

# Public Document Pack



To: Councillor Young, Convener; Councillor Donnelly, Vice Convener; and Councillors Allan, Cameron, Crockett, Dickson, Jackie Dunbar, Flynn, Len Ironside CBE, Laing, Milne, Nicoll, Reynolds, Jennifer Stewart, Taylor, Townson and Yuill

Town House,  
ABERDEEN 30 May 2016

## **FINANCE, POLICY AND RESOURCES COMMITTEE**

The Members of the **FINANCE, POLICY AND RESOURCES COMMITTEE** are requested to meet in Committee Room 2 - Town House on **TUESDAY, 7 JUNE 2016 at 2.00 pm.**

FRASER BELL  
HEAD OF LEGAL AND DEMOCRATIC SERVICES

### **B U S I N E S S**

#### **DETERMINATION OF EXEMPT BUSINESS**

- 1.1 Members are Requested to Determine that any Exempt Business be Considered with the Press and Public Excluded

#### **REQUESTS FOR DEPUTATION**

- 2.1 None Received at this Stage

#### **MINUTES AND COMMITTEE BUSINESS STATEMENT**

- 3.1 Minute of Previous Meeting of 19 April 2016 (Pages 5 - 30)
- 3.2 Committee Business Statement (Pages 31 - 50)

## **MOTIONS**

### 4.1 Notice of Motion by Councillor Flynn - Kincorth and Hazlehead Swimming Pools

“That Officers identify possible funding streams that may be available to provide funding to Sport Aberdeen to ensure that the Kincorth swimming pool can remain open to the public until the new ‘South of the City’ Academy has been built.

That Officers investigate the possibility of providing a previously removed utilities rebate to sport Aberdeen in order to keep Hazlehead swimming pool open whilst a full assessment is undertaken into its future viability.”

### 4.2 Notice of Joint Motion by Councillors Greig and Jennifer Stewart - Kincorth and Hazlehead Swimming Pools

“That this Council:-

(1) Expresses concern at the manner in which Sport Aberdeen decided to close Hazlehead and Kincorth swimming pools, both of which are much valued community amenities, without any public consultation;

(2) Requests Sport Aberdeen - an ALEO - to keep these swimming pools open, carry out a full public consultation on their future and publish the results of that consultation before making any final decision on the future use of Hazlehead and Kincorth swimming pools; and

(3) Provides funding of £405,000 from contingency in 2016/17 to offset the saving approved in setting the budget and future years funding be considered as part of the budget setting process to allow an assessment of the South of the City school build which includes a swimming pool facility.”

## **CORPORATE GOVERNANCE SERVICE ISSUES**

### 5.1 Performance Management Framework (Pages 51 - 58)

### 5.2 Corporate Governance Performance Scorecard (Pages 59 - 90)

## **FINANCE**

### 6.1 2015/16 Financial Monitoring - Corporate Governance (Pages 91 - 98)

- 6.2 2015/16 Common Good Budget - Monitoring Report Update (Pages 99 - 108)
- 6.3 Council Year End Monitoring Report 2015/2016 (Pages 109 - 122)
- 6.4 Treasury Management Policy and Strategy - Year End Review (Pages 123 - 128)
- 6.5 Small Financial Assistance Grants and Gala Funding 2016/17 (Pages 129 - 148)

### **HUMAN RESOURCES**

- 7.1 Smoke Free at Work Policy (Pages 149 - 166)
- 7.2 Travel Policy, Procedure and Guidance (Pages 167 - 182)
- 7.3 Special Leave Policy - Follow Up Report (Pages 183 - 186)
- 7.4 Recruitment and Selection Procedures for Teachers (Pages 187 - 192)

### **GENERAL BUSINESS**

- 8.1 Strategic Infrastructure Plan (Pages 193 - 202)
- 8.2 Review of Leisure Assets (to follow)
- 8.3 Twining and International Partnerships (Pages 203 - 220)
- 8.4 Governance Review - Procurement Regulations (Pages 221 - 244)
- 8.5 Thomas Blake Glover House - Alternative Uses of the Property (to follow)
- 8.6 Air Passenger Duty (to follow)
- 8.7 Service to Deliver Mobility Equipment Hire (Pages 245 - 248)

## **ITEMS THE COMMITTEE MAY WISH TO CONSIDER IN PRIVATE**

### **GENERAL BUSINESS**

- 9.1 Aberdeen Renewable Energy Group Agreement (to follow)
- 9.2 General Stationery and Office Paper Framework (Pages 249 - 256)
- 9.3 South of the City Academy (to follow)
- 9.4 Art Gallery Redevelopment Fundraising (to follow)
- 9.5 Property Update Report (Pages 257 - 262)
- 9.6 Procurement - Appointment of Term Contractors for Property Consultancy Services (Pages 263 - 268)
- 9.7 Gospel Hall, New Pier Road, Footdee - Proposed Community Asset Transfer (Pages 269 - 274)
- 9.8 Ferryhill Engine Shed - Lease (Pages 275 - 278)
- 9.9 Irritancy of Registerable Leases - Sites at Sc lattie Quarry (Pages 279 - 282)

To access the Information Bulletins for this Committee please use the following link:

**[Finance, Policy & Resources Committee Information Bulletins](#)**

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

## FINANCE, POLICY AND RESOURCES COMMITTEE

ABERDEEN, 19 April 2016. Minute of Meeting of the FINANCE, POLICY AND RESOURCES COMMITTEE. Present:- Councillor Young, Convener; Councillor Thomson, Vice-Convener; and Councillors Allan, Cameron, Copland (as a substitute for Councillor Jackie Dunbar), Dickson, Donnelly, Flynn, Len Ironside CBE, Laing, Milne, Nicoll, Reynolds, Jennifer Stewart, Taylor, Townson and Yuill.

**The agenda and reports associated with this minute can be found at:-**

**<http://committees.aberdeencity.gov.uk/ieListDocuments.aspx?CId=146&MIId=3826&Ver=4>**

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

### LEGAL SERVICES

1. The Convener advised that three long serving employees within Legal Services, namely: Eric Anderson (27 years), Bill Gordon (42 years) and Fiona Selbie (36 years) had recently retired from the Council and he thanked them for their contribution and service to the Council.

**The Committee resolved:**

to concur with the Convener's remarks.

### DETERMINATION OF EXEMPT BUSINESS

2. The Convener proposed that the Committee consider items 8.1 (Aberdeen Science Centre – Bank Guarantee 2016-2017), 9.1 (Station House Community Centre), 9.2 (Sport Aberdeen – Contract Revision and Extension and Governance Arrangements), 10.1 (Post of Director of Corporate Governance), 10.2 (Corporate Parenting Champions Board – Participation Worker to Support Care Experienced Young People at the Champions Board), 11.1 (Security Guard at the Customer Service Centre), 11.2 (AECC Ltd Service Level Agreement and AECC Operator Procurement), 11.3 (Extension from the Council's Standing Orders Relating to Contracts and Procurement for the Statutory Annual Inspection and Servicing of School Workshop Technical Equipment), 11.4 (Procurement of Kerbside Mixed Recycling Bins), 11.5 (His Majesty's Theatre Roof Repair) and 11.6 (Purchase of 2 Caroline Place) with the press and public excluded.

**The Committee resolved:-**

in terms of Section 50(A)(4) of the Local Government (Scotland) Act 1973, to exclude the press and public from the meeting from item 8.1 of the agenda (article 32 of this minute) onwards so as to avoid disclosure of information of the classes described in the following paragraphs of Schedule 7(A) to the Act: article 32 (paragraphs 4, 6, 8 and 9), articles 33 (paragraphs 6 and 9), article 34 (paragraphs 8 and 10), article 35 (paragraph 8), article 36 (paragraphs 6 and 9), article 37 (paragraph 8 and 10), article 38

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(paragraph 8), article 39 (paragraphs 6 and 9), article 40 (paragraphs 6 and 9), article 41 (paragraph 6) and article 42 (paragraph 1).

### **MATTER OF URGENCY - SOUTH OF THE CITY ACADEMY – APPROVAL OF EARLY WORKS**

3. The Convener intimated that he had directed in terms of Section 50 (B)(4)(b) of the Local Government (Scotland) Act 1973 that an additional report entitled South of the City Academy – Approval of Early Works be considered on today’s agenda.

**The Committee resolved:**

to concur with the Convener’s proposal.

### **MINUTE OF PREVIOUS MEETING OF 16 FEBRUARY 2016**

4. The Committee had before it the minute of its previous meeting of 16 February 2016.

**The Committee resolved:**

to approve the minute as a correct record.

### **DEVELOPING YOUNG WORKFORCE - REFERRAL FROM EDUCATION AND CHILDREN'S SERVICES COMMITTEE**

5. The Committee had before it by way of referral, a report from the Education and Children’s Services Committee of 24 March 2016 recommending the ring fencing of the Developing Young Workforce monies from Council underspends.

**The Committee resolved:**

to agree to the ring fencing of the Developing Young Workforce monies from Council underspends.

### **COMMITTEE BUSINESS STATEMENT**

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

**The Committee resolved:**

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- (i) to note that an information bulletin was available for item 2 (Management of Events and Commercial Lets in Aberdeen's Parks and Open Spaces) and therefore to remove from the statement;
- (ii) to remove items 3 (Recruitment Advertising Arrangements), 4 (Participatory Budget), 6 (New AECC – Market Testing Exercise), 12 (Scottish Government Grant), 15 (Twinning and International Partnerships), 16 section (a)(Aberdeen Japan Strategy), subject to the decision taken later on today's agenda;
- (iii) in relation to item 5 (Art Gallery Redevelopment Fundraising), to note that a verbal update would be provided at item 7.1 (Strategic Infrastructure Plan Progress Update), with a report to be submitted to the next meeting of the Committee on 7 June 2016;
- (iv) to transfer item 9 (Removal of 77-79 Bon Accord Street), to the Property Sub Committee and to request that the report to the Sub Committee outlining options for its future use explore whether the property could be used for housing;
- (v) in relation to item 11 (City Region Deal – Financial Implications), to note that a report would be submitted to the next meeting of the Committee on 7 June 2016; and
- (vi) to otherwise note the updates contained therein.

### **CORPORATE GOVERNANCE AND OFFICE OF CHIEF EXECUTIVE SERVICE PLANS - CG/16/21**

7. The Committee had before it a report by Interim Director of Corporate Governance which outlined the work undertaken on the individual Service Plans for the Corporate Governance Directorate and Office of Chief Executive.

**The report recommended:-**

that the Committee note the information contained in the report relating to the development of Service Plans for the Corporate Governance Directorate and Office of Chief Executive.

**The Committee resolved:**

to approve the recommendations.

### **REVISED CORPORATE GOVERNANCE PERFORMANCE SCORECARD - CG/16/25**

8. With reference to article 6 of the minute of the meeting of the Finance, Policy and Resources Committee of 3 December 2015, the Committee had before it a report by the Interim Director of Corporate Governance which presented revised key performance information for the Corporate Governance Directorate.

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### **The report recommended:-**

that the Committee endorse the revised format of the performance report for the Corporate Governance Directorate and the information contained therein.

### **The Committee resolved:**

- (i) to approve the recommendation; and
- (ii) to note that that the Directorate continued to review the performance data reported to the Committee.

### **2015/16 FINANCIAL MONITORING - CORPORATE GOVERNANCE - CG/16/029**

9. With reference to article 6 of the minute of the meeting of the Finance, Policy and Resources Committee of 16 February 2016, the Committee had before it a report by the Interim Director of Corporate Governance which advised (1) on the 2015/2016 revenue and capital budget's financial performance for the period to 29 February 2016; (2) of the forecast outturn position for 2015/2016 for the services within Corporate Governance; (3) of a request to vire £125,000 of the corporate training budget earmarked for health and safety training to the cost centre for health, safety and wellbeing; and (4) on any areas of risk and management action.

### **The report recommended:-**

that the Committee –

- (a) note the report and the information on management action and risks that was contained therein;
- (b) approve the request to vire £125,000 from the corporate training budget to the cost centre for health, safety and wellbeing; and
- (c) instruct officers to continue to review budget performance.

### **The Committee resolved:**

to approve the recommendations.

### **COUNCIL GENERAL FUND MONITORING 2015/16 - CG/16/031**

10. With reference to article 7 of the minute of the meeting of the Finance, Policy and Resources Committee of 16 February 2016, the Committee had before it a report by the Interim Director of Corporate Governance which provided an opportunity to consider the current financial position for the Council and the forecast outturn for the financial year 2015/2016.

### **The report recommended:-**

that the Committee note the financial position contained within the report.



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**The Committee resolved:**

to approve the recommendation.

**2015/16 COMMON GOOD BUDGET - MONITORING REPORT - CG/16/030**

11. With reference to article 8 of the minute of the meeting of the Finance, Policy and Resources Committee of 16 February 2016, the Committee had before it a report by the Interim Director of Corporate Governance which outlined the current year's revenue budget performance for the Common Good Fund and provided a forecast position of the cash balances as at 31 March 2016.

**The report recommended:-**

that the Committee –

- (a) note the report and the information on management action and risks that was contained therein;
- (b) note the estimated cash balances as at 31 March 2016 of £14.6 million based on current estimates, which was within the recommended levels indicated by the Head of Finance; and
- (c) note the position regarding earmarked reserves.

**The Committee resolved:-**

to approve the recommendations.

**SMALL FINANCIAL ASSISTANCE GRANTS AND GALA FUNDING 2016/17 - CG/16/051**

12. The Committee had before it a report by the Interim Director of Corporate Governance which presented (1) recent applications for financial assistance from the financial assistance budget; (2) a revised procedure and funding pack to be followed for Community Gala Grants; (3) an application for gala funding; and (4) a funding pack to be used for financial assistance grants.

**The report recommended:-**

that the Committee –

- (a) consider the applications received and agree to award small financial assistance grant funding based on the following recommendations:-
  - Airborne Alliance, Aberdeen Branch, for the purchase of a new Standard comprising of flag and pole - £650;
  - VSA, financial assistance towards the costs of holding a Sing, Sing, Sing Event at the Beach Ballroom – a maximum of £1,500;

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- RNLI, financial assistance towards the cost of holding a fund raising May Day Fun Day at the Duthie Park - £506;
  - M56, Tillydrone, to cover the cost of sending an individual to Uganda – a maximum of £1,409;
  - J Duncan, financial assistance towards the cost of a family fundraising event held at the Beach Ballroom – a maximum of £1,500 (to be confirmed);
  - C Campbell on behalf of SANDS, financial assistance towards the cost of holding a fund raising auction at the Beach Ballroom – a maximum of £1,500; and
  - Bon Accord Bowling Association, to cover the cost of coach hire in support of the annual bowling competition between Aberdeen and Dundee for the Meff-Spence Trophy - £477;
- (b) approve the revised procedure and funding pack for Community Gala Grants;
- (c) subject to the approval of recommendation (b) above, consider the gala funding applications received and award funding as deemed appropriate up to a maximum of £2,500; and
- (d) approve the use of the funding pack for Financial Assistance Grants.

### **The Committee resolved:**

- (i) to approve recommendation (a);
- (ii) to approve recommendation (b) and to request officers to review the Community Gala Grants application form to include the level of funding requested by the gala;
- (iii) to award £1600 to the Friends of Duthie Park Open Day;
- (iv) to defer consideration of the Danestone Gala application to its next meeting on 7 June 2016 to enable officers to clarify whether volunteers were to be paid by the Gala, however should the Gala advise that the application required to be determined prior to 7 June 2016 to agree that the application be submitted to the Council meeting on 11 May 2016 for determination; and
- (v) to approve the use of the funding pack for Financial Assistance Grants.

### **SCOTTISH GOVERNMENT GRANT PER HEAD OF POPULATION - CG/16/052**

**13.** The Committee had before it a report by the Interim Director of Corporate Governance which provided an analysis of the 2016/2017 Scottish Government funding settlement showing the allocation of funding on a “per head of population” basis.

**The report recommended –**  
that the Committee note the contents of the report.

### **The Committee resolved:**

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- (i) to note appendix A and B which confirmed Aberdeen City Council (a) was ranked 32<sup>nd</sup> out of 32 local authorities and was therefore the lowest funded council in Scotland and (b) received £1440 per head of population compared to Dundee Edinburgh and Glasgow which received £1925 £1456 and £2034 respectively;
- (ii) to note Appendix C, which confirmed (a) Aberdeen City Council's position as the 2<sup>nd</sup> highest contributor of Non Domestic Rates per head of population to the Scottish Government out of 32 local authorities; and (b) that Aberdeen contributed £942, Dundee £479, Edinburgh £761 and Glasgow £623;
- (iii) to note Appendix D, which confirmed that (a) Aberdeen City Council, received the lowest General Revenue Grant of all local authorities in Scotland from the Scottish Government; (b) Aberdeen received only £498 per head of population from the Scottish Government; (c) the Scottish Government allocated Dundee £1445, Edinburgh £696 and Glasgow £1412 per head of population; and (d) the second lowest funded Council, that being Edinburgh, still received £198 per person more from the Scottish Government than Aberdeen City Council;
- (iv) to note Appendix F, which confirmed that Aberdeen City Council received only 81.75% of the average local authority funding some 3.25% less than what the Scottish Government promised as the minimum 85% floor;
- (v) to instruct the Chief Executive to send a copy of the report to all community and business partners, including Arm's Length Organisations, the Chamber of Commerce, Federation of Small Businesses, Scottish Local Government Partnership, COSLA, Scottish Council for Development and Industry, Robert Gordon University, the University of, Aberdeen Inspired and any other organisation that could help lobby the Scottish Government to provide Aberdeen City Council with a fairer settlement; and
- (vi) to instruct the Chief Executive following the Scottish Parliamentary Election to write to the incoming Finance Secretary providing a copy of the report outlining Aberdeen City Council's financial position as outlined above and seeking a meeting with the Finance Secretary, Aberdeen MSPs and North East Scotland Regional List MSPs, along with the Leader of the Council and the Convener and Vice Convener of Finance Policy and Resources and to confirm the agreed date at the Committee's meeting on 7 June 2016.

### **SICKNESS ABSENCE UPDATE - CG16/024**

**14.** The Committee had before it a report by the Interim Director of Corporate Governance which outlined the current sickness rates across the Council.

#### **The report recommended:-**

that the Committee –

- (a) note the current sickness rate; and

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- (b) endorse the proposed measures for reducing sickness absence across the Council.

**The Committee resolved:**

to approve the recommendations.

**WORKING TIME POLICY - CG16/032**

15. The Committee had before it a report by the Interim Director of Corporate Governance which sought approval for the amended Working Time policy which required review in order to bring it up-to-date with existing legislation and current practice in the Council.

**The report recommended:-**

that the Committee approve the revised version of the Working Time policy appended to the report to replace the existing policy.

**The Committee resolved:**

to approve the recommendation.

**VOLUNTARY SEVERANCE/EARLY RETIREMENT POLICY - CG/16/033**

16. The Committee had before it a report by the Interim Director of Corporate Governance which sought approval of the revised Voluntary Severance/Early Retirement policy, which was required following the introduction of the new Local Government Pension Scheme.

**The report recommended –**

that the Committee approve the revised version of the Voluntary Severance/Early Retirement policy as appended to the report.

**The Committee resolved:**

to approve the recommendation.

**REVISIONS TO SPECIAL LEAVE POLICY - CG/16/034**

17. The Committee had before it a report by the Interim Director of Corporate Governance which sought approval of the proposed changes and additions to the existing Special Leave policy.

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### **The report recommended –**

that the Committee approve the proposed changes and additions to the Special Leave policy as appended to the report.

### **The Committee resolved:**

- (i) to approve the recommendation; and
- (ii) to request officers to review the provision for foster and kinship carers within the Special Leave policy and report back to the next meeting of the Committee in this regard.

### **RECRUITMENT ADVERTISING ARRANGEMENTS - UPDATE - CG/16/039**

**18.** With reference to article 16 of the minute of the meeting of the Finance, policy and Resources Committee of 23 April 2015, the Committee had before it a report by the Interim Director of Corporate Governance which (1) provided an update on the experience of the 12-month trial period of providing in-house recruitment advertising function approved at its meeting in April 2015; and (2) in light of the aforementioned experience, sought approval to retain the council's recruitment advertising function in-house, managed by the Communications and Promotion Service, Office of Chief Executive.

### **The report recommended –**

that the Committee –

- (a) note the improvement in the provision of recruitment services over the past 12 months by bringing the services back in-house; and
- (b) approve the Council's recruitment advertising function to be retained in-house on a permanent basis from 1 May 2016.

### **The Committee resolved:**

to approve the recommendations.

### **STRATEGIC INFRASTRUCTURE PLAN PROGRESS UPDATE - CG/16/035**

**19.** With reference to article 12 of the minute of the meeting of the Finance, Policy and Resources Committee of 16 February 2016, the Committee had before it a report by the Director of Communities, Housing and Infrastructure which provided a progress update on the delivery of the Strategic Infrastructure Plan.

### **The report recommended:-**

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

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

- (i) to approve the recommendation;
- (ii) to instruct the Strategic Infrastructure Plan Programme Manager to ensure that end dates were provided for all projects in the Strategic Infrastructure and Capital Plan Programme dashboard submitted to the next meeting of the Committee in 7 June 2016;
- (iii) to request the Head of Policy, Performance and Resources, Education and Children's Services, to advise Members, by email, of the costs of storing the museums collection and the date on which the collection will be open to the public;
- (iv) to request the Head of Policy, Performance and Resources, Education and Children's Services, to advise Members, by email, of the difference between the Art Gallery redevelopment fundraising total reported at the Committee's meeting on 16 February 2016 and the total as of today; and
- (v) to instruct the interim Director of Corporate Governance to make arrangements to submit a report to the Audit, Risk and Scrutiny Committee in September 2016 in respect of the Third Don Crossing project.

### **BUILDING A DIGITAL FUTURE - A NEW WEB CONTENT MANAGEMENT SYSTEM TO OFFER RESIDENTS A DIGITAL CHOICE - OCE/16/013**

**20.** The Committee had before it a report by the Chief Executive which sought approval to procure and implement a new Content Management System (CMS) for the website and intranet that supported the aims of the Council's plans for Digital Delivery as set out in the refreshed Strategic Business Plan.

### **The report recommended:-**

that the Committee -

- (a) approve the procurement and implementation of a new Content Management System (CMS) for the website and intranet that supported the aims of the Council's plans for Digital Delivery as set out in the refreshed Strategic Business Plan; and
- (b) approve the intention to consult and engage with the public and other key stakeholders during the design phase of the new CMS in accordance with the Government's (Digital) Design standards.

### **The following revised officer recommendations were tabled at the meeting:**

that the Committee -

- (a) approve the phased works to upgrade the web and intranet plus the procurement and implementation of a new Content Management System (CMS) for a new website and intranet at a combined estimated expenditure of £200,000 as detailed within the report, noting that implementation of the system supported

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- the aims of the Council's plans for Digital Delivery as set out in the refreshed Strategic Business Plan; and
- (b) approve the intention to consult and engage with the public and other key stakeholders during the design phase of the new CMS in accordance with the Government's (Digital) Design Standards.

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

that the Committee approve the revised officer recommendations and instruct the Head of Communications and Promotions to (a) provide Members of the Committee with the options appraisal of all options considered in phase 1; and (b) to submit a report with the implementation plan for the project to the next meeting of the Committee on 7 June 2016.

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

that the Committee –

- (1) instruct the Chief Executive and Director of Corporate Governance to submit a detailed business plan on building a digital future to the next meeting of the Committee;
- (2) authorise the upgrade of the server at a sum of £20,0000; and
- (3) approve the intention to consult and engage with the public and other key stakeholders during the design phase of the new CMS in accordance with the Government's (Digital) Design Standards.

On a division, there voted:- for the motion (9) – the Convener, the Vice-Convener and Councillors Allan, Donnelly, Ironside, Laing, Milne, Reynolds, and Taylor; for the amendment (8) – Councillors Cameron, Copland, Dickson, Flynn, Nicoll, Jennifer Stewart, Townson and Yuill.

**The Committee resolved:**

to adopt the motion.

### **DIGITAL CONNECTIVITY STRATEGY - CG/16/006**

21. The Committee had before it a report by the Interim Director of Corporate Governance which sought approval for a digital connectivity programme, (overview diagram in Appendix 1) and the associated steps required to implement this strategy.

**The report recommended:-**

that the Committee -

- (a) approve the digital connectivity programme and the associated steps required to implement the strategy in accordance with the detail contained in the report;
- (b) instruct the Head of IT and Transformation to procure and implement free public access Wi-Fi within the city centre; and

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- (c) delegate authority to the Head of IT and Transformation and the Head of Legal and Democratic Services to conclude negotiations for the SWAN contract to provide the potential of 1 GB fibre connectivity to council premises and note the potential of this to drive additional private sector investment across the city.

**The Committee resolved:**

to approve the recommendations.

### **ABERDEEN JAPAN STRATEGY - GLOVER CLUB - CG/16/051**

**22.** With reference to article 15 of the minute of the meeting of the Finance, Policy and Resources Committee of 16 February 2016, the Committee had before it a report by the Director of Communities, Housing and Infrastructure which advised of the activity taken to organise the 'Glover Club' as outlined within the strategy for local businesses interested in trading with Japan.

**The report recommended:-**

that the Committee -

- (a) note the activity undertaken to date; and
- (b) approve the initial planned activity for 2016/2017.

**The Committee resolved:**

to approve the recommendations.

### **PARTICIPATORY BUDGETING UPDATE - CHI/16/050**

**23.** With reference to article 7 of the minute of the meeting of the Finance, Policy and Resources Committee of 9 June 2015, the Committee had before it a report by the Director of Communities, Housing and Infrastructure which provided an update on the effectiveness and impact of participatory budgeting allocation of £100,000.

**The report recommended:-**

that the Committee -

- (a) note the report; and
- (b) request officers to develop a Corporate Policy for participatory budgeting and report this to the Committee.

**The Committee resolved:**

to approve the recommendations.



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### TWINNING AND INTERNATIONAL PARTNERSHIPS - OCE/16/009

**24.** With reference to article 13 of the minute of the meeting of the Finance, Policy and Resources Committee of 16 February 2016, the Committee had before it a report by the Chief Executive which presented applications received for financial assistance from the International Twinning Budget 2016/2017.

**The report recommended:-**

that the Committee approve the following grants from the International Twinning Budget 2016/2017 -

- (a) a contribution of £10,000 towards the development of an arts project between Aberdeen and Stavanger which would culminate in public engagement activities at SPECTRA 2017, April 2016 – March 2017;
- (b) a contribution of £500 towards the cost of a musician from Aberdeen performing at Regensburg Jazz Festival, 3-10 July 2016;
- (c) a contribution of £1,800 towards a delegation from Aberdeen attending an art symposium in Regensburg, 20-25 August 2016;
- (d) a contribution of £2,300 towards the participation of a Bavarian Brass Band from Regensburg at Celebrate Aberdeen Weekend, 26-28 August 2016;
- (e) a contribution of £10,000 towards a traditional music project for young people from Aberdeen, Clermont-Ferrand and Regensburg, April-November 2016; and
- (f) a contribution of £8,200 towards a project with a choir from Stavanger at Sound 2016 (October 2016) and the creation of a residency project for musicians from Aberdeen and Clermont-Ferrand (January 2017) which would culminate in a performance at Sound 2017.

**The Committee resolved:**

to approve the recommendations.

### TWINNING AND INTERNATIONAL PARTNERSHIPS ANNUAL REVIEW - OCE/16/014

**25.** The Committee had before it a report by the Chief Executive which presented the annual review of the Twinning and International Partnerships Programme in 2015/2016 and outlined objectives for 2016/2017.

**The report recommended:-**

that the Committee note details of the Twinning and International Partnerships Programme in 2015/2016 and the objectives identified for 2016/2017.

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### **The Committee resolved:**

- (i) to approve the recommendations; and
- (ii) to request the Twinning and International Partnerships Officer to review the application criteria in respect of salaries and the maximum 50% funding allocation.

### **OFFSHORE EUROPE 2015/2017 - OCE/16/004**

**26.** The Committee had before it a report by the Chief Executive which presented feedback from the 2015 Offshore Europe (OE) event; detailed the Council's involvement in OE17 and the cost implications of participating in the conference and exhibition and the activities to be undertaken in support of the event.

### **The report recommended:-**

that the Committee –

- (a) note the content of the report; and
- (b) approve the Council's involvement in the exhibition in 2017 at a cost of £90,000 and note that the expenditure in 2016/2017 for the event was contained within the Office of the Chief Executive budget approved by Council in February 2016 and that the expenditure in 2017/2018 would be subject to the normal budgetary approval process in February 2017.

### **The Committee resolved:**

to approve the recommendations.

### **MATTER OF URGENCY**

The Convener intimated that he had directed in terms of Section 50(B)(4)(b) of the Local Government (Scotland) Act 1973, that the following item be considered as a matter of urgency as approval was required to allow the work associated with the Winter Festival 2016 to commence and to provide adequate time for planning, development of the programme and delivery.

### **DECLARATIONS OF INTEREST**

Councillor Laing declared an interest by virtue of her position as a Council appointed member of the Board of Aberdeen Inspired. Councillor Laing considered that the nature of her interest required her to leave the meeting and took no part in the Committee's deliberations thereon. Councillor Laing was substituted by Councillor Carle for this item only.

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**CHRISTMAS VILLAGE AND WINTER FESTIVAL 2016 - OCE/16/007**

27. With reference to article 29 of the minute of the meeting of the Finance, Policy and Resources Committee of 15 September 2015, the Committee had before it a report by the Chief Executive which provided feedback following the delivery of the Christmas Village on Union terrace from 25 November 2015 to 3 January 2016 and presented information on the proposed events for the Winter Festival in 2016.

**The report recommended:-**

that the Committee –

- (a) note the feedback from the Christmas Village 2015;
- (b) approve financial support of £132,750 to Aberdeen Inspired for the Christmas Village 2016 on Union Terrace, subject to a Service Provision Agreement to be entered into between Aberdeen City Council and Aberdeen Inspired;
- (c) note the in-kind costs to the relevant Services as set out in paragraph 3 of the report and to approve the in kind service support of £55,000 to cover road services, cleansing and environmental services activities for the Christmas Village in 2016;
- (d) delegate authority to the Head of Legal and Democratic Services to enter into a Service Provision Agreement with Aberdeen Inspired in accordance with the Committee's decision; and
- (e) instruct officers to investigate other activities that could feature as part of the Winter Festival in Aberdeen.

At this juncture, the Committee requested details of the income and expenditure of the Christmas Village 2015 prior to determining this report. Officers advised that in terms of paragraph 6 of Schedule 7(A) of Section 50(A)(4) of the Local Government (Scotland) Act 1973 the requested information was exempt information and should not be considered with the press and public present.

**The Committee resolved:**

in terms of paragraph 6 of Schedule 7(A) of Section 50(A)(4) of the Local Government (Scotland) Act 1973, to consider the appendix containing financial information regarding the Christmas Village 2015 later on the agenda with the press and public excluded and that a decision on the report be taken at that time.

**RE-ENROLMENT - CG/16/048**

28. The Committee had before it a report by the Interim Director of Corporate Governance which advised of the requirement to undertake re-enrolment (a statutory duty which involved assessing the workforce to identify those who qualified to be re-

## **FINANCE, POLICY AND RESOURCES COMMITTEE**

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enrolled to the Council's pension schemes) with the re-enrolment date to be 1 June 2016.

**The report recommended –**

that the Committee note the content of the report and instruct officers to proceed with the implementation of re-enrolment, reporting back to the Committee in December 2016.

**The Committee resolved:**

to approve the recommendation.

### **FCHJU FUEL CELL BUS COMMERCIALISATION PROJECT - CHI/16/099**

**29.** The Committee had before it a report by the Director of Communities, Housing and Infrastructure which presented the business case for the Council's participation in the Fuel Cell Hydrogen Joint Undertakings (FCHJU) Fuel Cell Bus Commercialisation Project, which aimed to introduce additional vehicles into the City's hydrogen fuel cell bus fleet.

**The report recommended:**

that the Committee -

- (a) agree to the Council's participation, in principle, in the FCHJU Fuel Cell Commercialisation Project for ten hydrogen fuel cell buses; and
- (b) to instruct the Director of Communities, Housing and Infrastructure to report back to Finance, Policy and Resource Committee with confirmation that external match funding was secured for the project.

**The Committee resolved:**

- (i) to approve the recommendations; and
- (ii) to instruct the Director of Communities, Housing and Infrastructure to explore the possibility of increasing the number of buses if match funding could be secured and to report back to the next meeting of the Committee on 7 June 2016 in this regard.

### **MATTER OF URGENCY**

**The Convener intimated that he had directed in terms of Section 50(B)(4)(b) of the Local Government (Scotland) Act 1973, that the following item be considered as a matter of urgency as the report was scheduled to be reported in November 2015, however further consultation was required and a decision is now required on this matter.**

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### DECLARATIONS OF INTERESTS

**Councillor Dickson declared an interest in relation to the following item of business by virtue of his position as a Council appointed Director to the Board of Sport Aberdeen, and considered that the nature of his interest required him to leave the meeting and took no part in the Committee's deliberations thereon.**

**Councillor Donnelly also declared an interest by virtue of his position as a Council appointed Director to the Board of Sport Aberdeen but chose to remain in the meeting as Sport Aberdeen was a body being a company established wholly or mainly for the purpose of providing services to the local authority, and which had entered into a contractual arrangement with the local authority for the supply of goods and/or services to the local authority, as set out in paragraph 5.18(2)(d)(i) and (ii) of the Councillors' Code of Conduct.**

### **SPORT ABERDEEN - CONTRACT REVISION AND GOVERNANCE ARRANGEMENTS - ECS/16/022**

**30.** With reference to article 5(B) of the minute of the meeting of the Education and Children's Services Committee of 29 January 2015, the Committee had before it a report by the Director of Education and Children's Services which provided an update on the actions taken with Sport Aberdeen since it was agreed to (a) amend the existing contract agreement with Sport Aberdeen to reflect the additional functions of the sports team; and (b) undertake a broader review of the existing contract agreement with a view to strengthen further the system of governance of Sport Aberdeen.

#### **The report recommended:-**

that the Committee –

- (a) delegate authority to the Head of Legal and Democratic Services to amend the contract between the Council and Sport Aberdeen to include the functions which were set out in paragraph 5.3 of the report;
- (b) delegate authority to the Head of Finance to provide a bank guarantee on behalf of the Council to Sport Aberdeen to a maximum of £5 million over a 5 year period for investment in Council leisure facilities, subject to completion of the Review of Leisure Assets and submission of a report to the 7 June 2016 meeting of this Committee;
- (c) approve the recommendation to allow the Board of Sport Aberdeen to assume responsibility for replacing any Board members following their due processes for

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- such appointments, with such appointments then being notified to Council through Information Bulletin reports;
- (d) note the governance arrangements outlined to review the performance of Sport Aberdeen;
  - (e) note the progress of the Active Aberdeen Partnership;
  - (f) agree that Sport Aberdeen lead and complete the review of the Access to Leisure Programme and that the Director of Education and Children's Services report to the Finance, Policy and Resources Committee meeting on 20 September 2016 to provide an update on the review;
  - (g) note that a cross service review of lettings of Council facilities was underway and the outcomes would be reported to the Education and Children's Services Committee at its September 2016 meeting; and
  - (h) otherwise note the content of the report.

**The Committee resolved:**

to approve the recommendations.

### **MATTER OF URGENCY**

**The Convener intimated that he had directed in terms of Section 50(B)(4)(b) of the Local Government (Scotland) Act 1973, that the following item be considered as a matter of urgency as approval was required by the week commencing 18 April 2016 to enable the early works agreement to be concluded and start on site on 9 May 2016.**

### **SOUTH OF THE CITY ACADEMY – APPROVAL OF EARLY WORKS AGREEMENT**

**31.** With reference to (1) article 2 of the minute of the meeting of Council of 25 February 2016; and (2) article 6 of the minute of the meeting of the Finance, Policy and Resources Committee of 4 December 2014, the Committee had before it a tabled report by the Director of Education and Children's Services which provided an update on progress made with delivering the new South of the City Academy and sought approval for the Council to enter into an early works agreement prior to reaching financial close.

**The report recommended:-**

that the Committee -

- (a) note the progress made in delivering the new Academy;
- (b) note that the final Stage 2 submission was expected to be received from the Board of Hub North Scotland Ltd on Friday 29 April 2016 with financial close scheduled for 6 June 2016;

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- (c) agree to the Council entering into an early works agreement with Hub North Scotland Ltd or the sub-Hubco company created for the new Academy project to a maximum value of £2.95 million on such terms and conditions as determined by the Head of Legal and Democratic Services;
- (d) instruct the Head of Legal and Democratic Services to prepare and sign the Letter of Intent which would set the scope and cost of the works;
- (e) instruct the Director of Education and Children's Services to prepare a further report on the Stage 2 submission when received, including commentary on best value which would be provided by Scottish Futures Trust (SFT) and the Council's external technical advisors, AECOM; and
- (f) otherwise note the contents of the report.

**The Committee resolved:**

to approve the recommendations.

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

### **ABERDEEN SCIENCE CENTRE - BANK GUARANTEE 2016-17 - ECS/16/017**

**32.** The Committee had before it a report by the Director of Education and Children's Services which sought approval for entering into a new one-year Bank Guarantee arrangement with the Bank of Scotland in support of Aberdeen Science Centre's (formerly known as Satrosphere) financial position, linked to the establishment of the Strategic Partnership Agreement between the Council and Aberdeen Science Centre.

**The report recommended:-**

that the Committee approve entry by the Council into a new Bank Guarantee arrangement with Bank of Scotland, in support of Aberdeen Science Centre's overdraft and card guarantee facility, at the level detailed in the report from 1 April 2016 to 31 March 2017.

**The Committee resolved:**

to approve the recommendation.

### **STATION HOUSE COMMUNITY CENTRE - CHI/16/046**

**33.** With reference to article 25 of the minute of the meeting of the Finance, Policy and Resources Committee of 3 December 2015, which provided an update in relation to the long term occupation of Station House Community Centre by the charitable organisation Station House Media Unit (SHMU).

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**The report recommended:-**

that the Committee -

- (a) accept the offer of the grant in principal and the inclusion of the project in the capital programme; and
- (b) approve the estimated expenditure as detailed in the report and instruct officers to enter into a competitive tendering process.

**The Committee resolved:**

to approve the recommendations.

### **CORPORATE PARENTING CHAMPIONS BOARD - PARTICIPATION WORKER TO SUPPORT CARE EXPERIENCED YOUNG PEOPLE AT THE CHAMPIONS BOARD - ECS/16/021**

**34.** The Committee had before it a report by the Director of Education and Children's Services which sought approval to waive the need for a competitive procurement for the Who Cares? proposal.

**The report recommended:-**

that the Committee –

- (a) note the information contained within the report;
- (b) approve the invoking of Standing Order 1(6)(a) and thereby waive the need for a competitive procurement on the grounds that the exemption was justified by special circumstances as detailed in the report;
- (c) approve the Who Cares? Scotland proposal for a period of 3 years; and
- (d) approve the expenditure as detailed in the report over 3 years.

**The Committee resolved:**

to approve the recommendations.

### **SECURITY GUARD AT THE CUSTOMER SERVICE CENTRE - CG/16/043**

**35.** The Committee had before it a report by the Interim Director of Corporate Governance which sought approval to spend and procure in relation to the provision of security personnel at Marischal College Customer Service Centre.

**The report recommended:-**

that the Committee approve the expenditure as detailed in the report per annum on provision of Security Industry Authority [SIA] licensed personnel through an agency for the purposes of security at Marischal College, and the procurement thereof.



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**The Committee resolved:**

to approve the recommendation.

**DECLARATIONS OF INTEREST**

**Councillors Donnelly and Reynolds declared interests by virtue of their position as Council appointed Directors to the Board of AECC but chose to remain in the meeting as AECC Limited was a body being a company established wholly or mainly for the purpose of providing services to the local authority, and which had entered into a contractual arrangement with the local authority for the supply of goods and/or services to the local authority, as set out in paragraph 5.18(2)(d)(i) and (ii) of the Councillors' Code of Conduct.**

**AECC LTD SERVICE LEVEL AGREEMENT AND AECC OPERATOR PROCUREMENT - CHI/16/069**

**36.** With reference to article 37 of the minute of the meeting of the Finance, Policy and Resources Committee of 15 September 2015, the Committee had before it a report by the Director of Communities, Housing and Infrastructure which (a) outlined the procurement scope, options and process to appoint an operator for the existing and New Aberdeen Exhibition and Conference Centre (AECC); (b) sought agreement to include the operation and maintenance of the existing AECC facility within the scope of the AECC operator procurement; and (c) sought approval to enter into a Service Level Agreement with AECC Ltd for the 2016/2017 financial year.

**The report recommended:-**

that the Committee –

- (a) approve the Service Level Agreement between the Council and AECC Ltd for the operation of the AECC for the 2016/2017 financial year;
- (b) instruct officers to include the operation and maintenance of the existing AECC facility within the scope of the new operator procurement; and
- (c) note that a report recommending the preferred bidder after completion of the procurement process would be submitted to the Committee for consideration.

**The Committee resolved:**

to approve the recommendations.

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**EXEMPTION FROM THE COUNCIL'S STANDING ORDERS RELATING TO CONTRACTS AND PROCUREMENT FOR THE STATUTORY ANNUAL INSPECTION AND SERVICING OF SCHOOL WORKSHOP TECHNICAL EQUIPMENT - ECS/16/015**

37. The Committee had before it a report by the Director of Education and Children Services which advised of a request under Standing Order 1 (6)(b), for an exemption from the Council's Standing Orders relating to Contracts and Procurement in relation to the contract for statutory annual inspection and servicing of school workshop technical equipment between January and March 2016. The exemption request was approved on 20 January 2016.

**The report recommended:-**

that the Committee note the contents of this report and the reasons behind requesting the exemption from the relevant standing orders.

**The Committee resolved:**

to approve the recommendation.

**PROCUREMENT OF KERBSIDE MIXED RECYCLING BINS - CHI/16/057**

38. The Committee had before it a report by the Director of Communities, Housing and Infrastructure which sought approval to proceed with procurement of seventy thousand 180 litre wheeled bins and the delivery of a re-designation service for residents' current 240 litre bins. Approval of this procurement would enable the rollout of a comprehensive kerbside mixed recycling service.

**The report recommended:-**

that the Committee -

- (a) approve procurement of seventy thousand 180 litre wheeled bins and bin re-designation service to be delivered over a three month period; and
- (b) approve the total estimated expenditure as detailed in the report over the contract period, based on market analysis.

**The Committee resolved:**

to approve the recommendation.

**DECLARATION OF INTEREST**

Councillor Donnelly declared an interest by virtue of his position as Council appointed Directors to the Board of Aberdeen Performing Arts (APA) but chose to remain in the meeting as APA was a body being a

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company established wholly or mainly for the purpose of providing services to the local authority, and which had entered into a contractual arrangement with the local authority for the supply of goods and/or services to the local authority, as set out in paragraph 5.18(2)(d)(i) and (ii) of the Councillors' Code of Conduct.

**HIS MAJESTY'S THEATRE ROOF REPAIR - CHI/16/055**

39. The Committee had before it a report by the Director of Communities, Housing and Infrastructure which advised of a request from Aberdeen Performing Arts (APA) for financial assistance towards roof repairs at His Majesty's Theatre.

**The report recommended:-**

that the Committee agree that an additional grant of up to £288,000 be made available to Aberdeen Performing Arts to undertake roof repairs at His Majesty's Theatre.

**The Committee resolved:**

- (i) to approve the recommendation; and
- (ii) to request the Director of Communities, Housing and Environment to submit a report regarding the policy in respect of repairs of all leased properties.

**PURCHASE OF 2 CAROLINE PLACE - CHI/16/056**

40. The Committee had before it a report by the Director of Communities, Housing and Infrastructure which advised of the provisional agreement reached with the owner of 2 Caroline Place over the potential purchase of the property in order to assist with the proposed Berryden Road Improvement Scheme and sought authority to progress with the purchase.

**The report recommended:-**

that the Committee note the content of the report and authorise officers to instruct the Head of Legal and Democratic Services to purchase the property at 2 Caroline Place for the terms outlined within the report incorporating other terms as necessary to protect the Council's interest.

**The Committee resolved:**

to approve the recommendation.

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### DECLARATION OF INTEREST

**Councillor Laing declared an interest by virtue of her position as a Council appointed member of the Board of Aberdeen Inspired. Councillor Laing considered that the nature of her interest required her to leave the meeting and took no part in the Committee's deliberations thereon. Councillor Laing was substituted by Councillor Carle for this item.**

### EXEMPT APPENDIX RELATING TO ITEM 7.9 (CHRISTMAS VILLAGE AND WINTER FESTIVAL 2015) ON THE AGENDA

**41.** With reference to article 27 of this minute, the Committee had before it a tabled spreadsheet detailing the income and expenditure of the Christmas Village 2015.

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

- (i) to suspend standing order 30(2);
- (ii) to note the feedback from the Christmas Village 2015;
- (iii) to approve the establishment of a Winter Festival Working Group to include 1 Member from each political group, as well as Members from Aberdeen Inspired and other relevant organisations, led by Councillor Boulton, to discuss the programme of events for winter 2016, budget, city centre event locations and 3-5 year support. The Working Group to provide a detailed report to Finance, Policy and Resources Committee on Tuesday 7 June 2016 on the proposed winter festival programme for agreement or otherwise by Committee;
- (iv) to note the in-kind costs to the relevant Services as set out in paragraph 3 and to approve the in kind service support of £55,000 to cover road services, cleansing and environmental services activities for the Christmas Village in 2015;
- (v) to delegate authority to the Head of Legal and Democratic Services to enter into a Service Provision Agreement with Aberdeen Inspired in accordance with the Committee's decision to be taken on 7 June 2016;
- (vi) to request the Head of Communications and Promotions to provide Members, by email, with details of the number of local businesses involved in the Christmas Village and Winter Festival 2015; and
- (vii) to request the Head of Communications and Promotions to provide Members, by email, with a breakdown of the gross revenue of all components of the Christmas Village and Winter Festival 2015 where possible.

### POST OF DIRECTOR OF CORPORATE GOVERNANCE - CG/16/056

**42.** With reference to article 15 of the minute of the meeting of Council of 8 October 2015, the Committee had before it a report by the Chief Executive which presented options for the recruitment to the permanent post of Director of Corporate Governance

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and recommended that actions were taken to fill the post on a permanent basis earlier than initially planned.

**The report recommended:-**

that the Committee -

- (a) agree that the Chief Executive extend the duration of the Interim Director of CG's contract until the end of October 2016,
- (b) agree that the Chief Executive commence a recruitment and selection process for the permanent filling of the post in accordance with the indicative timeline set out in the report;
- (c) reaffirm the decision of Council taken on 20 August 2014 to approve the establishment of an Appointment Panel, comprising nine members in total (3+3+1+1+1) to appoint to the vacant post of Director of Corporate Governance and to appoint, as part of the membership, the Convener of Finance, Policy and Resources as Convener of this Appointment Panel and to approve the appointment of external recruitment consultants for the purpose;
- (d) reaffirm the decision of the Appointment Panel taken on 28 August 2014 to agree the process for filling the post and to delegate the finer detail (e.g. the timeline) to the Chief Executive and Head of Human Resources and Customer Services in conjunction with the Convener of the Appointment Panel; and
- (e) approve the job profile and the salary for the post (uprated with pay awards to £114,853 with effect from 1 April 2016).

