08/09 from such sources as the Carbon Trust, Low Carbon Building Programme, Scheme and Lottery Funding. At present it has been identified that grant funding amounting to over £1,200,000 will be applied for in 2010 from such sources as the Scottish Biomass Support Scheme, Community Energy Saving Programme and Local Authority Vehicle Emissions Reduction Grant. In addition the Council are taking part in several EU funded projects with over €270,000 to spend on various energy efficiency/carbon reduction projects over the next 3 years.

Carbon Investment Fund

Although there are several means of funding the projects proposed, none are specifically dedicated to carbon reduction. With competing Council priorities and decreasing budgets (a trend which is set to continue) often operational requirements are prioritised above carbon management. A resolution to this would be to introduce a fund dedicated to implementing carbon reduction projects.

It is recommended that a rolling loan scheme / small grant scheme (similar to the Central Energy Efficiency Fund which is currently used for a limited number of energy efficiency projects) should be introduced as a means of financing carbon reduction projects. This type of fund provides internal loans or small grants to finance projects within the Council's estate. Financial savings that are made are then returned to the fund, thus making it self-sustaining and driving performance efficiencies throughout the organisation. This would mean that a continuous programme of carbon reduction projects could be planned and financed without relying on such "one off" mechanisms as Capital Bids. This type of fund could enable the roll out of a programme of measures to tackle the schools estate which currently contributes to 18% of the Council's carbon footprint. The Carbon Investment Fund and how it could be financed is explained further in Appendix C.

1.10 Assumptions

For all projects it is assumed:

- Energy prices will increase over time;
- If the cost of fuel continues to increase the payback period for any proposed projects will be reduced;
- All potential projects will have an individual feasibility study carried out ensuring consistency across projects.

Actions to Embed Carbon Management

Aberdeen City Council remains committed to reducing its carbon emissions. The Carbon Management Strategy Group, chaired by the Chief Executive with the support of the Administration's Depute Leader, will take responsibility for ensuring that the Carbon Management Plan is delivered.

The Carbon Management Plan's performance will be regularly monitored, reported and reviewed. Carbon emissions will be added as one of the Corporate Business Plan's Critical Success Factors. The carbon emissions and associated projects will be reported annually by the Housing and Environment Head of Service to the Finance and Resources Committee with interim six monthly reports to the Carbon Management Strategy Group.

1.11 Corporate Interim Business Plan 2010-2013 – embedding CO₂ saving across the Council

The Council's Administrative Policy aims to minimise the Council's environmental impact and this includes an aspirational target of being carbon neutral by 2020. This Policy also commits that all new council developments will be carbon neutral. In order to strengthen these corporate aims and encourage commitment to the Carbon Management Programme it is planned to incorporate the Council's CO₂ reduction target of 23% by 2015 in to the Corporate Business Plan.

The Carbon Management Plan supports the Council's Environment Strategy which aims to promote efficient use of resources as well as Aberdeen's Local Housing Strategy 2006-2011. The Council's Sustainable Building Standards for Council Buildings and Developments 2008 ensure that all Council developments meet sustainable development principles early in the development and design process.

These organisational targets align with the Aberdeen's Community Plan and the carbon reducing targets within Aberdeen's Single Outcome Agreement (SOA). The SOA, in turn demonstrates the City's carbon reducing contribution that will help Scotland meet the carbon reduction targets within the Climate Change Act (Scotland) 2010.

1.12 Policy Alignment – saving CO₂ across Council operations

Aberdeen City Council is currently developing a Responsible Procurement Strategy which updates our Sustainable Procurement Strategy, originally developed as an outcome of our last CMP. This work is being undertaken by the Central Procurement Unit, a joint service with Aberdeenshire Council and aims to be adopted by the end of 2010;

As a result of this programme it is planned to account for carbon impacts within all Capital Bids. This will be used as one of the measures to gauge the merit of Business Cases. The introduction of the Carbon Reduction Commitment in April 2010 will allow for a current cost of carbon to be used;

In addition it is recommended that all works carried out under the Repair and Replacement budget are evaluated for carbon / energy savings at the planning and evaluation stage. This will ensure the optimum solution is agreed rather than continuing to replace like for like.

It is also planned to review business and staff travel. This will involve greater scrutiny of travel applications and encouraging staff to use alternative technologies for example telephone conferencing or video conferencing. A hire car policy will also be introduced to only allow staff to hire fuel efficient vehicles.

1.13 Data Management – measuring the difference, measuring the benefit

Energy consumption data is input into a data monitoring system and extracted by the Energy Management Team on a monthly basis. The Energy Management Team uses this information to measure performance and consider how energy may be reduced through technical or technology improvements. This also assists when the Council considers building improvements and Information Communication Technology (ICT) improvements. The Council also uses its in-house waste management data system to measure waste tonnage collected and converts this into carbon emissions. Fleet emissions' data is also recorded on a fleet management system which records monthly fuel consumption.

In order to actively manage the Council's carbon footprint, emissions will be recorded and updated annually. This data will be used to track progress and inform future project initiation.

1.14 Responsibility – being clear that saving CO₂ is everyone's job

The Carbon Management Plan will be most successful if everyone is involved with the process. In order to ensure that all staff can fully participate, an Awareness Programme is being designed to directly engage with staff. Carbon Management will be a core value that is established as part of all staff induction and reinforced through corporate and service specific training and programmes. We aim to ensure that staff will bring their home energy efficiency good habits to work.

As part of this programme, Environmental Champions will be established across services to ensure that local services meet corporate targets. This is a way to measure the effectiveness of corporate campaigns.

Programme Management of the CM Programme

It is important that the Carbon Management Plan's performance is reviewed regularly to ensure that action is being taken to reduce the Council's own emissions. Therefore the CO₂ emissions will be added to as one of the Corporate Plan's Critical Success Factor which is reported on annually, with interim six monthly reports.

In addition, the baseline and target will be incorporated across all services Key Management and Performance Indicators, within their Balance Score Cards. Reporting will be carried out on a regular basis in line with Committee Cycles.

The Carbon Management governance structure is detailed below:

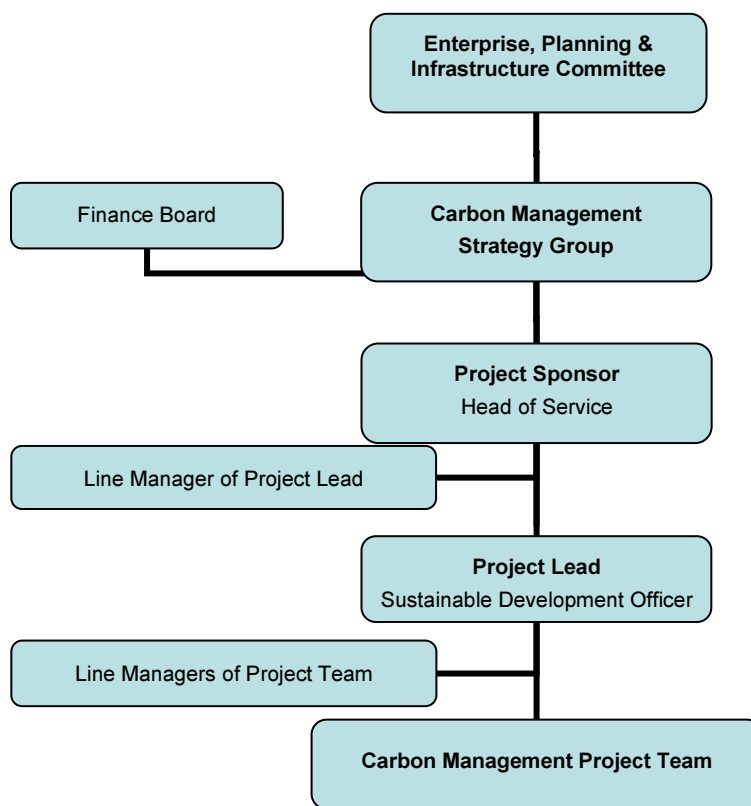


Figure 6: Carbon Management Governance Structure (2009)

1.15 The Strategy Group – strategic ownership and oversight

The Carbon Management Strategy Group will meet every six months to review performance and progress and will approve the development of future Carbon Management projects in advance of the Annual Budget Setting Process. The Group is led by the Chief Executive, with membership from the Council's Depute Leader, the Head of Finance, the Head of Procurement and the Project Sponsor. The Group is accountable for the success, direction and overall management of the project. Group members are expected to undertake a project assurance role and are responsible for the commitment of resources to the project, such as personnel, cash and equipment. They are the key decision makers.

1.16 The Project Team – delivering the projects

The Carbon Management Project Team will meet every two months to ensure that all projects are on schedule. This Group will act as a forum to work collaboratively in order to mitigate risk and remove barriers that may prevent the successful completion of individual projects. The project team is formed from Officers representing a wide range of areas including; energy management, finance, facilities, ICT, lighting, procurement, sustainable development and waste.

The Project Team is responsible for the:

- Execution of the Carbon Management programme and the delivery of projects
- Performance Reporting
- Development of future programme options
- Development of Initial Business Cases
- Annual Progress Review

1.17 Annual Progress Review

The Carbon Management Project Team will produce an Annual Progress Review Report for consideration by the Strategy Group, CMT, and Councillors. The annual review will be published on the Council's internal and external websites. The review will be timed to fit in with the requirement to report annually to the Carbon Trust, at the end of each financial year.

The progress review will measure the costs and benefits from the Carbon Management Programme including any:

- financial savings, either cashable or returned
- CO₂ savings against the target
- less quantifiable benefits, such as influencing the local community

Appendices Index

Appendix A: Carbon Management Matrix – Embedding

Appendix B: Definition of Projects

Appendix C: Carbon Investment Fund

Appendix D: Future Project Ideas

Appendix E: Emission Factors and Data Sources

Appendix A: Carbon Management Matrix - Embedding

	CORPORATE STRATEGY	PROGRAMME MANAGEMENT	RESPONSIBILITY	DATA MANAGEMENT	COMMUNICATION & TRAINING	FINANCE & INVESTMENT	POLICY ALIGNMENT *
BEST 5	<ul style="list-style-type: none"> Top level target allocated across organisation CO₂ reduction targets in Directorate Business Plans 	<ul style="list-style-type: none"> Senior Management Team/Committee/Court review progress against targets on quarterly basis Quarterly diagnostic reports provided to Directorates Progress against target published externally 	<ul style="list-style-type: none"> CM integrated in responsibilities of senior managers CM part of all job descriptions Central CO₂ reduction advice available Green Champions leading local action groups 	<ul style="list-style-type: none"> Quarterly collation of CO₂ emissions for all sources Data externally verified M&T in place for: <ul style="list-style-type: none"> buildings street lighting waste transport 	<ul style="list-style-type: none"> All staff given formalised CO₂ reduction: <ul style="list-style-type: none"> induction and training communications Joint CM communications with key partners Staff awareness tested through surveys 	<ul style="list-style-type: none"> Finance committed for 2+ yrs of Programme External funding being routinely obtained Ring-fenced fund for carbon reduction initiatives 	<ul style="list-style-type: none"> CO₂ friendly operating procedure in place Central team provide advice and review, when requested Barriers to CO₂ reduction routinely considered and removed
4	<ul style="list-style-type: none"> CO₂ reduction commitment in Corporate Strategy Top level targets set for CO₂ reduction Climate Change Strategy reviewed annually 	<ul style="list-style-type: none"> Sponsor reviews progress and removes blockages through regular Programme Boards Progress against targets routinely reported to Senior Mgt Team 	<ul style="list-style-type: none"> CM integrated in to responsibilities of department heads Senior Management Team/Committee/Court regularly updated Staff engaged through Green Champion network 	<ul style="list-style-type: none"> Annual collation of CO₂ emissions for: <ul style="list-style-type: none"> buildings street lighting transport waste Data internally reviewed 	<ul style="list-style-type: none"> All staff given CO₂ reduction: <ul style="list-style-type: none"> induction communications CM matters communicated to external community 	<ul style="list-style-type: none"> Coordinated financing for CO₂ reduction projects via Programme Board Finances committed 1yr ahead Some external financing 	<ul style="list-style-type: none"> Comprehensive review of policies complete Lower level policies reviewed locally Unpopular changes being considered
3	<ul style="list-style-type: none"> CO₂ reduction vision clearly stated and published Climate Change Strategy endorsed by Cabinet and publicised with staff 	<ul style="list-style-type: none"> Core team regularly review CM progress: <ul style="list-style-type: none"> actions profile & targets new opportunities 	<ul style="list-style-type: none"> An individual provides full time focus for CO₂ reduction and coordination across the organisation Senior Sponsor actively engaged 	<ul style="list-style-type: none"> Collation of CO₂ emissions for limited scope i.e. buildings only 	<ul style="list-style-type: none"> Environmental / energy group(s) given ad hoc: <ul style="list-style-type: none"> training communications 	<ul style="list-style-type: none"> A view of the cost of CO₂ reduction is developing, but finance remains ad-hoc Some centralised resource allocated Finance representation on CM Team 	<ul style="list-style-type: none"> All high level and some mid level policies reviewed, irregularly Substantial changes made, showing CO₂ savings
2	<ul style="list-style-type: none"> Draft Climate Change Policy Climate Change references in other strategies 	<ul style="list-style-type: none"> Ad hoc reviews of CM actions progress 	<ul style="list-style-type: none"> CO₂ reduction a part-time responsibility of a few department champions 	<ul style="list-style-type: none"> No CO₂ emissions data compiled Energy data compiled on a regular basis 	<ul style="list-style-type: none"> Regular awareness campaigns Staff given CM information on ad-hoc basis 	<ul style="list-style-type: none"> Ad hoc financing for CO₂ reduction projects 	<ul style="list-style-type: none"> Partial review of key, high level policies Some financial quick wins made
1 Worst	<ul style="list-style-type: none"> No policy No Climate Change reference 	<ul style="list-style-type: none"> No CM monitoring 	<ul style="list-style-type: none"> No recognised CO₂ reduction responsibility 	<ul style="list-style-type: none"> No CO₂ emissions data compiled Estimated billing 	<ul style="list-style-type: none"> No communication or training 	<ul style="list-style-type: none"> No specific funding for CO₂ reduction projects 	<ul style="list-style-type: none"> No alignment of policies for CO₂ reduction

* Major operational policies and procedures, e.g. Capital Projects, Procurement, HR, Business Travel

Appendix B: Definition of Projects

Awareness Raising & Training Projects

Project:	Awareness Raising & Training
Reference:	ACC - 01 - Awareness
Owner (person)	Amy Smith / Alison Leslie
Department	Environmental Sustainability
Description	<p>Launch an overall awareness campaign covering all aspects of carbon reduction. Plan to carry out awareness campaigns at regular intervals to increase effectiveness.</p> <p>This will include:</p> <ul style="list-style-type: none"> A. Establishing a network of environmental champions; B. Establishing an environmental training package for staff to include an online learning module, corporate induction training etc; C. Incorporating environmental competencies into all new job descriptions; D. Raising awareness of teleconferencing facilities and discouraging unnecessary travel; E. Raising awareness and encouraging staff to recycle batteries using containers provided; F. Raising awareness of the WEEE directive; G. Raising awareness of the Council's Vehicle Idling Policy; H. Encouraging staff to cancel junk mail and unwanted publications; I. Provide household energy meters for public and staff to hire; J. Publishing quarterly energy consumption figures and carbon emissions on Council webpage.
Benefits	<ul style="list-style-type: none"> • Financial savings: £46,007 (based on average energy costs) • CO₂ Emissions reduction: 2913.2 tonnes CO₂ • 53.4% of annual target • 10.7% of overall target
Funding	<ul style="list-style-type: none"> • Project Cost: £4,120 • Cost breakdown: <ul style="list-style-type: none"> ○ £1,000 per year (for awareness materials); ○ £120 battery recycling; ○ £3,000 (based on 20 energy meters at £150 per meter) • Source of funding: to be identified
Resources	<ul style="list-style-type: none"> • Staff time and volunteers to undertake Environmental Champions role
Ensuring Success	<ul style="list-style-type: none"> • Key success factors: availability and willingness of staff to undertake role of environmental champion • Principal risks: insufficient staff resource to undertake projects
Measuring Success	<ul style="list-style-type: none"> • Annual update of carbon emissions baseline
Timing	<ul style="list-style-type: none"> ○ start date: April 2010 ○ completion date: Awareness campaign will occur annually
Notes	<p>Emissions reduction calculations based on achieving a 5% annual reduction in building consumption (public buildings, schools, housing) as a result of the awareness campaign and introducing an Environmental Champions network.</p> <p>Financial savings based on energy costs (approx 2/3 gas @ 2.66p/kWh, 1/3 electricity @10p/kWh)</p>

Business Travel Projects

Project:	Review and Reduction of Staff Business Travel
Reference:	ACC - 02 - Business Travel
Owner (person)	Louise Napier / Lyle Smith
Department	Transport Planner / Service Design and Development
Description	<p>A number of initiatives are planned to reduce staff business travel by 10% by 2015 and encourage staff to use sustainable modes of transport whilst at work. However, the majority of these initiatives also encourage sustainable commuting, yet this is not included in the 10% reduction target as accurate figures are not yet known for commuting. These initiatives include:</p> <ul style="list-style-type: none"> A. a review of essential car user status and parking permits; B. a review of car parking provision; C. promotion of teleconferencing / videoconferencing facilities combined with greater scrutiny of travel applications; D. the introduction of targets for managers to reduce staff business mileage; E. provision of travel information in new employee induction packs or corporate induction; F. provision and promotion of bus fare cards for use when travelling to meetings, events and visits within the City; G. expansion of the pool of bicycles to make them available at a wider selection of locations; H. expansion of the Council's fleet of pool cars. It is anticipated that the Council pool car fleet will ultimately form the basis of a city-wide Car Club for Aberdeen; I. implementation of bus and bicycle salary sacrifice schemes; schemes whereby the employee gives up the right to receive part of their pay, while the Council purchases a bicycle or a public transport season ticket for that employee, deducting the cost directly from the employee's salary; J. promotion of Active Travel Initiatives as well as regular awareness campaigns; K. the re-launch of the Council's car share database; L. increasing the number of cycle lockers at Council buildings; M. installation of electric vehicle charging points in selected Council car parks.
Benefits	<ul style="list-style-type: none"> • Financial savings: up to £30,140 • CO₂ Emissions reduction: 98 tonnes CO₂ 1.8 % of annual target 0.36 % of overall target
Funding	<ul style="list-style-type: none"> • Project cost: £26,600 (approx) • Source of funding: green travel budget / other amount to be confirmed
Resources	<ul style="list-style-type: none"> • Awareness raising of initiatives, funding, staff resource
Ensuring Success	<ul style="list-style-type: none"> • Key success factors: availability and willingness of staff • Principal risks: allocating funding, poor uptake of initiatives
Measuring Success	<ul style="list-style-type: none"> • Biannual staff travel survey – this will give an indication of changes in how staff travel to work; • Annual update of carbon emissions baseline.
Timing	<ul style="list-style-type: none"> ○ start date: April 2010 ○ completion date: April 2015
Notes	The 10% reduction target was calculated using total staff business travel figures for 2008/09. Financial savings are based on average costs provided in baseline tool.

