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To: Councillor Wheeler, Convener; Councillor Bell and Graham, Vice Conveners; and Councillors Cooke, Cormie, Delaney, Lesley Dunbar, Jackie Dunbar, Hutchison, Lumsden, Macdonald, Jennifer Stewart, the Depute Provost and Townson.

Town House,
ABERDEEN 09 May 2019

OPERATIONAL DELIVERY COMMITTEE

The Members of the **OPERATIONAL DELIVERY COMMITTEE** are requested to meet in **Council Chamber - Town House** on **THURSDAY, 16 MAY 2019 at 2.00 pm.**

FRASER BELL
CHIEF OFFICER - GOVERNANCE

B U S I N E S S

DETERMINATION OF URGENT BUSINESS

- 1 There are no urgent items at this time

DETERMINATION OF EXEMPT BUSINESS

- 2 There are none at this time.

DECLARATIONS OF INTEREST

- 3 Members are requested to intimate any declarations of interest

REQUESTS FOR DEPUTATION

- 4 There are no requests for deputation at this time

MINUTE OF THE PREVIOUS MEETING

- 5 Minute of the Previous Meeting of 14 March - for approval (Pages 5 - 12)

COMMITTEE PLANNER

- 6 Committee Business Planner (Pages 13 - 20)

NOTICES OF MOTION

- 7 There are no reports under this heading

REFERRALS FROM COUNCIL, COMMITTEES AND SUB COMMITTEES

- 8 There are no reports under this heading

FINANCE, PERFORMANCE, RISK AND SERVICE WIDE ISSUES

- 9.1 Performance Report - COM/19/098 (Pages 21 - 62)

GENERAL BUSINESS

- 10.1 Annual Committee Effectiveness Report - GOV/19/094 (Pages 63 - 78)

- 10.2 Management of Gaps in the Public Transport Network - PLA/19/080
(Pages 79 - 86)

- 10.3 Traffic Management Measures within TECA - OPE/19/247 (Pages 87 - 94)

- 10.4 Various Small Scale Traffic Management Stage 3 - Westerton Road - OPE/19/157 (Pages 95 - 102)

- 10.5 Various Small Scale Traffic Management Stage 3 - OPE/19/239 (Pages 103 - 128)

- 10.6 Craigshaw Drive Cycle Tracks - Traffic Regulation Orders - Public Consultation - OPE/19/249 (Pages 129 - 156)

- 10.7 Motocycles in Bus Lanes - PLA/19/081 (Pages 157 - 164)

- 10.8 Review of Broad Street Partial Pedestrianisation Including Safety Review - PLA/19/088 - to follow
- 10.9 Lochside Academy - Transport and Safe Routes to School - Annual Update 2019 - PLA/19/235 (Pages 165 - 174)
- 10.10 Equalities Mainstreaming Report - CUS/19/272 (Pages 175 - 402)

EHRIA's related to reports on this agenda can be viewed at
[Equality and Human Rights Impact Assessments](#)

To access the Service Updates for this Committee please use the following link:
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OPERATIONAL DELIVERY COMMITTEE

ABERDEEN, 14 March 2019. Minute of Meeting of the OPERATIONAL DELIVERY COMMITTEE. Present:- Councillor Wheeler, Convener; Councillor Bell and Graham, Vice-Convener; and Councillors Alphonse (as substitute for Councillor Hutchison), Boulton (as substitute for Councillor Lumsden for item 6 only), Cormie, Donnelly (as substitute for Lesley Dunbar), Jackie Dunbar, Duncan (as substitute for Councillor Jennifer Stewart), Lumsden, Macdonald, Nicoll (as substitute for Councillor Cooke), Townson and Yuill (as substitute for Councillor Delaney).

The agenda and reports associated with this minute can be found here [here](#).

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.

DECLARATIONS OF INTEREST

1. Councillor Lumsden declared a personal interest in relation to item 10.2 on the agenda, Gray Street and Salisbury Terrace, as a resident of Gray Street. Councillor Lumsden intimated that he would leave the meeting at that point and take no part in the deliberation of the item.

The Committee resolved:-

to note the declaration of interest from Councillor Lumsden.

MINUTE OF THE PREVIOUS MEETING OF 17 JANUARY 2019

2. The Committee had before it the minute of the previous meeting of 17 January 2019, for approval.

The Committee resolved:-

to approve the minute as a correct record.

COMMITTEE BUSINESS PLANNER

3. The Committee had before it the committee business planner as prepared by the Chief Officer – Governance.

The Committee resolved:-

(i) to remove items 4 (Carers Strategy), 5 (Detrunking of the A90/A96), 6 (Gray Street, Salisbury Terrace), 7 (Lochside Academy flooding issues around safe

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- routes to school), 10 (Alive @ 5), 11 (Council Tenants Arrears) and 12 (Performance Report);
- (ii) to agree to transfer items 8 (SUDS Section 7) and 9 (Alexander Ogston Plaque) to the City Growth and Resources Committee;
 - (iii) to note that a report on the implementation of the full service of Universal Credit will be reported to the November meeting; and
 - (iv) to otherwise note the information on the Business Planner.

PERFORMANCE REPORT - COM/19/090

4. The Committee had before it a report by the Chief Operating Officer and the Director of Customer Services, which provided members with a status of key performance measures relating to the Operations Function. Appended to the report were the performance summary dashboard and the performance analysis of exceptions.

The report recommended:-

that the Committee provide comments and observations on the performance information contained in the report appendices and highlight any indicators or areas of service they would like to see featured in future reports.

The Committee resolved:-

- (i) to agree that a Service Update be issued with details on voids and what was currently being done to assist residents;
- (ii) to request that the Director of Customer Services circulate details of benchmarking with other local authorities in regard to absences; and
- (iii) to otherwise note the information provided in the Performance Report.

YOUNG CARERS SERVICE - UPDATE - CUS/19/086

5. With reference to article 8 of the minute of the meeting of 29 May 2018, the Committee had before it a report by the Chief Operating Officer, which provided an update on the Young Carers Service.

The report recommended:-

that the Committee note the update within the report.

The Committee resolved:-

- (i) to approve the recommendation contained within the report; and
- (ii) to thank officers for the positive work that had been undertaken in regard to the Young Carers strategy.

DECLARATION OF INTEREST

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In accordance with Article 1 of this minute, Councillor Lumsden left the meeting prior to consideration of the following item of business. At this juncture, Councillor Boulton replaced Councillor Lumsden for the following item.

At this juncture, Councillor Boulton replaced Councillor Lumsden for the following item.

GRAY STREET AND SALISBURY TERRACE - OPE/19/152

6. The Committee had before it a report by the Chief Operating Officer, which considered objections that had been lodged with respect to the proposed Traffic Regulation Order titled “The Aberdeen City Council (Gray Street and Salisbury Terrace, Aberdeen) (One Way) Order 201 (X).

The report recommended:-

That the Committee -

- (a) note the objections received as a result of the statutory consultation in relation to the “The Aberdeen City Council (Gray Street and Salisbury Terrace, Aberdeen) (One-Way) Order 201(X)” and consider the contents of the objections; and
- (b) instruct officers to take no further action and leave Gray Street and Salisbury Terrace as they are in terms of current accessibility by motor vehicles.

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

That the Committee approve the recommendations contained within the report.

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

That the Committee -

- (1) note the objections received as a result of the statutory consultation in relation to the “The Aberdeen City Council (Gray Street and Salisbury Terrace, Aberdeen) (One Way) Order 201 (X)” and consider the contents of the objections;
- (2) in relation to Salisbury Terrace, instruct officers to take no further action and leave Salisbury Terrace as it is in terms of current accessibility by motor vehicles;
- (3) in relation to Gray Street and subject to the City Growth and Resources Committee approval of budget spend:-
 - (a) agree to progress the introduction of an experimental 18-month order and instruct officers to further engage with local members over the scope and directions of the system;
 - (b) agree that the experimental 18-month order should maintain two-way access between Great Western Road and Great Western Lane so as to maintain existing access and exit arrangements for the Mariner Hotel;

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- (c) instruct officers to closely monitor the impact of the experimental 18-month order, including seeking feedback from residents and businesses, and to report back to this Committee on this with recommendations on whether to replace the experimental order with a permanent order; and
- (d) agree to fund this from the Cycling, Walking and Safer Streets capital budget.

On a division there voted:- for the motion (7) – the Convener, and Councillors Bell, Boulton, Graham, Donnelly, Duncan and Macdonald; for the amendment (6) – Councillors Alphonse, Cormie, Jackie Dunbar, Nicoll, Townson and Yuill.

The Committee resolved:-

to adopt the motion and therefore approve the recommendations contained within the report.

At this juncture, Councillor Lumsden returned to the Committee and participated in the remaining items of business.

LOCHSIDE ACADEMY - FLOODING ON SAFE ROUTES TO SCHOOL - PLA/19/209

7. The Committee had before it a report by the Chief Officer – Strategic Place Planning, which provided an update on the resolution of the localised flooding issue on South Loirston Road which formed part of the safe walking routes to Lochside Academy.

The Committee heard from Gale Beattie, Chief Officer – Strategic Place Planning, who provided an update to members. Mrs Beattie explained that work had recently been undertaken by Stewart Milne Homes to rectify the situation, which included the grass verge height being reduced at the flooding point and that a pipe had also been fitted to drain water away from the corner and under the wall. Mrs Beattie advised that officers had assessed the impact and the work undertaken had been successful.

The report recommended:-

that the Committee note the contents of the report.

The Committee resolved:-

- (i) to note that work had now been carried out by Stewart Milne Homes to alleviate the flooding problems and officers would continue to monitor the situation by means of inspection of the route;
- (ii) to thank officers for the work that had been undertaken in regard to this issue; and
- (iii) to otherwise approve the recommendation contained within the report.

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ALIVE @ 5 - OPE/19/087

8. The Committee had before it a report by the Chief Operating Officer, which provided an update on the progress of the first three months of the trial period of the “Alive @ 5” scheme.

The report recommended:-

that the Committee –

- (a) note the content of the report and the positive steps taken to introduce the Alive @ 5 scheme;
- (b) acknowledge that the change to the structure of parking charges in off street car parks had not impacted significantly on the aspirations of the Alive @ 5 scheme;
- (c) instruct the Chief Officer - Operations and Protective Services to return parking charges at the 5 car parks involved back to the original charging rates, on completion of the trial period; and
- (d) instruct the Chief Officer - Strategic Place Planning to investigate appropriate means of supporting the Alive @ 5 scheme through engagement with local transport providers and continue to engage with Aberdeen Inspired.

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

That the item be approved, in line with the recommendations contained in the report.

Councillor Yuill, seconded by Councillor Jackie Dunbar, moved as an amendment:-

That the Committee -

- to note the content of the report and the positive steps taken to introduce the Alive 5 scheme
- to agree to extend the trial period by six months and so maintain free parking from 5pm until 8am in the Denburn, Chapel Street, Frederick Street, West North Street and Marischal College car parks until 30th September 2019
- to instruct the Chief Officer of Strategic Place Planning to investigate additional means of supporting the “Alive @ 5” scheme through engagement with local transport providers and continue to engage with Aberdeen Inspired.

On a division there voted:- for the motion (7) – the Convener, and Councillors Bell, Donnelly, Duncan, Graham, Lumsden and Macdonald; for the amendment (6) – Councillors Alphonse, Cormie, Jackie Dunbar, Nicoll, Townson and Yuill.

The Committee resolved:-

to adopt the motion and therefore approve the recommendations contained within the report.

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COUNCIL HOUSING RENT MANAGEMENT - CUS/19/213

9. The Committee had before it a report by the Chief Officer - Early Intervention and Community Empowerment, which provided details on how many Council tenants were in arrears, stating the reasons and whether additional support was necessary in order to prevent those individuals from falling further into financial insecurity.

The report recommended:-

that the Committee note the contents of the report and agree that no additional support measures are required at this time.

The Committee resolved:-

- (i) to note that a report would be brought back to the November meeting on the progress being made, which would also provide details on what was being done to support tenants; and
- (ii) to otherwise approved the recommendation contained within the report.

DETRUNKING OF THE A90 - OPE/19/191

10. The Committee had before it a report by the Chief Operating Officer, which brought together the estimated costs that would have to be met by the Council to continue the maintenance operations of the de-trunked A92 and A96. The report also stated that negotiations were ongoing with Transport Scotland in regard to the asset and recompense for outstanding work.

The report recommended:-

That the Committee –

- (a) instruct the Chief Officer -Operations and Protective Services to include the de-trunked lengths in the Council's list of Adopted Roads, update the Roads Asset Management Plan and include any future works to the de-trunked sections within the annual Roads Capital Programme;
- (b) approve the expenditure required to maintain the de-trunked roads, as described in the A90 Trunk Road (Charleston to Blackdog) Detrunking Order 2010, in accordance with the Council's relevant policies and procedures;
- (c) note that Revenue and Capital expenditures for the maintenance of the de-trunked road would be an annual requirement;
- (d) authorise the Chief Officer -Operations and Protective Services to implement the required maintenance programme; and
- (e) approve that appropriate officers may award contracts for the repair and maintenance of the de-trunked sections of road on receipt of a valid tender submission and subject to the necessary funding being in place, such monies to come from either Transport Scotland or the approved revenue and capital budgets.

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At this juncture, the Committee heard from the Chief Operating Officer, who explained that revised recommendations were now being put forward to be considered.

Revised Recommendations

- (i) to note that the de-trunked lengths will become part of the Council's list of Adopted Roads;
- (ii) to note that the Roads Asset Management Plan will be updated;
- (iii) to note that any future works to the de-trunked sections will be included within the annual Roads Capital Programme, all in accordance with the Traffic orders made by Transport Scotland in 2010, copy contained in Appendix F; and
- (iv) to instruct the Chief Officer -Operations and Protective Services to maintain the road, described in The A90 Trunk Road (Charleston to Blackdog) Detrunking Order 2010, in accordance with the Council's relevant policies and procedures, subject to approval of required expenditure by the Strategic Commissioning Committee or the City Growth and Resources Committee, as appropriate.

The Committee resolved:-

to approve the revised recommendations.

- **Councillor John Wheeler, Convener**

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	A	B	C	D	E	F	G	H	I
1	OPERATIONAL DELIVERY COMMITTEE BUSINESS PLANNER The Business Planner details the reports which have been instructed by the Committee as well as reports which the Functions expect to be submitting for the calendar year.								
2	Report Title	Minute Reference/Committee Decision or Purpose of Report	Update		Chief Officer	Directorate	Terms of Reference	Delayed or Recommended for removal or transfer, enter either D, R, or T	Explanation if delayed, removed or transferred
3	16 May 2019								
4	Traffic Management Measures within TECA	To report on the statutory consultation for the internal traffic management measures proposed for the TECA site.	On agenda	Ross Stevenson	Operations and Protective Services	Operations	5		
5	Management of Gaps in the Public Transport Network	FP&R 20/09/17 - To request the Interim Head of Planning and Sustainable Development to report to the Communities Housing and Infrastructure Committee in May 2018 with regards to the position of operating services under s22 Community Bus Permit and to update on the performance of all supported bus services.	UK Government have still not released the outcome of their Review and Consultation. The High Court have also recently approved a Judicial Review into the Community Bus Permits, which will potentially result in further impact. Officer will report in May to update on all matters. On agenda	Chris Cormack	Strategic Place Planning	Place	1	D	Response still awaited from Department of Transport however a report will still be presented.
6	Various Small Scale Traffic Management Stage 3	Following completion of the public consultation process, this report considers objections that have been lodged with respect to proposed Traffic Regulation Orders (TROs), and as part the statutory procedure set out in the Road Humps (Scotland) Regulations 1998.	On agenda	James Watt	Mark Reily	Operations	5		
7	Various Small Scale Traffic Management Stage 3	ODC 17/01/19 - To instruct the Chief Operating Officer to delay proposals for Westerton Road Prohibition of Waiting, for two committee cycles, to allow officers to carry out further traffic volume and speed surveys now that the AWPR has opened and report these results to the May meeting of Operational Delivery Committee.	On agenda	Tolu Olowoleru	Operations and Protective Services	Operations	5		

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2									
8	Traffic Regulation Orders Craigshaw Drive	Following completion of the public consultation process, this report considers objections that have been lodged with respect to proposed Traffic Regulation Orders that are required to establish dedicated cycle tracks on Craigshaw Drive and on certain lengths of adjacent roads.	On agenda	Graeme McKenzie	Operations and Protective Services	Operations	5		
9	Motorcycles In Bus Lanes	At its meeting on 21 November 2017, the Petitions Committee referred the following petition to the Communities, Housing and Infrastructure Committee for consideration. "We the undersigned petition the council to allow motorcycles to use the city bus lanes at all times." The Committee requested that works would consist of an assessment of other cities schemes and the findings would be reported back to a relevant committee and requested that the report include appropriate consultation with other road user groups.	On agenda	Tony Maric	Strategic Place Planning	Place	5	D	The report was delayed from January and rescheduled to allow officers to gather feedback from other LAs
10	Annual Committee Effectiveness Report	To present the annual effectiveness report for the Committee.	On agenda	Lynsey McBain	Governance	Governance	GD 7.5		
11	Review of Broad Street Partial Pedestrianisation including safety review.	Council 05/03/18 - To instruct the Chief Officer for Strategic Place Planning to conduct a road safety review of the scheme, with relevant stakeholders including Disability Equity Partnership, Bus Companies and the Aberdeen Cycle Forum, (six months after opening) and report back with any recommendations at the earliest opportunity to the next available Committee. Combined with this report is the safety review and the instruction from Council on 5/3/18 was to instruct the Chief Officer Strategic Place Planning to conduct a full review of the Broad Street pedestrianisation (one year after opening) on the effectiveness of the scheme, the implications on the City Centre network and the CCMP and report back with recommendations taking into account rec (b) to the relevant committee at the earliest opportunity.	This report will now combine both of the aspects of the Broad Street review. The partial pedestrianisation and the safety review. On agenda	Tara Gavan/ John Wilson	Capital	Resources	Purpose 1		
12	Lochside Academy	To update members on the performance of the transport services and on the success of provisions in relation to the safe walking routes to Lochside Academy and to seek approval to amend the transport arrangements to Lochside Academy.	On agenda	Chris Cormack	Strategic Place Planning	Place	1		

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2									
13	Equalities Report	To provide members with an update on progress achieved at the end of Year 2 of Aberdeen City Council's Equality Outcomes for 2017-21.	On agenda	Baldeep McGarry	Early Intervention and Community Empowerment	Customer	2 and 3		
14	Performance Report	To provide an update in regard to performance every cycle.	On agenda	Louise Fox	Business Intelligence Unit	Commissioning	Purpose 1		
15	Cycle Paths on Union Street	ODC 19/04/18 - To request that a report be brought back to Committee in regards to the feasibility of cycle paths on Union Street, subject to consultation from the City Centre Masterplan, and to include information on a potential dedicated segregated cycle lane.		Joanna Murray	Strategic Place Planning	Place	GD 5	T	This will now be reported to CG&R as part of the Sustainable Urban Mobility Plan report.
16	17 September 2019								
17	South College Street/Queen Elizabeth Bridge Junction	CH&I - 8/11/17 - To instruct the interim Director of Communities, Housing and Infrastructure to report back to this Committee on a preferred option for South College Street/Queen Elizabeth Bridge junction. The report will also seek approval of a new roads hierarchy		Ken Neil	Operations and Protective Services	Operations	5		
18	Child Poverty	A local authority and each relevant Health Board must, as soon as reasonably practicable after the end of each reporting year, jointly prepare and publish local child poverty action report	To be reported after 1 April 2019	Derek McGowan	Early Intervention and Community Empowerment	Operations		D	This will now be reported a cycle later after the end of the financial year to complete internal governance and submit to cttee. The legislation states that the report must be submitted 'as soon as practicable after the end of the financial year'.

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19	Various Small Scale Traffic Management Stage 3	Following completion of the public consultation process, this report considers objections that have been lodged with respect to proposed Traffic Regulation Orders (TROs), and as part the statutory procedure set out in the Road Humps (Scotland) Regulations 1998.			Mark Reily	Operations	3		
20	Windmill Brae	ODC 19/04/18 - To request that a report be brought back to Committee on an update in regards to Windmill Brae.		Ross Stevenson	Operations and Protective Services	Operations	3 and 4	D	This will require to be delayed until September 2019, due to the large number of objections and the requirement for the inclusion of additional survey data
21	Proposed Road Sign Policy	To clarify the situation regarding requests for directional signs.		Jack Penman	Operations & Protective Services	Operations	1		Delayed to enable further background assessment to be carried out and to consult with CMT about the proposed policy.
22	Policy that Specifies the Existing Granite Sett and Lock Block Streets - NOM Former Cllr Corall	Council 15/03/17 referred the terms of the motion to Communities, Housing and Infrastructure Committee. "agrees to instruct the Interim Director of Communities, Housing and Infrastructure to develop a policy that specifies: a. the location of existing granite sett and lock block streets; b. which ones should be maintained; and c. what maintenance procedure should be used; and gives a commitment that any future repair work will be carried out sympathetically and appropriately."		Angus Maclver/ Paul Davies	Operations and Protective Services	Operations			

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2									
23	Road Safety Plan	To present the Road Safety outcomes and actions over the past 5 years and to introduce the proposed Aberdeen City Road Safety Plan (2019-2022) for adoption. To be reported every second year.		Laura Sneed	Operations and Protective Services	Operations	3		
24	Roads Winter Maintenance Winter Plan			Angus MacIver	Operations and Protective Services	Operations	1,3 and 5		
25	Scottish Road Works Commissioner Annual Performance	Annual report on performance from the Scottish Road Works Commissioner.		Angus MacIver/ Kevin Abercrombie	Operations and Protective Services	Operations	Purpose 1		
26	Hydrogen Buses and Facilities in Aberdeen	Council 10/09/18 - It was agreed that a report come to the first Operational Delivery Committee following consultation with an outline strategic appraisal on how the Council intends to increase charging and refuelling infrastructure across the city including potential funding sources available and estimated cost implications	This will be reported after the Main Issues report has been to CG&R and consultation closes.	Gale Beattie/David Dunne	Strategic Place Planning	Place			
27	12 November 2019								
28	Council Housing Rent Management	ODC 14/03/19 - To note that a report would be brought back to the November meeting on the progress being made, which would also provide details on what was being done to support tenants.		Neil Carnegie	Early Intervention and Community Empowerment	Customer			
29	Joint Inspection of Children's Services	To report on inspection findings.		Alison McAlpine/ Kymme Fraser	Integrated Children's and Family Services	Operations	1		
30	Various Small Scale Traffic Management Stage 3	Following completion of the public consultation process, this report considers objections that have been lodged with respect to proposed Traffic Regulation Orders (TROs), and as part the statutory procedure set out in the Road Humps (Scotland) Regulations 1998.			Mark Reily	Operations	3		

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2									
31	Community Learning Centre and leased Community Centre provision	Council Budget 05/04/19 - To instruct the Chief Officer - Early Intervention and Community Empowerment to undertake a review of Community Learning Centre and leased Community Centre provision to ensure best value, appropriate direction and scrutiny of service provision, and report to the relevant Committee on the implementation of that review		Derek McGowan	Early Intervention and Community Empowerment	Customer			
32	Universal Credit – Review of Implementation of Full Service	To review Universal Credit after the first year of implementation and identify any learnings or recommendations that the council has adopted to support the transition to full UC service.		Neil Carnegie	Early Intervention and Community Empowerment	Customer	1		
33	Reports for 2020 and beyond								
34	Autism Strategy and Action Plan	ODC 17/01/19 - To instruct that annual reports would be submitted on the progress of implementation of the Action Plan.		Jenny Rae	Health and Social Care Partnership		GD 7.1		
35	Cycle Path for Ferryhill School Children	At its meeting on 14 June 2017, the Petitions committee referred the matter to the CH&I Committee which at its meeting on 29 August 2017 instructed officers to undertake a feasibility study to look at options on improving cycling within the area. At its meeting on 8 November 2017, the Committee instructed the Director of Communities, Housing and Infrastructure to report back to the appropriate committee with the anticipated levels of active travel associated with the school, how any future actions should be progressed, what resources will be needed and how these can be sourced following the production of the school's travel plan.	To be reported in 2019 following the production of the Ferryhill School Travel Plan	Alan Simpson	Strategic Place Planning	Place	5	D	This report has been delayed and will be included in the review of Active Travel Action Plan.

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2									
36	Smart Bins and Digitalisation of Waste Containers	To seek approval to conduct a trial on bin fill sensors on communal bins, i.e. to trial fitting sensors in communal bins that tell us when they need emptying and record accurately how often these bins require to be serviced.	Delayed from May 2018. The initiative is linked to funding through Smarter Cities which is being explored. Funding currently being explored in order to carry out a trial To be reported to CRD Joint Committee in June to seek funding - move to 'future reports' section of planner meantime	Pam Walker	Operations and Protective Services	Operations		R	
37	Road Safety Plan	To be presented every second year. To be presented in September 2019.		Laura Sneed	Operations and Protective Services	Operations	3		
38	Use of Plastic Based Materials in Roads Construction	ODC 17/01/19 -To instruct the Chief Operating Officer to bring back a report to this committee when there is sufficient evidence on the benefits of conducting a trial of this product in Aberdeen.		Paul Davies	Operations and Protective Services	Operations	3 and 5		
39	Motion by Councillors Boulton and Delaney - Suitable Bus Laybys on the Hazlehead to Westhill Road	CH&I Committee 27/08/15 resolved (i) to agree that any future development within this area should be conditioned to incorporate public transport facilities where feasible; (ii) to agree that due to the ongoing works at the Five Mile Garage in connection with the AWPR, along with the proposed expansion to the Prime Four development, no work should be carried out on introducing bus stops/laybys or pedestrian crossings on the A944 until such a time as the proposed expansion to the Prime Four development is agreed and after the AWPR becomes operational; (iii) to instruct officers to continue discussions with the developers in order to ensure that contributions are secured from future phases of the Prime Four development to allow the necessary infrastructure improvements to be introduced at no cost to Aberdeen City Council; and (iv) to instruct officers to update the committee in 12 months' time.	Due to continued lack of new development in the area of the Prime 4 site there have been no developer's contributions to take this proposal forward at this time.	Vycki Ritson	Operations and Protective Services	Operations	Purpose 1		No date specified for reporting back as this will depend on any new development in the area of the Prime Four site.

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2									
40	To be reported by Service Update								
41	Haudagain Improvement Scheme		Agreed at Committee in April 18 that an update report would be provided every cycle.	Neil Carnegie	Early Intervention and Community Empowerment	Customer	Purpose 1		
42	Property Level Flood Protection Grant Scheme	Agreed in May 2018 that this would be removed once Service Update circulated.		Alan Robertson	Capital	Resources	GD3		
43	One Stop Employability Shop	Will be deleted after service update received.		Matt Lockley	City Growth	Place	1		
44	Responsible Dog Ownership	Housing and Environment Committee on 14/01/14 - The Committee agreed To instruct the Director of Communities, Housing and Infrastructure to provide an annual update report on responsible dog ownership to the Communities, Housing and Infrastructure Committee.		Hazel Stevenson	Early Interventions and Community Empowerment	Customer	Purpose 1		To be reported by means of service update
45	Crematorium Management Compliance Report	Report every second committee to update members. Procedures and PI's update	To be reported every second cycle by means of Service Update	Steven Shaw	Operations and Protective Services	Operations	3.1		This report was previously under the Public Protection Committee but will now report to Operational Delivery.
46	Aberdeen in Bloom	Housing and Environment - The Committee agreed to receive a report each year on the Aberdeen in Bloom campaign.		Steven Shaw	Operations and Protective Services	Operations	Purpose 1		To be reported by means of service update.
47	Countryside Ranger Service Five Year Plan	Housing and Environment Committee on 14/01/14 - The Committee agreed to receive an annual report on the Countryside Ranger Service.	Service Update	Steven Shaw	Operations and Protective Services	Operations	Purpose 1		To be reported by means of service update.

ABERDEEN CITY COUNCIL

COMMITTEE	Operational Delivery Committee
DATE	16 th May 2019
EXEMPT	No
CONFIDENTIAL	No
REPORT TITLE	Operational Delivery Performance Report
REPORT NUMBER	COM/019/098
DIRECTOR	Rob Polkinghorne and Andy MacDonald
CHIEF OFFICER	Martin Murchie
REPORT AUTHOR	Louise Fox
TERMS OF REFERENCE	1

1. PURPOSE OF REPORT

- 1.1 The purpose of this report is to present Committee with the status of key performance measures relating to the Operations Directorate (non-Education).

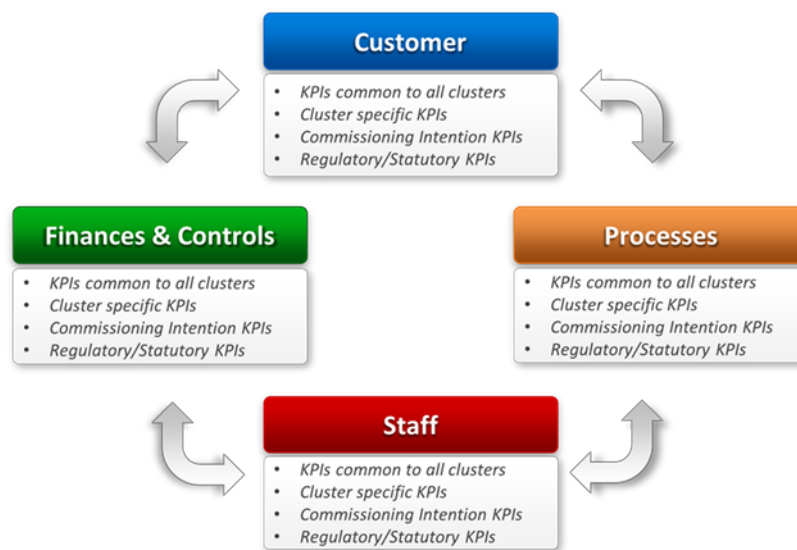
2. RECOMMENDATION(S)

- 2.1 It is recommended that the Committee provide comments and observations on the performance information contained in the report Appendices.

3. BACKGROUND

- 3.1 This report is to provide members with key performance measures in relation the Operations function (non-Education).
- 3.2 On 28th March 2019, the Council's Strategic Commissioning Committee agreed a revised Performance Management Framework which set out arrangements for establishing and reporting performance measures to the Council's Committees. The Framework recognises that the City's refreshed Local Outcome Improvement Plan (LOIP) has put in place updated measures, through stretch outcomes and key improvement measures, and that these have been aligned to the Council Delivery Plan, agreed by Council on 5th March 2019. These significant changes require to be integrated within the Council's performance management arrangements.

3.3 In addition, the Framework provides an amended approach within which performance will be reported to committees. This presents performance data and analysis within four perspectives as shown below.



3.4 This report, as far as possible, reports performance up to the end of financial year 2018/19. Necessarily this includes only some of the required measures which have been established from April 2019 onwards. These will be included in future reports and data presented in line with appropriate collection frequencies i.e. monthly, quarterly or annually.

3.5 Appendix A provides an overview of current performance across the Operations (non-Education) function, with reference to recent trends and performance against target.





3.6 Appendix B, shows further analysis of several performance measures, listed below, which have been identified as exceptional: -

- Fleet Services - % of vehicles over 5 years old
- YTD % of cases reassessed as being homeless or potentially homeless within 12 months of a previous case being closed
- Average time taken to re-let all properties (Citywide - days)
- Rent loss due to voids - Citywide
- % of tenants satisfied with the standard of their home when moving in YTD
- **(Merged)**
- Gross rent Arrears as a percentage of Rent due
- Food Safety Hygiene Inspections % premises inspected more than 12 monthly
- % of External Quality Assurance (EQA) reported results that were satisfactory (Aberdeen Scientific Services Laboratory)
- % of registered Nicotine Vapour Products (NVP) retailers visited to give Business Advice on compliance with legislation - Year to Date
- % of registered Nicotine Vapour Products (NVP) retailers subjected to Test Purchasing for retailer compliance with age restrictions - Year to Date
- **(Merged)**
- % Waste diverted from Landfill

3.7 Within the summary dashboard the following symbols are used:

Performance Measures

Traffic Light Icon

-  On target or within 5% of target
-  Within 5% and 20% of target and being monitored
-  Below 20% of target and being actively pursued
-  Data only – target not appropriate

4. FINANCIAL IMPLICATIONS

There are no direct implications arising out of this report.

5. LEGAL IMPLICATIONS

There are no direct implications arising out of this report regarding legal issues.

6. MANAGEMENT OF RISK

	Risk	Low (L), Medium (M), High (H)	Mitigation
Financial	No significant related financial risks.	L	N/A
Legal	No significant related legal risks.	L	Publication of service performance information in the public domain ensures that the Council is meeting its legal obligations in the context of Best value reporting.
Employee	No significant related employee risks.	L	Oversight by Elected Members of core employee health and safety data supports the Council's obligations as an employer
Customer	Lack of sufficient access to information for citizens	L	Placing of information in the public domain contributed to by this report

Environment	No significant related environmental risks.	L	N/A
Technology	No significant related technological risks.	L	N/A
Reputational	There are no material reputational risks attached to this report	L	Reporting of service performance serves to enhance the Council's reputation for transparency and accountability.

7. OUTCOMES

Local Outcome Improvement Plan Themes	
	Impact of Report
Prosperous Economy	The Council aims to support improvement in the local economy to ensure a high quality of life for all people in Aberdeen. This report monitors indicators which reflect current economic activity within the City and actions taken by the Council to support such activity.
Prosperous People	The Council is committed to improving the key life outcomes of all people in Aberdeen. This report monitors key indicators impacting on the lives of all citizens of Aberdeen. Thus, Committee will be enabled to assess the effectiveness of measures already implemented, as well as allowing an evaluation of future actions which may be required to ensure an improvement in such outcomes.
Prosperous Place	The Council is committed to ensuring that Aberdeen is a welcoming place to invest, live and visit, operating to the highest environmental standards. This report provides essential information in relation to environmental issues allowing the Committee to measure the impact of any current action.
Enabling Technology	The Council recognises that enabling technology is central to innovative, integrated and transformed public services.

Design Principles of Target Operating Model	
	Impact of Report

Customer Service Design	The report supports a focus on the delivery of customer centric services through the scrutiny of service delivery to customers. The review and realignment of performance measures will be done in the context of a customer centric service design and delivery.
Organisational Design	The report reflects recognition of the process of organisational design and provides assurance through scrutiny of operational effectiveness. The review and realignment of performance measures will support the redesign of the organisation.
Governance	Oversight and scrutiny of operational performance, including that provided by external inspection, supports the robustness of governance arrangements between and across internal and external providers
Workforce	The performance report does and will continue to support understanding of the role and development of the workforce.
Process Design	As the interim structure embeds, development and integration of process design will be influenced by continual evaluation of the performance and outcome measures applied to service provision.
Technology	Technology is being used both in the capture and analysis of data and in the improvement planning of services.
Partnerships and Alliances	Continuous review of the outcomes, and effectiveness, of in house services provides assurance to critical partners where there are shared objectives. Where available data sharing between partners will be used to monitor performance and support improvement.

8. IMPACT ASSESSMENTS

Assessment	Outcome
Equality & Human Rights Impact Assessment	The recommendations arising from this report do not require that full Equality and Human Rights Impact Assessment is completed
Data Protection Impact Assessment	Not required
Duty of Due Regard / Fairer Scotland Duty	Not applicable

9. BACKGROUND PAPERS

10. APPENDICES (if applicable)

Appendix A – Performance Summary Dashboard
Appendix B – Performance Analysis of Exceptions







11. REPORT AUTHOR CONTACT DETAILS













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Operational Delivery Committee Performance Report Appendix A

Building Services

1. Customer

Performance Indicator	January 2019		February 2019		March 2019		2018/19 Target
	Value	Status	Value	Status	Value	Status	
Percentage of repairs appointments kept	99.29%		99.28%		99.29%		96.3%
Percentage of tenants who have had repairs or maintenance carried out in the last 12 months satisfied with the repairs and maintenance service.	94.7%		95.2%		95.2%		80%

Performance Indicator	Q2 2018/19		Q3 2018/19		Q4 2018/19		2018/19 Target
	Value	Status	Value	Status	Value	Status	
Total No. complaints received (stage 1 and 2) - Building Services	56		70		66		
% of complaints resolved within timescale stage 1 and 2) - Building Services	35.7%		38.6%		43.9%		75%
% of complaints with at least one point upheld (stage 1 and 2) - Building Services	66.1%		55.7%		53%		
*Total No. of lessons learnt identified (stage 1 and 2) - Building Services	0		0		0		

*Lessons learnt referred to throughout this Appendix are lasting actions taken/changes made to resolve an issue and to prevent future re-occurrence for example amending an existing procedure or revising training processes. When a complaint has been upheld, action would be taken in the form of an apology or staff discussion/advice, but these actions are not classified as lessons learnt.

** Further Customer Demand PI's under development

2. Processes

Performance Indicator	January 2019		February 2019		March 2019		2018/19 Target
	Value	Status	Value	Status	Value	Status	
The year to date average length of time taken to complete emergency repairs (hrs)	4.22		2.98		3.02		4.1
The year to date average length of time taken to complete non emergency repairs (days)	4.73		4.73		4.78		8.3
Percentage of reactive repairs carried out in the last year completed right first time	92.93%		92.87%		92.68%		93.6%
Percentage of properties that require a gas safety record which had a gas safety check and record completed by the anniversary date	100%		100%		100%		100%
The percentage of Repairs Inspections completed within 3 working day target (year to date)	40.1%		52.7%		52.9%		78%
The year to date average length of time taken to complete emergency repairs (hrs)	4.22		2.98		3.02		4.1

3. Staff

Performance Indicator	January 2019		February 2019		March 2019		2018/19 Target
	Value	Status	Value	Status	Value	Status	
Sickness Absence - Average Number of Days Lost - Building Services	13		13		12.3		10
Accidents - Reportable - Employees (No In Month - Building Services)	0		0		0		
Accidents - Non-Reportable - Employees (No In Month - Building Services)	2		1		0		
Establishment actual FTE	441.01		438.72		440.6		
*Staff Costs - % Spend to Date (FYB)	76.4%		84.8%		93.3%		100%

*Staffing budget referred to throughout this Appendix excludes any adjustments for the corporate vacancy factor.

4. Finance & Controls

** Work ongoing to develop individual service-based measures

Environmental Services




1. Customer

Performance Indicator	Q2 2018/19		Q3 2018/19		Q4 2018/19		2018/19 Target
	Value	Status	Value	Status	Value	Status	
Total No. complaints received (stage 1 and 2) - Environment	13		9		3		
% of complaints resolved within timescale (stage 1 and 2) - Environment	69.2%		66.7%		100%		75%
% of complaints with at least one point upheld (stage 1 and 2) - Environment	69.2%		55.6%		100%		
Total No. of lessons learnt identified (stage 1 and 2) - Environment	0		0		0		














** Further Customer Demand PI's under development

Performance Indicator	Q2 2018/19		Q3 2018/19		Q4 2018/19		2018/19 Target
	Value	Status	Value	Status	Value	Status	
Number of Partners / Community Groups with links to national campaigns - Green Thread	123		153		141		
















Performance Indicator	2015/16		2016/17		2017/18		2018/19 Target
	Value	Status	Value	Status	Value	Status	
Percentage of adult population expressing satisfaction with parks and open spaces (three year rolling average)	83%		85.7%		87.7%		N/A

Performance Indicator	2015/16		206/17		2017/18		2018/19 Target
	Value	Status	Value	Status	Value	Status	
% of adults satisfied with street cleaning (three year rolling figure)	66.0%		68.7%		68.0%		N/A







2. Processes

Performance Indicator	January 2019		February 2019		March 2019		2018/19 Target
	Value	Status	Value	Status	Value	Status	
*Street Cleansing - LEAMS (Local Authority Environmental Audit Management System) (Conducted 3 times annually)	93.6%						82%
Number of Complaints upheld by Inspector of Crematoria	0		0		0		0
Scheduled and Actual Cremations - Number of Discrepancies	0		0		0		0
Number of Scheduled and Actual Cremations	236		182		182		
% of Crematorium records found to be in order	100%		100%		100%		100%

3. Staff

Performance Indicator	January 2019		February 2019		March 2019		2018/19 Target
	Value	Status	Value	Status	Value	Status	
Sickness Absence - Average Number of Days Lost - Environmental	14.9		14.7		15.3		10
Accidents - Reportable - Employees (No In Month - Environmental)	0		0		0		
Accidents - Non-Reportable - Employees (No In Month - Environmental)	0		0		0		
Establishment actual FTE	329.26		323.97		328.71		
Staff Costs - % Spend to Date (FYB)	83.4%		91.6%		95.8%		100%













4. Finance & Controls

Performance Indicator	2015/16		206/17		2017/18		2018/19 Target
	Value	Status	Value	Status	Value	Status	
Cost of Parks and open spaces per 1,000 of population	£18,415.00		£17,856.00		£12,465.00		N/A
Net Cost of street cleaning per 1,000 of population	£8,557.00		£9,211.00		£9,257.00		N/A

** Work ongoing to develop individual service-based measures

Facilities Management

1. Customer

Performance Indicator	Q2 2018/19		Q3 2018/19		Q4 2018/19		2018/19 Target
	Value	Status	Value	Status	Value	Status	
Total No. complaints received (stage 1 and 2) - Facilities	1		1		1		
% of complaints resolved within timescale (stage 1 and 2) - Facilities	0%		100%		100%		75%
% of complaints with at least one point upheld (stage 1 and 2) - Facilities	0%		0%		0%		
Total No. of lessons learnt identified (stage 1 and 2) - Facilities	0		0		0		

** Further Customer Demand PI's under development

2. Processes

Performance Indicator	Q2 2018/19		Q3 2018/19		Q4 2018/19		2018/19 Target
	Value	Status	Value	Status	Value	Status	

Performance Indicator	Q2 2018/19		Q3 2018/19		Q4 2018/19		2018/19 Target
	Value	Status	Value	Status	Value	Status	
Number of school lunches served in the year - Primary (YTD)	660,951		1,064,614		1,524,619		1,577,696
Number of meals provided during holiday projects (YTD)	9,359		9,359		10,699		

3. Staff

Performance Indicator	January 2019		February 2019		March 2019		2018/19 Target
	Value	Status	Value	Status	Value	Status	
Sickness Absence - Average Number of Days Lost - Facilities	15		15.2		16.3		10
Accidents - Reportable - Employees (No In Month - Facilities)	1		0		0		
Accidents - Non-Reportable - Employees (No In Month - Facilities)	7		4		3		
Establishment actual FTE	435.53		433.95		442.76		
Staff Costs - % Spend to Date (FYB)	84.6%		93.1%		97.3%		100%

4. Finance & Controls

** Work ongoing to develop individual service-based measures

Fleet and Transport

1. Customer

Performance Indicator	Q2 2018/19		Q3 2018/19		Q4 2018/19		2018/19 Target
	Value	Status	Value	Status	Value	Status	
Total No. complaints received (stage 1 and 2) - Fleet	0		1		1		
% of complaints resolved within timescale (stage 1 and 2) - Fleet	N/A	N/A	100%		100%		75%
% of complaints with at least one point upheld (stage 1 and 2) - Fleet	N/A	N/A	100%		0%		
Total No. of lessons learnt identified (stage 1 and 2) - Fleet	0		0		1		

** Further Customer Demand PI's under development

2. Processes

Performance Indicator	Q2 2018/19		Q3 2018/19		Q4 2018/19		2018/19 Target
	Value	Status	Value	Status	Value	Status	
% of Council fleet lower emission vehicles (YTD)	93%		93%		99.6%		73%

Performance Indicator	2016/17		2017/18		2018/19		2018/19 Target
	Value	Status	Value	Status	Value	Status	
% of Council vehicles over 5 years old	52.8%		51.8%		49%		40%

3. Staff

Performance Indicator	January 2019		February 2019		March 2019		2018/19 Target
	Value	Status	Value	Status	Value	Status	
Sickness Absence - Average Number of Days Lost - Fleet	10.5		12.3		13.1		10
Accidents - Reportable - Employees (No In Month - Fleet)	0		0		0		
Accidents - Non-Reportable - Employees (No In Month - Fleet)	0		0		0		
Establishment actual FTE	42.58		41.41		41.06		
Staff Costs - % Spend to Date (FYB)	85%		92.3%		100.2%		100%







4. Finance & Controls













** Work ongoing to develop individual service-based measures

Performance Indicator	Q2 2018/19		Q3 2018/19		Q4 2018/19		2018/19 Target
	Value	Status	Value	Status	Value	Status	
Fleet Compliance Incidents (Environmental)	17		6		3		60
Fleet Compliance Incidents (Fleet)	0		2		0		15
Fleet Compliance Incidents (Roads)	0		5		2		15
Fleet Compliance Incidents (Waste)	12		3		4		60

Housing













1. Customer

Performance Indicator	January 2019		February 2019		March 2019		2018/19 Target
	Value	Status	Value	Status	Value	Status	
YTD % of cases reassessed as being homeless or potentially homeless within 12 months of a previous case being closed. (Data Provided By Scottish Government on a Quarterly Basis)	6.1%		6.1%		6.1%		5%
Percentage of tenants satisfied with the standard of their home when moving in YTD	63.9%		63.5%		63.8%		75%

Performance Indicator	Q2 2018/19		Q3 2018/19		Q4 2018/19		2018/19 Target
	Value	Status	Value	Status	Value	Status	
Total No. complaints received (stage 1 and 2) - Housing Services	35		42		47		
% complaints resolved within timescale (stage 1 and 2) - Housing Services	57.1%		54.8%		48.9%		75%
% of complaints with at least one point upheld (stage 1 and 2) - Housing Services	22.9%		30.9%		42.5%		
Total No. of lessons learnt identified (stage 1 and 2) - Housing	0		0		0		

** Further Customer Demand PI's under development

2. Processes

Performance Indicator	January 2019		February 2019		March 2019		2018/19 Target
	Value	Status	Value	Status	Value	Status	
YTD % of statutory homeless decisions reached within 28 Days (Unintentional & Intentional)	99.5%		99.4%		99.4%		100%
Number of Households Residing in Temporary Accommodation at Month End (Flats, B&B, Hostel, PSL)	495		461		463		
YTD Average length of journey in weeks for statutory homeless cases (Unintentional & Intentional) closed in the year	22.4		23		23.1		24
Legal reposessions following decree (Arrears) - Citywide	69		75		82		

Performance Indicator	January 2019		February 2019		March 2019		2018/19 Target
	Value	Status	Value	Status	Value	Status	
Average time taken to relet all properties (Citywide - days)	50.2		52.6		53.8		46
New Tenants Visits YTD – Outcomes completed within locally agreed timescales (Citywide)	91.9%		91.7%		91.2%		90%
YTD % of statutory homeless decisions reached within 28 Days (Unintentional & Intentional)	99.5%		99.4%		99.4%		97.15%







Performance Indicator	2015/16		206/17		2017/18		2018/19 Target
	Value	Status	Value	Status	Value	Status	
% of council dwellings that are energy efficient	82.02%		84.84%		85.56%		N/A

3. Staff

Performance Indicator	January 2019		February 2019		March 2019		2018/19 Target
	Value	Status	Value	Status	Value	Status	
Accidents - Reportable - Employees (No In Month - Housing)	0		0		0		
Accidents - Non-Reportable - Employees (No In Month - Housing)	0		1		0		












4. Finance & Controls

** Work ongoing to develop individual service-based measures

Performance Indicator	January 2019		February 2019		March 2019		2018/19 Target
	Value	Status	Value	Status	Value	Status	
Gross rent Arrears as a percentage of Rent due	6.87%		7.27%		6.86%		6.2%
Rent loss due to voids - Citywide	1.45%		1.47%		1.47%		1%













Integrated Children's Service (excluding Education)

1. Customer

Performance Indicator	Q2 2018/19		Q3 2018/19		Q4 2018/19		2018/19 Target
	Value	Status	Value	Value	Status	Value	
Total No. complaints received (stage 1 and 2) - CSW	39		27		18	39	
% complaints resolved within timescale (stage 1 and 2) - CSW	56.4%		44.4%		16.7%		75%
% of complaints with at least one point upheld (stage 1 and 2) - CSW	33.3%		40.7%		5.6%		
Total No. of lessons learnt identified (stage 1 and 2) - CSW	0		0		0		

** Further Customer Demand PI's under development

2. Processes

Performance Indicator	January 2019		February 2019		March 2019		2018/19 Target
	Value	Status	Value	Status	Value	Status	
Number of children on Child Protection Register	87		89		82		
New CPR registrations	17		11		13		
*LAC looked after in a residential placement in Aberdeen City (%)	3.6%		3.2%		3.4%		
*LAC looked after in a residential placement outwith Aberdeen City (%)	6.0%		5.8%		6.1%		

Performance Indicator	January 2019		February 2019		March 2019		2018/19 Target
	Value	Status	Value	Status	Value	Status	
*Looked After Children looked after at home (%)	15%		15%		14%		
*Looked After Children looked after in Kinship (%)	20.7%		21.3%		20.2%		
*Looked After Children looked after in Foster Care (%)	51%		51%		52%		

* The indicators are reporting on proportions of children who are looked after at home, with friends and family or are in foster care. The service is working to keep as many looked after children at home when it is safe to do so, so although there is no target, an increase in this proportion is seen as positive and is compared to the National and comparator authorities data in the CLAS returns. Similarly the proportions of looked after with kin and foster are compared with CLAS returns.

Performance Indicator	2015/16		206/17		2017/18		2018/19 Target
	Value	Status	Value	Status	Value	Status	
The proportion of children re-registering on the Children Protection Register within 18 months of being taken off the register per monitoring period (August-July)	5.77%		4.88%		2.67%		N/A
% of Looked After Children who have experienced more than one placement in the past 12	24.4%		27.6%		21.7%		N/A







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3. Staff

Performance Indicator	January 2019		February 2019		March 2019		2018/19 Target
	Value	Status	Value	Status	Value	Status	
Average number of days lost through sickness absence - Integrated Children's & Family Services	7.9		7.8		8.1		10
Accidents - Reportable - Employees (No In Month - CSW)	0		0		0		
Accidents - Non-Reportable - Employees (No In Month - CSW)	0		0		0		
Establishment actual FTE	605.46		592.55		601.82		
Staff Costs - % Spend to Date (FYB)	83.4%		91.6%		99.6%		100%













4. Finance & Controls

** Work ongoing to develop individual service-based measures

Performance Indicator	2015/16		206/17		2017/18		2018/19 Target
	Value	Status	Value	Status	Value	Status	
Gross Cost Per Residential Placement of Looked After Children per week	£3019		£3139		£3720		N/A
Gross cost per community-based placement of Looked After Children per week	£445		£416		£496		N/A




Protective Services

1. Customer

Performance Indicator	Q2 2018/19		Q3 2018/19		Q4 2018/19		2018/19 Target
	Value	Status	Value	Value	Status	Value	
Total No. complaints received - Protective Services	14		13		13		
% of complaints resolved within timescale - Protective Services	85.7%		84.6%		84.6%		75%
% of complaints with at least one point upheld (stage 1 and 2) - Protective Services	14.3%		0%		15.4%		
Total No. of lessons learnt identified (stage 1 and 2) - Protective Services	0		1		0		

** Further Customer Demand PI's under development

2. Processes
















Performance Indicator	January 2019		February 2019		March 2019		2018/19 Target
	Value	Status	Value	Status	Value	Status	
Non Domestic Noise % responded to within 2 days	100%		100%		100%		100%

Performance Indicator	January 2019		February 2019		March 2019		2018/19 Target
	Value	Status	Value	Status	Value	Status	
High Priority Pest Control % responded to within 2 days	100%		97.3%		98.4%		100%
High Priority Public Health % responded to within 2 days	98.1%		96.4%		100%		100%
Dog Fouling - % responded to within 2 days	98.1%		96.8%		100%		100%

Performance Indicator	Q2 2018/19		Q3 2018/19		Q4 2018/19		2018/19 Target
	Value	Status	Value	Status	Value	Status	
Food Safety Hygiene Inspections % premises inspected 6 monthly	100%		100%		100%		100%
Food Safety Hygiene Inspections % premises inspected 12 monthly	99.29%		98.4%		98.85%		100%
Food Safety Hygiene Inspections % premises inspected more than 12 monthly	53.06%		59.79%		63.9%		100%
% of registered tobacco retailers visited to give Business Advice on compliance with tobacco legislation - Year to Date	11.63%		19.23%		35%		20%
% of registered tobacco retailers subjected to Test Purchasing for retailer compliance with age restrictions - Year to Date	5.45%		11.65%		16%		10%
% of registered Nicotine Vapour Products retailers visited to give Business Advice on compliance with legislation - Year to Date	41.43%		59.13%		75%		20%
% of registered Nicotine Vapour Products retailers subjected to Test Purchasing for retailer compliance with age restrictions - Year to Date	12.9%		21.8%		31%		10%
% of Samples reported within specified turnaround times (Aberdeen Scientific Services Laboratory)	69.3%		73.64%				80%
% of External Quality Assurance reported results that were satisfactory (Aberdeen Scientific Services Laboratory)	92.1%		98.3%		81%		95




Performance Indicator	2015/16		2016/17		2017/18		2018/19 Target Status
	Value	Status	Value	Status	Value	Value	
Trading Standards Inspections - % visits to high risk premises achieved	92.52%		98.95%		98.98%		100%

3. Staff

Performance Indicator	January 2019		February 2019		March 2019		2018/19 Target
	Value	Status	Value	Status	Value	Status	
Sickness Absence - Average Number of Days Lost - Protective Services	4.8		3.7		4.2		10
Accidents - Reportable - Employees (No In Month - Protective Services)	0		0		0		
Accidents - Non-Reportable - Employees (No In Month - Protective Services)	0		0		0		
Establishment actual FTE	76.18		75.37		76.53		
Staff Costs - % Spend to Date (FYB)	83.4%		91.5%		86.7%		100%

4. Finance & Controls

** Work ongoing to develop individual service-based measures

Performance Indicator	2015/16		206/17		2017/18		2018/19 Target
	Value	Status	Value	Status	Value	Status	
Cost of trading standards and environmental health per 1,000 of population	£26,408.00		£25,261.00		£26,722.00		N/A

Road and Infrastructure Services

1. Customer

Performance Indicator	Q2 2018/19	Q3 2018/19	Q4 2018/19	2018/19 Target
-----------------------	------------	------------	------------	----------------

	Value	Status	Value	Status	Value	Status	
Total No. complaints received - Roads	13		20		20		
% of complaints resolved within timescale - Roads	23.1%		15%		40%		75%
% of complaints with at least one point upheld (stage 1 and 2) - Roads	53.8%		70%		30%		
Total No. of lessons learnt identified (stage 1 and 2) - Roads	0		0		0		

**** Further Customer Demand PI's under development**

Performance Indicator	2015/16		2016/17		2017/18		2018/19 Target
	Value	Status	Value	Status	Value	Status	
Percentage of A class roads that should be considered for maintenance treatment	19.94%		21.21%		22.64%		30.16%
Percentage of B class roads that should be considered for maintenance treatment	23.97%		24.51%		22.45%		35.9%
Percentage of C class roads that should be considered for maintenance treatment	23.91%		27.45%		27.42%		36.16%
Percentage of unclassified roads that should be considered for maintenance treatment	26.96%		29.16%		22.64%		30.16%

2. Processes

Performance Indicator	January 2019		February 2019		March 2019		2018/19 Target
	Value	Status	Value	Status	Value	Status	
Percentage of all traffic light repairs completed within 48 hours	95.7%		100%		98.6%		96%
Number of Traffic Light Repairs completed within 48 hours	89		46		72		

Potholes Category 1 and 2 - % defects repaired within timescale	100%		100%		100%		95%
Potholes Category 1 and 2 - No of defects repaired within timescale	448		440		412		

3. Staff

Performance Indicator	January 2019		February 2019		March 2019		2018/19 Target
	Value	Status	Value	Status	Value	Status	
Sickness Absence - Average Number of Days Lost - Roads	11.4		14		11.2		10
Accidents - Reportable - Employees (No In Month - Roads)	0		0		0		
Accidents - Non-Reportable - Employees (No In Month - Roads)	1		1		0		
Establishment actual FTE	143.17		142.27		143.15		
Staff Costs - % Spend to Date (FYB)	77.1%		85.5%		87.1%		100%

4. Finance & Controls

** Work ongoing to develop individual service-based measures

Performance Indicator	2015/16		206/17		2017/18		2018/19 Target
	Value	Status	Value	Status	Value	Status	
Total annual energy consumption in kilowatt hours per annum (street lanterns only)	16,287,917		14,252,163		13,939,396		N/A

Waste Services

1. Customer

Performance Indicator	Q2 2018/19	Q3 2018/19	Q4 2018/19	2018/19 Target
-----------------------	------------	------------	------------	----------------

	Value	Status	Value		Value	Status	
Total No. complaints received - Waste	22		15		28		
% of complaints resolved within timescale - Waste	77.3%		86.7%		96.4%		75%
% of complaints with at least one point upheld (stage 1 and 2) - Waste	59.1%		73.3%		64.3%		
Total No. of lessons learnt identified (stage 1 and 2) - Waste	0		0		0		

Performance Indicator	January 2019		February 2019		March 2019		2018/19 Target
	Value	Status	Value	Status	Value	Status	
Number of missed bin collection reports in month - residential	177		140		110		

Performance Indicator	2015/16		2016/17		2017/18		2018/19 Target
	Value	Status	Value	Status	Value	Status	
% of adults satisfied with refuse collection (three year rolling figure)	80.33%		81.00%		81.67%		N/A

2. Processes

Performance Indicator	Q2 2018/19		Q3 2018/19		Q4 2018/19		2018/19 Target
	Value	Status	Value	Status	Value	Status	
% Waste diverted from Landfill	70.8%		79.4%		81.5%		85%
Percentage of Household Waste Recycled/Composted	40.2%		47.3%		46.3%		43%

3. Staff

Performance Indicator	January 2019		February 2019		March 2019		2018/19 Target Status
	Value	Status	Value	Status	Value	Value	
Sickness Absence - Average Number of Days Lost - Waste	24.7		23.4		21.2		10
Accidents - Reportable - Employees (No In Month - Waste)	0		0		0		
Accidents - Non-Reportable - Employees (No In Month - Waste)	5		3		1		
Establishment actual FTE	169.53		167.92		169.73		
Staff Costs - % Spend to Date (FYB)	85.3%		92.2%		96.5%		100%

4. Finance & Controls

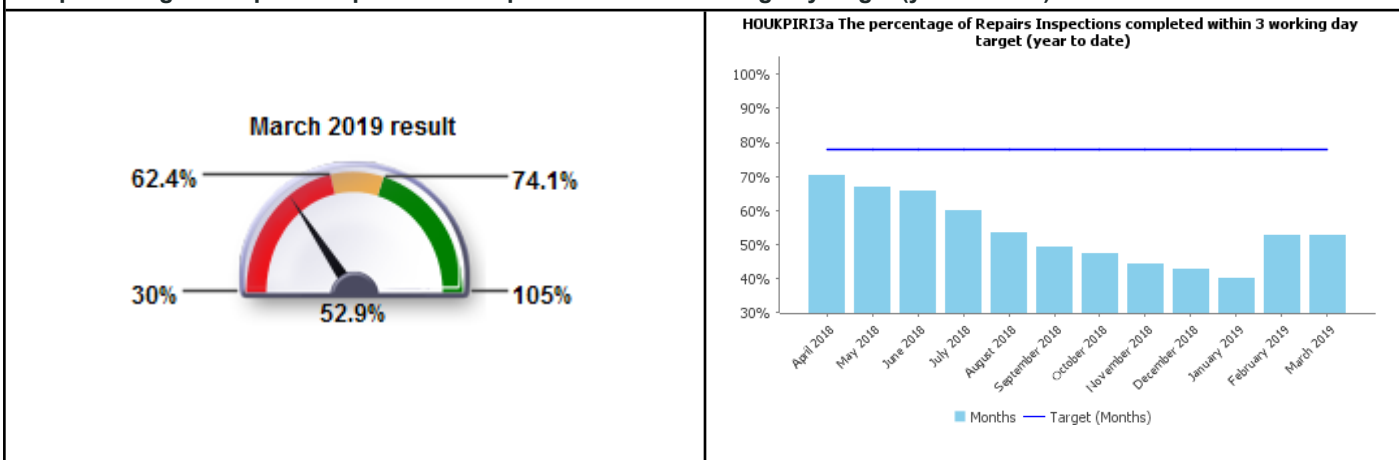
** Work ongoing to develop individual service-based measures

Performance Indicator	2015/16		206/17		2017/18		2018/19 Target
	Value	Status	Value	Status	Value	Status	
Net cost per waste collection per premise	£61.03		£51.68		£55.68		N/A
Net cost per waste disposal per premise	£97.44		£98.77		£130.39		N/A

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Operational Delivery Committee Performance Report Appendix B

The percentage of Repairs Inspections completed within 3 working day target (year to date)

**Why is this important?**

The Scottish Social Housing Charter (SSHC) was introduced by the Housing (Scotland) Act 2010, which requires Ministers to set standards and outcomes that social landlords should be achieving for tenants and customers through their housing activities.

This indicator, along with others, feeds in to measures which monitor whether we are achieving our desired outcomes and are committed to 'Sustain/improve performance in respect of the SSHC outcomes'.

Benchmark Information:

This measure is not currently benchmarked.

Target:

The 2018/19 target for the % of reactive repairs inspected within 3 working days was **78%**. This is currently under review for 2019/20.

This is what the data is saying:

The reporting of pre-inspections has recently been changed from completion time to actual response time. This means that a more accurate reflection of performance is measured, based on the actual attendance by staff to conduct an inspection instead of full completion which may include a number of checks involving owners/other Council services and additional back office processes.

This is the trend:

From 1st November 2018 to date, there has been some improvement in averaged performance. We are beginning to display a recovering statistical trend when comparing November 2018 through to March 2019 inspections completed on target, as seen below:

- . November 2018 average inspections completed on time - Year to date figures– 44%
- . March 2019 average inspections completed on time – Year to date figures – 53%

As previously reported, the data for this PI is calculated on a year to date basis so under performance in previous months will continue to impact on the overall figure. We have achieved an improvement on the Year to Date figures, however we will continue to push these improvements until we achieve our target.

This is the impact:

The impact of this on tenants is perceived to be reduced due the percentage of them known to request appointments out with the three working day target period. This, in turn, influences the percentage of inspections which it is in fact even possible to deliver within that time. The service currently accommodates these requests to provide a more flexible inspection regime to tenants.

These are the next steps we are taking for improvement:

An anomaly has been identified in how the job record system records inspection timescales, particularly when a tenant requests an inspector to attend on a day that is out with the 3-day inspection target. We are now actively seeking an urgent solution to this issue which, from initial investigations, should result in a significant improvement in the percentage completed on target. We are, on average, receiving approx. 1000 pre-inspections per month and will continue to work with Housing Management and the Customer Contact Centre to assess the pre-inspections being raised to ensure that we deliver the most efficient customer journey on a consistent basis.

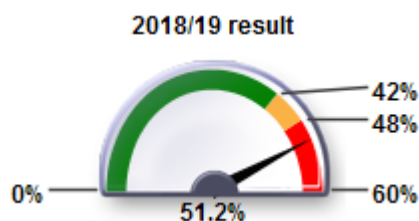
Responsible officer:

Graham Williamson

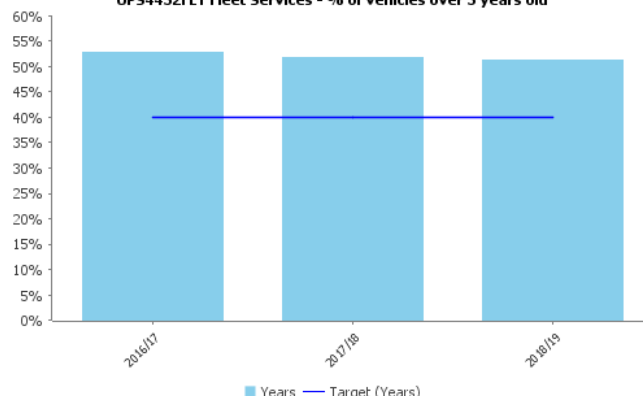
Last Updated:

March 2019

Fleet Services - % of vehicles over 5 years old



OPS4452FLT Fleet Services - % of vehicles over 5 years old

**Why is this important?**

Aberdeen City Council is committed to reducing carbon emissions both within its operations and across the city as part of Powering Aberdeen.

Benchmark Information:

The data information comes from the current Fleet Management system. The % number of vehicles in current year measuring against previous years which will show a reduction in the percentage annually as Fleet vehicles are replaced. National benchmarks are not currently available.

Target:

The target for 2019/20 has been set at 30%.

This is what the data is saying:

The data measures the current percentage of Fleet vehicles with an age profile of over 5 years.

This is the trend:

These annual figures show a consistent, small reduction each year as Fleet vehicles are replaced as per the Vehicle Replacement Programme. Since 2015/16 the percentage has reduced from 52.8% to 51.2% at the end of 2018/19.