**The Committee resolved:**

to approve the recommendations.

- **COUNCILLOR YOUNG, Convener**

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## FINANCE, POLICY AND RESOURCES COMMITTEE

### COMMITTEE BUSINESS STATEMENT

6 JUNE 2016

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

<u>No.</u>	<u>Minute Reference</u>	<u>Committee Decision</u>	<u>Update</u>	<u>Lead officer(s)/ Service(s)</u>	<u>Report Due</u>	<u>Report Expected (if known)</u>
1.	Finance, Policy and Resources 6/5/14 Article 27  Property Sub Committee 03/02/19 Article 3	<u>Review of Access to Leisure Scheme</u> The Committee resolved, amongst other things, to approve the policy recommendations as set out in the report, subject to a further report on the proposed implementation of the changes being considered by the Committee.  It was agreed that a combined report to include details of the New 3G Pitch, Northfield Academy and the Review of Access to Leisure Scheme will be submitted to the Finance and Resources Committee at its meeting on 19 April 2016.	Sport Aberdeen have been commissioned to conclude the review of the Access to Leisure Scheme, in partnership with the Active Aberdeen Partnership board. This will ensure that all sports' providers are able to input into the review and appropriate officers from Sport Aberdeen can evaluate the evidence and prepare suitable recommendations for the June cycle of the Finance, Policy and Resources Committee.  See item 23 (ii) on this statement - a report will be submitted to the September meeting	Alistair Robertson – Sport Aberdeen (Euan Couperwhite)	30/09/14	20/09/16

<u>No.</u>	<u>Minute Reference</u>	<u>Committee Decision</u>	<u>Update</u>	<u>Lead officer(s)/ Service(s)</u>	<u>Report Due</u>	<u>Report Expected (if known)</u>
2.	Finance, Policy and Resources 15/09/15 Article 31	<b><u>Art Gallery Redevelopment Fundraising</u></b>  The Committee agreed to request that an update report be submitted to the Committee in six months' time.	At its meeting on 19 April 2016, the Committee noted that a report would be submitted to its meeting on 7 June 2016.	Neil Bruce – Education Children's Services	19/04/16	07/06/16
3.	Finance, Policy and Resources 15/09/15 Article 38	<b><u>Thomas Blake Glover House – Alternative Uses of the Property</u></b>  The Committee agreed to instruct officers to commission a feasibility study not to exceed £25,000 to determine alternative uses for the property and maximise benefit for the public pound reporting back to the April 2016 Committee.	As instructed, officers are in the process of commissioning a feasibility study on the uses(s) of Glover House and expect to be in a position to report back in detail to the 7th June Finance, Policy and Resources Committee.	Richard Sweetnam/Gordon McIntosh Communities, Housing and Infrastructure	19/04/16	<b>07/06/16</b>
4.	Finance, Policy and Resources 3/12/15 Article 11	<b><u>Suzunoya Project</u></b>  The Committee agreed to award grant funding of £1,500 to support the development of the Aberdeen Pilot of the Suzunoya project, to create an open house that offers residents with dementia the opportunity to socially interact and enjoy healthy eating, by covering the cost of bringing experts on Suzunoya from Japan to Aberdeen; and to report back to the Committee	02/03/16 - An information bulletin report will be submitted to the Committee once the Project has received the funding from the Council and progress has been made.	Sally Wilkins - H&SCP		



<u>No.</u>	<u>Minute Reference</u>	<u>Committee Decision</u>	<u>Update</u>	<u>Lead officer(s)/ Service(s)</u>	<u>Report Due</u>	<u>Report Expected (if known)</u>
		on the progress of the Suzunoya Project on Dementia.				
5.	Planning Development Management Committee 11/02/16 Article 6	<b><u>Display of Plans at Committee</u></b> The Committee agreed to remit the issue of technical improvements at committee meetings to the appropriate Committee, including the possibility of obtaining a large HD Screen to display plans in the member's lounge/library.	<b>Anne Griffiths, IT Account Manager is in discussion with Committee and Line Manager of Members Support to determine the business requirements &amp; benefits of an additional screen being installed in the Members Lounge. The outcome from these discussions will be reported back on or before Friday 27<sup>th</sup> May 2016.</b>	Anne Griffiths/Paul Alexander – Corporate Governance		
6.	Council 25/02/16	<b><u>City Region Deal – Financial Implications</u></b> The Council agreed to instruct the Chief Executive to prepare a report to the Finance, Policy and Resources Committee on the City Region Deal outlining the financial implications for projects agreed under the Heads of Terms agreed with the United Kingdom and Scottish Governments.	At its meeting on 19 April 2016, the Committee noted that a report would be submitted to its meeting on 7 June 2016.	Angela Scott – Chief Executive Richard Sweetnam	07/06/16	20/09/16
7.	Council 25/02/16	<b><u>Poverty Alliance Scotland</u></b> The Council agreed to instruct the Chief Executive to bring forward to the Finance, Policy and Resources Committee		Angela Scott – Office of the Chief Executive	20/09/16	

<u>No.</u>	<u>Minute Reference</u>	<u>Committee Decision</u>	<u>Update</u>	<u>Lead officer(s)/ Service(s)</u>	<u>Report Due</u>	<u>Report Expected (if known)</u>
		meeting in September 2016 a report giving consideration to the Council joining Poverty Alliance Scotland as an integral part of the Council's strategy on Opportunities for Tackling Poverty and Inequality also due to be reported at that meeting.				
8.	Council 25/02/16	<b><u>Community Empowerment Act – Non Domestic Rates</u></b>  The Council agreed to instruct the Director of Communities, Housing and Infrastructure to report back to the Finance, Policy and Resources Committee in June 2016 on how the powers conferred on the Council through the Community Empowerment Act in relation to Non Domestic Rates could be used for the benefit of businesses and communities in the city.		Pete Leonard – Communities, Housing and Infrastructure	07/06/16	
9.	Finance, Policy and Resources 16/2/16 Article 15	<b><u>Aberdeen Japan Strategy</u></b>  The Committee agreed the following:- (a) to instruct officers to liaise with Visit Aberdeen and the Aberdeen-Japan strategy author to develop a plan to		Elaine Robertson – Communities, Housing and Infrastructure.	(a)20/09/16 (b)16/02/17	

<u>No.</u>	<u>Minute Reference</u>	<u>Committee Decision</u>	<u>Update</u>	<u>Lead officer(s)/ Service(s)</u>	<u>Report Due</u>	<u>Report Expected (if known)</u>
		<p>promote Aberdeen to Japanese visitors and to report back to this committee;</p> <p>(b) to accept a report in January 2017 at the conclusion of the Strategy period, detailing the activity delivered in Year 2 (2016) and evaluating the impact of the strategy overall</p>				
10.	Finance, Policy and Resources 16/2/16 Article 16	<p><b><u>Sustainable Food Cities</u></b></p> <p>The Committee agreed that the Committee note the report and that a detailed proposal will be developed and brought back to the committee in six months.</p>		Paul Tytler – Communities, Housing and Infrastructure	20/09/16	
11.	Finance, Policy and Resources 16/2/16 Article 17	<p><b><u>Opportunities for Tackling Poverty and Inequality</u></b></p> <p>It was agreed that the Committee note this report and agree an update is brought back for consideration in <u>six</u> months.</p>		Paul Tytler – Communities, Housing and Infrastructure	20/09/16	
12.	Council 02/03/16	<p><b><u>Twinning and International Partnerships</u></b></p> <p>The Council resolved to refer the report to the next meeting of the Bulawayo Trust for further consideration with a view to a</p>	<p>Information relating to the Bulawayo Trust project is included within the Twinning report included on the agenda.</p>	Laura Paterson – Office of Chief Executive	07/06/16	

<u>No.</u>	<u>Minute Reference</u>	<u>Committee Decision</u>	<u>Update</u>	<u>Lead officer(s)/ Service(s)</u>	<u>Report Due</u>	<u>Report Expected (if known)</u>
		<p>decision being taken at the meeting of the Finance, Policy and Resources Committee on 19 April 2016.</p>				
13.	<p>Finance, Policy and Resources Committee 23/04/15 Article 26</p>	<p><b><u>Satrosphere – Outcome of Surveys</u></b> It was agreed that a report providing detail on the outcomes of the property surveys being undertaken at 179 Constitution Street will be presented to a future meeting.  This item was referred from the FP&amp;R Committee Business Statement to the Property Sub Committee at its meeting on 3<sup>rd</sup> December 2015.</p>	<p><b>At Finance, Policy and Resources 19/04/16 article 39 - His Majesty's Theatre Roof Repair</b>  The Committee resolved, amongst other things, to request the Director of Communities, Housing and Infrastructure to submit a report regarding the policy in respect of repairs of all leased properties.  This was specifically aimed at properties leased to ALEO's and those leased at Satrosphere property falls within this remit and will be reported as part of this process.  It is recommended that this item be removed</p>	Stephen Booth – Communities Housing and Infrastructure		20/09/16
14.	<p>Audit, Risk and Scrutiny 09/03/16</p>	<p><b><u>PVG Checks – Cross Service Recruitment Procedures</u></b>  The Committee agreed to</p>		Richard Ellis & Gayle Gorman	07/06/16	07/06/16

<u>No.</u>	<u>Minute Reference</u>	<u>Committee Decision</u>	<u>Update</u>	<u>Lead officer(s)/ Service(s)</u>	<u>Report Due</u>	<u>Report Expected (if known)</u>
		<p>instruct the Interim Director of Corporate Governance and the Director of Education and Children's Services to submit a report to the Education and Children's Services Committee on 2 June 2016 and the Finance, Policy and Resources Committee on 7 June 2016 in respect of recommendations made by Internal Audit on PVG checks in their internal audit report Recruitment and Selection.</p>				
15.	<p>Audit, Risk and Scrutiny 09/03/16</p>	<p><b><u>Complaints Against Officers Policy</u></b></p> <p>to instruct the Director of Corporate Governance to develop a new policy for dealing with complaints against officers, in liaison with trade unions to ensure a consistent approach was maintained across the Council regardless of officer grades; and to instruct the Director of Corporate Governance to report to the Finance, Policy and Resources Committee on 7 June 2016 with proposals for a new policy relating to complaints against officers.</p>	<p>Appropriate policy / procedural revision is currently being discussed with the trade unions. If agreement is reached the procedural changes can be effected in early course.</p>	Richard Ellis	07/06/16	

<u>No.</u>	<u>Minute Reference</u>	<u>Committee Decision</u>	<u>Update</u>	<u>Lead officer(s)/ Service(s)</u>	<u>Report Due</u>	<u>Report Expected (if known)</u>
16.	Finance, Policy and Resources 19/04/16 article 12	<p><b><u>Small Financial Assistance Grants And Gala Funding 2016/17</u></b></p> <p>The Committee resolved, amongst other things, to defer consideration of the Danestone Gala application to its next meeting on 7 June 2016 to enable officers to clarify whether volunteers were to be paid by the Gala, however should the Gala advise that the application required to be determined prior to 7 June 2016 to agree that the application be submitted to the Council meeting on 11 May 2016 for determination.</p>	The information will be included in the Small Financial Assistance Grants and Gala Funding 2016/17 report, contained on the agenda.	Karen Black - Finance	07/06/16	07/06/16
17.	Finance, Policy and Resources 19/04/16 article 13	<p><b><u>Scottish Government Grant Per Head of Population</u></b></p> <p>The Committee resolved, amongst other things, to instruct the Chief Executive following the Scottish Parliamentary Election to write to the incoming Finance Secretary providing a copy of the report outlining Aberdeen City Council's financial position as outlined above and seeking a meeting with the Finance Secretary, Aberdeen MSPs and North East</p>	<p>The letter has been drafted and is now subject to final checking and agreement with Chief Executive. It is expected it will go out week commencing 16th May 2016.</p> <p>It is not anticipated that a formal follow-up report would go to Committee but rather a verbal update to tell them that either the letter has gone to Finance Secretary or that we have had a response and the meeting date, if he agrees</p>	Ciaran Monaghan – OCE Steve Whyte - Finance	07/06/16	07/06/16

<u>No.</u>	<u>Minute Reference</u>	<u>Committee Decision</u>	<u>Update</u>	<u>Lead officer(s)/ Service(s)</u>	<u>Report Due</u>	<u>Report Expected (if known)</u>
		Scotland Regional List MSPs, along with the Leader of the Council and the Convener and Vice Convener of Finance Policy and Resources and to confirm the agreed date at the Committee's meeting on 7 June 2016.	to meet.			
18.	Finance, Policy and Resources 19/04/16 article 17	<b><u>Special Leave Policy</u></b> The Committee resolved, amongst other things, to request officers to review the provision for foster and kinship carers within the Special Leave Policy and report back to the next meeting of the Committee in this regard.		Ewan Sutherland – Human Resources and Customer Service	07/06/16	07/06/16
19.	Finance, Policy and Resources 19/04/16 article 20	<b><u>Building A Digital Future - A New Web Content Management System To Offer Residents A Digital</u></b> The Committee resolved, amongst other things, to instruct the Head of Communications and promotions to (a) provide Members of the Committee with the options appraisal of all options considered in phase 1; and (b) to submit a report with the implementation plan for the		Takki Sulaiman/Jacqueline Gillanders – Customer Service and Performance	07/06/16	07/06/16

<u>No.</u>	<u>Minute Reference</u>	<u>Committee Decision</u>	<u>Update</u>	<u>Lead officer(s)/ Service(s)</u>	<u>Report Due</u>	<u>Report Expected (if known)</u>
		project to the next meeting of the Committee on 7 June 2016.				
20.	Finance, Policy and Resources 19/04/16 article 23	<b><u>Participatory Budgeting</u></b> The Committee resolved to request officers to develop a Corporate Policy for participatory budgeting and report this to the Committee.		Jo Mackie – Communities and Partnerships, CH&I		
21.	Finance, Policy and Resources 19/04/16 article 25	<b><u>Twinning and International Partnerships Annual Review</u></b> The Committee resolved, amongst other things, to request the Twinning and International Partnerships Officer to review the application criteria in respect of salaries and the maximum 50% funding allocation.		Laura Paterson – Office of Chief Executive	20/09/16	
22.	Finance, Policy and Resources 19/04/16 article 29	<b><u>FCHJU Fuel Cell Bus Commercialisation Project</u></b> The Committee resolved, amongst other things, (i) to instruct the Director of Communities, Housing and Infrastructure to report back to Finance, Policy and Resource Committee with	<b>The FCHJU commercialisation funding bid was submitted to Europe on 4 May 2016. The outcome of the FCHJU bid is expected in September 2016. Officers are working with external funding bodies to secure the required match funding for the project and will report back to committee in</b>	Andrew Win – Communities, Housing and Infrastructure	07/06/16	20/09/16



<u>No.</u>	<u>Minute Reference</u>	<u>Committee Decision</u>	<u>Update</u>	<u>Lead officer(s)/ Service(s)</u>	<u>Report Due</u>	<u>Report Expected (if known)</u>
		<p>confirmation that external match funding was secured for the project; and</p> <p>(ii) to instruct the Director of Communities, Housing and Infrastructure to explore the possibility of increasing the number of buses if match funding could be secured and to report back to the next meeting of the Committee on 7 June 2016 in this regard.</p>	<p><b>September 2016, when all funding is agreed and the business case is finalised.</b></p>			
23.	<p>Finance, Policy and Resources 19/04/16 article 30</p>	<p><b><u>Sport Aberdeen - Contract Revision And Governance Arrangements</u></b></p> <p>The Committee resolved, amongst other things to,</p> <p>(i) delegate authority to the Head of Finance to provide a bank guarantee on behalf of the Council to Sport Aberdeen to a maximum of £5 million over a 5 year period for investment in Council leisure facilities, subject to completion of the Review of Leisure Assets</p>		<p>Alistair Robertson – Sport Aberdeen (Euan Couperwhite)</p>	<p>07/06/16</p>	

<u>No.</u>	<u>Minute Reference</u>	<u>Committee Decision</u>	<u>Update</u>	<u>Lead officer(s)/ Service(s)</u>	<u>Report Due</u>	<u>Report Expected (if known)</u>
		<p>and submission of a report to the 7 June 2016 meeting of this Committee; and</p> <p>(ii) agree that Sport Aberdeen will lead and complete the review of the Access to Leisure Programme and that the Director of Education and Children's Services report to the Finance, Policy and Resources Committee meeting on 20 September 2016 to provide an update on the review.</p>		Alistair Robertson – Sport Aberdeen (Euan Couperwhite)	20/09/16	
24.	Finance, Policy and Resources 19/04/16 article 31	<p><b><u>South of the City Academy</u></b></p> <p>The Committee resolved, amongst other things, to instruct the Director of Education and Children's Services to prepare a further report on the Stage 2 submission when received, including commentary on best value which would be provided by Scottish Futures Trust (SFT) and the Council's external technical advisors, AECOM.</p>		Euan Couperwhite – Education and Children's Services	20/09/16	
25.	Finance, Policy and Resources	<b><u>AEEC Ltd Service Level Agreement and AEEC</u></b>		Andrew Ramsay Win/Scott –	20/09/16	

<u>No.</u>	<u>Minute Reference</u>	<u>Committee Decision</u>	<u>Update</u>	<u>Lead officer(s)/ Service(s)</u>	<u>Report Due</u>	<u>Report Expected (if known)</u>
	19/04/16 article 36	<p><b><u>Operator Procurement</u></b></p> <p>The Committee resolved, amongst other things, to note that a report recommending the preferred bidder after completion of the procurement process would be submitted to the Committee for consideration.</p>		Communities, Housing and Infrastructure		
26.	Finance, Policy and Resources 19/04/16 article 39	<p><b><u>His Majesty's Theatre Roof Repair</u></b></p> <p>The Committee resolved, amongst other things, to request the Director of Communities, Housing and Infrastructure to submit a report regarding the policy in respect of repairs of all leased properties.</p>	This instruction is cross referenced with no. 13. Satrosphere	Stephen Booth - Communities, Housing and Infrastructure	20/09/16	
27.	Finance, Policy and Resources 19/04/16 article 41	<p><b><u>Christmas Village And Winter Festival 2015</u></b></p> <p>The Committee resolved, amongst other things, to</p> <p>(i) approve the establishment of a Winter Festival Working Group to include 1 Member from each political group,</p>		Dawn Schultz – office of the Chief Executive	07/06/16	

<u>No.</u>	<u>Minute Reference</u>	<u>Committee Decision</u>	<u>Update</u>	<u>Lead officer(s)/ Service(s)</u>	<u>Report Due</u>	<u>Report Expected (if known)</u>
		<p>as well as Members from Aberdeen Inspired and other relevant organisations, led by Councillor Boulton, to discuss the programme of events for winter 2016, budget, city centre event locations and 3-5 year support. The Working Group to provide a detailed report to Finance, Policy and Resources Committee on Tuesday 7 June 2016 on the proposed winter festival programme for agreement or otherwise by Committee;</p> <p>(ii) to delegate authority to the Head of Legal and Democratic Services to enter into a Service Provision Agreement with Aberdeen Inspired in accordance with the Committee's decision to be taken on 7 June 2016.</p>				
28.	Property Sub Committee 02/09/15 article 5	<p><b><u>Former Bon Accord Baths Disposal</u></b></p> <p>It was agreed to instruct the Head of Land and Property</p>	<p><b>An update is included within the Property Update report</b></p>	<p>Head of Land and Property Assets</p>	<p>By 24/05/16</p>	

<u>No.</u>	<u>Minute Reference</u>	<u>Committee Decision</u>	<u>Update</u>	<u>Lead officer(s)/ Service(s)</u>	<u>Report Due</u>	<u>Report Expected (if known)</u>
		Assets to enter into dialogue with Bon Accord Heritage and report back to this Sub Committee at a future meeting, by 24 May 2016 at the latest, with further detail in relation to their proposals, delivery strategy and timing.				
29.	Property Sub Committee 02/09/15 article 9	<b><u>Ferryhill Engine Shed – Lease</u></b> It was agreed to note that the Head of Land and Property Assets will report to the Property Sub Committee on 29 March 2016, with details of what the Trust has provided and a recommendation on a way forward.	<b>A report is included on the agenda.</b>	Head of Land and Property Assets	29/03/16	07/06/16
30.	Property Sub Committee 02/09/15 article 12	<b><u>Greenferns Farm – Surrender of Agricultural Lease</u></b> It was agreed to instruct the Head of Land & Property Assets to bring a future report to this Committee on the outcome of the negotiations with the tenant.	<b>The agricultural lease was brought to an end on 27 November 2015 and reported to the sub-committee on 3 Feb 2016.  Recommend for Removal.</b>	Head of Land and Property Assets		03/02/16
31.	Property Sub Committee 17/11/15 (Article 5)	<b><u>Denburn Car Park Site</u></b> The Sub Committee agreed to instruct the Head of Land and Property Assets to open	<b>Ongoing discussions. Report will be brought back to a future committee</b>	Head of Land and Property Assets	24/05/16	20/09/16

<u>No.</u>	<u>Minute Reference</u>	<u>Committee Decision</u>	<u>Update</u>	<u>Lead officer(s)/ Service(s)</u>	<u>Report Due</u>	<u>Report Expected (if known)</u>
		discussions with NHS Grampian (The Scottish Ministers) over the future of the Denburn car park site and report back to a future meeting of this Committee.				
32.	Property Sub Committee - 17/11/15 (Article 7)	<p><b><u>Bon Accord and St Nicholas Shopping Centres</u></b></p> <p>The Sub Committee agreed to (a) remit it to the Head of Land &amp; Property Assets to continue the process in (ii) and to report back to future meetings of the Sub-Committee on any significant progress, with the objective that any renegotiation/ simplification of the ground leases/ development agreements should, as a minimum, leave the City Council in no worse legal/ financial/ property management position than we enjoy at present; and (b) that the Head of Land and Property Assets investigate taking the former indoor bowling centre to the market, reporting to a future meeting of this Committee.</p>	A report will be brought forward to the meeting of the Sub Committee on 07/09/16.	Head of Land and Property Assets	07/09/16	20/09/16
33.	Property Sub Committee -	<b><u>Site at Beach Esplanade/ King Street</u></b>	At the meeting of the Council on 16 December 2015, it was	Head of Land and Property Assets	24/05/16 or 07/09/16	20/09/16

<u>No.</u>	<u>Minute Reference</u>	<u>Committee Decision</u>	<u>Update</u>	<u>Lead officer(s)/ Service(s)</u>	<u>Report Due</u>	<u>Report Expected (if known)</u>
	17/11/15 (Article 8)	<p>The Sub Committee agreed to instruct the Head of Land and Property Assets to market the site for the development of a Muslim and Islamic centre to take account of all aspects surrounding best value including project delivery, governance structure, legal status, community support, technical ability and funding in addition to price reporting back to the 29<sup>th</sup> March 2016 meeting of this Committee.</p>	<p>agreed:</p> <p>(1) to confirm that it is still the intention of the Council to see the site developed as a Mosque and Islamic Centre; and</p> <p>(2) to instruct the Head of Land and Property Assets to continue the dialogue with the Muslim Community to progress the development of a Mosque and Islamic Centre, taking account of all previous correspondence and Council decisions and report to the Property Sub Committee in June 2016.</p> <p>Discussions continue with the community and an update report will be brought forward to the Sub Committee in September.</p>			
34.	Property Sub Committee - 17/11/15 (Article 10)	<p><b><u>Wallace Tower, Tillydrone</u></b></p> <p>The Sub Committee agreed to (a) investigate how the potential provision of Community Facilities at and around a redeveloped Wallace Tower will fit into the overall provision of Community Facilities in the</p>	<p><b>An update relating to this is included within the Property Update Report which is on the agenda.</b></p>	Head of Land and Property Assets	24/05/16	24/05/16

<u>No.</u>	<u>Minute Reference</u>	<u>Committee Decision</u>	<u>Update</u>	<u>Lead officer(s)/ Service(s)</u>	<u>Report Due</u>	<u>Report Expected (if known)</u>
		<p>Tillydrone area, as envisaged by the CH&amp;I Committee and approved at their meeting on 27 August 2015 (see paragraph 5.12 of the report); and (b) report back to the meeting of this Sub-Committee on 24 May 2016</p>				
35.	<p>Finance, Policy &amp; Resources Committee – 19/04/16</p>	<p><b><u>Removal of 77-79 Bon Accord Street</u></b>  The Finance, Policy &amp; Resources Committee of 19 April 2016 agreed to transfer item 9 (Removal of 77-79 Bon Accord Street), to the Property Sub Committee and to request that the report to the Sub Committee outlining options for its future use explore whether the property could be used for housing.</p>		<p>Head of Land and Property Assets</p>	07/09/16	20/9/16



<u>No.</u>	<u>Minute Reference</u>	<u>Committee Decision</u>	<u>Update</u>	<u>Lead officer(s)/ Service(s)</u>	<u>Report Due</u>	<u>Report Expected (if known)</u>
36.	Communities and Infrastructure 20/01/16 Article 22	<p><b><u>FCH-JU Commercialisation Study</u></b></p> <p>At its meeting of 20 January 2016, the Committee agreed amongst other things to instruct officers to present a detailed business case for Aberdeen City Council's participation in the commercialisation project under the proviso that European and external funding sources are secured.</p>	<p>This item was transferred from the Communities, Housing and Infrastructure Committee Statement on 17<sup>th</sup> May 2016 as it was noted that the business case will be reported to this Committee.</p>	Richard Sweetnam - Head of Economic Development		

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## ABERDEEN CITY COUNCIL

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COMMITTEE	Finance, Policy & Resources
DATE	7 <sup>th</sup> June, 2016
DIRECTOR	Angela Scott
TITLE OF REPORT	Performance Management Framework
REPORT NUMBER	OCE/16/021
CHECKLIST COMPLETED	Yes

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### 1. PURPOSE OF REPORT

To advise the Committee of the revision of the Council's corporate Performance Management Framework and, in particular, changes to the reporting of performance information to elected members.

### 2. RECOMMENDATION(S)

The Committee are asked to:

(a) Note the development of a new corporate performance management framework and the resulting revised arrangements for reporting performance information to Committees.

### 3. FINANCIAL IMPLICATIONS

There are no financial implications arising from the report.

### 4. OTHER IMPLICATIONS

There are significant implications for the effective operation of the Council; its ability to meet statutory requirements; as well as its reputation.

## 5. BACKGROUND/MAIN ISSUES

- 5.1 As part of its response to the findings of the 2015 Best Value Audit, the Council committed to undertaking a comprehensive review and redesign of its performance management framework.
- 5.2 The BV Audit included recommendations that the Council:-
- Ensure the Council's vision is translated into clear objectives and targets with links to service plans;
  - Ensure elected members are receiving consistent information on service performance to enable them to discharge their scrutiny role effectively;
  - Implement plans to refocus performance measurement on outcomes;
  - Ensure clear links between the performance information submitted to members for scrutiny and the Council's strategic plans.
- 5.3 The Committee will be aware that significant progress has already been made connecting vision and priorities to plans, through the refresh of the Council's Strategic Plan, as well as the comprehensive development of Directorate and Service Plans. This work lays the foundation for strong performance management arrangements.
- 5.4 A further key step has been taken through the development of a new corporate "Performance Management Framework" (PMF), which has been agreed by the Corporate Management Team and is now being implemented across all services. There are a number of direct implications, flowing from the PMF, for Services reporting performance to committee.

### A. Standard Reporting Template

The PMF includes amended arrangements for reporting performance to Committees ensuring, as recommended by Audit Scotland, that members receive consistent information to enable them to discharge their scrutiny role effectively.

New reporting templates have been designed (attached as Appendix A) incorporating the following key aspects of performance management:

- i. All measures relate to policy priorities ("Aberdeen: the Smarter city") or organisational priorities ("Shaping Aberdeen");
- ii. A summary dashboard of measures is supplemented by detailed analysis of "exceptional" performance;
- iii. Performance is contextualised with:-
  - a. Trend data;
  - b. Benchmarking data;
  - c. Agreed improvement targets;

- d. Analysis / intelligence in support of improvement planning;
- e. A clear statement of why the measure is important for the delivery of council priorities.

B. Focus on Reporting Outcomes

As part of the 2016 strategic, directorate and service planning programme, Services have been reviewing their performance measures. This work is continuing and will see an increased focus on outcomes in performance reports to committee. As this work is completed, Committees will be asked to agree a revised set of performance measures which focus more on strategic priorities and outcomes than on the operational activity.

C. Additional Performance Reporting

Whilst the standard template will be submitted regularly to all Committees, Services will also provide a timetable of additional performance reporting to Committees. This will include, for example, reporting of annual releases of significant data sets; and more in depth reporting of particular performance issues.

6. IMPACT

**Improving Customer Experience** – All services' performance reporting will include measures of improvement in customers' experiences.

**Improving Staff Experience** – All services' performance reporting will include measures of improvement in staff experience. It is also accepted that improving awareness of, and positive engagement in, performance management supports staff motivation and morale.

**Improving our use of Resources** – All services' performance reporting will include measures of improvement in use of resources.

**Corporate** – Effective management of performance, through the delivery of strategic priorities is central to the success of any organisation. The scrutiny role of elected members is a key element of governance and implementation of Audit Scotland's recommendations, through the Performance Management Framework, supports this.

7. MANAGEMENT OF RISK

The implementation of the Performance Management Framework is a key mitigation of risks of underperformance and ineffective use of resources.

8. BACKGROUND PAPERS

Best Value Audit report by Audit Scotland 2015  
Performance Management Framework  
Aberdeen City Council Strategic Business Plan Refresh  
Directorate Plans  
Service Plans

9. REPORT AUTHOR DETAILS

Martin Murchie, Policy, Performance & Parliamentary Liaison Manager,  
[mmurchie@aberdeencity.gov.uk](mailto:mmurchie@aberdeencity.gov.uk) telephone number 01224 522008

# STANDARD KPI REPORTING TEMPLATE



## Improving Customer Experience

KPI Name	Target 2015/16	Out-turn 2015/16	Target 2016/17	Dec 2015		Jan 2016		Feb 2016		Q3 2015/16	
				Value	Status	Value	Status	Value	Status	Value	Status

## Improving Staff Experience

KPI Name	Target 2015/16	Out-turn 2015/16	Target 2016/17	Dec 2015		Jan 2016		Feb 2016		Q3 2015/16	
				Value	Status	Value	Status	Value	Status	Value	Status

## Improving Our Use of Resources

KPI Name	Target 2015/16	Out-turn 2015/16	Target 2016/17	Dec 2015		Jan 2016		Feb 2016		Q3 2015/16	
				Value	Status	Value	Status	Value	Status	Value	Status

**Smarter Governance**

KPI Name	Target 2015/16	Out-turn 2015/16	Target 2016/17	Dec 2015		Jan 2016		Feb 2016		Q3 2015/16	
				Value	Status	Value	Status	Value	Status	Value	Status

**Smarter Living**

KPI Name	Target 2015/16	Out-turn 2015/16	Target 2016/17	Dec 2015		Jan 2016		Feb 2016		Q3 2015/16	
				Value	Status	Value	Status	Value	Status	Value	Status

**Smarter Environment**

KPI Name	Target 2015/16	Out-turn 2015/16	Target 2016/17	Dec 2015		Jan 2016		Feb 2016		Q3 2015/16	
				Value	Status	Value	Status	Value	Status	Value	Status

**Smarter Economy**

KPI Name	Target 2015/16	Out-turn 2015/16	Target 2016/17	Dec 2015		Jan 2016		Feb 2016		Q3 2015/16	
				Value	Status	Value	Status	Value	Status	Value	Status

**Smarter People**

KPI Name	Target 2015/16	Out-turn 2015/16	Target 2016/17	Dec 2015		Jan 2016		Feb 2016		Q3 2015/16	
				Value	Status	Value	Status	Value	Status	Value	Status

**Smarter Mobility**

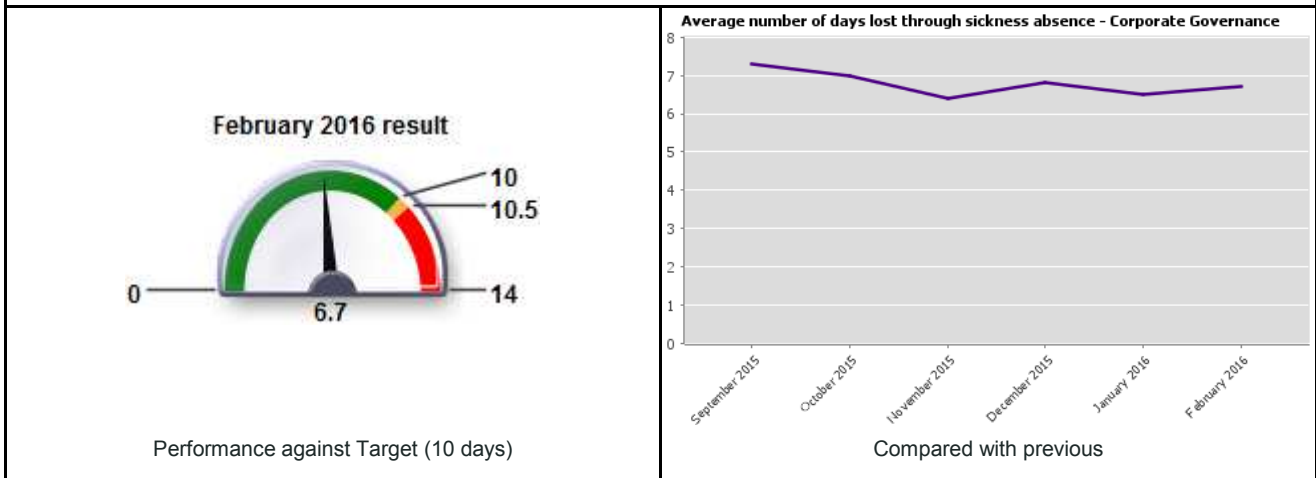
KPI Name	Target 2015/16	Out-turn 2015/16	Target 2016/17	Dec 2015		Jan 2016		Feb 2016		Q3 2015/16	
				Value	Status	Value	Status	Value	Status	Value	Status



## Drill Down Narrative Sheets - Template

### Improving Staff Experience

#### 2.1 Staff sickness absence - days per annum per employee (rolling 12 months)



**Why is this important?**

**Benchmark Information:**

**Target:**

**Intelligence:**

**Responsible officer:**

**Last Updated:**

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ABERDEEN CITY COUNCIL

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COMMITTEE	Finance, Policy and Resources
DATE	7th June, 2016
DIRECTOR	Richard Ellis, Interim Director of Corporate Governance
TITLE OF REPORT	Corporate Governance Performance Scorecard
REPORT NUMBER	CG/16/74
CHECKLIST COMPLETED	Yes

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1. PURPOSE OF REPORT

To present the Committee with key performance information for the Corporate Governance Directorate.

2. RECOMMENDATION

The Committee are asked to:

Note the performance report for the Corporate Governance Directorate and the information contained therein.

3. FINANCIAL IMPLICATIONS

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

4. OTHER IMPLICATIONS

There are no specific legal, resource, personnel, property, equipment, sustainability and environmental, health and safety and/or policy implications arising from this report.

5. BACKGROUND/MAIN ISSUES

Corporate Governance comprises many support functions, enabling frontline teams to deliver excellent service to our internal and external customers. It

provides the backbone of the organisation, not only supporting frontline delivery but also ensuring effective governance across the council.

The directorate is supported by 699 employees and is responsible for the delivery of a wide range of services:

- Commercial & Procurement Services (Currently shared with Aberdeenshire Council)
- Finance (including council tax & benefits)
- Legal and Democratic services (including Archive services)
- Human Resources
- Customer Service
- IT
- Transformation

Corporate Governances' frontline services are largely represented through revenues & benefits, customer services, registrars and the archive service.

Our performance indicators will be used as a benchmark to measure how well we are meeting the needs of our customers and communities.

Audit Scotland in July 2015 published an 'Audit of Best Value and Community Planning' for Aberdeen City Council. The audit recognised that good progress had been made since 2009 in financial planning and management but that more needed to be done to consolidate the improvements (a golden thread reflecting all plans). Of particular relevance to the Corporate Governance Directorate is the increased focus on ensuring the council's overall strategic priorities are translated into objectives and targets which are linked to service plans.

Aberdeen: the Smarter City outlines the Council's policy priorities, included within are 6 'Smarter' themes: Smarter Governance; Smarter Living; Smarter People; Smarter Environment; Smarter Economy & Smarter Mobility.

Corporate Governance's role is to provide efficient and effective support functions. Through the council's organisational plan "Shaping Aberdeen", programmes of work are in place to ensure that we have all the components of a fit for purpose organisation to deliver outcomes. These programmes include modernising, innovating and transforming 'How we do business' and also changing our culture to 'improve customer experience', 'improve staff experience' and 'improve use of our resources'.

As a result, the Council's Strategic Framework has been reviewed and overhauled to make the linkages between policy priorities, strategies and plans clearer and more defined.

We need to measure how successful we are at delivering the Directorate's Business Plan and achieving improved outcomes for our customers. In order to do this we require a strong performance management framework. The Key Performance Indicators will be used to monitor the success of our services and during 2016/2017 we will build on this by reviewing our performance management framework. We will focus on creating a framework which supports improvement across the breadth of our activities, ensuring performance is continually reviewed and monitored by managers and where issues of under-performance emerge, resources and timely remedial action can be targeted effectively. We will also implement a comprehensive and integrated approach to the data and the information we hold, building on our Public Performance Reporting arrangements, allowing the public to hold the council to account and to have the information required to participate in decisions about service redesign.

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

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

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

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



denotes an indicator which is not meeting target performance;



denotes an indicator which is at risk of falling significantly below target performance;



denotes an indicator which is meeting target performance;

## Targets

Where possible, services are encouraged to set meaningful performance targets as a means of contextualising performance and driving improvement. These are frequently based on benchmarking activity. The revised scorecard provides an accompanying narrative to provide Committee members with more detail on each of the Key Performance Indicators.

As the scorecard has been revised there are Key Performance Indicators which are being developed at the present moment, however once the ongoing outcomes have been reported then the Committee can compare current outcomes against previous outcomes, against the target. Where this is the case the supporting narrative will explain.

## 6. IMPACT

### **Improving Customer Experience –**

The Corporate Governance Service Plans (of which the key performance indicators are a part) will improve the Customer Experience by providing support functions in the roll out of the Customer Experience Programme, leading to:

- Improved customer satisfaction
- Improved customer service- efficiently managed customer data and greater understanding of customer needs
- Improved use of resources through efficiencies in customer management
- Increased access to services digitally (24/7)

### **Improving Staff Experience –**

The Corporate Governance Service Plans (of which the key performance indicators are a part) will improve the Staff Experience by providing support functions in the roll out of the Staff Experience Programme, leading to:

- Increased staff satisfaction as measured through pulse checks and Employee Opinion Survey
- Reduced Sickness Absence
- Alignment of Shaping Aberdeen vision with recruitment, development and internal promotion
- Increased staff retention
- Ability to recruit better staff

Achieve Times 100 best organisations to work for.

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

The Corporate Governance Service Plans (of which the key performance indicators are a part) will improve the Improving our use of Resources Programme by providing support functions in the roll out of the Programme, leading to:

- Improved use of resources impacting positively on all finance and corporate financial KPI's and reducing finance risks
- Improved customer satisfaction ratings from CG customer survey
- New medium term financial plan and long term financial plans developed
- Improved financial processes, reducing bureaucracy and delivering efficiencies
- Improved customer satisfaction ratings from Finance budget holder survey

### **Corporate –**

The refreshed Strategic Plan that was submitted to Council on the 25<sup>th</sup> of February reviewed progress in delivering the Council's vision, 'Aberdeen – The Smarter City', and set out the Council's priorities for the 2016/17. It explained how the Council is transforming the way it does business and delivers services and it showed, through clear and measurable objectives and targets, how we intend to deliver these priorities during 2016/17 and beyond. By refreshing the Plan we are ensuring that it is up to date and continues to be relevant to the challenges and opportunities we currently face as a City. To meet these challenges, the Strategic Business Plan is supported by Directorate and Service Business Plans (of which the key performance indicators are a part) which provide detail of how the council will make the best use of available resources, bringing modern and innovative change, to ensure that we can continue to effectively deliver our vision.

#### 7. MANAGEMENT OF RISK

The report identifies areas of performance which are aligned to the delivery of priorities. This delivery is subject to the management of risk.

#### 8. BACKGROUND PAPERS

Aberdeen City Council Strategic Business Plan Refresh  
Corporate Governance Directorate Plan

#### 9. REPORT AUTHOR DETAILS

Martin Allan, Business Manager, [mallan@aberdeencity.gov.uk](mailto:mallan@aberdeencity.gov.uk) telephone number 01224 523603

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## Corporate Governance KPIs

Improving Customer Experience												
Ref.	KPI Name	2015/16		Q4 2015/16		Feb 2016		Mar 2016		Apr 2016		2016/17 Target
		Out-turn	Value	Status	Value	Status	Value	Status	Value	Status	Value	
1.1	Late committee reports (Corporate Governance) as a % of total reports due (quarterly)	1.64%	10.71%									5%
1.2	Percentage of incoming calls answered within 30 seconds (Customer Contact Centre) (monthly)	68.28%			59.83%		63.98%		60.81%			60%
1.3	Incoming calls abandoned as a percentage of total calls to the Customer Contact Centre (monthly)	11%			13.58%		11.17%		13.68%			8%
1.4	Time taken (days) from unconditional job offer to issuing of employment contract (monthly)								6.4			10
1.5	Internal customer satisfaction rate (annual)											
1.6	External customer satisfaction rate (annual)											
1.7	Average time taken in calendar days to process all new claims and change events in Housing Benefit (monthly)	10			10.42		10		8.1			10
1.8	Correct amount of Housing Benefit paid to customer	91.77%			91.77%		91.77%		92.31%			95%
1.9	The number of invoices paid within 30 calendar days of receipt as a percentage of all invoices paid.	98.93%			97.13%		99.06%		98.51%			98%

Improving Staff Experience												
Ref.	KPI Name	2015/16		Q4 2015/16		Feb 2016		Mar 2016		Apr 2016		2016/17 Target
		Out-turn	Value	Value	Status	Value	Status	Value	Status	Value	Status	
2.1	Staff sickness absence - days per annum per employee (rolling 12 months)	6.6				6.7	✓	6.6	✓	6.7	✗	5.85
2.2	Number of agency staff employed (monthly)											8
2.3	Overtime Expenditure (Monthly) - Corporate Governance	£204,603				£14,052	✗	£20,922	✗	£10,966	✗	£10,111
2.4	Retirement Benefits – Notification of Actual within 5 working days as a %	93.18%	97.7%	✓								85%
2.5	Retirement Benefits - Notification of estimate within 10 working days as a %	92.76%	99%	✓								85%
2.6	Percentage of staff turnover (rolling 12 months)	9.54%				9.52%	✓	9.54%	✓	9.17%	✓	8-15%
2.7	Staff Engagement (Employee Opinion Survey - % who feel engaged)	43%										55%
2.8	Compliance with the Health & Safety Matrix (monthly)	92%				91%	✗	87%	✗	88%	✗	100%

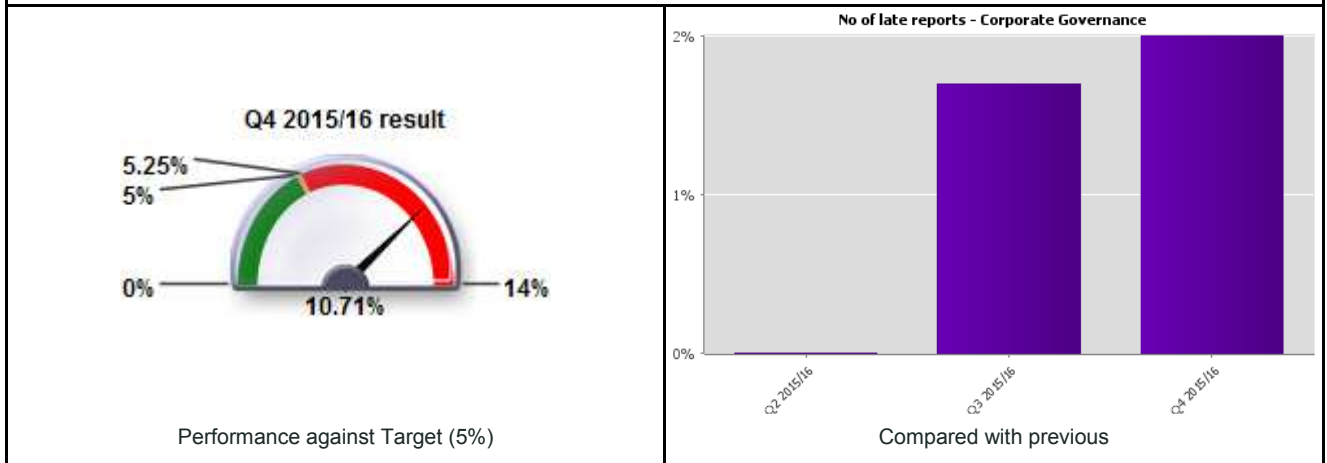
Robust data to support reporting against this indicator is being sourced

Improving Our Use of Resources												
Ref.	KPI Name	2015/16		Q4 2015/16		Feb 2016		Mar 2016		Apr 2016		2016/17 Target
		Out-turn	Value	Value	Status	Value	Status	Value	Status	Value	Status	
3.1	Cumulative savings vs target									£0	✓	£1.5m
3.2	Off-contract spend as a percentage of total supplier spend (quarterly)											10%
3.3	Percentage of Critical system availability - average (monthly)	TBC				99.9%	✓	99.9%	✓	99.75%	✓	99.5%
3.4	Agreed internal audit recommendations (corporate) implemented as a percentage of total due for implementation (quarterly)											100%
3.5	Council Tax Cash Collected (In Year)	£104.711m				£103.838m	✓	£104.711m	✓	£13.836m	✓	£13m

Data to support reporting against this indicator is anticipated for the next cycle.

## Improving Customer Experience

### Late committee reports (Corporate Governance) as a % of total reports due (quarterly)



#### Why is this important?

Receiving and issuing committee reports on time ensures that we are meeting our statutory responsibilities in terms of making copies of reports available and open to inspection by Elected Members and members of the public. It is essential for good governance and for the efficient and effective running of the Council. It also facilitates greater transparency, accountability and openness across the Council's decision making processes. Operationally, receiving committee reports on time means that the proper checks can be made in relation to whether the report contains exempt information, whether an equalities and human rights impact assessment is required, or whether the appropriate consultation has been undertaken. At Elected Member level, late committee reports mean less time available for scrutiny prior to the Committee meeting.

#### Benchmark Information:

Information on this KPI is not currently collected by our comparator authorities. Contact will be made with other local authorities to benchmark against this KPI.

#### Target:

Ideally, there would be no late committee reports. It is accepted however that there may be occasions where a late report is unavoidable – urgent items, or up-to-date information being made available after the publication of papers – however the number of late reports is currently higher than would be desired. The target figure for this indicator is therefore 5%.

#### Intelligence:

There is a slight increase in the percentage of late Corporate Governance reports for Quarter 4, however the figure of 10.71% is only in respect of 3 late reports, out of 28 in total for Corporate Governance for that quarter.