Buildings Projects

Project:	Building Rationalisation
Reference:	ACC - 03 - Buildings
Owner (person)	Andrew Sproull / Amy Smith
Department	Marischal College Project Director / Environmental Sustainability
Description	<p>This project proposes the closure of 2 main Council office buildings, St Nicholas House and Summerhill. These will be replaced by Marischal College which is currently being refurbished to a high environmental standard (BREEAM “Excellent” standard) with biomass providing 25% of heat demand.</p> <p>Further buildings for rationalisation may be identified in future.</p>
Benefits	<ul style="list-style-type: none"> • Financial savings: £466,973 (St Nicholas House = £298,704, Summerhill = £168,269) • CO₂ Emissions reduction: 2,664.7 tonnes of CO₂ (1,604 tonnes of CO₂ from St Nicholas House 1,075 tonnes of CO₂ from Summerhill minus 14.3 tonnes of CO₂ from Marischal College) • 48.9 % of annual target • 9.8 % of overall target
Funding	<p>Project cost: to date the capital cost for Marischal College has been estimated at £64 million</p> <p>Funding has been allocated from Council budgets</p>
Resources	<ul style="list-style-type: none"> • External contractors undertaking refurbishment works in Marischal College
Ensuring Success	<ul style="list-style-type: none"> • Principal risks: St Nicholas House and Summerhill remain in use. It is not yet decided what will happen to these buildings on closure i.e. sale, demolition etc.
Measuring Success	<ul style="list-style-type: none"> • Annual update of carbon emissions baseline
Timing	<ul style="list-style-type: none"> ○ start date: 01/12/09 ○ completion date: end 2011
Notes	<p>Financial savings based on energy prices only.</p> <p>Carbon emission reduction based on energy savings as a result of the closure of Summerhill and St Nicholas House. Marischal College carbon emissions based on estimated heat demand only. This figure does not currently include carbon emissions associated with electricity demand therefore does not give a full representation of overall energy demand (thus estimated carbon savings will decrease when electricity accounted for).</p> <p>This figure, and associated carbon emissions will be updated before Committee on 24th March.</p>

Project:	3Rs Schools Project: Reorganise, Renovate, Rebuild
Reference:	ACC - 04 - Buildings
Owner (person)	Colin Hunter, 3Rs Project Manager
Department	Head of Resources Development & Delivery
Description	The 3Rs Project is the first step in the regeneration of Aberdeen City Council's schools estate. The initial phase will see 2 secondary schools replaced, 7 new primary schools built and one refurbished, and the incorporation of two special schools within the new developments. All schools are specified to meet very high standards of sustainability, and are expected to achieve BREAAAM (Building Research Establishment Environment Assessment Method), ratings of 'Excellent' for new schools and 'Very Good' for refurbishments.
Benefits	<ul style="list-style-type: none"> • CO₂ Emissions reduction: 1,873 (estimate) • 34.4 % of annual target • 6.9 % of overall target
Funding	<ul style="list-style-type: none"> • Project cost: £120 million • Source of funding: PFI/PPP
Resources	The 3Rs Project is being implemented through a Public Private Partnership (PPP) using a Non-Profit Distributing Organisation, with support from the Scottish Government.
Ensuring Success	<ul style="list-style-type: none"> • Ensuring new builds meet set standards.
Measuring Success	<ul style="list-style-type: none"> • Annual update of carbon emissions baseline
Timing	<ul style="list-style-type: none"> ○ Construction start date: early 2008 ○ Construction completion date: late 2010
Notes	The 3Rs project has so far saved 216 tonnes from the two completed schools, with a projected saving of 1,873 tonnes by end of 2010 when all schools will be finished.

Project:	Extension of CHP network
Reference:	ACC – 05 - Buildings
Owner (person)	Janice Lyon
Department	Energy Management Unit
Description	Extend the CHP network to include a further 8 multi-storey housing blocks in the Seaton area. Aberdeen Heat & Power will develop and manage this project, subject to the full capital costs being covered.
Benefits	<ul style="list-style-type: none"> • Financial savings: £315, 900 • Payback period: 13.8 years • CO₂ Emissions reduction: 1040 tonnes of CO₂ • 19 % of annual target • 3.8 % of overall target
Funding	<p>Project cost: Approx £4,363,000</p> <p>Community Energy Saving Programme (CESP) grant submitted – hope to be awarded around £1million towards costs</p> <p>Funding of £2.2million per year for 10/11 and 11/12 included in Housing Capital Programme.</p>
Resources	<ul style="list-style-type: none"> • Aberdeen Heat and Power, an arms length company will deliver the project in conjunction with Aberdeen City Council.
Ensuring Success	<ul style="list-style-type: none"> • Key success factors: allocation of funding, co-operation of tenants.
Measuring Success	<ul style="list-style-type: none"> • Annual update of carbon emissions baseline
Timing	<ul style="list-style-type: none"> ○ start date: 01/06/2010 ○ completion date: 31/12/2011
Notes	<p>Financial savings = approximately 50% reduction in heating bills for each occupant taking the new heating. Current heating costs average £18 per week. Potential to link in 675 flats</p> <p>Payback period = Potential savings to occupants of £315,900 per year (£9 per flat per week x 52 weeks x 675 flats). Total cost £4,363,000 divided by £315,900 gives payback period of 13.8 years.</p>

Project:	Duthie Park Winter Gardens – Conversion to Biomass
Reference:	ACC - 06 - Buildings
Owner (person)	Alan Findlay & Janice Lyon
Department	Duthie Park & Energy Management Unit
Description	This project proposes to replace existing oil and gas heating systems at Duthie Park Winter Gardens with a biomass system, and, to include in the biomass fuel supply contract the use of surplus wood from our local parks, with a view to developing a wood fuel production base in Aberdeen, as an income generating project, managed by our Parks Services.
Benefits	<ul style="list-style-type: none"> • Financial savings: £65,090 per annum • Payback period: less than 3 years • CO₂ Emissions reduction: 697.9 tonnes CO₂ per annum • 12.8% of annual target • 2.6% of overall target
Funding	<p>Project cost: £423,000</p> <p>Covered through a combination of:</p> <p>External grant = £126,700</p> <p>Non-Housing Capital programme = £125,000</p> <p>Central Energy Efficiency Fund (CEEF) funding = £171,300</p>
Resources	<ul style="list-style-type: none"> • Apply for grant funding: initial application to the Community and Renewable Energy Scotland (CARES) scheme, and with the fall back position of applying to the Scottish Biomass Support Grant or a Low Carbon Buildings Fund • Tender for the supply and installation of the biomass boiler. The successful company would be responsible for applying for Planning Permission and Building Warrant. • Tender for the supply of woodchip for a three year period.
Ensuring Success	<ul style="list-style-type: none"> • Gaining planning permission and building standards approval • Gaining grant funding, however back up schemes have been identified
Measuring Success	<ul style="list-style-type: none"> • Annual update of carbon emissions baseline
Timing	<ul style="list-style-type: none"> ○ Feasibility study start date: 01/12/09 ○ Committee approval: 23/02/2010 ○ Implementation start date: 24/02/2010 ○ Estimated completion date: 01/02/2011
Notes	

Project:	Replacement of oil heating with renewable in 2 schools
Reference:	ACC- 07 - Buildings
Owner (person)	Janice Lyon / Alison Leslie
Department	Energy Management Unit / Environmental Sustainability Team
Description	A feasibility study will be carried out by The Carbon Trust based on Stoneywood and Dyce Primary schools to investigate the most viable option for conversion of old oil heating to renewables. The findings of this study will be used to identify the most suitable oil heated schools to tackle.
Benefits	<ul style="list-style-type: none"> • Financial savings: to be determined from feasibility study • Payback period: to be determined from feasibility study • CO₂ Emissions reduction: 390.1 tonnes CO₂ • 7.2 % of annual target • 1.4 % of overall target
Funding	<ul style="list-style-type: none"> • Project cost: £250k (indicative cost) • Source of funding: The Carbon Trust will carry out initial feasibility studies at no cost to the Council
Resources	<ul style="list-style-type: none"> • The Carbon Trust will undertake the feasibility study on behalf of the Council.
Ensuring Success	<ul style="list-style-type: none"> • External grant funding will be applied for with the balance of costs coming from CEEF plus a contribution from the non-housing capital programme as a spend to save project. There is a risk of the project not getting spend to save funding.
Measuring Success	<ul style="list-style-type: none"> • Annual update of carbon emissions baseline
Timing	<ul style="list-style-type: none"> ○ Feasibility start date: Jan 2010 ○ Feasibility completion date: March 2010 ○ Completion of works: September 2011
Notes	<p>Carbon calculations are based on oil consumption of both schools being provided by renewable energy sources.</p> <p>Oil Consumption: Dyce = 1,237,172 kWh Stoneywood = 353,127 kWh</p> <p>If only the energy provided by oil was converted to renewables it would result in a carbon saving of 390.1 tonnes CO₂.</p>

Project:	Seaton CHP-Gasification of Biomass
Reference:	ACC - 08 - Buildings
Owner (person)	Janice Lyon
Department	Energy Management Unit
Description	Conversion of Seaton CHP from gas powered to gasification of biomass to provide heating to all existing properties linked to Seaton district heating network, plus generate electricity. Aberdeen Heat & Power will develop and manage this project. Awaiting result of University of East Anglia who are installing same equipment, which is due to be commissioned January 2010.
Benefits	<ul style="list-style-type: none"> • Financial savings: No financial savings would be expected in the short term if Aberdeen Heat & Power has to repay the capital borrowing out of the on-going running costs. The financial benefits would be expected in the longer-term through stable heat prices to the Council at a time when fossil fuel prices are expected to be increasing and volatile • Payback period: Not applicable • CO₂ Emissions reduction: 211.2 tonnes of CO₂ • 3.9 % of annual target • 0.8 % of overall target
Funding	<p>Project cost: Approx £3.5 million required</p> <p>Biomass CHP would generate additional income through either the Renewable Heating Incentive for the heat provided to buildings, or double Renewable Obligation Certificates (ROCS) for the electricity generated. This additional income may enable Aberdeen Heat & Power to borrow a large proportion of the capital costs associated with this project.</p>
Resources	<ul style="list-style-type: none"> • High level of funding required • External specialist engineer for design and conversion work to be appointed by Aberdeen Heat & Power • Reliable biomass supply
Ensuring Success	<ul style="list-style-type: none"> • Funding needs to be identified • Awaiting outcome of pilot project in England
Measuring Success	<ul style="list-style-type: none"> • Annual update of carbon emissions baseline
Timing	<ul style="list-style-type: none"> ○ start date: 01/06/11 ○ Completion date: 01/06/2012
Notes	

Project:	Skene Square School: installation of renewables
Reference:	ACC - 09 - Buildings
Owner (person)	Sandra Jacques Andre, Janice Lyon & Frank Judson
Department	Energy Management Unit & Resources Management
Description	<p>Phase one: to replace old oil burning boiler with dual fuel gas boiler. In addition install solar water heating, which will provide approx 30% of hot water requirement.</p> <p>Phase two: to install a gas supply to the school plus change the burner on one of the boilers from oil to a dual fuel burner so that the heating and balance of the hot water is gas fuelled, rather than oil fuelled.</p>
Benefits	<ul style="list-style-type: none"> • Financial savings: £ 21,669 (£4,699 for solar thermal installation and £16,970 for boiler replacement) • Payback period: 3 years for the solar works; 4 years for the boilers to be replaced • CO₂ Emissions reduction: 40.4 tonnes of CO₂ • 0.7 % of annual target • 0.007 % of total target
Funding	<ul style="list-style-type: none"> • Project cost: approx £100, 000 • Source of funding: Council's Repair & Replacement budget for the boiler= £60,000 Central Energy Efficiency Fund (CEEF) = approx £26,000 Low Carbon Building Programme Phase 2E = £14,246 • Solar panel and boiler costings already worked up and approved • Gas supply costings currently being worked up
Resources	<ul style="list-style-type: none"> • Resources fully identified
Ensuring Success	<ul style="list-style-type: none"> • Gas supply must be installed when School is closed for vacation. This will either be at Easter or in summer.
Measuring Success	<ul style="list-style-type: none"> • Annual update of carbon emissions baseline
Timing	<ul style="list-style-type: none"> ○ start date: 05/2009 ○ installation of solar panel: 11/2009 ○ installation of boiler: 10/2009 ○ installation of gas supply: 01/04/2010 (Easter or summer holidays) ○ completion date: 01/04/2010 (or during summer holidays)
Notes	

Project:	Pipe Work and Boiler Room insulation
Reference:	ACC - 10 - Buildings
Owner (person)	Janice Lyon & Sandra Jacques-Andre
Department	Energy Management Unit
Description	A two year rolling programme of pipe and boiler room insulation in Council buildings. Phase 1: insulation of 3 properties Phase 2: insulation of 15 boiler rooms Phase 3: insulation of further properties (yet to be identified)
Benefits	<ul style="list-style-type: none"> • Financial savings: up to £16,849.13 • Payback period: 1 year (average) • CO₂ Emissions reduction: 97.4 tonnes of CO₂ (Phase 1 – 17.4 tonnes of CO₂ Phase 2 – 80 tonnes of CO₂) • 1.8 % of annual target • 0.36 % of overall target
Funding	<ul style="list-style-type: none"> • Project cost: £15,690 • Source of funding: Central Energy Efficiency Fund (CEEF) • Phase 1: insulation completed by end June 09 • Phase 2: insulation completed by end April 10
Resources	<ul style="list-style-type: none"> • Project will be delivered within current resources
Ensuring Success	<ul style="list-style-type: none"> • Ensure further properties are identified for Phase 3.
Measuring Success	<ul style="list-style-type: none"> • Annual update of carbon emissions baseline
Timing	<ul style="list-style-type: none"> ○ start date: 29/04/2009 ○ installation of phase 1: 05/2009 ○ installation of phase 2: 04/2010 ○ installation of phase 3: tbc ○ completion date: ongoing
Notes	

Project:	Catherine Street Community Centre
Reference:	ACC - 11 - Buildings
Owner (person)	Janice Lyon & Kevin Christie
Department	Energy Management Unit
Description	Installation of an air source heat pump to Catherine Street Community Centre. This will replace an old oil fuelled heating system.
Benefits	<ul style="list-style-type: none"> • Financial savings: £2,590 (approx) • Payback period: 6.2 years • CO₂ Emissions reduction: 11.7 tonnes of CO₂ • 0.2 % of annual target • 0.04 % of overall target
Funding	<ul style="list-style-type: none"> • Project cost: £16,000 • Source of funding: Central Energy Efficiency Fund (CEEF)
Resources	<ul style="list-style-type: none"> • This project will be delivered within current resources • External grant funding will be applied for to offset the capital costs
Ensuring Success	<ul style="list-style-type: none"> • Key success factors: successful appointment of external contractor • Principal risks: technology does not deliver anticipated savings
Measuring Success	<ul style="list-style-type: none"> • Annual update of carbon emissions baseline
Timing	<ul style="list-style-type: none"> ○ Feasibility study start date: 01/12/2009 ○ Estimated completion date: 01/07/2010
Notes	Carbon savings based on use of EPC software and assuming 100% Air Source Heat Pump heating and 0% oil heating.

Project:	Marischal College – Installation of biomass heating system
Reference:	ACC - 12 - Buildings
Owner (person)	Andrew Sproull
Department	Programme Director, Marischal College
Description	Installation of a biomass heating system into Marischal College, the new Council Corporate Headquarters. This building is currently being refurbished to a high environmental standard (BREEAM “Excellent”). The biomass system will provide up to 25% of the heating demand for the building, replacing 2 gas fired boilers.
Benefits	<ul style="list-style-type: none"> • Financial savings: negligible • CO₂ Emissions reduction: 4.78 tonnes of CO₂ (based on predicted heating demand of 25% gas) • 0.09 % of annual target • 0.02 % of overall target
Funding	Project cost: £270,000 approx Funding will be allocated from an EU Interreg IVB funded project, Build with CaRe.
Resources	<ul style="list-style-type: none"> • Secure, local supply of biomass fuel
Ensuring Success	<ul style="list-style-type: none"> • Ensure completion of building construction within Build with CaRe project timescale (by 2011).
Measuring Success	<ul style="list-style-type: none"> • Achievement of BREEAM “Excellent” certification • Annual update of carbon emissions baseline
Timing	<ul style="list-style-type: none"> ○ Feasibility study start date: 01/12/09 ○ completion date: 01/09/2011
Notes	

Fleet Projects

Project:	Undertake a Green Fleet Review
Reference:	ACC - 13 - Fleet
Owner (person)	Nigel Buchan
Department	Fleet Manager
Description	<p>The Energy Saving Trust offer free Green Fleet Reviews to provide tailored fleet management advice to help lower running costs, reduce environmental impact and enhance corporate social responsibility. The Council are eligible to sign up for a free review. As a result of the review it is hoped to implement various fuel saving projects, such as:</p> <p>A. Increase the number of fleet vehicles using biodiesel from 2 to 20. The most polluting HGVs (up to 3.5 tonnes i.e. recycling trucks) will be targeted first;</p> <p>B. Fit up to 20 diesel particulate filters to heavy polluting fleet vehicles;</p> <p>C. Undergo Smarter Driver Training through the Energy Saving Trust.</p>
Benefits	<ul style="list-style-type: none"> • Financial savings: up to £185,085 • CO₂ Emissions reduction: 563.2 tonnes CO₂ • 10.3 % of annual target • 2.1 % of overall target <ul style="list-style-type: none"> ○ <i>Biodiesel:</i> 88.6 tonnes CO₂ ○ <i>Diesel particulate filters:</i> 0.218 tonnes CO₂ ○ <i>Smarter driver training:</i> 474.4 tonnes CO₂
Funding	<ul style="list-style-type: none"> • Project cost: The Green Fleet Review is free; however the recommendations may require funding. The projects already suggested will cost a total of £228,670. This can be broken down as follows: <ul style="list-style-type: none"> ○ <i>Biodiesel:</i> can be implemented within existing resources; ○ <i>Diesel particulate filters:</i> £226,670; ○ <i>Smarter driver training:</i> £2,000; • Source of funding: various sources including Local Authority Vehicle Emissions Reduction Grant Scheme,
Resources	<ul style="list-style-type: none"> • Energy Saving Trust can provide a green fleet review
Ensuring Success	<ul style="list-style-type: none"> • Key success factors: availability and willingness of staff and EST • Principal risks: gaining funding for projects
Measuring Success	<ul style="list-style-type: none"> • Monthly fuel consumption figures • Annual update of carbon emissions baseline
Timing	<ul style="list-style-type: none"> ○ start date: April 2010 ○ completion date: Dec 2011
Notes	

ICT Projects

Project:	PC Power Management Software
Reference:	ACC- 14 - ICT
Owner (person)	Lyle Smith / Sandra Massey (ICT Operations Manager)
Department	Service Design and Development
Description	A version of PC power management software has been trialled on 101 PCs during November 2009. This project proposes to roll out the software to all 4,500 PCs. This will allow power management policies to be applied to all PCs without adversely affecting the user.
Benefits	<ul style="list-style-type: none"> • Financial savings: £67,500 in energy costs • Energy savings: 675,000 kWh • CO₂ Emissions reduction: 369 tonnes of CO₂ • 6.8 % of annual target • 1.4 % of overall target
Funding	<ul style="list-style-type: none"> • Project cost: £19, 000 approx (Initial Licence fee plus fee per PC) • Operational costs: Annual maintenance fee of approx £9 per PC • Source of funding: Spend to Save bid
Resources	<ul style="list-style-type: none"> • Procurement exercise to be undertaken to purchase software
Ensuring Success	<ul style="list-style-type: none"> • Key success factors: successful procurement process and roll out
Measuring Success	<ul style="list-style-type: none"> • Annual update of carbon emissions baseline
Timing	<ul style="list-style-type: none"> ○ Trial period start date: 06/11/2009 ○ Trial period end date: 20/11/2009 ○ Spend to Save submitted to committee: 06/05/2010 ○ Procurement phase: May/June 2010 ○ Implementation date: 01/09/2010
Notes	Calculations are based on the results of the Care Taker Evaluation Report (Jan 2010). Care Taker was the PC software trialled on 101 PCs.

