

# Public Document Pack



To: Councillor Lumsden, Convener; Councillor Grant, Vice Convener; and Councillors Boulton, Donnelly, Jackie Dunbar, Flynn, Laing, Nicoll and Yuill.

Town House,  
ABERDEEN 18 September 2019

## **CITY GROWTH AND RESOURCES COMMITTEE**

The Members of the **CITY GROWTH AND RESOURCES COMMITTEE** are requested to meet in **Committee Room 2 - Town House** on **THURSDAY, 26 SEPTEMBER 2019 at 2.00 pm.**

FRASER BELL  
CHIEF OFFICER - GOVERNANCE

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

#### **NOTIFICATION OF URGENT BUSINESS**

- 1.1 Notification of Urgent Business

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

- 2.1 Determination of Exempt Business

#### **DECLARATIONS OF INTEREST**

- 3.1 Declarations of Interest (Pages 5 - 6)

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- 4.1 Deputations

## **MINUTE OF PREVIOUS MEETING**

- 5.1 Minutes of Previous Meeting of 6 June 2019 and Special Meeting of 31 July 2019 - For Approval (Pages 7 - 24)

## **COMMITTEE PLANNER**

- 6.1 Committee Planner (Pages 25 - 44)

## **NOTICES OF MOTION**

- 7.1 Deeside Way - Notice of Motion by Councillor Boulton

“Council acknowledges the value of the Deeside Way both as a core path and a wildlife corridor. Accepts the Deeside Way is accessed by a variety of users, leisure and commuter cyclists, walkers, adults, children from the elderly to babies in prams, vulnerable individuals including wheelchair users. Instructs the Chief Officer - Corporate Landlord to report to the next meeting of the City Growth and Resources Committee with regard to the feasibility of making amendments to the Council’s procedure restricting vehicular access to the Deeside Way to:-

- (1) maintenance/refuse collection vehicles and emergency vehicles only for the Deeside Way; and
- (2) prohibit any other access by any other vehicles for any other purpose.”

## **REFERRALS FROM COUNCIL, COMMITTEE AND SUB COMMITTEES**

- 8.1 Referrals from Council, Committees or Sub Committees

## **COMMITTEE BUSINESS**

## **PERFORMANCE**

- 9.1 Performance Management Framework Reporting - Place Function and 2018-19 Resources Statutory Performance Indicators - COM/19/357 (Pages 45 - 72)

## **BUDGETS**

- 10.1 Funding External Bodies and Following the Public Pound - Local Code of Practice Update - RES/19/377 (Pages 73 - 114)

## **CITY GROWTH AND PLACE**

- 11.1 Commemorative Plaque for Louisa Lumsden - PLA/19/331 (Pages 115 - 120)
- 11.2 The Community Food Growing Programme Update and Draft Granite City Growing Strategy - PLA/19/314 (Pages 121 - 158)
- 11.3 Aberdeen City's Affordable Housing Delivery Programme - PLA/19/318 (Pages 159 - 164)
- 11.4 Update on Developer Obligations Process and Associated Asset Plans - PLA/19/326 (Pages 165 - 188)
- 11.5 Aberdeen Bike Hire - Business Case - PLA/19/303 (Pages 189 - 208)
- 11.6 Condition & Suitability 3 Year Programme and Northfield Pool Project - RES/19/301 (Pages 209 - 278)  

Please note that there are exempt appendices relating to this report contained within the Exempt/Confidential section of this agenda.
- 11.7 Corporate Booking Policy - RES/19/369 (Pages 279 - 306)
- 11.8 Aberdeen City Region Deal - Strategic Transport Appraisal - STAG Pre-Appraisal Options - PLA/19/315 (Pages 307 - 324)
- 11.9 Strategic Housing Investment Plan 2020/21 – 2024/25 - PLA/19/317 (Pages 325 - 360)
- 11.10 External Funding for Transportation Projects - PLA/19/356 (Pages 361 - 368)
- 11.11 Expansion of Early Learning and Childcare – Phase 2 Projects - RES/19/358 (Pages 369 - 376)
- 11.12 Local Authority Bus Services/Controlled Bus Companies - PLA/19/324 (Pages 377 - 386)

## **EXEMPT / CONFIDENTIAL BUSINESS**

- 12.1 Condition & Suitability 3 Year Programme and Northfield Pool Project - Exempt Appendices (Pages 387 - 438)

- 12.2 Workplans and Business Cases - Capital - COM/19/372 (Pages 439 - 458)
- 12.3 South College Street - Corridor Improvement - Business Case - RES/19/271 (Pages 459 - 486)
- 12.4 Disposal of Rosehill House - RES/19/332 (Pages 487 - 500)
- 12.5 Sale of Site 26, Greenbank Road - RES/19/333 (Pages 501 - 506)
- 12.6 Disposal of Westburn House - RES/19/368 (Pages 507 - 522)

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

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## **DECLARATIONS OF INTEREST**

You must consider at the earliest stage possible whether you have an interest to declare in relation to any matter which is to be considered. You should consider whether reports for meetings raise any issue of declaration of interest. Your declaration of interest must be made under the standing item on the agenda, however if you do identify the need for a declaration of interest only when a particular matter is being discussed then you must declare the interest as soon as you realise it is necessary. The following wording may be helpful for you in making your declaration.

I declare an interest in item (x) for the following reasons .....

*For example, I know the applicant / I am a member of the Board of X / I am employed by...* and I will therefore withdraw from the meeting room during any discussion and voting on that item.

**OR**

I have considered whether I require to declare an interest in item (x) for the following reasons ..... however, having applied the objective test, I consider that my interest is so remote / insignificant that it does not require me to remove myself from consideration of the item.

**OR**

I declare an interest in item (x) for the following reasons ..... however I consider that a specific exclusion applies as my interest is as a member of xxxx, which is

- (a) a devolved public body as defined in Schedule 3 to the Act;
- (b) a public body established by enactment or in pursuance of statutory powers or by the authority of statute or a statutory scheme;
- (c) a body with whom there is in force an agreement which has been made in pursuance of Section 19 of the Enterprise and New Towns (Scotland) Act 1990 by Scottish Enterprise or Highlands and Islands Enterprise for the discharge by that body of any of the functions of Scottish Enterprise or, as the case may be, Highlands and Islands Enterprise; or
- (d) a body being a company:-
  - i. established wholly or mainly for the purpose of providing services to the Councillor's local authority; and
  - ii. which has entered into a contractual arrangement with that local authority for the supply of goods and/or services to that local authority.

**OR**

I declare an interest in item (x) for the following reasons.....and although the body is covered by a specific exclusion, the matter before the Committee is one that is quasi-judicial / regulatory in nature where the body I am a member of:

- is applying for a licence, a consent or an approval
- is making an objection or representation
- has a material interest concerning a licence consent or approval
- is the subject of a statutory order of a regulatory nature made or proposed to be made by the local authority.... and I will therefore withdraw from the meeting room during any discussion and voting on that item.

## CITY GROWTH AND RESOURCES COMMITTEE

ABERDEEN, 6 June 2019. Minute of Meeting of the CITY GROWTH AND RESOURCES COMMITTEE. Present:- Councillor Lumsden, Convener; Councillor Grant, Vice-Convener; and Councillors Delaney (as substitute for Councillor Yuill), Donnelly, Duncan (as substitute for Councillor Laing), Flynn, Catriona Mackenzie, Nicoll and Jennifer Stewart, the Depute Provost (as substitute for Councillor Boulton).

The agenda and reports associated with this minute can be found [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.

### DETERMINATION OF EXEMPT BUSINESS

1. The Convener proposed that the Committee consider items 12.1 (Workplans and Business Cases – Capital), 12.2 (Future Shared Mobility Plans and Scotland's 8th City ERDF Smart Mobility Project Update) and 12.3 (Sale of Site, Springfield Road) with the press and public excluded.

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

in terms of Section 50(A)(4) of the Local Government (Scotland) Act 1973, to exclude the press and public from the meeting during consideration from item 12.1 of the agenda (article 13 of this minute) so as to avoid disclosure of information of the classes described in the following paragraphs of Schedule 7(A) to the Act:- article 13 (paragraph 8), article 14 (paragraph 12) and article 15 (paragraph 9).

### DECLARATIONS OF INTEREST

2. Members were requested to intimate any declarations of interest in respect of the items on today's agenda, thereafter the following was intimated:-

- (1) The Vice Convener declared an interest in item 10.2 (Town Centre Capital Grant Fund) by virtue of him being an employee of Aberdeen Inspired. He considered that the nature of his interest required him to leave the meeting, and he therefore took no part in the consideration of that item;
- (2) Councillors Nicoll and Jennifer Stewart declared an interest in item 11.1 (Marywell to A956 Wellington Road – Cycle Path (RCD5394) 19/20), item 11.2 (Aberdeen Cross City Connections – STAG Part 2 Appraisal) and item 11.3 (North East Scotland Roads Hierarchy) by virtue of them both being Council appointed members of Nestrans Board. They considered that the nature of their interest did not require them to leave the meeting and therefore chose to remain in the meeting for consideration of the items;

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- (3) Councillor Nicoll declared an interest in item 10.1 (Charging Policy for Adult Social Care Services) by virtue of him being a Power of Attorney in relation to the financial affairs of a family member of a service provider named in the report. He considered that the nature of his business did not require him to leave the meeting and therefore chose to remain in the meeting for consideration of the item;
- (4) Councillor Catriona Mackenzie declared an interest in item 11.3 (North East of Scotland Roads Hierarchy) by virtue that she was a resident in one of the streets named in the report. She considered that the nature of her business did not require her to leave the meeting and therefore chose to remain in the meeting for consideration of the item; and
- (5) Councillor Flynn declared an interest in item 9.2 (Performance Management Framework Reporting), by virtue of him being a member of the Business Gateway National Board. He considered that the nature of his business did not require him to leave the meeting and therefore chose to remain in the meeting for consideration of the item.

### MINUTE OF PREVIOUS MEETING OF 25 APRIL 2019 - FOR APPROVAL

- 3. The Committee had before it the minute of its previous meeting of 25 April 2019, for approval.

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

- (i) to note that a Service Update providing tangible economic benefits relating to the World Energy Cities Partnership AGM, Presidency and Travel, would be circulated in due course; and
- (ii) to approve the minute as a correct record.

### COMMITTEE PLANNER

- 4. The Committee had before it the Committee Business Planner as prepared on behalf of the Chief Officer – Governance.

Councillor Nicoll, seconded by Councillor Flynn moved as a procedural motion:-  
that item 6 (Aberdeen City Local Housing Strategy 2018-2023) be submitted to the Committee as a report instead of a Service Update.

On a division, there voted:- for the procedural motion (4) – Councillors Delaney, Flynn, Catriona Mackenzie and Nicoll; against the procedural motion (5) – the Convener, the Vice Convener and Councillors Donnelly, Duncan and Jennifer Stewart.

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

- (i) to reject the procedural motion and thereby receive a Service Update in relation to item 6 (Aberdeen City Local Housing Strategy 2018-2023);

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- (ii) to remove item 6 (Aberdeen City Local Housing Strategy 2018 – 2023), item 12 (Willowbank House, Aberdeen Business Centre – Option Appraisal and Future Use), item 13 (Auchmill Golf Club – Property Management Issues), item 14 (Station Road, Cults – Knight Property Group – Proposed Lease Amendment) and item 60 (Economic Policy Panel) from the planner;
- (iii) to note the reasons for the reporting delays in relation to item 5 (Sustainable Drainage System (SUDS) Section 7), item 7 (Smart City Action Plan), item 9 (Revised Policy for Bookings and Lettings in Education Buildings), item 10 (South College Street - Corridor Improvement - Business Case) and item 19 (External Funding Plan); and
- (iv) that in relation to item 9 (Revised Policy for Bookings and Lettings in Education Buildings), that a Service Update, to include information on the entire booking system be circulated to members of the Committee.

### **CITY GROWTH AND RESOURCES COMMITTEE ANNUAL EFFECTIVENESS REPORT - GOV/19/240**

5. The Committee had before it a report by the Chief Officer – Governance which presented the annual effectiveness report for the City Growth and Resources Committee.

**The report recommended:-**

that the Committee note the annual report.

**The Committee resolved:-**

to approve the recommendation.

### **PERFORMANCE MANAGEMENT FRAMEWORK REPORTING - PLACE FUNCTION - COM/19/289**

6. The Committee had before it a report by the Chief Officer – Business Intelligence and Performance Management which outlined the status of key performance management framework measures relating to the City Growth and Strategic Place Planning Clusters under the Place function.

**The report recommended:-**

that the Committee –

- (a) scrutinise the performance information contained within Appendix A of the report; and
- (b) note the outline proposals for reporting of performance in 2019/20, subject to continuing development of the Performance Management Framework, as captured within Appendix B of the report.

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

- (i) to request that future reports contain actual figures as well as percentages; and
- (ii) to otherwise approve the recommendations.

## **CHARGING POLICY FOR ADULT SOCIAL CARE SERVICES**

7. With reference to article 19 of the minute of meeting of the Education and Children's Services Committee of 2 June 2015, the Committee had before it a report by the Chief Officer - Health and Social Care Partnership, which sought approval of the previously approved Charging Policy for Adult Social Care as a result of recent legislative developments and review.

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

that the Committee approve the updates to the charging policy for adult social care services known as "Contributing to your Care and Support" and notes it would be implemented from 1st July 2019.

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

to approve the recommendation.

## **DECLARATION OF INTEREST**

**In accordance with article 2 of this minute, the Vice Convener withdrew from the meeting prior to consideration of the following item of business. Councillor Allan substituted for the Vice Convener for this item of business only.**

## **TOWN CENTRE CAPITAL GRANT FUND - PLA/19/290**

8. The Committee had before it a report by the Chief Officer – City Growth, which presented the options provided by officers for project proposals and sought approval to distribute the allocation of funds to each project in relation to the Scottish Government Town Centre Capital Grant, where Aberdeen City Council received an allocation of £1,351.000 in March 2019.

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

that the Committee –

- (a) note the funding of £1,351,000 allocated to Aberdeen City Council from the Scottish Government Town Centre Capital Fund;
- (b) discuss the list of projects provided by officers at Appendix 2 of the report and determine which projects are to be taken forward; and

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- (c) delegate authority to the relevant project Chief Officer, following consultation with the Head of Commercial and Procurement Services, to consider and approve business cases (including estimated expenditure) for the recommended projects for the purposes of Procurement Regulation 4.1.1; and thereafter to procure appropriate works and services, and enter into any contracts necessary for the delivery of the recommended projects without the need for further approval from any other Committee of the Council.

The Committee were advised prior to the meeting that the project relating to Archibald Simpson House Creative Hub Space had been withdrawn.

The Convener, seconded by Councillor Allan, moved:-  
that the Committee –

- (1) approve recommendations (a) and (c);
- (2) agree to take forward the following projects:-
  - (i) Hayton Road – Street Design Project – estimated cost £90,000;
  - (ii) Parklets Development – estimated cost £80,000 (subject to the condition that this will be maintained by Aberdeen Inspired);
  - (iii) Suspended Signage – estimated cost £400,000;
  - (iv) Intelligent Street Lighting Phase 2 – estimated cost £125,000;
  - (v) Union Street Public Realm Phase 2 (Union Bridge Lighting costs only) – estimated cost £68,502.50;
  - (vi) Mither Kirk – Funding requested for the replacement heating system – estimated cost £390,000;
  - (vii) Living Wall – Flourmill Lane – estimated cost £60,000.

Total Cost of Projects: £1,213,502.50  
Funding Available: £1,351,000  
Balance: £137,497.50; and
- (3) that a report be submitted to the September meeting of the City Growth and Resources Committee with further options on how the balance can be allocated.

Councillor Flynn, seconded by Councillor Nicoll, moved as an amendment:-  
that the Committee –

- (1) welcomes the funding of £1,351,000 allocated to Aberdeen City Council from the Scottish Government Town Centre Capital Fund;
- (2) note that the funding is available for use for projects meeting the funding criteria that are commenced or committed to prior to 31 March 2020;
- (3) note the list of projects provided by Officers at Appendix 2 and instruct that full business cases be prepared for each project, together with any additional suitable projects coming forward in the meantime, detailing the anticipated project delivery outcomes against the funding criteria and including the whole life cost funding requirement and how this is to be delivered;
- (4) establish and delegate authority to a sub committee of the City Growth and Resources Committee, comprising one member from each of the five groups

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- within the Council, to identify an order of preference for the projects to be supported for funding;
- (5) note the City Centre Masterplan, which was approved by Council unanimously identified Project EN08 Castlegate “..will be reinvigorated as Aberdeen city centre’s main civic square. This historic space that for centuries was enlivened with people and activity has lost sense of focus in recent years and the intention is to seek a new role for Castlegate that brings it back to life.”; and
  - (6) notwithstanding the listed projects, instruct the Chief Officer – City Growth to investigate the options available for using the funding provided by the Scottish Government Town Centre Capital Fund to deliver civic improvements to the Castlegate with additional funding being sought from other partner groups such as Sustrans etc and to bring back a report on all the options including those considered by the sub committee at 2.4 to the City Growth and Resources Committee meeting on 26 September 2019.

Councillor Delaney, seconded by Councillor Catriona Mackenzie, moved as a further amendment:-

that the Committee –

- (1) approve recommendations (a) and (c);
- (2) agree to take forward the following projects:-
  - (i) Parklets Development – estimated cost £80,000
  - (ii) Intelligent Street Lighting Phase 2 – estimated cost £125,000
  - (iii) Union Street Public Realm Phase 2 – estimated cost (£380,000)
  - (iv) Mither Kirk – Funding requested for the replacement heating system – estimated cost £390,000;
  - (v) Living Wall – Flourmill Lane – estimated cost £60,000.

Total Cost of Projects: £1,035,000; and
- (3) note that the total cost of the projects listed at (2) above is £1,035,000, instructs the Chief Officer – City Growth to report back to this committee on how the balance of £316,000 could be utilised to enhance facilities for cyclists in the city centre and in particular how segregated cycle lanes could be provided.

There being a motion and two amendments, in terms of standing order 28.16, the Committee first divided between the amendment by Councillor Flynn and the amendment by Councillor Delaney.

On a division, there voted:- for the amendment by Councillor Flynn (3) – Councillors Flynn, Catriona Mackenzie and Nicoll; for the amendment by Councillor Delaney (1) – Councillor Delaney; declined to vote (5) – the Convener and Councillors Allan, Donnelly, Duncan and Jennifer Stewart.

The Committee then divided between the motion and the amendment by Councillor Flynn.



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On a division, there voted:- for the motion (5) – the Convener and Councillors Allan, Donnelly, Duncan and Jennifer Stewart; for the amendment (4) – Councillors Delaney, Flynn, Catriona Mackenzie and Nicoll.

**The Committee resolved:-**  
to adopt the motion.

### **MARYWELL TO A956 WELLINGTON ROAD – CYCLE PATH (RCD5394) 19/20 - PLA/19/214**

9. With reference to article 18 of the minute of the previous meeting of 25 April 2019, the Committee had before it a joint report by the Chief Officer – Capital and the Chief Officer – Strategic Place Planning, which outlined the results of the Scottish Transport Appraisal Guidance (STAG) based options appraisal undertaken to determine pedestrian and cycle improvements between Marywell and the A956 Wellington Road at Charleston Road and sought approval to develop a detailed design of the preferred improvements for further consideration.

**The report recommended:-**  
that the Committee -

- (a) note the option development and appraisal process carried out to date as detailed in the appendix and background papers;
- (b) approve the preferred route (highlighted in blue on the plan in Appendix A to the report) for a pedestrian/cycle path along the Old Stonehaven Road and the proposed connections to existing infrastructure on Old Wellington Road and Cove Road; and
- (c) instruct the Chief Officer – Capital and Chief Officer – Strategic Place Planning to undertake detailed design and cost estimates of the Preferred Route and connections, and to report back to this Committee for approval to construct in due course.

The Convener, seconded by the Vice Convener, moved:-  
that the Committee approve the recommendations contained within the report.

Councillor Nicoll, seconded by Councillor Catriona Mackenzie, moved as an amendment:-  
that the Committee:-

- (a) welcome the potential to improve Active Travel in the option development and appraisal process carried out to date as detailed in the appendix and background papers;
- (b) note the preferred route (highlighted blue on the Plan in Appendix A) for a pedestrian / cycle path along the Old Stonehaven Road and the proposed connections to existing infrastructure on Wellington Road and Cove Road;

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- (c) note that where the proposed pedestrian / cycle route joins Wellington Road, the route has previously been identified as having safety concerns for pedestrians and cyclists;
- (d) note the high volumes of vehicular traffic using Wellington Road at Cove Road, often travelling on these roads in excess of the 30 miles per hour speed limit and the lack of any pavements at this junction and on Cove Road eastwards from Wellington Road;
- (e) note that this area has previously had problems with unauthorised encampments;
- (f) note that the bridge passing over the burn at Burnside Cottage, Cove Road is presently closed to traffic due to structural issues;
- (g) instruct the Chief Officer - Capital and the Chief Officer – Strategic Place Planning to undertake detailed design and cost estimates of the preferred routes and connections and in particular to:-
  - (1) consider appropriate safety measures that can be put in place to enable safe use of the Wellington Road / Cove Road junction by pedestrians and cyclists, including the installation of proper pavements and a segregated cycle path;
  - (2) consult with the occupants of the appropriate properties in Wellington Road, Old Stonehaven Road and Cove Road as to the proposals and in particular measures to restrict unauthorised encampments to the area, while still allowing access to properties; and
  - (3) investigate suitable remedial measures for the bridge at Burnside Cottage and report back to this Committee with detailed design and cost estimates for the preferred route and connections and to report back to this Committee for the requisite approvals; and
- (h) to report back to this Committee for approval to construct in due course.

On a division, there voted:- for the motion (5) – the Convener, the Vice Convener and Councillors, Donnelly, Duncan and Jennifer Stewart; for the amendment (4) – Councillors Delaney, Flynn, Catriona Mackenzie and Nicoll.

**The Committee resolved:-**

to adopt the motion.

### **ABERDEEN CROSS CITY CONNECTIONS - STAG PART 2 APPRAISAL - PLA/19/016**

**10.** With reference to article 29 of the minute of meeting of Communities, Housing and Infrastructure Committee of 24 May 2017, the Committee had before it a report by the Chief Officer – Strategic Place Planning which provided information of the outcomes of the Scottish Transport Appraisal Guidance (STAG) Part 2 report submitted by Peter Brett Associates for Aberdeen Cross City Connections.

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**The report recommended:-**

that the Committee –

- (a) note the findings and outcomes of the Scottish Transport Appraisal Guidance (STAG) Part 2 Report – Aberdeen Cross City Connections Appraisal;
- (b) agree that the Public Transport options C1, C2 and E1 and all the Active Travel options identified in the STAG Part 2 report (and listed in Appendix 1) for Aberdeen Cross City Connections are approved for further development work subject to future funding being identified to progress these proposals; and
- (c) agree that officers work to secure external funding to allow the continued development of the schemes agreed in (b) above.

**The Committee resolved:-**

to approve the recommendations.

### **NORTH EAST SCOTLAND ROADS HIERARCHY - OPE/19/089**

**11.** With reference to article 31 of the minute of meeting of the Communities, Housing and Infrastructure of 29 August 2017, the Committee had before it a report by the Chief Officer – Strategic Place Planning which (1) provided details on the outcomes of the North East Scotland Roads Hierarchy Study and Strategic Car Parking Review (SCPR); (2) introduced the draft Sustainable Urban Mobility Plan (SUMP) aligned with the Roads Hierarchy and City Centre Masterplan (CCMP); and (3) sought agreement on the next steps in terms of delivering upon the findings of these pieces of work.

**The report recommended:-**

that the Committee –

- (a) instruct the Chief Officer – Strategic Place Planning, following consultation with the Chief Officer – Operations and Protective Services and Chief Officer – Capital, to implement a revised roads hierarchy in a sequential and incremental manner, as described in this report, to encompass formal reclassification of the urban road network and changes to road signage and junction improvements to reinforce the hierarchy;
- (b) instruct the Chief Officer – Strategic Place Planning to develop improvements to priority and secondary corridors to achieve a more efficient movement of people and goods, with an emphasis on walking, cycling and public transport;
- (c) note the findings of the SCPR and instruct the Chief Officer – Strategic Place Planning to develop a draft Car Parking Strategy and to report back to this Committee in summer 2020;
- (d) instruct the Chief Officer – Strategic Place Planning to proceed with public and stakeholder consultation on the draft SUMP and report back to this Committee with a finalised SUMP in November 2019, thus completing this key CIVITAS PORTIS work package; and
- (e) instruct the Director of Resources to consider the outcomes of these studies within future years' budget setting processes.

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**The Committee resolved:-**

to approve the recommendations.

### **INVEST ABERDEEN ANNUAL UPDATE - PLA/19/282**

**12.** With reference to article 10 of the minute of meeting of 24 April 2018, the Committee had before it a report by the Chief Officer – City Growth which provided an update on Invest Aberdeen delivery in 2018/19 and to agree its forward priorities.

**The report recommended:-**

that the Committee –

- (a) note the annual update on Invest Aberdeen and agree the forward priorities;
- (b) note the proposal from the Scottish Government for 2020 attendance at MIPIM in Appendix 1 to this report; and
- (c) delegate authority to the Chief Officer - City Growth, in consultation with the Convener for City Growth and Resources Committee, to incur expenditure in support of investment promotion opportunities in paragraphs 3.7 to 3.10 of the report.

**The Committee resolved:-**

to approve the recommendations.

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

### **WORKPLANS AND BUSINESS CASES - CAPITAL - COM/19/288**

**13.** With reference to article 18 of the minute of its previous meeting of 25 April 2019, the Committee had before it a report by the Chief Operating Officer which (1) presented the procurement workplans where capital expenditure was included for Operations, Place and Resources functions to Committee for review (see below); and (2) sought approval of the total estimated capital expenditure for each proposed contract as contained within the Procurement Business Cases appended to the report.

Operations - Play Area Refurbishment Works;

Resources - Woodside Primary School Roof Works; and

Place - Extension of Provision of Pay as You Go Membership Car.

**The report recommended:-**

that the Committee –

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- (a) review the workplans of the Operations, Place and Resources Functions as detailed in the Appendices;
- (b) where a Business Case has been submitted, approve the total estimated capital expenditure for each proposed contract and delegates authority to the Head of Commercial and Procurement Services following consultation with the relevant Chief Officer to procure appropriate works and services, and enter into any contracts relating thereto; and
- (c) note that Business Cases for procurements exercises to be commenced after 6 June 2019 will be submitted on a phased basis to future meetings of the City Growth and Resources Committee.

**The Committee resolved:-**

to approve the recommendations.

### **FUTURE SHARED MOBILITY PLANS AND SCOTLAND'S 8TH CITY ERDF SMART MOBILITY PROJECT UPDATE - PLA/19/273**

**14.** With reference to article 25 of the minute of meeting of Communities, Housing and Infrastructure Committee of 15 March 2016, the Committee had before it a report by the Chief Officer – Strategic Place Planning which sought approval to withdraw the Aberdeen City Council Smart Mobility Project from Scotland's 8<sup>th</sup> City European Regional Development Fund (ERDF).

**The report recommended:-**

that the Committee –

- (a) instruct the Chief Officer - Strategic Place Planning to withdraw the Aberdeen Smart Mobility project from Scotland's 8<sup>th</sup> City ERDF Programme and to write to the relevant minister to alert them of the situation; and
- (b) instruct Officers to undertake engagement and market testing with low carbon vehicle providers in order to better understand the options for a large-scale rollout of shared electric vehicles.

**The Committee resolved:-**

to approve the recommendations.

### **SALE OF SITE, SPRINGFIELD ROAD - RES/19/260**

**15.** The Committee had before it a report by the Director of Resources which advised members of an approach made by the sitting tenant to purchase a 0.15 Hectares (0.38 acres) site comprising of a car park and strip of land at Springfield Road for its existing use as a car park for the neighbouring Co-op petrol filling station and gym.

**The report recommended:-**

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that the Committee –

- (a) approve the proposal for the Council to sell the site on the agreed heads of terms outlined in the report to the Council's tenant; and
- (b) instruct the Chief Officer – Governance to conclude the appropriate legal agreement incorporating various qualifications as are necessary to protect the Council's interest.

The Convener, seconded by the Vice Convener, moved:-  
that the recommendations in the report be approved.

Councillor Delaney, seconded by Councillor Catriona Mackenzie, moved as an amendment:-  
that no action be taken.

On a division, there taken:- for the motion (8) – the Convener, the Vice Convener and Councillors Donnelly, Duncan, Flynn, Catriona Mackenzie, Nicoll and Jennifer Stewart; for the amendment (1) – Councillor Delaney.

**The Committee resolved:-**  
to adopt the motion.

- **COUNCILLOR DOUGLAS LUMSDEN, Convener.**

**CITY GROWTH AND RESOURCES COMMITTEE**  
6 June 2019

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## **CITY GROWTH AND RESOURCES COMMITTEE**

ABERDEEN, 31 July 2019. Minute of Meeting of the CITY GROWTH AND RESOURCES COMMITTEE. Present:- Councillor Grant, Vice-Convenor; and Councillors Boulton, Laing, Catriona Mackenzie, Nicoll, Yuill, Avril MacKenzie (as substitute for Councillor Donnelly), Townson (as substitute for Councillor Flynn) and Wheeler (as substitute for the Convenor).

**The agenda and reports associated with this minute can be found [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. There were no declarations of interest intimated.

### **LENDING ARTWORK TO OVERSEAS MUSEUMS AND GALLERIES - PLA/19/310**

2. With reference to article 15 of the minute of meeting of 25 April 2019, the Committee had before it a report by the Chief Officer – City Growth which sought approval for officers to accompany a work of art on loan to and from the More Museum in the Netherlands.

**The report recommended:-**  
that the Committee –

- (a) approve the international travel by an officer (to be identified by the Chief Officer - City Growth) to accompany the painting 'Two Schoolgirls' to and from the More Museum in the Netherlands; and
- (b) delegate authority to the Chief Officer - City Growth, following consultation with the Chief Officer - Customer, to authorise international travel of officers to accompany works of art to and from overseas venues – where such works of art are being loaned to such venues and where all costs are covered by the borrower.

**The Committee resolved:-**  
to approve the recommendations.

### **COUNCIL FINANCIAL PERFORMANCE - QUARTER 1, 2019/20 - RES/19/309**

3. With reference to article 6 of the minute of meeting of 25 April 2019, the Committee had before it a report by the Director of Resources which provided information on the financial position of the Council as at Quarter 1 (30 June 2019) and the full year forecast position for the financial year 2019/20, including (1) General Fund and Housing Revenue

## CITY GROWTH AND RESOURCES COMMITTEE

31 July 2019

Account (HRA) revenue and capital accounts and associated Balance Sheet; and (2) Common Good Revenue Account and Balance Sheet.

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

that the Committee –

- (a) note the positive cash position that has been achieved for the General Fund and HRA to the end of Quarter 1 as detailed in Appendix 1;
- (b) note the Common Good financial performance to the end of Quarter 1 as detailed in Appendix 3;
- (c) note that the revenue budgets for the General Fund, HRA and Common Good are on target to achieve a balanced position for 2019/20 as detailed in Appendix 2;
- (d) note that the capital expenditure for the General Fund will result in a lower level of borrowing at the end of financial year 2019/20 than had been budgeted; and for the Housing Capital programme the initial estimate is that the budgeted funding requirements will be achieved, as detailed in Appendix 2;
- (e) approve the incentive scheme for new foster carers as detailed in sections 3.11 and 3.12 of this report;
- (f) approve the release of the Earmarked Reserves to support the uncommitted General Fund balance and Common Good cash balance respectively, as detailed in section 3.13 of this report; and
- (g) approve the virements for Housing Capital budgets as detailed in Appendix 2.

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

- (i) to approve the recommendations;
  - (ii) to instruct the Chief Officer – Finance to submit a report to the 26 November 2019 meeting of the City Growth and Resources Committee containing indicative budget options for the financial year 2020/21;
  - (iii) that the Chief Officer – Finance circulate to members of the Committee (by way of email), details in relation to the number of adult social care out of authority area placements;
  - (iv) that the Chief Officer – Finance circulate to members of the Committee (by way of email), further details in relation to the level of other funds raised to reduce the allocation of £1million for the redevelopment of Aberdeen Science Centre;
  - (v) that the Director of Resources circulate to members of the Committee (by way of email), confirmation that the proposed external cleaning works to the Music Hall would be undertaken to a satisfactory standard; and
  - (vi) to thank all officers concerned in relation to the preparation of the report.
- **COUNCILLOR ROSS GRANT, Vice Convener**

**CITY GROWTH AND RESOURCES COMMITTEE**  
31 July 2019

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	A	B	C	D	E	F	G	H	I
1	<b>CITY GROWTH AND RESOURCES COMMITTEE BUSINESS PLANNER</b> 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	<b>Report Title</b>	<b>Minute Reference/Committee Decision or Purpose of Report</b>	<b>Update</b>	<b>Report Author</b>	<b>Chief Officer</b>	<b>Directorate</b>	<b>Terms of Reference</b>	<b>Delayed or Recommended for removal or transfer, enter either D, R, or T</b>	<b>Explanation if delayed, removed or transferred</b>
3			<b>26 September 2019</b>						
4	Funding External Bodies & Following the Public Pound – Local Code of Practice Update	To present the reviewed 'Following the Public Pound' policy.		Lesley Fullerton/ Brian Dow	Resources	Finance	1.2.12		
5	The Community Food Growing Programme Update and Draft Granite City Growing Strategy	To update committee on the progress of the community food-growing programme and seek approval for the draft strategy to go out for public consultation.	This report was originally due in April, however the draft Food Growing Strategy was being informed/shaped by a number of information sources which were yet to be received as detailed in the Service Update which was circulated in April 2019.	Sandy Gustar	Strategic Place Planning	Place	2.2		
6	Update on Developer Obligations Process and Associated Asset Plans	Communities, Housing and Infrastructure on 8/11/17 - The Committee instructed the interim Head of Planning and Sustainable Development to prepare Community Asset Plans on a secondary school catchment basis and to return to committee at the next available opportunity to seek approval(s) of these plans.	A service update was circulated on 30 January 2019.	David Dunne/ David Berry	Strategic Place Planning	Place	1.2		
7	A90 Murcar North Cycleway	To seek approval from members to construct cycleway between A90 Ellon Road (Murcar roundabout) and Blackdog	This was originally due to be reported at the meeting in February 2019. This has been delayed due to confirming land ownership and will be reported in September 2019. This is fully funded by AWPR NMU mitigation monies.	Kevin Pert	Strategic Place Planning	Place	2.2	<b>D</b>	A public engagement exercise closed on 25 August which will inform the report, now scheduled for CG&R Committee on 26 Nov 2019.
8	Workplans and Business Cases - Capital	To present (if there are any) the procurement workplans for review and to seek approval of the estimated expenditure on the procurement business cases.		Craig Innes/Carol Wright	Commercial and Procurement	Commissioning	Purpose 2		

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2									
9	Business Case for the refurbishment of Harlaw Road Pavilion	<p>A provisional allocation of funding for the refurbishment of the Harlaw Road Pavilion was approved within the Condition and Suitability Programme by the City Growth and Resources Committee on 18 September 2018. This report is to seek the approval of Capital Programme Committee for the full business case for this project. Procurement regulation 4.1.1.2 also requires that individual works contracts with an estimated value above £250,000 require a business case to the Strategic Commissioning Committee, and that the approval of that Committee is required prior to the procurement being undertaken. The estimated cost of the proposed refurbishment of Harlaw Road Pavilion is above this threshold, and so the business case for this project will also be presented to the Strategic Commissioning Committee for its approval.</p> <p>The Capital Programme Committee on 19/3/19 agreed to note the update provided by the Chief Officer Corporate Landlord and that the item would transfer to the City Growth and Resources Committee and be reported to the first committee cycle after the summer.</p>		Andrew Jones	Corporate Landlord	Resources		D	Investigation of alternative proposals for the Harlaw Road Pavilion are continuing in order to ensure that all possible options have been considered and costs are minimised to achieve best value. Officers feel it would be prudent to wait until the outcomes of this work are available, before making any recommendations to the February meeting of the Committee on how best to proceed.
10	Aberdeen Bike Hire – Business Case	<p>Council on 6/3/18 agreed to note the success of similar projects in UK cities and instructs the Chief Officer – Strategic Place Planning to provide a business case to the Capital Programme Committee around the introduction of a cycle hire scheme which would have the potential to bring a real sea-change to transport in the city.</p> <p>Transferred from the Capital Programme Committee Planner in line with the changes to the Terms of Reference agreed by Council.</p>		Rachael Sparrow/Alan Simpson	Strategic Place Planning	Place	2.2		

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2									
11	Condition & Suitability 3 Year Programme and Northfield Pool Project	Council on 5/3/18 agreed to instruct the Chief Officer - Corporate Landlord to incorporate the Northfield Pool Refurbishment and Balnagask Motte projects into the Corporate Condition and Suitability Programme, and present an updated 3 year programme to the September meeting of the relevant Committee		Alastair Reid	Corporate Landlord	Resources	Purpose 5		
12	Visit Aberdeenshire - 2020/21 Financial Position	Council on 5 March 2019 agreed to instruct the Chief Officer - City Growth to investigate the feasibility of Visit Aberdeenshire being financially self-sufficient for the financial year 2020/21 and report back to the relevant Committee;		Richard Sweetnam	City Growth	Place		D	This report will be presented in the November cycle. The rescheduled date reflects the work required during the summer period to capitalise on P&J Live opening and OE2019. Furthermore the Scottish Government's 2019/20 Programme for Government was published at the beginning of September and refers to the work on the Transient Tourism Levy. Given its relevance to this report, and the ongoing consultation with industry on it, officers would like to include this in the report.

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2									
13	Schoolhill Public Realm Enhancement	<p>The Strategic Commissioning Committee on 7/6/18 agreed amongst other things to delegate authority to the Chief Officer – Place to bring forward a comprehensive public realm enhancement design for the wider Schoolhill area as future stages of works and report to appropriate committees.</p> <p>The Council on 5 March agreed to instruct the Chief Officer - City Growth to determine if any external funding can be secured for Phase 2 Public Realm Works and a Living Wall at Flourmill Lane and to report back to the relevant Committee.</p> <p>The Committee at their meeting on 6 June agreed that money from the Town Centre Capital Grant fund would be used for the Living Wall project.</p>		Stuart Bews/Susan Cameron	City Growth	Place		D	An application to the Regeneration Capital Grant Fund had been submitted in regards to Phase 2 Public Realm Works, a decision was taken by the Scottish Government on 5 September 2019 not to recommend to proceed to Stage 2. This confirmation requires officers to explore whether there are any other options. We expect this meeting to take place in the coming weeks.



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2	Mortuary Provision	The Council on 5 March 2019 agreed to instruct the Director of Resources to bring back a business case outlining the options available to the relevant Committee in respect of a permanent Mortuary provision and take steps to help ensure that any new provision should work towards the facilities being provided in Health Board (NHS) facilities.		Sandy Beattie	Capital	Resources		D	A project structure and terms of reference for NHS Grampian and ACC require to be agreed in order to proceed with the outline business case for the new public mortuary provision. The project structure is now complete and agreed with NHS. The Terms of Reference are under development. Other work undertaken to inform the business case includes site options appraisal, also complete, with a preferred site identified at Foresterhill. The outline business case scope is currently being developed by NHS for ACC approval and subsequent presentation to committee by the end of the year.

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2									
15	Sustainable Drainage System (SUDS) Section 7	Maintenance of SuDS within the boundaries or curtilage of a private property, such as a residential driveway or a supermarket car park, is the responsibility of the land owner or occupier. The Scottish Environment Protection Agency's (SEPA's) preference is for SuDS constructed outside the boundaries or curtilage of a private property to be adopted by Scottish Water, the local authority or a public body, and as such SEPA seeks a guarantee for the long term maintenance and sustainability of any SuDS implemented.	This was due to be reported to the June meeting, however only 8 out of 32 local authorities have signed up to the MOU with Scottish Water – another 19 are considering their options. So nationally things are less advanced than we thought they would be at this stage. Signing up to the MOU commits ACC to significant costs which would increase annually as SuDS come on stream. The lack of progress at a national level gives us more time to consider our options and in particular how SuDS fit into the bigger surface water management framework. Further discussions have been requested with Scottish Water.	Alan Robertson	Operations and Protective Services	Operations	Purpose 1	D	Officers need to understand SuDS and their associated costs within the bigger surface water management framework, a paper will be prepared for the Corporate Management Team explaining the direction of travel and likely impact on our budgets. In light of the additional consultation and appraisal, a delay is required to allow a better understanding of the costs and risks to be developed. Report likely April 2020, but may be sooner.
16	Corporate Booking Policy	To seek committee approval for the implementation of a revised policy for the administration of bookings and lettings in all buildings, to coincide with the introduction of a new online lets booking system.  The Committee at their meeting on 6 June 2019 agreed that a service update be circulated prior to receiving the full report in September.	A Service update was circulated on 6 August 2019.	Andrew Jones	Corporate Landlord	Resources	2.2		

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2									
17	South College Street - Corridor Improvement - Business Case	CH&I Committee 8/11/17 - The Committee agreed to instruct the interim Head of Planning and Sustainable Development to update the business case, detailed design and cost estimate of the currently approved scheme (Option 1) and report back these details within twelve months.  Transferred form Capital Programme Committee as a result of the changes to the Terms of Reference agreed by Council.	This was due to be reported at the June meeting, however the report was delayed until the next meeting of the Committee in September 2019 to ensure the report correctly reflected decisions by committee relating to the Roads Hierarchy particularly in relation to the phased delivery of the project.	Alan McKay	Strategic Place Planning	Place	1.2.4, 1.2.5, 1.2.6 & 1.2.8		
18	Smart City Strategy	The purpose of this report is to seek approval from the Committee for the Strategy prior to implementation of the Smart City Action Plan	Now a combined report with the Smart City Action Plan due in November 2019.	Wendy Robertson	City Growth	Place	2.2	D	The draft Smart City Strategy and Action plan has been circulated to our multi agency partners for feedback and comment, with the report to go to the November committee to allow time for any subsequent amendments.
19	External Funding Plan	To seek approval of the external funding plan; to note the success of the funding team for 17/18 and to note the implications of EU Exit on future funding opportunities		Stuart Bews	City Growth	Place	Purpose 1	D	This was initially due to be reported at the June meeting, however the delay in the EU Exit has impacted on the preparation of the report. Information on the replacement UK Shared Prosperity Fund is not available yet.. Delayed to February meeting.

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2	Town Centre Capital Grant Fund	The CG&R Committee on 6 June 2019 agreed that a report be submitted to the September meeting of the City Growth and Resources Committee with further options on how the balance of the fund can be allocated.		Susan Cameron	City Growth	Place	Purpose 1 and 2	D	At this stage we are unable to report on how the balance of the fund can be allocated due to not having the final costings from the approved project. This is due to the nature of the projects, in particular the capital aspects which have required seeking input from external sources, contractors etc. A service update will be provided in October/November, in line with the deadlines for reporting to Scottish Government and a report to C,G&R is expected for 26th November Committee.

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2									
21	Local Authority Bus Services/Controlled Bus Companies	Council at its meeting on 24 June 2019 agreed to:- (1) note the amendments agreed by the Rural Economy and Connectivity Committee at Stage 2 of the Transport (Scotland) Bill, to allow local authorities such as Aberdeen City Council to run their own bus services, either directly or through arms-length companies; (2) agree that Aberdeen needs high quality, affordable, reliable public transport to allow it to perform as a major city; (3) agree there are a high number of households who do not have access to a car and for economic, environmental and social reasons a well-run public transport system is essential; and (4) agree, therefore, to instruct the Director of Resources to contact those involved in the proposed sale of First Aberdeen noting the Council's interest and to report back to the City Growth and Resources Committee or Urgent Business Committee with details of how the Council might make a bid for First Aberdeen."		Chris Cormack	Strategic Place Planning	Place	Purpose 2 and 6, Remit 2.2		
22	Aberdeen City Region Deal – Strategic Transport Appraisal – STAG Pre-Appraisal Options	To report and agree the outcomes of the Strategic Transport Appraisal, Option Generation and Sifting Exercise		Ken Neil	Strategic Place Planning	Place	2.2		
23	Aberdeen City's Affordable Housing Delivery Programme	The purpose of this report is to provide an update on the Aberdeen City affordable housing delivery programme.		Mel Booth	Strategic Place Planning	Place	Purpose 4 & 5		
24	Strategic Housing Investment Plan – 2020/21 – 2024/25	The purpose of this report is to seek approval of the Strategic Housing Investment Plan (SHIP) for the period 2020/21 – 2024/25 which is due to be submitted to the Scottish Government by 25 October 2019		Mel Booth	Strategic Place Planning	Place	Purpose 4 & 5		

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2									
25	Performance Management Framework Reporting – Place Function and 2018-19 Resources Statutory Performance Indicators	To inform Members of service delivery performance, commitments and priorities relating to City Growth and Place Services as reflected within the Council's commissioning intentions and the Council Delivery Plan 2019/20		Alex Paterson	Business Intelligence and Performance Management	Commissioning	Purpose 5		
26	External Funding for Transportation Projects	To advise Elected Members of external funding opportunities for transportation projects and to approve participation in these projects should they be successful.		Amye Ferguson	Strategic Place Planning	Place	Purpose 5 and Remit 1.2		
27	Disposal of Westburn House	to advise members of the outcome of the marketing of Westburn House, Westburn Road, and seek approval for the next course of action		Cate Armstrong	Corporate Landlord	Resources	3.4		
28	Commemorative Plaque for Louisa Lumsden	To seek approval for the erection of a commemorative plaque for Louisa Lumsden.		Jenny Brown/Ross MacLennan	City Growth	Place	Purpose 6		
29	Disposal of Rosehill House	To report to elected members on the outcome of the marketing campaign		Peter Thatcher	Corporate Landlord	Resources	3.4		
30	Sale of Site 26, Greenbank Road	This report is to advise members of a proposal to sell the Council's interest in the site to the sitting Tenant.		Neil Strachan	Corporate Landlord	Resources	3.4		
31	Expansion of Early Learning and Childcare – Phase 2 Projects	To outline details of planned projects within Phase 2 of the Early Learning and Childcare (ELC) expansion programme, and to seek delegation of authority for the Chief Officer - Capital to approve business cases and to undertake procurement in order to successfully deliver these projects within the timescales set by Scottish Government.		Andrew Jones	Corporate Landlord	Resources	Purpose 2 & 5; Remit 1.2.5 & 1.2.7		
32			<b>30 October 2019 (Special)</b>						
33	Council Financial Performance, Quarter 2, 2019/20	To present the Council's financial position for the quarter.		Lesley Fullerton	Finance	Resources	1.2		

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2			26 November 2019						
34									
35	Workplans and Business Cases - Capital	To present if there are any) the procurement workplans for review and to seek approval of the estimated expenditure on the procurement business cases.		Craig Innes/Carol Wright	Commercial and Procurement	Commissioning	Purpose 2		
36	Review of School Estate	Council on 6/3/18 agreed to instruct the Chief Officer – Corporate Landlord to bring a review of the School Estate report within the next 9 months to the Education Operational Delivery Committee, thereafter to forward the report to the Capital Programme Committee.  Transferred from the Capital Programme Committee Planner in line with the changes to the Terms of Reference agreed by Council.		Stephen Booth	Corporate Landlord	Resources			
37	Community Transfer - Leased Community Centres	Council on 5 March 2019 agreed to instruct the Chief Officer - Early Intervention and Community Empowerment to progress Community transfer discussions with Management Committees of leased Community Centres and report back to the relevant committee.		Derek McGowan	Early Intervention and Community Empowerment	Customer			
38	Aberdeen Adapts: Aberdeen's Climate Adaptation	The City Growth and Resources Committee on 25 April 2019 agreed to instruct the Chief Officer - Strategic Place Planning, to arrange for public consultation of the proposed Aberdeen Adapts: Climate Adaptation Framework and to report back to City Growth and Resources Committee on 26 November 2019 with:- • An update on governance proposals for Aberdeen Adapts; • The findings of the public consultation; and • A final version of Aberdeen Adapts and associated Environmental Report for approval and publication.		Alison Leslie	Strategic Place Planning	Place	2.2		

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2									
39	Smart City Action Plan	The purpose of this report is to seek approval from the Committee for the implementation of the Smart City Action Plan		Wendy Robertson	City Growth	Place	2.2		
40	Sustainable Urban Mobility Plan	The CG&R Committee on 6 June 2019 agreed to instruct the Chief Officer – Strategic Place Planning to proceed with public and stakeholder consultation on the draft SUMP and report back to this Committee with a finalised SUMP in November 2019, thus completing this key CIVITAS PORTIS work package.		Will Hekelaar	Strategic Place Planning	Place	2.2		
41	Risk Register for Place	To provide an updated risk register		Pauline Wilkinson	Strategic Place Planning & City Growth	Place			
42	Finance Performance - Indicative Budget Options	The City Growth and Resources Committee on 31 July 2019 agreed to instruct the Chief Officer – Finance to submit a report to the 26 November 2019 meeting of the City Growth and Resources Committee containing indicative budget options for the financial year 2020/21		Lesley Fullerton	Finance	Resources	1.2		
43	Climate Change Report 2018/2019	The purpose of this report is to approve the mandatory Climate Change Report (CCR) submission to the Scottish Government to ensure compliance with the requirements of Part 4 of the Climate Change (Scotland) Act 2009 and request the Chief Executive Officer signs off the submission. This report is due for submission to Sustainable Scotland Network (SSN) the 30th of November 2019 covering the financial year 2018/2019.		Oluwatoyin Fatokun	Strategic Place Planning	Place	Purpose 4 & 5		
44	Unrecoverable Debt	To advise numbers and values of Council Tax, Non-Domestic Rates and Housing Benefit Overpayments made unrecoverable during 2018/19 as required in terms of Financial Regulations and approve Non-Domestic Rates write offs in excess of £25,000		Wayne Connell	Customer Experience	Customer	1.2		



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2									
45	Low Emission Zone Objectives and Progress	To advise Members of work undertaken to date to identify the optimum form and scope of a Low Emission Zone (LEZ) in Aberdeen, and to agree a set of objectives for the study going forward.		Will Hekelaar	Strategic Place Planning	Place	Purpose 6 & Remit 2.2		
46	Heat Network Torry - Phase 1	The Capital Programme Committee on 19/3/19 agreed to note that the business case was not included in the report before Council on 4 March and that this item would transfer to the City Growth and Resources Committee and that the Director of Resources would determine which committee cycle the report would be presented to that Committee.		Bill Watson	Capital	Resources			
47			06 February 2020						
48	Performance Management Framework Report – City Growth and Place Services	To inform Members of service delivery performance, commitments and priorities relating to City Growth and Place Services as reflected within the Council's commissioning intentions and the Council Delivery Plan 2019/20		Alex Paterson	Business Intelligence and Performance Management	Commissioning	Purpose 5		
49	Granite City Growing – Aberdeen Growing Food Together	strategy for approval following public consultation		Sandy Gustar	Strategic Place Planning	Place	2.2		
50			23 April 2020						

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2									
51	Bridge of Dee West - Walking/Cycling Improvements	Approval to begin detailed design.	This was originally due in April 2019, however the complexity of this project and proximity of the Special Area of Conservation (River Dee) means that further work is required. The impact of the AWPR requires to be factored in and additional traffic counts and modelling are due to be carried out later this year which will help determine the scope of the project and the commissioning intentions. Report due possibly April 2020.	Kevin Pert	Strategic Place Planning	Place	2.2		
52	Performance Management Framework Report – City Growth and Place Services	To inform Members of service delivery performance, commitments and priorities relating to City Growth and Place Services as reflected within the Council's commissioning intentions and the Council Delivery Plan 2019/20		Alex Paterson	Business Intelligence and Performance Management	Commissioning	Purpose 5		
53			<b>18 June 2020</b>						
54	Performance Management Framework Report – City Growth and Place Services	To inform Members of service delivery performance, commitments and priorities relating to City Growth and Place Services as reflected within the Council's commissioning intentions and the Council Delivery Plan 2019/20		Alex Paterson	Business Intelligence and Performance Management	Commissioning	Purpose 5		
55			<b>29 July 2020 (Special)</b>						

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2									
56	Council Financial Performance, Quarter 1, 2020/21	To present the Council's financial position for the quarter.		Lesley Fullerton	Finance	Resources	1.2		
57			19 August 2020						
58	Car Parking Strategy	The CG&R Committee on 6 June 2019 agreed to note the findings of the SCPR and instruct the Chief Officer – Strategic Place Planning to develop a draft Car Parking Strategy and to report back to this Committee in summer 2020		Will Hekelaar	Strategic Place Planning	Place			
59			28 October 2020						
60	No reports scheduled at this time.								
61			Date TBC						
62	Impact on Aberdeen of Scottish Government Funding	Council on 5/3/18 agreed as part of our commitment to Civic Leadership and Urban Governance instruct the Chief Executive to bring a report to the City Growth and Resources Committee working with partners to include our ALEOs, Aberdeen and Grampian Chamber of Commerce, Aberdeen Burgesses Federation of Small Businesses, Opportunity North East, and Scottish Enterprise to assess the impact on Aberdeen of Scottish Government funding in comparison to the funding received by other local authorities and identify how the council can encourage the Scottish Government to provide a better financial settlement for Aberdeen.		Richard Sweetnam	City Growth	Place	1.2		

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2									
63	Building Performance Policy	CH&I Committee 2017 agreed to instruct officers within Communities, Housing and Infrastructure to undertake scrutiny of policy compliance and report back to committee with an annual review and progress report in 12 months, envisaged to be May 2018.	Delayed from September 2018 Meeting as this policy could only be applied to projects at concept stage, projects have not advanced enough to assess the policy's effectiveness. Work is ongoing with services to assess any changes which may be required to the policy. A service update was circulated on 30 August 2018.	David Dunne	Strategic Place Planning	Place			
64	Energy Plan for Aberdeen	CH&I Committee on 16 January 2018 agreed to instruct the Interim Director of Communities, Housing and Infrastructure to report back to CH&I Committee when the energy plan is complete.	The report was initially on the Planner for the November 2018 meeting. The Energy Plan will be developed in the context of other ongoing energy projects. A report will be submitted after April 2019		Strategic Place Planning	Place	Purpose 6 and Committee Decision		

[illegible]

	A	B	C	D	E	F	G	H	I
	Report Title	Minute Reference/Committee Decision or Purpose of Report	Update	Report Author	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
2									
67	CCTV and Traffic Management Services - Marischal College Relocation	The Council on 5 March 2019 agreed to instruct the Chief Officer - Corporate Landlord to work with Police Scotland and the private sector to relocate the CCTV and Traffic Management to the same location within Marischal College and to explore further synergies of co-locating services within Marischal College with business cases to be presented to the relevant Committee as required		Stephen Booth	Corporate Landlord	Resources			
68	Marywell to A956 Wellington Road – Cycle Path (RCD5394) 19/20	The CG&R Committee on 6 June 2019 agreed to instruct the Chief Officer – Capital and Chief Officer – Strategic Place Planning to undertake detailed design and cost estimates of the Preferred Route and connections, and to report back to this Committee for approval to construct in due course.	Discussions are continuing with an external funder regarding funding the design stage of the project. Once funding is confirmed the scheme will be progressed by the Roads Projects team (updated on 26 August 2019)	Kevin Pert	Strategic Place Planning	Place	2.2		
69			<b>Date TBC - Estimated 2021</b>						
70	External Transportation Links to Aberdeen South Harbour - STAG Part 2	The City Growth and Resources Committee on 18 September 2018 agreed to instruct the Chief Officer – Strategic Place Planning to conduct a STAG Part 2 Appraisal, to consider the eight options identified in the STAG Part 1 report, as detailed in section 3.4, and that consideration be given to the emerging options from the STAG Part 1 External Transportation Links to Aberdeen South Harbour and ensure that both STAG Part 2 reports are submitted to this committee for consideration at the same time.	Given the length of time needed to undertake a full STAG 2 Appraisal, we wouldn't expect this work to be complete until late 2020 so we would be anticipating reporting March/April 2021 (or nearest appropriate committee around that time).	Gale Beattie	Strategic Place Planning	Place	2.2		

	A	B	C	D	E	F	G	H	I
	Report Title	Minute Reference/Committee Decision or Purpose of Report	Update	Report Author	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
2									
71	Wellington Road Multimodal Corridor Study - STAG Part 2	The City Growth and Resources Committee on 18 September 2018 agreed to instruct the Chief Officer – Strategic Place Planning to conduct a STAG Part 2 Appraisal, to consider the eight options identified in the STAG Part 1 report, as detailed in section 3.4, and that consideration be given to the emerging options from the STAG Part 1 External Transportation Links to Aberdeen South Harbour and ensure that both STAG Part 2 reports are submitted to this committee for consideration at the same time.	Given the length of time needed to undertake a full STAG 2 Appraisal, we wouldn't expect this work to be complete until late 2020 so we would be anticipating reporting March/April 2021 (or nearest appropriate committee around that time).	Will Hekelaar/Gale Beattie	Strategic Place Planning	Place	2.2		
72	St Peter's School - Long Terms Education Provision	<p>ECS Cttee 16th Nov ' 17 - to instruct the Head of Policy, Performance and Resources to undertake a feasibility study to identify improvements to Riverbank School and the associated costs, including the costs of bringing up to category A and to report to the Committee at its meeting in January 2018.</p> <p>The EODC on 17/9/19 agreed:-  <u>St Peter's RC School</u>            (1) to relocate St Peter's RC School to the existing Riverbank School building, after the new replacement Riverbank School has opened, with effect from August 2022 or as soon as possible thereafter, subject to the condition of the Riverbank building first being improved to a category A status; and            (2) to refer the proposal for investment works to improve the condition of the Riverbank building to a category A status to the Council Budget meeting in March 2020.</p>		Maria Thies	Corporate Landlord	Resources		R	Recommended Removal of this item from the Planner as a result of the decision taken by the EODC on 17/9/2019 (see column 2 opposite)

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## ABERDEEN CITY COUNCIL

<b>COMMITTEE</b>	City Growth and Resources Committee
<b>DATE</b>	26 <sup>th</sup> September 2019
<b>EXEMPT</b>	No
<b>CONFIDENTIAL</b>	No
<b>REPORT TITLE</b>	Performance Management Framework Reporting – Place Function and 2018-19 Resources Statutory Performance Indicators
<b>REPORT NUMBER</b>	COM/19/357
<b>DIRECTOR</b>	Steve Whyte
<b>CHIEF OFFICER</b>	Martin Murchie
<b>REPORT AUTHOR</b>	Alex Paterson
<b>TERMS OF REFERENCE</b>	2.2

### 1. PURPOSE OF REPORT

- 1.1 The purpose of this report is to present Committee with the status of key performance management framework measures relating to (a) the City Growth and Strategic Place Planning Clusters; and (b) supplemental Statutory Performance Indicator measures relating to the Resource function.

### 2. RECOMMENDATION(S)

That the Committee

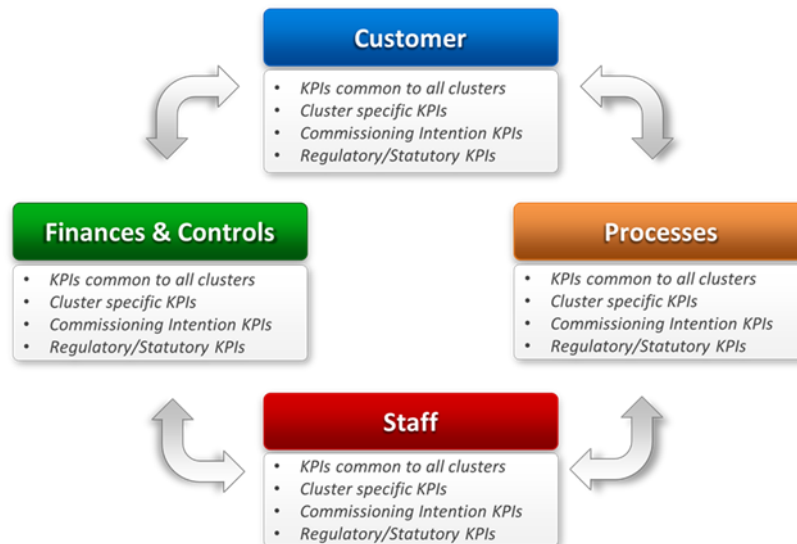
- 2.1 Scrutinises and offers comment on the performance information contained in the attached appendices; and
- 2.2. Approves publication of the Statutory Performance Indicator suite relating to both Place and Resource functions in line with the Public Performance Reporting requirements of Best Value guidance.

### 3. BACKGROUND

- 3.1 On 28<sup>th</sup> 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 5<sup>th</sup> March 2019.

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



- 3.3 Appendix A provides an overview of current performance across the Place function, in line with the Framework above, with reference to recent trends and performance against target, reflecting the reporting templates which were noted at the meeting of this Committee on 6<sup>th</sup> June 2019.
- 3.4 The Council's Public Performance Reporting obligations, including the annual publication of a suite of Statutory Performance Indicators, outlining the annual performance of services, are embedded within this Framework
- 3.5 The Statutory Performance Indicator detail contained within Appendices A and B ensures that the Committee is fully apprised of performance against those services which are within its remit. Indicator measures relating to Operational Delivery and Staff Governance committees, incorporating a range of operational and employee metrics, along with qualitative Indicators, are reported separately to those committees.
- 3.6 Additional outcome-based performance measures for in-house delivery against the LOIP, and, subsequently enabling Functions contributing outcomes and services which do not directly deliver the LOIP, will be developed iteratively in future Performance Management Framework reports across the Council, supporting the continuing sequential work around implementing Stages 4 and 5 Council's Strategic Commissioning Approach, which will span the 2019/20 financial year.
- 3.7 Progress to date on implementation of the Approach, and the role of effective

performance management in facilitating a 'Commissioning Council' was reflected in the report presented to the Strategic Commissioning Committee on 28<sup>th</sup> August 2019.

- 3.8 Within the summary dashboards (Appendices A and B) 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
<b>Financial</b>	No related financial risks.	L	N/A
<b>Legal</b>	The Council fails to meet requirements relating to the Public Performance Reporting	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.
<b>Employee</b>	No related employee risks	L	N/A

<b>Customer</b>	Lack of sufficient access to information for citizens	L	Placing of information in the public domain contributed to by this report
<b>Environment</b>	That the Council fails to make best use of resources and materials	L	The increasing use of digital data gathering and circulation for reporting purposes serves to limit use of materials
<b>Technology</b>	Available technology is not utilised to full effect or used inappropriately for purpose	L	Best practice data management and sharing (GDPR compliance) sits at the centre of the Council's digital data reporting framework
<b>Reputational</b>	That the Council fails to communicate openly and effectively in scrutiny of service delivery	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
<b>Prosperous Economy</b>	<p>The activities reflected within this report support the delivery of LOIP Stretch Outcomes 1 and 2</p> <p>Stretch Outcome 1: "10% increase in employment across priority and volume growth sectors by 2026" and</p> <p>Outcome 1 Improvement Project Aims:</p> <p>Stimulate a 5% increase in the number of start-up businesses in growth sectors by 2021.</p> <p>Increase the number of people employed in growth sectors (digital/ creative; food and drink; life sciences; tourism; social care and health and construction) by 5% by 2021.</p> <p>Stretch Outcome 2 – "90% of working people in Living Wage employment by 2026 (Aberdeen Prospers)</p>

	<p>Outcome 2 Improvement Aims:</p> <p>Increase the number of people from priority groups (care experienced young people, people with convictions, people with housing need) employed by public sector partners by 2021.</p> <p>90% of employers reporting that they have appropriately skilled people in their workforce by 2026</p>
<b>Prosperous People</b>	<p>This report captures activity which contributes to delivery of Stretch Outcomes 5 and 6 –</p> <p>Stretch Outcome 5 - “95% of care experienced children and young people will have the same levels of attainment in education, emotional wellbeing, and positive destinations as their peers by 2026</p> <p>Outcome 5 Improvement Aim:</p> <p>Increase the number of care experienced young people accessing a positive and sustained destination by 25% by 2022</p> <p>Stretch Outcome 6 - “95% of children living in our priority localities will sustain a positive destination upon leaving school by 2026”</p> <p>Outcome 6 Improvement Aim</p> <p>Increase the number of young people living in Quintiles 1,2 and 3 who achieve a sustained positive destination by working with communities to 90% by 2022</p>
<b>Prosperous Place</b>	<p>The report reflects on activity which contributes to Stretch Outcome 15:</p> <p>Stretch Outcome 15 - “38% of people walking and 5% of people cycling as main mode of travel by 2026” (Sustainable City Group)</p> <p>Outcome 15 Improvement Aims</p> <p>Increase % of people who walk as main mode of travel to 31% by 2021</p> <p>Increase % of people who cycle as main mode of travel to 3% by 2021</p>

<b>Design Principles of Target Operating Model</b>	
	<b>Impact of Report</b>
<b>Customer Service Design</b>	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.
<b>Organisational Design</b>	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.
<b>Governance</b>	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
<b>Workforce</b>	The performance report does and will continue to support understanding of the role and development of the workforce.
<b>Process Design</b>	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.
<b>Technology</b>	Technology is being used both in the capture and analysis of data and in the improvement planning of services.
<b>Partnerships and Alliances</b>	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

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

**9. BACKGROUND PAPERS**

[Aberdeen City Council Delivery Plan Strategic Commissioning Approach](#), Strategic Commissioning Committee. 28<sup>th</sup> August 2019  
[Special Meeting for Quarterly Reporting](#), City Growth and Resources Committee, 31<sup>st</sup> July 2019

**10. APPENDICES (if applicable)**

Appendix A – Place Function Performance Management Framework  
Appendix B – Resources Function Statutory Performance Indicator Dashboard

**11. REPORT AUTHOR CONTACT DETAILS**

Alex Paterson  
Strategic Performance and Improvement Officer  
[apaterson@aberdeencity.gov.uk](mailto:apaterson@aberdeencity.gov.uk)  
01224522137








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## Appendix A - Performance Management Framework Report – City Growth and Strategic Place Planning Clusters

## City Growth Cluster

## 1. Customer













Performance Measure	2018/19	Quarter 1 2018/19	Quarter 2 2018/19	Quarter 3 2018/19	Quarter 4 2018/19	Quarter 1 2019/20	2019-20 Target	Status	Long Trend
	Annual Baseline Value	Value	Value	Value	Value	Value			
Total No. complaints received (stage 1 and 2) – City Growth	3	0	2	0	1	0			
% of complaints resolved within timescale stage 1 and 2) – City Growth	100%		100%		100%		75%		
% of complaints with at least one point upheld (stage 1 and 2) – City Growth	66%		100%		0%				
*Total No. of lessons learnt identified (stage 1 and 2) – City Growth	0		0		0				









\* Further Customer Demand PI's under development

\*\*Lessons learnt referred to in 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.

## 3. Processes

## Cluster Level Measures – Local Indicators




Performance Indicator	2018/19		Quarter 1 2018/19		Quarter 2 2018/19		Quarter 3 2018/19		Quarter 4 2019-20		Quarter 1 2019/20	
	Annual Baseline Value	Long Trend	Value	Short Trend	Value	Short Trend	Value	Short Trend	Value	Short Trend	Value	Short Trend
Number of visits to Museums and Galleries venues in person	104,111		28,042		38,203		20,385		17,481		28.762	
Number of participants in Activity Agreement/No One Left Behind (NOLB) Employability Funding Stream	65		10		27		15		12		17	

Performance Indicator	Quarter 1 2019-20		Quarter 2 2019-20		Quarter 3 2019-20		Quarter 4 2019-20	
	Value	Status	Value	Status	Value	Status	Value	Status
Percentage of participants progressing to a positive outcome within 6 weeks of NOLB action plan completion *	80%							
Number of participants progressing to a positive outcome within 6 weeks of NOLB action plan completion **	**							









**\*Explanatory Narrative – No One Left Behind Measure**

The former Activity Agreements programme has been replaced by the 'No One Left Behind' strategy and has introduced an extended age range and a revised suite of reportable outcome measures which are not directly comparable with the previous local outcome indicator ('The proportion of Activity Agreement Completers achieving a positive destination per quarter') This revised programme is in the process of being rolled out.

\*\*Participant data against this measure has been suppressed for Quarter 1 as publication could lead to the identification of individuals due to the cohort numbers involved

Performance Indicator	2016-17		2017-18		2018-19	
	Value	Status	Value	Status	Value	Status
The number of participants in Council operated/funded Employability programmes ( see CG SPI 4 below) *	905		1,120		813	

**Cluster Level – Statutory Performance Indicators**

Performance Indicator	2017-18		2018-19		Short Trend	Long Trend
	Value	Status	Value	Status		
CG SPI 1 The number of visits to/usages of Council funded museum and gallery services	844,045		968,414			
CG SPI 4 % Unemployed People Assisted into work from Council operated / funded Employability Programmes (model-based – as % of City unemployment)*	5.8%		6.6%			

**\*Explanatory Narrative – Employability Measures**

In total, 813 people received council funded or operated employability support in 2018/19 and 272 (33.4%) of them secured work. In 2017-18, the comparable outcome was 29.5%.The linked measure captured above at CG SPI 4 aligns directly with the SLAED national indicator suite (used for benchmarking purposes), and is based on Claimant Count information from the Department of Work and Pensions as a denominator This information, at the snapshot point, recorded a total of 4,121 claimants within the City

## Cluster Level - Qualitative Statutory Performance Indicators

### CG SPI 2 City Investment Programme

Invest Aberdeen was launched in August 2018 as a joint partnership between Aberdeen City Council and Aberdeenshire Council to act as the inward investment hub for Aberdeen City and Shire offering a tailored service across a wide range of criteria and one point of contact to businesses interested in locating in the region or supporting property investors and developers seeking to invest. Invest Aberdeen has a professional, collaborative approach which seeks to respond to the needs of investors and businesses alike and facilitates access to a wide range of partners across the city.

In attracting and retaining investors to the city, the Invest Aberdeen team seeks to provide a quality service that includes: business development and support, investment incentive guidance, assistance building a skills and recruitment package, access to partners and networks, investment advice and local market intelligence, marketing support to promote local success stories, dedicated aftercare for new business to the city region and linking them to relevant local events and networks.

Key accomplishments in this initial period included:

73 inward investment and regional growth inquiries ranging from the relocation of energy supply chain companies through to significant capital investment and expansion of local food and drink companies, covering all the Regional Economic Strategy (RES) priority sectors; 46 investment and regional growth leads proactively generated, introducing potential investors to opportunities in the city region by the team actively targeting investors through networks and speculative approaches.

Outputs from this work covered a range of engagement and networking events:

A series of successful launch events took place, both in Aberdeen and at other national and international level with two local stakeholder engagement events followed by a programme of one-to-one and team-to-team engagements to identify areas of common ground and scope out collaboration; significant engagement activity has been undertaken with leads within the priority growth sectors from the RES, with Invest Aberdeen officers embedded within sector forums and business groups, and the team worked with stakeholders to develop sector propositions providing an overview of Aberdeen's key sector capabilities which have been used by UK and Scottish stakeholders, which included development and publication of an Invest Aberdeen property portfolio, launched

Invest Aberdeen was a lead partner to the Scotland Government led Pavilion at MIPIM in March 2019, alongside Invest Glasgow and Invest in Edinburgh. This was the first year for a Scottish Government led presence at the show and as a result the Aberdeen delegation was able to host a series of private 'one to one' meetings with 17 investors. 13 follow up meetings have occurred, with four further meetings to discuss specific investment opportunities that are of direct interest to investors. These meetings are, in the main, with international investment houses, fund managers and potential developer partners, looking at securing investment in schemes such as Aberdeen Harbour South, the Council's housing programme and Queen Street. These discussions are at early stages.

### CG SPI 3 City Growth Projects

The Council's Projects Team has had an extremely successful 2018/2019 period with many milestone achievements and significant project progress, notably with the TECA complex ( P&J Live) completion, appointment of SMG as operator and the energy centre is operational. Broad Street was one of the first CCMP project with construction completing in 2018, a significant city centre contribution to compliment the new Marischal Square development.

Within the hydrogen programme, a new city hydrogen training course was created to be delivered at Aberdeen College through the FC Train project, underpinning the City's commitment to skills development. Additionally, Aberdeen has the most varied fleet of hydrogen vehicles on trial in the UK, operating cars, buses, road sweepers, vans and refuse collection vehicle. A city first was the availability for the public to hire a hydrogen car through the Co-Wheels car club. The City also hosted a range of cities, regions and organisations to share our world leading hydrogen project experiences and visitors from all over the world have visited Aberdeen to have site tours and presentations. This interest has also translated into the Department of Trade & Investment pitching Aberdeen as a key investment city for energy transition.

### CG SPI 5 Events and Exhibitions Programme

In 2018-19, the City Events Team facilitated over 100 events through the Aberdeen's Safety Advisory Group platform, delivered a core programme of 16 events and supported the delivery of 3 Event365 events. The events team also developed a comprehensive event guide intended to support external event organisers by empowering them to deliver safe and successful events ([www.aberdeencity.gov.uk/eventguides](http://www.aberdeencity.gov.uk/eventguides)).

The major events run and supported by the Events Team included the OVD Energy Tour Series, Great Aberdeen Run, NuArt, Look Again, Grampian Pride, Celebrate Aberdeen, Aberdeen Highland Games, Christmas Lights Switch on Parade featuring the SHUMA Up Helly Aa Vikings, Christmas Village and Hogmanay.

During the year, the Museums and Galleries Service hosted two major exhibitions at Aberdeen Maritime Museum. These featured the work of contemporary artists who have lived and worked in the North East and were complemented by works from the City's Collections. This programme was a springboard for a range of workshops and activities which targeted families, young people and adult audiences including those with a diagnosis of dementia.













The Maritime Museum hosted two major exhibitions during the year, both of which were well supported and met with positive critical feedback from the general public which, it is hoped will be reflected in part, in the future publication of Scottish Household Survey assessments of satisfaction with Museum and Gallery services in the City, due in December.

5 May – 28 October 2018: View from the Deck: Sue Jane Taylor.

10 November 2018 – April 2019: Paul Duke: At Sea – A Conversation in time

Details of the expanded exhibition and galleries programme for 2019-20, including planning for the re-opening of the Aberdeen Art Gallery later this autumn, are largely finalised with officers working across community and partner organisations to maximise engagement opportunities across the various venues and curator teams.

## Cluster Level Measures – National Indicators



Performance Indicator	2016-17		2017-18		2018-19	
	Value	Status	Value	Status	Value	Status
Proportion of 16-19-year olds in a positive participation destination (based on age profiled cohort of 6,527 individuals recorded through Skills Development Scotland CSS database)	89.4%		89.8%		89.7%	
Numbers employed in Creative & Cultural business enterprises	4,550		4,040		October 2019	
Number of business enterprises involved in Creative and Cultural sectors	915		855		October 2019	
Proportion of city properties with availability of superfast broadband *	91.0%		91.7%		88.2%*	








## \*Explanatory Narrative – Broadband Measure

OFCOM metrics and metadata definitions covering broadband data changed in September 2018 so the figure for 2018-19 represents a new baseline and is not directly comparable with previous year outcomes. The lead service is currently reviewing the recent national dataset release to identify the most appropriate local measures for future reporting. The national figure from the most recent release, based on 32 Scottish LA datasets, was 47.2% with Aberdeen retaining its position in third place.