The reports in question were:-

#### **Developer Contributions and Non Housing Developer Contributions – Finance, Policy & Resources Committee – February 2016**

This was an additional report requested which required information to be sourced and verified prior to inclusion in the report. This meant normal consultation timescales were not able to be met and a late report was required to enable proper consultation to take place.

#### **Powers Delegated to Integration Joint Board for Health and Social Care – Council - March 2016**

The report was late due to ongoing discussions between the Council and NHS Grampian and obtaining information from other IJBs.

**Devolution of Additional Powers to the Council – Council – March 2016**

The report was late as it had been instructed at the request of the Finance, Policy and Resources Committee which had just met prior to Council.

This measure only refers to reports which have missed the original agenda circulation and have therefore required an additional (late) report circulation to be issued. Information on these reports, as well as those which have (a) missed the draft internal report deadline or (b) have missed the report deadline but have still been received in time to be included in the original circulation is now prepared by Democratic Services and presented quarterly to CMT for discussion. This information highlights which Directorate is responsible for the late report and allows CMT to investigate the reason why the report was not submitted on time. It is therefore hoped that regular scrutiny of the reason why reports have been late will result in improved performance in this area.

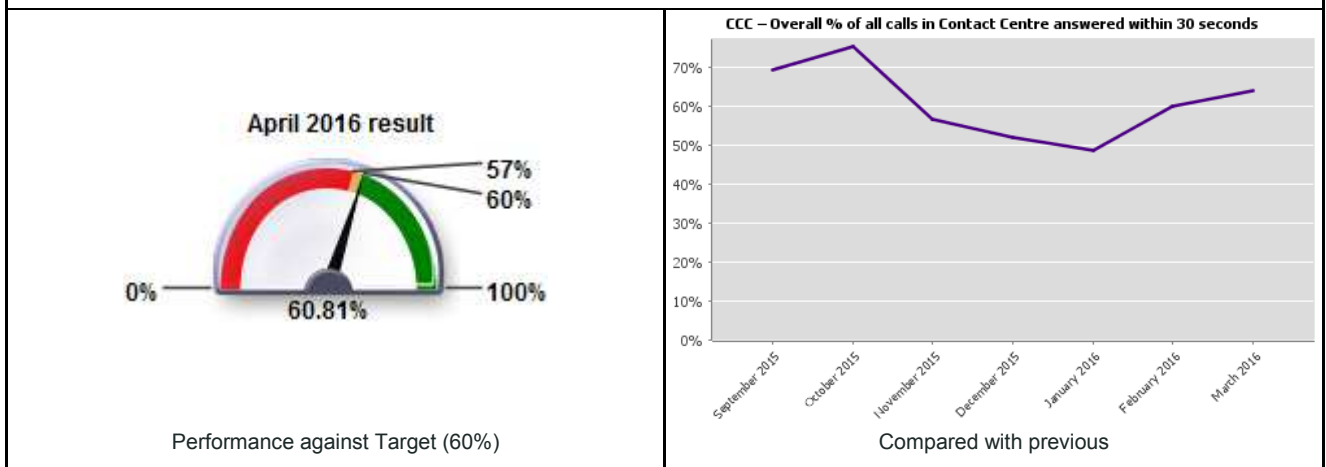
**Responsible officer:**

**Last Updated:**

Stephanie Dunsmuir

Q4 2015/16

**Percentage of incoming calls answered within 30 seconds (Customer Contact Centre) (monthly)**



**Why is this important?**

This key performance indicator is an industry standard contact centre measure. It defines the effectiveness of ACC Customer Contact Centre Customer Service Advisors answering a telephone call that is delivered to them via the telephony system and the skill based routing system we have in place.

**Benchmark Information:**

Customer contact telephony is benchmarked against a range of other local authorities across the UK. Average answering times at the most recent benchmarking exercise which published in January 2016 was 59% of calls within 30 seconds. A target of 60% for this indicator has therefore been set for 2016/17 which is very achievable within the Shaping Aberdeen portfolio of work.

**Target:**

60%

**Intelligence:**

The calculation method for this KPI has been adjusted to exclude abandoned calls in this calculation. As abandoned calls are a measure in their own right the inclusion within the metric was effectively reporting on the same metric twice and artificially reducing our service level.

I am pleased to report that this KPI target was met for April 2016 and maintains the improvement in performance on this KPI over the last three months. It was a busy month due to the Council Tax and Benefits system being down for End of Year; this resulted in a spike in calls in the week beginning 06/04/2016. Interestingly the volume of council tax calls increased significantly from the same period in 2015 – an uplift from 6,757 to 8,854. The following week 11/04/2016 we had adverse weather with resulted in a spike in Housing Repair and Environmental calls. This month we also took on all of the Housing Access calls. In total we were offered over 27,000 calls this month with 23,606 being answered. In April 2015, we were offered just over 25,000 calls.

Analysis reveals that the beginning of the week continues to be our weak point with not enough staff in to cover the amount of calls received.

Actions being taken –

Our new Customer Service Manager (started at the end of April 2016) has a very strong customer service / contact centre background with local authorities and it is envisaged that there will be a full review of the contact centre operations with a resulting action plan / set of recommendations arising. This will include a full review of staff hours to demand to ensure that we are using our resources to maximum effect with the aim to get more resource in the right place at the right time, a focus on recruiting to fill existing vacancies which currently stand at 3.5 FTE below requirements and a drive to review and reduce absence levels within the service.

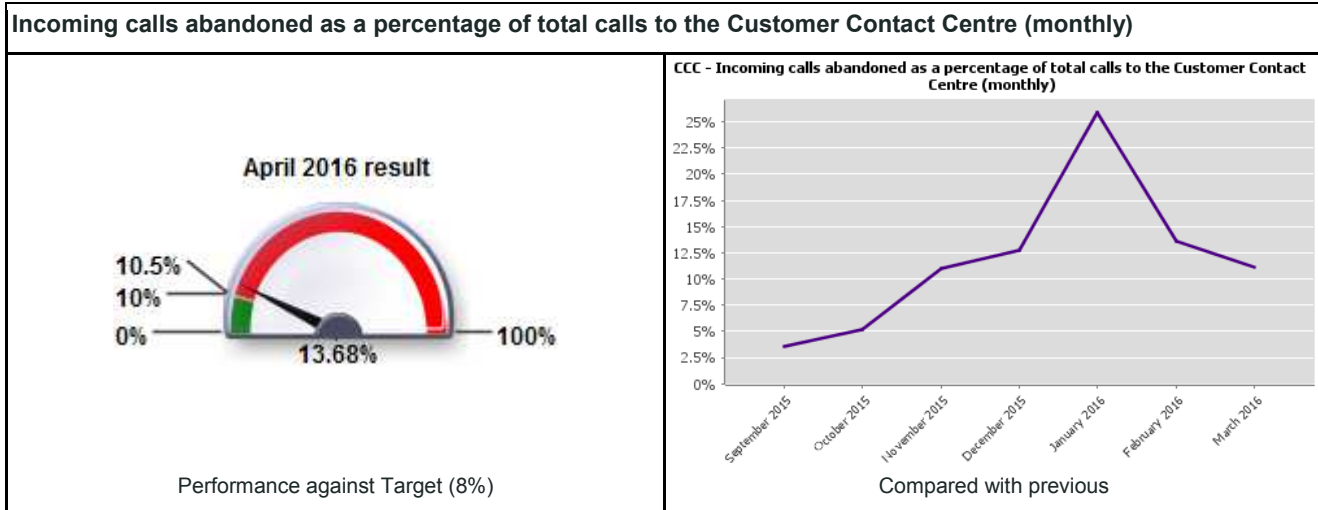
Mark Haynes  
25/5/16

**Responsible officer:**

Mark Haynes

**Last Updated:**

25/5/16



**Why is this important?**

This key performance indicator is an industry standard measure and is used to determine the effectiveness of the workforce planning to ensure the availability of Customer Service Advisors is matched to customer demand.

**Benchmark Information:**

Our target of 8% compares to an average of 12% for other local authorities \*\*. This is achievable within the Shaping Aberdeen portfolio of work and would place Aberdeen City Council within the top 50% of local authorities.  
 \*\* figures taken from the Oct-Dec 2015 Local Authority Contact Centre Benchmarking Group.

**Target:**

8%

**Intelligence:**

Target of 8% not met during April 2016.  
 Data analysis reveals that the main contributing factor is Crisis & Community Care grant calls. These on their own come out with an abandon rate of 21% for the month.  
 Further analysis show a 30% increase in these calls compared to Q1 2015. We will do further analysis with the service with the aim of reducing the abandon rate for these below the 8% KPI. In total we had just over 3,700 calls abandoned, an increase from the 800 in April 2015  
 Actions being taken –  
 Our new Customer Service Manager (started at the end of April 2016) has a very strong customer service / contact centre background with local authorities and it is envisaged that there will be a full review of the contact centre operations with a resulting action plan / set of recommendations arising. This will include a full review of staff hours to demand to ensure that we are using our resources to maximum effect with the aim to get more resource in the right place at the right time, a focus on recruiting to fill existing vacancies which currently stand at 3.5 FTE below requirements and a drive to review and reduce absence levels within the service. In certain areas the need for further additional multi skilling of staff may be needed to ensure adequate coverage for the increase in demand as well

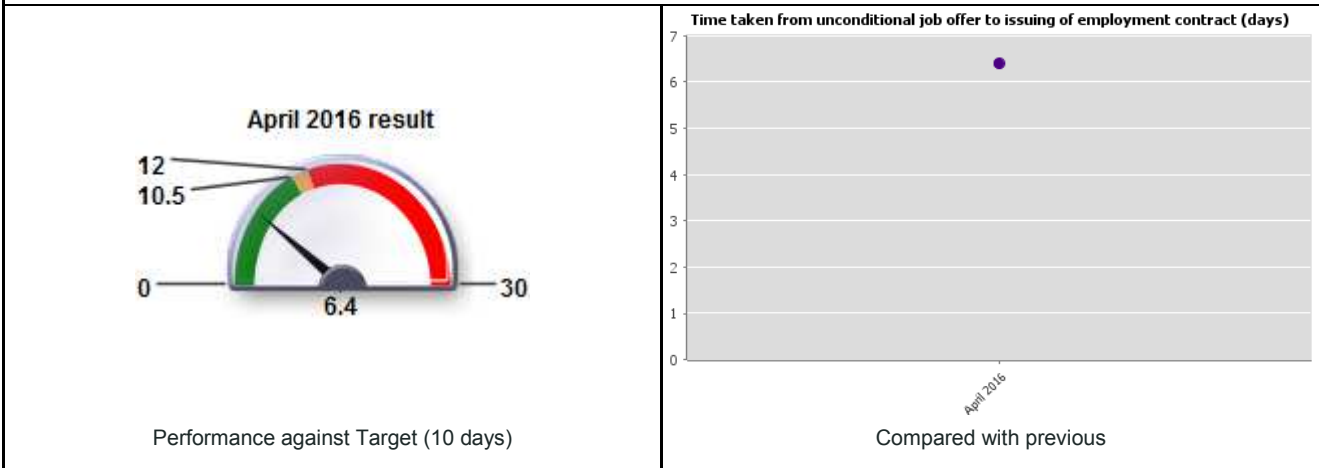
**Responsible officer:**

Mark Haynes

**Last Updated:**

25/5/16

**Time taken (days) from unconditional job offer to issuing of employment contract (monthly)**



**Why is this important?**

An employer is legally required to give employees a 'written statement of employment particulars' if their employment contract lasts at least a month or more. This must be provided to the employee within 2 months of the start of employment. This written statement includes the employee's main conditions of employment including job title, continuous service date, how much and how often an employee will get paid, hours of work, holiday entitlement, notice periods, collective agreements and pension. It forms an agreement between an employer and employee and is the basis of the employment relationship.

**Benchmark Information:**

There is a statutory benchmark that applies to all employers regardless of sector, namely a requirement to provide new employees with a written Statement of the main terms and conditions of employment within two calendar months of starting work.

**Target:**

10 days

**Intelligence:**

The legal requirement is to provide a new start with a written statement of employment particulars within 2 calendar months of their start date. Therefore, the average time being taken from unconditional offer to issue an employment contract not only meets our 10 day target but also comfortably meets our statutory duty.

**Responsible officer:**

Mike Lawson

**Last Updated:**

April 2016

Internal customer satisfaction rate (annual)	
	Internal customer satisfaction rate (annual)
Performance against Target	Compared with previous

**Why is this important?**

Measuring internal customer satisfaction gives us an assessment of customer experience from an internal perspective and enables us to measure how effectively we are delivering services within Corporate Governance. By measuring internal customer satisfaction, we can also assess the impact of implementing service improvements, e.g. the Customer Service Charter and Standards.

The data for this performance indicator will be gathered from responses to the aligned 'overall satisfaction' question which is included in the following customer surveys:-

- . Annual Corporate Governance internal customer satisfaction survey
- . HR Internal Customer Satisfaction Survey
- . IT Internal Customer Satisfaction Survey
- . Any additional internal survey introduced within Corporate Governance

The volume of satisfied customers will be aggregated to establish an overall annual satisfaction score (%) for Corporate Governance.

The Members Enquiries satisfaction survey results will not be included in the measure as although the Members Enquiries function sits within Corporate Governance, the process involves services from across the organisation and therefore the satisfaction measure is not purely based on Corporate Governance performance.

The performance indicator will be measured using the following calculation:-

$$\% \text{ satisfied customers} = \text{total number of satisfied responses} / \text{total number of respondents to all surveys} \times 100$$

**Benchmark Information:**

There is no benchmark information for this performance indicator at present

**Target:**

A target for this performance indicator will be set during 2016/17 once data is available to baseline. A target will be identified annually thereafter whilst acknowledging that there could be external factors which impact the customer satisfaction rate.

**Intelligence:**

Analysis cannot be undertaken until data is available. This will be carried out in 2016/17.

**Responsible officer:**

Lucy McKenzie

**Last Updated:**

2015/16



External customer satisfaction rate (annual)	
	External customer satisfaction rate (annual)
Performance against Target	Compared with previous

**Why is this important?**

Measuring external customer satisfaction gives us an assessment of customer experience from an external perspective and enables us to measure how effectively we are delivering services within Corporate Governance. By measuring external customer satisfaction, we can also assess the impact of implementing service improvements, e.g. the Customer Service Charter and Standards.

The data for this performance indicator will be gathered from responses to the aligned 'overall satisfaction' question which is included in the following customer surveys:-

- . Customer Service Centre Customer Satisfaction Survey
- . Customer Contact Centre Customer Satisfaction Survey
- . Customer Access Point Customer Satisfaction Survey
- . Any additional external survey within Corporate Governance

The complaints satisfaction survey and MP/MSP satisfaction survey results will not be included in the measure as although the functions sit within Corporate Governance, the process involves services from across the organisation and therefore the satisfaction measure is not purely based on Corporate Governance performance.

The performance indicator will be measured using the following calculation:-

$\% \text{ satisfied customers} = \text{total number of satisfied responses} / \text{total number of respondents to all surveys} \times 100$

Please note that the number of satisfied responses will include all satisfied and very satisfied responses plus all responses to the Contact Centre Survey between 3 and 5 on the 5 point scale.

**Benchmark Information:**

There is no benchmark information for this performance indicator at present.

**Target:**

A target for this performance indicator will be set during 2016/17 once data is available to baseline. A target will be identified annually thereafter whilst acknowledging that there could be external factors which impact the customer satisfaction rate.

**Intelligence:**

Analysis cannot be undertaken until data is available. This will be carried out in 2016/17.

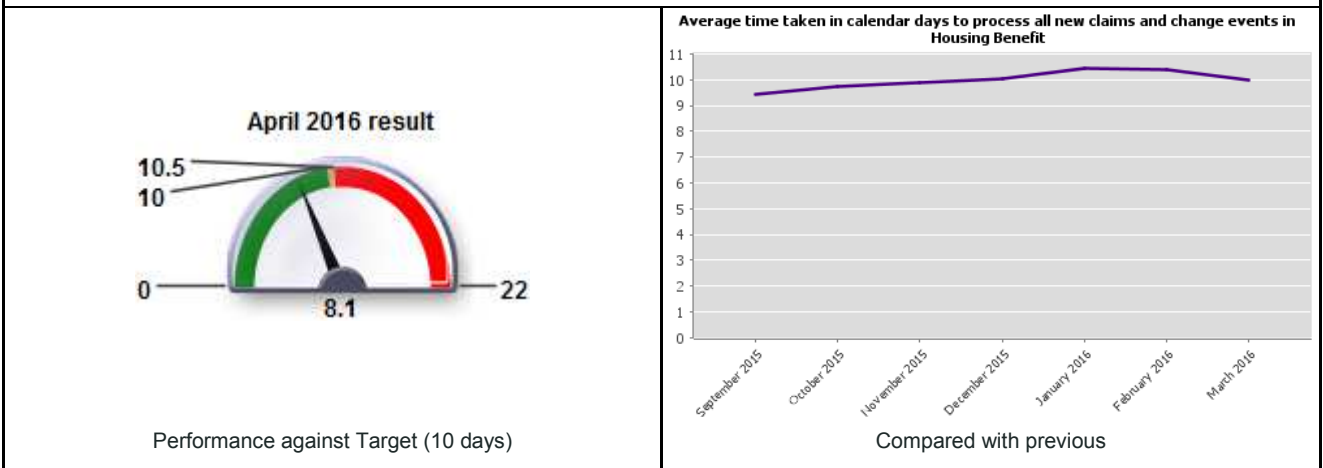
**Responsible officer:**

Lucy McKenzie

**Last Updated:**

2015/16

**Average time taken in calendar days to process all new claims and change events in Housing Benefit (monthly)**



**Why is this important?**

When customers claim benefit, it is a time of financial uncertainty for them and, as such, it is essential that the service has sufficient fully trained and effective benefit processors in place that can make informed decisions on complex benefit claims and pay benefit promptly. Measuring the time taken to process all new claims and change events in Housing Benefit demonstrates how speedily the benefit service pays Housing Benefit to its customers.

**Benchmark Information:**

Suitable benchmarking intelligence will be sourced for this indicator and presented in future reports.

**Target:**

10 days

**Intelligence:**

Performance of this indicator for April is 8.10 days which exceeds the target of 10 days. Performance for the same period last year was 9.98 days. We continue to monitor and allocate resources to this important area of our business.

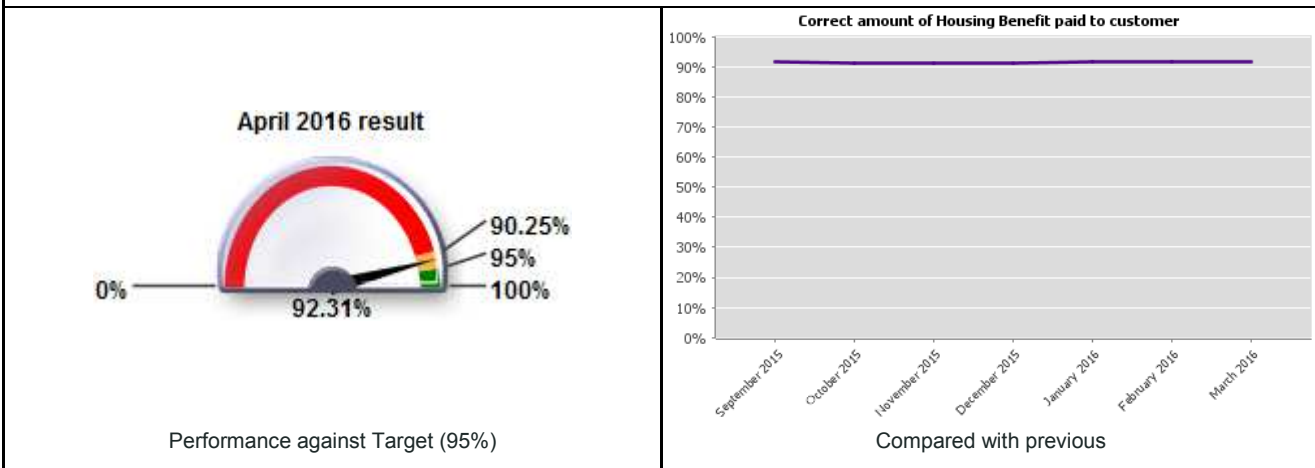
**Responsible officer:**

Helen Moir

**Last Updated:**

April 2016

**Correct amount of Housing Benefit paid to customer**



**Why is this important?**

When customers claim benefit, it is a time of financial uncertainty for them and, as such, it is essential that the service has sufficient fully trained and effective benefit assessors in place that can make informed decisions on complex benefit claims and pay benefit accurately. The accurate and secure administration of Housing Benefit is a key priority for every council and to support this a robust quality assurance framework is required to ensure performance is measured correctly.

**Benchmark Information:**

Suitable benchmarking for this indicator will be sourced.

**Target:**

95%.

**Intelligence:**

April's performance of this indicator is 92.31%. Performance for the same period last year was 86.48%. An improvement of 5.83%. The stretch target has been set at 95%.  
 Actions that are being taken to improve and achieve performance are:  
 1 Extra targeted quality assurance checks on the areas where errors are occurring.  
 2 Refresher training  
 3 Performance Improvement Plans for those who are performing below the acceptable standard.  
 4 Procedures re-examined and further clarification given on the areas where errors are occurring.  
 5 Desk Aids, Posters and quizzes designed  
 6 Weekly "Did you know" email sent to staff based either on a common or unusual error recently made.  
 7 Staff Workshop for staff to discuss errors and encouraging staff to put forward suggestions and ideas that would aid improvement in accuracy.

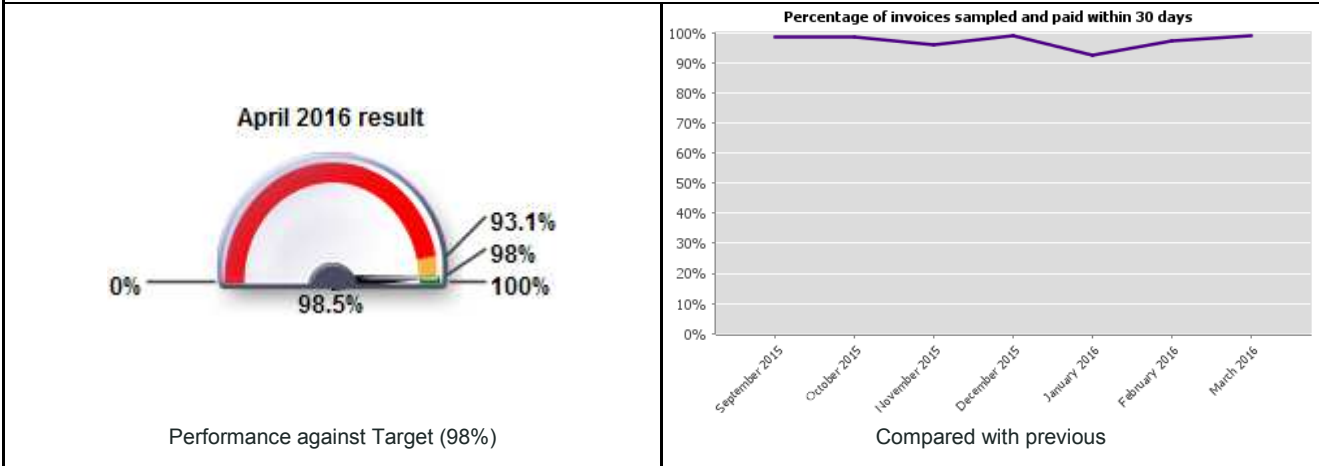
**Responsible officer:**

Wayne Connell

**Last Updated:**

April 2016

**The number of invoices paid within 30 calendar days of receipt as a percentage of all invoices paid.**



**Why is this important?**

This indicator shows the percentage of invoices paid by the Council within 30 calendar days. It supports the Council's role as a major purchaser and therefore the economic health of the city and region. Good performance will therefore show consistently high levels of invoices paid within this timeframe. Some invoices will not be paid within 30 days where they are in dispute so 100% will not be recorded.

**Benchmark Information:**

This indicator is benchmarked against all 32 Scottish local authorities. Aberdeen City Council were best in class for the 2014/15 reporting year. A stretched target of 98 % has been established.

**Target:**

98%

**Intelligence:**

Over the past three years Aberdeen City Council has been top of the upper quartile in terms of payment of invoices within 30 days. This year has seen a slight reduction in percentage of invoices paid due to the implementation of electronic invoicing, which allows invoices to be received directly from suppliers and fed directly in to the Council's Efinancials payment system, bypassing the need for manual intervention. As invoices are now received much quicker via electronic means this has led to a higher mismatch rate of invoices where orders have not been goods receipted, therefore these have to be manually rectified. Steps are in place to introduce a goods receipting process for invoices under the value of £500 (75% of orders we place and invoice for) when the order is placed which will be ready for financial year 2016/17 and will lead to improved performance. However it needs to be stated that our drop in performance is only approx. 1% on previous years. Performance for April 2016 is slightly down on same period in 2015, but nothing to be concerned about (98.5%) the introduction of the steps highlighted above should get the percentage to the target required within the first quarter.

**Responsible officer:**

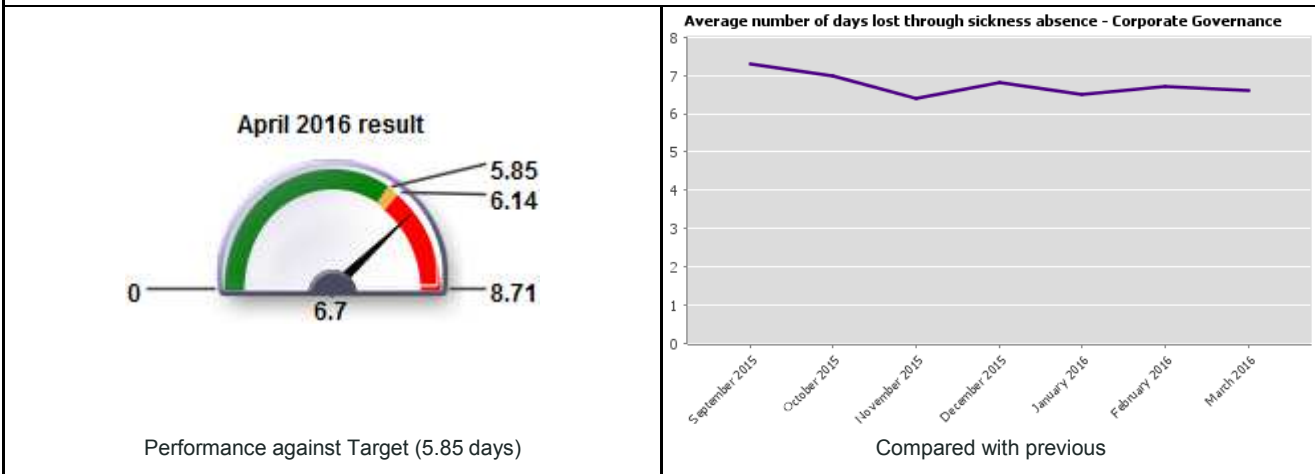
Garry Stevens

**Last Updated:**

April 2016

**Improving Staff Experience**

**Staff sickness absence - days per annum per employee (rolling 12 months)**



**Why is this important?**

The indicator highlights absence information within the Directorate. While recognising that some sickness absence is unavoidable and the Council has a duty of care to employees' health and wellbeing, high sickness absence impacts negatively on our ability to deliver our key services and functions efficiently and effectively. Good performance against this indicator will show reducing levels of absence.

**Benchmark Information:**

Absence levels for the Council are currently 10.2 average days lost by employee. The Corporate Governance rate is substantially below this level at 6.7. Sickness absence levels are benchmarked with other Scottish local authorities through the Local Government Benchmarking Framework. For 2014/15, Aberdeen recorded an average of 11.24 days lost per non-teaching employee and ranked 20th out of 32 councils. The average over the whole of Scotland was 10.80 days per non-teaching employee. The target for the Directorate's absence has been 10 days for some considerable time. For 2016/17, a revised target of 5.85 days has been set which reflects the Health and Wellbeing Improvement Plan action to reduce absence levels in the Directorate by 10%

**Target:**

5.85 days

**Intelligence:**

The year-end outturn for the Service is 6.6 average days lost per employee. There are a number of employees who have been off with short term absence and they will continue to be managed by Line Management in accordance with the Maximising Attendance policy and Long Term absence will be managed in conjunction with the HR Business Partner Team with OH intervention as appropriate. Current absence levels within the Service are monitored on a monthly basis and subject to scrutiny on a monthly basis by the Service Management Team.

**Responsible officer:**

Neil Yacamini

**Last Updated:**

April 2016

Number of agency staff employed (monthly)	
Performance against Target	Compared with previous

**Why is this important?**

Use of external staff resource is sometimes unavoidable, for example where permanent employees are absent due to long-term ill-health. In general terms however, use of external support should be minimised and more efficient methods of filling essential posts for prolonged periods found. For this reason, the target for the indicator has been set at 8 for 2016/17 for the Corporate Governance directorate. Managers will receive this performance information monthly and can monitor the Directorate's compliance with the Council's policy towards use of external support.

**Benchmark Information:**

At present, there is no benchmark information available on this indicator. As will all reportable indicators, efforts continue to be made to source comparative data from our peer organisations against which our relative performance can be assessed.

**Target:**

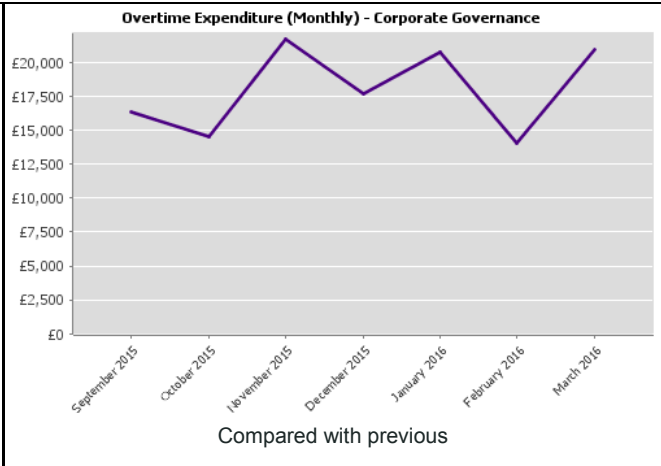
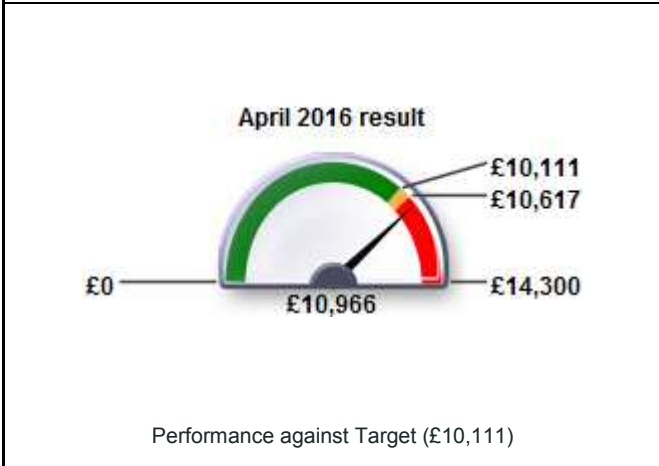
8

**Intelligence:**

**Responsible officer:**

**Last Updated:**

**Overtime Expenditure (Monthly) - Corporate Governance**



**Why is this important?**

It is essential to monitor expenditure on overtime in terms of ensuring that there is efficient allocation of resources to meet demand.

**Benchmark Information:**

None

**Target:**

The target is to reduce actual expenditure to within two thirds of the £182k budget.

**Intelligence:**

Overtime is worked according to business need which may include dealing with peaks in workload or emergencies.

Spend in April 2016 was £11k, down from March with expenditure of £21k, February with expenditure of £14k and January with expenditure January £21k.

It should be noted that expenditure in April 2015 was £17k, with the April 2016 expenditure significantly less.

The 2016/17 overtime budget has been set at £182k which is less than the 2015/16 actual expenditure of £205k. Budget holders will be expected to contain expenditure within the approved budget.

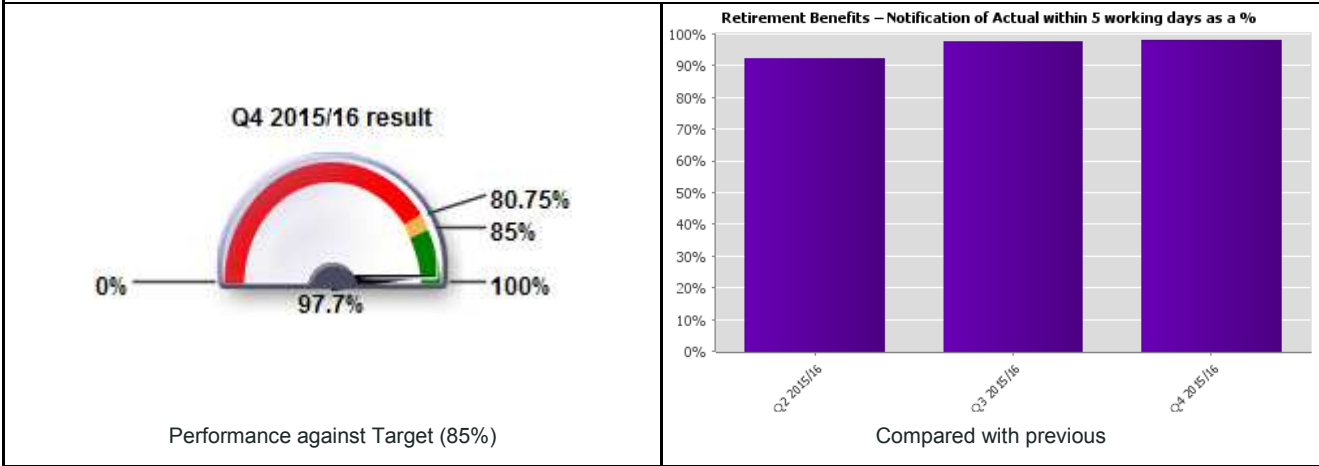
**Responsible officer:**

James Hashmi

**Last Updated:**

April 2016

**Retirement Benefits – Notification of Actual within 5 working days as a %**



**Why is this important?**

This indicator shows the percentage of actual retirement benefits processed by NESPF within 5 working days. Performance could fluctuate if bulk estimates are requested by a participating employer as part of an early retirement/voluntary severance exercise.

**Benchmark Information:**

5 working days is an industry standard set by the Local Government Pensions Committee and is used to compare administering authority performance for exercises such as CIPFA benchmarking.

**Target:**

85%

**Intelligence:**

Given this is a new performance measurement there is no previous years data to compare against. During 2015/16 performance improved through each quarter peaking at 97.69%. The first quarter percentage is significantly lower and this can be attributed to staff familiarising themselves with the new LGPS introduced from 1 April 2015. Going forward the NESPF would expect to maintain a level of performance above 90%.

**Responsible officer:**

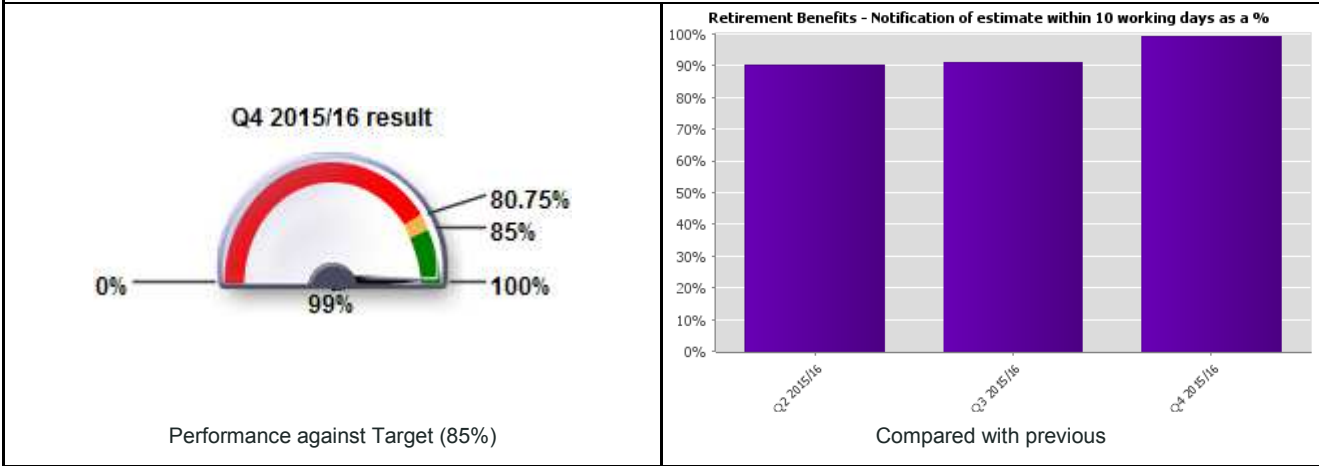
Gary Gray

**Last Updated:**

Q4 2015/16



**Retirement Benefits - Notification of estimate within 10 working days as a %**



**Why is this important?**

This indicator shows the percentage of retirement benefit estimates processed by NESPF within 10 working days. Performance could fluctuate if bulk estimates are requested by a participating employer as part of an early retirement/voluntary severance exercise. This performance measurement is part of our Pensions Administration Strategy and is reported throughout the year to Pensions Committee/Board and included in the Pension Fund annual report.

**Benchmark Information:**

10 working days is an industry standard set by the Local Government Pensions Committee and is used to compare administering authority performance for exercises such as CIPFA benchmarking.

**Target:**

85%

**Intelligence:**

Throughout 2015/16 performance remained consistently above target with the final quarter showing exceptional performance at 99%. The overall percentage for the year of 93% remains consistent with the 2014/15 published percentage of 94%.

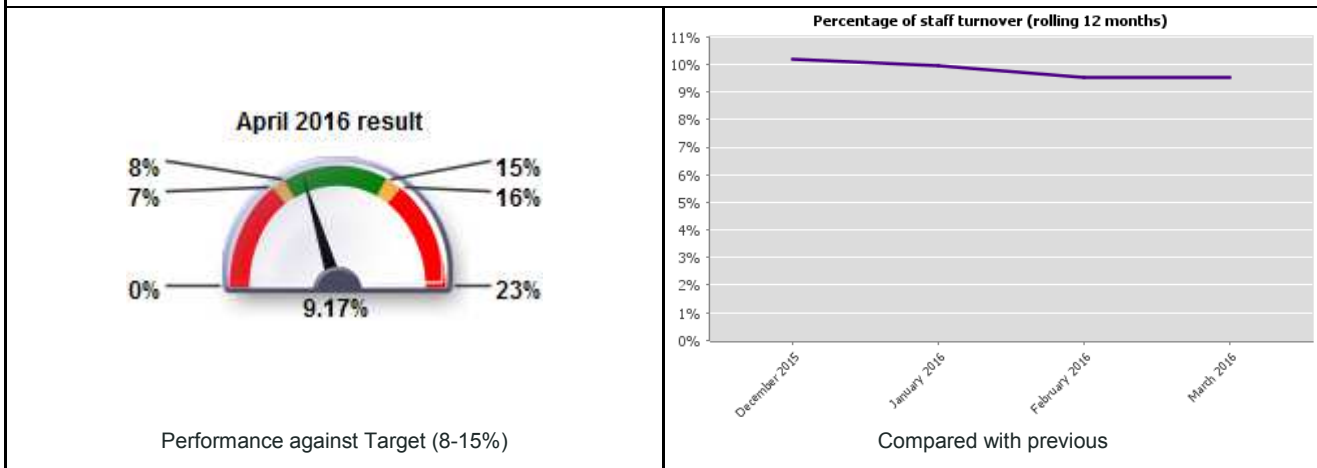
**Responsible officer:**

Gary Gray

**Last Updated:**

Q4 2015/16

**Percentage of staff turnover (rolling 12 months)**



**Why is this important?**

The indicator highlights staff turnover rates within the Directorate and provides information on the health of the staff profile relative to accepted industry turnover standards.

**Benchmark Information:**

A target range of between 8% and 15% is considered a healthy rate of staff turnover. Turnover below this range may indicate good retention levels but fewer new employees who could have a positive impact on internal culture and practices. Turnover exceeding 15% may indicate the Council is failing to maintain a position as an employer of choice.

**Target:**

8% - 15%

**Intelligence:**

The rolling 12 month rate of staff turnover in the Corporate Governance Directorate was 9.17% in April, comfortably within the target range of 8%-15% which is considered 'healthy' for large organisations. Performance against this indicator will continue to be monitored to ensure this position is maintained.

**Responsible officer:**

Neil Yacamini

**Last Updated:**

April 2016

Staff Engagement (Employee Opinion Survey - % who feel engaged)	
Performance against Target (55%)	<div style="border: 1px solid black; padding: 5px;"> <p style="text-align: center; margin: 0;">Staff Engagement (Employee Opinion Survey - % who feel engaged)</p> <div style="background-color: #cccccc; height: 100px; width: 100%;"></div> <p style="text-align: center; margin: 0;">Compared with previous</p> </div>

**Why is this important?**

An engaged workforce supports the achievement of our strategic and service objectives. This indicator will be populated every 2 years on the completion of the council's Employee Opinion Survey.

**Benchmark Information:**

This indicator is benchmarked by the contractor undertaking the survey. The benchmark is sourced from an average of the percentage of staff who feel engaged with their employing organisation. Organisations include local authorities, housing associations, police forces, government departments and publicly funded bodies, throughout the UK. The average score is 39% and a stretched target for this indicator has been set at 55%.

**Target:**

55%

**Intelligence:**

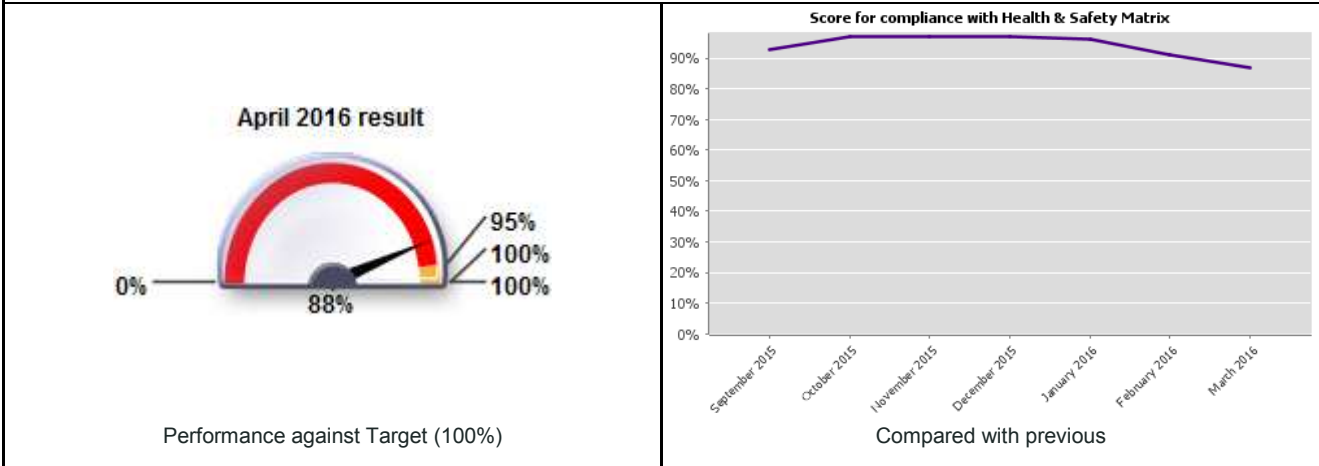
In the survey conducted during 2014 the % engaged for Corporate Governance was 43%. Overall, two in five of the ACC workforce is defined as engaged (42%), whilst 13% are actively disengaged. The remaining 45% are partially engaged. These figures compare to BMG's benchmark of 39% engaged and 6% disengaged. Engagement levels are also above other national benchmarks (CIPD3: 38%).

**Responsible officer:**

**Last Updated:**

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**Compliance with the Health & Safety Matrix (monthly)**



**Why is this important?**

This indicator measures the effectiveness and strength of the Directorate's compliance with a range of controls around Health and Safety. The Council's duty of care towards its employees and customers is of primary importance. Factors such as staff turnover can affect key controls such as the number of available fire wardens in each part of the Directorate and is reflected in fluctuating performance. This performance assists managers in addressing these issues timeously to ensure compliance continues to be robust.

**Benchmark Information:**

There is no current benchmarking capacity out with ACC.

**Target:**

100%

**Intelligence:**

Figures in respect of this indicator dipped after Feb 16 due to the addition of one new area and a new target (at the request of the CG director). Any additions to this area of reporting will always have an initial knock on effect whilst training is undertaken and staff appointed to undertake a new H&S related role. With regards to the Office of the Chief Executive, during April 2016 a slight increase in compliance was achieved as a result of evacuation chair issues being addressed.

**Responsible officer:**

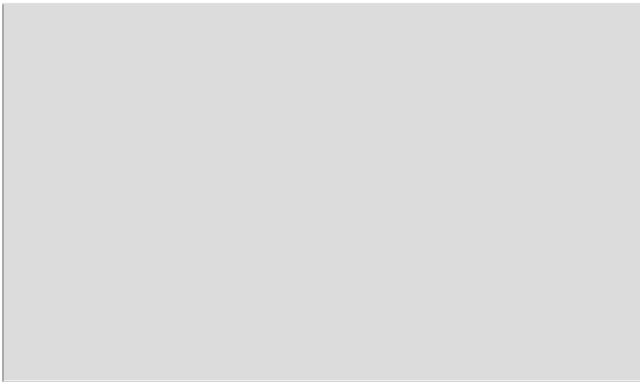
Bruce Findlater

**Last Updated:**

April 2016

**Improving Use of Resources**

**Cumulative savings vs target**

<p>Performance against Target (£1.5m)</p>	<p>Cumulative savings vs target</p>  <p>Compared with previous</p>
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**Why is this important?**

£1.5m of savings have been incorporated into the 2016-17 Corporate Governance Net Expenditure Budget of £26m. Budget holders will have to manage their services within available resources.

**Benchmark Information:**

Budget savings would be reflected in actual year to date expenditure and income and forecast outturns in line with the revised budgets incorporating the savings.

**Target:**

£1.5 m

**Intelligence:**

In April the Finance Service focus on statutory year end accounting and do not carry out financial reporting against budgets until period 2. The ledger in period one is distorted by having a number of accruals for prior year transactions which have not yet been billed. As a result of these factors the April 2016 target and variance are shown as zero.

**Responsible officer:**

James Hashmi

**Last Updated:**

April 2016

Off-contract spend as a percentage of total supplier spend (quarterly)	
Performance against Target (10%)	<div style="border: 1px solid black; padding: 5px;"> <p style="text-align: center; margin: 0;">Off-contract spend as a percentage of total supplier spend (quarterly)</p> <div style="background-color: #cccccc; height: 100px; width: 100%;"></div> <p style="text-align: center; margin: 0;">Compared with previous</p> </div>

**Why is this important?**

Use of contracts and framework agreements maximises the achievement of value for money in the Council's procurement activity. off-contract spend will always be required in some circumstances but should be minimised as far as possible. Good performance in this indicator will show reducing levels of off-contract expenditure when compared with the overall level of expenditure.