Project:	Virtual Desktop Technology
Reference:	ACC - 15 - ICT
Owner (person)	Lyle Smith / Rhona Atkinson
Department	Service Design and Development
Description	Roll out of “Virtual Desktop” technology to all suitable work stations (1452 within Marischal College alone) within the next 9-12 months. With this technology the desktop is accessed at a central location where all processing is carried out resulting in a reduction in power usage and lower maintenance costs. PCs will be replaced with thin client terminals which have a life cycle of 8 years. Currently a standard PC has a life cycle of 4 years.
Benefits	<ul style="list-style-type: none"> • Financial savings: £ 432,000 (approx) • CO₂ Emissions reduction: 197.7 tonnes of CO₂ • 3.6 % of annual target • 0.7 % of overall target
Funding	<ul style="list-style-type: none"> • Project cost: £2,413,000 • Operational costs: £171,000 • Source of funding: Capital funding obtained Quarter 4 2009
Resources	<ul style="list-style-type: none"> • Additional resource: project management, internal ICT resource backfill.
Ensuring Success	<ul style="list-style-type: none"> • Key success factors: implementing effective change management processes, carrying out adequate testing during proof of concept phase. • Principal risks: lack of change control will impact the stability of the Council’s VDE when it is fully rolled out, older applications may not work in under a VDE scenario, VDE rollout not completed in time for move to Marischal College.
Measuring Success	<ul style="list-style-type: none"> • Annual update of carbon emissions baseline
Timing	<ul style="list-style-type: none"> ○ Tender issued: 02/02/10 ○ Committee approval: 28/01/10 Finance & Resources committee ○ Pilot started: 19/08/10 (200 users) ○ Pilot completed: 13/10/10 ○ Rollout commences: 04/11/10 (160 users per week – total of 4000) ○ Completion date: 24/04/11
Notes	<p>Costs are indicative and based on a draft scope of work issued to potential vendors and based on organisations of similar size, complexity and sector. Carbon Emissions are a conservative estimate with assumptions based on:</p> <ul style="list-style-type: none"> • Reducing PC power usage from 150-20 watts per pc per hour; • PCs being switched on for 7 1/2 hours per day; • 260 working days in a year; • Rolling out to 1452 PCs in Marischal College.

Street Lighting Projects

Project:	Street Lighting - Replacement of lamps to 55w
Reference:	ACC - 16 - Street Lighting
Owner (person)	Brian Strachan
Department	Principal Engineer (Lighting)
Description	<p>Replacement of around 5500 lantern units with 55w electronic control gear lanterns to S3/S4 code. The majority of these units are in residential areas.</p> <p>Phase 1: replacement of 3000 x 125w lantern units (25-30 years old) with 55w units</p> <p>Phase 2: replacement of 2500 x 100w lantern units (15-25 years old) with 55w units</p>
Benefits	<ul style="list-style-type: none"> • Financial savings: £116,316.28 (Phase 1: £75,448.40, Phase 2: £40,867.88) • Payback period: Phase 1 = 6.0 years Phase 2 = 9.2 years • CO₂ Emissions reduction: 886.18 tonnes CO₂ (Phase 1: 504.18 tonnes of CO₂ Phase 2: 382 tonnes CO₂) • 16.3 % of annual target • 3.3 % of overall target
Funding	<ul style="list-style-type: none"> • Total project cost: £825,000 (Remove Old lantern & Install new lantern, inc material) • Operational costs: £107,199.60 per annum, electricity only (Phase 1: £58,472.51, Phase 2: £48,727.09) • Source of funding: to be identified / non housing Capital bid has been submitted for Phase 1. Decision due by February 2010
Resources	<ul style="list-style-type: none"> • In order to carry out this work over one financial year, we would have to put the work out to tender. Local contractors are available to do the work.
Ensuring Success	<ul style="list-style-type: none"> • We are carrying out this type of work through general maintenance but in order to have the desired impact we need an injection of money to do all the work; • Aberdeen City Council has one of the highest average electrical loading per lamp in Scotland and this work will help to reduce this figure; • If not all lanterns are converted to the lower wattage we will continue to have higher emissions.
Measuring Success	<ul style="list-style-type: none"> • We will record the completion of the work on our inventory management system, from which data will be available to show the reduction in energy use. • Annual update of carbon emissions baseline
Timing	<ul style="list-style-type: none"> ○ start date: 01/04/2010 (subject to funding approval) ○ completion date: 31/12/2011
Notes	<p>This project is particularly important when considering the potential impact of the Aberdeen Western Peripheral route (AWPR) on additional street lighting provision. It has been calculated that due to de-trunking of several main roads the Council will be responsible for a further 417.09 tonnes CO₂ when the AWPR is built.</p>

Waste Projects

Project:	Methane Capture from Hill of Tramaud Landfill Site
Reference:	ACC - 17 - Domestic Waste
Owner (person)	Peter Lawrence
Department	Waste Strategy
Description	Aberdeen City Council entered into an agreement with SITA UK Ltd to capture methane gas from the Hill of Tramaud landfill site. The site is expected to produce 1 megawatt of energy over 10 years, saving around 3,500 tonnes of carbon per year. The scheme will start operation in December 2009 but during the year the council (via SITA) have already collected and burnt approximately 1000 m ³ /hr of landfill gas at 40% methane content, reducing the greenhouse gas impact. Electricity produced will go into the national grid.
Benefits	<ul style="list-style-type: none"> • CO₂ Emissions reduction: 3,500 tonnes of CO₂ • 64 % of annual target • 12.8 % of overall target
Funding	<ul style="list-style-type: none"> • Project cost: SITA undertake project costs • Operational costs: SITA undertake any operational work
Resources	<ul style="list-style-type: none"> • SITA are undertaking the work on behalf of the Council
Ensuring Success	<ul style="list-style-type: none"> • Continued agreement with SITA.
Measuring Success	<ul style="list-style-type: none"> • Annual update of carbon emissions baseline
Timing	<ul style="list-style-type: none"> ○ start date: 01/12/2009
Notes	

Project:	Food waste collections
Reference:	ACC - 18 - Domestic Waste
Owner (person)	Angus Sefton
Department	Waste collections and disposal
Description	<p>The introduction of food waste collections to those properties currently served by a garden waste collection. Residents will be offered a kitchen caddy and biodegradable liners which, once full, will be removed from the caddy and placed in the garden waste bin for a co-mingled collection. Garden waste bins are emptied once fortnightly by the Council.</p> <p>Drivers: EU Landfill Directive/Landfill Allowance Scheme (LAS)/Landfill Tax/recycling targets, including Council's target of 40% household waste recycled by 2011</p> <p>Benefits: environmental - associated with diversion of biodegradable waste from landfill (e.g. methane emissions) financial - avoidance of landfill tax and LAS penalties</p>
Benefits	<ul style="list-style-type: none"> • Financial savings: £59K per year from 2010/11 • CO₂ Emissions reduction: 2011 tonnes of CO₂ • 36.9% of annual target • 7.4% of overall target
Funding	<ul style="list-style-type: none"> • Project cost: £241,340 (capital costs) • Operational costs: £173,383 • Source of funding: internal (approved by committee on 9 Oct 2007)
Resources	<ul style="list-style-type: none"> • Additional resource: caddies, liners, communications – funding approved as above
Ensuring Success	<ul style="list-style-type: none"> • Key success factors: Robust communications campaign, completion of building works • Principal risks: delay in the completion of building works at transfer station will result in delay of roll-out, financial situation of council may result in free liners no longer being made available which could decrease use of the service.
Measuring Success	<ul style="list-style-type: none"> • Recycling/composting rates are made available annually through SEPA and the WasteDataFlow • Tonnage data collected every time vehicle goes to unload – data are then used to inform WasteDataFlow returns • Annual update of carbon emissions baseline
Timing	<ul style="list-style-type: none"> ○ Committee approval: 9/10/07 ○ 1st Phase roll out complete: April 2009 ○ 2nd Phase roll out due: December 2009
Notes	

Project:	Introduction of paper recycling to multi-occupancy properties
Reference:	ACC - 19 - Domestic Waste
Owner (person)	Angus Sefton
Department	Waste collection and disposal
Description	<p>Introduction of on-street paper recycling facilities to those areas of the city with on-street or communal general refuse bins which are unsuitable for the kerbside collection service inc. courtyard developments, high rises. Approx 15,000 properties in total.</p> <p>Drivers: EU Landfill Directive/Landfill Allowance Scheme (LAS)/Landfill Tax/recycling targets, including Council's target of 40% household waste recycled by 2011</p> <p>Benefits: environmental - diversion of biodegradable waste from landfill (e.g. methane emissions) financial - avoidance of landfill tax and LAS penalties</p>
Benefits	<ul style="list-style-type: none"> • Financial savings: yr 3 - £16.5K, yr 4 – £20K (continue to increase yr on yr through savings in landfill tax which is subject to escalator) • Payback period: 3 years • CO₂ Emissions reduction: 378 tonnes of CO₂ • 6.9 % of annual target • 1.4 % of overall target
Funding	<ul style="list-style-type: none"> • Project cost: £250K capital cost (approx) • Operational costs: £106K over 4 years (approx) • Source of funding: internal, approved in Feb 2008
Resources	<ul style="list-style-type: none"> • Additional resource: 2 fixed term contract staff required to conduct site surveys, liaise with landlords/factors etc; additional bins; 1 driver and 2 loaders; vehicle to be leased from fleet
Ensuring Success	<ul style="list-style-type: none"> • Key success factors: Suitable location for paper bins must be available, co-operation of landlord/factor/residents, communication with residents. • Principal risks: lack of resources may result in a full, city-wide roll out of this service is not possible; residents/landlords/factors not willing for facilities to be placed on-site
Measuring Success	<ul style="list-style-type: none"> • Annual update of carbon emissions baseline
Timing	<ul style="list-style-type: none"> ○ start date: Trials commenced August 2005, full roll-out approved by committee Feb 2008 ○ completion date (when it will deliver savings): First full year expected to be 2012/13 ○ Service will be replaced with co-mingled collection at an unknown later date
Notes:	

Project:	Alternate Weekly Collections
Reference:	ACC - 20 - Domestic Waste
Owner (person)	Peter Lawrence (strategy) Angus Sefton (operations)
Department	Waste strategy & waste collections and disposal
Description	<p>Move from a weekly collection of general refuse and fortnightly collection of kerbside recycling to an alternate weekly collection system where both general refuse and recycling are collected once a fortnight.</p> <p>Drivers: EU Landfill Directive/Landfill Allowance Scheme (LAS)/Landfill Tax/recycling targets, including Council's target of 40% household waste recycled by 2011</p> <p>Benefits:</p> <p>Environmental - diversion of biodegradable waste from landfill (e.g. methane emissions)</p> <p>Financial - avoidance of landfill tax and LAS penalties</p>
Benefits	<ul style="list-style-type: none"> • Financial savings: estimated £431,000 • CO₂ Emissions reduction: 1247 tonnes CO₂ (based on an estimated 25% increase in tonnage presented at kerbside) • 23% of annual target • 4.6 % of overall target
Funding	<ul style="list-style-type: none"> • Project cost: £40K capital costs • Operational costs: £462K (approx)
Resources	<ul style="list-style-type: none"> • Additional resource: Staffing required for re-routing, communications and awareness, potential for increased traffic through call centre (to be found within existing arrangements) • Also require: educational materials.
Ensuring Success	<ul style="list-style-type: none"> • Key success factors: robust communication campaign, development/implementation of additional bin policy, effective enforcement • Principal risks: increase in kerbside-waste which may increase vermin and litter, if cannot carry out awareness and communication activities then public will be ill-informed and likely to be frustrated – will increase abusive behaviour towards staff and may increase side waste.
Measuring Success	<ul style="list-style-type: none"> • Monitoring of recycling tonnage collected, monitor waste arisings • Returns received from contractor each month – evaluation on-going • Annual update of carbon emissions baseline
Timing	<ul style="list-style-type: none"> ○ start date: project agreed as part of transformation strategy in Feb 2008 ○ Further approval from Policy and Strategy Committee & Resources Management Committee in March 2009 ○ completion date (when it will deliver savings): service to commence March 2010
Notes	

Project:	Waste Recycling Centres
Reference:	ACC – 21 – Domestic Waste
Owner (person)	Peter Lawrence
Department	Waste strategy
Description	Development of two new recycling centres within the city: one to be developed in the west of the city, currently without a recycling centre and one to replace the existing Perwinnes Moss site in the north of the city.
Benefits	<ul style="list-style-type: none"> • Financial savings: £160K in landfill tax savings in 1st Year (approx) • CO₂ Emissions reduction: 1788 tonnes of CO₂ • 32.8 % of annual target • 6.6 % of overall target
Funding	<ul style="list-style-type: none"> • Project cost: as yet unknown • Operational costs, e.g. annual maintenance or running costs: Aberdeen City recycling centres are operated by waste management contractor and therefore operational costs will not impact directly on the council. Variation to the contract may be required and this may include an increase in the contractor fee. • Source of funding: waste management contractor (see above) and internal
Resources	<ul style="list-style-type: none"> • Additional resource: additional staff required to operation new centre in west of city – staffing requirements will be dealt with by contractor
Ensuring Success	<ul style="list-style-type: none"> • Key success factors: Identification of suitable locations for the centres, planning permission, contract variation (if required), publicising the facilities • Principal risks: suitable site(s) cannot be found or resistance from residents prevents development
Measuring Success	<ul style="list-style-type: none"> • Council recycling rate is monitored by SEPA and their resultant reports are available on-line. • Figures regarding tonnages taken in by the centres, comparisons between centres and the city's over al recycling rate are collected on a monthly basis. • Annual update of carbon emissions baseline
Timing	<ul style="list-style-type: none"> ○ start date: search for locations currently underway ○ completion date: once centre(s) are operational (2015)
Notes	<p>Landfill tax is currently £40 per tonne, to increase 1 April annually, until maximum of £72 in 2013.</p> <p>CO₂ emission reduction based on an estimated 3% increase in city recycling rate = 4,000 tonnes waste (approx)</p>

Project:	Waste Electronic and Electrical Equipment (WEEE) collections
Reference:	ACC - 22 - Domestic Waste
Owner (person)	Peter Lawrence
Department	Waste strategy
Description	<p>To implement collections of WEEE from all recycling centres within the city to assist with the implementation of the WEEE directive.</p> <p>Drivers: WEEE Directive/Landfill Tax/recycling targets, including Council's target of 40% household waste recycled by 2011</p> <p>Benefits: Diversion of waste from landfill, therefore avoidance of landfill tax; more sustainable use of resources</p>
Benefits	<ul style="list-style-type: none"> • Financial savings: £40 per tonne (landfill tax, rising by £8 every April until maximum of £72 in 2013) • Payback period: N/A • CO₂ Emissions reduction: 320 tonnes of CO₂ • 5.9 % of annual target • 1.2 % of overall target
Funding	<ul style="list-style-type: none"> • Project cost: Project is a direct result of the WEEE directive which places responsibility for funding of collections and recycling of this material with the producers. Therefore costs all come from compliance schemes and no cost to the council • Operational costs: As above. All costs to be borne by producers of WEEE • Source of funding: external, as above
Resources	<ul style="list-style-type: none"> • Additional resource: Project requires the provision of facilities at the four existing recycling centres within the city. As such, additional containers have been provided and staff are now required to direct people to these additional facilities. All building work and containers for collections are provided with the funding as noted above.
Ensuring Success	
Measuring Success	<ul style="list-style-type: none"> • Annual update of carbon emissions baseline
Timing	<ul style="list-style-type: none"> ○ start date: (regulations came into force in UK in 2007) ○ completion date: all recycling centres accepting WEE on 14/09/2009 – immediate savings on landfill tax
Notes	EU Directive 2002/96/EC on waste electronic and electrical equipment

Project:	Roll out of office recycling islands
Reference:	ACC - 23 - Internal Waste
Owner (person)	Alison Leslie/ Simon Williams
Department	Enterprise, Planning & Infrastructure/Facilities Management
Description	<p>Introduction of Recycling Islands, as per Balgownie One (AECC).</p> <p>Phase 1 – Introduction of a recycling service for cans, plastic bottles etc at council buildings. Recycling facilities to be sited together as recycling islands. Options appraisal for appropriate method for extending the current collection service. Balgownie One – currently has provision for paper, cans, glass and plastic bottles through external provider in contract with the AECC. The remainder of council buildings have general and paper waste collections collected through council contract. This service is currently at capacity.</p> <p>Phase 2 – removal of office desk bins – all waste to be disposed appropriately in recycling islands</p>
Benefits	<ul style="list-style-type: none"> • Financial savings: to be confirmed • CO₂ Emissions reduction: 2065 tonnes CO₂ • 37.9 % of annual target • 7.6 % of overall target
Funding	<ul style="list-style-type: none"> • Project cost: to be confirmed • Source of funding: to be identified
Resources	<ul style="list-style-type: none"> • Staff time to set up recycling service and inform staff on new procedures
Ensuring Success	<ul style="list-style-type: none"> • Staff awareness and engagement in new recycling procedures • Sufficient monitoring of recycling service to ensure it is operating effectively and in general waste collection to determine waste reduction
Measuring Success	<ul style="list-style-type: none"> • Amount collected for recycling • Reduction in waste sent to landfill • Annual update of carbon emissions baseline
Timing	<ul style="list-style-type: none"> ○ 2010 ○ Recycling islands in place by mid 2011
Notes	The emissions reduction figure has been calculated using figures from the trial at Balgownie One, AECC. The figures are based on Office recycling being introduced in the following Office buildings: St Nicholas House, Kirkgate House, Exchequer House, Spring Garden, Town House, Kittybrewster, Crown House and Balgownie One, AECC. However there is scope to roll this out to all Council offices and the schools estate.