This is the impact:

Reducing the percentage of fleet over 5 years old allows the Council to operate vehicles with the latest technology, thus reducing emissions and linking with the Transportation Strategy for clean transport in Aberdeen, while presenting an improved 'on the road image' to the citizens of the city. Further reductions will impact positively on vehicle maintenance costs and downtime, enabling services to deliver their objectives with newer, reliable vehicles.

These are the next steps we are taking for improvement:

The service is to introduce further alternative fuelled vehicles within the Council's fleet to reduce overall Carbon Footprint and exhaust emission levels. Introduction of Telematics (a system to monitor aspects of vehicle usage such as distance travelled, speed, braking) will provide a clearer understanding of how our fleet is used and provide further potential to reduce emissions.

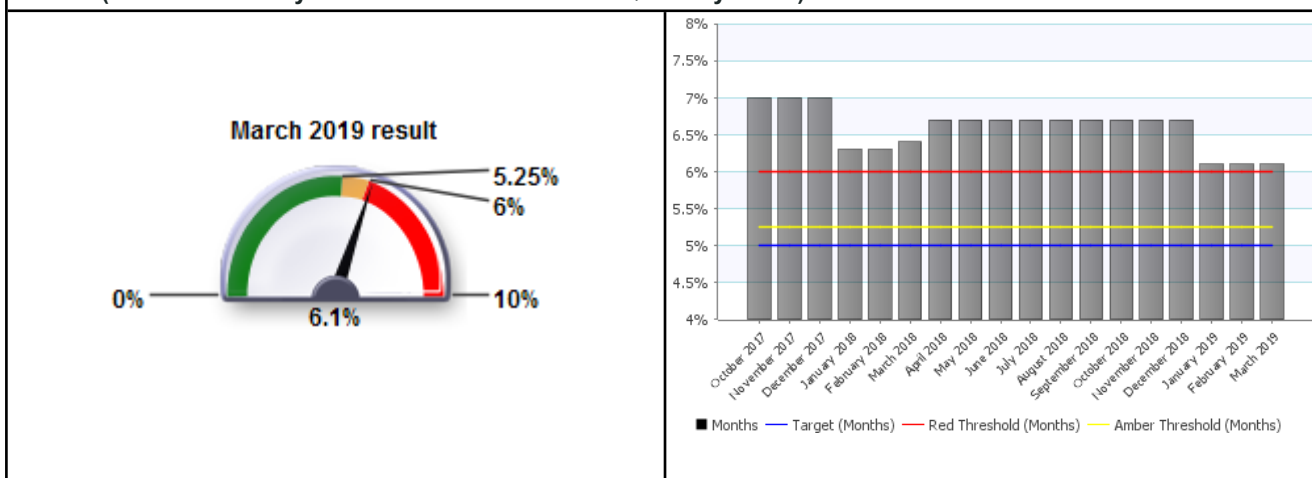
Responsible officer:

William Whyte

Last Updated:

2018/19

YTD % of cases reassessed as being homeless or potentially homeless within 12 months of a previous case being closed. (Data Provided By Scottish Government on a Quarterly Basis)



Why is this important?

The Scottish Social Housing Charter was introduced by the Housing (Scotland) Act 2010, which requires Ministers to set standards and outcomes that social landlords should be achieving for tenants and customers through their housing activities.

Charter outcome **12** – Homeless People - stipulates that Local councils perform their duties to homelessness people so that:

Homeless people get prompt and easy access to help and advice; are provided with suitable, good-quality temporary or emergency accommodation when this is needed; and are offered continuing support to help them get and keep the home they are entitled to.

This indicator, along with others, monitors whether we are achieving our desired outcomes and are committed to 'Sustain/improve performance in respect of the SSHC outcomes' and that people at risk of losing their homes get advice on preventing homelessness.

Benchmark Information:

2018-19

At 31st December 2018 the YTD % of cases reassessed as being homeless or potentially homeless within 12 months of a previous case being closed is **6.1%**. The Scottish Local Authority average for 2017-18 was **6.4%**. Year end results will only be made available after all HL-1 data has been cleared of errors and extracted in full by the Scottish Government.

Target:

Targets 2018-19

% of cases reassessed as being homeless or potentially homeless within 12 months of a previous case being closed was set at **5%**

2019-20

A new target of 4.5% has been set. The Council's Rapid Rehousing Transition Plan sets an ambitious target to eradicate repeat homeless presentations by 2024.

This is what the data is saying:

Between 1st April 2018 – 31st December 2018 there were **1015** applicants assessed as homeless or potentially homeless, **62** of whom had a previous homeless case closed in the last year (365 days) recording a **6.1%** level of repeat homelessness.

Of the **62** applicants that reapplied in the year:

- **77% (48)** were previously assessed as unintentionally homeless with only **17** securing permanent accommodation.
- **16% (10)** were previously assessed as Intentionally Homeless and only **6% (4)** assessed with No Statutory Duty.

Outcomes from the previous applications show that;

- **34% (21)** lost contact prior to discharge of duty and might not have resolved their homelessness
- **27% (17)** of applicants secured housing in either the private or social sector – **6** Council, **3** RSL, **5** Supported Accommodation, **3** Private Sector
- **16% (10)** of applicants made their own arrangements
- **11% (7)** of applicants returned to previous address or went to reside with family/friends with no support to promote sustainability.
- **6% (4)** of applicants were imprisoned.
- **5% (3)** secured other known outcomes

A combined total of **255** homeless applications have been received among this group, ranging between 2 – 10 applications per person and averaging out at 4 per person. Furthermore, there have been a total of **314** council properties tenanted among the group - **249** temporary placements and **62** secure mainstream placements (**17** of which are current).

The data highlights two areas of risk that need to be addressed if the rapid rehousing plan is to achieve its aim.

1. Reduce the high level of applicants assessed as unintentionally homeless where the Council has a duty to provide permanent accommodation and it is not discharged in full. Where a tenancy is provided the correct type of assistance and interventions need to be in place to support tenancy sustainment in the long term and not just the first year whereupon tenancy sustainment rates and repeat homelessness are measured.
2. Ensure suitable transition mechanisms are in place to better support and assist applicants who make their own arrangements or return home to enhance the prospect of long-term success.

This is the trend:

Levels of repeat homelessness have increased sharply over the last 4 years, rising from **2.9%** in 2014/15 to **6.4%** in 2017/18. Between these periods the number of applicants re-assessed has risen from **36** in 2014/15 to **87** in 2017/18. The increase in levels of repeat homelessness is mainly due to the changes in recording practices implemented in 2015/16 rather than to changes in the underlying drivers of homelessness. Between 1st April 2018 and 31st December 2018 performance levels show marginal signs of improvement where **62** applicants have been re-assessed, **3** fewer than the same period the previous year and a fall of **0.1%**. It is forecast that performance levels for 2018/19 should still meet the national average with no change to rank anticipated when benchmarked against other local authorities.

Increases in levels of repeat homelessness among applicants previously housed into ACC secure tenancies will invariably impact upon the homeless tenancy sustainment rates which have fallen over the last 3 years from **92.1%** in 2016/17 to **86.8%** in 2018/19.

This is the impact:

- Undue financial costs/pressures in delivering recurring services to these individuals.
- Human costs in that prevailing needs are not met first time round, particularly for those individuals assessed as unintentionally homeless and the council have not provided permanent accommodation. Consequently, this can have further cost/resource implications on not only the council but other services also.
- Risk of failing to deliver on the key strategic outcomes set within the Local Outcome Improvement Plan and Rapid Rehousing Transition Plan.

These are the next steps we are taking for improvement:

- We are moving towards implementation of our Rapid Rehousing Transition Plan where a homeless journey target of 50 days has been set for unintentional households, this will significantly speed the journey up and reduce the numbers of applicants who we are not fulfilling our statutory duty to.
- We are currently working on our operational structure to improve customer experience via redesigning officer roles to ensure one officer who will accompany the client on their homeless journey.
- We are now in the operational phase of Housing First, as consortium partners. Housing First will become the default housing method for rehousing complex homeless cases whereby many of these cases experience recurring homelessness.
- We are in the development phase of investigating Choice Based Lettings options. Research shows that providing the customer with choice leads to improved outcomes.

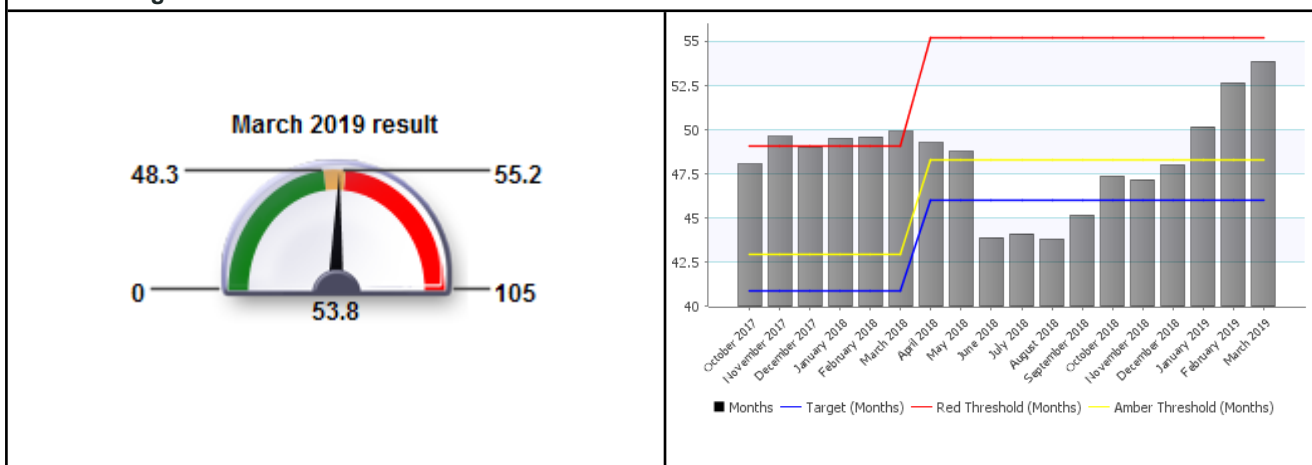
Responsible officer:

Last Updated:

Kay Diack

March 2019

Average time taken to Re-let all properties (shown), Void Rent Loss and Satisfaction with the Standard of Home when moving in.



Why is this important?

The Scottish Social Housing Charter (SSHC) was introduced by the Housing (Scotland) Act 2010, which requires Ministers to set standards and outcomes that social landlords should be achieving for tenants and customers through their housing activities.

Charter Outcome 4 – Quality of Housing stipulates that Social Landlords ensure that:

Tenants' homes, as a minimum, meet the Scottish Housing Quality Standard (SHQS) when they are allocated; are always clean, tidy and in a good state of repair, also meeting the Energy Efficiency Standard for Social Housing (EESSH) by December 2020.

Charter Outcome 10 – Access to Housing – stipulates that Social Landlords ensure that:

People looking for housing find it easy to apply for the widest choice of social housing available and get the information they need on how the landlord allocates homes and their prospects of being housed.

Charter outcome 13 – Value for Money - stipulates that Social Landlords manager their business so that;

Tenants, owners and other customers receive services that provide continually improving value for the rent and other charges they pay

Benchmark Information:

2018-19

- Average re-let time was **53.8** days. The 2018-19 Scottish average is currently not available. The average for 2017-18 was **30.7** days.
- Rent Loss due to Voids was **1.47%** The 2018-19 Scottish average is currently not available. The average for 2017-18 was **0.84%**
- Percentage of new tenants satisfied with the standard of their home when moving in was **63.8%** The Scottish average is currently not available. The average for 2017-18 was **84.9%**

Target:

2018/19

- Average number of days to re-let all properties was set at **46** days.
- Rent Loss due to Voids was set at **1.00%**
- Percentage of new tenants satisfied with the standard of their home when moving in was set at **75%**

2019-20

Targets will be set following submission of our annual figures to the Scottish Housing Regulator and all Scottish LA figures become available.

This is what the data is saying:

For the reporting year 2018-19 the average re-let time was **53.8** days against a set target of **46** days. **53.8** days is an increase of **3.9** days, on the 2017-18 figure of **49.9** days.

The Void Rent Loss figure for the 2018-19 financial year was **£1,230,142**. This equates to **1.47%** of the gross debit (rent due) for the financial year, the target being **1.00%**. **1.47%** of rent lost due to voids is an increase on the last financial year figure of **1.19%** (**£970,469**).

The Satisfaction of the standard of home when moving in 2018-19 is **63.8%** below the set target of **75%** and a decrease on the 2017-18 figure of **64.4%**

This is the trend:

The last 3-year trend has shown:

Re-let times - In 2016-17 this PI stood at **51.6** days, performance improved in 2017-18 where the figure decreased to **49.9** days. 2018-19 re-let times gradually increased throughout the year to above the 2016-17 figure to **53.8** days.

Void Rent Loss – has steadily increased year on year from **0.98%** in 2016-17, **1.19%** in 2017-18 to **1.47%** 2018-19

Satisfaction with the standard of home when moving in – has steadily decreased year on year from **67.0%** in 2016-17, **64.4%** in 2017-18 to **63.8%** 2018-19

This is the impact:

Some of the consequences of this performance are:

- Loss of rental income to the Council.
- New tenants are experiencing lengthy periods of time to wait from when being made an offer of accommodation to the time they can move in resulting in overall poorer satisfaction levels.
- Homeless people are spending long periods of time in temporary accommodation.

These are the next steps we are taking for improvement:

- Building Services establishing special teams which will concentrate on voids with accepted homeless offers.
- Building Services transferring resources from response maintenance to voids giving approximately 40% increase in trades to complete void repair works.
- Additional housing officers enabling more proactive work on pre-termination and pre-offer inspections.
- Increased use of incentives to maximise offer acceptances.
- Review of letting standard which will include completion of SHQS and major works during void period which will improve standard of properties at re-let and in turn increase customer satisfaction.
- Improved use of data and performance monitoring by teams.

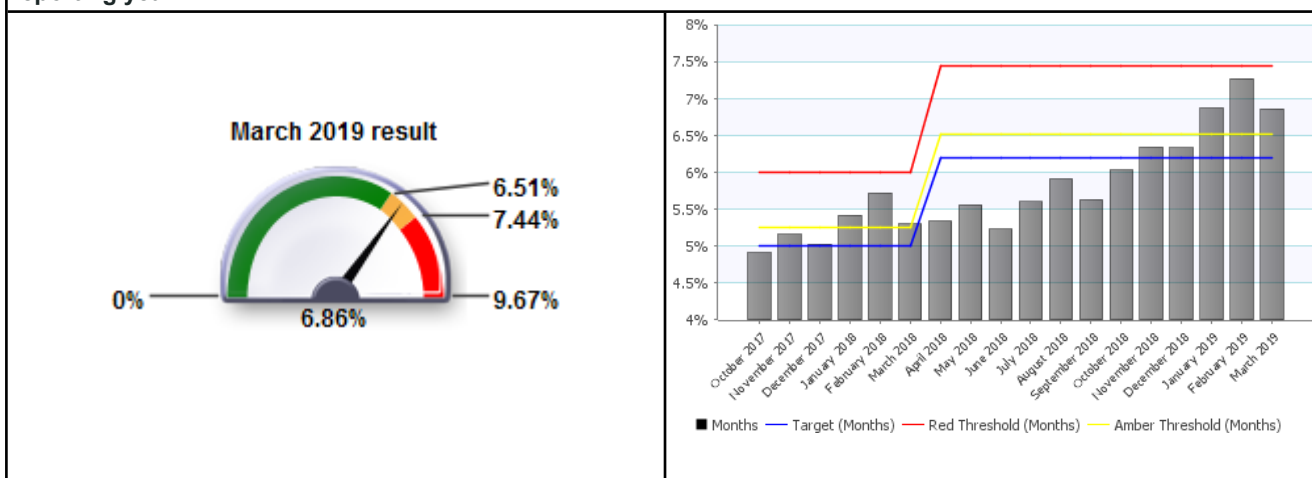
Responsible officer:

Neil Carnegie

Last Updated:

March 2019

Gross rent arrears (Includes Current & Former Tenant Arrears and Write Offs) as a percentage of Rent due for the reporting year



Why is this important?

The Scottish Social Housing Charter (SSHC) was introduced by the Housing (Scotland) Act 2010, which requires Ministers to set standards and outcomes that social landlords should be achieving for tenants and customers through their housing activities.

Charter outcome **13** – Value for Money - stipulates that Social Landlords manager their business so that; *Tenants, owners and other customers receive services that provide continually improving value for the rent and other charges they pay.*

Rental income pays for our housing services and capital investments.

Benchmark Information:

2018/19

Gross Rent Arrears as a percentage of rent due was **6.86%**. The 2018-19 LA average is currently not yet available. The LA average for 2017-18 was **6.4%**.

Target:

Targets 2018/19

The year-end target for Gross Rent Arrears as a percentage of rent due has been set at **6.2%**.

2019-20

Targets will be set following submission of our annual figures to the Scottish Housing Regulator and all Scottish LA figures are available.

This is what the data is saying:

Gross Rent Arrears figures have increased during 2018/19 and exceeded our 6.2% target. Current tenant arrears have increased by 24% since 2017/18 while former tenant arrears have reduced by 21%.

This is the trend:

There has been an upward shift in gross rent arrears during 2018/19, mirroring the trend seen in 2017/18. The trend nationally is also upwards.

This is the impact:

Tenancy Sustainment has remained consistent with 2017/18 levels and currently 90.06% of new tenancies have been sustained for more than a year which compares well with national performance levels.

With the focus on Tenancy Sustainment this has resulted in the number Notice of Proceedings issued decreasing by 64% with 437 issued in 2018/19 compared to 1221 in 2017/18 while the number of new cases lodged in court has also reduced by 57% with 330 cases lodged in 2018/19 compared to 766 in 2017/18. The number of Repossessions for Rent Arrears carried out has also reduced to 82 in 2018/19 compared to 122 in 2017/18. This represents the lowest level of repossessions recorded in the previous five years.

Universal Credit Full Service went live in October 2018 in Aberdeen and year-end figures include the impact of 5 full months of UC Full Service. Universal Credit is a DWP scheme for which the Local Authority as the landlord are a third party. As a landlord we don't receive UC award notifications, nor do we receive UC cessation notices. As such we are unable to confirm which of our tenants are in receipt of Universal Credit at any point in time. It is therefore difficult for us to assess the possible impact of UC on arrear's figures.

Once 2018/19 Annual figures are published by the Scottish Housing Regulator a comparison with other Local Authorities and peer groups will give further insight to performance and the national trend.

These are the next steps we are taking for improvement:

With the increase in housing officers we are in the process of reducing the number of tenancies managed per officer. This enables housing officers to provide enhanced levels of support and assistance to tenants therefore helping prevent and reduce rent arrears. Neighbourhoods with the highest levels of arrears will be prioritised for resource allocation.

We are also assigning housing support to locality teams to help maximise our interventions for tenants with housing support needs. We will also be increasing our Financial Inclusion Team's presence in localities with highest needs.

We will be reviewing the responsibilities of the variety of roles involved in managing arrears cases to ensure maximum efficiency and effectiveness.

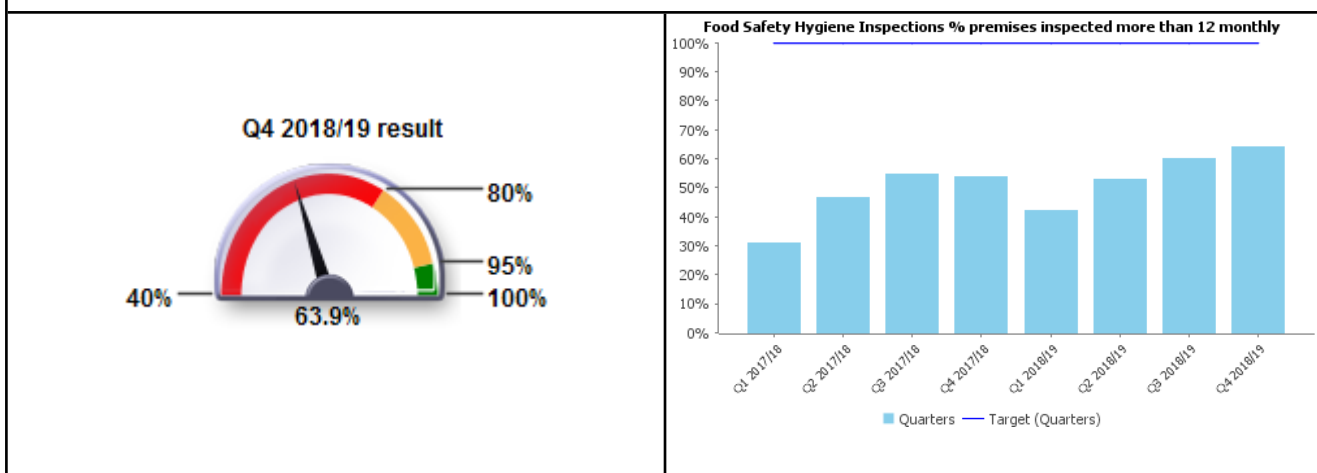
Responsible officer:

Last Updated:

Neil Carnegie

March 2019

Food Safety Hygiene Inspections % premises inspected more than 12 monthly



Why is this important?

This indicator, along with two others, monitors performance against the planned food premises inspection plan, as outlined in the Service Plan.

Benchmark Information:

This indicator can be benchmarked against other Scottish Local Authorities on an annual basis as it is collated and reported online by Food Standards Scotland

Target:

The current target is for 100% of all planned inspections to be undertaken on time, as required by the Food Law Code of Practice (Scotland)

This is what the data is saying:

Quarter 4 - 130 establishments due and 95 inspected on time - 73.08%. Of these, 119 were C rated establishments (18-month frequency) of which 92 were inspected on time (77.31%). Of the 11 D rated establishments (2-year inspection frequency), only 3 were inspected on time (27.27%).

Year to date - 421 premises due. 269 premises inspected on time (63.9%). Of these, 314 were C rated establishments (18-month frequency) of which 256 were inspected on time (81.53%). Of the 107 D rated establishments (2-year inspection frequency), only 13 were inspected on time (12.15%).

This is the trend:

A slowly improving trend can be observed over the past 24-month period.

This is the impact:

Description of Food Premises

The food hygiene risk rating of food premises is assessed at each full inspection by the officers. The risk assessment considers the risk of cross contamination, vulnerability of consumers, premises structure, food hygiene practices, and confidence in management. Premises are rated A-E with A being the highest risk and inspected most frequently (every 6 months). Category A and B premises are both considered high risk and feature takeaway premises, care homes, and catering premises with poor food handling practices. The majority of Aberdeen City food businesses are risk category C and are largely school kitchens, restaurants and other caterers. Category D premises include retail premises, some low risk catering premises that are well managed with adequately controlled risks. Category E's are extremely low risk and a typical category E premises is a retail premises selling low risk wrapped foods with a long shelf life.

Overview of Performance

This PI is part of a suite of 3 PIs that relate to food hygiene inspections. This PI relates to the inspection of medium risk category C and low risk category D food premises (inspected more than 12 monthly). Category E are not inspected routinely but instead are subjected to other interventions. Category A and B premises are naturally prioritised for inspection, due to the higher risk. Other high-risk work includes response to complaints and other situations judged to

present a risk to public health. When resources are stretched, lower risk visits tend to be the casualty. Some services are essential for businesses to trade, e.g. fish export certification, these will also be prioritised. The PI for the highest risk establishments is OPS1.15 and to date we have achieved 100%. Medium risk establishments are covered by OPS1.16 and to date we have achieved 98.85%.

Service Challenges

There are currently 2.85 vacant posts for field officers within the Commercial Team, approximately 18.4% under establishment to undertake inspections. A recruitment exercise was undertaken last year but unfortunately no suitable applications were received. The posts are to be re-advertised this later this year.

During Quarter 4, considerable resource were devoted to Brexit preparations.

These are the next steps we are taking for improvement:

A service review looking to make transformational changes is to be undertaken. The focus of this will be to realise efficiency savings, releasing resources to tackle a greater percentage of these lower rated establishments within the timeframe set. These changes include greater use of mobile working and digital tools as well as adjustments to practices and procedures. Rapid progress is currently being made towards digitisation as part of the digital strand of the transformation process. Digital processes for Licence and Export Certification applications have been implemented. Additionally, from September 2018, the team has been restructured into separate response and proactive inspection teams for a trial period with the intention of reducing the impact of response activity on the proactive inspection programme.

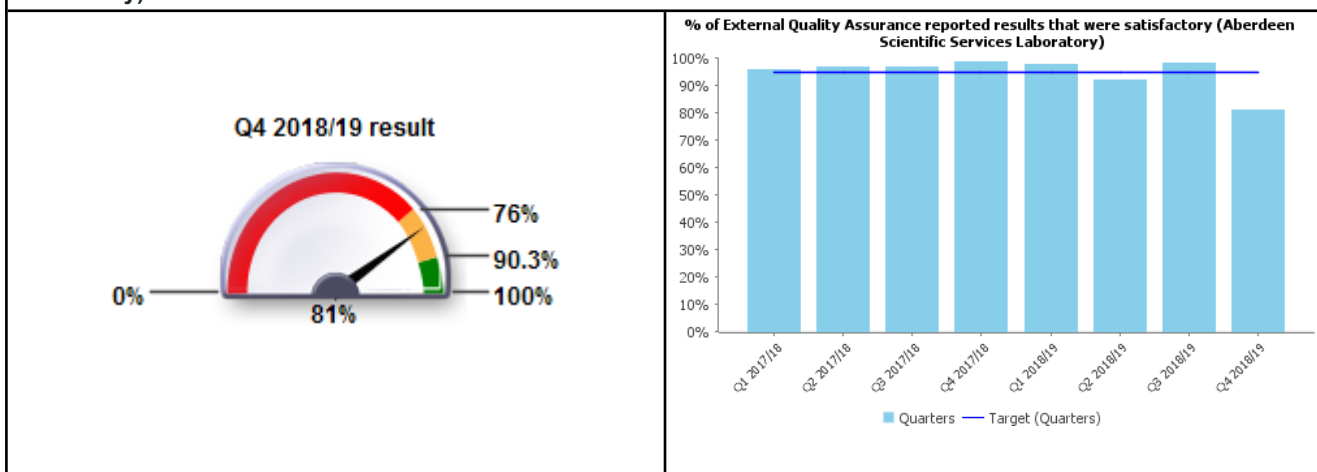
Responsible officer:

Andrew Morrison

Last Updated:

Q4 2018/19

% of External Quality Assurance (EQA) reported results that were satisfactory (Aberdeen Scientific Services Laboratory)



Why is this important?

Satisfactory performance in EQA schemes demonstrates the Laboratory's ability to produce results that are both accurate and reproducible, and is a key element in the Laboratory maintaining its ISO17025 accreditation.

Benchmark Information:

The EQA schemes are designed in such a way that, statistically, a laboratory should be regularly achieving 95% satisfactory performance to demonstrate that its activities are accurate and under close control.

Target:

The target for 2018/19 was set at 95%, in line with the design of the EQA schemes (see above). It will continue at this level.

This is what the data is saying:

During January to March 2019, Q4, laboratory performance fell to 81%, the lowest level it has recorded. This was the result of a quality control issue in the laboratory grade water used in the preparation of several EQA (External Quality Assurance) samples that were being processed at the time.

This is the trend:

While performance has occasionally fluctuated between 92% and 98%, for many years the laboratory has consistently achieved performance levels exceeding 95%. This latest dip in performance is classified as a "one off", the direct cause of a quality control issue in the microbiology section that was quickly identified and rectified.

This is the impact:

There is a potential, minimal impact on the ISO 17025 accreditation that the laboratory maintains. However, the laboratory has been successful in demonstrating to the external auditor that the issue outlined above was an isolated one, and that the problem has been identified and rectified. Overall annual performance in EQA schemes for 2018-2019 was 93.2 %.

These are the next steps we are taking for improvement:

The equipment used to produce the laboratory grade water has been permanently removed from service, and replaced with a more modern instrument. Also, the laboratory has introduced a regular monitoring programme on the water produced by the new equipment to monitor levels of those substances that were specifically identified as having caused the original problem (i.e. chlorine and ammonium).

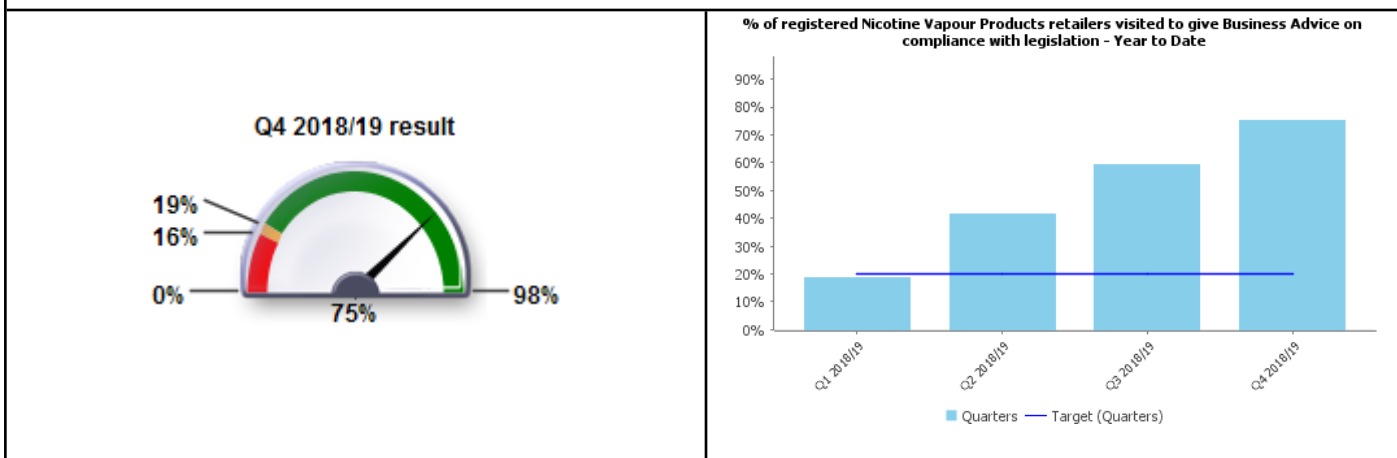
Responsible officer:

James Darroch

Last Updated:

Q4 2018/19

% of registered Nicotine Vapour Products (NVP) retailers visited to give Business Advice on compliance with legislation - Year to Date
% of registered Nicotine Vapour Products (NVP) retailers subjected to Test Purchasing for retailer compliance with age restrictions - Year to Date



Why is this important?

This work contributes to the Scottish Governments' health target of creating a tobacco free generation of Scots by 2034. The SG is allocating £40,000 to Aberdeen City Council for this work for each of the next three years to March 2020 after which the allocation will be reassessed. It also demonstrates that we are discharging our statutory duties as set out in the Tobacco and Primary Medical Services (Scotland) Act 2010, as amended by the Health (Tobacco, Nicotine etc. and Care) (Scotland) Act 2016.

Benchmark Information:

Benchmarking data is not currently available.

Target:

The annual target is for 20% of registered Nicotine Vapour Products (NVP) sellers to be visited for the purposes of business advice. In addition, 10% should be visited for the purposes of testing their compliance by way of covert test purchasing of NVP.

This is what the data is saying:

The data indicates that we exceeded both targets set by the Scottish Government for 2018-19. We visited 75% of NVP sellers in the City for the purposes of business advice whereas the target is 20%. We also test purchased from 31% of NVP sellers whereas that target is 10%. Of the 39 visits and revisits which took place for the purposes of test purchasing, there were only 5 sales to the 16-year-old volunteer. The reason for these relatively high levels is that this is a new piece of legislation and a new piece of work.

This is the trend:

This is the first year we were required to submit a report on these targets to the Scottish Government, so no trend can be identified. A considerable amount of work was carried out in 2017-18 in terms of advice to businesses selling NVP but this had to be reinforced in 2018-19 before covert test purchasing could be carried out. In terms of sales to the under-age volunteer, the 5 sales to the 16-year old volunteer (13% of attempts) suggests the majority of NVP sellers have heeded our message.

This is the impact:

The consequence of this work is that the majority of NVP retailers have been made aware of the changes to the law and are complying with all requirements around the supply of NVP.

These are the next steps we are taking for improvement:

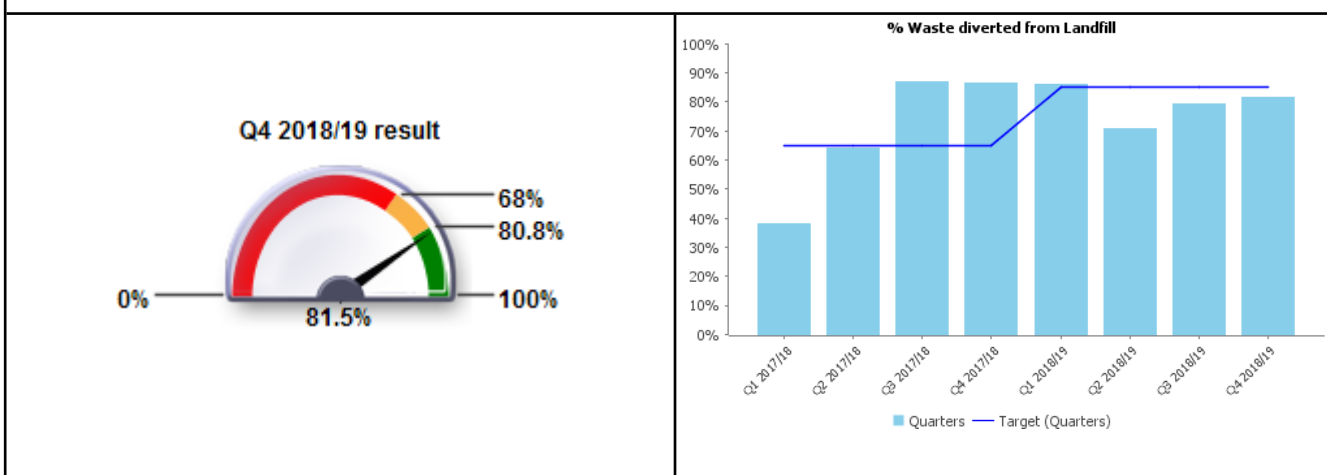
The service will continue to carry out this work until March 2020 with the aim of meeting these Scottish Government targets. Those businesses not visited in 2018-19 for business advice (including pharmacies), those new businesses which have opened recently, and those we have complaints or intelligence about suggesting non-compliance will be targeted in 2019-20. This will result in a drop in the overall percentage of business advice visits, but we will still target at least 20% of relevant sellers. The number of test purchase attempts will probably be approximately the same to make sure our message continues to be heard.

Responsible officer:

Last Updated:

Graeme Paton

Q4 2018/19

% Waste diverted from Landfill**Why is this important?**

Meets local and national policy ambitions as well as statutory requirements.

Benchmark Information:

To be decided in the context of evaluation of the latest SEPA data release.

Target:

The target for 2018/19 was set at 85%. As this was not achieved during the year and that fact that we continue to be impacted by external pressures such as European offtake markets and export via port, the target will remain at 85% for Q1 and 2 of 2019/20, to be reviewed at that stage.

This is what the data is saying:

The data indicates that the most recent outcome Q4 is showing an increase on previous quarter but is still marginally below target (see Impact).

This is the trend:

Despite falling during the year for the reasons outlined below, the rate has now recovered to almost Q1 levels with this improvement expected to continue.

This is the impact:

The main mechanism for delivering this outcome is the Refuse Derived Fuel (RDF) facility at Altens East, through the Waste Management Services Contract. This fuel is then exported and used to generate energy from waste. Currently the material is sent to energy from waste facilities in northern Europe.

Overall, our waste is recycled, composted or sent to be converted to energy from waste. There remains a small amount (approx. 10%) that is sent to landfill locally and is made up of materials that are not suitable for recycling or for the RDF process, however, work continues to find ways to further reduce this.

During Quarter 2 (summer season 2018), there were some challenges encountered with the export of RDF material to European markets which accounts for the fall in diversion rate, since these figures are based on a rolling 12-month period. This decrease was largely due to a reduction in demand for RDF due to the warmer than usual summer which resulted in some of the residual waste being sent to landfill. However, the recycling and composting rates have not dropped and are in line with expectations.

These figures are being reported on a 12-month rolling basis to give a better view of overall trends, therefore the diversion rate on average remains below target, although showing improvement with the quarterly diversion rate for Q4 increasing to 81.5%, from 79.4% at the close of Q3.

Any reduction is not attributed to a fall in recycling or composting rates, with ongoing improvement being shown in these areas illustrated by the fact that the Council's unverified reported annual household recycling and composting rate has risen

again from 43.9% in 2017 to 47.3% at the end of 2018.

These are the next steps we are taking for improvement:

Discussions continue with the Council's contractor to mitigate the potential for this reduction in RDF demand to recur, and new contracts are being negotiated which will assist with this. However, this does highlight the benefits of the planned energy from waste facility which is due to come online in Aberdeen in 2021/22. This will then become the end destination for the authority's residual waste instead of RDF which will enable the authority to have a consistent and secure outlet, meaning it will not be subject to market forces in this way.

The energy from waste procurement is now nearing conclusion with a preferred bidder now identified and contract signature due imminently. This will see the construction of the energy from waste facility at East Tullos commence later in 2019 with completion approximately 3 years later.

Responsible officer:

Last Updated:

Pam Walker

Q4 2018/19

ABERDEEN CITY COUNCIL

COMMITTEE	Operational Delivery Committee
DATE	16 May 2019
EXEMPT	No
CONFIDENTIAL	No
REPORT TITLE	Committee Annual Effectiveness Report
REPORT NUMBER	GOV/19/094
CHIEF OFFICER	Fraser Bell
REPORT AUTHOR	Lynsey McBain
TERMS OF REFERENCE	GD 7.5

1. PURPOSE OF REPORT

- 1.1 The purpose of this report is to present the annual report of the Operational Delivery Committee.

2. RECOMMENDATION

That Committee:-

- 2.1 note the annual report.

3. BACKGROUND

Annual Reports on Committee Terms of Reference

- 3.1 The Governance Review of 2017/18 was initiated as part of the Council's work with the Chartered Institute of Public Finance and Accountancy (CIPFA) and the aim to secure that organisation's accreditation in governance excellence. As part of CIPFA's interim assessment of the Council's governance arrangements, CIPFA recommended that each Committee should annually review its effectiveness, including its information and reporting needs, to help ensure that it is following its Terms of Reference, is operating effectively and to identify any training needs or improvements to the Council's decision making structures. When approving the new Terms of Reference in March 2018, the Council agreed that each Committee would be required to review their own effectiveness against their Terms of Reference through an annual report and approved the proposed template for those reports.
- 3.2 CIPFA reviewed the approved template and in general terms stated:

A committee effectiveness report has the potential to support the improvement journey by accounting for the ways that committees support a quality improvement culture with quality assurance of services and feedback loops. A template that goes beyond tick box and more clearly offers the opportunity to address some current and historic issues and, importantly give a clear signal that good governance is taken seriously. It could therefore provide support to a number of the developments that Aberdeen City Council seeks in its journey towards achieving the excellence in governance mark.

3.3 The first annual report for 2018/2019 is appended for the Committee's consideration. Following consideration by the Committee, the report will be submitted to Council on 24 June 2019 for noting.

4. FINANCIAL IMPLICATIONS

4.1 There are no direct financial consequences from the recommendation.

5. LEGAL IMPLICATIONS

5.1 There are no direct legal implications arising from the recommendation of this report.

6. MANAGEMENT OF RISK

	Risk	Low (L), Medium (M), High (H)	Mitigation
Financial	None	N/A	N/A
Legal	None	N/A	N/A
Employee	None	N/A	N/A
Customer	None	N/A	N/A
Environment	None	N/A	N/A
Technology	None	N/A	N/A
Reputational	None	N/A	N/A

7. OUTCOMES

Design Principles of Target Operating Model	
	Impact of Report
Organisational Design	The report reflects recognition of the process of organisational design and provides assurance through scrutiny of committee effectiveness. The review of the Committee will support the redesign of

	the organisation and ensure that the Committee discharges its role in accordance with the Scheme of Governance.
Governance	The committee effectiveness report enhances transparency and understanding of the Committee as well as help to address any areas for improvement.

8. IMPACT ASSESSMENTS

Assessment	Outcome
Equality & Human Rights Impact Assessment	Not required
Data Protection Impact Assessment	Not required
Duty of Due Regard / Fairer Scotland Duty	Not applicable

9. BACKGROUND PAPERS

None.

10. APPENDICES

10.1 Annual Effectiveness Report 6 March 2018 to 29 April 2019.

11. REPORT AUTHOR CONTACT DETAILS

Lynsey McBain
Committee Officer
01224 522123

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Operational Delivery Committee Annual Effectiveness Report



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1. INTRODUCTION

- 1.1 I am pleased to present the first annual effectiveness report for the Operational Delivery Committee. As members will be aware, as part of their interim assessment of the Council's governance arrangements in 2016, CIPFA recommended that committees review the extent to which they have operated within their Terms of Reference, through an annual report. This has been an aspiration for some time, representing good practice in governance terms and evidencing the Council's progress towards achieving CIPFA accreditation and I am glad to see the first report for the Operational Delivery Committee presented.
- 1.2 This first annual report is a good mechanism for the Committee to support the Council's improvement journey by demonstrating the ways that the Committee supports the principles of the Target Operating Model and contributes to the Local Outcome Improvement Plan, whilst also providing the opportunity to reflect on the business of the Committee over the past year and to look to the Committee's focus for the year ahead.
- 1.3 Throughout the first year, the Committee has worked collectively to approve and monitor the in-house delivery of all services provided by Customer Services and Operations, scrutinise performance and make improvements to those services, including Integrated Children's Services but excluding educational services. In addition, the Committee has helped to ensure improvement to the Council's public performance recording data, in line with outcomes and intentions set.



Councillor John Wheeler
Convener, Operational Delivery Committee

2. THE ROLE OF COMMITTEE

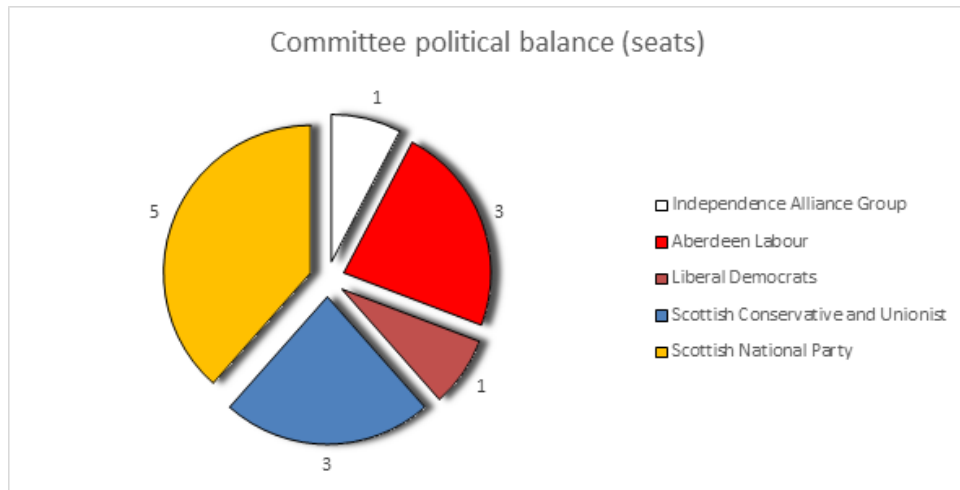
The role of the Committee is:-

- 2.1 To oversee the delivery of internal services to customers, scrutinise performance and make improvements to those services, including Integrated Children's Services but excluding educational services.
- 2.2 To ensure improvement to the Council's Public Performance Recording data, excluding educational services.

The Terms of Reference for the Committee as approved by Council on 5 March 2018 are appended to the report.

3. MEMBERSHIP OF THE COMMITTEE DURING 2018/2019

3.1 The Operational Delivery Committee has 13 members and the composition is presented below.



4. MEMBERSHIP CHANGES

Councillor Grant was one of the Vice Conveners from the inception of the Committee in March 2018 until March 2019. At its meeting on 4 March 2019, Council appointed Councillor Graham as Vice Convener to the Committee in place of Councillor Grant. Councillor Hutchison also replaced Councillor MacRae as a member of the Committee from September 2018.

5. MEMBER ATTENDANCE

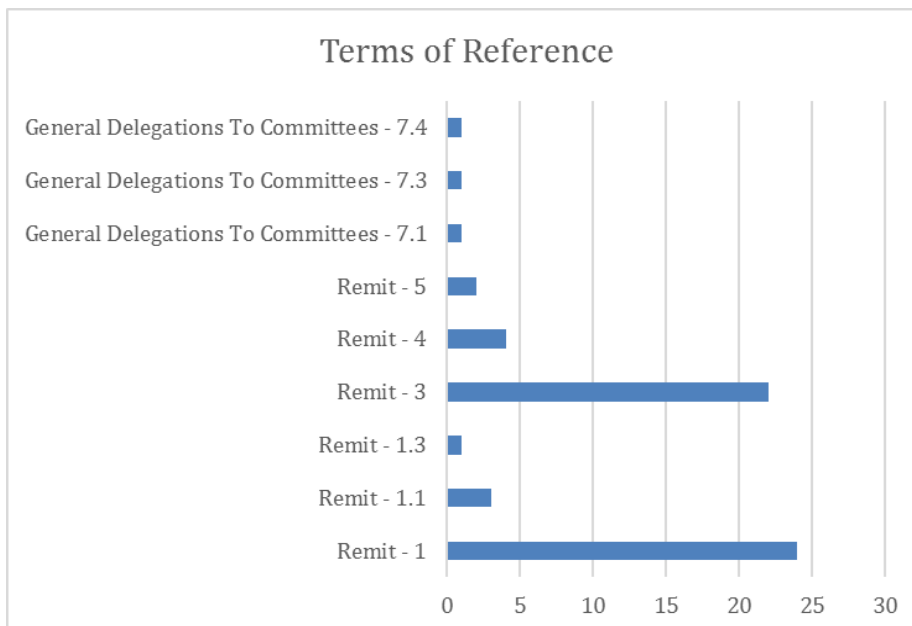
Member	Total Anticipated Attendances	Total Attendances	Nominated Substitute
John Wheeler	6	4	2
Philip Bell	6	5	1
Ross Grant	5	5	
John Cooke	6	5	1
Bill Cormie	6	4	2
Steve Delaney	6	5	1
Lesley Dunbar	6	4	2
Jackie Dunbar	6	6	
Michael Hutchison	4	3	1
Douglas Lumsden	6	4	1
Sandra Macdonald	6	6	
Ciaran McRae	3	1	1
Jennifer Stewart	6	5	1
Gordon Townson	6	4	2
Gordon Graham	1	1	

6. MEETING CONTENT

6.1 During the 2018/2019 reporting period (6 March 2018 to 29 April 2019) the Committee had 6 meetings and considered a total of 46 reports.

6.2 **Terms of Reference**

Of the 46 reports received the following table details how the reports aligned to the Terms of Reference for the Committee.



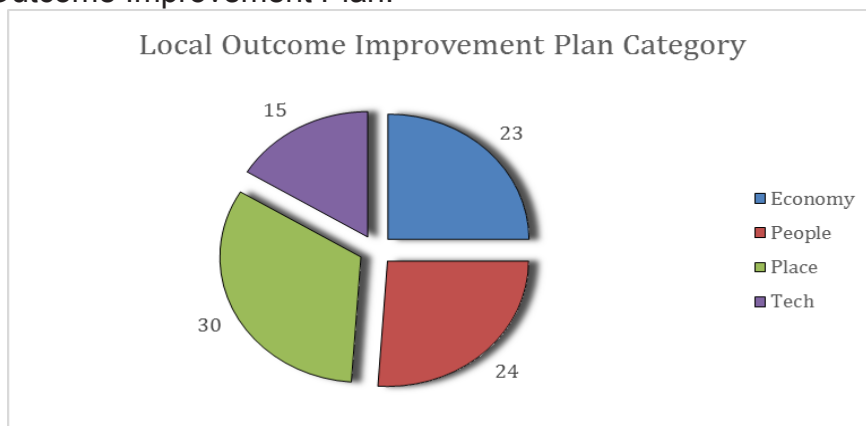
6.3 The majority of the sections of the Committee’s Terms of Reference were engaged throughout the course of the reporting period. This would indicate that the Committee has discharged its role as determined by Council.

6.4 There have been no reports under Remit 2 (Provide evidence to the Strategic Commissioning Committee, as requested, on the contribution of in-house services to outcomes) as there have not yet been any requests for such information from the Strategic Commissioning Committee.

6.5 The majority of reports have fallen under Remit 1 (hold the organisation to account for the performance of all in house services) and Remit 3 (approve improvements to operational delivery where officers do not have the power to do so).

6.6 **Local Outcome Improvement Plan**

The following table details of the 46 reports how many had a link to the themes of the Local Outcome Improvement Plan.



6.7 Reports and Committee Decisions

The following table details the outcome of the Committee's consideration of the 46 reports presented to it throughout the year.

	Total	% Total Reports
Number of confidential reports	0	0.0%
Number of exempt reports	3	6.5%
Number of reports where the Committee has amended officer recommendations	10	21.7%
Number and percentage of reports approved unanimously	42	91.3%
Number of reports requested by members during the consideration of another report to provide additional assurance and not in forward planner	1	2.17%
Number of service updates requested by members during the consideration of another report to provide additional assurance and not in forward planner	3	6.5%
Number of decisions delayed for further information	1	2.17%
Number of times the Convener has had to remind Members about acceptable behaviour and the ethical values of Public Life	2	4.3%
Number of late reports received by the Committee	1	2.2%
Number of referrals to Council, or other Committees in terms of Standing Order 33.1	0	0.0%

6.8 Notices of Motion, Suspension of Standing Orders, Interface with the Public

	Total
Number of Notices of Motion	2
Number of times Standing Orders were suspended	0
The specific Standing Orders suspended	N/A
Number of deputations	3
Number of petitions considered	1
Number of Members attending meetings of the committee as observers	9
Number of Meetings held by the Convener with other Conveners, relevant parties, to discuss joint working and key issues being raised at other Committee meetings	<p>Weekly meetings with Director of Customer Services and Chief Operating Officer.</p> <p>Weekly meetings with Convener of Strategic Commissioning and City Growth & Resources.</p> <p>Monthly meetings with Chief Officer – Integrated Children’s and Family Services and Chief Education Officer.</p> <p>Monthly meetings with all other relevant Chief officers.</p>

7. TRAINING REQUIREMENTS AND ATTENDANCE

- 7.1 The following specific Scheme of Governance training which is related to the operation of all Committees was provided to Members:-
- Effective Decision Making on 23, 27 and 28 March 2018
 - Financial and Procurement Regulations on 23 and 29 March 2018
- 7.2 Training on the Councillors’ Code of Conduct was provided to Elected Members in January and February 2018.
- 7.3 The above opportunities provide valuable insights into relevant business areas to aide scrutiny of Committee business. Further development opportunities will be developed for 2019 – 2020 based on Committee business, officer proposals and Member feedback.

8. CODE OF CONDUCT – DECLARATIONS OF INTEREST

- 8.1 5 declarations of interest were made by Councillors during the reporting period. Information in respect of declarations of interest is measured to evidence awareness of the requirements to adhere to the Councillors’ Code of Conduct and

the responsibility to ensure fair decision-making.

9. CIVIC ENGAGEMENT

- 9.1 Civic Engagement in relation to all Traffic Orders has been carried out at the various stages of the legal process with Community Councils and through public consultations. Any objections received through the process have been presented to the Committee to allow an informed decision to be made.

Engagement with care experienced young people, foster carers and other relevant stakeholders were central to the presentation of a report on fees paid to carers enabling members to appreciate the demands asked of foster carers.

10. OFFICER SUPPORT TO THE COMMITTEE

Officer	Total Anticipated Attendances	Total Attendances	Substitute Attendances
Chief Operating Officer	6	6	0
Director Customer Services	6	5	0
Chief Officer - Operations and Protective Services	6	6	0
Chief Officer - Early Intervention and Community Empowerment	6	6	0
Chief Officer - Integrated Children's and Family Services	6	6	0
Chief Officer - Customer Experience	6	6	0

11. EXECUTIVE LEAD'S COMMENTS

- 11.1 One of the Council's transformation projects is to deliver the CIPFA Mark of Excellence in Good Governance. As part of this project, CIPFA recommended that each Committee should annually review its effectiveness, including its information reporting needs, to help ensure that each Committee was following its Terms of Reference; operating effectively; and would assist in identifying any training needs or improvements to the Council's decision-making structures.
- 11.2 It can be seen from the statistics in the annual report that one report was required to be delayed and the vast majority of business was approved or noted unanimously. Nearly all business was able to be considered in public, which assists in maintaining transparency in the democratic process, with only three exempt reports.
- 11.3 Only minor changes were made to the Committee's Terms of Reference when they were presented to Council in March 2019.
- 11.4 It is noted that a number of motions and amendments are submitted on the day of the committee and in some instances very shortly before the start time of committee. During the course of 2019/2020 the Executive Lead may seek short adjournments to enable robust consideration by officers of such motions and amendments. This will help to further enhance the decision making process for elected members by ensuring they are able to make fully informed decisions.

12. NEXT YEAR'S FOCUS

- 12.1 Council on 4 March 2019 approved new Terms of Reference and a further review of the Terms of Reference will be reported to Council in March 2020. Throughout the next reporting year, we will review the Terms of Reference in line with the business submitted to the Committee and reflect on whether any areas require refinement moving forward to ensure the efficient operation of the Committee.
- 12.2 The Committee's Business Planner demonstrates commitment to the Council's Policy Statement which is categorised under the themes of economy, people and place. The Committee's business is related to all three themes.
- 12.3 Area of focus from the Business Planner for next year continues with a focus on traffic management and regulation, the public transport network, pedestrian and cycle access and safety, child poverty action plan and housing management.
- 12.4 In order to achieve a balanced budget, Council took a number of financial decisions at their meeting held in March 2019. This included discussing a range of budget options and agreeing to make £4m financial savings within Customer Services and Operations. These savings relate to a number of areas and include: children's services, environmental, facilities services, early intervention and community engagement, fleet, roads and waste.
- 12.4 There are several political priorities which relate to the role of the Committee; these include approaches of the Sistema spread across the city, increasing the business community's resilience awareness, identification (and bringing back into use) of vacant private properties and child protection and corporate parenting. Chief Officers fulfil the role of Project Sponsors who are supported by a Project Manager for each political priority. Throughout the year the Committee will receive relevant service updates to ensure progress is communicated.

OPERATIONAL DELIVERY COMMITTEE

PURPOSE OF COMMITTEE

To oversee the delivery of internal services to customers, scrutinise performance and make improvements to those services, including Integrated Children's Services but excluding Educational services.

To ensure improvement to the Council's Public Performance Recording data, excluding Educational services.

REMIT OF COMMITTEE

The Committee will, for all services except Educational ones:-

- 1.** hold the organisation to account for the performance of all in house services. It will oversee the delivery of all in house services in all areas in line with the outcomes set by the Strategic Commissioning Committee and improve results for Public Performance Recording by scrutinising Key Performance Indicators and rigorous performance management and ensuring that this:-
 - 1.1** is done in a manner which places the customer first and ensures the expected contribution to outcomes;
 - 1.2** improves the Council's position in national tables; and
 - 1.3** adheres to financial targets.
- 2.** provide evidence to the Strategic Commissioning Committee, as requested, on the contribution of in house services to outcomes;
- 3.** approve improvements to operational delivery where officers do not have the power to do so;
- 4.** oversee health and safety obligations to customers and citizens in the operational delivery of services;
- 5.** explore options for transforming the service delivery model; and
- 6.** note proposed peer reviews and inspections within the Local Area Network plan for the cycle.

JOINT WORKING WITH OTHER COMMITTEES:

The Committee will maintain an awareness of key issues arising through the work of other committees of the Council, through lead officers, conveners and vice conveners working together, and attending other committees as observers. Specifically:-

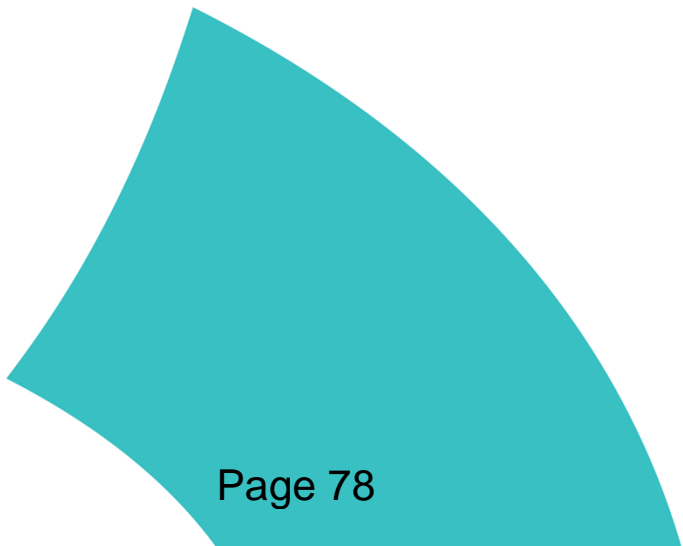
- 1.** The Strategic Commissioning Committee and the Operational Delivery Committee will cooperate to ensure that the internally commissioned services have clear service specifications, identifying contribution to the LOIP outcomes and that sufficient funding is available to deliver the service specification;

2. The Strategic Commissioning Committee will cooperate with the Strategic Transformation Committee on opportunities to transform service delivery; and
3. The Education Operational Delivery Committee in view of the shared remit for improving the delivery of internal services to customers.

JOINT WORKING WITH NON COUNCIL BODIES:

Officers work closely with Internal Auditors, a service contracted from Aberdeenshire Council, and with external providers of assurance such as External Audit, Audit Scotland and external examining bodies. In addition, officers will work with local representative bodies such as the Disability Equity Partnership and Tenant Participation Groups to understand how effectively services are being delivered to customers and how they can be improved.

Executive Lead: Chief Operating Officer and the Director of Customer Services



ABERDEEN CITY COUNCIL

COMMITTEE	Operational Delivery Committee
DATE	16 th May 2019
EXEMPT	No
CONFIDENTIAL	No
REPORT TITLE	Management of Gaps in the Public Transport Network
REPORT NUMBER	PLA/19/080
DIRECTOR	N/A
CHIEF OFFICER	Gale Beattie
REPORT AUTHOR	Chris Cormack
TERMS OF REFERENCE	Purpose 1

1. PURPOSE OF REPORT

- 1.1 The purpose of this report is to update members on the position of operating bus services under a section 22 Community Bus Permit following a review by the Department for Transport and to update on the performance of all supported bus services (excluding school transport services).

2. RECOMMENDATION(S)

That the Committee:

- 2.1 Note the outcome of the review into s19 and s22 Community Bus Permits by the Department for Transport.
- 2.2 Agrees that no changes are made to the current provision of supported bus services this financial year.
- 2.3 Note that a Service Update report will be circulated following completion of Judicial Review into Community Bus Permits and the further review of the Permit Scheme by the Department for Transport.

3. BACKGROUND

3.1 Background

- 3.1.1 At the Finance, Policy and Resources Committee on 20th September 2017 the Committee instructed *“the Interim Head of Planning and Sustainable Development to report to the Communities Housing and Infrastructure Committee in May 2018 with regards to the position of operating services under s22 Community Bus Permit and to update on the performance of all supported bus services.”*
- 3.1.2 The report on 20th September 2017 considered supported bus services 15a (Airyhall/Craigiebuckler Evening Bus Service) and 40 (Dubford/Denmore Sunday Service) being provided under a section 22 (s22) community bus permit, which can be utilised to operate local bus services, but this must be on the basis of the social needs of a community and on a non-profit making basis. At the time there was an imminent Department for Transport (DfT) consultation with regards to the operation of s22 permits to ensure adherence to EU Regulations and it was considered that this may have significant implications on the operation of these permits and services. On this basis it was recommended that the Council would be best to await the outcome of the consultation before implementing any s22 services.
- 3.1.3 The delay to this report being presented to committee is due to delays to the DfT’s response to the consultation on the use of section 19 and section 22 permits for road passenger transport in Great Britain, which was issued on the 15th March 2019. The full response can be viewed at: <https://www.gov.uk/government/consultations/section-19-and-22-permits-how-to-apply-eu-regulation-10712009>
- 3.1.4 In December 2018, the Bus and Coach Association applied to the High Court for permission to judicially review the DfT’s current position in respect of community transport. Specifically, they are challenging the DfT’s approach to a *‘non-commercial’* exemption (not for profit as aforementioned). DfT in their response have not made any further reference about what the *‘non-commercial’* exemption means and so the guidance does not include any advice on this. The definitive view of what the non-commercial exemption means will be a matter for the High Court.

3.2 s22 Permit - Bus Operation

- 3.2.1 Following the DfT’s response it would appear there remains an existing exemption which would allow the Council to provide bus services under a s22 permit, namely that the organisation *“has a main occupation other than that of road passenger transport operator.”* The issue of permits would be approached on a case by case basis, with consideration of the organisation’s actual activity, i.e. this could be supported by accounts, etc. The guidance doesn’t specifically consider local authority in-house bus operations, but it is considered that this would be applicable and would allow the Council to operate.

- 3.2.2 At the same time, there is an ongoing Judicial Review into these permits and the High Court decision may significantly impact the ability to operate bus services under s22 permits, the hearing is anticipated for Autumn 2019. DfT have also advised that they will undertake a further review of the permit regime in 2019, which it is anticipated will review permit issuing bodies and limits on the size of operations, etc.
- 3.2.3 The report on 20th September 2017 estimated that operating the services 15a and 40 under a s22 permit would cost in the region of £37.5k per annum but based on current staff costs this would be approximately £39.5k in 2019/20. The current contracted cost for providing both services is £38.5k per annum, so there is a slight saving contracting these externally.
- 3.2.4 The forthcoming Transport Bill, has provision for Local Authorities to operate bus services in-house under an operator's licence, which may present a further option for operating these services in the future.
- 3.2.5 On the basis of ongoing Judicial Review, legislation changes and the limited cost benefits, it is recommended that the Council would be best to await the outcome of these and continue to contract these services externally.

3.3 Supported Service Performance

- 3.3.1 The service 14, Kingswells – City Centre, operates all day Monday to Sunday and is operated by Stagecoach North Scotland. In the first few months, there were problems with the punctuality and reliability of the service, but these have been addressed with the service provider and the service is now operating well. Patronage on the service has been strong during peak times. Monday to Friday averages around 367 passengers per day, with an average subsidy per passenger of around £1.91, and approximately 60% of passengers travel at peak times. Saturdays average around 265 passengers per day, with an average subsidy per passenger of around £2.58 and Sundays average around 120 passengers per day, with an average subsidy per passenger of around £4.90. Patronage continues to see growth and the cost per passenger is low, Monday to Saturdays and moderate on Sundays and as such no changes to the service are recommended. The Sunday service is currently funded by Bus Lane Enforcement monies and when this money ceases in March 2020, consideration will be given to removing the Sunday service to ensure the service can be delivered within budget.
- 3.3.2 The service 15a, Airyhall/Craigiebuckler – City Centre, operates evenings Monday to Sunday and is operated by Stagecoach North Scotland. The service operates well in terms of punctuality and reliability. Patronage on the service is not high, but this is not expected given it is a socially required evening only service, at the same time the subsidy per passenger is moderate. Monday to Friday averages around 18 passengers per evening, with an average subsidy per passenger of around £4.70; Saturdays average around 26 passengers per evening, with an average subsidy per passenger of around £3.30 and Sundays average around 8 passengers per evening, with an average subsidy per passenger of around £8.13. Patronage continues to see some growth and the

cost per passenger is moderate, Mondays to Saturdays, but high on Sundays, no changes to the service are recommended at this time. The Sunday service is currently funded by Bus Lane Enforcement monies and when this money ceases in March 2020, consideration will be given to removing the Sunday service to ensure the service can be delivered within budget. This service does cost more per passenger than other supported services, as such consideration of future provision will need to be considered in line with available budgetary resources.

3.3.3 The service 40, Dubford/Denmore – City Centre, operates all day Sundays only and is operated by First Aberdeen. The service operates well in terms of punctuality and reliability and patronage on the service has been strong. Sundays average around 194 passengers per day, with an average subsidy per passenger of around £0.88. Patronage continues to grow and the cost per passenger is low, as such no changes to the service are recommended.

3.3.4 It is advised that supported bus services should continue to be contracted externally until their contracted termination date.

4. FINANCIAL IMPLICATIONS

4.1 There are no financial implications as a result of this report. The continuation of the services can be met within the budget allocation for 2019/20 and the Bus Lane Enforcement funding assigned for the operation of these services.

4.2 The current contracts terminate in 2020, with potential to extend to 2021, and further financial considerations will be undertaken prior to any tendering exercise to ensure best value, taking into account the success of the services.

5. LEGAL IMPLICATIONS

5.1 Given the ongoing uncertainty around Community Bus Permits, no change to services are recommended. There are no other legal implications.