**Benchmark Information:**

**Target:**

10%

**Intelligence:**

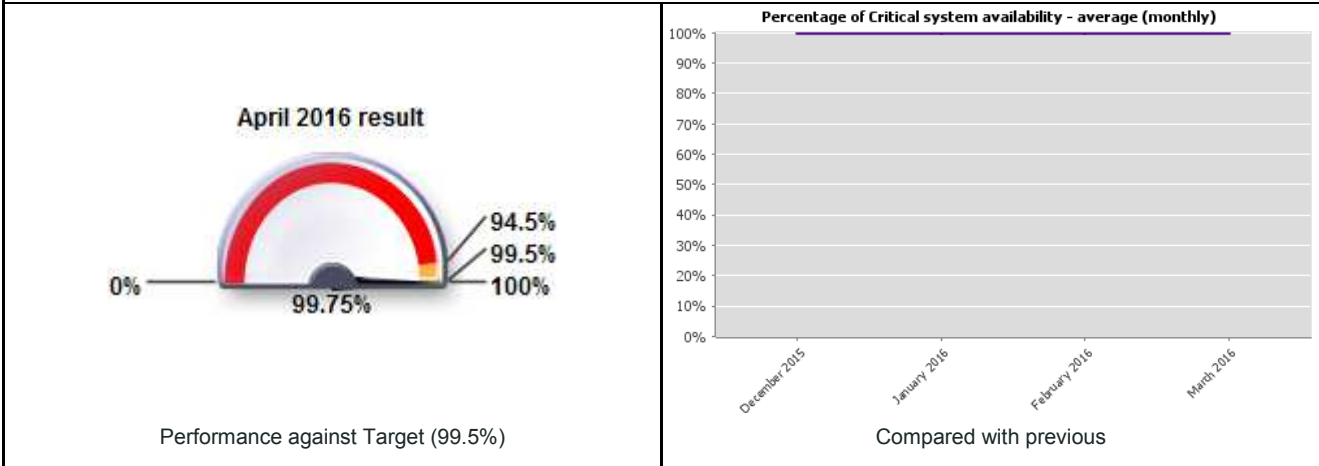
**Responsible officer:**

Craig Innes

**Last Updated:**

Q1 2016/17

**Percentage of Critical system availability - average (monthly)**



**Why is this important?**

System availability refers to the overall availability of the core corporate network, which is key to the day to day running of all council ICT reliant infrastructures.

**Benchmark Information:**

Efforts will be made to source benchmark information for this indicator to make available in future reports.

**Target:**

99.5%

**Intelligence:**

Performance in respect of this indicator has been consistently high and above the SLA. A number of measures are in place to ensure adequate resilience as well as comprehensive alerting that allows us to pro-actively monitor the capacity of servers/applications. These figures are arrived at by taking all 58 critical systems, then factor in availability percentages of those systems that suffered an outage on a particular month. It is from there an average of availability is arrived at. While a system may suffer a significant outage, the availability of the rest of the systems shows the overall average as high. The monthly Scorecard produced by ICT clearly breaks down those systems, with explanations, which suffered an outage.

**Responsible officer:**

Jamie Kirkwood

**Last Updated:**

April 2016

Agreed internal audit recommendations (corporate) implemented as a percentage of total due for implementation (quarterly)	
Performance against Target (100%)	<p style="text-align: center;">Agreed internal audit recommendations (corporate) implemented as a percentage of total due for implementation</p> <div style="background-color: #cccccc; height: 150px; width: 100%;"></div> <p style="text-align: center;">Compared with previous</p>

**Why is this important?**

The implementation of agreed internal audit recommendations gives risk based assurance to Elected Members and Senior Officers that the Council's processes are as effective as possible, that the Council is delivering value for money and is demonstrating quality and continuous improvement. The measurement allows the Committee to scrutinise the level of compliance.

**Benchmark Information:**

Officers are currently analysing the best way of benchmarking this measure. Further details will be provided in future summary sheets.

**Target:**

100%

**Intelligence:**

Officers are liaising with Aberdeenshire's Internal Audit section to produce data each quarter which will show the number of recommendations due for implementation in the quarter and the numbers actually implemented. From this intelligence can be gathered. Once the ongoing outcomes have been reported then the Committee can compare current outcomes against previous outcomes, against the target.

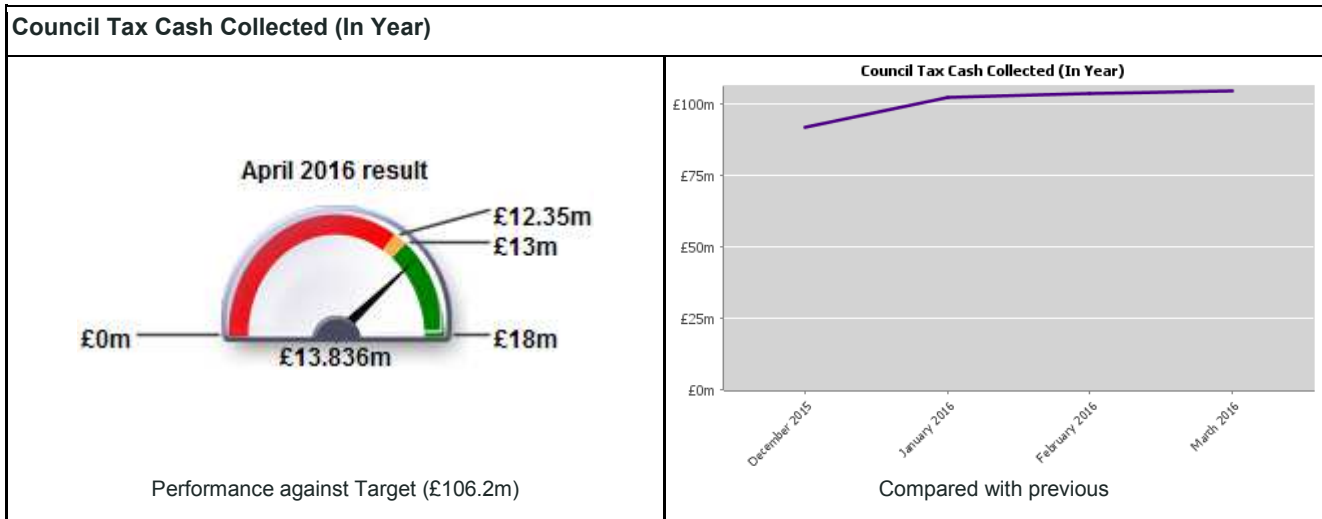
**Responsible officer:**

Martin Allan

**Last Updated:**

Q4 2015/16





**Why is this important?**

It is important to monitor Council Tax collection as this is a major income stream to the Council and is set against the budget figure for income from Council Tax. This measures the Council Tax cash collected for both in year and previous years.

**Benchmark Information:**

Benchmarking this indicator is not appropriate as all councils have different cash sums to collect in year. Benchmarking intelligence is available for the % of council tax due which is collected in year.

**Target:**

This is a new Performance Measure. For 2016/17 the target is £106.2m

**Intelligence:**

The target collection has been profiled across the financial year to provide a meaningful performance information. Performance of this indicator as at 30 April 2016 is £13.8m against a target of £13m, which has exceeded the target.

**Responsible officer:**

Wayne Connell

**Last Updated:**

April 2016

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## ABERDEEN CITY COUNCIL

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COMMITTEE	Finance, Policy & Resources
DATE	7 June 2016
DIRECTOR	Richard Ellis
TITLE OF REPORT	2015/16 Financial Monitoring–Corporate Governance
REPORT NUMBER	CG/16/070
CHECKLIST COMPLETED	Yes

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

1.1 The purpose of this report is to:

- i) Inform the Committee of the 2015/16 revenue and capital budget's financial performance for the year to 31 March 2016 for the services within Corporate Governance;
- ii) Advise on any areas of risk and management action.

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

2.1 It is recommended that the Committee:

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

### **3. FINANCIAL IMPLICATIONS**

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

### **4. OTHER IMPLICATIONS**

4.1 Every organisation has to manage the risks inherent in the operation of large and complex budgets. These risks are minimised by the regular review of financial information by services and corporately by Members. This report is part of that framework and has been produced to provide an overview of the current operating position.

## 5. BACKGROUND/MAIN ISSUES

5.1 This report provides a high level summary of expenditure as at the end of March 2016, shown in Appendix A.

5.2 The Service report shows net outturn under spend of £2m across the current net budget of £28m. The following items are of note and they have been incorporated into the net outturn:-

- Staff costs are underspent by £429k. Offsetting this, outlined below, is the loss of recharge income arising from vacant posts.
- Property costs are overspent by £112k largely as a result of premises insurance costing £85k more than budgeted.
- Transport costs are forecast to be overspent by £132k largely as a result of vehicle insurance costing £153k more than budgeted.
- Administration Costs are forecast to be underspent by £509k. The main variances are forecast underspends on general insurance of £181k and courses of £296k.
- Supplies and Services are underspent by £532k. Consultants are overspent by £273k. This is largely for consultants for the PACE project within Procurement. This is partially offset by an underspend of £160k within Procurement and Commercial Services staffing and 50% of the unbudgeted consultancy cost is rechargeable to Aberdeenshire Council, resulting in higher than budgeted income. The Internal Audit service cost £85k more than budgeted. The main overspends in this area are for hardware & software. Hardware Purchases are overspent by £284k and Hardware Maintenance/Rental is underspent by £333k. Software Licences are overspent by £272k as a result of settlement of claim of £355k from a software supplier over the number of licences in use which were identified to be more than the number contracted for, offset by £83k in underspends in other Software License expenditures. Occupational Health expenditures are underspent by £101k with little cost of service provision for 4 months to the start of new contract in August and penalties paid for non-performance by the previous contractor.
- Housing Benefits are underspent by £181k reflecting the growth in the benefit payments and the resulting payments received from DWP.

- Income other than related to Housing Benefits is greater than budgeted by £1.7m with the largest areas of favourable variance are recharges of £360k to Aberdeenshire Council largely for Procurement and other shared services, £67k to Police Scotland for payroll services, £90k for Licenses, £60k for Legal Fees, £79k from Scottish Water, £70k from Shetland Island Council for the shared s95 Officer, £301k for recharges to Trading and £724k for recharges to the HRA. Other Income is £118k greater than budgeted largely from unbudgeted income from the Employee Benefits scheme. Recharges to NESPF are £155k below budget reflecting lower spending on rechargeable staff identified above.
- Other smaller variances within non-staff budgets account for the remainder of the movement from budget.

### **Ear-marked Reserves**

- 5.3. Included at Appendix B is a table of projects within Earmarked Reserves.

### **Capital**

- 5.4 Included at Appendix C is a summary of the Corporate Governance capital programme projects.

## **6. IMPACT**

### **Improving Customer Experience –**

Accurate budget monitoring and forecasting assists the Council to plan and design our services around current and future customer needs as much as possible.

### **Improving Staff Experience –**

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

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

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

## **Corporate -**

Aberdeen the Smarter City:

### *Smarter Governance (Participation)*

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

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

Corporate Governance services contribute to all services provided by ACC.

## **Public –**

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

## **7. MANAGEMENT OF RISK**

- 7.1 Every organisation has to manage the risks inherent in the operation of large and complex budgets. These risks are minimised by the regular review of financial information by services and corporately by Elected Members. This report is part of that framework and has been produced to provide an overview of the current operating position.

## **8. BACKGROUND PAPERS**

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

## **9. REPORT AUTHOR DETAILS**

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

## Appendix A

As at Period 12 2015/16	Actual for Year		
	Full Year Revised Budget	Actual Expenditure	Variance Amount
	£'000	£'000	£'000
Finance	5,350	4,773	(577)
Legal & Democratic Services	1,412	977	(435)
HR, Organisational Development & Customer Services	6,678	5,731	(947)
Commercial & Procurement Services	3,395	3,534	139
IT & Transformation	9,572	9,439	(132)
Housing Benefits	1,222	1,041	(181)
<b>Total</b>	<b>27,629</b>	<b>25,496</b>	<b>(2,133)</b>

As at Period 12 2015/16	Actual for Year		
	Revised Budget	Actual Expenditure	Variance Amount
	£'000	£'000	£'000
Staff	25,034	24,605	(429)
Property	598	710	112
Administration	2,902	2,393	(509)
Transport	496	628	132
Supplies and Services	6,686	7,218	532
Transfer Payments	50,739	56,703	5,964
<b>Gross Expenditure</b>	<b>86,455</b>	<b>92,257</b>	<b>5,802</b>
Government Grants	(50,449)	(56,289)	(5,840)
Other Grant/Reimbursement/Contribution	(1,941)	(2,547)	(605)
Customer & Client Receipts	(1,260)	(1,423)	(163)
Interest	(24)	(20)	4
Recharges to Other Heads	(4,367)	(5,578)	(1,211)
Other Income	(785)	(904)	(118)
<b>Total Income</b>	<b>(58,826)</b>	<b>(66,761)</b>	<b>(7,934)</b>
<b>Net Expenditure</b>	<b>27,629</b>	<b>25,496</b>	<b>(2,133)</b>

## Appendix B

As at Period 12 2015/16	Balance b/f 1 April 2015	Actual Expenditure for Year	(Unrequired) Amounts	New Amounts	Projected c/f 31 March 2016	Details (reason for holding, plans for using, assumptions on new amounts and reasons for unrequired amounts)
	£'000	£'000	£'000	£'000	£'000	
<i>Projects:</i>						
Strategic Infrastructure Plan	78	-76	-2	0	0	Salary for SIP Programme Manager.
ICT Projects	606	-397	0	0	209	Balance required to fund Digital Strategy in 2016-17.
ICT Rolling Programme	777	-75	-527	0	175	Balance required to fund Digital Strategy in 2016-17.
New Microphones	165	-128	0	0	37	Microphones for Council Chambers.
Business Plan Service Options	637	-297	0	0	340	3 Information Management staff, Information Records Store Officer, 4 fixed term Analysts and Customer Service experience £25k.
Employee Benefit Scheme	113	-2	-33	165	243	Potential VAT liability for bus to work scheme .
Health & Safety Training programme for Managers	0	0	0	25	25	Funding for Institute of Occupational Health & Safety training programme for managers to come from savings in H&S element of the Corporate Training Budget in 15/16
<i>Revenue Grants:</i>						
2005-06 Rederminations-Mgf3-Crm	29	0	-29	0	0	For implementing improvements that will be delivered through the Customer Experience Programme.
2005-06 Rederminations-Mgf3-Accord	54	-12	-42	0	0	This budget will be used to develop customer services enabled by the Aberdeen City smartcard, the Accord Card.
2005-06-Rederminations-Mgf3-Gazete	6	-4	-2	0	0	To purchase data management software called FME and pay for the additional training and installation costs. Software ordered but training will be in next financial year.
<b>Total</b>	<b>2,465</b>	<b>-993</b>	<b>-635</b>	<b>190</b>	<b>1,027</b>	



As at Period 12 2015/16 Corporate Governance	Figures for Total Project			Pr	Cu
	Approved Budget	Expenditure to Date	Forecast Expenditure		
	£'000	£'000	£'000		
Data Centre Transition & Infrastructure Transformation	3,000	782	3,000	G	G
Technology Investment Requirements & Digital Strategy	2,700	1,284	2,700	G	G
	<b>5,700</b>	<b>2,066</b>	<b>5,700</b>		

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## ABERDEEN CITY COUNCIL

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COMMITTEE	Finance, Policy & Resources
DATE	7 <sup>th</sup> June 2016
DIRECTOR	Richard Ellis
TITLE OF REPORT	2015/16 Common Good Fund – Monitoring Report Update
REPORT NUMBER	CG/16/071
CHECKLIST COMPLETED	Yes

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### 1. PURPOSE OF REPORT

#### 1.1 The purpose of this report is to:

- a) Inform the Committee members of the income and expenditure position of the Common Good Fund for the year ended 31 March 2016.
- b) Provide information on the cash balances as at 31 March 2016.

### 2. RECOMMENDATION(S)

#### 2.1 It is recommended that the Committee:

- a) Notes the income and expenditure position as at 31 March 2016;
- b) Notes the cash balances as at 31 March 2016 of £15.13m, which is within the recommended levels indicated by the Head of Finance; and
- c) Agrees to carry forward £492k of the 2015/16 budget underspends in earmarked reserves to allow the completion of park and property maintenance and development projects in future years.

### 3. FINANCIAL IMPLICATIONS

- 3.1 The total Common Good revenue budget amounts to £534k net expenditure. The actual position for the Common Good Fund is an underspend of £94K, a favourable variance of £638k.

### 4. OTHER IMPLICATIONS

- 4.1 Every organisation has to manage the risks inherent in the operation of large and complex budgets. These risks are minimized by the regular review of financial information by services and corporately by Members. This report is part of that framework and has been produced to provide an overview of the current operating position.

### 5. BACKGROUND/MAIN ISSUES

- 5.1 This report informs Members of the current year Common Good revenue budget performance, and provides a high level detail of expenditures for the year ended 31 March 2016, shown in Appendix A.

#### **Financial Position**

##### **Income and Expenditure – Outturn**

- 5.1 The figures for the year to 31 March 2016 show a surplus position of £94k, which is a favourable variance of £628k, from a net expenditure budget of £534k. A number of park and property maintenance and development projects were not completed within 2015/16 and £492k of funds will need to be carried forward in earmarked reserves to ensure their delivery. A table summarising the income and expenditure is given in Appendix A to this report.

5.2 The main variances from budget are:-

	£'000s
Fernhill Farm - new building	(100)
Lands of Skene/Torry share of surplus	(81)
Grove Nursery	(70)
General Property - repairs and maintenance	(64)
Christmas Illuminations and Festival	(58)
CSS	(57)
Fishing Industry Memorial	(50)
Property income	(48)
Civic Support	(46)
Civic receptions	(44)
Entertainment for the Elderly	(42)
Archivist	(39)
Twining Activities	(24)
Farm repairs - electrics/asbestos	37
Consultants - farm property	43
Auchmill Golf course	64
	<u>(579)</u>

**Cash Balances**

- 5.3 The cash balance at 31 March 2016 is £15.13m which includes earmarked reserves. A number of park and property maintenance & development projects were not completed within 2015/16 and £492k of earmarked reserves is included in this figure. Appendix B summarises the earmarked reserves position.
- 5.4 The Council agreed at the budget setting meeting on 5<sup>th</sup> February 2015 that the minimum cash balance should be the equivalent of two years worth of expenditure. This equates to £6.1m. Added to this figure is the proceeds of sale of properties which are invested to provide future income for the fund resulting in a total minimum cash balance of £13.6m.
- 5.5 As trustee of the Common Good Fund, the Council has a duty to ensure that cash balances are maintained at levels to generate sufficient annual income to fund any future expenditure from the Common Good deemed appropriate.

## 6. IMPACT

To enable the Common Good Fund to support the wide range of activities that it does, it is essential that it is managed effectively, its value maintained and investment returns improved to ensure its sustainability for the future.

### **Improving Customer Experience -**

Accurate budget monitoring and forecasting assists the Council to plan and design our services around current and future customer needs as much as possible.

### **Improving Staff Experience -**

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

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

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

## **Corporate –**

Aberdeen the Smarter City:

### *Smarter Governance (Participation)*

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

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

One of the conditions of common good funding is that it should benefit citizens of Aberdeen as a whole. Careful monitoring of budget ,means that we can ensure that money provides value for our citizens and that it is used to provide services that can contribute to their well being and quality of life in Aberdeen.

## **Public**

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

## 7. MANAGEMENT OF RISK


A variety of risk factors are considered in the planning and monitoring of expenditure within the Common Good Fund. The review of this report is part of the management of financial risk. Both members and officers have differing roles in the management of risk which is constantly being reviewed.

## 8. BACKGROUND PAPERS

Financial ledger data extracted for the period.

## 9. REPORT AUTHOR DETAILS

Catriona Gilmour - Accountant

 (34)6377

Email [cgilmour@aberdeencity.gov.uk](mailto:cgilmour@aberdeencity.gov.uk)

## Appendix A – Common Good Fund Income and Expenditure

As at Period 12 2015/16	Year to Date		
	Revised Budget £'000	Actual Expenditure £'000	Variance Amount £'000
Recurring Expenditure	3,036	2,606	(429)
Recurring Income	(3,053)	(3,191)	(138)
<b>Budget After Recurring Items</b>	<b>(17)</b>	<b>(584)</b>	<b>(567)</b>
Non Recurring Expenditure	552	490	(61)
Non Recurring Income	0	0	0
<b>Total</b>	<b>534</b>	<b>(94)</b>	<b>(628)</b>
<b>Cash Balances as at 1 April 2015</b>	<b>(15,041)</b>	<b>(15,041)</b>	
<b>Estimated Cash Balances as at 31 March 2016</b>	<b>(14,507)</b>	<b>(15,135)</b>	
<b>Minimum cash balance requirement per budger report (Council February 2015)</b>	<b>(13,643)</b>	<b>(13,643)</b>	



**Appendix B – Common Good Fund Earmarked Reserves**

<b>As at Period 12 2015/16</b>	<b>Balance b/f 1 April 2015</b>	<b>Actual Expenditure</b>	<b>Unrequired Amounts</b>	<b>New Amounts</b>	<b>Projected c/f 31 March 2016</b>	<b>Details (reason for holding, plans for using, assumptions on new amounts and reasons for unrequired amounts)</b>
	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>	
<i>Projects:</i>						
Steading at Kepplehills & Kirkhill Farm	55	(6)	(49)	0	0	Steading has now been built and remaining funds are no longer needed.
Fernhill Farm Replacement Building	40	0	0	60	100	Funds to allow replacement building to be built. The building is required under the terms of the farm lease. An additional £100k was agreed by FP&R during 15/16 but as it has been agreed with tenant that we will contribute £100k towards new building only £60k of additional funds is required.
Consultancy Costs	71	(49)	0	0	22	To meet costs relating to work done by consultants re rent reviews, and property management.
Auchmill Golf Course	197	(64)	0	0	133	Ongoing works at Auchmill Golf course.

Property Repairs & Maintenance	66	(37)	0	0	29	To cover electrical and asbestos work on farm properties to meet standards. Contract awarded and work is in progress. Electrical works have still to be carried out at Greenferns Farm.
Union Terrace Gardens Repairs	50	0	0	0	50	Expenditure is committed and part of a larger project to be completed early 2016. Work due to start in April 2016.
March Stone Upkeep	5	(2)	0	0	3	Work to be completed 2016.
Torry Battery Park	3	0	0	0	3	Officers in discussion with Torry Community Council regarding this. To be completed 2016.
Cromwell Wall, Marischal Court Repairs	3	(2)	0	0	1	Project is covering two financial years. Work was half completed in 14/15 so remaining funds rolled over to allow it to continue. Work is now on going to complete repairs.
Twinning Grants	28	0	(28)	0	0	FP&R committee decision (18.02.15) to use funds to pay grants in 15-16. Total twinning expenditure for 15-16 was met from the current year grant including these amounts so this money was not required.

	0					A request us being made to get matched funding from Scot Govt. An update is due to FP&R in the Autumn.
Fishing Industry Memorial		0	0	50	50	
Grove Nursery	0	0	0	70	70	This is an ongoing project.
	0					Funding to be carried forward to allow improvement to hall to be made as planning permission being requested.
Culter Heritage Hall		0	0	5	5	
	0					Request from Cllr Boulton to carry this funding forward as Cricket Club are still obtaining quotes for new roller.
Allan Park Cults Cricket pitches		0	0	2	2	
Feasibility Study - Aberdeen Arts Centre	0	0	0	5	5	Contract awarded for 17k. £12k paid out in 15/16.Original budget £30k.
Culter Playing Fields	0	0	0	8	8	Work still to be carried out.
	0					Funding to be carried forward to allow review of payment to Satrosphere to be carried out and then monies released.
Satrosphere Refurbishment		0	0	11	11	
<b>Total</b>	<b>518</b>	<b>(160)</b>	<b>(77)</b>	<b>211</b>	<b>492</b>	

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## ABERDEEN CITY COUNCIL

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COMMITTEE	Finance, Policy and Resources
DATE	7 June 2016
INTERIM DIRECTOR	Richard Ellis
TITLE OF REPORT	Council Year End Monitoring Report 2015/16
REPORT NUMBER	CG/16/072
CHECKLIST COMPLETED	Yes

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### 1. PURPOSE OF REPORT

- 1.1 This report provides an opportunity to consider the financial position for the Council for the financial year 2015/16 subject to Committee approval.
- 1.2 This report provides an overview of the year-end financial position and the provisions and reserves of the Council as at 31 March 2016.

### 2. RECOMMENDATION(S)

It is recommended that the Committee:

- a) note the current final outturn for the various Council accounts for the financial year 2015/16, subject to committee approval;
- b) approve the various transfers between Council accounts and earmarked sums for the General Fund, Common Good and Housing Revenue Account as at 31 March 2016 as detailed in paragraph 5.2.17, 5.4.3 and 5.5.5;
- c) approve the working balances of the General Fund, Housing Revenue Account and Common Good as detailed in paragraphs 5.2.17, 5.4.3 and 5.5.5;
- d) approve that in accordance with the relevant strategies to maintain revenue balances the Council's objective of retaining recommended levels of uncommitted balances has been achieved; and
- e) note that the unaudited Annual Accounts for 2015/16 will be presented to the Audit, Risk & Scrutiny Committee, along with the Annual Governance Statement and Remuneration Report at its meeting later this month.

### 3. FINANCIAL IMPLICATIONS

- 3.1 The financial position of the Council's three main accounts in terms of actual performance against budget as at 31 March 2016 is summarised below:

	2015/16 Budget £'000	2015/16 Actual (Surplus) / Deficit £'000	(Favourable) / Adverse Movement £'000
General Fund	0	(5,324)	(5,324)
Housing Revenue Account	0	(1,000)	(1,000)
Common Good	534	(94)	(628)

- 3.2 From this position a number of year end adjustments are made for legislative, accounting or other reasons and these are detailed throughout the body of the report.
- 3.3 The Council continues to operate on a strong financial platform and is well prepared for the medium term financial challenges that have been identified. Strong fiscal management coupled with financial restraint and a strong balance sheet should see the Council demonstrate its capability to deliver a balanced budget for future years.
- 3.4 The Council has an ambitious capital investment programme over the coming years and where possible, resources are made available to meet the capital financing pressures of this investment. The main advantage of this is that it reduces the future revenue liabilities and therefore protects the resources that can be directed at delivering front line services in the medium term. Front line services will face a number of challenges over the coming years as government funding at best remains static or at worst reduces. All financial decision making should therefore be made with this in mind.

### 4. OTHER IMPLICATIONS

There are no other implications directly arising from this report.

### 5. BACKGROUND/MAIN ISSUES

- 5.1.1 During the financial year 2015/16 the Committee has received regular reports on the financial performance of the General Fund – Revenue, Capital and Trading Services - ensuring that Elected Members are aware of the financial performance of the Council. There have also been reports presenting the Common Good position to this Committee, whilst the Housing Revenue Account was monitored by the Communities, Housing and Infrastructure Committee.

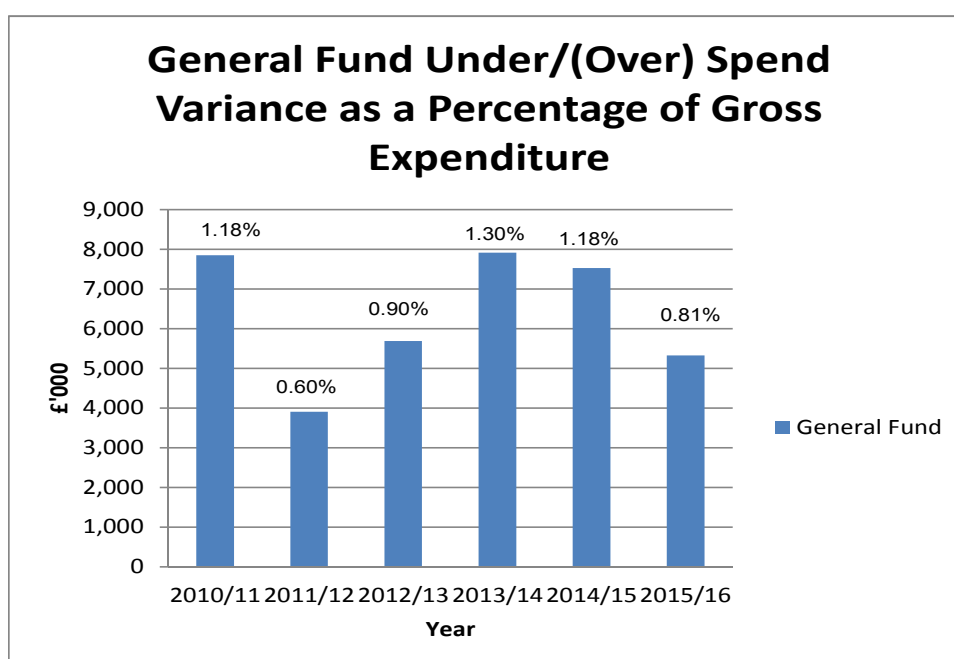
- 5.1.2 This report has been prepared on the basis of a final actual position, as reported to management, with this being built into the Annual Accounts.
- 5.1.3 There is a statutory requirement that the unaudited annual accounts for each financial year be submitted for audit no later than 30 June in the next financial year.
- 5.1.4 This means that the unaudited Annual Accounts for 2015/16, prepared in accordance with Accounting Codes of Practice, requires to be submitted by 30 June 2016 to Audit Scotland. Scrutiny of the accounts will be carried out by the Audit, Risk & Scrutiny Committee at its meeting on 27 June 2016.
- 5.1.5 For ease of reference the report is broken down into the following sections:

- 5.2 General Fund
- 5.3 Trading Operations
- 5.4 Common Good
- 5.5 Housing Revenue Account

**5.2 General Fund**

***Revenue***

- 5.2.1 As shown above in paragraph 3.1, on an operational basis, a positive outturn position is reported for the General Fund, being a favourable £5.3 million variance from budget. Appendix A provides further details by service as well as a comparison with the last reported position.
- 5.2.2 The variance represents 0.81% of gross spend for the year which is in line with recent years and demonstrates the good financial management that exists within the Council and can be seen graphically below:



5.2.3 A number of factors that contributed to the £5.3 million favourable variance and these were reported during the year to both this Committee as well as individual service committees.

Some examples include:

- Staff vacancy and turnover savings across a number of services;
- Higher than anticipated income levels;
- Increased number of Band D equivalent properties;
- Reduced costs associated with commissioning.

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

5.2.5 In recent years the level of General Fund debt has remained relatively static. The Council has an ambitious investment programme in place which may have an impact on debt levels going forward. However, it is important to put this in the context of the Council's asset base which has a value at 31 March 2016 of £2,467 million. Further, the cost of servicing the current debt level represents 4% of General Fund gross spend.

5.2.6 To ensure compliance with legislative requirements and the Accounting Code of Practice a number of year end adjustments are required. At a summary level, the impact of these adjustments are shown below:

As at 31 March 2016	Budget £'000	Actual £'000	Variance £'000	Year End Adjustments		Final Actual £'000
				Legislative & Other £'000	Year End £'000	
Total Net Expenditure	444,557	439,941	(4,616)	(2,241)	4,919	442,619
Total Funding	(444,557)	(445,265)	(708)	(1,528)	(533)	(447,326)
<b>Net Impact on General Fund (Surplus)/Deficit</b>	<b>0</b>	<b>(5,324)</b>	<b>(5,324)</b>	<b>(3,769)</b>	<b>4,386</b>	<b>(4,707)</b>
Use of Earmarked Reserves	10,538	10,538	0	0	0	10,538
Addition to Earmarked Reserves	0	0	0	(3,769)	(170)	(4,707)
<b>Net Impact on General Fund (Surplus)/Deficit</b>	<b>10,538</b>	<b>5,214</b>	<b>(5,324)</b>	<b>(3,769)</b>	<b>(170)</b>	<b>5,831</b>

5.2.7 Further details of the year end adjustments can be seen within Appendix A and are detailed in paragraphs 5.2.8 to 5.2.13 below.



- 5.2.8 In forecasting the likely outturn position during the year a number of assumptions are made for legislative or other reasons. For example, the Council is required by statute to set aside surplus bus lane enforcement income (£0.5 million) to fund its Local Transport Strategy and council tax income from second/long term empty homes (£1.5 million) for affordable housing schemes. As such this income is not included within the figures reported during the year.
- 5.2.9 In addition, it is assumed that all devolved education (DEM) budgets will be fully spent during the year on the basis that any underspend will require to be earmarked for use the following year. An amount of £0.8 million remained unspent at year end.
- 5.2.10 Assumptions were made that a number of revenue grants received would be spent during the year. £0.6 million of such grants remained unspent and for accounting purposes these must be earmarked for use the following year.
- 5.2.11 At its meeting on 19<sup>th</sup> April 2016, this committee approved the funding of £0.3 million towards roof repairs at HMT from the 2015/16 underspend.
- 5.2.12 As detailed above for legislative and other reasons, there is a requirement to earmark £3.7 million for use in future years.
- 5.2.13 In March 2016 the Council was advised by the Scottish Government that under the Business Rates Incentivisation Scheme (BRIS) it was entitled to retain a sum of £0.5 million in relation to 2014/15. No assumption had been made for this in 2014/15 and is therefore now reflected as additional funding within 2015/16. At this stage no assumption has been made for the retention of any sums under BRIS for 2015/16 until greater certainty on the basis on which the calculation will be undertaken is obtained.
- 5.2.14 The net effect of all other year end adjustments to actuals arising from the review of provisions, funds and reserves as well as the use of £5 million of the underspend to fund capital expenditure was £4.9 million which with the additional funding above provides a net underspend of £4.7 million of which £3.9 million is required to be earmarked. It is recommended that the balance £0.8 million be set aside for the investment strategy and this is reflected in the total addition to earmarked reserves.
- 5.2.15 The overall impact on the General Fund balance after taking account of the use of previously earmarked reserves and the year end review of provisions, funds and reserves is a net reduction of £5.8 million. The Council has built up a strong level of reserves in support of its ambitious capital investment programme and this reflects the use of those reserves to fund the programme which in turn minimises the impact on the revenue budget in future.

5.2.16 It was approved earlier in the year that the Head of Finance would review and consider the overall 2015/16 position of the council and take appropriate action to ensure, as far as possible that the council is suitably financially prepared for future revenue and capital investment purposes.

5.2.17 Earmarked sums are a crucial part of how the council manages its resources and within the overall position reported there is use of and creation of earmarked sums. These are actively managed to ensure the decisions made by the council during the year are captured ensures the Council is in a strong position to face future financial challenges. The outcome of the movement of earmarked reserves is shown below:

	General Fund at 1 April 2015 £'000	General Fund Movement £'000	General Fund at 31 March 2016 £'000
<b>Balance as at 31 March 2016</b>	<b>(64,828)</b>	<b>5,831</b>	<b>(58,997)</b>
Earmarked Sums -			
Financial Risks:			
Financial Risk Fund	5,541	2,837	8,378
Welfare Reform	2,000	-	2,000
Contingent Risks:			
De-risk contingent liabilities	2,872	-	2,872
Unspent Grant Income:			
Various grants received not yet spent	2,164	(642)	1,522
Specific Projects:			
Strategic Infrastructure Plan	357	(357)	-
ICT Projects	2,349	(1,570)	679
Business Plan Service Options	2,275	(1,766)	509
Star Awards	25	-	25
Events Review	-	23	23
Employee Benefit Scheme	113	(36)	77
H&S Training Programme for Managers	-	25	25
City Deal	300	-	300
Shopmobility	91	(91)	-
Fairer Aberdeen	36	-	36
Energy Efficiency Fund	1,164	40	1,224
Roads Repairs/Projects	162	(37)	125
'The Green' Townscape Project	50	(50)	-
South of the City Regeneration	1,337	(1,337)	-
Windfarm Start Up	93	(93)	-
Bus Lane Enforcement	1,265	25	1,290
Property Transfer	155	-	155
Zero Waste	350	(350)	-
Mobile Working	97	(97)	-
Big Belly Bins	-	105	105
Affordable Housing; Council Tax Discount	5,370	1,528	6,898
Replace Handheld Devices	148	(148)	-
Park Improvement Schemes	173	(67)	106
Hazlehead Pets Corner	100	-	100
Duthie Park Winter Gardens	40	(1)	39
Men's Shed	10	(3)	7

	General Fund at 1 April 2015 £'000	General Fund Movement £'000	General Fund at 31 March 2016 £'000
Balnagask Community Centre	7	(2)	5
Community Planning Participatory Budget	-	24	24
City Of Culture	592	(592)	-
Transition Extreme *	100	(100)	-
Youth Work & Under 12's Club	100	(100)	-
Sea Cadets	10	(10)	-
Music Hall Redevelopment	1,000	(200)	800
HMT Roof Works	-	288	288
Reclaim Social Work; Initial Set Up Costs	337	-	337
Reclaim Social Work; Lead In Costs	2,930	-	2,930
Hilton Outdoor Centre	25	(25)	-
Developing Young Workforce	-	300	300
School Drive / Abbotswell	-	29	29
Scottish Welfare Fund	40	(5)	35
Investment Strategy	15,982	(3,953)	12,029
Devolved Education Management			
Schools	2,752	812	3,564
Community Education Centres	1,105	(235)	870
<b>Total Earmarked Balance</b>	<b>53,537</b>	<b>(5,831)</b>	<b>47,706</b>
<b>Total Uncommitted Balance</b>	<b>(11,291)</b>	<b>-</b>	<b>(11,291)</b>
<b>Recommended uncommitted balance</b>	<b>(11,291)</b>	<b>-</b>	<b>(11,291)</b>

\* It should be noted that this funding along with £0.1 million from Common Good was paid during the year to Transition Extreme in order to carry out capital works. Subsequently, the organisation approached the Council with a request to convert this to additional revenue grant in order to support the business through tightening financial times. It is recommended that committee approve this change in the purpose of the funding provided.

5.2.18 The movement reflected above is represented by the use of £10.5 million of amounts previously earmarked therefore reducing the General Fund balance by this amount offset by surplus generated after year end adjustments of £4.7 million.

5.2.19 The uncommitted General Fund balance has been maintained at £11.3 million and this remains in line with the Council's risk based policy on retention of working balances. In accordance with the regular review of council policies, the appropriateness of the value of uncommitted balances will again be considered during 2016/17. The retention of £11.3 million as uncommitted reserves represents 2.5% of the 2015/16 net revenue budget

### **Capital**

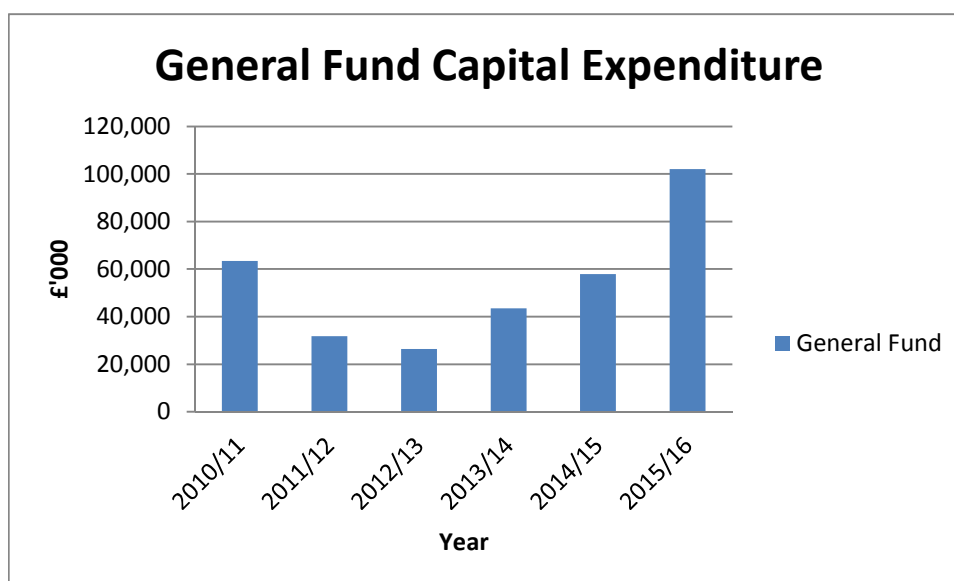
5.2.20 Capital expenditure is undertaken by the Council having regard to the Prudential Code for Finance in Local Authorities and considerations, in all years, of affordability and sustainability.

5.2.21 A summary of the total capital expenditure and funding is as follows:

As at 31 March 2016	General Fund
	£'000
<b>Capital Expenditure:</b>	102,027
<b>Funding:</b>	
Borrowing	(26,397)
General Capital Grant	(24,808)
Specific & Other Capital Grants	(5,174)
Capital Receipts / Capital Fund	(32,153)
Revenue Contributions	(13,495)
<b>Total Funding</b>	<b>(102,027)</b>

5.2.22 Examples of some of the main projects undertaken in 2015/16 included work on Aberdeen Western Peripheral Route, 3<sup>rd</sup> Don Crossing, A96 Park & Choose/Dyce Drive Link Road, Renewal and Replacement of Roads Infrastructure, Property Condition and Sustainability Programme, Fleet Replacement, Various Waste Projects, New Brimmond and ASN Schools, Purchase of St Josephs School and the Art Gallery Redevelopment.

5.2.23 The chart below shows the Council's investment in its assets over the last six years with the growth in the level of expenditure in 2015/16, demonstrating the additional capacity and capability the Council has put in place to deliver its ambitious capital programme.



### 5.3 Trading Operations & Arm's Length External Organisations

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

- 5.3.2 Councils are required, under paragraph 10 of the Act, to maintain statutory trading accounts for 'significant trading operations'.
- 5.3.3 The trading operations in place for 2015/16 were:
- Building and Maintenance
  - Letting of Industrial, Commercial & other Properties
  - Provision and Management of Car Parking Facilities
- 5.3.4 In 2015/16 the total contribution made to the General Fund by the trading operations was £11.7 million against a budgeted £13.4 million.
- 5.3.5 While Car Parking and the Letting of Commercial properties have an external customer base, Building and Maintenance Services is operated to support an internal need for work to be carried out and while there are some external customers, on the whole, the Council will have initially paid for the service to be provided.
- 5.3.6 Building and Maintenance secured a surplus for the General Fund of £2.7 million against a budget of £4 million with the shortfall against budget largely due to increased staff and materials costs only partially offset by increased income.
- 5.3.7 Property Letting achieved an overall surplus of £4.5 million which was £0.2 million below that budgeted largely due to a shortfall in income.
- 5.3.8 Car Parking performance was £0.2 million below budget with a surplus of £4.4 million being achieved. Income was slightly below that budgeted whilst greater administration and premises costs were offset by lower staff costs arising from vacancies in the City Warden and Car Parks teams.
- 5.3.9 As part of the Council's Annual Accounts, the Council is required to disclose the financial performance of the following ALEO's in its Group Accounts and the table below shows the funding provided by the council in 2015/16:

<b>Organisation</b>	<b>£'000</b>
Aberdeen Exhibition & Conference Centre	1,021
Aberdeen Sports Village	1,040
Sport Aberdeen	5,251
Bon Accord Care	26,146

## **5.4 Common Good**

- 5.4.1 Full details of the year end position against budget of the Common Good are provided in a separate report to this committee. It should be noted that this report does not take account of year end accounting transactions applied to reflect the actual change in value from year to year from the sale of assets and the revaluation of the investment properties that comprise the Common Good.

- 5.4.2 In summary, against a budgeted net expenditure budget of £0.5 million a surplus of £0.1 million was achieved.
- 5.4.3 A number of projects were not completed fully during 2015/16 and it is therefore recommended that a sum of £0.5 million be earmarked from the Common Good balance to complete these projects. These are detailed below:

	<b>Common Good £'000</b>
<b>Balance as at 31 March 2016 *</b>	<b>(16,881)</b>
Specific Projects:	
Repairs & Maintenance	112
Greenfern & Newhills Developments	133
Farm Buildings	100
Consultancy Costs	22
Fishing Industry Memorial	50
Grove Nursery	70
Aberdeen Arts Centre Feasibility	5
<b>Total Earmarked Balance</b>	<b>492</b>
<b>Total Uncommitted Balance</b>	<b>(16,389)</b>
<b>Recommended uncommitted balance</b>	<b>(15,201)</b>

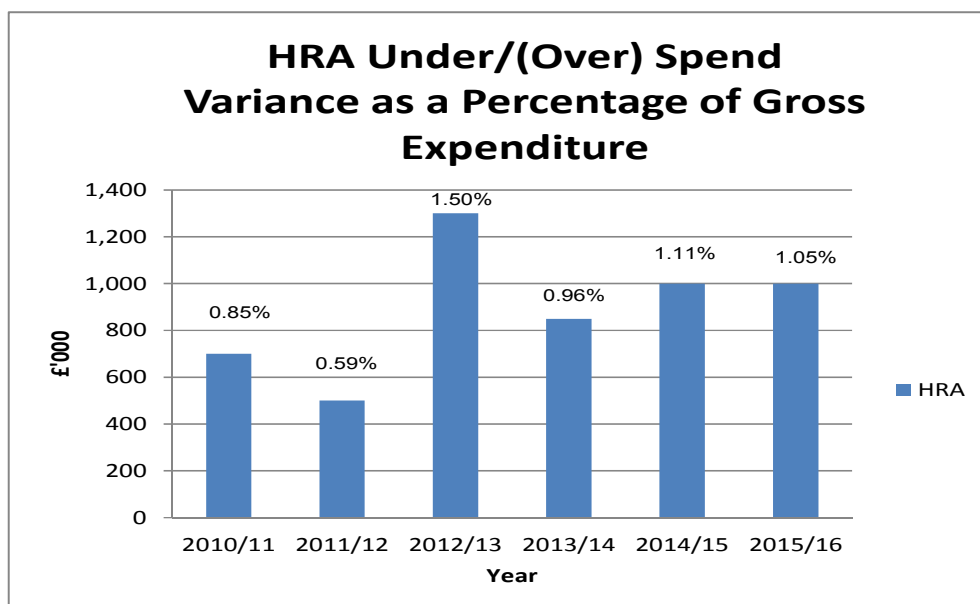
- \* This balance includes the impact of capital receipts from the sale of Pinewood/Hazledene which flow through the capital account rather than revenue.

## **5.5 Housing Revenue Account (HRA)**

### ***Revenue***

- 5.5.1 At its meeting of 17<sup>th</sup> May 2016 the Communities, Housing & Infrastructure Committee reviewed the financial performance of the Housing Revenue Account for the financial year 2015/16, based on expenditure to the end of February 2016 (Period 11).
- 5.5.2 The net expenditure on the HRA, prior to any CFCR contribution or increase in working balances was £23.2 million. From this position a CFCR contribution of £22 million to fund the capital programme was made. A further net cost of £0.2 million was used to fund the transfer at market value of the sites of Victoria House from the General Fund to the HRA and Langdykes Road from HRA to the General Fund.
- 5.5.3 A number of factors contributed to the overall position of the HRA and these were reported during the year to the Communities, Housing & Infrastructure Committee including:
- Higher income from rents;
  - Higher repairs and maintenance costs;
  - Higher loss of rent (voids) costs;
  - Higher admin & management costs;
  - Lower capital financing costs.