Water Projects

Project:	Installing Intelligent Controls for Urinals
Reference:	ACC - 24 - Water
Owner (person)	Sandy Paterson
Department	Energy Management Unit
Description	Significant savings to be gained by installing intelligent controls to urinals in 76 Council owned public buildings. This will reduce water usage and hence reduce water costs. Implementing smart controls is a simple procedure which results in significant financial and water savings with short payback periods. This work will be outsourced to an OGC approved company and as such meets the requirement of achieving Best Value.
Benefits	<ul style="list-style-type: none"> • Financial savings: £47,000 • Payback period: 8 months • CO₂ Emissions reduction: 9.494 tonnes of CO₂ • 0.17 % of annual target • 0.03 % of total target
Funding	<ul style="list-style-type: none"> • Project cost: £22,753 • Operational costs: 2 year guarantee thereafter £60 every 2 years • Source of funding: Corporate Investment Fund 09 (internal) • Decision on funding made in June 09 by Finance Committee
Resources	<ul style="list-style-type: none"> • None
Ensuring Success	<ul style="list-style-type: none"> • Energy Officer Water to monitor progress
Measuring Success	<ul style="list-style-type: none"> • 6 monthly monitoring of water consumption • Annual update of carbon emissions baseline
Timing	<ul style="list-style-type: none"> ○ start date: 01/06/2009 ○ completion date: 01/08/2009
Notes	

Project:	Percussion Taps and Flow Controllers
Reference:	ACC - 25 - Water
Owner (person)	Sandy Paterson
Department	Energy Management Unit
Description	Installation of Dart Valley Percussion Taps and Flow Controllers in Schools. These will reduce pressure and flow at taps and taps will only flow for a set time.
Benefits	<ul style="list-style-type: none"> • Financial savings: £5,000 • Payback period: 1 year • CO₂ Emissions reduction: 1.01 tonnes of CO₂ • 0.02 % of annual target • 0.004 % of total target
Funding	<ul style="list-style-type: none"> • Project cost: £4,500 • Operational costs: controllers have a 2 year guarantee • Source of funding: internal Corporate Investment Fund • Decision on funding by Finance Committee September 2009
Resources	<ul style="list-style-type: none"> • None
Ensuring Success	<ul style="list-style-type: none"> • Energy Officer Water will monitor progress
Measuring Success	<ul style="list-style-type: none"> • Water consumption will be measured 6 months after completion, thereafter monitored on a 6 monthly basis; • Annual update of carbon emissions baseline
Timing	<ul style="list-style-type: none"> ○ start date: 31/10/2009 ○ completion date : 31/04/2010
Notes	

Project:	Management of Town House ponds
Reference:	ACC - 26 - Water
Owner (person)	Sandy Paterson
Department	Energy Management Unit
Description	Currently the two ponds (one outside St Nicholas House and one outside the Town House) are emptied, litter picked and refilled on an almost weekly basis. This project proposes to add a black reflective dye to the water which would give a mirror like surface, blocking the light and any algal growth as well as obscuring any litter. The pond would be cleaned and refilled twice a year to prevent any build up of litter, although any obvious litter could be reached with the extendable litter picker.
Benefits	<ul style="list-style-type: none"> • Financial savings: £ 10,843.49 • Payback period: 2 weeks • CO₂ Emissions reduction: 747 kg of CO₂ • 0.01 % of annual target • 0.003 % of total target
Funding	<ul style="list-style-type: none"> • Project cost: £310 • Operational costs: £1550 • Source of funding: internal funding from Revenue Account • Current costs to empty, clean and refill the 2 ponds on a weekly basis = £12, 195.32. Proposal to empty, clean and refill twice yearly and add in black dye amounts to savings of over £10,000.
Resources	<ul style="list-style-type: none"> • No additional resource required. Extra resource available as person who currently cleans/refills the ponds will only be required for 4 days instead of 25 days. • This project will be delivered within current resources
Ensuring Success	<ul style="list-style-type: none"> • Agreement by Grounds Maintenance Officers to this management technique • Water consumption and associated costs continue to increase
Measuring Success	<ul style="list-style-type: none"> • Monitoring of water consumption at both sites after 3 months • Annual update of carbon emissions baseline
Timing	<ul style="list-style-type: none"> ○ start date: 01/03/2010 ○ completion date: 01/04/2010
Notes	

Appendix C: Carbon Investment Fund.

It is recommended that a rolling loan / small grant scheme (similar to the Central Energy Efficiency Fund which is currently used for certain energy efficiency projects) should be introduced as a means of financing carbon reduction projects. This type of fund provides internal loans to finance carbon saving projects within the Council's estate. Financial savings that are made are then returned to the fund, thus making it self-sustaining and driving performance efficiencies throughout the organisation. To enable the fund to operate effectively, savings will be measured and projects with a short (3-5 years) payback will be funded.

Initially the fund could be financed through individual budget holders paying a small fee on air travel costs to offset their emissions (say 5 -10 % of ticket price). Any offsetting fees will normally be paid to individual airlines or to external off setting companies, instead this fee could be paid directly to the Council and be used to implement carbon reducing projects thus reducing the Council's carbon emissions and energy costs.

The Council would effectively not see any reduction in utility bills over the period of the fund, since the savings from reduced energy consumption would be ring-fenced and retained within the revolving fund. Nevertheless, at the end, the organisation should benefit in three senses:

- Reduced energy bills (and therefore a reduction in energy/fuel expenditure);
- An overall reduction in the Council's carbon emissions;
- In retaining the residual value of the revolving fund at the end of the plan;
- In being able to claim a wide range of stakeholder benefits by demonstrating the achievement of emissions reduction, for example under the Carbon Reduction Commitment, Carbon Trust Standard and Climate Change Declaration.

Figure 5 below illustrates the expenditure, savings and cash flow of an example spend to save scheme, modelled on real energy saving opportunities and real costs, identified in a university during a pilot phase of the carbon management programme. The model shows an initial one-off injection of £75k into the fund at the start of year 1; after year 2 the fund balance remains positive, and supports the annual expenditure of around £100k on energy saving projects.

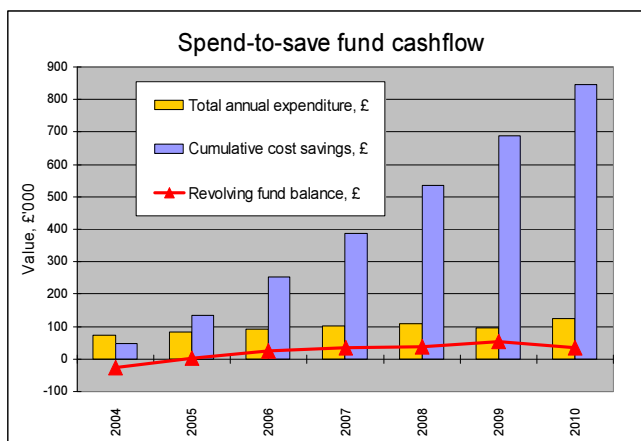


Figure 7: Example spend to save scheme showing expected expenditure, savings and cash flow.

Appendix D: Future Project Ideas

The projects identified in Appendix D are projects that have been suggested by the Carbon Management Project Team however have not yet been included in the Carbon Management Plan due to a lack of accurate data and/or resources being available at the time of writing. It is hoped that the projects listed will be incorporated in to future versions of the Carbon Management Plan and will only then count towards our reduction target.

- **Lighting Tender and Programme of Works:** a tender is being developed for a rolling programme of best practice lighting installation and refurbishment with the necessary work funded through a combination of CEEF and Capital monies;
- **Loft and Cavity Wall Insulation Programme of Works:** a basic loft and cavity wall insulation rolling programme will be implemented in Council owned public buildings throughout 2010, with the necessary work funded through CEEF;
- **Wash Room Best Practice Specification:** develop and implement a best practice specification to be used for any washroom upgrades or refurbishments. This will ensure the most efficient equipment is used and water pressures are correct.
- **Develop and Implement a Furniture Recycling Policy:** develop a Council Furniture Recycling Policy establishing a mechanism for effective and responsible disposal of excess furniture from the council. This will be carried out in conjunction with an ICT equipment audit in order to identify energy intensive equipment as well as identifying redundant equipment.
At present excess furniture is kept in storage and recycled within the council as appropriate. This system is effective and there is limited furniture in these stores but this situation will change with forthcoming building closures.
- **Install Active Directory software to PCs:** This will allow PCs to be remotely monitored and will allow default printer settings (black and white/double sided) to be set to all corporate PCs. A test phase is to be conducted before March 2010 and roll out will be completed by April 2010.
- **Co-mingled waste collection:** development of Materials Recycling Facility and move to co-mingled collections for recycling will allow collection of additional materials from areas with on-street paper bins and potential to add further waste streams;
- **Ground source heat pump under roads:** examples of ground source heat pumps installed under new roads have been demonstrated in other EU countries. This would be an innovative project for Aberdeen which will contribute to the Council's Decentralised Energy Programme;

- **Schools Energy Champion:** introduce an Officer post specifically targeted at reducing energy, water, transport and waste in Schools as our schools estate accounts for 18% of our baseline emissions;
- **Private Household Renovation:** planners to only allow extensions if further work is done on the building to bring it up to current energy standards i.e. insulation levels.

Appendix E: Emission Factors and Data Sources

Emission Type	Emission Factor	CO2 Units	Source
Waste: Black stream domestic landfill	447	Kg CO2e/tonne	Local Authority Carbon Management Programme Briefing note: Calculating Greenhouse Gas emissions from Waste (January 2005) Version 1. Available upon request from Project Manager.
Waste: Black stream domestic recycling	0	Kg CO2e/tonne	Under the Carbon Management Programme any materials recycled are assumed to have zero carbon emissions.
Water consumed (m3)	0.404	Kg CO2/m3	http://www.bre.co.uk/pdf/waternews4.pdf
Fleet: Petrol	2.32	litres	DEFRA 2008 Guidelines Available upon request from Project Manager.
Fleet: Diesel	2.63	litres	DEFRA 2008 Guidelines Available upon request from Project Manager.
Business Travel: Train	0.06	passenger km	DEFRA 2008 Guidelines Available upon request from Project Manager.
Business Travel: Bus	0.11	passenger km	
Business Travel: Air - long haul international	0.12	passenger km	
Business Travel: Air –short haul international	0.11	passenger km	
Business Travel: Air - domestic	0.19	passenger km	
Buildings: Electricity (grid)	0.537	kg CO ₂ /kWh gross	DEFRA 2008 Guidelines Available upon request from Project Manager.
Buildings: Electricity CHP	0.295	kg CO ₂ /kWh gross	DEFRA 2008 Guidelines Available upon request from Project Manager.
Buildings: Heat CHP	0.19	kg CO ₂ /kWh gross	DEFRA 2005 guidelines Available upon request from Project Manager.
Buildings: Burning Oil	0.245	kg CO ₂ /kWh gross	DEFRA 2008 Guidelines Available upon request from Project Manager.
Buildings: Gas	0.185	kg CO ₂ /kWh gross	DEFRA 2008 Guidelines Available upon request from Project Manager.

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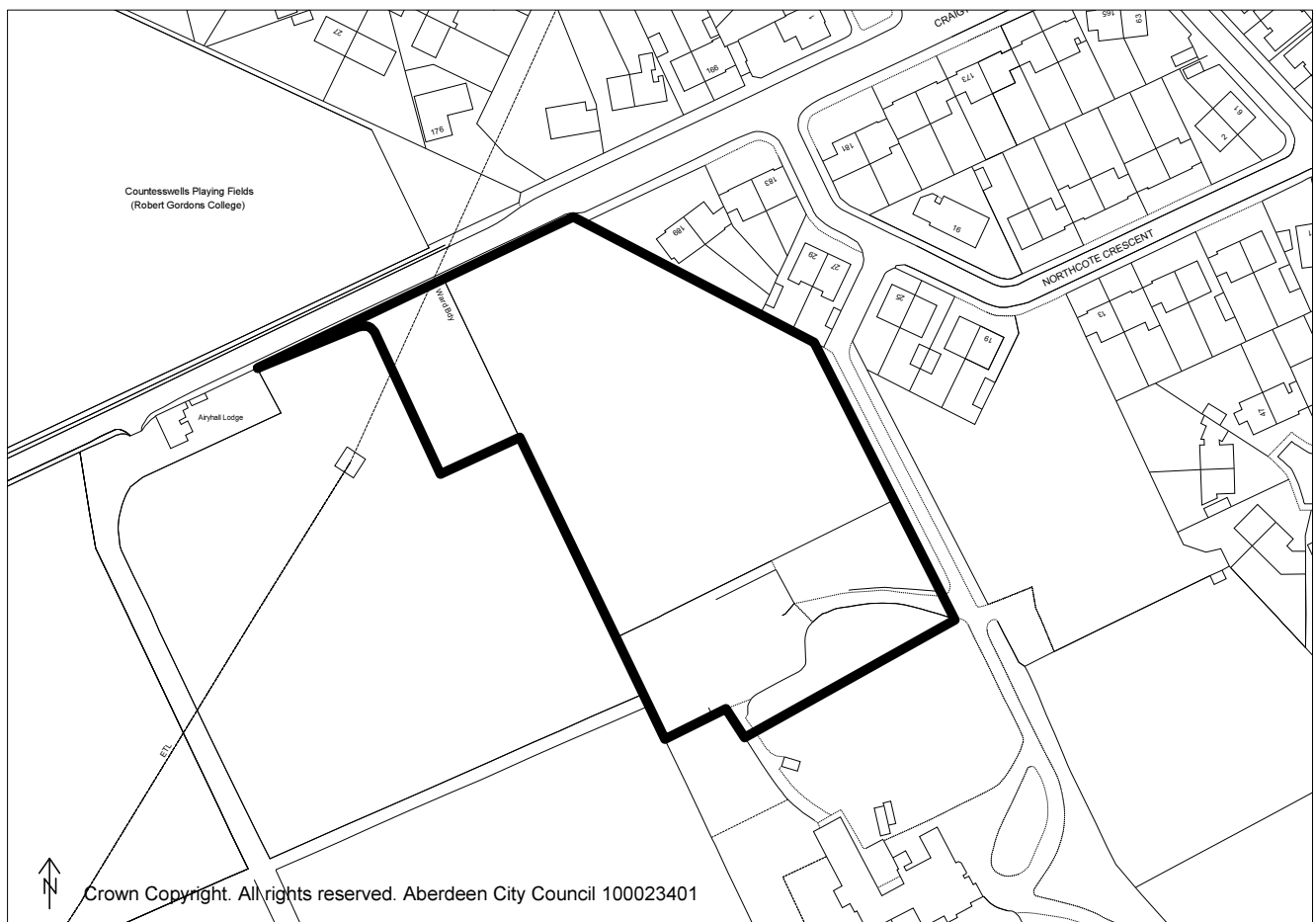
LAND NORTH OF AIRYHALL HOUSE,
CRAIGTON ROAD, ABERDEEN

ERECTION OF 54 BED NURSING HOME

For: Trustees of The Nazareth Care Home

Application Ref. : P090141
Application Date : 03/02/2009
Officer : Garfield Prentice
Ward: Airyhall/Broomhill/Garthdee (S Cassie/J
Wisely/I Yuill)

Advert : Dev. Plan Departure
Advertised on : 11/02/2009
Council Date : 24 March 2010
Community Council : Comments



RECOMMENDATION: Refuse

DESCRIPTION

The site is located in the green belt on the south side of Craigton Road and immediately to the west of the built up part of Airyhall. It is also located in the Lower Deeside/Pitfodels conservation area. The site extends to an area of 1.19 hectares. It is irregular in shape and includes a field and part of the wooded grounds of Airyhall House, which is located immediately to the south. The site is bounded on the east by the gardens of three houses and a narrow lane that leads from Northcote Crescent via Airyhall House to Airyhall Road. To the west is a field. There are a number of trees along the west boundary and part of the east boundary of the site. The southern part of the site is mostly wooded, comprising a variety of tree species including lime, beech, sycamore, scots pine, elm and horse chestnut. The trees range in height from 5 metres to 26 metres high and are protected by virtue of being within a conservation area. Electricity lines cross over the north west corner of the site.

PROPOSAL

Detailed planning permission is sought for the erection of a 54-bedroom nursing home. This is an amended proposal. Following the Pre-Determination Hearing the applicant decided to make a number of changes to the proposal in response to the issues, concerns and objections raised by members of the public at the hearing and in the written representations lodged with the Council. In summary, the original proposal to include 8 constant care residential units alongside the nursing home has been deleted. Some changes have also been made to the size (the removal of the north east wing of the building resulting in a reduction from 58 to 54 bedrooms) and design of the nursing home (introduction of granite on the elevation facing Craigton Road, some minor adjustments to the design and relocation of the garage/store to the south west corner). The design and position of the access road has also been altered. The access road is moved approximately 12 metres to the east.