6. MANAGEMENT OF RISK

	Risk	Low (L), Medium (M), High (H)	Mitigation
Financial	There is a medium risk that there will not be sufficient budget to provide supported services in the forthcoming years.	M	Officers will work to ensure options are costed and work with members to identify how to accommodate services in line with available resources. Consideration is also to be given to the possible options under the forthcoming Transport Bill to establish

			more sustainable delivery methods of bus services
Legal	Uncertainty remains around the outcome of the Judicial Review into Community Bus Permits and the 'non-commercial' exemption.	M	Recommend no action until outcome of Judicial Review.
Employee	N/A	N/A	N/A
Customer	There is a risk that where the Council does not provide supported bus services that this will significantly impact residents, particularly in their ability to attend work, education, social activities and healthcare, and in some cases will result in social isolation.	M	Ongoing provision of services in line with available resources and consideration of opportunities under the forthcoming Transport Bill to establish more sustainable delivery methods of bus services, will mitigate this risk
Environment	N/A	N/A	N/A
Technology	N/A	N/A	N/A
Reputational	There is a risk of adverse publicity and repute for the Council if supported bus services are not provided or if residents do not feel the services are sufficient.	M	We will ensure any decision is managed through our communications team and details are fully set out with regards to the reasoning for any decision and ensure officers continue to engage with the communities involved and to work in collaboration with the communities.

7. OUTCOMES

Local Outcome Improvement Plan Themes	
	Impact of Report
Prosperous Economy	<p>Investment in infrastructure and economic growth - the recommendations in this report are focussed on improving public transport in the City. A high-quality public transport system is important for any thriving economy in transporting people to work and education and directly support the business and education sectors and ensures the workforce can travel effectively and that all have access to appropriate education opportunities and access to all facilities in a cost-effective way.</p> <p>A consistent approach to delivery of public transport in the City will ensure that local environmental factors, changing priorities and customer needs are considered as well as available budgets are considered on a reviewed basis.</p>
Prosperous People	<p>People are supported to live as independently as possible - The improvement to public transport links to the Community Plan vision of creating a <i>'sustainable City with an integrated transport system that is accessible to all.'</i> The actions in the Action and Delivery Plan assist in the delivery of actions identified in the Single Outcome Agreement (SOA) 2013, in particular the Thematic Priority – Older People (<i>'Older people in Aberdeen have increased independence'</i>) and the Multi-lateral Priority – Integrated Transport (<i>'Aberdeen is easy to access and move around in'</i>) and the Underlying Principle – (A presumption for community based access to services – <i>'Services are accessible to all citizens in the ways which meet their needs'</i>).</p>
Prosperous Place	<p>People friendly city - the LOIP sets out that we will improve multi-modal access to Aberdeen. The LOIP identifies that transport is a major contributor to carbon emissions and in Aberdeen there is an exceptionally high level of car ownership and usage. It is a circular agreement – poor air quality and poor road safety discourages people from walking or cycling, however reducing reliance on private transport is the best way to improve air quality and a high-quality public transport network is critical to this and this is identified in the LOIP which sets out the requirement for a competitive and accessible public transport system.</p>

Design Principles of Target Operating Model	
	Impact of Report
Customer Service Design	Co-design: The provision of these supported bus services followed considerable consultation and engagement with communities and stakeholders.
Organisational Design	Enabling: The Council will be working with partners to deliver improvements to public transport and this will be a collaborative and joint effort with each partner playing a role.

8. IMPACT ASSESSMENTS

Assessment	Outcome
Equality & Human Rights Impact Assessment	Full EHRIA not required
Data Protection Impact Assessment	Not Required
Duty of Due Regard / Fairer Scotland Duty	<i>Not Applicable</i>

9. BACKGROUND PAPERS

9.1 N/A

10. APPENDICES (if applicable)

10.1 N/A

11. REPORT AUTHOR CONTACT DETAILS

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ABERDEEN CITY COUNCIL

COMMITTEE	Operational Delivery Committee
DATE	16 May 2019
EXEMPT	No
CONFIDENTIAL	No
REPORT TITLE	Traffic Management Measures within TECA
REPORT NUMBER	OPE/19/247
DIRECTOR	Rob Polkinghorne
CHIEF OFFICER	Mark Reilly
REPORT AUTHOR	Ross Stevenson
TERMS OF REFERENCE	5

1. PURPOSE OF REPORT

This report considers the comments that have been received during the statutory consultation for the proposed Experimental Traffic Order at The Event Complex Aberdeen, TECA.

2. RECOMMENDATION(S)

That Committee:-

- 2.1 Acknowledge the comments received as part of the statutory consultation;
- 2.2 Instructs the Chief Officer for Operations and Protective Services to proceed with the experimental traffic order for a period of eighteen months; and
- 2.3 Instructs the Chief Officer for Operations and Protective Services to review the operation of the experimental order after 1 year and following the review bring forward a permanent traffic order either in the same terms as the experimental order, or with amended terms as suggested in the review, including consultation with statutory bodies and the public advertisement of proposals.

3. BACKGROUND

- 3.1 TECA, consultants Mott McDonald, acting on behalf of the developer Henry Boot, prepared a Vehicular Access and Parking Management Plan which was conditioned as part of their Planning approval. This document outlines the intended access routes into and out of TECA for each form of transport. Further discussions between Aberdeen City Council, and the operator of the site, SMG, have taken place to confirm any supporting traffic management measures which may be required on the roads within the TECA site.
- 3.2 In order to facilitate the access requirements, as intended by the developer, a traffic regulation order is required. Appendix 1 shows the intended restrictions which include;
- A bus gate at the new A96 Inverurie Road / Gough Burn Crescent junction; allowing buses, taxis and cyclists only to turn right into Gough Burn Crescent from the newly created right turn lane,
 - A bus gate at the new Wellheads Drive / Forrit Burn Road junction allowing buses, taxis and cyclists only to access the site from Wellheads Drive, whilst allowing all vehicles to exit,
 - Dedicated Taxi Rank and a taxi drop off area,
 - Bus Stops and bus stances,
 - At Any Time waiting restrictions, and
 - A prohibition of parking on verges throughout the site.
- 3.3 In order to implement these restrictions prior to the opening of the site, and to allow for the operation of the restrictions to be practically reviewed, an experimental traffic regulation order will be used. This type of traffic order allows the restriction to be introduced for eighteen months, following the statutory consultation with a further consultation undertaken once the restrictions have effectively been trialled for 1 year.
- 3.4 The statutory consultation period concluded on 3 May 2019. The feedback is summarised in the following table:-

Consultee	Comments	Response
Police Scotland	No comment	
Freight Transport Association	-	
Scottish Fire and Rescue Service	-	
First Aberdeen Ltd	-	
Scottish Ambulance Service	-	
Public Transport Unit	-	
Stagecoach Bluebird Federation of Small Businesses	-	
Road Haulage Association Ltd	-	
Bon Accord Access Panel	-	
Cycle Forum	-	
Grampian Cyclists Touring Club	-	

Grampian Cycle Partnership	-	
Disability Equity Partnership	-	
Taxi Representatives	-	
Bucksburn and Newhills Community Council	-	
NESTRANS	<p>NESTRANS response to the consultation is included within Appendix 2.</p> <p>In summary, NESTRANS do not object to the proposals however they have concerns regarding the proposal to allow taxis to utilise the bus gates, namely the potential for taxis to “rat run” through the site to avoid Dyce Drive / Inverurie Road traffic signals, and also whether the right turn stacking space has sufficient capacity to accommodate additional turning movements.</p>	<p>Officers have concerns regarding taxis dropping off passengers on the A96 during large events, as such it is proposed to permit taxis through the bus gate.</p> <p>It is acknowledged that there is the potential for taxis to utilise TECA roads for through trips, however any vehicle seeking to route through the site will require to re-join the public road network via a signal-controlled junction, during peak periods this is unlikely to result in notable time savings. Nevertheless, any inappropriate through routing by taxis can be monitored, and the continuing inclusion of taxis reconsidered as part of the permanent order.</p> <p>With regard to the capacity of the right turning stacking area, the junction has not been specifically designed to accommodate the inclusion of taxis, however the junction will be monitored and the signal timings altered to facilitate safe traffic movements. Additional signage is being introduced onto the A96 and the situation will be monitored before a permanent decision is made.</p>

Event Management

- 3.5 Whilst the above represents the proposed permanent traffic management arrangements for the TECA site, additional temporary traffic regulation orders will be utilised to manage specific events and event requirements on a bespoke basis. This will include additions and alterations as required to facilitate larger events such as Offshore Europe.

Off-Site

- 3.6 Whilst not under consideration as part of this report, separate measures are being progressed for the off-site traffic management in the streets surrounding TECA. This includes temporary traffic orders intended to address any potential issues of obstructive or hazardous parking. Furthermore, following the opening of the TECA site, additional work will be undertaken with the Community to

determine the desire for, extent and nature of any additional parking controls which may be necessary to address residential parking amenity concerns.

4. FINANCIAL IMPLICATIONS

- 4.1 The implementation costs for these restrictions have been included in the overall cost for the construction of the development. The £2000 cost of the traffic order will be met by the development.

5. LEGAL IMPLICATIONS

- 5.1 Whilst the internal roads will not be adopted as part of the public road network, they will be maintained by a company on behalf of Aberdeen City Council as landlord. There will be a public right of passage over the roads, and therefore road traffic legislation still applies.
- 5.2 The Road Traffic Regulation Act 1984 allows Aberdeen City Councils, as Traffic Authority, to introduce traffic orders on roads within its area, where it is expedient to do so.

6. MANAGEMENT OF RISK

	Risk	Low (L), Medium (M), High (H)	Mitigation
Financial	If this order is not approved alternative arrangements would be required to prevent obstructive parking occurring during events.	L	A Temporary Traffic Regulation Order would be required to address safety concerns at each event.
Legal	If this order is not progressed there may be security related concerns which would impact on the operation of the site.	M	A Temporary Traffic Regulation Order would be required to address safety concerns at each event.
Employee	N/A		
Customer	Road safety levels and traffic management could be compromised if measures are not progressed, leading to continued public concern.	M	Officers propose measures that are deemed reasonable and appropriate to address the Road Safety and Traffic Management issues to reduce incidents of public objections.

Environment	N/A		
Technology	N/A		
Reputational	If this order is not approved there is a risk that traffic to / from and on the roads surrounding TECA will not function adequately during events. This would be reputationally damaging to a high profile venue.	M	Officers propose measures that are deemed reasonable and appropriate to address the Road Safety and Traffic Management issues to reduce incidents of public objections.

7. OUTCOMES

Local Outcome Improvement Plan Themes	
	Impact of Report
Prosperous Economy	<p>The Events Complex Aberdeen (TECA) development contributes significantly and directly to the achievement of the LOIP where we realise our full economic potential with more and better employment opportunities for our people.</p> <p>TECA development supports the priorities within the LOIP, in particular the potential to: anchor the oil and gas industry in Aberdeen; diversify Aberdeen's economy; ensure high quality business locations; and support the attraction and retention of skilled workers.</p>
Prosperous Place	TECA is a key element of the business infrastructure needed to promote Aberdeen as the Energy Capital of Europe. The provision to improve this asset is supported by the LOIP and Strategic Infrastructure Plan, which enables it to develop and perform better.
Enabling Technology	TECA development also supports the Smarter City Vision, Smarter Economy, Smarter Environment, Smarter Living and Smarter Mobility objectives. The development will provide a key infrastructure project that supports the Energetica Corridor and assists in diversifying Aberdeen's economy and promoting the renewable energy industry.

8. IMPACT ASSESSMENTS

Assessment	Outcome
Equality & Human Rights Impact Assessment	Not Required
Data Protection Impact Assessment	Required
Duty of Due Regard / Fairer Scotland Duty	Not applicable

9. BACKGROUND PAPERS

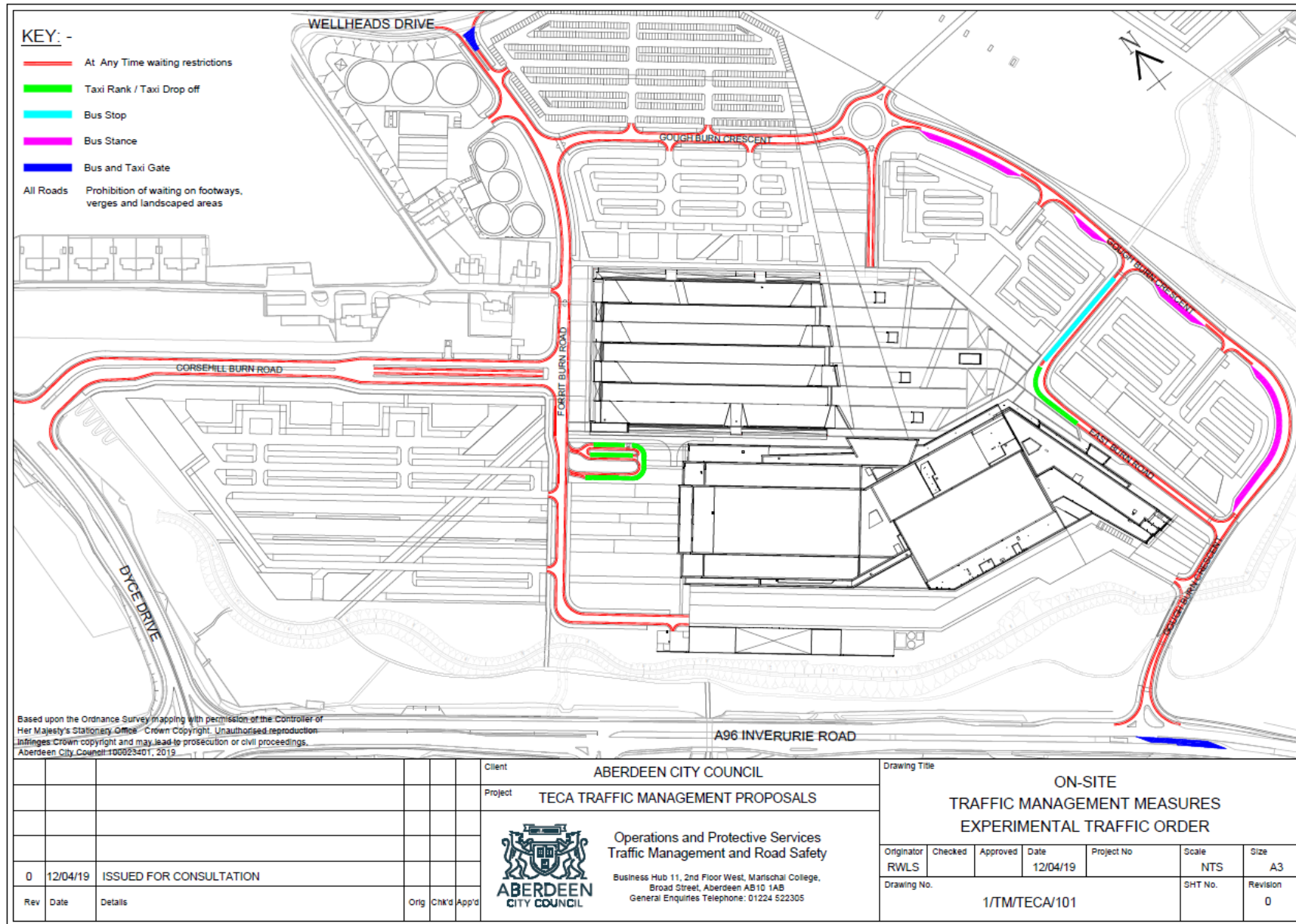
Road Traffic Regulation Act 1984
 Vehicular Access and Parking Management Plan

10. APPENDICES

Appendix 1 – On Site Traffic Management Measures
 Appendix 2 - Responses

11. REPORT AUTHOR CONTACT DETAILS

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nestrans

25 April 2019

Our Ref: JA/N1/1
Your Ref:

[REDACTED]
Engineer
Aberdeen City Council
Traffic Management and Road Safety Team
Operations and Protective Services
Marischal College
Broad Street
Aberdeen
AB10 1AB

Dear [REDACTED]

Statutory Consultation – The Event Complex Aberdeen, TECA, Traffic Management Proposals

I refer to your e-mail of 17 April 2019 advising that Aberdeen City Council proposes to introduce restrictions on the roads within TECA and on the A96 Inverurie Road and would like to thank you for the opportunity to comment on this proposal.

Nestrans has no objections as such to the proposals, but are surprised that the right turn from the A96 is both a bus and taxi gate rather than an access for buses only as had previously been indicated and would query whether this would lead to rat running through the site by taxis travelling to/from the airport and seeking to avoid the traffic signals at Dyce Drive/Inverurie Road. I would also ask therefore that the length of the right turn stacking lane for the combined bus and taxi gate on Inverurie Road be of sufficient length to accommodate the maximum numbers of vehicles of these types that may be expected to be accessing this facility to avoid any queuing tailing back onto the offside lane of the A96 dual carriageway and the safety and congestion issues this could cause.

I hope the above comments are of assistance and please do not hesitate to contact me should you wish to discuss them further.

Yours sincerely

[REDACTED]
[REDACTED]
Transport Executive (Programmes & Delivery)

ABERDEEN CITY COUNCIL

COMMITTEE	Operational Delivery
DATE	16 May 2019
EXEMPT	No
CONFIDENTIAL	No
REPORT TITLE	Various Small Scale Traffic Management Stage 3 (Westerton Road)
REPORT NUMBER	OPE/19/157
DIRECTOR	Rob Polkinghorne
CHIEF OFFICER	Mark Reilly
REPORT AUTHOR	Tolulope Olowoleru
TERMS OF REFERENCE	5

1. PURPOSE OF REPORT

- 1.1 This report details the results of a traffic volume and speed survey on Westerton Road undertaken after the full opening of the Aberdeen Western Peripheral Route (AWPR) to assist Members in their consideration of proposed waiting restrictions on the road.

2. RECOMMENDATION(S)

That Committee :-

- 2.1 Acknowledges the objections received as part of the statutory consultation in relation to the "The Aberdeen City Council (Westerton Road, Cults, Aberdeen) (Prohibition of Waiting) Order 201X" and considers the contents of the objections, as reported to the Operational Delivery Committee on 17th January 2019;
- 2.2 Notes the results of the surveys undertaken pre and post opening of the AWPR produced in Appendix B; and
- 2.2 Approves "The Aberdeen City Council (Westerton Road, Cults, Aberdeen) (Prohibition of Waiting) Order 201X" produced in Appendix A.

3. BACKGROUND

- 3.1 At its meeting of 17th January 2019, this Committee considered the objections received in relation to the waiting restrictions on Westerton Road that were proposed to address concerns regarding forward visibility on Westerton Road Bridge and at the build out in proximity to No. 11 Westerton Road.
- 3.2 The Committee resolved to instruct the Chief Operating Officer to delay the proposals for two Committee cycles to allow officers to carry out further traffic volume and speed surveys now that the AWPR has opened and report these results to the May meeting of Operational Delivery Committee.
- 3.3 The results of this survey and a previous survey undertaken in 2017 are reported in Appendix B.
- 3.4 The survey results confirms speed is not an issue on Westerton Road as the route has a mean speed of around 20mph due to traffic calming measures being installed along the route.
- 3.5 The volumes along the route are noted to have significantly reduced as a result of the opening of the AWPR. It should be noted that traffic volumes across the city are still settling down following the introduction of the new route. It is expected that flows will have levelled approximately one year after the full opening of the route.
- 3.6 A reduction in traffic on Westerton Road could lead to increased confidence by drivers that they will not meet another vehicle when traversing the Westerton Road bridge.
- 3.7 As previously highlighted in report OPE/19/157, when vehicles are parked on the north side of Westerton Road, it forces vehicles traveling south westbound (towards Inchgarth Road) to utilise the offside lane of the carriageway. This creates a potential for head on conflict if a driver is similarly travelling north eastbound (towards North Deeside Road). Given the reduced visibility caused by the gradient of the bridge, the waiting restrictions at this location will enable vehicles to pass any parked vehicle before returning to the correct side of the carriageway before the bridge, reducing the chance of head on conflicts.
- 3.8 In regard to the further extent of the proposed waiting restrictions in proximity to No. 11 Westerton Road, any reduction in the volume of traffic will again increase driver's confidence with potential to reduce the impact of the chicane feature should it not be clearly visible to drivers.
- 3.9 In conclusion, the purpose of this proposal is to ensure visibility at all time and for residents, pedestrians and all vehicle users to feel safe to travel on this road. The introduction of prohibition of waiting at any time on the proposed length will make this road safer for all road users.

4. FINANCIAL IMPLICATIONS

4.1 These proposals will be funded through the Cycling, Walking and Safer Streets budget.

5. LEGAL IMPLICATIONS

5.1 There are no direct legal implications arising from the recommendations of this report.

6. MANAGEMENT OF RISK

	Risk	Low (L), Medium (M), High (H)	Mitigation
Financial	N/A		
Legal	The TRO would be required to go through the legislative process again if it is not implemented within the statutory period of 2 years from consultation.	L	Reviewing the priority of the project in respect of funding in order to ensure that the consultation process does not need to be restarted.
Employee	N/A		
Customer	Road safety levels and traffic management could be compromised if measures are not progressed, leading to continued public concern.	L	Officers propose measures that are deemed reasonable and appropriate to address the Road Safety and Traffic Management issues to reduce incidents of public objections.
Environment	N/A		
Technology	N/A		
Reputational	Proposals can be contentious and attract negative feedback.	L	Concerned parties would be provided thorough rationale as to the requirement for the proposal.

7. OUTCOMES

Local Outcome Improvement Plan Themes	
	Impact of Report
Prosperous Place	As the recommendation is to approve the proposals, there will be a positive impact on current customer experience in terms of road safety in our communities.

8. IMPACT ASSESSMENTS

Assessment	Outcome
Equality & Human Rights Impact Assessment	Not required
Data Protection Impact Assessment	Not required
Duty of Due Regard / Fairer Scotland Duty	Not applicable

9. BACKGROUND PAPERS

Various Small Scale Traffic Management and Development Associated Proposals Stage 3 – OPE/19/157 and Printed Minutes

<http://councilcommittees.acc.gov.uk/ieListDocuments.aspx?CId=619&MId=6182&Ver=4>

10. APPENDICES

Appendix A - The Aberdeen City Council (Westerton Road, Cults, Aberdeen) (Prohibition of Waiting) Order 210X

Appendix B – Survey Results

Appendix C – Proposal Plan

11. REPORT AUTHOR CONTACT DETAILS

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Appendix A – The Aberdeen City Council (Westerton Road, Cults, Aberdeen)
(Prohibition of Waiting) Order 201X

ABERDEEN CITY COUNCIL

ROAD TRAFFIC REGULATION ACT, 1984

THE ABERDEEN CITY COUNCIL (WESTERTON ROAD, CULTS, ABERDEEN)
(PROHIBITION OF WAITING) ORDER 201X

Aberdeen City Council, in exercise of its powers under the Road Traffic Regulation Act 1984 (hereinafter referred to as "the 1984 Act"), and of all other enabling powers, and after consultation with the Chief Constable of Police Scotland in accordance with Part III of Schedule 9 to the 1984 Act, and having complied with the requirements of The Local Authorities' Traffic Orders (Procedure) (Scotland) Regulations 1999, hereby makes the following order:-

Citation

1. This order may be cited as "The Aberdeen City Council (Westerton Road, Cults, Aberdeen) (Prohibition of Waiting) Order 201X" and shall come into operation on XX XX XX.

Prohibition of Waiting

2. Save as provided in Articles 3, 4 and 5 of this order, no person shall, except upon the direction or with the permission of a police constable in uniform, cause or permit any vehicle to wait at any time on any day on the lengths of road specified in the schedule hereto.

Exemptions

3. Nothing in Article 2 of this order shall prevent any person from causing or permitting a vehicle to wait on any of the lengths of road referred to in that article for so long as may be necessary:
 - (a) to enable a person to board or alight from the vehicle or to load thereon or unload there from goods or personal luggage;
 - (b) when the person in control of the vehicle is:
 - (i) required by law to stop; or
 - (ii) obliged to stop in order to avoid an accident; or
 - (iii) prevented from proceeding by any circumstances beyond their control, where the said circumstances relate directly to the movement or otherwise of traffic on the road;
 - (c) if the vehicle is in material use in connection with a funeral undertaking;
 - (d) If the vehicle is in the service of, or is being employed by, a security company and is in actual use while currency or other valuables:
 - (i) are being unloaded from the vehicle; or
 - (ii) having been unloaded from the vehicle, are being delivered; or
 - (iii) are being collected from premises adjacent to that road for loading onto the vehicle; or
 - (iv) having been collected from such premises, are being loaded onto the vehicle.

Appendix B – Survey Results

Table 1 – Vehicular volume recorded in 2017

	South Bound		North Bound	
	Total		Total	COMBINED
Date	Vol.		Vol.	VOL
Wed 01 Nov 17	2544		1852	4396
Thu 02 Nov 17	2424		1718	4142
Fri 03 Nov 17	2347		1707	4054
Sat 04 Nov 17	1296		1379	2675
Sun 05 Nov 17	1136		1276	2412

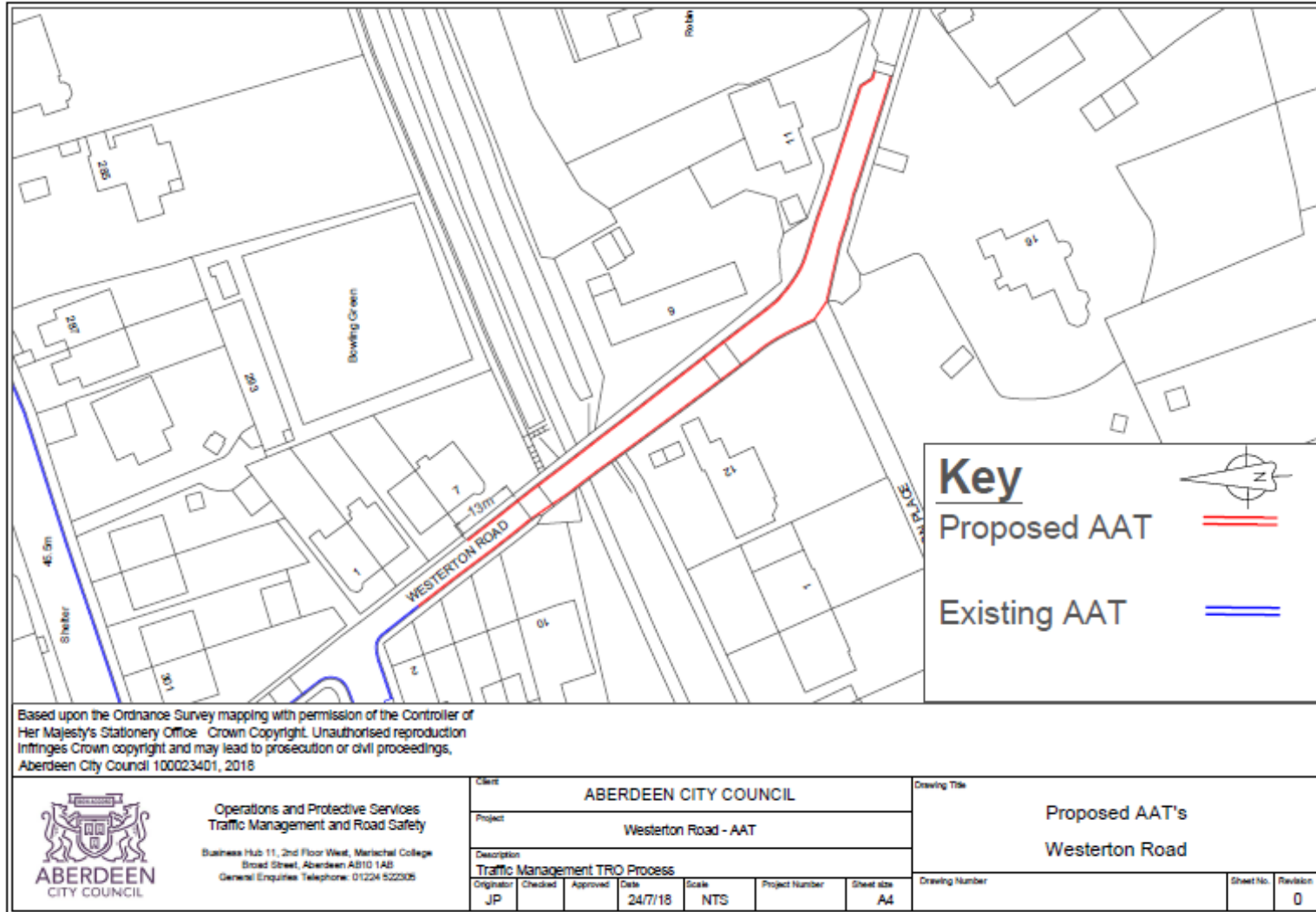
Table 2 – Vehicular volume recorded in 2019

	South Bound		North Bound	
	Total		Total	COMBINED
Date	Vol.		Vol.	VOL
Wed 24 Apr 19	1697		1227	2924
Thu 25 Apr 19	1628		1186	2814
Fri 26 Apr 19	1690		1248	2938
Sat 27 Apr 19	1099		997	2096
Sun 28 Apr 19	1025		926	1951

Table 3 – Difference in volume

South Bound			North Bound	
	Vol.		Vol.	COMBINED
Date	Difference		Difference	
Wednesday	847		625	1472
Thursday	796		532	1328
Friday	657		459	1116
Saturday	197		382	579
Sunday	111		350	461

APPENDIX C – Proposal Plans



Westerton Road - Proposed lengths of prohibition of waiting at any time

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ABERDEEN CITY COUNCIL

COMMITTEE	Operational Delivery
DATE	16 May 2019
EXMEPT	No
CONFIDENTIAL	No
REPORT TITLE	Various Small-Scale Traffic Management and Development Associated Proposals (Stage 3 – Public Advert)
REPORT NUMBER	OPE/19/239
DIRECTOR	Rob Polkinghorne
CHIEF OFFICER	Mark Reilly
REPORT AUTHOR	James Watt
TERMS OF REFERENCE	5

1. PURPOSE OF REPORT

Following completion of the public consultation process, this report considers objections that have been lodged with respect to proposed Traffic Regulation Orders (TROs), and as part the statutory procedure set out in the Road Humps (Scotland) Regulations 1998.

2. RECOMMENDATION(S)

It is recommended that the Committee: -

- 2.1 Acknowledge the sixteen objections received as part of the public consultation.
- 2.2 In relation to the proposed traffic calming scheme on Bedford Place and Sunnyside Road overrule the objections received and approve that this scheme be implemented as originally envisaged.
- 2.3 In relation to the proposed Aberdeen City Council (Primrosehill Drive, Aberdeen) (Prohibition of Waiting) Order 201(X) overrule the objection received and approve that this order be made as originally envisaged.

3. BACKGROUND

This report deals with proposed TROs which, at the public advertisement stage, have received statutory objections, as well as comments received as part the statutory procedure set out in the Road Humps (Scotland) Regulations 1998.

The report presents the objections received and provides responses to any issues raised. Plans detailing each of the schemes in question are included within the first appendix to this report. Redacted copies of the letters of objection received (Appendix 2) and the public notice for each of the proposals (Appendix 3) are also included.

3.1 Proposed Speed Cushions – Bedford Place / Sunnyside Road

3.1.1 Proposal

At its meeting on 8 November 2017 the Communities, Housing and Infrastructure Committee resolved to instruct the Head of Public Infrastructure and Environment to progress the design and consultation for a traffic calming scheme on Sunnyside Road and Bedford Place.

Officers have reviewed potential forms of traffic calming that could be introduced into Sunnyside Road and Bedford Place and believe that speed cushions would be most appropriate. The introduction of chicanes, buildouts, or traffic islands would reduce the availability of on-street parking in the area and would be relatively ineffectual at lowering vehicle speeds due to the low volumes of vehicles. Redistributing the parking into banks of echelon parking and introducing additional street furniture, as part of a wider change to the street layout, would be more effective however there would be a considerable loss of on-street parking. Officers believe that the removal of significant levels of parking would be unpopular in this area as there are only a limited number of properties with access to off-street parking.

Whilst other forms of psychological traffic calming such as coloured or textured surfacing could be introduced this would not change the straight alignment of the road and ultimately the effect of this, in isolation, would be limited. Speed cushions would not reduce parking availability and are consistent with the traffic calming features used on the adjacent Sunnybank Road. The proposed layout of this scheme is provided in Appendix 1 to this report.

3.1.2 Objections

Eleven objections to this proposal were received during the public consultation period, two of these representations were supportive of the measure but have been included here as they contain concerns regarding the proposed design of the scheme. All the objections received came from members of the public and redacted versions can be found in Appendix 2 to this report. The general themes of these objections are summarised below:

- *Reduction in kerbside parking availability*

Objections have been received which raise concerns that the proposed speed cushions will have a negative impact on the availability of kerbside parking on the streets in question.

- *Damage to parked vehicles*

Concerns have also been raised that the introduction of speed cushions on these streets may encourage vehicles to be driven in such a manner as to avoid the speed cushions, which may then increase the likelihood of damage to parked vehicles.

- *Issues related to the Bedford Road 'bus gate'*

Many of the objections received noted the introduction of the Bedford Road 'bus gate', as part of the Third Don Crossing scheme, is the cause of increased through traffic in the Sunnybank area and that reopening this section of the network to through traffic would be preferable to the introduction of additional traffic calming features.

- *Alternative speed reduction measures*

A few of the objections included comments regarding the introduction of speed cameras on these roads as being preferable to the proposed traffic calming scheme.

- *Excessive speeds/through traffic area not an issue at this location*

It was noted in some of the objections received that current vehicular speeds on this section of the network do not significantly exceed the mandatory 20 mph speed limit and that there are no concerns regarding the current volumes of through traffic.

- *Comfort of drivers/passengers*

Concerns have been raised that disabled or older occupants of vehicles, particularly those with pre-existing conditions, can find speed cushions more uncomfortable and more difficult to negotiate than more able-bodied persons do.

- *Damage to older vehicles*

Concerns about the installation of speed cushions leading to accelerated wear to older vehicles have been raised in one of the letters of objection to the proposed scheme.

- *Concerns regarding design of the scheme*

One of the comments received in relation to the proposed traffic calming measures was supportive of the proposals, however raised concerns regarding one of the sets of speed cushions, at the eastern end of Sunnyside Road, due to them being located on an incline. A further comment was in favour of the proposal, however also wished to see speed cushions introduced on the section of Sunnyside Road, between its junctions with Sunnyside Terrace and Sunnybank Road.

3.1.3 Response

- *Reduction in kerbside parking*

As noted previously, this issue was considered by officers when formulating a proposal to introduce traffic calming of the streets in question. Whilst the scheme may have a small impact on the overall kerbside parking capacity of these streets, it is of note that alternative traffic calming measures such as chicanes, buildouts, or traffic islands would have a much greater impact on the availability of on-street parking in the area. It is also of note that many drivers are not averse to parking directly over speed cushions sited near the kerb line. Groups of three cushions spaced across the road, as is proposed, allow at least one cushion to remain available to be straddled by emergency vehicles, whilst still having the desired effect of introducing vertical deflection to vehicles with more narrow axle tracks, thus limiting the impact of parking directly over the cushions.

- *Damage to parked vehicles*

Officers contend that the introduction of speed cushions is unlikely to increase potential damage to stationary vehicles. It is improbable that drivers would risk damage to their own vehicle by avoiding a speed cushion, in favour of clipping a nearby parked vehicle. All drivers should be aware that driving without care, attention and consideration for other road users is an offence and that they have a responsibility to drive in the correct position on the road, i.e. at an appropriate distance from vehicles parked at the kerbside.

- *Funding*

The proposed measures will be funded through the Cycling, Walking and Safer Streets (CWSS) budget. This funding is awarded to all Scottish Local

Authorities, by the Scottish Government, and is specifically ring fenced with the following purpose:

“The grant shall be used only for the purpose of undertaking a programme of works for local cycling, walking and safer streets projects.”

In this respect, the proposed funding source could not be spent on filling potholes, or other revenue budget programs, as suggested by some objectors.

- *Issues related to the Bedford Road ‘bus gate’*

A review was carried out as to potential options regarding the operation of Bedford Road ‘bus gate’ and reported to the Communities, Housing and Infrastructure Committee, at its meeting on Wednesday 8th November 2017. Following consideration of this report, Councillors voted against a proposal to permit cars registered at certain addresses in the area to be exempt from the restriction imposed on Bedford Road. As this issue has been reviewed previously, and a committee decision has subsequently made, officers would refer objectors to a copy of this report, for an in-depth review of this issue. A link to the aforementioned report is available in section 9.

- *Alternative speed reduction measures*

Aberdeen City Council itself cannot erect safety cameras for speed enforcement, however local authorities, through regional partnerships, can suggest that specific sites are considered when the Scottish Safety Camera Programme conducts their annual site selection process for identifying a long-list of potential new locations. However, there are very specific requirements for new fixed, mobile, and average speed camera sites. These must be strictly adhered to and only those applications that guarantee to comply with these criteria will be accepted. One key condition is that there must be a minimum number of injury collisions in the last three years for a site to qualify for enforcement.

Collision data, supplied by Police Scotland, over the most recent three-year period should be assessed and must only include collisions in the direction of proposed enforcement. In this respect officers can advise, having reviewed the collision history on Sunnyside Road and Bedford Place, these sites would not meet the qualifying criteria for fixed or mobile safety camera speed enforcement under the Scottish Safety Camera Programme, hence this is not a viable alternative. For clarity, these criteria do not apply to speed enforcement activity undertaken by Police Officers.

- *Excessive speeds/through traffic area not an issue at this location*

Whilst the most current survey results do not demonstrate evidence of significant through traffic, there is certainly evidence of an increase in through traffic on Bedford Place, as this was previously a no through route. The

proposed scheme will help to mitigate against this impact. However, implementing speed cushions on only Bedford Place would likely displace any through traffic onto Sunnyside Road, hence this street has also been included within the scheme to discourage this practice.

- *Comfort of drivers/passengers*

Road humps are effective because they cause discomfort to the driver when they are crossed at high speeds. Unfortunately for some vehicle occupants, speed cushions cause discomfort even at low speeds. It is therefore important that the cushions are carefully designed and built to minimise discomfort for those travelling at appropriate speeds. Generally, cushions of 75 mm in height are recommended, as these minimise discomfort whilst maintaining effectiveness – this is the proposed height of the speed cushions for this scheme.

- *Damage to older vehicles*

Vehicles travelling over speed cushions at appropriate speeds should not suffer damage, provided the cushions conform to the necessary regulations.

- *Concerns regarding design of the scheme*

With regards to the set of cushions proposed at the eastern end of Sunnyside Road, officers would advise that whilst problems may arise from speed cushions on inclines where vehicles travelling uphill encounter an increased 'actual gradient' of 1 in 5 or greater, however the incline on this section of the network is relatively gentle, and hence the installation of speed cushions here would not result in an increase to the 'actual gradient' that would cause vehicular traffic to any significant issues when traversing the cushions.

With respect to this proposal not seeking to introduce speed cushions on further sections of Sunnyside Road, it is felt that the current extent of the scheme would be enough of a deterrent to through traffic in the area.

3.2 Proposed length of Prohibition of Waiting 'At any time' – Primrosehill Drive

3.2.1 Proposal

It is proposed to introduce a short extension to the existing prohibition of waiting 'at any time' on the north side of Primrosehill Drive, eastwards from its junction with Leslie Road.

3.2.2 Objections

Five statutory objections have been received in relation to this proposal, during the public consultation. Four objections were received from members of the public and one objection was submitted on behalf of the Woodside and Hilton Community Council. The main concern raised in these letters is the loss of kerb side parking available to residents of the area, due to the introduction of waiting restrictions. Concerns were also raised regarding the removal of parking leading to increased speeds on this section of the network. The full letters of objection can be found in Appendix 2 to this report.

3.2.3 Response

The carriageway on Primrosehill Drive is narrow and to accommodate the parking on both sides, vehicles on one side must partially mount the footway. This type of parking causes damage to a public asset and is costly to repair.

Unrestricted kerbside parking should not be viewed as a right for motorists, but as an additional benefit that is derived from the local geometry of a road. This type of parking should only be accommodated when it is safe to do so and does not negatively impact on the safety or movement of other road users. The proposed waiting restrictions seek to address issues relating to obstructive parking. This includes:

- Vehicles being parked partially on the footway and consequently hindering safe pedestrian passage.
- Vehicles being parked in a manner which results in the available carriageway width being significantly reduced, and therefore potentially causing access issues for emergency response vehicles, as well as other large vehicles which may require to take access to the area.

The proposed restrictions have been designed to formalise the parking, to prevent the current obstructive parking which is occurring, and thus improve road safety conditions for all categories of road users, whilst ensuring access for emergency vehicles in the area is maintained. In this respect, the proposed waiting restrictions cover only those sections of kerb side where there is a requirement to prevent the aforementioned obstructive parking practices, and therefore the only loss of parking in the area is at locations where parking should be considered inappropriate. Moreover, given the short length of waiting restrictions being proposed and their proximity to the junction, officers believe it is unlikely that the removal of this parking will result in a significant increase in vehicular speeds.

4. FINANCIAL IMPLICATIONS

- 4.1 These proposals will be funded through the Cycling, Walking and Safer Streets budget.

5. LEGAL IMPLICATIONS

5.1 None.

6. MANAGEMENT OF RISK

	Risk	Low (L), Medium (M), High (H)	Mitigation
Financial	N/A		
Legal	The TRO would be required to go through the legislative process again if it is not implemented within the statutory period of 2 years from consultation.	L	Reviewing the priority of the project in respect of funding in order to ensure that the consultation process does not need to be restarted.
Employee	N/A		
Customer	Road safety levels and traffic management could be compromised if measures are not progressed, leading to continued public concern.	L	Officers propose measures that are deemed reasonable and appropriate to address the Road Safety and Traffic Management issues to reduce incidents of public objections.
Environmental	N/A		
Technology	N/A		
Reputational	Proposals can be contentious and attract negative feedback.	L	Concerned parties would be provided thorough rationale as to the requirement for the proposal.

7. OUTCOMES

Local Outcome Improvement Plan Themes	
	Impact of Report
Prosperous Place	As the recommendation is to approve the proposals, there will be a positive impact on current customer experience in terms of road safety in our communities.

8. IMPACT ASSESSMENTS

Assessment	Outcome
Equality & Human Rights Impact Assessment	Full EHRIA not required
Privacy Impact Assessment	Not required
Duty of Due Regard / Fairer Scotland Duty	Not Applicable

9. BACKGROUND PAPERS

Third Don Crossing Review - CHI/17/247

Communities, Housing and Infrastructure Committee
Wednesday, 8th November 2017 2.00 pm

<https://committees.aberdeencity.gov.uk/documents/s75670/CHI.17.247%20Third%20Don%20Crossing%20Review.pdf>

Review of Bedford Road Bus Gate - CHI/17/254

Communities, Housing and Infrastructure Committee
Wednesday, 8th November, 2017 2.00 pm

<https://committees.aberdeencity.gov.uk/documents/s75669/CHI.17.254%20Review%20of%20Bedford%20Bus%20Gate.pdf>

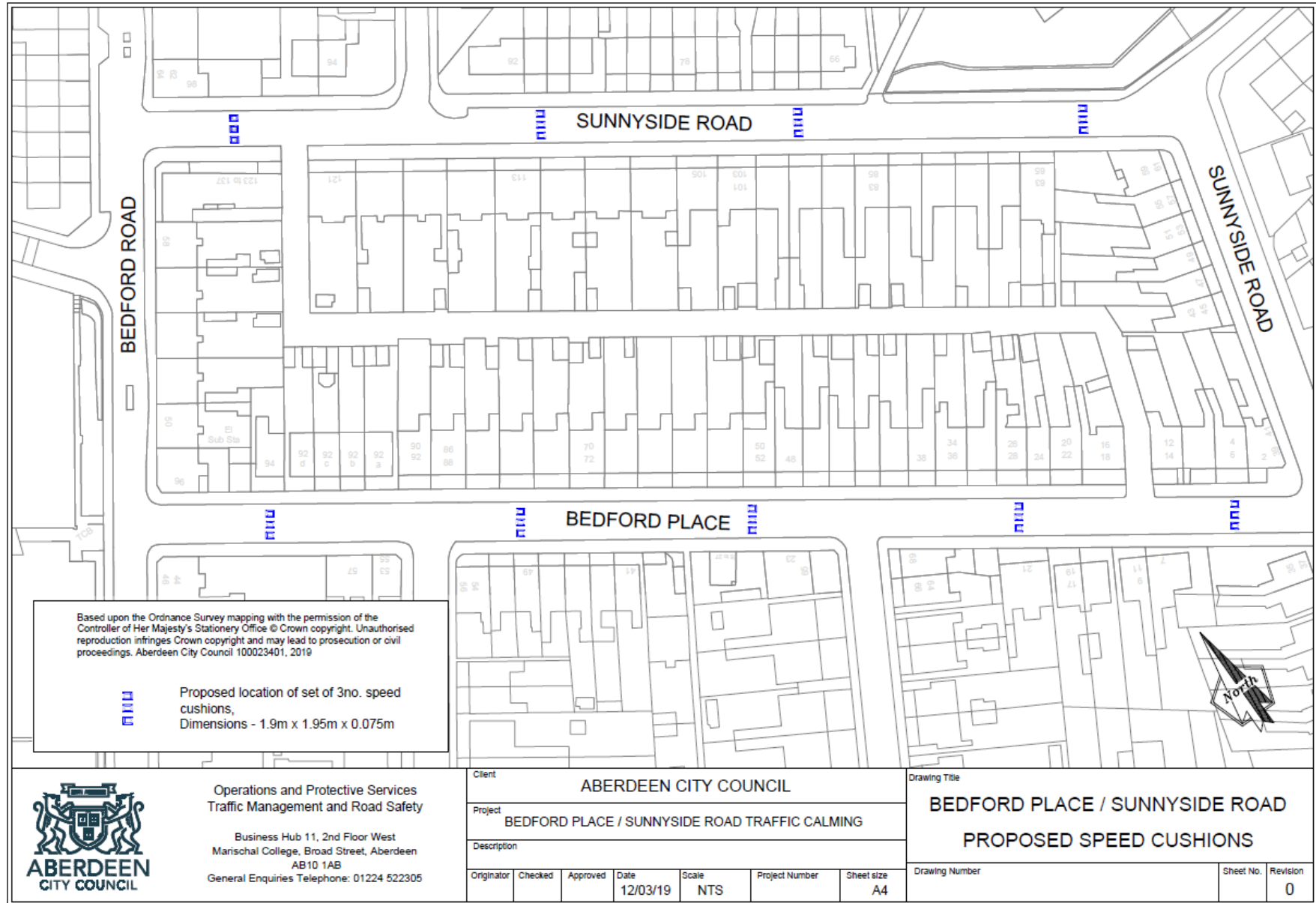
10. APPENDICES

Appendix 1 - Proposal Plans
Appendix 2 - Redacted Objections/Comments
Appendix 3 - Public Notices

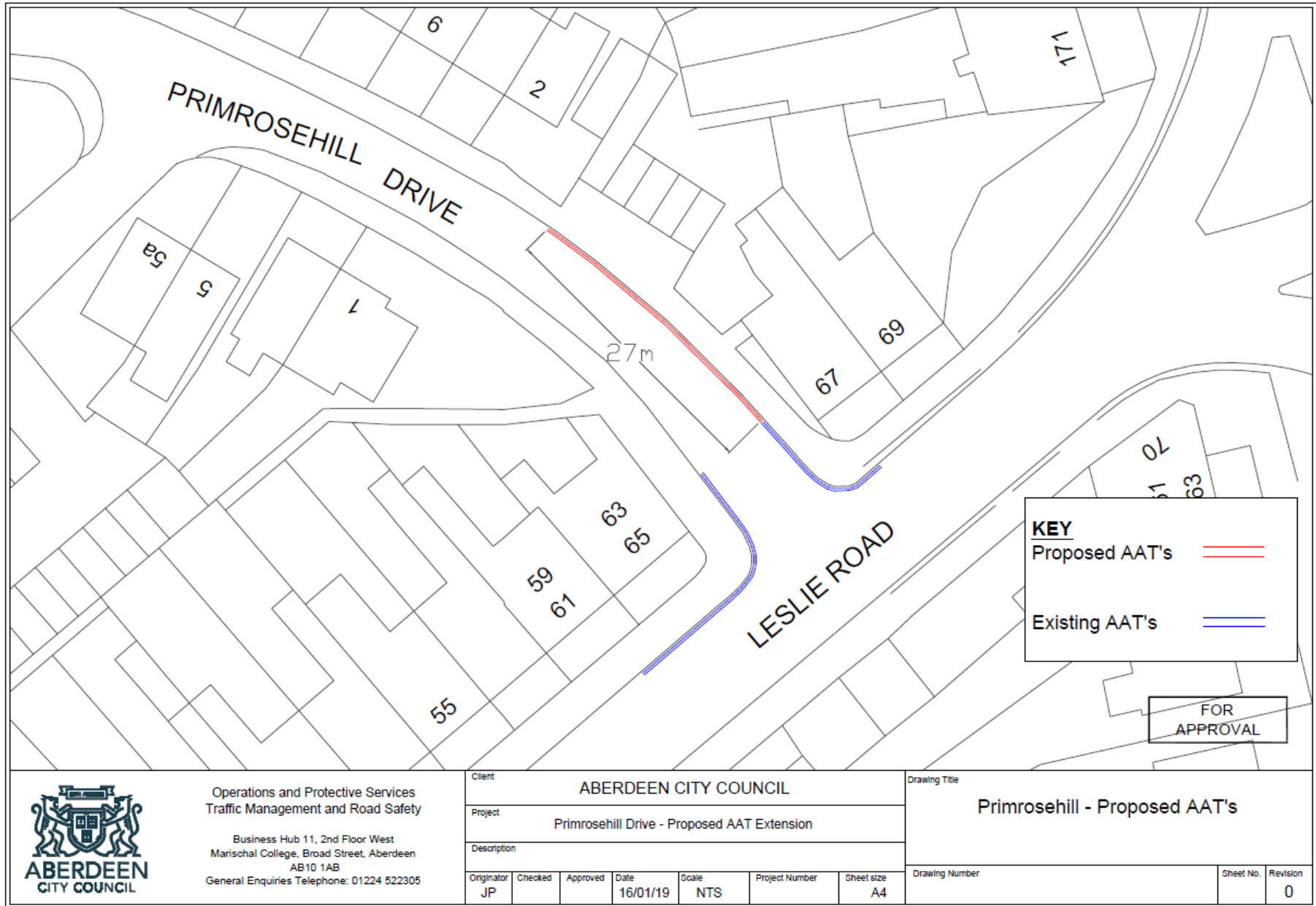
11. REPORT AUTHOR CONTACT DETAILS

Name: James Watt
Title: Technical Officer
E-mail Address: JameWatt@aberdeencity.gov.uk
Tel: 01224 522319

APPENDIX 1 – Proposal Plans



Proposed Speed Cushion Locations and Dimensions – Bedford Place / Sunnyside Road



Proposed Prohibition of Waiting 'at any time' – Primrosehill Drive

APPENDIX 2 – Objections/Comments

Proposed Speed Cushion Locations and Dimensions – Bedford Place / Sunnyside Road

-----Original Message-----

From: [REDACTED]
Sent: 18 March 2019 14:16
To: TrafficManagement <TrafficManagement@aberdeencity.gov.uk>
Subject: VR/RS/JW/Sunnyside Road and Bedford Place

Dear James,

Thank you for the letter I recently received through the door regarding the proposed installation of speed cushions on our street.

I would like to submit my objection to the proposed with the following comments. As a dog owner and local resident I feel there is no necessary requirement for such traffic calming measures. The addition of speed bumps would either reduce the number of street parking places or engager parker cars as drivers avoid them. I personally do not wish to subject my vehicle to 5 speed cushions twice daily due to the wear and tare on suspension etc. In the time I have resided here, the area is not prone to dangerous drivers nor does it act as a "rat-run".

I believe the funds from this venture could spent on correcting potholes or tackling litter.

If you require further comment I would be happy to provide my opinion.

Regards,

From: [REDACTED]
Sent: 21 March 2019 12:37
To: TrafficManagement <TrafficManagement@aberdeencity.gov.uk>
Subject: Proposed installation of speed cushions on Bedford Place

With regard to the above I would like to point out the increase in the volume of traffic in our street is due entirely to firstly the very controversial Bedford gate on Bedford Road and to the reopening of Bedford Place. I'm stating the obvious here but Bedford Place was NOT opened for the benefit of the residents but to solve the problem of traffic coming from the retail park.

Might I suggest the installation of speed cameras as an alternative to speed cushions. That would inevitably give some much needed cash to the council for any speeding motorists (and would soon pay for their installation).

From [REDACTED]

-----Original Message-----

From: [REDACTED]
Sent: 18 March 2019 17:46
To: TrafficManagement <TrafficManagement@aberdeencity.gov.uk>
Subject: VR/RS/JW/Sunnside Road and Bedford Place F.A.O James Watt

Dear James,

Having just read your letter for the proposed installation of speed cushions on Sunnyside road and Bedford place I would like to make an Objection.

I have lived on Bedford Place since Aug 2014 and have seen no change to traffic flow on my street or Sunnyside road since the opening of the Third Don Crossing. I Would very much like to see the findings of this review and the changes highlighted in it.

I could of understood this action and supported it wholeheartedly had a Bus gate not been installed on Bedford Road as traffic on these two streets would definitely have increased.

As that is not the case I can see no logical reason to have these speed cushions installed on these streets (unless the review data can show me otherwise) I would suggest the money is better spent elsewhere.

Sincerely,

[REDACTED]

[REDACTED]

To: TrafficManagement
Subject: RE: Trafficcalming@bedfordplace/sunnysideroad

From: [REDACTED]
Sent: 02 April 2019 11:30
To: TrafficManagement <TrafficManagement@aberdeencity.gov.uk>
Subject: Trafficcalming@bedfordplace/sunnysideroad

With regard to the proposed traffic calming measures at the above location, I object on the grounds that the roads are in such appalling condition that most of us drivers cannot go fast or we risk damaging our cars. Exceptions are the idiots who will speed anyway.

If you can find money to put in speed bumps, then why can you fix our roads. They are worse than a third world country. Also, have you thought about speed cameras which might raise some extra income to pay for fixing the

Yours faithfully

[REDACTED]

From: [REDACTED]
Sent: 19 March 2019 10:32
To: JamesWatt@aberdeencity.gov.uk
Cc: TrafficManagement <TrafficManagement@aberdeencity.gov.uk>
Subject: VR/RS/JW Sunnyside Road and Bedford Road. (115 Sunnyside)

Morning,

Since buying my property in 2014 the usability of the surrounding roads of Sunnyside Road have become of real concern.

1. The Third don crossing was built previously; the roads have been improved around the university library and bottom of Bedford road. The bright idea to close the bottom of Bedford road with the bus only system – Has made access to the north of the city a real challenge and in turn the don crossing completely pointless to anyone living the other side of the bus only cut off.

2. At the same time a Mcdonalds and Pure gym is built in the retail park. Adding to the busy traffic. This is now all filtered to the top of Bedford road. This un-turn causes a constant choke on the junction of Bedford road and Powis terrace. Whether its Saturday/ Sunday, commuting to and from work, or when Aberdeen are playing at Pittodrie. These roads are all gridlocked and impossible to use.

3. The only other options left are to use Sunnybank road > King street. This means battling degraded speed bumps on sunnybank road, which have damaged countless expensive cars I've owned. These speed bumps are worn away on the sides and are too high, which leaves square blocks on a steep decline – following by an incline making them almost un-drivable.

4. The only other option left - to go from Sunnyside to enter any part of the city (Including the third don crossing.) Is traveling from Sunnyside road > Bedford place > Elmfield avenue > Elmbank terrace > over the bridge > Canal road then taking a very long way back around on yourself. – These roads are riddled with potholes and sunken dips. Which are a nightmare to commute over.

This may not be solely discussing speed calming that's been proposed in the letter. But speed cushions will only add to the frustration surrounding the commute anywhere from these addresses.

As a taxpayer I expect more than this.

The Damaged, degraded roads/ infrastructure and gridlocked traffic caused by closing the bottom of Bedford road. Adding speed cushions to both roads will only add to this in my opinion.

Any improvements to these problems above would be greatly appreciated.

Regards,

[REDACTED]

From: [REDACTED]
Sent: 24 March 2019 19:58
To: TrafficManagement <TrafficManagement@aberdeencity.gov.uk>
Subject: Objection to the proposed intallation of Speed cushions on Bedford Place and Sunnyside Road

We would like to submit a statutory objection to the proposed installation of Speed cushions on Bedford Place and Sunnyside Road.

We propose that the bus gate on Bedford Road should be removed so that a continuous flow of traffic in both ways would then stop the additional traffic using Bedford Place and Sunnyside Road as a direct route to King Street. (Installing speed cushions on these roads will not stop the traffic using these roads as Bedford Road has been closed). This would have a high impact in reducing traffic on Sunnybank Road which has the main entrance to Sunnybank School. Not installing the Speed cushions would free up much needed revenue for other crucial projects. Opening up the bus gate would also help the traffic flow once the Berryden Corridor work gets started. I assume that the project officers when reviewing the traffic calming scheme have also taken into account the effect of the Berryden Corridor work.

There is also parking restrictions in place in the area (Parking Permits and Pay and Display)that reduces the number of vehicles entering the area.

We hope the council reconsiders the installation of the Speed cushions in our area and do the right thing and remove the bus gate.

[REDACTED]

From: [REDACTED]
Sent: 25 March 2019 21:48
To: TrafficManagement <TrafficManagement@aberdeencity.gov.uk>
Subject: Sunnyside Road and Bedford Place - Speed Cushions

Hi there James,

Thank you for your letter regarding the proposal to install speed cushions on Sunnyside road.

However I very strongly disagree with the proposal. I have lived on Sunnyside Road for a number of years now and have been witness to traffic at all hours of the day, both in the evenings and during the day of the working week, as well as at the weekends.

I have seen no volume or worrisome behaviour on the roads regarding traffic that would even warrant the consideration of traffic calming measures. I think the installation of such speed cushions would only be salt in the wound after continuing to deal with the great inconvenience of the Bedford Road bus gates for all local residents.

Please reconsider the proposal of speed cushions. And again I would like to take this opportunity to reiterate the widespread desire to open up the bus gate to local residents. This alone would alleviate and calm traffic – much more than any unwelcome and unnecessary speed cushions.

Kind regards,

[REDACTED]

From: [REDACTED]
Sent: 20 March 2019 10:47
To: TrafficManagement <TrafficManagement@aberdeencity.gov.uk>
Subject: Sunnyside Road & Brdford Place road humps

I agree with the need for the road humps on both these roads, but why are no humps proposed for the section of Sunnyside Road going up to Sunnybank School?
The humps on Sunnybank Road going past the School do not deter many drivers to slow down and I think it is time a session of catching those who speed in the 20 MPH zone were fined and done on a regular basis.

Best wishes,

[REDACTED]

From: [REDACTED]
Sent: 18 March 2019 14:14
To: TrafficManagement <TrafficManagement@aberdeencity.gov.uk>
Cc: [REDACTED]
Subject: VR/RS/JW/Sunnyside Road and Bedford Place

Proposed installation of speed cushions

Dear Mr Watt,

Thanks for the information on the above proposal. I am in favour of the scheme as there is a real problem with speeding vehicles on both streets since the bus gate was introduced on Bedford Road.

My only concern is around the placement of the speed cushion at the East end of Sunnyside Road. This corner gets very difficult to negotiate in snow and ice with braking and acceleration best avoided. The placement of the speed cushion would mean coming to almost a stop then trying to get moving again just before the corner when going east. I think it could result in vehicles getting stuck and unable to get up the hill.

If the speed cushion was moved further west then the problem would be resolved. This could also allow the speed cushions to be spaced out slightly further apart so that three rather than four were required.

The current problem is with cars turning in to Sunnyside Road, accelerating hard and reaching high speeds before braking at the corner or the junction with Bedford Road. A three cushion design would deal with this just as effectively and could save the council some cash at the same time.



regards

[REDACTED]



Dear Sir,

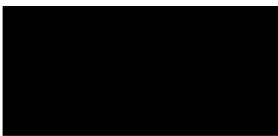
I do not want spine cushions in this road because
from experience

1. Anyone with OSTEOPOROSIS suffers
- pain - & unable to tolerate the pain
when driven over the bumps.

2. Low riding drivers are frustrated
due to usually  speedsters
usually riding  over the bumps.

3. They are expensive to put in and
to Council claim to be short of
money, but cleaning gutters and
drains.

4. Damaging to older cars,
 your sincerely,




Dear Sir/Madam,

Back in August 2004 it was proposed to put traffic calming measures on Sunnyside Road, this was rejected then and as far as I can see nothing has changed to make them necessary at this date.

I wish to object again to the imposition of this traffic calming measure on Sunnyside Road and Bedford Place as I said at the time Sunnyside Road slopes towards Bedford Road and it also has a bad camber and with parked cars along both sides of the road if the council installs speed cushions it will likely increase the risk of accidents especially during the Winter months as the road is shaded by the flats on the South side and therefore receives little Sunshine to melt Snow and Ice on the road surface, the Council is very poor at gritting Sunnyside Road during spells of Snow and Ice and if you impose speed cushions it will be none existant as the gritters and ploughs will struggle to deal with the problem. Over the years the council has made it more and more difficult for residents in the Sunnyside and Bedford area to be able to come and go in their Vehicles due to the Bus Gate that was introduced on Bedford Road meaning that you have to detour up on to Powis Terrace and the lights at the top of Bedford Road cause long tailbacks sometimes as far as the Entrance to the shopping complex.

Introducing Speed Cushions will only cause the residents on Sunnyside Road and Bedford Place to have to listen to cars accelerating then braking as they come to a cushion and then accelerating again which is more disturbing than vehicles just driving up or down the road.

Perhaps a better solution to any supposed speeding problem would be the introduction of signs that illuminate and state your speed because the signage for the 20MPH statutory zone are not easily seen as you turn into Sunnyside Road from Bedford Road and the repeater signs are also not readily visible.

As you are about to impose Statutory 20MPH limit on Bedford Road this will mean that everyone coming into the area will know that they are in a statutory 20MPH area so there will be less need for excessive traffic calming measures.

At present the road surface on Sunnyside Road is in good condition but if you put in speed cushions the surface will start to breakup as is happening in many streets that have had speed cushions installed. Any tar for the speed cushions would be put to better use filling in the potholes on Bedford Place and surrounding streets.

I sincerely hope that common sense will prevail and that this stupid idea is dropped once more as it is not required.

Yours Sincerely,



Proposed Prohibition of Waiting 'at any time' – Primrosehill Drive

Primrosehill Drive (pg 18-19) - it is felt that the introduction / extension of the no waiting restrictions would make the local parking issues in the area worse. Parking on Primrosehill Drive has already been made worse over the years by the large number of properties having converted the entire width of the front gardens into driveways thereby removing all on street parking in front of the properties. The removal of these spaces would leave the properties at No 67 & 69 nowhere to park near their properties. Furthermore, the displacement of the vehicles caused by removal of these spaces would have to be accommodated by the surrounding streets and area - which are already most nights fully utilised, and will likely lead to further issues with antisocial parking problems that occur in the area. Furthermore, with the recent problems and injuries (pedestrians being knocked down) in the area caused by increased volume of traffic following the opening of Bedford Road and the diamond bridge, removing these spaces may actually increase the speed of the traffic at this junction.

For further information, a similar proposal was made and was actually installed on the northbound part of Clifton Road at its junction with Leslie Road a number of years ago, and following a large number of complaints from local residents and businesses - the lines were very quickly removed. This proposal feels very similar in that it may ultimately prove to be a waste of time and resources.

In summary, it is felt that the area is better benefited by permitting these spaces to stay, and leaving the stretch as is and not extending the "prohibition of waiting" / double yellows.

To Whom It May Concern,

I am writing to object to the proposed 'Prohibition of Waiting Order' on Primrosehill Drive.

I am objecting to the above proposal due to the further strain that the removal of these spaces will cause the residents of Primrosehill Drive and Leslie Road.

The current parking issues have been caused by the following:

* The majority of the pavements on Primrosehill Drive have been lowered to allow for residents to convert their front gardens into driveways. One property (No.2 Primrosehill Drive) already has a separate driveway in addition to the conversion of their front garden into an additional driveway. This has thus resulted in a section of pavement the entire width of the property (and original driveway) now being completely out of bounds for parking at all times.

* There are a set a garages/lockups on the east side of Primrosehill Drive that require 24 hour access, therefore that section of pavement is also out of bounds at all times.

* There are a number of residents from Northern Road and Great Northern Road that use both Primrosehill Drive and Leslie Road for parking due to the lack of parking available on their own streets.

* The issue of parking has been further exacerbated by the illegal parking of cars (see attached photos) by a mechanic that uses one of the garages on Clifton Lane. These cars have no up-to-date road tax or MOT (some have even lapsed by several years) yet remain in these spaces for months at a time and are constantly replaced by other cars (also with no road tax/MOT), preventing these spaces from being used by residents. We have notified the council of this issue several times in the last couple of years, as have our neighbours, yet nothing has been done about this to date. As you will be aware, although this is a lane by name, Clifton Lane is actually classed as a public/adopted road and these cars (some are actually declared as 'off the road' according to the DVLA) are therefore parked illegally and taking up much needed legal parking spaces for the surrounding residents.