An extended range of national framework Economic Development measures relating to the Process theme is captured annually through publication of the national [SLAED National Headline Indicator Report](#), [SDS Annual Participation Measure Report](#) and Scottish Growth Sector statistics releases









## 4. Staff

Performance Measure	2018/19	April 2019	May 2019	June 2019	Status	Long Trend - Monthly
	Annual Baseline Value	Value	Value	Value		
Average number of days lost through sickness absence – City Growth (rolling 12 months)	7.6	7.2	7.6	6.6		

Performance Measure	2018/19	Quarter 2 2018/19	Quarter 3 2018/19	Quarter 4 2018/19	Quarter 1 2019/20	Status	Long Trend - Quarterly
	Annual Baseline Value	Value	Value	Value	Value		
H&S Employee Reportable by Cluster – City Growth	0	0	0	0	0		
H&S Employee Non-Reportable by Cluster – City Growth	4	2	1	1	1		
H&S Near Misses by Cluster – City Growth	2	0	0	2	0		
Establishment actual FTE – City Growth (quarterly snapshot)		127.82	123.12	122.34	115.9		



## 5. Finance &amp; Controls ^

Performance Indicator	Quarter 1 2019-20		Quarter 2 2019-20		Quarter 3 2019-20		Quarter 4 2019-20	
	Value	Status	Value	Status	Value	Status	Value	Status
Revenue Budget - % Expenditure v Budget (Full Year) – City Growth ^^	July Finance Report*		Finance Report		Finance Report		Finance Report	
Staff Expenditure – % spend to full year budget profile – City Growth	23.8%							



\* [Aberdeen City Quarterly Financial Statement, Quarter 1 2019-20](#) Additional Function level data relating to capital spend and financial performance is provided through City Growth and Resources (Finance) reporting.






^Work is ongoing to develop individual cluster-based Control measures which will be reflected in future reporting.

^^Quarterly net budget profiles and variances for City Growth are influenced by the timings of project expenditure, and revenue receipts from significant external funding streams, across the fiscal year affecting Business Trade and Growth, Employability and Development functions in particular.

Strategic Place Planning

## 1. Customer \*









Performance Measure	2018/19	Quarter 2 2018/19	Quarter 3 2018/19	Quarter 4 2018/19	Quarter 1 2019/20	2019/20 Target	Status	Long Trend - Quarterly
	Annual Baseline Value	Value	Value	Value	Value			
Total No. complaints received (stage 1 and 2) – Strategic Place Planning	13	4	4	5	1			





Performance Measure	2018/19	Quarter 2 2018/19	Quarter 3 2018/19	Quarter 4 2018/19	Quarter 1 2019/20	2019/20 Target	Status	Long Trend - Quarterly
	Annual Baseline Value	Value	Value	Value	Value			
% of complaints resolved within timescale stage 1 and 2) – Strategic Place Planning	69.2%	50%	100%	60.0%	100%	75%		
% of complaints with at least one point upheld (stage 1 and 2) – Strategic Place Planning	61.5%	75%	100%	20%	0%			
Total No. of lessons learnt identified (stage 1 and 2) – Strategic Place Planning *	3	3		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.

## 2. Processes

### Service Level Measures – Local Indicators

Performance Indicator	2016-17		2017-18		2018-19		Long Trend - Annual
	Value	Status	Value	Status	Value	Status	
Percentage and number of major planning applications subject to processing agreement *	11.7 % (2)		42.5% (6)		56.3% (9)		
Percentage and number of planning applications subject to pre-application advice*	36.1% (423)		28.6% (322)		48.6% (417)		










Performance Indicator	2016-17		2017-18		2018-19		Long Trend - Annual
	Value	Status	Value	Status	Value	Status	
Percentage and number of applications valid on receipt*	39.3% (461)		19.3% (216)		47% (403)		

Performance Indicator	Quarter 1 2019-20		Quarter 2 2019-20		Quarter 3 2019-20		Quarter 4 2019-20	
	Value	Status	Value	Status	Value	Status	Value	Status
Percentage of first reports, (for building warrants and amendments) issued within 20 working days **	98.2%							

\* These measures align with the annual National Headline Indicator suite submission. An extended range of Strategic Place Planning measures relating to both Customer and Process themes is captured annually through publication of the Councils [Planning Performance Framework Report](#) document

\*\*This performance indicator measures the time taken to provide a first technical report for all warrant and amendment to warrant applications, which is part of the national reporting suite. The performance target set by the Scottish Government is that 95% of first reports, (for building warrants and amendments), should be issued within 20 working days.

#### Service Level Measures – Statutory Performance Indicators

Performance Measure	2017/18	2018/19	Status	Short Trend	Long Trend
	Value	Value			
SP SPI 3a Average Determination Times of Major Development Planning Applications (weeks)*	23.1	19.9			
SP SPI 3b Average Determination Times of Non-Householder Local Planning Applications (weeks)*	10.2	8.1			
SP SPI 3c Average Determination Times of Householder Planning Applications (weeks)*	7.3	6.8			

\*The Scottish Government publishes national data on Annual Planning Performance at local authority level on a consistent basis [National Planning Performance Framework](#)

#### Cluster Qualitative Statutory Performance Indicators \*

##### SP SPI 2 Supporting Sustainable Development



This Indicator highlights ongoing partnership work on sustainability; including transport projects, energy and housing initiatives, flood management, community resilience and natural environment projects. Progress has continued with several EU partnership projects looking at sustainable travel, flood monitoring and the development of blue/green infrastructure in Aberdeen. This resulted in the completion of a new flood alleviation project increasing city resilience and delivering multiple benefits for the city.








Aberdeen City Council submitted a Climate Change Report in 2018, outlining progress with a range of work to reduce corporate emissions, to adapt to the impacts of climate change, as well as highlighting city wide actions to address climate change. Work to implement ACC's Climate Improvement programme, will help to mainstream sustainable development throughout corporate functions. Work has also taken place to reduce the use of plastic disposable products in ACC premises.

Low carbon initiatives\* for the City in this period included progress in the planning and development of sustainable travel infrastructure, including widening access to hydrogen refuelling and transport options, the expansion of electric vehicle charging points and work to develop the Roads Hierarchy and Sustainable Urban Mobility Plan. Aberdeen retained Fairtrade City status in 2018, following a renewal process and submission of a 2-year action plan. Acknowledging local work to encourage and support sustainable development, the ACC Ecocity Awards received an increased number of submissions in 2018.

\* Information on SP SPI 1 against the Sustainable Energy theme, partially covered through Public Bodies Duties reporting and Council returns as part of the Carbon Reduction Commitment, will be made available in November. A narrower figure covering Carbon Emissions from corporate energy usage is captured at CL SPI 4 in Appendix B









3. Staff

Performance Measure	2018/19	April 2019	May 2019	June 2019	Status	Long Trend - Monthly
	Annual Baseline Value	Value	Value	Value		
Average number of days lost through sickness absence – Strategic Place Planning (rolling 12 months)	3.2	3.1	3.5	3.8		

Performance Measure	2018/19	Quarter 2 2018/9	Quarter 3 2018/19	Quarter 4 2018/19	Quarter 1 2019/20	Status	Long Trend - Quarterly
	Annual Baseline Value	Value	Value	Value	Value		
H&S Employee Reportable by Cluster – Strategic Place Planning	1	0	1	0	0		
H&S Employee Non-Reportable by Cluster – Strategic Place Planning	1	0	0	0	1		
H&S Near Misses – Strategic Place Planning	6	3	1	0	1		
Establishment actual FTE – Strategic Place Planning (quarterly snapshot including HRA funded posts)		131.19	124.36	122.67	122.5		












\*

## 4. Finance &amp; Controls ^^

Performance Indicator	Quarter 1 2019-20		Quarter 2 2019-20		Quarter 3 2019-20		Quarter 4 2019-20	
	Value	Status	Value	Status	Value	Status	Value	Status
Revenue Budget - % Expenditure v Budget (Full Year) – Strategic Place Planning	July Finance Report*		Finance Report		Finance Report		Finance Report	
Staff Expenditure – Spend to full year budget profile – Strategic Place Planning	24.4%							

\* [Aberdeen City Quarterly Financial Statement, Quarter 1 2019-20](#) Additional Function level data relating to capital spend and financial performance is provided through City Growth and Resources (Finance) reporting.

^^Work is ongoing to develop individual cluster-based Control measures which will be reflected in future reporting

PI Status		Long Term Trends		Short Term Trends	
	Alert		Improving/Increasing		Improving/Increasing
	Warning		No Change		No Change
	OK		Getting Worse/Decreasing		Getting Worse/Decreasing
	Unknown				
	Data Only				

## Appendix B - Service Level Measures – Statutory Performance Indicators 2018-19, Resources Function

### Processes

#### Cluster: Capital

#### Cluster Qualitative Statutory Performance Indicators

##### CAP 1 Major Project Delivery

Aberdeen is undergoing and leading the most significant transformation in the city centre's history. Across its full breadth there are several major capital projects under construction or in development, with unprecedented levels of investment, which is improving transportation connectivity, enhancing historic venues and delivering new world-class facilities.

By theme, the projects below highlight progress against those main work areas which have been led, or supported/contributed to, by the Capital team over the course of the year working in collaboration with partner organisations and Council functions.

##### Transport

Construction complete: Aberdeen Western Peripheral Route

##### Education

Under development: New Milltimber Primary School

Under development: New Countesswells Primary School

Under development: New Torry and Hub Primary School

Under development: New Tillydrone Primary School

Under development: City-wide programme of Early Learning Centres

##### Environment

Under development: Energy from Waste

The Cluster has also been involved in assurance modelling in a number of discrete projects, delivered by partners, but funded or part-funded by Aberdeen City Council, such as the redevelopment of Aberdeen Science Centre, which contribute to the enhancement of the City's cultural offer.

At an operational level, throughout 2018-19, as well as managing, the current capital programme, a review has been underway into staff structures within the Capital Cluster designed to drive improvements in outputs and outcomes against ( a) what was judged to be a mixed year in terms of project delivery, and (b) offering Elected Members, (through the Capital Board), and collaborative partners effective scrutiny, support and advisement against the management of critical capital works,

As part of that review it is expected that revised governance requirements and project management changes will be implemented in financial year 2019-20

#### CAP 2 City Centre Masterplan

The following highlights some of the critical projects in 2018-19 which are directly linked to the work of the Capital cluster around delivery of the City Centre Masterplan, in partnership with both other internal and external services.

Under construction: Aberdeen Art Gallery expected to be open in November 2019.

Construction complete: Broad Street

Construction complete: Music Hall refurbishment







On-going: Union Street clean up

Under development: Provost Skene's House

Under development: Union Terrace Gardens

#### Cluster: Corporate Landlord

##### Cluster Quantitative Statutory Performance Indicators

Statutory Performance Indicator	2017/18		2018/19		Short Trend	Long Trend
	Value	Status	Value	Status		
CL 1 Percentage of council buildings in which all public areas are suitable for and accessible to disabled people *	81.9%		81.0%			
CL1a Number of council buildings in which all public areas are suitable for and accessible to disabled people*	113		111			







**\*Exception Narrative**

This year's figure has reduced slightly from 81.9% to 81.0%, 2 percentage points below the target of 83% This is as a result of assets being re-assessed as no longer accessible. In addition, certain assets previously contributing positively to this outcome are no longer open to the public and do not need to be accounted for.

The total number of buildings that are not accessible has reduced by one to 24, from a total of 137 council buildings. Those buildings that are not accessible are generally inherently difficult to improve so unless they are replaced/closed then they will continue to negatively affect the figure.

The estate is in a period of transition, with rationalisation progressing where possible. This may include both accessible and not accessible buildings being removed from the list which makes future predictions more challenging. Across the next 12 months there are buildings that will be coming back into use such as the Art Gallery, which will be accessible. In addition, a project to make Middleton Park Nursery accessible should be completed. On this basis, a target of 82% has been set for 2019-20.





Statutory Performance Indicator	2017/18		2018/19		Short Trend	Long Trend
	Value	Status	Value	Status		
CL 2a Percentage of internal floor area of operational accommodation that is in a satisfactory condition. *	96.04%		96.02%			





**Exception Narrative**

This year's satisfactory condition figure of 96.02% is statistically the same as last year's figure ( which was the highest outcome over the lifetime of this measure) but is below the target set of 97%. The overall floor area has remained relatively static at 542,059 m<sup>2</sup> although the overall number of properties has reduced by 3.

Improvement came from the new Stoneywood Primary, where the C rated School has been replaced with a new A rated school. Some B rated assets have been removed from this year's SPI and replaced with A or B rated assets. The exception is Unit 5, Woodlands Road, which is rated D. The primary reason the target of 97% was not met was because the Art Gallery did not open as anticipated. The floor area of the Gallery in addition to the Cowdray Hall accounts for around 1% of the overall floor area.

Improvements will continue to be made through the Condition & Suitability programme. Further decline in assets identified during the current survey programme is difficult to predict. However, this is unlikely to result in any significant change in grades. The redevelopment of the Art Gallery, Cowdray Hall and the new Tillydrone Community Hub, this will have a positive impact on next year's figure. This will be offset as operational service ceases in A or B level assets, such as Tillydrone Library and Frederick Street. Taking all of this into account a target for next year of 96% has been set for the condition measure.

Statutory Performance Indicator	2017/18		2018/19		Short Trend	Long Trend
	Value	Status	Value	Status		
CL 2b The proportion of operational accommodation that is suitable for its current use. *	74.2%		75.4%			

Statutory Performance Indicator	2017/18		2018/19		Short Trend	Long Trend
	Value	Status	Value	Status		
CL 3 The required maintenance cost of operational assets per square metre *	£96.00		£90.72			

#### Exception Narrative

The figure has improved with last year's figure of £96 per sqm falling to £91 per sqm, against a target of £86 per sqm. The overall cost has reduced by £2.7m with £51.9m becoming £49.2m. The overall floor area has remained relatively static.

The closures of Stoneywood Primary, Kincorth Academy and Torry Academy, along with the transfer of the Seaton Huts reduced the required maintenance by several million. Continued investment from the C&S programme has seen a reduction across a number of buildings including various schools. A number of new or refurbished buildings including Lochside Academy, the Music Hall and Stoneywood Primary have become operational, which have also had a positive impact. However, rising construction costs impact on outstanding investment requirements.





The Condition & Suitability Programme will continue to allow for targeted priority capital spend. This will result in improvements to specific buildings, but buildings not included in the programme may decline. The resurvey of buildings during the fourth cycle of the condition survey programme will continue to pick up such decline in condition.

The completion of capital projects at the Art Gallery, Cowdray Hall and Tillydrone Community Campus will help improve the figure over the next 12 months. Improvements will also continue to be made through the Condition & Suitability programme. Further decline in assets identified during the current survey programme is difficult to predict.

However, the update of Mechanical & Electrical, and fire risk assessment, requirements may offset any improvements. The closure of buildings in good or satisfactory condition (e.g. Frederick Street) will also have a negative effect on the figure. Taking this into account a target of £91 sqm has been set for next year, which is essentially a stand still position.

\*Each of these metrics are dynamic in nature and are influenced by the strategic estate management profile which may result in consequential fluctuations in outcome independently of the agreed Condition and Suitability programme which largely defines the Indicator results.





At the request of a previous meeting of this Committee, details of the calculation process in regard to Asset Management Statutory Performance Indicator measures was provided to Members through a Service Update in November 2018. [Corporate Landlord Performance Data - Supporting Information](#). The processes applied to these measures in 2018-19 is unchanged.

Statutory Performance Indicator	2017/18		2018/19		Short Trend	Long Trend
	Value	Status	Value	Status		
CL 4 Building and Streetlighting Carbon Emissions	31,829 tonnes		27,631 tonnes			





## Finance and Controls












### Cluster: Finance

Cluster Quantitative Statutory Performance Indicators

Statutory Performance Indicator	2017/18		2018/19		Short Trend	Long Trend
	Value	Status	Value	Status		
FIN 1 Council-wide efficiencies as a percentage of revenue budget	4.6%		5.3%			

Statutory Performance Indicator	2017/18	2018/19	Short Trend	Long Trend
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	Value	Status	Value	Status		
FIN 2 Cost of overall accountancy function per £1,000 of net expenditure	£6.36		£4.81			

PI Status		Long Term Trends		Short Term Trends	
	Alert		Improving/Increasing		Improving/Increasing
	Warning		No Change		No Change
	OK		Getting Worse/Decreasing		Getting Worse/Decreasing
	Unknown				
	Data Only				

## ABERDEEN CITY COUNCIL

<b>COMMITTEE</b>	City Growth and Resources
<b>DATE</b>	26 September 2019
<b>EXEMPT</b>	No
<b>CONFIDENTIAL</b>	No
<b>REPORT TITLE</b>	Funding External Bodies & Following the Public Pound – Local Code of Practice Update
<b>REPORT NUMBER</b>	RES/19/377
<b>DIRECTOR</b>	Steven Whyte
<b>CHIEF OFFICER</b>	Jonathan Belford
<b>REPORT AUTHOR</b>	Lesley Fullerton
<b>TERMS OF REFERENCE</b>	1.2.12

### 1. PURPOSE OF REPORT

- 1.1 The purpose of this report is to seek committee approval of the amended and updated Following the Public Pound (FPP) Local Code of Practice

### 2. RECOMMENDATION(S)

- 2.1 That the Committee approve the updated FPP Local Code of Practice as appended to this report

### 3. BACKGROUND

- 3.1 There is a requirement for the Council to review and update its FPP guidance to ensure it can direct proportionate governance across the Council's Arms-Length External Organisation (ALEO) portfolio and that it can operate in practice.
- 3.2 The current guidance requires to be updated to reflect current staff roles and titles within the Target Operating Management (TOM) structure, as well as some minor clerical procedural changes.
- 3.3 The main changes to the guidance document are as follows:

- Addition of a paragraph at Section 6.3 reminding officers that any outstanding debts due to the Council by the recipient of the grant should be deducted from the grant payment being made.
- The FPP register is to be held on an excel spreadsheet instead of the Covalent system. Appendix C has been updated to reflect the headings required for this system.
- Clarifying those posts with responsibility for each stage in the process

#### **4. FINANCIAL IMPLICATIONS**

- 4.1 There are no direct financial implications arising from this report.
- 4.2 By “Following the Public Pound” the Council demonstrates that there is proper accountability for public funds used in delivering services, irrespective of the means of service delivery.
- 4.3 The concept of FPP applies when the Council agrees to fund external organisations to deliver specified services. Such funding is a significant element of council business and as such millions of pounds are paid to external organisations each year.
- 4.4 It is therefore important that by following the principles of FPP, an appropriate and suitable means of approval of funding is maintained to ensure Best Value.

#### **5. LEGAL IMPLICATIONS**

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

#### **6. MANAGEMENT OF RISK**

<b>Category</b>	<b>Risk</b>	<b>Low (L) Medium (M) High (H)</b>	<b>Mitigation</b>
<b>Financial</b>	If the procedure is not reviewed and updated, then there is a risk our reducing financial resources are not directed to the correct outcomes.	M	All staff and Elected Members advised of updated procedure.
<b>Legal</b>	None identified		

<b>Employee</b>	None Identified		
<b>Customer</b>	There is a risk that the customer benefit from the Council is compromised if resources are misused, wasted or lost	L	All staff and Elected Members advised of the updated procedures and given updated guidance on its implementation.
<b>Environment</b>	None identified		
<b>Technology</b>	None identified		
<b>Reputational</b>	There is a risk of reputational damage if statutory obligations are not met and public funds are misused wasted or lost.	M	The FPP Code enhances the council's reputation for accountability in the use of public funds and aids in mitigating the risks posed in providing funding to external organisations.

## 7. OUTCOMES

Local Outcome Improvement Plan Themes	
	Impact of Report
<b>Prosperous Economy</b>	The proposals within this report ensure that those funds allocated toward priority outcomes are used towards priority objectives and any potential misuse or loss is mitigated.
<b>Prosperous People</b>	Effective decision making in the allocation of funds to external organisations could impact the people of Aberdeen by ensuring the effective use of resources towards priority outcomes.
<b>Prosperous Place</b>	Effective decision making in the allocation of funds to external organisations could impact the place of Aberdeen by ensuring the effective use of resources towards priority outcomes.

<b>Design Principles of Target Operating Model</b>	
	<b>Impact of Report</b>
<b>Customer Service Design</b>	The proposals within this report are designed to provide clarity for staff and external organisations in respect of the requirements pertaining to the following the Public Pound process.
<b>Organisational Design</b>	The following the Public Pound process has been updated to take account of both the TOM structure and any relevant staff changes.
<b>Governance</b>	Reporting to Committees on the Following the Public Pound allows members to scrutinise the system of risk management to help ensure its effectiveness.
<b>Workforce</b>	The following the Public Pound update ensures there is clarity for staff in the actions to take when dealing with external bodies.
<b>Process Design</b>	In reviewing our Following the Public Pound processes, there is an opportunity to make sure that the risk to the Council's achievement of the strategic objectives, including those which external organisations and other stakeholders contribute to is appropriately managed and mitigated.
<b>Technology</b>	N/A
<b>Partnerships and Alliances</b>	Following the Public Pound guidance should maximise the opportunity benefit of partnering and working with external organisations.

## 8. IMPACT ASSESSMENTS

<b>Assessment</b>	<b>Outcome</b>
<b>Equality &amp; Human Rights Impact Assessment</b>	not required
<b>Data Protection Impact Assessment</b>	Not required
<b>Duty of Due Regard / Fairer Scotland Duty</b>	Not applicable



**9. BACKGROUND PAPERS**

None

**10. APPENDICES**

Appendix 1 - Funding External Bodies & Following the Public Pound – Local Code of Practice Update

**11. REPORT AUTHOR CONTACT DETAILS**

Lesley Fullerton  
Finance Operations Manager  
lfullerton@aberdeencity.gov.uk  
01224 346402

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# ABERDEEN CITY COUNCIL

## LOCAL CODE OF PRACTICE

### FUNDING EXTERNAL BODIES AND 'FOLLOWING THE PUBLIC POUND'



**Issued by:** Jonathan Belford  
Chief Officer- Finance

**Approved by:** City Growth & Resources  
Committee 26 September 2019

**LOCAL CODE OF PRACTICE FOR FUNDING EXTERNAL BODIES AND  
'FOLLOWING THE PUBLIC POUND'**

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**LOCAL CODE OF PRACTICE FOR FUNDING EXTERNAL BODIES AND  
'FOLLOWING THE PUBLIC POUND'**

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**1. Scope and Background**

- 1.1 'Following the Public Pound' means ensuring that there is proper accountability for public funds used in delivering services, irrespective of the means of service delivery.
- 1.2 When agreeing to transfer funds to an external body the Council must be clear about its reasons for doing so and proper consideration should always apply. The prime purpose of involvement with an external body should be the achievement of the Council's objectives in the most effective, efficient and economic manner, not the avoidance of controls or legal restrictions, which are designed to secure probity and regularity in the use of public funds.
- 1.3 It is the responsibility of each Director to ensure there is clear public accountability for public funds that are provided from their Function's budgets to external bodies. An individual should be identified as Lead Officer for each body in receipt of funding from the Council.
- 1.4 The concept of 'Following the Public Pound' applies when the Council decides to fund external organisations which deliver services that might otherwise be delivered by the Council itself. In these arrangements, the Council agrees to provide funds and other resources to companies and organisations for the delivery of specified services. The Council has a number of such arrangements, and these companies / charities are collectively defined as being Arm's Length External Organisations (ALEO's).
- 1.5 This Code covers all external bodies who receive a grant or financial support from the Council. It does not include payments made under a straightforward contract for goods and services. The glossary<sup>1</sup> provides helpful definitions in relation to what, for example, constitutes an external body and funding.
- 1.6 Governance of public funds does not end when the payment is made, it continues at a number of levels, including risks that may damage the Council's reputation, that statutory obligations are not met and that public funds are misused wasted or lost. The level of assurance that is therefore required about the organisations' ability to deliver the services the Council has funded must reflect the risks that exist. This Code follows the principle that different levels of scrutiny are required depending on the level of risk posed by each, the control exercised over the organisation by the Council and/or the level of funding given to each organisation. This approach is proportionate and will minimise the risks posed by organisations to our reputation, finances and statutory obligations and also ensure that the requirements on small organisations are not too onerous.

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<sup>1</sup> For details refer to Section 14

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- 1.7 The risk assessment procedures<sup>2</sup> will be based on the level of control the Council holds over the organisation, the funding band, and the organisation's performance arrangements.
- 1.8 The Council may provide assistance in kind to external bodies. The true cost of assistance in kind, net of contributions by the external body, will be taken into account in the allocation of funding. In determining the true cost of assistance in kind, note will be taken of the Council's policy of charging for Council services on a full cost recovery basis subject to policy exemptions and in line with statutory requirements.
- 1.9 Potential conflicts of interest that arise when Councillors or officers sit on the boards or committees of external bodies funded by the Council will be removed through the use of funding agreements<sup>3</sup>. These written agreements will define roles, responsibilities and liabilities and will be used to define clear and unambiguous relationships.
- 1.10 The Council will only seek representation on the board or committee of an external body where
- the body clearly contributes to the achievement of the Council's strategic aims and objectives;
  - the body is considered to be a strategic partner; or
  - it is important for the Council's commitment to be visible.
- 1.11 To determine the checks required, the following will be used:

**Risk/Control**

- An organisation that is significant in size and over which the Council exercises substantial control i.e. those whose annual results are included in the Council's Group Accounts – Refer to Tier 1
- An organisation over which the Council exercises substantial control but is smaller in operational scale to the above i.e. those defined as part of the Council's Group but whose annual results are not included in the Group Accounts due to materiality – Refer to Tier 2
- An organisation that the Council has an interest in but does not control – Refer to Tier 4

and/or

**Funding:**

- Cumulative Annual Funding is greater than £7 million – Refer to Tier 1
- Cumulative Annual Funding is greater than £300,000 but less than £7 million – Refer to Tier 2

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<sup>2</sup> For details refer to Section 11

<sup>3</sup> For details refer to Section 9

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- Cumulative Annual Funding is between £75,000 and £300,000–  
Refer to Tier 3
- Cumulative Annual Funding is between £15,000 and £75,000 –  
Refer to Tier 4

1.12 The level of assurance to be followed will be the highest identified in assessing the above criteria.

Where annual funding is less than £15,000, an officer may still chose to follow the procedures laid down for Tier 4, as although the level of funding does not fall within the following the public pound guidance, the level of risk may be such that it would be prudent to follow these procedures.

For all other situations, officers should, as a minimum, obtain proof of the existence of the organisation, governance arrangements, and a breakdown of the funding. A letter of agreement should be prepared to set out the various responsibilities on both the Council and the organisation.

1.13 For all organisations who receive such funding, the Council will identify:

- The budget holder within the service providing the funding;
- The relevant accounting team contact; and
- The location of the relevant budget (financial code)

1.15 The Council will manage the risks posed through the delivery of services by external bodies by:

- Identifying and assessing risks for each Tier 1 and Tier 2 body.
- Grading each risk according to the Council's risk management protocols (4x6 matrix).
- Categorising each risk as red, amber or green, according to the assessed level of control assurance.
- Recording the risks in the relevant service risk register.
- Assigning a risk owner of appropriate seniority to manage their risk according to a pre-determined assessment schedule.

The level of control assurance for each risk will be informed by the documented output of the Governance Hub.

1.16 For high risks i.e. those categorised as red, the assessment schedule will be at a greater frequency than those at amber or green, reflecting the heightened response required. The management of risk around external bodies at the operational level will inform the assessment of risk in the Strategic Risk Register (SRR), the highest level of the Council's risk management structure. The SRR is updated monthly and is a component of the Corporate Dashboard. The frequency of

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assessment requirements at the operational tier provides an 'early warning' communication channel so that additional risk response actions may be authorised timeously at the strategic tier.

- 1.17 The Council will maintain an up to date central register<sup>4</sup> of all organisations that receive funding and be able to produce information from across the Council in response to queries and questions.
- 1.18 The Council will maintain an up to date register of interests (representation on external bodies) and periodically review the indemnity arrangements in place for directors and officers, and trustees within external bodies. The master list of appointments will be held by the Chief Officer - Governance<sup>5</sup>.
- 1.19 The Office of the Scottish Charities Regulator (OSCR) undertook a detailed review into those Arm's Length External Organisations (ALEOs) registered as charities in Scotland. Their findings were published on 9<sup>th</sup> January 2015. A copy of the report can be found here: <http://www.oscr.org.uk/media/1778/2015-01-09-oscr-aleo-report.pdf>.

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<sup>4</sup> For details refer to Section 13

<sup>5</sup> For details refer to Section 10



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2. TIER 1

2.1 Information Required from the Funded Organisation

2.1.1 The following list determines the minimum information requirements of the Council for the whole organisation and the timescales in which these are required:

- **Financial Plan** - detailed one year plan and summary 3 year plan. This will apply for each period for which funding is being granted;
- **Management Accounts** - to be submitted quarterly and no later than 6 weeks after the period end to which they relate; and
- **Financial Statements** - any registered company seeking funding for the first time must provide annual accounts for the 3 preceding financial years (unless a new body or less than 3 years old), audited or approved in line with Companies Act requirements for a registered company or guidance from the Office of the Scottish Charity Regulator (OSCR), in the case of a charity. Thereafter, an organisation in receipt of Council funding must present an annual set of accounts audited or approved (as required by the Companies Act or OSCR) within nine months of the financial year end.

It is recognised that some organisations will, due to their size be exempt from the audit requirements of the Companies Act, in these circumstances accounts approved by the board / trustees / directors of the organisation and which include a statement setting out their responsibilities, including that of keeping proper books and records will suffice.

- **Objectives** - statement of organisational strategic objectives.
- **Risk Register** – corporate risk register to be supplied for each period for which funding is being granted.
- **Constitution/governance documentation should be held on file**

Failure to comply with the above may result in the withdrawal or suspension of Council funding.

2.1.2 In addition to the minimum requirements as set out above, the Council will have the right to ask for or inspect:

- Details of the performance of the organisation against the organisation's financial plan;
- Copies of (non-confidential) Minutes of the Board of Directors or Trustees meetings; and
- Details of the organisations financial and non-financial transactions, policies and procedures

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**2.2 Financial Checks to be completed by the Council**

2.2.1 The following list details the financial checks that must be carried out by the Budget Holder, in conjunction their Accounting Team contact, and the timescales for completing these checks.

2.2.2 Checks required every two years:

- Ensure the organisation has adequate policies and procedures in place to govern the way their finances are handled.

2.2.3 Annual checks:

- Check that the projections in the financial plan are realistic and achievable;
- Check that sufficient cash exists to enable the organisation to meet its financial obligations for the foreseeable future (at least 3 months); and
- Check that any other material sources of external funding are secure and assess any risks relevant to the ability of the organisation to continue as a going concern.

2.2.4 Where the organisation does not meet the criteria required to demonstrate its operational or financial capability, further discussions will take place to review its financial plans. Funding will only be approved where an organisation can demonstrate it has the ability to continue to meet the objectives for which Council funding is to be provided as well as its own financial obligations.

2.2.5 The following will be completed on an ongoing basis:-

- The Budget Holder, in conjunction with their Accounting Team contact, will check the six monthly Management Accounts to ensure there is sufficient cash to meet the organisations outgoings for the forthcoming year.

**2.3 Approval, Monitoring and Reporting Process**

2.3.1 Approval for funding will be given by the relevant Function, through its budget approval process and delegated authority arrangements or Service Committee or City, Growth & Resources Committee (if funding is to be approved from the 'Financial Assistance' budget or in the event of the funding being beyond the budgeted contribution, i.e. the budget set for the organisation).

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- 2.3.2 The Monitoring Body will be the relevant Function Committee (or approving Committee if different), where an annual report will be presented by the Budget Holder, based on reports received from the organisation. The report will cover financial performance as well as the aims and objectives of the organisation and how these are being met, whether the standards set by the Council have been met, other performance measures and targets and where applicable future plans.
- 2.3.3 A Service Level Agreement must be put in place covering the approval period.

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3. TIER 2

3.1 Information Required from the Funded Organisation

3.1.1 The following list determines the minimum information requirements of the Council and the timescales in which these are required:

- **Financial Statements** - any registered company seeking funding for the first time must provide annual accounts for the preceding financial year (unless new body or less than one year old), audited or approved in line with Companies Act requirements for a registered company or guidance from the Office of the Scottish Charity Regulator (OSCR), in the case of a charity. Thereafter, an organisation in receipt of Council funding must present an annual set of accounts audited or approved (as required by the Companies Act or OSCR) within nine months of the financial year end.

It is recognised that some organisations will, due to their size, be exempt from the audit requirements of the Companies Act, in these circumstances accounts approved by the board / trustees / directors of the organisation and which include a statement setting out their responsibilities, including that of keeping proper books and records will suffice.

- **Objectives** - statement of organisational strategic objectives.
- **Risk Register** – corporate risk register
- **Constitution/governance documentation should be held on file**

Failure to comply with the above may result in the withdrawal or suspension of Council funding

3.1.2 In addition to the minimum requirements as set out above, the Council will have the right to ask for or inspect:

- Copies of (non-confidential) Minutes of the Board of Directors or Trustees meetings; and
- Details of the organisation's financial and non-financial transactions, policies and procedures

3.2 Financial Checks to be completed by the Council

3.2.1 The following list details the financial checks that must be carried out by the Budget Holder, in conjunction with their Accounting Team contact, and the timescales for completing these checks.

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**3.2.2 Annual checks:**

- Check that sufficient cash exists to enable the organisation to meet its financial obligations for the foreseeable future (at least 3 months); and
- Check that any other material sources of external funding are secure and assess any risks relevant to the ability of the organisation to continue as a going concern.

3.2.3 Where the organisation does not meet the criteria required to demonstrate its operational or financial capability, further discussions will take place to review its financial plans. Funding will only be approved where an organisation can demonstrate it has the ability to continue to meet the objectives for which Council funding is to be provided as well as its own financial obligations.

**3.3 Approval, Monitoring and Reporting Process**

3.3.1 Approval for funding will be given by the relevant Function, through its budget approval process and delegated authority arrangements or Function Committee or and Resources Committee (if funding is to be approved from the 'Financial Assistance' budget or in the event of the funding being beyond the budgeted contribution, i.e. the budget set for the organisation).

3.3.2 The Monitoring Body will be the relevant Council Service, to which an annual report will be supplied by the organisation for the attention of the Budget Holder. This should cover service and financial performance and any significant changes.

3.3.3 Good practice suggests that the Council Service management team should, on an annual basis, consider the objectives that are achieved through funding external bodies and reflect and/or take appropriate action on the annual reports received from the various organisations.

3.3.4 A letter of agreement must be put in place with detailed terms and conditions of funding.

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4. TIER 3

4.1 Information Required from the Funded Organisation

4.1.1 The following list determines the minimum information requirements of the Council and the timescales in which these are required:

- **Financial Statements** – The organisation must provide an annual income and expenditure account and statement of cash balance which has been approved by a person independent of the day to day operational running of the organisation. Such a statement needs to be provided in support of each funding claim and for each period for which Council funding is provided.
- **Constitution/governance documentation should be held on file**

Failure to comply with the above may result in the withdrawal or suspension of Council funding

4.2 Approval, Monitoring and Reporting Process

4.2.1 Approval for funding will be given by the relevant Service, through its budget approval process and delegated authority arrangements or Service Committee or City, Growth and Resources Committee (if funding is to be approved from the 'Financial Assistance' budget or in the event of the funding being beyond the budgeted contribution, i.e. the budget set for the organisation).

4.2.2 The Monitoring Body will be the relevant Council Service, to which an annual statement will be supplied by the organisation for the attention of the Budget Holder. This statement should set out how the organisation has met the objectives for which Council funding has been provided.

4.2.3 The annual statement must be reviewed and signed off by the relevant Chief Officer.

4.2.4 A written funding letter must be in place which sets out clearly the amount of funding, the period for which it is applicable, as well as any conditions or objectives attached to the funding.

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5. TIER 4

5.1 Information Required from the Funded Organisation

5.1.1 The following list determines the minimum information requirements of the Council and the timescales in which these are required:

- **Financial Statements** – The organisation must provide an annual income and expenditure account and statement of cash balance. Such a statement needs to be provided in support of each funding claim and for each period for which Council funding is provided.
- **Constitution/governance documentation should be held on file.**

Failure to comply with the above may result in the withdrawal or suspension of Council funding

5.2 Approval, Monitoring & Reporting Process

5.2.1 Approval for funding will be given by the relevant Service, through its budget approval process and delegated authority arrangements or Service Committee or City, Growth and Resources Committee (if funding is to be approved from the 'Financial Assistance' budget or in the event of the funding being beyond the budgeted contribution, i.e. the budget set for the organisation).

5.2.2 The Monitoring Body will be the relevant Council Service, to which an annual statement will be supplied by the organisation for the attention of the Budget Holder. This statement should set out how the organisation has met the objectives for which Council funding has been provided.

5.2.3 The annual statement must be reviewed and signed off by the relevant Chief Officer.

5.2.4 A written funding letter must be in place which sets out clearly the amount of funding, the period for which it is applicable, as well as any conditions or objectives attached to the funding.

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**6 Payments**

- 6.1 A schedule of payments will be agreed with the receiving organisation, where appropriate, prior to the commencement of the financial year. The payments should be tailored to meet the cash flow requirements. However, as a general condition, payments in excess of £15,000 per annum should be in no fewer than four instalments per financial year and preferably made monthly to minimise the Councils exposure in the event of the organisation encountering financial difficulties.
- 6.2 Payments will **not** be made to the organisation until all required information is submitted and checked and all financial checks have been satisfactorily completed. This will include a check by the Budget Holder that a correctly calculated payment schedule is in place.
- 6.3 Prior to any payment being made to an organisation, checks must be made to ensure no sundry debts, council tax or non-domestic rates are owed by the organisation to Aberdeen City Council. If any such debts are due and past the first stage in the recovery process (i.e. first reminder), then this debt must be deducted from the next payment to the organisation.
- 6.4 In order to confirm that the relevant information has been received and checks completed the Budget Holder should retain, in the organisation's file, a completed copy of the checklist – see Appendix A.



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**7. Funding Agreement**

- 7.1 All organisations covered within the scope of this procedure must have a Funding Agreement.
- 7.2 The Funding Agreement can take different forms, e.g. Service Level Agreement (SLA) or application form and letter of approval with associated conditions. The length and detail of a Funding Agreement will vary depending upon the nature and size of the funding given. The Funding Agreement should be in place within three months of the date of the decision being taken to provide funding.
- 7.3 In accordance with the procedures above a Service Level Agreement is required for funding that is in excess of £300,000 and a letter of agreement setting out the conditions of the funding is required for funding below £300,000.
- 7.4 This agreement will include non-financial targets and information, but as a minimum the following must be included:
- The purpose of the funding and the expectation of use;
  - The Council policy/strategy the funding is linked to;
  - The value of funding approved by the Council, including payment date information;
  - The period over which the funding applies;
  - Financial reporting requirements;
  - Monitoring and reporting requirements;
  - A statement on the consequences of failure to provide reporting information to the Council, i.e. the discontinuation of further funding;
  - A statement on the ability of the Council to deduct any debts due to the Council prior to making any further awards;
  - A statement on access to the accounting records of the organisation that requires to be given to Council staff, including internal and external audit staff.
  - Details of Council representation of Councillors and Officers.
  - The need for the Council to be acknowledged for its support on all publicity material relating to the project/service; and
  - Clarification of procedures for cancelling the Funding Agreement.
- 7.5 Monitoring officers should periodically review the SLA or other contract between the Council and the organisation. Where it is considered that a change to a provision within the original agreement is necessary, this should be agreed between the Service, Legal & Democratic Services and the organisation.

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8. Termination

8.1 The agreement to provide financial support may be terminated on **written notice** if any of the following arise:

- The organisation fails to perform any substantial obligation on its part; or
- The conditions of the investment, including the provision of information requested are not met; or
- The monitoring/evaluation of the organisation and/or its performance are deemed unsatisfactory by the Lead Officer

The termination shall become effective within 30 days after the receipt of the notice unless the organisation has remedied the identified default within this period or is able to demonstrate, to the satisfaction of the Council, that any issues can be remedied within an agreed timescale.

Under these circumstances, the Council will require the return of all unused monies and retains the right to recover any debts due to the Council incurred prior to the termination date.

8.2 The agreement to provide financial support may be terminated with **immediate effect** where the organisation:

- Is unable, at any time, to satisfy the Council that sufficient cash exists to ensure its cash flow projections can be financed; or
- Passes a resolution for winding up other than for the purposes of solvent amalgamation or reconstruction where the resulting entity assumes all of the obligations of the defaulting organisation; or
- Is deemed insolvent; or
- Makes or proposes to make any arrangement with its creditors; or
- Appoints a liquidator, receiver or administrator over any of the assets of the organisation

Any termination of the agreement shall not affect any rights or liabilities placed upon either party which have accrued prior to the date of termination.

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**9. 'Group Accounts' Concept**

9.1 Where the Council has entered into a financial arrangement with an external organisation that results in the organisation being treated as a subsidiary in terms of the 'Group Accounts' concept under the Code of Practice on Local Authority Accounting then the following will apply:

- Draft financial statements are required to be provided to the Council in a timescale to be agreed with the Accounting Manager, to enable the proper and timely production of the Council's unaudited annual accounts each year.
- Audited financial statements and a summary of any audit adjustments are to be provided to the Council in a timescale to be agreed, to enable the proper and timely production of the Council's audited annual accounts each year.
- An annual assurance statement on the system of internal controls, including financial controls, is to be sent to the Accounting Manager for review and to inform the production of the Council's Annual Governance Statement.
- Internal Audit should consider in the annual audit planning process the audit of subsidiary organisations and include in its audit plan relevant audits. Internal Audit will report their findings to the Audit, Risk and Scrutiny Committee.

9.2 The Council recognises the importance of its relationships with those organisations that form part of its group. In so doing, the Council has approved a range of requirements to be adhered to by the group entities. These include requirements for the Council to scrutinise group entities, with specific reference to:

- Management assurance;
- Internal and external audit reports;
- Business Planning;
- The system of risk management;
- The roles and responsibilities of the board; and
- The work of the governance hub by meeting regularly to discuss performance and governance matters.

9.3 Governance Hubs have been created to monitor all contracts and performance outcomes for ALEOs. It will take on the formal reporting of ALEO performance; manage contract delivery and monitoring, financial oversight and performance indicators for ACC. It will operate for all ALEOs in the same manner, with clear governance oversight and direct reporting through to the Corporate Management Team (CMT). In addition, minutes of the Governance Hubs will be reported to the Audit, Risk and Scrutiny Committee.

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**10. Representation and Participation in External Bodies**

- 10.1 In considering the question of representation it is important that the Council is clear about why it wants representation and is transparent in its decision making about which Councillors or officers will be involved and why.
- 10.2 The Council will review its policies with other organisations upon the request of the external organisation.
- 10.3 Where the Council participates as a decision-maker, adviser or observer of an external body the Council must provide advice and guidance to the Councillor and/or Officer involved. This should cover:
- their responsibilities to the Council and to the external body;
  - the potential for conflicts of interest and highlight the need to have regard to the national Code of Conduct for Councillors<sup>6</sup> on the matter – including declarations of interest;
  - the need to recognise their duties towards the external body differ from their duties to the Council; and
  - the limitations on what they may disclose to the Council where there is a conflict of interest.
- 10.4 Councillors' responsibilities to the Council: Councillors usually represent a political party, but can also be independent. If they are a member of a political party, their priorities while in office are influenced by the priorities of the party. All councillors act as:
- Representatives of a particular ward area, decision makers for the whole council area, policy makers for future activities of the council, auditors of the work of the council, regulators of planning, licensing and other matters required by government and as community leaders.*
- 10.5 Officers' responsibilities to the Council: Officers engage in direct operational management of the Council's services. It is also the responsibility of the Chief Executive and senior officers to help ensure that the policies of the Council are implemented.
- 10.6 Responsibilities to the external body: Councillors will be bound by the rules of conduct of these organisations and their responsibility for any actions taken by them as a member of such an organisation will be to the organisation in question. Councillors must also continue to observe the rules of the Councillors Code of Conduct in carrying out the duties of that body.

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<sup>6</sup> The Councillors Code of Conduct is available at:  
<http://www.scotland.gov.uk/Resource/Doc/334603/0109379.pdf>

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If a Councillor becomes a director of a company as a nominee of the Council they will assume personal responsibilities under the Companies Acts. It is possible that a conflict of interest may arise between the company and the Council. In such cases it is the Councillors responsibility to take advice on your responsibilities to the Council and to the company. This will include questions of declarations of interest.

Where a charity trustee is faced with a conflict of interest between the interests of the charity and those of the Council the interests of the charity must come first. The charity trustee must act in the interests of the charity to which they have been appointed, rather than in the interests of the Council. If in relation to a particular issue the conflict is irreconcilable, the then charity trustee in question must make this known to the other charity trustees, and not take part in any further discussion or decision-making on the issue<sup>7</sup>.

- 10.7 Conflicts of Interest: Interests which require to be declared (if known to the Councillor) may be financial or non-financial. They may or may not cover interests which are registrable in terms of the Code of Conduct. Most of the interests to be declared will be personal interests but, on occasion, you will have to consider whether the interests of other persons require you to make a declaration. In specific relation to Following the Public Pound the following applies:

A Councillor may serve on other bodies as a result of express nomination or appointment by the Council or otherwise by virtue of being a councillor. Membership of statutory Joint Boards or Joint Committees which are composed exclusively of councillors does not raise any issue of declaration of interest in regard to Council business.

In relation to service on the boards and management committees of limited liability companies, public bodies, societies, charities, trusts and other organisations, the Councillor must decide, in the particular circumstances surrounding any matter, whether to declare a non-financial interest. Only if they believe that, in the particular circumstances, the nature of the interest is so remote or without significance, should it not be declared. It is vital to always remember the public interest points towards transparency and, in particular, a possible divergence of interest between the Council and another body.

The Councillor Code of Conduct includes specific exclusions in relation to the declaration of interests. These apply to enable the councillor to take part in the consideration and discussion of, and to vote upon, any matter relating to the body in question. The councillor is required to declare his or her interest at all meetings where matters relating to the body in question are to be discussed. This is always provided the

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<sup>7</sup> Source: Guidance for Charity Trustees, OSCR, June 2009 & Arm's-length external organisations (ALEOs): are you getting it right? Audit Scotland, June 2011

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exclusion does not apply in respect of any matter of a quasi-judicial or regulatory nature where the body in question is applying to the local authority for a licence, a consent or an approval, is making an objection or representation or has a material interest concerning such a licence, consent or approval or is the subject of a statutory order of a regulatory nature, made, or proposed to be made, by the local authority.

- 10.8 Limitations on what can and cannot be disclosed: This cannot be easily defined and Councillors and officers are advised to seek advice from, for example, the Council's Monitoring Officer should there be uncertainty about issues of conflict of interest.
- 10.9 It is not possible for the Council to insure Councillors or Officers of the Council in relation to their capacity as trustees, directors or officials, therefore it is for each external organisation to consider their own risks and determine the level of insurance / indemnity cover that's required. There will be circumstances where no indemnity insurance is required and this is acknowledged by the Council.
- 10.10 The Council will periodically check the indemnity arrangements that exist within external bodies where Councillors or Officers participate.
- 10.11 The Chief officer – Governance will retain a register of representation on external bodies in a format they deem suitable for the purpose. Decisions in relation to representation will be taken by the relevant Council Committee or Sub-Committee<sup>8</sup> or at the first meeting of the Council<sup>9</sup>.

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<sup>8</sup> Refer to Standing Order 37(6)

<sup>9</sup> Refer to Standing Order 1(5)(iii)

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**11. Financial and Operational Risk Assessment**

**11.1 Financial Assessment Framework**

11.1.1 For funding awards of greater than £7 million an assessment should be made and documented by the relevant Council financial or accounting officer in relation to the financial stability of the organisation and for those which have operated for more than 3 years, 3 years financial statements should be supplied to the Council in the first instance. Where the funding is between £300,000 and £7million this should be looked at on the basis of the preceding year's approved or audited financial statements.

11.1.2 Newly (or recently) formed organisations should be asked to submit detailed financial plans together with cash flow forecasts, and/or business plans, where available.

9.1.1 Services are required to source the relevant documentation. The lead officer should prepare the assessment prior to the award of funding, in conjunction with their accounting team contact.

9.1.2 Where specific issues exist or additional information may be helpful to the assessment of the organisation a credit check may be appropriate and should be discussed with your line manager prior to this being obtained. These can be obtained from the Accounting Team contact.

**11.2 Operational Assessment Framework**

9.2.1 Matters which should be considered as part of the assessment of the organisational capability for awards of funding in excess of £15,000.

- Does the organisation have a management board to oversee the direction, service delivery and financial stability of the organisation
- Is the organisation a registered charity, and if so have they complied with guidance from OSCR
- Is the organisation a registered company, and if so have they complied with their requirements under Companies Act
- Does the organisation have a clear statement of purpose and organisational objectives
- Is the organisation able to provide evidence or other support to demonstrate achievement of its objectives and purpose
- Are there any known reasons that would result in a risk to the Council's reputation through association with an external body if financial or service delivery problems emerge

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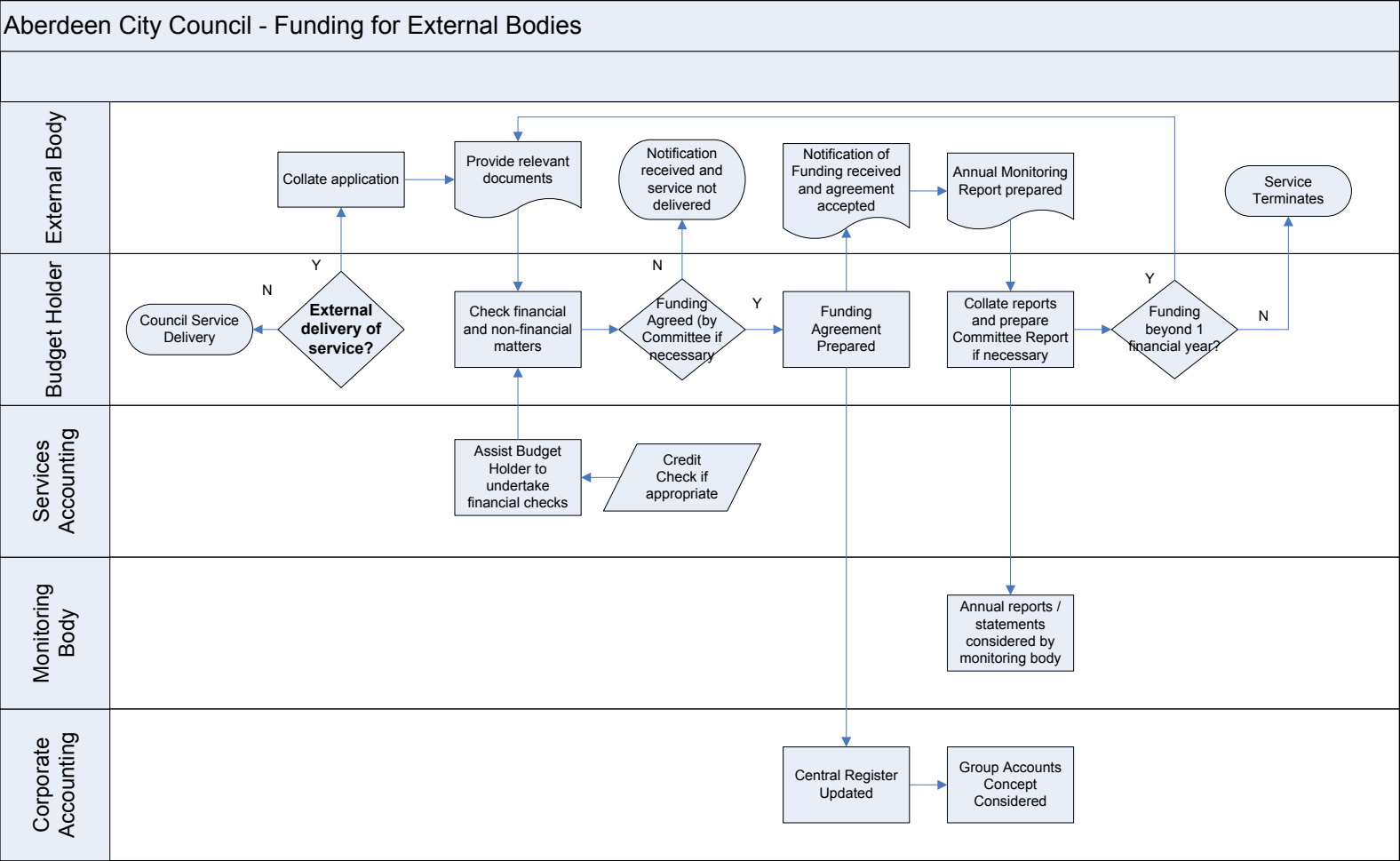
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- 9.1.1 The Budget Holder and/or other people undertaking the operational capability assessment should document their findings (Pro forma – Appendix B), together with their recommendation as to whether the organisation is fit and proper to be considered for funding. Where conditions need to be attached to any Funding Agreement, these should be documented within the assessment pro forma.
- 11.2.3 Should the lead officer determine that they do not possess the relevant skills/knowledge to undertake this assessment, they should seek advice from their Finance contact in the first instance.



7. Flowchart

12.1 In order to present a picture of how the award of funding works the following flowchart has been produced to aid an understanding of the work, decision making and outputs involved.



12.2 This can be described in the following way

- Application for funding received / Identified need for external body to deliver a service on behalf of the Council
- Determine Level of Funding Required → Indicates information / documentation / agreement type required
- Budget Holder, in conjunction with their Finance Team contact, undertakes financial and non-financial scrutiny
- Checklists completed – see Appendix A
- Decision taken under Service scheme of delegation, or if calls for it Committee approval
- Funding Agreement put in place by Budget Holder
- Budget Holder informs the Finance Team of agreement to update the Central Register
- Finance Team consider the wider aspects of the Council's Group Accounts
- Monitoring reporting undertaken by the external body
- Budget Holder provides annual information to Chief Officer, Service Management Team or Committee as appropriate
- Budget Holder manages and maintains the organisational relationship with the external body
- Funding extending beyond a single financial year is subject to annual / ongoing financial and non-financial checks

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**8. Central Register**

- 11.1 The Council will maintain a Central Register of all funding approved that meets the criteria set, which is covered by this Local Code of Practice.
- 11.2 The Register will be managed and maintained by the Finance Team, located at Marischal College, and updates will be provided directly from the Budget Holder as funding is awarded.
- 11.3 The Register is a key data source and as such the information and timing of such being supplied is crucial to the robustness of the information that is contained therein. The process described in this document and accompanying flowchart and checklists show when the Register should be updated.
- 11.4 To record an entry in the Register the Funding Agreement should be sent to the Finance Team immediately after the award has been made. The format of the register is shown in Appendix C.
- 11.5 If Budget Holders wish to enquire about funding being provided to an organisation from across the Council then the Register will allow this to be carried out, in the first instance contact the Finance Team at [accounting@aberdeencity.gov.uk](mailto:accounting@aberdeencity.gov.uk)

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9. Glossary & Reference Documents

Glossary:

<b>External Body</b>	Includes all arm's length external organisations, trusts, registered charities, voluntary organisations and grant aided bodies
<b>Funding</b>	<p>Includes monies, grants, capital grants, guarantees, loans, common good fund contributions, shares, assets and assistance in kind</p> <p>Where assets, such as property are provided, the value of the building will not be included in the value of funding and a committee decision based on a business case for the use of assets in this way will be the overriding factor. This will normally exist where the council wishes the external body to undertake the delivery of existing council services on its behalf</p> <p>Peppercorn (below market rate) rental / lease agreements for property should be taken into account, based on the difference between the payment made and the market value</p>
<b>Assistance in Kind</b>	<p>Includes all staff time and associated costs involved in enabling the external body to carry out its core activities which are essential to its continued existence e.g. administrative support, professional services, advice, accommodation, use of equipment, training, preparation of material for reporting to Council, etc</p> <p>It does NOT include staff time and associated costs involved i) in supporting and developing groups as part of the Councils duty to support community action; ii) in providing advice on setting up the funding and applications to the Council; and iii) incurred in the formal monitoring and review of funding arrangements by the Council</p>
<b>Straightforward Contract</b>	An agreement for the provision of goods and services between the Council and another organisation as a result of a normal commercial process, such as an open tender

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<b>Substantial to the Council</b>	Funding arrangements that are substantial are where the external body is receiving in excess of £7million per annum. This will include revenue or capital, recurring or non-recurring funding
<b>Representation</b>	Means acting as a full member of the board or management committee of an external body, having a decision making capacity with full speaking and voting rights
<b>Participation</b>	Includes acting as a representative, adviser or observer at meetings of external bodies.
<b>Accounting Team Contact</b>	The person within Finance designated to support the Service in these matters by the Finance Partner or Accountant
<b>Budget Holder</b>	The Service representative designated to process the applications from external bodies for funding, and who is responsible for the contact with and relationship between the Council and the external body
<b>Monitoring report</b>	This will consist of a financial and non-financial operational report from the external body that includes confirmation of what has been achieved with the funding that's been provided and costs associated with undertaking this work

**Reference Documents:**

Arm's-length external organisations (ALEOs): are you getting it right?  
Audit Scotland, June 2011

Following the Public Pound: A follow-up report;  
Audit Scotland, December 2005

Code of Guidance on Funding External Bodies and Following the Public Pound and  
Operational Guidance;  
CoSLA & Accounts Commission for Scotland, May 1996

The Councillors' Code of Conduct;  
The Standards Commission for Scotland, December 2010

Roles and working relationships: are you getting it right?  
Audit Scotland, August 2010

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## Checklist

**Financial Year:** [enter year]**External Body:** [enter name of organisation]**Service:** [enter the Service]**Budget Holder:** [enter name and job title of the designated budget holder]**Completed By:** [enter name and job title of person completing this checklist]

	Requirements for funding of				Value of Funding
	TIER 1	TIER 2	TIER 3	TIER 4	£
<b>Description of Issues and Checklist Questions</b> (these represent minimum requirements)					<b>Confirm Receipt of Information or Checking has been carried out</b>
<b>Prior to the Funding being Awarded</b> On receipt of an application for funding consider whether the applicant meets the criteria for the grant or funding they are applying for. Reference may be made to the contents of the <i>Aberdeen City Council Funding Pack</i> . Has the funding criteria been applied prior to the award?	X	X	X	X	

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Checklist

Information expected from each external body in support of their application					
<ul style="list-style-type: none"> <li>Detailed one year financial plan and summary 3 year plan provided</li> </ul>	X	n/a	n/a	n/a	
<ul style="list-style-type: none"> <li>Any registered company seeking funding for the first time must provide annual accounts for the 3 preceding financial years (unless new body or less than 3 years old), audited or approved in line with Companies Act requirements - It is recognised that some organisations will, due to their size be exempt from the audit requirements of the Companies Act, in these circumstances accounts approved by the board / trustees / directors of the organisation and which include a statement setting out their responsibilities, including that of keeping proper books and records will suffice.</li> </ul>	3 years	1 year	n/a	n/a	
<ul style="list-style-type: none"> <li>The organisation must provide an annual income and expenditure account and statement of cash balance which has been approved by a person independent of the day to day operational running of the organisation</li> </ul>	n/a	n/a	1 year	1 year	
<ul style="list-style-type: none"> <li>In the case of the organisation being recognised as a charity, the organisation will have to follow the guidance from the Office of the Scottish Charity Regulator (OSCR) to check if an audit or an independent examination is required.</li> </ul>	X	X	X	X	
<ul style="list-style-type: none"> <li>A statement of organisational strategic objectives</li> </ul>	X	X	n/a	n/a	
<ul style="list-style-type: none"> <li>Ensure the organisation has adequate policies and procedures in place to govern the way their finances are handled</li> </ul>	X	n/a	n/a	n/a	
<ul style="list-style-type: none"> <li>Check that the projections in the financial plan are realistic and achievable</li> </ul>	X	n/a	n/a	n/a	
<ul style="list-style-type: none"> <li>Check that sufficient cash exists to enable the organisation to meet its financial obligations for the foreseeable future (at least 3 months)</li> </ul>	X	X	n/a	n/a	
<ul style="list-style-type: none"> <li>Check that any other material sources of external funding are secure and assess any risks relevant to the ability of the organisation to continue as a going concern</li> </ul>	X	X	n/a	n/a	

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## Checklist

<u>Approval Process</u>					
• Has approval for funding been given by a Committee, if so which one?	X	X	X	X	
• Has approval for funding been given through delegated authority, if so who by?	X	X	X	X	
• What was the date of the approval?	X	X	X	X	
<u>Payments</u>					
• Has schedule of payments been agreed with the organisation, and where appropriate, prior to the beginning of the financial year?	X	X	X	X	
• Are there no fewer than 4 payments in the financial year?	X X	X X	n/a X	n/a X	
• Who has checked the schedule of payments for accuracy?	X	X	X	X	
• Have all financial checks have been completed to the satisfaction of Council staff, and all the information submitted as required by the organisation?	X	X	X	X	
• Is everything held in the file?					
<u>Funding Agreement</u>					
• A Service Level Agreement is required	X	X	n/a	n/a	
• What date was the Service Level Agreement signed?	X	X	n/a	n/a	
• Is a letter of agreement in place?	n/a	n/a	X	X	
• What date was the letter was issued?	n/a	n/a	X	X	
• Are the minimum requirements as set out in Section 7.4 all covered?	X	X	X	X	
• Is a copy of the Agreement held in the file?	X	X	X	X	
<u>Group Accounts Concept</u>					
Has the issue of Group Accounts been considered by Finance?	X	n/a	n/a	n/a	
<u>Central Register</u>					
Has the Funding Agreement been sent to the Corporate Accounting Manager for entry into the central register?	X	X	X	X	



**LOCAL CODE OF PRACTICE FOR FUNDING EXTERNAL BODIES AND ‘FOLLOWING THE PUBLIC POUND’**

**Checklist**

X = this criteria applies to funding being awarded

## LOCAL CODE OF PRACTICE FOR FUNDING EXTERNAL BODIES AND 'FOLLOWING THE PUBLIC POUND'

## Checklist

**Financial Year:** [enter year]**External body:** [enter name of organisation]**Service:** [enter the Service]**Budget Holder:** [enter name and job title of the designated budget holder]

Description of Issues and Checklist Questions (these represent minimum requirements)	TIER 1	TIER 2	TIER 3	TIER 4	Financial Year 20xx/xx
<b>After the Funding has been Awarded</b> <u>Regular checks for external bodies</u>  Every 2 Years <ul style="list-style-type: none"> <li>Ensure the organisation has adequate policies and procedures in place to govern the way their finances are handled</li> </ul> Annually <ul style="list-style-type: none"> <li>Check that the projections in the financial plan are realistic and achievable</li> <li>Check that sufficient cash exists to enable the organisation to meet its financial obligations for the foreseeable future (at least 3 months)</li> <li>Check that any other material sources of external funding are secure and assess any risks relevant to the ability of the organisation to continue as a going concern</li> </ul> Ongoing <ul style="list-style-type: none"> <li>Check the six monthly Management Accounts to ensure that there is sufficient cash to meet the organisations outgoings for the forthcoming year.</li> </ul>	X	n/a	n/a	n/a	
	X	n/a	n/a	n/a	
	X	X	n/a	n/a	
	X	X	n/a	n/a	
	X	n/a	n/a	n/a	

LOCAL CODE OF PRACTICE FOR FUNDING EXTERNAL BODIES AND 'FOLLOWING THE PUBLIC POUND'

Checklist

<p><u>Council Monitoring</u></p> <ul style="list-style-type: none"> <li>• What is the relevant Monitoring Body, which Committee or Service?</li> <li>• Annual report received from the external body?</li> <li>• Annual report prepared for Committee?</li> <li>• Date of Committee?</li> <li>• Annual report prepared for Service Management Team?</li> <li>• Annual report supplied to Chief Officer?</li> <li>• Objectives and Outcomes achieved as per Funding Agreement?</li> <li>• Outcome observations:</li> </ul> <p>Any further action required:</p>	X	X	X	X	
	X	X	X	X	
	X	n/a	n/a	n/a	
	X	n/a	n/a	n/a	
	n/a	X	n/a	n/a	
	n/a	n/a	X	X	
	X	X	X	X	
	X	X	X	X	

X = this criteria applies to funding being awarded

**LOCAL CODE OF PRACTICE FOR FUNDING EXTERNAL BODIES AND  
'FOLLOWING THE PUBLIC POUND'**Operational Capability Assessment Template**Financial Year:** [enter year]**External body:** [enter name of organisation]**Service:** [enter the Service]**Responsible Officer:** [enter person completing this risk assessment]**Accounting Contact:** [enter person who did the financial risk work]**Assessment:**

We have considered the following in respect of the above organisation and have summarised our observations and conclusions below:

Matters considered (examples – the questions should be tailored according to the nature and amount of funding being considered)

- Does the organisation have a management board to oversee the direction, service delivery and financial stability of the organisation
- Is the organisation a registered charity, and if so have they complied with guidance from OSCR
- Is the organisation a registered company, and if so have they complied with their requirements under the Companies Act.
- Does the organisation have a clear statement of purpose and organisational objectives
- Is the organisation able to provide evidence or other support to demonstrate achievement of its objectives and purpose
- Are there any known reasons that would result in a risk to the Council's reputation through association with an external body if financial or service delivery problems emerge

**LOCAL CODE OF PRACTICE FOR FUNDING EXTERNAL BODIES AND  
'FOLLOWING THE PUBLIC POUND'**

Operational Capability Assessment Template

Record any observations in relation to the above

**Recommendation**

The organisation has been assessed and our overall recommendation is as follows:

**Date completed:** [enter date]

## LOCAL CODE OF PRACTICE FOR FUNDING EXTERNAL BODIES AND 'FOLLOWING THE PUBLIC POUND'

Central Register – Format

Aberdeen City Council Return of information for setting up  
a Central Register of Organisations meeting the criteria of  
Following the Public Pound covering the 2019/20 financial  
year

Service making the return:

Person Collating Data & Contact Details:

Data required for setting up register																											
Organisation Name	Company Registration Number	Organisation Contact	Organisation Designation	Address 1	Address 2	Town /City	Postcode	Name (SLO)	Designation (SLO)	Cluster	Section (SLO)	Tel No (SLO)	Contact Name (SA)	Contact Tel No (SA)	Fund	Nature of Funding	Approval Date	Value of Funding	Last Update	Decision Making Body	Financial Code	Payment Regime	Tier Description	Additional Info (Project)	Additional Info (Comments)	Latest Note	Creditor Number
Page																											

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Guidance notes on completion of the return

Lead Officer                      Please provide name & designation  
Contact Details                  Please provide location & tel. number  
Nature of Funding                e.g. Grant, guarantee, loan etc.  
Decision making body          e.g. Committee, CMT  
Payment regime                  e.g. monthly, quarterly, annually etc.

SLO – Service Liaison Officer

SA – Services Accounting

## ABERDEEN CITY COUNCIL

<b>COMMITTEE</b>	City Growth and Resources
<b>DATE</b>	26 September 2019
<b>EXEMPT</b>	No
<b>CONFIDENTIAL</b>	No
<b>REPORT TITLE</b>	Commemorative Plaque for Louisa Lumsden
<b>REPORT NUMBER</b>	PLA/19/331
<b>DIRECTOR</b>	N/A
<b>CHIEF OFFICER</b>	Richard Sweetnam
<b>REPORT AUTHOR</b>	Jenny Brown
<b>TERMS OF REFERENCE</b>	6

### 1. PURPOSE OF REPORT

- 1.1 To seek approval for the erection of a commemorative plaque to Louisa Lumsden, suffragist and pioneer of women's education:

### 2. RECOMMENDATIONS

That the Committee:-

- 2.1 Approve the erection of a commemorative plaque to Louisa Lumsden, Suffragist and Pioneer of Women's Education, at 214 Union Street.

### 3. BACKGROUND

- 3.1 Aberdeen Women's Alliance have proposed to erect a commemorative plaque to Louisa Lumsden, suffragist and a pioneer of women's education.
- 3.2 The proposal meets all the requirements set out in the Guidelines for the Nomination of Commemorative plaques (see Appendix 1). Louisa Lumsden is considered to be of at least national significance in the field of pioneering education for women, as recognised by her elevation to DBE. Her role within

the Aberdeen Association for Women's Suffrage is considered to be of outstanding local significance. She worked within the proposed location at a significant period in this capacity.

- 3.3 A standard round commemorative plaque is proposed. The draft wording proposed is:

- 3.4 "Louisa Lumsden DBE  
1840-1935

Pioneer of Women's Education, President of Aberdeen Association for Women's Suffrage worked here"

- 3.5 Louisa Lumsden was one of the Girton pioneers – recruited for a new women's college at Hitchin, near Cambridge, led by Emily Davies. Davies believed that in order to be accepted at a men's university, women must complete the course on precisely the same terms as men. Lumsden continued to promote the belief in equal access to education throughout her life, pioneering education for women and helping found of St Leonard's School and University Hall, St Andrew's. In retirement, she was asked to be President of the Aberdeen Suffrage Association. In 1911 Louisa Lumsden was awarded an honorary LLD degree by St Andrews University. In 1925 she was made DBE in recognition of her services to education.

- 3.6 Planning and the building owners have approved this location for the plaque. Aberdeen Women's Alliance as the promoters of the plaque will be responsible for obtaining all necessary statutory and other third-party consents to allow the commemorative plaque to be erected.

- 3.7 Officers are currently reviewing the operation and associated guidance for the commemorative plaques scheme in order to ensure it is fit for purpose, and will bring recommendations to Elected Members once complete.

#### **4. FINANCIAL IMPLICATIONS**

- 4.1 There are no direct financial implications arising from the recommendations of this report. All financial costs shall be covered by the nominating body as outlined in the Plaques Guidance (see Appendix 1).
- 4.2 Commemorative plaques are made from cast aluminium and have proved to be long-lasting with no maintenance cost to the Council. The Council does not currently seek to replace plaques which have been removed by property owners.

#### **5. LEGAL IMPLICATIONS**

- 5.1 There are no direct legal implications arising from the recommendations of this report. The building owners and Planning have been consulted about the location of the proposed plaque as outlined in the Plaques Guidance (see Appendix 1.1).

#### **6. MANAGEMENT OF RISK**



Category	Risk	Low (L) Medium (M) High (H)	Mitigation
Financial	N/A		N/A
Legal	N/A		N/A
Employee	N/A		N/A
Customer	Risk of customer demand not being met	L	The erection of the plaque would meet customer demand
Environment	N/A		N/A
Technology	N/A		N/A
Reputational	Risk of not acknowledging the significance of the nominees' achievements appropriately	L	The erection of the plaque would provide suitable acknowledgment of a notable individual

## 7. OUTCOMES

Local Outcome Improvement Plan Themes	
	Impact of Report
<b>Prosperous Economy</b>	<p>The proposals within this report support the delivery of LOIP for Prosperous Economy, Primary Driver 1: 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. The proposals within this report support the improvement measure and aim to increase footfall in Aberdeen's Business Improvement District by 10% by 2026.</p> <p>The proposals within this report support the delivery of LOIP for Prosperous Economy, Primary Driver 3: Inclusive economic growth - A skilled workforce for the future that provides opportunities for all our people by ensuring that the North East of Scotland is a great place to be – as a visitor, worker, entrepreneur or resident. The proposals within this report support the</p>

	improvement measure and aim to increase tourists to Aberdeen by 30% by 2026.
--	--

Design Principles of Target Operating Model	
	Impact of Report
<b>Partnerships and Alliances</b>	Working with Aberdeen Women's Alliance is a good example of fostering a relationship with a local heritage group.

## 8. IMPACT ASSESSMENTS

Assessment	Outcome
<b>Equality &amp; Human Rights Impact Assessment</b>	
<b>Data Protection Impact Assessment</b>	Not required as all personal information recorded on the plaque is already in the public domain.
<b>Duty of Due Regard / Fairer Scotland Duty</b>	Not applicable

## 9. BACKGROUND PAPERS

- 9.1 *Oxford Dictionary of National Biography* 'Lumsden, Dame Louisa Innes (1840–1935)' by Elizabeth J. Morse (2004)

## 10. APPENDICES (if applicable)

Appendix 1- Details of requirements of the Commemorative Plaques Scheme;

## 11. REPORT AUTHOR CONTACT DETAILS

Name: Jenny Brown  
Title: Lead Curator  
Email Address: jenbrown@aberdeencity.gov.uk  
Tel: 01224 337719

## Appendix 1

Commemorative Plaques Policy adopted by the Education and Leisure committee in 2002:

- That the nominated person is worthy of commemoration, that they are of national or international standing or of such outstanding local importance as to deserve a plaque. They should be regarded either within their profession as eminent or be recognisable to the well-informed passer by.
- That the nomination is vetted by the History Curatorial team and subject to final approval by the appropriate council committee.
- That the person or group who have made the nomination make available finance necessary to see the plaque created, shipped and installed (approximately £350). A letter of financial commitment will be required. Finance must be raised independently: unfortunately Aberdeen City Council officers will not be able to become involved in the fund raising process.
- That the person in question is dead and where appropriate any living relative has granted their consent to the erection of the plaque.
- That an appropriate location for the plaque has been found. Appropriate means that either the person lived within the building upon which the plaque will be fixed or they worked there for a significant period and that the location of the plaque is such that members of the public will normally be able to view it from a public road or street without needing to enter upon private property. It will be necessary to have permission from those either resident within that building or those who work there. Consent will also be required from those who own the building.
- That the plaque will conform to the normal dimensions of other commemorative plaques within Aberdeen City. That is to say that they are cast aluminium, round, 20 inches in diameter and with white raised lettering on a fawn background.
- That no notice of sponsorship will occur on the plaque. However notice of sponsorship will occur on the plaques information on the City Council's Corporate Website and in any forthcoming versions of the plaque leaflet. Aberdeen City Council will retain ownership of the plaque.
- That the wording on the plaque should be in normal English, with exceptions where a piece of fiction or such like is being indicated.

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## ABERDEEN CITY COUNCIL

<b>COMMITTEE</b>	City Growth and Resources
<b>DATE</b>	26 September 2019
<b>EXEMPT</b>	No
<b>CONFIDENTIAL</b>	No
<b>REPORT TITLE</b>	The Community Food-Growing Programme update and draft Granite City Growing Strategy
<b>REPORT NUMBER</b>	PLA/19/314
<b>DIRECTOR</b>	N/A
<b>CHIEF OFFICER</b>	Gale Beattie
<b>REPORT AUTHOR</b>	Sandy Gustar – Sustainable Development Officer
<b>TERMS OF REFERENCE</b>	<b>Terms of Reference</b> 2.2 The Committee will determine the Council's strategies for city growth and place planning except in relation to major infrastructural planning.

### 1. PURPOSE OF REPORT

- 1.1 The report seeks approval for the draft Food-Growing Strategy and associated Environmental Report to go to public consultation; it also provides an update to the community food-growing programme.

### 2. RECOMMENDATION(S)

That the Committee:

- 2.1 Approve the draft 'Granite City Growing: Aberdeen Growing Food Together' (Appendix A) and associated Environmental Report (Appendix B) for an 8 week public consultation.