The proposed nursing home would be 2 storeys high with a pitched roof and would be irregular in shape – three wings of varying length extending out at 45 degree angles from a central core. At the nearest point, the gable of the north west wing would be approximately 9 metres from the re-aligned Craigton Road. The north east corner of the building would be 11 metres off the boundary with the house at 189 Craigton Road. The south east wing would be 4 metres off the trees on the east boundary. The south west wing would extend to within 1 metre of the west boundary. The overall length of the building along the north west – south east and north east – south west axes would be approximately 110 metres and 82 metres respectively. The building would attain a height of 9 metres to the ridge of the roof. The finished floor level of the building would be some 1.5 metres below the level of Craigton Road. The wall of the building facing Craigton Road would be finished mostly in grey granite with white coloured render on the upper section. The other walls would be finished in a mix of Fyfestone Premier Fairfaced blocks, drydash render (grey with pink flush) and Brilliant White K-rend render. The roof would be clad in grey coloured Marley Modern concrete tiles. The nursing home would comprise a total floor area of 4,161sqm, including a garage and workshop. The accommodation would include 54 bedrooms, day rooms, treatment/physio rooms, café, chapel, various staff rooms and ancillary facilities.

It is proposed to form a new vehicular and pedestrian access from Craigton Road. It would be located in the north west corner of the site and would lead to a car park located on the west side of the proposed nursing home. It is proposed to provide 28 car parking spaces. In addition, there would be space for two vehicles in the garage. There would be a slight re-alignment of the south side of Craigton Road across the frontage of the site, which would include a new and widened footway.

The applicant has provided an outline account of the site selection that was carried out. It is stated that numerous sites, both within and outwith the City were considered and assessed, but for several reasons (convenience for patients, staff and visitors, access to public transport, ownership constraints, physical characteristics such the gradient of the site and planning constraints) all sites were deemed not to be suitable or acceptable, except for the application site on Craigton Road. It is also explained that it would not be possible to provide a new facility on the existing Nazareth House site at Claremont Street because the listed building must be retained resulting in insufficient space for a new nursing home. It is also stated that the current facility would have to shut during construction and the applicant does not have the financial resources without the sale of the existing nursing home. The proposed development would be built by a developer who in turn would gain ownership of Nazareth House.

REASON FOR REFERRAL TO COUNCIL

The planning application requires to be determined by the Full Council under new legislation introduced in August 2009 as part of the Scottish Government's modernisation of the planning system. This will be the first planning application that is required to be determined under this new procedure. 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.

When the planning application was lodged with the Council the proposed development was classed as a 'major development' in terms of The Town and Country Planning (Hierarchy of Development) (Scotland) Regulations 2009. Although the amendments to the proposal have resulted in it now falling below the size threshold for major developments, the category of development is crystallised at the point of the lodging the application and thus it must continue to be treated as a major development. The proposal is considered to be significantly contrary to the local development plan by virtue of the development being located on an undeveloped site within the Green Belt wherein Policy 28 'Green Belt' of the Aberdeen Local Plan applies. Under Regulation 27 of The Town and Country Planning (Development Management Procedure) (Scotland) Regulations 2008 there is a requirement to hold a Pre-Determination Hearing where the development is classed as a 'major development' in terms of the new Hierarchy of Developments and is considered to be significantly contrary to the development plan. The need to hold a Hearing was confirmed by the Development Management Sub-Committee on 1st October 2009. The Hearing took place on 20th November 2009. The Hearing affords the applicant and those people who submitted written representations on the proposed development the opportunity to present verbally their arguments/case directly to the Development Management Sub-Committee.

CONSULTATIONS

ROADS SECTION – The parking requirement for the nursing home is 18 spaces with additional parking for staff (1 parking space per resident member of staff). The total number of parking spaces is acceptable. Craigton Road should be widened across the frontage of the development site as this development would increase traffic using the road and would also accommodate any future traffic generation from other developments that might arise. The carriageway should be tapered on the south side from the road narrowing to a width of 6.5 metres at the access and then continue after the access to the existing kerbline. Approval of the junction does not mean that a future road would be acceptable at this location. The slight

widening of Craigton Road would make it easier for the collection of refuse with less obstruction to traffic.

ENVIRONMENTAL HEALTH – There are no objections to the application. Suitable conditions should be attached to the planning permission to control the hours of construction, to secure measures to prevent mud/debris being deposited on the public road during construction works, to require the submission of details of the filtering and extraction system for the kitchen and to require the submission of details for the storage/disposal of refuse.

KEEPER OF ARCHAEOLOGY – A condition should be attached to the planning permission to secure the implementation of a programme of archaeology works on the site.

COMMUNITY COUNCIL – Braeside and Mannofield Community Council objects to the planning application. The Community Council states that the Council should seek legal advice from the Scottish Government and European Courts on compliance with human rights legislation. The proposal would directly affect residents due to the nature of the proposal – 2 storey buildings, tarmac car parks, environmental visual deterioration. Attention is drawn to Policies 27 and 28 of the former structure plan, Policies 28, 29, 33, 34 and 35 of the local plan and the Government circular on green belts. Attention is also drawn to the issue of coalescence resulting from other major developments in the locality.

Concerns are raised regarding the width of and the speed of traffic travelling along Craigton Road. The road is inadequate to cope with the increased volume of traffic. It is considered that the site entrance raises major safety concerns for pedestrians and cyclists. There would be a noise impact from car doors being shut and the starting up of engines. There would be build up of CO2 emissions that would affect residents and wildlife. Craigton Road should be designated as a residential road and treated and assessed to ensure that inappropriate levels of traffic or dangerous vehicle speeds do not occur. The need for 40 car parking spaces is questioned. There should be no car parking provided on the site and all staff should either cycle or use public transport.

There are rights of way crisscrossing the site, but these have not been shown on the drawings submitted with the application. The development would destroy all the wildlife on the site and adjoining fields. The development would cause light pollution and 'sky glow' that would be a major concern to amateur astronomers. There would be noise from various cooking, heating, washing and ventilation systems and from vehicles. The proposed facilities could be accommodated on the Claremont Street/Union Grove site.

REPRESENTATIONS

113 letters of objection have been received, including one from Nanette Milne OBE MSP. The objections raised relate to the following matters.

- The proposal would not conform to the former structure plan (Policies 27 and 28) or local plan (Policies 4, 28, 29, 31, 33, 34 and 35)
- Planning permission for residential use on this and adjacent land was refused (and dismissed at appeal) previously
- The proposal would breach the green belt, contrary to green belt policy
- A brownfield site should be used for the development rather than a site in the green belt
- The loss of green space, which has already been significantly reduced by other developments in the area
- Inappropriate scale of the building which would dominate the area

- Inappropriate design of the building which would be out of keeping with the character of the area
- Inappropriate position of the building on the site vis-à-vis the adjacent residential property
- Overdevelopment of the site
- The proposal would not protect the landscape setting of the area
- Coalescence with Cults
- The site is located within the Pitfodels conservation area
- The resultant increased traffic on the already busy Craigton Road, which cannot cope with more traffic
- Additional traffic on other roads and lanes (used for walking and cycling) in the surrounding area
- Additional noise and pollution caused by the increased traffic
- Road safety concerns regarding the access on Craigton Road
- The use of the narrow lane off Northcote Crescent should be dismissed on safety grounds
- Insufficient on-site car parking
- The development would prevent future improvements (e.g. widening) of Craigton Road
- The adverse impact on wildlife in the area (squirrels, brown hare, common toad, deer, foxes, owls, bats, a variety of birds)
- The tranquil character of the area would be lost
- The loss of amenity for nearby residents (e.g. loss of rural outlook, privacy, noise disturbance, 24 hour operation of the facility)
- Loss of trees
- Light pollution from the building and car park
- Precedent for other development in the area, particularly along Craigton Road, leading to 'ribbon' development along the road and the erosion of the green belt
- The loss of rights of way across the site
- The loss of a recreational facility for residents (e.g. dog walking, cycling, fruit picking, observing nature, escaping to the countryside)
- Disturbance during construction (noise, dust, pollution)

1 letter of support has also been received. The following points are raised -

- The development is a good use on a long neglected site which is used only as a dumping ground
- The development would be located on the urban edge
- A 2 storey building would be in keeping with the surrounding properties
- The residents of the development would not contribute to traffic congestion etc.

Approximately 400 people signed standardised letters of support which were submitted to the Council. However, all of the letters were received several months after the deadline for lodging written representations and thus cannot be taken into account in the consideration and determination of the planning application.

ADDITIONAL ISSUES RAISED AT THE PRE-DETERMINATION HEARING

The applicant

The applicant advised that the Trust is a non-profit making charitable organisation which presently cares for up to sixty frail, elderly people on both a permanent and respite basis and who are admitted on the balance of need alone and the Trust's ability to fulfil that need. It was also advised that the existing building (constructed in 1860) is becoming increasingly difficult to maintain to an appropriate standard, in particular in relation to the requirements of the Care Commission and fire regulations. It was emphasised that the only realistic option for the Trust was a new facility on a new site financed by the sale of Nazareth House. The applicant's architect explained the reasoning for the design and layout of the proposed building, stating also that the ridge height of the building would be no higher than the ridge of the nearest dwelling and that the site coverage would be similar to the house plots in the area. He also stated that the development would be "neighbourhood friendly". The applicant's planning consultant drew attention to the housing requirements set out in the new structure plan (72,000 new homes by 2030) and that the target could be achieved only if the current green belt was not retained. Thus the green belt is untenable even in the short term. It was pointed out that the Council must maintain a 5 year supply of housing land at all times (identified through a housing land audit), which in terms of the former structure plan is 5.6 years supply, but the figure is reduced to 2.7 years supply in terms of the new structure plan. It was argued that quick release of land is required to meet the ambitious growth targets. Attention was drawn to a number of precedents in the Pitfodels area, all of which are in the green belt – housing at Woodlands Hospital, housing at Wellwood House, sheltered housing at Airyhall House, the new International School and the expansion of The Marcliffe at Pitfodels Hotel. The planning consultant also drew attention to the Council's Main Issues Report for the emerging local development plan, in particular to the possibility that the application could be part of a wider area of infill development and that the designation of nearby land as a "Preferred Option Site" for future development effectively recognised that.

Braeside & Mannofield Community Council

In general the objections raised in its written consultation response were reiterated. Attention was also drawn to the allocation in the Main Issues Report of the emerging local development plan, which indicates that the site forms part of a development option area which has been assessed by the Planning Authority as undesirable and that the Reporter at the public local inquiry for the current local plan stated that Craighton Road is unsuitable for further development before the construction of the Aberdeen Western Peripheral Route.

The objectors who spoke at the Hearing

There were no new substantive issues, concerns or objections raised that had not already been highlighted in the written representations.

PLANNING POLICY

National Policy and Guidance

Scottish Planning Policy (SPP) is the statement of Scottish Government policy on land use planning and includes the Scottish Government's core principles for the operation of the planning system and concise subject planning policies. The general policy on sustainable development and the subject policies relating to green belts, transport and open space and

physical activity are relevant material considerations in the assessment and determination of the proposed development.

Aberdeen Local Plan

The policies from the local plan set out below are those considered to be directly relevant to the assessment and determination of the proposed development.

Policy 1 'Design': 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. Factors such as scale, massing, colour, materials, details, the proportions of building elements and landscaping will be considered in assessing this.

Policy 28 'Green Belt': No development will be permitted in the Green Belt for purposes other than those essential for agricultural, forestry, recreation, mineral extraction or restoration or land renewal. All proposals for development in the green belt must be of the highest quality in terms of siting, scale, design and materials. All development in the green belt should have regard to other policies of the local plan in respect of protection of landscape, trees and woodlands, natural heritage and pipelines and control of major accident hazards.

Policy 29 'Green Space Network': This policy applies to the land that is designated on the proposals map as 'Green Space Network'. The network consists of areas of land that have particular value in terms of recreation, public access, wildlife or landscape together with links between such areas. The City Council will protect 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 31 'Landscape Protection': One of the objectives of planning for future development will be to maintain and manage aspects of Aberdeen's unique landscape setting. Development will not be acceptable unless it avoids (a) adversely affecting landscape character and elements which contribute to, or provide, a distinct 'sense of place' which point to being either in or around Aberdeen or a particular part of it; (b) obstructing views of the City's townscape, landmarks and features when seen from publicly accessible vantage points; (c) disturbance, loss or damage to recognised recreation, wildlife or woodland resources or to the physical links between them; and (4) sprawling onto green spaces or buffers between places or communities with individual identities and those which can provide opportunities for countryside activities. All developments shall respect the quality of the local landscape character and contribute towards its maintenance and enhancement in terms of siting, scale, massing, colour, design, density, orientation, materials, planting/landscaping and boundary treatment. They should otherwise be capable of being absorbed within sites without significant adverse impacts upon existing landscape elements, including linear and boundary features or other components which contribute to local amenity and provide opportunities for conserving, restoring or enhancing them.

Policy 33 'Protecting Trees and Woodlands': The City Council will protect and enhance Aberdeen's trees and woodland with the aim of doubling the existing tree cover of the City. There is a presumption against all activities and development that will result in the loss of or damage to established trees and woodlands that have natural heritage value or contribute to the character, biodiversity or amenity of a particular locality.

Policy 35 'Access and Recreation Areas': The City Council will protect and enhance access to the green space within and around Aberdeen through the protection of footpaths, cycle paths

and bridleways. The City Council will designate a Core Path Network and protect it and other informal routes from development. Development around the edge of Aberdeen must ensure that links between rural and urban areas are maintained. New development should not compromise the integrity of existing or potential recreation areas. Where development is proposed, every opportunity should be taken to improve pathway access and links to green space.

Policy 72 'Use of Appropriate Transport Modes': There shall be a presumption against developments that would be likely to increase the proportion of trips made in the City by private car. In assessing likely modal split account must be taken of the quality of linkages of a site to all parts of the City by public transport, cycling and walking and not just of the physical possibility of access to a site by other means than the private car.

EVALUATION

Sections 25 and 37(2) of the Town and Country Planning (Scotland) Act 1997 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. The development plan comprises the Aberdeen City and Shire Structure Plan and the Aberdeen Local Plan. The Scottish Planning Policy (SPP) is a relevant material consideration. Section 64 of the Planning (Listed Buildings and Conservation Areas) (Scotland) Act 1997 places a duty on planning authorities to preserve and enhance the character of conservation areas.

The proposal, when submitted, constituted a 'major development' as defined in The Town and Country Planning (Hierarchy of Developments) (Scotland) Regulations 2009. It is considered that the development represents a significant departure from the development plan due to the scale of the development on this undeveloped green belt site and because the proposal does not fall within one of the categories of appropriate development in the green belt. The application requires to be assessed against the other policies mentioned previously and any other relevant material considerations, including the issues raised in the written representations and at the Pre-Determination Hearing.

Following the Pre-Determination Hearing the applicant decided to make a number of changes to the proposal in response to the issues, concerns and objections raised by members of the public at the Hearing and in the written representations lodged with the Council. In summary, the original proposal to include 8 constant care residential units alongside the nursing home has been deleted. Some changes have also been made to the size (the removal of the north east wing of the building resulting in a reduction from 58 to 54 bedrooms) and design of the nursing home (introduction of granite on the elevation facing Craigton Road, some minor adjustments to the design, and relocation of the garage/store to the south west corner). The design and position of the access road has also been altered. The access road is moved approximately 12 metres to the east. As the amendments did not raise any new planning issues there was no requirement to notify neighbours or to consult again with the Community Council. By deleting the 8 constant care units, the applicant has addressed all the concerns and objections raised relating to the impact on the trees in and the path through the south part of the site, as development is no longer proposed in that area.

Scottish Planning Policy

SPP on green belts states that the purpose of green belts is to (i) direct planned growth to the most appropriate locations and support regeneration, (ii) protect and enhance the quality, character, landscape setting and identity of towns and cities and (iii) protect and give access to open space within and around towns and cities. It also sets out the types of development that may be appropriate in the green belt. These include (a) development associated agriculture, (b) woodland and forestry, (c) horticulture including market gardening, (d) recreational uses that are compatible with an agricultural or natural setting and (e) essential infrastructure. However, SPP states *“where a proposal would not normally be consistent with green belt policy, it may still be considered appropriate.....to meet an established need if no other site is available”*. This statement indicates a degree of flexibility in controlling development in the green belt and that the Government recognises that on certain occasions developments in addition to those listed above may be acceptable. A nursing home is not listed as an appropriate use in the green belt and thus does not comply with Government policy for green belts. SPP is quite clear that the green belt boundaries should be established through a local development plan. Incremental erosion of the green belt through individual planning permissions would undermine the fundamental Government policy of a plan-led planning system. Any change to green belt boundaries or expansion into such areas should be delivered through the emerging local development plan. As noted above, SPP does allow for some flexibility in controlling development in the green belt. The applicant has provided information on why the Craigton Road site has been selected. It is appreciated that the choice of sites will in reality be restricted for a variety of reasons, for example, poor location, physical constraints and landowners that are unwilling to sell. However, the applicant has not presented a compelling case on why this particular green belt site is the only site available and/or suitable for the proposed nursing home. Accordingly, there is no justification for departing from Government policy on development within green belts.

SPP on transport states that the planning system should support a pattern of development which reduces the need to travel. It states further that planning permission should not be granted for significant travel generating uses in locations which would encourage reliance on the private car and where access to public transport networks would involve walking more than 400 metres. Although the site is located on the edge of the urban area the proposed development would not generate significant traffic, which is reflected in the number of proposed parking spaces. The level of traffic generated by the existing Nazareth House on Claremont Street is relatively low. Although the new facility would not be in a central location there is no reason to expect the level of traffic to be significantly greater. The site is also located close to a bus route, the nearest bus stop being approximately 200 metres to the east and it has good connections to the footpath network in the locality. It is considered that the proposal complies with this part of SPP.

SPP on open space and physical activity states that planning authorities should consider access issues and should protect core and other important routes and access rights when making decisions on planning applications. The deletion from the proposal of the 8 constant care residential units (which would have affected a claimed right of way) means that the proposed development would have no impact on the existing path network to the east and through the south part of the site. Accordingly, the proposal complies with this part of SPP.

The general policy on sustainable development contained in SPP states that decisions on the layout and design of new development should encourage energy efficiency through orientation and design of buildings, choice of materials and the use of low and zero carbon generating technologies. It is proposed to install an air source heat pump for the heating system and a heat recovery technology for the ventilation system. The applicant's agent has demonstrated

that these measures would result in a reduction in carbon dioxide emissions of approximately 14% over and above the 2007 Building Regulations. Therefore, the proposal would satisfy the sustainable development policy contained in SPP.