* There are a number of HMO licenced properties in this area, some with as many as 5 bedrooms. This has allowed for some properties to have numerous vehicles per property. This seems to be a factor that is rarely taken into consideration, and at times even dismissed, when approving HMO licences.

I hope that upon reading the information I have provided you can better understand how a 'Prohibition of Waiting Order' will further impact the amenity of this already densely populated area.

I urge you to reconsider the current proposal and to seek a more suitable alternative to meet the needs of all parties concerned.

I look forward to receiving your response.

Yours,

A black rectangular redaction box covering the signature of the sender.

[REDACTED]

To whom it may concern

I am writing to object to the changes being considered for Primrosehill Drive AB24

I have lived at the above address for over 10 years and trying to get a parking space is very very difficult. I have lost a few mirrors and had my car 'bashed' when it has been on Leslie Road and try, when a space is available, to park on Primrosehill Drive, where it is safer. In all the years I have been living here I have never known of any damage to car or any obstructions to vehicles getting along this road.

I have however witnessed, on quite a few occasions, car accelerating from Leslie road along Primrosehill when there are only a couple, or no cars parked, as the drivers obviously see it as an open track! The fact that there is a school close by and at school hours there are quite a number of children around, making this road double yellow lines would make this road exceedingly dangerous.

There is little enough parking for the residents of Leslie Road, and, due to small front gardens, no opportunity for us to put in a driveway. Most of the residents of Primrosehill have a double driveway which means there is very restricted parking, along with untaxed run down cars which are parked on Clifton Lane.

I would urge the roads department to reconsider this.

Many thanks

Yours sincerely

[REDACTED]

To whom it may concern,

I wish to register my objection to the Proposed Prohibition of Waiting Order on Primrosehill Drive. The reasons for my objection are provided below;

1. I have a young child and frequent elderly relative visitors (some register blind or mobility issues) and the displacement of vehicles caused by the removal of these spaces/extension of double yellows will cause issues for my family. It is very likely that the section of Leslie Road within the vicinity of Primrosehill Drive will be used to accommodate the displaced vehicles and will result in further for me, my young child and elderly relatives to walk from our car to get to our home or require more frequent crossing of a major and busy road with a small child.
2. The extension of the double yellows/removal of available parking spaces on both the east and west side of this section of Primrosehill Drive would leave no 67 & 69 Leslie Road with nowhere to park near their properties. These properties can not currently park in front of their properties due to the lines and restrictions associated with the pedestrian crossing.
3. The displacement of the vehicles caused by the removal of these spaces would have to be accommodated by the surrounding streets (very likely Leslie Road), which are already fully utilised most nights, and will likely lead to further issues with anti-social parking problems that already occur and have a detrimental impact on the amenity of the area.
4. Parking availability is already difficult on Primrosehill Drive as a large number of properties have converted the entire width of front gardens into driveways- thereby removing all onstreet parking in front of their properties, removal of these spaces will further exacerbate this
5. Illegally parked vehicles within Clifton Lane, vehicles with No Road Tax, No MOT and some declared SORN, taking up available local parking spaces. Essentially Clifton Lane is being used as a breakers yard by a local mechanic. These vehicles are constantly replaced with new illegally parked vehicles (no tax, no MOT, SORN etc.) and have essentially been blocking these spaces for years. Although called "Lane", Clifton Lane is a public road/adopted road and these vehicles should not be here.
6. Since the introduction of additional traffic - from the new Diamond Bridge and closure of Bedford Road - the area has seen an increase in the number of accidents and pedestrians being knocked down (most recently a school child - a few weeks ago) - within the vicinity of this junction. Removal of these spaces/parking will increase the traffic speed at this junction leading onto a busy road and subsequent major roundabout junction, increasing the risk to the local primary and secondary school children at a busy junction and road that is a major and well used walking route to the local schools.
7. Due to the increased congestion on Leslie Road in the rush hour, Primrosehill Drive (and area) have been used as a rat-run, and allowing easier access into this area will increase speeds and volume of traffic using the surrounding area.

I would urge you to reconsider this proposal.

I trust the above reasons are clear, and should you require any clarifications I would be happy to discuss further.

I look forward to receiving your response.



From: [REDACTED]
Sent: 08 April 2019 22:09
To: TrafficManagement <TrafficManagement@aberdeencity.gov.uk>
Subject: Primrosehill Drive prohibition of waiting order

Dear Sir/Madam,

My wife & I would like to register our objection to the proposed plan to impose a certain length of prohibition of waiting at any time on Primrosehill Drive. As our property at [REDACTED] Leslie Road has a pelican crossing with railings along the roadside it is impossible to park our vehicle outside our property. It is also becoming increasingly more difficult to find a parking space on Leslie Road/Primrosehill Drive as people who reside on Great Northern Road are parking on these roads. There are also people who work or are customers at the local businesses and parents on school runs who are parking on Primrosehill Drive. Leslie Road itself is getting more difficult to get parked on for a number of reasons.

We would also like to bring your attention to the fact that we, our neighbours at [REDACTED] and number [REDACTED] Leslie Road are the only properties on the road that are in band F of the Council Tax. We can not fathom why we should be in band F and have requested a review of this & basically been told -TOUGH! It is what it was set at back in 1991 when someone drove around the city playing a guessing game! A 'Computer says no' type of response.

We are paying an exorbitant amount of council tax and we can't even park within approximately 20 meters of our own home as it is today. I have endured a total of nine back operations over the past 12 years and continue to struggle with persistent and ongoing back problems, as does my wife. Having to park even further from our home and carry heavy bags of shopping is not going to be at all helpful to an already problematic situation. Furthermore, we also have a dog which we need to get in and out of our car and doing so on a busy road can be rather hazardous.

We do not understand why we are having such a valuable amount of parking space simply removed from our use without any explanation being offered let alone an alternative or more attractive option such as local residents only parking restrictions. Only those living on Leslie Road and Primrosehill Drive would be eligible for permits. The Leslie road end of Primrosehill Drive is wide enough for large vehicles to pass through but there is also ample space on the west side pavement to be altered to allow for additional road width.

We feel that this proposal is simply removing a valuable resource to the local residents who are already paying through the nose for council tax, road tax and insurance yet we are forced to drive around this city with its awful roads and infrastructure. Now, we are having our parking options hugely reduced with no explanation, alternative option or solution let alone compensation being offered.

Regards

[REDACTED]

APPENDIX 3 – Public Notices

ABERDEEN CITY COUNCIL

ROADS (SCOTLAND) ACT 1984

SPEED CUSHIONS ON SUNNYSIDE ROAD AND BEDFORD PLACE, ABERDEEN

Aberdeen City Council proposes to introduce traffic calming road humps on Sunnyside Road and Bedford Place. Each road hump would be established under the Roads (Scotland) Act 1984 and would be 75 mm or thereby in height.

Full details of the above proposals are to be found in maps showing the intended measures which, together with an accompanying statement of the Council's reasons for promoting them, may be examined during normal office hours on weekdays between 18 March 2019 and 08 April 2019, in the offices of the roads officials in the Operations and Protective Services department, at Marischal College, Broad Street, Aberdeen. It is recommended that anyone visiting Marischal College to view any of the documents should make an appointment to do so, in order that a member of staff can be present to offer an explanation if necessary. Anyone unable to visit Marischal College can telephone 01224 522305 to speak to one of the officials.

Anyone wishing to object this proposal should send details of the grounds for objection, including their name and address, in writing to the undersigned or to trafficmanagement@aberdeencity.gov.uk during the statutory objection period which also runs from 18 March 2019 and 08 April 2019, inclusively.

Any person who submits an objection should be aware that any objection made will be available to members of the Committee, available for inspection by members of the public, distributed to the press, and will form part of the agenda pack which is available on the Council's website. To that extent, however, they are redacted, with e-mail addresses, telephone numbers and signatures removed from this correspondence.

**Traffic Management and Road Safety
Operations and Protective Services
Aberdeen City Council
Business Hub 11, Second Floor West
Marischal College, Broad Street
Aberdeen AB10 1AB**

ABERDEEN CITY COUNCIL

ROAD TRAFFIC REGULATION ACT 1984

**THE ABERDEEN CITY COUNCIL (PRIMROSEHILL DRIVE, ABERDEEN)
(PROHIBITION OF WAITING) ORDER 201(X)**

Aberdeen City Council proposes to make "The Aberdeen City Council (Primrosehill Drive, Aberdeen) (Prohibition of Waiting) Order 201(X)" in terms of its powers under the Road Traffic Regulation Act 1984. The effect of the order will be to impose a certain length of prohibition of waiting at any time on Primrosehill Drive, Aberdeen, as defined in the schedule below. Exemptions will apply as usual to the picking up or setting down of passengers, loading or unloading, blue badge holders not causing an obstruction, funeral vehicles, and vehicles parked with the consent of the Council in direct association with authorised roadworks or building works.

Full details of the above proposal are to be found in the draft order, which, together with a map showing the intended measures and an accompanying statement of the Council's reasons, may be examined during normal office hours on weekdays between 18 March 2019 and 08 April 2019, in the offices of the roads officials in the Traffic Management and Road Safety department, at Marischal College, Broad Street, Aberdeen. It is recommended that anyone visiting Marischal College to view any of the documents should make an appointment to do so, in order that a member of staff can be present to offer an explanation if necessary. Anyone unable to visit Marischal College can telephone 01224 522305 to speak to one of the officials.

Anyone wishing to object to the above order should send details of the grounds for objection, including their name and address, in writing to the undersigned or to trafficmanagement@aberdeencity.gov.uk during the statutory objection period which also runs from 18 March 2019 and 08 April 2019, inclusively.

Any person who submits an objection to a road traffic order should be aware that any objection made will be available to members of the Committee, available for inspection by members of the public, distributed to the press, and will form part of the agenda pack which is available on the Council's website. To that extent, however, they are redacted, with names, e-mail addresses, telephone numbers and signatures removed from this correspondence.

**Traffic Management and Road Safety
Operations and Protective Services
Aberdeen City Council
Business Hub 11, Second Floor West
Marischal College, Broad Street
Aberdeen AB10 1AB**

Schedule

(Prohibition of waiting at any time)

Primrosehill Drive

East side from its junction with Leslie Road, northwards for a distance of 37 metres.

West side, from its junction with Leslie Road, northwards for a distance of 10 metres.

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ABERDEEN CITY COUNCIL

COMMITTEE	Operational Delivery
DATE	16 May 2019
EXMEPT	No
CONFIDENTIAL	No
REPORT TITLE	Craigshaw Drive etc. Cycle Tracks – Traffic Regulation Orders – Public Consultation
REPORT NUMBER	OPE/19/249
DIRECTOR	Rob Polkinghorne
CHIEF OFFICER	Mark Reilly
REPORT AUTHOR	Graeme McKenzie
TERMS OF REFERENCE	5

1. PURPOSE OF REPORT

Following completion of the public consultation process, this report considers objections that have been lodged with respect to proposed Traffic Regulation Orders that are required to establish dedicated cycle tracks on Craigshaw Drive and on certain lengths of adjacent roads.

2. RECOMMENDATION(S)

It is recommended this Committee: -

2.1 Notes the objections received as a result of the statutory consultation in relation to: -

1. “The Aberdeen City Council (Abbotswell Road / Craigshaw Drive / Wellington Road / West Tullos Road, Aberdeen) (Redetermination of Means of Exercise of Public Right of Passage) Order 201(X)”
2. “The Aberdeen City Council (Craigshaw Drive, Aberdeen) (Prohibition of Waiting) Order 201(X)”

- 2.2 Approves “The Aberdeen City Council (Abbotswell Road / Craigshaw Drive / Wellington Road / West Tullos Road, Aberdeen) (Redetermination of Means of Exercise of Public Right of Passage) Order 201(X)” and instructs the Chief Officer for Operations and Protective Services to refer the order to Scottish Ministers for a final determination in accordance with “The Stopping Up of Roads and Private Accesses and the Redetermination of Public Rights of Passage (Procedure) (Scotland) Regulations 1986”
- 2.3 Approves that “The Aberdeen City Council (Craigshaw Drive, Aberdeen) (Prohibition of Waiting) Order 201(X)” be made as originally envisaged.

3. BACKGROUND

- 3.1 A report titled “Craigshaw Drive – Cycle Lanes” was considered by the Communities, Housing and Infrastructure Committee on 16 January 2018. The report set out the option development and appraisal that had taken place with respect to creating dedicated facilities for cyclists on Craigshaw Drive; this length of road being considered a missing link in providing enhanced provision for cyclists when considering the route connection between Wellington Road and the off-road path (“Shell Path”) leading to King George VI Bridge. (See Appendix 1 – Location Plan)
- 3.2 The outline design, that was approved by the committee, was the creation of dedicated cycle tracks on Craigshaw Drive. The lengths involved would mainly consist of a cycle track for the exclusive use by cyclists, however, there would also be modest lengths, in the vicinity of dedicated road crossing points, near its junctions with Abbotswell Road and Wellington Road, that would be shared with pedestrians. This would involve reallocating space on the road by reducing the existing footway and carriageway widths. It’s of note the remaining width of the carriageway and footways would not be compromised in terms of through traffic or pedestrian use, as they would still meet specified standards in terms of width when considering the road type and its use.

See Appendix 2 for design plans; A previous online exhibition providing plans and visualisations, prior to the publication of the proposed Traffic Regulation Orders, can also be viewed by way of the following internet link:

<https://consultation.aberdeencity.gov.uk/planning/craigshaw-drive/>

- 3.3 Beyond Craigshaw Drive, there would also be certain lengths of cycle track introduced on Abbotswell Road, Wellington Road and West Tullos Road, whereby existing footway would be converted to a shared cycle track facility for use by pedestrians and cyclists.
- 3.4 To allow for the proposed change on these roads it has been necessary to promote a Traffic Regulation Order (TRO) that redetermines certain lengths of footway and carriageway to cycle track. This report therefore considers the objections received as a result of the public advertisement / statutory consultation process (See Appendix 3 – Statutory notices)

- 3.5 Additionally, there is also a proposed TRO that provides for a prohibition of vehicular waiting at any time on any day throughout Craigshaw Drive. This is due to the reduction in carriageway width the installation of cycle tracks would bring about; accordingly, while there are currently certain lengths of Craigshaw Drive available for on-street parking, this will no longer be possible as any parking would effectively take the carriageway down to a single running lane and prove obstructive to through traffic. Given the road's status as a distributor / industrial access road, a situation where on-street parking was occurring would not be permissible.
- 3.6 A further benefit of a prohibition of waiting at any time throughout Craigshaw Drive is it mitigates the risk of a vehicular door being opened across a cycle track and thereby into the path of an oncoming cyclist. In an ideal situation, where on-street parking is permitted, there would be a buffer strip between the cycle track and parked vehicles to allow for opened vehicle doors, however, such a design would not be possible at this location due to the overall width constraints of the existing road.

Objections

- 3.7 There has been seven objections received, including one where the objector has in addition submitted a petition that has 193 signatories linked to residential addresses in both Aberdeen and Aberdeenshire, and to business addresses in the area of Craigshaw Drive. The primary concern being the loss of on-street parking on Craigshaw Drive. The full content of the objections is available to view in Appendix 4.
- 3.8 On Craigshaw Drive there is currently on-street parking capacity for approximately 64 cars. While in terms of actual use, it would appear the parking would be at, or near, capacity on a typical workday. Similarly, there is on-street parking available on some of the adjacent roads, however, this also appears to be well utilised during workdays.
- 3.9 The concern raised is most of those vehicles parked on Craigshaw Drive will be associated with employees who choose to commute by car to their nearby place of work and accordingly the question arises: where would they be displaced to, or what alternative forms of transport would they use? One objector also operates a catering business on the road and expresses concern over the future possibility of customers being able to visit the business if located elsewhere. There are also three objections from business premises where, in addition to the subject of staff parking, additional concern is raised over their use of the road during daily operations.

Response

- 3.10 As highlighted, the proposal to introduce cycle tracks on Craigshaw Drive takes into account a missing provision in dedicated facilities on the cycle network and is included as a project within the Aberdeen Active Travel Action Plan 2017 - 2021. This plan identifies policies and design principles that Aberdeen City Council will abide by and a series of actions and interventions that will be pursued in order to increase the proportion of journeys undertaken in the city

by active travel and to contribute to meeting the vision set out in the NESTRANS Regional Active Travel Action Plan: - *“To create an environment and culture in which walking and cycling are convenient, safe, comfortable, healthy and attractive choices of travel for everyday journeys.”*

3.11 The proposal is also beneficial with respect to the Civitas Portis project which is a four-year European Commission funded project that will test innovative and sustainable urban mobility solutions in five European port cities, namely Aberdeen, Antwerp, Trieste, Constanta and Klaipeda, while also including an additional city, Ningbo, in China. Overall the project aims to show that sustainable urban mobility can increase functional and social cohesion between city centres and ports; accordingly, the proposed cycle tracks for Craigshaw Drive will support the promotion of sustainable travel planning in the Altens, North Dee and South Dee areas.

3.12 When considering the action plan and consultations prior to its publication, key concerns from respondents when considering cycling were: -

- Infrastructure – respondents believed the volume and quality of cycle routes and cycle parking facilities is inadequate, and that footways and paths are poorly maintained;
- Volume and speed of road traffic and its perceived priority over active travel modes which can result in unsafe conditions for walking and cycling; and
- Perceptions of poor driving behaviour, with a lack of respect shown to people walking and cycling.

The respondents suggested they would like to see: -

- More and better pedestrian and cycle infrastructure, particularly more crossing facilities and joined-up, continuous and linked routes. In terms of cycling, a clear preference for dedicated and segregated facilities emerged;
- A safer environment for people walking and cycling;
- Improved maintenance of active travel routes; and
- Improved driver education.

3.13 There has also been feedback from cyclists that use Craigshaw Drive as part of their daily commute and this highlighted a variety of concerns: -

- Difficulties crossing Abbotswell Road and Wellington Road.
- Queuing motor vehicles preventing access to junctions.
- Parked cars resulting in close passes by motor vehicles.
- Large / Heavy Goods Vehicles turning in front of cyclists on the approach to accesses and side roads.
- Poor visibility at accesses and side roads.
- Perception that some drivers may be travelling too fast for the road layout and/or exceeding the 30mph speed limit.

- 3.14 The cycle tracks proposed for Craigshaw Drive, and adjacent roads, thereby meet the aspirations set out in both the Aberdeen and Regional Active Travel Action Plans by providing dedicated facilities segregated from motor vehicles and where crossing facilities will be available at the major junctions. It therefore has the potential to both consolidate the volume of cyclists already using the route and encourage other commuters to make the switch to cycling as a sustainable form of transport.
- 3.15 It's appreciated the loss of on-street parking on Craigshaw Drive will be of disappointment to those commuters that currently make use of the road for that purpose, and likewise to those that may be parking to visit adjacent businesses. However, the proposed change must be considered against the primary function of the road for the movement of people and goods, and particularly in its context as acting as a local distributor road. Thus, while on-street parking can be a valuable amenity, it should not be maintained where it is to the detriment of the function of the road and its place on the road network; particularly so when considering the Council's adopted strategies/plans and targets with respect to promoting sustainable transport measures.
- 3.16 In terms of commuters that would be displaced by the proposal, it may act as an incentive for an individual to consider how they make their way to work and consider alternative methods such as public transport, cycling and walking.
- 3.17 There is a potential negative factor, whereby commuter vehicles are displaced to other streets in the vicinity where uncontrolled on-street parking remains. In this regard, officers are already aware of concerns over commuter parking on nearby residential roads such as Nigg Kirk Road and Craigpark; similarly, there could be the potential for displacement to nearby residential roads in Kincorth. Ultimately, this possibility should not act as a deterrent against improving infrastructure that provides for sustainable transport, however, it's an issue to be alert to and where feedback would be monitored from the communities concerned.
- 3.18 It's also appreciated one of the objections comes from the proprietor of a catering van business that is situated at the roadside, and should the proposal proceed, officers would endeavour to find a nearby location for the business to operate from. The aforementioned would be based on discussions with the business and subject to the business obtaining all necessary consents and a licence for the new location. Again, whilst it's appreciated the business will be disappointed at the possibility of relocating, the road and its primary function in the movement of people and goods takes priority.
- 3.19 The installation of dedicated active travel facilities could also prompt local businesses to review travel plans, and how they manage both employee / visitor parking and vehicle operations within their property boundaries, thereby mitigating any use of the surrounding road network as a secondary / back up parking facility.
- 3.20 During the consultation, it's of note, both the Grampian Cycle Partnership and Nestrans expressed support for the proposed infrastructure; highlighting many of the themes already explored in this report with respect to active and

sustainable travel (See Appendix 5 for the content of the correspondence). The project is also supported by Sustrans, the national charity for cycling and walking, that is providing funding in partnership with Nestrans, for both the design and installation.

Conclusion

- 3.21 As highlighted, the status of Craigshaw Drive within the road network as a distributor for the movement of people and goods, and the opportunity to provide infrastructure that supports / promotes sustainable transport measures in accordance with Council adopted strategies, takes priority over on-street parking on this occasion. While there may be disappointment expressed by some road users, or businesses, it could provide an incentive for those concerned to consider their travel to work / travel plans, and additionally in terms of businesses, how they organise their internal arrangements, whereby they are not relying on the road for vehicular parking.

4. FINANCIAL IMPLICATIONS

- 4.1 These proposals will be funded by way of Nestrans, the transport partnership for Aberdeen City and Shire, and Sustrans, the national charity for cycling and walking.

5. LEGAL IMPLICATIONS

- 5.1 None.

6. MANAGEMENT OF RISK

	Risk	Low (L), Medium (M), High (H)	Mitigation
Financial	It is expected Nestrans and Sustrans will fund this project. However, if this possible funding source was withdrawn, it would be necessary to review the project.	L	The project would have to be considered in terms of other infrastructure priorities and it established whether an alternative funding source was available.

	Risk	Low (L), Medium (M), High (H)	Mitigation
Legal	The Traffic Regulation Order would be required to go through the legislative process again if it is not implemented within the statutory period of 2 years from consultation.	L	Reviewing the priority of the project in respect of funding in order to ensure that the consultation process does not need to be restarted.
Employee	N/A		
Customer	Council approved strategies/plans with regard to establishing dedicated facilities to support sustainable transport measures could be compromised if proposals of this type are not implemented.	M	Officers propose measures that are deemed reasonable and appropriate to promote/support sustainable transport measures.
Environmental	Failure to introduce measures that support sustainable transport could compromise Council approved strategies / plans in terms of improving air quality and taking action to mitigate climate change.	M	Officers propose measures that are deemed reasonable and appropriate to promote/support sustainable transport measures.
Technology	N/A		
Reputational	Proposals can be contentious and attract negative feedback.	L	Concerned parties would be provided with a thorough rationale as to the requirement for the proposal.

7. OUTCOMES

Local Outcome Improvement Plan Themes	
	Impact of Report
Prosperous economy	The proposal complies with the primary driver that states, “We will improve deployment of low carbon transport in the city and urban areas, through active travel networks”.
Prosperous place	As the recommendation is to approve the proposals, there will be a positive impact on current customer experience in terms of road safety in our communities.

8. IMPACT ASSESSMENTS

Assessment	Outcome
Equality & Human Rights Impact Assessment	Full EHRIA not required
Privacy Impact Assessment	Not required
Duty of Due Regard / Fairer Scotland Duty	Not applicable

9. BACKGROUND PAPERS

“Craigshaw Drive – Cycle Lanes”, Communities, Housing and Infrastructure, 16 January 2018

<http://councilcommittees/documents/s78063/CHI.17.284%20Craigshaw%20Drive%20-%20Cycle%20Lanes.pdf>

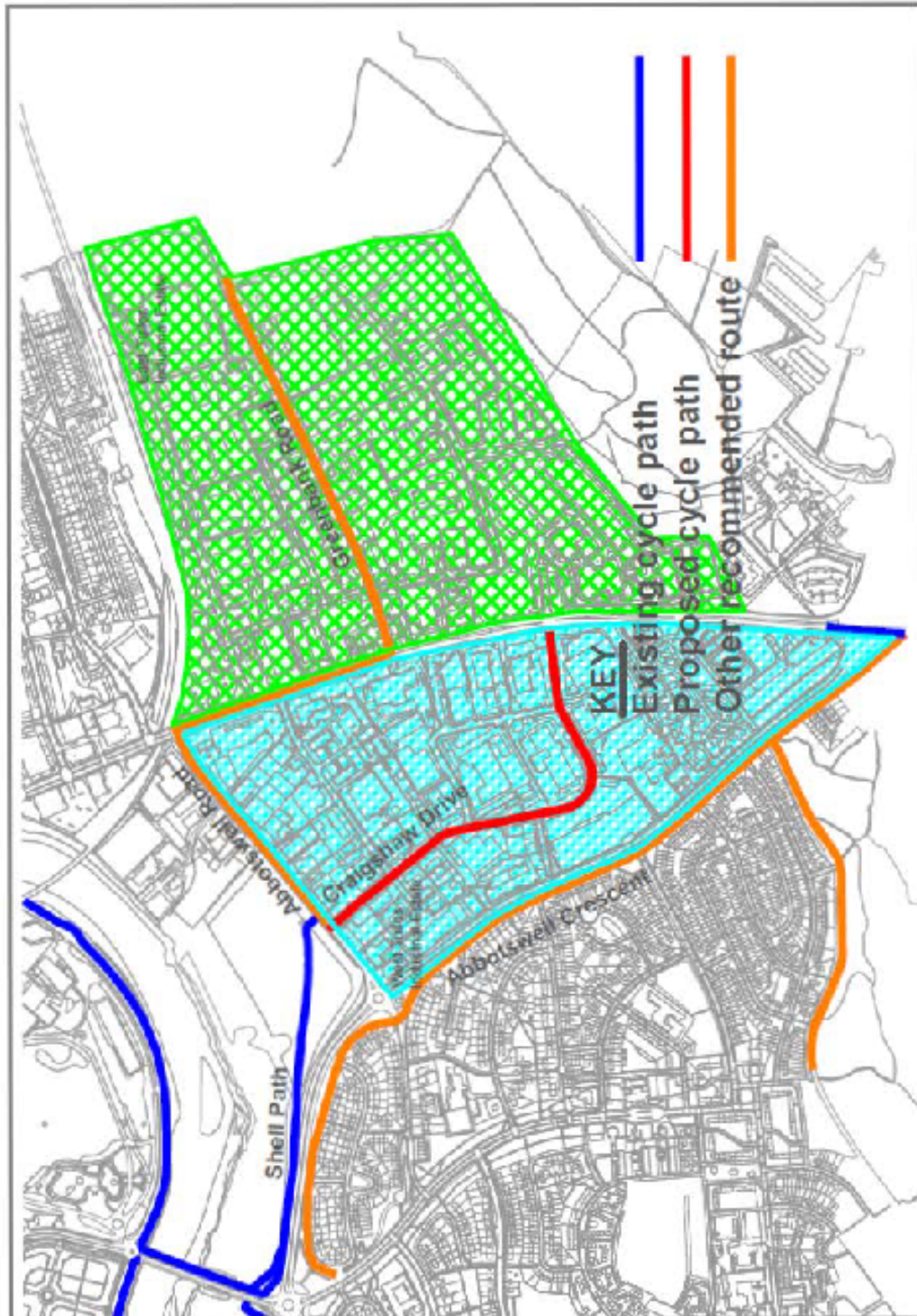
10. APPENDICES

Appendix 1 – Location plan
Appendix 2 – Design plans
Appendix 3 – Statutory notices
Appendix 4 – Objections
Appendix 5 – Correspondence expressing support

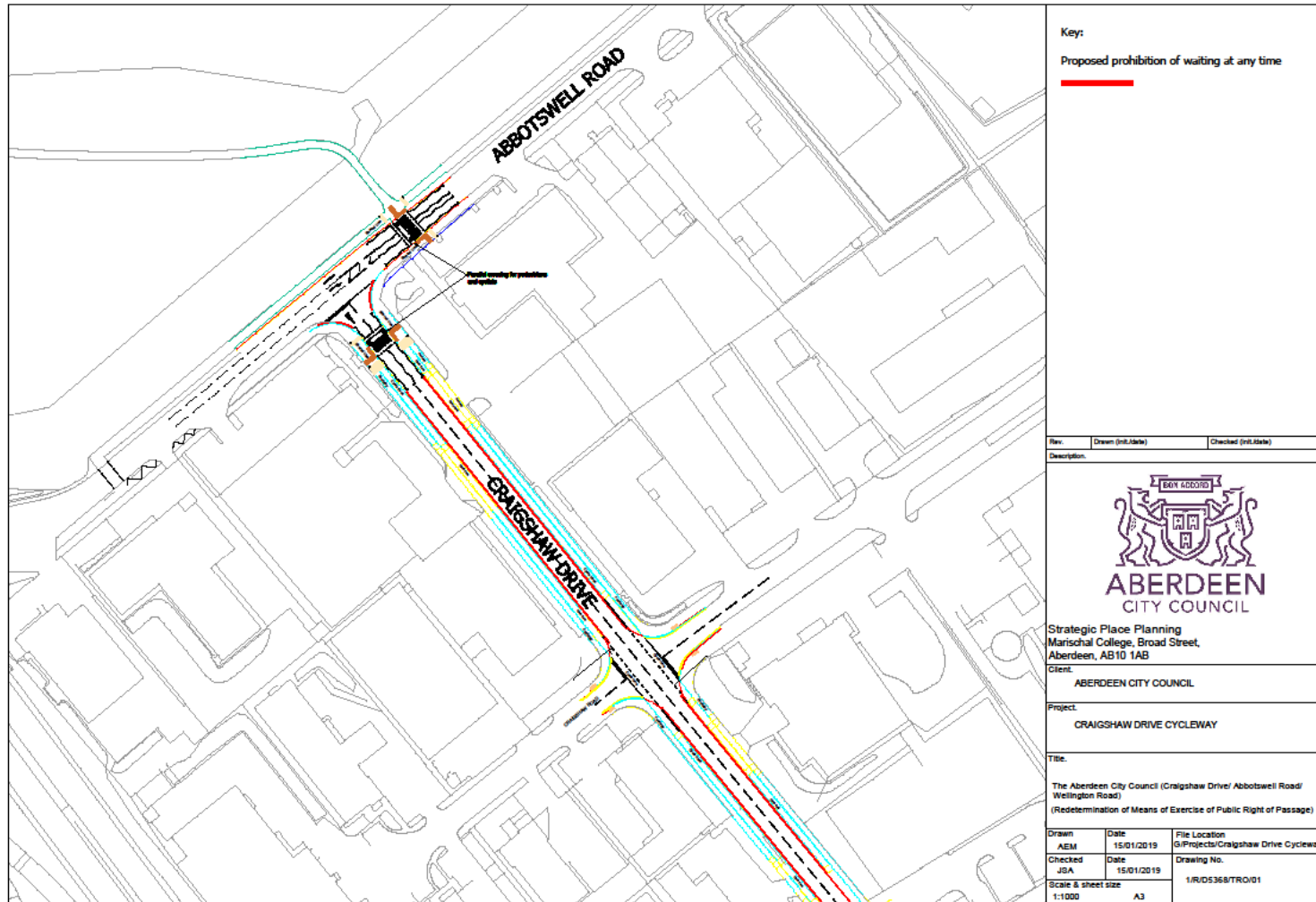
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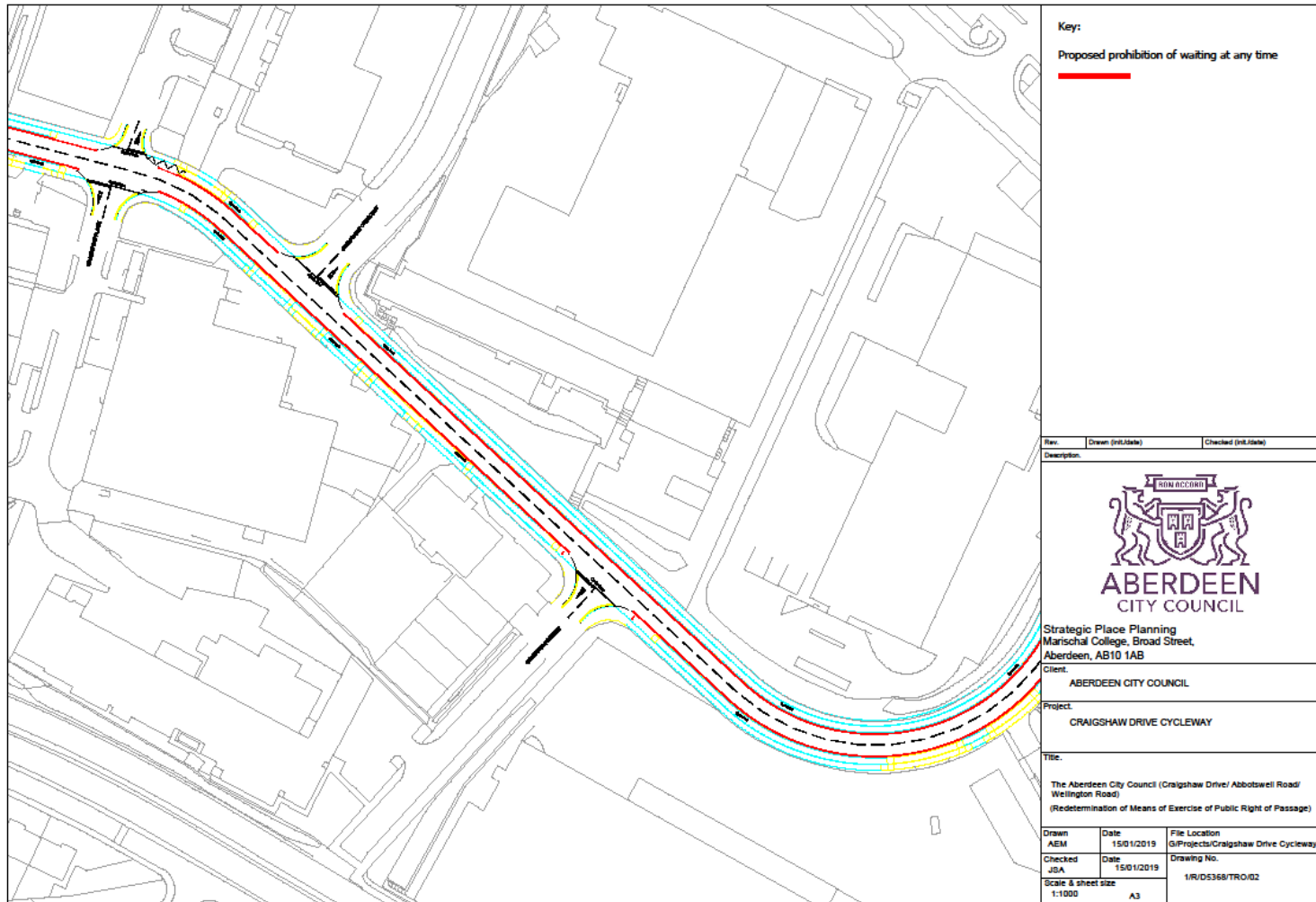
Name: Graeme McKenzie
Title: Technical Officer
E-mail Address: gmckenzie@aberdeencity.gov.uk
Tel: 01224 52(2308)

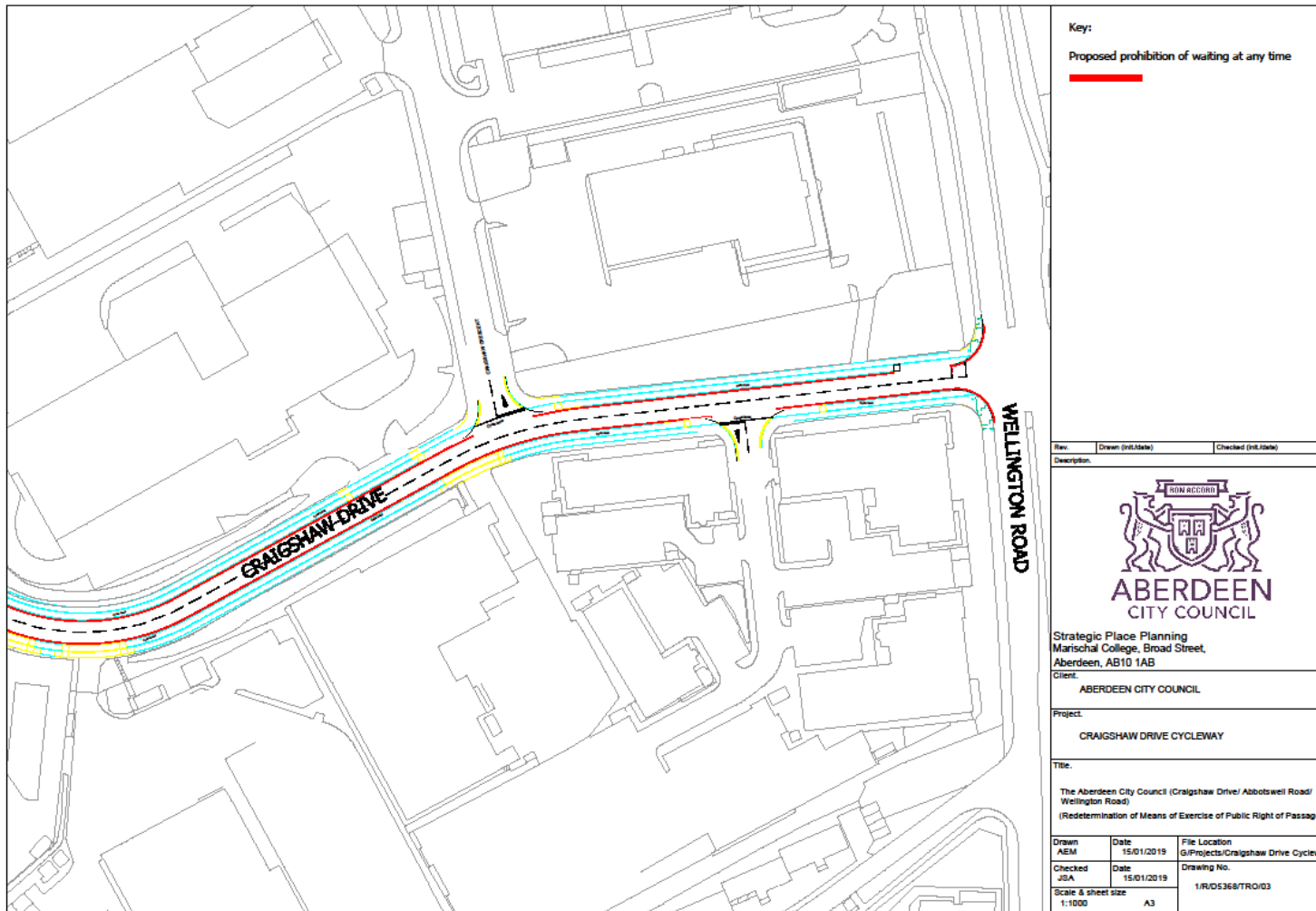
APPENDIX 1- Location Plan

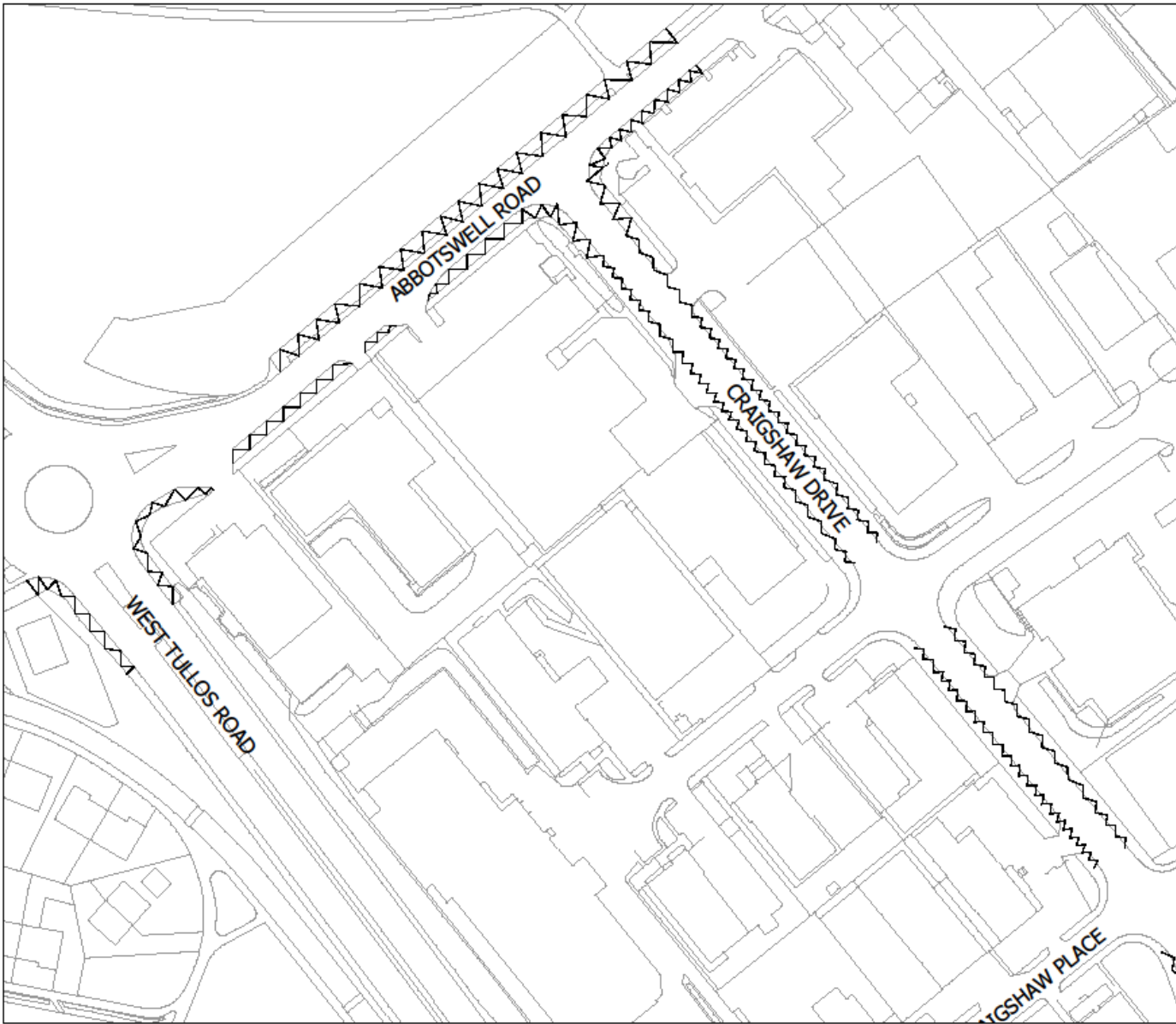


APPENDIX 2 – Design plans









KEY:

SECTION OF FOOTWAY / CARRIAGEWAY
TO BE REDETERMINED TO CYCLE TRACK



Rev.	Drawn (init./date)	Checked (init./date)
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Description:



Strategic Place Planning
Marischal College, Broad Street,
Aberdeen, AB10 1AB

Client:
ABERDEEN CITY COUNCIL

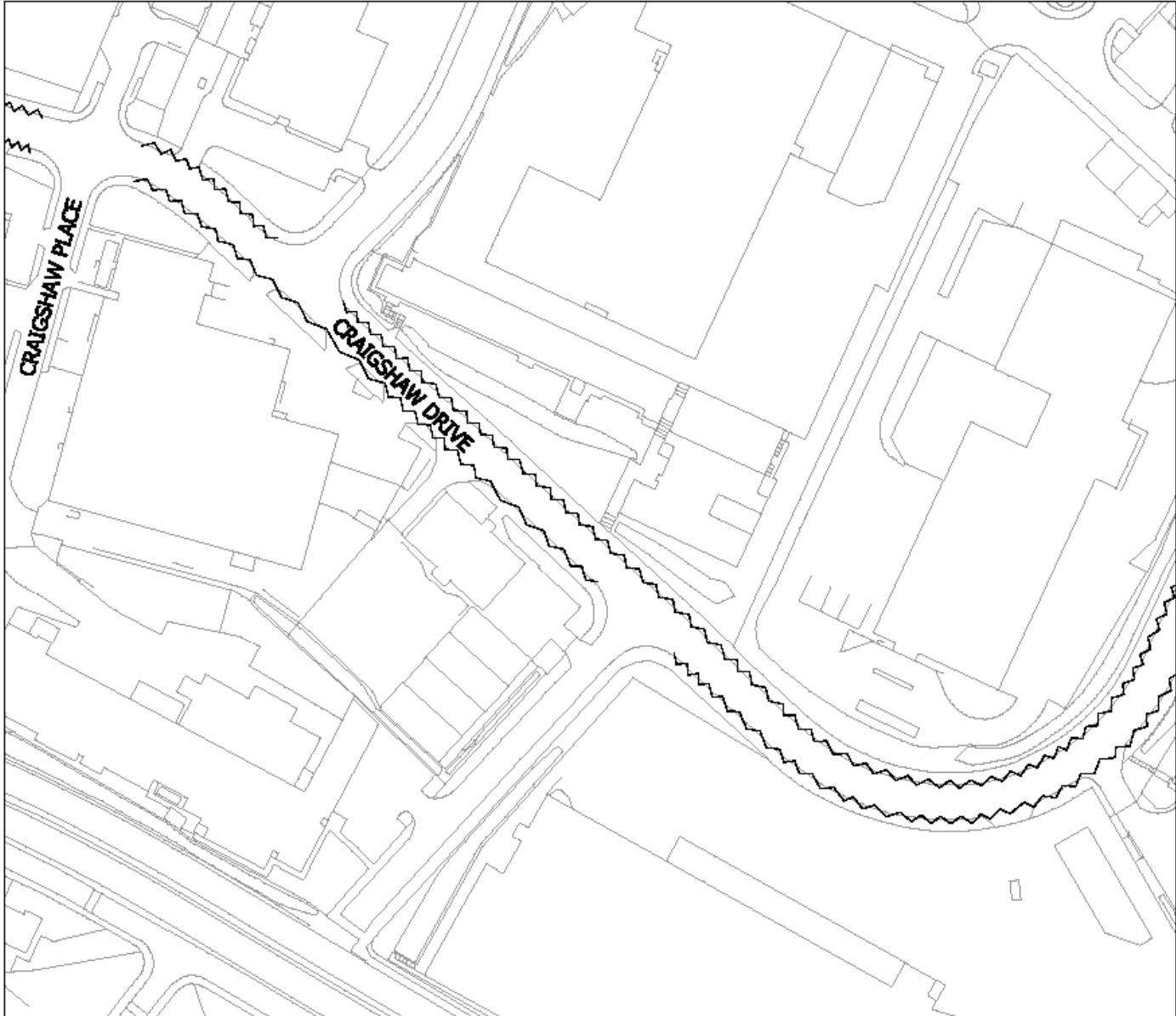
Project:
CRAIGSHAW DRIVE CYCLEWAY

Title:
The Aberdeen City Council (Abbotswell Road /
Craigshaw Drive / Wellington Road / West Tullos
Road, Aberdeen) (Redetermination of Means of
Exercise of Public Right of Passage) Order 201(X)'

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Checked	Date	Drawing No.
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KEY:
SECTION OF FOOTWAY / CARRAGEWAY
TO BE REDETERMINED TO CYCLE TRACK



Rev.	Drawn (init./date)	Checked (init./date)
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Description:



Strategic Place Planning
Marischal College, Broad Street,
Aberdeen, AB10 1AB

Client:
ABERDEEN CITY COUNCIL

Project:
CRAIGSHAW DRIVE CYCLEWAY

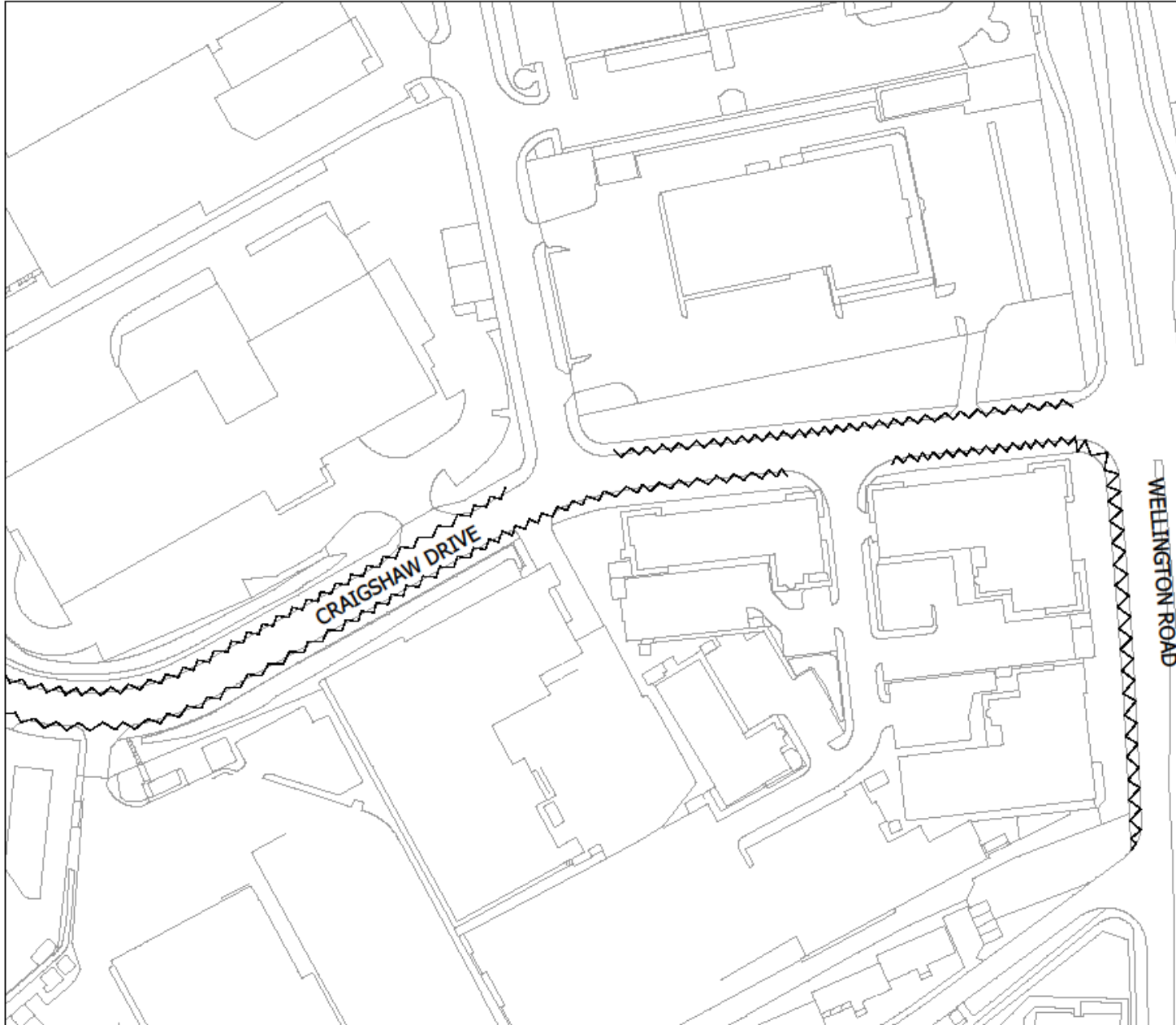
Title:
The Aberdeen City Council (Abbotswell Road /
Craigshaw Drive / Wellington Road / West Tullos
Road, Aberdeen) (Redetermination of Means of
Exercise of Public Right of Passage) Order 201(X)

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KEY:
SECTION OF FOOTWAY / CARRAGEWAY
TO BE REDETERMINED TO CYCLE TRACK



Rev.	Drawn (init./date)	Checked (init./date)
Description		



Strategic Place Planning
Marischal College, Broad Street,
Aberdeen, AB10 1AB

Client:
ABERDEEN CITY COUNCIL

Project:
CRAIGSHAW DRIVE CYCLEWAY

Title:
The Aberdeen City Council (Abbotswell Road /
Craigshaw Drive / Wellington Road / West Tullos
Road, Aberdeen) (Redetermination of Means of
Exercise of Public Right of Passage) Order 201(X)*.

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Appendix 3 – Statutory notices

ABERDEEN CITY COUNCIL

ROADS (SCOTLAND) ACT 1984

NOTICE IS HEREBY GIVEN THAT Aberdeen City Council propose to make an order under section 152(2) of the Roads (Scotland) Act 1984 redetermining the means of exercise of the public right of passage over the roads described in the schedules hereto.

The title of the order is "The Aberdeen City Council (Abbotswell Road / Craigshaw Drive / Wellington Road / West Tullos Road, Aberdeen) (Redetermination of Means of Exercise of Public Right of Passage) Order 201(X)".

A copy of the proposed order and of the accompanying plan showing the road to be redetermined, together with a statement of the reasons for making the order, have been deposited at the office of Traffic Management and Road Safety, Aberdeen City Council, Marischal College, Broad Street, Aberdeen, AB10 1AB (Tel. 01224 522305). These documents are available for inspection free of charge from 8 April 2019 until 3 May 2019, between 10.00am and 4.00pm on weekdays (Please note the office will be closed on Friday 19 April 2019).

ANY PERSON may, within 28 days from Monday 8 April 2019, object to the making of the order by notice in writing to Traffic Management and Road Safety, Aberdeen City Council, Business Hub 11, 2nd Floor West, Marischal College, Aberdeen, AB10 1AB, or alternatively, by e-mail to TrafficManagement@aberdeencity.gov.uk. Objections should state the name and address of the objector, the matters to which they relate and the grounds on which they are made.

8 April 2019

Doug Ritchie
Traffic Engineering Manager

FIRST SCHEDULE

REDETERMINATION – FOOTWAY TO CYCLETRACK (THE RIGHT OF PASSAGE BEING EXERCISABLE ON PEDAL CYCLE AND FOOT ONLY)

ABBOTSWELL ROAD, ABERDEEN

Footway on its south-east side, between its junctions with Craigshaw Drive and West Tullos Road; Footway on its south-east side, from its junction with Craigshaw Drive, north-eastwards for a distance of 42 metres or thereby; Footway on its north-west side, from a point 42 metres or thereby north-east of its junction with Craigshaw Drive, south-westwards for a distance of 135 metres or thereby.

CRAIGSHAW DRIVE, ABERDEEN

Footway on its east side, from its junction with Abbotswell Road, south-eastwards for a distance of 19 metres or thereby; Footway on its west side, from its junction with Abbotswell Road, south-eastwards for a distance of 19 metres or thereby.

WELLINGTON ROAD, ABERDEEN

Footway on its west side, between its junctions with Abbotswell Road and Craigpark

WEST TULLOS ROAD, ABERDEEN

Footway on its east side, from its junction with Abbotswell Road, southwards for a distance of 26 metres or thereby; Footway on its west side, from its junction with Abbotswell Road, southwards for a distance of 32 metres or thereby.

SECOND SCHEDULE

REDETERMINATION – FOOTWAY TO CYCLETRACK (THE RIGHT OF PASSAGE BEING EXERCISABLE ON PEDAL CYCLE ONLY)

CRAIGSHAW DRIVE, ABERDEEN

Part of the footway on its east side, from a point 19 metres or thereby south-east of its junction with Abbotswell Road, southwards, then eastwards to its junction with Wellington Road; Part of the footway on its west side, from a point 19 metres or thereby south-east of its junction with Abbotswell Road, southwards, then eastwards to its junction with Wellington Road.

THIRD SCHEDULE

REDETERMINATION – CARRIAGEWAY TO CYCLETRACK (THE RIGHT OF PASSAGE BEING EXERCISABLE ON PEDAL CYCLE AND FOOT ONLY)

CRAIGSHAW DRIVE, ABERDEEN

Part of the carriageway on its east side, from a point 5 metres or thereby south-east of its junction with Abbotswell Road, south-eastwards for a distance of 14 metres or thereby; Part of the carriageway on its west side, from a point 5 metres or thereby south-east of its junction with Abbotswell Road, south-eastwards for a distance of 14 metres or thereby

FOURTH SCHEDULE

REDETERMINATION – CARRIAGEWAY TO CYCLETRACK (THE RIGHT OF PASSAGE BEING EXERCISABLE ON PEDAL CYCLE ONLY)

CRAIGSHAW DRIVE, ABERDEEN

Part of the carriageway on its east side, from a point 19 metres or thereby south-east of its junction with Abbotswell Road, southwards, then eastwards to its junction with Wellington Road; Part of the carriageway on its west side, from a point 19 metres or thereby south-east of its junction with Abbotswell Road, southwards, then eastwards to its junction with Wellington Road.

ROAD TRAFFIC REGULATION ACT 1984

**THE ABERDEEN CITY COUNCIL (CRAIGSHAW DRIVE, ABERDEEN)
(PROHIBITION OF WAITING) ORDER 201(X)**

Aberdeen City Council proposes to make the above-named order in terms of its powers under the Road Traffic Regulation Act 1984. The effect of the order will be to impose a prohibition of waiting at any time on both sides of Craigshaw Drive, Aberdeen, for its entirety. Exemptions will apply as usual to the picking up or setting down of passengers, loading or unloading, blue badge holders not causing an obstruction, funeral vehicles, and vehicles parked with the consent of the Council in direct association with authorised roadworks or building works.

Full details of the above proposal are to be found in the draft order, which, together with a map showing the intended measure and an accompanying statement of the Council's reasons for promoting it, may be examined during normal office hours on weekdays until 3 May 2019, in the offices of the Traffic Management and Road Safety Team at Marischal College, Broad Street, Aberdeen (Please note the office will be closed on Friday 19 April 2019). It's recommended that anyone visiting Marischal College to view any of the documents should make an appointment to do so, in order that a member of staff can be present to offer an explanation if necessary. Anyone unable to visit Marischal College can telephone 01224 522305 to speak to one of the officials.

Anyone wishing to object to the above order should send details of the grounds for objection, including their name and address, in writing to the address below, or by e-mail to trafficmanagement@aberdeencity.gov.uk during the statutory objection period which runs until Monday 6 May 2019, inclusively.

**Traffic Management and Road Safety
Operations and Protective Services
Aberdeen City Council
Business Hub 11, Second Floor West
Marischal College, Broad Street
Aberdeen AB10 1AB**

Appendix 4 – Objections



To whom it may concern,

Please accept this letter as a formal objection to the proposal for cycle lanes on Craigshaw Drive, West Tullos.

I am an owner of a catering van on this road and I believe that I provide a service for the various companies in the surrounding area.

The majority of my customers only have a 15 min break and will not have enough time to go elsewhere to buy a hot snack. You will not only be taking away their right to drive to work, but also their option to buy hot food and drink.

There are 85 cars parked daily on Craigshaw Drive and where are they going to be able to park?

I asked [redacted] this question and she replied "It will be a short term issue and that they would soon get used to using public transport and cycling to work."

I think that this is a very short sighted view as some people travel a good distance to get to work i.e. Dundee, Peterhead, Fraserburgh and Inverurie, so using public transport or cycling would not be viable.

There is also the financial implications of using public transport as people from outlying areas would have to use 2 bus companies or rail and bus. There is only one company that has a service that comes up Wellington Road.

Some of the customers are apprentices who attend the training college and are on bare minimum wages and this extra financial burden would be above some of their means.

There is also the work/life balance which would be affected as people would have at least 1 hour extra time added on to their journey to and from work. This would result in less family time, fatigue and possibly more time of work due to depression and low morale.

Some of the employees of the fish factories start work at 4am and as far as I am aware there is no public transport at this time and not everyone has access to a cycle.

I feel that the public are being discriminated against for using their private vehicles for which they pay road tax and insurance for the sake of 12 cyclists who pay nothing to drive on the roads.

On average there are 12 cyclists who use this road between 6.30am and 9.00am and it seems crazy how much money will need to be spent to accommodate them.

I am sure that there is a lot more pressing issues in Aberdeen that this money could be spent on.

This is a very busy road which is used by large refrigerated trucks and cars, but very few cyclists.

Craigshaw Drive is an industrial estate and not a cycle path for Shell employees.

I have enclosed a petition signed by my customers who are a small minority of people of use and park on Craigshaw Drive.

I will be speaking to the councillors Por Cove, Kincorth and Nigg as this is where everyone will be parking if they cannot park on Craigshaw Drive.

I hope you will give my comments some serious consideration.



Comments associated with petition (193 signatories)

“For a small minority of cyclists”

“This is an industrial area. Why cycle lanes?”

“Parking is already an issue”

“Existing insufficient parking, low demand for cycling”

“Parking at a premium”

“Parking required far more than cycling”

“Limited parking in area at present”

“Nowhere else to park”

“Too much cars, not enough space!”

“No parking at the office”

“Need more parking spaces”

“Not enough cyclists to justify this”

“I can't park for work”

D & G NOLAN LTD

CRAIGSHAW DRIVE
WEST TULLOS INDUSTRIAL ESTATE
ABERDEEN
AB12 3AN

[REDACTED]
Aberdeen City Council
Planning & Sustainable Development
Business Hub 4
Marischal College
Broad Street
Aberdeen AB10 1AB
8th December 2017

Dear [REDACTED]

Consultation on the proposal to introduce cycle lanes on Craigshaw Drive From Abbotswell Road to Wellington Road

Regarding the above proposal, we as a Company are concerned and object to this proposal. As you are aware Craigshaw Drive is part of an industrial site, where access and parking is vital to Commercial transport which must be able to access commercial premises on that route or park on the roadside while waiting entry.

There are a large number of employees in that area, the majority of whom park their cars on that road. The space for commercial vehicles to park while waiting to load and unload their goods is very limited. If this was removed it would cause considerable disruption to delivery times to premises, but as our customers in particular export considerable amount of product to European countries, this would result in missing specific ferry times, which the drivers have to adhere to.

There is also a specific Health and Safety issue as regards our ingoing and outgoing vehicles will cross the cycle lane, and our commercial vehicles in the industrial estate must take precedence.

Against this disruption to all businesses on Craigshaw Drive, is the benefit to the average of 23 cyclists between 7 – 9 a.m. and 4 – 6p.m requisite for cycle lanes on both sides of the road, and the inevitable disruption at implementation and once installed?

We would be most obliged if you would table our objection to this proposal.

[REDACTED]

[REDACTED]

NOLAN SEAFOODS (UK) LTD

CRAIGSHAW DRIVE
WEST TULLOS INDUSTRIAL ESTATE
ABERDEEN
AB12 3AN

[REDACTED]
Aberdeen City Council
Planning & Sustainable Development
Business Hub 4,
Marischal College
Broad Street
Aberdeen AB10 1AB

Dear [REDACTED]

Consultation on the proposal to Introduce cycle lanes on Craighaw Drive From Abbotswell Road to Wellington Road

Regarding the above proposal, we as a Company are concerned and object to this proposal. As you are aware Craighaw Drive is part of an industrial site, where access and parking is vital to Commercial transport which must be able to access commercial premises on that route or park on the roadside while waiting entry.

There are a large number of employees in that area, the majority of whom park their cars on that road. The space for commercial vehicles to park while waiting to load and unload their goods is very limited. If this was removed it would cause considerable disruption to delivery times to premises, but as our Company in particular exports considerable amounts of product to European countries, this could result in missing specific ferry times, which the drivers have to adhere to.

There is also a specific Health and Safety issue as regards our ingoing and outgoing vehicles will cross the cycle lane, and our commercial vehicles in the industrial estate must take precedence.

We would be most obliged if you would table our objection to this proposal.

Yours sincerely,

[REDACTED]

[REDACTED]

Lunar Freezing
Craigshaw street
West Tullos Ind Est.
Aberdeen
AB123AE
[REDACTED]

[REDACTED]
Aberdeen City Council
Planning and Sustainable Development
Business Hub 4
Marischal College
Broad Street Aberdeen
AB101 AB

Dear [REDACTED]

Consultation on the proposal to introduce cycle lanes on Craigshaw Drive from Abbotswell Road to Wellington Road.

With regard to the above proposal we are very concerned on the impact this will have on our business and would like to take this opportunity to object to this proposal.

There are several large businesses and a training school in the area that between them employ a considerable amount of staff/students, the majority of whom have their own cars, and this leads to parking space in the area being at a premium on a daily basis.

The retention and attracting of staff to our factory would be severely impacted if the already scant spaces available were further reduced, this in turn would have an effect on our ability to continue processing to the level we currently do.

Punctual deliveries and collections from our site are a vital cog in the day to day running of our business and we have severe doubts that this will still be the case once the lanes have been reduced as shown in your proposal.

We also have concerns about whether the changes would have any benefit to the safety of the few cyclists who use the route currently due to the amount of vehicles that will be crossing the cycle lanes frequently during the working day.

We have no choice but to object to your proposal.

Yours sincerely

[REDACTED]

[REDACTED]
[REDACTED]
[REDACTED]
Subject: Cycle lanes

Hi it's been brought to my attention that Aberdeen city council are considering to introduce cycle lanes in Craigshaw Drive I object strongly to this as it would mean for many people that work in the area the loss of on street parking. There is not enough on street parking in this area as it is with the ammount of double yellow lines in the vacinity coupled with the fact that many lorries have to use the on street parking on a daily basis as there is no longer a lorry park they can use nearby.