### 3. BACKGROUND

- 3.1 The demand for food-growing opportunities is likely to increase as more people seek to improve their health and wellbeing, access fresh food, reduce their environmental impact and engage with their local community. In the 43rd City Voice survey in March 2019 for example 31.8% of panellists (277 people) who are not already growing their own fruit and vegetables would be prepared to in order to reduce their climate impacts. '*Granite City Growing: Aberdeen Growing Food Together*' sets out a city-wide vision for collaborative working to increase food-growing awareness, skills and opportunities and describes how land will be identified in priority areas from the Open Space Audit. It was developed with stakeholders and seeks to build on the many local food-growing actions and initiatives that are already delivering multiple benefits in the city. It is aligned to Aberdeen's ambition to be a Sustainable Food City.
- 3.2 In developing '*Granite City Growing: Aberdeen Growing Food Together*', the views and priorities of local organisations and community groups were gathered during stakeholder workshops facilitated by greenspace scotland. In addition, individuals were consulted through a Citizen's Space survey in February 2018 and in the 43rd City Voice survey in March 2019. A Food-growing Steering Group has guided the process consisting of representatives from Aberdeen City Council's Place, Operations and Customer clusters, the Hutton Institute, Community Councils, the Allotment Market Stall, Powis Residents Association, the Civic Forum and from the Community Food Initiative North East (CFINE). The eight-week consultation, if approved, will be open to the public and conducted through the consultation hub, Citizen's Space.
- 3.3 The programme was funded by £145,000 from the General Fund Capital Programme. All the capital funds have now been spent or allocated except for £5368 and it is anticipated that this will be allocated soon as new project proposals are being assessed.
- 3.4 The Capital Programme Committee instructed that the Chief Officer - Strategic Place Planning investigate external funding opportunities to extend the Community Food-growing Programme into a self-funded model. An important lesson from the Community Food Growing Programme has been that the most successful projects were those which supported a 'bottom-up' approach where funding was granted to a third party who then managed their own project with the support of Council officers. This approach supports community buy-in during the early stages and tended to achieve better sustainability as the projects progressed. In order to support partnership working and encourage longer term sustainability it is recommended that future projects are driven by demand at a community level.
- 3.5 In the long-term the demand for food-growing spaces may start to exceed the supply of spaces. The requirements of the Community Empowerment (Scotland) Act 2015 mean that Aberdeen City Council has a statutory duty to provide allotment ground according to demand. Under section 112 of the Act,

Aberdeen City Council would be required to take 'reasonable steps' to increase the provision of growing spaces when the allotment waiting list exceeds 50% of the number of allotments; the January waiting list figures are 32% of the number of allotments. To assist with planning for future provision Granite City Growing will put in place measures to monitor supply and demand over the next five years. It also includes the ACC 'reasonable steps' statement. Waiting list figures are reported annually by Operations.

- 3.6 A business case will be brought forward by the Operations and Protective Services cluster and the Early Intervention and Community Empowerment cluster relating to supporting food-growing on 'Housing Revenue Account' (HRA) land. Granite City Growing has identified priority areas where the distribution of existing food-growing opportunities is least and the potential demand greatest. These priority areas tend to align with the distribution of HRA land which is managed by the Early Intervention and Community Empowerment cluster and maintained by the Operations and Protective Services cluster. The business case will seek to redirect HRA funding from maintenance costs to support food-growing projects on HRA land.
- 3.7 A report will be brought back to Committee on 6<sup>th</sup> February 2020 in relation to:
  - (a) The findings of the public consultation; and
  - (b) A final draft of 'Granite City Growing: a food-growing strategy for Aberdeen' and associated Environmental Report for approval and publication.

#### **4. FINANCIAL IMPLICATIONS**

- 4.1 There are no direct financial implications arising from the recommendations of this report.
- 4.2 There are many external funding pots available to community groups for well-defined projects. Community Engagement Officers have a role to play in helping groups come together to define food-growing projects and source external funding. Local community groups have applied for funding from Tesco Bags of Help, the Greggs Foundation, the Climate Challenge Fund, Investing in Communities Fund and the local Health Improvement Fund (run by the Aberdeen Health and Social Care Partnership) and the Fairer Aberdeen Fund for example.
- 4.3 Opportunities for Aberdeen City Council to support food-growing through existing budgets have been considered in the preparation of Granite City Growing. There is potential for participatory budgeting, developer obligations, the Common Good Fund, Pupil Equity Funding and existing grounds maintenance budgets to be useful in supporting further food-growing opportunities and this will be explored more fully as Granite City Growing progresses. Any application of these funding sources to the Food Growing programme would be captured within their existing governance processes.

## 5. LEGAL IMPLICATIONS

- 5.1 The Community Empowerment (Scotland) Act 2015 requires that all local authorities prepare a food-growing strategy for their area. Section 119 of the Community Empowerment Act requires the food-growing strategy to:
- Identify land in the area that could be used for allotment sites;
  - Identify other land in the local authority area which could be used by a community to grow vegetables, fruit, herbs or flowers;
  - Describe how the authority intends to increase the provision of allotments or other land for community growing, should the authority be required to take reasonable steps under section 112(1); and
  - when detailing how the authority intends to increase the provision of allotment sites and community growing areas of land in its area as it is required to take reasonable steps under section 112(1), a description of whether and how this will apply to communities which experience socio-economic disadvantage.
- 5.2 A Strategic Environmental Assessment (SEA) has been completed as required by the Environmental Assessment (Scotland) Act 2005. Assessment findings are used to populate an Environmental Report. The report and the draft strategy documents have to be available for comment, at the same time, for a set period that has to be agreed in advance with the Consultation Authorities and the Scottish Ministers. It is agreed in this case that the relevant documents be out for consultation for a period of 8 weeks.

## 6. MANAGEMENT OF RISK

Category	Risk of not progressing Granite City Growing	Low (L) Medium (M) High (H)	Mitigation
Financial	Lack of external funding sources and the inability to fund the proposed programmes	H	Communication of Granite City Growing to Community Planning partners will build relevance of food-growing to LOIP outcomes and carve a place from existing funding streams.
Legal	ACC has a duty to prepare a food-growing strategy under the Community Empowerment (Scotland) Act 2015	H	The draft Granite City Growing goes out for consultation and then returns to committee for approval by April 2020.
Employee	Health and wellbeing outcomes not realised.	M	Improvement Charter to increase workplace food growing opportunities is



			currently being progressed by the Operations and Protective Services cluster and reported to the Sustainable City Group.
<b>Customer</b>	A long term risk of demand for allotments and other growing spaces exceed supply. Health and wellbeing benefits not realised. Widening inequalities.	M	The demand for food-growing spaces will be monitored. The strategy will be reviewed every 5 years in line with the legislation.
<b>Environment</b>	Biodiversity gains not realised.  Best practice water and soil management advice for food-growing not communicated.  A 'sustainable lifestyle' choice not optimised for the citizens of Aberdeen	M	Biodiversity implications are communicated in Granite City Growing and information created or signposted to encourage best practice.
<b>Technology</b>	n/a		
<b>Reputational</b>	Failure to meet legal duty.  Failure to fully support Aberdeen's ambition to be a Sustainable Food City.  Opportunities are missed to increase food-growing.	H	The draft Granite City Growing goes out for consultation and then returns to committee for approval by April 2020 and its vision is taken forward in action.

## 7. OUTCOMES

Local Outcome Improvement Plan Themes	
	Impact of Report

<b>Prosperous Economy</b>	<p>The proposals within this report support the delivery of LOIP Stretch Outcome 1 – 10% increase in employment across priority and volume growth sectors by 2026. Granite City Growing will in time increase the food-growing skills of residents. ‘Food and Drink’ has been identified as a growth sector so it could help to deliver the LOIP Improvement Project Aim</p> <ul style="list-style-type: none"> <li>• ‘to increase the number of people employed in growth sectors by 5% by 2021.</li> </ul>
<b>Prosperous People</b>	<p>The proposals within this report support the delivery of LOIP Stretch Outcome 11 – Healthy life expectancy is five years longer by 2026. Food-growing could be a useful part of the aims to:</p> <ul style="list-style-type: none"> <li>• Increase the number of people in local communities promoting wellbeing and good health choices by 2021</li> <li>• Increase uptake of a range of activities that enable people with long term conditions to manage their health and well-being by 2021</li> <li>• Increase the number of community run green spaces that are organised and self-managed, particularly in priority localities where satisfaction and use is low.</li> <li>• Increase opportunities for people who are retired to continue and increase their contribution to communities by 10% by 2021</li> </ul> <p>The proposals within this report support the delivery of LOIP Stretch Outcome 12 – Rate of harmful levels of alcohol consumption reduced by 4% and drug related deaths lower than Scotland by 2026. The therapeutic benefits of food-growing could contribute to:</p> <ul style="list-style-type: none"> <li>• Increase number of people undertaking recovery from drug and alcohol issues who are being supported to maintain drug / alcohol free lives in their community by 2021</li> </ul>
<b>Prosperous Place</b>	<p>The proposals within this report support the delivery of LOIP Stretch Outcome 13 – No one in Aberdeen will go without food due to poverty by 2026. Granite City Growing will support community efforts in making our green space productive and resilient and oversee the delivery of the Improvement Aim to:</p> <ul style="list-style-type: none"> <li>• Increase community food growing in schools, communities and workplaces by 2021</li> </ul> <p>The proposals within this report support the delivery of LOIP Stretch Outcome 14 - Addressing climate change by reducing Aberdeen's carbon emissions by 42.5% by 2026 and adapting to the impacts of our changing climate. Food-growing activities will support the delivery of the Improvement Project Aims to:</p>

	<ul style="list-style-type: none"> <li>• Reduce Aberdeen's carbon emissions by 30% by 2021.</li> <li>• Reduce the generation of waste in Aberdeen by 2021.</li> </ul>
--	---

Design Principles of Target Operating Model	
	Impact of Report
<b>Customer Service Design</b>	Granite City Growing has been drafted to the customer design principles of <b>prevention and early intervention, co-design, locality-based and collaboration.</b>
<b>Organisational Design</b>	Granite City Growing has been drafted to the following organisational design principles: <b>enabling and intelligence led.</b>
<b>Governance</b>	Granite City Growing has been drafted with the <b>inclusive</b> governance principle in mind.
<b>Workforce</b>	Granite City Growing has been drafted with the workforce principle of being <b>open and co-operative.</b>
<b>Process Design</b>	Granite City Growing has been drafted to the following process design principles: <b>understand what people need and make things open.</b>
<b>Technology</b>	Granite City Growing has embraced the technological principle of being <b>engaged</b>
<b>Partnerships and Alliances</b>	Granite City Growing has been drafted to the partnership principle of <b>complementarity of purpose and value added.</b>

## 8. IMPACT ASSESSMENTS

Assessment	Outcome
<b>Equality &amp; Human Rights Impact Assessment</b>	An EHRIA was not required as confirmed by the nominated Equalities officer 19/6/2018.
<b>Data Protection Impact Assessment</b>	A Data Protection Impact Assessment is not required.
<b>Duty of Due Regard / Fairer Scotland Duty</b>	Applicable. Granite City Growing seeks to reduce inequalities in the existing supply of food-growing opportunities.

<b>Strategic Environmental Assessment (SEA)</b>	Full SEA required and Environmental Report is included in Appendix B. This report seeks consultation with public and statutory consultees on the Environment Report for Granite City Growing completed as part of the SEA process.
<b>Habitats Regulations Assessment</b>	A Habitats Regulations Appraisal proforma has been concluded in consultation with Scottish Natural Heritage.

## 9. BACKGROUND PAPERS

[Granite City Growing – Strategic Environmental Assessment Screening and Scoping reports](#)

PLA/18/062 from the Capital Programme Committee

CMT Committee Paper 11/10/2018

Service Update 25 April 2019

## 10. APPENDICES

Appendix A: '*Granite City Growing; Aberdeen Growing Food Together*' draft for public consultation

Appendix B: Strategic Environmental Assessment - Environmental Report is available through the Council website: <https://www.aberdeencity.gov.uk/media/11096>

## 11. REPORT AUTHOR CONTACT DETAILS

Name	Sandy Gustar
Title	Sustainable Development Officer
Email Address	SGustar@aberdeencity.gov.uk
Tel	01224 522247

## Granite City Growing: Aberdeen Growing Food Together 2020

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## SUMMARY

'Granite City Growing: Aberdeen Growing Food Together 2020' is Aberdeen's first food growing strategy. It builds on existing requirements and the broad landscape of **community empowerment** brought forward by the Community Empowerment (Scotland) Act 2015<sup>1</sup>. Section s119 of the Act requires that all local authorities prepare a food-growing strategy for their area.

Granite City Growing is a city-wide strategy developed collaboratively by the Aberdeen Food-growing Steering Group consisting of representatives from Aberdeen City Council (Operations, Customer and Place functions), The Hutton Institute, The Community Council Forum, Civic Forum, the Sustainable Food City Partnership, the Allotment Market Stall, the Powis Residents Association and Community Food Initiative North East (CFINE).

The scope of Granite City Growing covers:



- all forms of community growing – where growing activities are collective and voluntary or expressly for community benefit
- all types of growing sites which can support community growing – temporary and permanent
- support for communities to get involved in food growing
- awareness raising and training relating to community growing and the benefits it provides

The strategic context of Granite City Growing is placed within Aberdeen as a 'Sustainable Food City' as taken forward by Granite City Good Food'; the Community Planning Aberdeen's Local Outcome Improvement Plan; and the Aberdeen Local Development Plan.

The strategy describes where we are now, where we would like to be and how we are going to get there. It has been written with input from key stakeholders and informed by engagement activities, surveys and lessons learned from the community food-growing programme since the Autumn 2017. It has also been informed by the Strategic Environmental Assessment undertaken in parallel.

A baseline for 2019 is discussed capturing both quantitative data of existing food-growing spaces and qualitative information with links to the many examples of known community food-growing taking place around Aberdeen city. The supply of existing community food-growing opportunities is mapped alongside potential demand. The existing city-wide situation in Aberdeen is largely in line with the Scottish average. Spatially there is an uneven distribution of existing food-growing opportunities across the city with some communities enjoying above average provision in their vicinity and others having none. The Aberdeen food-growing survey showed that a lack of time and not knowing how to grow food are perceived as the greatest barriers to 'growing your own' locally.

A statement of 'reasonable measures' is included describing what Aberdeen City Council will do to respond to the demand for food-growing opportunities. It presents a methodology of how the Open Space audit information will be used to create a map identifying future opportunity food-growing sites.

The delivery of Granite City Growing will require a partnership approach and a collaborative city-wide effort to achieve the many outcomes which community food-growing has the potential to positively effect. Key actions from the action plan are presented.

'Granite City Growing: Aberdeen Growing Food Together 2020' and its supporting documents is available online from the Aberdeen City Council website <https://www.aberdeencity.gov.uk/services/environment/food-growing-strategy>

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<sup>1</sup> <http://www.legislation.gov.uk/asp/2015/6/section/119/enacted>

## 1. INTRODUCTION : Why do we need a food-growing strategy?

'Granite City Growing: Aberdeen Growing Food Together 2020' will play a key role in nurturing an inclusive city which offers more opportunities for its people to grow their own food. 'Granite City Growing' supports opportunities for community-based activity for those who live in, work in and visit Aberdeen to achieve healthier and more sustainable lifestyles.



Since 2017 Aberdeen has made a commitment to be a Sustainable Food City and a partnership called 'Granite City Good Food'<sup>2</sup> is taking this forward. Granite City Good Food believe that every person in Aberdeen should have access to healthy, tasty, affordable food and that this food should also be good for the environment and our local economy.

The current unsustainable food system is having a significant impact on the planet. A January 2019 report from the EAT-Lancet Commission<sup>3</sup> concluded that "food is the single strongest lever to optimise human health and environmental sustainability on earth. However, food is currently threatening both people and planet." Food has an important part to play in achieving the Sustainable Development Goals<sup>4</sup> set by the United Nations in 2030. Any conversation around how Scotland will reach the 2045 target of net-zero emissions<sup>5</sup> will need to include food and how we source it, use it, value it and grow it.

Scotland has a vision for a healthier future. A Scottish Government July 2018 delivery plan<sup>6</sup> set a vision to create a Scotland where everyone eats well, and we all have a healthy weight. Scotland also has a vision to become a 'Good Food Nation' by 2025<sup>7</sup>.

***The benefits of community food-growing are cross-cutting with implications for health and wellbeing, diet, food-poverty, place-making, reducing 'food miles', intergenerational engagement, waste reduction, outdoor education, physical activity, soil management, adaptation to a changing climate, mental health, greenspace management, recycling of resources and biodiversity.***

Opportunities to 'grow your own' food supports residents to reduce their personal 'foodprint' by sourcing and growing food plants locally. More community food-growing opportunities supports better access to affordable and healthy food; it also has a role to play in reducing social isolation, creating cohesive communities, encouraging physical activity, improving mental wellbeing, supporting educational objectives and creating habitats for wildlife.

Research published in the Journal of Public Health in 2015 found that just one session of gardening in an allotment yielded significant improvements in mood and self-esteem. The activity of growing food can play a key role in promoting mental and physical well-being and could be used as a preventive health measure<sup>8</sup>.

With the right skills, a 250m<sup>2</sup> allotment plot can provide a family of four with their fruit and vegetables for a year<sup>9</sup>. Local food can be grown in many ways: in private gardens, on allotments, on walls and balconies, indoors and out, in communal gardens, schools, workplaces, hospitals, and on reclaimed ground for community use. There is a role for local policy to encourage, strengthen and protect existing opportunities and support new spaces and growers.

<sup>2</sup> <https://www.cfine.org/granite-city-good-food>

<sup>3</sup> <https://eatforum.org/>

<sup>4</sup> <https://globalgoals.scot/>

<sup>5</sup> <https://www.gov.scot/policies/climate-change/climate-change-bill/>

<sup>6</sup> <https://www.gov.scot/publications/healthier-future-scotlands-diet-healthy-weight-delivery-plan/>

<sup>7</sup> <https://www.gov.scot/policies/food-and-drink/good-food-nation/>

<sup>8</sup> <https://www.ncbi.nlm.nih.gov/pubmed/26515229>

<sup>9</sup> <http://www.sags.org.uk/docs/GG3PlanToGrow.pdf>

There are already many initiatives taking place locally targeting inequality, mental health and wellbeing and seeking to expand food choices and knowledge of nutrition and cooking. This strategy promotes both the necessity of continued action and further support for food-growing activities that take place in our communities.

'Granite City Growing' has been prepared by Aberdeen City Council (ACC) which has a statutory function (as expressed in the Community Empowerment (Scotland) Act 2015) however the strategy has been written for everyone in Aberdeen with an interest; communities, partners, landowners and citizens. Food-growing is relevant to both community planning and spatial planning and the policy and legislative context in which a food-growing strategy sits is described more fully in appendix 1.

**Community Planning:** Community Planning Aberdeen<sup>10</sup> (CPA) includes Aberdeen City Council, NHS Grampian, Police Scotland, the Aberdeen Civic Forum, Aberdeen Council of Voluntary Organisations, the North East Scotland College and the Active Partnership Aberdeen amongst others. The community planning partners are working towards making Aberdeen a prosperous place; not simply in economic terms, but also in the quality of life for the people of the city.



CPA delivers its ambition through the Local Outcome Improvement Plan (LOIP) which sets the local strategic direction up until 2026. It is based on a needs' assessment undertaken in 2016 and is regularly updated. The LOIP is a key document which underpins the delivery of many different strategies in Aberdeen. The 'Sustainable City Outcome Improvement Group' has responsibility for overseeing the community food-growing actions in the Local Outcome

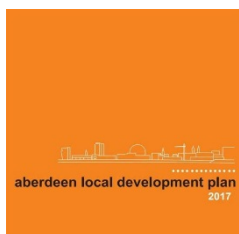
Improvement Plan (see Appendix 2).

As a cross-cutting theme food-growing can help to deliver LOIP stretch outcomes 1,11,12,13 and 14.

LOIP stretch outcome 13 states: ***no one in Aberdeen will go without food due to poverty by 2026.***

One of the Improvement Aims to achieve this is to ***'increase community food growing in schools, communities and workplaces by 2021'***. This aim will be measured by reporting on four indicators which will be incorporated into the Granite City Growing action plan and in the nine priority neighbourhoods through Locality Plans, overseen by Locality Partnerships. The three Locality Plans are: the Torry Locality Plan<sup>11</sup>; the Woodside, Tillydrone and Seaton Locality Plan<sup>12</sup>; and the Cummings Park, Heathryfold, Northfield, Mastrick and Middlefield Locality Plan<sup>13</sup>.

**Spatial Planning:** Aberdeen's adopted **Local Development Plan 2017** was prepared in the light of Scottish Planning Policy: *"Local development plans should safeguard existing and potential allotment sites to ensure that local authorities meet their statutory duty to provide allotments where there is proven demand. Plans should also encourage opportunities for a range of community growing spaces."* Scottish Planning Policy, 2014 (Paragraph 227<sup>14</sup>).



The requirements of the Community Empowerment (Scotland) Act 2015 mean that Aberdeen City Council has a statutory duty to provide allotment ground according to demand. Aberdeen City Council must consider and plan for future provision. Preparation of the next **Local**

**Development Plan 2022** is already underway and different ways of broadening the scope of food-growing in the Plan are being explored through stakeholder consultation.

The preparation of an **Open Space Strategy**<sup>15</sup> is also a requirement of National Planning Policy. The policy requires the creation of an audit, a strategy and action plans and it aims to ensure that a coordinated approach is taken to protecting and developing the city's network of open space. The Open Space Strategy is currently being refreshed and informed by an open space audit undertaken during 2018-2019. Allotments are included as a subset of open space; and they have a broad definition as 'areas of land used for growing fruit, vegetables or other plants either in individual allotments or as a community activity'.

Granite City Growing will inform the next Open Space Strategy which in turn will inform the next Local Development Plan (LDP) of 2022.

<sup>10</sup> <https://communityplanningaberdeen.org.uk/>

<sup>11</sup> <https://communityplanningaberdeen.org.uk/wp-content/uploads/2017/12/Torry-Draft-Locality-Plan-2017-27-1.pdf>

<sup>12</sup> <https://communityplanningaberdeen.org.uk/woodside-tillydrone-and-seaton/>

<sup>13</sup> <https://communityplanningaberdeen.org.uk/wp-content/uploads/2017/09/Wider-Northfield.pdf>

<sup>14</sup> <https://www.gov.scot/publications/scottish-planning-policy/>

<sup>15</sup> [https://www.aberdeencity.gov.uk/sites/default/files/open\\_space\\_strategy\\_2011\\_2016.pdf](https://www.aberdeencity.gov.uk/sites/default/files/open_space_strategy_2011_2016.pdf)



## **2. WHERE WOULD WE LIKE TO BE BY 2025?**

### **2.1 What is our vision?**

The following vision came from a series of workshops with key stakeholders facilitated in early 2018 by greenspace scotland.

***By 2025 we will be an Aberdeen where:***

- **everyone who wants to, has access to food-growing opportunities**
  - **people are aware of the benefits of, and opportunities for, local food growing**
  - **communities and politicians will understand the link between healthy people, good, local food and a high-quality environment in and around the city.**
  - **Granite City Growing will be a recognised part of Aberdeen's policy and strategic priorities.**
  - **and where food growing activities deliver:**
- 
- **improved health and wellbeing**
  - **stronger communities**
  - **benefits to the local economy**
  - **improvements to Aberdeen's urban and rural environment and**
  - **improved access to quality fresh food**
- 



## 2.2 What are our strategic outcomes and objectives?

Further discussion at the workshops; oversight from the Food-growing Steering Group and the incorporation of statutory guidance formulated the strategic outcomes and objectives taken forward into the Strategic Environmental Assessment shown in appendix 4 and summarised below.

### 1. Overarching – governance and increasing the opportunities to ‘grow your own’.

**Strategic Outcome:** *Aberdeen will be recognised as an exemplar for local food growing.*

**Strategic Objective:** *We will take steps to make food growing opportunities available to all residents of Aberdeen to improve their health, reduce health inequalities and to alleviate food poverty.’*

### 2. Environment – low-carbon living, biodiversity, food-miles, waste.

**Strategic Outcome** *‘Increase biodiversity, contribute to a Low Carbon Scotland, encourage climate change adaptation and mitigation (through changed behaviours) and improve the condition and carbon retention in the soil.’*

**Strategic Objective** *‘Embed the requirement to increase biodiversity and climate change adaptation and mitigation within growing spaces through the choice of plants, heritage varieties, site design and management.’*

### 3. Economy – social enterprises and the local food economy.

**Strategic Outcome** *‘Local food-growing will be part of a vibrant local food economy’*

**Strategic Objective** *‘Encourage all forms of community-led enterprise and social enterprise through making available and encouraging the uptake of food-growing opportunities.’*

### 4. People - communities and allotments.

**Strategic Outcome** *‘Empowered communities, with support from ACC and its partners, will be collectively growing and enjoying food’.*

**Strategic Objective** *‘We will make all of Aberdeen’s food-growing spaces well managed community-empowered places, served by public transport and active travel, with quality facilities accessible by all, as far as is practicable.’*

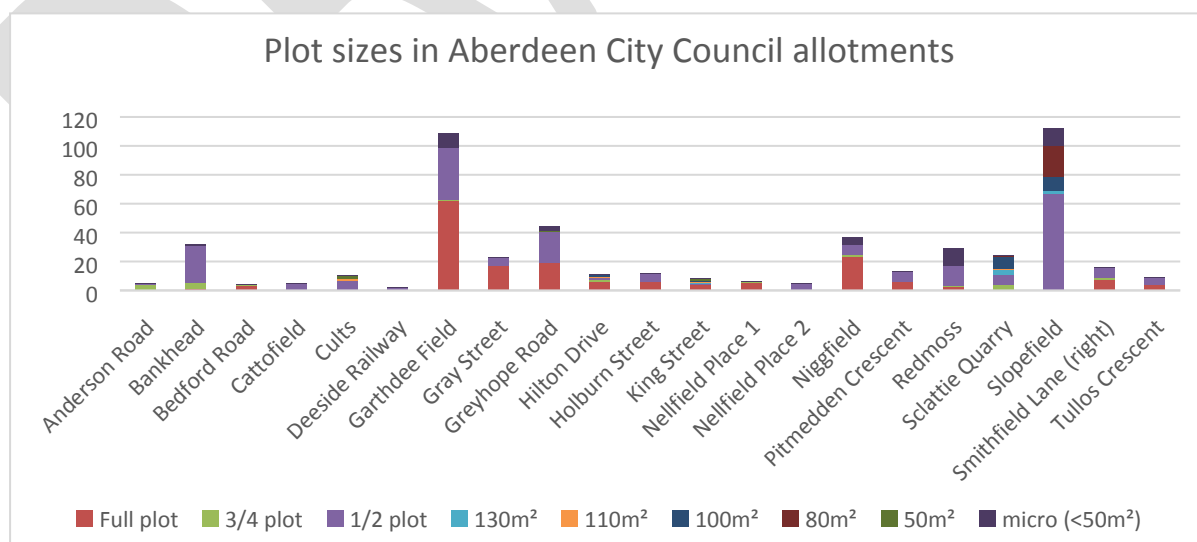
Aberdeen City Council partnered with greenspace Scotland to capture learning on how to develop a food-growing strategy. The learning note can be found here: <https://www.greenspacescotland.org.uk/food-growing-projects>

### 3 WHERE ARE WE NOW?

#### 3.1 What Aberdeen has now.

By setting a baseline for 2019 we will be able to measure progress over the lifetime of this strategy. Food-growing requires suitable spaces and people with the skills and motivation to grow their own food. The measurements are therefore a mixture of 'people' measures and 'spaces' measures.

- There are **3 private 'allotment' sites** providing approximately 135 plots.
- There are at least **11 community growing spaces** in Aberdeen.
- There are at least **3 community orchards** in Aberdeen.
- There are at least **14 educational institutions** actively involved in growing food outdoors (3 nursery schools, 9 primary schools, 1 academy and 1 university). Many more are growing food inside the classroom.
- There are 14 local authority Primary schools, 2 local authority Secondary schools, 1 special needs school and 2 independent schools currently active in the **Eco-Schools scheme**<sup>16</sup> 8 of which have recently achieved or renewed Green Flag status (July 2019).<sup>17</sup> A school garden provides an opportunity to advance the themes of the Eco-Schools scheme.<sup>18</sup>
- There are four **Britain in Bloom groups** and 28 **Its Your Neighbourhood Groups** engaging in horticultural activities (not necessarily food-growing).
- As of January 2019 there are **516 allotment plots** overseen by Aberdeen City Council on 21 sites. Of these **473 are available for permanent lease**: 166 are full plots (300 m<sup>2</sup>); 20 three-quarter plots (225 m<sup>2</sup>); 233 half-plots (150 m<sup>2</sup>); 5 plots of 130 m<sup>2</sup>, 3 plots of 110 m<sup>2</sup>, 21 plots of 100 m<sup>2</sup>, 22 plots of 80 m<sup>2</sup> and 3 plots 50 m<sup>2</sup>. A further **43 micro-plots (<50m<sup>2</sup>)** are available in Aberdeen which are offered to people on the waiting list when appropriate. They have proved to be an innovative way to actively engage with the waiting list and to build food-growing skills. In total this equates to approximately **95,000 m<sup>2</sup>** of allotment space provided by Aberdeen City Council. That is equivalent to over 13 football pitches!



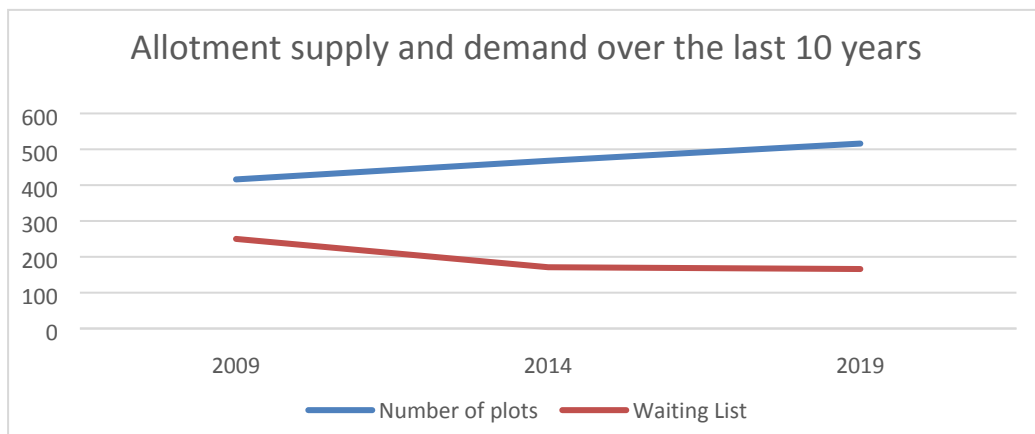
**Figure 1:** Range of plot sizes available at Aberdeen City Council allotments

<sup>16</sup> <https://www.keepsotlandbeautiful.org/sustainable-development-education/eco-schools/local-authorities/aberdeen-city/>

<sup>17</sup> <https://news.aberdeencity.gov.uk/aberdeen-schools-do-the-double-and-treble-in-winning-environmental-awards/>

<sup>18</sup> <https://www.keepsotlandbeautiful.org/sustainable-development-education/eco-schools/ten-topics/>

- In January 2019 the **allotment waiting list stood at 166 people** (43 of whom were tending to a micro plot); this means that the allotment waiting list at that time was **32%** of the number of plots available.



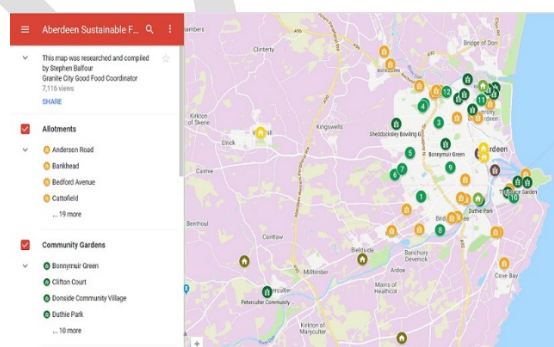
**Figure 2:** The Aberdeen City Council allotment ten-year supply and demand trend.

*The trend over the last ten years should be viewed in the light of the following:*

- more plots have been created from the subdivision of larger plots.
- two private 'allotment' sites have been created over the last ten years.
- the Allotments Management Policy 2008 created the Allotments Representatives Network, encouraged allotment associations and led to a more proactive management of sites causing more plots to be brought back into active use more quickly.
- There has been a step up in the frequency of allotment reviews in conjunction with enforcement of Lease Terminations should an allotment holder not respond to recommendations of the reviews. This has improved the frequency of allotments being offered to new growers.
- changes to Aberdeen's demography over the last ten years. Population increased each year upto 2015 (230,350) and has declined each year since to 228000 people.<sup>19</sup>

From the summer of 2019 the allotment application process has become digital. The allotment waiting list is reported annually.

A local Sustainable **Food Growing Map**<sup>20</sup> was developed alongside the preparation of this strategy. As of August 2019 it has been viewed over 10,000 times. It is available online and has been expanded to show where all the food-growing spaces are in Aberdeen and where other 'sustainable food' opportunities exist.



**Figure 3:** The 'Aberdeen Sustainable Food' google map signposted from the ACC and CFINE websites. There is also an interactive map available from the Ordnance Survey<sup>21</sup> which shows greenspace nationally.

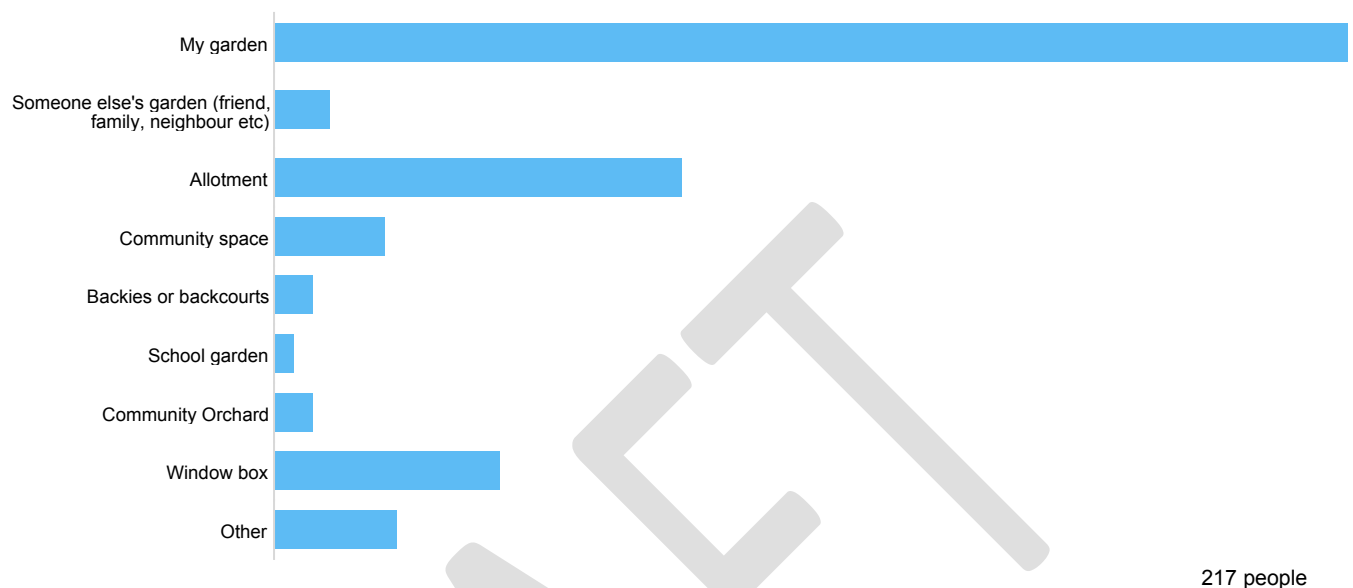
<sup>19</sup> <https://www.aberdeencity.gov.uk/sites/default/files/2019-04/Briefing%20Note%20-%202018%20MYEs%20.pdf>

<sup>20</sup> <https://www.google.com/maps/d/u/0/viewer?mid=109-glRByYBpLLCx077YfbGgom-AdCVV3&ll=57.132906161254446%2C-2.1429937798340006&z=13>

<sup>21</sup> <https://getoutside.ordnancesurvey.co.uk/greenspaces/>

### 3.2 What you said about food-growing in 2018

The Aberdeen City Food-growing survey<sup>22</sup> was conducted throughout February 2018 to inform Granite City Growing. It was conducted through the Aberdeen City Council consultation hub and attracted 394 respondents. Aberdeen citizen's are currently growing food in the following places:



**Figure 4:** Where are people currently growing their food?

217 people

- When asked *if you don't currently grow your own vegetables, fruit or herbs would you like to?*  
**40% of people said: Yes you would like to grow your own** (160 respondents)
- When asked *if you are already growing your own vegetables, fruit or herbs would you like to grow more?*  
**47% of people said: Yes you would like to grow more** (185 respondents)
- When asked *what, if anything, is stopping you growing your own vegetables, fruit or herbs, you said...*  
**you don't know how to grow food (29%: 115 people)**  
**you don't have the time to grow food (28%: 111 people)**  
**you have no food growing space near to you (17%: 66 people)**  
**you don't have the tools (15% :60 people)**

A greenspace scotland survey in 2017 covering the nation showed that 87% of respondents grew food in their gardens: 7% in allotments and 2% in community gardens.  
<https://www.greenspacescotland.org.uk/FAQs/research-and-surveys>

These results align strongly with a Scottish wide survey conducted by greenspace scotland<sup>23</sup>

### 3.3 What you said about food-growing in 2019

In March 2019 food-growing questions were included in the 43<sup>rd</sup> Aberdeen 'City Voice' questionnaire<sup>24</sup>. 38% of respondents had done some gardening in the last four weeks.

<sup>22</sup> <https://www.aberdeencity.gov.uk/services/environment/food-growing-strategy>

<sup>23</sup> Greenspace Use and Attitude Survey (2017) <https://www.greenspacescotland.org.uk/statistics>

<sup>24</sup> <https://communityplanningaberdeen.org.uk/cityvoice/wp-content/uploads/2019/07/Newsletter-43-Final.pdf>

When thinking about green/open space however only 5.5% considered that it was important that it was a good place to grow and or collect fruits, vegetables or herbs. However a significant aspiration for 'growing your own' was shown to be the desire to reduce personal environmental impact through making different food choices as shown in Table 1 below.

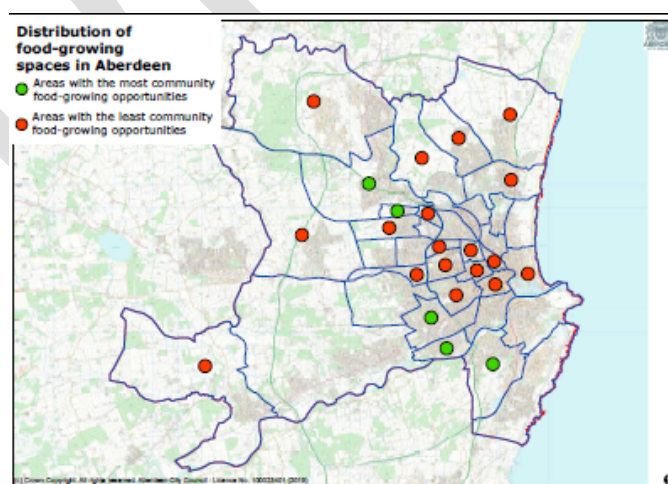
	Currently do		Prepared to do	
	Actual	%	Actual	%
Buy more locally grown and produced food	482	57.9%	350	42.1%
Grow your own fruits, vegetables, herbs and flowers	199	41.8%	277	58.2%
Eat less meat and /or dairy products	362	61.8%	224	38.2%
Other	<ul style="list-style-type: none"> <li>• Buy loose fruit and veg</li> <li>• Do shopping as part of travel to other places</li> <li>• Plan meals and don't buy food that isn't on the plan</li> </ul>			

**Table 1:** Would you reduce the impact of your food choices? (from 43<sup>rd</sup> City Voice)

### 3.4 Do people have good access to food-growing opportunities in Aberdeen in 2019?

Food-growing opportunities take many forms; some are publicly accessible and some are privately accessible. Many people will be using their own gardens to grow food; others will have balconies and windowsills or have access to the gardens of friends or relatives. Other opportunities exist in 'semi-public' spaces on land with shared access to neighbouring residents, for example on 'backies', shared private gardens and in school gardens. Allotments are available to all residents of Aberdeen but each plot is leased for private use. There are also purely public spaces where communities can grow food flexibly and make their own arrangements for access.

In Scotland the existing allotment provision stands at approximately 2 plots per 1000 people<sup>25</sup>. In Aberdeen, in 2019, we have 2.25 allotment plots per 1000 people. If private allotment plots are included it rises to 2.85 plots per 1000 people. An analysis of food-growing opportunities by Aberdeen 'neighbourhoods' has been conducted. Whilst it is recognised that each neighbourhood is open for people from other neighbourhoods to visit and make use of existing food-growing opportunities it is useful to identify 'hot-spots' and 'deserts' in existing provision.

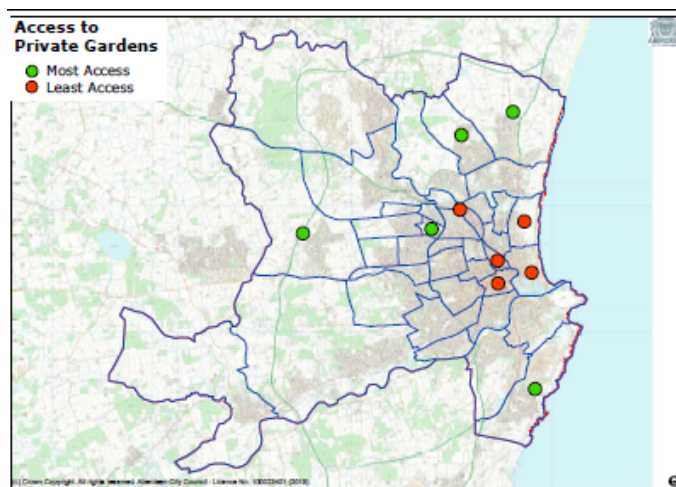


**Figure 5:** Distribution of food-growing opportunities (allotments plots and other known food-growing spaces). The areas in red have no known spaces; the areas in green have over 6 spaces per 1000 people)

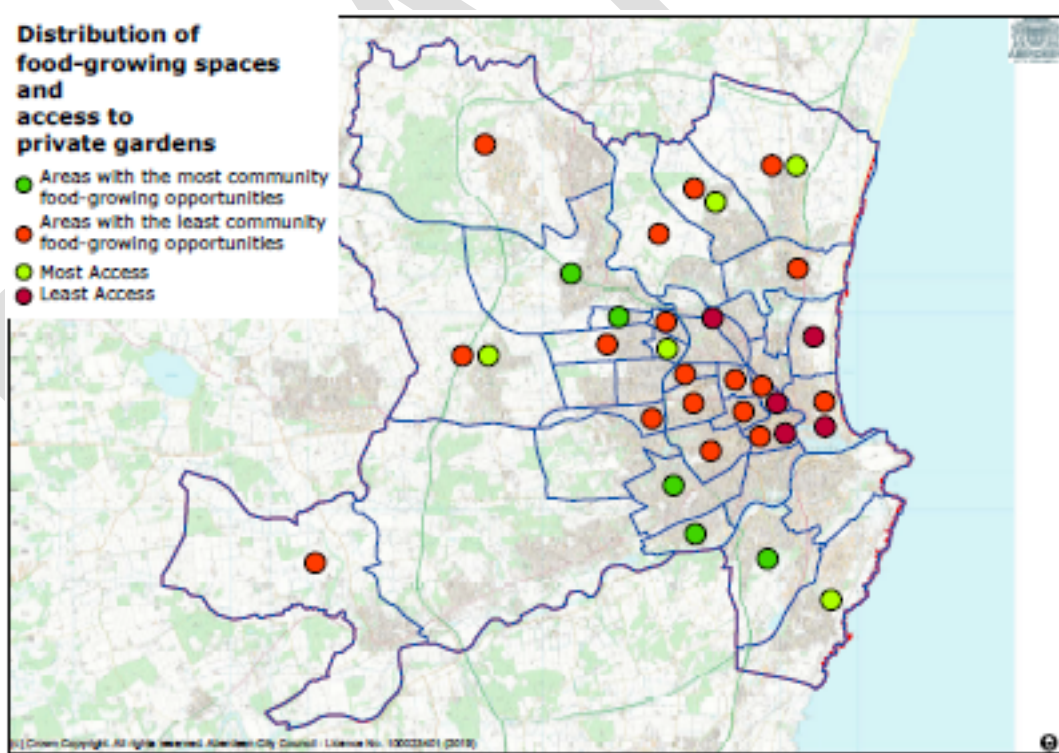
<sup>25</sup> <http://www.sags.org.uk/docs/GG3PlanToGrow.pdf>



Availability of privately accessible food-growing spaces is assumed to follow the proportion of households with gardens. In Aberdeen 55% of households live in flats; this is higher than the Scottish average of 36%<sup>26</sup>. It is assumed that access to private garden space is least in neighbourhoods with the highest proportion of flats. The percentage of households living in flats has been used to measure latent demand for community food-growing spaces in neighbourhoods.



**Figure 6:** Distribution of access to private gardens. The areas in red are where over 90% of households live in flats; the areas in green are where fewer than 14% of households live in flats.



**Figure 7:** Combined map of food-growing opportunities from both community spaces and private gardens.

The distribution of allotment sites and other community food-growing spaces in Aberdeen is imbalanced. People living in the south of the city have the most existing provision. People living in the city centre and to the west of the city have the least provision.

<sup>26</sup> <https://www.nrscotland.gov.uk/statistics-and-data/geography/our-products/census-datasets/2011-census/2011-indexes>

### **3.5 Do people have good access to food-growing opportunities in the priority localities?**

Of the 516 allotment plots in Aberdeen City Council allotment sites 61 are sited in one of the three priority localities experiencing most socio-economic need. A further 107 allotment plots are within 800 metres of the three priority localities. Therefore 32% of the total Aberdeen City Council allotment plots are within walking range of the localities experiencing most socio-economic need. In addition one of the private 'allotment' sites is sited in one of the three priority localities and another is within walking range providing access to approximately 100 more plots. Of the eleven community growing spaces in Aberdeen six are within the localities experiencing most socio-economic need and a further four are within 800 metres.

### **3.6 What else is happening in Aberdeen?**

There are many good examples in Aberdeen of food-growing spaces being led by communities. Local case studies will be added to the Aberdeen City Council website<sup>27</sup> as they become available.

There are three private allotment sites in Aberdeen<sup>28</sup>: [Heathryfold](#), [Sunnybank](#) and Nether Loirston. Two of the biggest Aberdeen City Council allotments<sup>29</sup> are run by constituted groups; [Slopefield](#) and [Garthdee](#)<sup>30</sup> who both actively engage with local schools and community groups.

The [Powis Residents Group](#) oversee a wide range of food-growing activities in their local area. Unused bowling greens are being converted into community food-growing spaces at [Bonnymuir](#) Green and [Springhill Community Garden](#) at Sheddocksley. The [Tullos Community and Wildlife Garden](#) is actively growing, holding events and engaging locally.

Aberdeen City Council runs the [Grove Nursery](#) at Hazlehead which is actively used by the wider community including social enterprises, charities and schools. It also oversees a community garden at [Duthie Park](#).

There is considerable engagement taking place city-wide with school and nursery children. One Seed Forward and the University of Aberdeen created four school gardens and created educational materials which have been distributed to all schools in Aberdeen: [OSF Garden Schools](#). An [Edible Walls](#) toolkit has been developed by council officers and has been built in at least five schools and nurseries. [Gardening4kids](#) runs lessons for children. [The Royal Northern Countryside Initiative](#) has focussed on food-growing in the classroom linking it to tasting food and cooking lessons, distributing 77 growing boxes and engaging with nearly 2000 children. [RHS Groovy Growits](#) have provided gardening workshops at Duthie Park for children. [Project Craster](#) is Aberdeen City Council's project providing fun, educational materials and support to primary schools wishing to grow fruit and vegetables and making a link to biodiversity.

There are also many good examples already in Aberdeen of other food-growing initiatives which are growing skills and turning people's attention to 'growing their own'. In early 2019 the following organisations and projects are leading the way. [The Allotment Market Stall](#) is collecting surplus food from allotments and selling it to local people from stalls sited in Aberdeen parks. Aberdeen Inspired's [Urban Bee Project](#) partners with Aberdeen Alcohol & Drugs Action to explore the therapeutic benefits of beekeeping alongside wider engagement. [The Council Gardener](#)<sup>31</sup>, Daniel Shand, regularly vlogs about topics linked to community food-growing. [One Seed Forward](#) widely engages with schools and other groups and individuals to plant and share potatoes. [Cultivate Aberdeen](#) is a Scottish Charitable Incorporated Organisation with the aim to 'create kind, confident, and connected communities through the power of food-growing'. [The RHS](#) actively promotes community gardening to its local Britain In-Bloom groups and Its Your Neighbourhood groups. A new social enterprise, Common Weal Cider, could increase foraging opportunities in Aberdeen and

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<sup>27</sup> <https://www.aberdeencity.gov.uk/services/environment/food-growing-strategy>

<sup>28</sup> <https://www.aberdeencity.gov.uk/services/leisure-culture-and-parks/allotments/private-allotment-sites>

<sup>29</sup> <https://www.aberdeencity.gov.uk/services/leisure-culture-and-parks/allotments>

<sup>30</sup> <https://www.greenspacescotland.org.uk/Handlers/Download.ashx?IDMF=5e0b9f73-fae6-4d88-9973-c6e8f407c775>

<sup>31</sup> Council Gardener David Shand has his own vlog *The Council Gardener* <https://www.greenspacescotland.org.uk/news/its-bloomin-lovely-in-aberdeen>



encourage the planting of a 'dispersed orchard'. Community Food Initiative North East [CFINE](#) is an established social enterprise well placed to make connections between food-growing and wider issues around sustainability and access to food.

The Aberdeen University Students Association runs [AberGreen](#) which includes a community garden. [The James Hutton Institute](#) has its own allotments and its research into food and agriculture supports food initiatives across Scotland and worldwide.

Competitions are run each year and act as a driver for excellence and a source of publicity and recognition. Some are quite local like the 'Bonny Torry'<sup>32</sup> competition. The following are both city-wide awards competitions:

- [Aberdeen In Bloom Garden Competition](#) is run by Aberdeen City Council and its partners each year. It includes both a 'city allotment' category and a 'school garden' category.
- [Aberdeen EcoCity Awards](#) is run by Aberdeen City Council each year. It recognizes individuals and projects which contribute to making Aberdeen a more sustainable city. Many entries include food-growing. A new sustainable food category was included for 2018.

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<sup>32</sup> <https://www.aberdeencity.gov.uk/sites/default/files/2019-05/Newsbite%2048%20FINAL.pdf>

## 4 WHAT ARE WE GOING TO DO?

This section discusses how we will move from where we are now to where we would like to be.

Aberdeen City Council will develop and maintain an action plan in partnership with key food-growing stakeholders. The action plan will be a living document; regularly reviewed and updated. The strategy has been written for everyone in Aberdeen with an interest; communities, partners, landowners and citizens. It will be taken forward by individuals and organisations across Aberdeen and, in particular, Community Planning Aberdeen<sup>33</sup> (CPA) which includes Aberdeen City Council, NHS Grampian, Police Scotland, the Aberdeen Civic Forum, Aberdeen Council of Voluntary Organisations, the North East Scotland College and the Active Partnership Aberdeen amongst others. Key actions are shown in Tables 2,3 and 4.

### 4.1 What has been learned and what can be done?

Granite City Growing has been written in the light of what we have learned so far. Appendix 2 shows what has taken place to inform the development of the strategy.

In 2017 Aberdeen City Council put £145,000 towards the development of this strategy and to assist in setting up innovative food-growing projects; especially in the priority localities. The progress of the Community Food-growing programme has been reported through Aberdeen City Council committees<sup>34,35</sup>. The key learning points collected from the community food-growing programme are summarized below:

- Supporting food-growing requires a cross-cutting approach; as it sits within both spatial planning and community planning and is relevant to five LOIP outcomes being delivered by a range of partners and ACC clusters.
- The community growing projects are only sustainable if communities take ownership of them.
- Flexibility and partnership are important when supporting projects. There are many good projects and initiatives happening already but co-ordination and awareness of one another could be improved.
- Visibility leads to increased demand.
- Future resourcing of projects must be sought and maintained.

What we learned from the community food-growing programme	We will help by....	We can achieve even more by...
'a cross-cutting approach is needed'	Maintain a food-growing steering group to oversee the action plan.	Working with partners to express the ambition of Granite City Growing consistently in other local programmes, policies and plans
'ownership by the community builds in sustainability'	Streamline the process of accessing information, advice and support regarding external food-growing enquiries.	Facilitating food-growing groups in connection to the Community Café network (SF CPA)

<sup>33</sup> <https://communityplanningaberdeen.org.uk/>

<sup>34</sup>

<https://committees.aberdeencity.gov.uk/documents/s73137/CHI.17.162%20Community%20Food%20Growing%20Programme.pdf>

<sup>35</sup> <https://committees.aberdeencity.gov.uk/documents/s87830/PLA18062%20-%20Community%20Food%20Growing%20Programme.pdf>

		Working with priority communities to develop 'locality plans' which include food-growing.
<b>'flexibility and partnership'</b>	<p>Streamline the internal ACC process of accessing information, advice and support regarding external food-growing enquiries.</p> <p>Publish and disseminate best practice case studies showcasing what is happening in Aberdeen to inform new potential projects.</p> <p>Encourage allotment-holders and community food-growing spaces to engage with their local communities.</p>	<p>Encourage land-owning partners to consider setting up their own community food-growing spaces and increasing foraging opportunities for their own workforces, customers or for the wider community.</p> <p>Support an active, City-wide food-growing network for sharing best practice and local growing knowledge.</p>
<b>'visibility'</b>	<p>Include food-growing spaces in new community assets whenever possible; especially in new schools and nurseries.</p> <p>Encourage new and existing food-growing projects to maximise visibility through site selection and design.</p> <p>Investigate providing further food-growing spaces and foraging opportunities in public parks and gardens in Aberdeen.</p> <p>Encourage developers through the planning process to include food-growing and foraging opportunities within their plans.</p>	<p>Consider signing existing food-growing spaces on the ground where they are hard to locate.</p> <p>Consider developing a food-trail or local event to promote existing activities.</p> <p>Encourage land-owning partners to consider setting up their own community food-growing spaces and increasing foraging opportunities for their own workforces, customers or for the wider community.</p> <p>Link community grown food to local food outlets as far as is practicable.</p> <p>Plan and execute an awareness raising campaign.</p>
<b>'future resourcing'</b>	<p>Develop a process to increase the flow of developer contributions towards food-growing making use of 'community asset plans' and local planning guidance.</p> <p>Work with colleagues to express the ambition of Granite City Growing consistently in the evolving Open Space Strategy, adopted Aberdeen Local Development Plan and refreshes of the LOIP and Locality Plans.</p> <p>Develop a process to trial the redirection of budget streams to support food-growing projects on Housing Revenue Account land.</p>	<p>Work with community planning partners to redirect budget streams and funding opportunities towards food-growing to achieve LOIP outcomes.</p>

**Table 2:** Key actions from the Action Plan responding to what we learned from the community food-growing programme.

In accordance with EU legislation a Strategic Environmental Assessment<sup>36</sup> has been completed for Granite City Growing. The requirement for a Habitats Regulations Appraisal has also been concluded. Both the SEA and HRA identified opportunities to develop best practice guidance for growers to encourage sustainable practices, minimise risks and maximise benefits to wildlife and the local environment. The mitigation table from the SEA has been reproduced in Appendix 5.

What we learned from SEA and HRA process	We will help by....	We can achieve even more by...
<b>'enhance the positive effects of Granite City Growing'</b>	<p>Signpost to examples of good practice online and / or create new information for appropriate dissemination</p> <p>Encourage developers through the planning process to include biodiversity gain and climate adaptation aspects of food-growing and foraging opportunities within their plans.</p> <p>Supply and signpost allotment holders to best practice in order to maximise the environmental and social benefits of food-growing.</p>	<p>Working with local experts to investigate the best ways to encourage allotment holders and other food-growing project managers to include rainwater harvesting on their sites, to increase biodiversity, include organic soil management and composting and include bee hives and planting for pollinators on their sites.</p> <p>Raise awareness between community food-growing / 'grow-your-own' and reducing the carbon mileage of food and waste.</p> <p>Work with partners to signpost training and learning exchange opportunities.</p>
<b>'reduce the risks of negative impacts'</b>	<p>Seek the advice of local experts if food-growing projects are to be located in the Dee catchment.</p> <p>Streamline the internal ACC process of accessing information, advice and support regarding external food-growing enquiries to include contaminated land advice and biodiversity advice at an early stage in the identification of sites and projects.</p>	

**Table 3:** Key actions from the Action Plan responding to what we learned from the SEA and HRA process.

#### **4.2 What you said you needed and what can be done**

In the Aberdeen City Food-growing survey conducted throughout February 2018 (see Section 2.2), respondents were asked what support was needed to start growing or producing more of their own vegetables, fruit or herbs?

**47%** of people said **they needed advice on what and how to grow** (186 respondents)

**27%** of people said **they needed help to find a suitable growing space** (106 respondents)

<sup>36</sup> <https://www.aberdeencity.gov.uk/services/environment/strategic-environmental-assessment>

**19% of people said they needed help accessing equipment (e.g. gardening tools)**  
(75 respondents)

**14% of people said they needed advice on how to use the vegetables, fruit or herbs**  
(55 respondents)

**13% of people said they needed help to get a group started locally** (52 respondents)

**9% of people said they needed funding advice 9%** (37 respondents)

<b>Communities said...</b>	<b>We will help by....</b>	<b>We can achieve even more by working together to...</b>
<b>'advice on what and how to grow'</b>	<p>Encourage allotment-holders to engage with their local communities.</p> <p>Consider making Grove Nursery at Hazlehead a local centre of excellence in food-growing.</p> <p>Update and signpost good advice for new allotment holders and community gardeners.</p>	<p>Signpost relevant organisations or good relevant food-growing advice and support from partner websites.</p> <p>Support an active, City-wide food-growing network for sharing best practice and local growing knowledge.</p>
<b>'help to find a suitable growing space'</b>	<p>Display existing food-growing opportunities on the Aberdeen Sustainable Food online map.</p> <p>Display new food-growing opportunities on a map displayed from the partner websites.</p>	<p>Encourage and support communities to use available 'Housing Revenue Account' land for food-growing.</p> <p>Community Planning partners will work with priority communities to include food-growing in all three locality plans.</p>
<b>'help accessing equipment'</b>	Encourage the setting up of 'tool libraries' in community food-growing projects.	Divert gardening equipment from the waste-stream for reuse.
<b>'advice on how to use the vegetables, fruit or herbs'</b>	Signposting advice from relevant local partner websites.	<p>Support training in food-growing skills alongside cooking and preservation skills.</p> <p>Include food-growing information in 'food conversations' held by local health professionals in the community.</p>
<b>'help to get a group started locally'</b>	Signposting advice from relevant local partner websites.	Support an active, City-wide food-growing network for sharing best practice and local growing knowledge.
<b>'funding advice'</b>	Funding advice will be signposted from relevant local partner websites.	Support an active, City-wide food-growing network for sharing best practice and local growing knowledge.

**Table 4:** Key actions from the Action Plan responding to what you said you wanted.

#### 4.1 Aberdeen City Council's role.

Aberdeen City Council (ACC) is developing a map of 'opportunity sites' identifying land across Aberdeen which it considers suitable for allotments or other land that could be used by a community for the cultivation of vegetables, fruit, herbs or flowers. It will use the methodology identified in figure 9 to do this. Sites suitable for becoming allotments will be identified using criteria appropriate to growing into the soil on a regular shaped and sized plot. Sites suitable to also being used by the community for the cultivation of vegetables, fruit, herbs or flowers will be identified using criteria appropriate to growing in a more flexible way ie not necessarily into the soil nor in a regular shaped or sized plot.

The 'opportunity sites' map will be publicly available so that communities and partners can make use of it if they require assistance in finding suitable land for new food-growing projects.

**The Food-growing 'opportunity sites' map** will be used to routinely inform decision-making to help make the best use of resources in supporting the vision of Granite City Growing.

In order to support new projects to best achieve the ambition of Granite City Growing, ACC will prioritise projects in the following areas:

- areas where local demand has been demonstrated.
- areas with existing gaps in provision.
- areas with a lower proportion of private gardens.
- areas within the priority localities.
- areas where community capacity or partner capacity is evident

The Community Empowerment (Scotland) Act 2015 further requires ACC takes 'reasonable measures' to increase the provision of allotments or other areas of land that could be used for food-growing when the waiting list exceeds half the total number of allotments.

Aberdeen City Council will report its allotment waiting list at least annually. If the allotment waiting list is more than 50% of the total number of Council allotments it will 1) make best use of the information and resources available; including the strategy, map and allotment waiting list to redirect existing resources and access new resources 2) work with partners and communities to co-create new opportunities.

In order to support new projects to best achieve the ambition of Granite City Growing once the 50% trigger has been reached, projects will be prioritised and facilitated ***in the areas where local demand has been demonstrated via the allotment waiting list*** in the following areas:

- areas with existing gaps in provision.
- areas with a lower proportion of private gardens.
- areas within the priority localities.
- areas where community capacity / partner capacity is evident

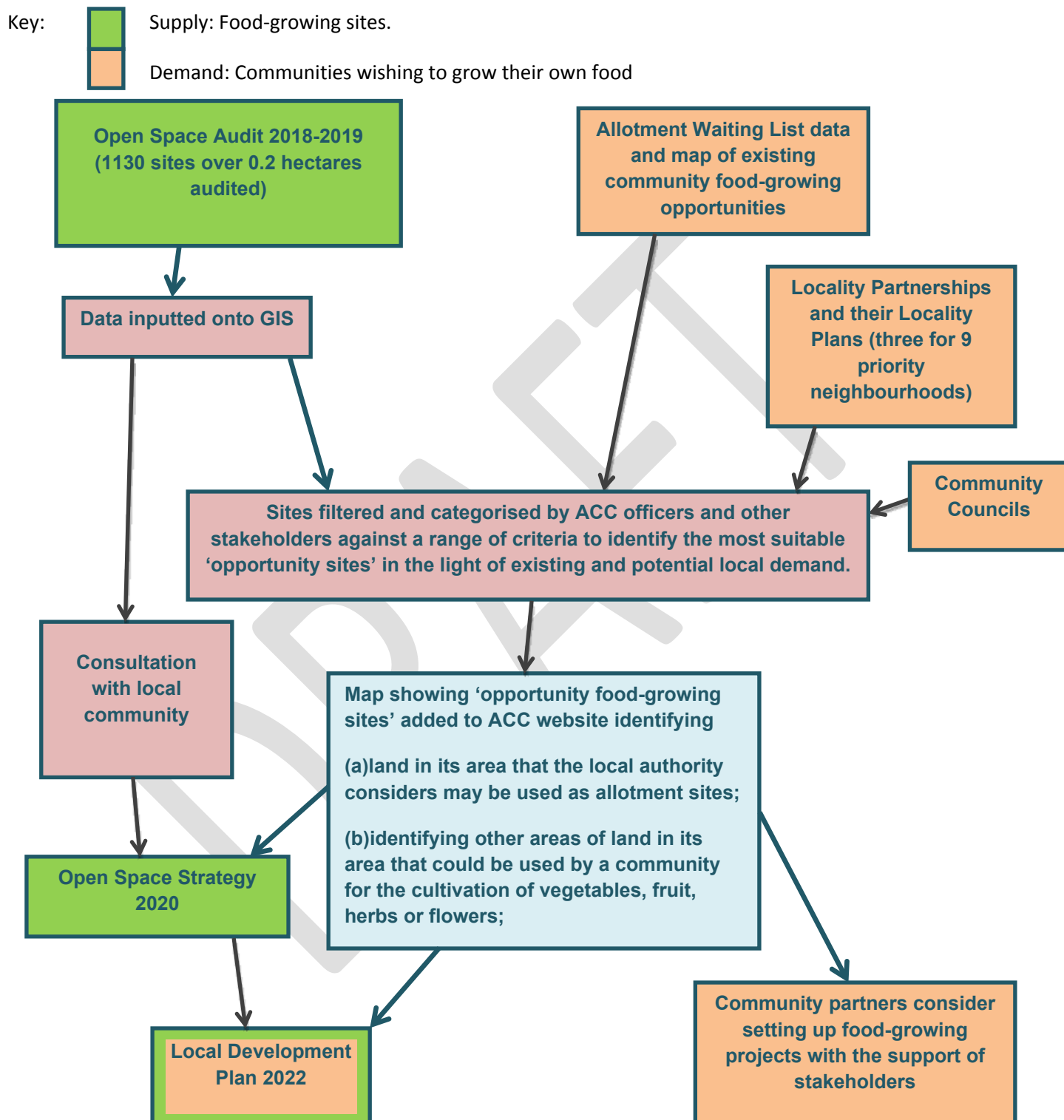


Figure 8: How ACC will create and maintain a map of 'opportunity food-growing spaces'

#### 4.4 **Resourcing food-growing.**

There are many external funding pots available to community groups for well-defined projects. Community Engagement professionals have a role to play in helping groups come together to define food-growing projects and source external funding. Community planning partners will be encouraged to support food-growing in ways appropriate to their reach and available resources.

Local community groups have applied for funding from Tesco Bags of Help, their Community Councils, the Greggs Foundation, the Scottish Landfill Community Fund, the Climate Challenge Fund, Investing in Communities Fund and the local Health Improvement Fund (run by the Aberdeen Health and Social Care Partnership) and the Fairer Aberdeen Fund for example.

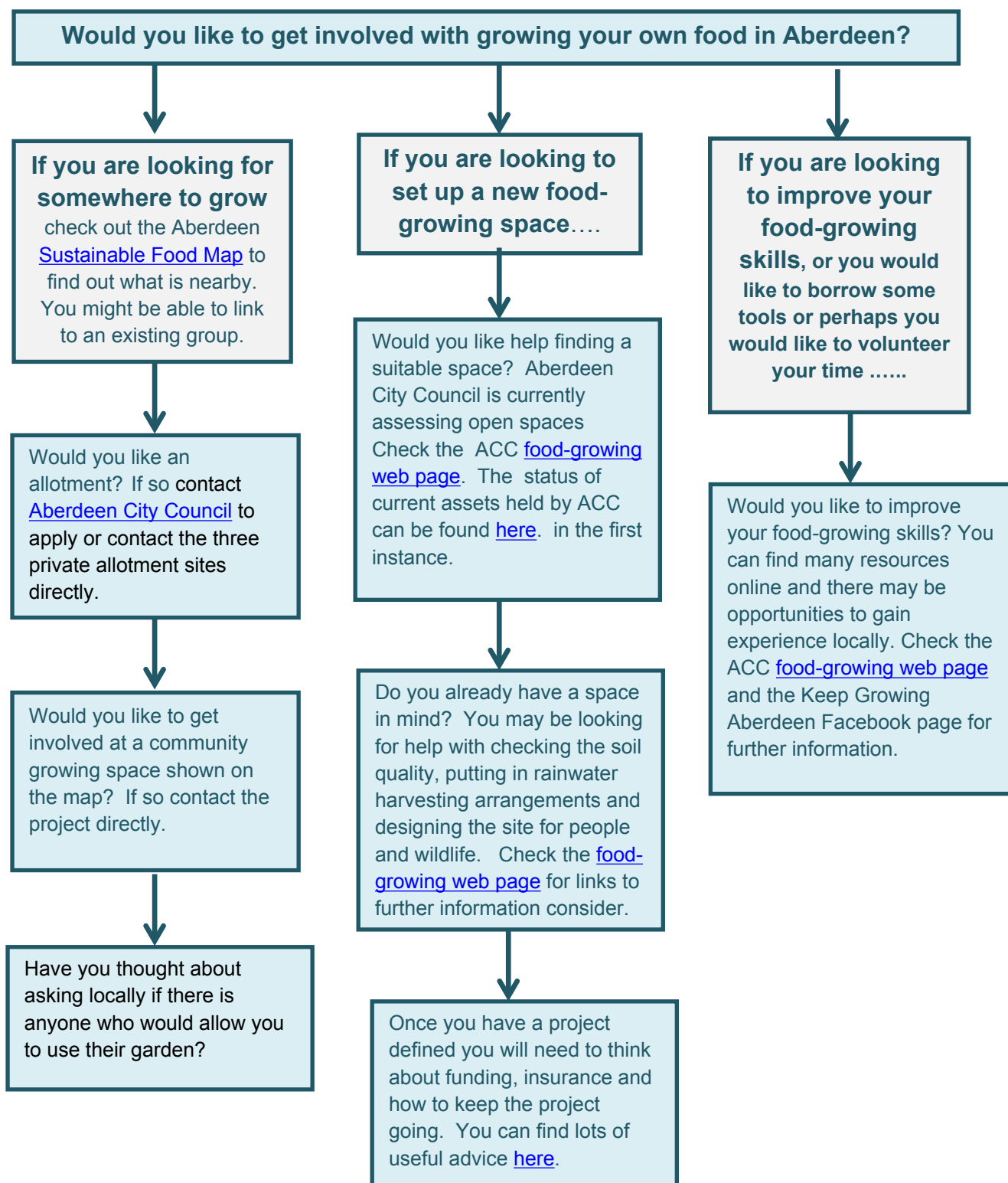
By supporting an active, City-wide food-growing network, it is anticipated that the availability of non-financial resources (such as volunteers, tools, seeds and plants) in addition to knowledge of funding opportunities will be better communicated and accessed.

Opportunities for Aberdeen City Council to support food-growing through existing budgets have been considered in the preparation of Granite City Growing. There is potential for participatory budgeting, developer obligations, the Common Good Fund, Pupil Equity Funding and existing grounds maintenance budgets to be useful in supporting further food-growing opportunities and this will be explored more fully as Granite City Growing progresses.



#### 4.5 What Can You Do?

If you are interested in 'growing your own' there are many opportunities to get involved from using an existing site, developing your skills to co-creating new food growing sites and projects within your community. See Figure 9 below for more information.



## APPENDICES

**Appendix 1** The Aberdeen, Scottish and International context and list of relevant policies, programmes and strategies.

**1.1 The Aberdeen city-wide Context;** key Plans, Policies and Strategies (PPS) were reviewed and considered in the development of the food-growing strategy. This list is not exhaustive and many other PPS and reports will be relevant, including organisation specific PPS developed by the stakeholders involved.

PPS	REFERENCE
New Urban Agenda 2017	<a href="http://habitat3.org/wp-content/uploads/NUA-English.pdf">http://habitat3.org/wp-content/uploads/NUA-English.pdf</a>
Scottish Government's Strategic Objectives 2007	<a href="http://www.gov.scot/About/Performance/scotPerforms/objectives">http://www.gov.scot/About/Performance/scotPerforms/objectives</a>
Scotland's National Food and Drink Policy: Good Food Nation 2014	<a href="http://www.gov.scot/Resource/0045/00453219.pdf">http://www.gov.scot/Resource/0045/00453219.pdf</a>
Scotland's Economic Strategy 2015	<a href="http://www.gov.scot/Resource/0047/00472389.pdf">http://www.gov.scot/Resource/0047/00472389.pdf</a>
National Performance Framework 2016	<a href="http://www.gov.scot/Resource/0049/00497339.pdf">http://www.gov.scot/Resource/0049/00497339.pdf</a>
Plenty – Food, farming and health in a new Scotland 2016	<a href="http://www.foodcoalition.scot/uploads/6/2/6/8/62689573/plenty_complete.pdf">http://www.foodcoalition.scot/uploads/6/2/6/8/62689573/plenty_complete.pdf</a>
Far reaching fare	<a href="https://www.communityfoodandhealth.org.uk/wp-content/uploads/2013/04/CFHS-far-reaching-fare.pdf">https://www.communityfoodandhealth.org.uk/wp-content/uploads/2013/04/CFHS-far-reaching-fare.pdf</a>
Empowering Scotland's Cities 2016	<a href="https://www.scottishcities.org.uk/site/assets/files/1184/empowering_city_government.pdf">https://www.scottishcities.org.uk/site/assets/files/1184/empowering_city_government.pdf</a>
National Allotment Society Policies	<a href="https://www.nsalg.org.uk/resources-and-downloads/national-allotment-society-policies/">https://www.nsalg.org.uk/resources-and-downloads/national-allotment-society-policies/</a>
Menu for change	<a href="http://menuforchange.org.uk/">http://menuforchange.org.uk/</a>
Good Food Nation Bill	<a href="http://www.nourishscotland.org/wp-content/uploads/2017/10/Good-Food-Nation-Bill-background-briefing-Oct-2017.pdf">http://www.nourishscotland.org/wp-content/uploads/2017/10/Good-Food-Nation-Bill-background-briefing-Oct-2017.pdf</a> and <a href="http://www.gov.scot/Publications/2014/06/1195/0">http://www.gov.scot/Publications/2014/06/1195/0</a>
Granite City Good Food Charter	<a href="http://sustainablefoodcities.org/Portals/4/Documents/charters/SFCPA%20Food%20Charter.pdf">http://sustainablefoodcities.org/Portals/4/Documents/charters/SFCPA%20Food%20Charter.pdf</a>
Towards a Fairer Aberdeen 2017-2020	<a href="https://committees.aberdeencity.gov.uk/documents/s67197/CHI.17.004%20-%20Towards%20A%20Fairer%20Aberdeen%20Final%20Appendix%20A.pdf">https://committees.aberdeencity.gov.uk/documents/s67197/CHI.17.004%20-%20Towards%20A%20Fairer%20Aberdeen%20Final%20Appendix%20A.pdf</a>
Sustainable Food City Partnership Aberdeen Action Plan Allotments Management Policy (dated 2008)	<a href="http://sustainablefoodcities.org/findacity/cityinformation/userid/462">http://sustainablefoodcities.org/findacity/cityinformation/userid/462</a> <a href="http://www.aberdeencity.gov.uk/web/files/ns_allotments/allotment_management_policy2009.pdf">http://www.aberdeencity.gov.uk/web/files/ns_allotments/allotment_management_policy2009.pdf</a>
Deprivation In Aberdeen City, An analysis of the Scottish Index of Multiple Deprivation 2016	<a href="http://www.aberdeencity.gov.uk/nmsruntime/saveasdialog.asp?IID=73363&amp;slD=332">http://www.aberdeencity.gov.uk/nmsruntime/saveasdialog.asp?IID=73363&amp;slD=332</a>
Regional Economic Development Strategy	<a href="https://www.aberdeencity.gov.uk/sites/aberdeen-cms/files/Regional_Economic_Strategy_0.pdf">https://www.aberdeencity.gov.uk/sites/aberdeen-cms/files/Regional_Economic_Strategy_0.pdf</a>
Aberdeen Adapts	<a href="https://www.aberdeencity.gov.uk/services/environment/climate-change/adapting-climate-change">https://www.aberdeencity.gov.uk/services/environment/climate-change/adapting-climate-change</a>
Food Poverty Action Aberdeen	<a href="https://foodpovertyactionaberdeen.org/">https://foodpovertyactionaberdeen.org/</a>
Allotments Policy and Action Plan	<a href="http://www.sags.org.uk/docs/AllotmentStrategies/AberdeenActionPlan.pdf">http://www.sags.org.uk/docs/AllotmentStrategies/AberdeenActionPlan.pdf</a>
Local Development Plan (and accompanying supplementary guidance).	<a href="http://www.aberdeencity.gov.uk/nmsruntime/saveasdialog.asp?IID=74821&amp;slD=9484">http://www.aberdeencity.gov.uk/nmsruntime/saveasdialog.asp?IID=74821&amp;slD=9484</a>
Housing Strategy	<a href="https://news.aberdeencity.gov.uk/consultation-to-shape-aberdeens-local-housing-strategy/">https://news.aberdeencity.gov.uk/consultation-to-shape-aberdeens-local-housing-strategy/</a>
Open Space Strategy 2011 – 2016 (currently under review)	<a href="http://www.aberdeencity.gov.uk/nmsruntime/saveasdialog.asp?IID=42832&amp;slD=11561">http://www.aberdeencity.gov.uk/nmsruntime/saveasdialog.asp?IID=42832&amp;slD=11561</a>
Nature Conservation Strategy 2010-2015 (currently under review)	<a href="http://www.aberdeencity.gov.uk/web/files/Natural_Heritage/Nature_Strategy_Dec2015_extended.pdf">http://www.aberdeencity.gov.uk/web/files/Natural_Heritage/Nature_Strategy_Dec2015_extended.pdf</a>
Tree and Woodland strategy (currently being drafted)	Draft not yet available on line.
Pollinator Strategy for Scotland 2017-2027	<a href="http://www.snh.gov.uk/docs/A2360102.pdf">http://www.snh.gov.uk/docs/A2360102.pdf</a>
Scotland's Biodiversity: a Route Map to 2020	<a href="http://www.gov.scot/Resource/0048/00480289.pdf">http://www.gov.scot/Resource/0048/00480289.pdf</a>
Polli Nation	<a href="http://www.polli-nation.co.uk/">http://www.polli-nation.co.uk/</a>
Scottish Government Malnutrition Summit 2015	<a href="https://www.communityfoodandhealth.org.uk/wp-content/uploads/2015/11/malnutrition-summit-report.pdf">https://www.communityfoodandhealth.org.uk/wp-content/uploads/2015/11/malnutrition-summit-report.pdf</a>
The nature and extent of food poverty 2015	<a href="https://www.communityfoodandhealth.org.uk/wp-content/uploads/2015/07/25717-The-nature-and-extent-of-food-poverty_2015.pdf">https://www.communityfoodandhealth.org.uk/wp-content/uploads/2015/07/25717-The-nature-and-extent-of-food-poverty_2015.pdf</a>
Dignity, Ending Hunger Together In Scotland 2016	<a href="http://www.gov.scot/Resource/0050/00502395.pdf">http://www.gov.scot/Resource/0050/00502395.pdf</a>
Urban Green Space interventions and health	<a href="http://www.euro.who.int/_data/assets/pdf_file/0010/337690/FULL-REPORT-for-LLP.pdf?ua=1">http://www.euro.who.int/_data/assets/pdf_file/0010/337690/FULL-REPORT-for-LLP.pdf?ua=1</a>

## **1.2 The Scottish Context**

### **a) The Community Empowerment (Scotland) Act 2015**

The Community Empowerment (Scotland) Act 2015<sup>37</sup> requires that all local authorities prepare a food-growing strategy for their area. Section 119 of the Community Empowerment Act requires a food-growing strategy is a document :

- (a) identifying land in its area that the local authority considers may be used as allotment sites;
  - (b) identifying other areas of land in its area that could be used by a community for the cultivation of vegetables, fruit, herbs or flowers;
  - describing how, where the authority is required to take reasonable steps under section 112(1), the authority intends to increase the provision in its area of—
    - (i) allotments, or
    - (ii) other areas of land for use by a community for the cultivation of vegetables, fruit, herbs or flowers,
- The description required by paragraph (c) of subsection (3) must in particular describe whether and how the authority intends to increase the provision of the types of land mentioned in paragraph (a) or (b) of that subsection in communities which experience socio-economic disadvantage.