The Aberdeen City and Shire Structure Plan

The structure plan does not include specific policies but sets out an overall vision and spatial strategy to give a clear direction for the growth and development of the City and Aberdeenshire. The main aims of the plan are to *“provide a strong framework for investment decisions which help to grow and diversify the regional economy, supported by promoting the need to use resources more efficiently and effectively and take on urgent challenges of sustainable development and climate change”*.

The applicant has argued that under the ambitious growth targets set out in the structure plan the Council does not meet the requirement of maintaining a 5 year supply of housing land and thus there should be an early release of green belt sites in order to satisfy that requirement. The structure plan requires the review of the green belt to make sure that it meets the requirements of the plan and Scottish Planning Policy. Paragraph 4.23 of the structure plan states that the green belt around Aberdeen will continue to play a vital role in protecting the character and landscape setting of the City. However, it will need to change to meet the growth the structure plan seeks to achieve. It must guide development to appropriate places while protecting the most important areas. Accessible green space within and around Aberdeen and other major settlements will also be important to achieving a high quality environment. It requires both Aberdeen City Council and Aberdeenshire Council to carry out a green belt boundary and policy review by 2010 as part of the local development plan process. Therefore, it is considered appropriate that the review of the green belt should be carried out in the context of the development plan and that the timeframe should be long enough to accommodate the development requirements of the structure plan. Allowing piecemeal developments outwith this context would not be consistent with the structure plan.

SPP advises that local development plans should allocate land on a range of sites which are ‘effective’ or capable of becoming effective to meet the housing land requirements, ensuring a minimum of 5 years effective land supply at all times. Effective housing land supply is defined as *“the part of the established housing land supply which is free or expected to be free of development constraints in the period under consideration and will therefore be available for the construction of housing”*. The 2009 Housing Land Audit shows that there is a 5 year supply of housing land. It is likely that the 2010 audit will be released in August. It is anticipated that the housing land supply for 2010 may fall below the 5 year requirement. However, allowing housing developments of any type outwith the context of the development plan is not the proper means of augmenting the housing land supply.

It is considered that the structure plan does not lend any support for the proposal.

Aberdeen Local Plan

Policy 1 ‘Design’ seeks to ensure high standards of design for new development which must be designed with due consideration for its context and make a positive contribution to its setting. The design of the proposed nursing home has been improved through the recent amendments made to the proposal, especially the introduction of granite on the elevation facing towards Craigton Road. The design of the building and the choice of external finishing materials are of a sufficiently good quality for the location and would complement the general character of the adjacent residential area. Being located on the urban edge, the design would not affect, to any significant extent, the character of that part of the green belt. Although the

shape of the building would be unusual, especially compared to the houses in the locality, it would not be detrimental to the overall character or appearance of that part of the green belt. It is considered that the proposal generally meets the expectations of Policy 1.

Policy 28 'Green Belt' seeks to control development within the green belt to uses that must be located in such areas. In general, no development will be permitted for purposes other than those essential for agriculture, forestry, recreation, mineral extraction or restoration or land renewal. The proposed nursing home does not fall within any of those categories of acceptable development in the green belt and thus departs from the provisions of Policy 28. Furthermore, to develop this site would contribute towards coalescence of Airyhall with Cults, which would be contrary to one of the aims of green belt in the current Local Plan. Incremental erosion of the green belt through individual planning permissions would undermine the fundamental principle of the plan-led planning system that operates across Scotland. As set out above, the applicant has not presented a compelling case on why this green belt site is the only site available and/or suitable for the proposed nursing home. Accordingly, there is no justification for departing from green belt policy. Although the applicant feels it is 'untenable' to retain the existing green belt boundaries, those zonings result from the outcome of the Reporters' recommendations of the Local Plan Public Local Inquiry of 2006 which looked specifically at the appropriateness or otherwise of the zonings in the Pitfodels area and shall be reviewed as part of the Local Development Plan process.

Policy 29 'Green Space Network' places an additional level of control on the designated green belt areas. The Council seeks to protect and enhance the wildlife, recreational, landscape and access value of the green space network. In general, proposals for development that are likely to destroy or erode the character or function of such areas will not be permitted. The nursing home would be located on a currently unused field which has limited wildlife or recreational value. Access across the site by members of public generally, but not exclusively, takes place in the southern part, which would not be subject to development. That part of the site to be developed has limited access value. The core path immediately to the east of the site and claimed right of way through the southern part would not be affected. The landscape character of the actual site would inevitably change significantly. It is considered that the proposal would not undermine significantly the green space network in that part of the City.

Policy 31 'Landscape Protection' requires all developments to respect the quality of the local landscape character and contribute towards its maintenance and enhancement in terms of siting, scale, massing, colour, design, density, orientation, materials, planting/landscaping and boundary treatment. The site itself would change dramatically. However, being located on the urban edge, the proposal would not affect significantly the landscape character of the immediate locality. This is partly because of the existing houses to the north and east and the sheltered housing at Airyhall House to the south. The development would not extend any further west into the green belt than the western extremity of Airyhall House. The development would, however, be an encroachment into the green belt which currently acts as a buffer between Airyhall and Cults and thus would fail to satisfy clause 4 of Policy 31. The proposal includes the provision of extensive areas of landscaping within the grounds of the nursing home, including along the exposed western and northern boundaries. Appropriate planting, including tree planting, could be provided to reduce and soften the visual impact of the development on the wider green belt and to improve its setting when viewed from further west along Craigton Road. Indeed, extensive landscaping, including significant tree planting could enhance considerably the appearance of the site and the general character of the locality. If the application were to be approved a condition could be applied to the planning permission requiring a landscaping scheme to be submitted to the Council for approval. The existing stone dykes along the west and north boundaries would be either retained and repaired or re-aligned to allow for the slight widening of Craigton Road and for the provision of the site access.

Policy 33 'Protecting Trees and Woodlands' contains a presumption against all activities and development that will result in the loss of or damage to established trees and woodlands that have natural heritage value or contribute to the character, biodiversity or amenity of a particular locality. The proposal would not require any trees to be felled. The majority of the trees within the site are located in the southern part, which would remain undeveloped. Therefore, there is no conflict with Policy 33.

Policy 35 'Access and Recreation Areas' seeks to protect and enhance access to the green space within and around Aberdeen through the protection of footpaths, cycle paths and bridleways. The lane to the east of the site, leading from Northcote Crescent through the grounds of Airyhall House to Airyhall Road is identified in the Council's Core Paths Plan as a core path. The Land Reform (Scotland) Act 2003 requires Councils to produce such a plan, which identifies a network of paths across the City. Core paths comprise a variety of different path types, ranging from natural grassy routes to high-specification constructed paths, the majority of which will be off-road. However, the deletion from the application of the 8 constant care residential units means that the core path and the claimed right of way through the southern part of the site would not be affected by the development. Therefore, there is no conflict with Policy 35.

Policy 72 'Use of Appropriate Transport Modes' has a presumption against developments that would be likely to increase the proportion of trips made in the City by private car. Although the site is located on the edge of the urban area the proposed development would not generate significant traffic, which is reflected in the number of proposed parking spaces. The level of traffic generated by the existing Nazareth House on Claremont Street is relatively low. Although the new facility would not be in central location there is no reason to expect the level of traffic to be significantly greater. The site is also located close a bus route, the nearest bus stop being approximately 200 metres to the east, and has good connections to the footpath network in the locality. It is considered that the proposal complies with Policy 72.

Aberdeen Local Development Plan Main Issues Report (October 2009)

The applicant has raised the fact that land at Pitfodels is identified in the Main Issues Report as a "Preferred Option Site" for housing. The aim of the Main Issues Report is to stimulate debate on the main planning issues facing Aberdeen and to suggest possible options for dealing with these issues. For example, it deals with where new housing should be built. It will inform the preparation of the new Aberdeen Local Development Plan which will determine which areas of the City are suitable and unsuitable for development and will affect the way land is used, managed and developed. The purpose of the document is to gather views. It does not allocate any sites for development. An area at Pitfodels has been identified as a possible location for 20 homes. However, should this preferred option site be taken forward into the Proposed Local Development Plan following a detailed analysis of all competing sites, the precise boundaries would be set in that plan. It would be premature and indeed inappropriate to approve development on the application site until a full and proper review of the green belt boundaries and the boundaries of any future development sites in the locality has been carried out as part of the local development plan process. The Main Issues Report is not the development plan and the identification of a preferred development option in the Pitfodels area can only carry very limited weight at this time.

The site is located in the Lower Deeside/Pitfodells Conservation Area. There is a statutory duty on planning authorities to preserve and enhance the character of conservation areas. It is considered that the proposal would not detract from its essential character, which is primarily a Victorian suburb of large detached granite villas set within a treed landscape. This site is very much on the periphery of the conservation area and has an entirely different character, that of an agricultural field. Indeed, a good quality building on the site, set within extensive landscaped grounds with significant tree planting, could help to reinforce that essential character of the conservation area.

Objections Raised by the Community Council and the Public

Compliance with human rights legislation – The Courts have ruled previously that the Scottish planning system complies fully with human rights legislation.

The proposal would not conform to the former structure plan (Policies 27 and 28) or local plan (Policies 4, 28, 29, 31, 33, 34 and 35) – The former structure plan was superseded by the Aberdeen City and Shire Structure Plan in August 2009. There are no equivalents to Policies 27 and 28 in the new structure plan. As set out above, the proposed development complies with Policies 29, 31, 33 and 35 of the local plan. Policy 4 ‘Protection of Urban Green Space’ and Policy 34 ‘Natural Heritage’ are not directly relevant to the consideration of this application. As set out above, the proposal does not comply with Policy 28 of the local plan.

Planning permission for residential use on this and adjacent land was refused (and dismissed at appeal) previously – The previous refusal of planning permission for residential development on the site was some considerable time ago and is not relevant to the determination of this application. This application must be assessed on its own merits in the context of the current development plan and other relevant material considerations.

The proposal would breach the green belt, contrary to green belt policy – As explained above, the proposal would breach the green belt and would be contrary to green belt policy as set out in SPP and the Aberdeen Local Plan.

A brownfield site should be used for the development rather than a site in the green belt – As a general principle development is directed to brownfield sites or to greenfield sites identified the local plan. Only in exceptional circumstances are green belt sites considered to be suitable for development, except for those types of development specified in green belt policy.

The loss of green space, which has already been significantly reduced by other developments in the area – Inevitably developing the site would result in the loss of green space, albeit it is not laid out or used as a formal recreational space.

Inappropriate scale of the building which would dominate the area – The scale of the proposed building, although large, would not dominate the area. It would be appropriate in the context of the character and appearance of the adjacent residential area.

Inappropriate design of the building which would be out of keeping with the character of the area - The design of the proposed nursing home has been improved through the recent amendments made to the proposal, especially the introduction of granite on the elevation facing towards Craigton Road. The design of the building and the choice of external finishing materials are of a sufficiently good quality for the location and would complement the general character of the adjacent residential area. Being located on the urban edge, the design would not affect to any significant extent the character of the green belt. Although the shape of the

building would be unusual, especially compared to the houses in the local, it would not be detrimental to the overall character or appearance of the green belt.

Inappropriate position of the building on the site vis-à-vis the adjacent residential property at 189 Craigton Road – The amended proposal removed the north east wing of the building and thus the building would be approximately 11 metres from the boundary of the house at 189 Craigton Road (i.e. the nearest house). Prior to amendment the separation was 4 metres. It is considered that the increased separation distance is sufficient to ensure that the amenity of the residents of that house is not substantially diminished. Whilst the proposal would affect the outlook from the rear of that house, the building would be of sufficient distance away to ensure there would be no significant impact on daylight or privacy. The access and car park, and thus the main activity, would be to the opposite side of the nursing home from that house.

Overdevelopment of the site – The proposed development would not represent an overdevelopment of the site. Although it would be a large building, the site coverage, at a little over 20%, would be compatible with the adjacent residential properties.

The proposal would not protect the landscape setting of the area - Being located on the urban edge, the proposal would not affect significantly the landscape character of the locality. The site itself would change dramatically but the impact on the wider Airyhall/Pitfodels area would not be significant. This is partly because of the existing houses to the north and east and the sheltered housing at Airyhall House to the south. The development, except for the entrance off Craigton Road, would not extend any further west into the green belt than the western extremity of Airyhall House. The proposal includes the provision of extensive areas of landscaping within the grounds of the nursing home, including along the exposed western and northern boundary. Appropriate planting, including tree planting, could be provided to reduce and soften the visual impact of the development on the wider green belt and to improve its setting when viewed from further west along Craigton Road. If the application were to be approved a condition could be applied to the planning permission requiring a landscaping scheme to be submitted to the Council. The existing stone dykes along the west and north boundaries would be either retained and repaired or re-aligned to allow for the slight widening of Craigton Road and for the provision of the site access

Coalescence with Cults - Developing this site would contribute towards coalescence of Airyhall with Cults, which would be contrary to one of the aims of the current green belt to avoid coalescence. Any development in this area should be delivered as part of a planned expansion of the City through the new local development plan.

The site is located within the Pitfodels conservation area – The site is located in the Lower Deeside/Pitfodels conservation Area. It is considered that the proposal would not detract from its essential character, which is primarily a Victorian suburb of large detached granite villas set within a treed landscape. This site is very much on the periphery of the conservation area and has an entirely different character, that of an agricultural field. Indeed, a good quality building on the site, set within extensive landscaped grounds with significant tree planting, could help to reinforce that essential character of the conservation area.

The resultant increased traffic on the already busy Craigton Road, which cannot cope with more traffic – The traffic generated by the nursing home would be relatively small in relation to the volume of traffic already using Craigton Road. The roads officer has raised no concerns or objections to the proposal and is satisfied that the additional traffic would have no significant effect on the road network or on road safety.

Additional traffic on other roads and lanes (used for walking and cycling) in the surrounding area - The roads officer has raised no concerns or objections to the proposal and is satisfied that the additional traffic would have no significant effect on the road network or on road safety.

Additional noise and pollution caused by the increased traffic – The small increase in traffic generated by the proposal would not cause significant increases in noise or pollution in the locality.

Road safety concerns regarding the access on Craigton Road – The entrance has been designed to meet the Council's standards for the geometry, width and alignment of the access. Sufficient visibility would be available in both directions for drivers exiting the site.

The use of the narrow lane off Northcote Crescent should be dismissed on safety grounds – The amended proposal deleted the requirement to use the lane for accessing part of the car park.

Insufficient on-site car parking – Adequate on-site car parking would be provided. The Council parking standards require 18 spaces with additional parking for staff (1 parking space per resident member of staff). It is considered that 28 parking spaces plus the garage would be sufficient for a nursing home of the size proposed.

The development would prevent future improvements (e.g. widening) of Craigton Road – The proposal includes widening Craigton Road across the frontage of the site. The building would be located sufficiently far back into the site that it would not prejudice any future widening or improvements to the road.

The adverse impact on wildlife in the area (squirrels, brown hare, common toad, deer, foxes, owls, bats, a variety of birds) – There would be a small impact on wildlife, being limited to the application site. The site is not designated as being of wildlife interest and thus refusal of the application could not be justified. There would be little impact, if any, on the wildlife in the wider area. The deletion from the proposal of the 8 constant care residential units means that no trees would be affected by the development and thus there would be no impact on any bats in the locality.

The tranquil character of the area would be lost – A nursing home would be likely to cause little disturbance and thus the general amenity of the area would not be affected significantly.

The loss of amenity for nearby residents (e.g. loss of rural outlook, privacy, noise disturbance, 24 hour operation of the facility) - A nursing home would be likely to cause little disturbance and thus the general amenity of the area would not be affected significantly. The amended proposal removed the north east wing of the building and thus the building would be approximately 11 metres from the boundary of the house at 189 Craigton Road (i.e. the nearest house). Prior to amendment the separation was 4 metres. It is considered that the increased separation distance is sufficient to ensure that the amenity of the residents of that house is not substantially diminished. Whilst the proposal would affect the outlook from the rear of that house, the building would be of sufficient distance away to ensure there would be no significant impact on daylight or privacy. The access and car park and thus the main activity would be to the opposite side of the nursing home from that house. The residents of the house directly across Craigton Road would not be directly affected by the proposal except for the change to their outlook and a slight increase in noise disturbance from the small increase in traffic generated by the development. The occupants of the properties on Northcote Crescent, which back onto the site, would not be affected by the proposal, except that the outlook from

the rear of the properties would be altered. The nearest of those houses would be some 35 metres from the nursing home.

Loss of trees – The proposal does not require any trees to be felled.

Light pollution from the building and car park – There would need to be some lighting for the car park for safety reasons. However, the additional amount of light would not add significantly to the levels of light already experienced in the area.

Precedent for other development in the area, particularly along Craigton Road, leading to 'ribbon' development along the road and the erosion of the green belt – All planning applications require to be considered and determined on their individual merits. However, there are no compelling or special reasons for allowing the proposed development and therefore approval of the application would result in a precedent that would make it difficult to resist further development along Craigton Road prior to review of the green belt through the Local Development Plan process.

The loss of rights of way across the site – The claimed right of way across the southern part of the site would not be affected by the proposal.

The loss of a recreational facility for residents (e.g. dog walking, cycling, fruit picking, observing nature, escaping to the countryside) – The application site may be used by local residents for informal recreational purposes, but it is not a formal recreation facility and thus the application could not be refused on that basis.

Disturbance during construction (noise, dust, pollution) – A degree of disturbance from the construction of the development is inevitable, but this is not a relevant material consideration in determining the planning application.

Conclusion

The proposed development is significantly contrary to green belt policy as expressed in the Scottish Government's Scottish Planning Policy and in the Aberdeen Local Plan (Policy 28). The applicant has endeavoured to justify why the development should and must be located on this site, but a compelling case has not been made that would warrant departing from the Government policy and development plan. Any changes to the boundaries of the green belt should be delivered through the new Aberdeen Local Development Plan following a detailed analysis of all competing sites. It would be premature and indeed inappropriate to approve development on the application site until a full and proper review of the green belt boundaries and the boundaries of any potential development sites in the locality is carried out as part of the local development plan process.

The applicant did make significant changes to the proposal in response to objections raised by the Community Council and the public, which have addressed many of the objections, in particular in relation to the trees, access rights and the presence of bats in the southern part of the site and the amenity of the nearest neighbour. Whilst it is commendable that the applicant has endeavoured to address a number of concerns and objections, it is not sufficient to outweigh the conflict with green belt policy. Accordingly, it is recommended that the application be refused for the reasons set out below.