[REDACTED]
[REDACTED]
[REDACTED]
Subject: Cycle lanes Craigshaw Drive

I have been informed that you are thinking of creating cycle lanes on both sides of Craigshaw drive, having landed myself a job there recently, I am currently experiencing a nightmare in parking at the moment, I leave early to work to get a space which I do not mind but can not think of how worse off we will all be if this goes ahead. As much as I appreciate the problems cyclist have this would only add the current fury of drivers. It is after all an industrial area and this would affect many people.

I am against this idea

Thank you

[REDACTED]
[REDACTED]
[REDACTED]
Subject: Cycle lanes in Craigshaw Drive

I attend Tullos Training and park on Craigshaw Crescent. I have a blue badge so would find difficulty parking if there was no parking in this area. The impact of more people requiring to park on this street would increase if no parking on Craigshaw Drive.

Thanks

Appendix 5 - Correspondence expressing support



25 March 2019

Our Ref: JB/JB/001.19
Your Ref:

[REDACTED]
Aberdeen City Council
Traffic Management and Road Safety
Operations and Protective Services, Operations
Marischal College
Business Hub 11, 2nd Floor West
Broad Street
Aberdeen
AB10 1AB

Dear [REDACTED]

Initial Statutory Consultation – Craigshaw Drive, Aberdeen (Prohibition of Waiting)

I refer to your e-mail of 8 March 2019 inviting comment on the element of design for introducing cycle facilities on Abbotswell Road, Craigshaw Drive and Wellington Road that requires a Traffic Regulation Order for the introduction of a prohibition of waiting at any time throughout Craigshaw Drive and thank you for the opportunity to comment.

Grampian Cycle Partnership is very supportive of the efforts to improve cycle provision and cyclist safety through the introduction of a dedicated cycle route along Craigshaw Road. This infrastructure will directly support the City's and Regional Active Travel Action Plans, extend an existing active travel route and provide a missing link between the City Centre / areas to the south-west of the City and the Industrial Estates adjacent to Wellington Road.

The proposal to introduce a segregated path for cyclists will greatly assist with the provision of safe active travel options and enhance the opportunity for achieving health and environmental benefits. The infrastructure would also assist with the Civitas Portis project relating to the promotion of travel planning in the Altens, North Dee and South Dee areas. The proposed prohibition of waiting will be necessary to enable the implementation of the cycle facility and prevent obstructive parking from taking place on it. We are particularly keen to see that the arrangements, markings and layout, in and around, the many junctions along Craigshaw Drive are safe for all, especially pedestrians and cyclists. They need to be clear and logical for drivers too.


I hope these comments are of assistance and please do not hesitate to contact me, or any of the committee of the Grampian Cycle Partnership, should you wish to discuss any of the above further. We can be contacted via [REDACTED]

Yours Sincerely

[REDACTED]
GCP Chair

22 March 2019

Our Ref: JAN1/1
Your Ref:


Aberdeen City Council
Traffic Management and Road Safety
Operations and Protective Services, Operations
Marischal College
Business Hub 11, 2nd Floor West
Broad Street
Aberdeen
AB10 1AB

Dear 

Initial Statutory Consultation – Craigshaw Drive, Aberdeen (Prohibition of Waiting)

I refer to your e-mail of 8 March 2019 inviting comment on the element of design for introducing cycle facilities on Abbotswell Road, Craigshaw Drive and Wellington Road that requires a Traffic Regulation Order for the introduction of a prohibition of waiting at any time throughout Craigshaw Drive and thank you for the opportunity to comment.

Nestrans is very supportive of the efforts to improve cycle provision and cyclist safety through the introduction of a dedicated cycle route along Craigshaw Road. This infrastructure will directly support the Regional Active Travel Action Plan and extend an existing active travel route and provide a missing link between the City Centre / areas to the south-west of the City and the Industrial Estates adjacent to Wellington Road.

The proposal to introduce a segregated path for cyclists will greatly assist with the provision of safe active travel options and enhance the opportunity for achieving health and environmental benefits. The infrastructure would also assist with the Civitas Portis project relating to the promotion of travel planning in the Altens, North



The Transport Partnership for Aberdeen City and Shire

Dee and South Dee areas. The proposed prohibition of waiting will be necessary to enable the implementation of the cycle facility and prevent obstructive parking from taking place on it.

I hope these comments are of assistance and please do not hesitate to contact me should you wish to discuss any of the above further.

Yours Sincerely



Cycling Development Officer

ABERDEEN CITY COUNCIL

COMMITTEE	Operational Delivery Committee
DATE	16 th May 2019
EXEMPT	No
CONFIDENTIAL	No
REPORT TITLE	Motorcycles in Bus Lanes
REPORT NUMBER	PLA/19/081
DIRECTOR	Not Applicable
CHIEF OFFICER	Gale Beattie
REPORT AUTHOR	Tony Maric
TERMS OF REFERENCE	Purpose 1. Remit 5.

1. PURPOSE OF REPORT

- 1.1 To inform the committee of the outcomes of a review of the issues associated with allowing motorcycles to use bus lanes during their hours of operation in response to a formal petition raised on this subject.

2. RECOMMENDATION(S)

That the Committee:-

- 2.1 Note the outcome of the review and take no further action in relation to the petition.

3. BACKGROUND

- 3.1 A formal petition was submitted to the Petitions Committee of 21st November 2017, by Mr Stewart McCann, as lead petitioner. The petition asked the following:

“We the undersigned, petition the Council to allow the use of motorcycles to use the city bus lanes at all times.”

- 3.2 The Committee formally resolved to request that the matter be referred to the then Communities, Housing and Infrastructure Committee for consideration and

that a report be produced showing an assessment of other cities schemes, including appropriate consultation with other road user groups.

- 3.3 In response to the Committee's request, a desktop review of the trials in London was undertaken, together with a review of schemes in other areas around the UK. An email consultation exercise was also carried out with both internal and external stakeholders including bus operators, cycle groups, and motorcycle groups.
- 3.4 The main regulatory guidance is the Department for Transport, Traffic Advisory leaflet, TAL 2/07. This states that the policy implications of allowing motorcycles into bus lanes is a matter for individual local authorities to decide, having due regard to their current policies regarding sustainable transport and safeguarding of vulnerable road users. A road safety audit should also be carried out especially with regard to intervisibility of motorcycles in bus lanes for pedestrians and other motor vehicles as research suggests that motorcycles can be difficult to see due to their relatively small frontal area in comparison to buses and other motor vehicles.
- 3.5 London decided to run an initial trial of solo motorcycles in bus lanes in January 2009. The results were inconclusive, but did indicate two potential issues; firstly, that motorcycle speeds had increased and secondly that collisions involving motorcyclists had increased. Therefore, a second, 18-month long trial was introduced that ended in December 2011.
- 3.6 A report on this second trial was produced by the Transport Research Laboratory (TRL). The report showed that whilst collisions between cyclists and motorcyclists on the Bus Lane Network did increase (from 10 to 25), the numbers involved were very small and therefore statistically insignificant. It was also acknowledged that it was not possible to provide conclusive proof that the collisions occurred in the bus lanes themselves, but only that they occurred within close proximity to a bus lane. It was therefore concluded that there was no major benefits or dis-benefits to allowing motorcycles into bus lanes.
- 3.7 There was also an increase in pedestrian collisions (365 to 380) near bus lanes, but again the numbers were small and statistically insignificant. It should also be noted that there was a significant enforcement regime in force during the trial period, but this had very little impact on either the collision rate or speeds. This report is the only definitive analysis of the operation of motorcycles in bus lanes and has been relied upon by several local authorities in the UK when deciding on the merits of allowing motorcycles into bus lanes.
- 3.8 Edinburgh is so far the only local authority in Scotland to allow motorcycles into bus lanes. The matter was first investigated in a report to the Council's Transport, Infrastructure and Environment Committee in May 2008, and it concluded that there was no conclusive evidence on which to base a decision and therefore each local authority should use their own judgement based on local issues on which to base a decision. The matter was then raised again in August 2014 at the Council's Transport and Environment Committee and it was agreed that an 18-month trial should be introduced. In the report it was acknowledged that allowing more classes of vehicles into a bus lane would by

its very nature limit the effectiveness of the bus lane for buses, taxis and cyclists. The report stated that having reviewed the TRL, London report the evidence indicated that there would be little or no impact on bus lane efficiency of allowing motorcycles into Edinburgh's bus lanes. Therefore, an 18-month trial was proposed in Edinburgh to allow the local authority to gather further evidence to support the permanent inclusion of motorcycles in bus lanes.

- 3.9 It should be noted that in addition to London and Edinburgh, the following cities also allow full or partial use of bus lanes by motorcycles: Bath, Bedford, Belfast, Birmingham, Colchester, Derby, Hull, Leicester, Newcastle, Plymouth, Reading, Sheffield, Sunderland and Swindon.
- 3.10 However, in a recent (2016), Freedom of information response, Glasgow City Council responded to a request for a review into allowing motorcycles into bus lanes with the response that they were not convinced of the safety case as motorcycles can in most cases keep pace with general traffic and in most cases outstrip it, and that whilst they would continue to monitor the results of various trials in the UK, they were of the opinion that there was currently insufficient evidence on the grounds of safety and congestion to warrant changing their current regulations.
- 3.11 Consultation has been undertaken with both internal and external stakeholders. The Council's Traffic Management Team raised the issue of road safety citing anecdotal evidence of lane weaving by motorcycles that has led to side swipes, although it is acknowledged that no data has been collected on this issue. Bus lanes within Aberdeen are provided within a confined urban environment and therefore may not always accommodate motorcycles overtaking stationary buses within the lane width itself. Data has been collected on motorcycle accidents and this shows that there was a total of 49 motorcycle collisions in 2013, with the figure falling year on year to a total of 13 in 2017.
- 3.12 Looking at accidents in proximity to bus lanes reveals that there was 2 slight and 1 serious accident since 2015. This would suggest that accident prevention measures have been successful in bringing down accident rates from an already low number and that safety cannot be considered as a major reason for allowing motorcycles to use bus lanes in Aberdeen City.
- 3.15 The Public Transport Unit (PTU) were also strongly opposed to the idea, arguing that there is currently a low rate of bus lane provision in the city and the main aim of the current bus lanes is to make bus travel more efficient and attractive. Their argument is that by allowing private vehicles such as motorcycles into bus lanes, this would negate the benefits of the bus lane and would run counter to several Council and regional policies such as the Local Transport Strategy, Regional Transport Strategy and the City Centre masterplan to name a few.
- 3.16 In terms of congestion and safety, the PTU argue that whilst a motorcycle may be less polluting than the private car, it is still a single occupancy vehicle and is not a sustainable transport mode. Buses are a form of mass transit and clearly a bus carrying 50 people contributes less to pollution and is more sustainable than 50 motorcycles. They also opine that whilst there may be a perceived

safety benefit to motorcyclists in using a bus lane, this is not borne out by the available evidence from current trials, which as stated earlier have proved inconclusive.

- 3.17 Nestrans in their reply referred to the fact that with the Aberdeen Western Peripheral Route (AWPR) having recently opened, this has completely changed traffic flows and volumes within the city and therefore it would be premature to change the current regime, until detailed analysis of the impact of the AWPR on traffic flows and volumes has been undertaken. They also cited pedestrian safety issues and the diluting of the benefits to buses as concerns. Their overall conclusion was that it would be best to carry out a wholesale review of bus lane operation within the city, taking into account the effects of the AWPR, before deciding on any changes to the current regime. Nestrans also felt that the Bus Alliance that has been set up to take into account the views of the bus operators in both Aberdeen City and Aberdeenshire should have a major role to play in any review of bus lane operation. Given that this wholesale review of bus lane operation is programmed to take place within this financial year, then it is recommended that the issue of allowing motorcycles to use bus lanes would be more usefully considered at this stage, rather than as a stand-alone issue.
- 3.18 There was a mixed response from the emergency services. The Scottish Fire and Rescue Service stated they had no issue with allowing motorcycles into bus lanes, whereas Police Scotland questioned the need to allow motorcycles into bus lanes as they felt that motorcyclists could legally filter their way through standing or queued traffic and allowing motorcycles into bus lanes may lead to more collisions as other road users would not be expecting to see motorcycles in bus lanes.
- 3.19 The cycling groups were very clear in their opposition to this proposal in their responses. They felt that the primary purpose of bus lanes is to help to speed up bus journey times and offer some protection to cyclists from general traffic. Therefore, allowing motorcycles into bus lanes would devalue this benefit. Air quality and sustainability was also mentioned with the argument being made that whilst a motorcycle emits less pollution than a car, it still contributes poorly towards air quality and is not a sustainable form of transport. They also felt that there would be road safety implications for cyclists as motorcyclists would attempt to pass both buses waiting at bus stops and cyclists whilst in the bus lanes and this could lead to more collisions and accidents.
- 3.20 The bus operators also provided a response stating that they would wish to see clear evidence, probably through modelling, that introducing motorcycles into bus lanes elsewhere in the UK has not had a detrimental impact on bus journey times or safety. They also questioned how this sits with the Council's stated objectives to increase the share of active and sustainable travel modes.
- 3.21 Comments have also been received from the original petitioner. The main arguments put forward are it would lead to reduced journey times for motorcyclists and lead to environmental benefits, whilst also improving safety for motorcyclists.

- 3.22 It is argued that motorcyclists are a vulnerable road user group, accounting for 1% of all road users, but that they account for 19% of all road user deaths on the UK's roads. Therefore, allowing motorcyclists to use bus lanes will provide a safer environment for them and will allow them to safely negotiate queued or slow-moving traffic without the need for filtering, which if carried out with due care and attention is recognised as a legal manoeuvre by police, although this is often negatively perceived as 'weaving' by other road users.
- 3.23 It is also argued that the TRL report into Transport for London's trials of motorbikes in bus lanes provides conclusive proof that allowing motorcyclists to use bus lanes will not lead to any major disbenefits to buses in terms of journey times or reliability or to cyclists in terms of road safety.
- 3.24 It should also be noted that the local motorcycle group was also invited to comment, but to date no reply has been received.

4. FINANCIAL IMPLICATIONS

- 4.1 Whilst there are no direct financial implications arising from the recommendations of this report, should the committee decide to allow motorcycles to use bus lanes then costs would be incurred.
- 4.2 The main costs would be progressing a change to the Traffic Regulation Orders (TRO's) that govern the use of bus lanes and are the main means of enforcing the bus lanes. There would also have to be signing and lining changes on every bus lane within the city. Whilst these costs have not been quantified at this stage, they are likely to be considerable and it should be borne in mind that there is no identified budget to allow for this to take place.
- 4.3 A Traffic Regulation Order (TRO) is required to be promoted for any change to a Bus Lane scheme as this is the main legal instrument to allow for enforcement measures to be undertaken. The cost of promoting a TRO is generally in the region of £2,000. The Council would also incur signage costs as new signs would need to be provided that complied with the Traffic Signs Regulations and General Directions (TSRGD) legislation. When reviewing the costs associated with this for other local authorities who have allowed motorcycles into bus lanes, this has been in the region of £20,000 for a city-wide scheme.
- 4.4 Whilst the costs could be met from Bus Lane Enforcement (BLE) revenue, it should be noted that the BLE budget is already fully committed for this financial year and therefore any decisions to use this budget to fund this proposal would impact on already committed projects.

5. LEGAL IMPLICATIONS

- 5.1 There are currently no direct legal implications arising from the recommendations of this report. However, as stated above should the committee decide to allow motorcycles to use bus lanes, then there could be legal implications
- 5.2 The main implications would be the need to go through the TRO process, which is likely to be a lengthy process as it is highly probable that there would be objections from both the bus operators and cycling groups. This could mean that the process could take up to 18 months to progress.

6. MANAGEMENT OF RISK

	Risk	Low (L), Medium (M), High (H)	Mitigation
Financial	None Identified Currently no budget to progress if committee decides to change regime.		
Legal	Likelihood of objections to TROs if TROs are progressed	Low (L)	Report recommends that motorcycles are not allowed into bus lanes, so risk should not arise.
Employee	None identified		
Customer	Council could attract negative comments from different user groups opposed to allowing motorcycles in bus lanes. Safety risks to cyclists? Risk of delay to bus passengers?	Low (L)	Report recommends that motorcycles are not allowed into bus lanes, so risk should not arise.
Environment	Could make it difficult to meet statutory air quality targets if motorcycles allowed in bus lanes	Low (L)	Report recommends that motorcycles are not allowed into bus lanes, so risk should not arise.
Technology	None identified		

Reputational	Council could be perceived as not committed to promoting sustainable transport modes if motorcycles allowed in bus lanes.	Low (L)	Report recommends that motorcycles are not allowed into bus lanes, so risk should not arise.
	There could be a risk to the Council that motorcycle groups may perceive that the Council is not taking their concerns seriously if they are not allowed to use bus lanes.	Low (L)	This report should help to address these concerns by evidencing how the Council has reached a decision.

7. IMPACT ASSESSMENTS

Assessment	Outcome
Equality & Human Rights Impact Assessment	Not required
Data Protection Impact Assessment	Not required
Duty of Due Regard / Fairer Scotland Duty	Not applicable

8. BACKGROUND PAPERS

Transport Research Laboratory Motorcycles in Bus Lanes – Monitoring of the second TfL Trial <http://content.tfl.gov.uk/motorcycles-in-bus-lanes-independent-report.pdf>

Department for Transport – Traffic Advisory Leaflet 2/07 The use of Bus Lanes by Motorcycles <https://www.motorcycleguidelines.org.uk/wp-content/uploads/2013/08/tal-2-07.pdf>

9. APPENDICES (if applicable)

None

10. REPORT AUTHOR CONTACT DETAILS

Name: Tony Maric

Title: Planner

Email Address: tmaric@aberdeencity.gov.uk

Tel: 01224 522621

ABERDEEN CITY COUNCIL

COMMITTEE	Name of Committee 1: Education Operational Delivery Name of Committee 2: Operational Delivery
DATE	Date of Committee 1: 16 th May 2019 Date of Committee 2: 16 th May 2019
EXEMPT	No
CONFIDENTIAL	No
REPORT TITLE	Lochside Academy – Transport and Safe Routes to School – Annual Update 2019
REPORT NUMBER	PLA/19/235
DIRECTOR	Rob Polkinghorne
CHIEF OFFICER	Gale Beattie / Mark Reilly
REPORT AUTHOR	Chris Cormack / Vycki Ritson
TERMS OF REFERENCE	Terms of Ref Committee 1: Purpose 1 Terms of Ref Committee 2: Purpose 1

1. PURPOSE OF REPORT

- 1.1 Education Operational Delivery Committee: To update members on the performance of the transport services and arrangements for pupils accessing Lochside Academy and on the success of provisions in relation to the safe walking routes to Lochside Academy.
- 1.2 Operational Delivery Committee: To update members on the performance of the transport services and on the success of provisions in relation to the safe walking routes to Lochside Academy and to seek approval to amend the transport arrangements to Lochside Academy.

2. RECOMMENDATION(S)

That the Education Operational Delivery Committee: -

- 2.1 Note the outcome of the 2019 annual review for transport and safe routes to school for Lochside Academy.

That the Operational Delivery Committee: -

- 2.2 Approves the removal of 1 vehicle from the service 21, Cove/Charleston – Lochside Academy.

2.3 Approves the removal of the service 22A, Leggart/Balnagask – Lochside Academy, from Leggart so that the service starts and ends at Balnagask.

2.4 Agrees that no further changes are required for the Safe Routes to School.

3. BACKGROUND

3.1 Background

3.1.1 At the Education and Children’s Services Committee meeting on 16th November 2017, the committee instructed: *“the Interim Head of Planning and Sustainable Development and the Head of Public Infrastructure and Environment to undertake annual updates reviewing the success of the provision of the free bus travel and the safe routes to school, with the first review to be undertaken in March 2019 and thereafter annually at the end of the third school term with the outcome of each review to be reported to the relevant Committee at the earliest possible opportunity prior to the end of the fourth school term each year.”*

3.1.2 Due to Committee dates and timescales, to ensure a report could be presented in line with the above instruction, the data for this annual update relates to the academic terms from 21st August 2018 to 21st December 2018, inclusive.

3.1.3 At the Education Operational Delivery Committee of 17th January 2019, the committee instructed: *“to instruct the Chief Officer Operations and Protective Services to undertake a survey of children crossing Wellington Road at lunchtime and outwith school hours and to bring a report back to Committee in May 2019 detailing any necessary measures to improve road safety, with the report to include the ongoing work being undertaken by the school in respect of road safety education.”*

3.2 Current Transport Provision

3.2.1 The Council currently subsidises 6 buses operated by First Aberdeen and First Aberdeen commercially provides 5 bus services as follows:

- Service 21A/21B: Cove/Charleston – Lochside Academy (Aberdeen City Council)
- Service 22A/22B/22C: Leggart/Balnagask/Torry – Lochside Academy (Aberdeen City Council) (4 vehicles)
- Service 31: Torry – Lochside Academy (First Aberdeen) (2 vehicles)
- Service 181/182/183: Kincorth – Lochside Academy (First Aberdeen)

3.2.2 Pupils in Kincorth, Leggart and Torry receive free transport between 07:00 – 18:00 and this is provided as an annual bus pass loaded onto the pupils Accord Card. Pupils in Cove pay to use bus services.

3.3 Transport Performance

- 3.3.1 The transport has, on the whole, performed well. There has been close partnership working between School, Public Transport Unit and First Aberdeen to address any concerns and ensure services operate appropriately. Services have not operated perfectly every day and there are some ongoing problems. At the same time, efforts have been made in partnership to address concerns and problems as they arise, and monitoring and close working with First Aberdeen will continue over the 2019/20 academic year.
- 3.3.2 The bus pass loaded onto the Accord Card has worked relatively well, although this has been labour intensive due to the volume of lost/damaged cards. No alternative has been progressed to date, but other smart ticketing options will be reviewed with First Aberdeen and Transport Scotland over the course of the next year.
- 3.3.3 Bus use has been monitored via passenger reports from the ticket machines and by on-site observations. While buses can on occasion run quite full and require pupils to stand, it is considered that there is enough capacity to accommodate all the passengers.
- 3.3.4 The services 21A and 21B from Cove average around 50-60 passengers in the morning and 30-40 passengers in the afternoon. There is always a minimum capacity for 140 passengers on the buses operating in Cove. It is therefore considered that 1 high-capacity vehicle operating around Cove and Charleston would be sufficient to meet the current demand.
- 3.3.5 The services 22A, 22B, 22C and 31 from Leggart, Torry and Balnagask, average around 250-300 passengers in the morning and afternoon. There is always a minimum capacity for 400 passengers on the buses operating in these areas, so it is considered there is sufficient capacity for the demand. The supported service 22 is the busiest, with very little spare capacity, so no reduction is recommended. There have been no passengers recorded boarding in Leggart as pupils are instead boarding the Kincorth services. For bus services to operate to/from Leggart, as there is no turning point, they must travel to Milltimber to cross the River Dee and use this to turn, which adds considerable mileage onto the bus contracts and therefore cost. It is therefore recommended to remove the service 22A from Leggart and direct pupils in the area to use the Kincorth service 181 which can be boarded/alighted on Stonehaven Road.
- 3.3.6 The services 181, 182 and 183 from Kincorth average around 160-180 passengers in the morning and afternoon. There is always a minimum capacity for 210 passengers on the buses operating in Kincorth, so it is considered there is sufficient capacity for the demand and no changes would be recommended.

3.4 Transport Feedback

3.4.1 Feedback has been received that buses operate full/over-capacity. This is predominantly because pupils may need to stand. As has been detailed, there is sufficient capacity on the vehicles and standing is permitted on local bus services. Buses have a maximum capacity which includes seated passengers and standees, and this will never be exceeded. The seating/standing capacity does vary slightly from vehicle to vehicle, but a general average for each vehicle type, is as follows:

- Single Deck: 40 seated / 30 standing
- Double Deck: 78 seated / 22 standing
- Articulated (Bendy bus): 50 seated / 90 standing

3.4.2 The transport that was approved by the Council was for pupils in Kincorth and northern Torry to use the existing services 3 and 18 and Balnagask area to use standalone supported local bus services, as such a seat per pupil was never guaranteed or expected. The transport requirement was approved based on bus capacities, which included standing passengers and the buses would operate as any local bus service would, with standees. First have already put on additional school only services to cope with the demand, which is substantially better than it could have been if we were solely reliant on the 3 and 18. If a seat per passenger was required there would need to be an increase in vehicle resource deployed, which would come at additional cost. This would be a requirement of around 3 extra vehicles at an estimated cost of £150k. Such an increase in cost could not be met by existing budgets. As there is sufficient capacity and additional vehicle resource than originally considered, no change is recommended at this time.

3.4.3 A request has been made for bus services to operate into the school grounds later in the afternoon to collect pupils who have been attending extra-curricular activities, as a number of pupils are not attending these because they do not want to walk to Wellington Road to catch a bus home. The pupils have a bus pass valid until 6pm, which is an enhancement over any other pupil who receives school transport in Aberdeen, which is for school times only. The walking route between the school and Wellington Road has been deemed safe. The Council provides a bus pass for after-school activities and this is deemed sufficient. In addition, there is no available budget to meet further transport needs at Lochside, accordingly it is not recommended to make any further changes.

3.4.4 A request has been made to extend the bus pass or provide transport for pupils who attend activities after 6pm, which tend to be more ad-hoc, e.g. parents evening, shows, etc. As noted above the provision at Lochside is already an enhancement and the 6pm bus pass meets the finish time of day to day extra-curricular activities. Increasing the time or providing specific transport would incur an additional cost, and there is no available budget to meet further transport needs at Lochside, accordingly it is not recommended to make any further changes.

3.4.5 The feedback received to date has largely been received via Lochside Academy and through enquiries from parents/carers. As there are no significant changes being recommended to transport, at this time, further consultation was not undertaken. The Council worked closely with Parent Council's and Community Council's in advance of the school opening to go over what was being implemented and to use their input where possible.

3.5 Transport Recommendations

3.5.1 It is recommended to remove the service 21B and re-route the service 21A, operating as a service 21 around Cove and Charleston to Lochside Academy.

3.5.2 It is recommended to remove the service 22A from Leggart and for the service to start and end at Balnagask. Pupils in Leggart can utilise the service 181.

3.5.3 No other changes to the current provision are recommended.

3.6 Safe Routes to School

3.6.1 Since opening, there have been no recorded road traffic collisions regarding a school pupil. The road safety measures that have been installed and the success of these measures were reported to Education Operational Delivery Committee (EODC) in January 2019.

3.6.2 EODC instructed that a survey be undertaken to record the crossing of Wellington Road by school pupils. The survey was undertaken on Tuesday 5th March over three time periods 08:00 – 09:00 (School start time 08:35), 12:30 – 14:15 (Lunch break 13:15-14:05) and 15:00 – 16:15 (School end time 15:45). During these time periods there is a part time 20mph speed limit in place along the route.

3.6.3 A second survey was undertaken the next day which recorded very different results (far fewer pupils crossing at all points and all times). This was in part put down to the inclement weather experienced on the second day, for this reason, the results of the first day have been used to support this report.

3.6.4 Pedestrians are provided with a signalised crossing at the Charleston Road junction and a toucan crossing at the Wellington Circle junction. There is a difference in the pedestrian interaction with these crossings as the Charleston Road junction will provide a green man for pedestrians in a cycle with other junction users e.g. vehicles will be released in sequence with a "walk with" pedestrian facility. The toucan crossing will operate by pedestrian/ cyclist demand i.e. when the button is pressed.

3.6.5 Pedestrians, including school children have been observed using the crossings and also crossing outwith these safe crossing points. The survey was undertaken to quantify the issue.

- 3.6.6 A total number of pupil road crossings of 373 were recorded with an additional 132 other pedestrians crossing the road too. Of these, 59 pupil and 13 other pedestrians were noted as crossing outwith the official crossing points. 16% of pupil movements and 10% of adults used an uncontrolled route to cross the road. Non-compliant (arrive on red and cross entirely against the red man) and anticipatory pedestrians (arrive on red, start to cross before the green man appears, finish on green man) were also observed at the crossing points.
- 3.6.7 The majority of pupils used the formal crossings in the morning, lunchtime and afternoon however the percentage of uncontrolled crossing actions was higher at lunchtime. Pupils were observed bypassing the toucan crossing, walking past the guard rail and crossing further up the road where they had to climb over the central reserve barrier to get over to the second carriageway. Pupils generally travelled in groups during the lunch break.
- 3.6.8 School have worked with pupils throughout the year to remind them of the dangers of crossing Wellington Road at uncontrolled crossing points, particularly at lunchtimes when this has been more predominant. In September 2018 a Theatre Company presented road safety performances to all S1 and S5/6 pupils, which was well received by pupils.
- 3.6.9 Following on from a very successful safe travel event for all P7 pupils from the associated Primary Schools which took place at the Beach Ballroom in March 2018, a similar event was held at Lochside Academy in March 2019. Police Scotland were in attendance and the officer spoke to pupils about staying safe when travelling. During the event pupils were tasked with looking at safe routes to Lochside, raising awareness of what needs to be taken into consideration to ensure safe travel.
- 3.6.10 *The effect of traffic signal strategies on the safety of pedestrians*: TRL (2009) assessed pedestrian types, behaviours and motivations. It then recommended the use of the most responsive signal control strategy available, especially where traffic levels are high; consider cycle times which are as short as possible to minimise pedestrian waiting times; and minimise disruption to pedestrian desire lines.
- 3.6.11 The study recognises that while improvements can be made to infrastructure to encourage behaviour change, that “pedestrians crossing the road act according to their own convenience; if a gap in the traffic presents itself, they will cross; and they will tend to follow their desire lines in preference to diverting to a formal crossing.”
- 3.6.12 The recommendations mentioned above in 3.6.10 have been employed across the city, and with the delivery of the two formal crossing points installed on Wellington Road.
- 3.6.13 A previous desktop study was carried out and reported to this Committee on 29th May 2018 regarding the use of pedestrian guardrail. It recommended that the extensive use of guard rail was counterproductive as it encouraged increased driver speeds, restricting the path width for pedestrians, could result in pedestrians being trapped on the road and was unsightly. The report also

noted that the provision of barrier along the extent of the route could not be achieved due to the presence of bus stops.

3.6.14 It is recommended that no further action is undertaken along the route as the route has a 20mph speed limit along most of its length, the crossings are well used morning and afternoon and railings could create further issues. The school has provided education to pupils regarding safe travel along the road. Behaviour change in 100% of pupils is not realistic or achievable.

4. FINANCIAL IMPLICATIONS

4.1 The current transport provision for Lochside Academy is met from existing budgets, although the Lochside element represents a considerable proportion, with around 14% of the school transport spend. It is anticipated that making the recommended changes will save in the region of £30-40k, which will contribute towards achieving savings targets and meeting cost pressures within the school transport budget.

5. LEGAL IMPLICATIONS

5.1 There are no legal implications as a result of the recommendations in this report.

6. MANAGEMENT OF RISK

	Risk	Low (L), Medium (M), High (H)	Mitigation
Financial	As a result of continuing transport services for Lochside Academy there is a significant risk in overspend of the School Transport budget.	H	Officers will work closely with Education to identify reductions in transport to mitigate the risks of overspend.
Legal	N/A	N/A	N/A
Employee	N/A	N/A	N/A
Customer	N/A	N/A	N/A
Environment	N/A	N/A	N/A
Technology	N/A	N/A	N/A
Reputational	As the supported services are open to the general public and these are operated into the school grounds there is a risk that members of the	L	As the services only operate between Torry/Cove and the school this will be of little benefit to the general public, as such it is not anticipated there will be many members

	public may be able to alight from the bus and enter the school grounds without signing in.		of the public utilising these services and this has not been a problem over the course of the 2018/19 Academic Year.
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7. OUTCOMES

Local Outcome Improvement Plan Themes	
	Impact of Report
Prosperous Economy	Investment in Infrastructure - a high quality public transport system is important for any thriving economy in transporting people to work and education and directly support the business and education sectors and ensures the workforce can travel effectively and that all have access to appropriate education opportunities and access to all facilities in a cost-effective way. The provision of transport to Lochside Academy will ensure appropriate access to education.
Prosperous People	Children are our future; Best Start in life, safe and responsible - by ensuring that all pupils at the school have appropriate means by which to travel to school, the Council will be helping to improve equity in educational outcomes.

Design Principles of Target Operating Model	
	Impact of Report
Customer Service Design	<p>Co-design: We will design our services with input from our customers to better meet their needs - the services and routings have been designed following feedback from the school community.</p> <p>Prevention and Early Intervention: We will design services to focus on upstream prevention and early intervention to reduce costs while improving outcomes for individuals and families – the provision of these bus services ensure equal access to the school, preventing any concerns for those travelling some distance from the school who would have been required to walk alongside and cross busy roads and the provision of free transport will ensure families do not face financial burdens for their children travelling to the school, given its location.</p>

Organisational Design	Outcome Led: We will commission services organised around the LOIP outcomes - the services provided ensure access to Education, recognising that children are our future and are safe and responsible.
Partnerships and Alliances	Shared vision and values: While recognising and respecting differences – and welcoming dialogue and debate – sufficient common ground must be found for our partnerships and alliances with others to be viable – partnership working with our partner First Aberdeen to ensure the services meet the needs of the pupils travelling to Lochside on the commercial bus services while also ensuring there is no significant impact to the traveling public as a whole.

8. IMPACT ASSESSMENTS

Assessment	Outcome
Equality & Human Rights Impact Assessment	Not Required
Data Protection Impact Assessment	Not Required
Duty of Due Regard / Fairer Scotland Duty	Not Applicable

9. BACKGROUND PAPERS

- 9.1 Lochside Academy – Road Safety Update - OPE/19/039
<https://committees.aberdeency.gov.uk/ieListDocuments.aspx?CId=620&MId=6197&Ver=4>
- 9.2 Subsidised Transport and Safe Walking Routes to Lochside Academy – PLA.18.001
<https://committees.aberdeency.gov.uk/ieListDocuments.aspx?CId=619&MId=6185&Ver=4>
- 9.3 The effect of traffic signal strategies on the safety of pedestrians: TRL (2009): J Kennedy, M Crabtree, J Castle, J Martin and M Elliot.
<https://trl.co.uk/sites/default/files/PPR414.pdf>

10. APPENDICES (if applicable)

- 10.1 N/A

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ABERDEEN CITY COUNCIL

COMMITTEE	Operations Delivery Committee
DATE	16 th May 2019
REPORT TITLE	Equality Outcomes and Mainstreaming Progress Report 2017 – 2019
REPORT NUMBER	CUS/19/272
DIRECTOR	Andy MacDonald
CHIEF OFFICER	Derek McGowan
REPORT AUTHOR	Baldeep McGarry
TERMS OF REFERENCE	Terms of Ref: purpose 1, remit 2,3

1. PURPOSE OF REPORT

This report provides an update on progress achieved as at 31 April 2019 on mainstreaming the public sector equality duty and achieving Aberdeen City Council’s Equality Outcomes for 2017-2021.

2. RECOMMENDATION(S)

That the Committee:

Approves the ‘Equality Outcomes and Mainstreaming Progress Report for 2017-19’ and instructs the Chief Officer Early Intervention and Community Empowerment to make the report publicly accessible.

3. BACKGROUND

3.1 The Equality Act 2010 places a number of duties on Local authorities including an obligation to report every two years on progress on mainstreaming the public sector equality duty and the Council’s Equality Outcomes. The previous progress report was considered by the Communities, Housing and Infrastructure Committee on [15th March 2017](#) .

3.2 The report includes information on mainstreaming equality and progress on outcomes; policies and practices; employee information; and procurement. The report also provides details on contributions from across the Council and communities to evidence how the equality duty has been mainstreamed and how groups with one or more protected characteristics have been supported. A variety of community engagement mechanisms in developing this Equality Outcome progress report have been utilised.

4. FINANCIAL IMPLICATIONS

There may be implications to consider in terms of staff time and resources to complete the reporting for 2021. As staff are realigned and restructured, the work still needs to be progressed by each service. The other financial implication is having to defend judicial reviews if the public perceive us as not fulfilling our equality duty.

5. LEGAL IMPLICATIONS

The Equality Act 2010 (Specific Duties) (Scotland) Regulations 2012 requires the Council to publish a progress report on mainstreaming the public sector equality duty and achieving the Council's equality outcomes every two years. The published report satisfies that duty.

6. MANAGEMENT OF RISK

	Risk	Low (L), Medium (M), High (H)	Mitigation
Financial	Noncompliance with our Equality Duty may be challenged (e.g. by judicial review) which will incur additional costs.	M	Mainstreaming equalities and evidencing our progress in complying with the duty.
Legal	Noncompliance would risk reputational damage, and potential legal challenge.	M	Report published on progress as per requirement
Employee	Employees with protected characteristics may be disadvantaged, resulting in poor employee relations and staff dissatisfaction.	M	Consultation and support provided through Equalities Team, Equality Ambassadors Network and People and Organisation.
Customer	Customers with protected characteristics may be disadvantaged, resulting in poor customer satisfaction.	M	Services, policies and information are made more accessible and inclusive. EHRIAs are required to show due regard had been

			given to the protected groups.
Environment	None		
Technology	None		
Reputational	Non-compliance with the equality duty will affect how we build relations with customers and partners.	M	Consultations and engagements to increase transparency, use of media and events to promote the progress of outcomes.

7. OUTCOMES

Local Outcome Improvement Plan Themes	
	Impact of Report
Prosperous Economy	This progress reports supports the LOIP and its refreshed stretch outcomes.
Prosperous People	This report highlights progress on support to help people with protected characteristics prosper.
Prosperous Place	Work is highlighted on how we are empowering communities and how we are working with people with protected characteristics to ensure accessibility.
Enabling Technology	Technology will be used where appropriate, to support our groups to make services and information accessible.

Design Principles of Target Operating Model	
	Impact of Report
Customer Service Design	The Equality Outcomes aim to improve customer service which advances equality and addresses people's different needs and provides an environment that considers additional needs. Communities should be more engaged, informed and safe in an accessible, welcoming city.
Organisational Design	All employees will enjoy a working environment where equality and diversity are celebrated, and where we build and embed a better human rights culture across the organisation.
Governance	Directors and Chief Officers need to have due regard to the equality duty when planning and delivering services to evidence how they are contributing to the Council's Equality Outcomes.

Workforce	Staff working across the council to help the council deliver its Equality Outcomes will receive relevant awareness raising, training and support. Being aware and informed will enable staff to be confident and committed to providing a service which will meet people's different needs.
Process Design	Every process should include an EHRIA to ensure mainstreaming.
Technology	Aim to provide a full range of communications methods, including digital connectivity, to ensure services are accessible.
Partnerships and Alliances	Focus on improving services and access to services for the citizens of Aberdeen, offer positive opportunities for joint working with partner organisations on projects/activities.

8. IMPACT ASSESSMENTS

Assessment	Outcome
Equality & Human Rights Impact Assessment	Assessed
Data Protection Impact Assessment	Not required
Duty of Due Regard / Fairer Scotland Duty	Applicable – due regard has been given through the reports.

9. BACKGROUND PAPERS

- The Equality and Human Right Impact Assessment (EHRIA)
- The Equality Outcomes and Mainstreaming Progress Report [2015-2017](#)
- Issues raised at engagement events
- Appendix 2 – Employee information
- Appendix 3– Education Equality Outcomes and Mainstreaming progress Report
- The Equality Outcomes and Mainstreaming Report 2013-2017
- Life in Aberdeen Survey, 2018
- Creating a Fairer and More Equal Aberdeen, [2016-17](#)

10. APPENDICES

Appendix 1: Equality Ambassadors Network – An overview

Appendix 1b: Action Plan to deliver a human rights-based culture within Aberdeen City Council

Appendix 2a: ACC Workforce Composition Data and Analysis

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Appendix 2f: ACC Grievance Data and Analysis

Appendix 2g: Education Workforce Composition Data and Analysis

Appendix 2h: Education Recruitment Data and Analysis

Appendix 2i: Education Training Data and Analysis

Appendix 2j: Education Leavers Data and Analysis

Appendix 2k: Education Discipline Data and Analysis

Appendix 2l: Education Grievance Data and Analysis

Appendix 2m: ACC and Education Authority Equal Pay Policy Statement

Appendix 2n: ACC and Education Authority Occupational Segregation

Appendix 2o: Equality Initiatives 2017

Appendix 2p: Equality Initiatives 2018

Appendix 3: Education Equality Outcomes (Integrated Children and Family Service) progress update

Appendix 4a: Licensing Board Equality Outcomes and Mainstreaming Report 2017-2021

Appendix 4b: Disabled Access Licensing

Appendix 4c: Guide Dog Access Licensing

Appendix 4d: Licensing Board Equality Training

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Equality Outcomes and Mainstreaming Progress Report

2017 – 2019

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- f. Outcome 6: Needs of Gypsy/ Travellers are met
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<https://www.aberdeencity.gov.uk/services/people-and-communities/equality-and-diversity/equality-outcomes-and-mainstreaming-report>



Foreword

This progress report sets out how we are delivering on our Equality Outcomes to ensure positive outcomes for the lives of people in Aberdeen City. We measure our progress against the 9 Equality Outcomes set for Aberdeen City Council's second set of Equality Outcomes to run from 2017 to 2021 as identified in the [Equality Outcomes and Mainstreaming Report \(2017- 2021\)](#).

Education Services, Employment Outcomes and the Licensing Board outcomes have also been included.

Our Equality Outcomes focus on having an engaged, informed and safe community, who enjoy life in an accessible city where equality and diversity are celebrated. They recognise what people bring to the city; they hold a vision of Aberdeen as a city of sanctuary, with values of inclusion, tolerance and respect.

A key legal requirement under the Equality Act 2010 is for local authorities to publicise and deliver equality outcomes. An equality outcome must further one or more of the aims of the public sector general equality duty:

- **Eliminate** unlawful discrimination, harassment and victimisation and other conduct prohibited by the Act.
- **Advance** equality of opportunity between people who share a protected characteristic and those who do not.
- **Foster good relations** between people who share a protected characteristic and those who do not.

The public sector equality duty covers all the protected characteristics, which are:



Introduction

The recently approved [Aberdeen City Council Delivery Plan](#) gives a sense of the diversity of services, programmes and projects which the organisation is involved in, and therefore of the different communities who benefit from the services we deliver.

Examples of services and outcomes where equality is important include:

- Closing education attainment gaps
- Tackling food poverty
- Reviewing adult protection
- Increasing flexible childcare provision
- The provision of social housing

Within that diversity, it is still possible to find a unifying purpose for the council.

Our Common Purpose

That common purpose is captured in the recently approved [Local Outcome Improvement Plan \(LOIP\)](#). It states that the purpose of the Community Planning Aberdeen is to **“ensure that the people, place and economy of Aberdeen prosper”**.

Prosperity doesn't simply mean being financially prosperous – it can refer to our health and wellbeing, a state of peace and harmony.

Our purpose is therefore to ensure that the people, place and economy of Aberdeen prosper, but in the event of a harmful event, to play our part in the rescue and recovery from that harm.

Our progress report remains a working document which will be followed by an Easy Read and BSL version.

How have we mainstreamed Equality outcomes between 2017 and 2019

Community Led initiatives

During this period Aberdeen City Council has continued to build the high value it places on a community-led approach. We believe that advancing human rights cannot and should not be a top down initiative that is driven only by the local authority in isolation. We have therefore continued our

involvement, active support and investment in community forums, networks, initiatives and events.

During the period we have seen the development of a new group for older people in Aberdeen called Aberdeen Voice of Experience (AVOX). We have played an active role in the redevelopment of an LGBT community group – the North East LGBT+ Community Development Group. In keeping with the theme of Community Empowerment and building resilience, this group is now more independent of the council and self-sufficient, while the Council and other public bodies continue to offer support as required.

Aberdeen City Youth Council acts as a city-wide body that represents the views of young people living in Aberdeen. Each year the Youth Council agrees on a campaign that will make the city a fairer and more equitable place to live, study and grow up in. This year one of their campaigns is to improve the accessibility of physical activities for everyone. There are 20 members of the Youth Council and they make up a diverse range of backgrounds and interests.

We have also seen the establishment of a very strong and community led Disability Equity Partnership (DEP), which reports to the council’s Operational Delivery Committee. This group now has the support of a Career Intern – Project Assistant through Inclusion Scotland and as a working group of the council, it receives clerking service, venues and other support as requested.

There continues to be active community forums with a focus on equality for women, ethnic minorities, people of faith. The range of equality networks and forums is shown in the table below.

Area/Forum/Network
Ethnic Minority Forum
LGBT+ Community Development Group & Pride 2019 Organising Committee
Interfaith Group
Violence Against Women Partnership
Aberdeen Women’s Alliance
Grampian Gypsy/Traveller Interagency and sub groups
Disability Equity Partnership
Aberdeen Voice of Experience
City of Sanctuary

The Council has also invested in community run events, such as the inaugural Grampian Pride event in May of 2018 (further details below). Another example is the One World Day and Mela, which saw 8,000 people join together for a celebration of Aberdeen’s diversity in the summer of 2017.

Localities Focus

Through the implementation of the Community Empowerment (Scotland) Act 2015 there has been a strong focus on our priority localities, providing the opportunity to ensure that equalities are an explicit consideration with a new set of strategies and action plans. The [3 localities](#) prioritised by Community Planning Aberdeen include a high proportion of individuals from ethnic minority communities. The strategies and activity in these localities have reflected this, including a focus on promoting community cohesion and ensuring services are accessible to all.

Work with a specific locality focus over the last two years has included:

The Czech and Slovak Association in North East Scotland (CASANES) group was officially established on 18th October 2018, and the group meets weekly at Sunnybank Community Centre to promote cultural identity/diversity and to tackle social isolation within the ethnic minorities in Aberdeen/Aberdeenshire. CASANES held their first Community Festive Event at Woodside Learning Centre on 2nd December 2018 celebrating a tradition of ‘Svaty Mikulas’ otherwise known as ‘St Nicholas’.

The Association of Lithuanians in North East Scotland (ALNES) has been operational for over 2 years, providing English and Lithuanian classes at Woodside Community Centre, offering people to improve their language skills and better integrate into their social and working communities.

Intergenerational project at Clifton Court (shelter housing complex) is a Learning together project in partnership with our community team and Silver Surfers.

The main aims of the projects are:

- Reducing social isolation
- Enhanced learning opportunities
- Children may have higher levels of social acceptance, a greater willingness to help and empathy for older people
- Older people reporting that being involve in meaningful activities had a positive impact on their social inclusion, well-being and self-esteem.

Equality and fairness through procurement and commission

The Equality and Human Rights Commission (EHRC) have carried out local training sessions with partners involved in the City Region Deal, with a focus on achieving inclusive growth from Equality Outcomes to Procurement.

Equalities is to be explicit with any proposed projects in the City Regional Deals for example, achieving equality and fairness through procurement and commission, consideration should be given to:

- Flexible working including homeworking
- Maternity/paternity leave and pay
- Prayer facilities
- Equal pay/job evaluation scheme
- Career progression for under-represented groups
- Appraisals
- Workforce diversity monitoring (where you have 150+ staff)
- Procedures for dealing with bullying and harassment
- Equality training and competencies
- Engagement and staff networks
- Quality checks like Stonewall Workplace Equality Index, Investors in People, Equality Framework for Local Government and the Local Outcome Improvement Plan.

Organisational Change

During the period 2017-19 Aberdeen City Council has gone through a period of significant change and transformation. We have ensured that the equalities agenda remains a vital consideration across all services in the council.

This challenge has been met by engaging directly with services who have been developing or updating strategies and policies, to ensure that equality issues have been given proper consideration, that the evidence available has been utilised, and that communities have been effectively engaged. At

Council budget setting meetings over the period, we have ensured that budget options have all benefited from an Equalities Impact Assessment, so that the impact of budget decisions on communities with protected characteristics is fully understood.

Another opportunity we used to address this challenge has been by engaging with Equality Ambassadors from across the organisation.

The Equality Ambassador Network (EAN) has been set up to:

- To work towards creating and supporting a culture in which staff can participate and fulfil their potential in an environment where they are valued and respected
- To act as contacts on equality and diversity issues by signposting and sharing relevant equalities information with colleagues
- To provide a forum for discussion, debate and peer support on equalities (via meetings, virtual means, email) and to share their views, experiences and concerns in a safe and supportive space
- To help increase awareness of, become involved in and organise equality and diversity events and activities
- To make suggestions on equality and diversity policy and practice and promote good practice

EAN has held two lively myth busting sessions with representatives from the deaf community and dyslexia. Attendees came away with a much better understanding of being deaf or dyslexic and some useful tips as to how to work with deaf or dyslexic colleagues. Ideas on books to read, films to help increase awareness on Mental Health issues and activities run by external organisations were shared.

In 2019, EAN invited The North East Sensory Services (NESS) to run a Sensory Impairment awareness raising session which took place on 15th February. Members were able to experience eating a meal blindfolded to experience what a challenge it can be for the visually impaired, leading to increased understanding and consideration of the equalities agenda amongst staff

An Autism Awareness Raising session also took place on 29th of March, where attendees from across all our services learned more about Autism and the challenges people face in their school, work and home life.

On 3rd May, the group will participate in an awareness raising session for LGBT+ issues and learn more about and take part in Pride Aberdeen which will be taking place on 25th May 2019.

The network did a pilot test on the draft Equality Impact Assessment form to provide feedback and gauge how user friendly the forms are. Members were given a scenario of a relocation of a community centre and were asked to consider the positive, negative and neutral impacts this would have. This was a useful exercise as the group learned from each other's knowledge and were able to think differently.

Transformation and our culture at Aberdeen City Council



As an organisation, we are on a journey of transformation as we build a Council for the Future – an organisation that will ensure the delivery of efficient services based on intelligence and demand.

Through our Transformation journey, a set of Guiding Principles were built through employee surveys and participation. These principles are aimed to develop a culture where everyone feels connected to our purpose and each other to guide the way we work, the way we behave with each other and make sure we all have the same understanding of what it means to work at and with Aberdeen City Council.

Our Five Guiding Principles are:

We care about our purpose, our city and our people

We take pride in what we do and work to make things better

One team, one council, one city

We trust each other and take responsibility

We value each other and recognise a job well done

Equality and Human Rights Impact Assessment (EHRIA)

Assessing impact of a policy, service, or function, is not an end in itself but is an important part of policy and decision-making, which should lead to improvements in our policies or practices, hence the assessment should be considered at a start of a proposal – not the end!

Within Aberdeen City Council, equalities are taken into account from the outset of our budgeting processes. Our Equality and Human Rights Impact Assessment (EHRIA) Form, integrates the Human Rights implications into the process. The EHRIA poses a question around equalities data where statistical information on the groups affected should be recorded. The form also asks for outcomes from the consultation with and involvement of people from groups of protected characteristics. Our EHRIA form also asks about other impacts such as poverty, and so will be suitable for the integration of the new Fairer Scotland duty.

The form asks for evidence on how the proposal contributes to the council meeting its Public Sector General Equality Duty and also asks how it links to the council's Equality Outcomes 2017.

We are currently working on the design of an impact assessment form and guide which will include poverty/ socio economic impacts to take account of the Fairer Scotland Duty and impact on children. We plan to simplify the existing procedures and move to online assessment in line with our digital transformation. Over the two-year period we have published 281 impact assessments.

Aberdeen City Council Equality Outcomes (2017-21)

The Equality Outcomes are used to measure the council's progress in making Aberdeen a fairer and more equitable city. These outcomes were drafted with extensive engagement from community groups and forums, as well as local and national research.

The nine generic equality outcomes for all Aberdeen City Council's services are:

Outcome 1: Engaged and Committed leaders

We have engaged and committed leaders, with the council and partners working together to reduce inequality, remove barriers and promote the culture of respect.

Protected Characteristics impacted: All

Measurements of Success:

1. Number of equalities-related events attended, facilitated, introduced by Council leaders
2. Number of councillors who complete equalities training
3. Range of community planning Aberdeen strategies have equalities embedded/mainstreamed

1. Number of equalities-related events attended, facilitated, introduced by Council leaders

While many events will be working towards Equalities, not all are headed to reflect this. As a positive, it encompasses a mainstreamed approach however it makes is slightly challenging to gather specific data.

Over 20 events including internal, external and civic receptions have been opened by council leaders.

2. Number of councillors who complete equalities training

All Councillors were briefed of the need to pay due regard to equalities in their decision-making processes.

These legal duties formed part of an awareness- raising session available to all elected members in summer 2017 following the council elections and was reinforced at a further Equalities briefing session with elected members in May 2018.

3. Range of community planning Aberdeen strategies have equalities embedded/mainstreamed

We have worked with different services in the council to ensure that Equalities is mainstreamed and appropriately considered when strategies and policies are developed or updated.

Examples of this work during this period this has included an equality-focused workshop to develop the Local Housing Strategy and inclusion of equality-related aspects in the action plan under-pinning the Parental Involvement Strategy.

Outcome 2: Increased Human Rights awareness

We have a clear action plan in pace to deliver a human rights-based culture within Aberdeen City Council.

Protected Characteristics impacted: Age; Race; Sex; Disability; Religion or Belief, and Sexual Orientation

Measurements of Success:

An action plan for creating a human-rights based culture within Aberdeen City Council has been developed and can be found at Appendix 1b. The work to progress this outcome to date has included work in schools across the city to achieve accreditation under the UNICEF Rights Respecting Schools scheme. Aberdeen City Council is working with UNICEF is to become a Child Friendly City, which will see a series of initiatives to embed children's rights across the city over the coming years and beyond.

The council has played a lead role in welcoming 100 Syrian New Scots to the city, individuals and families who came to the City as refugees through the Syrian Vulnerable Persons Resettlement Scheme over the last three years with an additional 6 people under the Family Reunification Scheme. This has involved establishing a city-wide partnership group bringing together organisations, such as faith groups, who are passionate about supporting the welcoming and resettlement of refugees in the city. This group (Shared Futures) has also been key in helping the City of Sanctuary initiative develop in Aberdeen.

After a review involving our third sector partners and internal Equality Ambassador Network, the council's Equality and Human Rights impact assessment procedure has been updated to include a greater focus on human rights aspects.

The council has also taken a proactive approach to celebrating and raising awareness of human rights. This has included holding an event to mark International Human Rights Day in December 2018. The council has also supported GREC to deliver the annual GREC Anne Frank Awards, recognising the work of young people to learn about and promote human rights and equality. The Lord Provost and the Convenor of the Education

Operational Committee attended the most recent awards ceremony in 2018 and presented awards to young participants.

Outcome 3: Older and Younger people are involved

Older people and younger people have an empowered, actively involved community voice.

Protected Characteristics impacted: Age; Race; Sex; Disability; Religion or Belief, and Sexual Orientation

Measurements of Success:

1. No. of younger and older people involved in community councils/similar forums and community centres/spaces
2. Number, activity, and impact/outcomes of relevant forums

1. No. of younger and older people involved in community councils/similar forums and community centres/spaces

Lochside Co-Design Project

The Communities Team in the Torry area have been working in partnership with Young Scot to run a series of co-design workshops with 45 (S1 – S3) pupils at Lochside Academy. This project was made possible through a successful funding bid to Awards for All. The first two workshops were held in November 2018 and involved facilitated discussions to find how the young people felt about the communities they live in. This resulted in several ideas that the young people were keen to take forward. The ideas from young people were grouped into three main headings of greenspace, expressing yourself and connecting with people and places.

A third workshop was held on the 22nd of January 2019, with 30 young people presenting their ideas to invited partners. Invited partners included representatives from a variety of departments within the council such as transport, environmental, parks and countryside, sustainable development, youth work and external partners, including SHMU, Cove in Bloom, RSPB, One Seed Forward, First Bus and the Rotaract. Feedback from partners included:

"enthusiasm from young people is inspiring"

"it allowed them to freely express their ideas and find support in the partners present in the session"

"positive partnership development"

Young Scot will produce a report from the engagement activity which will be published and shared widely. The Communities Team will now build on the positive work done so far and support partners and young people

in taking forward their ideas, generated from the Lochside Co-Design project.

2. Number, activity, and impact/outcomes of relevant forums

Aberdeen Voice of Experience (AVOX) established in November 2017 has been developing well and in March 2018, members agreed on the following purpose for the group:

To give older people in Aberdeen a strong, collective platform, by:

- ensuring representation in community planning and processes;
- bringing together existing groups to share information and work together;
- and raising awareness of issues that affect all older people.

To do this, AVOX is a network and sharing information group who invite guest speakers to discuss relevant topics at each meeting.

There are 58 participants, which includes both community members and those who work with older people in charities, social housing, the public sector, etc. Notes from each meeting are circulated to all members by email and post, so everyone has access to the information discussed, and they are encouraged to share the information in their wider networks.

In 2018, there were meetings March, May and September and February 2019. Topics were as follows:

March 2018 (14 people attended) – Organising the Forum. Deciding on name, purpose, discussion topics, etc.

May 2018 (11 people attended) – Community Activities & Community Connectors. Guest Speaker informed the group about activities and services available for older people in Aberdeen, to improve well-being and reduce social isolation. Information on the Community Connectors programme and Older People's tea parties was shared.

September 2018 (30 people attended) – Scams and How to Avoid Them. Guest speakers from the Police and Trading Standards told of common types of scams, what people can do to protect themselves, and how to report scams. Participants gave some of their experiences and there were many questions.

February 2019 (18 people attended) – Health and Social Care: What's the Difference? Guest Speaker shared information on available services, which organisations are responsible for what, how to get help, and what's planned for the next five years. Part of the consultation on the HSCP strategy. Participants were given a better understanding on what the Social Health care partnership was about.

AVOX members also contributed to other events including: NESEN's Social Isolation Consultation, GREC's Anne Frank Awards, Rise Up Quines festival, Golden Games, etc.

Outcome 4: Barriers are removed for disabled people

Physical and social barriers are removed for those with a disability to access services and public space.

Protected Characteristics impacted: Age; Sex; Disability

Measurements of Success:

1. Involvement and influence of Disability Equity Partnership (DEP) on policy and planning issues
2. Percentage of accessible council buildings
3. The usage of the ACC website, in terms of using larger fonts and other accessibility options
4. Range of efforts (and outcomes of these efforts) to address social isolation (via new strategy)
5. Early intervention in planning processes (evidence of due regard to disabilities in planning proposals)

1. Involvement and influence of Disability Equity Partnership (DEP) on policy and planning issues

DEP is recognised as a source of consultancy and advise and has had positive influence on developments regarding accessibility, surfaces, signage and disabled parking spaces around the Union Terrace Gardens, Broad Street, Marischal Square, Robert Gordon's College Triangle at Schoolhill, Windmill Brae, the annual Winter Festivals and the Last Straw – which was a contribution to eliminate the use of plastic straws.

DEP has built up a successful, meaningful and effective relationship with the Chief Executive and Corporate Management Team at Aberdeen City Council enabling open and transparent conversations.

2. Percentage of accessible council buildings

Figures from 2018 indicate that 81.88 % of buildings from which the council delivers services from were assessed as accessible. Changes in the asset portfolio are predicted to lead to an improvement in the figure over the next 2 years.

3. The usage of the ACC website, in terms of using larger fonts and other accessibility options

As with most modern technology, accessibility is being addressed in the development stages of software which allows users to change font sizes,

background colour and choices of audio options. This data can be challenging to collect. However, our council website offers users the option to change formats and offers translation into other languages.

4. Range of efforts (and outcomes of these efforts) to address social isolation (via new strategy)

Information to follow.

5. Early intervention in planning processes (evidence of due regard to disabilities in planning proposals)

- Awareness raising sessions to be delivered in June 2019 to Planning Services by the Legal Services Team.
- Participation in consultations through DEP members and the Accessibility and Wellbeing subgroups.

Outcome 5: Improved lives for BSL (British Sign Language) users

We have in place support for BSL users to access services, information on services and to be involved in making improvements for the Deaf and Deaf/blind communities

Protected Characteristics impacted: Age; Disability

Measurements of Success:

1. The extent to which support is in place
2. Extent and range of involvement of communities. Numbers of people involved and level of engagement with BSL communities
3. Increase BSL representation on the Disability Equity Partnership

British Sign Language (Scotland) Act 2015

On 17 September 2015 the British Sign Language (BSL) (Scotland) Bill was unanimously passed by the Scottish Parliament. The aim of the Act is to promote and facilitate the use and understanding of BSL, including tactile BSL, across the public sector.

1. The extent to which support is in place

- The provision of BSL/ English interpreters is made at meetings and events to enable a fair chance for BSL users to be actively involved.
- The Equalities Newsletter and bulletins are offered in BSL on request
- A pilot training was carried out with the Equalities Ambassadors Network on 30th November 2018 by the Scottish Council of Deafness (SCoD) to raise awareness about BSL and opportunities for learning BSL.

- Awareness raising and promotion of the use of ContactSCOTALND-BSL – which is a free service initiative which allows BSL users to contact public sector services and for our services to contact our customers.

2. Extent and range of involvement of communities. Numbers of people involved and level of engagement with BSL communities

- Produced our BSL Plan in October 2018 and launched it at a community engagement event on 12th December 2018, attended by over 50 people. There was also performance by 'Singing Hands' – a group of performers who signed songs.
- An awareness raising session with elected members will be carried out by October 2019.
- Collaborative working with Education Services and Aberdeen Health and Social Care Partnership is ongoing.
- Positive engagement with Deaf School staff, pupils and parents held at Aberdeen School for the Deaf on 20th September 2018 which enabled members of the Deaf community, Deaf pupils and their parents and staff working with Deaf pupils to contribute to the BSL plan and what it means for those living within Aberdeen City Council.

These engagement events have enabled relationships to be built between council members and the Deaf Community/families of Deaf pupils and has heightened awareness of BSL across the education service within Aberdeen City Council.

3. Increase BSL representation on the Disability Equity Partnership

The Disability Equity Partnership currently has 3 members representing the BSL community. Opportunities are also available for BSL users to join and support the work of the two sub groups – Accessibility Group and the Wellbeing group.

Outcome 6: Needs of Gypsy/ Travellers are met

There is learning provision and accommodation in place to meet the needs of Gypsy/ Traveller families

Protected Characteristics impacted: Race

Measurements of Success:

1. Review and update of strategies and policies reflecting best practice

2. Range of new support (and feedback on this support) in place for schools to be more inclusive and engage with Gypsy/Traveller children
3. Perception of Gypsy/Travellers
4. No. of adults engaging with adult learning
5. Attainment and attendance levels of Gypsy/Traveller pupils
6. Extent to which accommodation needs are reflected in local housing strategy and HNDA
7. No. of unauthorised encampments
8. No. of pitches/new pitches provided

1. Review & update of strategies & policies reflecting best practice

A multi-agency working group has been established to focus on how best to support the Gypsy/Traveller community. From this group a multi-agency on education sub-group has been developed to identify barriers to education in relation to Gypsy & Traveller communities; this group brings together relevant partners across Aberdeen City, Aberdeenshire and Moray Councils, as well as reps from the Travelling community, Police Scotland, Grampian Regional Equality Council, Article 12 in Scotland among others. The education sub-group has analysed the make-up of the Gypsy/Traveller community attending schools in Aberdeen. Most children attending city schools live in settled accommodation whereas in Aberdeenshire the population is more transient, and this affects planning to support educational needs. The group has focused on the following actions:

Action 1. Adopt procedures and protocols on areas such as Children Missing in Education, Named Person, and GIRFEC which are consistent and coherent across the region

Action 2. Address the barriers that prevent young people and families from identifying as Gypsy/Travellers in schools

Action 3. Engagement with young people and families on sites and encampments (with a view to breaking down barriers, improving access to education)

Action 4. Provide schools with the professional support and expertise they require to create an inclusive environment for young Gypsy/Travellers

Significant progress has been around Action 1, with updated protocols and guidance being developed around Children Missing in Education and Named Person. There has also been increased engagement between the council and community representatives. This has included regular inclusion of a community rep on the working group, as well as the Education Officer visiting Clinterty Travellers Site to meet with young people and parents.

There has been development of partnership working between Aberdeen City Council and Aberdeen Foyer to provide flexible education support to

young people who are not currently enrolled in school but wish to access areas of education provision.

2. Range of new support (and feedback on this support) in place for schools to be more inclusive and engage with Gypsy/Traveller children

A Children Missing from Education Policy has been approved and work is ongoing to ensure that the particular needs of the Gypsy/Traveller community are reflected in the next policy refresh planned for September 2020.

3. Perception of Gypsy/Travellers

An accommodation needs assessment was undertaken along with partners (Grampian Regional Equality Council and the University of Aberdeen) which engaged with the Travelling community as well as collated national research and data. The assessment produced valuable data to further the Council's understanding of the accommodation needs of Gypsy/Traveller communities in Aberdeen and this information will be used for future housing needs demand assessments, local housing strategies and local development plans. The report made several recommendations, which are being progressed via a multi-agency forum at a Grampian level:

1. A review of the approach of including the provision of Gypsy/Traveller sites as part of wider housing/accommodation developments (e.g. within Local Development Plans).
2. Looking at how Gypsy & Traveller communities can realise aspirations with respect to private site development, including working in partnership with agencies such as Planning Aid Scotland.
3. Working with Gypsy & Traveller communities to explore options for improving the management of encampments and the potential for developing more informal stopping places, e.g. those historically used by Gypsy & Traveller communities before being closed off.
4. Agree joint protocols for data gathering around encampments and needs assessment on an on-going basis.
5. The Scottish Government's Race Equality Action Plan (and associated Framework) should be used as a means to drive forward action at a local level, as well to continue, and enhance, joint working at a regional level.
6. Initiatives to improve relations between Gypsy & Traveller communities and settled communities.