The Scottish Government has created guidance <sup>38</sup> on how to prepare a food-growing strategy.

Part 9 of the Community Empowerment (Scotland) Act 2015 also defines the allotment duties of a local authority. They are obliged to create, maintain, report on and address the needs of waiting lists and will be required to ensure that no individual sits on a waiting list for more than 5 years without offer of a fit for purpose plot.

b) **The Climate Change (Scotland) Act 2009**<sup>39</sup> requires that Public Bodies exercise their functions:

- in a way best calculated to contribute to deliver the Act's emissions reduction targets;
- in a way best calculated to deliver any statutory adaptation programme; and
- in a way that it considers most sustainable.

Local food-growing has a role to play in reducing emissions which contribute to climate change; adapting places to future climate changes and providing opportunities for more sustainable lifestyles.

### **c) The Good Food Nation Bill**

Scotland has the aspiration to become a Good Food Nation <sup>40</sup> by 2025. The vision includes the following:

- it is the norm for Scots to take a keen interest in their food, knowing what constitutes good food, valuing it and seeking it out whenever they can.
- everyone in Scotland has ready access to the healthy, nutritious food they need.
- dietary-related diseases are in decline, as is the environmental impact of our food consumption.
- food companies are a thriving feature of the economy and places where people want to work.

A period of consultation was completed by the Scottish Government in April 2019.

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<sup>37</sup> <http://www.legislation.gov.uk/asp/2015/6/section/119/enacted>

<sup>38</sup> <https://www.gov.scot/publications/part-9-community-empowerment-scotland-act-2015-allotments-guidance-local-authorities-section-119-duty-prepare-food-growing-strategy/>

<sup>39</sup> <https://adaptationscotland.org/why-adapt/legislation/climate-change-adaptation-scotland>

<sup>40</sup> <https://www.gov.scot/policies/food-and-drink/good-food-nation/>

In July 2019 the Scottish Government introduced its ***Vision 2030+ Learning for Sustainability*** report and framework<sup>41</sup> which strongly places access to greenspaces and food-growing within a vision to educate school pupils to be responsible citizens of the world.

### **1.3 The International context:**

The United Nations launched the Global Goals for sustainable development in 2015<sup>42</sup>, otherwise known as the Sustainable Development Goals (SDGs). They set 17 goals for a better world by the year 2030. Local food growing is relevant to achieving ten of the seventeen goals. Scotland was one of the first countries in the world to sign-up to the SDGs. Scotland has worked to express them through the National Performance Framework<sup>43</sup>.



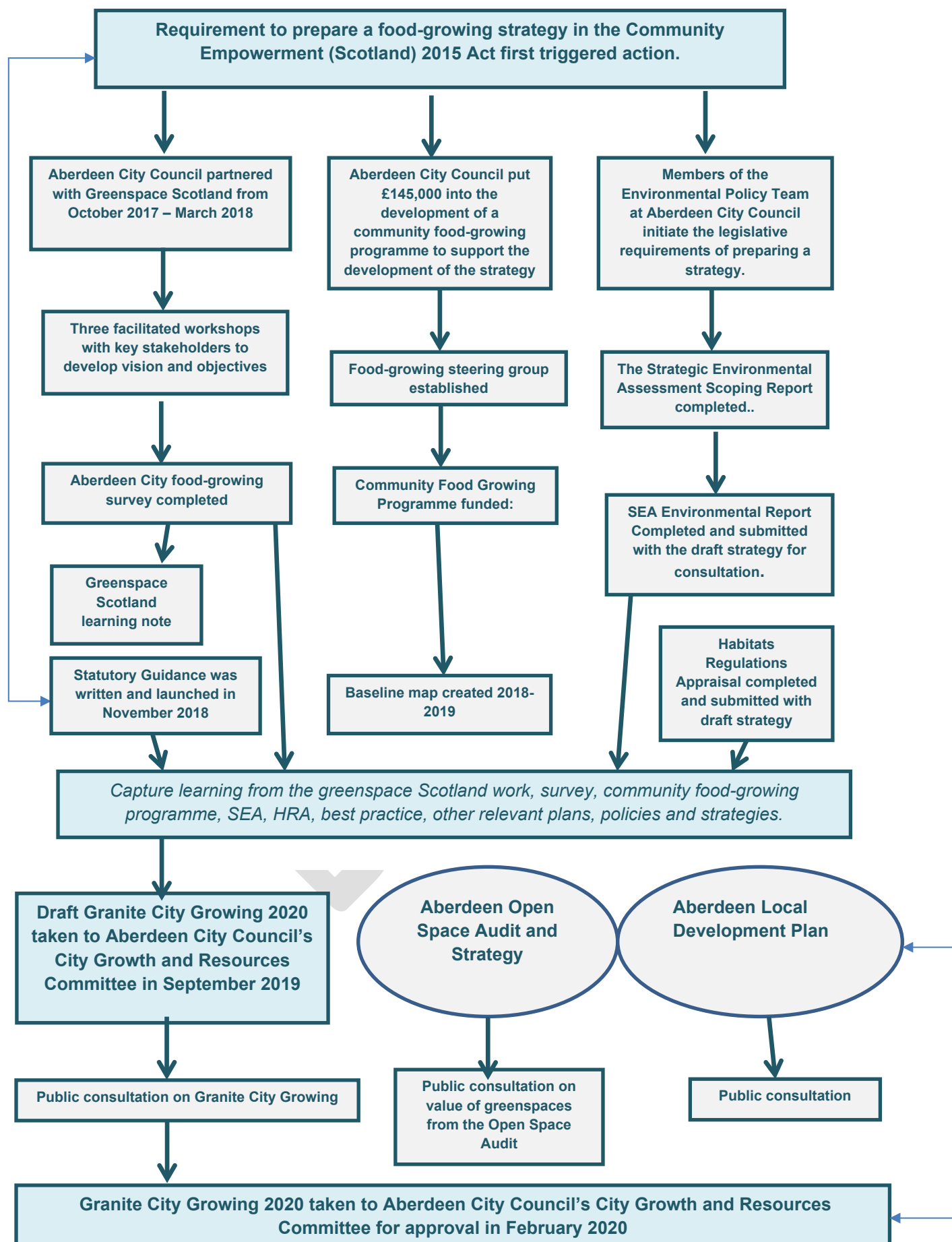
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<sup>41</sup> <https://www.gov.scot/news/commitment-to-sustainable-learning/>

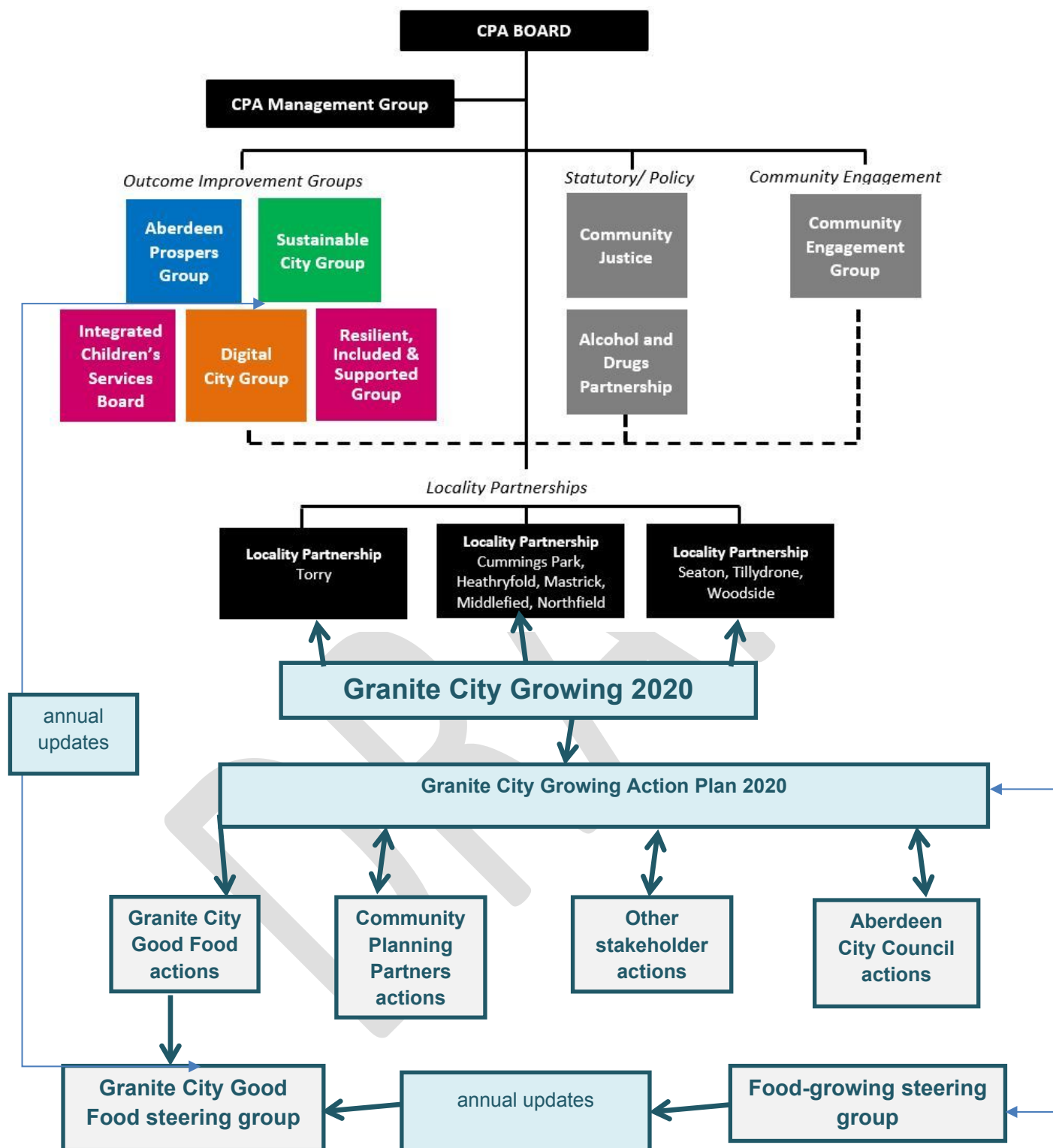
<sup>42</sup> <https://www.globalgoals.org> and <https://globalgoals.scot/>

<sup>43</sup> <https://nationalperformance.gov.scot/>

## Appendix 2 :How Granite City Growing has taken shape.



### Appendix 3: Governance of Granite City Growing



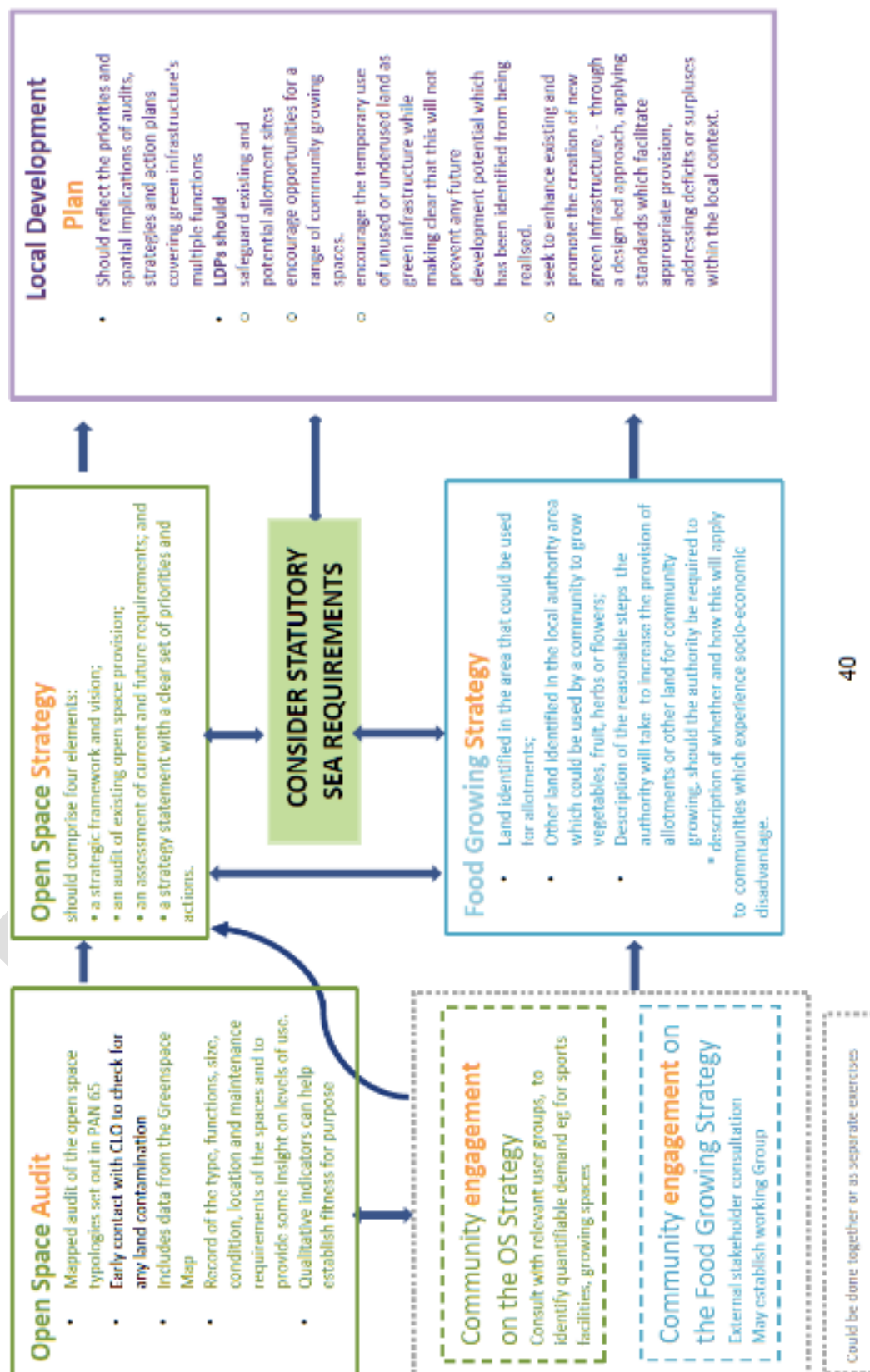
#### **Appendix 4: SEA Environmental Report mitigation measures summary table**

<b>SEA Issue</b>	<b>Mitigation Measures</b>
<b>Biodiversity (flora and fauna)</b>	We will work with statutory bodies and partners to protect designated areas, reduce fragmentation and protect and enhance biodiversity.
<b>Air</b>	This SEA issue was scoped out of the Environmental Report.
<b>Climatic factors</b>	This SEA issue was scoped out of the Environmental Report.
<b>Water</b>	We will work with statutory bodies and partners to ensure that projects under Granite City Growing make efficient use of water and protect the water environment.
<b>Soil</b>	We will work with partners to protect soil health and stability.
<b>Landscape</b>	We will look to protect and enhance our most valued landscapes, their character and setting. When we develop projects, we will make sure they do not have significant visual impact.
<b>Population and Health</b>	We will put measures in place to enhance the positive effects of Granite City Growing and look to minimise risks to people in Aberdeen and their health.
<b>Cultural Heritage and Material Assets</b>	This SEA issue was scoped out of the Environmental Report.
<b>Material Assets</b>	We will put measures in place to enhance the positive effects of Granite City Growing.

## Appendix 5: Strategic Outcomes and Objectives / Actions of Granite City Growing.

	Strategic Outcome		Objectives / Actions
1	<b>Overarching</b> Aberdeen will be recognised as an exemplar for local food growing. We will take steps to make food growing opportunities available to all residents of Aberdeen to improve their health, reduce health inequalities and to alleviate food poverty.	1.1	We will have a strategy that the public, community planning partners, academic institutions and other organisations know about and which we will work together to implement.  Communities and politicians will understand the link between healthy people, good, local food and a high-quality environment in and around the city. Granite City Growing will be a recognised part of Aberdeen's policy and strategic priorities.
		1.2	People in the city will know where to go to receive support and help to start and continue their food growing journey.
		1.3	We will have a clear understanding of the spaces which are available for food growing, both now and in the future.
		1.4	Involve key stakeholders to get more food-growing into prime locations and across the public estate.
		1.5	Create a culture where communities feel supported and encouraged to grow food on available land.
		1.6	Make food-growing visible in and around Aberdeen; within public parks, amenity land, on walls and roofs
		1.7	There will be sufficient resources in place to sustain the strategy into the future.
		1.8	We will raise awareness about the benefits of food growing to mental and physical well-being through public engagement and encouraging the uptake of food-growing opportunities.
2	<b>Environment</b> Through appropriate site management and design increase biodiversity, contribute to a Low Carbon Scotland, encourage climate change adaptation and mitigation (through changed behaviours) and improve the condition and carbon retention in the soil.	2.1	Embed the requirement to increase biodiversity and climate change adaptation and mitigation within growing spaces through the choice of plants, heritage varieties, site design and management.
		2.2	Signposting to training and learning opportunities, and encouraging behavioural change, which will all contribute to protecting our environment.
		2.3	Providing opportunities for local production of food through all forms of community growing/grow-your-own which will reduce carbon mileage of food
3	<b>Economy</b> Local food-growing will be part of a vibrant local food economy.	3.1	Encourage all forms of community-led enterprise and social enterprise through making available and encouraging the uptake of food-growing opportunities.
		3.2	Support and encourage locally-based food-growing businesses.
4.	<b>People</b> Empowered communities, with support from ACC and its partners, will be collectively growing and enjoying food. We will make all of Aberdeen's food-growing spaces well managed community-empowered places, served by public transport and active travel, with quality facilities accessible by all, as far as is practicable.	4.1	Make the supply of allotment sites and food growing spaces transparent to all and compliant with the provisions of the Act
		4.2	Manage allotment sites and food growing spaces in the spirit of Granite City Growing's objectives making connections with the local communities and environment as far as possible.
		4.3	Support groups if they wish to become constituted or wish to consider the Asset Transfer process.
		4.4	Encourage knowledge development and the sharing of skills and training





**Appendix 6: Planning and Food-growing flow chart. Taken from the Scottish Government guidance on how to prepare a food-growing strategy.**

## **FURTHER INFORMATION**

Grow Your Own Working Group

<http://www.growyourownsotland.info>

Scottish Allotments Society

<http://www.sags.org.uk>

Community Growing Resource Pack Scotland (Social Farms and Gardens)

[https://www.farmgarden.org.uk/system/files/community\\_growing\\_resource\\_pack\\_scotland.pdf](https://www.farmgarden.org.uk/system/files/community_growing_resource_pack_scotland.pdf)

## ABERDEEN CITY COUNCIL

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<b>COMMITTEE</b>	City Growth & Resources Committee
<b>DATE</b>	26 September 2019
<b>EXEMPT</b>	No
<b>CONFIDENTIAL</b>	No
<b>REPORT TITLE</b>	Aberdeen City's Affordable Housing Delivery Programme
<b>REPORT NUMBER</b>	PLA/19/318
<b>DIRECTOR</b>	N/A
<b>CHIEF OFFICER</b>	Gale Beattie
<b>REPORT AUTHOR</b>	Mel Booth
<b>TERMS OF REFERENCE</b>	Purpose 4 and 5

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### 1. PURPOSE OF REPORT

- 1.1 The purpose of this report is to provide an update on the Aberdeen City affordable housing delivery programme.

### 2. RECOMMENDATION(S)

That the Committee:

- 2.1 Approve the allocation of the Section 75 and Council Tax monies detailed at section 3.4 of the report for the future delivery of affordable housing.

### 3. BACKGROUND

#### 3.1 Affordable Housing Supply Programme

- 3.1.1 £17.120m was allocated to Aberdeen City Council in 2018/19. Additional funding of £12.073m was made available throughout the course of the year bringing the total allocation to £29.193m. The additional funding was made available through the close working relationships the Housing Strategy team has developed over many years with the Scottish Government and Registered Social Landlords. It allowed Aberdeen City Council to draw down funds which had not been utilised in other council areas and allowed the pace of affordable housing delivery to increase which released funds for future projects.

- 3.1.2 In 2018/19 there were 356 affordable housing completions. As at 29 August 2019, 154 affordable housing completions have taken place across the city, with 562 units projected expected to be completed in 2019/2020.

- 3.1.3 The table below shows the location, developer and type of affordable homes completed in 2018/19.

Location	Developer	Type	No. of units
Council Buy Backs	ACC	Social Rent	5
Manor Walk	ACC	Social Rent	6
Smithfield School	ACC	Social Rent	86
Dubford	Barratt Homes	Low Cost Home Ownership	1
Cove	Barratt Homes	Low Cost Home Ownership	1
Mugiemoss Road	Castlehill HA	Social Rent	32
Mugiemoss Road	Castlehill HA	Mid-Market Rent	6
Mugiemoss Road	Grampian HA	Social Rent	44
Countesswells	Hillcrest HA	Social Rent	43
Cove	Hillcrest HA	Social Rent	9
Balgownie	LAR Housing Trust	Mid-Market Rent	9
Summerhill Road	Langstane Housing	Social Rent	26
Rowett	Places for People	Social Rent	8
Rowett	Places for People	Mid-Market Rent	8
Craiginchies	Sanctuary HA	Mid-Market Rent	72
<b>Total</b>			<b>356</b>

### 3.2 Section 75 Agreements

3.2.1 Section 75 agreements are provided through Section 75 of the Town and Country Planning (Scotland) Act 1997 and are negotiated through the planning process. Housing developers may, on occasion, be required to make a financial contribution towards affordable housing rather than delivering affordable housing on the specific site to which the planning permission applies.

3.2.2 Such agreements to date have provided an income as detailed at section 3.2.3. Further agreements are in place to provide an anticipated income of £2.0m with around £0.5m expected to be collected during 2019/20.

<b>3.2.3 Section 75</b>	<b>£</b>
Income received	8,463,287
Interest received	184,538
Grants previously paid to RSLs	3,620,991
Grants paid to ACC new build	3,460,792
Committed to ACC new build	1,088,966
Set Aside (advertising)	5,000
<b>Total</b>	<b>16,823,574</b>
<b>Uncommitted Available Balance (at 31.3.19)</b>	<b>472,076</b>

3.2.4 The funding comes with a requirement to be spent within five years of receipt and must be held in an interest-bearing account. Aberdeen City Council has utilised all funds received up until June 2017. There is therefore no likelihood that any money would have to be repaid to developers, allowing Aberdeen City Council to disburse further grant up until July 2022.

3.2.5 In 2018/19, the following payments were released through Section 75 income:

- Aberdeen City Council – Summerhill Development - £3,460,792

### 3.3 Council Tax Discount on Second Homes and Long-term Empty Properties

3.3.1 The Council used its powers to reduce the Council Tax discount for these properties from 2005/06. This income can be used by local authorities to support revenue and capital expenditure related to a range of affordable housing activity including:

- Providing new build affordable housing through Registered Social Landlords or council house new build projects;
- Bringing empty properties back into affordable housing use – including topping up or establishing an Empty Homes Loan Fund;
- Land acquisition for affordable housing development;
- Purchasing off-the-shelf houses from private developers for affordable housing use.

3.3.2 Income received and paid to date is shown below.

	£
Income received	18,835,967
Paid	8,098,861
Committed to ACC	8,831,802
Committed to RSLs	469,141
Empty Homes Commitments	57,350
<b>Uncommitted Available Balance (at 31.3.19)</b>	<b>1,378,813</b>

3.3.3 The Council Tax income on second homes and long-term empty properties provided an income of £1.848m in 2018/19. Based on current void rates in both the private and public sector, projected annual income is assumed to be around this figure, but shall be closely monitored every year and assumptions adjusted accordingly.

### 3.4 Allocation of Section 75 and Council Tax funds

3.4.1 There is £1,850,889 which is to be allocated for the delivery of affordable housing. It is proposed that the funding is allocated to the council house new build programme.

## 4. **FINANCIAL IMPLICATIONS**

4.1 Failure to allocate developer obligations funds within the prescribed timescale may mean they need to be repaid to the developer. The Housing Strategy team closely monitors the contributions made through developer obligations to ensure the funds are fully disbursed for affordable housing.

4.2 The allocation of Section 75 funds and Council Tax Second Homes monies allows the council to increase the provision of affordable housing across the city.

## 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
<b>Financial</b>	Failure to allocate fund through developer obligations may result in funds being paid back.	H	Approval of the recommendations would prevent this from occurring.
<b>Customer</b>	Provision of affordable housing is a priority for residents of Aberdeen City Council. Failure to deliver may result in housing need and demand levels not being met.	H	Approval of the recommendations would prevent this from occurring.
<b>Environment</b>	Provision of new build affordable housing is built to current building regulations which has a reduced carbon footprint.	L	Approval of the recommendations would prevent this from occurring.
<b>Reputational</b>	Failure to fully utilise funds may harm the council's reputation when affordable housing is much needed across the city.	H	Approval of the recommendations would prevent this from occurring.

## 7. OUTCOMES

Local Outcome Improvement Plan Themes	
	Impact of Report
<b>Prosperous Economy</b>	The proposals within this report support the delivery of a prosperous economy. The affordable housing

	programme represents significant investment in the city which contributes to a prosperous economy and relates to 1.3 of LOIP.
<b>Prosperous People</b>	The proposal within this report support the delivery of prosperous people. Provision of good quality affordable housing can make people more resilient and protect them from harm and relates to 11.1 of LOIP.
<b>Prosperous Place</b>	The proposal within this report support the delivery of prosperous place. Provision of affordable housing contributes to the creation of sustainable and mixed communities and relates to 14.1 of LOIP.

<b>Design Principles of Target Operating Model</b>	
	<b>Impact of Report</b>
<b>Customer Service Design</b>	The purpose of this report is to ensure customer outcomes are maintained and services continue to be developed. As such, the provision of affordable housing seeks to maintain the Council's customer focus and prevent any reputational damage.
<b>Organisational Design</b>	The report reflects recognition of the process of organisational design. The development of services in relation to supply of housing will support the redesign of the organisation.
<b>Governance</b>	The Housing Supply and Place-making Strategic Working Group will lead on the development, implementation, monitoring and evaluation of the affordable housing provision across the city which will be reported to committee on an annual basis.
<b>Workforce</b>	Whilst the report itself doesn't directly impact on workforce; the increased supply of affordable housing may be of benefit to some of the council employees.
<b>Partnerships and Alliances</b>	Partnerships and alliances have been developed through working groups which lead on the delivery, implementation, monitoring and evaluation of affordable housing provision across the city. These partnerships involve all relevant partners and stakeholders, both internal and external.

## 8. IMPACT ASSESSMENTS

<b>Assessment</b>	<b>Outcome</b>
<b>Equality &amp; Human Rights Impact Assessment</b>	Full EHRIA not required.

<b>Data Protection Impact Assessment</b>	Privacy Impact Assessment not required.
<b>Duty of Due Regard / Fairer Scotland Duty</b>	Not applicable.

## **9. BACKGROUND PAPERS**

Not applicable.

## **10. APPENDICES (if applicable)**

Not applicable.

## **11. REPORT AUTHOR CONTACT DETAILS**

Mel Booth  
Senior Housing Strategy Officer  
Mebooth@aberdeencity.gov.uk  
01224 523252



## ABERDEEN CITY COUNCIL

<b>COMMITTEE</b>	City Growth and Resources
<b>DATE</b>	26 <sup>th</sup> September 2019
<b>EXEMPT</b>	No
<b>CONFIDENTIAL</b>	No
<b>REPORT TITLE</b>	Update on Developer Obligations Process and Associated Asset Plans.
<b>REPORT NUMBER</b>	PLA/19/326
<b>DIRECTOR</b>	Gale Beattie
<b>CHIEF OFFICER</b>	Gale Beattie
<b>REPORT AUTHOR</b>	David Dunne and David Berry
<b>TERMS OF REFERENCE</b>	2.2

### 1. PURPOSE OF REPORT

- 1.1 The Purpose of the report is to update committee on the progress of appointing a Developer Obligations Team Leader, of reviewing the Developer Obligations process and production of Developer Obligation Asset Plans.

### 2. RECOMMENDATION(S)

That Committee :-

- 2.1 Note progress on appointing a Developer Obligations Team Leader and on updating the Developer Obligations process; and
- 2.2 Note that the Chief Officer – Strategic Place Planning would undertake the consultation on the draft Asset Plan template as outlined within this report, and report the outcomes to a future meeting of this committee.

### 3. BACKGROUND

- 3.1 A report on Developer Obligations (DO) was approved by Communities, Housing and Infrastructure in November 2017 (CHI/17/248). This instructed officers to *“terminate the current agreement with Aberdeenshire Council to*

*provide Developer Obligation services” and “arrange the delivery of a full Developer Obligation service within Aberdeen City Council”. A subsequent report to City Growth and Resources in April 2018 (GOV/18/005) sought to extend the agreement with Aberdeenshire Council due to difficulties in recruiting a DO Team Leader and “to report back to committee at the end of the 12 month period if an officer has not been appointed”.*

3.2 The agreement with Aberdeenshire Council was therefore extended to April 2019, and in January 2019 a DO officer was appointed. This resulted in the Chief Officer – Strategic Place Planning notifying Aberdeenshire Council early in 2019, that the current agreement would not be renewed when it elapsed in April 2019, and since then all DO services have been carried out internally.

3.3 Since the appointment of the DO Team Leader three strands of work have commenced:-

- A. Taking over the processing of all DO assessment for planning applications (which is the work that had been previously been undertaken by Aberdeenshire Council).
- B. Reviewing the current DO process and governance structure to align it to the TOM and Capital Plan.
- C. Preparing a draft Asset Plan template for consultation.

3.4 **A. Processing DO assessment of Planning Applications.**

This is the most time critical and by far the most important aspect of the work taken over from Aberdeenshire Council, and forms the majority of the DO Team Leader’s role. By definition, this activity is focussed on future developments, not those which have already navigated the planning process and secured planning permission. The work involves assessing the DO requirements for new developments through engaging with all the relevant services across the Council. These responses are then collated into a DO Assessment Report and any negotiation with the applicant undertaken. Finally, a formal response is put back to the planning case officer to confirm the agreed DO package. The case officer then contacts the Council’s legal team to instruct preparation of the appropriate legal agreement.

3.5 **B. Reviewing the current DO Process.**

This second strand is focused on reviewing how the current DO process works from end to end, to see how it might be improved. While some changes are being introduced to the planning process, greater emphasis is being placed on governance and monitoring. The governance aspect will be focused on alignment with the committee and board structures and has seen a working group formed to ensure appropriate oversight by the Chief Officers of Capital, Corporate Landlord and Strategic Place Planning, with support from finance and legal. This working group will in turn report to the Capital Board and an annual service update on DO will then be brought to this committee.

3.6 **C. Draft Asset Plans**

The final strand focuses on better engagement with developers, communities and elected members through the preparation of asset plans. These were discussed in some detail in the November 2017 report (CHI/17/248).

The purpose of these plans is to front load the DO process by identifying projects across the city that could add capacity to services and facilities, where new development is expected to cause a deficit in capacity. These projects could then be collected and, where possible, costed in advance to provide a stronger and more transparent evidence base for the DO process. Consultation would be undertaken with service providers, communities, elected members and the development industry to gather their views before the asset plans were published. It should be noted that very stringent regulations surround the DO process and while the views of consultees will be considered in the preparation of these plans, they cannot become a “wish list”. The Chief Officers of Strategic Place Planning and Governance will remain the final arbiters of what can be included in these plans based on planning legislation and Planning Circular 3/2012: Planning obligations and good neighbour agreements. The aim would be to have a five-year plan in place that could be updated annually.

- 3.6.1 The first step in producing these asset plans is to prepare a template that can be used to both gather information from across Council services, and act as the basis for the final asset plans. A draft template is attached to this report in Appendix A.

For the purposes of the consultation the template is not for a specific area of Aberdeen but the final templates are proposed to be based on academy catchment areas, subject to the outcome of the consultation. To allow for a better understanding of what might be in the final plans, the template sections are populated with illustrative content, although again with no Aberdeen specific information. This includes information on education requirements, healthcare, sports and recreation, open space etc.

As noted in the recommendations, if this report is approved it would be the intention to hold a public consultation on this template and report back to committee once any amendments have been made and the plans have been populated for all areas of the city.

#### **4. FINANCIAL IMPLICATIONS**

- 4.1 The financial implications in relation to the appointment of the DO Team Leader and the termination of the Service Level Agreement with Aberdeenshire Council were addressed in the November 2017 report (CHI/17/248) and remain valid. There is no additional cost to the Council.

- 4.2 The preparation of the Asset Plans will require significant input from a variety of sources, and this is being met through support from staff across different services within the council and partner organisations. A general list is provided below:-

- ***Open Space and Core Paths***  
Environmental Policy and Environmental Services.
- ***Strategic Transport and Local Transportation***  
Roads Construction Consent and Transport Strategies and Programmes
- ***Regional SuDS***  
Costal Flooding and Structures Team
- ***Education***

- Educational Services and Corporate Landlord
- **Healthcare**  
National Health Service
- **Community Facilities**  
Libraries, Communities and Corporate Landlord
- **Sports and Recreation**  
Sport Aberdeen

- 4.3 Any new projects resulting from the updated DO process and which utilise agreed financial contributions would be implemented under the Council's governance processes for Capital projects.

## 5. LEGAL IMPLICATIONS

- 5.1 There are no direct legal implications arising from the recommendations of this report, however the preparation of the Asset Plans will have to be assessed through the consultation process against all relevant legislation and Scottish Government guidance.

## 6. MANAGEMENT OF RISK

Category	Risk	Low (L) Medium (M) High (H)	Mitigation
<b>Financial</b>	Lack of integration between the DO process and the Capital Plan and continued consultation with the services on an unplanned basis.	L/M	Approve the recommendations and adopt DO Asset Plans as well as improving the governance of the process.
<b>Legal</b>	No immediate risk but assessment of the legality of the Asset Plans required in advance of adopting the plans.	L	The purpose of the report is to approve consultation on the Asset Plans.
<b>Employee</b>	Continued pressure on services to respond to consultations on DO matters in set time frames. This is done in the context of having no ability to determine how many applications will be received.	M	Front load the DO consultation process by developing Asset Plans.

<b>Customer</b>	Due to the pressure on services to respond to consultation this can result on delays on process planning applications.	M	Front load the DO consultation process by developing Asset Plans.
<b>Environment</b>	None		
<b>Technology</b>	None		
<b>Reputational</b>	Due to the pressure on services to respond to consultation this can result on delays on process planning applications.	M	Front load the DO consultation process by developing Asset Plans.

## 7. OUTCOMES

<b>Local Outcome Improvement Plan Themes</b>	
	<b>Impact of Report</b>
<b>Prosperous Economy</b>	LOIP Stretch Outcome 01 - The Developer Obligations process is intrinsically linked to the efficient processing of planning applications. This in turn supports the growth of our economy in a more sustainable and planned way and it is the Developer Obligations process which ensures that any deficits in services or infrastructure caused by these developments are met by the developer. This supports the LOIP in trying to meet many of its objectives such as reducing unemployment.
<b>Prosperous People</b>	LOIP Stretch Outcome 11 - Again the Developer Obligation process seeks to secure contributions to support the delivery of Health Care, Education, and Sports and Recreation facilities. This in turn supports many of the LOIP's objectives such as increasing life expectancy, reducing demands on healthcare and increasing educational attainment.
<b>Prosperous Place</b>	LOIP Stretch Outcome 14 - Finally the recommendations within the plan particularly around the Asset Plans will also support the objectives of the LOIP such as increasing active travel.

<b>Design Principles of Target Operating Model</b>
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	<b>Impact of Report</b>
<b>Customer Service Design</b>	The purpose of the report and the subsequent asset plans is to improve the customer experience. This will be done by providing more clarity and transparency and providing a self-service facility to future applicants through the planning process.
<b>Organisational Design</b>	By providing a clear template updated on set timescales, the asset plans aim to reduce the pressure on services which the planning service can cause.
<b>Governance</b>	Through amendments to service design as detailed above it is proposed to give greater oversight and clarity on decision making powers at all levels. There will be clear path from the Developer Obligations Team Leader, through the Working Group to the Capital Board and on to Committee.
<b>Workforce</b>	Again the purpose of the Asset Plans is to front load the DO process reducing work load on officers.
<b>Process Design</b>	This is the first stage in an ongoing process of service design. This stage, the creation of asset plans, is designed to reduce the workload of the DO Team Leader and the relevant officers in each service which feed into the process. In parallel to this the governance process is also being examined. The next stages will focus on digitisation the elements of the process which are not currently done electronically and critically looking at the systems in place for the other elements.
<b>Technology</b>	While not part of this report the next stage of reviewing the DO process once the asset plans are approved, is to digitise the completions process and make the asset plans digital.
<b>Partnerships and Alliances</b>	Partner groups such as Sport Aberdeen and the NHS are and will continue to be heavily involved in the process.

## 8. IMPACT ASSESSMENTS

<b>Assessment</b>	<b>Outcome</b>
<b>Equality &amp; Human Rights Impact Assessment</b>	Completed no impact identified.

<b>Data Protection Impact Assessment</b>	Not required Public consultation will follow Council procedures and the Asset Plans will only hold publicly available information.
<b>Duty of Due Regard / Fairer Scotland Duty</b>	Not applicable

## **9. BACKGROUND PAPERS**

- A. Planning Circular 3/2012: Planning obligations and good neighbour agreements
- B. Town and Country Planning (Scotland) Act 1997
- C. Planning (Scotland) Act 2019

## **10. APPENDICES (if applicable)**

- A. Draft Asset Plan Template

## **11. REPORT AUTHOR CONTACT DETAILS**

Name David Dunne – Policy and Strategy Manager  
David Berry – Developer Obligations Team Leader

Email Address [ddunne@aberdeencity.gov.uk](mailto:ddunne@aberdeencity.gov.uk)  
Tel – 01224 523329

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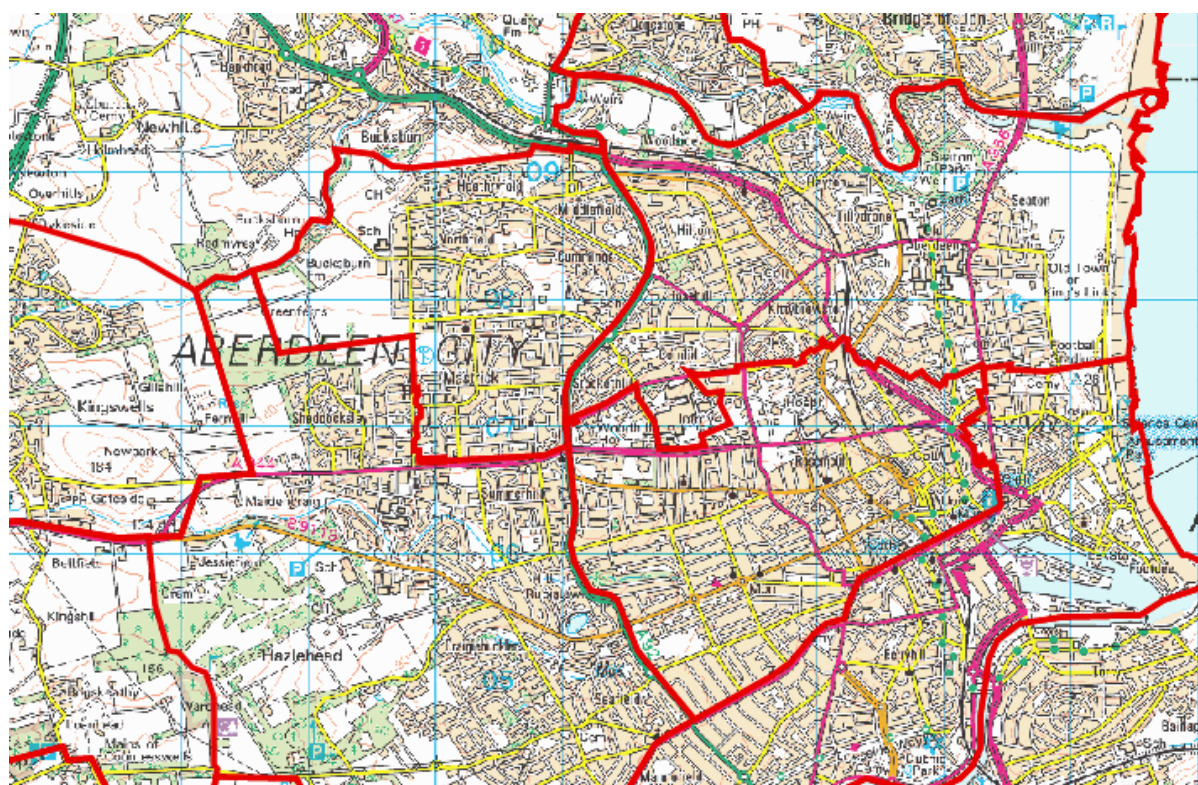
# Community Asset Plan: X Academy Catchment Area

## 1. Purpose

1.1 This Community Asset Plan has been prepared to support Aberdeen City Council's developer obligations policy. It intends to provide clarity and certainty to developers and communities by identifying the infrastructure and services towards which developer obligations are likely to be sought from new developments in the catchment area of X Academy.

1.2 The information and guidance in this Community Asset Plan will apply to new development proposals in the area shown below.

<Plan of X Academy Catchment>



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1.3 Similar Community Asset Plans are being produced for all secondary school catchment areas in the City Council's area. Together these will provide a full picture of the infrastructure and services towards which developer obligations will be sought across the whole of the City. Secondary school catchment areas have been chosen as the basis for the Community Asset Plans as these are commonly understood areas that are large enough to encompass a range of infrastructure and services whilst retaining an appropriate geographical relationship with individual development sites. Although some secondary school catchment areas extend into Aberdeenshire, the guidance in this document applies only to developments in Aberdeen City.

## 2. Background

2.1 New development can have a very positive impact on an area, providing new homes, jobs and economic development. However, new development can also put pressure on existing infrastructure and facilities including schools, community buildings, sport and recreation provision, transport and health services.

2.2 Where existing infrastructure and facilities do not have enough capacity to absorb the extra demand that new development will create, financial contributions will be sought from developers to mitigate the impact of their proposals. These contributions are used to provide new or enhanced infrastructure and facilities. They are usually referred to as 'developer obligations' or 'planning obligations'.

2.3 Developer obligations can be used to mitigate the direct impacts of individual development proposals or the cumulative impacts of a number of development proposals in an area. They are used to make development proposals acceptable in cases where planning permission would otherwise have to be refused.

2.4 So, for example, the development of new houses in an area might result in more pupils attending the local school. If this means the school is expected to go over capacity, the housing developers would need to contribute towards providing more school space as without this we would have to refuse planning permission. Their contributions might go towards reconfiguring the internal layout or extending the existing school or, where the impact is particularly large, the provision of a new school.

2.5 However, developer obligations must meet a series of strict tests in national planning policy<sup>1</sup>. In particular, developer obligations cannot be used to provide infrastructure and facilities that are not needed as a direct consequence of development. So, if the school in the example above already had enough space to accommodate the extra pupils from new housing development in the area, developers could not be required to contribute towards providing more space. Similarly, developer obligations cannot be used to resolve existing problems or deficiencies with infrastructure and facilities. We must therefore have a clear justification for all the developer obligations we seek from new development proposals.

2.6 The range of infrastructure and facilities listed in this Community Asset Plan has been considered in light of this requirement and is considered to be justified. However, the developer obligations that we seek for all planning applications will be determined on a case-by-case basis and will be assessed against the relevant national planning policy tests.

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<sup>1</sup> Circular 3/2012: ['Planning Obligations and Good Neighbour Agreements'](#).

### **3. Status of the Community Asset Plan**

3.1 Although not part of the statutory development plan, this Community Asset Plan will be a material consideration in the determination of planning applications within the catchment area of X Academy.

3.2 The Community Asset Plan should be read alongside the following parts of the statutory development plan:

- [Aberdeen Local Development Plan – Policy I1 \(Infrastructure Delivery and Planning Obligations\)](#)  
Policy I1 states that development must be accompanied by the infrastructure, services and facilities required to support new or expanded communities and the scale and type of developments proposed. Where development either individually or cumulatively will place additional demands on community facilities or infrastructure that would necessitate new facilities or exacerbate deficiencies in existing provision, the Council will require the developer to meet or contribute to the cost of providing or improving such infrastructure or facilities.
- [Supplementary Guidance: Planning Obligations](#)  
The Planning Obligations Supplementary Guidance outlines the methodology and criteria used to calculate the developer obligations required to support new development.

3.3 The Community Asset Plan expands on these aspects of the statutory development plan. It intends to provide developers and communities with guidance on the infrastructure and services towards which developer obligations are likely to be sought from new developments.

3.4 The information within this Community Asset Plan will be kept under review and updated periodically when appropriate.

### **4. Relationship with the Local Outcome Improvement Plan**

4.1 The Community Asset Plan will support the delivery of the refreshed [Local Outcome Improvement Plan \(LOIP\) 2016-26](#). This outlines a series of outcomes based around the following three themes

- Prosperous Economy
- Prosperous People
- Prosperous Place

4.2 By helping to ensure that all new developments are accompanied by the necessary infrastructure, services and facilities, the Community Asset Plan will make a direct contribution towards the delivery of many of the LOIP's outcomes.



## 5. Core Path Network

5.1 Core Paths and the wider Core Paths Network play an essential role in providing opportunities for recreation and sustainable active travel.

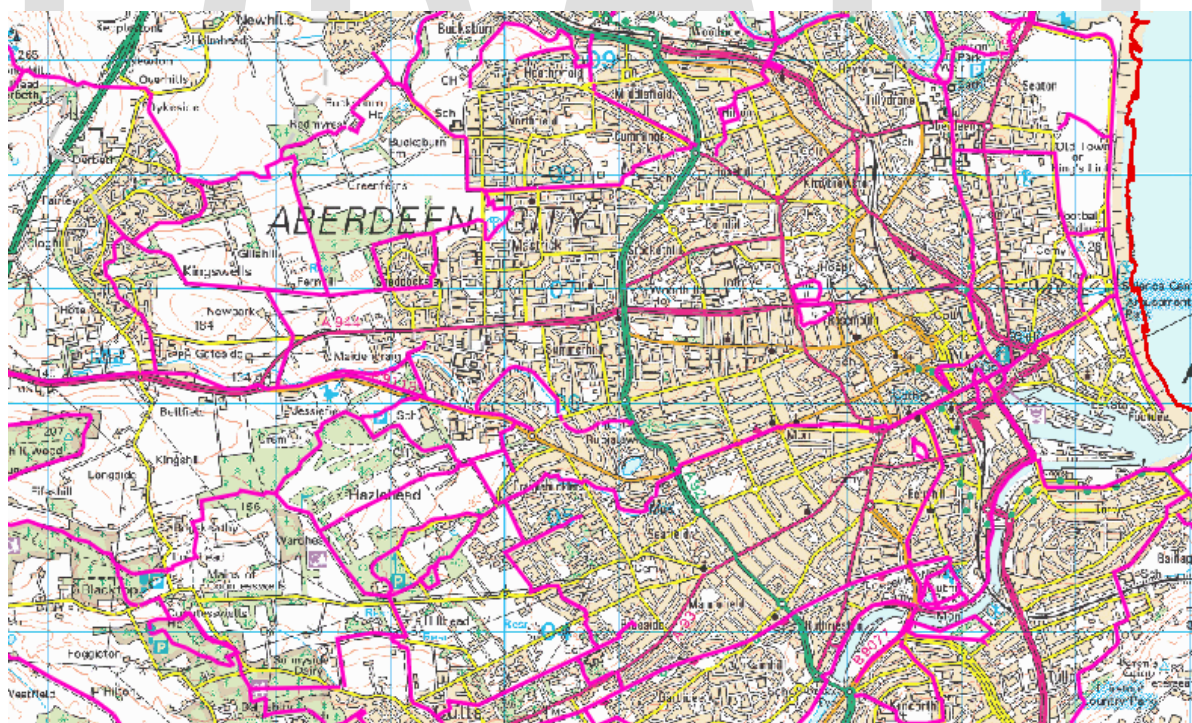
5.2 Where possible new development proposals should incorporate and enhance existing Core Paths and provide links to the wider Core Paths Network in accordance with policies T3 and NE9 of the Local Development Plan.

5.3 However, there may be cases where this provision is not possible within the development site or where the City Council in its role as Access Authority considers the proposed Core Path measures to be inadequate. In order to accommodate the increased pressure from occupiers of the new development, improvements to the existing/aspirational Core Paths Network in the local area will normally be required in these cases. The developer would need to make a financial contribution towards delivering these improvements to enhance the functionality and capacity of the network to support a growing population.

5.4 **Figure 1** shows the existing Core Paths Network in and around the Community Asset Plan area. The existing Core Paths within the Asset Plan area are also identified in **Table 1**.

**Figure 1:** Core Paths Network

<Plan of Core Paths in and around Community Asset Plan Area>



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**Table 1:** Core Paths within the Community Asset Plan Area

Core Path Number	Path Name
X	Core Path X Name
Y	Core Path Y Name
Z	Core Path Z Name

5.5 In cases where new housing or commercial developments cannot provide open space on site, a financial contribution will be required to support the improvement of one or more of the Core Paths identified above. Contributions will generally be put towards enhancement of the Core Path that is closest to the development site, although other factors such as the scale and timing of payment will be taken into consideration in determining which Core Path/s individual contributions will be used to enhance.

## 6. Primary Education

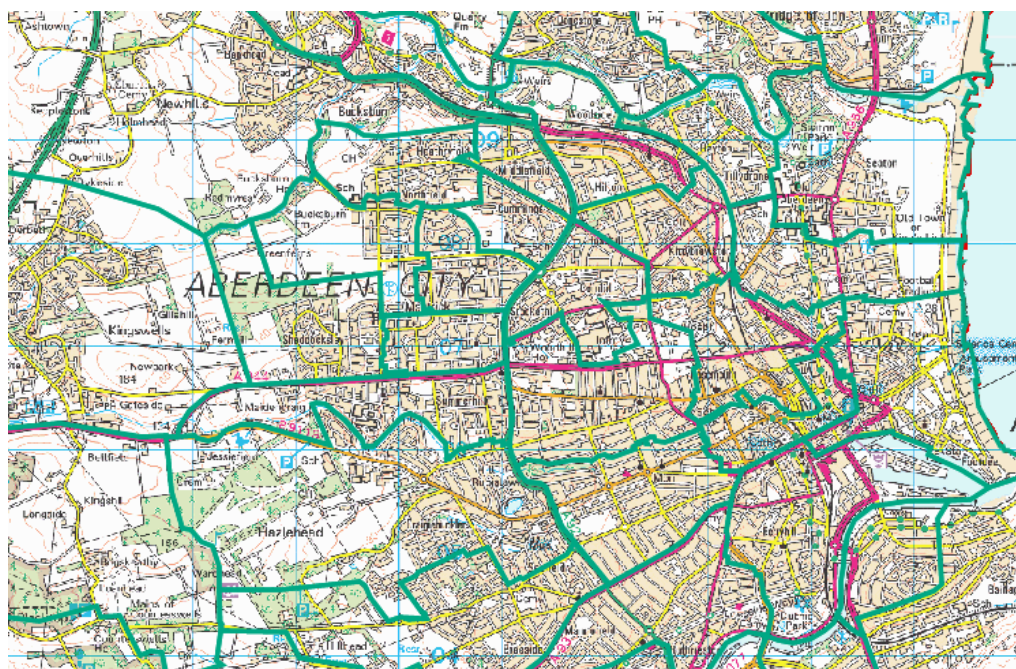
6.1 There are XNo. primary schools within the Community Asset Plan area. They all feed into X Academy and their catchment areas are shown in **Figure 2**. The relevant primary schools are:

- X Primary
- Y Primary
- Z Primary

6.2 **Table 2** includes school roll forecast data for the primary schools in the Asset Plan area and outlines whether new housing developments in their catchments will need to contribute towards increasing capacity.

**Figure 2:** Primary School Catchment Areas

<Plan of Primary School Catchments in Community Asset Plan Area>



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**Table 2:** Primary School Mitigation Requirements

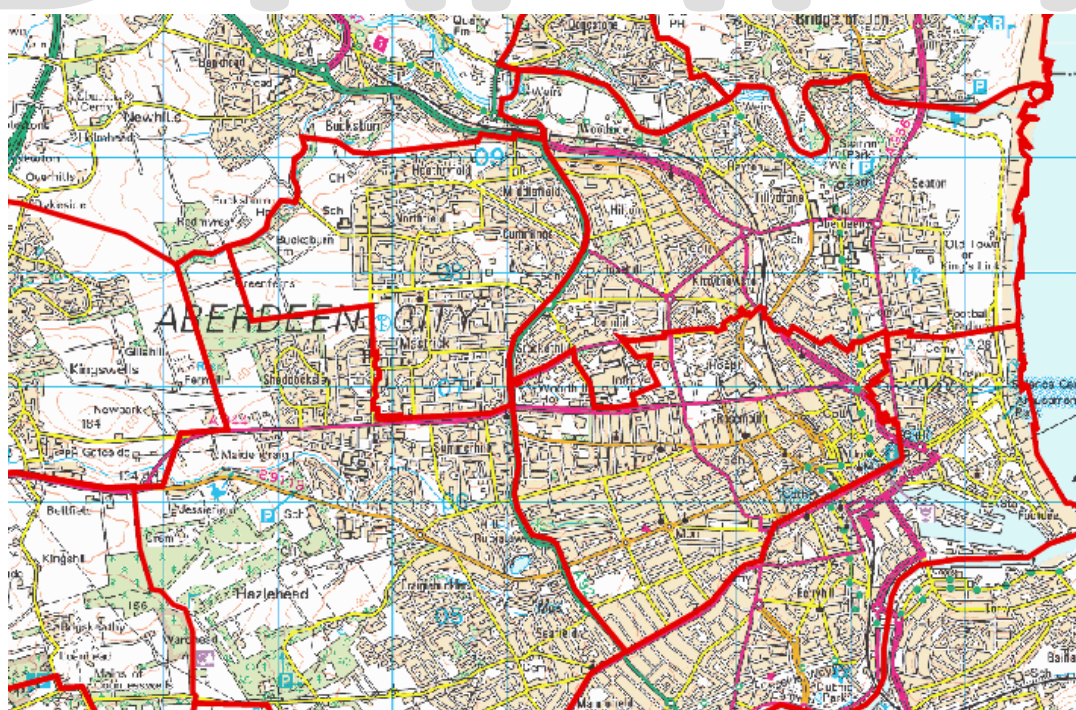
School	School Roll Forecast (2017)	Mitigation Required
X Primary	Taking into account the existing level of planned development, X Primary is expected to be operating within capacity throughout the forecast period. There is likely to be capacity to absorb limited further housing development within the catchment area of this primary school	Contributions unlikely to be required
Y Primary	Y Primary is currently operating in excess of capacity. New housing developments within the catchment area of this primary school will therefore require to contribute towards the provision of additional capacity	Contributions will be required towards reconfiguration of floor space within the existing school building
Z Primary	Z Primary is currently operating in excess of capacity and is forecast to have a rising roll. New housing developments within the catchment area of this primary school will therefore require to contribute towards the provision of additional capacity	Contributions will be required towards an extension of the existing school building

## 7. Secondary Education

7.1 The catchment area for X Academy is show in **Figure 3**.

**Figure 3:** X Academy Catchment Area

<Plan of X Academy Catchment>



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7.2 Taking into account the existing level of planned development, the 2017 School Roll Forecasts show that X Academy is currently operating in excess of capacity and is forecast to have a rising roll. New housing developments within the catchment area of this school will therefore require to contribute towards the provision of additional capacity.

7.3 Contributions towards secondary school capacity will therefore be required towards reconfiguration of floor space within the existing school building.

## 8. Heathcare Facilities

8.1 There are XNo. medical clinics within the Community Asset Plan area. Although their catchments overlap to some degree, these clinics generally serve the northern and southern parts of the Asset Plan area respectively.

8.2 Table 3 lists the medical clinics within the Community Asset Plan area. It also provides a summary of the current floor area surplus / deficit for each clinic. This has been calculated by comparing the existing space within each practice to the General Medical Services (GMS) space standards for that practice (based on the existing number of patients).

**Table 3:** Healthcare Mitigation Requirements

Medical Practice	Floor Area Surplus / Shortfall	Mitigation Required
X Medical Practice	+X%	Contributions unlikely to be required
Y Medical Practice	-Y%	Contributions will be required towards an extension of the existing clinic building to create additional capacity

8.3 X Medical Practice is currently operating within capacity and is likely to have space to absorb the patients generated by further limited housing development in the area. However, Y Medical Practice is currently operating significantly over capacity. New housing development in the southern part of the Community Asset Plan area will generate additional patients and place further pressure on Y Medical Practice. This will require mitigation.

8.4 All new housing developments in the southern part of the Asset Plan area will therefore be expected to contribute towards the creation of additional healthcare capacity through an extension of Y Medical Practice.

## 9. Open Space

9.1 Wherever possible new development sites should include on site provision of open space in accordance with policies NE4 and B1 of the Local Development Plan and the associated Supplementary Guidance on Open Space and Green Infrastructure.

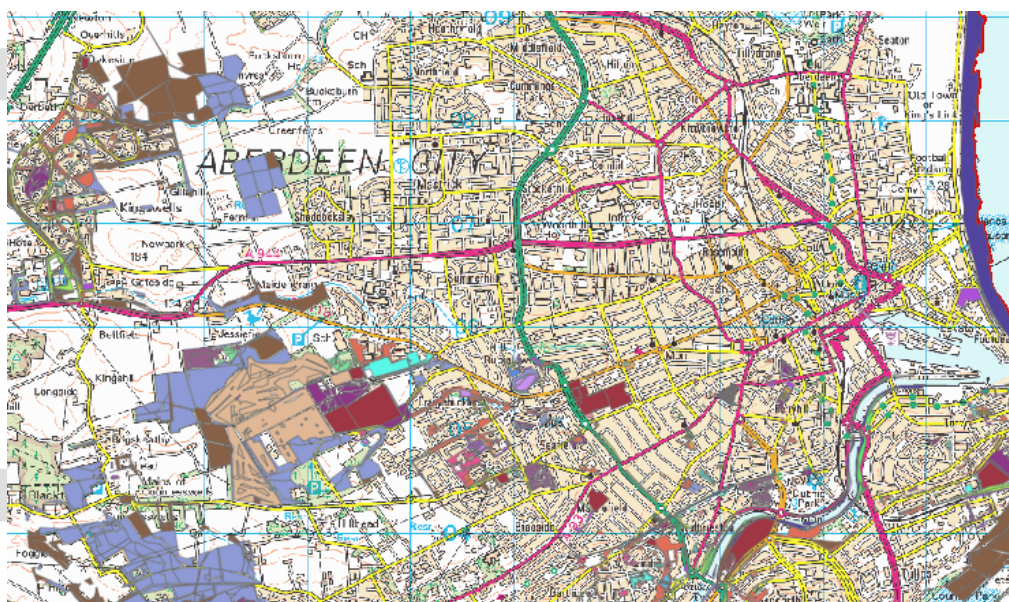


9.2 However, there may be cases where open space cannot be delivered on site. In order to accommodate the increased pressure from occupiers of the new development, the creation of new open space or the enhancement of existing open space elsewhere in the local area will normally be required in these cases. The developer would need to make a financial contribution towards delivering these improvements.

9.3 A range of open space improvement / enhancement projects has been identified for the Community Asset Plan area. These will enhance the functionality and capacity of the existing open space network to support a growing population. The location of these projects is shown in **Figure 4** and **Appendix 1** provides further detail on the scope of each project.

**Figure 4: Open Space Enhancement Projects**

<Plan of Open Space Improvement Projects in Community Asset Plan Area>



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9.4 In cases where new housing or commercial developments cannot provide open space on site, a financial contribution will be required to support the delivery of one or more of the projects identified above. Contributions will generally be put towards delivering the project that is closest to the development site, although other factors such as the scale and timing of payment will be taken into consideration in determining which project/s individual contributions will fund.

## 10. Community Facilities

10.1 In accordance with the Planning Obligations Supplementary Guidance, community facilities are defined as: community centres; learning centres; and libraries. There are a number of these facilities within the Plan area, and the cumulative impact of new development will place additional pressure on these facilities. Where existing facilities do not have capacity to accommodate the additional users generated by new development, developer obligations will be sought to mitigate this. In these cases, developers will be expected to contribute towards the



creation of additional capacity through the extension or reconfiguration of existing community facilities.

10.2 **Table 4** identifies the existing community facilities within the Plan area. It also outlines whether they are expected to have capacity to absorb additional pressure from the cumulative impact of new development. **Appendix 2** outlines a range of projects designed to increase the functionality and capacity of the facilities that are shown to be operating over capacity at present.

**Table 4:** Community Facilities & Mitigation Requirements

Community Facility	Existing Capacity Status	Mitigation Required
X Community Learning Centre	Operating at / over capacity	Contributions will be required towards increasing capacity within the existing centre
Y Community Centre	Operating at / over capacity	Contributions will be required towards increasing capacity within the existing centre
Z Library	No existing capacity issues	Contributions unlikely to be required

10.3 New housing developments will be required to contribute towards the delivery of one or more of the projects identified in **Appendix 2**. Contributions will generally be put towards delivering the project that is closest to the development site, although factors such as the scale and timing of payment will also be taken into account in determining which project/s individual contributions will fund.

## 11. Sport and Recreation

11.1 New housing development and the cumulative impact of developments within the **X Academy** Catchment area will place pressures on the existing sport and recreation facilities both within and outside the catchment area.

11.2 The capacity of sport and recreation facilities may be limited by a range of factors including physical space for the specific sporting activity to be undertaken, ancillary accommodation (eg changing, shower and toilet accommodation), and the quality of a sports surface (eg natural and artificial turf pitches) which limits the amount of play that can be undertaken during any particular week.

11.3 Where existing facilities do not have the capacity to accommodate the additional users generated by new development, developer obligations will be sought to mitigate this. In these cases, developers will be expected to contribute towards the creation of additional capacity through the extension, reconfiguration or improvement of existing built sports facilities and/or playing surfaces.

## Locally Significant Facilities

11.4 **Table 5** provides a summary of the locally significant sport and recreation facilities within the Community Asset Plan area and identifies any limitations to their current capacity. **Appendix 3** outlines a range of improvement / enhancement projects that are designed to increase the functionality and capacity of the locally significant facilities where capacity is currently limited. These projects align to the recommendations contained within the City's sports strategies (Aberdeen's Sports Facilities Strategy, Aberdeen Playing Pitch Strategy, and 3G Strategy) and will provide increased sport and recreation capacity in order to support the growing population.

**Table 5:** Locally Significant Sport and Recreation Facilities & Mitigation Requirements

Sport and Recreation Facility	Existing Capacity Status	Mitigation Required
X location – Adult football pitches	No community use due to poor quality	Contributions will be required towards improving the quality of these pitches
Y location – 3G Pitch	Limited spare capacity	Contributions unlikely to be required
Z Sports Centre – 3 macadam courts, no floodlighting	Capacity limited by poor quality surfaces and lack of floodlighting	Contributions will be required towards increasing capacity at this venue
A Leisure Centre and Pool	At capacity	Contributions will be required towards increasing capacity at this venue

11.5 New housing developments will be required to contribute towards the delivery of one or more of the projects identified in Appendix 3. Contributions will generally be put towards delivering the project that is closest to the development site, although factors such as the scale and timing of payment will also be taken into account in determining which project/s individual contributions will fund.

11.6 In addition to the projects outlined above, where there is a strategic need (as identified within the City's Sports Facilities Strategy, Aberdeen's Pitch Strategy or 3G Pitch Strategy) contributions may also be used to support the development of larger health and wellbeing hubs outside of the immediate Academy Catchment Area (see below for further detail).

## Strategic Needs of Aberdeen as a City

11.7 The strategic needs for sport and recreation for the City as a whole have been identified, based on current provision and a supply and demand estimate, based on

accepted modelling practices. It is also recognised that many of Aberdeen's current community sports facilities are no longer fit for purpose – there are too many venues, which are too small, do not have the required activity areas, nor offer the quality of experience to meet modern day customer expectations. The longer-term aim is to have fewer, larger, better-quality facilities.

11.8 Appendix 4 outlines a range of strategic-scale sport and recreation improvement projects that are identified by the Aberdeen Sports Facilities Strategy as being required to support wider needs across the City.

11.9 Where appropriate, developer obligations may be sought from new housing developments in order to support the development of the City-wide strategic scale projects identified in Appendix 4, all of which seek to serve a catchment population that is larger than that of an Academy.

## **12. Other Requirements – Transport and Affordable Housing**

12.1 In addition to the developer obligations outlined in sections 5 to 11, new housing or commercial developments may also be required to contribute towards strategic and local transport infrastructure. Any such requirements will be identified by the City Council's Transportation Team on a case-by-case basis.

12.2 All new housing developments consisting of five or more dwellings should also include a minimum of 25% affordable housing. For development of 20 housing units or more, it is expected that the affordable housing should be delivered on site. More information on affordable housing requirements can be found in [Supplementary Guidance: Affordable Housing](#).

## Appendix 1: Open Space Enhancement Projects (Illustrative Purposes Only)

Project No.	Project Description	Cost (£K)	Costed? (Y/N/E) E = Estimated
1	Landscape improvements, environmental improvements, wildflower meadow		N
2	Community garden – further improvements, community orchard		N
3	Allotments – reinstatement	£90k	Y
4	Play area – landscaping (poor grass areas)	£18k	E
5	Street tree planting – new tree planting and landscaping		N

## Appendix 2: Projects to Increase Community Facility Capacity (Illustrative Purposes Only)

Community Facility	Project Description
X Community Learning Centre	Addition of conservatory/extension to the building to increase capacity and enable more use by the community
X Community Learning Centre	Enhancement of the playground to enable more users, creation of a door from the café in the building to the playground to enable more family usage
X Community Learning Centre	External and internal entrance doors automated to enable wheelchair users and parents with prams. Disabled lift inside the building in order to give full access to those in wheelchairs
Y Community Centre	Increase internal storage areas to enable greater use of the centre by a wider range of groups, as usage is currently limited by ability to store equipment
Y Community Centre	New gymnasium within existing building with toilets and showers upgraded to increase capacity / usage
Y Community Centre	Kitchen upgrade - full kitchen equipment to serve lunches and dinners, as lack of kitchen facilities currently limits usage
Y Community Centre	Doors automated and widened for disabled access

### Appendix 3: Projects to Increase Sport and Recreation Capacity – Locally Significant Scale (Illustrative Purposes Only)

Sport and Recreation Facility	Project Description	Remarks
X Location Adult football pitches	Improvements to quality of pitches to increase use	Site identified as a key site within the Playing Pitch Strategy
Z Sports Centre – 3 macadam courts, no floodlighting	Court improvements and installation of floodlighting to increase capacity	Site identified as local site within the Playing Pitch Strategy
A Leisure Centre and Pool	Refurbishment of pool and addition of a 40-station gym, free weights area studio, multi-purpose areas and increased changing areas to increase capacity	Identified as an emerging opportunity within the Aberdeen Sports Facilities Strategy. Identified as an Aberdeen Community Sport Core facility, with a catchment that extends beyond the Academy Catchment Area.

#### Appendix 4: Projects to Increase Sport and Recreation Capacity – Strategic Scale (Illustrative Purposes Only)

Sport and Recreation Facility / Area	Project Description
X Location	Development of Phase 3 to incorporate 1 x 3G pitch, 1 x 3G IRB compliant pitch, strength and conditioning facility
Y Location	New 80 station health and fitness suite, free weights area and group exercise studios; extensive indoor soft play; added leisure water features; and improved spa and wellness retreat
Z Location	Refurbishment and expansion
3G pitch provision	An additional 3 x 3G pitches provided throughout the city to meet current and future needs

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## ABERDEEN CITY COUNCIL

<b>COMMITTEE</b>	City Growth and Resources
<b>DATE</b>	26.09.2019
<b>EXEMPT</b>	No
<b>CONFIDENTIAL</b>	No
<b>REPORT TITLE</b>	Aberdeen Bike Hire – Business Case
<b>REPORT NUMBER</b>	PLA/19/303
<b>DIRECTOR</b>	Not Applicable
<b>CHIEF OFFICER</b>	Gale Beattie
<b>REPORT AUTHOR</b>	Alan Simpson, Rachael Sparrow
<b>TERMS OF REFERENCE</b>	2.2

### 1. PURPOSE OF REPORT

- 1.1 The purpose of this report is to inform Committee of the findings of a bike hire scheme options appraisal study, to recommend a preferred option and to gain approval for the next steps in terms of delivering the findings of this piece of work.

### 2. RECOMMENDATION(S)

That the Committee: -

- 2.1 Note the outcomes of the bike hire scheme options appraisal study;
- 2.2 Agree the preferred option of implementing a city-wide bike hire scheme via a private management model; and
- 2.3 Delegate authority to the Chief Officer – Strategic Place Planning, following consultation with the Head of Commercial and Procurement Services and the Leader of the Council to consider and approve business cases (including estimated expenditure) for a bike hire scheme for the purposes of Procurement Regulation 4.1.1; and thereafter, to procure appropriate works and services, and enter into any contracts necessary for the delivery of a bike hire scheme without the need for further approval from any other Committee of the Council.

### 3. BACKGROUND

- 3.1 At the full Council budget meeting in March 2018, officers were tasked with providing “a business case to committee around the introduction of a cycle hire scheme which would have the potential to bring a real sea-change to transport in the city”.
- 3.2 As part of Aberdeen’s involvement in the European Union (EU) funded CARE North project in 2011, a draft bike hire feasibility was carried out, which concluded that Aberdeen was not yet ready for a city-wide bike scheme, that changes to make the city more cycle-friendly were needed and that any scheme should be focused on a smaller area of the city such as the university or the beach. However, since this study was undertaken the local context has

changed significantly. More cycling infrastructure has been implemented in Aberdeen, the Aberdeen Western Peripheral Route has opened, the City Centre Masterplan (which itself proposes a bike hire scheme) has been unanimously agreed by Council and, through its involvement in the CIVITAS PORTIS EU funded project, which began in 2016, the Council had committed to investigating cycle hire again. In 2018, officers engaged with CoMo, the accreditation body for car clubs and bike share in the UK, who advised that the market has also changed dramatically since 2011 and with so many cycle hire schemes now operating across Scotland, the UK and Europe, the range of models and the understanding of what makes them successful, has increased greatly.

- 3.3 The Scottish Household Survey (2017) reveals that 27% of homes in Aberdeen do not have access to a car and 69% do not have access to a bike. Therefore, a city-wide bike hire scheme would help increase the transport options available for Aberdeen City residents.
- 3.4 Given the above, it was concluded that a consultant should be engaged to undertake a Scottish Transport Appraisal Guidance (STAG) based options appraisal for an Aberdeen bike hire scheme. SWECO were engaged in December 2018 to perform this. Further information about the brief is provided in Appendix A.
- 3.5 To gauge public and stakeholder opinion, SWECO undertook two stakeholder engagement sessions and an online public consultation. All Elected Members were invited to attend both stakeholder workshop sessions. The feedback from the public consultation was then used to help inform an assessment using Scottish Transport Assessment Guidance (STAG). The executive summary, which outlines the full findings of the study, can be found in Appendix B. As part of the public consultation, members of the public were asked a wide variety of questions, including;
  - likelihood of using a scheme,
  - the types of trips they might use the scheme for,
  - frequency of use,
  - hire duration,
  - hire station locations,
  - preferred bike types,
  - bike hire model options,
  - charging options and
  - scheme management.
- 3.6 The study concluded that there is a level of demand for a bike hire scheme in Aberdeen. Of the six potential bike hire scheme options (further described in Appendix B) that were generated and assessed using the STAG criteria, the three models which proposed a city-wide bike scheme scored more highly than the rest. These were

Model	Description
100% public	The Local Authority has full control of all income and pays for all costs and owns the bike hire scheme equipment.

100% private	The operator takes on all the financial risks, sets tariffs, engages partners, sponsors and advertisers. The operator receives all income and is responsible for the success of the bike hire scheme. The Local Authority ensures a minimum service standard. No public subsidies are required
Public/ private partnership	The bike hire scheme is supported by some ongoing subsidy from the local authority and potentially other partners. The Local Authority covers capital costs and sets the minimum service standards. The operator retains revenue to cover their costs. A profit share arrangement can be made if the commercial income is sufficient.