RECOMMENDATION

Refuse

(1) that the proposal, if approved, would be contrary to the terms of Policy 28 'Green Belt' of the Aberdeen Local Plan and the Scottish Government's Scottish Planning Policy by reason that a nursing home does not fall within the categories of acceptable development in the green belt, that the applicant has failed to demonstrate that there is an overriding and compelling need to locate the development on this specific site in the green belt and would contribute towards the coalescence of Airyhall and Cults which would be contrary to a key aim of the green belt in the current Local Plan.

(2) that the proposal, if approved, would be premature and inappropriate in advance of the review of green belt boundaries as part of the new Aberdeen Local Development Plan.

Dr Margaret Bochel

Head of Planning and Sustainable Development

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ABERDEEN CITY COUNCIL

COMMITTEE	Council	DATE	24 th March 2010
DIRECTOR	Stewart Carruth		
TITLE OF REPORT	The Aberdeen City Alliance – Constitution and Standing Orders		
REPORT NUMBER:	CG/10060		

1. PURPOSE OF REPORT

This report presents the constitution and standing orders for The Aberdeen City Alliance (TACA), considered at the 3rd February 2010 meeting. TACA agreed this as an accurate record of the current arrangements and to seek partners advice and comment on any required changes from their perspective as participating partners to the arrangements in future.

2. RECOMMENDATION(S)

It is recommended that members:

- a) Consider the current constitution and standing Orders for The Aberdeen City Alliance; and
- b) Comment on and propose any amendments to the constitution and standing orders for the Aberdeen City Alliance from the Council's perspective as a participating partner.
- c) Request elected members on the Alliance present these comments to the Executive Committee of the Alliance on 26 April 2010 on the Council's behalf.

3. FINANCIAL IMPLICATIONS

N/a

4. SERVICE & COMMUNITY IMPACT

The Aberdeen City Alliance (TACA) is the Community Planning Partnership for the City. Community planning is the process through which a council and its public sector partners, in consultation with the voluntary and private sector, and communities, agree a strategic vision for the area and the action which each of the partners will take in pursuit of that vision. This is achieved by setting joint priorities, and agreeing shared outcomes and targets to achieve these. It involves drawing on the combined resources of our organisations, where appropriate, to support the development of communities which are wealthier and fairer; smarter; healthier, safer and stronger and greener. These commitments are formally recorded in the Aberdeen's Single Outcome Agreement.

5. OTHER IMPLICATIONS

N/a

6. REPORT

- 6.1 At a meeting on 1 October 2009, The Aberdeen City Alliance agreed that a draft constitution and set of Standing Orders for TACA be drawn up based on previous decisions of the Alliance in terms of procedures, membership, etc.. The TACA Executive Group at a meeting on the 19th November 2009, discussed the documents attached at Appendix 1 and agreed to recommend them for approval as an accurate record of the current arrangements prior to seeking partners advice and comment and to propose any required changes from their perspective as participating partners to the arrangements in future.
- 6.2 The TACA Executive Group further agreed that on compilation of the constitution which reflected the current arrangements it had become apparent that certain aspects, in particular the role and remit of the Executive Group and Challenge Forums, needed to be updated.
- 6.3 In light of this position the TACA Executive Group requested that following approval of the current constitution and standing orders, that certain aspects of the document should be reviewed in consultation with respective community planning partners. Thereafter proposed amendments would be presented to the Alliance for final approval.
- 6.4 On the 3rd February 2010 The Aberdeen City Alliance formally accepted the constitution and standing orders and agreed to remit the document to partners for consultation.
- 6.5 This creates an opportunity for the Council to comment on any aspect of the governance arrangements which require to be reconsidered in the light of the Councils priorities, restructuring and new committees.

7. Alignment of Community Planning Arrangements and Council Committees

- 7.1 The Council currently receives the minute of Aberdeen City Alliance with the purpose of any business flowing from the minute for the Council as a partner can then be remitted to the relevant service committee for consideration and action as appropriate. Local governments responsibilities for community planning are briefly listed at Appendix 2 (Ref. Local Government Scotland (2003) Act)
- 7.2 The community planning partnership is a city wide partnership which has a number of forums and partnerships some of which have statutory functions and others which operate as informal partnerships reporting into the Alliance.
- 7.3 There is currently an assessment underway to identify strategic priorities for the Alliance and when this is completed to refocus and reduce the number of forums and partnerships reporting into and informing the business of the Alliance.

- 7.4 The table attached at Appendix 3 illustrates the internal governance arrangements to mainstream community planning into the business of the Council.
- 7.5 The consultation on the standing orders creates an opportunity for the Council to provide comment and propose any further changes to the current arrangements
- 7.6 The comments provided by Council will be reported to the next Executive meeting on the 26 April 2010.

8. REPORT AUTHOR DETAILS

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9. BACKGROUND PAPERS

Local Government Scotland (2003) Act

**Constitution
and Standing Orders
of**

The Aberdeen City Alliance

1. Background

1.1 The Local Government Scotland Act

- (1) The Local Government in Scotland Act 2003 (the Act) provides a statutory basis for Community Planning in Scotland.
- (2) The Local Government in Scotland Act 2003 is a key aspect of the Scottish Executive's modernisation agenda for local government and the Act provides a framework to enable the delivery of better, more responsive public services. The measures in the Act will make it easier for councils to do their jobs, giving them more responsibility to act within an appropriate framework, to work in partnership with other bodies and the communities they serve, and to embed a culture of quality, equality and improvement.
- (3) The main components of the framework are:
 - (i) A duty to secure "Best Value" in local government service provision. This replaces compulsory competitive tendering with the pursuit of continuous improvement in all aspects of local authority functions. A similar commitment to pursue Best Value has also been placed on other public bodies in Scotland by means of accountability mechanisms through the Scottish Government.
 - (ii) A statutory basis for "Community Planning" to ensure long-term commitment to effective partnership working with communities and between local authorities and other key bodies and organisations.
 - (iii) A "Power to Advance Well-Being" to enable local authorities to work in a more innovative and creative way in responding to the needs of their communities. This supports the community leadership role of local authorities in the Community Planning process.

1.2 Duty under the Act

1.2.1 Duty of Local Authorities

- (1) Section 15 of the Local Government in Scotland Act places a duty on local authorities to initiate, facilitate and maintain the Community Planning process.
- (2) Local authorities will be expected to establish a Community Planning Partnership for its area, comprising all *relevant* public, private, voluntary and community bodies in its area. Representation on the core partnership should be a matter for partners to decide locally, however the Community Planning process should be open to all bodies and individuals who wish to participate.
- (3) Assisted by those bodies subject to a duty to participate (detailed at 2.3(1)), the local authority will be responsible for facilitating the process for Community Partnership. The responsibilities are detailed at appendix A.
- (4) In facilitating the process, the Council acting on behalf of the partnership should engage effectively by consulting and co-operating with other public bodies, community bodies and other bodies or persons as is appropriate. Those bodies subject to a duty to participate should assist the Council in the discharge of this duty.

1.2.2 Duty of Other Bodies

- (1) Section 16 of the Act places a duty on relevant NHS Boards, Scottish Enterprise, Police Boards, and Fire and Rescue Boards, in addition to local authorities to participate in the Community Planning process. Section 16(3) of the Act gives Scottish ministers the powers to add the list of agencies under a duty to participate and to date have added Transport and Alcohol and Drug Partnerships.
- (2) These duties should not imply any lessening of status or importance of other partners in Community Planning partnerships. Although not bound by the terms of the Act, other partners should also refer to the responsibilities listed in Appendix A as a useful guide when participating in the Community Planning process.
- (3) For those partners mentioned in section 16(1) of the Act and added under section 16(3), the emphasis will be one of ensuring that they engage with the Community Planning partnership processes covering their area on an on-going basis.
- (4) These partners should also be prepared to make their own distinctive contribution to realising the objectives and outcomes agreed collectively by the partnership. This may entail taking a

leadership role on certain facilitation tasks and/or policy issues on behalf of the partnership.

In accordance with the above guidance for the Act this constitution within which Aberdeen's Community Planning Partnership would operate this constitution was drawn up.

2. Title

- (1) The Community Planning Partnership for the City of Aberdeen shall be called "The Aberdeen City Alliance" (TACA) referred to hereafter as "the Alliance".

3. Role

- (1) The participating partners of the Alliance agree to work together for the welfare of the citizens of Aberdeen.
 - (i) To strengthen leadership for the city, listening to the views of all the people of the City of Aberdeen.
 - (ii) To promote a clear vision for the City of Aberdeen now and for its future.
 - (iii) To secure equality of access to all public services provided by the partners of The Aberdeen City Alliance.
 - (iv) To recognise and respect our people's rights to individual wellbeing and community wellbeing.
 - (v) To promote social inclusion and sustainability through planning and policy development and in the services we provide.
 - (vi) To be transparent and accountable in our relationships with each other and when engaging with the citizens of Aberdeen.
 - (vii) To be accessible to the people of Aberdeen, to listen to them and consult with them by:-
 - i. meeting directly with community leaders by establishing a civic forum
 - ii. holding city debates on major issues for the city and its people.
 - (viii) To treat each other with respect and trust, to enable all partners to bring forward creative and innovative ideas for a joint approach to developing and meeting the agreed aims,

objectives, action plans and policies of The Aberdeen City Alliance and its Forums.

4. Objectives

(1) To lead and drive forward joint actions which address the Challenges of the Community Plan of:-

- Leadership
- Neighbourhood Action
- Getting Involved
- Being Informed

and through the Forums established in the City, to address the Challenges of:-

- Health and Social Care
- Homes
- Safety
- Land use and Environment
- Clean City
- Transport and Connections
- Prosperity and Jobs
- Aberdeen's Image
- Learning
- Arts, Heritage and Sport

(2) To recognise the strengths of working together in partnership and to use this opportunity for the benefit of the City by;-

- (i) directly negotiating with the Scottish Executive and other bodies on national policy and resources issues
- (ii) wherever appropriate drawing the combined resources of our organisations together to meet the aims and objectives set out in the Community Planning challenges
- (iii) setting joint priorities for the City and agreeing shared outcomes and targets to achieve these
- (iv) supporting the development of communities which are active, informed, empowered, caring and tolerant.

(3) To engage with the Civic Forum and other Forums established by the Alliance.

(4) To ensure community planning reaches into neighbourhoods by completing neighbourhood plans for every neighbourhood in the City.

(5) To make sure that accountability can be demonstrated for plans and actions across the City by regular reporting on progress made towards achieving our vision: by publishing an annual review.

5. Performance

- (1) The Alliance shall comply with any direction given to it, or to Community Planning Partnerships generally by the Scottish Ministers.
- (2) The Alliance shall measure and monitor the achievement and performance of Challenge Forums and the delivery of the Single Outcome Agreement.

6. Executive Group

- (1) The Executive Group meets two weeks prior to the Alliance to develop the agenda and to focus the strategic role of the Alliance. The Executive Group must agree all papers.
- (2) The Executive Group will provide a bridge between the Alliance and the Challenge Forums to ensure delivery.
- (3) The Executive Group will provide a bridge between the Alliance and the Lead Officers' Group and will use this group as a resources to pursue the detailed work of the Executive.

7. Challenge Forum

- (1) Challenge Forums have been developed around the challenges to progress the targets. Each Challenge Forum brings together relevant partners from the public, private, voluntary and community sectors in the City and reports to the Alliance.

The Forums are the drivers of the Single Outcome Agreement and this places the responsibility for the delivery of action within the City on the Forums.

The Forum will:-

- (i) lead on the specific challenge area for the City, by maintaining an overview of all the partnerships, strategies and plans
- (ii) ensure that all stakeholders (including other relevant challenge forums) are regularly consulted on the challenge area, paying particular attention to consulting with communities and communities of interest
- (iii) be responsible for the delivery of the targets and actions in the Community Plan relating to their challenge area
- (iv) report regularly to the Alliance on activity, progress towards targets and the development of new targets and actions.

8. Membership

- (1) The Alliance shall comprise four representatives from the Civic Forum, eight elected members appointed by Aberdeen City Council, one representative from each participating partner, and all Challenge Forum and Network Chairs.
- (2) The participating partners shall be representatives or leaders of those organisations within the city and the North East who control or can bring resources to the Alliance to achieve the vision and actions in the Community Plan and Single Outcome Agreement. Those individuals offer credible leadership within their organisations or sector to effect the development and change required to meet the city challenges.
- (3) The current membership of the Alliance is:-
 - Four representatives from the Civic Forum
 - Eight Elected Members
 - Aberdeen City Council
 - Aberdeen Council of Voluntary Organisations
 - Aberdeen City Centre Association
 - Aberdeen University
 - Aberdeen and Grampian Chamber of Commerce
 - Aberdeen Trades Council
 - Aberdeen College
 - Aberdeen Harbour Board
 - Civic Forum
 - Grampian Fire and Rescue Service
 - Grampian Police
 - NESTRANS
 - NHS Grampian
 - RGU
 - Scottish Enterprise
 - Federation of Small Businesses

Plus the following Challenge Forum and Network Chairpersons:-

- Homes Forum
- Community Safety Partnership
- Community Health Partnership
- Lifelong Learning Forum
- Arts Heritage and Sport Forum
- Locality Planning Forum
- Community Engagement Forum
- Land Use Forum
- Environment Forum
- Transport and Connections
- Aberdeen Works

Aberdeen City and Shire Economic Future
Children and Young People's Strategic Planning Group
Equalities Action Network
Alcohol & Drugs Partnership

- (4) Any additions to or removals from the current membership will be determined by the Alliance.
- (5) Each participating partner may also appoint a named substitute member to attend on their behalf, and substitutes will for the duration of the meeting be afforded the full rights of substantive members.

9. Appointment and Term of Office

- (1) The Alliance operates on a four year cycle; at the end of that four year period, all partners will be asked to reconfirm their appointments to the Alliance.
- (2) Elected members from Aberdeen City Council can resign their membership of the Alliance by giving notice in writing to the Clerk and to the appointing council; any councillor member who ceases to be a councillor immediately ceases to be a member of the Alliance and it will be necessary for the Council to appoint a replacement. The Council may terminate the membership of any of its councillor members at any time; the Chair and Clerk should be informed of this, and the reasons for it, as should the councillor member.
- (3) The Alliance cannot remove any of its councillor members but if the Alliance determines that a councillor member should be removed, the Chair will write to the Council to request that the Council terminates the membership of that member and this request cannot be refused unreasonably.
- (4) In the event of a vacancy occurring, the appropriate partner shall appoint a replacement representative.
- (5) Non statutory participating partners of the Alliance may resign their membership at any time by giving written intimation to that effect to the Clerk.
- (6) Individual representatives of participating partners and the Civic Forum may resign their membership at any time by giving written intimation to that effect to the Clerk. At this time the participating partner or Civic Forum member should advise the Clerk of their replacement representative.

10. Chair and Vice Chair

- (1) The Alliance will appoint a Chair and Vice-Chair, each for a term of two years. These appointments will rotate between the public sector and the non-public sector, in such a way that the positions are not filled from one sector alone for the same two-year period.
- (2) The Vice-Chair shall be automatically appointed to the Chair two years from the initial posting (at which time a new Vice-Chair will be appointed from the other sector).
- (3) The Chair and Vice-Chair, at the time of their appointment, will automatically become independent members of the Alliance. The partner organisations from which they derive will nominate a replacement representative to the Alliance, so that their representation is not diminished by one of their members becoming an independent Chair or Vice-Chair.
- (4) When the Vice-Chair is appointed to the Chair, and a new Vice-Chair is appointed, the Chair will be co-opted to the Alliance, still as an independent member, for a period of two years, at which point the 4 year cycle comes to an end.
- (5) If, prior to the end of the period of appointment, the Chair or Vice-Chair ceases to be a partner of the Alliance, he or she shall immediately cease to hold office.
- (6) The Chair, or in their Chair's absence, the Vice-Chair, shall preside at all meetings of the Alliance; where both the Chair and/or Vice-Chair is absent from any meeting, the partners present shall appoint a Chair from their number for that meeting.
- (7) Both the Chair and Vice-Chair shall be appointed as members of the Executive Group.
- (9) A Chair or Vice-Chair may resign from that post at any time. Should the Chair resign, in year one of his/her appointment nominations for a new Chair from that sector shall be sought, if he/she resigns in year two of the appointment the Vice-Chair will become the Chair and a new Vice-Chair shall be appointed. Should the Vice-Chair resign, this position would be filled in the normal manner.

11. Meetings

- (1) The Alliance shall hold such meetings as it shall consider necessary for it to carry out its functions.
- (2) Meetings of the Alliance shall be held on such dates, at such time

and at such place or places as the Alliance may from time to time determine.

11.1 Special Meetings

- (1) A special meeting of the Alliance may be called at any time:
 - (a) by the Chair; or
 - (b) on a requisition in writing to the Clerk of at least one quarter members of the Alliance, which meeting shall be held within fourteen days of receipt of such requisition by the Clerk. The requisition should state the business to be transacted.

11.2 Notice of Meetings

- (1) Notice calling meetings of the Alliance shall be given in writing seven clear working days before a meeting of the Alliance.

11.3 Items of Urgent Business to be Considered at Meeting

- (1) An item of business of which seven clear working days' notice has not been given may be considered at the meeting provided that the Chair of the meeting is of the opinion that there are special reasons, which will be specified, why it is a matter of urgency. Such business must be intimated at the start of the meeting when the order of business is determined and, if the Chair so rules, the item shall be considered at the start of the meeting or at such other point in the agenda as may be appropriate. If the Chair is of the opinion that the matter is not urgent, it shall be included as an item of business for the next ordinary meeting of the Alliance unless in the interval it shall have been disposed of otherwise. The reason for urgency shall be recorded in the minutes.

12. Sederunt

- (1) The Clerk shall record the names of the members and substitute members present at each meeting of the Alliance.

13. Quorum

- (1) A quorum of the Alliance shall be one quarter of partners. If, at any time during a meeting of the Alliance, a quorum of partners be not present, the Chair shall, after allowing an interval of five minutes, cause a count to be taken of members then seated. If it is shown after the count that a quorum is not present, the meeting shall stand adjourned to such other time or day and hour as the Chair may then or may afterwards fix, unless the items before the Alliance do not require decisions to be taken, in which case the meeting may proceed.