4. No. of adults engaging with adult learning

During the period the Adult Learning team engaged with 10 families consisting of 19 Adults and 14 Children and Young People. The type of work and activity delivered included:

- Developing contacts/support to new families
- Continued identification of needs/support with established families on site
- Partnership working to develop site, Action Plan Developed 2015/16.
- Social Inclusion encouraging adults and children to access off site activities.
- One to one working with adult learners, literacy and numeracy are most highlighted need but we are also asked about ICT. This is provided when requested.
- We also have learners undertaking SVQ and Adult Achievement Awards.
- Parents and under 5s group

The Adult Learning team have been meeting the learning needs and supporting families for over three years, building on earlier success and reviewing/updating plan based on identified need. Partnerships across agencies and services have been key to this positive development. Activities continue to be well attended with parents helping out and becoming actively involved.

5. Attainment and attendance levels of Gypsy/Traveller pupils

Children/Young People's Activity Group, run by Aberdeen Play Forum, at Clinterty Traveller's Site, run by the Council's Adult Learning Team. Young people are encouraged to play and participate, e.g. in fun science projects. The young people very vocal about their group and activities. They are at the core of all relevant developments. Numbers vary but are quite steady at around 10-12 for homework group, parents/ grandparents are becoming more actively involved and using these sessions as an opportunity to support their child's learning.

6. Extent to which accommodation needs are reflected in local housing strategy and HNDA

The Local Development Plan 2017 has identified sites as part of the 25% affordable housing contribution offering opportunities to the north, west and south of the city. Grandhome, Newhills, and Loirston are considered most appropriate for on-site provision of smaller transit sites with a net area of approximately 0.5 hectares providing six pitches on each site. Provision at the remaining locations will take the form of a commuted sum (equivalent to 15 affordable units) as set out in the Local Development Plan Supplementary Guidance.

7. No. of unauthorised encampments

Figures for Gypsy/Traveller “unauthorised encampments” during this time period are as follows:

2016	41
2017	26
2018	14

8. No. of pitches/new pitches provided

During the period 0 pitches continued to be available at Aberdeen City Council’s Gypsy/Traveller Site at Clinterty. 17 of these pitches are rented on a permanent basis, while 4 are rented on a short-term basis during peak travelling months (March-September). A range of improvements have been identified for the site and a business case for the improvement is currently being considered by the council.

Outcome 7: A City of diverse communities where everyone is welcomed and respected

Aberdeen is a city of sanctuary with positive relations amongst Aberdeen’s diverse communities, where everyone is welcome and respected, regardless of religion, belief or background.

Protected Characteristics impacted: All (particularly race and religion/belief)

Measurements of Success:

1. Extent to which people feel Aberdeen is a welcoming place
2. Extent to which people feel those in their neighbourhood are friendly
3. Extent to which people have friends from different nationalities
4. Extent to which people from ethnic minorities/different faith groups are involved in a range of community groups
5. Extent to which people from ethnic minorities/different faith groups use a range of different facilities
6. Number of Prejudice incidents and hate crimes

GREC Social Cohesion Research

- **Life in Aberdeen Survey, 2018.** 351 participants: 105 ethnic minorities (29.6%) (several completed the surveys in Polish), 197 Scottish/British, 19 ‘white,’ 29 skipped ethnicity question.
- **Tackling Economic Barriers pilot study, 2017.** Targeted to ethnic minorities, who were 64 of 65 participants.
- **Creating a Fairer and More Equal Aberdeen, 2016-17¹.** Ten community engagement events with groups representing seven

¹ Summary report available online: [link](#).

equalities characteristics (race/ethnicity, religion/belief, age, disability, sex, sexual orientation, gender reassignment). 225 participants: 120 Scottish/British, 84 ethnic minorities, 18 skipped ethnicity question.

1. Extent to which people feel Aberdeen is a welcoming place and;
2. Extent to which people feel those in their neighbourhood are friendly

In the 2018 research, 90% of ethnic minority participants felt that Aberdeen was a safe place to live, 82% felt that Aberdeen was a welcoming place, and 71% felt part of their communities. The figures for Scottish/British participants were 86%, 67% and 58%. There were similar findings in the 2016-17 research: more than three-quarters of both Scottish/British and ethnic minority participants agreed that Aberdeen is a safe city, just over half of both groups said they were active in their local communities, and around 90% said they felt able to participate in public life. 77% of ethnic minority participants felt that equality and diversity are welcomed and celebrated in Aberdeen, compared with 64% of Scottish/British participants.

In the 2017 pilot study, 83% of participants agreed that their neighbourhoods were welcoming places, 79% felt part of the communities where they lived, and 57% said they were active in their local communities.

In the 2018 research, around three-quarters of Scottish/British participants, and two-thirds of ethnic minority participants, felt that ethnic minorities are treated with respect. Three-quarters of both Scottish/British and ethnic minority participants agreed that people from different nationalities get along well in their local area. In the 2016-17 research, 46% of Scottish/British participants and 55.4% of ethnic minority participants felt there are good relations between communities.

It is worth noting that opinions seem to be more positive when focussing on individuals rather than groups.

3. Extent to which people have friends from different nationalities

As with other areas, there were similar patterns between ethnic minority and Scottish/British participants here. In the 2018 research, the largest proportion of both groups met their friends at work – two-thirds for ethnic minorities, and nearly 80% for Scottish/British participants. Around half of both groups found friends at school, college or university, or through other friends, or through their children or other family members. Around 30% of both groups were friends with their neighbours, and around 10% met friends online. Half of Scottish/British participants met friends

through hobbies, sports, cultural groups, pets, or other types of groups, and this was the case for a third of ethnic minority participants. 19% of ethnic minority participants met their friends through religious groups, compared with 7.6% of Scottish/British participants.

A large majority of both ethnic minority and Scottish/British participants had friends who were different nationalities – 89.5% and 80.2%, respectively. A slightly smaller proportion had friends who spoke a different first language: 87.6% and 71.1%. In the 2017 pilot study, 84.6% of participants had friends of many nationalities, and 80% said their friends included Scottish people. Unsurprisingly, participants who felt part of their communities were more likely to have diverse friendships.

4. Extent to which people from ethnic minorities/different faith groups are involved in a range of community groups

There were similar levels of involvement in local groups between ethnic minority and Scottish/British participants – just under 70% were involved in at least one group. As shown in the chart below, charities were the top groups, followed by religious, community and sport groups for ethnic minorities, and hobby and sport groups, political/campaign/civic groups, and trade unions for Scottish/British participants.

5. Extent to which people from ethnic minorities/different faith groups use a range of different facilities

In the 2016-17 research, 60.3% of Scottish/British participants and 70.8% of ethnic minority participants said they used the city's cultural and sporting facilities. In 2018, the frequency of using some community facilities was similar between Scottish/British and ethnic minority participants; nearly all used local shops and a health centre or GP, three quarters used local parks, and around half used a gym or swimming pool. Ethnic minorities made more use of libraries (64% versus 39%), schools or nurseries (54% versus 27%), community centres (53% versus 35%), places of worship or religion (30% versus 16%), and advice services (13% versus 8%). Scottish/British people were more likely to use local pubs or restaurants (82% versus 57%), and slightly more likely to use buses (75% versus 67%). For both groups, those who felt part of their communities tended to use more community facilities.

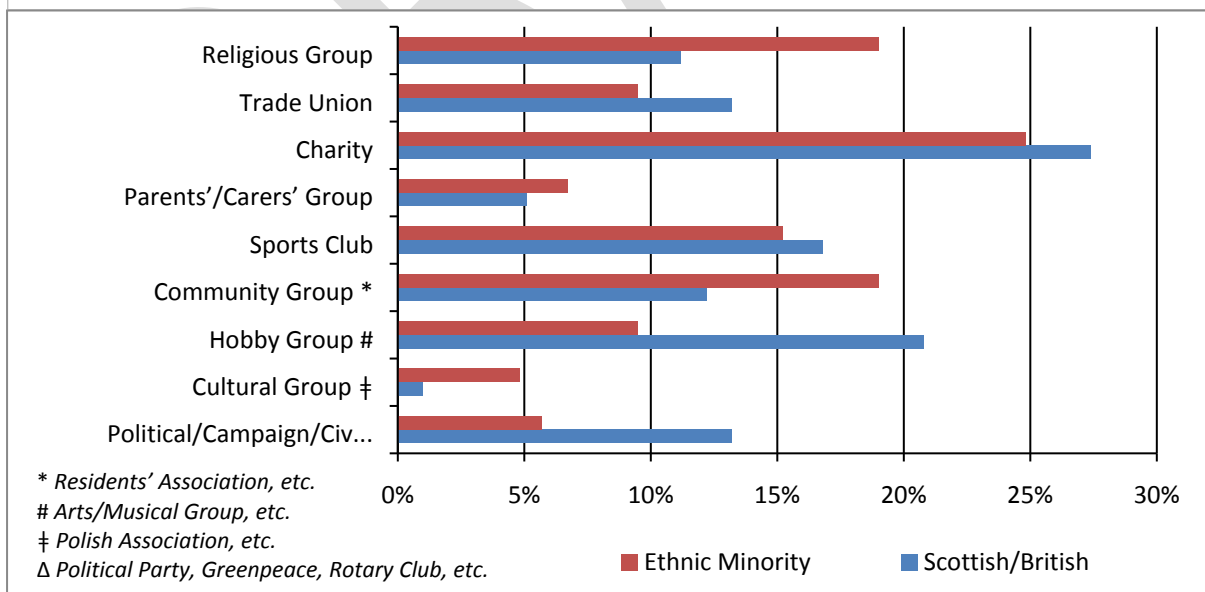
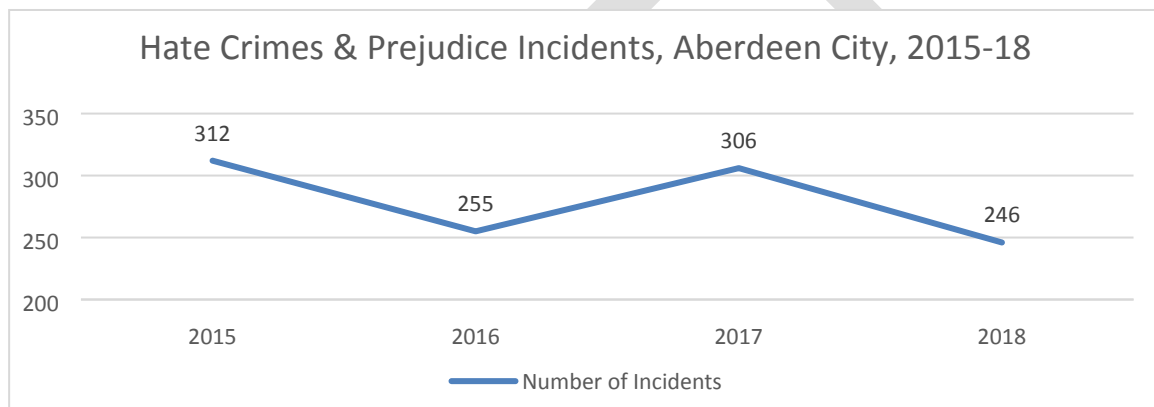
6. Number of Prejudice incidents and hate crimes

Hate Crimes and Prejudice Incidents

Between 2015-2018, the level of hate crime reported in Aberdeen City has remained relatively constant, with roughly 250-300 incidents per year. In 2017 and 2018, the main motivations for incidents were racism

and homophobia; these made up 86% of hate crimes and prejudice incidents in both years, though the ratio has shifted. A slight decrease in reports of racist incidents is unlikely to reflect a reduction of actual incidents – rather, it could mean that the public are taking racism less seriously due to its constant presence in the media (anti-immigrant rhetoric, etc). At the same time, an increase in reports of sexual orientation related incidents may reflect more incidents, or greater confidence in reporting them.

As part of efforts to reduce reoffending, improvement work has been identified in the LOIP, which is aimed at increasing the number of individuals who are charged with a hate crime who then go on to undertake effective interventions to address this offending behaviour – 30% by 2021



Outcome 8: Improved opportunities for women

In Aberdeen there is a culture in which women's lives, opportunities and confidence are improved.

Protected Characteristics impacted: Sex

Measurements of Success:

1. Extent to which AWA has a refreshed vision, objectives, membership and is community-led
 2. Extent to which gender pay gap has narrowed
 3. Women's representation as councillors, community councillors, and have stood as candidates.
 4. Rates of violence against women
1. Extent to which AWA has a refreshed vision, objectives, membership and is community-led

Aberdeen Women's Alliance (AWA)

From 2018 onwards, the Aberdeen Women's Alliance has been emerging from a quiet period and developing a clearer vision of the group's purpose. Both long-standing members and women who have recently become involved want the group to be more issues-led, highlighting concerns about women's rights, women's health, tapping into #MeToo, etc. To that end, the group has organised several key events:

- In March 2018, AWA co-hosted an event with Engender to facilitate conversations around CEDAW – the UN Convention on the Elimination of all forms of Discrimination Against Women. Around 30 women took part.
- In November 2018, AWA was awarded VAF funding to organise a 'Democracy Matters' event, inviting women to contribute to the Scottish Government consultation on local democracy; seven women participated.
- In February 2019, AWA helped to organise a focus group on changes to the process for cervical screening; eight women participated.

Aberdeen Women's Alliance – Heritage Group

The core of AWA has been its Heritage Group, which has continued to organise women's history-based activities throughout 2018.

Walking Tours. Women's History Walking Tours, led by AWA Heritage Group, have continued to be popular. Ten walks were held between May and November 2018, with between 6 and 20 people taking part in each. Highlights included walks for May Fest, the Golden Games and Rise Up Quines. Participants have included Girl Guides, history students from Aberdeen University, a church group, and the Labour Party Women's Group.

Women's History Plaques and Cairns. The Heritage Group has now completed a collection of interpretation boards mounted on cairns around Stewart Park celebrating women's contribution to the area. The project was completed in partnership with Aberdeen Libraries and Aberdeen City Council's unpaid work team. The Group has also organised plaques for some of the city's notable women, including Caroline Phillips, Nan Shepherd and Maggie Myles.

Workshops. In November 2018, the Heritage Group hosted 'Discover Your City's History,' a series of workshops with Scotland's Urban Past, including History Reconstructed, Building Detectives, Promoting Your Project and Sharing Your Project Online.

2. Extent to which gender pay gap has narrowed

Gender Pay Gap Information for the Council as a whole

The current gender pay gap information for the Council as a whole is set out below and is based on the percentage difference, among our employees, between men's average hourly pay (excluding overtime) which is £16.0374 ph and women's average hourly pay (excluding overtime) which is £16.1267 ph.

The current gender pay gap for all Council employees is -0.56% (in favour of women). This is a negative figure as, on average, female employees are paid at a marginally higher hourly rate than male employees across the Council. This compares with a gender pay gap of -0.70% reported in the Mainstreaming Report of 2017 indicating a slight decrease in the gap (still in favour of women)

The current gender pay gap is regarded as modest and will continue to be monitored on an on-going basis.

Gender Pay Gap Information in the Education Authority

The current gender pay gap information for the Education Authority (comprising employees in the Council's Education Service) is set out below and is based on the percentage difference, among our employees, between men's average hourly pay (excluding overtime) which is £23.2050 ph and women's average hourly pay (excluding overtime) which is £17.8028 ph.

The current gender pay gap for Education employees in this council is 23.28% (in favour of men). There is a significant gender pay gap for this group with male employees being paid, on average, a higher hourly rate than females. This gender pay gap results from the higher proportion of male employees in the upper salary bands for Education Authority employees and an under-representation of men in the lower pay bands, particularly in school administration and support roles. This compares

with a gender pay gap of 20.68% reported in the Mainstreaming Report of 2017.

3. Women's representation as councillors, community councillors, and have stood as candidates.

For 2017 local government elections, of the 13 out of 45 women elected,

Labour had 5 Female Elected Members

SNP had 4 Female Elected Members

Conservative had 2 Female Elected Members

Independent had 2 Female Elected Members

This is comparable with the national average for female elected members; and an increase from the previous Council, where there were 11 Female Elected Members.

4. Rates of violence against women

The Violence Against Women Strategy is in the process of being refreshed and will be able to better inform our next reporting cycle for 2021.

Outcome 9: Aberdeen is an LGBT+ friendly place

Aberdeen is an LGBT+ friendly city where LGBT+ communities can confidently express their identity and views.

Protected Characteristics impacted: Sexual orientation

Measurements of Success:

1. Perceptions of community
2. Activities, impact, community led nature of the LGBT CDG

1. Perceptions of community

The first-ever **Grampian Pride**, on 26 May 2018, was a huge success, bringing together at least 1,000 people in the parade down Union Street and 3,000 people in the festival-style 'Pride Village,' which included both entertainment and information for and about the LGBT+ community. The event's budget of £50,000 was raised largely through sponsorship from businesses, the public sector, the third sector, and sources like the Big Lottery.

351 people took part in a feedback survey, and nearly all (97%) had a positive impression of the day, rating it 'awesome' (58%) or 'good' (39%). Around half heard about Grampian Pride on social media, around a third by word of mouth, and the rest through LGBT+ organisations, traditional media, and work, school or college. For two-thirds, it was their

first Pride event. There was a good spread of ages among participants, and most came from the Grampian region.

Individuals attending the Pride event were asked to fill in a further survey about their experiences of living and working in the North East of Scotland; 71 individuals participated and provided the following feedback:

- 79% of individuals feel that LGBT+ people are treated with respect
- 86% of individuals feel that people from different backgrounds get along well
- 76% of individuals said they usually feel confident to be open about their sexual orientation
- 71% of individuals felt there was a sense of LGBT+ "community" in the area
- 87% of individuals felt their neighbourhood was a safe space to live
- 86% of individuals felt that people in their neighbourhood were friendly

Concerningly 32% of respondents said they had been the victim of prejudice or hate crime in the last 12 months. This issue has therefore been identified as a priority for the North East LGBT+ Community Development Group. In addition 34% of respondents said they felt they had been the victim of discrimination in an education setting because of their sexual orientation, though no timeframe was set on this.

Some comments from respondents included:

"We are working to bridge the discrimination gap. Let's keep sharing the peace & love"

"I feel that Aberdeen is a safe place for a gay person to live."

"Feel Grampian still has some way to go to stop discrimination between different communities. Some people are accepting of LGBT persons, yet others are not. Don't feel safe enough to be fully open about my sexuality."

2. Activities, impact, community led nature of the LGBT CDG

During the period 2017-19, a new North East Community Development Group has continued to thrive and work effectively, following its establishment in late 2016. It is now a largely self-sufficient community led forum, whilst also including representatives of the public and third sector. The aims of the group are to be a conduit of information, resources and opportunities for LGBT+ individuals in the North East, as well identifying gaps and priorities that need to be addressed (whether directly by the group or by others). Direct community engagement has

played an important role for the group thus far, including identifying priority issues for LGBT+ individuals living in the area. This has included identifying the desire for a high-profile Pride event in Aberdeen.

To mark the LGBT History month, schools in Aberdeen celebrated and raised awareness in the following ways:

Dyce Academy

- 40 staff wore rainbow lanyards for the month to be the school 'everyday hero' and ally to LGBT+ students.
- Pride Group created an LGBT Icon board for staff and students to visually see how the LGBT+ community has impacted on society.
- Each day in the daily bulletin there was a different moment from LGBT history read out to all years. These moments highlighted the timeline of our struggles and accomplishments.
- There was a movie showing of the hit 'Love Simon' which was attended by approx. 30 students.

Lochside Academy

All S1 students took LGBT history month to look at Equality and Diversity in PSE and Drama

Skene Square Primary School

School is starting a LGBT group which is being set and run by senior pupils. The senior classes both studied Diversity, Transgender, Stereotypes and LGBTQ and incorporated religion into these studies also.

St Machar Academy

LGBT History Month was the theme of the week at the beginning of February. The school worked with a group of young people to identify single use toilets that can be identified as accessible toilets, but the age of our building does not make this easy.

Harlaw Academy

The Alliance worked with the Harlaw Defenders (school anti-bullying group) to organise a Purple Friday party on 22nd Feb. They were supported on the day by other pupils from the Harlaw Defenders (the anti-bullying group), youth workers and the Wider Achievement department.

The party was similar to the previous year's party: a photobooth a painted flag to be signed, an LGBT music playlist, hand/face painting, glitter tattoos, food and information about Zone Youth group. This year the theme was Catalyst, so they had science props for the photobooth, and they had displayed handmade posters which showed this year's logo around the school.

- It was attended by around 50 pupils and staff, and there was input from LGBT Zone Youth Aberdeen who spoke about the group and what it could offer for young people in the city.
- The Alliance also worked with a RE teacher to change some PowerPoints about gender identity and sexuality.
- Additionally, they have been planning an inclusivity training course for teachers and the Defenders to make the learning environment more LGBT-friendly. Currently, they are working on some primary school-based activities with the Defenders as well.

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Employment Equality Outcomes

Duty to gather and use employee information

Introduction

The duty requires the organisation to gather annual information on the composition of employees as well as annual information on recruitment, development and retention of employees with respect to the number and relevant protected characteristics of employees. The information must be used to better perform the general equality duty.

The mainstreaming report must include an annual breakdown of the information gathered and must also include details of the progress that the organisation has made in gathering and using the information to enable it to better perform the general equality duty.

It is intended to seek to continue to develop the employee information in line with the Equality and Human Rights Commission guidance to cover other areas.

The employee information in this 2019 Mainstreaming Report comprises the following by protected characteristic: -

- Composition of employees (as at January 2018 (for year 2017) and as at January 2019 (for year 2018))
- Recruitment information, namely applicants and successful applicants for calendar years 2017 and 2018
- Development information, namely employees who undertook corporate training in calendar years 2017 and 2018 and also employees involved in discipline and grievance cases in calendar years 2017 and 2018
- Retention information, namely employees who left the organisation in calendar years 2017 and 2018

In accordance with the requirements stated in the guidance, the above has been produced for the organisation as a whole and also in relation to the Education Authority (which comprises teachers and other employees in the Education Service).

There are therefore 12 tables of figures in this report as appendices each with a sheet of analysis.

The data was gathered from three sources, the Council's HR/Payroll database, which produced the majority of the information, the recruitment

system, which produced the specific recruitment information and the casework register. Relevant queries were run from the systems to produce reports, with the information then put into the tables.

It should be noted that where there were minimal numbers of employees in a category, the actual figure has been removed from the table and replaced with the words 'Under 5'. This is to help ensure that no individual employees can be identified so that confidentiality in relation to sensitive personal data can be maintained.

With regard to how the information has been used (or will be used going forward), the following has been (or is to be) undertaken: -

People and Organisation have been, and will be, involved in pursuing initiatives in relation to employment equality covering the various protected characteristics. These initiatives are linked to meeting the employment related outcome and the two actions which sit below it, as follows:

Equality outcome is '**Aberdeen City Council - a fair employer**'

The two actions that sit below this equality outcome are:

1. We will maintain a diverse workforce and a culture that is free from unlawful discrimination.
2. Achieve and maintain pay equality within the workforce.

The employee information contained in this report will be used in relation to the planning of future equality related initiatives going forward. Also, the employee information will continue to be compared to the relevant Scottish Census 2011 information to confirm what the differences are between the two sets of figures, so that there is an understanding of how the profile of the workforce compares to the profile of the working age population in Aberdeen. This is helping to provide information as to where resources should be targeted to address any under-representation in a protected characteristic group and to justify measures being pursued to address this.

Examples of initiatives undertaken over the last two years have been:

Race

Ran employability skills sessions targeted at ethnic minorities to assist individuals with understanding recruitment and selection processes, in making job applications and preparing for interviews.

Gender

Undertook a gender pay audit to identify whether there were any gaps in relation to either basic pay or total pay.

Religion and Belief

Compiled a leaflet to advertise the multi-faith room in the Council's HQ building, which was distributed around the building.

LGBT

Undertook a posting on the intranet to raise employee awareness of various events taking place as part of LGBT History Month.

Age

Launched an apprenticeship programme which includes Foundation Apprenticeships, Modern Apprenticeships and Graduate Apprenticeships.

Disability

Undertook a review of the Disability in the Workplace guidance with relevant updates made to the document.

The aim of these initiatives is related to the recruitment and/or retention of people in these protected characteristic groups, with the workforce figures indicating some under-representation.

Also, the recruitment figures are to be examined to identify whether there are any significant differences between applicants and successful applicants in relation to protected characteristic groups (also comparing these to the workforce profile data) and if so to consider how these could be further explored to identify whether there are any issues in relation to the application of the Council's recruitment and selection procedure. Likewise, the leavers information will also be examined to identify whether there is a disproportionate amount of employees leaving the organisation from under-represented protected characteristic groups compared to the workforce profile data and if so what the reason(s) for this might be and how it/they could be addressed.

The Council is in the process of installing a new HR/Payroll database to replace the existing system. The new system will allow employees to enter their equality and diversity information on a 'self-service' basis. This should help to keep employee equality and diversity information more up-to-date. It is intended to promote this facility once in place and to ask employees to check over and amend (where necessary) their equality and diversity information. They will also be reassured that their data will be held confidentially and used only for equality and diversity related purposes.

The progress on Employment Outcomes are attached as Appendix 2a-p

Education Authority Equality Outcomes

(2017 – 21)

A summary of the equality outcomes for the Education Authority which are now referred to as **Integrated Children and Family Service** are:

- EO 1: Children and young people with a disability and their families are supported and included enabling them to achieve their full potential.
- EO 2: Pre-birth children (unborn babies) at risk due to issues that parents are dealing with such as; mental health, substance use and domestic abuse are identified at an earlier stage. Vulnerable pregnant women are identified and supported at an early stage.
- EO 3: Lesbian, Gay, Bisexual and Transgender (LGBT) children and young people feel safe, respected and included in school.
- EO 4: All children and young people in Aberdeen have an understanding of their rights and develop the ethos and culture to improve well-being and develop every child's talents and abilities to their full potential.
- EO 5: External Cultural/Arts organisations who receive investment from Aberdeen City Council actively promote and engage with those with protected characteristics in designing, planning and delivering activity.

Strategic Outcomes – Links to Local Outcome Improvement Plan (LOIP)			
Children have the best start in life – children in Aberdeen City are healthy, happy and safe, and enjoy the best possible childhood	Children and young people are safe and responsible – children and young people are safe from all forms of harm	Children are respected, included and achieving – children and young people are listened to, respected, valued and involved in the decision-making process	Investment in infrastructure - Aberdeen City is a robust and resilient economy providing a vibrant built environment and attractive place for residents, students, business and tourists. People friendly city - a city where people to choose to invest, live and visit

The progress report for the Education Authority Outcomes is attached as Appendix 3.

Mainstreaming Equality by Aberdeen City Licensing Board

The Licensing Board has taken steps to ensure the mainstreaming of the general equality duty as an integral part of the exercise of its functions. The Board's statutory Statement of Licensing Policy sets out the policies that assist in the exercise of its functions under the Licensing (Scotland) Act 2005. During the formulation of this document an Equalities and Human Rights Impact Assessment was carried out.

The proposed new Equality Outcomes 2017-2021 for the Licensing Board are attached as Appendix 4a-d.

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Next steps

As our Organisation transforms and embraces its new Guiding Principles, we will work to:

- Gauge the level of knowledge about HR policies and to better understand the issues on which our employees most regularly seek information on
- we will continue to engage with our Equality Ambassadors Network and use their feedback to inform decisions and policies being introduced through the Council
- We will continue working with officers to build on better practices at strategic and operational levels to make us and our information accessible
- Endeavour to build more sustainable relationships with the 3rd sector and partner organisations
- In the longer term and as we progress with our current outcomes, we will continue to promote equalities throughout our organisation.

Aberdeen City Council would like to thank all the community groups, forums, volunteers, partners and council officers for their input into this report, but above all for their work and continuous quest in delivering equality outcomes and promoting diversity and equality through the city.

If you want this document translated into another language or format (including Braille, large print, audio disk or BSL DVD) please contact us via email or telephone number listed below.

Jeżeli ten dokument jest wymagany w innej wersji językowej lub formacie (w dużym druku lub na dyskietce audio) proszę się skontaktować z

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Ma tha thu ag iarraidh eadar-theangachadh den sgrìobhainn seo ann an cànan neo cruth eile (clò mòr neo clàr claisinneach) feuch an cuir thu fios gu

If you are deaf or have a hearing impairment, you can still communicate with the Council via Text Relay by dialling 18001 + telephone number:

01224 523542





Equality Ambassadors Network (EAN)

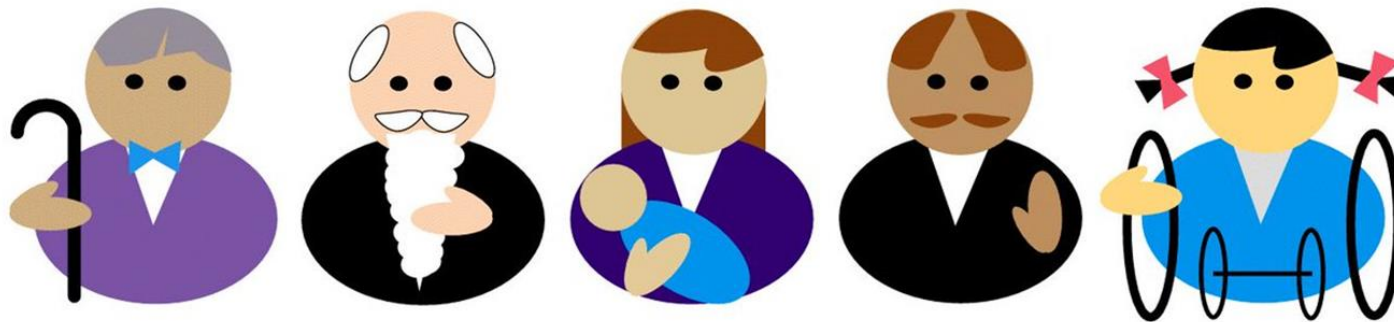
May - First meeting of EAN

DON'T WAIT FOR AN
OPPORTUNITY
TO COME YOUR WAY
RATHER CREATE
ONE

This is a story about four people named **Everybody**, **Somebody**, **Anybody** and **Nobody**.

There was an important job to be done and **Everybody** was asked to do it. **Everybody** was sure **Somebody** would do it. **Anybody** could have done it, but **Nobody** did it. **Somebody** got angry about that, because it was **Everybody's** job. **Everybody** thought **Anybody** could do it but **Nobody** realized that **Everybody** wouldn't do it.

It ended up that **Everybody** blamed **Somebody** when **Nobody** did what **Anybody** could have done.



What Does **Equality** Mean to You?

EAN - Aims

- **To work towards creating and supporting a workplace culture in which staff are able to participate and fulfil their potential in an environment where they are valued and respected.**
- **To act as contacts on equality and diversity issues by signposting and sharing relevant equalities information with colleagues.**
- **To provide a forum for discussion, debate and peer support on equalities (via meetings, virtual means, email) and to share their views, experiences and concerns in a safe and supportive space.**
- **To help increase awareness of, become involved in and organise equality and diversity events and activities.**
- **To make suggestions on equality and diversity policy and practice and promote good practice.**



Myth-busting sessions 2018 - 2019

➤ Deaf Community



MYTH BUSTING

 **Deaf Community**

Doug Leiper

➤ Dyslexia



MYTH BUSTING

Dyslexia

Organised by Nathalie

➤ Autism



MYTH BUSTING

Autism

Bill O'Hara – Principal Educational Psychologist

➤ LGBT+ and Grampian Pride (May 2019)



Photos from EAN meetings



Awareness raising sessions

➤ Mental Health

Am I really fine?



“How are you?”

Broken. Useless. Alone. Clueless.
Confused. Betrayed. Fragile. On the
verge of tears. Anxious. Annoying.
Distant. Lonely. Being crushed.
Heartbroken. Crushed. Like I'm
going to fall apart at any moment.
Empty. Defeated. Never good enough.

Fine.

➤ BSL – Communication

for All

Communication for All



#alldeaf: BSL Plus

Janis McDonald
Deaf Scotland

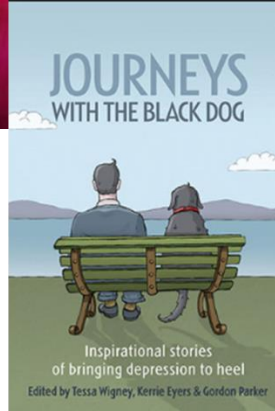
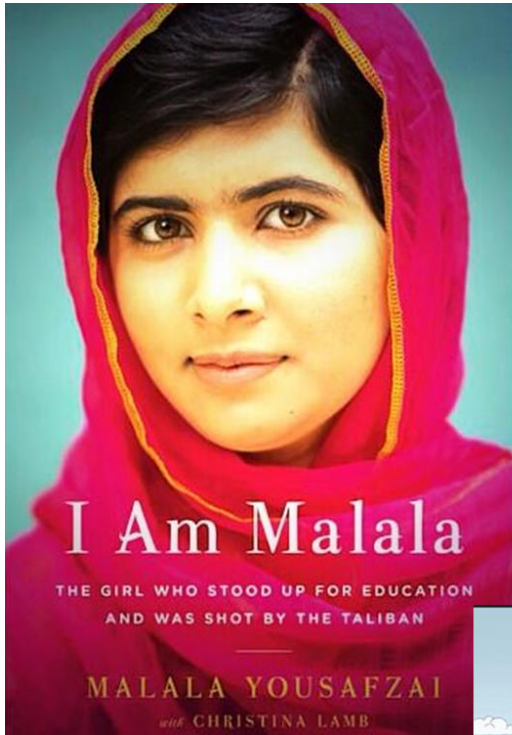


➤ North East Sensory Services (NESS) Sensory Impairment



Equalities in Books/Films/TV

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Events and Activities





Thank you!

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Action Plan to deliver a human rights-based culture within Aberdeen City Council

Objective	Action	Timeframe
Embed rights of children within the organisation	Maintain and increase commitment to Rights Respecting Schools initiatives	April 2017 and throughout
	Sign up to Child Friendly City initiative with UNICEF and embed children's human rights across its services over the next three years	May 2017-2020
Create a legacy from the goodwill shown in the City to welcoming New Scots	Sign up to City of Sanctuary initiative and participate in the group	
	Work with third sector and faith groups through the New Scots Partnership ("Shared Futures")	May 2017-2021
Increase visibility and understanding of human rights within the council	Refresh of the equality and human rights impact assessment with greater emphasis, context and explanation around human rights	April-December 2018
	Higher profile for International Day of Human Rights	December 2017-2021
Engagement with communities, community groups and third sector on how human rights can be embedded in the City	Use community events to hold discussions around how human rights can be increasingly utilised as a concept to tackle issues of social injustice	November 2018-September 2019
Showcasing human rights and its importance to the City	Delivery of the annual GREC Anne Frank Awards	On-going/annual

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Council Workforce - composition of employees (at January 2018 (for calendar year 2017) and at January 2019 (for calendar year 2018))

Employees in Post by Gender

Gender	2017		2018	
	Numbers	%	Numbers	%
Female	5754	68.6%	5629	69.33%
Male	2634	31.4%	2490	30.67%
Total	-	100%	-	100.00%

Employees in Post by Age

AGE	2017		2018	
	Numbers	%	Numbers	%
Under 20	42	0.5%	43	0.53%
20-29	1274	15.2%	1165	14.35%
30-39	1854	22.1%	1863	22.95%
40-49	1969	23.5%	1918	23.62%
50-59	2302	27.4%	2179	26.84%
60+	947	11.3%	951	11.71%
Total	-	100%	-	100.00%

Employees in Post by Marital Status

Marital Status	2017		2018	
	Numbers	%	Numbers	%
Divorced	277	3.3%	244	3.01%
Separated	124	1.5%	126	1.55%
Living with Partner	580	6.9%	557	6.86%
Married/Civil Partnership	3182	37.9%	3089	38.05%
Single	1328	15.8%	1357	16.71%
Divorced/Separated	53	0.6%	51	0.63%
Widowed	84	1.0%	71	0.87%
Not Completed	2440	29.1%	2300	28.33%
Prefer Not to Answer	320	3.8%	324	3.99%
Total	-	100%	-	100.00%

Employees in Post by Disability

Disability	2017		2018	
	Numbers	%	Numbers	%
Yes	235	2.8%	213	2.62%
No	5600	66.8%	5600	68.97%
Not Completed	2016	24.0%	1853	22.82%
Prefer Not to Answer	537	6.4%	453	5.58%
Total	-	100%	-	100.00%

Employees in Post by Ethnicity

Ethnicity	2017		2018	
	Numbers	%	Numbers	%
African	22	0.26%	23	0.28%
African - Other	18	0.21%	13	0.16%
Other - Arab	24	0.29%	24	0.30%
Asian -Bangladeshi	5	0.06%	6	0.07%
Asian - Chinese	15	0.18%	16	0.20%
Asian - Indian	34	0.41%	36	0.44%
Asian - Other	29	0.35%	26	0.32%
Asian - Pakistani	6	0.07%	5	0.06%
Black	Under 5	0.04%	6	0.07%
Caribbean	Under 5	0.02%	Under 5	0.01%
Other Caribbean or Black	Under 5	0.05%	6	0.07%
Mixed or Multiple	40	0.48%	35	0.43%
Other	824	9.82%	744	9.16%
White - Polish	46	0.55%	58	0.71%
White - Eastern European	46	0.55%	49	0.60%
White - Gypsy/Traveller	Under 5	0.01%	0	0.00%
White - Irish	78	0.93%	69	0.85%
White -Other white ethnic group	126	1.50%	124	1.53%
White - Other British	475	5.66%	437	5.38%
White - Scottish	4551	54.26%	4347	53.54%
Not Completed	1521	18.13%	1621	19.97%
Prefer Not to Answer	518	6.18%	473	5.83%
Total	-	100%	-	100.00%

Employees in Post by Nationality

Nationality	2017		2018	
	Numbers	%	Numbers	%
British	1161	13.8%	1110	13.67%
English	135	1.6%	117	1.44%
Northern Irish	39	0.5%	38	0.47%
Other	383	4.6%	373	4.59%
Scottish	4151	49.5%	3941	48.54%
Welsh	22	0.3%	20	0.25%
Not Completed	2426	28.9%	2453	30.21%
Prefer Not to Answer	71	0.8%	67	0.83%
Total	-	100%	-	100.00%

Employees in Post by Religion

Religion	2017		2018	
	Numbers	%	Numbers	%
Buddhist	19	0.23%	18	0.22%
Other Christian	891	10.62%	817	10.06%
Church of Scotland	1284	15.31%	1222	15.05%
Roman Catholic	429	5.11%	423	5.21%
Hindu	16	0.19%	15	0.18%
Humanist	51	0.61%	51	0.63%
Jewish	6	0.07%	5	0.06%
Muslim	50	0.60%	43	0.53%
None	2795	33.32%	2682	33.03%
Other Religion or Belief	55	0.66%	50	0.62%
Pagan	27	0.32%	22	0.27%
Sikh	Under 5	0.05%	Under 5	0.05%
Not Completed	2147	25.60%	2171	26.74%
Prefer Not to Answer	614	7.32%	596	7.34%
Total	-	100%	-	100.00%

Employees in Post by Sexual Orientation

Sexual Orientation	2017		2018	
	Numbers	%	Numbers	%
Bisexual	26	0.31%	27	0.33%
Gay	58	0.69%	54	0.67%
Heterosexual/Straight	5147	61.36%	4956	61.04%
Lesbian	24	0.29%	23	0.28%
Other	Under 5	0.05%	0	0.00%
Not Completed	2625	31.29%	2597	31.99%
Prefer Not to Answer	504	6.01%	462	5.69%
Total	-	100%	-	100.00%

Employees in Post by Gender Identity

Gender Identity*	2017		2018	
	Numbers	%	Numbers	%
Yes	6	0.1%	7	0.09%
No	5589	66.6%	5353	65.93%
Not Completed	2657	31.7%	2644	32.57%
Prefer Not to Answer	136	1.6%	115	1.42%
Total	-	100%	-	100.00%

* identifying as a transgender person or trans person

**Recruitment information for the Council as a whole for period
2017 (01/01/17-31/12/17) and 2018 (01/01/18 – 31/12/18)**

Gender	2017				2018			
	Applicants for Employment		Successful Applicants		Applicants for Employment		Successful Applicants	
	Numbers	%	Numbers	%	Numbers	%	Numbers	%
Female	16002	61.84	1056	72.63	8740	71.85	639	71.56
Male	9536	36.85	379	26.07	3308	27.20	237	26.54
Prefer Not to Answer	339	1.31	19	1.31	116	0.95	17	1.90
Total	-	100	-	100	-	100	-	100

Age	2017				2018			
	Applicants for Employment		Successful Applicants		Applicants for Employment		Successful Applicants	
	Numbers	%	Numbers	%	Numbers	%	Numbers	%
Under 20	643	2.48	24	1.65	282	2.32	17	1.90
20-29	8760	33.85	459	31.57	3729	30.66	269	30.12
30-39	7064	27.30	389	26.75	3653	30.03	250	28.00
40-49	4870	18.82	307	21.11	2400	19.73	164	18.37
50-59	3265	12.62	205	14.10	1485	12.21	140	15.68
60+	704	2.72	37	2.54	394	3.24	22	2.46
Not Completed	571	2.21	33	2.27	221	1.82	31	3.47
Total	-	100	-	100	-	100	-	100

Marital Status	2017				2018			
	Applicants for Employment		Successful Applicants		Applicants for Employment		Successful Applicants	
	Numbers	%	Numbers	%	Numbers	%	Numbers	%
Divorced	1149	4.44	51	3.51	485	3.99	21	2.35
Separated	596	2.30	40	2.75	336	2.76	25	2.79
Living with Partner	3743	14.46	231	15.89	1733	14.25	129	14.40
Married/Civil Partnership	8595	33.21	546	37.55	4383	36.03	336	37.63
Single	10912	42.17	542	37.28	4852	39.88	343	38.40
Widowed	158	0.61	8	0.55	64	0.53	7	0.78
Not Completed	336	1.30	17	1.17	92	0.76	15	1.68
Prefer Not to Answer	388	1.50	19	1.31	219	1.80	17	1.90
Total	-	100	-	100	-	100	-	100

Disability	2017				2018			
	Applicants for Employment		Successful Applicants		Applicants for Employment		Successful Applicants	
	Numbers	%	Numbers	%	Numbers	%	Numbers	%
Yes	1195	4.62	49	3.37	568	4.67	22	2.46
No	24121	93.21	1371	94.29	11325	93.1	851	95.30
Not Completed	297	1.15	16	1.10	115	0.95	11	1.23
Prefer Not to Answer	264	1.02	18	1.24	156	1.28	9	1.01
Total	-	100	-	100	-	100	-	100

Ethnicity	2017				2018			
	Applicants for Employment		Successful Applicants		Applicants for Employment		Successful Applicants	
	Numbers	%	Numbers	%	Numbers	%	Numbers	%
African	308	1.19	20	1.38	140	1.15	8	0.90
African - Other	646	2.50	16	1.10	215	1.77	7	0.78
Other - Arab	104	0.40	7	0.48	30	0.25	Under 5	0.34
Asian - Bangladeshi	115	0.44	Under 5	0.07	38	0.31	Under 5	0.11
Asian - Chinese	96	0.37	Under 5	0.21	41	0.34	Under 5	0.11
Asian - Indian	601	2.32	18	1.24	254	2.09	9	1.01
Asian - Other	289	1.12	14	0.96	94	0.77	Under 5	0.34
Asian - Pakistani	110	0.43	Under 5	0.28	71	0.58	Under 5	0.11
Black	155	0.60	Under 5	0.14	45	0.37	Under 5	0.34
Caribbean	61	0.24	0	0	12	0.10	Under 5	0.11
Other Caribbean or Black	38	0.15	0	0	9	0.07	Under 5	0.22
Mixed or Multiple	209	0.81	14	0.96	117	0.96	Under 5	0.22
Other	0	0	0	0	0	0.00	0	0.00
White - Polish	1005	3.88	33	2.27	657	5.40	28	3.14
White - Eastern European	583	2.25	13	0.89	259	2.13	12	1.34
White - Gypsy/Travelle r	Under 5	0	0	0	Under 5	0.02	Under 5	0.11
White - Irish	250	0.97	27	1.86	94	0.77	22	2.46
White -Other white ethnic group	1600	6.18	75	5.16	899	7.39	38	4.26
White - Other British	1988	7.68	150	10.32	1026	8.43	84	9.41
White - Scottish	16669	64.42	1014	69.74	7778	63.94	631	70.66
Not Completed	651	2.52	29	1.10	173	1.42	21	2.35
Prefer Not to Answer	398	1.54	14	0.96	209	1.72	15	1.68
Total	-	100	-	100	-	100	-	100

Nationality	2017				2018			
	Applicants for Employment		Successful Applicants		Applicants for Employment		Successful Applicants	
	Numbers	%	Numbers	%	Numbers	%	Numbers	%
British	5086	19.65	337	23.18	2379	19.56	191	21.39
English	620	2.40	44	3.03	331	2.72	23	2.58
Northern Irish	120	0.46	14	0.96	59	0.49	12	1.34
Other	0	0	0	0	0	0.00	0	0.00
Scottish	14377	55.56	845	58.12	6730	55.33	525	58.79
Welsh	82	0.32	Under 5	0.28	19	0.16	0	0.00
Not Completed	5098	19.70	193	13.27	2406	19.78	126	14.11
Prefer Not to Answer	494	1.91	17	1.17	240	1.97	16	1.79
Total	-	100	-	100	-	100	-	100

Religion	2017				2018			
	Applicants for Employment		Successful Applicants		Applicants for Employment		Successful Applicants	
	Numbers	%	Numbers	%	Numbers	%	Numbers	%
Buddhist	99	0.38	6	0.41	38	0.31	Under 5	0.22
Other Christian	2962	11.45	152	10.45	1445	11.88	82	9.18
Church of Scotland	3291	12.72	221	15.20	1400	11.51	142	15.90
Roman Catholic	2521	9.74	128	8.80	1416	11.64	89	9.97
Hindu	366	1.41	9	0.62	159	1.31	Under 5	0.45
Humanist	331	1.28	26	1.79	175	1.44	14	1.57
Jewish	16	0.06	Under 5	0.21	12	0.10	0	0.00
Muslim	562	2.17	25	1.72	208	1.71	8	0.90
None	12927	49.96	726	49.93	6065	49.86	448	50.17
Other Religion or Belief	243	0.94	16	1.10	82	0.67	8	0.90
Pagan	52	0.20	0	0.00	20	0.16	Under 5	0.11
Sikh	17	0.07	Under 5	0.07	7	0.06	0	0.00
Not Completed	1004	3.88	41	2.82	437	3.59	29	3.25
Prefer Not to Answer	1486	5.74	100	6.88	700	5.75	66	7.39
Total	-	100	-	100	-	100	-	100

Sexual Orientation	2017				2018			
	Applicants for Employment		Successful Applicants		Applicants for Employment		Successful Applicants	
	Numbers	%	Numbers	%	Numbers	%	Numbers	%
Bisexual	392	1.51	16	1.10	215	1.77	13	1.46
Gay	393	1.52	21	1.44	116	0.95	11	1.23
Heterosexual/Straight	23345	90.22	1326	91.20	10912	89.71	804	90.03
Lesbian	171	0.66	11	0.76	72	0.59	8	0.90
Other	96	0.37	Under 5	0.28	55	0.45	Under 5	0.11
Not Completed	428	1.65	20	1.38	236	1.94	20	2.24
Prefer Not to Answer	1052	4.07	56	3.85	558	4.59	36	4.03
Total	-	100	-	100	-	100	-	100

Gender Identity *	2017				2018			
	Applicants for Employment		Successful Applicants		Applicants for Employment		Successful Applicants	
	Numbers	%	Numbers	%	Numbers	%	Numbers	%
Yes	54	0.21	Under 5	0.07	37	0.30	Under 5	0.34
No	25287	97.72	1426	98.07	11915	97.95	869	97.31
Not Completed	320	1.24	17	1.17	87	0.72	14	1.57
Prefer Not to Answer	216	0.83	10	0.69	125	1.03	7	0.78
Total	-	100	-	100	-	100	-	100

* identifying as a transgender person or trans person

Training Information for the Council as a whole for period 2017 (01/01/17 – 31/12/17)
and 2018 (01/01/18 – 31/12/18)

Gender	2017		2018	
	Numbers	%	Numbers	%
Female	11450	71.5%	17450	73.96%
Male	4572	28.5%	6145	26.04%
Total	-	100%	-	100.00%

AGE	2017		2018	
	Numbers	%	Numbers	%
Under 20	73	0.5%	94	0.40%
20-29	3118	19.5%	3105	13.16%
30-39	3639	22.7%	5250	22.25%
40-49	3942	24.6%	5968	25.29%
50-59	4174	26.1%	6772	28.70%
60+	1076	6.7%	2406	10.20%
Total	-	100%	-	100.00%

2017	2018
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Marital Status	Numbers	%	Numbers	%
Divorced	686	4.3%	907	3.84%
Separated	287	1.8%	474	2.01%
Living with Partner	1620	10.1%	1696	7.19%
Married/Civil Partnership	6019	37.6%	9877	41.86%
Single	2954	18.4%	4091	17.34%
Divorced/Separated	93	0.6%	214	0.91%
Widowed	108	0.7%	198	0.84%
Not Completed	3670	22.9%	5008	21.22%
Prefer Not to Answer	585	3.7%	1130	4.79%
Total	-	100%	-	100.00%

Disability	2017		2018	
	Numbers	%	Numbers	%
Yes	576	3.6%	697	2.95%
No	11245	70.2%	17613	74.65%
Not Completed	3403	21.2%	4126	17.49%
Prefer Not to Answer	798	5.0%	1159	4.91%
Total	-	100%	-	100.00%

2017	2018
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Ethnicity	Numbers	%	Numbers	%
African	100	0.62%	73	0.31%
African - Other	82	0.51%	70	0.30%
Other - Arab	43	0.27%	90	0.38%
Asian -Bangladeshi	28	0.17%	54	0.23%
Asian - Chinese	38	0.24%	28	0.12%
Asian - Indian	112	0.70%	126	0.53%
Asian - Other	71	0.44%	91	0.39%
Asian - Pakistani	52	0.32%	9	0.04%
Black	40	0.25%	31	0.13%
Caribbean	Under 5	0.01%	6	0.03%
Other Caribbean or Black	Under 5	0.02%	28	0.12%
Mixed or Multiple	106	0.66%	93	0.39%
Other	1177	7.35%	2173	9.21%
White - Polish	59	0.37%	213	0.90%
White - Eastern European	79	0.49%	144	0.61%
White - Gypsy/Traveller	0	0.00%	9	0.04%
White - Irish	83	0.52%	152	0.64%
White -Other white ethnic group	275	1.72%	429	1.82%
White - Other British	1336	8.34%	1334	5.65%
White - Scottish	8871	55.37%	13292	56.33%
Not Completed	2717	16.96%	4228	17.92%
Prefer Not to Answer	747	4.66%	922	3.91%
Total	-	100%	-	100.00%

2017

2018

Nationality	Numbers	%	Numbers	%
British	2684	16.8%	3379	14.32%
English	349	2.2%	340	1.44%
Northern Irish	38	0.2%	82	0.35%
Other	794	5.0%	1264	5.36%
Scottish	7892	49.3%	11946	50.63%
Welsh	73	0.5%	56	0.24%
Not Completed	4088	25.5%	6350	26.91%
Prefer Not to Answer	104	0.6%	178	0.75%
Total	-	100%	-	100.00%

2017	2018
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Religion	Numbers	%	Numbers	%
Buddhist	14	0.09%	31	0.13%
Other Christian	1832	11.43%	2491	10.56%
Church of Scotland	2248	14.03%	3836	16.26%
Roman Catholic	811	5.06%	1245	5.28%
Hindu	55	0.34%	69	0.29%
Humanist	198	1.24%	161	0.68%
Jewish	7	0.04%	11	0.05%
Muslim	105	0.66%	155	0.66%
None	5562	34.71%	7878	33.39%
Other Religion or Belief	128	0.80%	96	0.41%
Pagan	31	0.19%	160	0.68%
Sikh	Under 5	0.02%	16	0.07%
Not Completed	3789	23.65%	5447	23.09%
Prefer Not to Answer	1239	7.73%	1999	8.47%
Total	-	100%	-	100.00%

2017	2018
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Sexual Orientation	Numbers	%	Numbers	%
Bisexual	95	0.59%	221	0.94%
Gay	107	0.67%	310	1.31%
Heterosexual/Straight	10577	66.02%	15016	63.64%
Lesbian	54	0.34%	80	0.34%
Other	16	0.10%	11	0.05%
Not Completed	4466	27.87%	6505	27.57%
Prefer Not to Answer	707	4.41%	1452	6.15%
Total	-	100%	-	100.00%

Gender Identity*	2017		2018	
	Numbers	%	Numbers	%
Yes	Under 5	0.02%	29	0.12%
No	11285	70.43%	16124	68.34%
Not Completed	4557	28.44%	7096	30.07%
Prefer Not to Answer	177	1.10%	346	1.47%
Total	-	100%	-	100.00%

* identifying as a transgender person or trans person

Leavers Information for the Council as a whole for period 2017 (01/01/17 – 31/12/17)
and 2018 (01/01/18 – 31/12/18)

	2017		2018	
Gender	Numbers	%	Numbers	%
Female	816	68.3%	851	68.74%
Male	378	31.7%	387	31.26%
Total	-	100%	-	100.00%

	2017		2018	
AGE	Numbers	%	Numbers	%
Under 20	15	1.3%	8	0.65%
20-29	236	19.8%	234	18.90%
30-39	253	21.2%	253	20.44%
40-49	170	14.2%	195	15.75%
50-59	218	18.3%	250	20.19%
60+	302	25.3%	298	24.07%
Total	-	100%	-	100.00%

Marital Status	2017		2018	
	Numbers	%	Numbers	%
Divorced	38	3.2%	48	3.88%
Separated	12	1.0%	12	0.97%
Living with Partner	61	5.1%	88	7.11%
Married/Civil Partnership	443	37.1%	422	34.09%
Single	163	13.7%	180	14.54%
Divorced/Separated	Under 5	0.1%	0	0.00%
Widowed	22	1.8%	17	1.37%
Not Completed	413	34.6%	412	33.28%
Prefer Not to Answer	41	3.4%	50	4.04%
Total	-	100%	-	100.00%

Disability	2017		2018	
	Numbers	%	Numbers	%
Yes	36	3.0%	32	2.58%
No	775	64.9%	764	61.71%
Not Completed	299	25.0%	384	31.02%
Prefer Not to Answer	84	7.0%	58	4.68%
Total	-	100%	-	100.00%

Ethnicity	2017		2018	
	Numbers	%	Numbers	%
African	Under 5	0.34%	5	0.40%
African - Other	Under 5	0.17%	5	0.40%
Other - Arab	Under 5	0.08%	0	0.00%
Asian -Bangladeshi	Under 5	0.17%	Under 5	0.08%
Asian - Chinese	Under 5	0.08%	Under 5	0.08%
Asian - Indian	Under 5	0.25%	5	0.40%
Asian - Other	Under 5	0.25%	6	0.48%
Asian - Pakistani	Under 5	0.34%	Under 5	0.24%
Black	Under 5	0.08%	Under 5	0.16%
Caribbean	Under 5	0.17%	Under 5	0.16%
Other Caribbean or Black	0	0.00%	0	0.00%
Mixed or Multiple	Under 5	0.25%	8	0.65%
Other	111	9.30%	99	8.00%
White - Polish	10	0.84%	Under 5	0.32%
White - Eastern European	7	0.59%	6	0.48%
White - Gypsy/Traveller	0	0.00%	0	0.00%
White - Irish	18	1.51%	19	1.53%
White -Other white ethnic group	16	1.34%	28	2.26%
White - Other British	70	5.86%	81	6.54%
White - Scottish	643	53.85%	547	44.18%
Not Completed	239	20.02%	342	27.63%
Prefer Not to Answer	54	4.52%	70	5.65%
Total	-	100%	-	100.00%

	2017		2018	
Nationality	Numbers	%	Numbers	%
British	167	14.0%	168	13.57%
English	23	1.9%	27	2.18%
Northern Irish	11	0.9%	5	0.40%
Other	55	4.6%	75	6.06%
Scottish	566	47.4%	500	40.39%
Welsh	Under 5	0.2%	Under 5	0.16%
Not Completed	359	30.1%	450	36.35%
Prefer Not to Answer	11	0.9%	11	0.89%
Total	-	100%	-	100.00%

Religion	2017		2018	
	Numbers	%	Numbers	%
Buddhist	9	0.75%	Under 5	0.08%
Other Christian	137	11.47%	128	10.34%
Church of Scotland	187	15.66%	152	12.28%
Roman Catholic	63	5.28%	62	5.01%
Hindu	Under 5	0.25%	Under 5	0.24%
Humanist	8	0.67%	10	0.81%
Jewish	0	0.00%	Under 5	0.08%
Muslim	11	0.92%	8	0.65%
None	366	30.65%	346	27.95%
Other Religion or Belief	11	0.92%	7	0.57%
Pagan	7	0.59%	6	0.48%
Sikh	0	0.00%	0	0.00%
Not Completed	309	25.88%	417	33.68%
Prefer Not to Answer	83	6.95%	97	7.84%
Total	-	100%	-	100.00%

Sexual Orientation	2017		2018	
	Numbers	%	Numbers	%
Bisexual	Under 5	0.3%	5	0.40%
Gay	10	0.8%	8	0.65%
Heterosexual/Straight	733	61.4%	668	53.96%
Lesbian	5	0.4%	Under 5	0.32%
Other	0	0.0%	0	0.00%
Not Completed	378	31.7%	473	38.21%
Prefer Not to Answer	65	5.4%	80	6.46%
Total	-	100%	-	100.00%

Gender Identity*	2017		2018	
	Numbers	%	Numbers	%
Yes	Under 5	0.2%	Under 5	0.16%
No	772	64.7%	723	58.40%
Not Completed	389	32.6%	487	39.34%
Prefer Not to Answer	31	2.6%	26	2.10%
Total	-	100%	-	100.00%

* identifying as a transgender person or trans person

Disciplinary information for the Council as a whole for period 2017 (01/01/17-31/12/17) and 2018 (01/01/18-31/12/18)

Gender	2017		2018	
	No	(%)	No	(%)
Female	39	25.5%	29	34.12%
Male	114	74.5%	56	65.88%
Total	-	100.0%	-	100.00%

Age	2017		2018	
	No	(%)	No	(%)
Under 20	Under 5	1.3%	0	0.00%
20-29	24	15.7%	17	20.00%
30-39	36	23.5%	20	23.53%
40-49	30	19.6%	22	25.88%
50-59	43	28.1%	18	21.18%
60+	18	11.8%	8	9.41%
Total	-	100.0%	-	100.00%

Marital Status	2017		2018	
	No	(%)	No	(%)
Divorced	0	0.0%	Under 5	1.18%
Separated	0	0.0%	0	0.00%
Divorced/Separated	13	8.5%	Under 5	1.18%
Living with Partner	18	11.8%	Under 5	2.35%
Married/Civil Partnership	34	22.2%	17	20.00%
Single	25	16.3%	18	21.18%
Widowed	Under 5	2.0%	Under 5	1.18%
Not Completed	52	34.0%	41	48.24%
Prefer Not to Answer	8	5.2%	Under 5	4.71%
Total	-	100.0%	-	100.00%

Disability	2017		2018	
	No	(%)	No	(%)
Yes	11	7.2%	Under 5	3.53%
No	92	60.1%	59	69.41%
Not Completed	47	30.7%	18	21.18%
Prefer Not to Answer	Under 5	2.0%	5	5.88%
Total	-	100.0%	-	100.00%

Ethnicity	2017		2018	
	No	(%)	No	(%)
African	0	0.0%	0	0.00%
African- Other	0	0.0%	Under 5	1.18%
Arab- Other	Under 5	0.7%	Under 5	1.18%
Asian- Bangladeshi	0	0.0%	0	0.00%
Asian- Chinese	0	0.0%	0	0.00%
Asian- Indian	0	0.0%	0	0.00%
Asian- Other	0	0.0%	Under 5	1.18%
Asian- Pakistani	0	0.0%	0	0.00%
Black	0	0.0%	0	0.00%
Caribbean	0	0.0%	0	0.00%
Other Caribbean or Black	0	0.0%	0	0.00%
Mixed or Multiple	0	0.0%	Under 5	1.18%
Other	0	0.0%	12	14.12%
White – Polish	0	0.0%	Under 5	1.18%
White- Eastern European	Under 5	0.7%	0	0.00%
White- Gypsy/Traveller	0	0.0%	0	0.00%
White- Irish	Under 5	0.7%	Under 5	1.18%
White- Other white ethnic group	Under 5	0.7%	Under 5	3.53%
White- Other British	6	3.9%	Under 5	2.35%
White- Scottish	86	56.2%	38	44.71%
Not Completed	15	9.8%	13	15.29%
Prefer Not to Answer	42	27.5%	11	12.94%
Total	-	100.0%	-	100.00%

National Identity	2017		2018	
	No	(%)	No	(%)
British	8	5.2%	7	8.24%
English	Under 5	2.6%	0	0.00%
Northern Irish	Under 5	0.7%	0	0.00%
Other	Under 5	2.0%	9	10.59%
Scottish	89	58.2%	34	40.00%
Welsh	0	0.0%	0	0.00%
Not Completed	45	29.4%	33	38.82%
Prefer Not to Answer	Under 5	2.0%	Under 5	2.35%
Total	-	100.0%	-	100.00%

Religion	2017		2018	
	No	(%)	No	(%)
Buddhist	0	0.0%	0	0.00%
Christian Other	6	3.9%	8	9.41%
Church of Scotland	23	15.0%	9	10.59%
Roman Catholic	Under 5	2.6%	5	5.88%
Hindu	0	0.0%	0	0.00%
Humanist	0	0.0%	0	0.00%
Jewish	0	0.0%	0	0.00%
Muslim	0	0.0%	Under 5	1.18%
None	63	41.2%	32	37.65%
Other	0	0.0%	0	0.00%
Pagan	Under 5	0.7%	0	0.00%
Sikh	0	0.0%	0	0.00%
Not Completed	43	28.1%	23	27.06%
Prefer Not to Answer	13	8.5%	7	8.24%
Total	-	100.0%	-	100.00%

2017	2018
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Sexual Orientation	No	(%)	No	(%)
Bisexual	Under 5	0.7%	0	0.00%
Gay	Under 5	0.7%	0	0.00%
Heterosexual/Straight	92	60.1%	50	58.82%
Lesbian	0	0.0%	0	0.00%
Not Completed	49	32.0%	27	31.76%
Prefer Not to Answer	10	6.5%	8	9.41%
Total	-	100.0%	-	100.00%

Gender Identity *	2017		2018	
	No	(%)	No	(%)
Yes	Under 5	0.7%	0	0.00%
No	102	66.7%	49	57.65%
Not Completed	48	31.4%	35	41.18%
Prefer Not to Answer	Under 5	1.3%	Under 5	1.18%
Total	-	100%	-	100.00%

* identifying as a transgender person or trans person

Grievance information for the Council as a whole for period 2017 (01/01/17-31/12/17) and 2018 (01/01/18-31/12/18)

Gender	2017		2018	
	No	(%)	No	(%)
Female	10	45.5%	18	66.67%
Male	12	54.5%	9	33.33%
Total	-	100.0%	-	100.00%

Age	2017		2018	
	No	(%)	No	(%)
Under 20	0	0.0%	0	0.00%
20-29	Under 5	9.1%	Under 5	3.70%
30-39	Under 5	18.2%	6	22.22%
40-49	Under 5	18.2%	7	25.93%
50-59	10	45.5%	5	18.52%
60+	Under 5	9.1%	8	29.63%
Total	-	100.0%	-	100.00%

Marital Status	2017		2018	
	No	(%)	No	(%)
Divorced/Separated	Under 5	4.5%	0	0.00%
Divorced	0	0.0%	Under 5	3.70%
Living with Partner	Under 5	9.1%	Under 5	3.70%
Married/Civil Partnership	14	63.6%	13	48.15%
Separated	0	0.0%	0	0.00%
Single	Under 5	4.5%	6	22.22%
Widowed	0	0.0%	0	0.00%
Not Completed	Under 5	18.2%	5	18.52%
Prefer Not to Answer	0	0.0%	Under 5	3.70%
Total	-	100.0%	-	100.00%

Disability	2017		2018	
	No	(%)	No	(%)
Yes	Under 5	4.5%	Under 5	3.70%
No	16	72.7%	16	59.26%
Not Completed	Under 5	18.2%	8	29.63%
Prefer Not to Answer	Under 5	4.5%	Under 5	7.41%
Total	-	100.0%	-	100.00%

Ethnicity	2017		2018	
	No	(%)	No	(%)
Arab - Other	0	0.0%	Under 5	3.70%
African	0	0.0%	0	0.00%
African- Other	0	0.0%	0	0.00%
Asian- Bangladeshi	0	0.0%	0	0.00%
Asian- Chinese	0	0.0%	0	0.00%
Asian- Indian	Under 5	4.5%	0	0.00%
Asian- Other	0	0.0%	0	0.00%
Asian- Pakistani	0	0.0%	0	0.00%
Black	0	0.0%	0	0.00%
Caribbean	0	0.0%	0	0.00%
Other Caribbean or Black	0	0.0%	0	0.00%
Mixed or Multiple	0	0.0%	0	0.00%
Other	Under 5	13.6%	6	22.22%
White- Eastern European	0	0.0%	0	0.00%
White- Gypsy/Traveller	0	0.0%	0	0.00%
White- Irish	0	0.0%	Under 5	7.41%
White – Polish	0	0.0%	0	0.00%
White- Other white ethnic group	Under 5	4.5%	0	0.00%
White- Other British	Under 5	9.1%	0	0.00%
White- Scottish	11	50.0%	12	44.44%
Not Completed	Under 5	4.5%	Under 5	7.41%
Prefer Not to Answer	Under 5	13.6%	Under 5	14.81%
Total	-	100.0%	-	100.00%

National Identity	2017		2018	
	No	(%)	No	(%)
British	Under 5	9.1%	Under 5	14.81%
English	Under 5	9.1%	0	0.00%
Northern Irish	0	0.0%	0	0.00%
Other	Under 5	4.5%	Under 5	7.41%
Scottish	11	50.0%	12	44.44%
Welsh	0	0.0%	0	0.00%
Not Completed	6	27.3%	9	33.33%
Prefer Not to Answer	0	0.0%	0	0.00%
Total	-	100.0%	-	100.00%

Religion	2017		2018	
	No	(%)	No	(%)
Buddhist	0	0.0%	0	0.00%
Christian Other	Under 5	9.1%	Under 5	3.70%
Church of Scotland	Under 5	18.2%	Under 5	7.41%
Roman Catholic	0	0.0%	Under 5	11.11%
Hindu	0	0.0%	0	0.00%
Humanist	Under 5	4.5%	Under 5	3.70%
Jewish	0	0.0%	0	0.00%
Muslim	0	0.0%	0	0.00%
None	8	36.4%	10	37.04%
Other	0	0.0%	0	0.00%
Pagan	0	0.0%	0	0.00%
Sikh	0	0.0%	0	0.00%
Not Completed	Under 5	18.2%	8	29.63%
Prefer Not to Answer	Under 5	13.6%	Under 5	7.41%
Total	-	100.0%	-	100.00%

Sexual Orientation	2017		2018	
	No	(%)	No	(%)
Bisexual	0	0.0%	0	0.00%
Gay	0	0.0%	0	0.00%
Heterosexual/Straight	16	72.7%	15	55.56%
Lesbian	0	0.0%	0	0.00%
Not Completed	5	22.7%	10	37.04%
Prefer Not to Answer	Under 5	4.5%	Under 5	7.41%
Total	-	100.0%	-	100.00%

Gender Identity *	2017		2018	
	No	(%)	No	(%)
Yes	0	0.0%	0	0.00%
No	15	68.2%	17	62.96%
Not Completed	7	31.8%	10	37.04%
Prefer Not to Answer	0	0.0%	0	0.00%
Total	-	100.0%	-	100.00%

* identifying as a transgender person or trans person

Analysis of information

Education Authority – Composition of employees (at January 2018, for year 2017 and at January 2019, for year 2018)

Employees in post by Gender

In 2017, the majority of employees in the Education Authority are female (85.5%) with the minority male (14.5%). The Census 2011 figures for the Aberdeen City population aged between 16 and 64 were 50.5% male and 49.5% female indicating a difference in the gender make-up of the local working age population compared to the Education Authority's workforce.