- 5.5.4 The effect of these transactions was a net underspend of £1 million which was used to increase the working balance as previously agreed.
- 5.5.5 This demonstrates good financial management of the HRA. The amounts by which working balances have been increased over recent years can be seen graphically in the table below:



- 5.5.6 Amounts recommended to be earmarked against the HRA balance are:

	<b>Housing Revenue Account £'000</b>
<b>Balance as at 31 March 2016</b>	<b>(10,808)</b>
Specific Projects:	
Affordable Housing	245
Repairs & Maintenance	1,193
<b>Total Earmarked Balance</b>	<b>1,438</b>
<b>Total Uncommitted Balance</b>	<b>(9,370)</b>
<b>Recommended uncommitted balance</b>	<b>(8,495)</b>

### ***Capital***

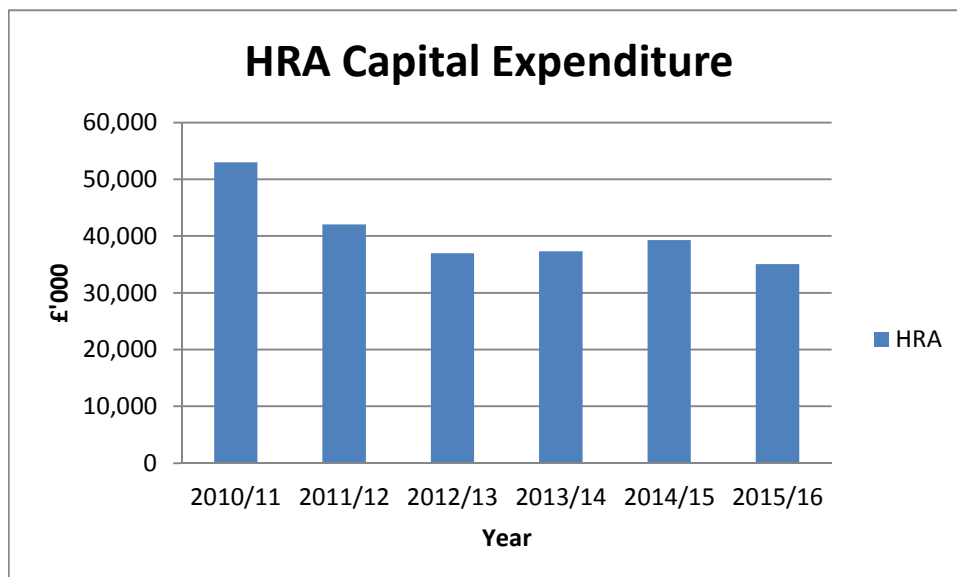
- 5.5.7 Capital expenditure is undertaken by the Council having regard to the Prudential Code for Finance in Local Authorities and considerations, in all years, of affordability and sustainability.

- 5.5.8 A summary of the total capital expenditure and funding is as follows:

As at 31 March 2016	HRA
	£'000
<b>Capital Expenditure:</b>	35,037
<b>Funding:</b>	
Borrowing	(2,630)
Specific & Other Capital Grants	(1,325)
Capital Receipts	(9,087)
Revenue Contributions	(21,995)
<b>Total Funding</b>	<b>(35,037)</b>

5.5.9 Examples of projects undertaken include structural works on multi-storey blocks, heating system replacement and the modernisation programme.

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



## 6. IMPACT

### **Improving Customer Experience –**

Whilst there is no direct impact arising from this report, the efficient use of funds available to provide services will contribute to customer experience.

### **Improving Staff Experience –**

Whilst there is no direct impact arising from this report, a robust budget monitoring process assists budget holders in their role which in turn should enhance the staff experience.



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

As a recognised top priority the Council must take the necessary measures to balance its budget. Therefore, Services are expected to work within a financial constraint as defined by their annual budgets.

Each Director reports on a regular basis to their service committee, providing the opportunity to consider the financial position and impact in more detail.

### **Corporate -**

Financial governance is a vital part of ensuring that the resources required to take forward the council's plans and vision are robustly monitored and used effectively.

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

### **Public –**

This report is likely to be of interest to the public as it concerns the stewardship of the council's financial resources.

## 7. MANAGEMENT OF RISK

Every organisation has to manage the risks inherent in the operation of services. The financial risks are minimised by the regular review of financial information by Services and corporately by CMT and Elected Members. This report forms part of the end of year reporting cycle and seeks to clarify the overall operating conditions and outcomes that have resulted in the past year.

The robust process of closing the accounts at the financial year-end means that all reasonable steps have been taken to ensure that they are reflective of the financial circumstances of the Council during 2015/16 and as at 31 March 2016. A risk remains that the external audit process reveals potential errors or adjustments and these will be discussed throughout by officers before the auditor's report and opinion is presented to the Audit, Risk & Scrutiny Committee in September.

## 8. BACKGROUND PAPERS

Financial Monitoring Reports for Financial Year 2015/16; and Redetermination letters received from the Scottish Government.

## 9. REPORT AUTHOR DETAILS

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01224 522565

Aberdeen City Council											
Corporate Financial Reporting Summary 2015/16											
As at 31 March 2016	Budget 2015/16	Actual 2015/16	Variance from Budget		Forecast Variance at Period 11	Variance Period 11 to Period 12	Year End Adjustments			Final Actual 2015/16	
			£'000	£'000			£'000	%	£'000		£'000
<b>Services</b>											
Office of Chief Executive	3,259	3,345	86	2.6%	5	81	0	0	0	3,345	
Corporate Governance	27,629	25,499	(2,130)	(7.7%)	(1,996)	(134)	0	820	820	1	26,319
Communities, Housing & Infrastructure	83,303	83,341	38	0.0%	65	(27)	(619)	0	(619)	2	82,722
Education & Children's Services	213,219	212,133	(1,086)	(0.5%)	(695)	(391)	(1,367)	(550)	(1,917)	3	210,216
Adult Social Care	88,327	87,304	(1,023)	(1.2%)	(882)	(141)	(255)	0	(255)	4	87,049
<b>Total Service Budgets</b>	<b>415,737</b>	<b>411,622</b>	<b>(4,115)</b>	<b>(1.0%)</b>	<b>(3,503)</b>	<b>(612)</b>	<b>(2,241)</b>	<b>270</b>	<b>(1,971)</b>		<b>409,651</b>
<b>Total Corporate Budgets</b>	<b>28,820</b>	<b>28,319</b>	<b>(501)</b>	<b>(1.7%)</b>	<b>3</b>	<b>(504)</b>	<b>0</b>	<b>4,649</b>	<b>4,649</b>	<b>5</b>	<b>32,968</b>
<b>Total Net Expenditure</b>	<b>444,557</b>	<b>439,941</b>	<b>(4,616)</b>	<b>(1.0%)</b>	<b>(3,500)</b>	<b>(1,116)</b>	<b>(2,241)</b>	<b>4,919</b>	<b>2,678</b>		<b>442,619</b>
<b>Funding:</b>											
<u>Government Support:-</u>											
Revenue Support Grant & Non Domestic Rates	(340,734)	(340,622)	112	(0.0%)	0	112	0	(533)	(533)	6	(341,155)
<u>Local Taxation:-</u>											
Council Tax & Community Charge Arrears	(103,823)	(104,643)	(820)	0.8%	(1,076)	256	(1,528)	0	(1,528)	7	(106,171)
<b>Total Funding</b>	<b>(444,557)</b>	<b>(445,265)</b>	<b>(708)</b>	<b>0.2%</b>	<b>(1,076)</b>	<b>368</b>	<b>(1,528)</b>	<b>(533)</b>	<b>(2,061)</b>		<b>(447,326)</b>
<b>Net Impact on General Fund (Surplus)/Deficit</b>	<b>0</b>	<b>(5,324)</b>	<b>(5,324)</b>		<b>(4,576)</b>	<b>(748)</b>	<b>(3,769)</b>	<b>4,386</b>	<b>617</b>		<b>(4,707)</b>
Use of General Fund Earmarked Reserves	10,538	10,538	0		0	0	0	0	0		10,538
Addition to General Fund Earmarked Reserves	0	0	0		(4,576)	4,576	(3,769)	(170)	(3,939)		(4,707)
<b>Net Impact on General Fund (Surplus)/Deficit</b>	<b>10,538</b>	<b>5,214</b>	<b>(5,324)</b>		<b>0</b>	<b>(5,324)</b>	<b>(3,769)</b>	<b>(170)</b>	<b>(3,939)</b>		<b>5,831</b>
Notes:											
1. Contribution to Insurance Fund and Provision Adjustment											
2. Sums to be Earmarked - Surplus Bus Lane Enforcement Income & Unspent Revenue Grants											
3. Sums to be Earmarked - DEM, HMT Roof Repairs & Developing Young People and Provision Adjustment											
4. Unspent Revenue Grant to be Earmarked											
5. Revenue Contribution to fund Capital Expenditure and Provision Adjustment											
6. BRIS 2014/15 Sum to be Retained											
7. Sum to be Earmarked - Second/Long Term Empty Homes Council Tax Income											

## ABERDEEN CITY COUNCIL

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COMMITTEE	Finance, Policy and Resources
DATE	7 June 2016
INTERIM DIRECTOR	Richard Ellis
TITLE OF REPORT	Treasury Management Policy and Strategy
REPORT NUMBER	CG/16/066
CHECKLIST COMPLETED	Yes

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### 1. PURPOSE OF REPORT

To update the Committee on Treasury Management activities undertaken during financial year 2015/16.

### 2. RECOMMENDATION(S)

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

- a) Note the Treasury Management activities undertaken in the 2015/16 financial year as detailed in this report; and
- b) Refer to Council with a recommendation that it also notes the Treasury Management activities undertaken in the 2015/16 financial year.

### 3. FINANCIAL IMPLICATIONS

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

#### 4. OTHER IMPLICATIONS

None.

#### 5. BACKGROUND/MAIN ISSUES

##### 5.1 Introduction

The Council approved a Treasury Management policy for the financial years of 2016/17 to 2018/19 on 16 February 2016. Part of this policy is to report a year end review to committee on Treasury Management activities undertaken during the financial year 2015/16.

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

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

This year end review on activities undertaken is also in line with new reporting requirements from the 2012 update of the CIPFA Code of Practice.

##### 5.2 Treasury Management 2015/16

The following is a summary of the significant Treasury Management activities which were undertaken during 2015/16: -

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

The Loans Pool Rate for 2015/16 was 3.84%, which can be broken down to 3.82% for interest, and 0.02% for expenses.

This is a slight reduction on the 2014/15 rate, which was 3.87%.

##### 5.2.2 Long Term Borrowing

Two new PWLB (Public Works Loan Board) loans totalling £20 million were borrowed at an average interest rate of 3.04%, to assist financing the Council's capital programmes.

These new loans, which have an average life of 46 years, were borrowed in line with the Council's existing debt Maturity Profile.

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

This change presented the Council with 2 challenges:

1. The first of these was to minimise any rise in borrowing costs. During the 2015/16 financial year, this was achieved by a combination of factors. The continued use of short-term borrowing at relatively low rates, and also the replacement of maturing debt with new loans at record low levels, assisted in minimising borrowing costs.
2. The second problem was that, as previously reported, the PWLB introduced "penalty rates" which discourages debt rescheduling by Councils. This reduced the Council's ability to make rescheduling savings, as it had in the past. However, the "Spending Review" 90 basis point rise in rates was not similarly reflected in the penalty rates; thereby further reducing opportunities for the Council.

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

### 5.2.3 Short Term Borrowing

Short term borrowing rates for periods of up to 1 year continued at relatively low levels. The Council's borrowing strategy during the year was to borrow short term where possible, to take advantage of these lower rates. To illustrate this, as at 31<sup>st</sup> March 2016, the Council had £49m of Temporary Loans from other Local Authorities, at an average rate of 0.45%. Compared with similar PWLB rates of 1.33%, this represents a saving of £431k in annualised interest costs.

### 5.2.4 Investments

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

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

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

As at 31st March 2016, the Council had temporary investments totalling £46.6m at an average rate of 0.64%. These were invested in line with the current Counterparty list to the following institutions -

- Bank of Scotland £20.0m
- Clydesdale Bank plc £10.6m
- Highland Council £8.0m
- Dumfries & Galloway Council £3.0m
- Aberdeen (Money Market Fund) £5.0m.

## 6. IMPACT

### **Improving Customer Experience –**

No direct impact arising from this report.

### **Improving Staff Experience –**

No direct impact arising from this report

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

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

### **Corporate -**

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

### **Public –**

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

## 7. MANAGEMENT OF RISK

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

8. BACKGROUND PAPERS

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

9. REPORT AUTHOR DETAILS

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## ABERDEEN CITY COUNCIL

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COMMITTEE	Finance, Policy and Resources
DATE	7 June 2016
INTERIM DIRECTOR	Richard Ellis
TITLE OF REPORT	Small Financial Assistance Grants and Gala Funding 2016/17
REPORT NUMBER	CG/16/073
CHECKLIST COMPLETED	Yes

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### 1. PURPOSE OF REPORT

The purpose of this report is to present applications for financial assistance and/or community gala grants allowing Elected Members to make a decision on providing funding from the financial assistance/gala budget.

### 2. RECOMMENDATION(S)

It is recommended that the Committee:-

- i) Consider the applications received and agree to award funding based on the recommendations contained within the highlighted column in part A of the table below :-

A: Grant Requests For Consideration							
Requests received :							
From	For	Requested Amount £	Recommended Amount £	Financial Assistance £	Community Gala Grants £	Total £	More Detail
Financial Assistance							
Friends of Anchor	Courage on the Catwalk 2016	1,500	-	-	-	-	Appendix A
Community Gala Grants							
c/o Danestone Congregational Church	Danestone Gala	1,410	up to £2,500, to be decided by Members	-	1,410	1,410	Appendix B
Printfield Community Project	Printfield Family Gala Day	900	up to £2,500, to be decided by Members	-	900	900	Appendix C
St Margaret's Episcopal Church	Gallowgate Festival Gala	360	up to £2,500, to be decided by Members	-	360	360	Appendix D
Friends of Seaton Park	Park Fest 16	3,450	up to £2,500, to be decided by Members	-	2,500	2,500	Appendix E
Northfield Congregational Church - Community Hub	Moir Gala - Community Hub	1,225	up to £2,500, to be decided by Members	-	1,225	1,225	Appendix F
Sunnybank Community Centre	Information Fun Day	1,740	up to £2,500, to be decided by Members	-	1,740	1,740	Appendix G
Cove Gala Committee	Cove Gala	4,335	up to £2,500, to be decided by Members	-	2,500	2,500	Appendix H
Culter Gala	Culter Gala	1,140	up to £2,500, to be decided by Members	-	1,140	1,140	Appendix I
Froghall Community Centre	Froghall Fun Day	500	up to £2,500, to be decided by Members	-	500	500	Appendix J
Craigiebuckler Parish Church	Queen's 90th Big Birthday Party	1,000	up to £2,500, to be decided by Members	-	1,000	1,000	Appendix K
Tillydrone Network	Tilly Gala	750	up to £2,500, to be decided by Members	-	750	750	Appendix L
Midstocket Community Association	Midstocket Summer Community Gala	2,000	up to £2,500, to be decided by Members	-	2,000	2,000	Appendix M
Hilton Community Centre	Hilton Community Outdoor Centre Open Day	2,950	up to £2,500, to be decided by Members	-	2,500	2,500	Appendix N
<b>B: For Information</b>							
2016/17 Budget						45,000	
Grants Approved to Date				7,542	1,600	9,142	
Budget Remaining						35,858	
Potential Approvals from Above				-	18,525	18,525	
Balance remaining if recommendations approved						17,333	
Approved to date + Recommended Approvals from Table				7,542	20,125	27,667	

### 3. FINANCIAL IMPLICATIONS

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

3.2 Part B of the above table summarises the budget available for financial assistance/community gala grants and the balance of budget remaining if the recommendations are approved.

### 4. OTHER IMPLICATIONS

There are no other implications arising from this report.

### 5. BACKGROUND/MAIN ISSUES

5.1 At the meeting of 18 May 2016 the Committee approved funding packs to be used for small financial assistance grants and community gala grants. These included guidance on each type of grant.

In summary

<b>Small Financial Assistance Grants</b>	
Who Can Apply	The Committee will consider one-off requests which arise from time-to-time and do not fall within the assessment criteria of another established Council funding budget
How Much is Available	<ul style="list-style-type: none"><li>• The fund has limited resources. Applications can only be considered whilst budget remains available</li><li>• In exceptional circumstances where an award of funding in excess of £2,500 is approved, it will be on the basis that the arrangements in relation to the Local Code of Guidance on Funding External Organisations and Following the Public Pound will require to be put in place</li></ul>
What We Will Not Fund	<ul style="list-style-type: none"><li>• Projects/events already being funded from another Council Budget</li><li>• Projects/events which secured a small financial assistance grant in the previous 12 months</li></ul>

<b>Community Gala Grants</b>	
Who Can Apply	The Committee will only consider one application per community group in each financial year for events within the City
How Much is Available	<ul style="list-style-type: none"> <li>• The fund has limited resources. Applications can only be considered whilst budget remains available</li> <li>• In exceptional circumstances where an award of funding in excess of £2,500 is approved, it will be on the basis that the arrangements in relation to the Local Code of Guidance on Funding External Organisations and Following the Public Pound will require to be put in place</li> </ul>
What We Will Not Fund	<ul style="list-style-type: none"> <li>• Events outwith Aberdeen City Council Boundaries</li> <li>• Alcohol</li> <li>• Personal gifts</li> </ul>

5.2 Following comments received at the last committee meeting the community gala grant application form has been revised to include a section for income and the actual amount of funding requested. This will flow through in future applications.

## 6. IMPACT

Improving Customer Experience – by awarding grants and funding the Council supports individuals, groups and organisations within the city and broadens the experiences available to the citizens of Aberdeen.

Improving Staff Experience – Staff have collaborated to update the process for financial assistance grants and gala funding and therefore should be engaged and committed to the process.

Improving our use of Resources – this report allows Elected Members to consider each applicant in an open and transparent way.

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

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

## 7. MANAGEMENT OF RISK

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

8. BACKGROUND PAPERS

None.

9. REPORT AUTHOR DETAILS

Karen Black, Finance Officer  
[kblack@aberdeencity.gov.uk](mailto:kblack@aberdeencity.gov.uk)  
(52)3567

An application has been received from Friends of Anchor for a contribution towards the cost of the hire of the Beach Ballroom for the Courage on the Catwalk 2016 event held on 7 & 8 May 2016.

Per the small financial assistance grants criteria events which secured a grant in the previous 12 months will not be funded. As an award of £1,500 was approved towards the Beach Ballroom hire costs for the 2015 event which was held on 9 & 10 May 2015 it is recommended that no grant be awarded.



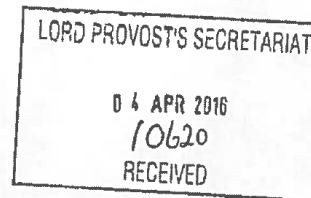
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[Redacted]  
Lord Provost of Aberdeen  
Lord Provost's Office  
Town House, Aberdeen.  
AB10 1LP

31 March 2016

Dear Councillor Adam



**COURAGE ON THE CATWALK 2016**

You may have seen the first of the Courage on the Catwalk 2016 model story series in the Press & Journal on Monday. Once again tickets have been in huge demand with the table allocation selling out in just 24 hours after announcing this year's line-up.

We are so grateful for your continued support of the event, and ultimately the cause, both professionally and personally. As you know, every penny raised from Courage on the Catwalk goes directly to helping cancer and haematology patients in our region. To date, thanks to the generous support from organisations and people across the North-east, the event has raised £210,000 for Friends of ANCHOR. As per the models request, the money has been invested into vital cancer research by leading clinicians at the University of Aberdeen research facilities on the Foresterhill site as well as the hugely valuable wellbeing services that are offered to patients during their treatment within the ANCHOR Unit wards and clinics.

I am immensely grateful for your support every year through the e Common Good Fund and it would fantastic to have a financial contribution once again to help with the costs of the catering and venue hire at the Beach Ballroom. In return, we would be delighted to recognise that generous contribution on our website once again as well as in the event programme which will distributed among both audiences totalling over 2,000.

I would like to personally invite you to Courage on the Catwalk as a guest of myself on the Friends of ANCHOR top table? The date for this year's event is Saturday, 7th and Sunday, 8th May (show times in the enclosed poster). If you could RSVP to [Redacted] that would be great.

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

Warmest regards

[Redacted]  
[Redacted] Chairman, Friends of ANCHOR  
[Redacted] PR & Fundraising Manager, Friends of ANCHOR

**Gala Details**

Name of Gala: Danestone Gala

Gala Location: Community Area, Fairview Street, Danestone, Aberdeen

Gala Date: 2 July 2016

Time: 11am – 3 pm

Brief description of proposed event:

Annual Community Gala

(Organising Committee includes Danestone Community Centre, Danestone Congregational Church, Danestone Medical Practice, Step by Step nursery and the local Police)

How many people will be involved in / attending your planned event?

Approximately 500 – 1,000

**Budget**

Please provide details of planned gala expenditure

<b>Expenditure</b>	<b>Amount</b>
Staging / PA	£300
Licensing / Traffic Management PAID IN PREVIOUS YEARS	
Staffing 45 VOLUNTEER	
Stewarding / Marshals 8 VOLUNTEERS	
Catering VOLUNTARY INCLUDED ABOVE	
Marquees / Tents	£560
Medical VOLUNTARY. COVERED BY ST ANDREWS FIRST AID AND DR'S (INCLUDED ABOVE)	
Toilets COMMUNITY AREA BUILDINGS	
Bins COMMUNITY AREA BINS + EXTRA BLACK BAGS	£30
Stalls	
Other (Please detail) ENTERTAINMENTS COMMUNITY CENTRE – VENUE CHURCH - VENUE	£520
<b>Total</b>	<b>£1,410 *</b>

- \* The cost of the gala has been revised to reflect amounts queried at the Finance, Policy and Resources Committee on 18 April following discussion with the applicant.

**Gala Details**

Name of Gala: Printfield Family Gala Day

Gala Location: Printfield Community Play Park

Gala Date: 18th July

Time: 1 – 4

Brief description of proposed event:

A family fun/gala day to encourage families from the Printfield, Hilton and Great Northern Road areas to come together and share in a local community experience. This will include both social and recreational activities eg bouncy castles for both older and pre 5's; sack race; egg and spoon race; face painting; beat the goalie; climbing wall and various games

How many people will be involved in / attending your planned event?

Approximately 60 children and also parents

**Budget**

Please provide details of planned gala expenditure

<b>Expenditure</b>	<b>Amount</b>
Staging / PA	
Licensing / Traffic Management	
Staffing	£250
Stewarding / Marshals	
Catering - bottled juice x 60; crisps, snacks etc	£200
Marquees / Tents	
Medical	
Toilets	
Bins	
Stalls	
Other (Please detail) Bouncy castles; face painting; climbing wall; games	£450
Total	£900



**Gala Details**

Name of Gala: Gallowgate Festival Gala

Gala Location: St Margaret's Brae, Gallowgate

Gala Date: 6th August

Time: 10 – 4

Brief description of proposed event:

Community festival of arts and sale of work in support of the church and other local charitable organisations (RNLI etc).

How many people will be involved in / attending your planned event?

250 - 300

**Budget**

Please provide details of planned gala expenditure

<b>Expenditure</b>	<b>Amount</b>
Staging / PA	
Licensing / Traffic Management - Lottery licence	£20
Staffing	
Stewarding / Marshals	
Catering - bottled juice x 60; crisps, snacks etc	£110
Marquees / Tents	
Medical	
Toilets	
Bins	£100
Stalls	
Other (Please detail) postage and publicity	£130
<b>Total</b>	<b>£360</b>

**Gala Details**

Name of Gala: Park Fest 16

Gala Location: Seaton Park

Gala Date: 11th September

Time: 1 – 4

Brief description of proposed event:

A fun day for everyone. We will also be celebrating the completion of major work in the park ie repairing drainage and the creation of a wetland.

How many people will be involved in / attending your planned event?

Circa 600

**Budget**

Please provide details of planned gala expenditure

<b>Expenditure</b>	<b>Amount</b>
Staging / PA * please see additional information below	£1,500
Licensing / Traffic Management	
Staffing	
Stewarding / Marshals	
Catering	
Marquees / Tents	£200
Medical	£200
Toilets	£650
Bins	
Stalls	£400
Other (Please detail) Pipe Band and drummers	£500
<b>Total</b>	<b>£3,450</b>

\*Staging/PA Costs – Further information from Chairperson, Friends of Seaton Park

We held the event for the first time last year and did not have a PA system and quickly realised this was a big mistake and that to have a successful event we need a PA system.

The cost quoted on the form was the result of a site visit with a supplier. We have not finalised our layout so we could only go on what we had last year. The park has no electricity so either batteries or a diesel generator will be required. The area we plan to use will require cabling and speakers and we will try to ensure that the noise level is pitched so that it will not disturb neighbours. The equipment used will require safety and security fencing and a gazebo to protect from the elements and this is included in the sum sought under "Staging/PA" on the form. The sum quoted was a verbal estimate based on information available at the time.

**Gala Details**

Name of Gala: Moir Gala – Community Hub

Gala Location: Lane off Moir Drive

Gala Date: Saturday 3<sup>rd</sup> September 2016

Time: 12noon till 2pm.

Brief description of proposed event:  
Community GalaHow many people will be involved in / attending your planned event?  
Approximately 200**Budget**Please provide details of **total** planned gala expenditure

Expenditure		Amount
		£
Staging / PA		650.00
Staffing	10 Volunteers - in kind	390.00
Stewarding / Marshals	4 Volunteers ....in kind	240.00
Catering	Voluntary ..... (included above)	000.00
Medical First Aid (included above)	Voluntary – covered by St. Andrews	000.00
Toilets	Provided inside Community Hub	000.00
Bins	Community Hub Bins+extra black bags	30.00
Stalls		300.00
Other (Please detail)	Entertainment	225.00
	Decorations	50.00
	Community Hub - Venue	337.50
<b>Total</b>		<b>£2,222.50</b>

**Any Other Sources of Funding/Income** Please provide details of any other funding already secured for the project/event

Type of Funding	From	Amount
<i>Eg grant; donation; fundraising event, entrance fee</i>	<i>Eg individual; other organisation (name)</i>	£
In Kind	Volunteers	630.00
Supplied Black Bags – Bins	Church / Community Hub	30.00
In Kind – Venue	Church / Community Hub	337.50
<b>Total Other Funding/Income (B)</b>		<b>£997.50</b>

**Total Grant Requested**

Please provide a summary of the amount of funding being requested

Details	Amount
<i>Usually Total (A) less Total (B).</i>	
Expenditure	£2,222.50
Other Sources	£ 997.50
<b>Total Amount Requested (C)</b>	<b>£1,225.00</b>

**Gala Details**

Name of Gala: Information Fun Day

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Gala Location: Sunnybank Primary School Halls and Playground

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Gala Date: Saturday 25<sup>th</sup> June

Time: 1.00 – 4.00pm

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Brief description of proposed event:

40-50 Agencies will be there to give information and leaflets on their agency anything from benefits, employment, childcare, NHS, Scarf. Police, wardens, and many more. The community centre has many people just moving into the area and English is not their first language, so we are asked many questions to help them settle into the community. It is also very helpful for others that have lived in the community but was not sure where to go for certain advice.

This is a yearly event we have started so we are into our 3<sup>rd</sup> year as every year it is getting more popular and it is a great event for families young and old to get to know their community.

We will be doing fun activities again as they are so popular and get people involved in some of the events.

Activities are;

Bouncy castles

Arts and Crafts

Disco Outside

Mural with artist

Motor bikes Show

Hip Hop Dance

Latin American dance

Popcorn & candy Floss

Reading Bus

Childrens Entertainers

Sunnybank Mascots

Park rangers and many other activities.

The trees on the street will be decorated with knitted blanket in bright colours, phone box, signs, bike and also a banner with name done in knitted flowers and bugs. The reaction we got last year was tremendous, with people asking if we could keep it up all the time as it cheered them up.

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How many people will be involved in / attending your planned event?

We will have 50/60 people with agencies, volunteers 25 and last year we had 600-700 people attended

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**Budget**

Please provide details of planned gala expenditure

<b>Expenditure</b>	<b>Amount</b>
Staging / PA	180.00
Licensing / Traffic Management	
Catering	900.00
Marquees / Tents	380.00
Medical Red Cross	180.00
Toilets	
Bins Waste Awareness	100.00
Stalls	
Other (Please detail)	
<b>Total</b>	<b>1740.00</b>

**Gala Details**

Name of Gala: Cove Gala

Gala Location: Loirston School/Loirston Playing Fields

Gala Date: 11/6/16 Time: 12:30 – 5.00pm

Brief description of proposed event:

Stalls and children's activity, bouncy castles, displays, pet parade, open air disco, magician and this year's theme is sports.

How many people will be involved in / attending your planned event?

Approx 2,500

**Budget**

Please provide details of **total** planned gala expenditure

Expenditure		Amount
		£
Staging / PA		650.00
Licensing / Traffic Management		1,700
Staffing		
Stewarding / Marshals		
Catering		500.00
Marquees / Tents		200.00
Medical		185.00
Toilets		270.00
Bins		180.00
Stalls		200.00
Other (Please detail)	Hire of tables	150.00
	Prizes	300.00
Total		£4,335.00

**Gala Details**

Name of Gala: Culter Gala

Gala Location: Peterculter School playing fields

Gala Date: 28/05/2016

Time: 12:45am

Brief description of proposed event:

The annual Peterculter gala will take place this year on the 28<sup>th</sup> of May, the theme of the 2016 gala is 'Celebrate Culter' this is due to 2016 marking 150 years since the first 'celebration' in Culter. We intend on having multiple local charities and groups attend the event as well as making a special acknowledgement to those who have helped the gala throughout its 150 years of running

How many people will be involved in / attending your planned event?

Approx 1500

**Budget**

Please provide details of planned gala expenditure

<b>Expenditure</b>	<b>Amount</b>
Staging / PA	£200
Licensing / Traffic Management	
Staffing	
Stewarding / Marshals	
Catering	
Marquees / Tents	
Medical	£90
Toilets (quote from Nixon Hire)	£600
Bins	£250
Stalls	
Other (Please detail)	
<b>Total</b>	<b>£1,140</b>

**Gala Details**

Name of Gala: Froghall Fun Day

Gala Location: Froghall Community Centre

Gala Date: 4 June

Time: 1 - 4

Brief description of proposed event:

Family event with entertainment and activities for different age groups. BBQ, bouncy castle, face painting, crafts, games, live music, drummers band. Tea, coffee, refreshments.

How many people will be involved in / attending your planned event?

70 – 100 approx

**Budget**

Please provide details of planned gala expenditure

<b>Expenditure</b>	<b>Amount</b>
Staging / PA	£150
Licensing / Traffic Management	
Staffing	£120
Stewarding / Marshals	
Catering	£190
Marquees / Tents	
Medical	
Toilets	
Bins	£40
Stalls	
Other (Please detail)	
<b>Total</b>	<b>£500</b>

**Gala Details**

Name of Gala: Queen's 90<sup>th</sup> Big Birthday Party

Gala Location: Craigiebuckler Parish Church

Gala Date: Sunday 12<sup>th</sup> June

Time: 1 – 4:30 pm

Brief description of proposed event:

This is a community event for all ages. There is a puppet show and a bird of prey demonstration by Huntly Falconry booked. Entertainments will also be provided from the Granite City Chorus, Bon Accord Brass Band and West End Dance Studio Majorettes. There will be a bouncy castle and various games and activities too. We are hoping to have a community police presence and also the chance to see round an ambulance.

There will be no charge to attend the event and refreshments will be available from external caterers who have been invited to attend the event.

The coronation film will be shown during the afternoon and the event will end with a songs of praise.

How many people will be involved in / attending your planned event?

Approx 500

**Budget**

Please provide details of planned gala expenditure

<b>Expenditure</b>	<b>Amount</b>
Licensing / Traffic Management	£100
Stewarding / Marshals	£50
Catering	
Marquees / Tents	
Medical	£50
Toilets	
Bins	£40
Stalls	
Other (Please detail)	
Falconry Display	£370
Advertising, publicity and Servant Queen booklet costs	£200
Puppet show	£100
Bouncy castle hire	£80
Games, activities and other costs	£50
<b>Total</b>	<b>£1,000</b>



**Gala Details**

Name of Gala: Tilly Gala

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Gala Location: Between Aberdeen Lads Club and Riverbank Primary School

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Gala Date: Saturday 25<sup>th</sup> June 2016      Time: 11.00am – 2.00pm

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Brief description of proposed event:

An opportunity for local agencies and the community to come together to provide an organised event for the area. This event has been ongoing for the past 4 years with a change of location and time of year last year.

We hope to provide free and affordable entertainment and refreshments including a bouncy castle, owl and the Pussycat, pony rides as well as local agencies doing some fundraising and/or promoting their services. An event that the whole community can enjoy and be involved with.

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How many people will be involved in / attending your planned event?

300-500 approx

**Budget**

Please provide details of planned gala expenditure

<b>Expenditure</b>	<b>Amount</b>
Staging / PA	
Licensing / Traffic Management	350.00
Staffing	
Stewarding / Marshals	
Catering	165.00
Marquees / Tents	
Medical	
Toilets	
Bins	50.00
Stalls	
Other (Please detail) Entertainment: Owl and the Pussycat – trained staff doing a public display with specially trained birds of prey	185.00
<b>Total</b>	<b>750.00</b>

**Gala Details**

Name of Gala: Midsocket Summer Community Gala

Gala Location: Mile End Primary School

Gala Date: 18<sup>th</sup> June 2016                      Time: 2pm – 4pm

Brief description of proposed event:

Summer community event for all age groups. Music, food, sports, games and lots more, including charity stalls. Banners, bunting and other decoration.

How many people will be involved in / attending your planned event?  
400-500 approx

**Budget**

Please provide details of planned gala expenditure

<b>Expenditure</b>	<b>Amount</b>
Staging / PA	
Licensing / Traffic Management	
Staffing - voluntary	
Stewarding / Marshals	
Catering	£1,000
Marquees / Tents	
Medical	
Toilets	
Bins	
Stalls - charity	
Other (Please detail) Adventure Aberdeen/ sports/ Bouncy Castle	£1,000
<b>Total</b>	<b>£2,000</b>

**Gala Details**

Name of Gala: Hilton Community Outdoor Centre (Open Day)

Gala Location: Stewart Park, Hilton Community Outdoor Centre (Sports Centre)

Gala Date: TBC

Time: TBC

Brief description of proposed event:

This event is being held so that the local community and wider public can be informed about the opening of the new Hilton Community Outdoor Centre, offering information and plans regarding the centre, as well as recruiting volunteers and sharing ideas

How many people will be involved in / attending your planned event?

Up to 1,000

**Budget**

Please provide details of planned gala expenditure

<b>Expenditure</b>	<b>Amount</b>
Staging / PA	£1,000
Licensing / Traffic Management	£200
Staffing - voluntary	
Stewarding / Marshals	
Catering	£300
Marquees / Tents	
Medical	£50
Toilets	
Bins	
Stalls - charity	
Other (Please detail)	
Drumming	£100
BBQ Equipment	£400
Wall Climbing	£200
Bouncy Castle	£500
Insurance	£200
<b>Total</b>	<b>£2,950</b>

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ABERDEEN CITY COUNCIL

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COMMITTEE	Finance, Policy and Resources
DATE	7 June 2016
INTERIM DIRECTOR	Richard Ellis
TITLE OF REPORT	Smoke Free at Work Policy
REPORT NUMBER	CG16/028
CHECKLIST COMPLETED	Yes/No

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1. PURPOSE OF REPORT

To seek approval to implement the attached revised Smoke Free at Work Policy within the organisation.

2. RECOMMENDATION(S)

It is recommended that the Committee:

- (i) Approves the implementation of the revised Smoke Free at Work Policy within the organisation (Appendix 1)

3. FINANCIAL IMPLICATIONS

3.1 Resource will be required to advertise and communicate the revised Smoke Free at Work Policy and implementation of the extended smoke free grounds.

3.2 Assessment of each site signage needs will be required to address siting issues prior to the policy coming into force. There will be a cost associated with the provision of workplace signage to be borne by Community, Housing and Infrastructure (Asset Management).

3.3 This proactive health and wellbeing initiative has the potential to avoid the financial costs of ill health in the workplace the wider community and to other public sector organisations.

4. OTHER IMPLICATIONS

4.1 The implementation of the revised Smoke Free at Work Policy is in line with The Creating A Tobacco-Free Generation – A Tobacco Control Strategy for Scotland and COSLA's action on all Local Authorities to implement fully smoke-free policies across their properties and

surrounding grounds by 2015, including setting out appropriate enforcement measures.

- 4.2 Currently the organisation is open to challenge should an employee decide to contest verbal instruction regarding the use of e-cigarettes in ACC workplaces. To remove the potential for such a scenario clear arrangements for the use of e-cigarettes within our workplaces has been included in the revised Smoke Free at Work Policy.
- 4.3 As part of the implementation plan, active support to promote healthy lifestyle choices will be provided. Programmes of free smoking cessation will continue to be offered to employees for those who wish to quit. The local Tobacco Alliance may also be able to provide extra support to employees and issues that may arise around tobacco control.
- 4.4 The policy applies to all Aberdeen City Council wholly or substantially enclosed workplaces (enforced by Communities, Housing and Infrastructure - Environmental Health) and all parts of Council's premises and surrounding grounds. The latter is to be enforced by line management in conjunction with Communities, Housing and Infrastructure - Facilities colleagues. To ensure that individual service users rights are not removed, as previously enforcement officers can provide dispensation in Council's residential homes for adults and older people as these are considered to be dwelling places. Arrangements are as previously required to reduce employee exposure to passive smoke in such workplaces and service user's homes. Active support will be provided to promote healthy lifestyle choices in these environments. Non – compliance with the revised Smoke Free at Work Policy will be regarded as a conduct issue.

## 5. BACKGROUND/MAIN ISSUES

- 5.1 The Creating A Tobacco-Free Generation – A Tobacco Control Strategy for Scotland details that COSLA and all Local Authorities should implement fully smoke-free policies across their properties and surrounding grounds by 2015, including setting out appropriate enforcement measures. At the time Aberdeen City Council were in negotiations with COSLA with a view of terminating membership thus influencing the need to comply with the COSLA imposed target timescale.
- 5.2 Recent feedback from other Scottish local authorities on implementing the requirements of Tobacco Control Strategy for Scotland is:
  - 3 have approved and implemented a fully smoke free policy across their properties and surrounding grounds;
  - 9 are in the process / being reviewed; and
  - 3 are not currently implementing (1 aware that they need to consider soon).

- 5.3 Aberdeen City Council recognises its duty to protect the health, safety and welfare of its employees. We recognise that the adverse impact of passive smoking is a health and safety issue and acknowledge the importance of eliminating it from the workplace and the wider community for health improvement. The Smoke Free at Work Policy sets out how this can be taken forward with the focus on supporting employees in positive lifestyle choices.
- 5.4 Two separate consultations have been held to engage both employees and trade union colleagues to collate opinions on the revised Smoke Free at Work Policy. Trade unions assisted in the initial employee consultation process. In summary, individual opinions are mainly supportive of the spirit of the Directive and COSLA target. Trade unions are also supportive. Feedback has also been sought on the best way to communicate related information; this has been used to shape a balanced, respectful implementation plan via a phased approach to support employees in the transitional period.
- 5.5 A possible four phased approach over a 6 month period for: Corporate Offices and buildings; Infrastructure sites; Schools and Leisure sites; Health and Social care sites and any remaining sites is proposed. Vehicles are already covered in the existing policy.
- 5.6 There is value in taking a similar approach to defining arrangements for outdoor workplace locations such as cemeteries, parks and roads with Aberdeenshire Council as our neighbouring local authority. Through joint working this will ensure a consistent approach.
- 5.7 The implementation and related communication plan will cover a number of means to reach employees alongside active support to promote healthy lifestyle choices. Programmes of free smoking cessation will continue to be offered to employees who wish to quit.

## 6. IMPACT

### **Improving Customer Experience –**

Benefits include:

- Happier, healthier and better motivated employees;
- Improved service delivery through improved use of resource; and
- Smoke free ACC workplaces and surrounding grounds.

### **Improving Staff Experience –**

Benefits include:

- Happier, healthier and better motivated employees delivering services;

- Additional support for those employees who wish to quit smoking;
- Application of working day Consistent treatment of all employees smokers and non-smokers; and
- Smoke free ACC workplaces and surrounding grounds.

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

Benefits include:

- Lower employee ill health absence;
- Increased productivity, because employees are healthier, happier and better motivated; and
- Employees smoking outside working hours or within authorised designated break times.

### **Corporate –**

Benefits include:

- Joint working with neighbouring local authority Aberdeenshire Council on aligned implementation and defining “outdoor workplaces”;
- Implementation of The Creating A Tobacco-Free Generation – A Tobacco Control Strategy for Scotland in relation to:
  - Prevention – creating an environment where young people choose not to smoke.
  - Protection – protecting people from second hand smoke.
  - Cessation – helping people quit smoking.

### **Public –**

An equalities and human rights impact assessment has been completed although there will be no differential impact as a result of the report recommendations on people with protected characteristics.

It is likely that there may be media interest in the application of this policy owing to recent neighbouring local authority coverage.

## **7. MANAGEMENT OF RISK**

### **Future Impact**

- By not implementing the Smoke Free at Work Policy there is the potential of negative feedback from COSLA and NHS in relation to the Creating A Tobacco-Free Generation - Tobacco Control Strategy for Scotland.



- There is an opportunity to improve health benefits for employees implementing this policy and as part of the wider community to support healthier lifestyle choices reducing the demand on public sector services.
- The inclusion of the use of e-cigarettes in the workplace and surrounding workplace grounds in the Smoke Free at Work Policy will reduce the potential of employee challenge around their use.
- To avoid reputational damage smoke free workplace grounds will be defined and communicated to employees as part of the phased implementation.

## 8. BACKGROUND PAPERS

- The Creating A Tobacco-Free Generation – A Tobacco Control Strategy for Scotland
- Smoke Free at Work Policy (revised)

## 9. REPORT AUTHOR DETAILS

Mary Agnew  
Health, Safety & Wellbeing Manager

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Tel: 01224 523088



**ABERDEEN**  
**CITY COUNCIL**

# **Smoke Free at Work**

**Policy**

**(HS.1.18)**



## CONTENTS

### **Section 1: Smoke Free at Work Policy**

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- Introduction
- Legislation, Council policies and Guidance
- Policy Aim
- Scope
- Management of smoke free at work
- Organisation and responsibilities
- Fines by external Enforcing Authorities
- Support and Guidance
- Sponsorship
- Monitor and Review

### **Section 2: List of appendices**

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Appendix 1: Draft Letter for clients and heads of establishment which are out with the control of Aberdeen City Council.

DRAFT

## SECTION 1: SMOKE FREE AT WORK POLICY

### 1.0 Introduction

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- 1.0.1 Under The Smoking, Health and Social Care (Scotland) Act 2005 a person is taken as smoking if they are “holding or otherwise in possession or control of lit tobacco, of any lit substance or mixture which includes tobacco or of any other lit substance or mixture which is in a form or in a receptacle in which it can be smoked.”
- 1.0.2 Tobacco smoke contains over 60 carcinogenic (cancer causing) chemicals and irritants which are released into the air as particles and gases. These maybe inhaled by persons other than the smoker and exposure to this second-hand smoke is known as passive smoking.
- 1.0.3 Passive smoking increases the risk of lung cancer, heart disease, asthma attacks, childhood respiratory disease, sudden infant death syndrome and reduced lung function. This policy aims to protect all Aberdeen City Council employees and customers including temporary and agency staff and contractors.
- 1.0.4 Aberdeen City Council recognises our duty to protect the health, safety and welfare of our employees. We recognise that the adverse impact of passive smoking is a health and safety issue and acknowledge the importance of eliminating it from the workplace.

### 1.1 Legislation, Council Policies and Guidance

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- 1.1.1 Where smoking occurs in an enclosed workplace, there is a clear risk to the health of all employees, and employers are required to act in order to reduce that risk.
- 1.1.2 This policy has been developed in conjunction with the requirements of:
- Health and Safety at Work, etc. Act 1974
  - The Smoking, Health and Social Care (Scotland) Act 2005
  - The Prohibition of Smoking in Certain Premises (Scotland) Regulations 2006
  - Safety and Health of Pregnant Workers Directive (92/85/EEC)
  - Tobacco Products Directive – European Commission expects new legislation to be adopted 2014 to come into effect in UK 2016
  - Creating a Tobacco Free Generation – Tobacco Control Strategy for Scotland come into effect 2015
- 1.1.3 The Smoking, Health and Social Care (Scotland) Act 2005, and the Prohibition of Smoking in Certain Premises (Scotland) Regulations 2006, prohibit smoking within ‘wholly or substantially enclosed’ workplaces such as buildings or service vehicles.

The phrase ‘wholly or substantially enclosed’ refers to an area with a ceiling or roof that (except for doors, windows and passageways) is either wholly enclosed (whether permanently or temporarily) or is enclosed but for an opening which is less than half the area of its walls.

The 2005 Act also requires:

- No smoking signs to be displayed in all premises and all work vehicles giving the name of the person to whom complaints should be made;
- Managers to be empowered to stop people smoking in enclosed workplaces and work vehicles;
- No smoking in all wholly or substantially enclosed workplaces, and all work vehicles.

The phrase “work vehicle” includes private vehicles used by staff for work when carrying passengers.

1.1.4 This policy should be read in conjunction with the:

- ACC Corporate Health and Safety Policy
- ACC Risk assessment procedure and
- Any other supporting guidance.

## **2.0 Policy aim**

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2.0.1 Provide an environment where good health is promoted for all.

2.0.2 To ensure, so far as is reasonably practicable, that a smoke free working environment exists for all employees.

2.0.3 All ACC owned premises will be designated smoke-free with adequate signage to inform employees and visitors of the smoke free status of the enclosed workplace.

2.0.4 Support healthier communities as employees take the opportunity provided by smoke free workplaces and public places as an opportunity to stop smoking.

## **3.0 Scope**

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3.0.1 This policy aims to protect all employees of Aberdeen City Council and applies to all Council enclosed workplaces.

3.0.2 This policy will apply to all employees, councillors, agency staff, visitors, contractors and members of the public using Council premises.

3.0.3 This policy is not intended to replace any of the Council’s obligations under Health and Safety legislation.

3.0.4 This policy applies to the use of electronic and e-cigarettes. The use of such electronic cigarettes is prohibited where ever smoking is prohibited.

#### **4.0 Management of smoke free at work**

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##### 4.1.0 Smoking Restrictions

4.1.1 A complete ban on smoking in all Council wholly or substantially enclosed workplaces will be applied. This includes (but not exclusive to):

- All offices, corridors and lifts
- All meeting rooms and committee rooms
- All waiting rooms, foyer areas, rest areas/rooms, staff rooms, toilets and washrooms
- All kitchens/food preparations or serving areas
- All Council owned vehicles
- All vehicles privately owned when used on Council business and when carrying approved Council passengers
- All workshops and stores
- All teaching/training areas including educational establishments
- All parts of the Council's premises and surrounding grounds, including all access doorways, surrounding areas (outside buildings if smoke is likely to drift through open windows/doors and ventilation systems), and employee carparks. Smoking inside vehicles is not permitted on site.