- 3.7 The study identifies a mixture of standard adult pedal bikes and electric bikes as being suitable for an Aberdeen bike hire scheme. Although the survey also asked respondents about incorporating disability bikes and children's bikes into the scheme, these options proved less popular. None of the three cities consulted with had schemes that provided these while Edinburgh stated that, due to the range of disabilities and specialist nature of these bikes, these were better catered for separately by a more specialist scheme. A full Equalities and Human Rights Impact Assessment, which addresses age and disability protected characteristics in more detail, has been carried out.
- 3.8 Sweco suggest that Aberdeen could support 32 locations averaging 8 bikes per station. CoMo estimate capital costs from £1,500-£2,500 per bike for the bikes, docking stations and installation rising to £3,000-£4,000 per bike where electric bikes are used. Operational costs would vary depending on a number of factors including the scale of the bike hire scheme and the duration of contract, typically from £600-£1,000 per annum, per bike. This would mean that an Aberdeen Bike Hire Scheme could have capital costs between £384,000 and £640,000 and an operational cost between £153,600 and £256,000. Edinburgh have implemented 9% of all bikes being electric so, were Aberdeen to adopt something similar, this would cost an additional £34,500 in capital costs. To reduce costs to the Council and the operator a variety of options including sponsorship, government grants and membership revenues have been used by other schemes. Further details can be found in Appendix C
- 3.9 Given how close the scores were between the three potential models, officers engaged with three other Scottish cities – Edinburgh and Stirling, which SWECO had already identified in the study, and Dundee, who have recently launched a scheme – to better understand the models that they implemented. While all three cities had launched procurement exercises to invite companies to bid to run their cycle hire schemes, both Edinburgh and Dundee stated that the scheme must run at zero cost to the Council (the private model). Both cities had been successful in attracting an operator with Edinburgh launching in September 2018 and Dundee in August 2019. However, both Councils did incur staff costs in undertaking the procurement exercises, investigating and agreeing locations, setting up contracts and in ongoing liaison with the operator. They were also prepared to provide support to the operator in seeking external funding for the schemes. Edinburgh and Stirling's schemes have a mixture of standard pedal and electric bikes while Dundee's is

fully electric. All bikes are unisex and designed to be used by able-bodied adults.

- 3.10 Given that it scores highly in the study, has been successfully implemented by other Councils with willing operators and poses the least financial risk to the Council of the best scoring models, it is recommended that a private model scheme should be pursued for Aberdeen. The Council already adopts a similar model with Co-wheels car club so this operating model has been demonstrated to work effectively within Aberdeen. The study also suggests, in order to better understand the bikes available and appetite from providers, that a Supplier Day is held in Aberdeen where potential operators are invited to come to Aberdeen and hold early discussions with officers about the potential form of any future procurement exercise. This was undertaken in 2011 when setting up the car club. Further suggestions about how an Aberdeen bike hire scheme could look are found in Appendices B and C.
- 3.11 In order to support the scheme, the Council could become a corporate member of the scheme, instead of having its own pool bikes for staff. A similar model is already used with Co-wheels cars club so this could be explored more thoroughly during the procurement exercise.
- 3.12 The study outlined the need for further investment in cycling infrastructure for the scheme to really succeed, which was also commented on by the public consultation.

#### **4. FINANCIAL IMPLICATIONS**

- 4.1 Once operational, the recommended scheme would be expected to run at zero cost to the Council.
- 4.2 There will be a requirement for significant amounts of staff time to be spent on the initial organising of the scheme - procurement, creating contracts, and the agreeing and establishment of any potential docking station locations and associated infrastructure necessary to support the bikes. There would also need to be ongoing liaison between the Council and the operator.
- 4.3 Based on the Glasgow and Edinburgh schemes, the study suggests a full-time member of staff spending approximately 80% of their time on the bike hire scheme would be required until around 6 months post-operational launch. For implementation timescale, CoMo suggest it takes up to 18 months from initiation to bike hire scheme launch. Aberdeen is approximately 6 months into this process. meaning that 18 months of salary would need to be funded. This would equate to around £95,000 of Transportation staff time. Additional resources would therefore be required or existing project commitments placed on hold if implementation of a bike hire scheme is to be prioritised. In addition, there is likely to be staff time cost associated with Managerial support and support from the Council's Procurement team in preparing necessary documentation.
- 4.4 CoMo have advised that they offer free and impartial high-level advice and guidance on the implementation and shaping of access to bikes/bike share

schemes options scoping and procurement, funded through Transport Scotland and are more than willing to support the on-going process in Aberdeen. This could bring about efficiencies and should be investigated further if the scheme proceeds to implementation.

## 5. LEGAL IMPLICATIONS

- 5.1 Any procurement process will follow the Council's established processes and comply with the Council's procurement regulations and applicable legislation. All contracts will be subject to review and approval by the Commercial and Procurement Service legal team.
- 5.2 The pursuit of a private model will involve a contract to be drawn up establishing the Council's responsibilities and those of the operator. The Council's Commercial and Procurement Legal Team will review and approve the contract terms.
- 5.3 The Council will specify that the bike hire operator is accredited with CoMo UK, the accreditation body for bike hire schemes in the UK, to ensure that we are using an operator that has already been proven to deliver bike hire schemes in the UK.

## 6. MANAGEMENT OF RISK

Category	Risk	Low (L) Med (M) High (H)	Mitigation
Financial	The model isn't financially self-sustaining. The operator requires a subsidy or withdraws from the city.	H	Clearly outline the responsibilities of the operator and the council within the contract.
	There is no interest in from private operators to come to Aberdeen	M	Discussions with CoMo around alternative options and market testing to invite operators to come to Aberdeen and talk to the Council
Legal	Failure to comply with procurement legislation	M	Follow the council's own procurement process in line with the procurement regulations and seek advice from the procurement team. Ensure that the reasoning and scoring of bidders is appropriately robust and documented. Ensure that all contracts are reviewed by

	Locating cycle hire stations on land which was compulsory purchased and/or has conditions and burdens, such as Park and Ride sites, may contradict the terms of sale	M	the Council's Commercial and Procurement legal Team.  Explore this with the Council's legal team
<b>Employee</b>	Staff time requirement is more onerous than envisaged and impacts upon other workload	M	Regular liaison with management and workload prioritisation
<b>Customer</b>	Customer will be using a bike hire scheme which is not owned the council.	M	Clearly define the roles and responsibilities of the council and operator in the contract. By using a CoMo accredited supplier we can ensure that the operator has been thoroughly assessed. The city's car club is a similar model
<b>Environment</b>	Bike hub locations in sensitive areas.	M	Aim to minimise the footprint of the bike hire scheme in sensitive areas. Ongoing engagement with the Masterplan, design and conservation team.
	Vandalism of bikes	M	Work with operator on ways to better protect bikes or, if necessary, to find an alternative location for a particular hire station
	Bikes parked obstructively	M	Model chosen may influence responsible parking behaviour eg docking stations
<b>Technology</b>	The bike hire equipment being redundant	M	It would be the contractual responsibility of the operator to ensure that the equipment is current and useable.
	E bike charging	M	Work with a supplier that has a proven record for delivering e bikes. Work with relevant internal teams to establish how charging facilities could be provided.

<b>Reputational</b>	If the bike hire scheme is not a success	H	This has been minimised by undertaking a robust options appraisal, favour 100% private route as the operator covers the cost. Positive for the Council as helping people have access to sustainable forms of transport.
	Scheme sponsors	H	Contract will ensure that the Council has to approve any sponsor should one be sought.

## 7. OUTCOMES

<b>Local Outcome Improvement Plan Themes</b>	
	<b>Impact of Report</b>
<b>Prosperous Economy</b>	The proposals within this report support the delivery of LOIP Stretch Outcome 1 – 10% increase in employment across priority and volume growth sectors by 2026 – by giving people access to another mobility option they can use.
<b>Prosperous People</b>	<p>The proposals within this report support LOIP Stretch Outcome 4 - 90% of children and young people will report that they feel mentally well by 2026. Exercise has been demonstrated to help mental health and giving people greater access to bikes, encourages them to use a healthy means of transport.</p> <p>The proposals within this report support LOIP Stretch Outcome 11 - Healthy life expectancy (time lived in good health) is five years longer by 2026 – by giving people access to a means of transport which is good for their health.</p>
<b>Prosperous Place</b>	The proposals within this report support RTIS EU – by giving people improved access to bikes.

<b>Design Principles of Target Operating Model</b>	
	<b>Impact of Report</b>
<b>Customer Service Design</b>	<b>Co-design:</b> We will design our services with input from our customers to better meet their needs - The Bike Hire Scheme Options appraisal has incorporated the needs and views of customers as part of its formation.
<b>Organisational Design</b>	<b>Outcome Led:</b> We will commission services organised around the LOIP outcomes we seek to achieve and will separate this commissioning function from delivery – The bike Hire scheme has already been shown to contribute to the LOIP outcomes.
<b>Governance</b>	<b>Informed:</b> decisions should be made having given consideration to available options, an assessment of impact, an assessment of risk, the views of stakeholders, and how these decisions will be

	implemented, including performance and improvement measures. – In commissioning the Options Appraisal to inform the cycle hire scheme, the views of stakeholders have been taken on board, consideration has been given to available options and an assessment of impact and risk have been taken into account.
<b>Workforce</b>	<b>Empowered and accountable:</b> A revised behavioural framework that clearly sets out what we expect of staff in both the behaviours and in how we expect staff to approach work going forward – A bike hire scheme gives employees the ability to do their job and be mobile in a way that makes them less car dependent and helps them stay healthier.
<b>Process Design</b>	<b>Understand what people need:</b> We will work with our customers to understand their needs and to make the processes fit for them. The bike hire scheme options appraisal has involved engagement of public and stakeholders to make sure that their needs are taken into account when considering options and how to implement them.
<b>Technology</b>	<b>Engaged:</b> Technology will be used to re-cast our relationship with the communities we serve by enabling more citizen engagement and participation – Citizens engaged with using Citizen space platform.
<b>Partnerships and Alliances</b>	<b>Complementarity of purpose and value added:</b> The emphasis will be placed on identifying the common outcomes to which we are working, whether in long or short-term relationships, looking to build on the distinctive contribution of all parties, and ensuring that our combined efforts bring about change – A bike hire scheme will help both the operator and the Council to offer a business which benefits the citizens and the health of the city.

## 8. IMPACT ASSESSMENTS

Assessment	Outcome
<b>Equality &amp; Human Rights Impact Assessment</b>	A full EHRIA has been completed
<b>Data Protection Impact Assessment</b>	Not required
<b>Duty of Due Regard / Fairer Scotland Duty</b>	Not applicable

## 9. BACKGROUND PAPERS

Decision Sheet. Full Council meeting. 6<sup>th</sup> March 2018 - <http://councilcommittees/documents/g6119/Decisions%2006th-Mar-2018%2014.00%20Council.pdf?T=2>

## 10. APPENDICES (if applicable)

Appendix A: Bike Hire Scheme Options Appraisal Scope  
Appendix B: Bike Hire Scheme Options Appraisal - Executive Summary  
Appendix C: Bike Hire Schemes – Additional Factors for Consideration



## 11. REPORT AUTHOR CONTACT DETAILS

Name: Alan Simpson  
Title: Senior Planner  
Email Address: [alansimpson@aberdeencity.gov.uk](mailto:alansimpson@aberdeencity.gov.uk)  
Tel: 01224 522756

Name: Rachael Sparrow  
Title: Planner  
Email Address: [Rsparrow@aberdeencity.gov.uk](mailto:Rsparrow@aberdeencity.gov.uk)  
Tel: 01224 523324

## **Appendix A – Bike Hire Scheme Options Appraisal Scope**

As part of the scope, bidders were asked to provide costs to undertake the following.

- 2.1 The draft 2011 Public Bike Hire Scheme Feasibility Study will be made available to the successful bidder, who should review the document. The successful bidder should also review the; local policy, strategy, guidance and current transport situation in Aberdeen to identify which parts of the feasibility study are still relevant. A full list of the relevant policy and guidance documentation as well as the relevant projects was also provided to them.
- 2.2 Undertake an options appraisal based on the Scottish Transport Appraisal Guidance (STAG) methodology including an identification of the problems, constraints and opportunities associated with the local context, and the identification of appropriate transport planning objectives.
- 2.3 Develop a list of options in discussion with ACC and partners, as well as with the public and key stakeholders which can then be appraised against the STAG criteria. In addition to the standard STAG criteria; deliverability, affordability and acceptability should also be considered. Consideration should be given to bike hire models within the UK and in appropriate comparator cities where the operating and legislative environments are similar. The appraisal should also consider the following questions:
  - a) Who would use a bike hire scheme, what is the likely demand?
  - b) If appropriate, where should bike hire hubs be placed in the city so that they are accessible to users?;
  - c) Should a bike hire scheme be citywide or in more specific areas?;
  - d) How many bike hire locations might be required to make the bike hire scheme viable?;
  - e) How would a bike hire scheme link to other modes of transport and interchange points?;
  - f) What would the cost to the public purse be of setting up and running the bike hire scheme?;
  - g) Would there be a cost to the bike hire scheme users?;
  - h) Could the bike hire scheme be delivered without significant challenge or time and resource dependent actions?;
  - i) The possibility of different bike types being available on the bike hire scheme fleet to ensure accessibility to as many people as possible.
  - j) What input, if any, would be required from Aberdeen City Council to support the bike hire scheme?;
  - k) How would an Aberdeen City bike hire scheme interact with the SMART cities environment and enhancements in digital technology?;
  - l) How would an Aberdeen City bike hire scheme be complementary to the bike hire scheme ambitions of Aberdeenshire Council?;
  - m) How could any new bike hire schemes complement that which is already in operation?;

- n) What level of mode shift is the bike hire scheme likely to bring about from private car use to cycling?;
- o) What kind of bike hire financial model would work best in Aberdeen? Clearly define the financial risks to the Council of implementing the bike hire scheme;
- p) Could bike hire hubs be incorporated into active travel hub development if so, what could these incorporate?;
- q) Would it be practical and/ or desirable to have a phased approach to implementing the Aberdeen City bike hire scheme, and where would the first phase potentially be?;
- r) Who would be responsible for operating and maintaining the bike hire scheme?;
- s) Consideration should be given to the management and maintenance of the potential bike hire scheme. Depending on study outcomes, an overview of any potential solutions to any of the logistical issues should be identified; and
- t) Consideration should also be given to minimising the financial risk to the Council and therefore the public purse in the; setting up, operating and maintaining of a bike hire scheme in Aberdeen.

2.4 Engagement with key stakeholders and the public should be undertaken throughout the process to ensure that:

- a) They are on board with the objectives of the bike hire scheme;
- b) They have helped inform the options and the appraisal itself; and
- c) The consultant should identify and agree with the Client the details of the necessary consultation.

## **Appendix B: Bike Hire Scheme Options Appraisal - Executive Summary**

This report presents a Scottish Transport Appraisal Guidance (STAG) based appraisal of bike hire options for Aberdeen. To set the scene for bike hire in Aberdeen, a review of the 2011 feasibility study was undertaken, along with a review of local, regional and national policy and a review of the geographic context within which a bike hire scheme in Aberdeen would sit. This work revealed that the implementation of bike hire options would contribute to a wide range of transport, environmental, economic and planning policies including the Council's Local Transport Strategy and the Aberdeen City Centre Masterplan. The existing bike hire schemes in Aberdeen, at the rail station and the two universities, are regarded as complementary to a city bike hire scheme, not competition. The two university-led schemes in particular provide bike hire over a longer term and therefore serve a different market to one which would be used largely for short, one-way trips.

Following the STAG methodology, consultation was undertaken to determine the problems, opportunities, issues and constraints that a bike hire scheme would be seeking to address. This exercise concluded that the main transport problems in Aberdeen are regarded as:

- Car dominated culture;
- Limited cycling infrastructure;
- Poor public transport;
- Funding problems;
- Safety concern for cyclists; and
- Traffic congestion.

To address these problems, Transport Planning Objectives (TPOs) were developed in discussion with the Client Group and at the stakeholder workshops. The TPOs for the Aberdeen Bike Hire Options Appraisal are:

- TPO 1: To promote cycling as an attractive, cost effective, everyday mode of transport for both commuting and leisure trips;
- TPO 2: To improve transport integration and help to facilitate first/last mile trips;
- TPO 3: To improve the accessibility of Aberdeen for residents, commuters and visitors; and
- TPO 4: To reduce single occupancy car use in Aberdeen particularly in relation to commuting to work/ education.

A public consultation exercise was undertaken to gauge the level of support for a bike hire scheme in Aberdeen and to seek views on various aspects of its delivery. Over three-quarters of those who responded stated that they would, or might, use a bike hire scheme in Aberdeen. Leisure trips were the most popular types of journeys likely to be made by hire bike, followed by personal trips and commuting. The most popular locations for bike hire to be available were the city centre, transport hubs, the seafront and parks. Of the bike hire options presented in the consultation, the preferred option was for the implementation of a city wide bike hire scheme delivered through a public private partnership. A small number of respondents (4%) stated that they thought the Council should not implement a bike hire scheme.

In line with STAG best practice, an appraisal was conducted which qualitatively assessed each option against established policy directives, the TPOs, the five STAG criteria and the implementability criteria. The six options appraised were:

1. City Bike Hire – 100% public;
2. City Bike Hire – 100% private;
3. City Bike Hire – Public Private Partnership;
4. Bike Loan Scheme;
5. Promotion of workplace pool bikes and existing bike hire schemes; and
6. Do Nothing.

The appraisal of the options against the established policy directives is shown in Table ES-1 below.

LTS Objective	Option 1	Option 2	Option 3	Option 4	Option 5	Option 6
1. A transport system that enables the efficient movement of people and goods.	✓	✓	✓	✓	=	=
2. A safe and more secure transport system.	✓	✓	✓	✓	=	=
3. A cleaner, greener transport system.	✓✓✓	✓✓✓	✓✓✓	✓	✓	=
4. An integrated, accessible and socially inclusive transport system.	✓✓✓	✓✓✓	✓✓✓	✓	✓	=
5. A transport system that facilitates healthy and sustainable living.	✓✓✓	✓✓✓	✓✓✓	✓	✓	=

A summary of the appraisal of the options against the STAG criteria, Implementability Criteria and TPOs is shown in Table ES-2 below.

Option	STAG Criteria					Implementability Criteria		
	Environment	Safety	Economy	Integration	Accessibility & Social Inclusion	Feasibility	Affordability	Public Acceptability
1. City Bike Hire – 100% public	✓✓	✓	✓	✓	✓✓	✓	✓	✓
2. City Bike Hire – 100% private	✓✓	✓	✓	✓	✓	✓	✓✓✓	✓
3. City Bike Hire – public private partnership	✓✓	✓	✓	✓	✓✓	✓✓	✓✓	✓✓
4. Bike Loan Scheme	✓	✓	✓	=	✓	✓✓✓	✓✓✓	✓✓
5. Promotion of workplace pool bikes and existing bike hire scheme	✓	✓	✓	✓	✓	✓✓✓	✓✓✓	✓✓
6. Do Nothing	=	=	=	=	=	=	=	x

Option	TPO 1	TPO 2	TPO 3	TPO 4
1. City Bike Hire – 100% public	✓✓✓	✓✓✓	✓✓✓	✓✓
2. City Bike Hire – 100% private	✓✓✓	✓✓✓	✓✓✓	✓✓
3. City Bike Hire – public private partnership	✓✓✓	✓✓✓	✓✓✓	✓✓
4. Bike Loan Scheme	✓	=	✓	✓
5. Promotion of workplace pool bikes and existing hire schemes	✓	✓	✓	✓
6. Do Nothing	=	=	=	=

The final chapter of the report provides discussion on a range of factors for further consideration in relation to implementing a city bike hire scheme in Aberdeen, covering the following topics:

- Management model;
- Finance model including potential costs and funding opportunities;
- Expected demand;
- Station locations;
- Design specifications including the bikes, docking stations and membership/pricing models;
- Key risks;
- Resources and timescales; and
- Additional measures that could be implemented to encourage uptake of any bike hire scheme and cycling in general.

## **Appendix C – Bike Hire Schemes – Additional Factors for Consideration**

### Management model:

Most of the successful bike hire schemes in the UK take a partnership approach with a clearly defined distribution of roles and responsibilities between the public agency overseeing the system and the private supplier / operator

### Finance model including potential costs and funding opportunities:

There are a number of ways to finance a bike hire scheme using a combination of:

- Public funds (e.g. local transport budgets, regional/national government grants such as Smarter Choices, Smarter Places);
- Bike hire scheme revenue from memberships and daily use; and
- Sponsorship, advertising or partner contributions.

### Expected demand:

- Aberdeen is a compact city with almost ¾ of all journeys under 5km, a distance suited to a bike hire scheme.
- Tourists are increasingly expecting bike hire schemes
- Around 80% of respondents to the survey said they would or might use a scheme. Of those 78% were in full-time employment, aged 26-54, split between male and female,

### Station locations:

An ideal density of stations is reported as being approximately every 300m, however for Aberdeen it is suggested that key trip attractors are targeted in the first instance and the density is increased over time. Based on this, a 32-station bike hire scheme, which would typically host between 200-300 bikes, is considered. Map 1 and Table ES-3 below outline suggested locations. However, the exact scale, coverage, density and design of a bike hire scheme would be determined as part of any future procurement process.

Map 1 - Map of suggested cycle hire station locations

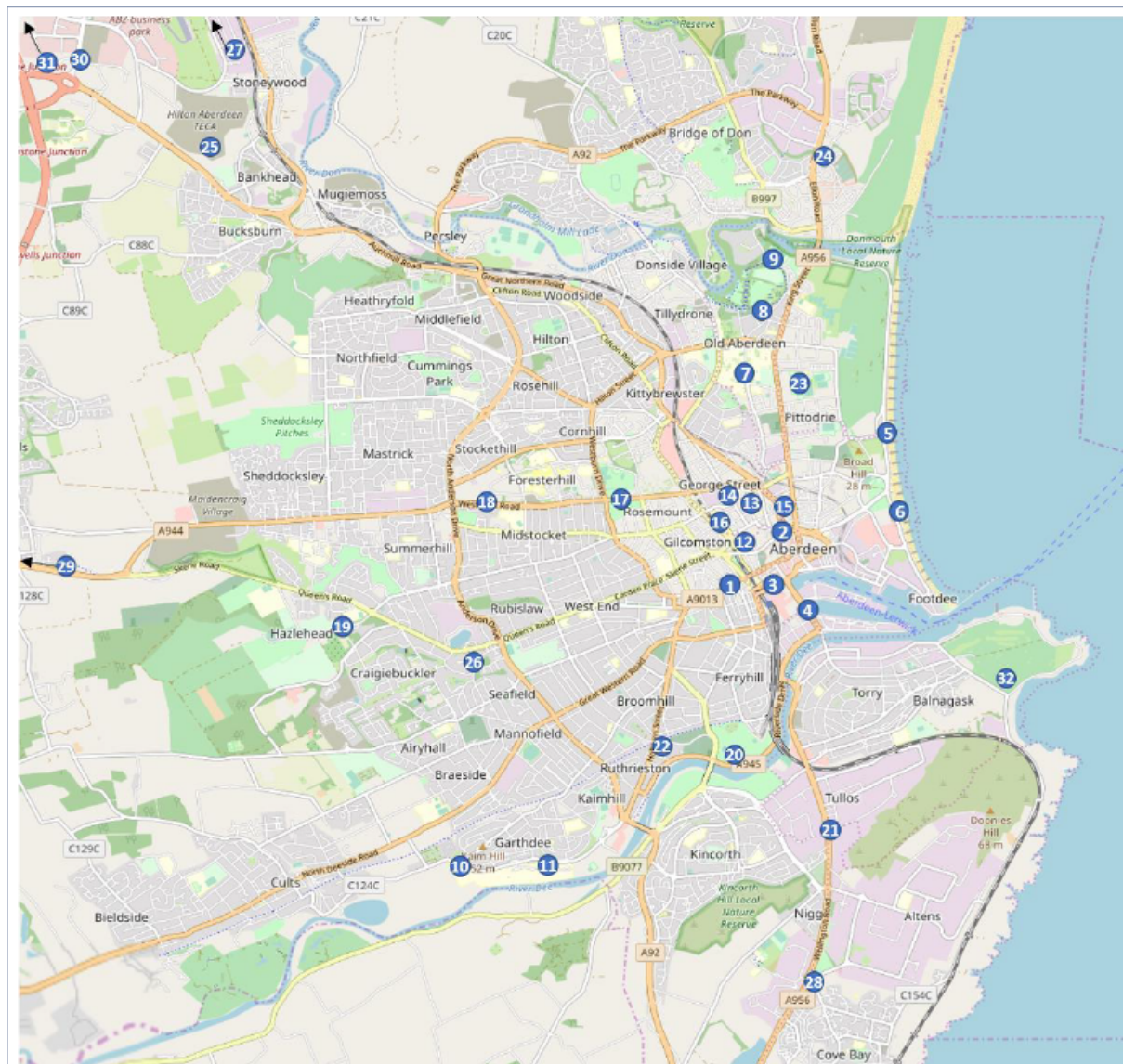




Table ES-3 – Suggested cycle hire station locations

1.	Union Street – Music Hall	17.	Westburn Road – Victoria Park / Westburn Park
2.	Broad Street – Marischal College	18.	Westburn Road – Aberdeenshire Council / Aberdeen Royal Infirmary
3.	Guild Street – Union Square	19.	Hazlehead Park
4.	Market Street – Aberdeen Harbour / Union Square	20.	Duthie Park / Deeside Way
5.	Esplanade North	21.	Wellington Road / Craigshaw Drive
6.	Esplanade South	22.	Holburn Street – Crathie Student Village / Deeside Way
7.	University of Aberdeen – High Street	23.	Aberdeen Sports Village, King Street
8.	St Machar Cathedral / Old Aberdeen	24.	Bridge of Don Park and Ride / AECC
9.	Seaton Park / Hillhead Student Accommodation	25.	TECA / Bucksburn
10.	Robert Gordon University – Gray's School of Art	26.	Queen's Road / Viewfield Road – The Gordon Highlanders Museum
11.	Robert Gordon University – Riverside East / Scott Cassie Circle	27.	Dyce Rail Station / Formartine & Buchan Way
12.	Aberdeen Art Gallery	28.	Charleston Road North / Wellington Road / Cove
13.	Gallowgate – North East Scotland College	29.	Kingswells Park and Ride
14.	Spring Gardens – Student Accommodation / North East Scotland College	30.	Craibstone Park and Ride
15.	West North Street / Mealmarket Street	31.	Aberdeen Airport
16.	Skene Square – Woolmanhill Student Flats / Rosemount Halls	32.	Aberdeen South Harbour

Many smaller bike hire schemes have failed due to insufficient coverage. It is therefore suggested that if a phased approach is to be taken, that a minimum of 10-15 stations should be considered in the first instance

Design specifications including the bikes, docking stations and membership/pricing models;

- In regard to the types of bikes the survey participants would like to see included in a bike hire scheme, by far the majority was for standard pedal bikes (85.0%) and electric bikes (64.3%). Electric bikes can either be charged by on-street infrastructure or by using battery swap.
- In the public consultation, there was a clear preference for hire stations which utilise regular cycle parking.
- The survey showed support for membership and pricing options catering for casual users such as tourists and those wishing to try out the bike hire scheme on a pay as you go basis, as well as offering longer term subscription options which provide more cost-effective rates for regular users. It is also suggested that corporate memberships should be available to organisations with significant numbers of potential users.
- The usage charges should be comparable, if not lower than, public transport prices;
- Membership and hire should be available online and via a smartphone app, however it is also important for the bike hire scheme to be socially inclusive

and therefore an alternative such as a telephone registration/booking should also be possible

Key risks;

- The key risk to the Council is that a bike hire scheme would not be self-financing. This risk however can be reduced by a thorough procurement process and working with the operator and other key partners to reduce the chance of failure
- Resources and timescales; and
- In regard to implementation, determining the exact location of stations may pose a small risk to a bike hire scheme. It will be necessary to identify locations with sufficient space for a station and land ownership issues could also cause potential cost increases and delay to the programme. For eBike stations connections to utilities may also be required. Undertaking land registry and utility searches in advance will help to mitigate these risks by uncovering any issues before commitments are made through the planning process or within the operator's contract.
- Glasgow City Council reported that for their bike hire scheme it was very resource intensive in terms of preparing contract documents, the tender process and weekly progress meetings with a full-time member of staff spending approximately 80% of their time on the bike hire scheme until around six months post-operational launch.
- For implementation timescale, CoMo provides an indicative timeline within their Guide to Successful Bike Share Scheme Development. This indicates a total timeline of up to 18 months from initiation to bike hire scheme launch. A similar timescale was also reported by Glasgow City Council in relation to their own bike hire scheme launch. Aberdeen is approximately 3-6 months into this process at present.

Additional measures for consideration;

- It was clear from the public consultation results and from the stakeholder engagement, that ongoing work is required in Aberdeen to make the city more cycle friendly.
- Comprehensive marketing campaign to promote the bike hire scheme, including incentives such as free trials;
- Continued improvements to cycle route infrastructure;
- Guided rides;
- Travel behaviour change campaigns;
- Driver awareness campaigns;
- Easily accessible mapping and route planning information; and
- Active travel hubs – a focal point in the community aimed at increasing interest and access to walking, cycling and other modes of active travel by providing an information service, skills training and events programme.

Suggested next steps;

- Instigate discussions with large employers, such as the universities, to discuss potential partnering opportunities to help finance a bike hire scheme;
- Consider sponsorship or advertising opportunities, particularly within the oil and gas sector – although the responsibility for securing these should lie with the future operator;

- Station locations should be focussed on the city centre, transport hubs, seafront, universities and colleges, major employment sites and parks. An initial list of potential station locations has been provided for further consideration. It is suggested that land registry searches and utility searches are undertaken to help reduce the likelihood of implementation delays;
- Hold a 'Suppliers Day' where potential operators would be invited to Aberdeen to discuss their views on a bike hire scheme for the city based on their experience elsewhere. This would also provide an opportunity for the operators to bring along some sample bikes to be tried and tested and for them to discuss how their model

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## ABERDEEN CITY COUNCIL

<b>COMMITTEE</b>	City Growth & Resources
<b>DATE</b>	26 September 2019
<b>EXEMPT</b>	<p>Appendices B, C and D have a confidential version which are exempt under paragraph 8.</p> <p>Estimated expenditure on Contracts. 'This report refers to the acquisition or supply of goods/services where disclosure to the public of the amount to be spent would be likely to give an advantage to a person or organisation seeking to enter a contract with the Council.'</p> <p>Appendices F and G have a confidential version which are exempt under paragraph 10.</p> <p>The identity of the authority (as well as of any other person by virtue of paragraph 6 above) as the person offering any particular tender for a contract for the supply of goods or services.</p>
<b>CONFIDENTIAL</b>	No
<b>REPORT TITLE</b>	Condition & Suitability 3 Year Programme and Northfield Pool Project
<b>REPORT NUMBER</b>	RES/19/301
<b>DIRECTOR</b>	Steven Whyte
<b>CHIEF OFFICER</b>	Stephen Booth
<b>REPORT AUTHOR</b>	Alastair Reid
<b>TERMS OF REFERENCE</b>	Purpose 5. To approve and monitor an appropriate strategy for the Council's estate, including plans for investment, disposal and maintenance.

### 1. PURPOSE OF REPORT

- 1.1 This report seeks approval of an updated 3-year Condition and Suitability (C&S) Programme. In addition approval is sought for the Northfield Swimming Pool Business Case and associated Procurement Business Case.

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

That the Committee:-

- 2.1 Notes the projects completed or legally committed to date in 2019/20 as shown in Appendix A;
- 2.2 Notes the currently approved projects and approves the amended estimated budgets for each project as shown in Appendix B;
- 2.3 Approves the new Condition & Suitability Programme projects listed in Appendix C for inclusion in the 3-year Condition & Suitability Programme and approves the estimated budget for each project and delegates authority to the Chief Officer - Capital, following consultation with the Head of Commercial and Procurement Services, to consider and approve procurement business cases for each of these projects for the purposes of Procurement Regulation 4.1.1; and thereafter to procure appropriate works and services, and enter into any contracts necessary for the projects without the need for further approval from any other Committee of the Council;
- 2.4 Approves the removal of the projects listed in Appendix D;
- 2.5 Delegates authority to the Chief Officer - Corporate Landlord, following consultation with the Capital Board and the Convener and Vice-Convener of this Committee, to amend the C&S Programme should priorities change due to unforeseen circumstances during the year, with such changes to be reported retrospectively to the Committee; and
- 2.6 Approves the Northfield Swimming Pool Business Case shown in Appendix F; and
- 2.7 Approves the Northfield Swimming Pool Procurement Business Case shown in Appendix G for the purposes of Procurement Regulation 4.1.1 and delegates authority to the Chief Officer – Capital, following consultation with the Head of Commercial and Procurement Services, to procure appropriate works and services, and enter into any contracts necessary for this project without the need for further approval from any other Committee of the Council.

## **3. BACKGROUND**

- 3.1 This report brings together, for Members' approval, the proposed 3-year Condition & Suitability (C&S) Programme (2019/20 – 2021/22) for the condition and suitability works on the Council's General Fund property portfolio. This report seeks approval of the revised 3-year programme.
- 3.2 The total budget allocation for the 3 years is £29.173m. This programme was prepared utilising the detailed property information gathered as part of the development of the Property Asset Management Framework, and after discussions with all relevant Chief Officers.

### Proposed 3 Year Programme

- 3.3 Projects with a value of £3.879m have already been completed to date or are legally committed in 2019/20. The completed and legally committed are detailed in **Appendix A**.
- 3.4 A further £16.808m is allocated to currently approved projects as shown in **Appendix B**. A confidential version of Appendix B is included within today's confidential reports, which details the approximate cost for each project and the revised budgets where applicable.
- 3.5 As certain projects have progressed through the detailed scoping and feasibility stage, it is evident that an enhanced scope of work is highly desirable or indeed essential. The budgets currently allocated will not cover the enhanced scope of works. As such additional budget allocations totalling £4.622m are sought for these projects as shown in Appendix B. This includes an allocation for Northfield Swimming Pool as explained in section 3.13 of this report.
- 3.6 The additional budget allocation for a new Salt Store at Tullos Depot is included on a provisional basis. This project is currently progressing through the governance and approval process, which will include the completion of a business case. Should the project not be approved alternative projects will be identified for inclusion in the programme and reported back to this Committee in due course. The project at Harlaw Road Pavilion was approved for inclusion in 2018 on a similar basis. Work on the associated business case is ongoing and approvals will be sought in line with governance processes.
- 3.7 The above allocations leaves £3.414m available for new projects to allow the continued condition and suitability work to be progressed. The proposed programme is contained in **Appendix C**. A confidential version of Appendix C is included within today's confidential reports section, which details the estimated cost for each project.
- 3.8 £0.45m has been left unallocated. The recommendation is for this to be used as a reserve fund which can address increased budgetary demands for individual projects or be allocated to urgent projects not previously identified. Over the last 12 months the reserve fund and underspends were used for the following projects:-
- Northfield Swimming Pool – New project to develop design proposals and estimated costs.
  - Duthie Park – Revised budget to accommodate full scope of water supply improvement works.
  - Woodside Primary School – Revised budget to accommodate full scope of roof refurbishment works.
  - Beach Leisure Centre – New project covering atrium glazing repairs.
- 3.9 The proposed allocation of the £29.173m is shown below:-

Budget Requirement	Allocation
Projects Completed or Legally Committed	£3,879,000
Currently Approved Projects	£16,808,000
Additional Budget for Existing Projects	£4,622,000

New Projects	£3,414,000
Reserve Fund	£450,000
Total	£29,173,000

- 3.10 In addition to the major works contained in the overall programme, a combined sum of £662k has been identified for minor works (£562k already approved and an additional £100k). These works are primarily related to Health and Safety, Asbestos removal and Disability Discrimination Act projects. This list requires to be flexible as works often have to be carried out at short notice to address health and safety issues or to remove asbestos after it has been identified. The proposed allocation of the £662k is:-

	2019/20	2020/2021	2021/22
<b>Asbestos Removal</b>	£100k <b>Completed/programmed:-</b> • Northfield Community Centre. • Skene Square School. • Ashley Road School.	£100k Projected budget allocation.	£90k Projected budget allocation.
<b>General H&amp;S Works</b>	£50k <b>Completed/programmed:-</b> • Removal of unsafe play equipment. • Station House. Slip resistant surfaces on steps.	£50k Projected budget allocation	£40k Projected budget allocation
<b>Fire Risk Audit works</b>	£67k <b>Completed/programmed:-</b> • Culter Primary School. Gas supply improvements. • Harlaw Academy. Emergency lighting. • Westburn Centre. Upgrade fire alarm panel.	£60k Projected budget allocation	£40k Projected budget allocation
<b>Legionella Works</b>	£25k <b>Completed/programmed:-</b> • Danestone Primary. Install controls to control water temp	£20k Projected budget allocation	£20k Projected budget allocation

- 3.11 The projects shown within **Appendix D** are recommended for removal from the programme. The reasons for doing so are also shown in the Appendix. A confidential version of Appendix D is included within today's confidential reports section, which details the estimated cost for each project.
- 3.12 The provisional 3-year programme will allow substitution of projects should it not be possible to implement any of the projects on the primary list, or should a statutory requirement arise. Potential projects for future programmes have been identified and could be brought forward in some instances. These projects are shown in **Appendix E**. It should be noted that Appendix E is not a definitive list of potential condition and suitability projects.



#### Northfield Swimming Pool Extension & Refurbishment

- 3.13 At the Council Budget meeting of 5 March 2019 the Chief Officer - Corporate Landlord was instructed “to incorporate the Northfield Pool Refurbishment and Balnagask Motte projects into the Corporate Condition and Suitability Programme, and present an updated 3-year programme to the September meeting of the relevant committee”. As shown in Appendix B there is currently a budget allocation against the Northfield Pool project. This to date has covered the development of the options, production of estimated costs and is sufficient to bring the project to ‘Cost Certainty’ stage.
- 3.14 A Business Case has been completed for this project as shown in **Appendix F**. This shows that there is a strategic requirement for service provision to continue at the facility and that the proposed enhancements have significant benefits. It is recommended that Option E is progressed, with the full estimated cost of that option identified in the confidential version of the business case. Sport Aberdeen have written to the Council to advise that they will make a financial contribution towards funding the project. The amount is shown in Appendix F. This contribution would only apply if Option E is progressed and the Council fund the remainder of the balance. The additional C&S budget required to proceed with that option is identified in Appendix B.
- 3.15 The Aberdeen Sports Facility Strategy adopted in 2016 notes that ‘the city has a recognised over-provision of water space’. Progressing Option E would ensure that Northfield Pool becomes a key contributor to the water space of the city. It is summarised in the strategy that “there will be a need for the City Council and its partners to make informed, but tough decisions on the potential rationalisation of the City’s older stock, especially in relation to swimming pools”. Other pools that do not make the same level of contribution as Northfield, may be considered for rationalisation.

#### Procurement Procedures

- 3.16 When inviting tenders or entering into contracts for the C&S Programme Aberdeen City Council Procurement Regulations 4.1.1.1 and 4.1.1.2 will be followed.
- 3.17 Contracts below £50,000 (supplies/services) or £250,000 (works).  
Subject to budget approval, the relevant Chief Officer may give authority to conduct any procurement where the estimated value of contract is below £50,000 (supplies/services) or £250,000 (works). The procurement shall be undertaken by a Delegated Procurer in line with Section 4.3 of these Procurement Regulations.
- 3.18 Contracts above £50,000 (supplies/services) or £250,000 (works).  
Contracts with an estimated value of above £50,000 (for supplies/services) or above £250,000 (works) shall be listed on the workplan to be submitted by the relevant Director or Chief Officer in accordance with Procurement Regulation 14.6. Each individual contract will also require a Business Case (conforming to a template approved by the Head of Commercial and Procurement Services) to be submitted by the relevant Chief Officer to this Committee. The approval of this Committee is required prior to the procurement being undertaken.

3.19 The majority of the projects are below the £250k (works) limit and will be procured under regulation 4.1.1. Around 20 projects are estimated to be greater than £250k and require a procurement business case. If recommendation 2.3 is accepted the procurement of those projects will be approved through that route. Should the recommendation not be accepted then they will be procured under regulation 4.1.2. Therefore a procurement business case would be submitted for approval as part of an appropriate update of the Resources workplan.

3.20 It is proposed to procure the Northfield Swimming Pool project through a National framework. The Procurement Business Case to support this is shown in **Appendix G**.

#### Monitoring and Reporting of Programme

3.21 Monitoring of the programme will be carried out in line with the capital monitoring procedures. This includes monthly progress reports to the Capital Board chaired by the Chief Officer Corporate Landlord. In addition, progress is reported to the Capital Programme Committee.

3.22 An annual report to this Committee will be required to add a further year to the programme and revise any individual budgets if necessary. Changes to the programme reports will be submitted in line with recommendations 2.5 and 2.6.

3.23 Monitoring and reporting of the workplan is performed by this Committee. With the annual workplan being updated prior to the commencement of each new financial year, with updates to workplan submitted as required throughout the year.

#### Property Asset Management Policy and Statutory Performance Indicators

3.24 The approved Property Asset Management Framework has the following vision for property assets:-

**“The Council will provide property, working with partners, where appropriate, which supports the Council in the delivery of quality services by being fit for purpose, accessible, efficient, suitable and sustainable.”**

3.25 In terms of Condition and Suitability this means that the aim is to have all assets in A or B Condition and A or B Suitability. In addition publicly accessible buildings are targeted for A or B accessibility. The definitions of the gradings are contained in **Appendix H**.

3.26 Targets for improving the percentage of assets in satisfactory condition/suitability and reducing the required maintenance levels are reported through the Statutory Performance Indicators (SPI). This programme along with the rationalisation of our portfolio and property related capital projects will provide the main tools for meeting these targets. **Appendix I** of this report provides the SPI definitions and graphical representation of the trends across 5 years.

- 3.27 The Performance Management Framework report also submitted to this Committee summarises the SPI's for CL1 – Accessibility, CL2a – Condition, CL2b – Suitability and CL3 – Required Maintenance.

#### **4. FINANCIAL IMPLICATIONS**

- 4.1 Expenditure will be in accordance with the Council's approved General Fund Capital budget. The budget identified in years 1-3 in the Capital programme for the Condition & Suitability (C&S) programme is £29.173m.
- 4.2 There are further allocations of £8m in 2022/23 and £8m in 2023/24. Giving a combined indicative 5-year budget of £45.173m. Projects shown in Appendix E will form the basis for years 2022/23 and 2023/24.
- 4.3 To manage unexpected costs or additional works that may be required a reserve fund budget of £0.45m will not be allocated at this time. This budget will be used to accommodate increased budgetary requirements or urgent projects not previously identified.
- 4.4 There will be flexibility within the 3-year programme for approved projects to move between financial years, however the overall spend will remain within the total budgeted profile.
- 4.5 Specific demolition projects contribute to the revenue savings identified in the Asset Review Business Case. These will continue to be reported through Transformation processes.
- 4.6 If approved the Northfield Swimming Pool project will be removed from the C&S programme and inserted into the Capital Programme as a standalone project. The budget implications are shown in Appendix F.

#### **5. LEGAL IMPLICATIONS**

- 5.1 All contracts to be tendered shall be done so in accordance with the ACC Procurement Regulations and the applicable legislation.
- 5.2 A funding agreement between Sport Aberdeen and the Council will need to be put in place to facilitate the contribution towards the Northfield Swimming Pool project.

#### **6. MANAGEMENT OF RISK**

<b>Category</b>	<b>Risk</b>	<b>Low (L) Medium (M) High (H)</b>	<b>Mitigation</b>

<b>Financial</b>	Total cost of projects is greater than available budget.	L	Appropriate budget monitoring.
<b>Legal</b>	None.		
<b>Employee</b>	If the recommendations are not approved there may be a delay in delivering improvements to places of work.	M	Continue to prioritise projects.
<b>Customer</b>	If the recommendations are not approved there may be a delay in delivering improvements to publicly accessible assets. Potentially leading to a poorer visitor experience.	M	Continue to prioritise projects.
<b>Environment</b>	None.		
<b>Technology</b>	None.		
<b>Reputational</b>	<p>Certain projects will not be included which may be viewed negatively by the public and/or press. Given that funding would be in place for many other projects the risk would be low.</p> <p>The increased budget requirements for projects shown in Appendix B could be perceived negatively by the public and/or press.</p>	<p>L</p> <p>L</p>	<p>This risk could be managed through appropriate communications.</p> <p>The reasons for the budget changes are explained within the appendix, so the risks are considered low.</p>

## 7. OUTCOMES

Local Outcome Improvement Plan Themes	
	Impact of Report
<b>Prosperous People</b>	The Northfield Swimming Pool project contributes to this them as detailed in section 2 of Appendix F.

<b>Prosperous Place</b>	The Northfield Swimming Pool project contributes to this them as detailed in section 2 of Appendix F.
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<b>Design Principles of Target Operating Model</b>	
	<b>Impact of Report</b>
<b>Partnerships and Alliances</b>	The Northfield Pool project creates an opportunity to use the principles within Partnerships and Alliances. It is very much a project that has common outcomes for the Council and Sport Aberdeen. A key element of making this project successful will be ensuring roles and responsibilities are clear.

## 8. IMPACT ASSESSMENTS

<b>Assessment</b>	<b>Outcome</b>
<b>Equality &amp; Human Rights Impact Assessment</b>	Not required
<b>Data Protection Impact Assessment</b>	Not required
<b>Duty of Due Regard / Fairer Scotland Duty</b>	Not applicable

## 9. BACKGROUND PAPERS

- 9.1 Condition & Suitability 3-year programme report to City Growth & Resources Committee 18 September 2018 (item 18).  
<https://committees.aberdeencity.gov.uk/ieListDocuments.aspx?CId=618&MIId=6192&Ver=4>

## 10. APPENDICES (if applicable)

- 10.1 Appendix A – Complete or Committed Projects
- 10.2 Appendix B – Currently Approved Projects
- 10.3 Appendix C – Proposed New Projects
- 10.4 Appendix D - Projects to be Removed
- 10.4 Appendix E – Future Projects
- 10.5 Appendix F – Northfield Pool Business Case

10.6 Appendix G – Northfield Pool Procurement Business Case

10.7 Appendix H – Property Asset Management Definitions

10.8 Appendix I – SPI Tables

## **11. REPORT AUTHOR CONTACT DETAILS**

Alastair Reid  
Team Leader – Asset Management  
[alareid@aberdeencity.gov.uk](mailto:alareid@aberdeencity.gov.uk)  
01224 52(2627)

Location	Property Type	Proposed Works	Notes	Financial Year
Aberdeen Grammar School	School-Secondary	Pool filtration tanks and chemical control replacement.	Complete	2018/19
Beach Ballroom	Leisure Facility	Replacement fire alarm system.	Complete	2019/20
Bramble Brae Primary School	School-Primary	Replacement windows to original building. Include external decoration to be funded from R&M.	Complete	2019/20
Bridge Of Don Academy	School-Secondary	Refurbish toilet blocks. Phase 2 and 3.	Committed	2019/20
Cornhill Primary School	School-Primary	Reconfiguration of entrance area and new office door required to create secure entrance.	Committed	2019/20
Culter School	School-Primary	Reconfiguration of Reception to improve security at entrance.	Committed	2019/20
Cults Primary School	School-Primary	Remaining felt flat roof replacements.	Committed	2019/20
David Welch Winter Gardens	Leisure Facility	Visitors toilet refurbishment.	Complete	2018/19
Duthie Park	Park	Installation of water pump/storage to comply with water byelaw's.	Committed	2019/20
Dyce Academy	School-Secondary	Flat roof replacement to sports wing, including widening of gully outlets.	Committed	2019/21
Greenbrae Primary School	School-Primary	Sprinkler booster pump installation to prevent false alarm activations.	Complete	2018/19
Harlaw Academy	School-Secondary	Concrete repairs to stairwell ceiling.	Complete	2018/19
Hazlewood School	School-Primary	Refurbishment to support set up of Countesswells Primary School.	Complete	2018/19
Kincorth Academy	School-Secondary	Demolition.	Committed	2019/20
Kincorth Children's Home	Childrens Home	Electrical Upgrade.	Complete	2018/19
Kincorth Children's Home	Childrens Home	Kitchen replacement and minor refurbishment.	Complete	2018/19
Kittybrewster School	School-Primary	Toilet refurbishments.	Committed	2019/20
Muirfield School	School-Primary	Windows to non teaching block. Include external decoration to be funded from R&M.	Committed	2019/20
Northfield Academy	School-Secondary	Replacement windows and external doors to gymnasium/music block.	Complete	2019/20
Sheddocksley Sports Centre	Sports Centre	Car park resurfacing and relining.	Complete	2018/19

Appendix A - Complete or Committed

Webster Park Community Facility	Community Centre (Leased)	MUGA (Multi Use Games Area) contribution. Community Centre Management Committee funding majority of work.	Complete	2018/19
Westburn Park	Park	Resurface access road and car park. Mark out spaces.	Complete	2019/20
Westburn Park	Park	Replacement railings.	Complete	2019/20
Westpark School	School-Primary	Production kitchen refurbishment.	Committed	2019/20
Woodside School	School-Primary	Pitched roof refurbishment.	Committed	2019/20
Projects completed/committed before 2018 committee but have legacy costs	Various		Complete	

Total

**£3,879,000**



Asset	Proposed Works	Notes	Budget Cost	Revised Budget	Financial Year
1 Dominies Road	Group Home	Kitchen and toilet refurbishment.			2020/21
116 Westburn Road	Window and external	Windows are in C (Poor)			2019/20
26A Rowan Road	Group Home	Window replacement.			2020/21
Abbotswell Primary School	Roof replacements to ground floor (lower) and link corridor.	Roof is in C (Poor) condition.			2019/20
Abbotswell Primary School	Window replacement.				2020/21
Aberdeen Grammar School	Kitchen refurbishment including ventilation and	Ongoing kitchen/servery refurbishment			2020/21
Aberdeen Grammar School	Refurbishment of swimming pool changing	Changing facilities are in C (Poor) condition.			2020/21
<b>Budget Change Reason:</b>	Existing mechanical and electrical installations are entirely inadequate. New installation required to ensure appropriate environmental conditions for use and improved longevity of fittings/finishes.				
Aberdeen Grammar	Toilet refurbishments.				2020/21
Aberdeen Grammar	Upgrade of fire alarm	To address fire risk			2019/20
Airyhall Library	Window replacements throughout. Consider funding of external decoration from R&M.	Windows are in C (Poor) condition.			2019/20
Airyhall Library	Car park resurfacing and relining.	Include relining of Community Centre car park.			2021/22
<b>Budget Change Reason:</b>	Current estimate less than budget allocation.				
Ashgrove Nursery Infant School	Access improvements including platform lift.				2019/20
Ashgrove Nursery Infant School	Heating replacement.	Heating is in C (Poor) conditions.			2019/20
B & W Depot (North) Sillerton Lane	Refurbish toilets and replace windows in toilets/welfare areas.				2020/21
Balnagask Community Centre	Boiler replacement burner bars.				2019/20
Balnagask House	Phase 1 of ensuite and communal toilet refurbishments.				2020/21
Beach Ballroom	Replacement required following survey - better				2019/20
Beach Ballroom	Extended intruder alarm and improve security to				2020/21
Beach Ballroom	Re-rendering works final phase.				2020/21
Beach Leisure Centre	Air handling unit replacement.	Covers flume tower.			2019/20

Asset	Proposed Works	Notes	Budget Cost	Revised Budget	Financial Year
Beach Leisure Centre	Atrium roof improvements.				2019/20
(former) Braeside School	Demolition of asset that will become surplus to requirements.				2019/20
Bramble Brae Primary School	Refurbishment of toilet blocks. Phase 1.				2019/20
Bramble Brae Primary School	Refurbishment of two toilet blocks. Phase 2.				2019/20
Bramble Brae Primary School	Kitchen refurbishment.				2020/21
Bridge Of Don Academy	Heating plant replacement - boiler and				2019/20
<b>Budget Change Reason:</b>	Replacement work required extends beyond heating plant. Including new flues, control panel and expansion vessel. Allowance for temporary boiler plant hire & fuel for duration of contract also required.				
Bridge of Don Community Centre	Refurbishment of community centre servery.				2020/21
Broomhill Primary School	Repointing to external walls and lead work to parapets.				2019/20
Broomhill Primary School	Replacement of atrium roof.				2020/21
Broomhill Primary School	Improve external/internal door security.	Urgent works to front entrance were completed in 2018 - further work still required to pupil entrances at rear.			2020/21
(former) Bucksburn Primary School	Demolition of surplus asset.				2019/20
Bucksburn Swimming Pool	Boiler & domestic hot water services calorifier replacement.	Boiler & domestic hot water services calorifier replacement.			2019/20
Building & Works Depot Hilton	Window replacements.				2021/22
Building & Works Depot Northfield	Window replacements.				2021/22
Catherine Street Community Centre	Windows and external door replacements.				2020/21
Central Library	Staff toilet refurbishment.	Toilets are in C (Poor) condition.			2019/20
Central Library	Renew damaged ceilings and replace associated lighting.				2019/20
Charleston Primary School	Replacement modular accommodation.				2020/21

Asset	Proposed Works	Notes	Budget Cost	Revised Budget	Financial Year
Cove Library	Issues with curtain walling to be resolved.	Ongoing issues with vandalism and prohibitive repair costs.			2019/20
Culter Sports Centre	Air handling unit replacement.				2019/20
Culter Sports Centre	Building management system & controls replacement.				2019/20
<b>Budget Change Reason:</b>	Pre-tender estimate greater than budget available. Replacement requirements more extensive than anticipated, with many elements being identified as obsolete.				
Cults Library	Roof replacement. Roof is in C-Poor condition.				2021/22
Cults Primary School	Replace slabbed areas surrounding school with wheelchair friendly surface.				2019/20
Cults Primary School	Sports hall flooring replacement.				2020/21
Cummings Park Learning Centre	Replacement of poor condition flooring and ceilings.	Flooring and ceiling are in C (Poor) condition.			2019/20
Danestone Primary School	Car park and access road resurfacing.	Assessed as C (Poor) condition.			2019/20
<b>Budget Change Reason:</b>	Current estimate less than budget allocation.				
Danestone Primary School	Install secondary secure door at main Reception.				2020/21
Deeside Family Centre	Car park and access road resurfacing.	Assessed as C (Poor) condition.			2019/20
Denmore Depot Denmore Gardens	Refurbishment of external areas and welfare facilities. C condition. Rationalise buildings on site.	Asset is C (Poor) condition overall.			2019/20
Depot Bucksburn Bankhead Avenue	Window replacements.				2020/21
Depot Cairnwell Drive	Refurbishment.				2021/22
Duthie Park Workshops	Replacement windows to welfare block.	Assessed as C (Poor) condition.			2019/20
Duthie Park Workshops	Block E - Replacement/repair to sills and render. Replacement of roof drainage.				2020/21
Dyce Academy	Toilet refurbishment.	Reconfiguration of accessible toilets to be included.			2020/21

Asset	Proposed Works	Notes	Budget Cost	Revised Budget	Financial Year
Dyce Primary School	Replace air handling units and carry out associated asbestos works.				2020/21
Dyce Primary School	Toilet refurbishment.				2020/21
Ferryhill Library	Windows and blinds replacement.	Both in D-Bad condition.			2020/21
Ferryhill Primary School	Improve security and accessibility.				2021/22
Forehill School	Car park and access road resurfacing.	Assessed as C (Poor) condition.			2019/20
<b>Budget Change Reason:</b>	Current estimate less than budget allocation.				
Gilcomstoun School	Staff and pupil toilet refurbishment (excluding disabled and blue boys toilet).				2020/21
Glashieburn School	Car park and access road resurfacing.	Assessed as C (Poor) condition.			2019/20
<b>Budget Change Reason:</b>	Current estimate less than budget allocation.				
Greenbrae Primary School	Chiller installation for cold water supply to ensure appropriate temperature.				2019/20
Grove Cemetery Depot	Install permanent toilet facilities.				2020/21
Hall (Creche) 5 West North Street	Flat roof replacements.	Roof is in C (Poor) condition.			2021/22
Hall 5 West North Street (Childcare Services)	Windows and external door replacement.				2021/22
Harlaw Academy	Toilet refurbishments.	Potentially phased due to scale of work.			2020/21
Harlaw Playing Fields Pavilion	Refurbishment and access improvements (DDA). Project remains included on a provisional basis.	Asset is C (Poor) condition overall.			2020/21
Hazlehead Academy	Structural repairs - initial works.				2020/21
Hazlehead Academy	Toilet refurbishment.				2020/21
Hazlehead Park Car	Resurfacing of car park.				2019/20
House 13 Viewfield Avenue	Kitchen and bathroom refurbishments.				2020/21

Asset	Proposed Works	Notes	Budget Cost	Revised Budget	Financial Year
House 15 Viewfield Avenue	Kitchen and bathroom refurbishments.				2020/21
House 145 Gardner Road	Window replacements.	Windows are in C (Poor) condition.			2019/20
House 145 Gardner Road	Kitchen replacement.				2019/20
House 233 Birkhall Parade	Window replacement.				2020/21
Inchgarth Community Centre	Roof replacements.	Roof is in C (Poor) condition.			2020/21
Inchgarth Community Centre	Boiler replacements.				2019/20
Budget Change Reason:	Replacement work required extends beyond boilers. Includes new pressurisation unit, flue, pump and filtration unit. Along with modifications to the control panel.				
Jack Wood Pavilion	Windows and external door replacement.				2021/22
Kincorth Community Centre	Toilet refurbishments.				2019/20
Kincorth Library And Customer Access Point	Window replacement.				2021/22
Kingsford Primary School	Toilet refurbishment.				2020/21
Kirkhill Primary School	Toilet refurbishment.				2020/21
Linx Ice Arena	Building management system & controls replacement.				2020/21
Loirston Community Centre	Roof refurbishment.				2020/21
Maritime Museum	Replacement entrance doors.				2019/20
Mastrick Community Centre	Window replacements.	Windows are in C (Poor) condition.			2019/20
Mastrick Library	Window replacements.	Windows are in C (Poor) condition.			2019/20
Budget Change Reason:	Desktop assessment did not take in account extensive glazing requirements for library.				
Mastrick Ind Est - OT Store	Windows and external door replacement.	Windows and external door replacement.			2020/21
Middleton Park - Little Bods	Window replacement, gutter/downpipes replacement and fascia replacement.	Window replacement, gutter/downpipes replacement and fascia replacement.			2020/21
Middleton Park Community Centre - Little Bods	Improve accessibility as currently rated as C (Poor).				2019/20
Multi Storey Car Park Chapel Street	Structural repairs.				2019/20
Multi Storey Car Park West North Street	Structural repairs including works to parapets.				2019/20

Asset	Proposed Works	Notes	Budget Cost	Revised Budget	Financial Year
Nellfield Cemetery Depot	New welfare modular unit. Demolish existing buildings.				2020/21
New Town House Extension	Flat roof replacement.	Roof is in C (Poor) condition.			2021/22
Newhills Churchyard Cemetery Depot	New welfare modular unit. Demolish existing buildings.	Poor quality structures with significant issues. Not worth investing in so replacement preferred.			2019/20
Northfield Academy	Replacement of remaining felt flat roofs.				2020/21
Northfield Academy	Repairs to external walls - C&D blocks.				2020/21
Northfield Community Centre	Window replacements and pitched roof refurbishment.				2021/22
Northfield Library	Window replacements and pitched roof refurbishment.				2021/22
Northfield Swimming Pool	Refurbishment and extension. Design development only.	Asset is currently closed.			2020/21
<b>Budget Change Reason:</b>	Allocation adjusted to fund full project as described within Business Case.				
Old Aberdeen House	Further repointing.				2020/21
Old Aberdeen House	Replacement of single glazed windows.				2020/21
<b>Budget Change Reason:</b>	Archivist rooms have climate control equipment attached to the existing windows. These are obsolete and do not produce appropriate environmental controls. If removed an alternative must be installed to provide appropriate environmental conditions for the collections. The additional budget is to cover the cost of the installation.				
Powis Community Centre	Window replacements.	Windows are in C (Poor) condition.			2019/20
Quarryhill Primary School	Re-render external walls. Include external decoration to be funded from R&M.	External walls are in C (Poor) condition.			2019/20
Quarryhill Primary School	Replace cast iron gutters and downpipes.				2019/20
Quarryhill Primary School	Car park and access road resurface.				2019/20
Quarryhill Primary School	Window replacement.				2019/20
Rosemount Community Centre	Various External works (including works to boundary wall).				2019/20
Rosemount Community Centre	External improvements.				2019/20
Rosemount Community Centre	Fire escape improvements at ground floor gym.				2019/20

Asset	Proposed Works	Notes	Budget Cost	Revised Budget	Financial Year
Rosemount Community Centre	Ground floor male toilet refurbishment and the creation of a 'Changing Place'.				2019/20
<b>Budget Change Reason:</b>	At the City Growth & Resources Committee of 25 April it was agreed to add a 'Changing Place' to the specification for this project. The budget has been increased in line with this decision.				
Rosemount Community Centre	Window replacements - Phase 2.	Windows are in D (Poor) condition.			2019/20
Rosemount Community Centre	Damp proofing to gym and gym store.	To address ongoing water penetration issues.			2019/20
Rosemount Community Centre	Resurfacing of access road and realignment of gate.				2019/20
Sheddocksley Community Centre	Replacement windows and entrance doors. Accessibility improvements. Repointing of external walls.	Windows and external doors are in C (Poor) condition.			2019/20
Springbank Cemetery Depot	New welfare modular unit. Demolish existing buildings.	Poor quality structures with significant issues. Not worth investing in so replacement preferred.			2019/20
St Josephs R. C. School	Remaining toilet refurbishments.				2020/21
St Josephs R. C. School	Window replacement.				2020/21
St Machar Academy	Toilet refurbishments.				2020/21
St Machar Academy	Heating plant replacement - boiler, calorifier and pressurisation unit.				2019/20
<b>Budget Change Reason:</b>	Replacement work required extends beyond heating plant. Including new flues, control panel and expansion vessel. Allowance for temporary boiler plant hire & fuel for duration of contract also required. The potential of connecting to the Combined Heat & Power Plant within Tillydrone is being explored.				
St Nicholas Pupil Centre	Window replacements. Form path to entrance.	Windows are in C (Poor) condition.			2019/20
(former) Stoneywood School	Demolition of a surplus asset.				2019/20
Sunnybank School	Flat roof replacement to East block.				2019/20
Tolbooth Museum	Major roof and parapet works.				2019/20
Torry Community Centre	Windows replacement, re-render walls and replace downpipes/gutters.				2020/21

Asset	Proposed Works	Notes	Budget Cost	Revised Budget	Financial Year
Trinity Cemetery Depot	Refurbishment.				2020/21
Tullos Depot	Windows and flat roof replacement.				2020/21
Tullos Depot	Salt store replacement.	Existing building is in D (Bad) condition.			2020/21
<b>Budget Change Reason:</b>	The initial project was to replace a small open fronted salt store. Following discussions between officers it was apparent that the existing store was completely inadequate in terms of size and suitability. A larger store would reduce the salt transportation requirements and protect the salt, thus improving spread rates. This proposed change will be subject to approval of the associated Business Case, which will be progressed through the relevant governance processes.				
Westburn House	Surplus	Structural survey & structural Stability/H & S works.			2019/20
Woodside Library	Windows and external doors replacement.				2020/21
Woodside School	Toilet refurbishments (Two Large Blocks).				2020/21
Health & Safety Budget	2 year budget allocation.				2020/21
Memorials in City Centre	2 year budget allocation.				2020/21
Play Ground Equipment (Various)	2 year budget allocation.				2020/21
<b>Existing Total</b>			<b>£ 16,808,000</b>		
<b>Additional Total</b>			<b>£ 4,622,000</b>		



Asset	Property Type	Proposed Works	Notes	Budget Cost	Financial Year
Abbotswell Primary School	School-Primary	Kitchen refurbishment.			
Abbotswell Primary School	School-Primary	External door replacement.	Doors are in C-Poor condition.		
Aberdeen Grammar School	School-Secondary	Local exhaust ventilation replacement.			
Ashley Road School	School-Primary	Reconfiguration of Reception to improve security at front entrance. Improvements to external lighting.			
Balnagask House	Home For the Elderly	Phase 2 of ensuite and shared toilet refurbishments.			
Balnagask House	Home For the Elderly	Lift refurbishment.			
Balnagask House	Home For the Elderly	Swing free door closer replacement.			
Balnagask Motte	Historical site	Reinstatement of historic asset.	As per decision at Budget Meeting.		
Beach Leisure Centre	Sports Centre	Repairs to concrete substructure.			
Beach Leisure Centre	Sports Centre	Pool plant improvements.			
Bridge Of Don Academy	School-Secondary	Window replacements. Phase 1.	Windows are in C-Poor condition.		
Bridge Of Don Academy	School-Secondary	Upgrade the kitchen gas supply and ventilation system due to breach in regulations.			
(Former) Cordyce School	Surplus Asset	Demolition.	Required to facilitate sale of site.		
Criminal Justice Office	Office	Lift refurbishment.			
Culter Sports Centre	Sports Centre	Roof structure repairs and bay window improvements.			
Day Care Centre Kingswood Court	Day Centre-Elderly	Lift refurbishment including new lift control system and hydraulics.			
Dyce Academy	School-Secondary	Upgrade the kitchen gas supply and ventilation system due to breach in regulations.			
Dyce Academy	School-Secondary	Electronic locking on all external doors.			
Fergus House	Home For the Elderly	Swing free door closer replacement			
Ferryhill Primary School	School-Primary	Single glazing window replacements.	Windows are in C-Poor condition.		
Hazlehead Academy	School-Secondary	Local exhaust ventilation replacement.			
Inchgarth Community Centre	Community Centre (Leased)	Changing Place installation. Part funded from developers obligations.			
Kincorth Sports Centre	Sports Centre	Junckers sports hall floor replacement.	Floor has reached end of economical life.		

Asset	Property Type	Proposed Works	Notes	Budget Cost	Financial Year
Kingswells Primary School	School-Primary	Upgrade the kitchen gas supply and ventilation system due to breach in regulations.			
Loirston Community Centre	Community Centre (Leased)	Flat roof replacement in addition to pitched roof refurb.	Roof is in C-Poor condition		
Maritime Museum	Museum	Passenger lift replacement.			
Muirfield School	School-Primary	Replace remaining single glazed windows (nursery and hall).	Windows are in C-Poor condition.		
Muirfield School	School-Primary	Flat roof replacements to nursery and hall.	Roofs are in C-Poor condition.		
New Town House Extension	Office	Lift replacement.			
Northfield Academy	School-Secondary	Local exhaust ventilation replacement.			
Sheddocksley Sports Centre	Sports Centre	Junckers sports hall floor replacement.	Floor has reached end of economical life.		
St Machar Academy	School-Secondary	Upgrade the kitchen gas supply and ventilation system due to breach in regulations.			
Tullos Primary and Community Centre	School-Primary	Window replacements - phase 1	Windows are in C-Poor condition.		
Health & Safety - Rolling programme	Various	Rolling programme of H&S works.			
Memorials in City Centre - Rolling programme	Memorials	Rolling programme of stabilisation and H&S works to memorials.			
Play Ground Equipment - Rolling programme	Play areas	Rolling programme of play ground equipment renewal.			
School fixed equipment replacement - Rolling programme	Schools	Rolling programme of school fixed equipment renewal.			

<b>Total</b>	<b>£ 3,414,000</b>
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Appendix D - Projects Removed

Location	Proposed Works	Notes	Budget Cost
Kingswells Primary School	Establish forest nursery - 2's provision.	Project superseded by proposed works to existing building to support increase in early years provision.	
Woodside School	Reconfiguration of main entrance to provide secure waiting area, relocate main office from 1st floor to ground floor.	Work completed previously, funded through revenue.	

Property Address	Proposed Work
116 Westburn Road	Reconfiguration of space to support additional teams.
26A Rowan Road	Kitchen refurbishment.
Aberdeen Grammar School	Phase 2 of toilet refurbishments.
Aberdeen Snow Sports Centre	3G pitch replacement.
Allenvale Cemetery Depot	Refurbishment and rationalisation of space.
Altens Community Centre	Additional parking - subject to land transfer
Ashley Road School	Suitability improvements. Rated as C-Poor.
Aulton Pavilion	Replacement of building management system & controls.
Beach Ballroom	Installation of external CCTV system.
Beach Leisure Centre	Refurbishment of changing village and associated toilets.
Beach Leisure Centre	Permanent roof repairs.
Bridge Of Don Academy	Kitchen refurbishment.
Charleston Primary School	Suitability improvements. Rated as C-Poor.
Cornhill Primary School	Suitability improvements. Rated as C-Poor.
Cornhill Primary School	Toilet refurbishments.
Cromdale Outdoor Centre	Redesign and upgrade of the kitchen area.
Cromdale Outdoor Centre	Communal shower and toilet areas refurbishment.
Culter Library	Refurbishment of staff areas.
Culter School	Suitability improvements. Rated as C-Poor.
Cults Primary School	Kitchen refurbishment.
Cults Primary School	Toilet refurbishments.
David Welch Winter Gardens	Removal of problematic gravity fed tank on heating system
Depot Bucksburn	Reconfiguration of office, welfare improvements and electrical
Depot Bucksburn	Replacement perimeter fencing.
Duthie Park Workshops	Toilet and changing refurbishment - Sanitary is C condition.
Dyce Academy	Sports hall flooring replacement.
Dyce Academy	Upgrade of light fittings.
Ferryhill Primary School	Toilet refurbishment.
Ferryhill Primary School	Kitchen refurbishment.
Gilcomstoun School	Kitchen refurbishment.
Hanover Community Centre	Replacement flooring in main and side halls. Flooring C-Poor
Hanover Street School	Upgrade the kitchen gas supply and ventilation system due to
Harlaw Academy	Suitability improvements. Rated as C-Poor.
Harlaw Academy	Create sealed vent pipe system with the installation of
Hazlehead Academy	Replacement heaters and pipework.
Hazlehead Academy	Flat roof replacements - survey would be helpful. Roofs are in
Hazlehead Academy	Reconfigure reception area to provide secure entrance.
Hazlehead Golf Course	Drainage works to Mackenzie Championship course.
Holy Family R.C. Primary School	Toilet refurbishment.
House 233 Birkhall Parade	Replacement kitchen.
Jack Wood Pavilion	Changing/toilet refurbishment. In C-Poor condition.
Kincorth Area Office	External security lighting.
Kingsford Primary School	Suitability improvements. Rated as C-Poor.
Kingswells Primary School	Suitability improvements. Rated as C-Poor.
Kirkhill Primary School	Suitability improvements. Rated as C-Poor.
Kirkhill Primary School	External door replacement. Doors are C-Poor condition.
Kirkhill Primary School	Toilet refurbishment. Is this not already covered?
Kittybrewster School	Suitability improvements. Rated as C-Poor.

Property Address	Proposed Work
Kittybrewster School	Windows in dining hall. Windows are in C-Poor condition
Loirston Primary School	Toilet refurbishment.
Marischal College B	Lighting refurbishment phase 1.
Marischal College B	Installation of automatic doors in vestibule.
Marischal College B	Lighting refurbishment phase 2.
Maritime Museum	CCTV upgrade.
Maritime Museum	Replacement tannoy system.
Maritime Museum	Replacement of heating and ventilation/air conditioning.
Mastrick Community Centre	Toilet refurbishment.
Mastrick Ind Est OT Store	Heating issues to be resolved.
Muirfield School	Playground resurfacing.
Northfield Academy	Kitchen refurbishment.
Northfield Academy	Upgrade the kitchen gas supply and ventilation system due to breach in regulations.
Northfield Community Centre	Toilet refurbishment and installation of showers (beside gymnasium). Sanitary is in C-Poor condition.
Oldmachar Academy	Suitability improvements. Rated as C-Poor.
Oldmachar Academy	Upgrade the kitchen gas supply and ventilation system due to breach in regulations.
Oldmachar Academy	Replacement of modular units.
Playing Fields Pavilion Torry Academ	Refurbishment including upgrading foot fall access.
Public Convenience Lower Promena	Refurbishment.
Ruthrieston Community Centre	Male and female toilet refurb (C-Poor grade).
Scotstown School	External door replacement. C-Poor.
Scotstown School	Kitchen refurbishment.
Seaton Park	Water infrastructure improvements.
Skene Square Primary School	Flat roof replacements. Roofs are in B- condition.
Skene Square Primary School	Toilets refurbishment in annexe.
Stewart Park	Resurfacing of all paths at and drainage. Part funded from developers obligations.
St Josephs R. C. School	Refurbishment of green houses.
St Machar Academy	Platform lift replacements.
Sunnybank School	Suitability improvements. Rated as C-Poor.
Sunnybank School	Senior pupil toilet refurb.
The Quarry Centre	Wider refurbishment.
Tullos Community Centre	Push pad secure entry system and ramped access for improved disabled access.
Tullos Depot	Toilet and changing area refurbishment.
Tullos Primary School	Suitability improvements. Rated as C-Poor.
Walker Road School	Suitability improvements. Rated as C-Poor.
Walker Road School	Toilet refurbishment.
Westburn Tennis Centre	Roof structure repairs and improvements.
Westpark School	Toilet refurbishment.

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	<p>Appendix F</p> <p>Corporate Project Management Toolkit</p> <p><b>Business Case</b></p>	<p>Project Stage</p> <p><b>Define</b></p>
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<b>Project Name</b>	Northfield Swimming Pool – Extension and Refurbishment	<b>Date</b>	12 Sep 2019
<b>Author</b>	Alastair Reid	<b>Version</b>	1.1

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(F9 key will update contents after completion of Business Case)

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## Business Case

### 1. Executive Summary

Northfield Swimming Pool is owned by the Council and operated by Sport Aberdeen. The pool was closed in March 2018 following critical plant failure. Without significant capital investment it will not reopen. Following discussion with Sport Aberdeen it was apparent that there was an opportunity to provide an enhanced facility as set out in Aberdeen's Sports Facilities Strategy 2016-2026, adopted by the council in December 2016. Which would provide greater opportunities for physical activity and maximise the facility's commercial effectiveness.

At the Full Council budget meeting of 6<sup>th</sup> March 2019, Co-Leader Cllr Lumsden announced the following:-

“As Co-Leaders Cllr Laing and I recently signed the Activate the City pledge and we took that opportunity to underline the importance of health and wellbeing in supporting our wider aims. Today we can announce that we propose to demonstrate that priority by working in partnership to enhance facilities, specifically the refurbishment of Northfield swimming pool.

With Sport Aberdeen we make a firm commitment to invest in a multi-million pound extension and enhancement of the facility through the Condition and Suitability budget.”

This business case recommends that the building be extended to provide additional activity space including a fitness suite and, in addition, to replace the mechanical and electrical plant, which is required to make the building operational. To date £xk has been allocated from the Condition & Suitability (C&S) Programme, which has allowed the project to be developed to 'Cost Confidence' stage. The current estimated cost of the recommended option is £xm and is summarised in this table.

Construction & Fees	£x
Fees (external) and surveys	£x
Fees (internal)	£x
Fixtures/fittings/ICT	£x
<b>Total</b>	<b>£x</b>

Sport Aberdeen have written to the Council to advise that they will contribute up to £xm to the recommended option. It is therefore proposed that the project is funded as per this table.