14. Chair - Powers and Duties

- (1) At a meeting of the Alliance, the Chair, if present, shall preside.
- (2) If the Chair is absent from a meeting of the Alliance, the Vice-Chair shall preside; if the Chair and Vice-Chair is absent from a meeting of the Alliance, another member of the Alliance, chosen by the members present, shall preside.
- (3) If, at any time during the subsequent proceedings of a meeting of the Alliance, the Chair is present, s/he shall preside during that time s/he is so present and similarly, in the absence of the Chair, Vice-Chair.
- (4) Deference shall at all times be paid to the authority of the Chair, and on all points of order the ruling of the Chair shall be final but, whenever so requested, s/he must give an explanation of the reasons for this ruling. When s/he speaks, the member of the Alliance, if any, who is addressing the meeting, shall refrain from speaking. It shall be the duty of the Chair to preserve order and secure that members obtain a fair hearing. S/He shall decide all matters of order, competency and relevancy arising at meetings of the Alliance. S/He shall also decide between two or more members who have indicated a desire to speak by calling on the member, whom s/he may first observe, to speak. S/He shall be entitled, in the event of disorder arising at any meeting of the Alliance, to adjourn the meeting to such other time or day and hour as may then or afterwards be fixed and his quitting the Chair in such circumstances shall, without further procedure, have the effect of a formal adjournment of the meeting.

15. Adjournment

- (1) The Alliance may adjourn any meeting to such other time or day and hour as the Chair may then or afterwards fix.
- (2) The Alliance may adjourn any meeting for a reasonable interval and such adjournment may be made on the direction of the Chair or, failing such direction, on the motion of any member, the vote on which motion, on being seconded, shall be taken without amendment or discussion.

16. Order of Debate

- (1) Any member wishing to speak may do so with the Chair's permission; the Chair shall regulate the order of debate.

17. Concluding Debate

- (1) The Chair may determine, if need be, when debates should be drawn to a close.

18. Voting

- (1) The preferred option is that the Alliance will move forward consensually however, where necessary a vote will be undertaken by the following method.

18.1 Method of Voting

- (1) All participating partners, each Councillor, civic forum member, and all Challenge Forum and Network chairs, will have one vote.
- (2) Subject to the provisions of these standing orders, the vote on any matter shall be taken in a meeting of the Alliance by roll call. It shall, however, be competent for the Alliance to resolve (following a vote by roll call if not unanimous) that the vote on any matter shall be taken in any other manner, i.e. taken by a show of hands or by ballot.
- (3) A simple majority of members present who are entitled to vote will carry a decision.
- (4) In the case of an equality of votes, the person presiding at the meeting shall have a second or casting vote.
- (5) No vote can be called for if the meeting is inquorate. A quorum is one quarter of its membership.

18.2 Taking a Vote

- (1) After the Clerk has announced the question on which the vote is to be taken and has commenced to take the vote, no member shall be permitted to offer an opinion, or ask a question, or otherwise interrupt the proceedings until the result of the vote has been intimated.

18.3 Voting in the case of vacancies and appointments

- (1) When making appointments of members and/or filling vacancies to any body, candidates shall be formally proposed and seconded and, except where a single candidate has been nominated, no amendment shall be competent. Where a single candidate has been proposed and seconded, it shall be competent to move as an amendment that no appointment be made or that it be deferred.
- (2) Where only one vacancy requires to be filled and two candidates are proposed and seconded for appointment, a vote shall be taken as

between these candidates and the candidate who receives the majority of votes shall be declared appointed. Where more than two candidates are proposed and seconded for appointment, a vote shall first be taken among all candidates with each member being entitled to vote for one candidate only. If any candidate receives an absolute majority of the votes of the partners present and voting, he/she shall be declared appointed. If no candidate received a majority, the name of the candidate receiving the smallest number of votes shall be deleted, provided that, if two or more candidates tie in receiving the smallest number of votes, a vote or votes shall be taken between or among these candidates and the candidate who receives the smaller or smallest number of votes shall be dropped. This process shall continue until one of the candidates receives an absolute majority of votes, when he/she shall be declared appointed.

- (3) Where more than one vacancy requires to be filled, a vote shall first be taken among all the candidates proposed and seconded for appointment where these exceed the number of vacancies, each member being entitled to vote for candidates up to the number of vacancies to be filled. The result shall be decided by the first vote except in the case where two or more candidates tie as having received an equal number of votes for the vacancy or vacancies. In such cases an additional vote or votes shall be taken between or amongst these candidates with the candidate having least votes being eliminated until the number of candidates equals the number of vacancies.
- (4) Where, in any vote between two candidates or, after such additional vote as maybe required by (2) and (3) above, there is an equality of votes, the Chair shall have a casting vote.

19. Resolution

- (1) If there is dissent from agreement o a significant issue, the dissenting partner(s) may ask for that dissent to be recorded in the minute of the meeting.

20. Rescinding of Resolution

- (1) A resolution of the Alliance shall continue to be operative and binding, so that no motion inconsistent therewith shall be considered or passed for at least six months; provided that it shall be competent to deal with the subject matter of such resolution afresh where the majority of the Alliance are satisfied that a material change of circumstances has occurred and that notice has been given in the summons that such resolution may be rescinded.

21. Declaration of Interests

- (1) Any partner who has a personal financial interest, a business interest, or any other direct or indirect personal interest in a matter under discussion should, as soon as practicable, declare that interest.

22. Code of Conduct

- (1) In utilising the authority and carrying out the responsibilities delegated to them, partners must comply with the terms of the Code of Conduct for their organization.
- (2) Elected members must adhere to the Councillor's Code of Conduct.

23. Suspension of Standing Orders

- (1) It shall be competent for a partner at any time during a meeting to move suspension of the whole or any specified part of the Standing orders and such a motion, if duly seconded, shall be put to the vote immediately.

Alteration of Standing Orders

- (1) No standing order enacted by the Alliance shall be amended or dispensed with at any meeting except by consent of half of the members present, entitled to vote and voting.
- (2) The Clerk shall submit to any meeting of the Alliance a note of any new, or alteration of any existing, standing order which may seem to either to be required because of any resolution on the conduct of business adopted by the Alliance. The Alliance may then amend standing orders.

24. Minutes of Meeting

- (1) All minutes of meetings of the Alliance, in which shall be recorded the names of the members and officials who attended the meeting, shall be drawn up by the Clerk, printed, and, so far as practicable, circulated among members of the Alliance not later than the seven clear working days before the next ordinary meeting of the Alliance at which they shall be submitted, held as read, corrected if need be and, where held to be a true record of the proceedings of the meeting to which they relate approved as such.

25. Application of Standing Orders to the Executive Group

- (1) The provisions of these standing orders shall with necessary changes apply to the Executive Group

26. Obstructive or Offensive Conduct

- (1) In the event of any member at any Alliance meeting disregarding the authority of the Chair, or being guilty of obstructive or offensive conduct, a motion may thereupon be moved and seconded to suspend such member for the remainder of the sitting. The motion shall be put without discussion and, if it be carried, the Chair shall require the member forthwith to retire from the meeting and, if necessary, remove the member if s/he fails to do so.

27. Ethical Standards

- (1) The Ethical Standards in Public Life, Etc. (Scotland) Act 2000 will apply to the members of the Alliance and, as that Act requires, the Alliance will adopt a code of conduct, with which all members must comply at all times in their duties.

28. Diversity

- (1) The Alliance will make equal opportunities central to its work by giving consideration to the impact on equality of opportunity when developing policy and making decisions; the Alliance will also consider how it can attract other members from a range of groups.

29. Mainstreaming Equal Opportunities

- (1) Section 59(1) of the Act, requires that Scottish Ministers, local authorities and all other bodies participating in Community Planning should do so in a manner which encourages equal opportunities and, in particular, the observance of the equal opportunity requirements. This provision also relates to the duty of Best Value and to the power for local authorities to advance well-being.
- (2) Section 17(1) of the Act requires that local authorities in their duty to initiate and facilitate Community Planning should, on behalf of Community Planning partnerships, report on actions that have been taken to comply with these duties.
- (3) The legal definition of equal opportunities is set out in Schedule 5, Section L2 of the Scotland Act 1998 as:

"the prevention, elimination or regulation of discrimination between persons on the grounds of sex or marital status, on racial grounds or on grounds of disability, age, sexual orientation, language or social origin or of other personal attributes, including beliefs or opinions, such as religious beliefs or political opinions"
- (4) In respect of Community Planning, equalities objectives must be mainstreamed by the local authority in its facilitation role under section 15 of the Act; by those bodies under a duty to participate in Community Planning by virtue of section 16 of the Act and by Scottish Ministers in relation to their duties under section 16(8) of

the Act. All other bodies and agencies participating in Community Planning are strongly advised to pay regard to this guidance and to mainstream equalities objectives into their involvement with Community Planning.

30. Admission of Public and Press

- (1) Subject as hereinafter provided, every meeting of the Alliance shall be open to the public including the press.
- (2) The provisions of the foregoing paragraph shall be without prejudice to the powers of exclusion by the Chair in order to suppress or prevent disorderly conduct or other misbehaviour at a meeting and the Alliance may exclude or eject from a meeting a member or members of the public whose presence or conduct is impeding or is likely to impede the work or proceedings of the Alliance. Without prejudice to the foregoing generality, if a member of the public interrupts the proceedings at any meeting, the Chair may warn him/her. If the member of the public continues the interruption, the Chair may order his/her removal from the Alliance meeting.
- (3) The public shall be excluded from a meeting of the Alliance during consideration of an item of business whenever it is likely, in view of the nature of the business to be transacted or the nature of the proceedings, that, if members of the public were present during consideration of that item, confidential information would be disclosed to them in breach of the obligation of confidence. Nothing in these standing orders shall be taken to authorise or require the disclosure of confidential information in breach of the obligation of confidence as defined in the Act of 1973.

31. Executive Group

Membership

- (1) The membership of the Executive Group shall comprise:- the Chair and Vice-Chair, one elected member, a senior official from the Council, a representative of the Civic Forum, a representative from ACVO, a representative of NHS Grampian, a representative of Grampian Fire and Rescue Service, a representative from Grampian Police, and one representative from the following grouping:- Scottish Enterprise Grampian/Aberdeen and Grampian Chamber of Commerce/Federation of Small Businesses. The latter representation will be rotated between the three organisations annually in accordance with previously agreed timescales.
- (2) The Executive membership will be amended every two years in accordance with changes to the membership of the Alliance itself.

Should the Vice-Chair be one of the existing members, they will be replaced on the Executive Group from within their partner organisation.

- (3) Any alterations or additions to the membership of the Executive Group will be decided by the Alliance.
- (4) The minutes of meetings of the Executive Group will be submitted to the next meeting of the Alliance, for information.

32. Challenge Forums/Partners

- (1) The Alliance can request partners and/or Challenge Forums and networks with particular expertise or interest as may be appropriate, to undertake specific work on its behalf.

Appendix 2

Local Authority Responsibilities for the Community Planning Partnership **(to be assisted by those bodies subject to a duty to participate)**

- Develops and sets out a joint vision with agreed objectives for the area, normally in the form of a Community Plan.
- Sets out challenging outcomes of performance for the Community Planning partnership (as a whole) along with the contribution expected from individual participants in the partnership towards delivering these key outcomes. These outcomes should reflect both performance in the *process* of partnership working and outcomes for the partnership related to performance in *service improvements*.
- Identifies and allocates the resources necessary to achieve the agreed outcomes.
- Monitors progress with regard to the agreed outcomes, on what is being done by way of Community Planning and sets out and executes regular evaluation of progress.
- Reports on Community Planning partnership progress on the agreed outcomes along with reporting on what has been done by way of Community Planning.
- In light of monitoring, evaluation and reporting requirements sets out revised actions and outcomes normally as a supplement to the Community Plan.
- Streamlines the arrangements for the planning and delivery of services to ensure a connection between strategies and with other partnerships, the removal of any wasteful overlaps and the improvement of efficiency and effectiveness.
- Observes equal opportunity requirements and encourage equal opportunities.
- Develops processes which maintain a regular and effective means of communication between participants in the partnership.
- Develops processes for the sharing of appropriate information between partne

Appendix 3

Community Planning and Council Governance Arrangements

Community Planning	Council Services	Council Committees
<ul style="list-style-type: none"> ④ TACA Executive ④ Aberdeen Civic Forum ④ North East Joint Public Sector Group ④ Equalities Action Network ④ Aberdeen City and Shire Shared Services Board ④ Locality Planning ④ Community Engagement ④ Life Long Learning Forum ④ Active Aberdeen ④ Culture Forum ④ Children and Young Peoples Strategic Planning Group* 	<p>Corporate Governance</p>	<ul style="list-style-type: none"> ➡ Corporate Policy and Performance ➡ Finance and Resources ➡ Audit and Risk
	<p>Education Sport and Culture</p>	<ul style="list-style-type: none"> ➡ Education Sport and Culture
<ul style="list-style-type: none"> ④ ACSEF ④ Environmental Forum/Land Use Forum* ④ North East Scotland Transport Partnership (NESTRANS) ④ Aberdeen City and Shire Strategic Development Planning Authority (SDPA) 	<p>Enterprise, Planning and Infrastructure</p>	<ul style="list-style-type: none"> ➡ Enterprise, Planning and Infrastructure ➡ Development Management Sub
<ul style="list-style-type: none"> ④ Community Safety Partnership ④ Homes Forum/Affordable Homes Forum* ④ Environmental Forum 	<p>Housing and Environment</p>	<ul style="list-style-type: none"> ➡ Housing and Environment
<ul style="list-style-type: none"> ④ Community Health Partnership ④ North East Child Protection Committee ④ JADAT ④ North of Scotland Criminal Justice Authority 	<p>Social Care and Wellbeing</p>	<ul style="list-style-type: none"> ➡ Social Care and Wellbeing

Notes

Role of Council Directors

To ensure that any business raised in the forums that have partnership implications for Aberdeen City Council policy, planning or service delivery are effectively drawn to the attention of the relevant Council Committee for whom they are the lead officer.

To ensure the relevant forum is kept properly advised and engaged regarding the council's priorities and position and contribution to the delivery of the outcomes in the SOA.

To ensure the appropriate officers in terms of expertise and authority are participating effectively in the specific forum aligned to the services for which they are responsible.

To ensure the appropriate elected members and convenors are kept up to date with the developing agendas and actions of these forums.

Currently the minute of The Aberdeen City Alliance is placed on the Council meeting agenda and the Chief Executive would highlight for the Leader of the Council any matter from the minute which requires the Council's consideration, agreement or approval. It may be that this approach would assist directors in keeping the respective committees informed and engaged in the business of the community planning forums.

Cross Cutting Forums

It is clear from the table above that some forums cross over a number of different service areas e.g. Children and Young peoples Strategic Planning Group, Affordable Homes Forum, or over different areas of governance e.g. the North of Scotland, Grampian, City and Shire, City. These groups require to link into a various partner governance arrangements and different levels of governance and accountability.

Forums

Each forum has a chair, some of whom are elected members, and a nominated facilitator, some have paid staff that pursue the business of the Forum/Partnership. TACA has undertaken a recent review of each of the forums of their membership, contribution to the outcomes agreed in the SOA, and a strategic assessment of priorities. The development plans for each forum are being progressed at different paces.

Agenda Item 7(f)

Your Ref.
Our Ref. SB/LIS
Contact Sue Bruce
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ABERDEEN
CITY COUNCIL

10 March 2010

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DIAL DE SMART

Membership of the Aberdeen Airport Consultative Committee

Thank you for your letter of 5 March.

I will inform the Council's Leadership Board of the Consultative Committee's decision and I will also bring to their attention the issues you raise regarding attendance at meetings.

Yours sincerely

LB **Sue Bruce**
Chief Executive

copy Roderick MacBeath, Head of Democratic Services

SUE BRUCE
CHIEF EXECUTIVE



09 MAR 2010

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Consultative
Committee*

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5 March 2010

Mrs Sue Bruce
Chief Executive
Aberdeen City Council
Town House
Broad Street
ABERDEEN AB10 1AQ

Dear Sue

MEMBERSHIP OF THE ABERDEEN AIRPORT CONSULTATIVE COMMITTEE

During the autumn last year, the Secretary to the Airport Consultative Committee received a request from the City Council, asking that we agree to increase the number of City Council members on the Committee from the current three to four.

The present constitution was approved before the introduction of multi-seat wards, and allowed for the City Council and Aberdeenshire Council each to have two seats, with the City in addition having one extra seat specifically for the councillor in whose ward the airport is located. We are given to understand that the Council is now seeking a fourth seat, following the change to multi-seat wards, so that all four members representing the ward in which the airport is located are able to be members of the Consultative Committee.

The Consultative Committee has previously explained that we see ourselves as representing the interests of the whole of the City and Shire – and beyond – and not the interests simply of the areas most adjacent to the airport and its operations. However, I am pleased to inform you that, at our meeting earlier today the Committee agreed to grant the request of the Council, that four seats should be available to the City Council. I therefore look forward to receiving the name of the additional representative.

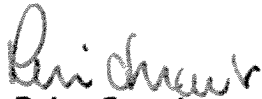
I was asked, though, to express the concern of the Committee, through you, at the consistently low levels of attendance by the current City Council representatives, of whom Councillor Ron Clarke is the most frequent to attend. Whilst we appreciate that from time to time members may be unable to attend due to pressure of other business, the constitution of the Committee does allow for the appointment of substitutes. City Council members have used this device from time to time, but not on a regular basis. The outcome is that, today for example, there was no representative at elected member level from the City Council, despite the importance

of the airport to the economy of the City and the relationship which the two bodies should have in relation to economic development, transport policy, and planning and building control.

The Committee sincerely hopes that, especially with the granting of this request, the City Council will be more consistently represented, and that where a member is not able to attend, he or she will appoint a substitute.

With best wishes

Yours sincerely



Dr Peter Smart

CHAIRMAN

ABERDEEN AIRPORT CONSULTATIVE COMMITTEE

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Question from Councillor McCaig

To the Convener of Audit and Risk

- (1) To ask the convener of Audit and Risk if he believes there is a significant risk to the council of confidential reports being leaked to the press and what actions he feels group leaders should take with regards to members of their group commenting in public about reports containing commercially sensitive information?

Answer:-

"The term "confidential" has a specific meaning under the Local Government (Scotland) Act 1973 as amended by the Local Government Access to Information Act 1985. I am unaware of this Council - from May 2007 onwards - ever having a confidential report in front of it.

All councillors have signed a statement agreeing to abide by the Code of Conduct and I would expect them to adhere to it accordingly. I would not expect any member to discuss or pass on exempt information in public. My advice to Group Leaders would be that they remind their members of their obligations under the Code of Conduct; however, if any specific action is required, then that is a matter for each individual Group in accordance with its own procedures."

Councillor McCaig has stated that he is not completely satisfied with the above response.

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