4.1.2 The **only** exception to this policy will be designated smoking areas in the Council's residential homes for adults and older people, as these are considered to be dwelling places. Such exemptions must be approved by committee in line with the legislation on humanitarian grounds – so residents, visitors and employees are not exposed to second hand smoke. Such approved designated smoking rooms are only for residents. Active support will be provided to promote healthy lifestyle choices in these environments.

4.1.3 This policy will apply equally to all future premises and will be taken into account at the design stage of any new build, refurbishment or relocation project.

4.1.4 Smokers should be mindful of the impact of their breaks on both their work and work colleagues. As such employees who wish to smoke may do so in their own time outside working hours or within authorised designated break times. Employees will not be permitted to smoke whilst carrying out their duties and responsibilities.

4.1.5 The Council will not condone the use of smoking shelters on their grounds.

##### **4.2.0 Visits to external premises**

4.2.1 Employees are sometimes required to work in designated smoking areas or are required to visit other places where people smoke such as client's homes.

4.2.2 Employee exposure to second hand smoke must be reduced by adopting a safer system of work as identified in a risk assessment.

- Advise visitee when arranging a visit of ACC Smoke Free at Work policy.
- Employees should agree that the visitee arranges for a non-smoking area to be provided for the duration of the visit. Where this is not possible employees should ask the visitee to refrain from smoking inside the premises or meeting area for one hour before the visit. The visitee must not smoke during the visit.
- All reasonable steps should be taken to protect them from exposure to second hand smoke.

4.2.3 Heads of Service should send a letter to clients or heads of establishment not within the control of Aberdeen City Council requesting their co-operation in maintaining a smoke free environment for ACC employees who may visit these establishments (see appendix 1).

#### **4.3.0 Risk assessment**

4.3.1 Risk assessments must be undertaken of those areas that expose or may potentially expose employees to second hand smoke. As a means of reducing the risk this must consider, for example:

- elimination (reduced exposure)
- avoidance, e.g. work rotation;
- employees' pre-existing conditions exacerbated by second hand smoke eg asthma;
- ventilation within smoky areas, or
- smoking restrictions prior to visits.

4.3.2 All risk assessments must be completed in accordance with ACC Risk assessment procedure. Identified actions to control and or minimise the risk to employees must be addressed and implemented.

#### **4.4.0 Signage**

4.4.1 'No Smoking' signs are required to be displayed by law at all entrances/exits to smoke-free premises and smoke-free vehicles. They must be obviously displayed and protected from tampering, damage, removal or concealment.

4.4.2 All signs must be appropriately completed with the name of the person to whom complaints can be addressed.

### **5.0 Organisation and responsibilities**

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- 5.0.1 Directors will be responsible for the promotion and implementation of the policy within their Services and for monitoring, in consultation with the relevant trade unions, its effectiveness.
- 5.0.2 Employees greeting new employees or temporary staff and visitors will inform them of the Smoke Free at Work Policy and arrangements.
- 5.0.3 Everyone has a responsibility to bring the Policy to the attention of anyone who is smoking on Council premises.
- 5.0.4 Staff will be authorised to ask non-employees who breach the policy to leave the premises.
- 5.0.5 In the event of an employee, agency staff, customer, visitor or contractor failing to adhere to non-smoking on the premises then the Commercial Team within Environmental Health must be contacted if enforceable under the legislation (eg smoking in wholly or substantially enclosed workplaces). Smoking on Council's premises and surrounding areas is enforceable by Operational Line Management.
- 5.0.6 Operational line management are responsible for monitoring employee smoking times at a local level and to bring any concerns to the attention of the individual.
- 5.0.7 If a manager is aware of an employee ignoring the policy this should be discussed with the employee and smoking cessation offered.
- 5.0.8 Repeated breach of the policy will result in action being taken on the employee's behaviour under the terms of the Council's agreed Disciplinary Procedure.
- 5.0.9 Any employees with smoking concerns must raise these with their line manager in the first instance for action.

## **6.0 Fines by Enforcing Authorities**

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- 6.0.1 Individuals may be served a Fixed Penalty Notice of £50 for smoking on/in no-smoking premises/vehicles. Refusal or failure to pay the Fixed Penalty Notice within the required timescales may result in the individual being prosecuted and fined up to £1000.
- 6.0.2 The Operational Line Manager or person in control of any smoke-free premises could be served a Fixed Penalty Notice of £200 or prosecuted and fined up to £2,500 for allowing others to smoke in smoke-free premises. Failure to comply with the law will be a criminal offence.
- 6.0.3 Failure to display a 'No Smoking' notice could result in a fixed penalty fine of £200, or prosecution and fine of up to £1,000.



6.0.4 Environmental Health will enforce the legislation within Council workplaces and sites.

## **7.0 Support and Guidance**

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7.0.1 The organisation wishes to support employees who want to reduce and stop smoking and help individuals adjust to smoke free at work.

7.0.2 In addition to regular organisation health promotion events including free employee smoking cessation classes free smoking cessation advice and local support groups can be gained by contacting:

- The NHS smoking helpline on 0800 169 0 169
- Smokeline on 0800 84 84 84
- Speak to your GP or practice nurse
- Grampian smoking advice service 0500 600 332

7.0.2 For further information on the national no smoking day campaign and to take up the challenge, visit [www.nosmokingday.org.uk](http://www.nosmokingday.org.uk).

7.0.3 For further information on the health benefits of stopping smoking, visit <http://www.bbc.co.uk/health/conditions/addictions/treatmentaddictiontips.shtml>

7.0.4 Licensed Nicotine replacement Therapy is recommended to help people cut down and quit smoking. Regulating nicotine containing products (NCP) as medicines is the best way to meet public health goals of reducing the harm of smoking. Currently there is insufficient evidence to recommend the use of unlicensed electronic cigarettes.

## **8.0 Sponsorship**

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8.0.1 Aberdeen City Council will not support or solicit any sponsorship from tobacco product manufacturers.

8.0.2 The Council supports a ban on all tobacco advertising. To this aim the Council will not allow any advertising of tobacco within the premises.

8.0.3 Any existing and legally binding sponsorship or advertising agreements with tobacco manufacturers will not be renewed.

8.0.4 The Council will not support tobacco sales in any Council premises.

## **9.0 Monitor and Review**

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9.0.1 This policy will be reviewed regularly in line with changes to legislation and best practice.

DRAFT



## Appendix 1

Draft letter for use when employees visit premises which are outwith the control of Aberdeen City Council.

Dear Sir/Madam

I am writing with regard to a home/office visit due to take place on (date) with (name of employee). In line with the Health and Safety at Work etc Act 1974 Aberdeen City Council has a duty to take reasonable care to protect the health of employees and to provide and maintain a safe working environment.

Furthermore, the Smoking, Health and Social Care (Scotland) Act 2005 makes it a criminal offence for smoking in workplaces, subject to some limited exceptions.

Second-hand smoke or passive smoking has been found by the Governments Scientific Committee on Tobacco and Health to be detrimental to people's health. We ask that you do everything possible to provide a smoke-free environment when our employees visit your home/office. Taking the following action will help protect our employees from exposure to second-hand smoke:

- \* Refrain from smoking inside the part of the premises in which the visit is due to take place, for at least an hour before the employee arrives. You must not smoke during the visit, and you must ensure that other people do not smoke in the area during the visit, preferably by going outside to smoke.
- \* Open windows and doors before the visit to clear the smoke.

We ask our employees to assess whether any environment they enter is safe for them to provide their services. If a smoke-free environment cannot be provided, future arrangements will be made to conduct the meeting in a smoke-free environment. Thank you in advance for your co-operation.

Yours faithfully

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<b>7- EHRIA Summary and Action Planning</b>					
<b>Report Title</b>	<b>Smoke Free at Work Policy</b>				
<b>Assessment not required</b>	<b>Evidence</b>				
<b>Assessment completed</b>	<b>As a result of completing this assessment, what actions are proposed to remove or reduce any risks of adverse outcomes which were identified.</b>				
<b>Identified Risk and to whom:</b>	<b>Recommended Actions:</b>	<b>Responsible Lead:</b>	<b>Completion Date:</b>	<b>Review Date:</b>	
<b>Adverse publicity to the organisation</b>	<b>Robust communication plan</b>	<b>Head of Communication and Promotion</b>	<b>31.12.16</b>		
	<b>Implementation Plan. Proactive programme of support to employees who wish to quit smoking.</b>	<b>HR&amp;CS</b>	<b>31.12.16</b>		

**8: Sign off**

<b>Completed by (Names and Services) :</b>	Mary Agnew, Health, Safety & Wellbeing Manager HR & Customer Service
<b>Signed off by (Head of Service) :</b>	Ewan Sutherland, Head of HR & Customer Service
<p>Only sections 7 and 8 will be attached to the committee report</p> <p>The full EHRIA will be published on Aberdeen City Council's website under <a href="http://www.aberdeencity.gov.uk/xeg_EHRIA_Search.asp">http://www.aberdeencity.gov.uk/xeg_EHRIA_Search.asp</a></p> <p>Please send an electronic format of the full EHRIA without signature to <a href="mailto:SHoward@aberdeencity.gov.uk">SHoward@aberdeencity.gov.uk</a></p>	

## ABERDEEN CITY COUNCIL

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COMMITTEE	Finance, Policy and Resources
DATE	7 June 2016
DIRECTOR	Richard Ellis
TITLE OF REPORT	Travel Policy, Procedure and Guidance
REPORT NUMBER	CG/16/069
CHECKLIST COMPLETED	Yes

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### 1. PURPOSE OF REPORT

- 1.1 The purpose of this report is to seek Committee approval of the amended Travel policy, which covers the arranging of travel for staff and Elected Members.

### 2. RECOMMENDATION(S)

It is recommended that the Committee:-

- (a) approve the Travel Policy, Procedure and Guidance, appended to this report.
- (b) approve that these come into effect with immediate effect.

### 3. FINANCIAL IMPLICATIONS

- 3.1 There are no significant financial implications of this policy.

### 4. OTHER IMPLICATIONS

- 4.1 Services may need to revise the approach being taken to authorisation and approval of travel arrangements and update their monitoring processes to ensure compliance with the revised policy.

### 5. BACKGROUND/MAIN ISSUES

- 5.1 The Council carries out its business both here in the City and away and as such there is a requirement for staff and Elected Members to undertake travel on a frequent basis.
- 5.2 In order to control and manage the costs in relation to travel arrangements a policy on the use of the various modes of transport has

been a constant feature of Council's financial regulations and governance framework.

- 5.3 The Travel Policy, Procedure and Guidance was last updated in September 2014. The policy has been reviewed in the light of practicalities arising in order to ensure that it continues to strengthen its aim of providing Council staff and Elected Members with clear guidance and procedure to ensure that travel is undertaken in a cost effective and safe way. The policy has been extended in scope to include travel within Aberdeen City.
- 5.4 The detailed Travel Policy Procedure and Guidance attached at Appendix A, which is recommended for approval, will be incorporated in to the Financial Regulations.

## 6. IMPACT

### **Improving Customer Experience –**

- 6.1 In undertaking activities to benefit the customer experience, staff and Elected Members are required to undertake travel on a frequent basis. Ensuring that this is done economically and safely is to the benefit of our customers.

### **Improving Staff Experience –**

- 6.2 The policy is intended to ensure appropriate reimbursement for travel and to protect the safety of staff.

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

- 6.3 The detail of the policy has been refreshed to ensure that employees are adequately reimbursed, that there are controls to protect use of resources, alongside ensuring that any risk issues in relation to employee safety are mitigated.

### **Corporate –**

- 6.4 This report aligns to the Smarter Aberdeen priority of Smarter Governance.

### **Public -**

- 6.5 Having this policy in place demonstrates the Council's commitment to ensuring proper stewardship of the public funds with which it is entrusted.

## 7. MANAGEMENT OF RISK

The implementation of the recommendations in this report will mitigate risk by protecting use of resources and staff safety.



8. BACKGROUND PAPERS

Travel Policy, Procedure and Guidance (Finance, Policy and Resources  
30 September 2014) CG/14/127

9. REPORT AUTHOR DETAILS

Carol Smith,  
Accounting Manager  
[carosmith@aberdeencity.gov.uk](mailto:carosmith@aberdeencity.gov.uk)  
01224 346378

### **Travel Policy, Procedure and Guidance**

#### **Purpose and Scope**

This policy covers all local, long-distance and foreign travel undertaken by staff employed by or seconded to the Council. It also covers Elected Members of Aberdeen City Council and any other traveller (e.g. client) where Aberdeen City Council funds are used to pay for all or part of the travel.

All financial transactions undertaken by or on behalf of the Council are also subject to the Council's Financial Regulations.

The policy includes travel for teachers on Council business, but excludes school trips attended by pupils and teachers.

The nature of the travel required by the Council means that some staff and Elected Members travel extensively as a normal and routine part of their work. The purpose of this policy is therefore to ensure that all travel arrangements:

- Satisfy the purpose of travel;
- Demonstrate due regard for the safety and welfare of the traveller; and
- Offer value for money.

#### **Definitions**

The following definitions are used in this document.

Local travel means travel within Aberdeen City Council boundaries.

Long-distance travel means travel outside Aberdeen City Council boundaries.

Foreign Travel means travel outside of the United Kingdom of Great Britain and Northern Ireland (i.e. outside Scotland, England, Wales and Northern Ireland)

Major travel expenses mean the costs of purchasing flights, train tickets, inter-city buses, car hire, visa costs and accommodation (including breakfast) that should normally be booked in advance.

Minor travel expenses mean the costs of taxis, local buses, car parking, business telephone calls and other incidental items incurred while travelling for business purposes.

Car mileage expenses – expenses paid for travel undertaken by personal vehicle. Living expenses include the cost of meals, gratuities, drinks, phone calls and similar costs. Those that can and cannot be claimed from the Council are referred to in the relevant section below.

Foreign Travel Float means a sum of money provided in advance of foreign travel that enables travellers to meet minor travel expenses.

Travel Co-ordinator means a person authorised to make bookings for major travel expenses (member of the Corporate Governance Administration Team).

Travel Partner is one or more companies contracted to provide travel services to the Council as organised by the Travel Co-ordinator.

Long-haul flights are those flights (including necessary same-day flight connections) outside Europe.

### ***General Policy – Relevant to all travel***

#### **Booking and Approval**

The Council will fund approved, ordinary and necessary travel to undertake the business of the Council.

All major travel expenses for long distance and foreign travel must be booked by a Travel Co-ordinator. This allows the Council to ensure that this policy is observed, to achieve purchasing economies, to best use the time of staff, and to meet its duty of care to employees.

Travellers must consider the best value or lowest cost option and consider whether the travel is necessary, the mode of transport and the time and date of travel.

Travellers are expected to exercise reasonable judgement regarding expenses incurred under this policy and to neither personally gain or lose financially from its implementation.

All long distance travel must be approved in advance by:

The budget holder; and

If the traveller is a member of staff or seconded to the Council - The line manager of the traveller (in the event they are the budget holder then the approval of the one person is sufficient); or

If the traveller is an Elected Member - The Director of the Service Committee that approved the travel, or the Chief Executive.

In addition, all foreign travel must be approved in advance by:

The relevant Service Committee;  
The Corporate Management Team; and  
The Chief Executive.

In urgent or emergency situations the Chief Executive may approve foreign travel.

The budget holder and line manager may only approve:

The costs that are necessary to perform Council business; and

That those are for situations where the travel is clearly necessary and alternative methods of working (e.g. video conference) would clearly not achieve the necessary business purpose.

Where the estimated cost of travel varies from the estimate by more than £500 the Travel Co-ordinator will advise approvers in advance of approval.

Once booked, the Travel Co-ordinator will contact the approvers once cost is known.

### **Purpose of Travel**

Staff and Elected Members travel within and away from Aberdeen for various reasons and fundamentally the reasons for doing this must be the business objectives of the Council and in fulfilment of its obligations.

The objectives of the Council include the promotion of and participation in the economic development of the City. Further there is an increased focus and emphasis on partnership working, funding generation opportunities (from Europe in particular) and the knowledge and skills that can be obtained from working and meeting with others. These are justifiable purposes for undertaking long distance and foreign travel under this policy.

For long-distance and foreign travel a full disclosure of the purpose of travel must be made before the travel is approved. This must include information on the time spent on non-Council business, personal travel, recovery time and any other non-Council related activity.

An employee may extend a business trip for personal reasons if approved in accordance with the booking and approval section of this policy. Employees must use the normal holiday application process in addition to the travel application when applying for an extension of a business trip for personal reasons.

Incremental costs relating to extension must be paid for personally. It must be clearly demonstrated that Council business was the primary purpose of the visit. Leave records should be appropriately completed.

Council insurance does not cover claimants for the additional days of any extension of a business trip for personal reasons.

Should the time spent on personal business in any one trip exceed seven days the claimant must contact the Payroll team for guidance on the taxation position of any reimbursement made by the Council.

### **General Exceptions**

In conjunction with the Head of Finance, either the Chief Executive or Head of Human Resources & Customer Service, may approve requests for upgrades in class of travel, hotel or additional travel expenses where there is a documented health issue relating to the applicant or their family circumstances with corresponding medical advice that justify the additional cost involved in such a decision. In addition to upgrades, travel arrangements may be generally revised in such circumstances where an additional cost may be incurred to protect the safety and well-being of the traveller.

In the event that the traveller is attending an event hosted at a higher standard hotel, or has a business need for a higher standard hotel, then approval in advance is also required from the Chief Executive or Head of Finance.

Evidence of such approvals should be provided to the Travel Co-ordinator at the time of the request for a higher class of travel in advance of the travel taking place.

## **Travel Insurance and Emergencies**

The Council has a travel insurance policy with ACE Europe. The policy number is UKBBBO04443112.

This policy covers all Council employees, Elected Members and relevant representatives of the council for whom the council has accepted responsibility for travel insurance. The policy covers medical expenses, cancellations, delay, personal effects, etc. while engaged in foreign travel for a business purpose.

Cover is provided for loss of money or personal property and, where expenses are incurred, receipts will be required to support any claim. In the event of theft, the loss should be reported to the police and a copy of their report obtained. Welfare assistance is also provided such as counselling, legal advice, security advice, bereavement advice.

In the event of an emergency the number +44 20 7173 7796 (*business class Assistance*) should be contacted immediately, but in any event within 48 hours of any serious accident or illness abroad requiring in patient hospitalisation, extended treatment or alteration to travel arrangements. The number is available 24 hours a day, including weekends and will accept call collect and reverse charge calls.

No arrangements should be made without involving and obtaining the agreement of *business class Assistance*.

An information letter and emergency phone numbers will be supplied by the Travel Co-ordinator as part of your travel information.

A copy of the insurance policy is available from the Travel Co-ordinator. Any concerns about the adequacy of this policy should be raised in advance with the Travel Co-ordinator so that these can be checked with the insurers prior to departure.

### **Safety**

If the applicant or approver of the travel application form identifies that there may be a risk to the traveller outside of normal business risk as part of their substantive role, then a risk assessment form should be completed by the traveller.

This will identify, for example, any risk due to the country of location of the visit or due to the nature of activities being undertaken.

This form should be submitted to the Travel Co-ordinator along with the application form.

On receipt of the application, the Travel Co-ordinator will review the application and the risk assessment for relevant health and safety information relevant to the country(ies) being visited.

On receipt of any information from the Travel Co-ordinator, the traveller and their line manager will agree any mitigating action to be taken to minimise risk.

Travellers who may have specific health issues or who are not British Citizens are strongly advised to obtain their own travel advice in relation to the information that will be supplied as a result of these checks as the Travel Co-ordinator will not have access to personal information about each traveller.

## **Basis of Calculation**

HMRC produces tables of subsistence rates that provide a measurable value for different countries and in some cases different cities / regions in countries. These represent 'moderated' values for each country that HMRC will allow to be 'given' to an individual by an organisation up to which HMRC is not to be taken into account for tax purposes. These tables are broken down into different elements of subsistence to provide a framework that can be used to make calculations and they provide a reasonable basis upon which to base a scheme for individuals travelling abroad.

The Council uses these as the basis for its currency calculations for staff and Elected Members travelling abroad.

## **Environmental impact of travel**

Before booking travel claimants should consider whether the trip is necessary or whether teleconferencing or video conferencing offer a viable alternative.

When arranging travel, the Council encourages claimants to use the mode of travel that results in the least environmental impact, as carbon dioxide from transport, particularly from air and road travel, is a key contributor to climate change.

Where choosing a more environmentally friendly mode of travel results in an increase in costs, the employee must raise this in advance of making any bookings, with their authorising manager.

### ***Policy Relevant to Types of Travel***

#### **Air Travel**

Generally flights will be booked using the cheapest available Economy class fare (or equivalent), buying tickets with fixed dates where feasible, as these are generally cheaper. However the cost of tickets should be considered in terms of "overall value for money" and factors such as the predictability of travel plans, airline schedules and connection times may mean that a more expensive ticket provides better value for money under a specific set of circumstances.

The Travel Co-ordinator will consult with the applicant regarding appropriate flight time and carrier arrangements and to allow sufficient rest time following the flight. Flight arrangements will be made by the Travel Co-ordinator giving due weight to the three criteria of travel set out in the Purpose and Scope of this document. If the applicant wishes to extend the trip for personal reasons then this should be made clear in advance to the Travel Co-ordinator with any excess cost being agreed to be funded by the applicant.

While the traveller may retain frequent flyer benefits, these must not result in any incremental cost to the Council.

## **Hotel Accommodation**

Hotel accommodation should be booked in a convenient hotel to the business location. The hotel standard will be booked by the Travel Co-ordinator with reference to HMRC guidelines for relevant rates dependent on the location. The Travel Co-ordinator will take advice from the Travel Partner on suitable accommodation options and where appropriate safety advice from the UK Foreign and Commonwealth Office (FCO) will be taken into account when making bookings.

Wherever possible, breakfast should be included in the hotel rate. If this is not possible, the cost of breakfast should be claimed in accordance with guidance on living expenses. In the UK where possible, an evening meal will also be booked.

Upgrades to executive floors / rooms are not acceptable unless the hotel offers them on an entirely complimentary basis (as could be the case for frequent visitors).

Local hotel accommodation may be booked in exceptional circumstances where as a result of operational needs the traveller would be required to undertake travel during unreasonable anti-social hours and/or where it could expose the employee to an inappropriate level of personal risk.

## **Ground Transport**

Train travel should be booked in a class equivalent to UK standard class. If the applicant is in possession of a railcard then this should be notified at the time of application in order for the Council to benefit from any relevant discounts.

Hire cars should be booked using a category sufficient for the number of passengers and luggage to be carried. The Travel Co-ordinator will make the necessary arrangements using the relevant Travel Partner. Hire cars should be considered if they are a value for money option to meet the business need. Situations and circumstances where this is of particular relevance are personal safety, travel time, weight of luggage, inaccessibility of the destination by public transport, and the cost of group travel by public transport is excessive.

Taxi use should be restricted to situation where personal safety, travel time, weight of luggage, inaccessibility of destination by public transport, or the cost of group travel by public transport makes a taxi journey clearly necessary.

Buses offer a cost effective means of travel and should be considered as an option for local and long distance travel. While this is cost effective it is recognised that other factors need to be taken into consideration when deciding what mode of transport to use and therefore it is not a requirement that buses are used.

## **Mileage Claims**

The hire of cars (as referred to in the section above) and use of the Co-Wheels car club (<http://www.co-wheels.org.uk/>) scheme is strongly encouraged.

However, where a traveller has had to use their private car and that is the most cost effective method of ground transport the Council will pay mileage for the actual distance covered as set out in the Council's Travel Expenses procedures

It is the traveller's responsibility to ensure that the vehicle is roadworthy at all times and is taxed and has a current MOT certificate (if an MOT certificate is legally required). Travellers must also ensure that they have a valid driving licence and

that they have the relevant business use motor insurance in place at the time of travel. The cost of adding business use onto a personal motor insurance policy cannot be claimed by the traveller.

Mileage claims are made by a Travel and Subsistence Claim form.

### **Parking, congestion charges, tolls, ferries and other driving-related penalties**

Reasonable expenses incurred on parking, congestion charges, tolls and ferries may be claimed in respect of journeys which qualify for the mileage allowances above. Receipts or other documentary evidence should be submitted as part of the claim.

Charges for overnight parking will be paid only when subsistence expenses are payable for the night(s) in question.

Should an employee be liable for clamping or other parking / congestion charge penalty (e.g. because a meeting over runs or due to non-payment of a congestion charge) then reimbursement of the charge will not be made. Similarly, reimbursements will not be made to an employee who receives a fine or other financial penalty relating to an offence committed whilst driving on Council business (e.g. for speeding or for using a hand held mobile phone or similar device). Employees are required to notify the Council of any such offences and penalties.

### ***Policy Relevant to Living Expenses***

#### **Foreign Currency Expenses Application**

For foreign travel, an allowance for travel living expenses will normally be paid by means of a currency application in advance of travel. This will include an allowance for breakfast, lunch and dinner based on HMRC recommended guidelines for the location to be visited. If meals have been booked as part of the travel arrangements, or are provided by the host then the allowance will not be included in the currency payment. In addition, if it has not been possible to pay hotel costs in advance, it will include an allowance for the payment for the hotel.

All such expenses have to be receipted. The full value of the currency application will require to be accounted for and any balance remaining unspent along with receipts must be returned to the Travel Co-ordinator within seven days of returning to Aberdeen.

It is the responsibility of the traveller to notify the Travel Co-ordinator of meals (or other living expenses) supplied as part of the travel / conference arrangements

The payment will be based on the time the traveller is expected to be based in the foreign location based on 24 hour, 10 hour and 5 hour time periods up to the total expected time away. Calculations will be based on the scheduled time of arrival in the first country outside the United Kingdom of Great Britain (UK) and the scheduled time of departure of the route returning to the UK. Living expenses outside these times will be deemed UK travel and claimed in the normal way (reference Travel and Subsistence Claim Form below).

The currency issued will be in the relevant local currency of the destination country. If more than one country is being visited then this will be identified in the itinerary and a relevant split of currency will be made based on the time spent in each destination.



## **Foreign Currency Float**

In addition to the foreign currency application, the traveller may apply for a float to meet the cost of minor travel expenses. Floats for overseas travel must be submitted to the Head of Finance, Corporate Governance, for approval. The full value of the Float will require to be accounted for and any balance remaining unspent must be returned to the Travel Co-ordinator within seven days of returning to Aberdeen.

The Foreign Travel Float application should detail the itinerary of the traveller(s) and any specific minor travel expenses that are known and likely to be incurred, e.g. taxis or hospitality. In general a sum of £25 per 24 hours and part thereof will be calculated for minor travel expenses unless there is a clear and demonstrable need to provide a greater value on any particular day.

The currency issued will be in the relevant local currency of the destination country. If more than one country is being visited then this will be identified in the itinerary and a relevant split of currency will be made based on the time spent in each destination.

## **Travel and Subsistence Claim Form**

For UK travel, living expenses will normally be paid by completion of a travel and subsistence claim form after travel has taken place. All such expenses have to be receipted (in the unusual event that no receipt is available full justification / explanation must be given and accepted by the authorising manager).

All Travel and Subsistence Claim Forms must be authorised by the claimant's line manager or other authorised signatory who is senior to the claimant.

## **Use of Corporate Credit Card**

Corporate credit cards are allocated based on the business need of the postholder, and will be offered to staff who have a regular business need to undertake long distance travel.

If the traveller is in possession of a corporate credit card, they may use it in lieu of the foreign currency float, the foreign currency expenses application or instead of the travel and subsistence claim form.

Credit card bills will be monitored and reconciled by the Travel Co-ordinator. Reference must be made to specific guidance on the use of corporate credit cards. Any misuse of the corporate credit card will be referred to the Head of Finance and is subject to the Council's disciplinary policies.

## **Inadmissible living expenses**

Expenses the Council will NOT pay for:

- Personal telephone calls, other than to announce safe arrival;
- Personal internet access;
- Parking fines and traffic offences;
- Mini-bar or in-room entertainment;
- Newspapers
- Clothing or any other items that the traveller may reasonably be expected to bring from home;

- Excess luggage costs, unless the traveller is required to travel with significant quantities of business materials or equipment. This should be identified at the time of booking major travel expenses so that the Council can take account of reduced rates for booking this in advance;
- Laundry costs and dry-cleaning (except where the period of travel covers more than 5 days);
- Membership of airline frequent flyer / loyalty schemes or similar;
- Alcoholic drinks, tobacco products, gratuities
- Travel Insurance
- Equipment, materials or services that should be bought through the normal procurement process e.g. computers, phones.

Any claim that contains an item listed above (or similar) will require explicit approval by the Chief Executive or the Head of Finance. In a travel emergency, the situation may arise where such expenditure may be appropriate.

### ***Miscellaneous***

#### **Entertaining and Gift Expenses**

The offering and accepting of hospitality is a normal part of working and building business relationships in many of the countries with which the Council engages. If the travel requires business entertaining or presentation of gifts, then:

Any entertainment or gifts provided must be consistent with the image and reputation of the Council as a UK public body that is subject to full public audit;

An expenses claim must be submitted with the name(s) of the beneficiaries, included any staff members in attendance. This will be held with the register of gifts and hospitality; and

The cost must be covered by the approved budget line.

In the event that the traveller is offered hospitality or gifts (other than small business items such as pens, folders, diaries, calendars, etc. with an estimated combined value of less than £30) while undertaking travel, then a full declaration must be made in the Register of Gifts and Hospitality.

Gifts and hospitality must not be offered or accepted in any way that could be construed as a bribe or inducement. Gifts and hospitality should not exceed £200.

Gifts and hospitality should be in accordance with the Council's Financial Regulations and reference should be made to them for additional guidance.

#### **Travel funded by grant expenditure**

Travel costs that are met by grant expenditure are subject to the same policy as all Council travel. The traveller should ensure that the Council maximises the income to the Council in respect of that travel and grant claims are made in a timely and effective way.

#### **Working hours whilst travelling**

Staff should ensure that they comply with the Employee Handbook in respect of claiming hours worked whilst travelling.

## **Monitoring of Expenditure**

All major and minor travel expenses are subject to regular checks and performance monitoring information is gathered in respect of expenditure. Reports of expenditure may be presented to the Head of Finance and Corporate Management Team. Attention may be drawn to trip activity of high volume claimants.

From time to time the Council may be required to publish information relating to expenses claimed for instance in response to a Freedom of Information request.

In such cases the Council would normally release information at an aggregate or summary level.

Where a request involves the expenses of Directors, other senior managers and others who it may be possible to identify from the data, those involved will, wherever possible, be given the opportunity to comment in advance on the information likely to be released.

In any other instances where the public interest may favour disclosure the individuals affected would, wherever possible, be given the opportunity to comment on any information likely to be released.

Where copies of receipts or invoices are requested these will be made available as appropriate, taking into account any issues relating to personal data.

## **Managers' responsibilities regarding authorisation**

If you are a manager authorising an expenses claim, you need to keep in mind that the responsibility for checking receipts and sense-checking that the claim is appropriate lies with you. Claims will be processed based on your authorisation but are not re-checked afterwards – subject to audit testing and sampling exercises routinely carried out throughout the year.

Payroll will forward a copy of all foreign travel expenses claims to the Travel Co-ordinator in order to confirm that the claimant has not already received currency to cover the costs either through Foreign Currency Expenses, Foreign Currency Float or the Corporate Credit Card.

A manager cannot authorise their own Travel and Subsistence Claim Forms and similarly cannot authorise their own travel application, foreign currency expenses application, foreign currency float application or similar.

End

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**7- EHRIA Summary and Action Planning**

<b>7- EHRIA Summary and Action Planning</b>				
<b>Report Title</b>	<b>Travel Policy, Procedure and Guidance</b>			
<b>Assessment not required</b>	<b>Evidence</b> This report brings about minor changes to the travel policy that do not impact equalities or human rights.			
<b>Assessment completed</b>	<b>As a result of completing this assessment, what actions are proposed to remove or reduce any risks of adverse outcomes which were identified.</b>			
<b>Identified Risk and to whom:</b>	<b>Recommended Actions:</b>	<b>Responsible Lead:</b>	<b>Completion Date:</b>	<b>Review Date:</b>

**8: Sign off**

<b>Completed by (Names and Services) :</b>	Carol Smith Finance
<b>Signed off by (Head of Service) :</b>	Steve Whyte Finance

Only sections 7 and 8 will be attached to the committee report

The full EHRIA will be published on Aberdeen City Council's website under [http://www.aberdeencity.gov.uk/xeq\\_EHRIA\\_Search.asp](http://www.aberdeencity.gov.uk/xeq_EHRIA_Search.asp)

Please send an electronic format of the full EHRIA without signature to [SHoward@aberdeencity.gov.uk](mailto:SHoward@aberdeencity.gov.uk)

COMMITTEE	Finance, Policy and Resources
DATE	7 June 2016
INTERIM DIRECTOR	Richard Ellis
TITLE OF REPORT	Special Leave policy – follow up report
REPORT NUMBER	CG16/078
CHECKLIST COMPLETED	Yes

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1. PURPOSE OF REPORT

This is a follow up report on the Special Leave policy following a question raised by Members at Committee on 19 April 2016 in respect of the Parental Leave provision and whether foster carers and kinship carers could be included under this provision.

2. RECOMMENDATION(S)

The Committee is requested to:

- a) Approve the inclusion of foster carers and kinship carers under the Parental Leave provision and revised wording to be inserted in the Special Leave policy, as attached at Appendix 1.

3. FINANCIAL IMPLICATIONS

There are no financial implications in relation to the recommendation in this report.

4. OTHER IMPLICATIONS

Not applicable.

5. BACKGROUND/MAIN ISSUES

The revised Special leave policy was approved by the Finance, Policy and Resources Committee on 19 April 2016.

However, members raised a question with regard to one of the provisions in the policy namely that of Parental Leave.

The question was in relation to the eligibility criteria for Parental Leave, specifically concerning foster carers and kinship carers.

One of the criteria for Parental leave states that to be eligible the employee must 'not be a foster parent (unless they've secured parental responsibility through the courts)'.

It was agreed at Committee that officers would check out whether this criterion was set down in law (in which case it could not be altered) or whether there was any flexibility to include foster carers (and kinship carers) as qualifying for Parental Leave.

On undertaking research into the matter it was established that the law permits employers to extend Parental Leave to those groups who are 'not eligible'. This therefore would allow the Council discretion to include foster carers and kinship carers as qualifying for Parental Leave (assuming the other relevant criteria for qualification were met).

In light of the above, it is recommended that Committee approves the inclusion of foster carers and kinship carers under the Parental Leave provision and revised wording to be inserted in the Special Leave policy, as attached at Appendix 1.

The two revisions made to the wording of the Parental Leave provision are:-

*Removal of the 5<sup>th</sup> bullet point stating 'Is not a foster parent (unless they've secured parental responsibility through the courts).'*

*Addition of the line 'Note: Both foster carers and kinship carers qualify for Parental Leave provided they meet the first two bullet points above.'*

## 6. IMPACT

### **Improving Customer Experience –**

The proposal will have no impact on the customer experience.

### **Improving Staff Experience –**

The proposal may have a slight positive impact on the employee experience as it will allow employees who are foster carers or kinship carers to apply and qualify for Parental Leave (assuming they meet the relevant criteria in the Special leave policy).

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

The proposal will have no impact on the use of resources.



## **Corporate -**

There are no corporate implications in respect of this proposal.

## **Public –**

It is not expected that this report will be of interest to the public. An Equality and Human Rights Impact Assessment in relation to this follow up report is not required as the change being proposed is minor and will have negligible impact on the operation of the policy (with an EHRIA having been compiled in respect of the first report seeking approval for the revised Special leave policy).

### 7. MANAGEMENT OF RISK

There have been no risks identified in relation to this proposal.

### 8. BACKGROUND PAPERS

Xpert HR website [www.xperthr.co.uk](http://www.xperthr.co.uk)

Gov.uk website pages –

[www.gov.uk/parental-leave/eligibility](http://www.gov.uk/parental-leave/eligibility)

[www.gov.uk/foster-carers/types-of-foster-care](http://www.gov.uk/foster-carers/types-of-foster-care)

Scottish Government website on kinship care -

[www.gov.scot/Topics/People/Young-People/protecting/lac/kinship](http://www.gov.scot/Topics/People/Young-People/protecting/lac/kinship)

### 9. REPORT AUTHOR DETAILS

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Tel: (01224) 523094

## Parental Leave

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This is a statutory entitlement for parents where they can take **unpaid** leave to look after their child's welfare e.g. this could include for spending time with the child, looking at new schools, settling a child into a new school or for spending time with family members i.e. grandparents.

An employee is entitled to take 18 weeks' leave for each child and adopted child, up to their 18th birthday.

Time off must be taken as a whole week (not individual days unless the child is disabled), with a maximum 4 weeks per child per year (unless agreed with the Council). A week is the equivalent to the employee's usual working week and pro-rated for part-time employees.

Parental leave applies to each child not to an individual's job. For instance, where someone joins the Council and they have used 10 weeks parental leave with a previous employer, they can use up to 8 weeks (the remaining balance of the 18 week entitlement) with the Council, if they're eligible.

To be eligible for Parental Leave the following criteria must be met –

- The person must be an employee (not a “worker”) and have at least 1 year's service with the Council
- The child must be under 18 years' old
- The employee must be named on the child's birth/adoption certificate (proof can be requested prior to first period of leave)
- Have or expect to have parental responsibility

Note: Both foster carers and kinship carers qualify for Parental Leave provided they meet the first two bullet points above.

The employee must give at least **21 days'** notice of their intention to take Parental Leave and provide the intended start and end dates.

The Council can delay the start of the period of Parental Leave where granting the leave would cause significant disruption to the Service.

However, it can't be delayed by the Council -

- If there is no “significant reason”
- When it is requested by the child's father immediately after the birth/adoption of the child
- Where it impacts the employee's eligibility for Parental Leave i.e. after the child's 18<sup>th</sup> birthday

If the Parental Leave is postponed by the Council, the manager must write to the employee within **7 days** from the date that the original request is received explaining the reasons for the change and suggesting a more suitable start date – which must be within 6 months of the original requested start date and in agreement with the employee. The Council cannot change the amount of leave that has been requested by the employee.

## ABERDEEN CITY COUNCIL

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COMMITTEE	Finance, Policy and Resources
DATE	7 June 2016
DIRECTOR	Gayle Gorman
TITLE OF REPORT	Recruitment and Selection Procedures for Teachers – Referral from the Audit and Risk Committee of 9 March 2016
REPORT NUMBER:	ECS/016/

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

- 1.1 The purpose of this report is to update Committee in respect of the observations and recommendations made by Internal Audit in their Audit Report “Recruitment and Selection” which was presented to the Audit, Risk and Scrutiny Committee on 9 March 2016.
- 1.2 Further, this report seeks Committee approval to allow the continuation of the current arrangement which allows Education Services to employ teachers, who hold an approved PVG form, under risk assessed circumstances which ensure that they are not left alone with children until such time as their PVG check has been approved by Aberdeen City Council officers.
- 1.3 Committee will be aware that this report will also have been considered by Education and Children’s Services Committee at their meeting of 2 June 2016. A verbal update will be provided to the Committee of any decisions taken at the Education and Children’s Services Committee meeting.

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

- 2.1 It is recommended that Committee:
  - (i) Agree to the on-going arrangement which will allow teachers who hold a GTCS registration and a clear PVG from the General Teaching Council for Scotland (GTCS) or their former employer to teach in Aberdeen schools, subject to the following:
    - a) A risk assessment having been completed by the Head Teacher;
    - b) Another member of staff who has been approved through the PVG process is located in the class to

- ensure that the individual concerned is not left in a position of being the only adult in front of children;
- c) That the Service and individual have completed and submitted the appropriate documentation to Disclosure Scotland for review prior to the individual taking up post with Aberdeen City Council.
- (ii) Agree that this arrangement will apply until teacher vacancy levels return to manageable levels, following which the Service will fully comply with the Council's Recruitment and Selection policy;
- (iii) That the arrangement in place will be reviewed on a six monthly basis by Human Resources and Education and Children's Services; and
- (iv) Otherwise note the contents of this report.

### **3. FINANCIAL IMPLICATIONS**

- 3.1 There are no financial implications associated with this report.

### **4. OTHER IMPLICATIONS**

#### **4.1 Legal**

- 4.1.1 In February 2011, the Scottish Government introduced a membership scheme to improve disclosure arrangements for people who work with vulnerable groups.
- 4.1.2 The Protecting Vulnerable Groups Scheme (PVG Scheme):
- helps to ensure that those who have regular contact with children and protected adults, through paid and unpaid work, do not have a known history of harmful behaviour.
  - is quicker and easier to use, reducing the need for PVG Scheme members to complete the full detailed application form every time a disclosure check is required.
  - strikes a balance between proportionate protection and robust regulation and make it easier for employers to determine who they should check to protect their client group.
- 4.1.3 Any individual who is not barred may apply to become a member of the PVG Scheme. The PVG Scheme is administered by Disclosure Scotland and allows employers to satisfy themselves that an individual to whom they are offering regulated work is not barred from doing that

type of regulated work. The PVG Scheme provides three different disclosure records for this purpose, which replaces the use of standard and enhanced disclosures for work with vulnerable groups. PVG Scheme members are continuously monitored for new vetting information and any information which comes to light which may indicate that they are unsuitable to do regulated work will lead to a consideration for listing.

#### 4.2.1 **Human Resources**

4.2.1 As of Tuesday, 17 May 2016, there were 134.0 FTE teaching vacancies across schools in Aberdeen. The break-down of these vacancies by sector is as follows:

	<u>FTE</u>
• Early Education	19.0
• Primary	68.0
• Secondary	25.2
• Inclusion	<u>21.8</u>
	134.0

4.2.2 These vacancies represent a snapshot in time and are subject to change following the placement of probationers and the normal recruitment processes. However, this figure is indicative of the usual teaching vacancy levels.

#### 4.3 **Risk**

4.3.1 The Service has to consider the risk of failing to provide education to pupils against the risk that an individual may be barred from working with children. In August 2015, without the agreed arrangement being in place, the high teacher vacancy levels in a number of primary schools and one secondary school would have resulted in schools being closed or classes of children being sent home. This would have created a loss of education for these children and childcare difficulties.

4.3.2 The mitigating factors outlined in paragraph 5.3 will reduce the risk to the Council, whilst allowing an effective education to be provided to pupils.

4.3.3 No individual will be considered for employment under his arrangement unless they hold registration with GTCS and a previous PVG form.

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

5.1 During an Internal Audit review of Recruitment and Selection processes in Aberdeen City Council, Internal Audit commented that:

***“PVG***

*The Council's "Protecting Vulnerable Groups Scheme and Police Act Disclosure Protocol" document details its obligations and guidance for compliance with legislation. It includes a flowchart showing the process to be followed in the recruitment and selection assessment, where a PVG has been identified as a requirement for the post.*

*It is recognised as good working practice for a current certificate to be obtained prior to the preferred candidate taking up post, however the guidance from the Education and Children's Service allows for line managers to undertake a risk assessment and where appropriate allow for the employee to commence before the certificate is obtained. The protocol covers the requirement for a risk assessment where a received PVG is not clear. However, neither this protocol, the Managing Recruitment Selection, or the Policy and Guidance on the Recruitment of Ex-Offenders makes any mention on the process for risk assessments for PVG required posts to allow a new start to take up post before the certificate has been received. Due to the very nature of the posts requiring a PVG to be carried out it is essential that all procedures that are being allowed should be fully documented to ensure that staff within the recruitment and selection process are fully aware of their responsibilities."*

5.2 The Audit and Risk Committee determined that

- (i) in relation to a question from Councillor Yuill regarding what the position as at the start of the school term in August 2015 for teachers having been PVG checked, to note that the Head of Policy, Performance and Resources would provide the information to Councillor Yuill; and
- (ii) to instruct the Interim Director of Corporate Governance and the Director of Education and Children's Services to submit a report to the Education and Children's Services Committee on 2 June 2016 and the Finance, Policy and Resources Committee on 7 June 2016 in respect of the observations and recommendations made by Internal Audit on PVG checks in their internal audit report Recruitment and Selection

5.3 At August 2015, there were 33 individuals who were employed by the Council having been risk assessed but for whom no PVG has been received by Aberdeen City Council. As stated previously in this report, these individuals were registered with the General Teaching Council for Scotland (GTCS), and held a PVG form from either GTCS or their former employer. Before any individual is allowed to teach in a school the following criteria must be fully met:

- the individual holds registration with GTCS;
- they have an approved PVG form from either GTCS or their former employer;

- the Head Teacher has completed a risk assessment which is copied to Human Resources;
- at all times an employee who has been through the PVG process is with the member of staff to ensure that they are not left alone with pupils; and
- a completed PVG has been sent to Disclosure Scotland prior to the individual concerned taking up employment with Aberdeen City Council.

5.4 Without this arrangement in place in August 2015, there would have been classes of pupils in Primary Schools who would have had no teacher. In many Primary Schools across Aberdeen the management teams are fully class committed and are therefore unable to take on additional classroom duties. Such a position would be detrimental to the educational experience of pupils.

5.5 To revoke the current arrangements would also result in fewer teachers being employed in secondary schools from the start of the academic session, resulting in a narrower breadth of the curriculum being made available to pupils. Again, this is considered to be detrimental to the overall educational experience for young people in Aberdeen.

5.6 Had this arrangement not been in place in August 2015, there would have been significant difficulty in opening one secondary school and a number of primary schools due to the high level of teacher vacancies at that time and currently being encountered.

5.7 As outlined at the Audit, Risk and Scrutiny Committee meeting of 9 March 2016, such an arrangement is in place in a significant number of Scottish local authorities.

## **6. IMPACT**

### **Improving Customer Experience**

6.1 Approving the arrangement in place to ensure staff can be employed from the earliest possible opportunity will allow Education and Children's Services to offer a more comprehensive educational experience. This is weighed against the possibility of the Council employing an individual who is barred under the PVG scheme from working with children and the mitigating actions set out in paragraph 5.3 (above) will minimise any risk to pupils.

Should the Council policy have been followed in August 2015, without any arrangement in place, the impact of having to close schools or classes within schools would have resulted in an educational loss for the pupils and would have resulted in childcare issues for parents whose children were unable to attend school.

### **Improving the Staff Experience**

- 6.2 The Council, alongside its partners in the Northern Alliance, have advised Scottish Government ministers that the high levels of teaching vacancies across all of the local authority areas is placing significant workload pressure on existing staff. The arrangement in place helps the Council to bring new teaching staff into post under very controlled circumstances. This helps alleviate the additional pressures borne by remaining teaching staff in the Council's schools.

### **Improving our Use of Resources**

- 6.3 Then arrangement in place allows the Education Service to more effectively deliver Curriculum for Excellence and provide the best possible educational experience to all of the City's children and young people.

## **7. BACKGROUND PAPERS**

- 7.1 Audit, Risk and Scrutiny Committee – 9 March 2016 (Agenda Item 20: Cross Service – Recruitment Procedures)

## **8. REPORT AUTHOR DETAILS**

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## ABERDEEN CITY COUNCIL

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COMMITTEE	Finance, Policy and Resources
DATE	7 <sup>th</sup> June 2016
DIRECTOR	Pete Leonard
TITLE OF REPORT	Strategic Infrastructure Plan Progress Update
REPORT NUMBER	CG/16/077
CHECKLIST RECEIVED	Yes

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

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

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

It is recommended that the committee:

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

### **3. FINANCIAL IMPLICATIONS**

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

There are no implications for any approved PBB options.