Existing C&S allocation	£x
New C&S allocation	£x
Sport Aberdeen contribution	£x

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Total	£x
<p>It is anticipated that construction would start in Summer 2020 with the building reopening Summer 2021.</p>	

2. Business Need
<p>Northfield Swimming Pool was constructed in 1996 and is in the ownership of the Council. Sport Aberdeen manage the operation of the facility. It is adjacent to Northfield Academy and the recently completed third generation '3G' artificial turf pitch. Outside of school hours the 3G pitch is managed by Sport Aberdeen via Northfield Pool.</p> <p>Following the failure of the mechanical plant the pool closed in March 2018 and has remained closed ever since. There is no quick fix to the issues and the pool will not reopen without major capital investment.</p> <p>The facility currently comprises a traditional 25-metre, six-lane tank pool with village changing. It does not have any ancillary or multi-use dry (i.e. non- aquatic) activity space, which significantly limits its appeal and commercial effectiveness. Whilst well used (65k-66k visits per year), it will always be limited by the lack of dry activity space.</p> <p>To position the facility properly for successful and sustainable operation for the next 20 years, the mechanical and electrical maintenance issues need to be addressed. At the same time, the range of provision could be extended, so maximising the commercial opportunities and reducing the operating deficit. That deficit is circa £xk per annum.</p> <p><b>Strategic Fit</b></p> <p>Northfield Pool supports the achievement of key aspects of <b>Community Planning Aberdeen's Local Outcome Improvement Plan (LOIP)</b> under the headings of 'Prosperous Place' and 'Prosperous People'.</p> <p><b>Prosperous People:</b> the inclusion of non-clinical space, fitness suite and multi-purpose studio as part of the proposed extension to Northfield Pool supports the primary and secondary drivers in relation to health and wellbeing, specifically contributing to the achievement of the specified improvement measures, namely the reduction in the number of inactive people in Aberdeen. The enhanced facilities combined with the services delivered from the facility will support this improvement measure by providing local opportunities, targeted towards those who would benefit the most.</p> <p><b>Prosperous Place:</b> Using the enhanced facility, Sport Aberdeen will work with key partners/stakeholders to provide opportunities for young people from within the Northfield community. This will help young people to access positive activities within a sport and physical activity environment, building on work undertaken to date with partners in this area.</p>

## Business Case

Through partnership working, Northfield Pool will be able to provide opportunities for engaging with disenfranchised young people, with the aim of reducing anti-social behaviour by young people and increasing the number of young people engaged in diversionary activity programmes who take on a volunteering role within their communities.

Additionally, the proposal at Northfield Pool specifically addresses the secondary driver of ensuring that all areas of the City and everyone in our communities have access to opportunities to participate in a range of health and fitness activities. The combination of facilities proposed as part of the enhanced facilities will support the improvement measures of reducing the % of inactive adults and children, increase the % uptake of recreational walking through targeted walk programmes within the local community. The new facilities will obviously also be fully compliant with accessibility/equality legislation, providing equality of access to both the activities and the programmes delivered within them.

### **Aberdeen's Sports Facilities Strategy (2016 – 2026)**

The Aberdeen Sports Facilities Strategy was produced on behalf of the city by the Active Aberdeen Partnership. The strategy was adopted by the Council at the Finance, Policy and Resources Committee in December 2016. This document provides the strategic vision for the city's sporting infrastructure for the next 20 years. Northfield Swimming Pool is of key strategic importance in the context of this strategy in that it specifically references work at Northfield Pool:

'Undertake immediate-term investment in the development of new community health and fitness facilities at Northfield Swimming Pool, Jesmond Sports Centre and Sheddocksley Sports Centre'.


### **Strategy for an Active Aberdeen (2016 – 2026)**

A further contributor to illustrating the strategic fit of this Northfield Pool project is the city's 'Strategy for an Active Aberdeen'. This strategy was adopted by the Council in June 2016. The strategy clearly aligns to the Scottish Government's Active Scotland Outcomes Framework and has 3 key aims, which also support the LOIP:

- Increase opportunities and participants in physical activity and sport;
- Invest in our infrastructure of people and places; and
- Be inclusive so everyone has the opportunity to be and stay active.

### **3. Objectives**


- 1) To provide a facility to run the services and programmes delivered from Northfield Pool prior to closure. Essential.
- 2) To provide an enhanced facility that will significantly increase opportunities for additional service provision. Desirable.

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3) To maximise the commercial effectiveness of the venue and thus reduce future operating costs. Essential.
4) To positively impact on the potential for the facility to deliver LOIP outcomes and relevant supporting strategies. Essential
5) To ensure a fit for purpose facility. Essential
6) Facility will support joint working with partners and creates opportunities for partner investment. Desirable.

#### 4. Options Appraisal

4.1 Option A – Do Nothing	
<b>Description</b>	Permanently close the Pool and asset returned to Council control. Manage as vacant asset. Carry out demolition in future when it is necessary.
<b>Expected Costs</b>	<p><u>Capital</u></p> <p>Improvement Works - £x</p> <p><u>One-off costs</u></p> <p>Board up building - £x</p> <p>Install security fencing - £x</p> <p>Demolition - £x</p> <p><u>Ongoing Costs (until demolished)</u></p> <p>Ongoing ACC staff management time – Not possible to estimate</p> <p>Remedial works – Not possible to estimate</p> <p>Business Rates - £x pa</p> <p>Utilities Standing Charges - £x pa</p> <p><u>Future Demolition</u></p> <p>Demolition - £x plus construction inflation</p> <p><u>Sport Aberdeen</u></p> <p>The pool operated to an annual deficit of c.£x. If the pool was permanently closed there would be no on-going operating costs to run this facility.</p>
<b>Risks Specific to this Option</b>	<p>Theft, arson and vandalism would be a high risk. Fly tipping, pests (e.g. vermin) and invasive plants would also be significant risks.</p> <p>Reputational damage of not delivering as per commitment.</p>

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<p><b>Advantages &amp; Disadvantages</b></p>	<p><u>Advantages</u></p> <p>No capital investment required in the immediate future.</p> <p><u>Disadvantages</u></p> <p>No essential or desirable objectives met.</p> <p>Ongoing property holding costs.</p> <p>Unightly building in community.</p> <p>Risks associated with vacant buildings.</p> <p>Demolition would be required eventually.</p> <p>Cost of demolition not allowed for.</p> <p>Does not fulfil the council administration's stated commitment to refurbish the pool.</p>
<p><b>Other Points</b></p>	<p>Sport Aberdeen's overall funding from the Council is reviewed on an ongoing basis. The permanent closure of the facility would be accounted for, through that process.</p>

4.2 Option B – Asset Disposal	
<p><b>Description</b></p>	<p>Permanently close the Pool and asset returned to full Council control. Seek to dispose of asset following demolition of the building.</p>
<p><b>Expected Costs</b></p>	<p><u>Capital</u></p> <p>Improvement Works - £x</p> <p>Capital Receipt - £x</p> <p><u>One-off costs</u></p> <p>Board up building - £x</p> <p>Install security fencing - £x</p> <p>Demolition - £x</p> <p><u>Ongoing Costs (until demolished)</u></p> <p>Ongoing ACC staff management time – Not possible to estimate</p> <p>Remedial works – Not possible to estimate</p> <p>Business Rates - £x pa</p> <p>Utilities Standing Charges - £x pa</p> <p><u>Sport Aberdeen</u></p> <p>The pool operated to an annual deficit of c.£x. If the pool was permanently closed there would be no on-going operating costs to run this facility.</p>

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<b>Risks Specific to this Option</b>	<p>Theft, arson and vandalism would be a high risk until demolition commences. Fly tipping, pests (e.g. vermin) and invasive plants would also be significant risks.</p> <p>Reputational damage of not delivering as per commitment.</p>
<b>Advantages &amp; Disadvantages</b>	<p><u>Advantages</u></p> <p>No capital investment required.</p> <p>Potential capital receipt.</p> <p>Reduced period of building being vacant.</p> <p><u>Disadvantages</u></p> <p>No essential or desirable objectives met.</p> <p>Holding costs until demolished.</p> <p>Vacant building in community until demolished.</p> <p>Risks associated with vacant buildings until demolished.</p> <p>Cost of demolition.</p> <p>Does not fulfil the council administration's stated commitment to refurbish the pool.</p>
<b>Other Points</b>	<p>Anticipate demolition within 18 months.</p> <p>Sport Aberdeen's overall funding from the Council is reviewed on an ongoing basis. The permanent closure of the facility would be accounted for, through that process.</p>


<b>4.3 Option C – M&amp;E Replacement</b>	
<b>Description</b>	<p>Carry out essential works to allow building to reopen, primarily Mechanical &amp; Electrical related.</p>
<b>Expected Costs</b>	<p><u>Capital</u></p> <p>Improvement Works - £x Est</p> <p>Capital Receipt – n/a</p> <p><u>One-off costs</u></p> <p>Board up building - n/a</p> <p>Install security fencing – n/a</p> <p>Demolition – n/a</p> <p><u>Sport Aberdeen</u></p> <p>Income – No change</p> <p>Property Costs –</p> <p><u>Ongoing Costs</u></p> <p>Ongoing ACC staff management time – n/a</p>

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	<p>Remedial works – n/a</p> <p>Business Rates – n/a</p> <p>Utilities Standing Charges – n/a</p> <p><u>Sport Aberdeen</u></p> <p>The pool operated to an annual deficit of c.£x. This option may lead to a slight reduction in maintenance costs but the deficit would largely remain unchanged.</p>
<p><b>Risks Specific to this Option</b></p>	<p>May not meet public expectations.</p> <p>Cost not confirmed until cost certainty reached.</p>
<p><b>Advantages &amp; Disadvantages</b></p>	<p><u>Advantages</u></p> <p>Essential objectives 1 and 4 are met.</p> <p>Quickest route to reopen pool.</p> <p>Lowest cost capital option.</p> <p>Reduction in M&amp;E maintenance costs.</p> <p><u>Disadvantages</u></p> <p>Essential objectives 3 and 5 are not met.</p> <p>Desirable objectives 2 and 6 are not met.</p> <p>Further investment will be required within 5 years to address condition issues.</p> <p>Does not fulfil the council administration’s stated commitment to refurbish the pool.</p>
<p><b>Other Points</b></p>	

<p><b>4.4 Option D – M&amp;E Replacement and extension providing enhanced wet changing provision (Design Option 1)</b></p>	
<p><b>Description</b></p>	<p>Carry out essential works, primarily Mechanical &amp; Electrical related. In addition, build an extension to the existing wet changing facilities to provide 2 group changing and 4 family changing rooms. Create 20 additional car parking spaces. Refurbishment of wider building as detailed in the plans. <b>See Appendix 1.</b></p>
<p><b>Expected Costs</b></p>	<p><u>Capital</u></p> <p>Improvement Works - £x Est</p> <p>Capital Receipt – n/a</p> <p><u>One-off costs</u></p> <p>Board up building - n/a</p> <p>Install security fencing – n/a</p> <p>Demolition – n/a</p>




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	<p><u>Ongoing Costs</u></p> <p>Ongoing ACC staff management time – n/a</p> <p>Remedial works – n/a</p> <p>Business Rates – n/a</p> <p>Utilities Standing Charges – n/a</p> <p><u>Sport Aberdeen</u></p> <p>The pool operated to an annual deficit of c.£x. This option may lead to a slight reduction in maintenance costs and slightly higher utility costs, but the deficit would largely remain unchanged.</p>
<p><b>Risks Specific to this Option</b></p>	<p>May not meet public expectations.</p> <p>Cost not confirmed until cost certainty reached.</p>
<p><b>Advantages &amp; Disadvantages</b></p>	<p><u>Advantages</u></p> <p>Essential objectives 1, 4 and 5 are met.</p> <p>Reduction in M&amp;E maintenance costs.</p> <p>Fulfils the council administration's stated commitment to refurbish the pool.</p> <p><u>Disadvantages</u></p> <p>Essential objective 3 is not met.</p> <p>Desirable objectives 2 and 6 are not met.</p>
<p><b>Other Points</b></p>	


<p><b>4.5 Option E – M&amp;E Replacement, extension providing enhanced changing provision. Extension for fitness studio, dry changing, multi-use studio and non-clinical space (Design Option 2)</b></p>	
<p><b>Description</b></p>	<p>Carry out essential works, primarily Mechanical &amp; Electrical related. In addition build an extension to the existing wet changing facilities to provide 2 group changing and 4 family changing rooms. A further extension with 60-station fitness studio, dry changing, multi-use studio and non-clinical space. Create 32 additional car parking spaces. Refurbishment of wider building as detailed in the plans. See <b>Appendix 2</b>.</p>
<p><b>Expected Costs</b></p>	<p><u>Capital</u></p> <p>Improvement Works - £x Est</p> <p>Capital Receipt – n/a</p> <p><u>One-off costs</u></p> <p>Board up building - n/a</p> <p>Install security fencing – n/a</p> <p>Demolition – n/a</p>



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	<p><u>Ongoing Costs</u></p> <p>Ongoing ACC staff management time – n/a</p> <p>Remedial works – n/a</p> <p>Business Rates – n/a</p> <p>Utilities Standing Charges – n/a</p> <p><u>Sport Aberdeen</u></p> <p>The pool operated to an annual deficit of c.£x. This shows that this option would significantly reduce the operational deficit. It is estimated that across 25 years the reduction would be in the region of £xm, subject to the £xm investment. <b>Appendix 5</b> provided by Sport Aberdeen details the figures.</p>
<p><b>Risks Specific to this Option</b></p>	<p>Cost not confirmed until cost certainty reached.</p> <p>Public may be unhappy with period of closure.</p>
<p><b>Advantages &amp; Disadvantages</b></p>	<p><u>Advantages</u></p> <p>Essential objectives 1, 3, 4 and 5 are met.</p> <p>Desirable objectives 2 and 6 are met.</p> <p>Only option that meets all the objectives.</p> <p>Reduction in M&amp;E maintenance costs.</p> <p>Fulfils the council administration's stated commitment to refurbish the pool.</p> <p><u>Disadvantages</u></p> <p>Greatest equal capital cost.</p> <p>Time to deliver.</p>
<p><b>Other Points</b></p>	


<p><b>4.6 Option F – M&amp;E Replacement, extension providing fully compliant wet changing provision. Extension for fitness studio, multi-use studio and non-clinical space (Design Option 3)</b></p>	
<p><b>Description</b></p>	<p>Carry out essential works, primarily Mechanical &amp; Electrical related. In addition build an extension to the existing wet changing facilities to provide enhanced wet changing including 2 group changing and 4 family changing rooms. A further extension with 60-station fitness studio, multi-use studio and non-clinical space. Create 31 additional car parking spaces. Refurbishment of wider building as detailed in the plans. <b>See Appendix 3.</b></p>
<p><b>Expected Costs</b></p>	<p><u>Capital</u></p> <p>Improvement Works - £x Est</p> <p>Capital Receipt – n/a</p>

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	<p><u>One-off costs</u></p> <p>Board up building - n/a</p> <p>Install security fencing – n/a</p> <p>Demolition – n/a</p> <p><u>Ongoing Costs</u></p> <p>Ongoing ACC staff management time – n/a</p> <p>Remedial works – n/a</p> <p>Business Rates – n/a</p> <p>Utilities Standing Charges – n/a</p> <p><u>Sport Aberdeen</u></p> <p>The pool operated to an annual deficit of c.£x. On the basis it was similar in cost to Option E but scored less well in section 4.8, this option was discounted. As such a business plan for this option was not required. However, it would be anticipated that if this option was progressed that there would be a significant reduction in the deficit.</p>
<p><b>Risks Specific to this Option</b></p>	<p>Cost not confirmed until cost certainty reached.</p> <p>Public may be unhappy with period of closure.</p> <p>Lack of specific dry changing for fitness studio may impact on gym membership numbers.</p>
<p><b>Advantages &amp; Disadvantages</b></p>	<p><u>Advantages</u></p> <p>Essential objectives 1, 3, 4 and 5 are met.</p> <p>Desirable objective 6 is met.</p> <p>Reduction in M&amp;E maintenance costs.</p> <p>Fulfils the council administration’s stated commitment to refurbish the pool.</p> <p><u>Disadvantages</u></p> <p>Desirable objective 2 is not met.</p> <p>Greatest equal capital cost.</p> <p>Time to deliver.</p> <p>No dry changing.</p>
<p><b>Other Points</b></p>	

<p><b>4.7 Option G – M&amp;E Replacement. Extension for fitness studio, dry changing, multi-use studio and non-clinical space (Design Option 4)</b></p>	
<p><b>Description</b></p>	<p>Carry out essential works, primarily Mechanical &amp; Electrical related. In addition build an extension with 40-station fitness studio, dry changing,</p>

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	<p>multi-use studio and non-clinical space. Refurbishment of wider building as detailed in the plans. See <b>Appendix 4</b>.</p>	
<p><b>Expected Costs</b></p>	<p><u>Capital</u></p> <p>Improvement Works - £x Est</p> <p>Capital Receipt – n/a</p> <p><u>One-off costs</u></p> <p>Board up building - n/a</p> <p>Install security fencing – n/a</p> <p>Demolition – n/a</p> <p><u>Ongoing Costs</u></p> <p>Ongoing ACC staff management time – n/a</p> <p>Remedial works – n/a</p> <p>Business Rates – n/a</p> <p>Utilities Standing Charges – n/a</p> <p><u>Sport Aberdeen</u></p> <p>The pool operated to an annual deficit of c.£x. Sport Aberdeen have completed a business plan based on this option. This shows that this option would significantly reduce the operational deficit. It is estimated that across 25 years the reduction would be in the region of £xm, subject to the £xm investment. However, having considered this option, Sport Aberdeen have advised they would not make that investment. <b>Appendix 5</b> provided by Sport Aberdeen details the figures.</p>	
<p><b>Risks Specific to this Option</b></p>	<p>Cost not confirmed until cost certainty reached.</p> <p>Public may be unhappy with period of closure.</p> <p>A 40-space fitness studio rather than 60 spaces may impact on membership numbers.</p>	
<p><b>Advantages &amp; Disadvantages</b></p>	<p><u>Advantages</u></p> <p>Essential objectives 1, 3 and 4 are met.</p> <p>Desirable objective 6 is met.</p> <p>Reduction in M&amp;E maintenance costs.</p> <p>Fulfils the council administration's stated commitment to refurbish the pool.</p> <p><u>Disadvantages</u></p> <p>Essential objective 5 is not met.</p> <p>Desirable objective 2 is not met.</p> <p>Significant capital cost.</p> <p>Time to deliver.</p>	

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<b>Other Points</b>		


#### 4.8 Scoring of Options Against Objectives

Use the table below to score options against the objectives in order to create a shortlist of options to be considered.

Objectives	Options Scoring Against Objectives							
	A	B	C	D	E	F	G	
Provide a facility to run the services and programmes delivered from Northfield Pool prior to closure.	0	0	3	3	3	3	3	
To provide an enhanced facility that will significantly increase opportunities for additional service provision.	0	0	0	1	3	2	2	
To maximise the commercial effectiveness of the venue and thus reduce future operating costs.	0	0	1	1	3	3	3	
To positively impact on the potential for the facility to deliver LOIP outcomes and relevant supporting strategies.	0	0	3	3	3	3	3	
To ensure a fit for purpose facility.	0	0	1	3	3	3	2	
Facility will support joint working with partners and creates opportunities for partner investment.	0	0	0	1	3	3	3	
<b>Total</b>	<b>0</b>	<b>0</b>	<b>8</b>	<b>12</b>	<b>18</b>	<b>17</b>	<b>16</b>	
<b>Ranking</b>	<b>6</b>	<b>6</b>	<b>5</b>	<b>4</b>	<b>1</b>	<b>2</b>	<b>3</b>	

#### Scoring

Fully Delivers = 3  
 Mostly Delivers = 2  
 Delivers to a Limited Extent = 1  
 Does not Deliver = 0  
 Will have a negative impact on objective = -1

	<p>Corporate Project Management Toolkit</p> <h2>Business Case</h2>	<p>Project Stage</p> <h2>Define</h2>
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### 4.9 Recommendation

Options A and B do not deliver on any of the objectives, scoring zero as a result. As such they are discounted.

Option C would lead to the pool reopening and in the shortest period. However, it doesn't meet the majority of the objectives and is not compliant the administration's stated vision of an "extension and enhancement of the facility". On that basis it should not be considered as a viable option.

Options D through to G all meet the vision of the administration. Option D would provide a facility that has visibly improved from investment and would likely be well received from the public. The lack of additional space would not create any new opportunities for physical activity and there would be no opportunities to reduce the operating costs, the latter being an essential objective. As it does not meet all the essential objectives it should not be considered any further.

The investment from option G would be obvious and would likely be well received by the public. The smaller budget than options E and F does result in compromises, these being to changing provision and additional parking. This means the essential objective of a fit for purpose facility is not achieved. As with Option D it should not be considered any further.

Options E and F both meet all the essential objectives but only Option E meets all the desirable objectives as well. Given that they are very close in terms of estimated cost there is little point in considering option F, when Option E scores more highly. Option E would almost certainly be well received from the public with all areas of the facility benefitting from investment. This option would be a long-term solution and would create a facility that could be run by Sport Aberdeen at a reduced cost. Sport Aberdeen have also advised that this option would allow them to invest up to £xm towards the capital cost. Having considered options E and F in detail they believe option E is the only one that creates that opportunity for investment from them.

Taking into account the above it is recommended that Option E is taken forward. It does have disadvantages in terms of the time to deliver and the capital cost, albeit the capital cost is partly offset by Sport Aberdeen. The disadvantages are outweighed by the benefits and outcomes Option E would produce. Most notably how it positively impacts on the potential for the facility to deliver LOIP outcomes.

## 5. Scope

This project will result in refurbishment of all mechanical and electrical plant to provide Northfield Pool with a up to 20-year serviceable lifespan. In addition, an extension will provide the following:

- 60-station fitness suite

- Multi-purpose studio
- Dry changing facilities
- Non-clinical space for use by partners
- Increased changing accommodation, including group changing and family changing.
- Additional bike and car parking.

The refurbishment to existing areas covers:

- New sanitaryware
- Redecoration
- Retiling
- New flooring
- New internal doors
- Replacement fixtures and fittings
- New suspended ceilings

In terms of specific outputs and outcomes it is anticipated that the enhanced facility will attract 1,300 (within 3 years) fitness suite members in its first year of operation who will regular use the facility, with the resulting health (physical and mental health) benefits that have been proven by being more physically active. Projected at 1,000 members after 1st full year of operation, 1,200 by the end of the second year of full operation and 1,300 after three full years of operation.

Prior to closure swimming pool visits were over 66,000 per year for the financial year 2017/18. Reopening of the pool would likely see these numbers replicated at the very least.

The enhanced facility will be managed by the existing staff from Sport Aberdeen, supplemented by the creation of 1 FTE post, and supported by the staff from within its three divisions.

### 5.1 Out of Scope

The nearby located sports facilities included the Northfield Outdoor Centre and 3G pitch are excluded from this project.



## Business Case

### 6. Benefits

#### 6.1 Customer Benefits

Benefit	Measures	Source	Baseline	Expected Benefit	Expected Date	Measure Frequency
Northfield Pool is available for use	Pool is reopened	ACC	Closed	Open	Summer 2021	Once
New areas created	Fitness studio completed	ACC	n/a	Open	Summer 2021	Once
	Family and group changing completed	ACC	n/a	Open	Summer 2021	Once
	Non-clinical space completed	ACC	n/a	Open	Summer 2021	Once
	Fitness studio completed	ACC	n/a	Open	Summer 2021	Once
Existing areas are refurbished	Existing changing area work completed	ACC	n/a	Complete	Summer 2021	Once
	Existing pool area work completed	ACC	n/a	Complete	Summer 2021	Once
	Existing reception area work completed	ACC	n/a	Complete	Summer 2021	Once

## Business Case

Visitor numbers increase	Number of annual visits to pool	Sport Aberdeen	66,000	72,600 (10% increase)	Summer 2024	Annual
	Number of fitness suite memberships after 3 years	Sport Aberdeen	0	1,300	Summer 2024	One off
Improved quality and range of facilities available to customers within the Northfield catchment area and beyond	Customer satisfaction assessment methodology will be developed in due course.	tbc	tbc	tbc	tbc	tbc
Improvements in LOIP outcomes	Potential benefits in terms of LOIP will be developed in due course.	tbc	tbc	tbc	tbc	tbc

### 6.2 Staff Benefits

Benefit	Measures	Source	Baseline	Expected Benefit	Expected Date	Measure Frequency
Improved working environment for Sport Aberdeen staff	Pool is reopened	ACC	Closed	Open	Summer 2021	Once
	Refurbishment work completed	ACC	n/a	Complete	Summer 2021	Once
	Staff satisfaction assessment methodology will be developed in due course.	tbc	tbc	tbc	tbc	tbc
New Sport Aberdeen post created	FTE (Full Time Equivalent)	Sport Aberdeen	0	1	Summer 2021	Once

## Business Case

Project Stage

**Define**

### 6.3 Resources Benefits (financial)

Benefit	Measures	Source	Capital or Revenue?	Baseline (£'000)	Saving (£'000)	Expected Date	Measure Frequency
Reduced Operating Subsidy for Sport Aberdeen	Annual operating subsidy across 5 years	Sport Aberdeen	Revenue	-x	x	2026	Once

### 7. Costs

#### 7.1 Project Capital Expenditure & Income

(£'000)	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10	Total
<b>Staffing Resources</b>											
	n/a										
<b>Land Acquisitions</b>											
	n/a										
<b>New Vehicles, Plant or Equipment</b>											
	n/a										
<b>Construction Costs</b>											
Extension/Refurb	x	x									
Fees (external) and Surveys	x	x									
Fees (internal)	x	x									

## Business Case

Project Stage

**Define**

Fit Out		x									
<b>Capital Receipts and Grants</b>											
Sport Aberdeen Contribution		(x)									
<b>Sub-Total</b>	<b>x</b>	<b>x</b>									

### 7.2 Project Revenue Expenditure & Income

(£'000)	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10	Total
<b>Staffing Resources</b>											
	n/a										
<b>Non-Staffing Resources</b>											
	n/a										
<b>Revenue Receipts and Grants</b>											
	n/a										
<b>Sub-Total</b>											

### 7.3 Post- Project Capital Expenditure & Income

(£'000)	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10	Total
<b>Staffing Resources</b>											

## Business Case

Project Stage

**Define**

	n/a										
<b>Land Acquisitions</b>											
	n/a										
<b>New Vehicles, Plant or Equipment</b>											
	n/a										
<b>Construction Costs</b>											
	n/a										
<b>Capital Receipts and Grants</b>											
	n/a										
<b>Sub-Total</b>											

### 7.4 Post- Project Revenue Expenditure & Income

(£'000)	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10	Total
<b>Staffing Resources</b>											
	n/a										
<b>Non-Staffing Resources</b>											
	n/a										
<b>Revenue Receipts and Grants</b>											
	n/a										
<b>Sub-Total</b>											

## 8. Procurement Approach

A national framework exists for the delivery of leisure related construction projects. Alliance Leisure Services have been appointed to take the project to Royal Institute of British Architects (RIBA) Stage 4. That covers surveys, design, cost plans and statutory consents. It is proposed to use the framework to deliver the construction project. This is explored further in the procurement business case.

## 9. Key Risks

Description	Mitigation
If there is no significant capital investment, then the pool will permanently close.	None.
Construction inflation could result in a cost increase.	Move towards cost certainty as quickly as possible. Ensure contingencies are adequate.
Ground conditions or other construction risks result in a delay.	Contingency time has been factored into the draft programme.
Planning permission for recommended option is not approved.	Liaise with planning and take on board comments.
Availability of staff resources not sufficient to support project.	Identify requirements and contact Teams at the earliest opportunity.
Building could be damaged by vandalism, theft and arson while vacant.	Sport Aberdeen continue to visit vacant building until handover to contractor. Perimeter will be secured thereafter.

## 10. Time

### 10.1 Time Constraints & Aspirations

The pool has been closed for over a year. There is both public and political desires to see the pool reopen as soon as possible. Progress of the project will largely be dependent on progression through the RIBA design and construction stages.

### 10.2 Key Milestones

Description	Target Date
Business Case Approval – Capital Board	23 September 2019
Business Case Approval – City Growth & Resources Committee	26 September 2019
Funding Approval – City Growth & Resources Committee	26 September 2019

Procurement Approval – City Growth & Resources Committee	26 September 2019
Completion of RIBA Stage 2 - Concept Design	Autumn 2019
Completion of RIBA Stage 4 – Technical Design and cost certainty	Spring 2020
Statutory consent approvals	Spring 2020
Contract acceptance and mobilisation	Spring 2020
Start on site	Summer 2020
Construction Completion	Summer 2021
Fit out, testing, opening	Summer 2021

### 11. Governance

The project will be jointly managed by the Council and Sport Aberdeen as the Council's strategic partner for the delivery of leisure services in the city. If the recommended option is approved, the governance will be recorded in the Project Governance Template.

Role	Name
<b>Project Sponsor</b>	Chief Officer Corporate Landlord / Chief Executive Sport Aberdeen
<b>Project Manager</b>	ACC Design Team / Sport Aberdeen Capital Projects Manager
<b>Other Project Roles</b>	Client Representatives - ACC Assets Team / Sport Aberdeen Director of Community Leisure Operations Energy Management Advisor – ACC Energy Manager

### 12. Resources

Task	Responsible Service/Team	Start Date	End Date
Client representation	ACC Assets Team / Sport Aberdeen Capital Projects Manager	Now	Project end
Project management	ACC Design Team / Sport Aberdeen Capital Projects Manager	Now	Project end

Procurement of full project	Commercial & Procurement	Now	Spring 2020
Implementation of funding streams	Legal/Finance	26/09/2019	Autumn 2019
Energy advice	Energy Management	Now	Spring 2020
Planning permission processing	Development Management	Autumn 2019	Spring 2020
Parking and transportation review	Transport Strategy & Projects	Autumn 2019	Spring 2020

### 13. Environmental Management

#### Positive

Significant elements of the existing mechanical and electrical installation will be replaced. This will be with modern plant, which will be more efficient. Specification that will support this will be key.

A connection to the Stockethill Combined Heat and Power is under consideration. This would be a more energy efficient option and have reduced maintenance costs. However, capital costs may be prohibitive.

Surplus materials will be reused where possible.

#### Negative

The development would result in the loss of grassed areas and potentially shrubs. This may need to be mitigated through associated planning conditions.

The construction and refurbishment works will impact in terms of transportation, material creation and waste. This will be considered in the Buildings Checklist and would need to be looked at as part of the contract.

		Yes	No
<b>Is a Buildings Checklist being completed for this project?</b>		<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>If No, what is the reason for this?</b>			
Not completed at this stage but one will be for the chosen option.			



#### 14. Stakeholders

The community of Northfield.

Customers - individuals, swimming clubs, Northfield Academy, governing bodies of sport, other sports clubs, potential customers.

Sport Aberdeen.

Active Aberdeen Partnership (AAP) – through regular AAP Board meetings, with all AAP member.

Community Planning Aberdeen – through Managing Director of Sport Aberdeen who sits on the CPA Management Board.

NHS Grampian – through existing links with key members of the Sport Aberdeen Sport and Active Lifestyles team.

Aberdeen Health and Social Care Partnership - through existing links with key members of the Sport Aberdeen Sport and Active Lifestyles team.

Elected Members – Updates on capital programme.

Aberdeen City Council – As landlord.

#### 15. Assumptions

Based on discussions within the Health & Social Care Partnership it is assumed that the Partnership will run services or commission services from the extended facilities.

A previous planning application in 2016 for an extension was approved and it is therefore assumed at this stage that Option E would be generally acceptable.

It is assumed that Sport Aberdeen have fully considered the financial implications of the project and can deliver on the £xm funding.

In terms of Option B, it is assumed that a capital receipt would be received for the cleared site.

#### 16. Dependencies

The project does not rely on any other projects to be progressed/completed.

#### 17. Constraints

The funding of £xm from Sport Aberdeen cannot be exceeded, as will any contribution from the Condition & Suitability Programme.

#### 18. ICT Hardware, Software or Network infrastructure

Description of change to Hardware, Software or Network Infrastructure	Enterprise Architecture Approval Required?	Date Approval Received
The proposed extension to Northfield Pool will require additional ICT infrastructure, hardware and software to	No	

maximise the effectiveness of the proposals. All requirements will be assessed and added to Sport Aberdeen's contract with its ICT provider.

### 19. Support Services Consulted

In addition to noting comments from services consulted with, it should also be noted below if there are any services on the list who were *not* consulted with.

It is mandatory to consult with Environmental Policy for all projects.

Service	Name	Sections Checked / Contributed	Comments	Date
PMO	PMO Programme Manager	All	Comments incorporated into document.	02/09/19
Finance	Scott Paterson <a href="mailto:spaterson@aberdeencity.gov.uk">spaterson@aberdeencity.gov.uk</a>		No comments received	
Asset Management	Alastair Reid <a href="mailto:alareid@aberdeencity.gov.uk">alareid@aberdeencity.gov.uk</a>	n/a	Not consulted - Writer of business case	n/a
Estates	Property Estates Manager <a href="mailto:estates@aberdeencity.gov.uk">estates@aberdeencity.gov.uk</a>	All	No comment	09/09/19
Legal (Conveyancing)	Property Team Leader		No comments received	
Legal (Commercial & Procurement)	Alison Watson (Commercial Legal Team Leader) <a href="mailto:alisonwatson@aberdeencity.gov.uk">alisonwatson@aberdeencity.gov.uk</a>	All	No comment	13/09/09
Legal (Governance) *	Jess Anderson / Steven Inglis <a href="mailto:jeanderson@aberdeencity.gov.uk">jeanderson@aberdeencity.gov.uk</a> <a href="mailto:singlis@aberdeencity.gov.uk">singlis@aberdeencity.gov.uk</a>		No comments received	
Procurement	<a href="mailto:CPSSprocurement@aberdeencity.gov.uk">CPSSprocurement@aberdeencity.gov.uk</a>		No comments received	
ICT – Digital & Technology	Steve Robertson <a href="mailto:sterobertson@aberdeencity.gov.uk">sterobertson@aberdeencity.gov.uk</a>	n/a	Not consulted - No ACC ICT implications	n/a
Team Leader (Design) – Public Buildings	Neil Esslemont <a href="mailto:nesslemont@aberdeencity.gov.uk">nesslemont@aberdeencity.gov.uk</a>		No comments received	
Grounds Maintenance	Steven Shaw <a href="mailto:stevens@aberdeencity.gov.uk">stevens@aberdeencity.gov.uk</a>	n/a	I've no comments to add.	29/08/19
Environmental Policy	<a href="mailto:EPConsultations@aberdeencity.gov.uk">EPConsultations@aberdeencity.gov.uk</a>		No comments received	
Planning	Local Development Plan Team <a href="mailto:LDP@aberdeencity.gov.uk">LDP@aberdeencity.gov.uk</a> Development Management <a href="mailto:PI@aberdeencity.gov.uk">PI@aberdeencity.gov.uk</a>	All	No comments received I'm not sure how similar Option E is in	03/09/19

Service	Name	Sections Checked / Contributed	Comments	Date
			<p>terms of physical development to what was approved in 2016 however if it is very similar there may be scope of deal with the new project as a variation to the previously approved permission, which would negate the need for a new planning application.</p> <p>If Option E and what was previously approved are significantly different then a new planning application would be required. The matters addressed through the previous application would be a good guide as to what would need looked at with the new application. We would encourage early engagement as possible so that any issues can be identified.</p>	
Communications	Paul Smith <a href="mailto:paulsmith1@aberdeencity.gov.uk">paulsmith1@aberdeencity.gov.uk</a>		No comments received	
HR	Lindsay MacInnes <a href="mailto:lmacinnnes@aberdeencity.gov.uk">lmacinnnes@aberdeencity.gov.uk</a>	n/a	Not consulted - No ACC staff implications	
Transportation	Joanna Murray <a href="mailto:joannamurray@aberdeencity.gov.uk">joannamurray@aberdeencity.gov.uk</a>	All	Business case appears to be a logical path through to the recommended option. There is merit in considering the proportion of blue badge spaces, possible EV charging points, digital information for	12/09/19

## Business Case

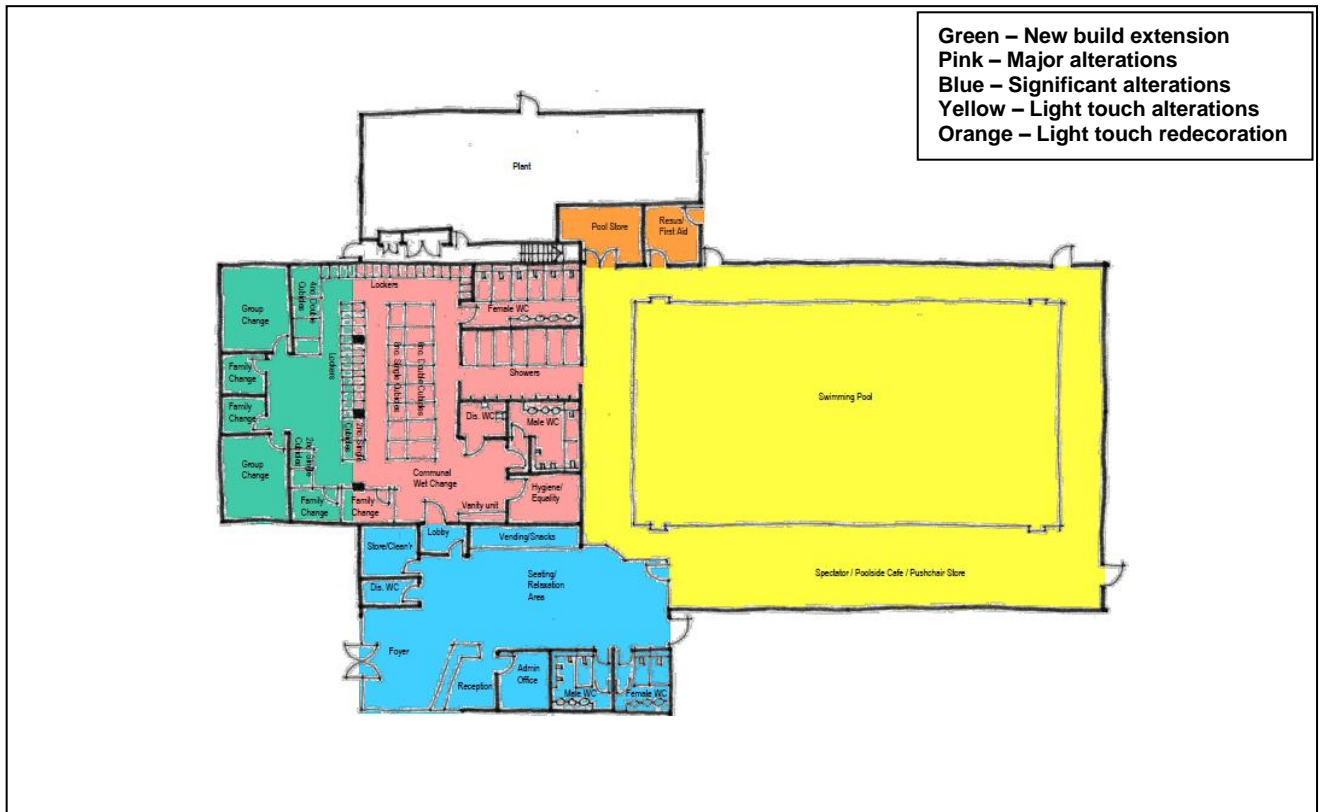
Service	Name	Sections Checked / Contributed	Comments	Date
			nearby public transport, the quantity, quality and security of existing and new bike parking facilities, and any walking route improvements that may enhance accessibility to the facility. This can be discussed further if the business case is successful.	
Roads Management	Angus MacIver <a href="mailto:anmaciver@aberdeencity.gov.uk">anmaciver@aberdeencity.gov.uk</a> Vycki Ritson <a href="mailto:vritson@aberdeencity.gov.uk">vritson@aberdeencity.gov.uk</a>		No comments received	

\* Required if Business Case projects total capital expenditure to be greater than £10Million as this may require deal specific Insider Lists to be created to comply with the Market Abuse Regulations.

20. Document Revision History			
Version	Reason	By	Date
1.0	Draft for consultation	A. Reid	23/08/2019
1.1	Final draft	A. Reid	13/09/2019

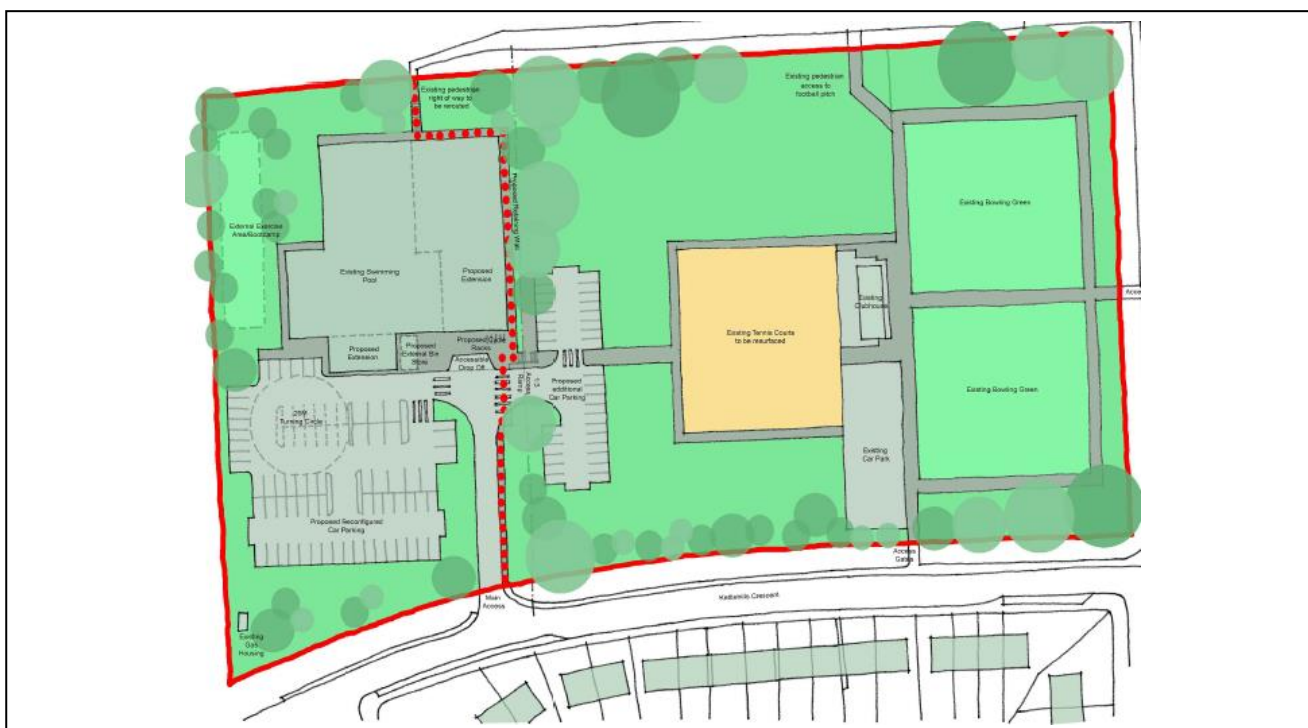
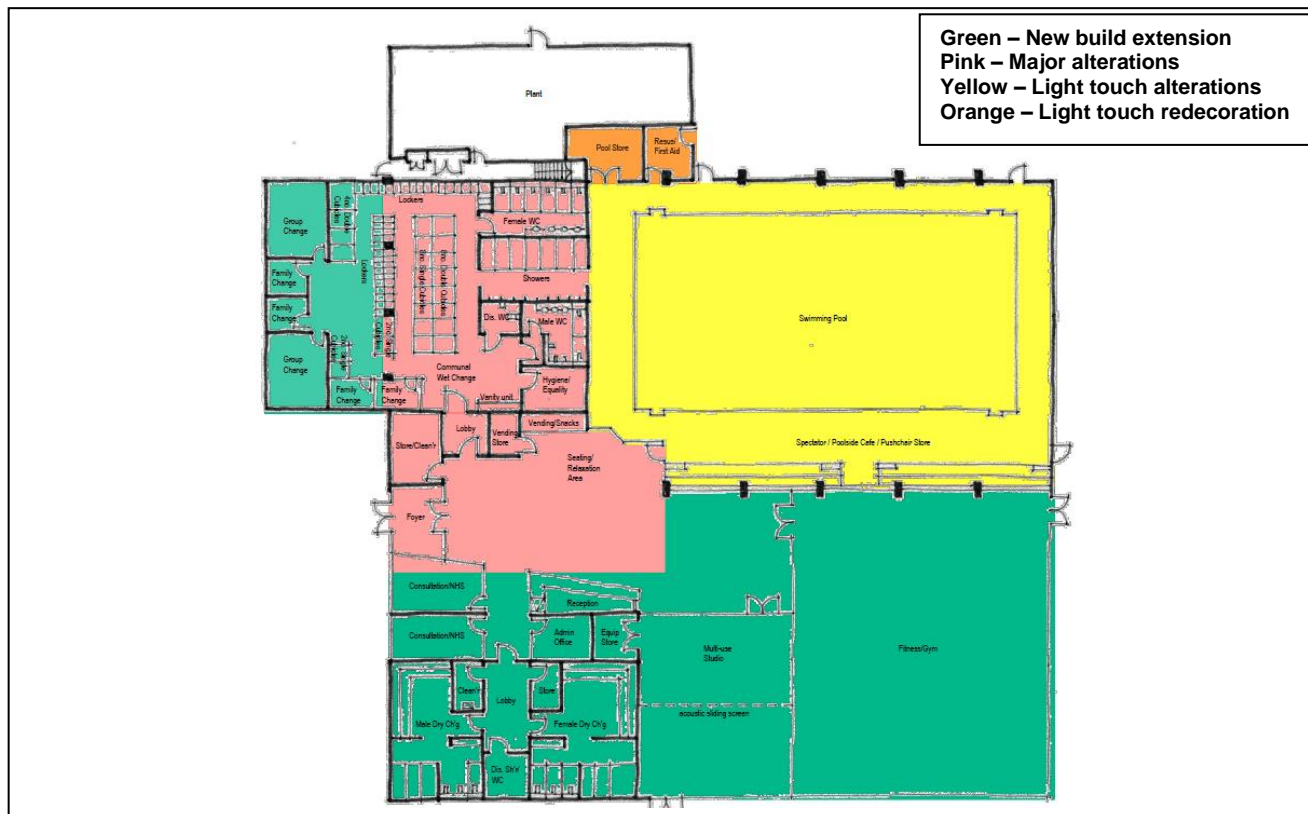
## Business Case

## Appendix 1 - Option D



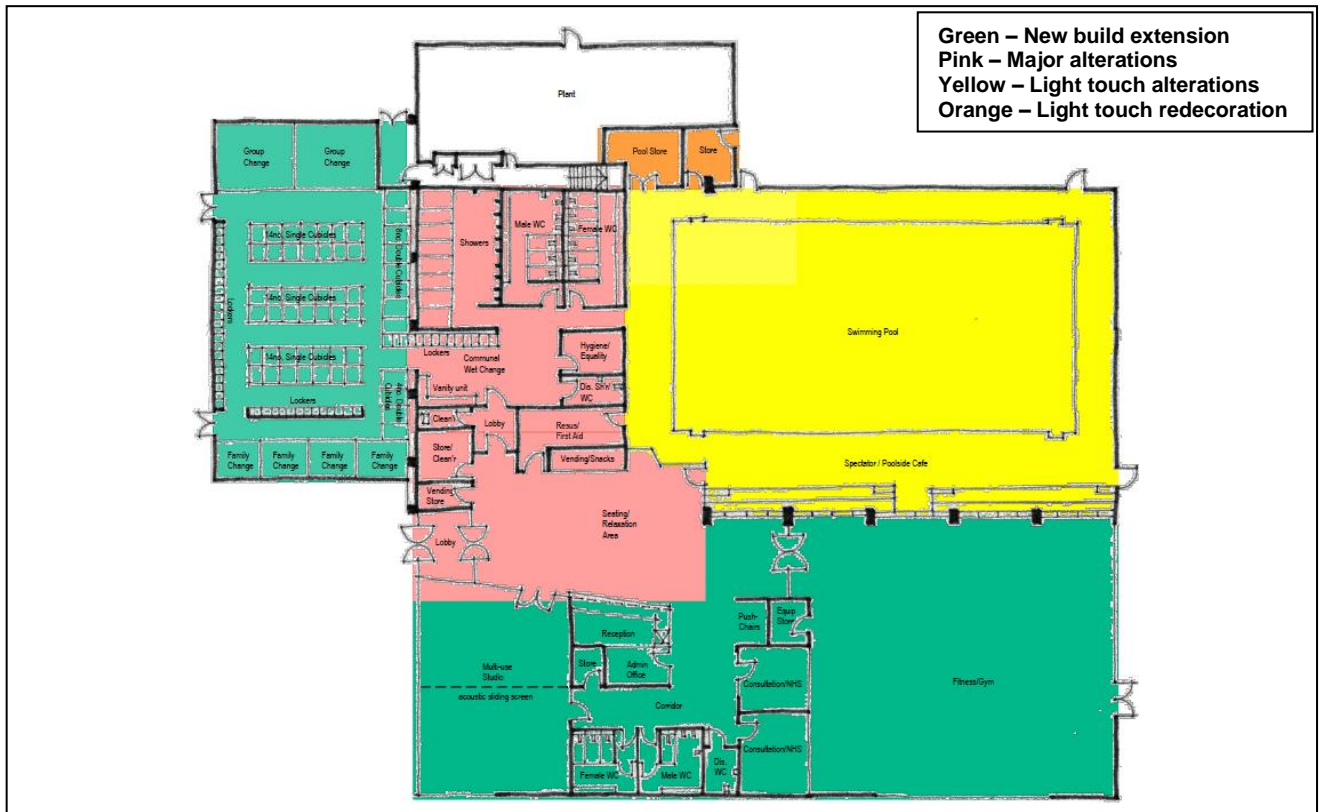


## Appendix 2 - Option E



## Business Case

### Appendix 3 - Option F








Appendix 5 – **Sport Aberdeen Financial Projections**

**Confidential**

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## Appendix G

### PROCUREMENT BUSINESS CASE

	For proposed procurements where the total estimated expenditure exceeds £50,000 (supplies/services) or £250,000 (works)
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<b>Procurement / Contract Title and start date</b>	Northfield Swimming Pool – Extension and Refurbishment Project November 2019		
<b>Procurement Ref No.</b>	RES028		
<b>Current contract in place?</b>	No		
<b>Function</b>	Resources	<b>Cluster</b>	Corporate Landlord
<b>Lead Officer</b>	Alastair Reid	<b>Date prepared:</b>	13 Sep 2019

#### 1. Recommendation

Approve the use of the Alliance Leisure Framework to progress the project from RIBA Stage 4, Technical Design and Cost Certainty through to the delivery of the extension and refurbishment project. With a projected contract start date of November 2019.

#### 2. Compliance with Demand Management Gateways

<p><u>Gateway 1:</u> Is the spend from a national or regional framework and if not, what is the justification for the spend to be off contract?</p>	<p><del>Tender / Framework Call Off Competition / Direct Award / Contract Extension.</del></p> <p>The UK Leisure Framework exists for the delivery of leisure related construction projects. Through this, Alliance Leisure were appointed to take the project to Royal Institute of British Architects (RIBA) Stage 4. That covers surveys, design, cost plans and statutory consents.</p> <p>Alliance Leisure have significant experience in delivering a range of leisure based projects including swimming pools. This will be hugely beneficial as the project progresses. The initial appointment to progress design proposals and cost plans, came at a time when resources within the internal design team were allocated to other projects. Having carried out the initial phase of the project, Alliance are primed to take the project forward. It remains an option to use a different procurement route, however this would lead to a significant delay in the project as new Design resources are identified and an alternative procurement route followed.</p> <p>Design fees included in the contract are in line with the Council's internal design team fees. Having reviewed the cost plan provided by Alliance Leisure, officers are comfortable the estimated costs are within anticipated parameters. The construction cost estimates are based on a contract sum being established with a Main Contractor in competition by means of a single stage tender process using a design and build Form of Contract.</p>
<p><u>Gateway 2:</u></p>	<p>No – Northfield Swimming Pool is owned by the Council and operated by Sport Aberdeen. The pool was closed in March 2018 following critical plant</p>

<p>Is this spend connected with an identified budget option/service redesign? If not what is the justification for the contract?</p>	<p>failure. Without significant capital investment it will not reopen. Following discussion with Sport Aberdeen it was apparent that there was an opportunity to provide an enhanced facility. Which would provide greater opportunities for physical activity and the maximisation of the facility's commercial effectiveness.</p> <p>At the Full Council budget meeting of 6th March 2019, Co-Leader Cllr Lumsden announced the following:-</p> <p>“As Co-Leaders Cllr Laing and I recently signed the Activate the City pledge and we took that opportunity to underline the importance of health and wellbeing in supporting our wider aims. Today we can announce that we propose to demonstrate that priority by working in partnership to enhance facilities, specifically the refurbishment of Northfield swimming pool.</p> <p>With Sport Aberdeen we make a firm commitment to invest in a multi-million pound extension and enhancement of the facility through the Condition and Suitability budget.”</p> <p>This project will result in refurbishment of all mechanical and electrical plant to provide Northfield Pool with a up to 20-year serviceable lifespan. In addition, an extension will provide the following:-</p> <ul style="list-style-type: none"> <li>• 60-station fitness suite</li> <li>• Multi purpose studio</li> <li>• Dry changing facilities</li> <li>• Non-clinical space for use by partners</li> <li>• Increased changing accommodation, including group changing and family changing.</li> <li>• Additional bike and car parking.</li> </ul> <p>The refurbishment to existing areas covers:-</p> <ul style="list-style-type: none"> <li>• New sanitaryware</li> <li>• Redecoration</li> <li>• Retiling</li> <li>• New flooring</li> <li>• New internal doors</li> <li>• Replacement fixtures and fittings</li> <li>• New suspended ceilings</li> </ul>
<p><u>Gateway 3:</u> Does the spend support outcomes associated with the LOIP and/or the Council's associated commissioning intentions?</p>	<p>Prosperous People: the inclusion of non-clinical space, fitness suite and multi-purpose studio as part of the proposed extension to Northfield Pool supports the primary and secondary drivers in relation to health and wellbeing, specifically contributing to the achievement of the specified improvement measures, namely the reduction in the number of inactive people in Aberdeen. The enhanced facilities combined with the services delivered from the facility will support this improvement measure by providing local opportunities, targeted towards those who would benefit the most.</p> <p>Prosperous Place: Using the enhanced facility, Sport Aberdeen will work with key partners/stakeholders to provide opportunities for young people from within the Northfield community. This will help young people to access positive activities within a sport and physical activity environment, building on work undertaken to date with partners in this area. Through partnership working, Northfield Pool will be able to provide opportunities for engaging with disenfranchised young people, with the aim of reducing anti-social behaviour by young people and increasing the number of young people engaged in diversionary activity programmes who take on a volunteering role within their communities.</p>

	<p>Additionally, the proposal at Northfield Pool specifically addresses the secondary driver of ensuring that all areas of the City and everyone in our communities have access to opportunities to participate in a range of health and fitness activities. The combination of facilities proposed as part of the enhanced facilities will support the improvement measures of reducing the % of inactive adults and children, increase the % uptake of recreational walking through targeted walk programmes within the local community. The new facilities will obviously also be fully compliant with accessibility/equality legislation, providing equality of access to both the activities and the programmes delivered within them.</p> <p>Specific benefits and measures will be considered in due course.</p>
<p><u>Gateway 4:</u> Have officers concluded all processes to avoid the demand associated with the external spend?</p>	<p>Demand classification – Failure</p> <p>The pool was closed in March 2018 following critical plant failure. Without significant capital investment it will not reopen.</p>
<p><u>Gateway 5:</u> Are the performance measures to assess the impact of the associated external spend robust and appropriate?</p>	<p>The project business case details the benefits of the project.</p>
<p><u>Gateway 6:</u> Are the managerial and governance reporting arrangements against these performance measures robust and appropriate?</p>	<p>A medium level of contract management is required.</p>
<b>3. Risk</b>	
<p>What risks are associated with this procurement?</p>	<p><u>Agreeing</u> Frameworks rely on certain contractors, which could create issues around availability. This is considered a low risk.</p> <p><u>Not agreeing</u> The project would be stopped and the pool would not reopen. Alternative procurement could be considered but as the design has been procured through the framework, this would lead to a significant delay to the project and abortive costs of design fees.</p>
<b>4. Consultation</b>	
<p>Details of consultation undertaken</p>	<p>City Growth &amp; Resources Committee – Project will be considered as part of Condition &amp; Suitability Programme Update at September 2019 meeting.</p> <p>Sport Aberdeen have been fully involved in the project and are supportive of the proposal.</p>
<b>5. Legal</b>	
<p>Does the proposal comply with all relevant legal provisions?</p>	<p>Yes</p> <p>Commentary: It is proposed to use a Framework which is open for use by Scottish local authorities. Provided that the Council complies with the terms of the Framework Agreement this is a compliant route.</p> <p>Name: Alison Watson</p>

	Date: 13 Sep 2019
<b>6. Finance</b>	
Budget including all revenue and on costs	£x already allocated. A further £x will be required to deliver the project at a total cost of £x. With Sport Aberdeen funding £x. £x of the total budget is to cover internal fees associated with managing the project, which will not form part of the contract.
Budget Type	<input type="checkbox"/> Revenue <input checked="" type="checkbox"/> Capital <input type="checkbox"/> Common Good
Budget Code(s)	NHCP294 - Condition and Suitability Programme
Estimated Spend	Annual contract value: n/a  Total contract value: £x
Reviewed by	Name of Finance Officer: Scott Paterson  <b>Recommendation</b> The funding mechanism to support this contract is in place, and the proposal can be approved.  Date of review: 12 September 2019
Is budget sufficient for procurement?	Yes / <del>no</del>
<b>7. Governance</b>	
Approved by Director / Chief Officer	Name / date: Stephen Booth, Corporate Landlord / 13 Sep 2019
Approved by Legal:	Name / date: Alison Watson / 13 Sep 2019
Approved by Finance:	Name / date: Scott Paterson / 12 Sep 2019
Approved by Commercial and Procurement:	Name / date: Allison Gallacher / 13 Sep 2019
Approval by Demand Management Control Board	Date: 13 Sep 2019
Presented to Committee:	Name of Committee: City Growth & Resources Date: 26 September 2019

**Condition**

- A: Good - performing well and operating efficiently
- B: Satisfactory - performing adequately but showing minor deterioration
- C: Poor - showing major problems and/or not operating adequately
- D: Bad - life expired and/or serious risk of imminent failure

**Suitability**

- A: Good - performing well and operating efficiently. The buildings support the delivery of the service and are considered suitable for use now and in the future.
- B: Satisfactory - performing well but with minor issues. The buildings generally support the delivery of services and would be considered suitable. There is room for improvement in certain areas but the property is fundamentally okay.
- C: Poor - showing major problems and/or not operating optimally. The buildings impede the delivery of services and would not be considered suitable.
- D: Bad - does not support the delivery of services at all. The buildings seriously impede the delivery of services and would definitely not be considered suitable.

**Accessibility**

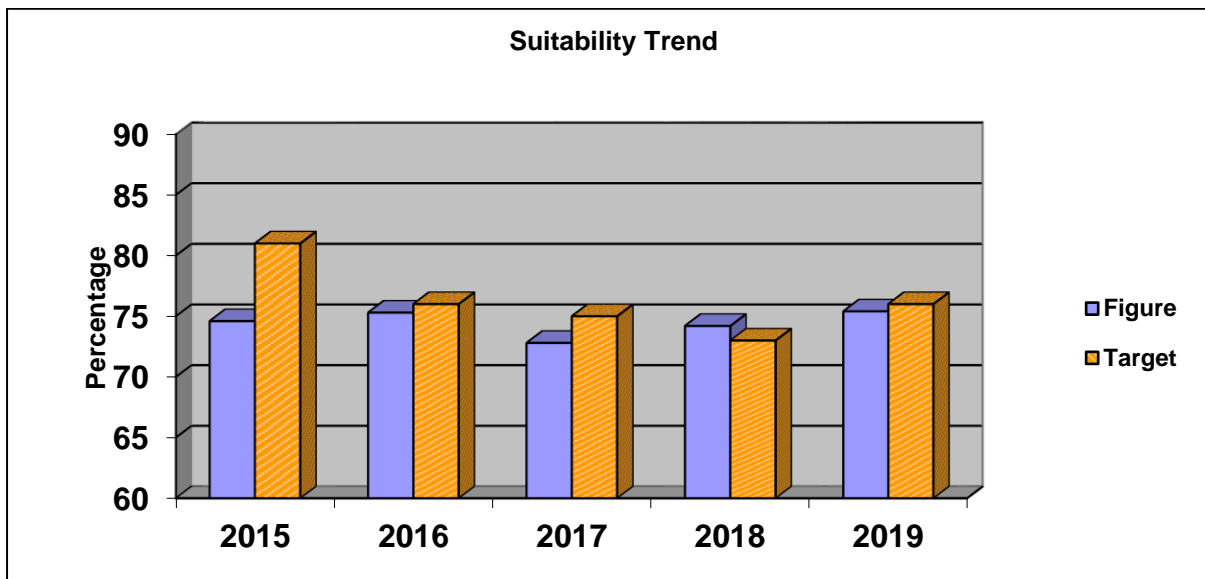
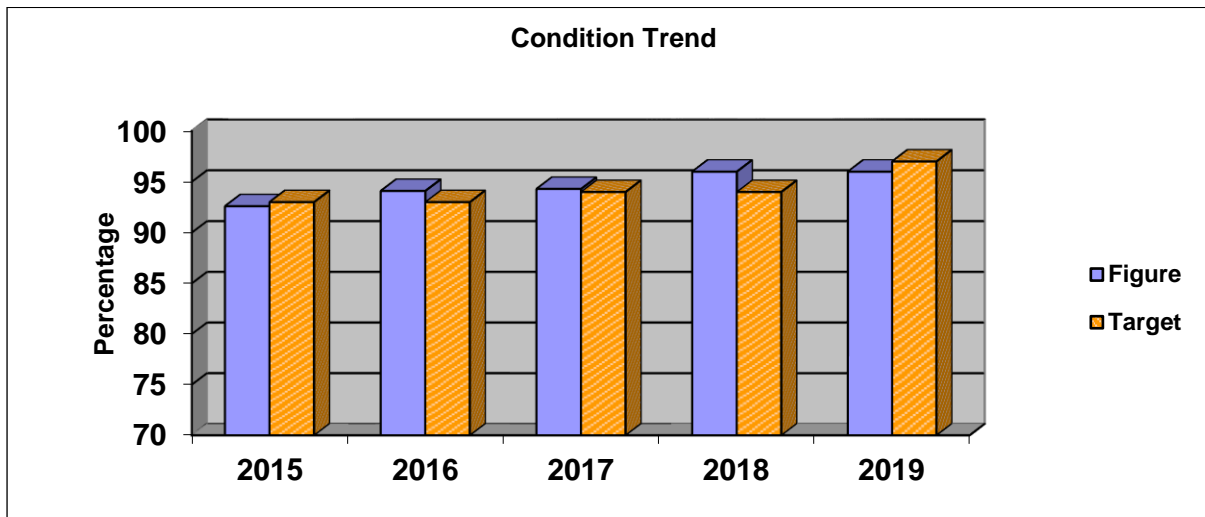
- A: Good - Accessible with little or no works required.
- B: Satisfactory - Accessible with only minor works required.
- C: Poor - Significant investment required to make accessible.
- D: Bad - Major Investment required or cannot be made accessible.

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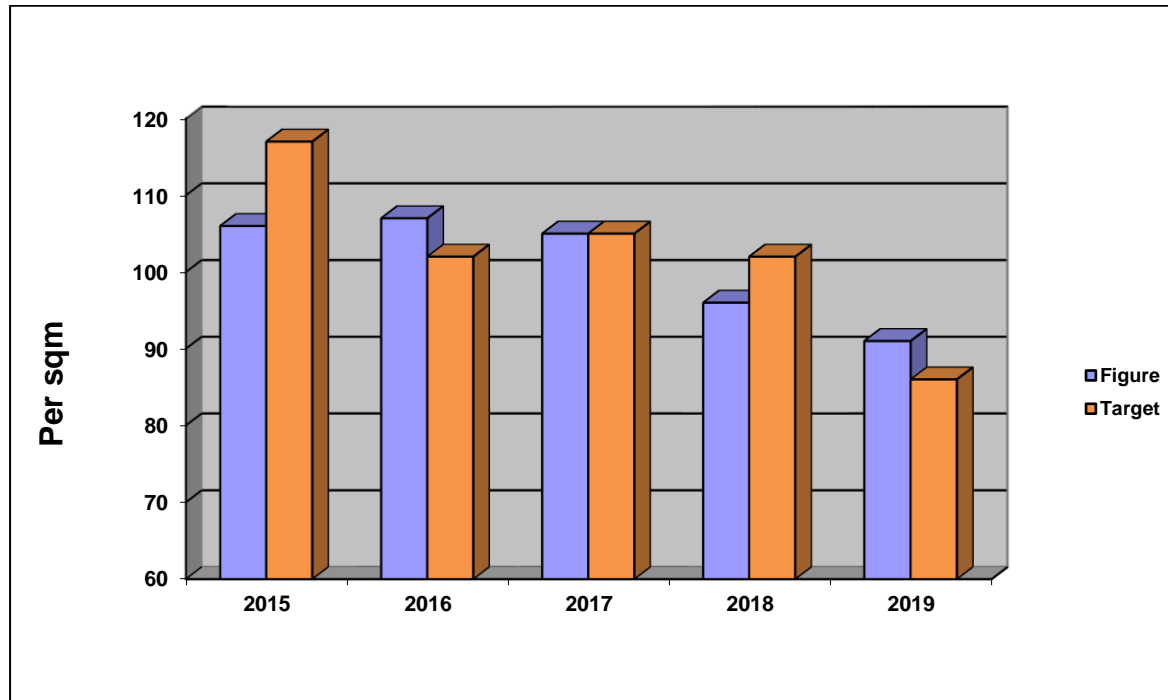
### SPI Definition – Condition & Suitability

The SPI shows the overall position of operational buildings in terms of if they are both suitable and in satisfactory condition. In addition as the SPI has been in use for a number of years it is possible to see long term trends. The SPI figure shows if the investment being made is leading to improvements in condition and suitability grades. Improving figures would suggest investment levels are sufficient while declining figures would suggest that the investment is not sufficient.



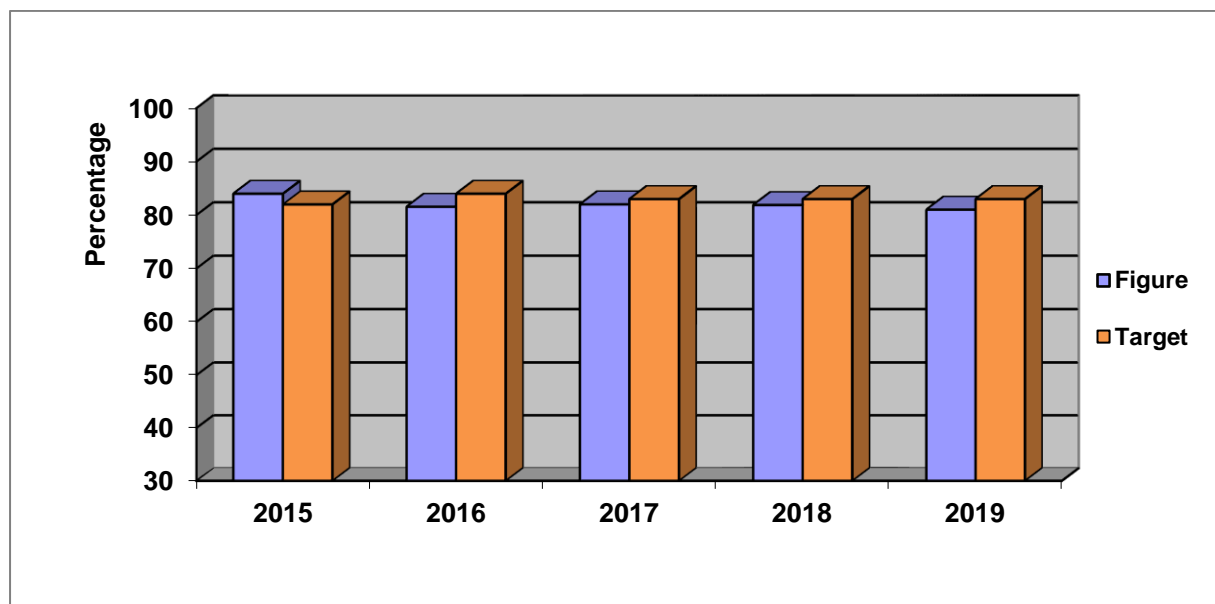
### SPI Definition – Required Maintenance

The required maintenance cost of operational assets per square metre is an assessment of the cost to bring the property from its present state up to the state reasonably required by the authority to deliver the service or to meet statutory or contract obligations and maintain it at that standard. Betterment should be specifically excluded from the calculations of cost.



### SPI Definition - Accessibility

The number of council buildings from which the council delivers services to the public and percentage of these in which all public areas are suitable for and accessible to disabled people



## ABERDEEN CITY COUNCIL

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<b>COMMITTEE</b>	City Growth and Resources
<b>DATE</b>	26 September 2019
<b>EXEMPT</b>	No
<b>CONFIDENTIAL</b>	No
<b>REPORT TITLE</b>	Corporate Booking Policy
<b>REPORT NUMBER</b>	RES/19/369
<b>DIRECTOR</b>	Steve Whyte
<b>CHIEF OFFICER</b>	Stephen Booth
<b>REPORT AUTHOR</b>	Andrew Jones
<b>TERMS OF REFERENCE</b>	Remit 2.2

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### 1. PURPOSE OF REPORT

- 1.1 To seek approval of the draft Corporate Booking Policy, as attached at Appendix 1 of this report.

### 2. RECOMMENDATION(S)

That the Committee:-

- 2.1 approves the adoption of the Corporate Booking Policy, as attached at Appendix 1 of this report, and:
- 2.2 notes the draft Terms and Conditions document, as attached at Appendix 2 of this report.

### 3. BACKGROUND

- 3.1 Officers are currently working to implement a new online booking system for the administration of space hire in schools and community learning centres. The new online system will bring about improvements to the way in which internal and external hires are managed, whilst also significantly improving the customer experience of submitting a booking for a hire in one of these buildings.

- 3.2 To coincide with the planned launch of the new booking system, a new policy document was drafted, in order to set out the revised principles and procedures for managing and operating hires in schools and community learning centres, which would be supported by the new booking system.
- 3.3 During the course of developing the draft policy document, officers established that there was a need for an overarching policy, which would cover the booking of spaces in a wider range of Council buildings, and not only schools and community learning centres.
- 3.4 It is therefore proposed that a Corporate Booking Policy should be implemented, to ensure a consistent booking experience across all venues / spaces, and that the policy should be aligned to support future digitisation of the booking processes for those spaces.
- 3.5 The draft Corporate Booking Policy is attached at Appendix 1 of this report, and it is recommended that the Committee approves the adoption of this policy.
- 3.6 If approved, the Corporate Booking Policy would be supported by a separate Terms and Conditions document, which will set out the operational arrangements for managing bookings, including for example the cancellations process, application of discounts, space availability and the process for making a booking. This would be reviewed by officers on an annual basis to reflect any changes to charges and processes, and venue availability.
- 3.7 A copy of the draft Terms and Conditions is attached at Appendix 2 of this report, for noting by the Committee.
- 3.8 The proposed corporate policy applies to all hires which take place in any Aberdeen City Council venue. It does not apply to long term leases of buildings, where separate lease agreements are in place, and it does not apply to events which are directly supported by the Council's City Events Team.
- 3.9 Details of the buildings currently available for external let which would be covered by this policy, is provided at Appendix 3.
- 3.10 An online consultation with school and community learning centre lets customers (internal and external) was carried out between 26 February and 31 March 2019, to gather feedback on the principles which underpin the proposed new Policy. The consultation generated 145 responses. The questions focused on whether respondents agreed or disagreed with the following key principles being introduced for the hire of spaces:

<b>Principle</b>	<b>No. of respondents who agreed</b>	<b>No. of respondents who disagreed</b>
Introduction of an online bookings system	114 (79%)	14 (10%)

Introduction of advance (online) payment for all bookings	91 (63%)	36 (25%)
Introduction of a simplified hire pricing structure	126 (87%)	1 (<1%)
Revised availability of venues for hire to better reflect level of demand	94 (65%)	31 (21%)
Arrangements for Priority Booking for repeat customers and those who provide significant community benefit	117 (81%)	9 (6%)

#### 4. FINANCIAL IMPLICATIONS

- 4.1 There are no direct financial implications arising from the recommendations of this report.

#### 5. LEGAL IMPLICATIONS

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

#### 6. MANAGEMENT OF RISK

Category	Risk	Low (L) Medium (M) High (H)	Mitigation
<b>Financial</b>	The policy ensures that a consistent approach is taken to managing payments and cancellations ensuring no financial loss to the council.	H	The terms and conditions for each venue will support the policy on payments and cancellations.
	Changes to payment procedures introduced with this policy may not be the preference for some customers, potentially resulting in fewer bookings and	M	Online consultation carried out with customers ahead of the introduction of the policy. Feedback used to influence and develop the overall policy approach. The venues terms and conditions will ensure

	reduced income from space hire.		consistency across all bookings.
<b>Employee</b>	Introduction of the new policy and online booking system will require staff administering the system to adopt new procedures, which may cause some concern amongst staff	M	Appropriate training and support will be provided to staff prior to the introduction of the new system
<b>Customer</b>	There is a small risk that the introduction of a booking policy may be unpopular with some customers	M	Online consultation carried out with customers ahead of the introduction of the policy. Feedback used to influence and develop the overall policy approach. Online booking system is expected to streamline the booking process and remove current delays and frustrations experienced by customers. Guidance for customers and digital support will be available for those less experienced with online systems.
	The way in which venues currently administer bookings varies and is inconsistent for the customer.	M	The proposed policy will ensure our staff provide a consistent approach to bookings across our venues.
<b>Technology</b>	Technical failure of the online booking system could prevent customers from making bookings and impede staff in supporting and administering bookings	L	Failure is most likely to be caused by faults with live changes or the application itself from scheduled upgrades. Robust change-management protocols will mitigate both of those.

<b>Reputational</b>	There is a small risk that changes to booking policy may be unpopular with customers, leading to a negative impact on the Council's reputation if resulting in negative feedback.	M	Online consultation carried out with customers ahead of the introduction of the policy. Feedback used to influence and develop the overall policy approach. Online booking system is expected to streamline the booking process and remove current delays and frustrations experienced by customers. Guidance for customers and digital support will be available for those less experienced with online systems.

## 7. OUTCOMES

Local Outcome Improvement Plan Themes	
	Impact of Report
<b>Prosperous People</b>	The proposals within this report help support the delivery of Stretch Outcomes 3 to 8 and Stretch Outcome 11 in the LOIP. The proposed new booking policy will streamline the process for booking space hire in Council buildings, which in turn should encourage groups and individuals to continue to book spaces in order to run activities for people within their local community, leading to positive outcomes for those taking part in those activities.

Design Principles of Target Operating Model	
	Impact of Report
<b>Customer Service Design</b>	The proposed booking policy fully supports the Customer Service Design Principles, in particular Being Digital, using digital technologies to promote and encourage self-service, and Customer Centric, through providing a more streamlined and personalised booking experience.

<b>Process Design</b>	The proposed booking policy also supports the Process Design Principles, with the introduction of a simple and intuitive booking system, which will provide data to help us better understand customers' needs.
<b>Technology</b>	The proposed new booking policy has been designed to support the Technology Principles, with the new online booking system providing the data needed for us to take an intelligence led approach to the future management of bookings.

## 8. IMPACT ASSESSMENTS

<b>Assessment</b>	<b>Outcome</b>
<b>Equality &amp; Human Rights Impact Assessment</b>	Full EHRIA completed
<b>Data Protection Impact Assessment</b>	Not required for this report – a DPIA has been completed for the planned new online booking system
<b>Duty of Due Regard / Fairer Scotland Duty</b>	Not applicable

## 9. BACKGROUND PAPERS

There are no background papers associated with this report.