In 2018, the majority of employees in the Education Authority are female (87.8%) with the minority male (12.2%). The Census 2011 figures for the Aberdeen City population aged between 16 and 64 were 50.5% male and 49.5% female indicating a difference in the gender make-up of the local working age population compared to the Education Authority's workforce.

Employees in post by Age

In 2017, the largest proportion of employees are in the 50-59 age band (25.3%) followed by the 40-49 (24.7%). The smallest proportion of employees is in the under 20 age band (0.1%) followed by the 20-29 (18.1%). This indicates that the majority of the Education Authority's employees are aged 40 or over.

In 2018, the largest proportion of employees are in the 40-49 age band (26.3%) followed by the 50-59 (25.9%). The smallest proportion of employees is in the 60+ age band (10.8%) followed by the 20-29 age band (11.3%). This indicates that the majority of the Education Authority's employees are aged 40 or over.

Employees in post by Marital Status

In 2017, the largest proportion of employees are in the Married/Civil Partnership category (38.2%) followed by Single (12.6%). The smallest proportion of employees is in the Divorced/Separated category (0.4%). It should be noted that 38.7% of employees either did not complete the form or indicated that they preferred not to answer the question.

In 2018, the largest proportion of employees are in the Married/Civil Partnership category (38.5%) followed by Single (13.0%). The smallest proportion of employees is in the Divorced/Separated category (0.31%). It should be noted that 38.9% of employees either did not complete the form or indicated that they preferred not to answer the question.

Employees in post by Disability

In 2017, a minority of employees declared that they have a disability (2.0%) whilst the majority declared that they were non-disabled (68.5%). It should be noted that 29.5% of employees either did not complete the form or indicated that they preferred not to answer the question. The Census 2011 figures for the Aberdeen City population aged between 16 and 64 shows that 4.6% had a long-term health problem or disability that limited them a lot in day-to-day activities, indicating a difference compared to the percentage of disabled employees in the Education Authority's workforce.

In 2018, a minority of employees declared that they have a disability (1.7%) whilst the majority declared that they were non-disabled (71.2%). It should be noted that 27.1% of employees either did not complete the form or indicated that they preferred not to answer the question. The Census 2011 figures for the Aberdeen City population aged between 16 and 64 shows that 4.6% had a long-term health problem or disability that limited them a lot in day-to-day activities, indicating a difference compared to the percentage of disabled employees in the Education Authority's workforce.

Employees in post by Ethnicity

In 2017, a minority of employees declared that they are from an ethnic minority (1.8%) (i.e. non-white). It should be noted that 24.5% of employees either did not complete the form or indicated that they preferred not to answer the question. The Census 2011 figures for the Aberdeen City population aged between 16 and 64 shows that 8.5% were from an ethnic minority (i.e. non-white), indicating a difference compared to the percentage of ethnic minority employees (i.e. non-white) in the Education Authority's workforce.

In 2018, a minority of employees declared that they are from an ethnic minority (2.0%) (i.e. non-white). It should be noted that 26.8% of employees either did not complete the form or indicated that they preferred not to answer the question. The Census 2011 figures for the Aberdeen City population aged between 16 and 64 shows that 8.5% were from an ethnic minority (i.e. non-white), indicating a difference compared to the percentage of ethnic minority employees (i.e. non-white) in the Education Authority's workforce.

Employees in post by Nationality

In 2017, the largest proportion of employees who declared their nationality are Scottish (51.1%) followed by British (14.0%) and then Other (4.2%). The smallest proportion are Welsh (0.2%) followed by Northern Irish (0.5%). It should be noted that 28.3% of employees either did not complete the form or indicated that they preferred not to answer the question.

In 2018, the largest proportion of employees who declared their nationality are Scottish (49.4%) followed by British (13.5%) and then Other (4.4%). The smallest

proportion are Welsh (0.2%) followed by Northern Irish (0.5%). It should be noted that 30.4% of employees either did not complete the form or indicated that they preferred not to answer the question.

Employees in post by Religion

In 2017, the largest proportion of employees who declared their religion indicated this as None (30.4%) followed by Church of Scotland (18.5%) and Christian Other (10.8%). The various other religions declared had relatively small proportions of employees under each category. It should be noted that 32.4% of employees either did not complete the form or indicated that they preferred not to answer the question.

In 2018, the largest proportion of employees who declared their religion indicated this as None (30.0%) followed by Church of Scotland (18.3%) and Christian Other (9.9%). The various other religions declared had relatively small proportions of employees under each category. It should be noted that 33.9% of employees either did not complete the form or indicated that they preferred not to answer the question.

Employees in post by Sexual Orientation

In 2017, a minority of employees declared as Bi sexual, Gay or Lesbian (total of 0.9%) with a majority of employees declaring as Heterosexual/Straight (57.2%). It should be noted that 41.9% of employees either did not complete the form or indicated that they preferred not to answer the question.

In 2018, a minority of employees declared as Bi sexual, Gay or Lesbian (total of 1.1%) with a majority of employees declaring as Heterosexual/Straight (66.1%). It should be noted that 32.8% of employees either did not complete the form or indicated that they preferred not to answer the question.

Employees in post by Gender Identity (identifying as a transgender person or trans person)

In 2017, there were no employees who declared as a transgender or trans person with 62.6% answering 'no' to this question. It should be noted that 37.4% of employees either did not complete the form or indicated that they preferred not to answer the question.

In 2018, a very small minority of employees declared as a transgender or trans person with the majority (71.9%) answering 'no' to this question. It should be noted that 28.1% of employees either did not complete the form or indicated that they preferred not to answer the question.

Maternity cases

The number of maternity cases in the Education Authority that commenced in calendar year 2017 was 103, of which 82 (79.6%) returned to work and 21 (20.4%) left. The number of maternity cases that commenced in calendar year 2018 was 79.

It is too early to identify returners and leavers for that year with many still on maternity leave.

Analysis of information

Education Authority – Recruitment 2017 and 2018

Gender

In 2017, the majority of both applicants for employment and successful applicants were female (76.2% and 81.5% respectively), with the minority male (22.5% and 17.0% respectively).

In 2018, the majority of both applicants for employment and successful applicants were female (86.7% and 82.3% respectively), with the minority male (12.4% and 15.7% respectively). The 2018 proportions of female to male applicants for employment and successful applicants are similar compared to the proportions of female and male employees in the Education Authority workforce (these being 87.8% to 12.2% female to male).

Age

In 2017, the largest proportion of applicants for employment and successful applicants were under the category of 20-29 (37.5% and 36.0% respectively), followed by 30-39 (27.7% and 26.6% respectively) and then 40-49 (18.9% and 21.9% respectively). It should be noted that the smallest proportion of applicants for employment and successful applicants was in the Under 20 category (1.7% and 0.7% respectively).

In 2018, the largest proportion of applicants for employment were under the category of 20-29 (32.7%), followed by 30-39 (32.0%) and then 40-49 (21.0%). The largest proportion of successful applicants were under the category 30-39 (30.3%), followed by 20-29 (26.9%) and then 40-49 (21.8%). In relation to the workforce profile, the largest proportion of employees are in the 40-49 age band (26.3%), followed by the 50-59 band (25.9%) and then the 30-39 band (25.7%), indicating a difference compared to the age profile of applicants and successful applicants in 2018.

Marital Status

In 2017, of those who declared their marital status, the largest proportion of applicants and successful applicants for employment were under the category of Single (43.1% and 39.1% respectively), followed by Married/Civil Partnership (33.0% and 37.1% respectively), and followed by Living with Partner (14.1% and 15.5% respectively).

In 2018, of those who declared their marital status, the largest proportion of applicants for employment and successful applicants were under the category of Married/Civil Partnership (38.4% and 42.6% respectively), followed by Single (38.4% and 34.5% respectively), and then by Living with Partner (13.4% and 12.8% respectively).

Disability

In 2017, a minority of applicants for employment and also successful applicants declared as disabled (3.9% and 4.2% respectively).

In 2018, a minority of applicants for employment and also successful applicants declared as disabled (3.7% and 1.8% respectively). Both these 2018 proportions are higher than the proportions of disabled employees in the Education Authority workforce (which is 1.7%).

Ethnicity

In 2017, a minority of applicants for employment and also successful applicants declared as being from an ethnic minority (9.0% and 5.2% respectively) (i.e. non-white).

In 2018, a minority of applicants for employment and also successful applicants declared as being from an ethnic minority (7.2% and 3.6% respectively) (i.e. non-white). Both these 2018 proportions are higher than the proportions of employees in the Education Authority who declared as being from an ethnic minority (which is 2.0%).

Nationality

In 2017, of those who declared their nationality, the largest proportion of applicants and successful applicants for employment were under the category of Scottish (54.7% and 58.4% respectively), followed by British (19.0% and 22.7% respectively) and then English (2.4% and 2.8% respectively).

In 2018, of those who declared their nationality, the largest proportion of applicants for employment and also successful applicants were under the category of Scottish (54.5% and 61.9% respectively), followed by British (19.6% and 21.8% respectively) and then English (2.8% and 2.2% respectively).

Religion

In 2017, of those who declared their religion, the largest proportion of applicants for employment and successful applicants was under the category of None (49.6% and 48.9% respectively), followed by Church of Scotland (12.3% and 16.1% respectively) and then Other Christian (11.6% and 11.3% respectively).

In 2018, of those who declared their religion, the largest proportion of applicants for employment were under the category of None (48.2%), followed by Other Christian (13.2%) and then Roman Catholic (12.7%). The largest proportion of successful applicants were under the category of None (43.3%), Church of Scotland (20.0%) and then Other Christian (11.2%).

Sexual Orientation

In 2017, of those who declared their sexual orientation, a minority of applicants for employment and also successful applicants were Bi-sexual, Gay or Lesbian (3.4% and 2.6% respectively, in total).

In 2018, of those who declared their sexual orientation, a minority of applicants for employment and also successful applicants were Bi-sexual, Gay or Lesbian (2.8% and 2.5% respectively, in total). Both these 2018 proportions are above the proportions of employees in the Education Authority declaring their sexual orientation under these categories (which is 1.1% in total).

Gender Identity (identifying as a transgender person or trans person)

In 2017, of those who declared their gender identity, a small minority of applicants for employment identified as a transgender person or trans person (0.2%), with the majority answering 'no' to this question (97.8%). There were no successful applicants who identified as a transgender or trans person.

In 2018, of those who declared their gender identity, a small minority of applicants for employment and successful applicants identified as a transgender person or trans person (0.1% and 0.2% respectively), with the majority answering 'no' to this question (98.1% and 97.1% respectively).

Analysis of information

Education Authority – Training 2017 and 2018 (employees who undertook a corporate training course)

Gender

In 2017, the majority who undertook training were female (82.8%) with the minority male (17.2%).

In 2018, the majority who undertook training were female (87.6%) with the minority male (12.4%). These 2018 figures are similar to the proportions of female and male employees in the Education Authority workforce (which are 87.8% and 12.2% respectively).

Age

In 2017, the largest proportion who undertook training were under the category 40-49 (27.7%), followed by the 50-59 (25.3%) and then 30-39 (24.1%).

In 2018, the largest proportion who undertook training were under the category 40-49 (28.0%), followed by the 50-59 (26.2%) and then 30-39 (21.7%). In relation to the workforce profile, the largest proportion of employees are in the 40-49 age band (26.3%), followed by the 50-59 band (25.9%) and then the 30-39 band (25.7%), which slightly differ to the proportions who undertook training in 2018.

Marital Status

In 2017, of those who declared their marital status, the largest proportion who undertook training were under the category of Married/Civil Partnership (37.3%), followed by Single (14.8%) and then Living with Partner (7.6%).

In 2018, of those who declared their marital status, the largest proportion who undertook training were under the category of Married/Civil Partnership (41.5%), followed by Single (13.6%) and then Living with Partner (4.3%).

Disability

In 2017, a minority of those who undertook training were disabled (3.1%), whilst the majority were non-disabled (70.2%).

In 2018, a minority of those who undertook training were disabled (2.3%), whilst the majority were non-disabled (74.4%). The proportion who undertook training in 2018 who were disabled is slightly higher than the proportion who declared as disabled employees in the Education Authority workforce (which was 1.7%).

Ethnicity

In 2017, a minority of those who undertook training were from an ethnic minority (2.8%) (i.e. non-white).

In 2018, a minority of those who undertook training were from an ethnic minority (1.8%) (i.e. non-white). This 2018 figure is slightly lower than the proportion of employees who declared as being from an ethnic minority in the Education Authority workforce (the figure being 2.0%).

Nationality

In 2017, of those who declared their nationality, the largest proportion of those who undertook training were under the category of Scottish (50.8%), followed by British (16.3%) and then Other (4.4%).

In 2018, of those who declared their nationality, the largest proportion of those who undertook training were under the category of Scottish (52.9%), followed by British (13.7%) and then Other (4.5%).

Religion

In 2017, of those who declared their religion, the largest proportion of those who undertook training were under the category of None (30.4%), followed by Church of Scotland (16.6%) and then Christian Other (11.7%).

In 2018, of those who declared their religion, the largest proportion of those who undertook training were under the category of None (29.9%), followed by Church of Scotland (21.0%) and then Christian Other (9.8%).

Sexual Orientation

In 2017, of those who declared their sexual orientation, a minority of those who undertook training were Bi-sexual, Gay or Lesbian (0.9% in total).

In 2018, of those who declared their sexual orientation, a minority of those who undertook training were Bi-sexual, Gay or Lesbian (2.2% in total). This 2018 figure is higher than the proportion of those declaring their sexual orientation under these categories in the Education Authority workforce (which is 1.1%).

Gender Identity (identifying as a transgender person or trans person)

In 2017, there were no employees who undertook training who identified as a transgender or trans person.

In 2018, there were a very small proportion of employees who undertook training who identified as a transgender or trans person, compared to those who answered 'no' to that question (which was 70.6%).

Analysis of information

Education Authority – Leavers 2017 and 2018

Gender

In 2017, the majority of leavers in the Council were female (82.9%) with the minority male (17.1%).

In 2018, the majority of leavers in the Council were female (80.5%) with the minority male (19.5%). These 2018 figures are similar to the composition of employees in the Education Authority, which is an 87.8% to 12.2% female to male split.

Age

In 2017, the largest proportion of leavers was in the 20-29 age group (25.2%), followed by the 30-39 (24.1%) and then 60+ (19.1%).

In 2018, the largest proportion of leavers was in the 20-29 age group (23.2%), followed by the 30-39 (22.2%) and then 50-59 (19.0%). In relation to the workforce profile, the largest proportion of employees are in the 40-49 age band (26.3%), followed by the 50-59 band (25.9%) and then the 30-39 band (25.7%), indicating a difference compared to the 2018 leavers age profile.

Marital Status

In 2017, of those who declared their marital status, the largest proportion of leavers were under the category of Married/Civil Partnership (34.4%), followed by Single (10.9%) and then Living with Partner (3.6%).

In 2018, of those who declared their marital status, the largest proportion of leavers were under the category of Married/Civil Partnership (32.9%), followed by Single (10.9%) and then Living with Partner (5.4%).

Disability

In 2017, of those who declared whether they have a disability, a minority of leavers (1.8%) were disabled whilst the majority were non-disabled (64.8%).

In 2018, of those who declared whether they have a disability, a minority of leavers (1.1%) were disabled whilst the majority were non-disabled (65.9%). The proportion of disabled leavers in 2018 is therefore slightly less than the proportion of disabled employees in the Education Authority workforce (which is 1.7%).

Ethnicity

In 2017, of those who declared their ethnicity, a minority of leavers (1.0%) were from an ethnic minority (i.e. non-white).

In 2018, of those who declared their ethnicity, a minority of leavers (2.1%) were from an ethnic minority (i.e. non-white). This 2018 figure is similar to the proportion of ethnic minority employees in the Education Authority workforce (which is 2.0%).

Nationality

In 2017, of those who declared their nationality, the largest proportion of leavers was Scottish (47.1%), followed by British (12.9%) and then 'Other' (4.6%).

In 2018, of those who declared their nationality, the largest proportion of leavers were Scottish (43.3%) followed by British (14.0%) and then 'Other' (5.2%).

Religion

In 2017, of those who declared their religion, the largest proportion of leavers was under the category of 'None' (27.2%), followed by Church of Scotland (17.1%) and then Christian Other (11.5%).

In 2018, of those who declared their religion, the largest proportion of leavers was under the category of 'None' (25.7%), followed by Church of Scotland (15.1%) and then Christian Other (9.8%).

Sexual Orientation

In 2017, of those who declared their sexual orientation, there were a minority of leavers (1.8%) under the categories of Bi-sexual, Gay or Lesbian.

In 2018, of those who declared their sexual orientation, a minority of leavers were from the categories of Bi-sexual, Gay or Lesbian (total of 1.1%). This 2018 figure is the same as those declaring their sexual orientation under these categories in the Education Authority workforce.

Gender Identity (identifying as a transgender person or trans person)

In 2017, of those who declared their gender identity, there were a small number of leavers who identified as a transgender person or trans person, with the majority of leavers having answered 'no' to this question (65.4%).

In 2018, there were no employees who were leavers who identified as a transgender or trans person.

Analysis of information

Education Authority – Discipline cases 2017 and 2018

Gender

In 2017, the majority of discipline cases involved male employees (57.7%) with the minority involving female employees (42.3%).

In 2018, the majority of discipline cases involved male employees (58.3%) with the minority involving female employees (41.7%). The 2018 figures differ to the proportions of female and male employees in the workforce (which are 87.8% and 12.2% respectively).

Age

In 2017, the largest proportion of discipline cases involved employees under the category 40-49 (34.6%), followed by the 50-59 age group (23.1%) and then the 20-29 and 60+ age groups (which each had 15.4%).

In 2018, the largest proportion of discipline cases involved employees under the category 40-49 (41.7%), followed by the 30-39 and 20-29 categories (which each had 25.0%).

Marital Status

In 2017, of those who declared their marital status, the largest proportion of discipline cases involved employees under the category of Married/Civil Partnership (42.3%), followed by Divorced/Separated and Single which each had the same proportion (i.e.11.5%).

In 2018, of those who declared their marital status, the largest proportion of discipline cases involved employees under the category of Married/Civil Partnership (16.7%), followed by Single (8.3%).

Disability

In 2017, of those who declared whether they have a disability, there were a minority of employees involved in discipline cases who were disabled (15.4%), whilst the majority who declared were non-disabled (61.5%).

In 2018, of those who declared whether they have a disability, there were no employees involved in discipline cases who were disabled with all the cases involving non-disabled employees (100.0%). The proportions of disabled and non-disabled employees in the workforce are 1.7% and 71.2% respectively.

Ethnicity

In 2017, of those who declared their ethnicity, there were a minority of employees involved in discipline cases who were from an ethnic minority (i.e. non-white) (3.8%).

In 2018, there were no employees involved in discipline cases from an ethnic minority (i.e. non-white). The proportion of ethnic minority employees in the workforce is 2.0%.

Nationality

In 2017, of those who declared their nationality, the largest proportion of discipline cases involved employees under the category of Scottish (57.7%), followed by British (15.4%) and then English (7.7%).

In 2018, of those who declared their nationality, the largest proportion of discipline cases involved employees under the category of Other (25.0%), followed by Scottish (16.7%).

Religion

In 2017, of those who declared their religion, the largest proportion of discipline cases involved employees under the categories of None (42.3%) and then Church of Scotland (with 15.4%) followed by Roman Catholic (7.7%).

In 2018, of those who declared their religion, the largest proportion of discipline cases involved employees under the category of None (50.0%).

Sexual Orientation

In 2017, of those who declared their sexual orientation, there were a minority of employees involved in discipline cases who were Bisexual, Gay or Lesbian (3.8%).

In 2018, of those who declared their sexual orientation, there were no employees involved in discipline cases who were Bi-sexual, Gay or Lesbian. The 2018 figure differs to the proportion of employees who declared as Bi-sexual, Gay or Lesbian in the workforce (which is 1.1%).

Gender Identity

In 2017 and 2018, of those who declared as a trans gender or trans person, no employees involved in discipline cases were under these categories.

Analysis of information

Education Authority – Grievance cases 2017 and 2018

Gender

In 2017, there were an equal proportion of grievance cases involving female employees as there were male employees (50% each).

In 2018, all the grievance cases involved female employees (100.0%). The proportions of female and male employees in the workforce are 87.8% and 12.2% respectively.

Age

In 2017, the largest proportion of grievance cases involved employees under the category 50-59 (75.0%), followed by the 40-49 age group (25.0%).

In 2018, the largest proportion of grievance cases involved employees under the 40-49 age group (50.0%), followed by the 30-39 age group (33.3%) and then the 60+ age group (16.7%).

Marital Status

In 2017, of those who declared their marital status, the largest proportion of grievance cases involved employees under the category Married/Civil Partnership (75.0%), followed by Divorced/Separated (25.0%).

In 2018, of those who declared their marital status, the largest proportion of grievance cases involved employees under the category Married/Civil Partnership (50.0%), followed by Single (16.7%).

Disability

In 2017, of those who declared whether they have a disability, no employees involved in grievance cases were disabled, with all of cases involving employees who declared as non-disabled (100.0%).

In 2018, of those who declared whether they have a disability, there were no employees involved in grievance cases who were disabled, with all the cases involving employees who declared as non-disabled (100.0%). The 2018 figures differ to the proportions of disabled and non-disabled employees in the workforce (which are 1.7% and 71.2% respectively).

Ethnicity

In 2017, of those who declared their ethnicity, there were no employees involved in grievance cases who were from an ethnic minority (i.e. non-white).

In 2018, of those who declared their ethnicity, there were no employees involved in grievance cases from an ethnic minority. The proportion of ethnic minority employees in the workforce is 2.0%.

Nationality

In 2017, of those who declared their nationality, the largest proportion of grievance cases involved employees under the category of Scottish (75.0%), followed by British (25.0%), with the other categories having no cases.

In 2018, of those who declared their nationality, the largest proportion of grievance cases involved employees under the category of Scottish (50.0%).

Religion

In 2017, of those who declared their religion, the largest proportion of grievance cases involved employees under the categories of Church of Scotland (50.0%) followed by None (25.0%).

In 2018, of those who declared their religion, the largest proportion of grievance cases involved employees under the categories of None (66.7%).

Sexual Orientation

In 2017, of those who declared their sexual orientation, there were no employees involved in grievance cases who were Bisexual, Gay or Lesbian.

In 2018, of those who declared their sexual orientation, there were no employees involved in grievance cases were under the categories of Bisexual, Gay or Lesbian. The proportion of employees who declared as Bi-sexual, Gay or Lesbian in the workforce is 1.1%.

Gender Identity

In 2017 and 2018, of those who declared as a trans gender or trans person, there were no employees involved in grievance cases who were under these categories.

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**Recruitment information for the Education Authority for period 2017
(01/01/17-31/12/17) and 2018 (01/01/18 – 31/12/18)**

Gender	2017				2018			
	Applicants for Employment		Successful Applicants		Applicants for Employment		Successful Applicants	
	Numbers	%	Numbers	%	Numbers	%	Numbers	%
Female	8900	76.19	723	81.51	5652	86.66	367	82.29
Male	2624	22.46	151	17.02	811	12.43	70	15.70
Prefer Not to Answer	158	1.35	13	1.46	59	0.90	9	2.02
Total	-	100	-	100	-	100	-	100

Age	2017				2018			
	Applicants for Employment		Successful Applicants		Applicants for Employment		Successful Applicants	
	Numbers	%	Numbers	%	Numbers	%	Numbers	%
Under 20	193	1.65	6	0.68	49	0.75	Under 5	0.22
20-29	4377	37.47	319	35.96	2131	32.67	120	26.91
30-39	3236	27.70	236	26.61	2088	32.01	135	30.27
40-49	2204	18.87	194	21.87	1369	20.99	97	21.75
50-59	1234	10.56	96	10.82	676	10.36	73	16.37
60+	205	1.75	16	1.80	111	1.70	6	1.35
Not Completed	233	1.99	20	2.25	98	1.50	14	3.14
Total	-	100	-	100	-	100	-	100

Marital Status	2017				2018			
	Applicants for Employment		Successful Applicants		Applicants for Employment		Successful Applicants	
	Numbers	%	Numbers	%	Numbers	%	Numbers	%
Divorced	476	4.07	29	3.27	204	3.13	8	1.79
Separated	242	2.07	19	2.14	207	3.17	15	3.36
Living with Partner	1650	14.12	137	15.45	876	13.43	57	12.78
Married/Civil Partnership	3858	33.03	329	37.09	2507	38.44	190	42.60
Single	5031	43.07	347	39.12	2502	38.36	154	34.53
Widowed	68	0.58	68	0.45	40	0.61	Under 5	0.45
Not Completed	166	1.42	12	1.35	38	0.58	8	1.79
Prefer Not to Answer	191	1.63	10	1.13	148	2.27	12	2.69
Total	-	100	-	100	-	100	-	100

Disability	2017				2018			
	Applicants for Employment		Successful Applicants		Applicants for Employment		Successful Applicants	
	Numbers	%	Numbers	%	Numbers	%	Numbers	%
Yes	454	3.89	37	4.17	242	3.71	8	1.79
No	10947	93.71	825	93.01	6120	93.84	427	95.74
Not Completed	158	1.35	12	1.35	69	1.06	6	1.35
Prefer Not to Answer	123	1.05	13	1.47	91	1.40	5	1.12
Total	-	100	-	100	-	100	-	100

Ethnicity	2017				2018			
	Applicants for Employment		Successful Applicants		Applicants for Employment		Successful Applicants	
	Numbers	%	Numbers	%	Numbers	%	Numbers	%
African	79	0.68	6	0.68	53	0.81	Under 5	0.45
African - Other	226	1.93	9	1.01	76	1.17	Under 5	0.45
Other - Arab	43	0.37	Under 5	0.45	17	0.26	0	0.00
Asian - Bangladeshi	55	0.47	Under 5	0.11	30	0.46	Under 5	0.22
Asian - Chinese	38	0.33	Under 5	0.23	21	0.32	Under 5	0.22
Asian - Indian	238	2.04	7	0.79	109	1.67	6	1.35
Asian - Other	134	1.15	7	0.79	35	0.54	Under 5	0.22
Asian - Pakistani	55	0.47	Under 5	0.11	51	0.78	Under 5	0.22
Black	49	0.42	Under 5	0.11	13	0.20	0	0.00
Caribbean	22	0.19	0	0.00	Under 5	0.02	0	0.00
Other Caribbean or Black	13	0.11	0	0.00	Under 5	0.02	0	0.00
Mixed or Multiple	103	0.88	8	0.90	63	0.97	Under 5	0.45
Other	0	0.00	0	0.00	0	0.00	0	0.00
White - Polish	452	3.87	10	1.13	397	6.09	6	1.35
White - Eastern European	250	2.14	8	0.90	118	1.81	Under 5	0.67
White - Gypsy/Traveller	Under 5	0.01	0	0.00	Under 5	0.03	Under 5	0.22
White - Irish	146	1.25	23	2.59	41	0.63	14	3.14
White -Other white ethnic group	931	7.97	56	6.31	547	8.39	19	4.26
White - Other British	885	7.58	98	11.05	595	9.12	41	9.19
White - Scottish	7444	63.72	621	70.01	4126	63.26	324	72.65
Not Completed	316	2.71	19	2.14	74	1.13	11	2.47
Prefer Not to Answer	202	1.73	6	0.68	152	2.33	11	2.47
Total	-	100	-	100	-	100	-	100

Nationality	2017				2018			
	Applicants for Employment		Successful Applicants		Applicants for Employment		Successful Applicants	
	Numbers	%	Numbers	%	Numbers	%	Numbers	%
British	2218	18.99	202	22.77	1277	19.58	97	21.75
English	278	2.38	25	2.82	180	2.76	10	2.24
Northern Irish	75	0.64	12	1.35	36	0.55	8	1.79
Other	0	0	0	0	0	0.00	0	0.00
Scottish	6389	54.69	518	58.40	3552	54.46	276	61.88
Welsh	29	0.25	Under 5	0.11	5	0.08	0	0.00
Not Completed	2460	21.06	123	13.87	1329	20.38	47	10.54
Prefer Not to Answer	233	1.99	6	0.68	143	2.19	8	1.79
Total	-	100	-	100	-	100	-	100

Religion	2017				2018			
	Applicants for Employment		Successful Applicants		Applicants for Employment		Successful Applicants	
	Numbers	%	Numbers	%	Numbers	%	Numbers	%
Buddhist	52	0.45	Under 5	0.45	20	0.31	Under 5	0.22
Other Christian	1354	11.59	100	11.27	861	13.20	50	11.21
Church of Scotland	1435	12.28	143	16.12	716	10.98	89	19.96
Roman Catholic	1186	10.15	77	8.68	830	12.73	47	10.54
Hindu	131	1.12	Under 5	0.23	62	0.95	Under 5	0.45
Humanist	187	1.60	20	0.23	88	1.35	8	1.79
Jewish	7	0.06	Under 5	0.23	Under 5	0.06	0	0.00
Muslim	260	2.23	12	1.35	133	2.04	Under 5	0.45
None	5788	49.55	434	48.93	3145	48.22	193	43.27
Other Religion or Belief	113	0.97	11	1.24	35	0.54	Under 5	0.67
Pagan	24	0.21	0	0.00	11	0.17	0	0.00
Sikh	Under 5	0.03	0	0.00	0	0.00	0	0.00
Not Completed	428	3.66	22	2.48	226	3.47	17	3.81
Prefer Not to Answer	713	6.10	60	6.76	391	6.00	34	7.62
Total	-	100	-	100	-	100	-	100

Sexual Orientation	2017				2018			
	Applicants for Employment		Successful Applicants		Applicants for Employment		Successful Applicants	
	Numbers	%	Numbers	%	Numbers	%	Numbers	%
Bisexual	162	1.39	5	0.56	115	1.76	Under 5	0.67
Gay	178	1.52	12	1.35	40	0.61	Under 5	0.67
Heterosexual/ Straight	10538	90.21	818	92.22	5886	90.25	398	89.24
Lesbian	55	0.47	6	0.68	30	0.46	5	1.12
Other	41	0.35	Under 5	0.23	14	0.21	Under 5	0.22
Not Completed	197	1.69	14	1.58	141	2.16	13	2.91
Prefer Not to Answer	511	4.37	30	3.38	296	4.54	23	5.16
Total	-	100	-	100	-	100	-	100

Gender Identity *	2017				2018			
	Applicants for Employment		Successful Applicants		Applicants for Employment		Successful Applicants	
	Numbers	%	Numbers	%	Numbers	%	Numbers	%
Yes	19	0.16	0	0.00	Under 5	0.06	Under 5	0.22
No	11425	97.80	870	98.08	6394	98.04	433	97.09
Not Completed	153	1.31	12	1.35	36	0.55	8	1.79
Prefer Not to Answer	85	0.73	5	0.56	88	1.35	Under 5	0.90
Total	-	100	-	100	-	100	-	100

* identifying as a transgender person or trans person

Training Information for the Education Authority for period 2017 (01/01/17 – 31/12/17) and 2018 (01/01/18 – 31/12/18)

	2017		2018	
Gender	Numbers	%	Numbers	%
Female	3713	82.8%	7691	87.57%
Male	770	17.2%	1092	12.43%
Total	-	100%	-	100.00%

	2017		2018	
AGE	Numbers	%	Numbers	%
Under 20	5	0.1%	6	0.07%
20-29	753	16.8%	1370	15.60%
30-39	1080	24.1%	1908	21.72%
40-49	1244	27.7%	2461	28.02%
50-59	1135	25.3%	2304	26.23%
60+	266	5.9%	734	8.36%
Total	-	100%	-	100.00%

Marital Status	2017		2018	
	Numbers	%	Numbers	%
Divorced	137	3.1%	315	3.59%
Separated	100	2.2%	175	1.99%
Living with Partner	339	7.6%	381	4.34%
Married/Civil Partnership	1670	37.3%	3643	41.48%
Single	664	14.8%	1197	13.63%
Divorced/Separated	29	0.6%	32	0.36%
Widowed	25	0.6%	68	0.77%
Not Completed	1304	29.1%	2620	29.83%
Prefer Not to Answer	215	4.8%	352	4.01%
Total	-	100%	-	100.00%

Disability	2017		2018	
	Numbers	%	Numbers	%
Yes	141	3.1%	200	2.28%
No	3149	70.2%	6538	74.44%
Not Completed	945	21.1%	1632	18.58%
Prefer Not to Answer	248	5.5%	413	4.70%
Total	-	100%	-	100.00%

Ethnicity	2017		2018	
	Numbers	%	Numbers	%
African	Under 5	0.04%	22	0.25%
African - Other	Under 5	0.02%	Under 5	0.02%
Other - Arab	Under 5	0.07%	16	0.18%
Asian -Bangladeshi	0	0.00%	8	0.09%
Asian - Chinese	Under 5	0.07%	11	0.13%
Asian - Indian	43	0.96%	28	0.32%
Asian - Other	15	0.33%	30	0.34%
Asian - Pakistani	Under 5	0.07%	7	0.08%
Black	19	0.42%	Under 5	0.01%
Caribbean	Under 5	0.07%	0	0.00%
Other Caribbean or Black	0	0.00%	0	0.00%
Mixed or Multiple	34	0.76%	33	0.38%
Other	259	5.78%	573	6.52%
White - Polish	5	0.11%	80	0.91%
White - Eastern European	28	0.62%	37	0.42%
White - Gypsy/Traveller	0	0.00%	9	0.10%
White - Irish	14	0.31%	61	0.69%
White -Other white ethnic group	94	2.10%	158	1.80%
White - Other British	407	9.08%	479	5.45%
White - Scottish	2547	56.81%	5231	59.56%
Not Completed	958	21.37%	1886	21.47%
Prefer Not to Answer	45	1.00%	111	1.26%
Total	-	100%	-	100.00%

	2017		2018	
Nationality	Numbers	%	Numbers	%
British	731	16.3%	1202	13.69%
English	145	3.2%	143	1.63%
Northern Irish	0	0.0%	33	0.38%
Other	197	4.4%	399	4.54%
Scottish	2276	50.8%	4645	52.89%
Welsh	14	0.3%	23	0.26%
Not Completed	1097	24.5%	2261	25.74%
Prefer Not to Answer	23	0.5%	77	0.88%
Total	-	100%	-	100.00%

Religion	2017		2018	
	Numbers	%	Numbers	%
Buddhist	Under 5	0.09%	13	0.15%
Other Christian	525	11.71%	861	9.80%
Church of Scotland	746	16.64%	1840	20.95%
Roman Catholic	270	6.02%	477	5.43%
Hindu	9	0.20%	14	0.16%
Humanist	110	2.45%	39	0.44%
Jewish	Under 5	0.07%	Under 5	0.02%
Muslim	8	0.18%	45	0.51%
None	1363	30.40%	2624	29.88%
Other Religion or Belief	60	1.34%	40	0.46%
Pagan	9	0.20%	98	1.12%
Sikh	0	0.00%	0	0.00%
Not Completed	1038	23.15%	2050	23.34%
Prefer Not to Answer	338	7.54%	680	7.74%
Total	-	100%	-	100.00%

Sexual Orientation	2017		2018	
	Numbers	%	Numbers	%
Bisexual	Under 5	0.1%	115	1.31%
Gay	24	0.5%	66	0.75%
Heterosexual/Straight	2923	65.2%	5631	64.11%
Lesbian	13	0.3%	16	0.18%
Other	0	0.0%	0	0.00%
Not Completed	1268	28.3%	2447	27.86%
Prefer Not to Answer	251	5.6%	508	5.78%
Total	-	100%	-	100.00%

Gender Identity*	2017		2018	
	Numbers	%	Numbers	%
Yes	0	0.0%	6	0.07%
No	3257	72.7%	6199	70.58%
Not Completed	1166	26.0%	2400	27.33%
Prefer Not to Answer	60	1.3%	178	2.03%
Total	-	100%	-	100.00%

* identifying as a transgender person or trans person

Leavers Information for the Education Authority for period 2017 (01/01/17 – 31/12/17)
and 2018 (01/01/18 – 31/12/18)

	2017		2018	
Gender	Numbers	%	Numbers	%
Female	412	82.9%	385	80.54%
Male	85	17.1%	93	19.46%
Total	-	100%	-	100.00%

	2017		2018	
AGE	Numbers	%	Numbers	%
Under 20	Under 5	0.2%	Under 5	0.21%
20-29	125	25.2%	111	23.22%
30-39	120	24.1%	106	22.18%
40-49	64	12.9%	86	17.99%
50-59	92	18.5%	91	19.04%
60+	95	19.1%	83	17.36%
Total	-	100%	-	100.00%

Marital Status	2017		2018	
	Numbers	%	Numbers	%
Divorced	10	2.0%	17	3.56%
Separated	6	1.2%	Under 5	0.84%
Living with Partner	18	3.6%	26	5.44%
Married/Civil Partnership	171	34.4%	157	32.85%
Single	54	10.9%	52	10.88%
Divorced/Separated	0	0	Under 5	0.42%
Widowed	8	1.6%	5	1.05%
Not Completed	215	43.3%	195	40.79%
Prefer Not to Answer	15	3.0%	20	4.18%
Total	-	100%	-	100.00%

Disability	2017		2018	
	Numbers	%	Numbers	%
Yes	9	1.8%	5	1.05%
No	322	64.8%	315	65.90%
Not Completed	128	25.8%	141	29.50%
Prefer Not to Answer	38	7.6%	17	3.56%
Total	-	100%	-	100.00%

Ethnicity	2017		2018	
	Numbers	%	Numbers	%
African	Under 5	0.40%	0	0.00%
African - Other	0	0.00%	0	0.00%
Other - Arab	0	0.00%	0	0.00%
Asian -Bangladeshi	0	0.00%	0	0.00%
Asian - Chinese	0	0.00%	Under 5	0.21%
Asian - Indian	Under 5	0.20%	Under 5	0.42%
Asian - Other	0	0.00%	Under 5	0.42%
Asian - Pakistani	Under 5	0.20%	Under 5	0.42%
Black	0	0.00%	Under 5	0.21%
Caribbean	0	0.00%	0	0.00%
Other Caribbean or Black	0	0.00%	0	0.00%
Mixed or Multiple	Under 5	0.20%	Under 5	0.42%
Other	42	8.45%	36	7.53%
White - Polish	Under 5	0.60%	Under 5	0.21%
White - Eastern European	Under 5	0.80%	0	0.00%
White - Gypsy/Traveller	0	0.00%	0	0.00%
White - Irish	10	2.01%	12	2.51%
White -Other white ethnic group	8	1.61%	13	2.72%
White - Other British	28	5.63%	27	5.65%
White - Scottish	266	53.52%	228	47.70%
Not Completed	125	25.15%	139	29.08%
Prefer Not to Answer	6	1.21%	12	2.51%
Total	-	100%	-	100.00%

Nationality	2017		2018	
	Numbers	%	Numbers	%
British	64	12.9%	67	14.02%
English	10	2.0%	6	1.26%
Northern Irish	10	2.0%	Under 5	0.42%
Other	23	4.6%	25	5.23%
Scottish	234	47.1%	207	43.31%
Welsh	0	0.0%	0	0.00%
Not Completed	151	30.4%	168	35.15%
Prefer Not to Answer	5	1.0%	Under 5	0.63%
Total	-	100%	-	100.00%

Religion	2017		2018	
	Numbers	%	Numbers	%
Buddhist	6	1.21%	0	0.00%
Other Christian	57	11.47%	47	9.83%
Church of Scotland	85	17.10%	72	15.06%
Roman Catholic	36	7.24%	32	6.69%
Hindu	0	0.00%	0	
Humanist	Under 5	0.60%	6	1.26%
Jewish	0	0.00%	0	
Muslim	Under 5	0.20%	Under 5	0.63%
None	135	27.16%	123	25.73%
Other Religion or Belief	Under 5	0.80%	Under 5	0.42%
Pagan	Under 5	0.80%	Under 5	0.63%
Sikh	0	0.00%	0	0.00%
Not Completed	132	26.56%	146	30.54%
Prefer Not to Answer	34	6.84%	44	9.21%
Total	-	100%	-	100.00%

Sexual Orientation	2017		2018	
	Numbers	%	Numbers	%
Bisexual	Under 5	0.2%	Under 5	0.63%
Gay	6	1.2%	Under 5	0.42%
Heterosexual/Straight	292	58.8%	269	56.28%
Lesbian	Under 5	0.4%	0	0.00%
Other	0	0.0%	0	0.00%
Not Completed	165	33.2%	170	35.56%
Prefer Not to Answer	31	6.2%	34	7.11%
Total	-	100%	-	100.00%

Gender Identity*	2017		2018	
	Numbers	%	Numbers	%
Yes	Under 5	0.2%	0	0.00%
No	325	65.4%	289	60.46%
Not Completed	154	31.0%	181	37.87%
Prefer Not to Answer	17	3.4%	8	1.67%
Total	-	100%	-	100.00%

* identifying as a transgender person or trans person

**Disciplinary information for the Education Authority for period
2017 (01/01/17-31/12/17) and 2018 (01/01/18-31/12/18)**

Gender	2017		2018	
	No	(%)	No	(%)
Female	11	42.3%	7	58.33%
Male	15	57.7%	5	41.67%
Total	-	100.0%	-	100.00%

Age	2017		2018	
	No	(%)	No	(%)
Under 20	0	0.0%	0	0.00%
20-29	Under 5	15.4%	Under 5	25.00%
30-39	Under 5	11.5%	Under 5	25.00%
40-49	9	34.6%	5	41.67%
50-59	6	23.1%	Under 5	8.33%
60+	Under 5	15.4%	0	0.00%
Total	-	100.0%	-	100.00%

Marital Status	2017		2018	
	No	(%)	No	(%)
Divorced/Separated	Under 5	11.5%	0	0.00%
Living with Partner	Under 5	7.7%	0	0.00%
Married/Civil Partnership	11	42.3%	Under 5	16.67%
Single	Under 5	11.5%	Under 5	8.33%
Widowed	0	0.0%	0	0.00%
Not Completed	5	19.2%	6	50.00%
Prefer Not to Answer	Under 5	7.7%	Under 5	25.00%
Total	-	100.0%	-	100.00%

2017	2018
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Disability	No	(%)	No	(%)
Yes	Under 5	15.4%	0	0.00%
No	16	61.5%	12	100.00%
Not Completed	5	19.2%	0	0.00%
Prefer Not to Answer	Under 5	3.8%	0	0.00%
Total	-	100.0%	-	0.00%

Ethnicity	2017		2018	
	No	(%)	No	(%)
Arab - Other	Under 5	3.8%	0	0.00%
African	0	0.0%	0	0.00%
African- Other	0	0.0%	0	0.00%
Asian- Bangladeshi	0	0.0%	0	0.00%
Asian- Chinese	0	0.0%	0	0.00%
Asian- Indian	0	0.0%	0	0.00%
Asian- Other	0	0.0%	0	0.00%
Asian- Pakistani	0	0.0%	0	0.00%
Black	0	0.0%	0	0.00%
Caribbean	0	0.0%	0	0.00%
Other Caribbean or Black	0	0.0%	0	0.00%
Mixed or Multiple	0	0.0%	0	0.00%
Other	Under 5	3.8%	Under 5	16.67%
White – Polish	0	0.0%	Under 5	8.33%
White- Eastern European	0	0.0%	0	0.00%
White- Gypsy/Traveller	0	0.0%	0	0.00%
White- Irish	0	0.0%	Under 5	8.33%
White- Other white ethnic group	Under 5	3.8%	0	0.00%
White- Other British	Under 5	7.7%	0	0.00%
White- Scottish	17	65.4%	Under 5	16.67%
Not Completed	Under 5	15.4%	6	50.00%
Prefer Not to Answer	0	0.0%	0	0.00%
Total	-	100.0%	-	100.00%

National Identity	2017		2018	
	No	(%)	No	(%)
British	Under 5	15.4%	0	0.00%
English	Under 5	7.7%	0	0.00%
Northern Irish	0	0.0%	0	0.00%
Other	Under 5	3.8%	Under 5	25.00%
Scottish	15	57.7%	Under 5	16.67%
Welsh	0	0.0%	0	0.00%
Not Completed	Under 5	11.5%	7	58.33%
Prefer Not to Answer	Under 5	3.8%	0	0.00%
Total	-	100.0%	-	100.00%

Religion	2017		2018	
	No	(%)	No	(%)
Buddhist	0	0.0%	0	0.00%
Christian Other	Under 5	3.8%	0	0.00%
Church of Scotland	Under 5	15.4%	0	0.00%
Roman Catholic	Under 5	7.7%	0	0.00%
Hindu	0	0.0%	0	0.00%
Humanist	0	0.0%	0	0.00%
Jewish	0	0.0%	0	0.00%
Muslim	0	0.0%	0	0.00%
None	11	42.3%	6	50.00%
Other	0	0.0%	0	0.00%
Pagan	0	0.0%	0	0.00%
Sikh	0	0.0%	0	0.00%
Not Completed	Under 5	15.4%	5	41.67%
Prefer Not to Answer	Under 5	15.4%	Under 5	8.33%
Total	-	100.0%	-	100.00%

2017	2018
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Sexual Orientation	No	(%)	No	(%)
Bisexual	0	0.0%	0	0.00%
Gay	Under 5	3.8%	0	0.00%
Heterosexual/Straight	17	65.4%	5	41.67%
Lesbian	0	0.0%	0	0.00%
Not Completed	5	19.2%	6	50.00%
Prefer Not to Answer	Under 5	11.5%	Under 5	8.33%
Total	-	100.0%	-	100.00%

	2017		2018	
Gender Identity *	No	(%)	No	(%)
Yes	0	0.0%	0	0.00%
No	22	84.6%	5	41.67%
Not Completed	Under 5	15.4%	7	58.33%
Prefer Not to Answer	0	0.0%	0	0.00%
Total	-	100.0%	-	100.00%

* identifying as a transgender person or trans person

**Grievance information for the Education Authority for period
2017 (01/01/17-31/12/17) and 2018 (01/01/18-31/12/18)**

Gender	2017		2018	
	No	(%)	No	(%)
Female	Under 5	50.0%	6	100.00%
Male	Under 5	50.0%	0	0.00%
Total	-	100.0%	-	100.00%

Age	2017		2018	
	No	(%)	No	(%)
Under 20	0	0	0	0.00%
20-29	0	0	0	0.00%
30-39	0	0	Under 5	33.33%
40-49	Under 5	25.0%	Under 5	50.00%
50-59	Under 5	75.0%	0	0.00%
60+	0	0	Under 5	16.67%
Total	-	100.0%	-	100.00%

Marital Status	2017		2018	
	No	(%)	No	(%)
Divorced/Separated	Under 5	25.0%	0	0.00%
Living with Partner	0	0.0%	0	0.00%
Married/Civil Partnership	Under 5	75.0%	Under 5	50.00%
Single	0	0.0%	Under 5	16.67%
Widowed	0	0.0%	0	0.00%
Not Completed	0	0.0%	Under 5	33.33%
Prefer Not to Answer	0	0.0%	0	0.00%
Total	-	100.0%	-	100.00%

Disability	2017		2018	
	No	(%)	No	(%)
Yes	0	0.0%	0	0.00%
No	Under 5	100.0%	6	100.00%
Not Completed	0	0.0%	0	0.00%
Prefer Not to Answer	0	0.0%	0	0.00%
Total	-	100.0%	-	0.00%

Ethnicity	2017		2018	
	No	(%)	No	(%)
Arab	0	0.0%	0	0.00%
African	0	0.0%	0	0.00%
African- Other	0	0.0%	0	0.00%
Arab- Other	0	0.0%	0	0.00%
Asian- Bangladeshi	0	0.0%	0	0.00%
Asian- Chinese	0	0.0%	0	0.00%
Asian- Indian	0	0.0%	0	0.00%
Asian- Other	0	0.0%	0	0.00%
Asian- Pakistani	0	0.0%	0	0.00%
Black	0	0.0%	0	0.00%
Caribbean	0	0.0%	0	0.00%
Other Caribbean or Black	0	0.0%	0	0.00%
Mixed or Multiple	0	0.0%	0	0.00%
Other	0	0.0%	Under 5	16.67%
White- Eastern European	0	0.0%	0	0.00%
White- Gypsy/Traveller	0	0.0%	0	0.00%
White- Irish	0	0.0%	0	0.00%
White- Other white ethnic group	Under 5	25.0%	0	0.00%
White- Other British	0	0.0%	0	0.00%
White- Scottish	Under 5	75.0%	Under 5	50.00%
Not Completed	0	0.0%	Under 5	33.33%
Prefer Not to Answer	0	0.0%	0	0.00%
Total	-	100.0%	-	100.00%

	2017		2018	
National Identity	No	(%)	No	(%)
British	Under 5	25.0%	0	0.00%
English	0	0.0%	0	0.00%
Northern Irish	0	0.0%	0	0.00%
Other	0	0.0%	0	0.00%
Scottish	Under 5	75.0%	Under 5	50.00%
Welsh	0	0.0%	0	0.00%
Not Completed	0	0.0%	Under 5	50.00%
Prefer Not to Answer	0	0.0%	0	0.00%
Total	-	100.0%	-	100.00%

	2017		2018	
Religion	No	(%)	No	(%)
Buddhist	0	0.0%	0	0.00%
Christian Other	0	0.0%	0	0.00%
Church of Scotland	Under 5	50.0%	0	0.00%
Roman Catholic	0	0.0%	0	0.00%
Hindu	0	0.0%	0	0.00%
Humanist	0	0.0%	0	0.00%
Jewish	0	0.0%	0	0.00%
Muslim	0	0.0%	0	0.00%
None	Under 5	25.0%	Under 5	66.67%
Other	0	0.0%	0	0.00%
Pagan	0	0.0%	0	0.00%
Sikh	0	0.0%	0	0.00%
Not Completed	0	0.0%	Under 5	33.33%
Prefer Not to Answer	Under 5	25.0%	0	0.00%
Total	-	100.0%	-	100.00%

	2017	2018
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Sexual Orientation	No	(%)	No	(%)
Bisexual	0	0.0%	0	0.00%
Gay	0	0.0%	0	0.00%
Heterosexual/Straight	Under 5	75.0%	Under 5	66.67%
Lesbian	0	0.0%	0	0.00%
Not Completed	0	0.0%	Under 5	33.33%
Prefer Not to Answer	Under 5	25.0%	0	0.00%
Total	-	100.0%	-	100.00%

	2017		2018	
Gender Identity *	No	(%)	No	(%)
Yes	0	0.0%	0	0.00%
No	Under 5	75.0%	Under 5	50.00%
Not Completed	Under 5	25.0%	Under 5	50.00%
Prefer Not to Answer	0	0.0%	0	0.00%
Total	-	100.0%	-	100.00%

* identifying as a transgender person or trans person

Aberdeen City Council

Equal Pay Policy Statement

Aberdeen City Council is fully committed to maintaining equal pay and rewarding employees fairly for the work they do irrespective of their gender, age, ethnic origin, disability or any other protected characteristic. In order to show that we are achieving that aim we will carry out an Equal Pay Audit annually and share the outcome of those audits with the relevant trades unions.

Our objective on equal pay is to achieve and maintain pay equality within the Aberdeen City Council workforce.

In the event that the Equal Pay Audit highlights pay inequality we commit to investigate any issues and take action to close any pay gap where that is appropriate and compliant with National Agreements. We will continue to operate the agreed job evaluation schemes for the staff concerned. We will also continue to develop and enhance flexible working opportunities for our employees.

We will review carefully any nationally proposed initiatives relating to pay and reserve the right not to implement initiatives (other than pay awards) which would have the effect of distorting the equilibrium of the locally agreed pay and grading structure leading to pay inequality.

The Chief Officer – Organisational Development is responsible for the implementation of this policy.

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Occupational Segregation

Occupational Segregation by Salary Band – All Employees

Salary Band (Full Time Equivalent)	No. of Employees	Gender		Ethnicity			Disability		
		Female (%)	Male (%)	Minority (%)	White (%)	No Data (%)	Yes (%)	No (%)	No Data (%)
Lower than £15,001	21	4.8	95.2	0.0	9.5	90.5	4.8	4.8	90.5
£15,001-£20,000	1979	68.8	31.2	2.4	65.4	32.2	2.9	65.3	31.8
£20,001-£25,000	1994	65.9	34.1	2.7	72.9	24.5	2.7	69.4	27.9
£25,001-£30,000	1102	69.3	30.7	1.3	69.5	29.2	2.5	67.3	30.2
£30,001-£35,000	789	75.2	24.8	2.7	70.6	26.7	2.5	72.8	24.7
£35,001-£40,000	1412	78.7	21.3	2.7	74.3	23.0	2.8	67.6	29.5
£40,001-£45,000	388	65.5	34.5	1.3	82.5	16.2	2.3	78.4	19.3
£45,001-£50,000	303	67.7	32.3	2.3	82.5	15.2	1.0	81.2	17.8
£50,001-£55,000	165	63.0	37.0	0.6	81.8	17.6	0.0	83.0	17.0
£55,001-£60,000	57	66.7	33.3	0.0	87.7	12.3	0.0	84.2	15.8
£60,001-£75,500	23	60.9	39.1	0.0	82.6	17.4	0.0	87.0	13.0
Higher than £75,500	23	17.4	82.6	0.0	47.8	52.2	0.0	69.6	30.4

Comment

Gender

From the above table it is the case that there is a lower proportion of females compared to the proportion of females in the workforce in the highest salary band.

The proportion of females to males in the workforce in 2018 was 69.3% to 30.7%.

Ethnicity

From the above table it is the case that there is no ethnic minority representation in the upper salary bands. However, these bands are the least populated and so this may not be statistically significant. It should be noted that in 2018 25.8% of the workforce opted not to declare their ethnicity.

The proportion of employees in the workforce who declared as ethnic minority and those who declared as white in 2018 was 2.3% and 62.6% respectively.

Disability

From the above table it is the case that there is no disabled representation in the upper salary bands. However, these bands are the least populated and so this may not be statistically significant. It should be noted that in 2018 28.4% of the workforce opted not to declare whether they had a disability.

The proportion of employees in the workforce who declared as disabled and those who declared as non-disabled in 2018 was 2.6% and 69.0% respectively.

Occupational Segregation by Occupational Group – All Employees

Group	No. of Employees	Gender		Ethnicity			Disability		
		Female (%)	Male (%)	Minority (%)	White (%)	No Data (%)	Yes (%)	No (%)	No Data (%)
Administrative	879	83.2	16.8	2.8	76.7	20.5	3.4	71.9	24.7
Chief Officer	19	21.1	78.9	0.0	42.1	57.9	0.0	73.7	26.3
Craft Worker	388	1.5	98.5	0.5	58.0	41.5	2.6	50.8	46.6
Managerial	453	60.7	39.3	3.1	81.0	15.9	2.4	78.4	19.2
Personal Care	653	89.9	10.1	4.3	73.5	22.2	3.1	71.7	25.3
Practical	2193	67.7	32.3	1.8	71.4	26.8	2.1	69.5	28.4
Professions	520	70.4	29.6	4.0	70.6	25.4	3.3	71.9	24.8
Specialists	959	64.5	35.5	2.1	78.8	19.1	3.9	70.6	25.5
Teachers and related professionals	1972	82.0	18.0	1.7	65.3	33.1	1.4	66.6	31.9
Technical	213	33.8	66.2	1.9	79.8	18.3	4.7	74.2	21.1

Employees have been classified either based on their negotiating body (in the case of Chief Officers, Craft Workers and Teachers and related professionals) or on the type of work they do:

- For the Administrative group the nature of the work and the knowledge required relates predominantly to clerical/administrative duties and activities.
- For jobs in the Managerial group the nature of the work and knowledge required might vary, but specific managerial responsibilities are predominant.
- The Personal Care group contains those jobs where the job holder provides mental, physical or developmental care and support to clients, for example Care Assistants and Crèche Workers.
- In the Practical group the nature of the work and the knowledge required relates predominantly to practical duties and activities for example Cleaner, Caterer, Road Worker or Environmental Operative.
- For the Professions group the nature of the work and the knowledge required relates predominantly to theoretical duties and activities and to a specific profession for example Environmental Health Officers or Engineers.
- The Specialists group contains a range of jobs which normally require specific technical or theoretical knowledge, but which cannot be classified into any of the previous groups. Examples include professional trainees, Events Officers and HR Assistants.
- The Technical group contains those jobs associated with the operation, maintenance, design and development of plant, equipment and technical infrastructure, for example Engineering Assistants or Design Technicians.

Comment

Gender

From the above table it is the case that there is a lower proportion of females in the Chief Officer, Technical and Craft Worker categories compared to the proportion of females in the workforce (with there being a very small percentage of female Craft Workers). Also, there is a lower proportion of males in the Teachers and related professionals, Administrative and Personal Care categories compared to the proportion of males in the workforce.

The proportion of females to males in the workforce in 2018 was 69.3% to 30.7%

Ethnicity

From the above table it is the case that there is no ethnic minority representation in the Chief Officer category and only a small proportion in the Craft Worker category. It should be noted that the Chief Officer category comprises a small number of employees, so this may not be statistically significant. In 2018 25.8% of the workforce opted not to declare their ethnicity.

The proportion of employees in the workforce who declared as ethnic minority and those who declared as white in 2018 was 2.3% and 62.6% respectively.

Disability

From the above table it is the case that there is no disabled representation in the Chief Officer category. It should be noted that the Chief Officer category comprises a small number of employees, so this may not be statistically significant. In 2018 28.4% of the workforce opted not to declare whether they had a disability.

The proportion of employees in the workforce who declared as disabled and those who declared as non-disabled in 2018 was 2.6% and 69.0% respectively.

Occupational Segregation

Occupational Segregation by Salary Band – Education

Salary Band (Full Time Equivalent)	No. of Employees	Gender		Ethnicity			Disability		
		Female (%)	Male (%)	Minority (%)	White (%)	No Data (%)	Yes (%)	No (%)	No Data (%)
£15,001- £20,000	436	95.6	4.4	2.5	65.4	32.1	2.3	73.4	24.3
£20,001- £25,000	816	95.7	4.3	2.2	73.0	24.8	1.1	74.5	24.4
£25,001- £30,000	479	87.3	12.7	0.6	57.2	42.2	2.1	62.8	35.1
£30,001- £35,000	409	83.4	16.6	2.2	70.7	27.1	1.2	72.6	26.2
£35,001- £40,000	921	85.7	14.3	2.3	72.3	25.4	2.2	67.8	30.1
£40,001- £45,000	158	83.5	16.5	0.0	86.1	13.9	1.3	81.6	17.1
£45,001- £50,000	156	76.3	23.7	1.3	87.2	11.5	0.0	85.3	14.7
£50,001- £55,000	101	69.3	30.7	0.0	77.2	22.8	0.0	79.2	20.8
£55,001- £60,000	41	78.0	22.0	0.0	87.8	12.2	0.0	82.9	17.1
£60,001- £75,500	18	66.7	33.3	0.0	83.3	16.7	0.0	83.3	16.7
Higher than £75,500	7	28.6	71.4	0.0	71.4	28.6	0.0	85.7	14.3

Comment

Gender

From the above table it is the case that there is a lower proportion of females in the upper salary bands compared to the proportion of females in the workforce.

The proportion of females to males in the Education workforce in 2018 was 87.8% to 12.2%.

Ethnicity

From the above table it is the case that there is no ethnic minority representation in the upper salary bands. However, these bands are the least populated and so this may not be statistically significant. It should be noted that in 2018 26.8% of the Education workforce opted not to declare their ethnicity.

The proportion of employees in the Education workforce who declared as ethnic minority and those who declared as white in 2018 was 2.0% and 64.4% respectively.

Disability

From the above table it is the case that there is no disabled representation in the upper salary bands. However, these bands are the least populated and so this may not be statistically significant. It should be noted that in 2018 27.1% of the Education workforce opted not to declare whether they had a disability.

The proportion of employees in the Education workforce who declared as disabled and those who declared as non-disabled in 2018 was 1.7% and 71.2% respectively.

Occupational Segregation by Occupational Group – Education

Group	No. of Employees	Gender		Ethnicity			Disability		
		Female (%)	Male (%)	Minority (%)	White (%)	No Data (%)	Yes (%)	No (%)	No Data (%)
Administrative	172	97.7	2.3	0.0	81.4	18.6	1.2	74.4	24.4
Education Advisers	23	69.6	30.4	0.0	69.6	30.4	0.0	65.2	34.8
Managerial	19	94.7	5.3	0.0	68.4	31.6	0.0	84.2	15.8
Music Instructors	34	50.0	50.0	2.9	88.2	8.8	0.0	91.2	8.8
Personal Care	371	97.8	2.2	2.7	80.3	17.0	2.7	81.1	16.2
Practical	809	97.4	2.6	2.3	75.0	22.6	1.4	78.4	20.3
Professions	27	88.9	11.1	0.0	85.2	14.8	3.7	70.4	25.9
Education Psychologists	16	93.8	6.3	0.0	56.3	43.8	0.0	43.8	56.3
Specialists	101	96.0	4.0	1.0	84.2	14.9	0.0	84.2	15.8
Teachers	1899	82.6	17.4	1.7	64.9	33.4	1.5	66.4	32.1
Technical	71	53.5	46.5	1.4	88.7	9.9	5.6	70.4	23.9

Teachers and associated professionals have been broken down into Education Advisers, Music Instructors, Education Psychologists and Teachers. Other employees have been classified based on the type of work they do:

- For the Administrative group the nature of the work and the knowledge required relates predominantly to clerical/administrative duties and activities.
- For jobs in the Managerial group the nature of the work and knowledge required might vary, but specific managerial responsibilities are predominant.
- The Personal Care group contains those jobs where the job holder provides mental, physical or developmental care and support to clients.
- In the Practical group the nature of the work and the knowledge required relates predominantly to practical duties and activities.
- For the Professions group the nature of the work and the knowledge required relates predominantly to theoretical duties and activities and to a specific profession.
- The Specialists group contains a range of jobs which normally require specific technical or theoretical knowledge, but which cannot be classified into any of the previous groups.
- The Technical group contains those jobs associated with the operation, maintenance, design and development of plant, equipment and technical infrastructure.