### **4. OTHER IMPLICATIONS**

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

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

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

at its meeting on the 31<sup>st</sup> October 2013.

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

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

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

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

## **6. IMPACT**

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

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

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

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

**7. MANAGEMENT OF RISK**

N/A

**8. BACKGROUND PAPERS**

N/A

**9. REPORT AUTHOR DETAILS**

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## STRATEGIC INFRASTRUCTURE PLAN PROGRAMME DASHBOARD

Project Name	Project Lead	Stage	Last Completed Milestone	Next Milestone	Milestone Target Date	Project End Date	Timeline	Budget	Resource	Notes
<b>AFFORDABLE HOUSING PROGRAMME</b>										
Establish Joint Venture	Paul Genoe	Implement	Sign legal agreements to establish Joint Venture	Develop business plan and provide update report to Full Council	Aug-17	Aug-17	G	G	G	Partnership Agreement has been signed by both ACC and PIP. Development Agreements to be purified and signed by both Parties beginning June 2016. Company incorporated as an LLP at Companies House on 21st March 2016 in the name of Shaping Aberdeen Housing LLP. Board member training is being arranged. Officers to prepare a report to Full Council on progress of the LLP and Final Business Plan on the 17th August 2016. Initial Board meetings are currently being scheduled.
Former Bucksburn Farm	Paul Genoe	Plan	Continue with site due diligence	Continue with site due diligence	ongoing	TBC	G	G	G	Due diligence work continues to be carried out. Appointment of Consultants for EIA at Bucksburn is now complete and has received Legal sign off. Initial meeting held with planning on 17th March and strategic approach agreed upon. Brief being prepared for architectural, planning and engineering consultancy services.
Former Craighill Primary School	Paul Genoe	Plan	Due diligence complete	Full planning application submitted	Jun-16	TBC	G	G	G	All due diligence now completed. No arising issues, progress on design and consultation continues. Submission of planning application was scheduled for May 2016 but will now be June 2016. Layout to be adjusted after consultation to gain roads adoption. Standard house type design has now been agreed. Final Site Investigation Report received in March 2016 - no identified major issues, however piling will be required to a limited number of properties.
Former St Machar Primary School	Paul Genoe	Plan	Due diligence complete	Full planning application submitted	Jul-16	TBC	G	G	G	The JV Company will deliver housing in accordance with the approved business plan which will be reported to Full Council on the 17 August 2016. The business plan will determine housing delivery and this will be informed by the current market conditions and risk exposure relating to the core market needs in particular the extent / size of the core market and competition. The current market need for affordable housing together with the risk in relation to capital lock-up, borrowing exposure and exposure to high void levels will be part of the JV's decision making process, all of which will determine the completion dates for each site, therefore at this stage we cannot provide dates for when the site will be completed.
Former Aberdeen Care Home	Paul Genoe	Plan	Due diligence complete	Full planning application submitted	Jul-16	TBC	G	G	G	All due diligence now completed. No arising issues, progress on design and consultation continues. Submission of planning application was scheduled for May 2016 but will now be June 2016. Layout to be adjusted after consultation to gain roads adoption. Standard house type design has now been agreed. Final Site Investigation Report received in March 2016 - no identified major issues.
Former Tillydrome Primary School	Paul Genoe	Plan	Due diligence completed	Full planning application submitted	Jul-16	TBC	G	G	G	The JV Company will deliver housing in accordance with the approved business plan which will be reported to Full Council on the 17 August 2016. The business plan will determine housing delivery and this will be informed by the current market conditions and risk exposure relating to the core market needs in particular the extent / size of the core market and competition. The current market need for affordable housing together with the risk in relation to capital lock-up, borrowing exposure and exposure to high void levels will be part of the JV's decision making process, all of which will determine the completion dates for each site, therefore at this stage we cannot provide dates for when the site will be completed.
East Woodcroft	Paul Genoe	Plan	Due diligence complete	Full planning application submitted	Jul-16	TBC	G	G	G	All due diligence now completed. No arising issues, progress on design and consultation continues. Submission of planning application was scheduled for May 2016 but will now be June 2016. Layout to be adjusted after consultation to gain roads adoption. Standard house type design has now been agreed. Final Site Investigation Report received in March 2016 - no identified major issues.
										Proposal of Application Notice completed and approved. Consultation has been completed for the PIP application and this was approved at Committee on the 10 December 2015 subject to conditions. Those conditions have been considered and worked through. An application for matters specified in Conditions (AMSC) will be submitted to purify planning and this was scheduled for May 2016, however is now likely to be June / July. All due diligence now complete (including water pressure solution).
										The JV Company will deliver housing in accordance with the approved business plan which will be reported to Full Council on the 17 August 2016. The business plan will determine housing delivery and this will be informed by the current market conditions and risk exposure relating to the core market needs in particular the extent / size of the core market and competition. The current market need for affordable housing together with the risk in relation to capital lock-up, borrowing exposure and exposure to high void levels will be part of the JV's decision making process, all of which will determine the completion dates for each site, therefore at this stage we cannot provide dates for when the site will be completed.

Former Summerhill Site	Paul Genoe	Plan	Planning application submitted	Update cost plan	May-16	TBC	G	G	G	<p>Planning Application submitted 15 April with Stage 1 RCC - in line with programme. The Final Interpretive Report from Engineers on Summerhill has determined a piled foundation solution is necessary on the site, which will have an impact on cost. There are no alternative solutions other than piling and this has now been confirmed with the consultant engineers. There is also a need for 600mm capping layer to all roads; this material will be utilised from the existing stock pile material (subject to agreement from roads) and the balance will be used for piling platform requirements on new road surfaces. An updated Cost Plan is being produced to take cognisance of the additional costs, however it is thought that these additional costs may still be kept within budget due to other project savings.</p> <p>The JV Company will deliver housing in accordance with the approved business plan which will be reported to Full Council on the 17 August 2016. The business plan will determine housing delivery and this will be informed by the current market conditions and risk exposure relating to the core market needs in particular the extent / size of the core market and competition. The current market need for affordable housing together with the risk in relation to capital lock-up, borrowing exposure and exposure to high void levels will be part of the JV's decision making process, all of which will determine the completion dates for each site, therefore at this stage we cannot provide dates for when the site will be completed.</p>
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## STRATEGIC INFRASTRUCTURE AND CAPITAL PLAN PROGRAMME DASHBOARD

Project Name	Programme/P Project Manager	Stage	Last Completed Milestone	Next Milestone	Milestone Target Date	Project End Date	Timeline	Budget	Resource	Notes
<b>Middlefield</b>										
Shaping Middlefield Report	Neil Carnegie	Implement	Consultation	Finalise draft Plan	Jan-17	Jan-17	G	G	G	Initial draft of the plan has been completed. Officers are now further developing the plan through a neighbourhood planning approach working with local stakeholders including community representatives, local elected members and statutory partners. The plan should also mutually support Community Planning Aberdeen's emerging single outcome agreement priorities.
Delivery of Social Housing for rent through the HRA (Manor Walk)	Paul Genoe	Plan	Put out ITT	Tender returns	May-16	Mar-18	G	G	G	Project went out to tender on the 28th March under a traditional procurement process with full Bill of Materials. Tenders were returned in May and are being evaluated. Officers are continuing to work with planners around permitted development. The contract for the CHP has been let and contractor appointed.
Former Smithfield Primary School	Paul Genoe	Implement	Start construction	Handover of units	Mar-17	May-18	G	G	G	Contractor has now started on site. The contract for the CHP has been let and contractor appointed. Foundation completed for first 12 properties and timber frame kits due on site end June 2016. Good progress being made on site by contractor.
Middlefield Community Project Relocation (Henry Rae CC)	Kay Diack	Implement	Commencement of construction works	Completion of foundation works	May-16	Jan-17	G	G	G	Work is progressing well and on track with construction programme.
Triangle site analysis	John Quinn	Plan	Complete analysis and consultation	Report to CHI	Aug-16	TBC	G	G	G	Option appraisal for the site has been carried out and a number of potential options have been identified. Consultation and engagement with the community has taken place. A report will be submitted to the Communities, Housing and Infrastructure Committee in August. At this stage it is not possible to give an end date to the project.
Smithfield Court Refurbishment	Maria Thies	Implement				Complete	G	G	G	All building works have been completed and keys have been handed out. Project close will be carried out.
<b>Tillydrone</b>										
Shaping Tillydrone Report	Neil Carnegie	Implement	Consultation	Finalise draft Plan	Jan-17	Jan-17	G	G	G	Initial draft of the plan has been completed. Officers are now further developing the plan through a neighbourhood planning approach working with local stakeholders including community representatives, local elected members and statutory partners. The plan should also mutually support Community Planning Aberdeen's emerging single outcome agreement priorities.
New Community Facility	Paula Martin	Plan	Scope out project and carry out consultation.	Option Appraisal and Draft Business Case	Jun-16	TBC	A	G	G	The timescale for completing the draft business case has slipped due to the options appraisal taking longer than initially anticipated. The draft business case is predicted to be completed in June 2016. The project team have identified and agreed possible options for the Hub and a follow up meeting will be held at the end of May to score these options before finalising the recommended option in the business case. Once the business case is finalised an end date for the completion of the project can be provided.
<b>Torry</b>										
Shaping Torry Report	Neil Carnegie	Implement	Consultation	Finalise draft Plan	Jan-17	Jan-17	G	G	G	Initial draft of the plan has been completed. Officers are now further developing the plan through a neighbourhood planning approach working with local stakeholders including community representatives, local elected members and statutory partners. The plan should also mutually support Community Planning Aberdeen's emerging single outcome agreement priorities.

# STRATEGIC INFRASTRUCTURE AND CAPITAL PLAN PROGRAMME DASHBOARD

Project Name	Programme/P Project Manager	Stage	Last Completed Milestone	Next Milestone	Milestone Target Date	Project End Date	Timeline	Budget	Resource	Notes
<b>TRANSPORTATION PROGRAMME</b>										
Third Don Crossing	Ian Taylor	Implement	Start on site	Removal of all traffic restrictions and all roads open	Jun-16	Jun-16	G	G	G	Works are nearing completion and final checks are taking place. The bridge will be completed and opened in June. The process around the naming of the bridge took place and the Communities, Housing and Infrastructure Committee agreed the name to be the Diamond Bridge.
Dyce Drive Link Road / A96 Park & Choose	Stuart Andrew	Implement	Start on site	Section A completion (Dyce Drive / North end of Link Road)	Jul-16	Oct-16	A	A	G	Overall completion remains on track for October 2016 but this is quite tight and being closely monitored. Section A nearing completion. Interdependency of Section B with AWPR is currently on track. Legal agreement required by Transport Scotland in relation to new slip road is being progressed.
South College Street	Joanna Murray	Plan	Development of 2023 Reference Case Traffic Model	Report to Council	Aug-16	Mar-19	A	A	G	The direction of future work on South College Street and Union Street will be submitted to Council in August 2016. This has slipped from May 2016 due to delays to submitting other transport reports. At this stage the financial implications are uncertain.
Beryden Corridor	Mike Matheson	Plan	Start land searches as a prelude to CPO process	Report to Council	Aug-17	Nov-19	G	G	G	Progress Report to Council was approved in May 2016 to expand the option appraisal exercise to residents and landowners directly affected by the scheme and consider their input as part of the overall consideration of the proposed junction layout. Briefings have been undertaken with local Elected Members by Transportation Team. Officers will now conduct public engagement with those directly affected by the proposals and consider their input as part of the identification of land necessary for the scheme. Once such engagement is completed, the design and land take plans will be finalised and it is proposed that this will be reported to Council on the 17 August with a view to formally authorising the CPO to proceed.
Access from the South	Joanna Murray	Define	Bridge of Dee STAG Part 2 Study - Technical Development	Bridge of Dee STAG Part 2 Study - Consultation and production of Appraisal Tables	Jun-16	TBC	G	A	G	Four week consultation as part of the STAG Part 2 Study commenced in mid-May. As this project is still in the plan stage we are unable to identify the nature of what the project is therefore cannot provide an end date. The STAG process is due to be completed in xxxxxx.
Cross City Transport Connections	Joanna Murray	Define	Appoint consultants to carry out feasibility study	Pre-appraisal & STAG Part 1 Study	Jun-16	TBC	G	G	G	Baseline report has been submitted and accepted. This establishes a factual position with respect to the transport network and development areas. Following the progress meeting, work is now on-going on the Pre-Appraisal stage. Scope of the study is being defined in relation to the level of cross city interventions that could be considered economically viable. As this project is still in the plan stage we are unable to identify the nature of what the project is therefore cannot provide an end date.
AWPR	John Wilson	Implement	Commence construction	Continue with construction	ongoing	Dec-17	G	G	G	Construction works now underway across the whole of the project. Processing areas in operation; recycling and reprocessing excavated rock for reuse as construction materials, eg drainage trench backfill, concrete etc. Significant work on a large number of structures and culverts across the whole of the project. Blasting for rock excavation planned to continue across many other areas of the project. Further works for water management. AWPR/B-T Contractor is working closely with funding partners and statutory stakeholders to manage any concerns raised by 3rd parties. Out of hours decision published.
<b>CITY DEVELOPMENT PROGRAMME</b>										
City Centre Regeneration	Marc Cole	Plan	Appoint project team	Develop programme plan	Jun-16	Jun-16	G	G	G	Programme Director, Programme Manager and Comms and Engagement Officer are all now in post. The Programme Board has been established. Work continues to develop the programme plan.
Marischal Square	Stephen Booth	Implement	Site handover and start on site	Continue with construction and letting of premises	Ongoing	Jul-17	G	G	G	The project is on site and progressing in accordance with the build programme. Marketing efforts are continuing in a depressed market. Heads of terms are agreed with a further (second) restaurant operator and legal are instructed. this will be reported when concluded.
New AECC	Andrew Win	Plan	Finalise legal agreements	Start on site	Jul-16	Spring-19	G	G	G	Full Council on 11th May 2016 approved the investment funding for the new AECC. The next step is to finalise the land purchase with the view to the main contractor starting on site in June/July 2016. FP&R Committee approved officers to commence the AD Plant Procurement. The tender process has commenced on the operator procurement for the existing and new venue.
Aberdeen Hydrogen Project	Amye Smith	Implement				Complete	G	G	G	Leases for all buses have been issued and accepted and the buses are in operation.
<b>DIGITAL CONNECTIVITY PROGRAMME</b>										
<b>Accelerate Aberdeen</b>										
In Building WIFI	Wendy Robertson	Implement				Complete	G	G	G	All sites are now live and working. Project close review will take place as per governance arrangements.
Wireless Concession	Wendy Robertson	Implement				Complete	G	G	G	Project complete. Project close will take place.
Innovation Hub	Wendy Robertson	Implement				Complete	G	G	G	All three Hubs are operational. Project close review will take place.



Voucher Scheme	Wendy Robertson	Implement	Voucher applications completed	Complete installations	Jun-16	Jun-16	G	G	G	The application process was closed and an extension was granted to the end of June for the installations.
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## STRATEGIC INFRASTRUCTURE AND CAPITAL PLAN PROGRAMME DASHBOARD

Project Name	Programme/P Project Manager	Stage	Last Completed Milestone	Next Milestone	Milestone Target Date	Project End Date	Timeline	Budget	Resource	Notes
<b>SCHOOL ESTATE PROGRAMME</b>										
Euan Couperwhite										
New South of the City Academy	Euan Couperwhite	Implement	Report to FP&R to approve start of groundworks	Financial Close	Jun-16	Feb-18	A	G	G	A Letter of Intent is scheduled to be signed by Friday 27 May 2016, with groundworks starting on site by 20 June 2016. Contractual negotiations are continuing and final close is scheduled to be achieved prior to 30 June 2016. The budget has been altered to Green as the Stage 2 capital cost and the off site road and pedestrian works will be within the revised Council budget.
Brimmond Primary School	Sharon McNutt	Implement	School opened	Financial spend confirmed and project close	Jun-16	Jun-16	G	G	G	Brimmond opened on the 28th October. Final spend is above budget due to increased groundwork costs to remove made up and contaminated ground.
Complex Need Centre of Excellence (formally known as the ASN school)	Sharon McNutt	Implement	Start construction	Finish construction	Jun-17	Aug-17	G	G	G	Steel works have been completed in the East and West wings of the building and contractor moving forward on programme.
New Millimer Primary	Euan Couperwhite	Plan		Project Start	Dec-18	Jan-20	G	G	G	The team will shortly begin the project planning.
Greenbrae Primary Extension and Internal Works	Claire Cowan	Implement	Start construction	Continue with construction	ongoing	Oct-16	A	G	G	Steel works and sub-structures are now complete. Construction is continuing on programme although this is a tight timescale so is being monitored closely.
Stoneywood Primary	Claire Cowan	Plan	Procurement PQQ	Start tender process	Jun-16	Nov-17	A	A	G	Planning application has been delayed but working with colleagues to ensure approval is sought within the predicted timescales. The team are currently finalising design drawings for the tender package.
<b>CULTURE AND SPORTS</b>										
Euan Couperwhite										
Aberdeen Treasure Hub (Museum Collection Centre)	Neil Bruce	Implement	Start on site	Complete Construction	Jul-16	Sep-16	G	A	G	The extra time required for the fire suppression system is 2 weeks to manufacture from approval of design and 10 weeks installation. Attempts are to be made to improve on the duration but in the meantime an extension of 12 weeks should be assumed - this would give a revised completion/handover date of 1 July 2016. The programme plan for the return of the collections indicate that this would commence towards the end of July and continue throughout August and September.
Art Gallery Redevelopment	Christine Rew	Implement	Complete Gallery Interpretation designs to RIBA Stage E	Gallery construction new roof extension - slabbing works complete	Sep-16	Dec-17	A	A	G	The delay to the construction period as a result of the archaeological finds is estimated to be 6 weeks. At present the team believe there is sufficient time in the installation and fittings programme, after construction is completed, install the furniture, to make up this time and meet the reopening target of December 2017.
Mithar Kirk Redevelopment		Plan	Outline business case completed	Complete Business Plan	TBC	TBC	G	G	G	Consultants have been appointed and production of the business plan is well underway.
Arts Centre Redevelopment Feasibility Study	Gary Cameron	Define	Options Appraisal Received	Finalise options appraisal	Sep-16	Sep-16	A	G	G	A first draft of an options appraisal has been produced. The appraisal report outlines the context, consultation feedback, the analysis undertaken and begins to set out the options in further detail. There are some areas to be considered and the final options appraisal is predicted to be completed by the end of September 2016.
Music Hall Refurbishment	Lesley Thomson	Plan	Updated Business Case	Construction contract awarded	Jun-16	Dec-17	A	A	G	Tenders were returned on 22nd April. The team are continuing to evaluate the returns and checking pricing in advance of making a recommendation to the APA Board. The Music Hall staff have now been decanted and relocated and the Music Hall decommissioning is underway.

## ABERDEEN CITY COUNCIL

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COMMITTEE	Finance, Policy & Resources
DATE	7 June 2016
DIRECTOR	Chief Executive
TITLE OF REPORT	Twinning & International Partnerships
REPORT NUMBER	OCE/16/016
CHECKLIST COMPLETED	Yes

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### 1. PURPOSE OF REPORT

The purpose of this report is to bring before Committee applications for financial assistance from the International Twinning Budget 2016-17 and to make recommendations.

### 2. RECOMMENDATION(S)

a) That Finance, Policy & Resources Committee approve the following grants from the International Twinning Budget 2016-17:

- i) Contribution of £5,600 towards the costs of secondary school pupils from Aberdeen participating in a twin cities summer camp organised by Clermont-Ferrand, 1-13 August 2016
- ii) Contribution of £3,600 towards the participation of pupils from Hazlehead Academy and civic attendance at a youth forum in Regensburg, 1-5 August 2016
- iii) Contribution of £1,450 towards a visit by festival organisers from Regensburg to Aberdeen, 11-15 August 2016
- iv) Contribution of £3,800 towards an inward exchange visit by Stavanger's St Olav School to Bucksburn Academy, 7-11 September 2016
- v) Contribution of £3,016 towards performances and workshops by a jazz band from Clermont-Ferrand at city venues, November 2016
- vi) Contribution of £1,800 towards musicians from Aberdeen performing at the Offshore Northern Seas exhibition in Stavanger, 29 August - 1 September 2016
- vii) Contribution of £7,000 towards an arts in healthcare project between organisations in Aberdeen and Bulawayo, June-December 2016

b) That Finance, Policy & Resources Committee approve the following amendments to the Twinning Grant criteria with regards to:

- i) Salaries and capital costs
- ii) Sources of match funding

### 3. FINANCIAL IMPLICATIONS

Full council approved the International Twinning Budget for 2016-2017 of £137,250. The approved budget from the Common Good Fund provides £102,000 of monies towards the support of twinning projects and/or visits. Remaining funds support the infrastructure of the programme, such as salary and ICT costs. A total of £102,000 is available to support projects in 2016-17.

	<b>Balance of budget available as at April 2016</b>	<b>£102,000</b>
	<b>Opening Balance</b>	<b>£46,925</b>
i)	Contribution towards the costs of secondary school pupils from Aberdeen participating in a twin cities summer camp organised by Clermont-Ferrand, 1-13 August 2016	£5,600
ii)	Contribution towards the participation of pupils from Hazlehead Academy and civic attendance at a youth forum in Regensburg, 31 July-6 August 2016	£3,600
iii)	Contribution towards a visit by festival organisers from Regensburg to Aberdeen, 11-15 August 2016	£1,450
iv)	Contribution towards an inward exchange visit by Stavanger's St Olav School to Bucksburn Academy, 7-11 September 2016	£3,800
v)	Contribution towards performances and workshops by a jazz band from Clermont-Ferrand at city venues, November 2016	£3,016
vi)	Contribution towards musicians from Aberdeen performing at the Offshore Northern Seas exhibition in Stavanger, 29 August - 1 September 2016	£1,800
vii)	Contribution of £7,000 towards an arts in healthcare project between organisations in Aberdeen and Bulawayo, June-December 2016	£7,000
	<b>TOTAL</b>	<b>£26,266</b>
	<b>Closing Balance (if recommendations approved)</b>	<b>£20,659</b>

### 4. OTHER IMPLICATIONS

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

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

Where individuals/groups from Aberdeen are travelling overseas, comprehensive pre-visit briefings are offered by the Twinning &

International Partnerships Officer and all have the opportunity to ask questions and request support.

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

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

Grants provided through the twinning budget provide individuals and communities from throughout Aberdeen City with the opportunity to engage with international twinning activities. In addition, incoming visitors to the city on twin city projects support the local economy through their participation at events and hospitality and retail expenditure while visiting the city.

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

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

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

## 5. BACKGROUND/MAIN ISSUES

a) These recommendations involve the allocation of funds made available from the 2016-17 budget:

i) **Contribution of £5,600 towards the costs of secondary school pupils from Aberdeen participating in a twin cities summer camp organised by Clermont-Ferrand, 1-13 August 2016**

Ville de Clermont-Ferrand have launched a new initiative this year which will bring young people from Clermont-Ferrand, Regensburg and Aberdeen together in a summer camp in France. The aim of the project is

to increase awareness of and encourage European Citizenship. Throughout the two week camp, 36 pupils from these twin cities will participate in team-building activities and share experiences of their home culture.

The Depute Mayor of Clermont-Ferrand has sent an invitation to Aberdeen to send a delegation of 12 young people and two leaders to an international summer camp which they are hosting this summer. The young people will be joined by peers from Clermont-Ferrand and Regensburg – who are also twin cities. The two week programme will take place in a countryside activity centre. Pupils will participate in outdoor teambuilding activities throughout the day and a social programme will be created for the evenings in which the pupils can share and actively participate in cultural traditions, such as food tastings and dance.

Details of the project have been circulated to all schools within Aberdeen City so that the opportunity is available to all pupils throughout the city, rather than one specific secondary school. Interested pupils have been invited to submit a brief statement detailing why they want to participate in the programme and how it would develop their skills. The leaders who will accompany the pupils include the Development Officer for Modern Languages from Education & Children's Services and the Educational Visits Co-ordinator from Adventure Aberdeen – both of whom are fluent in French and have extensive experience of leading school visits and outdoor activities abroad. Both officers will also travel to Clermont-Ferrand to explore the possibility of developing a similar summer camp in Aberdeen next year with young people from twin cities invited to attend. The possibility of facilitating this camp through Erasmus+ project funding will be explored upon their return with the Twinning & International Partnerships Officer.

This project provides young people with the opportunity to increase their awareness of European citizenship and cultural traditions. This supports pupils' development as 'Global Citizens' – a central concept to the Curriculum for Excellence. The pupils will develop communication skills by conversing with French and German peers as well as transferable skills through participation in activities, such as teamwork and personal development. Enabling young people with these attributes contributes towards ensuring they achieve a positive post-18 destination. This has been identified as a key priority within local and national strategic objectives, including Aberdeen City Council's Regional Economic Strategy, Education Scotland's Building the Classroom 4 and the Scottish Government's Developing the Young Workforce.

This application seeks a total of £5,600 to contribute towards twelve young people and two leaders from Aberdeen participating in an international summer camp in Clermont-Ferrand this summer. Ville de Clermont-Ferrand will contribute towards the costs of running the camp, including activities, accommodation and food.

<b>Expenditure</b>	
Travel	£5,600
Summer camp, including accommodation, food and activities	£8,400
<b>Total</b>	<b>£14,000</b>
<b>Income</b>	
Contribution from Ville de Clermont-Ferrand	£8,400
<b>Total</b>	<b>£8,400</b>
Expenditure-Income	£14,000-£8,400
<b>Total Applying For</b>	<b>£5,600</b>

**ii) Contribution of £3,600 towards the participation of pupils from Hazlehead Academy and civic attendance at a youth forum in Regensburg, 31 July-6 August 2016**

Stadt Regensburg is organising an international youth congress this summer. The Mayor of Regensburg has invited each of Regensburg's twin cities to send a delegation of young people to participate in the three day event. Teachers and pupils from Hazlehead Academy have expressed interest in this opportunity and hope to travel to Regensburg to represent Aberdeen in this international event. The presence of the Lord Provost or Mayor of each of these cities has also been requested and a programme will be created to complement the forum and strengthen international partnerships.

Organised by Stadt Regensburg's Youth Department, this opportunity has been endorsed by the Mayor of Regensburg who sent a direct invitation to the Lord Provost to support the attendance of a group from Aberdeen at the event. The aim of the forum is to provide a platform for young people from different countries to share experiences of their own culture, discuss current issues and develop ideas for future collaborative youth exchanges. Representatives from each of the twin cities will be invited to give short presentations to all groups about their home city. Delegates will then split into smaller groups comprised of representatives from each of the cities to discuss current issues which young people face in their home cities and collectively try to find solutions for these issues. A social programme will be created for groups in the evenings for the young people to meet and converse in a more informal environment.

The Modern Languages Department at Hazlehead Academy was approached about participating in the congress. Hazlehead Academy is Aberdeen City Campus' hub for Higher and Advanced Higher Modern Languages Learning. Engaging with a City Campus hub promotes this opportunity to pupils not only from the Hazlehead catchment area, but also from across the city. National 5 pupils who are interested in this event have been requested to submit a short application to demonstrate the impact that taking part in this experience would have to them personally and also start to think about how they would act as ambassadors for Aberdeen. The applications will be judged by Modern Languages staff at Hazlehead Academy who will select the successful six applicants. A member of teaching staff from Hazlehead Academy will accompany the pupils to the forum.

The Mayor of Regensburg has also sent an invitation to the Lord Provost to attend the event finale. This event will allow all of the participants with the opportunity to present their experiences and ideas from the previous week. A programme will be created to support the three day visit which will include the Lord Provost's attendance at other civic events and meeting various groups involved with twinning projects. The Twinning and International Partnerships Officer will support the Lord Provost at this event as the officer has established relationships with many of the groups involved in the itinerary and can assist with language translations, ensuring the efficiency of the visit.

A civic presence at this event demonstrates that Aberdeen City Council values the twinning agreement between the two cities and subsequent projects which have evolved from it. The attendance of civic representatives from Regensburg's other sister cities will provide the Lord Provost with the opportunity to network and meet with representatives of other international countries who are attending the event – including Clermont-Ferrand and Pilsen which was 2015 European Capital of Culture – opening potential development and business opportunities for Aberdeen. The media opportunities associated with a civic presence will raise the profile of the Twinning Programme and the opportunities which Aberdeen City Council provides to young people in the city.

The Regensburg Youth Congress provides an opportunity for local young people to enhance global citizenship skills. It will allow pupils who are studying German to N5 level to actively develop their language skills. It is hoped that this opportunity will allow pupils to see the benefit of language learning and encourage them to continue to Higher level and a positive post-18 destination. German language skills greatly enhance employability skills, particularly within engineering and automotive industries. The opportunity to meet with and share ideas with peers from



different countries will be a new experience for the pupils and will develop key citizenship skills as embedded in the Curriculum for Excellence.

This application seeks a total of £3,600 to support the flight costs of a group from Hazlehead Academy, Lord Provost and Twinning Officer to Regensburg. Accommodation, transport and subsistence whilst in Regensburg will be provided for by Stadt Regensburg.

<b>Expenditure</b>	
Flights	£3,600
Accommodation	£1,850
Food Costs	£1,700
Transport	£500
<b>Total</b>	<b>£7,650</b>
<b>Income</b>	
Contribution from Stadt Regensburg	£4,050
<b>Total</b>	<b>£4,050</b>
Expenditure-Income	£7,650-4,050
<b>Total Applying For</b>	<b>£3,600</b>

**iii) Contribution of £1,450 towards a visit by festival organisers from Regensburg to Aberdeen, 11-15 August 2016**

Organisations in Regensburg are developing a Scottish-German literary festival for March 2017. Representatives from these groups will visit Aberdeen in August with the intention of creating collaborative events between Aberdeen and Regensburg for the festival programme. An itinerary will be created for the group to meet with various city stakeholders to ensure that opportunities to become involved with next years' event are promoted to relevant groups and individuals in Aberdeen.

A variety of organisations are involved with the planning of this festival, including adult education providers, independent bookshops and local writers. In 2015, the organisers created a German-Czech Literary Festival in celebration of Regensburg's twin city of Pilzen being named as European Capital of Culture. Following the success of this festival, plans are now underway to develop a Scottish-German Literary Festival with Aberdeen. As well as inviting local writers from Aberdeen, the organisers also want to create a cultural programme around the event and are interested in exploring the potential for local traditional musicians and historic speakers to attend the event.

A delegation of four representatives from these organisations will visit Aberdeen in August. Meetings will be arranged with various city stakeholders involved with developing literary programmes in Aberdeen, such as City Libraries and Creative Learning. A drop-in session will also

be arranged for local writers to meet the organisers to hear about the festival, how they can get involved and opportunities available through the Twinning Grant. Traditional music and history groups will also be incorporated into the delegates' programme to ensure that they also meet people who can support the cultural aspect of the event.

Developing partnerships between literary groups in Aberdeen and Regensburg strengthens cultural links between the two cities. Writing projects have previously been developed between the two cities and have been popular – an intergenerational writing project to commemorate World War II was featured on BBC News and the launch of a Doric-Bavarian collection of prose and poems was a sell-out event at last years' May Festival in Aberdeen. There is a lot of interest from various groups in both cities to continue to develop literary partnerships. The festival provides an international platform for local writers and musicians to showcase their talent and also promotes opportunities available through the International Twinning Programme to local audiences. The attendance at individuals from Aberdeen at next year's festival also highlights the city as a cultural destination and encourages tourism to the area.

This application seeks a total of £1,450 towards the accommodation, internal transport and subsistence of the group whilst in Aberdeen. The group will contribute towards subsistence as well as fund travel to Aberdeen.

<b>Expenditure</b>	
Flights	£1,200
Accommodation	£900
Subsistence	£600
Internal Transport	£200
<b>Total</b>	<b>£2,900</b>
<b>Income</b>	
Contribution from participants	£1,450
<b>Total</b>	<b>£1,450</b>
Expenditure-Income	£2,900- £1,450
<b>Total Applying For</b>	<b>£1,450</b>

**iv) Contribution of £3,800 towards an inward exchange visit by Stavanger's St Olav School to Bucksburn Academy, 7-11 September 2016**

Bucksburn Academy is currently developing a new school partnership programme with St Olav VGS in Stavanger. St Olav VGS intend to visit Aberdeen at the start of the new 2016-17 school term. Pupils from both schools will create a programme which will allow them to interact in both

the classroom and after school social activities. Bucksburn Academy anticipate making a reciprocal exchange later in the school year.

St Olav VGS is an Upper Secondary School in the centre of Stavanger. The school specialises in subjects within the science curriculum. In 2015, pupils travelled to Aberdeen and participated in TechFest – demonstrating and teaching within the Science Festival’s primary schools programme. A complementary programme was organised in parallel to this which allowed pupils to visit a local secondary school – Bucksburn Academy – to meet with peers from Aberdeen and learn about life and culture of young people from Scotland.

The teachers from St Olav VGS and Bucksburn Academy who facilitated this programme have remained in contact throughout the academic year. They are currently developing plans for a mutual exchange programme in 2016-17. The initial stages of this programme would allow twelve pupils and two teachers from St Olav VGS to travel to Aberdeen in September 2016. The Stavanger pupils will be ‘buddied’ with peers from Bucksburn Academy and accompany them to classes and activities throughout their academic timetable. The pupils will also create a social programme for their Norwegian peers which will allow them to experience Scottish culture. These activities include a ceilidh with Scottish food at the school and visiting local tourist attractions. The dates of the visit also coincide with the TechFest public programme and arrangements will be made for them to participate in events.

The development of a new schools partnership between Bucksburn Academy and St Olav VGS provides more young people from both cities to benefit from the experiences which school exchanges provide. The Norwegian pupils will gain active experience of Scottish culture and the education system and share their own experiences with Scottish peers. It is then anticipated that pupils from Bucksburn Academy will have a similar experience in Stavanger later in the year. ‘Global Citizenship’ is a central concept of the Curriculum for Excellence, allowing young people to discover more about the world and their place within it and developing core transferable skills. The development of such skills increases confidence in local young people and provides an experience which enhances portfolios for future employment and further education, encouraging positive post-18 destinations – a key priority for local and national education agendas, as highlighted in Aberdeen City Council’s ‘Smarter People’ objectives.

This application seeks a total of £3,800 to contribute towards the accommodation, internal transfers and some subsistence for the group whilst in Aberdeen. Rogaland County Education Department will fund

flights of the pupils and all participants will also contribute towards subsistence costs.

<b>Expenditure</b>	
Flights	£4,200
Accommodation	£2,800
Subsistence	£1,000
Transport	£1,000
<b>Total</b>	<b>£9,000</b>
<b>Income</b>	
Contribution from participants	£5,200
<b>Total</b>	<b>£5,200</b>
Expenditure-Income	£9,000-£5,200
<b>Total Applying For</b>	<b>£3,800</b>

**v) Contribution of £3,016 towards performances and workshops by a jazz band from Clermont-Ferrand at city venues, November 2016**

Jazz at the Blue Lamp is a popular concert series in Aberdeen. The organisers have identified a jazz group from Clermont-Ferrand to participate in the series' autumn programme. As well as performing at The Blue Lamp, the group will lead music workshops with students from the Music Department at the University of Aberdeen culminating in joint public performances at the University.

Now in its' fifth year, the Jazz at the Blue Lamp concert series continues to evolve to attract national and international jazz musicians to the city centre venue. The programme is managed by volunteers with an active interest in jazz and includes organisers of various other jazz events, including Aberdeen Jazz Festival. Organisers of the programme attended a cultural forum organised through the Twinning Programme where they met with various organisations involved in running similar events in Clermont-Ferrand and Regensburg. Communications between these groups has been ongoing and has resulted in new opportunities for local musicians, including a musician from Aberdeen participating in a jazz festival in Regensburg this summer.

The organisers of Jazz at the Blue Lamp have been in communication with Massif Collectif, a five-piece jazz band from Clermont-Ferrand. The band is well known in the French city and regularly play at key city venues. Whilst in Aberdeen they will headline Jazz at the Blue Lamp's regular Thursday evening programme. Organisers of the Aberdeen Jazz Festival and Jazz at the Blue Lamp have established a relationship with the University of Aberdeen's Music Department which involves students learning skills and techniques from established artists. Massif Collectif

will lead a workshop for students when in Aberdeen which will culminate in a free public performance at a campus venue.

Organisers of various jazz events have established strong relationships with similar groups from Stavanger and Regensburg and it is anticipated that this project will develop jazz relations between the two cities. The group from Clermont-Ferrand are actively involved with organising Clermont-Ferrand's jazz festival – Jazz en Tete – and whilst in Aberdeen will meet with local musicians with the intention of providing a similar opportunity to local jazz musicians to perform in Clermont-Ferrand. Developing cultural links between jazz organisations in twin cities provides a platform for local musicians to perform to international audiences, enhancing their artistic skills and experiences. Hosting artists from twin cities in Aberdeen diversifies the cultural programme in the city which contributes towards Aberdeen's Regional Economic Strategy objective of 'Inclusive Economic Growth'. Facilitating workshops for local students also enhances their professional experience and providing such opportunities for internationalisation encourages their investment in Aberdeen's cultural scene.

This application seeks a contribution of £3,016 towards costs of hosting the group in the city. The band have sought funding for their flights from French organisations and Jazz at the Blue Lamp will contribute towards general costs of the event.

<b>Expenditure</b>	
Travel	£3,402
Accommodation	£876
Subsistence	£540
Artist fees	£1,300
Promotion & Marketing	£600
Venue hire	£200
Event costs for backline, etc	£500
Local transport	£200
<b>Total</b>	<b>£7,618</b>
<b>Income</b>	
Contribution from Clermont-Ferrand	£3,402
Contribution from event organisers	£500
Ticket sales	£700
<b>Total</b>	<b>£4,602</b>
Expenditure-Income	£7,618- £4,602
<b>Total Applying For</b>	<b>£3,016</b>

- vi) **Contribution of £1,800 towards musicians from Aberdeen performing at the Offshore Northern Seas exhibition in Stavanger, August 29-September 1 2016**

Stavanger’s biennial Offshore Northern Seas (ONS) Exhibition, Conference and Festival is being organised for August this year. Representatives from Aberdeen City will be present at the event to advocate the city as a business tourism destination. The organisers have requested local musicians to attend the exhibition with the aim of enhancing Aberdeen City’s promotional space, subsequently increasing investor footfall. Performing at this event also provides local musicians with a high-profile, international platform from which they can promote themselves and Scottish culture.

ONS is one of the leading oil and energy expos within Northern Europe. The exhibition takes place every two years in Stavanger. Over 90,000 people attended the event in 2014. Delegates include ministers and industry specialists from over 100 countries. As well as the exhibition space and accompanying conference and lectures, the dockside of Stavanger Harbour is transformed into a festival from which exhibitors can continue to showcase their expertise within a more informal setting in the evenings.

Aberdeen City will have a strong presence at the exhibition. Based within the predominantly positioned Scottish Development International (SDI) Pavilion, the City Council will be joined by local business to promote the city’s expertise, products and services to international investors. The presence of local musicians at the stand will give the space a strong identity and encourage footfall to the area – with a significant audience increase during and immediately after performances by the musicians. Attracting more people to the Aberdeen City area provides the opportunity to advocate the skills and resources based within the city to a large number of investors, thus promoting Aberdeen City as a business tourism destination. This supports several key outcomes of the Regional Economic Strategy’s ‘Internationalisation’ strand.

A traditional Scottish group, such as a pipe or ceilidh band, will be selected who can lend a strong identity to the event. The band will play in the exhibition space during the day as well as the evening receptions. Performing at this exhibition provides local musicians with the opportunity to showcase their talents to international audiences which encourages the development of local artists. Their presence will also promote Scottish cultural traditions which can inspire people to visit the area for leisure tourism as well as business tourism. These outcomes are closely aligned with the Regional Economic Strategy’s ‘Inclusive Economic Growth’ strand.

This application seeks a total of £1,800 to support the travel and half of the accommodation costs of local musicians to Stavanger. The remaining accommodation costs, subsistence and artist fees will be met through corporate sponsorship.

<b>Expenditure</b>	
Flights	£1,050
Accommodation	£1,500
Subsistence	£600

Artist fees	£1,800
<b>Total</b>	<b>£4,950</b>
<b>Income</b>	
Contribution from corporate sponsorship	£3,150
<b>Total</b>	<b>£3,150</b>
Expenditure-Income	£4,950-£3,150
<b>Total Applying For</b>	<b>£1,800</b>

**vii) Contribution of £7,000 towards an arts in healthcare project between organisations in Aberdeen and Bulawayo, June-December 2016**

Following instruction from Full Council March 2<sup>nd</sup> 2016, the following report was deferred to the Aberdeen-Bulawayo Trust to allow for trustees to consider the application and make a recommendation to Finance, Policy & Resources Committee regarding support of the project. The Aberdeen-Bulawayo Trust met on April 20<sup>th</sup> 2016 and voted strongly in favour of supporting this project. The Aberdeen-Bulawayo Trust have referred the application to Finance, Policy & Resources Committee for a final decision.

This project brings together partners from a variety of organisations involved with arts and healthcare in Aberdeen and Bulawayo. The aim of the project is to enhance the maternal healthcare environment within Bulawayo whilst also engaging local Aberdeen audiences with the city's international development work and providing local artists with the opportunity to become involved in international projects. This project will have several facets, including the travel of individuals from Aberdeen to Bulawayo to create workshops in the city and dissemination of information to Aberdeen audiences through public events.

This proposal has evolved from a previous project by the University of Aberdeen's Impact Programme. Impact have collaborated with healthcare professionals and creative practitioners from Bulawayo and Aberdeen throughout 2015 to create a series of engaging events and resources including: A play to highlight maternal healthcare issues in sub-Saharan Africa which was premiered at the May Festival and is now being used as part of the University's Global Humanities Lecture Series to fifth year medical students and has also been shown nationally at the Medical Students Conference; a platform for knowledge exchange with partners from Bulawayo visiting facilities and staff at Aberdeen Royal Infirmary and continuing interactive sessions via the internet; and the development of student exchanges between medical students from University of Aberdeen to United Bulawayo Hospitals, with the first student exchange intended to take place in 2016. Impact's project has

laid the foundations for future arts in healthcare projects between Aberdeen and Bulawayo.

This new project is a collaborative effort from several partners in the city involved in arts, healthcare and international development. These partners include individuals from Gray's School of Art, Grampian Hospital Arts Trust and creative practitioners as well as ongoing input from Impact. The aim of this proposal is to bring partners together, collate information for the development of future projects and disseminate information to local and national audiences through the development of events and resources. This will be achieved by professionals from Aberdeen travelling to Bulawayo to view facilities, meet colleagues and co-create workshops. Once back in Aberdeen, these experiences and findings will form a public engagement programme which will include the creation of public events and e-publications. These events and resources will be used for teaching purposes at students at Gray's School of Art and medical students at the University of Aberdeen. Resources will also be shared by both educational institutions and wider networks, including Twinning and Creative Learning, to highlight the relationships between Aberdeen and Bulawayo and make new audiences aware of the international arts and healthcare work currently being undertaken in the city.

This initial proposal is the first in a series of future plans which will include: The creation of an art presence in Bulawayo Maternity Hospitals through follow-up visits, with wider engagement and hands-on activities in and outwith the Maternal Health Spaces; complementary exchange visits involving established and emerging artists, possibly from an art institution in Bulawayo and Gray's School of Art; as well as healthcare professionals from United Bulawayo Hospitals and Aberdeen Royal Infirmary; and enhance working arrangements between partners that will strengthen the twinning relationship between Bulawayo and Aberdeen to achieve long term sustainable impact and exchange.

The project benefits the lives of women in childbirth in and around Bulawayo through the creation of safe healthcare environments. There are also several benefits to Aberdeen, including: Increasing Aberdeen's international development profile; aiding the professional development of arts and healthcare professionals in the city; enhancing the diversity of public programmes within Aberdeen; creating learning resources for at least two educational institutions in the city; supporting creative talent in the city; and demonstrating Aberdeen's continued support of the twinning agreement with Bulawayo.

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

The impact to the project if the following percentage reductions were applied by Council to this application is outlined below;



25% (£5,250) the impact would be a reduced visit of 4 days instead of 6 days, which would reduce the amount of information that can be gathered and the degree of engagement possible with key partners in Bulawayo.

50% (£3,500) the impact would be to reduce to 2 project participants travelling to Bulawayo, depending on which two of the three participants were to travel, it would compromise the continuity of the relationship building aspects, compromise the activities key to establishing organisational aspects of Art and Health facility working together, remove the public engagement aspect and limit the information gathered on the surfaces/spaces opportunities available within the health environment.

75% (£1,750) the impact would make the project no longer feasible if funding limits to only one participant travel, and this limits the future viability of the project.

<b>Expenditure</b>	
Staff costs (relating to preparation, delivery and public event)	
• Project co-ordinator (12days)	£2,160
• Grampian Hospital Arts Trust (GHAT) Advisor on art and health care (10 days)	£1,400
• GHAT support staff (15 hours)	£150
• Creative writer (6 days)	£1,200
• Maternal Health Advisor (2 days)	£1,000
• Public Relations Advisor (4 days)	£1,000
Visas	£105
Consumables (inc. gifts, etc)	£455
Flights	£2,550
Accommodation & Subsistence	£2,340
Aberdeen public event	£2,350
<b>Total</b>	<b>£14,710</b>
<b>Income</b>	
Contribution from partners	
• GHAT staff costs	£1,550
• Project Co-ordinator	£2,160
• Maternal Health Advisor	£1,000
• Creative writer	£1,200
• Public Relations Advisor	£1,000
• Public event - Venue Hire provided by Gray's School of Art and GHAT	£700
• Public event - Workshop materials provided by Gray's School of Art	£100
<b>Total</b>	<b>£7,710</b>
Expenditure-Income	£14,710-

	£7,710
<b>Total requested</b>	<b>£7,000</b>

b) That Finance, Policy & Resources Committee approve the following amendments to the Twinning Grant criteria with regards to:

**i) Salaries and capital costs**

To align the Twinning Grant with other funds available from Aberdeen City Council, such as Youth Funds Small Grants and Creative Funding, it is recommended that the following criteria be applied to the Twinning Grant, effective three months from date of committee to reduce the impact on existing applicants - thus 'Improving the Customer Experience':

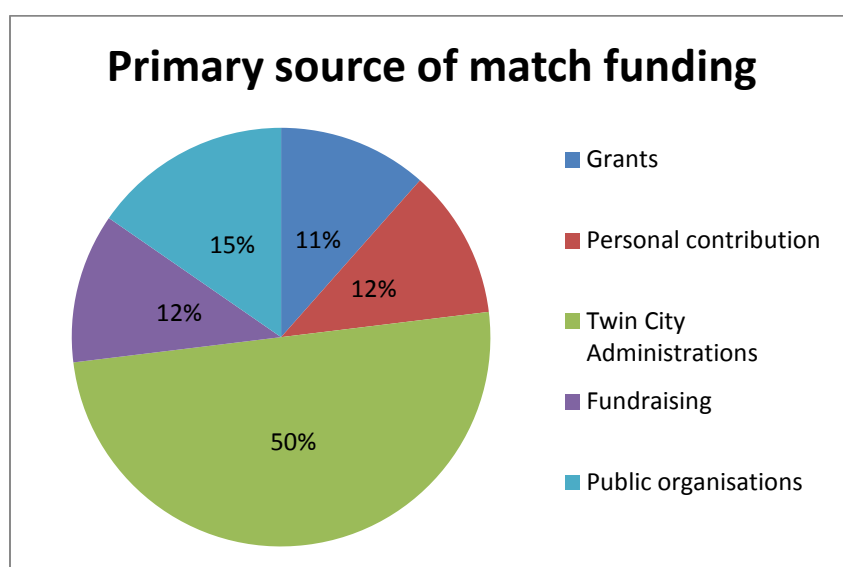
'With effect from September 7<sup>th</sup>, the Twinning Grant cannot support activities which include:

- Existing revenue or staff costs (Individual fees related to the project may be considered only for individuals who work outside of the applying organisation)
- Existing capital costs associated with buildings and vehicles, with the exception of project specific hire costs (Hire costs should not include vehicles owned or managed by the applicant)

Implementing these procedures will ensure a commitment to 'Improving Use of Resources' as outlined in Shaping Aberdeen.