## 10. APPENDICES

**Appendix 1** : Draft Corporate Bookings Policy

**Appendix 2** : Draft Terms and Conditions for Hiring a Space

**Appendix 3** : Buildings available for external hire

## 11. REPORT AUTHOR CONTACT DETAILS

Andrew Jones  
Service Manager, Assets & Finance  
ajones@aberdeencity.gov.uk  
Tel. 523042



Appendix 1

# Corporate Booking Policy

Approved by Committee on  
TBC 2019 with an implementation date of TBC 2019

Document Control

Approval Date	
Implementation Date	
Policy Number	
Policy Author(s) and Owner	
Approval Authority	
Scheduled Review	
Changes	

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## 1. Purpose Statement

- 1.1 This Policy is intended to set out the agreed principles through which all Aberdeen City Council bookings will be managed.
- 1.2 The Policy will provide clarity to customers and staff on how decisions relating to bookings are made, and will ensure that all bookings are administered fairly and consistently

## 2. Application and Scope Statement

- 2.1 This Policy applies to all bookings which take place in any Aberdeen City venue.
- 2.2 The Policy does not apply to long term leases of buildings where separate lease agreements are in place, and it does not apply to events which are directly supported by the Council's City Events Team.

## 3. Responsibilities

- 3.1 Overall responsibility for managing this policy is held by the Chief Officer (Corporate Landlord).
- 3.2 Any instances of non-compliance with the policy should be reported to Chief Officer (Corporate Landlord).
- 3.3 Feedback on the policy should be communicated to the Chief Officer (Corporate Landlord).

## 4. Supporting Procedures & Documentation

- 4.1 This Policy is supported by:

- **Charges**

The scale of charges sets out the hire cost for each room type, and for each category of activity. The scale of charges may be changed following approval by Council.

- **Terms and Conditions**

Terms and conditions will detail:

1. Cancellations process
2. Free hire/reduction of fees/discounts
3. Availability

#### 4. Process for bookings

### 5. Policy Statement/s

#### 5.1 Protection of Finance

- 5.1.1 Where a charge is to be made for a venue booking, full payment will be required at the time of booking. Payments will be processed in accordance with the terms and conditions.
- 5.1.2 Charges for bookings will be based on the agreed scale of charges. For special bookings or major events, a special charging rate may be applied to the booking. Any special rates to be used for specific bookings must be approved by ACC's Chief Officer (Finance), prior to the booking being confirmed.
- 5.1.3 For bookings which require documents or eligibility to be checked, customers will be asked to upload relevant documents onto the online booking system and the booking will be held as provisional, pending verification of documentation. Following successful verification and payment received (if applicable), confirmation of the booking will be sent to the customer.
- 5.1.4 Cancellations will be processed in accordance with the terms and conditions.

#### 5.2 Compliance with the Law

For the following types of booking, customers will be required to upload evidence of relevant licenses and documentation, prior to the booking being confirmed:

##### **5.2.1 Provision of coaching, teaching or instruction services**

For external bookings, all group leaders must hold appropriate teaching or coaching qualifications, along with personal indemnity and public liability insurance covering the type of activity being offered.

##### **5.2.2 Activities involving the provision or sale of food**

Anyone involved in the preparation or provision of food for the consumption of others must be suitably trained in food hygiene controls appropriate to the activity. Where food is sold commercially, the business conducting the sales must be registered with their own local authority Environmental Health department and must have achieved a Pass standard in terms of the Food Hygiene Information Scheme.

##### **5.2.3 Bookings involving the consumption of alcohol**

Bookings involving the consumption of alcohol may be permitted where the refreshment is provided free of charge by the organisers, or where group participants supply their own alcoholic refreshments, and where children under the

age of 18 are not permitted to partake. Customers will be required to provide detailed information on how the activity will be suitably managed, when submitting their booking. This information will be verified before the booking is approved.

#### **5.2.4 Bookings involving the sale of alcohol**

Booking involving the sale of alcohol, or where alcohol is to be provided for in the cost of the ticket for the activity, require an Occasional License, issued by the Licensing Board. A copy of a valid Licence or other suitable evidence that a valid Licence is held must be provided by the customer, and this will be reviewed by ACC staff, prior to the booking being confirmed.

The sale of alcohol in educational establishments is permitted only where no person under the age of 18 years is entitled to be present at the function. The number of occasions involving the granting of Occasional Licences is restricted to four per year (plus weddings) per establishment.

#### **5.2.5 Use of Council Property for political purposes**

Aberdeen City Council may allow political parties or candidates to use a council property for a public meeting. The booking will be free of charge, but the Council is entitled to be reimbursed for heating, lighting and other utilities, as well for any damage caused to the room during the hire. Candidates or their agents are required to give reasonable notice in booking a room and any booking should not interfere with existing arrangements such as prior bookings or school opening hours. Aberdeen City Council must also prepare and keep for each constituency which is wholly or partly in its area, a list of rooms available, such as in school premises, council offices and other council owned buildings.

### **5.3 Protection of People**

- 5.3.1 Where activities are attended by children under the age of 18 who are not also accompanied for the full duration of the activity by their parent or other responsible adult, and where the group leaders are not known to all of the children's parents through a family or personal relationship, then group leaders are considered to be undertaking regulated work, as defined by the Protection of Vulnerable Groups (Scotland) Act 2007 (the PVG Act).
- 5.3.2 In accordance with the PVG Act, group leaders undertaking regulated work on behalf of an employer, or for an established voluntary organisation, should hold PVG Scheme membership. Customers applying to hire a space in which to undertake regulated work will be required to provide evidence of valid PVG Scheme membership from their employer or voluntary organisation, which confirms that the appropriate PVG membership is held by the named individuals who will be acting as group leaders at one or more of the sessions being applied for.
- 5.3.3 All group leaders undertaking regulated work who are self-employed, or who are running the activity as a private individual and not on behalf of a company or

established voluntary organisation, will be required to obtain a Basic Disclosure Certificate, at their expense, from Disclosure Scotland, and to provide evidence of their valid certificate, or other suitable evidence to show that a valid certificate is held, prior to their hire booking being approved.

- 5.3.4 Group Leaders will be responsible for the activities undertaken with respect to health and safety upon the premises. This includes the provision of adequate supervision and the relaying and implementation of those emergency procedures to and by their group whilst on the premises. It is the responsibility of group leaders to ensure that the ratio of participants to group leaders in an activity meets any current guidelines covering that activity.
- 5.3.5 Group participants must be met at the establishment entrance by the group leader and accompanied to the relevant leased area. The group leader is responsible for ensuring that group participants access only those areas included within the hire.
- 5.3.6 Detailed information and guidance on local health and safety arrangements will be available from the member of staff on site, and via relevant notices and signage posted within the premises.
- 5.3.7 ACC operates a smoke free grounds policy. No smoking (including the use of e-cigarettes) is permitted anywhere within the building or grounds of any ACC property.
- 5.3.8 Bookings involving the use of bouncy castles or other inflatable equipment will only be permitted where all inflatable equipment is Pertexa Inflatable Play Accreditation (PIPA) registered, and operated by a competent person. Evidence of this must be provided prior to the let application being accepted. Further advice and guidance for organisers of events involving the use of bouncy castles or other inflatables can be found here: <https://www.aberdeencity.gov.uk/eventguide>

## 6. Definitions

<b>ACC :</b>	Aberdeen City Council
<b>External Customer :</b>	Any member of the public who submits a booking for a let which is to be used for any activity not connected to the direct delivery of ACC services
<b>Group Leader :</b>	The person who is leading, coordinating or is in charge of any activity for which a venue has been booked, and who is present whilst the event is running
<b>Group Participant :</b>	Any person attending and/or taking part in an activity for which a venue has been booked

**Internal Customer :**

Any member of ACC staff who submits a booking for a let on behalf of an ACC establishment, team or service, and where the let is to be used for the direct delivery of ACC services

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## 7. Risk

7.1 This implementation of this policy and supporting procedures specified in Section 4 is expected to mitigate the following identified risks:

	Risk	Low (L), Medium (M), High (H)	Mitigation
<b>Strategic</b>	Existing procedures for administering bookings across the council could place excess demand on available staff resources	H	This policy will underpin the digitisation of bookings. The online booking systems to support this policy will incorporate logic to ensure that bookings can only be made where resource is available. It will help minimise the staff resource required to administer the service.
<b>Compliance</b>	There is no corporate bookings policy currently in place or an existing system for recording and storing data relating to booking applications.	H	The new policy clearly outlines the agreed principles through which all Aberdeen City Council bookings will be managed. The online booking system to support the policy will be used to collect and store data relating to booking applications in compliance with GDPR legislation.
<b>Operational</b>	The way in which venues currently administer bookings varies and is inconsistent for the customer	M	This policy will ensure our staff provide a consistent approach to bookings across our venues.
<b>Financial</b>	The policy ensures that a consistent approach is taken to managing payments and cancellations ensuring no financial loss to the council.	H	The terms and conditions for each venue will support the policy on payments and cancellations.
<b>Reputational</b>	Inconsistent decision making on individual applications due to the lack of a clear policy could lead to reputational damage to the Council	H	Clearly setting out the policy principles and terms and conditions for bookings will help to eradicate this risk.

7.2 Implementing the policy may result in the following unintended consequences and risks:

	<b>Risk</b>	<b>Low (L), Medium (M), High (H)</b>	<b>Mitigation</b>
<b>Financial</b>	Changes to payment procedures introduced with this policy may not be the preference for some customers, resulting in fewer bookings and reduced income from space hire.	M	Online consultation carried out with customers ahead of the introduction of the policy. Feedback used to influence and develop the overall policy approach. The venues terms and conditions will ensure consistency across all bookings.
<b>Operational</b>	There is a small risk that the introduction of a booking policy may be unpopular with some customers	M	Online consultation carried out with customers ahead of the introduction of the policy. Feedback used to influence and develop the overall policy approach. Online booking system is expected to streamline the booking process and remove current delays and frustrations experienced by customers. Guidance for customers and digital support will be available for those less experienced with online systems.
<b>Reputational</b>	There is a small risk that changes to booking policy may be unpopular with customers, leading to a negative impact on the Council's reputation if resulting in negative feedback.	M	Online consultation carried out with customers ahead of the introduction of the policy. Feedback used to influence and develop the overall policy approach. Online booking system is expected to streamline the booking process and remove current delays and frustrations experienced by customers. Guidance for customers and digital support will be available for those less experienced with online systems.

- 7.3 The UK Government's PREVENT Strategy requires local authorities to ensure that publicly-owned venues and resources do not provide a platform for extremists and are not used to disseminate extremist views. Activities taking place during bookings are therefore monitored by staff who are required to report any concerns / suspicious activity. The online booking system will include a facility for staff to log an instant report onto the system using a PC or mobile device. Reports will be reviewed by the Chief Officer Governance and responsible Service Manager and appropriate action will be taken to address any concerns. Activities attended by unaccompanied children also require group leaders to submit valid PVG / Disclosure certificates which are checked prior to let applications being accepted.
- 7.4 The public sector equality duty is a duty on public authorities to consider or think about how their policies or decisions affect people who are protected under the Equality Act 2010. Aberdeen City Council has the right to refuse or cancel a booking where this duty could be compromised.

## 8. Policy Performance

- 8.1 Booking performance can be measured by the total number of bookings per venue and total revenue. Booking performance can be reported to the City Growth and Resources Committee at each committee cycle. The Policy can be reviewed every twelve months from September 2020.

## 9. Design and Delivery

- 9.1 The policy is aligned to supporting the delivery of the Target Operating Model :

**Customer Service:** The Policy will help ensure a customer centric approach, making use of a digital online booking system to provide self-service opportunities for customers, whilst also ensuring that alternative support is available for customers who require it.

**Organisational Design:** Corporate bookings will be managed in house, with streamlined processes and digitised bookings to allow a reduction in current administration.

**Governance:** A corporate policy on all bookings will ensure a consistent approach and ensuring terms and conditions for each venue are visible to our customers

**Processes :** The Policy is designed to better reflect the needs of customers and allows for a streamlined, simplified digital process for administering bookings.

**Technology :** The Policy allows for better use of technology, through utilising a new online booking system, which will streamline the booking process and provide data to help us better understand and respond to customers' needs in future.

## 10. Housekeeping and Maintenance

- 10.1 This Policy replaces all other policies relating to corporate bookings. The separate terms and conditions document will support this policy and should be reviewed on an annual basis to reflect any changes to charges and processes, and venue availability.

## 11. Communication and Distribution

- 11.1 The policy will be available on request. The terms and conditions document will be available for customers prior to any booking and a copy provided to them upon any bookings. The policy will also be issued to all members of Council staff involved in administering and supporting bookings.

## 12. Information Management

- 12.1 Data relating to bookings will be collected via the online booking system, and is processed, stored and managed in accordance with the Council's Corporate Information Policy. A separate Data Protection Impact Assessment is available.

## Appendix 2

### Hiring a Space Terms and Conditions

Draft – September 2019

#### The Terms and Conditions

The Terms and Conditions regulate hiring a space in Aberdeen City Council venues, and complements the Corporate Booking Policy. By submitting a booking for hiring a space the Customer (Internal or External) will be deemed to have accepted the Terms and Conditions.

#### 1. Definitions

- 1.1 In the Terms and Conditions (including the foregoing preamble) the following expressions have the following meanings:

**ACC** : Aberdeen City Council

**Building Manager** : The Manager (or Head Teacher or Centre Operations Officer) with responsibility for the operation of the building, or their nominated representatives

**Community Programme** : A programme of activities which is planned to be delivered by or on behalf of a community learning centre, for the direct benefit of the local community and to meet agreed community priorities

**External Customer** : Any member of the public who submits a booking for a hiring a space which is to be used for any activity not connected to the direct delivery of ACC services

**Event Leader** – The person who is leading, coordinating or is in charge of any event or activity for which a hire has been booked, and who is present whilst the hire is taking place.

**Group Leader** : The person who is leading, coordinating or is in charge of any activity for which a hire has been booked, and who is present for the hire of the space.

**Group Participant** : Any person attending and/or taking part in an activity

**Internal Booking Window**: The period of time in which hires within educational establishments for the following academic year can be submitted only by out of school care providers and school and community learning centre staff.

**Internal Customer** : Any member of ACC staff who submits a booking for a hire on behalf of an ACC establishment, team or service, and where the hire is to be used for the direct delivery of ACC services

**Hire** : The short term use of a defined space within an ACC building, either within the building or within the external grounds of the establishment

**Premises**: The building or external grounds in which a hire is to take place

**Equipment** : Any item of equipment included within a space which has been clearly designated as available for use by group participants whilst a hire is taking place

**Space** : A room, sports pitch, or other designated area within a premises which has been made available for hires.

**PAT (Portable Appliance Testing)** : Routine testing of electrical equipment for safety

**Priority Booker:** An external customer who requires to hire a space to run regular activities which are deemed to have significant community benefit, and who has been given access to make online bookings during the Priority Booking window.

**Priority Booking Window:** The period of time in which bookings for the following academic year can be submitted only by Priority Bookers, out of school care providers and school and community learning centre staff

**School Programme** : A programme of activities which is planned to be delivered by or on behalf of a school, for the direct educational benefit of pupils within the school

## **2. Let Bookings and Payment**

- 2.1 Customers wishing to apply for a hire will be required to register for a user account on the online booking system, accessible via the ACC website, prior to making any bookings.
- 2.2 Guidance on how to use the system will be available to all customers. Digital support is available for customers who do not have access to the internet or are less experienced with online systems so that they are supported with their bookings. This is available at our customer service centre, customer access points, local libraries and via our museum and galleries staff.
- 2.2 All applications for hires should be submitted via the online booking system. Bookings must be submitted at least 28 days in advance, however applications submitted less than 28 days in advance may also be considered subject to availability, but this cannot be guaranteed.
- 2.3 Where a charge is to be made for a booking, full payment will be required immediately after the booking request and any relevant evidence has been checked, and before the hire takes place. Confirmation of the booking will be sent to the customer following receipt of payment.
- 2.4 Customers who make a block booking for a regular hire which takes place over several sessions, for example each week or each month, may be given the option to pay in instalments, with payment covering an individual session requiring to be paid at least 7 days in advance of the session taking place. All individual sessions within a block booking will be considered to be provisional until payment for those sessions has been received. A booking for an individual session will be cancelled if payment for that session has not been received at least 7 days in advance.
- 2.5 Depending on the type of booking being made, customers may be required to provide additional documentation or evidence of eligibility to support their application. In these cases the booking will be held as provisional, pending checks being carried out. Following successful completion of the checks and payment received (if applicable), confirmation of the booking will be sent to the customer.
- 2.6 Where no charge is required for a hire and no additional documentation or evidence is required, bookings will be confirmed immediately at the time of booking, subject to venue availability.
- 2.7 Where payment has not been made for provisional bookings at least 7 days prior to the let being due to take place, the provisional booking will be cancelled and the customer will be notified.

### **3. Charges and Discounts**

- 3.1 Hires are normally charged per hour with some venues charging a minimum period of 2 hours, and are shown on the separate Scale of Charges document, available via the online booking system.
- 3.2 Charges are based on the size and type of space to be hired. Where there is any dispute as to the rate to be applied to a specific let activity, the final decision will rest with ACC's Chief Officer (Corporate Landlord).
- 3.3 The appropriate charging category will be applied based on information supplied by the customer at the time of booking. Staff on site at the time of the hire will check that the activity meets the criteria for the charging category which has been applied. Where there is evidence that the criteria have not been met and a higher rate charging category is considered to be more appropriate, the customer will be informed of this and charged the additional amount required for the hire, which must be paid by the customer before any further hires can take place.
- 3.4 Concession discounts may be available, for customers running activities for groups of children under 16, students, adults over 60, disability groups, or Access to Leisure members. All group participants (excluding any group leaders) must qualify for one of these concessions in order for the discount to apply, and customers are required to confirm eligibility at the time of booking. Staff on site at the time of the hire will check that the concession rate has been applied appropriately, and where there is evidence that any group participants do not qualify for a concession discount, the outstanding balance of the full charge for the hire will require to be paid by the customer, before any further hires can take place.
- 3.5 Sports clubs which are members of ClubSport Aberdeen are eligible for discounts on the hire of spaces within schools and community learning centres. To determine the level of discount to be applied, clubs will be required to provide evidence of their membership level when submitting a hire application, by uploading relevant documents within the online booking system.
- 3.6 Charges for hires in schools and community learning centres will be waived only for the following groups and activities. Where there is any dispute as to whether a particular activity meets the criteria listed below, the final decision will rest with ACC's Chief Officer (Corporate Landlord):
- School programmes
  - Community programmes
  - Care Inspectorate registered Out of School Care service providers
  - Language schools which operate not-for-profit and provide extra-curricular activities for children living in Aberdeen City which focus on learning about and through a specific foreign language and culture
  - School or parent council fundraising events where funds raised will directly benefit pupils at the school
  - Clinics and surgeries for Aberdeen City Councillors, MPs and MSPs
  - Parliamentary candidate public meetings during pre-election periods for parliamentary elections (as per Section 95 of the Representation of the People Act 1983)
  - Business meetings for Representative Community Groups (Community Councils, properly constituted Community Residents and Tenants Associations, Neighbourhood Network Groups, and Parent Councils)
  - Blood Transfusion Service
- 3.7 Charges for hire in Aberdeen Art Gallery and Museums will be waived only for the following groups and activities. Where there is any dispute as to whether a particular activity meets the criteria listed below, the final decision will rest with ACC's Chief Officer (Corporate Landlord):
- Friends of Aberdeen Art Gallery and Museums
  - Aberdeen Art Gallery and Museums Trust, Sponsors, Donors and Founder Patrons (limited use)
  - University of Aberdeen for the delivery of lectures on Art or similar educational purposes where these events are held within Cowdray Hall as outlined in the Cowdray Hall and Art Museum Deed of Trust.

- 3.8 For special bookings or major events, a special charging rate may be applied to the booking, subject to approval by ACC's Chief Officer (Finance).

#### **4. Priority Bookings – Educational Establishments and Community Learning Centres only**

- 4.1 For block bookings of hires in schools and community learning centres at the start of each year, priority is given to bookings for Out of School Care (OSC) providers, School Programmes and Community Programmes.
- 4.2 In addition, external customers who require a hire to run regular activities which are deemed to have significant community benefit, may apply for a Priority Booker user account on the online booking system. Where there is any dispute as to whether a customer is eligible for a Priority Booker account, the final decision will rest with ACC's Chief Officer (Corporate Landlord).
- 4.3 OSC providers and school and community learning centre staff are given exclusive advance access to the online system for a limited time period each summer term (**the Internal Booking Window**), to allow them to book spaces for out of school care, school programmes and community programmes planned for the following school year.
- 4.4 After this, spaces and booking slots not required by the OSC providers, schools and centres are made available for Priority Bookers only, for a limited time period (**the Priority Booking Window**) to allow them to select their requirements for the following year.
- 4.5 Regular customers who make block bookings for hires every year will also be given the opportunity to renew their bookings, during the Priority Booking Window, to allow them to request continued use of the same venues and timeslots for the following year. However, the ability to book the same space and timeslot from one year to the next cannot be guaranteed.
- 4.6 After the Priority Booking Window has closed, all internal and external customers will have access to the online booking system throughout the year, to make bookings within that year as required on a first come, first served basis for the majority of venues.

#### **5. Booking Times**

- 5.1 Charges for hires apply to any setting up and clearing away time required by group leaders and / or group participants, as well as for the activity itself. When determining the start and end time for their booking, customers must therefore allow time for any required setting up and clearing away, before and after their activity.
- 5.2 Group participants and group leaders must not enter the hire premises before the start time shown on the let booking confirmation, and all group participants and group leaders must leave the hire premises by the end time shown on the let booking confirmation.
- 5.3 Customers will be required to pay an additional hire charge for time spent within the hire premises out with the agreed times of the hire shown on the booking confirmation, and payment for this will be required prior to any further hires taking place.

#### **6. Cancellation of Bookings**

- 6.1 Should customers wish to cancel a hire application after it has been submitted, this must be done via the online booking system.
- 6.2 Where a customer cancellation for a booking within educational establishments and community learning centres is submitted at least 7 days before the hire is due to take place, and where payments for the booking have already been made, the customer will be refunded the full amount paid.



- 6.3 Where customer cancellations for educational establishments and community learning centres are submitted less than 7 days before the hire is due to take place, no refunds will be provided.
- 6.4 For Partner and Sponsor events at Aberdeen Art Gallery and museums, where a cancellation is submitted less than 8 weeks before the hire is due to take place, 50% of the normal full price hire fee will be charged.
- 6.5 For all other Aberdeen Art Gallery and museums cancellations the following rates will be applied:
- Cancellations between 12 and 4 weeks before the event date: 50% of the total hire fee will be charged
  - Cancellations within 4 weeks of the event date: 100% of the total hire fee will be charged
- 6.6 For operational reasons ACC reserves the right to cancel any provisional or confirmed bookings, or to make changes to bookings without notice, where required. Where bookings are cancelled by ACC and where payments for these bookings have already been made, customers will be refunded the full amount paid, regardless of when the cancellation is made.

## **7. Venue Availability**

- 7.1 Details of designated spaces for hire within specific venues across the city are clearly shown on the online booking system. No other spaces or venues will be available for bookings.
- 7.2 ACC reserves the right to make changes to the list of available venues and spaces for hire at any time, in order to respond to operational requirements, customer demand and available resources.
- 7.3 Aberdeen Art Gallery & Museums reserves the right to change the appearance of museum premises, e.g. for temporary exhibitions. Aberdeen Art Gallery & Museums cannot guarantee that the premises will be free from additional structures at all times. Aberdeen Art Gallery & Museums will endeavour to provide the hirer with advance warning of any changes to the premises.

## **8. Use of School Swimming Pools, Gyms and Assembly Halls**

- 8.1 Swimming pools within school buildings which have been designated as spaces for hire will only be available for booking by established groups, which can provide evidence to show that group leaders hold appropriate lifeguarding or swimming instructor qualifications.
- 8.2 The use of gyms and assembly halls in schools and community learning centres will be granted subject to the following conditions:
- For sporting/exercise activities, non-marking sports footwear must be worn.
  - For dancing, light shoes only must be worn and no dance floor powder or any other substance may be applied to the floor.
  - Group leaders must ensure that suitable footwear is worn at all times by all group participants.
  - Only water from non-spill containers may be consumed in these areas.

## **9. Use of Equipment and Furniture**

- 9.1 All electrical equipment brought onto and used within the hire premises by group leaders or group participants must have been PAT tested within the last 12 months, by a competent and certified PAT Testing professional, and must display a safety label showing the date of the last successful PAT test.
- 9.2 All equipment must be suitable for the environment within which it is to be used. No electrical equipment is permitted on poolside unless it is specifically designed for use in wet areas and is suitably protected against water ingress.

- 9.3 Standard furniture within hired spaces (chairs and tables) is considered to be included within the hire and can be used by customers, unless otherwise advised.
- 9.4 Sporting equipment within hired spaces which can be used by customers, such as goals, nets etc is clearly listed on the online booking system, and within the booking confirmation provided to the customer.
- 9.5 Equipment stored within hired spaces but which is not listed within the booking confirmation must not be used at any time during the hire.
- 9.6 Use of all furniture and equipment is authorised on the basis that it will be used for the purpose for which it was intended, and that it will be treated with care. Customers will be charged for the replacement or repair of any equipment, fixtures, fittings or building fabric which becomes damaged during the hire due to misuse.
- 9.7 The Council reserves the right to withdraw permission to use any equipment or furniture or to cancel let bookings should reports be received that due care is not being exercised by the group concerned. Any items found to be damaged prior to the start of a let, or items which are damaged during the let, should be immediately reported to the staff member on site. Aberdeen Art Gallery & Museums exhibitions and displays must be treated with the utmost care and respect. No display or exhibition can be removed or altered, and no work of art or museum object may be touched. Generally exhibits will not be moved, unless in exceptional circumstances and agreed in advance. Under no circumstances should large heavy objects or works of art be moved. All equipment must be kept a distance of one metre from the walls of the premises and exhibits. Equipment must not be attached to or touch the fabric of the premises, unless agreed at the pre-hire site visit.
- 9.8 Helium balloons are not permitted within museums and galleries.
- 10. Health and Safety**
- 10.1 Lead bookers and group leaders are responsible for the activities undertaken, with regards to health and safety upon the premises. This includes the provision of adequate supervision and the relaying and implementation of emergency procedures to and by their group whilst on the premises. It is the responsibility of group leaders to ensure that the ratio of participants to group leaders in an activity is sufficient and meets any applicable guidelines covering that activity.
- 10.2 Group participants must be met at the establishment entrance by the group leader/ lead booker and accompanied to the relevant hired space / area. The group leader / lead booker is responsible for ensuring that group participants access only those areas included within the hire.
- 10.3 Staff on site are responsible for health and safety whilst a hire is taking place. Detailed information and guidance on local health and safety arrangements will be available from a member of staff on site, and/or via relevant notices and signage posted within the premises.
- 10.4 Prior to the first hire taking place, health and safety information relating to the building will be provided to the applicant and/or group leaders, or in person on the day of the first hire prior to group participants arriving. This procedure will be followed for each new or renewed hire. If the group leader changes, then the information provided previously should be passed to the new leader, or this can be requested again from ACC.
- 10.5 Hires involving the use of bouncy castles or other inflatable equipment will only be permitted where all inflatable equipment is Pertexa Inflatable Play Accreditation (PIPA) registered, and operated by a competent person. Further advice and guidance for organisers of events involving the use of bouncy castles or other inflatables can be found here: <https://www.aberdeencity.gov.uk/eventguide>

- 10.6 Hires involving the use of barbecues or other outdoor cooking equipment will only be permitted where a suitable risk assessment has been carried out, and where appropriate measures have been identified to reduce any risk of injury to group leaders or group participants. Completed risk assessments must be submitted for review, prior to the booking being confirmed. The use of candles and any forms of naked flames, smoke machines and deep fat fryers are prohibited.
- 10.7 For all events involving the sale of alcohol, group leaders/lead bookers must arrange (at their expense) for appropriate professional and licensed security personnel to be present on the premises throughout the event, to undertake front of house duties and ensure the safety of participants and of the building.
- 10.8 ACC operates a smoke free grounds policy. No smoking (including the use of e-cigarettes) is permitted anywhere within the building or grounds of any ACC property.
- 10.9 No animals other than assistance dogs are allowed in the buildings.
- 11. Publicity, Press and Photography at Aberdeen Art Gallery and Museums**
- 11.1 Copies of the invitation should be sent to Aberdeen Art Gallery & Museums for reference prior to the event. Under no circumstances may the event be advertised to the general public in national or local circulation papers of magazines, or in posters or handbills, without the prior approval of Aberdeen Art Gallery & Museums. Fly posting for events is not permitted.
- 11.2 Hirers must ensure that any invitations or publicity material produced for the event uses the correct postal address and access information for the venue concerned. Aberdeen Art Gallery & Museums reserve the right to reassess and potentially cancel bookings if criteria around the initial booking change.
- 11.3 Photography, filming or recording of any kind is not usually permitted. However, exceptional agreement may be sought and granted in advance of the event. If members of the press or photographers are to be in attendance at the event, Aberdeen Art Gallery & Museums must be notified in advance. The purpose and intended use of the images must be agreed by Aberdeen Art Gallery & Museums in advance of publication or broadcast. Aberdeen Art Gallery & Museums reserves the right to use any photographs taken on the premises or the grounds of the building for its own promotional purposes.
- 11.4 The hirer shall ensure that any photographer used by the hirer provides access to, and copies of, and the right for Aberdeen Art Gallery & Museums to use, any photographs taken at the premises or its grounds. Aberdeen Art Gallery & Museums will request the consent from the hirer before it publishes any photographs in the public domain.

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**ESTABLISHMENT AVAILABILITY - EXTERNAL HIRE****Schools and Community Learning Centres**

The buildings listed below will be available for external hire on the stated days and times, subject to staff availability:

VENUE	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
ABERDEEN GRAMMAR	18.00-22.00	18.00-22.00	18.00-22.00	18.00-22.00	18.00-22.00	09.00-17.00	
HARLAW ROAD PLAYING FIELD	18.00-22.00	18.00-22.00	18.00-22.00	18.00-22.00		09.00-17.00	
MILE END (3Rs)	16.00-22.00	16.00-22.00	16.00-22.00	16.00-22.00	16.00-22.00	09.00-22.00	09.00-22.00
ROSEMOUNT COMMUNITY LEARNING CENTRE	18.00-21.00	18.00-21.00	17.00-21.00	18.00-21.00		10.00-14.00 & 16.00-18.00	
RUBISLAW PLAYING FIELD	18.00-22.00	18.00-22.00	18.00-22.00	18.00-22.00		09.00-17.00	09.00-17.00
BRIDGE OF DON ACADEMY	18.00-22.00	18.00-22.00	18.00-22.00	18.00-22.00	18.00-22.00	09.00-17.00	
BRAEHEAD (3Rs)	16.00-22.00	16.00-22.00	16.00-22.00	16.00-22.00	16.00-22.00	09.00-22.00	09.00-22.00
BUCKSBURN ACADEMY (3Rs)	16.00-22.00	16.00-22.00	16.00-22.00	16.00-22.00	16.00-22.00	09.00-22.00	09.00-22.00
STONEWOOD			18.00-22.00				
CULTS ACADEMY (3Rs)	16.00-22.00	16.00-22.00	16.00-22.00	16.00-22.00	16.00-22.00	09.00-22.00	09.00-22.00
CULTER	18.00-22.00	18.00-22.00		18.00-22.00			
CULTS PRIMARY	18.00-22.00	18.00-22.00	18.00-22.00	18.00-22.00		08.00-12.00	
MILLTIMBER			18.00-22.00				
DYCE ACADEMY	18.00-22.00	18.00-22.00	18.00-22.00	18.00-22.00			
DYCE PRIMARY	18.00-22.00	18.00-22.00	18.00-22.00	18.00-22.00		08.30-13.30	
HARLAW ACADEMY HARLAW ROAD PLAYING FIELD (GROATS ROAD)	18.00-22.00 18.00-22.00	18.00-22.00 18.00-22.00	18.00-22.00 18.00-22.00	18.00-22.00 18.00-22.00	18.00-22.00	09.00-17.00 09.00-17.00	 09.00-17.00
KAIMHILL (3Rs)	16.00-22.00	16.00-22.00	16.00-22.00	16.00-22.00	16.00-22.00	09.00-22.00	09.00-22.00
HAZLEHEAD ACADEMY	18.00-22.00	18.00-22.00	18.00-22.00	18.00-22.00			
AIRYHALL (3Rs)	16.00-22.00	16.00-22.00	16.00-22.00	16.00-22.00	16.00-22.00	09.00-22.00	09.00-22.00
HAZLEHEAD PRIMARY (3Rs)	16.00-22.00	16.00-22.00	16.00-22.00	16.00-22.00	16.00-22.00	09.00-22.00	09.00-22.00
LOCHSIDE ACADEMY	18.00-22.00	18.00-22.00	18.00-22.00	18.00-22.00			
KIRKHILL	18.00-22.00						
LOIRSTON	18.00-22.00		18.00-22.00				
TULLOS SCHOOL	18.00-22.00	18.00-22.00	18.00-22.00	18.00-22.00			
TULLOS SPORTS FIELD	18.00-22.00	18.00-22.00	18.00-22.00	18.00-22.00		09.00-17.00	
WALKER ROAD		18.00 - 22.00					
NORTHFIELD ACADEMY	18.00-22.00	18.00-22.00	18.00-22.00	18.00-22.00			
HEATHRYBURN (3Rs)	16.00-22.00	16.00-22.00	16.00-22.00	16.00-22.00	16.00-22.00	09.00-22.00	09.00-22.00
MANOR PARK (3Rs)	16.00-22.00	16.00-22.00	16.00-22.00	16.00-22.00	16.00-22.00	09.00-22.00	09.00-22.00
OLDMACHAR ACADEMY & PLAYFIELD	18.00-22.00	18.00-22.00	18.00-22.00	18.00-22.00	18.00-22.00		
DANESTONE		18.00-22.00					
FOREHILL	18.00-22.00						
ST MACHAR ACADEMY & SPORTS FIELD	18.00-22.00	18.00-22.00	18.00-22.00	18.00-22.00			09.00-14.30
CORNHILL			18.00-22.00	18.00-22.00			
SEATON (3Rs)	16.00-22.00	16.00-22.00	16.00-22.00	16.00-22.00	16.00-22.00	09.00-22.00	09.00-22.00
SUNNYBANK	18.00-22.00	18.00-22.00					
WOODSIDE		18.00-22.00					

### **Other Establishments**

The buildings listed below have flexible availability for external hire to suit customers' individual requirements, subject to staff availability:

CENTRAL LIBRARY

COVE LIBRARY

AIRYHALL LIBRARY

ART GALLERY AND MUSEUMS

TOWN HOUSE ROOMS (INCLUDING CIVIC ROOMS)

GRANT ROOM, MARISCHAL COLLEGE (for registrar ceremonies)

BEACH BALLROOM

PARKS AND OPEN SPACES INCLUDING DAVID WELCH WINTER GARDENS (for weddings and photography)

## ABERDEEN CITY COUNCIL

<b>COMMITTEE</b>	City Growth and Resources
<b>DATE</b>	26 <sup>th</sup> September 2019
<b>EXEMPT</b>	No
<b>CONFIDENTIAL</b>	No
<b>REPORT TITLE</b>	Aberdeen City Region Deal – Strategic Transport Appraisal – STAG Pre-Appraisal Options
<b>REPORT NUMBER</b>	PLA/19/315
<b>DIRECTOR</b>	not applicable
<b>CHIEF OFFICER</b>	Gale Beattie
<b>REPORT AUTHOR</b>	Ken Neil
<b>TERMS OF REFERENCE</b>	2 - City Growth and Place 2.2 determine the Council's strategies for city growth and place planning except in relation to major infrastructural planning; and 2.3 consider reports on key actions by the Council towards the delivery of the Regional Strategy and the Inward Investment Plan.

### 1. PURPOSE OF REPORT

- 1.1 This report advises the Committee of the outcomes of the Scottish Transport Appraisal Guidance (STAG) Pre-Appraisal undertaken as the first stage of a Strategic Transport Appraisal component of the Aberdeen City Region Deal. A discussion on the findings from the STAG Pre-Appraisal and the development of Transport Options is provided for approval to take forward to the next stage.

### 2. RECOMMENDATION(S)

That the Committee:-

- 2.1 Approve the draft Transport Options identified in Appendix A – Table 2 to progress to the appraisal stage and instruct the Chief Officer – Place to advise the Aberdeen City Region Deal Joint Committee of the approval, if given.

### **3. BACKGROUND**

#### **3.1 Strategic Transport Appraisal**

3.1.1 Reference is made to a report to this Committee on 19 June 2018 which provided details of the outcomes of the Scottish Transport Appraisal Guidance (STAG) Pre-Appraisal – Interim Report undertaken as the first stage of a Strategic Transport Appraisal component of the Aberdeen City Region Deal.

3.1.2 In summary the following actions were reported on in the Interim Report:

- Identification of cross modal problems and opportunities with the provision of strategic transport in Aberdeen City and Aberdeenshire
- Identification of Key Problems and Opportunities
- Formation of robust Transport Planning Objectives (TPOs)
- Collating of options arising from existing relevant work

3.1.3 The TPOs derived for this study are:

- TPO 1: Increase access to a sustainable transport system for all, recognising specific needs of disadvantaged and vulnerable users.
- TPO 2: Reduce the business costs of transport for all sectors of the economy to realise the aspirations of the Regional Economic Strategy.
- TPO 3: Reduce the adverse impacts of transport on public health and the natural and built environment.
- TPO 4: Improve the integration of transport and land use to reduce the need to travel by private car.
- TPO 5: Improve the relative competitiveness of public transport compared to the private car.
- TPO 6: Maintain and enhance a safe, resilient and reliable transport network.

3.1.4 All project partners approved the Interim Report, identified problems and opportunities, and the confirmed transport planning objectives through their respective governance and committee processes during June 2018. The Interim Report is currently available to view on the [NESTRANS](#) website.

3.1.5 Following the publication of this report, to the next stage of the study was commissioned in October 2018, to 'collate and generate options and undertake option sifting' and to produce a final list of recommended options to take forward to the appraisal stage.

3.1.6 The Option Generation and Sifting Report is an addendum to the Interim Report. Together, these comprise the full Aberdeen City Region Deal Strategic Transport Appraisal: Pre-Appraisal report. The outcomes from this work will principally go on to inform the next stage of the Aberdeen CRD Strategic Transport Appraisal, second Strategic Transport Projects Review (STPR2)



being undertaken by Transport Scotland and the next NESTRANS Regional Transport Strategy.

### **3.2 STAG Pre-Appraisal Transport Options**

#### **3.2.1 Option Sifting**

The option sifting, to qualitatively gauge the performance of each option against the criteria, was undertaken using a multi-step process. The key steps involved were as follows:

1. A review of relevant previous and ongoing work to understand transport options that are already under active consideration;
2. Three option generation workshops (Council Officers, External Stakeholders, Elected Members) held between November 2018 and February 2019; and
3. A sifting exercise focusing on whether the generated options were considered to be strategic and in scope for the study; whether they could meet the Transport Planning Objectives that have been established; and whether there were any significant feasibility/deliverability issues.

3.2.2 The sifting process outlined above resulted in the retention of a total of 42 options which have been recommended for further development and appraisal, as identified in Appendix A -Table 2 - 'Strategic Transport Appraisal – Option Generation & Sifting: Draft Executive Summary'. It summarises the final list of Recommended Options for the Aberdeen CRD Pre-Appraisal, including the type of option, scores against Transport Planning Objectives and the Rationale for the outcome of each option.

3.2.3 The full report '[Aberdeen City Region Deal – Strategic Transport Appraisal: Pre Appraisal – Option Generation and Sifting – Draft Report](#)' provides full details of the options in the form of Appraisal Summary Tables, including those which were sifted out from the process.

### **3.3 Next Steps**

3.3.1 The next stage will involve the undertaking of an initial appraisal of the long list of options that are presented within this report. This work is required to enable progression of the Regional Transport Strategy (anticipated draft for consultation late 2019/early 2020), provide continued support for the area's Development Plans, and provide an informed feed into the national Strategic Transport Projects Review. This work will identify the broad costs, positive and negative impacts across a range of appraisal criteria, and consider deliverability issues, and how different elements may work best as part of packages.

3.3.2 Further updates will be provided to future Committees as part of the regular Programme Monitoring so that the pipeline of transport projects within the regional economic priorities are linked to any future funding mechanisms through new City Region Deals or potential future regional growth deals within Scotland.

#### 4. FINANCIAL IMPLICATIONS

- 4.1 The project is being funded through the City Region Deal agreed with the UK and Scottish Governments. Both Governments have committed to investing up to £5 million together, with the Council and Aberdeenshire Council contributing up to a further £2 million towards a full transport appraisal of the infrastructure requirements of the region.
- 4.2 A quarterly requisition process is in place with Aberdeenshire Council to call on required funding, in its role as designated lead authority for managing the City Region Deal cash flows.

#### 5. LEGAL IMPLICATIONS

- 5.1 None at this time although legal input will be required at future stages as schemes are developed.

#### 6. MANAGEMENT OF RISK

	Risk	Low (L), Medium (M),High (H)	Mitigation
<b>Financial</b>	Projects come in over or under budget	M	Appropriate project governance put in place to minimise the risk of overspend. These projects are led by the Transport Theme Group within the City Region Deal governance, that reports to the Programme Board and ultimately the Joint Committee. The work is supported by the Programme Management Office.
<b>Legal</b>	There are no legal risks at this stage.		
<b>Employee</b>	Available resource to undertake the full programme	M	Monthly monitoring of projects using Project Status Reports (PSRs) will reflect changes to project progress at the earliest possible point.
<b>Customer</b>	Project study reports not fit for purpose	L	Appropriate guidance followed and experience from previous projects used to

			inform the process. Where possible, Stakeholder and Public Engagement will inform the project.
<b>Environment</b>	Detrimental environmental impact of proposals	L	Any programme of work arising from the appraisal will be subject to a Strategic Environmental Assessment, while any proposals will focus on maintaining and enhancing the high quality natural and built environment. Also, any project objectives will be set to improving sustainable and active travel and resolving pinch points and so contribute towards environmental benefits.
<b>Technology</b>	There are no technological risks at this stage.	L	
<b>Reputational</b>	Committee decides not to approve the outcomes of the STAG Pre-Appraisal.	L	Three option generation workshops (Council Officers, External Stakeholders, Elected Members) held between November 2018 and February 2019 to contribute to the process of identifying a list of options.

## 7. OUTCOMES

Local Outcome Improvement Plan Themes	
	Impact of Report
<b>Prosperous Economy</b>	The proposals in this report support the delivery of LOIP Stretch Outcome 1, Key Drivers 1.3 ( <i>Improving investment into Aberdeen and Aberdeen businesses</i> ) and Stretch Outcome 2, Key Driver 2.2 ( <i>Ensuring access for all employers to skilled labour</i> ) in that a transport network which supports the efficient and effective movement of people and goods is critical to maintaining a healthy economy for the city and wider

	region and supporting access to employment opportunities for all members of society.
<b>Prosperous People</b>	The proposals in this report support the delivery of LOIP Stretch Outcome 3, Key Driver 3.4 ( <i>Improving health and reducing inequalities</i> ) and LOIP Stretch Outcome 11, Key Drivers 11.4 ( <i>Encouraging adoption of healthier lifestyles</i> ). Schemes developed through the Strategic Transport Appraisal will increase opportunities for people to walk, cycle or take public transport for everyday journeys, bringing health benefits and contributing to reducing harmful emissions from road transport.
<b>Prosperous Place</b>	The proposals in this report support the delivery of Stretch Outcome 14, Key Driver 14.1 ( <i>Reducing emissions across the city through delivery of Aberdeen's Sustainable Energy Action Plan 'Powering Aberdeen'</i> ) in that the options would encourage modal shift to active and sustainable forms of transport contributing towards reducing harmful emissions from road transport. The proposals in this report also support the delivery of) and Stretch Outcome 15, Key Driver 15.1 ( <i>Supporting different ways for active travel in everyday journeys, using partners and volunteers to address safety, infrastructure, fitness, well-being and confidence</i> ) in that schemes developed through the Strategic Transport Appraisal will increase opportunities for people to walk, cycle or take public transport for everyday journeys, thus improving health and wellbeing.

<b>Design Principles of Target Operating Model</b>	
	<b>Impact of Report</b>
<b>Customer Service Design</b>	City Region Deal funding allows the Council to undertake work that will benefit all residents, businesses and visitors by creating a more efficient and sustainable transport network and supporting aspirations for improved safety and accessibility.
<b>Organisational Design</b>	The Council's Place function which includes City Growth, Planning and the Transport functions will improve collaboration and delivery of these elements of the City Region Deal.
<b>Governance</b>	Compliance with Internal Governance procedures with reporting through the City Growth and Resources Committee and the City Region Deal Joint Committee
<b>Workforce</b>	The Strategic Transport Appraisal will assist with the key aims of the City Region Deal to identify key areas of infrastructure investment. The delivery of this

	infrastructure will require a significant resource and input from the workforce.
<b>Process Design</b>	None
<b>Technology</b>	Consideration of opportunities provided by current and emerging digital technology and how to engage with this technology will form part of the option appraisal process as the study progresses.
<b>Partnerships and Alliances</b>	The project is being progressed through City Region Deal with key partners including, Aberdeenshire Council, Nestrans, Aberdeen City and Shire Strategic Development Planning Authority, Scottish Government and the UK Government. The project will continue to rely on partnership working through to scheme delivery.

## 8. IMPACT ASSESSMENTS

<b>Assessment</b>	<b>Outcome</b>
<b>Equality &amp; Human Rights Impact Assessment</b>	Full EHRIA not required
<b>Data Protection Impact Assessment</b>	Not required
<b>Duty of Due Regard / Fairer Scotland Duty</b>	Not applicable

## 9. BACKGROUND PAPERS

[Scottish Transport Appraisal Guidance \(STAG\) Pre-Appraisal – Interim Report](#)

[Aberdeen City Region Deal – Strategic Transport Appraisal: Pre Appraisal – Option Generation and Sifting – Draft Report](#)

[City Growth and Resources Committee – Aberdeen City Region Deal – Strategic Transport Appraisal Objectives - Item 14](#)

## 10. APPENDICES

Appendix A – Strategic Transport Appraisal – Option Generation & Sifting: Draft Executive Summary

## 11. REPORT AUTHOR CONTACT DETAILS

Ken Neil  
Senior Engineer  
kenn.neil@gmail.com  
01224 523476



95 Bothwell Street  
Glasgow, Scotland G2 7HX  
United Kingdom  
T +44 (0)141 243 8000  
F +44 (0)141 226 3109  
www.jacobs.com

<b>Subject</b>	<b>Option Generation &amp; Sifting: Executive Summary</b>	<b>Project Name</b>	Aberdeen City Region Deal Strategic Transport Appraisal
		<b>Project No.</b>	B2289FAT06
<b>From</b>	Calum Robertson		
<b>Date</b>	July 22, 2019		

### 1.1 Introduction

Following the publishing of the Interim Aberdeen City Region Deal Strategic Transport Appraisal: Pre-Appraisal in June 2018, Jacobs was commissioned in October 2018 to prepare an Option Generation and Sifting Report to act as an addendum to the Interim Appraisal Report. This note provides a high level summary of the findings of Option Generation and Sifting Report.

### 1.2 Option Generation and Sifting Framework Overview

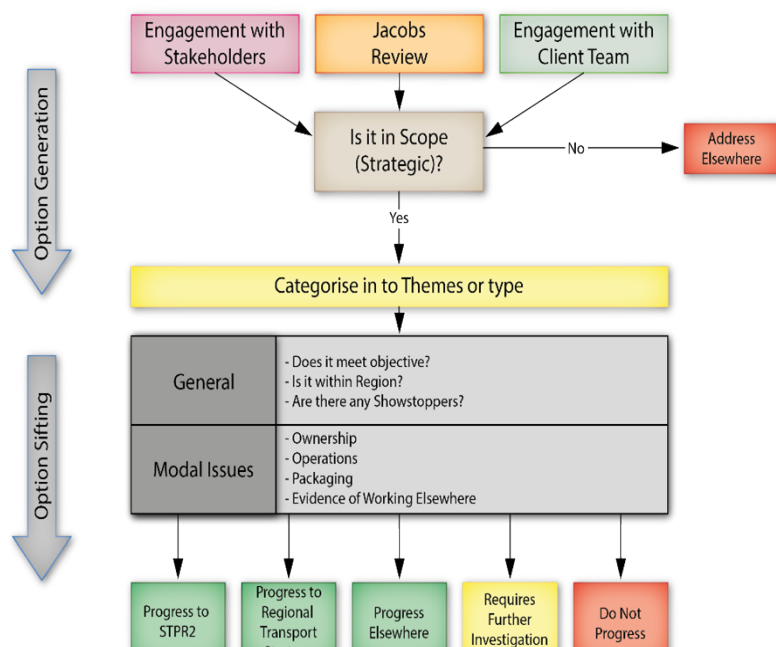
The process used to generate and sift options is outlined in Figure 1 to the right.

The generation of options was informed by:

- Holding three Option Generation Workshops with Officers, Key Stakeholders and Elected Members.
- Detailed review by the Jacobs Project Team
- Collaborative review with the Project and Client Team

### 1.3 Option Generation

Through the Project and Client Team reviews and the engagement workshops, a total of 774 options were generated. An initial 'cleaning' exercise was then undertaken by Jacobs to reduce that number to a manageable level. This involved the removal of options that were not sufficiently defined, consolidation and grouping of similar options by type and some minor refinement of option wording. This process resulted in a list of 94 options, which can be broken down into the following types:



**Figure 1 - Option Generation and Sifting Framework**

**Table 1 - Breakdown of Option Types**

Types of Options (based on breakout table modes)	No. of Options
Active Travel	31
Public Transport and Freight	27
Roads	17
Technology/Behaviour	19
<b>Total</b>	<b>94</b>

The options list then underwent a second review to further package and consolidate options, and resulted in 51 options being retained to progress into the option sifting stage.

## 1.4 Option Sifting

The option sifting, to qualitatively gauge the performance of each option against the criteria shown in Figure 1, was then undertaken using a multi-step process. The key steps involved were as follows:

1. Sifting out of options which were not within scope – i.e. options which are not considered strategic (given the strategic nature of the study)
2. Sifting out of options which do not provide at least a minor contribution to one or more of the 6 study objectives
3. Sense check of any options which are out with the region (given the regionally specific nature of the study)
4. Sifting out of options that presented any model issues – under the headings of:
  - a. Ownership – who is likely to have responsibility in the delivery and maintenance of the option, such as public or private sectors, or a mixture of both, and whether there is likely to be insurmountable issues with this meaning an option must be sifted out;
  - b. Operations – to what extent does the option affect the operation of the existing transport network, and will it cause any operational issues that may cause it to be undeliverable, and as such should be sifted out; and / or,
  - c. Packaging - is the option able to be delivered on its own, or would it be more successful if delivered as a package with other options. This was not used to sift out options but rather reduce the overall number of options through consolidation.
5. Sifting out of options which are 'showstoppers' - i.e. are unlikely to be deliverable

The sifting process outlined above resulted in the retention of a total of 42 options, as identified in Table 2.



95 Bothwell Street  
Glasgow, Scotland G2 7HX  
United Kingdom  
T +44 (0)141 243 8000  
F +44 (0)141 226 3109  
www.jacobs.com

**Table 2 - Summary of Retained Options**

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Summary Table of Recommended Options									
No	Type	Option Name	Transport Planning Objectives						Rationale for Outcome
			1	2	3	4	5	6	
1	Active Travel	Upgrade existing routes and develop a network of high quality and safe active travel routes across the region	✓✓	✓	✓✓✓	✓✓	✓	✓✓✓	Option is likely to require TS to act as National Lead, with responsibility for development and delivery most likely to be through the RTS and LTS.
2	Active Travel	Increase the provision and quality of active travel facilities across the Region	✓✓	○	✓	○	✓	✓✓	This option is recommended to progress to the RTS as it has positive benefits for both local and regional aspects of the active travel network in the North East.
3	Active Travel	Implement a regional cycle hire scheme	✓✓	○	✓	✓	✓	○	This option is recommended for consideration in the RTS due to the cumulative positive impact at the local level leading to a greater impact at regional level.
4	Active Travel	Continue development and roll out of Regional Active Travel Promotion Strategy with innovative awareness campaigns and incentives to encourage people to travel by active modes	✓	✓	✓✓✓	✓	✓	✓	This option is recommended for consideration in both STPR2 and the RTS due to the cumulative positive impact at the local level leading to a greater impact at regional level; and potential delivery as part of a national active travel promotional strategy.
5	Bus	Implement BRT/Bus Priority schemes which improve bus service journey times and reliability on key corridors in the City and Towns in the Region	✓✓	✓✓	✓✓	✓	✓✓✓	✓✓	This option is recommended to be considered for the RTS. This option is likely to have positive benefits to journey time and journey time reliability for both local and regional bus services in Aberdeen City and towns across the region.
6	Bus	Consider future ownership/regulation/partnership models for buses - working with North East Bus Alliance	✓✓	✓	✓	✓✓	✓✓	○	This option is recommended to be Progressed Elsewhere - Scottish Government - as it requires legislation change at Scottish Government level to give provisions for Local Authorities to implement new ownership/regulation models for bus services. The potential policy/legal challenges and the acceptability issues may mean Showstoppers.

Summary Table of Recommended Options									
No	Type	Option Name	Transport Planning Objectives						Rationale for Outcome
7	Bus	Demand Responsive Services	✓✓✓	✓	○	✓	✓✓	○	This option is recommended for consideration in the RTS to build on current experience in the region. Considered as having a regional level of impact due to the cumulative positive impacts across the towns and city, and also likely to have a positive impact on equality.
8	Freight	Development of an integrated, multimodal network of freight hubs across the Region	○	✓✓✓	✓	○	○	✓✓	This option is recommended to be considered in both STPR2 and the RTS as implementation should be progressed at national and regional levels to positively influence the logistics chain, ensure consistency across regions, and optimise 'Hub' locations.
9	Freight	Review provision of Rest Stops on trunk roads and key freight routes for HGVs	○	✓	✓	○	○	✓✓	This option is recommended to be considered in both STPR2 and the RTS due to the positive impact it should have on both national and regional freight traffic, the need for consistency across the regions and to optimise rest stop locations.
10	Freight	Improve road access to all regional ports	○	✓✓	○	○	○	✓✓	This option is recommended to be considered in STPR2 and the RTS due to the significant contribution the region's ports have at the national level. Links to the Northern Isles will also presumably inform the national Ferries Plan work.
11	Policy	Use price mechanisms to manage demand	○	○	✓✓	✓✓	✓✓	○	Recommended to be considered in STPR2 given there are tools within this option that would impact across the trunk road network as well as at the regional and local level.
12	Policy	Revised approach to Development Planning Policy	✓✓✓	✓	✓✓	✓✓✓	✓✓	✓	This option is recommended for consideration in the RTS, in conjunction with Local and Regional Planning Bodies, as it should take into account the local and regional planning considerations that are specific to the North East, in order to create a new approach to transport in development planning policy.
13	Policy	Maintain and expand routes* and destinations (domestic and international) served by Aberdeen International Airport *Note: scope of STPR2 extends only to domestic air routes.	○	✓✓	○	○	○	✓	This option is recommended for consideration in the RTS given the importance of air travel to the region. It is also recommended for consideration STPR2, however it is noted the scope of STPR2 only extends to domestic air routes.
14	Policy	Maintain and enhance maritime services serving Aberdeen, and connections to Orkney and Shetland	✓	✓✓	○	○	○	✓	This option is recommended for consideration in both STPR2 and the RTS given the regional importance of ferry routes to the NE region, the national importance of the connecting services to the Northern Isles and the potential for expansion of the visitor cruise ship market.

Summary Table of Recommended Options									
No	Type	Option Name	Transport Planning Objectives						Rationale for Outcome
15	Public Transport	Provision of high quality Park and Ride and multimodal interchange facilities, and supporting services	✓✓	✓	✓✓	✓✓	✓✓	✓	This option is recommended to be considered in both STPR2 and RTS as park and ride sites exist (and new ones as part of this intervention) on regional and nationally significant routes (i.e. rail network/stations, intercity bus services).
16	Public Transport	Improved marketing, information and digital connectivity (on and off) Public Transport services	✓✓	✓	○	○	✓✓	✓	This option is recommended for consideration in both STPR2 and the RTS as it involves increasing provision of public transport information across modes. This is not restricted to services within the North East region so should be considered at a national level to take into account regional and cross-border services, consistency of standards, hardware, comms etc.
17	Public Transport	Introduce new fares model for public transport (potentially linked to MaaS)	✓✓	✓✓	○	○	✓✓	○	This option is recommended for consideration in both STPR2 and the RTS as it involves the integration of tickets across modes, simplification of fare structures across modes/services that are not restricted to the North East region, as well as regional specific services.
18	Public Transport	Development of fully integrated public transport services across the region, including timetabling and multimodal interchanges/attractors	✓✓	✓✓	✓	✓	✓✓	✓	This option is recommended for consideration in both STPR2 and the RTS as the intervention involves improving timetable integration between all modes (bus, rail, ferry and air) within the North East, other regions, Nationally and Internationally
19	Public Transport	Timetable and capacity enhancements to deliver faster/more frequent services on core corridors	✓✓	✓✓✓	✓	○	✓✓✓	✓	This option is recommended for consideration in both STPR2 and the RTS as the intervention involves improving timetable and capacity enhancements to bus and rail services within the North East and extending to other regions in Scotland (and to England for cross-border bus and rail services).
20	Public Transport	Light Rail/Tram	✓✓	✓	✓✓	✓	✓✓✓	✓	Recommended for consideration in the RTS as similar examples of Fastlink (Glasgow) and Tram (Edinburgh).
21	Public Transport	Improve City Centre connections between Bus and Rail Stations	✓✓	✓	✓	✓✓	✓✓	✓	This option is recommended to be considered in the RTS as the intervention is of Regional significance and likely be delivered at this level.
22	Public Transport	Public Transport Connections to Airport	✓	✓✓	✓✓	✓✓	✓✓✓	✓	This option is recommended to be considered in both STPR2 and the RTS as the intervention would have regional and national importance - both for staff working at the airport, and for domestic/international air journeys

### Summary Table of Recommended Options

No	Type	Option Name	Transport Planning Objectives						Rationale for Outcome
23	Rail	Expand the rail network in the North East (to the benefit of both Passenger and Freight users) via new and/or reinstated railway lines	✓✓	✓✓	✓	✓✓	✓✓✓	✓✓	This option is recommended for consideration in both STPR2 and the RTS as the intervention would likely have implications on across the wider national rail network, as well as the rail network within the region.
24	Rail	New Local Rail Stations on existing local routes	✓✓	✓✓	✓	✓✓	✓✓	✓	This option is recommended for consideration in both STPR2 and the RTS as the intervention would likely have implications on across the wider national rail network, as well as the rail network within the region.
25	Rail	Improve Strategic Inter-City Rail Connections	✓✓	✓✓	✓	✓✓	✓✓	✓✓	This option is recommended for consideration in both STPR2 and the RTS as the intervention would likely have implications on across the wider national rail network, as well as the rail network within the region.
26	Road	A90/A952 Upgrade Ellon to Peterhead/Fraserburgh	○	✓✓✓	○	○	○	✓✓	This option is recommended for consideration in both STPR2 and the RTS as the intervention would involve changes to the trunk road network between Aberdeen and Fraserburgh - a key corridor for commuter, freight and strategic movements - therefore of regional and national significance.
27	Road	A90 Upgrade south of Aberdeen to Dundee (including the Kingsway)	○	✓✓✓	○	○	○	✓✓	This option is recommended for consideration in both STPR2 and the RTS as the intervention would involve changes the trunk road network to the south of Aberdeen - a key corridor for commuter, freight and strategic movements - therefore of regional and national significance.
28	Road	North/North West Radial Route Action Plans incl. delivering the A947 Route Action Plan	○	✓✓	○	○	○	✓✓	This option is recommended for consideration in the RTS as the North/North West radial routes, notably the A947, perform a regionally significant function.
29	Road	Western Radial Routes Action Plans	○	✓✓	○	○	○	✓✓	This option is recommended for consideration in the RTS as these routes perform a regionally significant function.
30	Road	Route Action Plan on former A90/newly designated A92 between Blackdog and Stonehaven following AWPR completion	○	✓✓	○	○	○	✓✓	This option is recommended for consideration in both STPR2 and the RTS because of the significant role this section of the A90/newly designated A92 has at a regional and national level on access (for example, the Dee and Don crossings, and access to Aberdeen).

Summary Table of Recommended Options									
No	Type	Option Name	Transport Planning Objectives						Rationale for Outcome
31	Road	Consolidated Asset Management and Prioritisation System	○	✓✓	✓	○	○	✓✓✓	This option is recommended as part of the RTS as it is the largely the remit of Local Authorities to maintain transport infrastructure (excl. for example Trunk Roads and Rail Network). This could however be incorporated into a National Asset Management and Prioritisation System, therefore, is also recommended for consideration in STPR2.
32	Road	Introduce 20mph zones	✓	○	✓✓	○	○	✓✓	This option is recommended to be included as part of the RTS as it takes a region-specific approach to implementing 20mph speed limits, although it is likely to have positive impacts at the local level.
33	Technology	ITS to manage vehicle entry to lanes and zones based on vehicle types, time of day, real-time emissions and congestion levels	✓	✓	✓✓	○	✓✓	✓	This option is recommended to be considered in the RTS as aspects of it are region-specific and would need to be administered by the Local Authorities. Aspects would most likely be implemented on key access routes to the city and larger towns, and is likely to affect local and regional movements.
34	Technology	Wayfinding App for Tourists	✓	○	✓	○	○	✓	This option has been recommended to be considered in the RTS as it should consider the local and regional visitor hotspots and linking them with transport routes to create the trails.
35	Technology	Implement new technologies strategy for the region, across modes	✓✓	○	✓✓✓	○	✓	✓	This option has been recommended for consideration in STPR and the RTS as it should consider the local and regional needs and benefits of such technology, as well as consider local knowledge/research (e.g. alternative energy & fuels - Hydrogen) which could assist in the delivery of new technologies across the region. At the national level this should consider for example the impact of alternative fuels including Hydrogen for ferries, and the need for consistency of standards and optimisation of a national network of charging/fuelling stations.
36	Technology	Enhance network monitoring capability to collect real-time user information across all modes, to input to journey planning tools and real-time network management	✓	✓✓	✓	○	✓✓	✓	This option is recommended to be progressed to the RTS as it is a regional-based system. It could however complement a National Monitoring System
37	Technology	Policy support for a digital working strategy (including Broadband Connectivity Improvements) for the region to reduce peak-time travel, and	○	✓✓✓	✓✓✓	✓✓	✓	✓	This option is recommended to be progressed to the RTS as it is seen as a key option in influencing travel decisions and expanding travel choices. Not by itself a direct transport function or responsibility but will have a significant part to play in the future development of the region.

Summary Table of Recommended Options									
No	Type	Option Name	Transport Planning Objectives						Rationale for Outcome
		encourage communities to develop potential working hubs							Also needs close engagement with Scottish Government on broadband connectivity roll-out programmes.
38	Technology	Promotion of shared mobility services, including car clubs and facilitation of MaaS (mobility-as-a-service) providers	✓✓	✓✓	✓	○	✓✓	○	This option is recommended for consideration the RTS and Progress Elsewhere - NTS. The North East is already investigating MaaS Technology, however it is considered that Scottish Government/Transport Scotland would need to take a national lead on MaaS Technology, and examine the impacts (may be positive and/or negative) from a transport perspective.
39	Various	Infrastructure measures to complement City centre Masterplan proposals	✓✓	○	✓✓	✓	✓	✓✓	This option has been recommended to be progressed to the RTS and Progress Elsewhere - CCMP - as it identifies interventions which mainly have a local focus, with regional benefits.
40	Various	Improved access to healthcare strategy	✓✓	○	✓	✓✓	✓✓	✓✓	This option has been recommended to be considered both in the RTS and 'Progress Elsewhere'. - The RTS should consider the healthcare needs across the region, the different levels of care and emergency provision, and the catchments served; and - Progress Elsewhere which references working with NHS and Third Sector Partners
41	Various	Programme of access for all improvements at all key public transport points, and within urban areas, to benefit those who may have mobility impairment	✓✓✓	○	✓	✓	✓✓	✓✓	This option has been recommended to be considered in the RTS to improve the local and regional mobility access, ensure consistency across the region in terms of implementation and provision.
42	Funding	Local Transport Funding	✓✓	✓	○	✓✓	✓✓	✓✓	This option has been recommended to be considered in the RTS and also Progress Elsewhere - Scottish Government, LTS - as it consists of funding mechanisms that may be specifically tied to development planning, and what provisions may or may not be contained in the Planning Bill. - It would also be for the relevant authorities to consider and implement as a 'ring-fenced' funding stream. - Would require legislation to Progress Elsewhere - Scottish Government - and acceptability barriers may be Showstoppers for this option.

95 Bothwell Street  
Glasgow, Scotland G2 7HX  
United Kingdom  
T +44 (0)141 243 8000  
F +44 (0)141 226 3109  
[www.jacobs.com](http://www.jacobs.com)

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## ABERDEEN CITY COUNCIL

<b>COMMITTEE</b>	City Growth & Resources
<b>DATE</b>	26 September 2019
<b>EXEMPT</b>	No
<b>CONFIDENTIAL</b>	No
<b>REPORT TITLE</b>	Aberdeen City's Strategic Housing Investment Plan 2020/21 – 2024/25
<b>REPORT NUMBER</b>	PLA/19/317
<b>DIRECTOR</b>	N/A
<b>CHIEF OFFICER</b>	Gale Beattie
<b>REPORT AUTHOR</b>	Mel Booth
<b>TERMS OF REFERENCE</b>	Purpose 4 & 5

### 1. PURPOSE OF REPORT

- 1.1 The purpose of this report is to seek approval of the Strategic Housing Investment Plan (SHIP) for the period 2020/21– 2024/25 which is due to be submitted to the Scottish Government by 25 October 2019.

### 2. RECOMMENDATION(S)

That the Committee:

- 2.1 Approve the SHIP and its submission to the Scottish Government.

### 3. BACKGROUND

- 3.1 The core purpose of the SHIP is to set out strategic investment priorities for affordable housing over a 5-year period to achieve the outcomes set out in the Local Housing Strategy (LHS). The SHIP reinforces the local authority as the strategic housing authority and details how investment priorities will be delivered. The SHIP should:
- Set out the investment priorities for affordable housing
  - Demonstrate how these will be delivered
  - Identify the resources required to deliver these priorities
  - Enable the involvement of key partners.
- 3.2 The SHIP is a realistic and practical plan that rolls forward projects identified in previous SHIPs and introduces new projects. It demonstrates how, when and where Aberdeen City Council and its partners intend to deliver new affordable homes across the city. It also illustrates how a variety of funding mechanisms are maximised to ensure the delivery of the projects.
- 3.3 In line with Scottish Government guidance issued in July 2017, all local authorities are required to submit their SHIP on an annual basis. The SHIP can be updated as and when required and Committee have received regular reports

seeking agreement to add sites into the SHIP which reflects continuous discussions with RSLs and developers to identify opportunities for the delivery of affordable housing. After submission of the SHIP, new opportunities will be reported to Committee as and when they arise to ensure the maximisation of the delivery of affordable housing from all available resources.

- 3.4 Aberdeen City Council, with the involvement of its key partners via the SHIP Working Group has prepared this SHIP submission. The SHIP illustrates how the council and its RSL partners will seek to deliver the city's affordable housing investment needs and priorities identified in the Aberdeen City Local Housing Strategy 2018-2023 over a rolling 5-year planning programme. The SHIP Working Group is the Council's key working group that is responsible for development of the SHIP and the ongoing review of new and current projects through collaboration with Scottish Government via quarterly meetings.
- 3.5 The SHIP has been drafted in accordance with the Resource Planning Assumptions as provided by the Scottish Government. Overall the SHIP currently shows the potential to deliver 3,380 units in the next 5 years from grant funded development by the Council and RSLs and a further 391 units from out with the main grant funded development programme.
- 3.6 There is more certainty about projects and delivery numbers for the initial three years with the final two years showing lower numbers. This will change as new projects are developed and 'windfall' opportunities arise.
- 3.7 There are projects within the current SHIP with the potential to spend £52.456m Scottish Government Grant in 2020/21. However, the Scottish Government grant expenditure is limited to the allocated grant of £19.436m but guidance suggests that a minimum slippage factor of 25% be applied on an annual basis.
- 3.8 Council house new build programme

Aberdeen City Council has made a commitment to provide an additional 2,000 council homes for social rent. Funding has been identified through the allocation of Section 75 Agreements and Council Tax funds to contribute to this with £13,381,560 being allocated to date and a further £1,850,889 is to be allocated subject to a separate report to this committee on 26 September 2019.

#### **4. FINANCIAL IMPLICATIONS**

- 4.1 There are no direct financial implications arising from the recommendations of this report. Given the extent of the affordable housing projects seeking grant funding over the next five years, all Scottish Government grant will be utilised, and any potential underspends that may be identified will be allocated.
- 4.2 Any proposal for grant funding to a Registered Social Landlord (RSL) for such a project requires to be considered against the State Aid rules. Such grants come within the ambit of the Services of General Economic Interest block exemption which permits funding to Registered Social Landlords in the area of social housing, however the service consults with Legal Services on individual cases where necessary.

- 4.3 Through the Affordable Housing Supply Programme, the Scottish Government has not yet confirmed the Resource Planning Assumptions for the period of this SHIP. However, for planning purposes, Scottish Government has advised that local authorities should plan based on existing RPA levels. This provides a suggested allocation of £97.180 million.

	<b>RPA £ m</b>
2019/20	18.133
2020/21	19.436
2021/22	19.436
2022/23	19.436
2023/24	19.436
<b>Total</b>	<b>97.180</b>

## 5. LEGAL IMPLICATIONS

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

## 6. MANAGEMENT OF RISK

	<b>Risk</b>	<b>Low (L), Medium (M), High (H)</b>	<b>Mitigation</b>
<b>Financial</b>	Failure to allocate fund through developer obligations may result in funds being paid back.	L	Ensure robust procedures are in place to monitor developer obligations.
<b>Legal</b>	Failure to allocate affordable housing supply grant may result in developers being unable to deliver their S.75 agreements.	L	Ensure robust procedures are in place to monitor affordable housing supply programme.
<b>Employee</b>	Employees of Aberdeen City Council often are residents and may need access to affordable housing.	L	Ensure robust procedures are in place to monitor affordable housing supply programme.
<b>Customer</b>	Provision of affordable housing is a priority for residents of Aberdeen City Council. Failure to	L	Ensure the provision of affordable housing continues across the city.

	<p>deliver may result in housing need and demand levels not being met. The delivery of affordable housing identified in the SHIP will significantly increase the supply of affordable housing in the city. In addition to providing new homes it will provide significant employment opportunities during the construction of the houses.</p>		
<b>Environment</b>	<p>Provision of new build affordable housing is built to current building regulations which has a reduced carbon footprint.</p>	L	<p>Ensure the provision of affordable housing continues across the city.</p>
<b>Technology</b>	<p>The proposals within this report support the delivery of enabling technology. The affordable housing programme contributes to enabling technology through the housebuilding programme and the use of technology enabled care.</p>	L	<p>Ensure the provision of affordable housing continues across the city.</p>
<b>Reputational</b>	<p>The SHIP identifies significant opportunities for the delivery of affordable housing. The delivery of these sites require partnership working across the public and private sector. Failure to fully utilise funds may harm the council's reputation when affordable housing</p>	L	<p>The relationships are already well developed to deliver the positive outcomes. There is a low risk that some projects may not progress as quickly as envisaged. That said there are other opportunities which will ensure all grant is spent and the affordable housing delivered.</p>

	is much needed across the city.		
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## 7. OUTCOMES

Local Outcome Improvement Plan Themes	
	Impact of Report
<b>Prosperous Economy</b>	The proposals within this report support the delivery of a prosperous economy. The affordable housing programme represents significant investment in the city which contributes to a prosperous economy. The SHIP identifies significant opportunities to provide affordable housing which will assist this theme in terms of direct employment in the house construction and related sectors and relates to 1.3 of LOIP.
<b>Prosperous People</b>	The proposals within this report support the delivery of prosperous people. Provision of good quality affordable housing can make people more resilient and protect them from harm and relates to 11.1 of LOIP.
<b>Prosperous Place</b>	The proposals within this report support the delivery of a prosperous place. Provision of affordable housing contributes to the creation of sustainable and mixed communities. The Council aims to support improvement in the local economy to ensure a high quality of life for all people in Aberdeen. The affordable housing projects currently being delivered and detailed in the SHIP provide for a wide range of housing styles and locations across the city reusing existing property, using brown field sites as well as greenfield sites and relates to 14.1 of LOIP.

Design Principles of Target Operating Model	
	Impact of Report
<b>Customer Service Design</b>	The purpose of this report is to ensure customer outcomes are maintained and services continue to be developed. As such, the provision of affordable housing seeks to maintain the council's customer focus and prevent any reputational damage.
<b>Organisational Design</b>	The report reflects recognition of the process of organisational design. The development of services in relation to supply of housing will support the redesign of the organisation.

<b>Governance</b>	The SHIP working group will lead on the development, implementation, monitoring and evaluation of the affordable housing provision across the city which will be reported to committee on an annual basis.
<b>Workforce</b>	Whilst the report itself doesn't directly impact on workforce; the increased supply of affordable housing may be of benefit to some of the council employees.
<b>Process Design</b>	The SHIP is the strategic document that details affordable housing delivery across the city and gives direction and support to all teams in the delivery of affordable housing.
<b>Technology</b>	The proposals within this report support the delivery of enabling technology. The affordable housing programme contributes to enabling technology through the housebuilding programme and the use of technology enabled care.
<b>Partnerships and Alliances</b>	Partnerships and alliances have been developed through working groups which lead on the delivery, implementation, monitoring and evaluation of affordable housing provision across the city. These partnerships involve all relevant partners and stakeholders, both internal and external.

## 8. IMPACT ASSESSMENTS

<b>Assessment</b>	<b>Outcome</b>
<b>Equality &amp; Human Rights Impact Assessment</b>	EHRIA completed
<b>Data Protection Impact Assessment</b>	Privacy Impact Assessment not required.
<b>Duty of Due Regard / Fairer Scotland Duty</b>	Not applicable.

## 9. BACKGROUND PAPERS

Previous committee reports in relation to this are detailed below:

CHI 1st November 2016

CHI 24th May 2017

CGR 18 September 2018

## 10. APPENDICES (if applicable)

Appendix 1 – Strategic Housing Investment Plan 2020/21– 2024/25

## **11. REPORT AUTHOR CONTACT DETAILS**

Mel Booth  
Senior Housing Strategy Officer  
Mebooth@aberdeencity.gov.uk  
01224 523252

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# Strategic Housing Investment Plan 2020/21– 2024/25

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## **1. Introduction**

- 1.1 The core purpose of the SHIP is to set out strategic investment priorities for affordable housing over a 5-year period to achieve the outcomes set out in the Local Housing Strategy (LHS). The SHIP reinforces the local authority as the strategic housing authority and details how investment priorities will be delivered. The SHIP should:
- Set out the investment priorities for affordable housing
  - Demonstrate how these will be delivered
  - Identify the resources required to deliver these priorities
  - Enable the involvement of key partners.
- 1.2 The SHIP is a realistic and practical operational plan that rolls forward projects identified in previous SHIPs and introduces new projects. It demonstrates how, when and where the Council and its partners intend to deliver new affordable homes across the city. It also illustrates how a variety of funding mechanisms are maximised to ensure the delivery of the projects.