Comment

Gender

From the above table it is the case that there is a lower proportion of females in the Education Advisers, Music Instructors and Technical categories compared to the proportion of females in the Education workforce. Also, there is a lower proportion of males in the Administrative, Managerial, Personal Care, Practical, Education Psychologists and Specialists categories, compared to the proportion of males in the Education workforce.

The proportion of females to males in the Education workforce in 2018 was 87.8% to 12.2%.

Ethnicity

From the above table it is the case that there is no ethnic minority representation in the Administrative, Education Advisers, Managerial, Professions, and Education Psychologist categories. With the exception of the Administrative category, this may not be statistically significant as the numbers of employees in these groups is relatively low. It should be noted that in 2018 26.8% of the workforce opted not to declare their ethnicity.

The proportion of employees in the Education workforce who declared as ethnic minority and those who declared as white in 2018 was 2.0% and 64.4% respectively.

Disability

From the above table it is the case that there is no disabled representation in the Educational Advisers, Managerial, Music Instructors, Specialists and Education Psychologists categories. With the exception of the Specialists category, this may not be statistically significant as the numbers of employees in these groups is relatively low. It should be noted that in 2018 27.1% of the workforce opted not to declare whether they had a disability.

The proportion of employees in the Education workforce who declared as disabled and those who declared as non-disabled in 2018 was 1.7% and 71.2% respectively.

Employment Equality Initiatives undertaken in 2017

Equality Outcomes	Output and activities	Indicators	Performance Evidence	Next steps	Responsible Officer/service
4 – ‘Aberdeen City Council a fair employer’	Attended various recruitment fairs related to young people including individual schools’ careers fairs, the North of Scotland Universities Careers Fair and the Moving on Apprentice event.	An indication of success will be whether the numbers of applications from young people increases in the future.	Attendance at these events is an indication that the Council is seeking to attract more young people to apply for its job vacancies with a view to increasing the numbers in the organisation and help address any underrepresentation.	Consideration will be given to attending similar events in future years.	Equality groups in HR.
4	Attended the Aberdeen Learning Festival 2017 with a stall to promote employment equality and diversity.	The informal feedback gathered from those who visited the stall was that it had raised awareness of diversity and equality in employment.	Having a presence at the festival provided an opportunity to promote diversity and equality in employment to a targeted audience indicating that efforts are being made to communicate with the harder to reach groups in the	Consideration will be given to applying to attend the event in future years.	Equality groups in HR.

			organisation.		
4	Stonewall submission and outcome	An indicator of the progress the Council is making will be whether a higher score is achieved in relation to the Index and whether the organisation moves up the rank order.	This is an indication that the Council is continuing to work towards improving equality and diversity in relation to its LGBT employees with the aim being to increase the score on the Index and placing in the rank order each year.	Continue to work on initiatives in relation to the LGBT employment agenda.	HR LGBT group.
4	Ran various training events linked to equality and diversity topics including 'Think Equality', 'Unconscious Bias', 'Mental Health Awareness', 'Personal Wellbeing', 'Developing Personal Resilience', 'Stress Management' and 'Relaxation'.	At the end of these sessions delegates are asked to complete an evaluation questionnaire to rate the content of the course. From this an indication of the effectiveness of the particular course is obtained.	The running of these courses is an indication that the Council is running a suite of equalities related training for both employees and managers.	Further similar courses will be arranged in the coming year.	OD Section and the Health and Safety section.

4	Undertook an employee equality and health fair at the Council's headquarters site which included a variety of stalls.	An indicator of the success of the event was the number of employees who attended and the positive feedback received from attendees.	The running of this event is evidence that the Council is promoting equality and diversity and health and wellbeing in the workplace, including mental health.	Consideration will be given to running a similar event in future years.	Equality groups in HR and Health and Safety Section.
4	Undertook a posting on the Council's intranet advertising Carer's Rights Day, this having been 24 November 2017.	An indicator of the effectiveness of the posting was how many employees accessed the information on the intranet.	By making the posting this is an indication that the Council is taking measures to raise awareness of carers rights in relation to employment as well as the Council's guidance on Supporting Carer's at Work.	No further steps planned.	Policy and Performance Team in HR.
4	Undertook a posting on the Council's intranet to raise awareness of the Menopause, an issue	An indicator of the effectiveness of the posting will be any feedback received	By making the posting this is an indication that the Council is taking	No further steps planned.	Policy and Performance Team in HR.

	related to gender equality.	from employees and how many proceeded to access the information on the intranet.	measures to raise awareness of this issue amongst managers and employees, to help ensure that it is recognised and understood in the workplace, which should help to promote gender equality.		
4	Ran employability skills sessions targeted at ethnic minorities to assist individuals with understanding recruitment and selection processes, in making job applications and preparing for interviews.	Feedback was sought from attendees to elicit views on the content and delivery of the sessions and whether it was likely to be useful in helping them to prepare job applications and undergo selection processes. This information will be used to shape subsequent events.	This is an indication that the Council is seeking to assist ethnic minority clients in relation to recruitment and selection. The numbers of ethnic minority candidates applying for and being appointed to Council jobs will continue to be monitored to identify if numbers are increasing.	Consideration will be given to running more events of this type in future.	HR Race group

4	Undertook a gender pay audit to identify whether there were any gaps in relation to either basic pay or total pay.	The audit highlights any areas of concern in relation to pay and gender in order that these can be examined in more detail and addressed where possible.	This is an indication that the Council is closely monitoring any pay gaps and attempting to identify measures to close gaps where possible, with there being a negligible gap in relation to basic pay but more significant gaps in relation to total pay where allowances are reckoned eg overtime.	Any pay gaps identified will be discussed in the Gender group in HR to identify any future actions to address these.	HR Gender group.
4	Undertook a review of the Council's Equal Pay policy.	An indication of the effectiveness of the revised policy will be from any feedback received on the document once approved at Committee and put in place.	The review of the policy is an indication that the Council is ensuring that its current organisational arrangements for maintaining equal pay are reflected in its policy document.	The policy will be reviewed again in 3 years' time under the normal programme of HR policy reviews.	HR Policy and Performance Team
4	Compiled a leaflet to advertise the multi faith	Informal feedback received on the leaflet	The compilation and distribution of the	The leaflets printed will be	Faith, Religion and

	room in the Council's headquarters building which was distributed around the organisation.	was positive in that it provided sufficient details on the existence of the room, its purpose and location.	leaflet is an indication that the Council is making efforts to raise awareness of this facility amongst the workforce which should help to promote employment diversity and equality.	used on an ongoing basis through their distribution at future events promoting diversity and equality.	Belief equality group.
4	Undertook a survey of managers to determine the basis of how overtime is offered to employees to verify that this is being undertaken on an equitable and non-discriminatory basis.	The results of the survey in the main indicated that overtime was being offered on an equitable basis but with the need for some improvements in practice also identified.	The undertaking of the survey is an indication that the Council aims to ensure equal pay in the workforce both in relation to basic and total pay, including allowances.	Consideration will be given to undertaking a similar survey in the future. Consideration will also be given to compiling some guidance for managers on this subject.	Gender equality group.
4	Undertook a focus group of employees in relation to faith religion and belief in the workplace to identify if	The discussions at the focus group were constructive with several ideas put	The running of the focus group is an indication that the Council is seeking to	The information gathered from the focus	Faith, Religion and Belief equality group.

	the Council could do more to accommodate employee needs in this area.	forward. The feedback from attendees (including the City Chaplain) on the running of the focus group had been positive.	identify and meet the faith, religion and belief/non-belief needs of employees at work, where practicable and is promoting equality and diversity.	group will be used to inform the equality and diversity action plan going forward.	
4	A review was undertaken of the Access to Work guidance with relevant updates made to the document.	An indication of the effectiveness of the updated guidance will be through receipt of any feedback from employees/managers on its content.	The revisions to the guidance are an indication that the Council is ensuring that its equalities related documentation is up-to-date, legally compliant and reflecting current practice in the organisation.	The guidance will be reviewed again in 3 years' time under the normal programme of HR guidance reviews.	Disability equality group.
4	Maintained the Disability Confident Employer accreditation.	An indicator of success will be in retaining the accreditation in 2019 (the time of the next self-assessment) and then in working towards and	By maintaining this accreditation (which is the middle level) this is an indication that the Council is continuing to provide equality of opportunity in	Steps to be taken to start to work towards the Disability Leader level of the accreditation.	HR Disability group.

		achieving the higher level of accreditation of 'Disability Leader'. It will also be in increasing the numbers of disabled employees in the organisation.	relation to disabled employees and applicants by applying measures to help ensure that they are treated fairly in relation to employment matters.		
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Employment Equality Initiatives undertaken in 2018

Equality Outcomes	Output and activities	Indicators	Performance Evidence	Next steps	Responsible Officer/service
4 - 'Aberdeen City Council a fair employer'	Undertook a posting on the Council's intranet to raise employee awareness of various events taking place as part of LGBT History Month in February (i.e. network group discussion, a ceilidh and a dramatic performance).	An indicator of the effectiveness of the posting will be any feedback received from employees.	By making the posting, this is an indication that the Council is seeking to raise awareness of LGBT+ issues/events amongst managers and employees, to help promote LGBT equality in the workplace.	No further steps planned.	People and Organisation
4	Undertook a gender pay audit to identify whether there were any gaps in relation to either basic pay or total pay.	The audit highlights any areas of concern in relation to pay and gender in order that these can be examined in more detail and addressed where possible.	This is an indication that the Council is closely monitoring any pay gaps and attempting to identify measures to close gaps where possible, with there being a negligible gap in relation to basic pay but more significant gaps in relation to total pay where allowances	Any pay gaps identified will be discussed in People and Organisation to identify any future actions to address these.	People and Organisation

			are reckoned e.g. overtime.		
4	Identified a rest room facility at the Council's HQ for workers to use who are pregnant or breastfeeding and raised awareness of this through an addition to the Council's maternity guidance.	An indication of the effectiveness of this measure will be through the level of use of the facility and from any feedback received from employees.	The identification of a rest room facility indicates that the Council is adhering to its legal duty to provide suitable rest facilities for workers who are pregnant or breastfeeding.	Monitor any feedback received from users of the facility and on the content of the maternity guidance.	Health and Safety Section/ People and Organisation
4	A review was undertaken of the 'Disability in the Workplace' guidance with relevant updates made to the document.	An indication of the effectiveness of the updated guidance will be through receipt of any feedback from employees/managers on its content.	The revisions to the guidance are an indication that the Council is ensuring that its equalities related documentation is up-to-date, legally compliant and reflecting current practice in the organisation.	The guidance will be reviewed again in line with the normal programme of HR guidance reviews.	Employee Relations Team – People and Organisation
4	Undertook activities as part of Carers Week including the setting up of a stall at the Council's HQ building, the running of Mindfulness training	An indicator of the effectiveness of the activities will be will be any feedback received from	The running of these activities is an indication that the Council is seeking to raise awareness of	Consideration will be given to running similar activities in	People and Organisation

	sessions and making available an app to teach people how to meditate.	employees.	carer issues amongst employees and managers, to help promote equality in the workplace.	future years.	
4	Posted details on the Intranet for managers on supporting an employee with Autism through change.	An indicator of the effectiveness of the posting will be how many managers refer to the posting and any feedback received from managers or employees.	This posting is an indication that the Council is raising awareness amongst managers of the issue of Autism in relation to change, to help ensure that appropriate support is offered where required. This may assist with retention of disabled employees.	No further steps planned.	People Development Team - People and Organisation
4	Undertook a posting on the Council's intranet to raise employee awareness of Carer's Rights Day	An indicator of the effectiveness of the posting was how many employees accessed the information on the intranet.	By making the posting this is an indication that the Council is taking measures to raise awareness of carers' rights in relation to employment as well	No further steps planned.	People and Organisation

			as the Council's guidance on Supporting Carers at Work.		
4	Compiled a Chief Officer competency framework and a Core Competency framework which includes reference to the principles of equality and diversity and inclusiveness. This will form part of an employee's development and performance measurement.	An indicator of the effectiveness of this measure would be managers being rated as at least 'meeting requirements' under this criterion at their annual appraisal meeting.	This is evidence that the Council is raising the profile of equality and diversity in relation to performance measurement which should help to remind managers of the importance of promoting diversity and equality as part of their day to day role.	No further steps planned.	People Development Team - People and Organisation
4	Launched the Apprenticeship Programme which includes Foundation Apprenticeships, Modern Apprenticeships and Graduate Apprenticeships. Apprenticeship Programme Guidance for Managers was produced, and a page set up on the People Anytime portal.	An indicator of the effectiveness of this measure would be an increase in the proportion of younger people working for the Council, although the programme will be open to all.	This is an indication that the Council is aiming to increase the number of younger people in the workforce, who are currently underrepresented.	It is intended that apprenticeship programmes will be expanded in future years.	Talent Acquisition Team - People and Organisation

	Increased the number of 'Career Ready' Mentors who have commenced working with students whose placements will take place in 2019. This is a scheme to help prepare school pupils for working life through the provision of placements supported by a mentor.	An indicator of the effectiveness of this measure would be the numbers of young people who have undergone the scheme who have chosen to apply for a post in the Council on leaving school.	This could result in these students developing an interest in working in a local authority, which could result indirectly in an increase in the number of younger people in the workforce, who are currently underrepresented.	The Career Ready scheme will be ongoing in the Council.	Talent Acquisition Team - People and Organisation
4	Developed links and working with The Robert Gordon University, University of Aberdeen and North East of Scotland College to develop an Apprenticeship Programme.	An indicator of the effectiveness of this measure would be an increase in the proportion of younger people working for the Council.	This is an indication that the Council is aiming to increase the number of younger people in the workforce, (who are currently underrepresented), through putting in place more apprenticeships.	No further steps planned.	Talent Acquisition Team - People and Organisation
4	Attended Career Event at The Robert Gordon University and a Network Event at University of Aberdeen to promote Career	An indication of success will be whether the numbers of applications from	Attendance at these events is an indication that the Council is seeking to	Consideration will be given to attending similar events	Talent Acquisition Team - People and

	opportunities available at the Council.	young people increases in the future.	attract more young people to apply for its job vacancies with a view to increasing the numbers in the organisation and help address underrepresentation.	in future years.	Organisation
4	Ran various training events linked to equality and diversity topics including 'Think Equality', 'Unconscious Bias', 'Stress Awareness', 'Relaxation', Ways to Wellbeing, Mindfulness, Tai Chi, Alternative Therapies, Chair Based Yoga.	At the end of these sessions delegates are asked to complete an evaluation questionnaire to rate the content of the course. From this an indication of the effectiveness of the particular course is obtained.	The running of these courses is an indication that the Council is running a suite of equalities related training for both employees and managers (some of which is related to improving mental health and wellbeing, linking to the protected characteristic of disability).	Further similar courses will be arranged in the coming year.	People Development Team - People and Organisation
4	Ran a 'tea and talk' event to mark World Mental Health Day, which included raising	An indication of the effectiveness of the event would be	The running of this event is an indication that the	Consideration will be given to running a	Employee Transition Team –

	awareness of the employee counselling service and other support available in relation to mental health.	feedback from attendees that their awareness had been raised of the support services available in relation to mental health and wellbeing.	Council is promoting the positive mental health and wellbeing of the workforce, which links to the protective characteristic of disability.	similar event in future.	People and Organisation
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Education Authority Equality Outcomes (2017 – 21)

(Now referred to as Integrated Children and Family Service outcomes as the outcomes bridge both education and children's social work)

A summary of the equality outcomes are:

EO 1: Children and young people with a disability and their families are supported and included enabling them to achieve their full potential.

Progress:

- Orchard Brae school opened in August 2017. The school co-locates all services supporting children with severe and complex additional support needs (education, health and children's social work)
- The school has worked with partners to provide greater opportunities for families to come together and benefit from services out with the school day to support children, young people and families who attend Orchard Brae and other schools across the City
- Two groups of parents and carers (Friends of Orchard Brae and Orchard Brae Connect) support the development of the school and ensure that its vision meets the needs of the children and families who access services there
- Following analysis of data, the Aspire Service has been established to ensure that children with mental health needs are supported at the earliest opportunity. The service is in its infancy with work to align provisions across Integrated Children and Family Services on-going to ensure that the use of different skills sets is maximised to support children and families.
- The Local Authority continues to embed the use of the Rights Respecting Schools Award with Aberdeen City having the highest number of participating schools in Scotland. This initiative ensures that children and young people are aware of and exercise their rights.
- Expanded Autism Outreach Service operating from Orchard Brae
- The service continues to become more digitally literate and now uses a wider range of data to measure the impact of approaches on outcomes for our children

Next steps

- Develop and publish guidance on meeting the communication needs of children and young people who access services in Aberdeen City Council
- Implement Young Inspectors at Orchard Brae
- Further develop outreach services by expanding the capacity of services operating from Orchard Brae and test approaches to replicating this model from Mile End and Bucksburn schools.

- Utilise expertise from across the system when quality assuring schools to empower practitioners in how to best meet the needs of children and young people with the full range of additional support needs
- Broaden the senior phase offering across secondary schools to ensure that a wider range of learning pathways are available to young people with a particular focus on those who are vulnerable

EO 2: Pre-birth children (unborn babies) at risk due to issues that parents are dealing with such as; mental health, substance use and domestic abuse are identified at an earlier stage.

Engagement and data consolidation around this outcome are ongoing and will be included in our 2021 report.

Vulnerable pregnant women are identified and supported at an early stage.

Engagement and data consolidation around this outcome are ongoing and will be included in our 2021 report.

EO 3: Lesbian, Gay, Bisexual and Transgender (LGBT) children and young people feel safe, respected and included in school.

Progress:

- Increase in the number of Alliance groups in the city
- Youth Workers support an active LGBT Plus group in the city
- Engagement in an active Northern Alliance Group, and this work is starting to influence local decision making
- Planning for individuals in keeping with GIRFEC principles to ensure that young people are well supported and feel safe, respected and included

Next steps:

- LGBT Plus group is collaborating with the Local Authority to develop some guidance for schools on how best to support them
- The development of a film to exemplify the guidance to ensure a wide reach

EO 4: All children and young people in Aberdeen have an understanding of their rights and develop the ethos and culture to improve well-being and develop every child's talents and abilities to their full potential.

Progress:

- Almost all children and young people are working with UNICEF to either gain or maintain the Rights Respecting Schools Award
- One of our primary schools and one of our secondary schools became the first to achieve their GOLD award in RRS.
- CPP Commitment to become a Child Friendly City and this features in the LOIP
- Development of APPA to support the effective assessment of wellbeing
- Review of attendance and Coordinated Support Plan procedures
- Implementation and monitoring of Pupil Equity Fund to address the Poverty related attainment gap

Next steps:

- Conclude self-evaluation for CFC award
- Finalise and implement partnership action plan
- Full evaluation of the impact of PEF to inform next steps

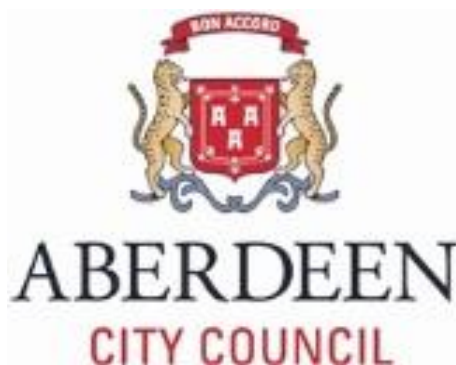
EO 5: External Cultural/Arts organisations who receive investment from Aberdeen City Council actively promote and engage with those with protected characteristics in designing, planning and delivering activity.

Engagement and data consolidation around this outcome are ongoing and will be included in our 2021 report.

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Equality Outcomes and Mainstreaming Report 2017-21

Aberdeen City Licensing Board



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Equality Outcomes and Mainstreaming Report 2017-2021

Introduction – The Legal Requirement

Equality outcomes are strategic and are what the Local Authority and Licensing Board, often in partnership, will try to achieve to improve local people's lives. In "Equality Outcomes and the Public Sector Equality Duty: A Guide for Public Authorities in Scotland" 2016, the Equality and Human Rights Commission (EHRC) has provided a guide on preparing and publishing equality outcomes. It states that outcomes should be relevant and realistic. Aberdeen City Licensing Board set their equality outcomes for the period 2013-2017 with a review of progress on these outcomes in 2015.

A key legal requirement under the Equality Act 2010 is for local authorities to publicise and deliver equality outcomes. An equality outcome must further one or more of the aims of the public sector general equality duty:

- Eliminate unlawful discrimination, harassment and victimisation and other conduct that is prohibited by the Equality Act 2010;
- Advance equality of opportunity between people who share a relevant protected characteristic and those who do not;
- Foster good relations between people who share a protected characteristic and those who do not.

The public sector equality duty covers all of the protected characteristics, which are: **Age, Disability, Gender Reassignment, Marriage and Civil Partnership, Pregnancy and Maternity, Race, Religion and Belief, Sex, Sexual Orientation.**

Many of the specific equality duties require information to be reported upon and published on a reporting cycle of either two or four years. As part of the specific duty to report on mainstreaming the equality duty, the Licensing Board is required to publish a report on the progress it has made to make the general equality duty integral to the exercise of its functions, so as to better perform that duty. These should be published at intervals of not more than two years apart.

These reports must include (if not published previously); an annual breakdown of the information the Licensing Board has gathered under its duty and details of the progress that it has made in using that information to enable the Licensing Board to better perform the general equality duty.

The Licensing Board must publish a fresh set of equality outcomes within four years of publishing its previous set. In preparing a set of equality outcomes, the Licensing Board must take reasonable steps to involve people who share a relevant protected characteristic and anyone who appears to the Licensing Board to represent the interests on those people.

The Licensing Board must also consider relevant evidence relating to people who share a relevant protected characteristic. If a Licensing Boards set of outcomes does not further the needs of the general equality duty in relation to every relevant protected characteristic, it must publish the reasons for this.

The Aberdeen City Licensing Board

Aberdeen City Licensing Board is a relevant public body under the 2010 Act. Therefore Aberdeen City Licensing Board is required to prepare and monitor the progress towards achieving Equality Outcomes in terms of Regulation 4 of the Equality Act 2010 (Specific Duties)(Scotland) Regulations 2012. The Board published their Equality outcomes in April 2013. In April 2015 the Board published a report, in accordance with its legal duties, on the progress towards achieving those outcomes.

In terms of the required reporting cycle the Board requires to publish a further report on its Equality outcomes in 2017.

In terms of the Licensing (Scotland) Act 2005, Section 5, there is to be a Licensing Board for the area of each Council under Section 46(1) of the Local Government (Scotland) 1994. The members of the Licensing Board are to be elected by the relevant Council from among their members. The Licensing Board although comprised of Councillors is a separate legal body from the Council. The Council must, at its first meeting after each ordinary election of the Council, hold an election of members to the Licensing Board for their area.

The Scottish Council Elections were held on 4 May 2017. Therefore the new Aberdeen City Council elected a new Aberdeen City Licensing Board at the first Council meeting on 16 May 2017.

It is therefore proposed that this new Aberdeen City Licensing Board, should review, consider and approve the required Equality Outcomes.

The new Aberdeen City Licensing Board will also publish their new Statement of Licensing Policy by November 2018 which will include a statement as to their duties under the Equality Act 2010 as well as their Equality Outcomes.

The Equality Outcomes 2015 - 2017

Equality Outcome 21

People with protected characteristics are able to participate in meetings and other statutory processes of the Licensing Board.

The lead service will be Corporate Governance.

Publicity - raise awareness among staff and Licensing Board Members.

The elements of the General Duty addressed will be:

- Eliminate discrimination
- Advance equality of opportunity
- Foster good relations.

The protected characteristics covered are age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

Equality Outcome 22

An increased proportion of Licensing Board communication adheres to Corporate Accessible Information Guidelines.

The lead service will be Corporate Governance.

Publicity - raise awareness among staff and Licensing Board Members.

The elements of the General Duty addressed will be:

- Eliminate discrimination
- Advance equality of opportunity
- Foster good relations.

The protected characteristics covered are age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

Equality Outcomes 2015-2017 Progress Report

Equality Outcome 21. People with protected characteristics are able to participate in meetings and other statutory processes of the Licensing Board.

Output	Actions/Activities	Indicators	Sources	Updates	Responsible Officer	Further Comment
Persons with protected characteristics are empowered to participate in Licensing Board meetings	The Licensing Board has moved from the Town and County Hall to the Committee rooms in the Town House	<p>It was considered that it may be difficult for persons who have restricted mobility or wheelchair users to access Licensing Board meetings.</p> <p>The Committee rooms have hearing loop systems in place for persons with hearing impairment.</p>	Corporate Governance – Legal and Democratic Services (both legal and Committee)	The move to rooms that are accessible by lift rather than by stairs is of benefit to service users, as is the hearing loop system. The environment is less formal and daunting, and the size of the rooms are smaller which may assist people who have difficulty speaking in public. The rooms are fitted with a hearing loop for those that require to use a hearing aid.	Jennifer Wilson / Lynn May	This action is now complete. Although there may be other similar actions that could support accessibility, which responsible officers aim to identify

<p>Persons with protected characteristics are empowered to comment on the Licensing Board’s processes and procedures</p>	<p>In 2014 the Licensing Board produced Equalities Monitoring forms that are attached to all application forms, and made available on the Board’s web pages</p>	<p>It was considered that by preparing and making available this form, anonymous comments could be provided. This would allow the Board’s officers to update its processes and procedures to assist persons with protected characteristics, as required.</p>	<p>Corporate Governance – Legal and Democratic Services Equality and Diversity Team – Community, Housing & Infrastructure SOLAR</p>	<p>142 responses have been received in total since 2014, 3 in 2014, 75 in 2015, 44 in 2016 and 20 so far in 2017. This represents a low rate of response. The majority of the forms returned do not reflect the full diversity of applicants to the Licensing Board. The Board shall require to further publicise and encourage the completion of these forms and engagement. These will then have to be further analysed by officers to check if any service improvements are recommended and if so if they can be implemented</p>	<p>Jennifer Wilson / Lynn May</p>	<p>This action is ongoing and may assist to identify further improvement to support outcomes 21 and 22</p>
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<p>Persons with protected characteristics are empowered to participate in the Licensing Board’s processes and procedures</p>	<p>Officers will investigate how to record the following data:</p> <ol style="list-style-type: none"> 1. Number of applications and outcomes by equality strands 2. Number of complaints and outcomes by equality strands; and 3. Number of complaints upheld by the Equality and Human Rights Commission (if applicable) 	<p>It is considered that by preparing and making available this form, anonymous comments could be provided. This would allow the Board’s officers to update its processes and procedures to assist persons with protected characteristics, as required.</p>	<p>Corporate Governance – Legal and Democratic Services Equality and Diversity Team – Community, Housing & Infrastructure</p>		<p>Jennifer Wilson / Lynn May</p>	<p>This action is ongoing and may assist to identify further improvement to support outcomes 21 and 22</p>
<p>Persons with protected characteristics are empowered to participate in the Licensing Board’s processes and procedures</p>	<p>Officers shall use available information on licence holders to understand better the percentages of service users in terms of the age and gender protected characteristics</p>	<p>If it appears that certain age and gender groups are under-represented then the Board shall consider what positive actions are available to facilitate greater access</p>	<p>Corporate Governance – Legal and Democratic Services</p>		<p>Jennifer Wilson / Lynn May</p>	<p>This action is ongoing and may assist to identify further improvement to support outcomes 21 and 22</p>

Equality Outcome 22. An increased proportion of Licensing Board communication adheres to Corporate Accessible Information Guidelines.

Output	Actions/Activities	Indicators	Sources	Updates	Responsible Officer	Further Comment
Corporate Accessible Guidelines require documents to take a certain format in order to be read as easily as possible by persons with protected characteristics, such as visual impairment	<p>The Board’s agendas are published according to the Committee format which adheres to the Corporate Accessible Guidelines, e.g. yellow paper with black type, and left justified.</p> <p>All report authors for the Board to adhere to the Corporate Accessible Guidelines</p>	The Board’s documentation better adheres to the Corporate Accessible Guidelines	Corporate Governance – Legal and Democratic Services (both legal and Committee)	<p>The responsible officers shall ensure that the Corporate Accessible Guidelines and other equalities monitoring processes can be further implemented</p> <p>Officers have discussed the matter with the Licensing Board to increase practical awareness of their equality outcomes and their significance in Board practice From August 2017 Mainstreaming of the Equality Duty is to be placed as</p>	Jennifer Wilson / Lynn May	Officers will monitor current practice and seek to improve service accessibility in relation to the Board’s documents and correspondence. This action is ongoing.

Aberdeen City Licensing Board – Equality Outcomes

				an item on the agenda of each Licensing Board meeting.		
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Mainstreaming Equality by Aberdeen City Licensing Board

The Licensing Board has taken steps to ensure the mainstreaming of the general equality duty as an integral part of the exercise of its functions. The Board's statutory Statement of Licensing Policy sets out the policies that assist in the exercise of its functions under the Licensing (Scotland) Act 2005. During the formulation of this document an Equalities and Human Rights Impact Assessment was carried out. The Board considered the EHRIA and the licensing policy document before its introduction in November 2010.

Prior to the Specific Scottish Equalities Duties coming into force the Board made the general equality duty part of its procedures by following best practice to use impact assessments in the exercise of its functions. In a report in June 2011 the Board also emphasised its commitment to ensure it had due regard to the general equality duty during the intervening period between the expiry of the earlier equality (disability, gender, and race) duties and the introduction of the specific duties.

The Board's current Statement of Licensing Policy was published in November 2013 and was considered by the Board with a full Equalities and Human Rights Impact Assessment before implementation. Equality impact assessment has been made integral to the development and consideration of the Board's policies and reports. The practical functions of the Board, for example accessibility of publications and meetings, will be monitored and promoted through actions linked to the equality outcomes.

1. Various actions have been taken in the interim, i.e. 30 April 2015 to 30 April 2017, to ensure that the Board makes the equality duty integral to the exercise of its functions so as to better perform that duty.

The Licensing Board's equality outcomes have assisted the Board Members in mainstreaming equality issues. For example, it is noted that the Board's communication now more fully adheres to (Aberdeen City Council) Corporate Accessible guidelines. This is to assist persons with difficult reading, and those with visual impairment. The Board's meetings have been moved to rooms which are accessible to wheelchair users and persons with restricted mobility as there is a lift located close to the entrance to the building, which itself has wheelchair accessibility outside. These rooms also have a hearing loop facility for persons with hearing impairment who use hearing aid devices.

Officers have also agree to place mainstreaming of the equality duty as an item on the agenda of Licensing Board meetings, and have led and facilitated discussion of the Public Sector Equality Duty amongst the Board Members. They have explained its relevance to Licensing Board practice and how it should be made integral to all Licensing Board processes.

Similarly, at team meetings with the relevant officers who dealing with Licensing Board matters mainstreaming of the Public Sector Equality duty has also been explained and discussed, to ensure that all relevant officers are aware of the responsibility and are enacting mainstreaming in practice. Through the introduction of the Equalities and Human Rights Monitoring Questionnaires with all Licensing Board applications, and its availability online, the Board's officers have started to gather helpful equalities monitoring information, which assists them to make progress on mainstreaming the duty. They have noted

however that the number of forms which have been returned have been limited and do not fully reflect the diversity of applicants to the Licensing Board. Officers will now require to further publicise and encourage the completion of these forms. Officers will then use the information from these forms with the existing data from applications to understand better the profile of licence holders and applicants in relation to the protected characteristics. This should also help provide relevant data that can be used to positively mainstream the duty by making appropriate amendments to Board procedure, and improve accessibility to under-represented groups.

It is the intention to place mainstreaming equality duty agenda items on Licensing Board meetings, Licensing Board officers' team meetings, and on the annual meeting between the Board and the Local Licensing Forum. This is with the aim of maintaining and improving awareness of how to make the Public Sector Equality Duty integral to the Board's practice.

The Licensing Board's officers have all been made aware that if there are persons who cannot access Licensing Board services in the same manner as persons without a protected characteristic then they must seek to adapt practice, and facilitate such access.

The Licensing Board's Statement of Licensing Policy was reviewed and the new version was published on 30 November 2013. The new Licensing Board will publish their new Statement of Licensing Policy by November 2018 which will again include a statement as to their duties under the Equality Act 2010 as well as their Equality Outcomes.

As noted above the Board's statutory Statement of Licensing Policy sets out the policies that assist in the exercise of its functions under the Licensing (Scotland) Act 2005. During the formulation of this document an Equalities and Human Rights Impact Assessment was carried out. The Board considered the EHRIA and the licensing policy document before its introduction in November 2013. Paragraphs 2.4 – 2.6 thereof refer. It was clear from preparation of the new Statement of Licensing Policy that there was greater awareness of mainstreaming of the Public Sector Equality duty in the consciousness of officers dealing with the policy review.

The Licensing Board also maintains good practice by utilising Equality and Human Rights Impact Assessment forms (EHRIA) when considering reports.

Proposed New Equality Outcomes 2017-2021

The proposed outcomes for the protected characteristics set out below take account of key issues which are still ongoing and those which have arisen since the last report in 2015.

1. Members of the Licensing Board and the staff of the Licensing Team to improve their understanding and awareness of equality issues in carrying out their statutory roles with Licence holders, trade organisations, partners and the communities of Aberdeen City.

- To achieve this, Members, LSO's and staff will participate in equality and diversity training.
- This will benefit all Protected Characteristics
- Public Sector Equality Duty :- Eliminate unlawful discrimination; Advance equality of opportunity; Foster good relations.
- Applicable authority – Aberdeen City Council, Corporate Governance and Aberdeen City Licensing Board

Progress so far:

The Licensing Board invited the Equalities Team to deliver equality and diversity training to them in November 2017. Unfortunately due to staffing shortages in the Equalities Team at the time this was not possible. We would welcome the opportunity to undertake this training when resources allow in order to ensure that Members of the Board and Staff are up to date and fully aware of relevant equality issues.

2. The Licensing Board will seek to promote equal opportunity of access for all to Licensed Premises in the City and promote good practice.

- To achieve this The Board will raise awareness of disabled access to Licensed premises and other awareness campaigns (e.g. work with Guide Dogs for the Blind, work with Building Standards to ensure and highlight the requirements for Disabled toilet provision in licensed premises, ensure the provision of baby changing facilities in

licences premises which are accessible to all genders, Promote other equality campaigns led by the Council to the licensed trade through the Board Meetings, the Local Licensing Forum and the Licensing Board pages on the City Council Website.

- This will benefit all Protected Characteristics but with particular focus on disability, pregnancy and maternity, and sex.
- Public Sector Equality Duty:- Eliminate unlawful discrimination; Advance equality of opportunity; Foster good relations.
- Applicable authority – Aberdeen City Council, Corporate Governance and Aberdeen City Licensing Board

Progress so far:

In furtherance of this outcome and No. 1, the Licensing Board held a Training seminar in November 2017 on the subject of promoting equal opportunity of access for all to Licensed Premises in the City. The Board Members, the Staff from the Licensing Team and the Licensing Standards Officers received presentations from David Kidd of the Councils Building Standards Team and Pamela Munro of Guide Dog Scotland. (See Appendix for copy of the presentation).

As a result of the above training, discussions took place between with Guide Dog Scotland and the Licensing Standards Officers about hopefully rolling out and targeting this training to Members of the Local Licensed Trade, this is to be progressed.

It should be noted that applicants for new premises licences are now required in terms of Section 20(2)(b) of the Licensing (Scotland) Act 2005 Act to submit a Disabled Access and Facilities Statement which it is hoped will raise awareness amongst applicants of the accessibility of their premises and action they could take to improve this and also ensure that Disabled people can access information about the accessibility of a venue before visiting it.

3. All applicants and members of the public are able to access the Licensing Boards services easily and confidently and make sure it's information is available to all.

- Action - to improve the promotion and collection of information through our Equalities Monitoring Forms and seek to identify any service concerns specific to persons with protected characteristics in order to monitor and address such

concerns. In addition to promote the Councils translation services in terms of our documentation, forms, policy documents and interpretation services for assisting customers with queries and representation at meetings if required.

- This will benefit all Protected Characteristics.
- Public Sector Equality Duty:- Eliminate unlawful discrimination; Advance equality of opportunity; Foster good relations.
- Applicable authority – Aberdeen City Council, Corporate Governance and Aberdeen City Licensing Board

Progress so far:

We are still continuing to collect information from Equalities Monitoring Forms which are attached to and submitted with licensing application forms. We are to review the promotion, collection and processing of these forms and their data to maximise ease of access to Licensing Board services for those persons with protected characteristics. We are also moving to a system of online applications which we hope will have a positive impact.

4. Greater participation and involvement of the public and licence holders with protected characteristics in meetings, consultations and other statutory processes of the Board.

- To encourage all members of the public to participate in consultations on applications and consultations on policy matters in particular the consultation on the Licensing boards, Statement of Licensing Policy which will confirm its commitment to equality of persons with protected characteristics and the Public Sector Equality Duty.
- This will benefit all Protected Characteristics.
- Public Sector Equality Duty:- Eliminate unlawful discrimination; Advance equality of opportunity; Foster good relations.
- Applicable authority – Aberdeen City Council, Corporate Governance and Aberdeen City Licensing Board

Progress so far:

The Licensing Board drafted, consulted on and then published their new Statement of Licensing Policy in November 2018. The Board carried out an extensive consultation process in preparing its latest policy statement, which included holding a licensing conference and gaining feedback from the community, public sector partners, residents and the trade. The new policy statement sets out to be inclusive, stating in its introduction “The new policy has been written in a manner that can be understood by all”.

In Section 3 of the Policy Statement which deals with Securing Public Safety, the Board again addresses the subject of Disabled Access and Facilities Statements. The Policy states that the Board expects Applicants and Licence holders to submit accurate Disabled Access and Facilities Statements. However it goes further and states that although these are only required for new premises, the Board encourage all existing premises to consider the preparation of an appropriate statement for publication.

In Section 13 of the Policy Statement which sets out the Hearing Procedure before the Board, the Board specifically states that “the Board will endeavour to make any reasonable adjustments to cater for any additional requirements of any party to a hearing if made aware of those in advance”.

A copy of the Boards new Statement of Licensing Policy is published on the Licensing Board page of the Councils website for information.

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Disabled Access to Licensed Premises

Building Standards
David Kidd

Disabled Access to Licensed Premises Building Standards

- **New Licensed Premises or Conversions**
- **Existing Licensed Premises**
- **Licensing “Hats”**
- **Addressing the removal of Existing Disabled Provision**

Key points to note

- The Building (Scotland) Act 2003 gives Scottish Ministers the power to make building regulations to:
- **secure the health, safety, welfare and convenience of persons in or about buildings** and of others who may be affected by buildings or matters connected with buildings

Key points to note

- **An existing building is deemed to satisfy the building standards requirements of its time.**
- **When standards change and become more onerous there is no provision to apply these retrospectively.**
- **The regulations are minimum standards only**

New Licensed Premises or Conversions

- **Fire**
- 2.9 Escape
- **Environment**
- 3.12 Sanitary Facilities
- **Safety**
- 4.1 & 4.2 Access
- 4.3 Stairs and Ramps
- 4.7 Aids to Communication
- 4.10 Fixed Seating

Fire 2.9 Escape

2.9 Escape

Mandatory Standard

Standard 2.9

Every building must be designed and constructed in such a way that in the event of an outbreak of fire within the building, the occupants, once alerted to the outbreak of the fire, are provided with the opportunity to escape from the building, before being affected by fire or smoke.

Fire 2.9 Escape

- The unobstructed width of each individual escape route should be at least 1200mm to assist occupants with sensory, cognitive and/or mobility impairments

Figure 2.7 Clear opening width at doorways

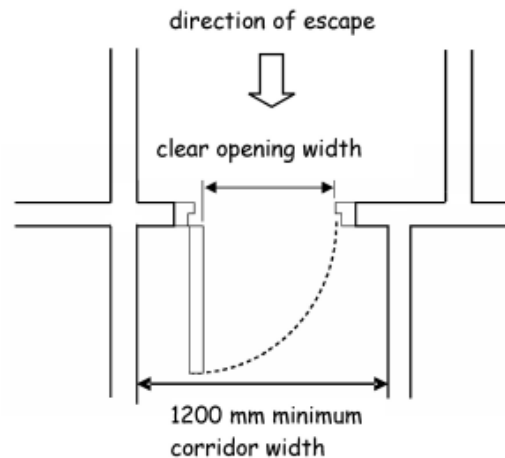
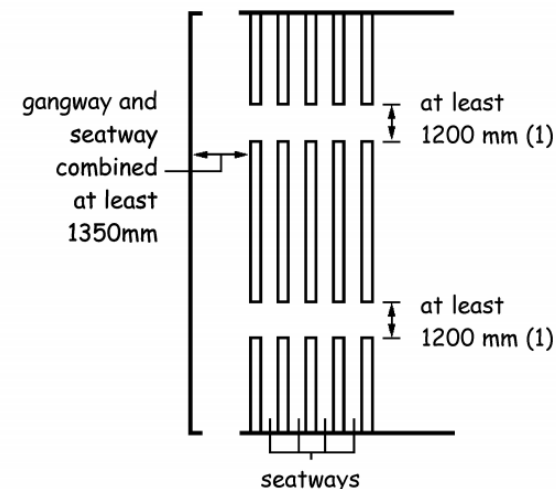


Figure 2.8 Plan of room with provision for fixed seating



Fire

2.9 Escape

- **2.9.30 Temporary waiting spaces** The speed of evacuation of occupants with sensory, cognitive and/or mobility impairments can be much slower than other building users. Therefore, a space should be provided to allow them to wait temporarily, before completing their escape to a place of safety.
- The safe evacuation is the responsibility of the employer or other person having control of the building and not that of the fire and rescue service. .
- Temporary waiting spaces should have an unobstructed clear area capable of accommodating a wheelchair and measuring at least 700mm x 1200mm. They should be located in either: • a protected lobby, or • a protected zone, or • an external escape stair, or • an adjacent compartment.
- To assist the escape process and reduce the anxiety of occupants making use of the space, an emergency voice communication (EVC) system should also be provided in the designated temporary waiting space.

Environment

3.12 Sanitary Facilities

Mandatory Standard

Standard 3.12

Every building must be designed and constructed in such a way that sanitary facilities are provided for all occupants of, and visitors to, the building in a form that allows convenience of use and that there is no threat to the health and safety of occupants or visitors.

Environment

3.12 Sanitary Facilities

Accessible toilets should be provided within the overall number of sanitary facilities recommended in the various tables in the guidance to this standard, as either:

- at least 1 unisex accessible toilet, accessed independently from any other sanitary accommodation, or
- where provided within separate sanitary accommodation for males and females, at least 1 accessible toilet for each sex.

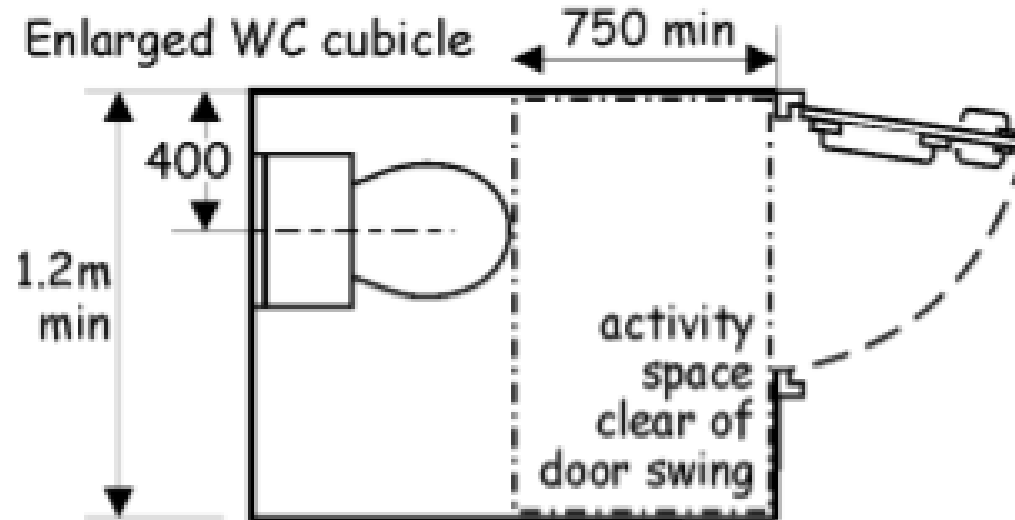
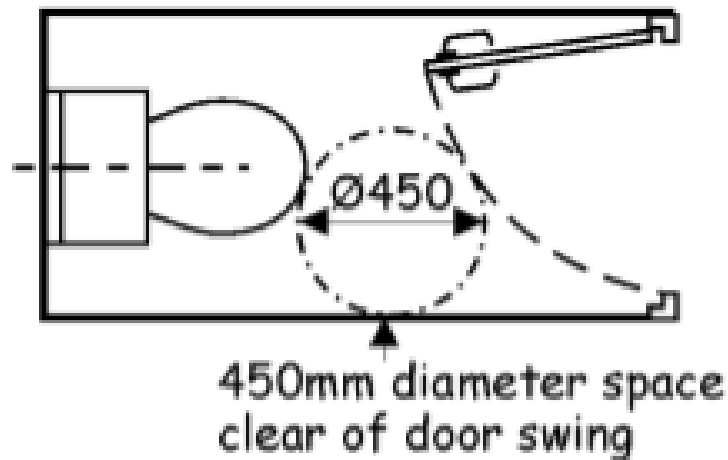
The number required will be dependent upon travel distances within a building to an accessible toilet.

Environment

3.12 Sanitary Facilities

Figure 3.29 Space within sanitary accommodation and enlarged WC Cubicle

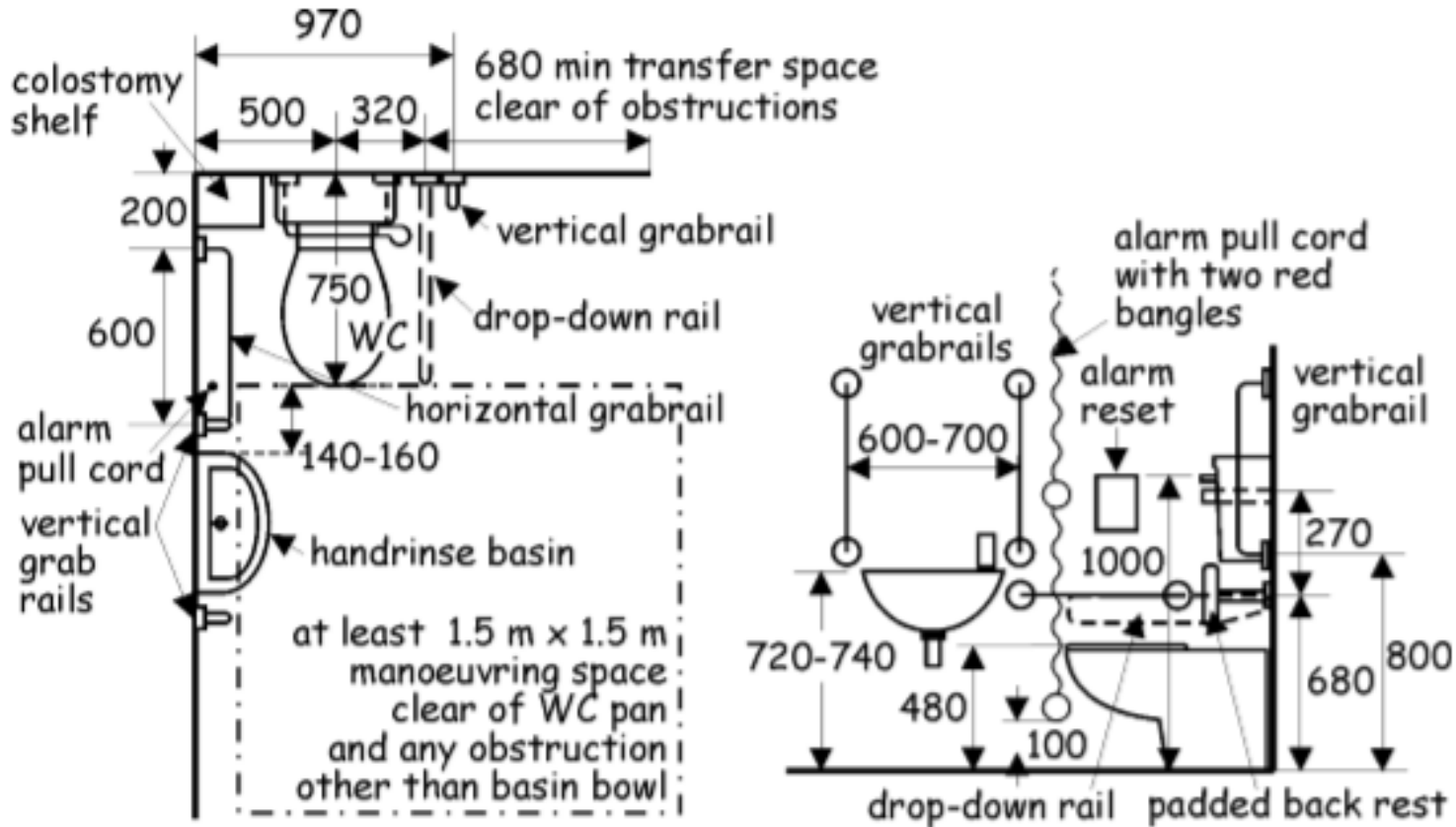
Space within sanitary accommodation (WC shown)



Environment

3.12 Sanitary Facilities

Figure 3.30 Provision within an accessible toilet



Environment

3.12 Sanitary Facilities

- The time taken to get to an accessible toilet is an important factor to be considered when positioning such sanitary facilities within a building.
- They should be located where they can be reached easily and the horizontal distance from any part of a building to an accessible toilet should be not more than 45m.

Safety

4.1 Access to Buildings

Standard 4.1

Every building must be designed and constructed in such a way that all occupants and visitors are provided with safe, convenient and unassisted means of access to the building.

- . 1 in 20 car parking spaces
- . Accessible route
- . Accessible entrance

Safety

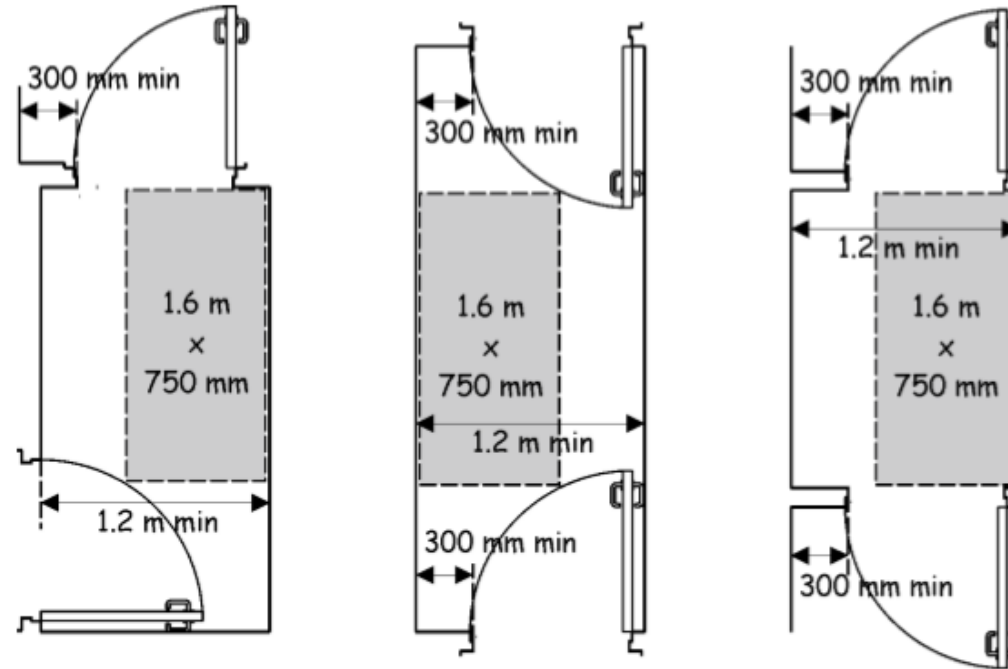
4.2 Access within Buildings

Stepped access - level or ramped access or access by a lift need not be provided:
to a raised area, other than a gallery, within a storey of a restaurant, bar or similar building, which amounts to not more than half the public area, if all serving and other facilities are located on the accessible portion of the storey

Safety

4.2 Access within Buildings

Figure 4.3 Examples of accessible lobby dimensions



Where either door can be secured by a locking device, the lobby should be not less than 1.5m wide. This will permit a wheelchair or pram to be turned around should passage be denied.

However the above recommendations need not be applied to a lobby leading solely to sanitary accommodation which does not contain an enlarged WC cubicle or an accessible sanitary facility.

Safety

4.2 Access within Buildings

4.2.5 Internal doors Within a building, doors should present as little restriction to passage as possible and be constructed in a manner that does not present a hazard or a potential barrier to access ,this can include

- . accessible threshold
- .clear opening width to suit wheelchair users,
- .glazed panel so that wheelchair users can see and be seen ,
- .power opening or 300mm unobstructed space

Safety

4.2 Access within Buildings

Standard 4.2

Every building must be designed and constructed in such a way that:

- a. in non-domestic buildings, safe, unassisted and convenient means of access is provided throughout the building**
- b. in residential buildings, a proportion of the rooms intended to be used as bedrooms must be accessible to a wheelchair user**

Safety

4.2 Access within Buildings

4.2.7 Vertical circulation between storeys –
lifts include

- .tactile buttons,
- .visual contrast for controls
- .handrails,
- .two way communication
- .visual indication of floor

Safety

4.2 Access within Buildings

4.2.10 Fixed counter installations

- .two heights 1m & 750mm

- .knee recess,

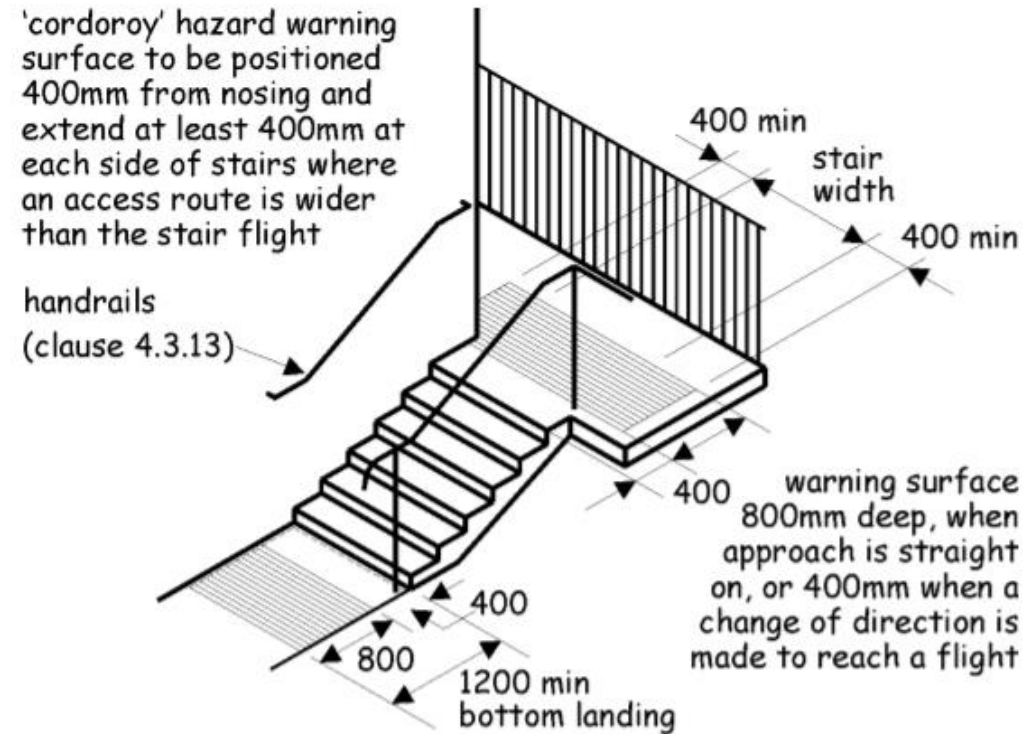
- .manoeuvring space

4.3 Stairs and Ramps

4.3.7 Warning surfaces to landings

of external steps A sudden and unguarded change of level on an access route can present a hazard to a person with a visual impairment

Figure 4.6 Use of corduroy tactile paving



General information on use of tactile paving, including options on intermediate landings, is given in 'Guidance on the Use of Tactile Paving Surfaces'.

4.3 Stairs and Ramps

4.3.10 Pedestrian ramps

Surfaces with a gradient of 1 in 20 to not more than 1 in 12 are considered to be ramps. Gradients of more than 1 in 12 are considered too steep to negotiate safely and are **not** recommended.

Table 4.4 Gradient, length and rise of a flight in a pedestrian ramp

Maximum gradient of flight	Maximum length of flight	Maximum rise
1 in 20	10m	500mm
1 in 15	5m	333mm
1 in 12	2m	166mm
More than 1 in 12	Not recommended	Not recommended

4.7 Aids to communication

Standard 4.7

Every building must be designed and constructed in such a way that it is provided with aids to assist those with a hearing impairment.

Limitation:

This standard does not apply to domestic buildings.

Induction loop systems

Infra red systems

Radio systems

4.10 Fixed seating

Standard 4.10

Every building, which contains fixed seating accommodation for an audience or spectators, must be designed and constructed in such a way that a number of level spaces for wheelchairs are provided proportionate to the potential audience or spectators.

Limitation:

This standard does not apply to domestic buildings.

A choice in seating location for wheelchair users should be available, dispersed throughout the seated area and next to standard seating to allow a spectator who uses a wheelchair to sit with family or friends

Existing Licensed Premises

what can we ask for ?

- Example A Public House with a capacity of 350 persons has one male wc , 3 urinals and one female wc , all downstairs . There is no accessible wc nor enlarged wc . Travel distance from the front of the public house to sanitary accommodation is 65 metres.
- **Failure to comply with current regulations**
- 1 male wc short, 1 Urinal short
- 9 female wc's short
- No enlarged wc (required where there are 4 wc's or more)
- No accessible wc
- Sanitary provision that a person with disability may "try " to use is 20 metres further than the maximum 45 metres that regulations permit and is only "accessible" if that person can use stairs
- **Building Standards cannot address this as it is deemed to satisfy the Building Regulations**

Licensing “Hats”

Licensing Board hat on

cannot improve existing provision

Licensing Committee hat on

can improve existing provision where a Public Entertainment, Theatre or Cinema Licence is required . . . **to an extent**

Example

Tivoli

Access and accessible toilet

Addressing the removal of existing Disabled Provision

Removal of provision required by Building Regulations is an offence against the Building (Scotland) Act 2003

- This can be addressed by Building Standards
- Serving an enforcement notice to reinstate the provision

If this is not complied with then

. a fine can be liable on summary conviction

and

. the Local Authority can carry out the reinstatement work and claim expenses as debt for any expenses reasonably incurred.

Thank you.



Guide Dogs Scotland

Pamela Munro
Engagement Officer

Aims:

To promote access for guide dog owners

To answer any questions you might have around guide dogs within your establishment



Background:

Guide Dogs Scotland is a charity which supports around 500 guide dogs owners around Scotland to get out independently.

Unfortunately, we are hearing of guide dog owners being refused access to restaurants, hotels, cafes, taxis, and other services, because of their guide dog.

The law



Disabled people, including guide dog owners and other people who are blind or partially sighted, have important rights under the Equality Act 2010 (which replaced the Disability Discrimination Act).

The Equality Act 2010 places a duty on service providers e.g. restaurants, hotels, cafes, to make 'reasonable adjustments' to accommodate guide dog owners.

In the eyes of the law, these dogs are mobility aids, and should not be refused access.

Research

In July 2015, 1118 assistance dog owners took part in a survey around access.

Page 385

After taxis, restaurants were the 2nd most frequent place for a guide dog owner to be refused, with almost a quarter of respondents (24%) being refused in the last six months.

Refusals

If a guide dog owner is refused access, they normally phone us – we work with the company to try and educate staff to prevent future issues. We now also report to Licensing Standards Officers.

In October and December 2016, guide dog owners had successful claims through the small claims court under disability discrimination through the Equality Act 2010, against a business who had refused their guide dogs.



Refusals



Scotland

“A café refused me entry due to having a guide dog so I challenged them and they backed down, but I never went again, why should I spend my money in a place that doesn't want us?” Guide dog owner, Stoke on Trent

“It's horrible, like I'm not a real person. I feel angry, frustrated because I have to explain about what an assistance dog is and what my disability is. All I wanted was a coffee but I'm stressed out and embarrassed. Public are very good at coming to the rescue and backing me up saying I am allowed in...” Guide dog owner, Essex

“It can also spoil enjoyment when you are constantly having to explain the law. It would be lovely to be able to book a break and just enjoy it without having to justify why you are blind and need the support of a guide dog.” Guide dog owner, Staffordshire

“Each refusal is crushing, confidence shattering, rejecting, and traumatic. I always feel that I don't want to go out after - but work dictates I must.” Guide dog owner, Stevenage

It's not all bad news though...



“All the shops that I go in are very accommodating and ask how Ziggy is. That always makes me feel happy for the rest of the day,” Guide dog owner, Liverpool

Good service means a happy customer, which could lead to repeat business.

Bad service may lead to poor reviews online, word of mouth, press coverage.

How do I know it's a guide dog?



Guide Dog flash on lead



Harness



ID tag – number on the back of this will correspond to photo ID book that owner should carry

Assistance Dogs

Guide Dogs are one of seven assistance dog charities covered by the law:



Canine Partners

Dogs for Good

Dog Aid

Guide Dogs

Hearing Dogs for Deaf People

Medical Detection Dogs

Support Dogs

All dogs registered with 'Assistance Dogs UK' will have a passport.



Guide Dogs	✓
Hearing Dogs	✓
Assistance Dogs	✓

What to expect of a guide dog



- Expect it to be well groomed
- Well behaved
- Not to bark
- Lie quietly
- Not to disturb other diners
- Not up on the seats
- Harness off to allow to curl up



Tips for helping customers with sight loss

Guiding a blind or partially sighted customer to their table, and assisting with a buffet.

Page 392 Offering a menu in large print, or taking time to go through menu choices.

Make sure to explain where you've left things, e.g. wine glass at 2 o'clock, and explain if there's anything on the plate e.g. a stick holding a burger together!

Offer a bowl of water for the dog.

Please don't pat or feed the dog – this can be distracting if it is trying to work, or trying to lie quietly under the table!

More on the law...

It's worth noting that seating a guide dog owner in a separate area of the restaurant, away from other diners, could also be seen as discriminating as they are being separated from other diners.

Also asking the guide dog owner to sit outside because of the dog is discriminating against them.

Offering a bigger floor space near the table will mean the dog can stay out the way and not be a trip hazard – just ask the customer what would suit



Guide dog in training

Guide Dogs Scotland, and other assistance dog charities, have volunteers and staff who train the dogs from a young age.

A main focus of this training is to get the dog used to places where it will eventually go with it's owner, such as restaurants, shops and public transport.

It is very helpful if you allow our dogs in training to experience this, in order to ensure we provide people with sight loss guide dogs who are used to restaurants and shops.

Handouts



- Assistance Dogs Welcome window sticker
- Access to restaurants information leaflet / Open doors

Any questions?

For more information:

pamela.munro@guidedogs.org.uk

03454 130203

07799 342604



www.guidedogs.org.uk/accessallareas

www.facebook.com/guidedogsscotland

www.twitter.com/guidedogsscot

ABERDEEN CITY LICENSING BOARD EQUALITY TRAINING

EQUALITY ACT 2010

- Aberdeen Licensing Board is a relevant public body under the 2010 Act
- Key requirement under Act for authorities to publicise and deliver equality outcomes
- Required to prepare and monitor progress towards achieving Equality Outcomes
- Board published their latest Equality Outcomes and Mainstreaming Report 2017-2021 in summer 2017.

New Equality Outcomes 2017 - 2021

- Members of Licensing Board and Staff to improve understanding and awareness of equality issues in carrying out their statutory roles
- Licensing Board will seek to promote equal opportunity of access for all to Licensed Premises in the City and promote good practice.

New Equality Outcomes 2017 - 2021

- All applicants and members of the public are able to access the Licensing Board's services easily and confidently and make sure it's information is available to all.
- Greater participation and involvement of the public and licence holders with protected characteristics in meetings, consultations and other statutory processes of the Board

Presentations Today

- Following on from our new outcomes:-
- Presentation by David Kidd – Aberdeen City Council Building Standards Team Leader
- Presentation by Pamela Munro – Community Engagement Officer, East of Scotland, Guide Dogs Scotland

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