**ii) Sources of match funding**

The Twinning Grant currently supports up to 50% of total costs associated with twin city projects. In financial year 2015-16, applicants obtained match funding from the following sources:



The majority of project match funding is sourced from the administrations of twin cities, such as Stadt Regensburg and Ville de Clermont-Ferrand, who make funds available to support twin city partnerships. Public organisations, such as the University of Aberdeen, contribute towards the costs of twinning projects. Applicants actively fundraise through sponsorship and events and as well as personally contributing towards participation in projects. Grant application to public bodies, such as UK-German Connection, are also submitted by applicants to support project costs.

There is no example of any grants distributed by Aberdeen City Council restricting match funding from public organisations external to Aberdeen City Council. An EHRIA Assessment is attached which details the potential impact of introducing a criteria which restricts the level of contribution from public organisations.

Grants administered by Aberdeen City Council do have policies in place in relation to match funding from other sources within the council. For example, the Creative Funding Grant stipulates that projects should not receive more than 75% of total income from Aberdeen City Council. It is recommended that the Twinning Grant adopt similar criteria to existing procedure and that the following amendment is made to the Twinning Grant guidelines:

‘Sources of match funding:

- At least 25% of total project costs must be sourced external to Aberdeen City Council.’

Aligning such policies reduces the impact to the public purse and extends the reach of the public pound.

## 6. IMPACT

### **Improving Customer Experience –**

Twinning & International Partnerships supports the principles of the Common Good Fund:

- Upholding the dignity of the City: The expense of civic ceremonies; and of the provision of suitable hospitality on appropriate occasions and for appropriate persons, and guests would fall under this purpose;
- Any other purpose which, in the bona fide and reasonable judgement of the Council, is for the good of the community as a whole, or in which the inhabitants at large may share: to be distinguished from the separate interest or benefit of any particular individual or group of people, however deserving or needy.

### **Improving Staff Experience –**

The Twinning and International Partnerships Officer works closely with internal departments to create partnerships and projects between

Aberdeen City Council and twin cities, regularly working with the Education, City Events and Civic Teams amongst others.

**Improving our use of Resources –**

The International Twinning Grant is funded through the Common Good Fund. Recommendations for grant allocations are presented to council committee and all reports detailing grant allocations are readily available through the council website. Twinning & International Partnerships will be reviewed in 2016-17.

**Corporate -**

Promoting and supporting international exchanges, involving various communities of interest, significantly contributes to Aberdeen City Council's Smarter City Vision and to the actions of the Single Outcome Agreement. The outlined twinning projects also align with the cultural strategy vision as it allows for improved communication of cultural opportunities, helps with changing the perception of the city, to develop a stronger cultural identity and to have increased levels of effective partnership working.

**Public –**

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

7. MANAGEMENT OF RISK

Twinning & International Partnerships upholds the principles of the Common Good Fund. The cessation of the programme could result in failure to 'uphold the dignity of the city' and a breakdown in projects 'which are good for the community as a whole'.

Should this diverse and engaging programme not continue, then Aberdeen could potentially cease to be an attractive destination for visitors and local residents with economic spend being distributed elsewhere in Scotland and international partnerships could be at risk.

8. BACKGROUND PAPERS

None used.

9. REPORT AUTHOR DETAILS

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ABERDEEN CITY COUNCIL

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COMMITTEE	Finance, Policy and Resources		
DATE	7 <sup>th</sup> June 2016		
DIRECTOR	Richard Ellis		
TITLE OF REPORT	Governance Regulations	Review –	Procurement
REPORT NUMBER	CG/16/042		
CHECKLIST COMPLETED	Yes		

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## 1. PURPOSE OF REPORT

The purpose of this report is to seek the Committees approval for ‘Aberdeen City Council and Aberdeenshire Council Procurement Regulations’ (‘Procurement Regulations’) to replace the current “Standing Orders Relating to Contracts and Procurement”.

Approval is also sought for the delegated powers detailed within the document.

## 2. RECOMMENDATION(S)

It is recommended that the Committee;

- (i) approves the Aberdeen City Council and Aberdeenshire Council Procurement Regulations attached hereto, the same to come into force with immediate effect and thereby replace the “Standing Orders relating to Contracts and Procurement” that were approved by Aberdeen City Council on 05 March 2014;
- (ii) approves the delegated powers to the Chief Executive in consultation with the Head of Commercial and Procurement Services contained within the said Aberdeen City Council and Aberdeenshire Council Procurement Regulations, in order to ensure procurement within Aberdeen City Council is carried out appropriately and that appropriate guidance notes are produced and updated as necessary; and
- (iii) instructs the Head of Legal and Democratic Services to make the necessary amendments to the current Scheme of Delegation (known as the Delegated Powers) to reflect the changes brought

about by the said Aberdeen City Council and Aberdeenshire Council Procurement Regulations, noting that further proposed revisions to the Scheme of Delegation will be the subject of a report to Council at a later stage in the Governance Review.

### 3. FINANCIAL IMPLICATIONS

The Procurement Regulations should assist the Council to achieve best value in all procurements undertaken and contracts entered into.

### 4. OTHER IMPLICATIONS

The Procurement Regulations should make the procurement process easier for Council officers to follow and simplify or clarify aspects of the Council's internal procedures. In turn, this should have a positive impact on service provision; supporting staff to ensure Best Value is achieved for the Council and reducing the risk of legal challenge in relation to procurement.

C&PS actively engage and seek feedback from our supply chain and tenderers on our processes and procedures. Whilst these processes have to accord with the said Act the revisions have also taken onboard their views which were primarily around ensuring process is in proportion to risk and value of the specific tender need. We also have an ongoing programme of engagement with the local supply chain whereby we provide training and advice on how to complete and submit documentation.

### 5. BACKGROUND/MAIN ISSUES

As advised in the report to Council on 05 March 2014, extensive revision of the Standing Orders relating to Contracts and Procurement has been necessary in order to ensure that the Council complies with the provisions within the Procurement Reform (Scotland) Act 2014 and the European Procurement Directive.

Due to the nature of these changes, a fundamental review was undertaken of the Standing Orders document to ensure that it was accessible to Council officers. The result of this review is a shorter Procurement Regulations document which is easier to follow and which will be supported by a suite of Procurement Guidance Notes that offer assistance with regard to procurement process and can be reviewed in light of best practice, Council policy and legislation as required.

#### Aberdeenshire Council

Increased collaboration between Aberdeen City and Aberdeenshire Councils will be enhanced by both Councils adopting the same

Procurement Regulations. This will ensure consistency in contracting, in advice and support in relation to procurement activity and increase the potential for efficiencies within both Councils.

#### Delegated Procurement Authority

The Procurement Regulations make provision for Delegated Procurement Authority (DPA) to be given to individual officers within the Council. The use of DPA will ensure that staff undertaking any procurement on behalf of the Council are adequately trained and supported in order to ensure best practice is followed.

It should be noted that the current Scheme of Delegation (known as the Delegated Powers) is under wider review as part of the Governance Review. However in order to ensure consistency with the Procurement Regulations, officers will be required to make immediate changes to the Scheme of Delegation to reflect the amended powers of the Head of Commercial and Procurement Services and the Chief Executive, with the wider review of the Scheme reported to Council at a later date.

#### Regulated Procurements

New Scottish procurement legislation classifies any procurement where the total value over the lifetime of the proposed contract for Goods and/or Services is over £50,000, or over £2m for Works, as a Regulated Procurement.

Current internal processes require that any procurement over £60,000 must have Committee approval. In order to ensure good governance, the Procurement Regulations make provision for Committee approval in relation to Goods and/or Services where it is anticipated that the total value of the contract means that it would be considered a Regulated Procurement. In relation to contracts for Works, the threshold at which Committee approval must be sought is below the threshold for Regulated Procurement, at £250,000.

The revised internal Procurement Regulations will ensure that uniform contracting procedures of the highest standard are laid down for use within the Council. This shall ensure that the council consistently acts in a transparent and proportionate manner and in a way that is equal and without discrimination. In turn this shall lead to value for money, and more sustainable outcomes.

## 6. IMPACT

### **Improving Customer Experience –**

Customer experience, both internal and external, will be enhanced by agreement to the recommendations in this proposal. Internally, the simplification of internal regulations relating to procurement can only enhance the understanding of the requirements within this area.

External customers will also be supported by the introduction of the Procurement Regulations. Simplification of procedures will ensure consistency for business bidding for work within the Council, and ensuring Best Value is achieved for the people of Aberdeen.

### **Improving Staff Experience –**

Staff experience will be improved by the introduction of the Procurement Regulations, Delegated Procurement Authority and Procurement Guidance Notes. These, taken together, will streamline processes and offer training and support to empower staff.

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

The Procurement Regulations will ensure that procurement decisions are taken based on legislation, best practice and efficient use of resources.

### **Corporate -**

#### Smarter City

The proposals within this report will support the following objectives in relation to Aberdeen – the Smarter City:

- Smarter Governance – by ensuring that the principles of openness, fairness and responsibility are embedded within Procurement Regulations.
- Smarter Economy – by working to promote the city as a place to invest, live and work.

#### Single Outcome Agreement

The proposals within this report will relate to the following thematic priorities within the Single Outcome Agreement:

- Economic Growth – by supporting the local economy and ensuring that best value is achieved in relation to spend by the Council.

#### Service Plan

The Commercial and Procurement Services Service Plan links directly to the Council's Strategic Priorities via Corporate Governance Goals (Directorate Plan), Smarter Aberdeen (Council Plan) and the Single Outcome Agreement (Area/Regional Plan).

The Vision of Commercial and Procurement Services is to be a centre of expertise for the north of Scotland; renowned for hosting high quality commercial and procurement services that maximise best value from all commercial relationships and exploit new opportunities, while



ensuring a robust and effective governance framework for delivery of all organisational strategic priorities.

The proposals within this report will directly influence how the goals of Commercial and Procurement Services, Corporate Governance and the Council can be achieved in relation to commercial relationships.

#### Collaboration

Procurement Regulations in common with Aberdeenshire Council will allow for increased collaboration across the 2 Councils by streamlining processes and governance arrangements.

#### **Public –**

The issues addressed in this report should lead to an improvement in the governance and decision-making processes of the Council.

This Report is likely to be of limited interest to the public given that it concerns changes to procurement regulations. There may however be some interest given the Procurement Reform (Scotland) Act 2014.

No Equality and Human Rights Impact Assessment (EHRIA) is considered necessary because the Procurement Regulations are not expected to impact disproportionately on any particular group nor to involve breach of any of the Council's duties under the Equality Act 2010. On the contrary, the provisions should assist in preventing or tackling discriminatory practices.

### 7. MANAGEMENT OF RISK

Acceptance of the Report recommendation is not considered to pose any significant risk to the Council.

On the contrary, such acceptance should help to increase efficiency and reduce the risk of legal challenge in respect of Council contracting and procurement. Not accepting the Report recommendation will leave the Council with Standing Orders that are, in some respects, out-of-date and in need of clarification and improvement whilst not meeting legislative requirements.

### 8. BACKGROUND PAPERS

Aberdeen City Council and Aberdeenshire Council Procurement Regulations – attached as Appendix

[“Standing Orders relating to Contracts and Procurement” approved by Council on 05 March 2014.](#) (via hyperlink)

[Procurement Reform \(Scotland\) Act 2014](#). (via hyperlink)

[EU Directive 2014/24/EU](#) (via hyperlink)

9. REPORT AUTHOR DETAILS

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**Aberdeenshire**  
COUNCIL



## **Aberdeen City Council and Aberdeenshire Council Procurement Regulations**

**2016**

Draft - Confidential

# Aberdeen City Council and Aberdeenshire Council Procurement Regulations

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# 1 Overview

- 1.1 The purpose of these Procurement Regulations is to: -
- a) Ensure that uniform contracting procedures of the highest standard are laid down for use throughout Aberdeenshire and Aberdeen City Councils.
  - b) Secure compliance with the law with respect of all contracts.
  - c) Ensure the Councils obtain best value in their procurement activity and all resultant contracts.
  - d) Provide a framework for detailed Procurement Guidance Notes.
  - e) Afford protection to the Council and its staff.
- 1.2 This shall ensure the Councils consistently act in a transparent and proportionate manner and in a way that is equal and without discrimination. In turn this shall lead to value for money, and more sustainable outcomes.

# 2 Definitions

2.1 Throughout this document the following definitions shall apply:

- 2.1.1 **Annual Procurement Report** means a report published by the Council annually in relation to regulated procurement activities.
- 2.1.2 **Committee** means the relevant committee of the Council with responsibility for monitoring best value, internal financial control, corporate governance (including procurement), or any other matter to which the procedure for award of Council contracts may be relevant.
- 2.1.3 **Contract of Employment** means a contract between the Council and an individual that sets out an employees employment conditions, rights, responsibilities and duties and is distinct from an agreement to provide services for the Council, for example by a consultancy arrangement.
- 2.1.4 **Contract Value** means the estimated aggregate total value (total estimated value), excluding VAT, over the entire term of the Contract which the Council expects to be payable under the contract, and, in the case of a works concession contract or a services concession contract, the value shall be calculated on the basis of the total net turnover of the concessionaire generated over the duration of the contract, as estimated by the Council, in consideration for the works and services that are the object of the concession.
- 2.1.5 **Contracts Register** means a record of contract details currently in place within the Council.
- 2.1.6 **Corporate Procurement Strategy** means a document giving details on how the Council intends to carry out regulated procurements as required by Section 15 of the Procurement Reform (Scotland) Act 2014.

- 2.1.7 **Council** means Aberdeen City Council or Aberdeenshire Council as the context requires.
- 2.1.8 **Delegated Procurement Authority (DPA)** means the authority that permits a Delegated Procurer to conduct a procurement, and to agree to award, amend or vary contracts for Supplies / Services / Works on behalf of the Council.
- 2.1.9 **Delegated Procurer** means any officer holding Delegated Procurement Authority and authorised to carry out procurement activities.
- 2.1.10 **E-Tendering or Electronic Tendering** means a tendering process where the contract documents are published electronically and the tender response to these is also submitted electronically in the first instance. E-tender shall be construed accordingly.
- 2.1.11 **EU Procurement Directive** means the European legislative framework for public procurement in force at the time a procurement process is entered into.
- 2.1.12 **Framework Agreement** means an agreement between one or more contracting authorities and one or more suppliers, the purpose of which is to establish the terms governing public contracts to be awarded during a given period, in particular with regard to price and, where appropriate, the quantity envisaged.
- 2.1.13 **Procurement Guidance Note** means a supplement to these Procurement Regulations which gives detailed guidance on an area within the Procurement Regulations.
- 2.1.14 **Procuring Service** means the service department of the Council with responsibility for procuring any particular requirement for supplies, service or works on behalf of the Council or for the disposal of surplus materials.
- 2.1.15 **Proper Officer** means any officer in the employment of the Council who is duly authorised for the purpose of signing contracts on behalf of the Council under the Council's Scheme of Delegation or any other resolution of the Council authorising officers to sign contracts.
- 2.1.16 **Public Contracts Scotland** means the national portal for advertising public sector contract opportunities in Scotland, which may be found at [www.publiccontractscotland.gov.uk](http://www.publiccontractscotland.gov.uk).
- 2.1.17 **Regulated Procurements** means a procurement where any contract formed will be a public contract the value of which is equal to or greater than the relevant contract threshold, and which is not excluded by legislation.
- 2.1.18 **Relevant Legislation** means the Scottish procurement legislation in effect at the time any procurement process is entered into, along with EU Procurement Directives and any other relevant applicable law.
- 2.1.19 **Scheme of Delegation** means the record maintained of all powers delegated to Council officers.
- 2.1.20 **Terms and Conditions** means the special and general arrangements, provisions and

requirements of a contract.

2.1.21 **Thresholds** means the financial value that determines how a procurement is to be undertaken.

### **3 Extent and Application**

3.1 These Procurement Regulations are made under section 81 of the Local Government (Scotland) Act 1973.

3.2 These Procurement Regulations must be interpreted in accordance with the principles of openness, fairness and non-discrimination.

3.3 All Council personnel shall comply with the terms of the Procurement Regulations. Failure by any employee to comply with the Procurement Regulations or associated Procurement Guidance Notes may be grounds for disciplinary action.

3.4 Subject to the provisions of Paragraph 3.11, the Procurement Regulations shall apply to:

a) Any procurements undertaken by, or on behalf of, the Council with the intention of creating a contract or contracts (including the creation of a framework agreement) for the purchase of goods and/or services, or for the execution of works.

b) Any procurements undertaken by, or on behalf of, the Council with the intention to enter into a call-off contract under an external framework agreement. Prior to call-off from any external framework agreement, the Head of Commercial and Procurement Services must give written approval for the use of the proposed framework agreement.

c) Any amendment or variation of an existing contract for the purchase of goods or services, or for the execution of works, where:

- i. that amendment or variation would exceed the parameters of the approval of the original procurement, or
- ii. the aggregate contract value of the original contract and the variation of that contract would exceed a threshold requiring approval at a higher level, or
- iii. the amendment would result in an assignation or novation to a new supplier.

d) Any procurement undertaken by, or on behalf of, the Council with the intention of leading to the award of a public services concession contract or public works concession contract.

3.5 The Procurement Regulations are subject to the over-riding provisions of European, United Kingdom or Scottish law governing public procurement. They are also subject to any statutory guidance issued from time to time by the EU Commission, UK Government or Scottish Government on public procurement.

- 3.6 When determining the contract value, the Delegated Procurer must take into account the aggregate value of the particular requirement for supplies, services or works across the whole Council. Where any single requirement is divided into Lots the Contract Value will equal the aggregate value of all the Lots. If the procurement of any such requirements is split amongst a number of contracts which, taken individually, are below the threshold values, each of these contracts will be subject to the relevant EU Procurement Directive in place at the time of the procurement in the same way as if the requirements were procured through a single large contract.
- 3.7 Contracts related to “social and other specific services” are subject to what is generally referred to as a Light-Touch Regime. Details of the services covered under this regime, and how the Council will procure such services are included within Procurement Guidance Notes.
- 3.8 All tendering for Supplies and/or Services shall, where appropriate, be carried out in conjunction with the Head of Commercial and Procurement Services. All tendering for Works shall, where appropriate, be carried out in conjunction with the relevant Director and the Head of Commercial and Procurement Services.
- 3.9 The following types of contract are exempted from the provisions of these Procurement Regulations:-
- a) Any contract of employment.
  - b) Any contract relating to the acquisition or disposal or lease of heritable property or any other interest in land.
  - c) Any award of a Grant.
  - d) Any contract for the Sponsorship of an event.
  - e) Any contract which relates to the appointment of legal counsel or expert witnesses in any legal proceedings on behalf of the Council.
  - f) Any contract which, in the opinion of the Director of the procuring Service, or of the Chief Executive, is urgently required to prevent danger to life, serious risk to health or damage to property. Where practicable the Director or the Chief Executive shall consult with the Head of Commercial and Procurement Services before taking any action under this paragraph. In all circumstances where this exemption has been used:
    - i. the Head of Commercial and Procurement Services shall be notified as soon as reasonably practicable and
    - ii. any contract entered into on behalf of the Council must be noted in the Contracts Register and be reported to the appropriate Committee by the Delegated Procurer as soon as practicable.
  - g) Any contract that is to be performed in-house.
- 3.10 The Procurement Regulations may be suspended either in whole or in part by the Chief Executive and the Head of Commercial and Procurement Services in writing in respect of an award of any contract where there are special circumstances justifying the suspension.
- 3.11 Where the Chief Executive and the Head of Commercial and Procurement Services have decided that the criteria for suspension of Procurement Regulations are fulfilled, then a contract may be awarded to the preferred supplier or contractor as appropriate and the reason(s) must be noted in the Contracts Register. Any contract made on behalf of the



Council under this paragraph shall be reported to the appropriate Committee by the Delegated Procurer as soon as practicable.

- 3.12 The Procurement Regulations must be read in conjunction with the Procurement Guidance Notes issued by the Head of Commercial and Procurement Services. Where there is any discrepancy between documents, the Procurement Regulations will take precedence.
- 3.13 Any query regarding the application or interpretation of the Procurement Regulations should be made in the first instance to Commercial and Procurement Services.

## **4 Procurement Procedures**

### **4.1 Authority to Incur Expenditure**

4.1.1 No tender shall be invited or contract entered into unless the total estimated expenditure has been previously approved. The allocation of a budget as part of the Council's budget setting process is insufficient. The method of authorising a procurement is dependent on the Contract Value as follows:

4.1.1.1 Contracts below £50,000 (supplies/services) or £250,000 (works)

Subject to budget approval, the relevant Head of Service may give authority to conduct any procurement where the estimated value of contract is below £50,000 (supplies/services) or £250,000 (works). The procurement shall be undertaken by a Delegated Procurer in line with Section 4.3 of these Procurement Regulations.

4.1.1.2 Contracts between £50,000 (supplies/services) or £250,000 (works) and applicable EU Threshold.

Contracts with an estimated value of between £50,000 and the EU Threshold (for supplies/services) or between £250,000 and the EU Threshold (works) shall require the approval of Committee prior to procurement being undertaken.

4.1.1.3 Contracts Equal to or Exceeding the Applicable EU Threshold (supplies, services or works).

Contracts with an estimated value equal to or exceeding the applicable EU Threshold (supplies, services or works) shall require the approval of Committee prior to procurement being undertaken.

4.1.1.4 Expenditure via Framework Agreements

Where it is expected that there may be multiple call-offs from a framework agreement that has been approved for use by the Head of Commercial & Procurement Services, then an initial report detailing requirements shall be submitted to the relevant Committee depending on the estimated total value of the call-offs and in advance of these being made. If such a report has not been submitted then individual call-offs must be approved as per 4.1.1.1 to 4.1.1.3 above. Where such a report has been submitted and approved, then the procuring Service must advise the Committee on an annual basis of expenditure made within that year, and cumulative expenditure against initial estimate.

- 4.1.2 In all cases where the estimated net cumulative additional cost, whether because of extension to contract, additional costs or any other reason, is more than the lesser of £100,000 or 25% of the approved contract value the Head of Service shall ensure that a report on the matter is submitted to the next meeting of the relevant Committee (for contracts equal to or greater than £50,000 (Goods and/or Services) or £250,000 (Works)) for approval. In such circumstances the indicative previously agreed total contract value cannot be exceeded without the relevant approval being received.
- 4.1.3 Where a contract value has been previously approved by the relevant Head of Service, or Committee and it becomes apparent to the Head of the procuring Service that the indicative total value of the contract as previously reported is likely to be exceeded, the Head of the procuring Service shall consult with the Head of Commercial and Procurement Services on what action requires to be taken and no further orders shall be made under the contract until such advice has been obtained.
- 4.1.4 There shall be no artificial splitting of a contract to avoid the application of the provisions of Scottish, UK or EU procurement law and/or these Procurement Regulations

## **4.2 Authority to Carry Out Procurements**

- 4.2.1 All contracts let by or on behalf of the Council shall be subject to an obligation on the Head of Commercial and Procurement Services to seek best value for the Council. The Head of Commercial & Procurement Services and the Delegated Procurer will be responsible for demonstrating fairness, non-discrimination, equal treatment and transparency in the contract procedures chosen to all parties having an interest in those procedures.
- 4.2.2 Procurements shall only be carried out by Delegated Procurers who have been designated as such by the Head of Commercial and Procurement Services and who hold relevant Delegated Procurement Authority ([Procurement Guidance Note 3](#)).
- 4.2.3 Delegated Procurement Authority will be reviewed on an annual basis, or as required, and may be increased, reduced or withdrawn by the Head of Commercial and Procurement Services as necessary.

## **4.3 Quotations - Contracts below £50,000 (Supplies/Services) or £250,000 (Works)**

- 4.3.1 The procedure to be followed for the award of any contract by the Council depends on the estimated Contract Value. Values or amounts referred to in these Procurement Regulations shall be based on the best available estimate at the time of tendering.
- 4.3.2 For any contract with a total estimated value below £50,000 (for supplies and services) or £250,000 (for works), the Delegated Procurer shall follow [Procurement Guidance Note 4a \(supplies and services\)](#) and [4b \(works\)](#) and obtain written quotations to ensure the demonstration of best value to the Council in the sourcing decision.
- 4.3.3 All requests for quotations shall be advertised, and submissions received, via the Quick Quote online procurement tool available via Public Contracts Scotland, unless

authorisation has been given by the Head of Commercial and Procurement Services to the contrary.

#### **4.4 Competitive Tendering (Where the Contract Value is below the EU Threshold)**

4.4.1 Where any contract has an estimated value of between £50,000 and the EU Threshold (for supplies/services) or between £250,000 and the EU Threshold (works), or is otherwise exempt from the full application of EU Procurement Rules, competitive tendering shall be undertaken.

4.4.2 To ascertain how the procurement shall be undertaken in relation to the requirement, the Delegated Procurer shall follow [Procurement Guidance Note 5a \(supplies and services\)](#) and [5b \(works\)](#).

4.4.3 All tenders shall be appropriately advertised, and submissions received, via Public Contracts Scotland or such other platform as may be authorised by the Head of Commercial and Procurement Services.

#### **4.5 EU Procurement**

4.5.1 An EU Procurement must be undertaken where the Council proposes to tender for any contract with an estimated value equal to or exceeding the applicable EU Threshold (Supplies, Services or Works).

4.5.1 To ascertain how the procurement shall be undertaken in relation to the requirement, the Delegated Procurer shall follow [Procurement Guidance Note 6](#).

4.5.2 All tenders shall be appropriately advertised, and submissions received, via Public Contracts Scotland or such other platform as may be authorised by the Head of Commercial and Procurement Services.

## **5 Roles and Responsibilities**

### **5.1 General Responsibilities**

5.1.1 It is the duty of all employees within the Council to ensure that these Procurement Regulations, and any associated Procurement Guidance Notes, are adhered to in order to ensure Best Value is achieved in relation to expenditure relating to supplies, services or works. The allocation of a budget as part of the Council's budget setting process is not sufficient to comply with these Procurement Regulations.

### **5.2 Committee**

5.2.1 Unless otherwise exempt, Committee's prior approval is required in respect of any procurement where the estimated value of the contract exceeds the relevant EU threshold in place at the time when the procurement is to take place. No procurement that exceeds, or is anticipated to exceed, any relevant EU threshold in place at the time when the procurement is to take place, shall be invited or contract entered into unless the total estimated expenditure has been previously approved by Committee.

### **5.3 Head of Commercial and Procurement Services**

5.3.1 The Head of Commercial and Procurement Services is responsible for all procurement and tendering arrangements for supplies, services and works.

5.3.2 The Head of Commercial and Procurement Services shall authorise, by means of Delegated Procurement Authority, adequately trained staff to undertake procurement activity (Delegated Procurers).

5.3.3 The Head of Commercial and Procurement Services shall ensure that relevant Procurement Guidance Notes are in place and that necessary revisions are made to these on a regular basis to reflect changes in legislation, Council policy or good practice.

5.3.4 The Head of Commercial and Procurement Services may delegate such responsibilities under these Procurement Regulations as are permitted by the Scheme of Delegation.

### **5.4 Directors (including Chief Officer of Integrated Health & Social Care Partnership)**

5.4.1 Each Director has responsibility to ensure staff in their directorate follow the Procurement Regulations for all contracts let by their Directorate and is accountable to the Council for the performance of their duties in relation to contract management. Each Director shall be able to evidence that the procurements are compliant with these Procurement Regulations and associated Procurement Guidance Notes.

5.4.2 Each Director shall ensure that all contracts in place within their Directorate are entered into the corporate Contracts Register on at least a quarterly basis. The details required to be provided are detailed within [Procurement Guidance Note 9](#).

### **5.5 Delegated Procurers**

5.5.1 All Delegated Procurers will ensure compliance with relevant procurement legislation, these Procurement Regulations and Procurement Guidance Notes.

5.5.2 Delegated Procurers are authorised to undertake procurements to the levels stated within their individual Delegated Procurement Authority. They must ensure that these are not exceeded without the authority of the Head of Commercial and Procurement Services.

5.5.3 Delegated Procurers will undertake regular training in order to maintain their Delegated Procurement Authority.

## 6 Sustainable Procurement

- 6.1 The Council is committed to working towards sustainable development, and in particular sustainable procurement and will work to embed the principles of sustainability at all stages of procurement activities to ensure that social, environmental and economic impacts are considered throughout the procurement and contract management process, consistent with relevant legislation.
- 6.2 In the context of these Procurement Regulations “sustainable development” shall be taken to mean development which secures a balance of social, economic, health and environmental well-being in the impact of activities and decisions, and which seeks to meet the needs of the present without compromising the ability of future generations to meet their own needs.
- 6.3 Before carrying out a Regulated Procurement, the Council must consider how in conducting the procurement process it can:
- i. improve the economic, social and environmental wellbeing of the Council’s area.
  - ii. facilitate the involvement of small and medium enterprises, third sector bodies and supported businesses in the process, and;
  - iii. promote innovation.
- 6.4 In carrying out the procurement the Council must act with a view to securing such improvements as identified within paragraph 6.3. However the Council must only consider matters that are relevant to what is proposed to be procured and, in doing so, consider the extent to which it is proportionate in all the circumstances to take those matters in to account.
- 6.4 Detailed information is available within [Procurement Guidance Note 10](#).

## 7 Purchase Orders

- 7.1 No supplies, services or works shall be ordered or instructed except on an official order form, which shall be in an approved format. Where, by reason of urgency or necessity, a verbal order is issued, it must be confirmed immediately in writing by the issue of an official order form. The supplier shall be requested to quote order numbers on all invoices.
- 7.2 The order, with the contract references/schedule numbers added, shall be approved by the Director or other authorised signatory. All Directors must furnish the Head of Finance with a list of signatories approved for this purpose, and shall advise him or her of additions to or deletions from the list as they occur as per the Council’s Scheme of Delegation. The officer approving the purchase order must be satisfied that there is appropriate budgetary provision covering the estimated cost and that Council procurement procedures have been followed prior to authorisation.

## 8 Special Matters

### 8.1 Internal Departments

8.1.1 Where supplies, services or works can be provided by another Service of the Council, this may be delivered by that Council Service following consultation between the Head of the relevant Service(s) and the Head of Commercial and Procurement Services. It is the responsibility of the manager of the in-house provider to ensure that Best Value for the Council is achieved by either (a) carrying out such supplies, services or works at cost; or (b) providing requested advice and support in relation to contracting with an external provider.

## **8.2 Second Hand Goods**

8.2.1 Second hand goods up to a value of £50,000 may be acquired without a competitive quotation being obtained provided that:

- a) The Director of the relevant Service can demonstrate that the purchase is necessary to facilitate service delivery.
- b) The Director of the relevant Service can demonstrate that the purchase represents best value, having given due consideration to the cost of an equivalent new purchase and estimated life of the asset both from new and current age.
- c) The goods have been subject to inspection to ascertain their physical condition, with a record kept of the outcome of the inspection.
- d) The Council has clear title to the goods.
- e) The Director obtains in writing (including e-mail) the prior agreement of the Head of Finance before effecting the purchase.

## **8.3 Grants**

8.3.1 The awarding of grants is a means by which the Council provides subsidies or funding to external bodies (including individuals, businesses and third sector organisations) to further the aims of those external bodies. Grants must not be used to procure Supplies, Services or Works which the Council would otherwise have to procure in accordance with these Procurement Regulations.

8.3.2 Whilst an award of a grant by the Council may not be subject to these Procurement Regulations, it is essential that the Council's procedures on Following the Public Pound are considered.

8.3.3 Where it is envisaged that there may be any procurement or state aid implications in the award of grants, then the Head of Commercial and Procurement Services and Head of Legal Services must be consulted prior to entering into any such arrangement.

8.3.4 Purchase of supplies, services or works in relation to grant funding awarded to the Council will be carried out in accordance with the provisions within these Procurement Regulations, as per the values within Section 4.1.

## **8.4 Shared Services**

- 8.4.1 Shared Services are arrangements where the Council collaborates with other public authorities to obtain supplies, services or works from them. Advice on the operation of procurement rules in respect of any proposed shared service arrangement should be sought from the Head of Commercial and Procurement Services.
- 8.4.2 Identification of a proposed shared service arrangement should be undertaken in consultation with the Head of Commercial and Procurement Services and can only be entered into where the Director of the relevant Service can demonstrate that such an arrangement represents Best Value to the Council.
- 8.4.3 Approval to enter into a shared service arrangement must be sought from the Committee, as per the values within Section 4.1 of these Procurement Regulations.

## **9 Tender Issue and Receipt**

- 9.1 The Delegated Procurer shall issue invitations to quote/tender and contract documents for all contracts in compliance with these Procurement Regulations and relevant Procurement Guidance Notes.

### **9.2 Terms and Conditions of Contract**

- 9.2.1 Except where specialist Terms and Conditions are required, the Delegated Procurer shall use the standard Terms and Conditions of Contract in use by the Council, or those within a relevant framework agreement. Any specialist Terms and Conditions must be approved in writing by the Head of Commercial and Procurement Services or the Head of Legal as appropriate. Terms and Conditions of Contract are detailed within **Procurement Guidance Note 11**.
- 9.2.2 On no occasion will the Council contract under Terms and Conditions supplied by any tenderer/contractor unless these have been reviewed and agreed by the Head of Commercial and Procurement Services or the Head of Legal as appropriate.

### **9.3 Advertisement**

- 9.3.1 Unless agreed otherwise in writing by the Head of Commercial and Procurement Services, any tender which requires to be advertised in accordance with these Procurement Regulations shall be advertised via the Public Contracts Scotland website ([www.publiccontractsscotland.gov.uk](http://www.publiccontractsscotland.gov.uk)), notwithstanding any other form of advertisement or notice required by law or otherwise.

### **9.4 Issue of Tenders**

- 9.4.1 Electronic procurement (e-procurement) processes will be utilised for all tender exercises where this is practically possible. Contracts shall be advertised, contract documents issued, information exchanged, tenders submitted, received and opened via electronic means. Detailed information is available within **Procurement Guidance Note 12**.

- 9.4.2 Where in exceptional circumstances, electronic procurement is not utilised all procedures shall reflect as closely as possible those where electronic procurement is utilised. Tender issue, submission and opening shall, in these circumstances, be undertaken as per [Procurement Guidance Note 12](#).

## 9.5 Receipts of Tenders

- 9.5.1 Tenders will be received and opened electronically via the electronic tendering system utilised by the Council. Where, in exceptional circumstances, electronic procurement is not utilised, tender receipt and submission shall be undertaken as per [Procurement Guidance Note 12](#).

## 10 Tender Evaluation

- 10.1 Tenders shall be evaluated by a group of nominated individuals in accordance with the relevant Procurement Guidance Note.
- 10.2 Tenders shall be evaluated in accordance with the quotation or tender award criteria, and on the basis of establishing which offer is the most economically advantageous and provides Best Value to the Council.
- 10.3 Tenders shall be evaluated strictly in accordance with the evaluation criteria set out in the tender documents. No tender shall be accepted based on evaluation of criteria not set out in the tender documents
- 10.4 A written record shall be maintained outlining the evaluation process, recording the process followed, the criteria applied, and detailing the reasons for the decision. This record shall be retained as per the Council's [Retention Policy](#) and is further detailed within [Procurement Guidance Note 16](#)

## 11 Supplier Selection and Tender Acceptance

- 11.1 As soon as reasonably practicable after a decision has been made to eliminate a supplier or tender at any stage of a procurement procedure the Council must notify those tenderers and candidates concerned of their elimination by notice in writing.
- 11.2 As soon as possible after a decision has been made to award any contract following a procurement process where Contract Value is above the relevant EU threshold the Council shall, by notice in writing, inform all candidates and economic operators concerned of the Council's decision to award the contract.
- 11.3 Tender Acceptance letters and debrief letters shall be prepared by the Delegated Procurer and approved by the relevant Category Manager within Commercial & Procurement Services. Debriefs shall be undertaken in accordance with relevant legislation..



## 12 Award of Contract

12.1 At the conclusion of the tender procedure and (if applicable) after the expiry of any Standstill Period the final contract shall be entered into between the Council and the successful tenderer.

12.2 Contracts shall be entered into and executed as follows:

12.2.1 **Contracts with a value equal to or exceeding the relevant EU Threshold**, through the execution of a written contract executed in accordance with Scots law, unless otherwise agreed in accordance with Paragraph 9.2.2, signed on behalf of the Council by a Proper Officer and signed by the contractor by a duly authorised person.

12.2.2 **Contract Values of less than the relevant EU Threshold**, unless the Head of Commercial & Procurement Services has directed a particular option in the case of a procurement, the Delegated Procurer shall determine whether the contract should be executed either:

- i. through the execution of a written contract executed in accordance with Scots law (unless otherwise agreed in accordance with Paragraph 9.2.2) and signed on behalf of the Council by a Proper Officer and signed by the contractor by a duly authorised person; or
- ii. by the issuing of an Award Letter by the Head of the procuring Service, and the return of such letter signed by a duly authorised person on behalf of the tenderer signifying their acceptance of the appointment on the terms and conditions stated therein.

## 13 Contract Management

13.1 It is the responsibility of the Delegated Procurer to ensure that details of all contracts are included within the Contracts Register, and that copies of all concluded contracts are available to Commercial and Procurement Services as required.

13.2 The Delegated Procurer shall ensure that the performance of the contract is monitored and reviewed in a way which is proportionate to the value, duration, subject matter and complexity of the contract, and in accordance with **Procurement Guidance Note 18**.

## 14 Records and Reporting

14.1 The Head of Commercial and Procurement Services shall maintain and publish a Contracts Register for the monitoring of all contracts and framework agreements developed or in use across the Council, which shall include, as a minimum, all information as required by relevant legislation. This information is detailed within **Procurement Guidance Note 9**.

14.2 Each Procuring Service shall ensure that the required information as detailed within **Procurement Guidance Note 9** is communicated to Commercial and Procurement Services on at least a quarterly basis in order to maintain the Contracts Register.

- 14.3 The Head of Commercial and Procurement Services shall produce and publish a Corporate Procurement Strategy, which shall be reviewed on an annual basis. The Corporate Procurement Strategy shall include, as a minimum, all information as required by relevant legislation.
- 14.4 The Head of Commercial and Procurement Services shall produce and publish an Annual Procurement Report as soon as practicable after the end of each financial year. The Annual Procurement Report shall include, as a minimum, all information as required by relevant legislation.
- 14.5 Delegated Procurers shall comply with all reporting procedures put in place by the Head of Commercial and Procurement Services.
- 14.6 The Director of the procuring Service shall ensure that required reports are brought to the relevant Council Committee.
- 14.7 The Head of Commercial and Procurement Services shall ensure that reports on matters specified in the Corporate Procurement Strategy, and otherwise as required, are brought to the relevant Council Committee.

## **15 Contracts for Health or Social Care Services**

- 15.1 For the purposes of this section of the Procurement Regulations, Contracts for Health or Social Care Services shall mean contracts for the provision of services under the Social Work (Scotland) Act 1968; the Children (Scotland) Act 1995; or the Mental Health (Care and Treatment) (Scotland) Act 2003; or any other function of the Council covered by the definition of a care service in the Regulation of Care (Scotland) Act 2001, including housing support services and any other relevant legislation.
- 15.2 Information in relation to the procurement of Health and/or Social Care Services is given within the relevant Procurement Guidance Note.
- 15.3 Where the relevant Director is satisfied that one or more of the following circumstances apply, he/she has delegated authority to enter into an exceptional procedure with one provider:
- a) Where the Director is satisfied that the requirement of the contract is unique or, after research, only one suitable source of supply can be identified.
  - b) When, for reasons of extreme urgency or risk to life or health and wellbeing the other procurement procedures cannot reasonably be complied with.
  - c) Where, for example in the case of certain residential or supported living services, there are only limited spaces available for a specific type of care and those spaces only become available occasionally and at short notice.
  - d) Where the Council is instructed by a Children's Hearing or Educational Tribunal to place a child in a particular setting.

- e) Where the individual has a right to choose and direct their own accommodation and/or support
- f) Where the Director is satisfied that the risk to service user(s) outweighs the benefits of advertising the requirement and awarding the contract or framework following competition

15.4 An exceptional procedure means direct negotiations with a single provider/contractor without competition or further competition with a view to the Director awarding the contract to that contractor or extending an existing contract.

15.5 Where the exceptional procedure has been used, the Chief Officer of the Integrated Health and Social Care Partnership and/or Head of Children's Services shall report to the relevant Committee detailing the contract values, names of provider and types of service commissioned/procured by this means. In addition, the Director shall ensure that the details of the contract are entered into the Contracts Register.

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## ABERDEEN CITY COUNCIL

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COMMITTEE	Finance, Policy and Resources
DATE	07 June 2016
DIRECTOR	Pete Leonard
TITLE OF REPORT	Service to Deliver Mobility Equipment Hire.
REPORT NUMBER	CHI/16/108
CHECKLIST COMPLETED	Yes

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### 1. PURPOSE OF REPORT

This report updates members on the exemption made on the Standing Order SO1(6) B) and the progress made in establishing a mobility equipment hire at a range of locations across the city. A gap in service provision for the city centre (north) had been identified since service provision by Shopmobility at Flourmill Lane (within the former St. Nicholas House carpark moved to Union Square.

### 2. RECOMMENDATION(S)

The committee is asked to:

- Note the exemption made on the Standing Order SO1(6)(B) to progress the commission based contract where we provide funding to the service provider to enable them to offer a flexible mobility equipment hire service at a range of locations across the city.
- Instruct officers to periodically update the committee on the progress of Shopmobility in implementing the scheme

### 3. FINANCIAL IMPLICATIONS

The expenditure, approved by Finance, Policy and Resources committee on 19<sup>th</sup> June 2014, was for an initial £91K to enable the service provider to acquire a suitable vehicle to enable them to operate on a mobile basis and £34K annually thereafter .The £34k is funded from the former Shopmobility service budget with costs for the vehicle/mobile unit maintenance, insurance and offsetting the loss of car parking income due to the mobility unit occupying fee related spaces to be funded from contingencies.

#### 4. OTHER IMPLICATIONS

The request under Standing Order on Contracts and Procurement 1 (6) was approved as otherwise the funding would have been lost and our opportunity to support the disabled members of our community via this scheme would have been lost.

#### 5. BACKGROUND/MAIN ISSUES

Since the report of 19 June 2014 was approved by Finance, Policy and Resources, there has been work undertaken to identify suitable operators across the market. Whilst a number of different “mobility” service providers across the country offer a service similar to that required, they all remain very specific to their own geographic location and there is no appetite for new entrants or existing operators to cross boundaries as they see it.

Within Aberdeen City we have Shopmobility who have successfully operated a mobile hire facility for about 20 years. Unfortunately as a result of the council’s move to Marischal College in 2011, Shopmobility lost their premises on Flourmill Lane and subsequently moved to Union Square. However it has been identified that this is not the most suitable location for the majority of its service users and a mobile unit to allow them to meet the needs of the end users would be the most practical solution.

As this is a commission based contract a direct award was made to the incumbent service provider Shopmobility Aberdeen, who know and understand the requirements of the local client base.

There was no merit to be gained from offering this commission based opportunity to other providers in the market (there are none) and so a direct award was made to enhance the service offered to the local client base by providing £91K to fund a mobile unit from which the service provider can operate. This provided the opportunity to enable the service provider to reach a greater number of people who could benefit from this valuable service.

Our officers are providing Shopmobility with technical assistance/ advice to help them implement the scheme and can report back to periodically to committee on the progress made by Shopmobility.

Since this is an example of the Council and Shopmobility working in partnership on an initiative which will help the Council deliver on its Equality Outcomes, there is the opportunity to draw on the resource provided by officers in Corporate Communications to promote the new scheme.

## 6. IMPACT

### **Improving Customer Experience:**

The proposal to have a new and effective service, will contribute to our Equality Outcomes- “An engaged community”, “An accessible city” and “Improved customer service provision which advances equality and addresses people’s different needs.”

This will help address the negative feedback around loss of disabled car park spaces and access to city centre experiences, such as International markets, Winter Festival events and the Café Culture trial in Belmont Street. The mobility equipment service could also be located at events at Duthie Park, Hazlehead and Aberdeen Beach to encourage participation of groups who felt previously excluded.

### **Improving Staff Experience:**

This proposal offers the opportunity for staff to engage positively and constructively with partners Shopmobility and their clients – a range of people with disabilities.

### **Improving our use of Resources:**

The city will benefit from the new service, making it easier for people with disabilities to participate more fully in public life, since council services as well as private and voluntary sector locations will become more accessible.

### **Corporate:**

This report fits within the Council’s Equalities Outcomes which have been developed in line with the Council’s vision; *Aberdeen - the Smarter City*. We will ensure all citizens are encouraged and supported appropriately to make their full contribution. In order to address this, we will challenge inequalities wherever they exist and bring our communities closer together.

The Equality Outcomes, since they are all about improving services and access to services for the citizens of Aberdeen, offer positive opportunities for joint working with partner organisations on projects/ activities - a new service for people with disabilities can be a positive way of demonstrating this.

This proposal as part of the Council’s commitment to equalities fits with the underlying principle of equalities across all the thematic groups within Community Planning.

### **Public:**

This report is highly relevant to ensuring that the council meets the General Equality Duty.

The EHRIA Indicates that the service will contribute positively to all three parts of the General Duty; to eliminate discrimination, to advance equality of opportunity and to foster good relations.

The EHRIA demonstrates a positive impact, particularly on people with disabilities, older people and families with young children. If access improves for people with disabilities, then it improves too for older people and parents/ carers pushing prams and buggies.

## 7. MANAGEMENT OF RISK

Delivering on the published Equalities Outcomes will help public authorities comply with their legal duties under:

- a. Section 149 of the Equality Act 2010 (the public sector equality duty), and
- b. The Equality Act 2010 (Specific Duties) (Scotland) Regulations 2012

## 8. BACKGROUND PAPERS

“Procurement of Services to Deliver Mobility Equipment Hire”, report to Finance, Policy and Resources 19 June 2014. EPI/14/152.

“Request under Standing Orders 1(6)(b) for an exemption from the council’s Standing Orders on Contracts and Procurement in Relation to Mobility Hire April 2016.”

## 9. REPORT AUTHOR DETAILS

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