## **2. Strategic Context**

### **2.1.1 City Region Deal**

- 2.1.2 Aberdeen City Region Deal was signed by Aberdeen City Council, Aberdeenshire Council, the Scottish and UK Governments on 21 November 2016. On 28 January 2016 the Scottish Government announced £20 million in infrastructure funding to unlock housing sites that are of strategic importance as well as five-year certainty on £130 million of affordable housing grant to the local authorities.
- 2.1.3 Aberdeen City Council and Aberdeenshire Council will continue to work together to support the delivery of affordable housing. Both SHIPs will continue to be closely monitored by the local authorities and the Scottish Government to ensure the investment in affordable housing is maximised across the two Council areas.

### **2.2.1 Local Housing Strategy**

- 2.2.2 The Aberdeen City Local Housing Strategy (LHS) 2018-2023 provides the strategic direction to respond to housing need and demand and informs the future investment in housing and housing related services across the city. The LHS identifies an affordable housing target of 342 homes per year in 18/19 and 19/20 and 385 per year in 20/21, 21/22 and 22/23.
- 2.2.3 In developing the LHS, the Council worked in collaboration with a wide range of partners and stakeholders with an interest in housing to develop a shared

vision for housing across the city. Housing plays a vital role in meeting the needs of local people and contributes to a prosperous economy.

2.2.4 The LHS sets out a framework of actions and investment with partnership working to deliver the strategic outcomes and is underpinned by the Housing Need and Demand Assessment 2017 and reflects the Aberdeen City and Shire Strategic Development Plan and the Aberdeen Local Development Plan.

2.2.5 The housing priorities identified in the LHS 2018 - 2023:

- There is an adequate supply of housing across all tenures and homes are the right size, type and location that people want to live in with access to suitable services and facilities.
- Homelessness is prevented and alleviated.
- People are supported to live, as far as is reasonably practicable, independently at home or in a homely setting in their community.
- Consumer knowledge, management standards and property condition are improved in the private rented sector.
- Fuel poverty is reduced which contributes to meeting climate change targets.
- The quality of housing of all tenures is improved across the city.

## 2.3 Housing Need and Demand Assessment (HNDA) 2017

2.3.1 The Aberdeen Housing Market Area housing needs have been identified through the HNDA 2017. The HNDA was developed through collaboration between Aberdeen City Council, Aberdeenshire Council and the Aberdeen City & Shire Strategic Development Planning Authority.

2.3.2 At a strategic level, the HNDA informs the Strategic Development Plan, the Local Development Plan and Local Housing Strategy of each local authority.

2.3.3 The HNDA 2017 indicates that the level of need for affordable housing remains significant. Whilst the HNDA has identified the additional houses required by tenure, these figures will not automatically become the housing supply target. A housing supply target is the Strategic Development Planning Authority's view of the type and level of housing to be delivered over the period of the strategic development plan. Although it takes aspiration into account, targets should be identified which are deliverable. As per Scottish Government guidance, when setting and agreeing the housing supply target, authorities should consider those factors which may have a material impact on the pace and scale of housing delivery such as:

- Economic factors which may impact on demand and supply in particular parts of the area.
- Capacity within the construction sector.

- The potential inter-dependency between delivery of market and affordable housing at the local level.
- Availability of resources.
- Likely pace and scale of delivery based on completion rates.
- Recent development levels.
- Planned demolitions.
- Planned new and replacement housing or housing brought back into effective use.

2.3.4 As the Strategic Development Plan and Local Housing Strategy were completed at different times, and it is the role of the Strategic Development Plan to set the housing supply target, it was only possible to provide indicative figures for the housing supply target through the Local Housing Strategy.

2.3.5 The housing supply target in the proposed Aberdeen City & Shire Strategic Development Plan utilises the principal scenario from the HNDA, modified to give a policy interpretation of current circumstances and the potential for growth in the medium to long term. This is consistent with the Regional Economic Strategy. The modified principle scenario suggests that 1,839 affordable homes are to be delivered between 2018 and 2023 across the city.

## 2.4 Empty Homes

2.4.1 An Empty Homes Officer has been recruited on a two-year temporary basis to reflect the changing requirements of empty homes across the city and to ensure empty homes are brought back into use. The post is to be funded on a 50:50 basis with kick-starter funding from the Scottish Empty Homes Partnership. This funding allows councils to test the waters of empty homes work via a 2-year pilot project.

2.4.2 There are currently more than 2,000 long term empty homes across the city. The Council Tax (Variation for Unoccupied Dwellings) (Scotland) Amendments Regulations 2016 allow local authorities to charge increased Council Tax on certain homes that have been empty for one year or more. The power contained in the Regulations is intended as an additional tool to help local authorities encourage owners to bring empty properties back into use, both to increase the supply of housing for those who need homes and to reduce the blight on communities caused by houses being left empty and allowed to fall into disrepair. £50,000 has been allocated from these funds to allow Aberdeen City Council to establish an empty homes loan fund with its objective being to bring empty properties back into use for those people who currently have an unmet housing need on the council's housing lists. The criteria relating to how the scheme will operate is currently being developed.

## 2.5 Gypsy/Travellers

- 2.5.1 The lack of suitable secure accommodation underpins many of the inequalities that may be experienced. It often leads to Gypsy/Travellers using public and private land to set up unauthorised encampments which sometimes creates tensions between Gypsy/Travellers and the settled community. Establishing new permanent and transit sites can help alleviate some of the problems that Gypsy/Travellers face.
- 2.5.2 In order to address this, 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. Such sites would help to meet the accommodation needs of Gypsy/Travellers as identified in the Craigforth Accommodation Study (2009). Craigforth recommended providing a mix of small, family orientated sites as well as larger sites to accommodate Gypsy/Travellers who travel in varying sizes of groups. This should include a mix of fully serviced and stopover sites. Given the significant numbers of unauthorised encampments since the Craigforth report was published in 2009, this recommendation is unchanged, but a new study is underway to identify if the needs of Gypsy/Travellers has changed.

## 2.6 Rapid Rehousing Transition Plan (RRTP)

- 2.6.1 The strategic housing priorities in this SHIP are aligned and consistent with the priorities detailed in the Aberdeen City Local Housing Strategy and Aberdeen City Council's Rapid Rehousing Transition Plan.
- 2.6.2 The RRTP is also embedded in the Aberdeen City Health and Social Care Partnership's Housing Contribution Statement which forms part of the Strategic Plan.

## 2.7 Child Poverty Action Report

- 2.7.1 Officers have proposed that the Local Outcome Improvement Plan 2016-26 be adopted as the local Child Poverty Action Plan for the years 2019-22. The SHIP will directly link with the Local Outcome Improvement Plan and consider what progress has been achieved, identify where gaps exist and align strategic housing priorities.

### **3. Aberdeen City SHIP 2019 – 2024**

- 3.1 The Aberdeen City Affordable Housing Programme, developed by the council details a range of affordable housing projects including RSL and Council Social Rent. It also includes RSL mid-market rent and LAR Housing Trust mid-market rent as well as Low-Cost Home Ownership (LCHO) which are properties that housing developers will deliver directly.
- 3.2 In order to monitor the deliverability of projects, the council meets on a regular basis with the Scottish Government and RSLs to ensure projects are progressing and to try to resolve any issues that arise which are slowing down or preventing delivery. Officers of the council also monitor the weekly planning applications list to ensure planning applications linked to projects are being progressed through the planning system. This also presents opportunities to inform RSLs at an early stage of potential developments they could help to deliver the affordable housing requirements.
- 3.3 Many of the projects coming forward in the SHIP are reliant on Section 75 Agreements being completed. Before this, the developers should have had discussions with RSLs on the delivery of the affordable housing requirement for the site. Most of the RSLs in Aberdeen do not have the financial capacity to compete with developers to acquire sites for their own use, therefore the SHIP is very reliant on Section 75s to deliver affordable housing.
- 3.4 The council continues its new build programme which has seen the delivery of 92 new affordable homes in 2018/19. Aberdeen City Council has made a commitment to provide a further 2,000 council homes for social rent. Funding has been identified through the allocation of Section 75 agreement monies<sup>1</sup> and Council Tax second homes<sup>2</sup> funds to contribute to this.
- 3.5 Projects have been placed in the actual year they could start if resources were available.

### **4. Prioritisation**

- 4.1 Projects submitted have been assessed using the following criteria:
- The extent the projects help to achieve the priorities in the LHS.
  - The tenure of the projects, with preference given for those with social rented housing.
  - Preference given to those projects which adequately reflect the housing need and demand for that area.

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<sup>1</sup> Section 75 agreements are provided through Section 75 of the Town and Country Planning (Scotland) Act 1997 and are negotiated through the planning process.

<sup>2</sup> From 1st April 2005 Ministers granted local authorities the discretion to reduce or retain the council tax discount on second homes and long-term empty properties

- Preference given to developments that provide specialist accommodation including wheelchair accessible and housing with supported accommodation.
- Planning consent is in place and the site is owned by the developer.
- Site is in the Local Development Plan to ensure there will be no delays due to departures from the Plan.
- The project can be delivered immediately subject to availability of resources.

## **5. Consultation**

5.1 Aberdeen City Council, with the involvement of its key partners via the SHIP Working Group has prepared this SHIP submission. The SHIP illustrates how the council and its RSL partners will seek to deliver the city's affordable housing investment needs and priorities identified in the Aberdeen City Local Housing Strategy 2018-2023 over a rolling 5-year programme. The SHIP Working Group is the Council's key working group that is responsible for development of the SHIP and the ongoing review of new and current projects through collaboration with Scottish Government via quarterly meetings.

5.2 The RSLs who form part of the SHIP Working Group are:

- Castlehill Housing Association
- Grampian Housing Association
- Hillcrest Housing Association
- Langstane Housing Association
- Osprey Housing
- Places for People
- Sanctuary Housing Association

5.3 In addition to the SHIP Working Group, the council has consulted with the Affordable Housing Forum whose members include developers, RSLs and Planning Officers.

## **6. Resources**

6.1 Through the Affordable Housing Supply Programme, the Scottish Government has not yet confirmed the Resource Planning Assumptions for the period of this SHIP. However, for planning purposes, Scottish Government has advised that local authorities should plan based on existing RPA levels. This provides a suggested allocation of £97.180 million.



	<b>RPA £ m</b>
2019/20	18.133
2020/21	19.436
2021/22	19.436
2022/23	19.436
2023/24	19.436
<b>Total</b>	<b>97.180</b>

6.2 The Affordable Housing Supply Programme will seek to maximise the delivery of affordable housing through all available housing streams. Partners will continue to investigate and implement new and innovative delivery mechanisms.

6.3 The delivery by the RSL sector is predicated on partnership working with house developers. The co-ordination of these developments with availability of grant funding will continue to be a significant challenge and will be essential to manage to ensure the deliverability of the programme.

6.4 Discretion to Reduce Council Tax Discount on Second Homes and Long-Term Empty Properties

6.4.1 From 1<sup>st</sup> April 2005 Ministers granted local authorities the discretion to reduce or retain the council tax discount on second homes and long-term empty properties. Aberdeen City Council has used this power and the additional income is retained locally and used as grant funding for RSLs and the Council for the provision of new-build affordable social housing.

6.4.2 Income received and paid up to 31 March 2019 is shown below.

	<b>£</b>
Income received	18,835,967
Paid/Committed	17,457,154
<b>Available Balance (at 31.3.19)</b>	<b>1,378,813</b>

6.4.3 The Council Tax on second homes and long-term empty properties provided an income of £1.848m in 2018/2019. Based on current void rates in both the private and public sector, projected annual income is assumed to be around this figure, but shall be closely monitored every year and assumptions adjusted accordingly. These funds are disbursed by the City Growth & Resources Committee to support the delivery of affordable housing. As projects come forward, these monies will be of assistance as there may not be enough Scottish Government funding at one particular time.

## 6.5 Section 75 Affordable Housing Contributions

6.5.1 Section 75 agreements are provided through Section 75 of the Town and Country Planning (Scotland) Act 1997 and are negotiated through the planning process. Housing developers may, on occasion, be required to make a financial contribution towards affordable housing rather than delivering affordable housing on the specific site to which the planning permission applies.

6.5.2 Such agreements to date have provided an income as detailed at 6.5.3. Further agreements are in place to provide an anticipated income of £2.0m with around £0.5m expected to be collected in 2019/20

<b>6.5.3 Section 75</b>	<b>£</b>
Income received	8,463,287
Interest received	184,538
Grants previously paid to RSL	3,620,991
Grants previously paid to ACC	3,460,792
Grants committed to ACC	1,088,966
Set aside (advertising)	5,000
<b>Available Balance (at 31.3.19)</b>	<b>472,076</b>

6.5.4 The funding comes with a requirement to be spent within five years of receipt and must be held in an interest-bearing account. Aberdeen City Council has utilised all funds received up until June 2017. There is therefore no likelihood that any money would have to be repaid to developers, permitting Aberdeen City Council to disburse further grant up until July 2022.

## 7. **Low Cost Home Ownership**

7.1. As part of the planning requirements for the delivery of affordable housing, one of the delivery mechanisms is Low Cost Home Ownership. These properties are sold directly by the developer at a price discounted from the market value. The Section 75 agreement and standard security ensure the properties remain affordable through future resales. Since LCHO sales started, 121 properties have been provided. The SHIP identifies a future supply of these affordable housing units from known sites.

## 8. **Housing Infrastructure Fund**

8.1 The Scottish Government introduced a five-year Housing Infrastructure Fund with up to £50m available.

8.2 The fund will support the delivery of housing through the use of financial assistance. While all types and tenures of housing are eligible for support, the Scottish Government has prioritised those projects delivering affordable and private rented housing within the next five years.

- 8.3 The fund will operate at a national level and will be managed and administered by the Scottish Government. As part of the £254m Scottish Government funding announced along with the City Region Deal, £20m of the £50m has been ring fenced to Aberdeen City and Aberdeenshire.
- 8.4 The Housing Infrastructure Fund comprises two main elements:
- Infrastructure loans (to non-public sector organisations)
  - Infrastructure grant available to local authorities and RSLs to support affordable housing delivery.
- 8.5 Local authorities were asked, as part of the development of their SHIPs to identify priority housing sites that could, with support from the fund, be unlocked to bring forward housing. The City Region Deal Joint Committee has also considered the merits of the fund. Three sites have been identified in this SHIP. They are:
- Greenferns
  - Summerhill
  - Wellheads (Dyce)

## **9. Housing Market**

- 9.1 The downturn in the north east economy from 2015 has had a significant impact on house prices, volumes of sales, rental values and availability of property for sale or rent on the market. This has impacted on the affordable housing market with mid-market rental properties becoming more difficult for landlords to rent in the current market.
- 9.2 The market changes mean that some sites have not progressed or have had slower build out rates. However, there have been a number of sites where affordable housing units have come forward in the site development with developers looking to deliver their affordable housing earlier than had been planned, to offset market conditions.

## **10. Specialist Housing Provision**

- 10.1 The Public Bodies (Joint Working) (Scotland) Act 2014 came into force on 1<sup>st</sup> April 2014 with additional secondary legislation and guidance produced which resulted in the development of Aberdeen City's Housing Contribution Statement. It forms an integral part of the Aberdeen City Health and Social Care Partnership Strategic Plan and sets out the role of social housing providers in Aberdeen. It mirrors the content of the Local Housing Strategy 2018-23 and will assist in the alignment of future strategic planning. This development has provided opportunities to strengthen the connections between housing, health and social care, and will contribute to the achievement of many of the Scottish Government's National Health and Wellbeing Outcomes.

- 10.2 The main housing related issues currently identified through the Strategic Development Plan, HNDA 2017, the Aberdeen City Local Housing Strategy and the Joint Strategic Needs Assessment is an expected growth in population with the greatest growth predicated to occur in the population aged 65+ with a significant proportion of older people identified as being at risk of fuel poverty.
- 10.3 Ensuring that the LHS and Strategic Plan are aligned will ensure that housing contributes to the delivery of health and social care outcomes that have been scoped through the Housing Contribution Statement and the Aberdeen City LHS 2018-23. It will also ensure that housing outcomes are supported through the Health & Social Care Partnership.
- 10.4 The Housing Contribution Statement has highlighted the following key challenges:
- The increased demand for services due to demographic changes as people are living longer and have more complex conditions.
  - Shortage of suitable housing for people who have a learning disability, mental illness or face substance misuse issues.
  - Shortage of housing for people with bariatric conditions.
  - Design and provision of housing for people with dementia.
  - Shortage of wheelchair accessible housing.
  - Shortage of properties to facilitate hospital discharge.
  - Budget pressures in relation adaptations and differences in funding mechanisms relating to tenure.
  - Health implications for people who experience homelessness.
  - Pressures on the provision of temporary accommodation for homeless households
  - Challenges faced by Care Experience Young People (CEYP).
- 10.5 The Housing Contribution Statement identified actions to alleviate some of the challenges faced, these include:
- Increase the provision of wheelchair accessible housing.
  - Develop a tenure neutral approach for adaptations.
  - Take a strategic approach for planning for future housing based on the outcome of a mapping exercise carried out to identify the needs across all client groups.

- Ensure allocation our allocations review takes account of particular needs and the needs of carers.
- Commission housing support services in the community.
- Review progress with the implementation of the 10-year strategic review of housing for varying needs.
- Develop specialist supported housing units for people with a learning disability at North Anderson Drive development.
- Identify a site for the replacement of Wernham House service.
- Develop an accommodation solution for people with an acquired brain injury.
- Implement the reviewed CEYP protocol.
- Implement the actions identified within the Rapid Rehousing Transition Plan to alleviate the issues faced by homeless households.

10.6 The Housing Contribution Statement was refreshed and published in 2019. This reflect the priorities identified within the LHS 2018-2023, Strategic Plan and the Strategic Commissioning Implementation Plan. The Rapid Rehousing Transition Plan has also been incorporated into this to ensure it forms part of the strategic planning framework.

## **11. Wheelchair Accessible Housing – Position Statement**

11.1.1 The revised SHIP guidance issued by the Scottish Government in August 2018 states that local authorities must set a realistic target for the delivery of wheelchair accessible housing across all tenures. The first step of this process is to include a position statement in the SHIP that provides details of:

- What the current evidence base is regarding the requirement for wheelchair accessible housing, including any information gaps/further work required with plans to address identified need across all tenures.
- The intended approach to increase this provision and how it will be included within the LHS and Local Development Plan.
- The number of affordable wheelchair accessible homes the local authority plans to deliver over the next 5 years.

11.1.2 The Government produced further guidance on setting targets to support the delivery on more wheelchair accessible housing in March 2019. This states that all tenure housing targets are expected to be in place by the end of 2019.

## 11.2 Evidence base

11.2.1 The Housing Needs and Demand Assessment 2017 shows Aberdeen City Council has 516 wheelchair accessible properties in specialist accommodation (including sheltered and very sheltered) and 293 in 'mainstream' housing.

11.2.2 The Housing Needs Assessment Team (HNAT) assess and prioritise applicants with particular needs for Council housing. The table below shows the number of applicants and their housing requirements, including those who need fully wheelchair accessible accommodation. It shows that 1,024 people require ground floor accommodation, 69 require level access and 42 require full wheelchair accessible design.

	1	2	3	4	5	Total
Ground Floor	865	107	43	9	0	1024
First Floor	95	33	32	10	1	171
Level access	41	23	2	3	0	69
Wheelchair access	19	20	0	3	0	42
Able for stairlift	1	2	3	1	0	7
Community Alarm recommended	1	1	0	0	0	2
Extra Bedroom	0	23	20	14	0	57
Other or multiple recommendations	838	110	52	15	1	1015
Total	1860	319	152	55	2	2388

11.2.3 The Council and its partners are committed to reducing waiting lists for accessible housing by working with the design team to ensure that the needs of those who are currently on the housing waiting lists for wheelchair accessible housing are met through the new build programme.

11.2.4 There is robust information on the supply and demand for the Council's wheelchair accessible housing. Further work is required to establish the supply and demand for other sectors. Work will be undertaken with registered social landlords, developers and the Disabled Person's Housing Service (DPHS) to establish a baseline. This work will be taken forward by the Independent Living & Specialist Provision Strategic Group that has been established to deliver and monitor the Aberdeen City Local Housing Strategy's Joint Delivery Action Plan.

## 11.3 Approach to increase provision

11.3.1 It is widely recognised that whilst new build housing is designed to meet Housing for Varying Needs standards this does not always translate to wheelchair accessible housing.

11.3.2 Aberdeen City's Health and Social Care Partnership's Strategic Plan identifies the challenges of an ageing population and the desire to support people in a community setting. To meet these challenges an adequate supply of good quality accessible housing needs to be in place. The Housing Contribution Statement that underpins the role that housing plays was refreshed in 2018/19 and can be accessed here:

<https://www.aberdeencityhscp.scot/globalassets/governance/housing-contribution-statement-2019.pdf> .

11.3.3 The intended approach is to increase the overall provision of wheelchair accessible properties is articulated in the Local Housing Strategy 2018 – 2023. This sets a 15% target for delivery of wheelchair accessible housing.

11.3.4 The LHS sets out the priority for investment as part of the Affordable Housing Supply Programme. This is underpinned by the Housing Need and Demand Assessment 2017 and reflects the Aberdeen City and Shire Strategic Development Plan and the Aberdeen Local Development Plan.

11.3.5 The affordable housing target is in place and a workshop will take place in 2019/20 to engage with private developers to ascertain how this can be extended across all tenures.

#### **11.4 Number of wheelchair accessible homes**

11.4.1 The LHS identifies an affordable housing target of 342 homes per year in 18/19 and 19/20 and 385 per year in 20/21, 21/22 and 22/23. Our 15% target would increase the stock of wheelchair accessible properties by 380.

11.4.2 The Council plans to deliver 2,000 new homes, this could deliver around 300 accessible properties. The current programme takes account of the needs of disabled people. The two sites at Smithfield and Manor Avenue due to complete in 2018/19 will provide 44 houses and 16 flats that have been designed with a ground floor bedroom and accessible shower room. This is already beginning to have an impact on the wheelchair waiting list demand.

### **12. SHIP Summary**

12.1 The SHIP 2020 – 2025 has the potential to provide up to 3,771 new affordable homes which will make a significant contribution towards meeting the affordable housing supply targets identified in the Local Housing Strategy. This will be a considerable increase in the delivery of affordable housing which can be achieved to help meet housing needs across the city.

#### **12.2 Table 1 - Years 2020/21 – 2024/25**

12.2.1 This table shows there is the potential to complete 3,380 affordable units during this period. If all the projects were to go ahead there would be a requirement

for grant subsidy of £146,669,000. The Resource Planning Assumption (RPA) for this period has not yet been advised by Scottish Government but guidance issued in August 2019 suggests local authorities plan based on existing RPA levels. This provides a suggested allocation of £97,180,000.

<b>RPA £ m</b>	
2020/21	19.436
2021/22	19.436
2022/23	19.436
2023/24	19.436
2024/25	19.436
<b>Total</b>	<b>97.180</b>

## 12.2 Tables 2 & 3

12.2.1 These tables show potential projects which may be able to claim from the Housing Infrastructure Fund. Three potential projects have been identified.

## 12.3 Table 4 - Affordable Housing Projects Funded or Supported by Sources other than the RPA/TMDF Budget

12.3.1 This table shows there is the potential to complete 391 affordable units not funded through the AHSP during this SHIP period. The units will see a mix of social rent, intermediate rent and low-cost homes provided by a mix of RSL, developers and council house new build.

## 12.4 Table 5.1- Council Tax Raised on Empty and Second Homes

12.4.1 The council continues to raise considerable funding for affordable housing through reducing the Council Tax discounts on empty and second homes. The Council Tax income on second homes and long-term empty properties provided an income of £1.848m in 2018/19. The fund currently has circa 1.379m which has not yet been committed but is subject to committee approval to disburse the funds to the council house new build programme.

## 12.5 Table - 5.2 Affordable Housing Policies (AHPs) Contributions

12.5.1 As part of Section 75 Agreements, developers can make a commuted payment in lieu of the provision of affordable housing. This funding is used to provide grant for affordable housing to RSL and Council projects. In 2018/19 a total of £0.467 was received. The fund currently has circa £0.5m which has not yet been committed but is subject to committee approval to disburse the funds to the council house new build programme.



### **13. Council Approval of SHIP**

- 13.1 The SHIP and the associated spreadsheets 2020/21 – 2024/25 are recommended for approval by the City Growth & Resources Committee on 26 September 2019.

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MORE HOMES DIVISION

STRATEGIC HOUSING INVESTMENT PLAN 2020/21 - 1924/25

Table 1 - AFFORDABLE HOUSING SUPPLY PROGRAMME - Years 1-5 2020/21-2024/25

LOCAL AUTHORITY: Aberdeen City Council

PROJECT	SUB-AREA	PRIORITY  Low / Medium / High	GEOGRAPHIC COORDINATES (E-EASTING Y-NORTHING)	GEOGRAPHIC CODE (Numeric Value - from Drop Down Table Below)	DEVELOPER	UNITS - TENURE						UNITS - BUILT FORM				UNITS - TYPE			GREENER STANDARDS	APPROVAL DATE	UNITS SITE STARTS					UNITS - COMPLETIONS					SQ AHSP FUNDING REQUIREMENT (£0.000M)											
						Social Rent 99	Mid Market Rent	LCHO - Shared Equity	LCHO - Shared Ownership	LCHO - Improvement for Sale	PSR	Total Units 99	Rehab	Off the Shelf	NR 99	Total Units 99	GN 99	Specialist Provision			Type of Specialist Particular Need (If Known)	Total Units by Type 99	Enter Y or N	Financial Year (Estimated or Actual) 2018/19	2020/21	2021/22	2022/23	2023/24	2024/25	TOTAL SITE STARTS OVER PERIOD OF SHIP 99	2020/21	2021/22	2022/23	2023/24	2024/25	TOTAL COMPLETIONS OVER PERIOD OF SHIP 99	2020/21	2021/22	2022/23	2023/24	2024/25	TOTAL AHSP FUNDING REQUIRED OVER SHIP PERIOD
Abbotswell Road		High	394270 / 804214	5	Hillcrest Homes																																				0.000	
Abbotswell Road		High	394270 / 804214	5	Hillcrest Homes		35					35			35	35	35			35	Y	2018/19						0	35						35							0.000
Countesswells (N5)		High	387363 / 804634	5	Hillcrest Homes		24					24			24	24	24			24	Y	2019/20	24				24	100						100	3.500						3.500	
Countesswells (N12)		High	387363 / 804634	5	Hillcrest Homes	82						82			82	82	82			82	Y	2019/20	82				82							0							0.000	
Countesswells (C3)		High	387363 / 804634	5	Hillcrest Homes	55						55			55	55	55			55	Y	2019/20	55				55							0							0.000	
Burnside	Westburn Road	High	393132 / 807180	8	Grampian Housing Association	43	58					101			101	101	101			101	N	2019/20	101				101	101						101							0.000	
North Anderson Drive		High	391049 / 806469	5	Sanctuary Housing Association	118						118			118	118	106	12	3 wheelchair & 8 supported / 1 carer	118	Y	2017/18					0	118							118	2.000						2.000
Donside	Tillydrone	High	393503 / 809227	5	Sanctuary Housing Association	69						69			69	69	64	5	Wheelchair Access	69	Y	2018/19	69				69	69						69	1.610	1.610					3.220	
Rowett South		High	388089 / 810300	7	Places for People	86	62		35			183			183	183	183			183	Y	2018/19					0	8						8	0.000						0.000	
Wellheads Road	Dyce	High			Aberdeen City Council	283						283			283	283	240	43	Wheelchair Access	283	Y	2019/20E						283							16.697						16.697	
Craighill		High			Aberdeen City Council	79						79			79	79	67	12	Wheelchair Access	79	Y	2020/21					79								4.661						4.661	
Tillydrone		High			Aberdeen City Council	72						72			72	72	61	11	Wheelchair Access	72	Y	2020/21						72							4.248						4.248	
East Woodcroft		High			Aberdeen City Council	56						56			56	56	48	8	Wheelchair Access	56	Y	2021/22E						56								3.304					3.304	
Greenferns		High			Aberdeen City Council	360						360			360	360	306	54	Wheelchair Access	360	Y	2021/22E						180	180							10.620	10.620				21.240	
Kinorch Academy Site		High			Aberdeen City Council	200						200			200	200	170	30	Wheelchair Access	200	Y	2022/23E							100	100						6.000	5.800				11.800	
Haudagain Triangle	Middlefield	High			Aberdeen City Council	180						180			180	180	153	27	Wheelchair Access	180	N	2020/21E						180							5.130	5.130					10.260	
City wide Council buy-back		High			Aberdeen City Council	200						200		200	200	200	200			200	N	2018/19						200						200	2.000						2.000	
Persley	Woodside	High	391506 / 809432	6	Sanctuary Housing Association	105						105			105	105	89	16	Wheelchair Access	105	N	2019/20	105				105	105						105							0.000	
Persley	Woodside	High	391506 / 809432	8	Sanctuary Housing Association		45					45			45	45	38	7	Wheelchair Access	45	N	2019/20	45				45	45						45							0.000	
Farburn Shared Equity buy backs		High			Grampian Housing Association		60					60		60	60	60			60	N	2019/20	60					60							1.800							1.800	
Victoria Road School	Torry	High	395453 / 805222		Grampian Housing Association	54						54	45		9	54	46	8	Wheelchair Access	54	N	2019/20	54				54	54						54	3.780						3.780	
Auchmill Road		Medium	393083 / 806810	5	Hillcrest Homes	72						72			72	72	65	7	Wheelchair Access	72	Y	2019/20E	72				72								2.684	2.500					5.184	
Auchmill Road		Medium	393083 / 806810	7	Hillcrest Homes		20					20			20	20	17	3	Wheelchair Access	20	Y	2019/20E	20				20	20								0.470	0.450					0.920
Don Street	Woodside	Medium	392890 / 808924	6	Places for People	25						25			25	25	25	25	Supported Housing	25	N	2018/19					0	25						25	1.800							1.800
Craibstone AB21 9TN		Medium			Places for People	28	28					56			56	56	48	8	Wheelchair Access	56	N	2019/20					0	56							56	1.500	1.200					2.700
Conlaw Road	Miltimber	Medium	385318 / 802193	8	Osprey Housing Association		6					6			6	6	6			6	N	2019/20E					0		6						6	0.264						0.264
Conlaw Road	Miltimber	Medium	385318 / 802193	6	Osprey Housing Association	2						2			2	2		2	Particular needs bungalows	2	N	2019/20E					0		2						2	0.140						0.140
Miltimber		Low			Places for People	17	17	15				49			49	49	42	7	Wheelchair Access	49	N	2019/20E					0	49							49	1.500	0.900					2.400
Chingmere, Dubford	Bridge of Don	Low			Places for People	25						25			25	25	21	4	Wheelchair Access	25	N	2020/21E					0		25						25	1.400						1.400
Balgownie Centre		Low			Places for People	17						17			17	17	15	2	Wheelchair Access	17	N	2020/21E					0		17						17	0.969						0.969
Loirston Phase 1	Cove	Low	393955 / 801604	5	Places for People	23	31					54			54	54	46	8	Wheelchair Access	54	Y	2019/20E					0	25	28						53	2.850						2.850
South Esplanade		Low	394493 / 805232	5	Hillcrest Homes	28						28			28	28	26	2	Wheelchair Access	28	Y	2019/20E	28				28	28							28	1.000						1.000
South Esplanade		Low	394493 / 805232	7	Hillcrest Homes		13					13			13	13	11	2	Wheelchair Access	13	Y	2019/20E	13				13	13							13	0.298						0.298
Grandholm		Low			Hillcrest Homes	72						72			72	72	62	10	Wheelchair Access	72	Y	2021/22		72						40	32		72		2.500	2.684					5.184	
Stationfields	Cove	Low			Hillcrest Homes	102						102			102	102	92	10	Wheelchair Access	102	Y	2021/22E		102						50	52		102		3.844	3.500					7.344	
Kingswells		Low			Hillcrest Homes	20						20			20	20	18	2	Wheelchair Access	20	Y	2020/21E	20				20	20							20	1.440						1.440
Jesmond Drive	Bridge of Don	Low	392430 / 811822	6	Grampian Housing Association	15						15			15	15	12	3	Wheelchair Access	15	N	2019/20	15				15	15							15	1.050						1.050
Mains of Loirston	Cove	Low		8	Grampian Housing Association	32						32			32	32	28	4	Wheelchair Access	32	N	2020/21		32			32		32						32		2.240					2.240
Cloverhill, Murcar	Bridge of Don	Low			Unknown	100	37					137			137	137	116	21	Wheelchair Access	137	N	2020/21E		65	72		137		65	72												

Drop Down Table Values Numerical Value	Geographic Code	
1	West Highland/Island Authorities/Remote/Rural Argyll - RSL - SR - Greener	RSL - SR - Greener
2	West Highland/Island Authorities/Remote/Rural Argyll	RSL - SR - Other
3	Other Rural	RSL - SR - Greener
4	Other Rural	RSL - SR - Other
5	City and Urban	RSL - SR - Greener
6	City and Urban	RSL - SR - Other
7	All	RSL - Mid-Market Rent - Greener
8	All	RSL - Mid-Market Rent - Other
9	All	Council - SR - Greener

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MORE HOMES DIVISION

STRATEGIC HOUSING INVESTMENT PLAN 2019/20-2024/25

Table 2 - HOUSING INFRASTRUCTURE FUND (HIF) PROJECTS

Note: Projects should be entered as either Grant or Loan - Any which state a mixed category e.g. Grant/Loan or Grant or Loan will not be considered

TABLE 2.1 - GRANT PROJECTS

PROJECT	PRIORITY	GEOGRAPHIC COORDINATES (X:EASTING Y:NORTHING)	APPLICANT	PLANNING STATUS (OUTLINE/ MASTERPLAN/ FULL CONSENT IN PLACE) (Y/N)	DOES APPLICANT OWN OR HAVE POTENTIAL TO OWN THE SITE? (Y/N)	CURRENT SITE OWNER	BRIEF DESCRIPTION OF WORKS FOR WHICH INFRASTRUCTURE FUNDING IS SOUGHT (PROVIDE WORK HEADINGS - DO NOT INSERT "INFRASTRUCTURE WORKS")	IS PROJECT LINKED TO DIRECT PROVISION OF AFFORDABLE HOUSING? (Y/N)	AFFORDABLE HOUSING UNITS DIRECTLY PROVIDED BY INFRASTRUCTURE FUNDING - BY ESTIMATED COMPLETION DATE															HIF GRANT FUNDING REQUIRED					POTENTIAL ADDITIONAL CAPACITY - UNITS NOT DIRECTLY FUNDED BUT UNLOCKED BY INFRASTRUCTURE FUNDING	
									AFFORDABLE					MARKET					PRIVATE RENT										UNITS - POTENTIAL ADDITIONAL CAPACITY IN EITHER LATER PHASES OR OTHER SITES	TENURE - AFFORDABLE / MARKET /PRIVATE RENTED
									2020/21	2021/22	2022/23	POST 2022/23	AFFORDABLE TOTAL OVER PLAN OVER SHIP PERIOD	2018/19	2019/20	2020/21	POST 2020/21	MARKET TOTAL OVER PLAN OVER SHIP PERIOD	2018/19	2019/20	2020/21	POST 2020/21	PRIVATE RENT TOTAL OVER PLAN OVER SHIP PERIOD	2018/19	2019/20	2020/21	POST 2020/21	TOTAL HIF GRANT FUNDING REQUIRED		
Wellheads Road	Dyce		Aberdeen City Council		Yes	ACC		Yes				0	283							0						0				
Greenferns			Aberdeen City Council		Yes	ACC		Yes				0	360							0						0				
Summerhill			Aberdeen City Council		Yes	ACC		Yes				0	369							0						0				
Total									0	0	0	0	1012	0	0	0	0	0	0	0	0	0.000	0.000	0.000	0.000	0.000	0			

TABLE 2.2 - LOAN PROJECTS

PROJECT	PRIORITY  Low / Medium / High	GEOGRAPHIC COORDINATES (X:EASTING Y:NORTHING)	APPLICANT	PLANNING STATUS (OUTLINE/ MASTERPLAN/ FULL CONSENT IN PLACE) (Y/N)	DOES APPLICANT OWN OR HAVE POTENTIAL TO OWN THE SITE? (Y/N)	CURRENT SITE OWNER	BRIEF DESCRIPTION OF WORKS FOR WHICH INFRASTRUCTURE FUNDING IS SOUGHT (PROVIDE WORK HEADINGS - PLEASE "INFRASTRUCTURE WORKS")	IS PROJECT LINKED TO DIRECT PROVISION OF AFFORDABLE HOUSING? (Y/N)	AFFORDABLE HOUSING UNITS DIRECTLY PROVIDED BY INFRASTRUCTURE FUNDING - BY ESTIMATED COMPLETION DATE															HIF LOAN FUNDING REQUIRED					POTENTIAL ADDITIONAL CAPACITY - UNITS NOT DIRECTLY FUNDED BUT UNLOCKED BY INFRASTRUCTURE FUNDING	
									AFFORDABLE					MARKET					PRIVATE RENT										UNITS - POTENTIAL ADDITIONAL CAPACITY IN EITHER LATER PHASES OR OTHER SITES	TENURE - AFFORDABLE / MARKET /PRIVATE RENTED
									2018/19	2019/20	2020/21	POST 2020/21	AFFORDABLE TOTAL OVER PLAN OVER SHIP PERIOD	2018/19	2019/20	2020/21	POST 2020/21	MARKET TOTAL OVER PLAN OVER SHIP PERIOD	2018/19	2019/20	2020/21	POST 2020/21	PRIVATE RENT TOTAL OVER PLAN OVER SHIP PERIOD	2018/19	2019/20	2020/21	POST 2020/21	TOTAL HIF LOAN FUNDING REQUIRED		
Total									0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.000	0.000	0.000	0.000	0.000	0	

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MORE HOMES DIVISION

STRATEGIC HOUSING INVESTMENT PLAN 2019/20-2024/25

Table 3 - POTENTIAL HIF AFFORDABLE HOUSING PROJECTS WHICH MAY BE DEVELOPED FOLLOWING HIF INVESTMENT

LOCAL AUTHORITY:

PROJECT	SUB-AREA	PRIORITY  Low / Medium / High	GEOGRAPHIC COORDINATES (X:EASTING Y:NORTHING)	GEOGRAPHIC CODE (Numeric Value - from Drop Down Table Below)	DEVELOPER	UNITS - TENURE							UNITS - BUILT FORM				UNITS - TYPE				GREENER STANDARDS  Enter Y or N	APPROVAL DATE  Financial Year (Estimated or Actual)	UNIT SITE STARTS					UNITS - COMPLETIONS					SG AHSP FUNDING REQUIREMENT (£0.000M)				
						Social Rent	Mid Market Rent	LCHO - Shared Equity	LCHO - Shared Ownership	LCHO - Improvement for Sale	PSR	Total Units	Rehab	Off the Shelf	NB	Total Units	GN	Specialist Provision	Type of Specialist Particular Need (If Known)	Total Units by Type			2020/21	2021/22	2022/23	POST 2022/23	TOTAL STARTS OVER PERIOD OF SHIP	2020/21	2021/22	2022/23	POST 2022/23	TOTAL COMPLE TIONS OVER PERIOD OF SHIP	2020/21	2021/22	2022/23	POST 2022/23	TOTAL AHSP FUNDING REQUIRED OVER SHIP PERIOD
Wellheads Road	Dyce	High			ACC	283						283				283	238	45	Wheelchair Access	283						0					0					0.000	
Greenferns		High			ACC	360						360			360	306	54	Wheelchair Access	360							0					0				0.000		
Summerhill		High			ACC	369						369			369	314	55	Wheelchair Access	369							0					0				0.000		
												0				0				0						0					0				0.000		
												0				0				0						0					0				0.000		
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Drop Down Table Values	
Numerical Value	Geographic Code
1	West Highland/Island Authorities/Remote/Rural Argyll - RSL - SR - Greener
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4	Other Rural - RSL - SR - Other
5	City and Urban - RSL - SR - Greener
6	City and Urban - RSL - SR - Other
7	All - RSL - Mid-Market Rent - Greener
8	All - RSL - Mid-Market Rent - Other
9	All - Council - SR - Greener
10	All - Council - SR - Other

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MORE HOMES DIVISION

STRATEGIC HOUSING INVESTMENT PLAN 2019/20-2024/25

LOCAL AUTHORITY:

TABLE 4 - AFFORDABLE HOUSING PROJECTS FUNDED OR SUPPORTED BY SOURCES OTHER THAN THE RPA/TMDF BUDGET

PROJECT ADDRESS	SUB-AREA	PRIORITY  Low / Medium / High	GEOGRAPHIC COORDINATES (X:EASTING Y:NORTHING)	DEVELOPER	FUNDING SUPPORT SOURCE	APPROVAL DATE	UNIT STARTS					TOTAL	UNIT COMPLETIONS					TOTAL UNIT COMPLETIONS	NON SG FUNDING TOTAL £0.000M	OTHER NON-AHSP SG FUNDING (IF APPLICABLE) £0.000M	TOTAL FUNDING £0.000M
						Financial Year (Actual or Estimated)	2020/21	2021/22	2022/23	2023/24	2024/25	TOTAL SITE STARTS	2020/21	2021/22	2022/23	2023/24	2024/25				
Summerhill Education Centre	Summerhill	High		Aberdeen City Council	Council Tax/Developer Obligations		256	113				369	0	58	198	70	43	369	Subject to tender		
Donside		HIGH		Sanctuary Housing Association	Aberdeen City Council		15					15	15					15	0.469		0.469
Ashgrove Road West	Aberdeen	Medium		LAR	Private/SG loan	N/A	22					22		22				22		0.000	0.000
Old Lang Stracht	Kingswells	Medium		LAR	Private/SG loan	N/A	30					30		30				30		0.000	
Total							293	113	0	0	0	406	15	80	198	70	43	406	0.469	0.000	0.469

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## MORE HOMES DIVISION

### STRATEGIC HOUSING INVESTMENT PLAN 2020/21 - 2024/25

LOCAL AUTHORITY:

TABLE 5.1: COUNCIL TAX ON SECOND AND EMPTY HOMES(£0.000M)

	TAX RAISED OR IN HAND	TAX USED TO SUPPORT AFFORDABLE HOUSING	TAX CARRIED FORWARD TO SUBSEQUENT YEARS
PRE - 2017/18	15.452	8.099	7.353
2017/18	1.535		8.888
2018/19			8.888
	1.535		

TABLE 5.2: DEVELOPER CONTRIBUTIONS (£0.000M)

	SUMS			UNITS		
	RAISED OR IN HAND	USED TO ASSIST HOUSING	SUM CARRIED FORWARD TO SUBSEQUENT YEARS	AFFORDABLE UNITS FULLY FUNDED FROM CONTRIBUTIONS	UNITS PARTIALLY ASSISTED FROM CONTRIBUTIONS	UNITS TOTAL
PRE - 2017/18	£5.162	£2.610	£2.552		180	180
2017/18	£2.825	£1.004	4.373		118	118
2018/19	£0.468	£3.461	1.380		369	369
	£3.293					

Note: These tables are used to capture financial information. Details of how this has been used to fund/as housing should be contained in the text of the SHIP as described in the guidance.

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## ABERDEEN CITY COUNCIL

<b>COMMITTEE</b>	City Growth & Resources
<b>DATE</b>	26 <sup>th</sup> September 2019
<b>EXEMPT</b>	No
<b>CONFIDENTIAL</b>	No
<b>REPORT TITLE</b>	External Funding for Transportation Projects
<b>REPORT NUMBER</b>	PLA/19/356
<b>DIRECTOR</b>	Not Applicable
<b>CHIEF OFFICER</b>	Gale Beattie
<b>REPORT AUTHOR</b>	Amye Ferguson
<b>TERMS OF REFERENCE</b>	1.2 Oversee the Council's resources-finance, systems and technology, staff and property and 5 To approve and monitor an appropriate strategy for the Council's estate, including plans for investment, disposal and maintenance.

### 1. PURPOSE OF REPORT

- 1.1 This report advises the Committee of a new external funding opportunity that the Council has submitted a successful funding application for, and which is now available to the Council for the installation of electric vehicle charge points.

### 2. RECOMMENDATION(S)

That the Committee:-

- 2.1 Note that Aberdeen City Council has accepted funding from Transport Scotland-Local Authority Installation Programme 2019/20 for electric vehicle (EV) charge points; and
- 2.2 Instruct Chief Officer – Strategic Place Planning, following separate approval by this Committee of the relevant procurement business

case, to proceed with this project in relation to the installation of electric vehicle charging points as detailed within the report.

### **3. BACKGROUND**

3.1 Aberdeen City Council (the 'Council') was invited to bid for and was successful in being offered grant funding from Transport Scotland for Local Authority Installation Programme 2019/20 for electric vehicle (EV) charge points. This grant will be used to assist in the delivery of the aims and objectives of the following Policy and Strategy Documents

- Aberdeen Local Transport Strategy
- Aberdeen Local Outcome Improvement Plan
- Aberdeen City Centre Masterplan
- NESTRANS Regional Transport Strategy
- North East Scotland Regional Economic Strategy
- Aberdeen Local Development Plan
- Strategic Development Plan
- Air Quality Action Plan
- Powering Aberdeen

3.2 Grant funding can be applied and accepted under the "Powers Delegated to Officers" approved by Council on 4<sup>th</sup> March 2019 as follows:-

*"23) To approve applications for grant funding, thereafter, following consultation with the Convenor of the City Growth and Resources Committee, to accept grant funding provided that the terms and conditions of such funding have been approved by the Chief Officer-Finance and the Head of Commercial and Procurement Services. Expenditure of such grant funding may then be approved by the relevant Chief Officer subject to any such terms and conditions and in compliance with the ACC Procurement Regulations and Financial Regulations."*

#### **3.3 Transport Scotland-Local Authority Installation Programme 2019/20 for electric vehicle (EV) charge points**

3.3.1 The Council has been awarded grant funding from Transport Scotland as part of its Local Authority Installation Programme 2019/20 for electric vehicle (EV) charge points. This will enable the Council to organise the procurement, installation and commissioning of electric vehicle charge points and supporting infrastructure.

3.3.2 Part of this grant can be used to fund a resource to assist with this process and/or to help develop an EV Strategy to inform future works. With the remaining grant funding Transport Scotland have envisaged that the funding could support three rapid triple chargers and four double fast chargers. The funding would also cover the cost of a five year manufacturer warranty and maintenance agreement for the units.

- 3.3.3 As well as a requirement to ensure that chargers form part of the National 'Chargeplace Scotland' network, chargers have to be located on public sector land and accessible twenty-four hours a day.
- 3.3.4 Transport Scotland have indicated that, to bring greater certainty to users that they are likely to find an available charger, they would encourage Local Authorities to look at recharging hubs with multiple chargers, rather than just installing individual chargers.
- 3.3.5 As part of the funding conditions, the funding had to be accepted by the Council and grant acceptance form sent back to Transport Scotland by 15<sup>th</sup> July 2019. To comply with this, all internal governance to bid for, accept the funding and signing of the grant acceptance by the Council's Legal team was fulfilled.

#### **4. FINANCIAL IMPLICATIONS**

- 4.1 This funding stream is 100% external funding.
- 4.2 Transport Scotland have advised that for EV Charge Points the Councils no longer have to offer the charging service for free for the first twelve months after installation and can now charge users for the power they use. A model for this will be investigated as part of the development of an EV Strategy. The Council will be looking at this as part of the future budget setting processes. The maintenance and warranty costs for the units are funded for five years from date of commissioning.

#### **5. LEGAL IMPLICATIONS**

- 5.1 The funding will have to be spent in accordance with the grant funding conditions and legal agreements which are attached to it.
- 5.2 Any procurement will be undertaken in line with legislation and with the Council's Procurement Regulations.
- 5.3 The funding bid was approved by the Transportation Programme Board on 11<sup>th</sup> July 2019, permission from Procurement & Finance and the Convener of City Growth & Resources Committee has been granted to accept the funding. The Council's legal team have signed the terms and conditions and returned the grant acceptance to Transport Scotland. The project has therefore complied with internal governance procedures.

## 6. MANAGEMENT OF RISK

Category	Risk	Low (L) Medium (M) High (H)	Mitigation
<b>Financial</b>	Projects come in over or under budget	M	<p>Monthly monitoring of projects using Project Status Reviews (PSRs) which are subject to scrutiny by Transport Programme Board</p> <p>Procurement of the EV Charge Points can be undertaken using the Tayside Procurement Consortium (TPC) framework which the Council are listed on.</p> <p>The ability to purchase a five year warranty and maintenance agreement at time of purchase will reduce the risk of expensive repair to the Council.</p>
<b>Legal</b>	<p>Officers breach grant conditions or terms of financial standing orders</p> <p>Failure to take action to improve air quality in the City could expose the Council to legal challenge should air quality continue to breach national and EU limits.</p>	L	<p>Work closely with legal and procurement colleagues from the application stage to minimise this.</p> <p>Legal have already checked the terms and conditions of the EV funding prior to signing the grant acceptance form.</p>
<b>Employee</b>	<p>Insufficient staff to undertake the full programme.</p> <p>Employees also work within Air</p>	M	<p>Monthly monitoring of projects using Project Status Reviews (PSRs) will reflect changes to available resources at</p>



	<p>Quality Management areas and may be detrimentally affected so would also have an opportunity to be involved in the LEZ project via the engagement exercise.</p>		<p>earliest possible point.</p>
<b>Customer</b>	<p>Infrastructure/ goods not fit for purpose</p> <p>Failure to implement measures to improve air quality in Aberdeen could harm citizens of and visitors to the city, potentially exacerbating life threatening and life- limiting illnesses.</p>	L	<p>The EV Chargers are purchased through a procurement framework which contains certain standards which the suppliers have to follow and have been scored against. The Council has previous experience of using the procurement framework and for the installation of EV Chargers.</p>
<b>Environment</b>	<p>The project contributes to delivering the outcomes of the Local Transport Strategy which has a specific environmental objective- 'Improved air quality and environment'</p> <p>Failure to deliver measures to improve air quality could see a worsening of emissions and commensurate</p>	L	<p>Consideration of any potential environmental impacts during the project and the identification of appropriate mitigation in consultation with appropriate Council Officers and bodies</p>

	impacts on the health of the population		
<b>Technology</b>	There are no technological risks	L	Electric Charging is a proven technology and have a low risk.
<b>Reputational</b>	<p>Committee decides not to approve the expenditure of external funding and is able to deliver less for the residents of the city and is more reliant on its own reducing funding.</p> <p>There is significant reputational risk should the Council not be seen maximising external funding opportunities to improve the lives and health of the people of Aberdeen.</p>	L	Maximise external funding opportunities in order to deliver schemes to benefit the city without being wholly reliant on internal/ local budgets

## 7. OUTCOMES

Local Outcome Improvement Plan Themes	
	Impact of Report
<b>Prosperous Economy</b>	Contributes to Key Driver 1.3 (Improving investment into Aberdeen and Aberdeen businesses) in that it there will be increased access to electric vehicles and electric charging in the city and investing in a transport network which promotes a healthier and more attractive city.
<b>Prosperous People</b>	Contributes to Key Drivers 3.4 (Improving health and reducing inequalities). The projects encourage lower carbon emissions and seek to improve air quality which has the associated health benefits.

<b>Prosperous Place</b>	Contributes to Key Driver 14.1 (Reducing emissions across the city through delivery of Aberdeen's Sustainable Energy Action Plan 'Powering Aberdeen') in that encouraging modal shift to active and sustainable forms of transport should contribute towards reducing harmful emissions from road transport.
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<b>Design Principles of Target Operating Model</b>	
	<b>Impact of Report</b>
<b>Customer Service Design</b>	Using external funding allows the Council to undertake work for the benefit of the residents of Aberdeen without being solely reliant on internal funds.
<b>Organisational Design</b>	Will recognise our transport priorities and projects are a key element to reducing carbon emissions and improving air quality in our city.
<b>Governance</b>	All projects have been subject to internal governance and will continue to be monitored on a monthly basis through the Transportation Programme Board.
<b>Workforce</b>	By bringing in external funding, the workforce are able to get involved with a greater range of tasks and form new working arrangements with funders.
<b>Process Design</b>	Any schemes being taken forward will be subject to appropriate process design procedures.
<b>Technology</b>	Officers recognise the need to consider new and emerging technologies which can support the Council in delivering our transport priorities.
<b>Partnerships and Alliances</b>	The securing of external funding demonstrates not only good partnership working with funders but a vote of confidence from them that Aberdeen City is a Council and place worth funding.

## 8. IMPACT ASSESSMENTS

<b>Assessment</b>	<b>Outcome</b>
<b>Equality &amp; Human Rights Impact Assessment</b>	Full EHRIA not required
<b>Data Protection Impact Assessment</b>	Not required
<b>Duty of Due Regard / Fairer Scotland Duty</b>	Not applicable

**9. BACKGROUND PAPERS**

PLA/19/225

[Transport Scotland-Local Authority Installation Programme 2019/20](#)

**10. APPENDICES (if applicable)**

N/A

**11. REPORT AUTHOR CONTACT DETAILS**

Amye Ferguson  
Senior Project Officer  
AmFerguson@aberdeencity.gov.uk  
01224 523197

## ABERDEEN CITY COUNCIL

<b>COMMITTEE</b>	City Growth and Resources
<b>DATE</b>	26 September 2019
<b>EXEMPT</b>	No
<b>CONFIDENTIAL</b>	No
<b>REPORT TITLE</b>	Expansion of Early Learning and Childcare – Phase 2 Projects
<b>REPORT NUMBER</b>	RES/19/358
<b>DIRECTOR</b>	Steve Whyte
<b>CHIEF OFFICER</b>	Stephen Booth
<b>REPORT AUTHOR</b>	Andrew Jones
<b>TERMS OF REFERENCE</b>	Purpose 2 & 5; Remits 1.2.5 & 1.2.7

### 1. PURPOSE OF REPORT

- 1.1 To outline details of planned projects within Phase 2 of the Early Learning and Childcare (ELC) expansion programme, and to seek delegation of authority for the Chief Officer - Capital to approve business cases and to undertake procurement in order to successfully deliver these projects within the timescales set by Scottish Government.

### 2. RECOMMENDATION(S)

That the Committee:

- 2.1 approves funding for the delivery of Phase 2 of the Early Learning and Childcare expansion programme in accordance with the principles of the specific Capital Grant award;
- 2.2 delegates authority to the Chief Officer - Capital, following consultation with the Convener of the City Growth and Resources Committee, the Convener of the Capital Programme Committee and the Head of Commercial and Procurement Services, to consider and approve business cases (including estimated

expenditures) for the following projects for the purposes of Procurement Regulation 4.1.1:

- Cults School – Extension
- Culter School – Extension
- Kingswells School – Remodel Existing Nursery
- Kirkhill School – New Build Nursery
- Broomhill School – Extension
- Charleston School – Remodel Existing Nursery
- Gilcomstoun School – New Build Nursery
- Loirston School – Remodel Existing Nursery; and

- 2.3 thereafter to procure appropriate works and services, and enter into any contracts necessary for the delivery of the projects subject to due diligence, consistency with the financial model and affordability and regular update on progress against the approved business case at the Capital Programme Committee.

### **3. BACKGROUND**

- 3.1 The Council is committed to expanding the provision of funded early learning and childcare from 600 hours to 1140 hours by 2020. The expansion should prioritise a high-quality experience for the child to capitalise on the significant contribution that Early Learning and Childcare can make to a child's development and to closing the poverty related attainment gap.
- 3.2 All Local Authorities were asked to develop an Early Learning and Childcare (ELC) Delivery Plan to guide expansion plans. The Aberdeen City Plan highlights a focus on the provision of outdoor learning to support wellbeing, on accessibility to increase uptake, on delivery of Family Learning to fully capitalise on the expansion programme and on the provision of a 'localised offer' to meet the needs of families within each community.
- 3.3 In May 2018 multiyear capital and revenue funding was allocated to Local Authorities by Scottish Government. In all £23.04m of capital funding has been allocated to Aberdeen City Council for its ELC Expansion Programme up until 2020/21.
- 3.4 On 14 September 2017, the Education & Children's Services Committee endorsed a provisional ELC Delivery Plan which detailed three proposed phases of work. A decision was taken by Council on 5 March 2019 to delegate authority to the Chief Officer – Capital to consider and approve business cases for the projects which made up Phase 1 of the Delivery Plan, and work to implement these projects is currently under way.
- 3.5 The programme is developing at pace in order to meet the implementation deadline of August 2020. Projects which will make up Phase 2 of the Delivery Plan have now been identified, and approval is now sought for delegated

authority to the Chief Officer – Capital to approve these projects, in line with the approach taken for Phase 1 of the programme.

3.6 The planned Phase 2 projects are:

- Cults School – Extension
- Culter School – Extension
- Kingswells School – Remodel Existing Nursery
- Kirkhill School – New Build Nursery
- Broomhill School – Extension
- Charleston School – Remodel Existing Nursery
- Gilcomstoun School – New Build Nursery
- Loirston School – Remodel Existing Nursery

3.7 Project briefs and estimated costs for Phase 3 projects, which largely focus on minor reconfiguration of existing spaces and are therefore smaller in scale and cost compared with those in the first two phases, are currently being compiled, and it is anticipated that details of these along with estimated costs will be reported to the Committee in November 2019.

#### 4. FINANCIAL IMPLICATIONS

4.1 All costs associated with the design, procurement and construction will be funded from the Scottish Government Early Learning and Childcare Multi-Year Revenue and Capital Grants awards. The updated estimated costs associated with each phase of the programme are outlined below.

<b>Overall ELC Capital Grant:</b>	<b><u>£23.04m</u></b>
Phase 1 Estimated Capital Costs:	£11.83m
Phase 2 Estimated Capital Costs:	£10.68m
Phase 3 Estimated Capital Costs:	TBC (see paragraph 3.7 above)

#### 5. LEGAL IMPLICATIONS

5.1 All Local Authorities will have a duty to provide 1140 hours of Early Learning and Childcare for eligible two-year olds and all three and four year olds by 2020. This project forms part of the ELC Delivery Plan that will help Aberdeen City Council manage the transformational change necessary to deliver expanded services by 2020.

#### 6. MANAGEMENT OF RISK

	Risk	Low (L), Medium (M), High (H)	Mitigation

<b>Financial</b>	The expansion of funded Early Learning and Childcare will require very careful budget monitoring and financial planning to mitigate the risk of funding being insufficient to realise the expansion.	M	Cost checks will be carried out throughout the design stage to monitored estimates against the allocated budget. These will also be reported monthly to the ELC Programme Board.
<b>Legal</b>	The risk of not being in a position to offer sufficient 1140 hours places from August 2020 as required by the Children and Young People (Scotland) Act 2014.	M	This is being mitigated through early planning, clear governance arrangements and close working between teams across Aberdeen City Council to ensure that the expansion of Early Learning and Childcare is being planned for across all teams. Delegating authority to the Chief – Officer Capital to approve business cases and undertake procurement without the need for further committee approval will help to ensure the targets can be met.
<b>Employee</b>	Not being able to recruit sufficient numbers of Practitioners to support the delivery of the Expansion	M	A detailed workforce development plan has been included within the Delivery Plan. This plan includes the establishment of an Early Learning and Childcare Academy to increase the number of practitioners and also increase the number of routes into the profession to ensure that the risk remains low.
<b>Customer</b>	There are significant benefits for families who will be able to use the extended hours to enable them to return to employment or access training. There is a need to undertake research to	L	The Service will support this work to identify the features of expanded provision most likely to improve outcomes for vulnerable families to ensure that we capitalise on the opportunities offered through this expansion to



	determine how best to design services that will have the greatest impact on children and families to ensure that we maximise the reach of the expansion.		directly improve outcomes for children and families.  Intergenerational approaches will be supported wherever possible due to the significantly positive impact this has on all parties. This approach will ensure that the risk remains low.
<b>Environment</b>	Environmental assessments will be considered prior to confirming any sites for expansion or extension and feasibility studies will be undertaken where appropriate	L	This level of scrutiny and by following of Aberdeen City Council's Building Performance Policy will ensure that environmental risks remain low.
<b>Technology</b>	There is a risk that technology is not in place to support the transformation and particularly the 'funding follows the child' model being advocated.	L	Work is on-going across The Scottish Government and The Northern Alliance to mitigate this risk to ensure it remains low.
<b>Reputational</b>	The reputational risk of not being in a position to offer sufficient 1140 hours places to meet demand from August 2020.	M	This is being mitigated through early planning, clear governance arrangements and close working between teams across Aberdeen City Council to ensure that the expansion of Early Learning and Childcare is being planned for across all teams.

## 7. OUTCOMES

Local Outcome Improvement Plan Themes	
	Impact of Report
<b>Prosperous Economy</b>	The projects outlined in this report are part of Aberdeen City Council's Early Learning and Childcare (ELC) Expansion Programme. The

	<p>expansion of ELC requires an investment in our Early Years Estate as well as an investment in staffing to ensure we are providing high quality provision that meets the needs of children and families in all localities. To this end, the proposals within the report support the delivery of LOIP Stretch Outcome 1 – 10% increase in employment across priority and volume growth sectors by 2026. The investment in our estate is interlinked with the investment in our workforce. To staff the expanding estate the Early Years team will contribute to the diversification of the local economy by offering flexible pathways into the Early Years Sector and increasing the number of people employed in this growth sector.</p>
<b>Prosperous People</b>	<p>The proposal within this report supports the LOIP Stretch Outcome 3 – 95% of children (0-5 years) will reach their expected developmental milestones by the time of their child health reviews by 2026. The projects outlined in this report are designed to support outdoor learning and the free flow of direct access to the outside environment. Outdoor learning, exercise and play benefits pre-school children by encouraging them to be physically active. This will help address many of the health challenges outlined in the LOIP. Children will have daily access to outdoor play and will regularly experience outdoor play in a natural environment as part of their ELC funded offer. Outdoor learning will significantly contribute to a child's development and wellbeing.</p>
<b>Prosperous Place</b>	<p>The proposals within this report support the delivery of LOIP Stretch Outcome 13 – No one in Aberdeen will go without food due to poverty by 2026. To deliver the 1140 funded hours necessitates the building of several new ELC settings and a reconfiguration and extension of current provision. Increasing the accessibility of provision will contribute to transforming the lives of families across Aberdeen City. There are gaps in the provision in our three Priority Areas, which are home to the highest proportion of pre-school children and the highest concentration of families living in poverty. Every child attending a funded early learning and childcare (ELC) session will receive a healthy meal. The accessibility of</p>

	provision will lead to an increase in the uptake of the ELC funded offer and help ensure that no child in ELC will go hungry.
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<b>Design Principles of Target Operating Model</b>	
	<b>Impact of Report</b>
<b>Customer Service Design</b>	The proposed delivery model is designed around the needs of each community.
<b>Governance</b>	Clear governance arrangements are in place through the ELC Programme Board
<b>Partnerships and Alliances</b>	The model of delivery is founded on effective GIRFEC practice which requires close partnership working to improve outcomes for children and families.

## 8. IMPACT ASSESSMENTS

<b>Assessment</b>	<b>Outcome</b>
<b>Equality &amp; Human Rights Impact Assessment</b>	EHRIA completed
<b>Data Protection Impact Assessment</b>	Not required
<b>Duty of Due Regard / Fairer Scotland Duty</b>	The Duty of Due Regard applies to all pupils in receipt of early learning and childcare provided under section 47 of the Children and Young People (Scotland) Act 2014. The proposals have been developed with consideration of inequalities of outcomes for those pupils and they incorporate plans to address them, in compliance with the (Education (additional support for learning) (Scotland) Act 2004 Section 3B.

## 9. BACKGROUND PAPERS

Education and Children's Services Committee, 14 September 2017: Early Learning and Childcare Delivery Plan;

Council (Budget Meeting), 5 March 2019: General Fund Revenue Budget (Item 4b)

## 10. REPORT AUTHOR CONTACT DETAILS

Andrew Jones  
Service Manager, Assets & Finance  
[ajones@aberdeencity.gov.uk](mailto:ajones@aberdeencity.gov.uk)  
01224 523042

## ABERDEEN CITY COUNCIL

<b>COMMITTEE</b>	City Growth and Resources
<b>DATE</b>	26 <sup>th</sup> September 2019
<b>EXEMPT</b>	No
<b>CONFIDENTIAL</b>	No
<b>REPORT TITLE</b>	Local Authority Bus Services/Controlled Bus Companies
<b>REPORT NUMBER</b>	PLA/19/324
<b>DIRECTOR</b>	N/A
<b>CHIEF OFFICER</b>	Gale Beattie
<b>REPORT AUTHOR</b>	Chris Cormack
<b>TERMS OF REFERENCE</b>	Purpose 2 and 6, Remit 2.2

### 1. PURPOSE OF REPORT

- 1.1 The purpose of this report is to advise members on the current and emerging legislative framework for the Council to operate bus services or control a bus company in relation to the proposed sale of First Aberdeen Limited.

### 2. RECOMMENDATION(S)

That the Committee:-

- 2.1 Note the current legislative position regarding Local Authority operated bus services and the current position regarding the sale of First Aberdeen Limited.
- 2.2 Instruct the Director of Resources to monitor the sale position of First Aberdeen Limited and report back to the City Growth and Resources Committee on 6 February 2020 with an update on the proposed sale and recommended next steps for the Council.

### 3. BACKGROUND

- 3.1 A Motion, by Councillor Laing, was approved at Council on 24<sup>th</sup> June 2019 which: *“notes the amendments agreed by the Rural Economy and Connectivity Committee at Stage 2 of the Transport (Scotland) Bill, to allow local authorities such as Aberdeen City Council to run their own bus services, either directly or through arms-length companies”*; and to *“instruct the Director of Resources to contact those involved in the proposed sale of First Aberdeen noting the Council’s interest and to report back to the City Growth and Resources Committee or Urgent Business Committee with details of how the Council might make a bid for First Aberdeen.”*

#### CURRENT LEGISLATIVE POSITION

- 3.2 A report was presented to Council on 21<sup>st</sup> June 2017 to advise members on the options available to the Council for the operation of bus services. The report can be viewed at:
- <http://councilcommittees.acc.gov.uk/documents/s70420/Bus%20Service%20Options.pdf>
- 3.3 The current legislative position has not changed since the report of 21<sup>st</sup> June 2017 and changes are reliant on the Transport (Scotland) Bill being passed by the Scottish Parliament.
- 3.4 The report set out that local authorities could only operate bus services themselves under the following circumstances:
- Small Bus Undertakings, where vehicles owned and used by a local authority for providing any service for the carriage of passengers, which requires a Passenger Service Vehicle (PSV) Operators Licence. The Secretary of State would be required to grant such a provision and would limit the number of vehicles to be used. Generally, this is for use to provide school transport services, etc.
  - Provision of services under a section 22 community bus permit in order to operate local bus services, on the basis of the social needs of a community, on a non-profit making basis.
- 3.5 In addition, local authorities can plan and procure services, where there are gaps in the bus network which the local authority deems to be socially necessary but are not commercially viable. The fares, routes and timetables on these services are set and funded by the local authority but services are tendered to external providers.
- 3.6 The Transport (Scotland) Act 2001 also allows for ‘Quality Contracts’. This is where local transport authorities may make a scheme covering their area, or combined area, if this is the only way they can implement their general transport policies and the scheme will do this in an economic, efficient and effective way. A Quality Contract cannot be made unless the authorities have complied with statutory consultation requirements and obtained the approval of Scottish Ministers. This is a franchise type arrangement and authorities can determine what local services should be provided and specify routes, the standard and

quality of services and fares. The authority may then grant a Contract to bus operators giving exclusive rights to operate services on such terms as specified, and these terms may include service frequency, fares and standard of service. This must be done through a competitive tender.

- 3.7 Currently there is no statutory provision which explicitly authorises the Council, as a local authority entity, to take over a bus company.

## **DRAFT LEGISLATIVE POSITION – TRANSPORT (SCOTLAND) BILL – STAGE 2**

- 3.8 The Transport (Scotland) Bill is currently being progressed through the Scottish Parliament. Stage 2 has been completed and several amendments were agreed, with regards to the provision of local bus services by local authorities and local transport authority-controlled bus companies, which will now be progressed to Stage 3.
- 3.9 There is no definitive timescale for Stage 3 of the Bill to be considered, following which the agreed final position of the Bill would be debated, passed and implemented. It is therefore not clear what will definitively be included in the final Bill, once passed.
- 3.10 In terms of the Draft Bill, as it currently stands, further powers for local authorities to run their own bus services are proposed, namely where a local authority considers it appropriate to take action to secure the provision of local services to meet a public transport requirement, which is effectively to operate such services themselves where there is an unmet need. An amendment was also approved which removes the exclusion on the (majority of) local authorities being able to run their own bus services, in general terms. It is unclear at this time how this would work in a deregulated market, as commercial bus operations would remain. This will be subject to legal consideration in advance of Stage 3 and is likely to be debated further at that time.
- 3.11 It is also not clear from the amendment made that a local authority could acquire a bus company in these circumstances, only that under any circumstances a local authority could run their own bus services. It is not considered that such an acquisition is excluded, but as the Bill stands, it is anticipated that guidance or secondary legislation would be required to allow this to be implemented. This provision may provide an ability for the Council to make a bid for First Aberdeen, but it is not clear at this stage how this would work in practice.
- 3.12 A further amendment which was approved, would explicitly allow local transport authorities to control a company that provides local bus services. This would afford local authorities the ability to operate a 'Lothian Buses' type, arms-length operation, by either forming or acquiring a company or using a company already controlled by the local authority. This would present a clearer ability for the Council to make a bid for First Aberdeen. It would be for a local authority to consider how it would establish and fund a commercial bus company.

- 3.13 To enter such an arrangement, local authorities must be satisfied that the provision of services by such a company will contribute to the implementation of their relevant general policies. It is not defined at this stage what policies are being referred to, it is understood however that guidance would be developed for this provision.
- 3.14 Such companies would be required to operate in a deregulated and commercial market and would have to operate in the same way as a commercial bus operator. Advice from the Competition and Markets Authority to the Scottish Government suggested such operations must be arms-length, particularly so such companies were not operating at an unfair advantage. In addition, the Cabinet Secretary for Transport, Infrastructure and Connectivity, speaking to the [Rural Economy and Connectivity Committee 12 June 2019](#), advised that such a company would be required to comply with state aid rules and to do so would require the company to be arms-length. State aid is any advantage granted by public authorities through public resources on a selective basis to any organisation(s) that could potentially distort competition and trade in the European Union (EU).
- 3.15 Out of the 2 significant amendments for local authorities running their own bus services, the second one for controlling a company would, at this stage, present the Council with a clear ability to acquire First Aberdeen. Such operation would be in line with commercial bus services, so supported services would likely still need to be tendered to the open market and the company would be subject to competition rules. It is not clear at this stage how services run from the authority themselves, other than where there is an unmet need, would work in practice and how this would afford the Council the ability to acquire First Aberdeen.
- 3.16 This legislation is only draft at this time and it is not clear when this will be passed and implemented. Until such time, it would be premature to make any bid for First Aberdeen, as it is not clear that the Council has any statutory power to do so, as a local authority entity, and on this basis it is recommended that the Council would be best to await the outcome of the Transport (Scotland) Bill, before further considering the matter.

#### **SALE OF FIRST BUS UK OPERATIONS – INCLUDING FIRST ABERDEEN LIMITED**

- 3.17 In relation to the process for the sale of First Bus, as with any sale of this nature, the company have appointed external advisors to facilitate the sale process through the open market. This requires the gathering of a large volume of data that will provide the information for prospective purchasers to undertake their due diligence. This “data room” is unlikely to be available for a number of months. Therefore, the Council is unable to determine an informed position at this juncture.



- 3.18 In relation to how the business will be sold, the Director of Resources cannot provide any further advice at this stage. This is because there would be a number of options open to the seller (for example a single sale for the whole UK business, a management buyout, small parcels of sales for different parts of the business, etc.).
- 3.19 As First Bus continue to progress the sale process the Council will continue to monitor the position. At present the Director of Resources has indicated an informal, without prejudice noted interest in the sale.

#### **4. FINANCIAL IMPLICATIONS**

- 4.1 There are no immediate financial implications as a result of the recommendations of this report. If the Council wishes to proceed with a feasibility study and business case for operating bus services/controlling a bus company, following the passing of the Transport (Scotland) Bill, then detailed financial considerations would be required at that time.

#### **5. LEGAL IMPLICATIONS**

- 5.1 There are no immediate legal implications as a result of the recommendations of this report. The Council must adhere to the legislative requirements for bus services as determined by the Transport Act 1985 and Transport (Scotland) Act 2001. If the Council wishes to proceed with a feasibility study and business case for operating bus services/controlling a bus company, following the passing of the Transport (Scotland) Bill, then detailed legal considerations would be required at that time.

#### **6. MANAGEMENT OF RISK**

<b>Category</b>	<b>Risk</b>	<b>Low (L) Medium (M) High (H)</b>	<b>Mitigation</b>
<b>Financial</b>	There are no financial risks as a result of the recommendations of this report and further consideration to such risks will be addressed, as required, through the future reports to committee.	L	N/A
<b>Legal</b>	There are no legal risks as a result of the recommendations of this report and further consideration to such	L	The Council will continue to engage with the progression of the Transport (Scotland) Bill through the Scottish Parliament to ensure the

	risks will be addressed, as required, through the future reports to committee.		Council and City's interests are represented.
<b>Employee</b>	There is a risk that there is insufficient staff time and resource to fully engage in the Transport Bill and implementation of.	L	The workloads of Officers will be managed by Chief Officers of Strategic Place Planning and Resources to ensure there is sufficient resource to take forward instructions from Committee.
<b>Customer</b>	There is a risk that the sale of First Aberdeen may proceed prior to the Transport Bill passing and this may have an impact on bus passengers in Aberdeen.	M	The sale and impact of the sale of First Aberdeen is uncertain at this time. Officers will remain engaged with First Aberdeen and any new company to ensure adequate provision of service.
<b>Environment</b>	There are no immediate environmental risks as a result of the recommendations of this report.	L	N/A
<b>Technology</b>	There are no immediate technology risks as a result of the recommendations of this report.	L	N/A
<b>Reputational</b>	There are no immediate technology risks as a result of the recommendations of this report.	L	N/A

## 7. OUTCOMES

Local Outcome Improvement Plan Themes	
	Impact of Report
<b>Prosperous Economy</b>	<p>1.3, 2.1 - 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>
<b>Prosperous People</b>	<p>3.4, 6.1, 11.1 - 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>
<b>Prosperous Place</b>	<p>14.1, 15.1 - 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
<b>Customer Service Design</b>	<b>Co-design:</b> Delivery of any future bus services will require considerable consultation and engagement with communities and stakeholders.
<b>Organisational Design</b>	<b>Enabling:</b> The Council will be working with Transport Scotland to ensure the Transport Bill delivers improvements to public transport and this will be a collaborative and joint effort.
<b>Governance</b>	<b>Transparent:</b> All delivery of actions for bus services following the Transport Bill will be robustly evidenced through studies, assessment of data and public feedback and where actions take place clear measurable evidence of improvement will be required.

## 8. IMPACT ASSESSMENTS

Assessment	Outcome
<b>Equality &amp; Human Rights Impact Assessment</b>	Not required as a result of the recommendations of the report.
<b>Data Protection Impact Assessment</b>	Not required as a result of the recommendations of the report.
<b>Duty of Due Regard / Fairer Scotland Duty</b>	Not applicable as a result of the recommendations of the report.

## 9. BACKGROUND PAPERS

- 9.1 CHI/17/143, Bus Service Options:
- <http://councilcommittees.acc.gov.uk/documents/s70420/Bus%20Service%20Options.pdf>
- 9.2 Transport (Scotland) Bill, as amended after Stage 2:
- [https://www.parliament.scot/S5\\_Bills/Transport%20\(Scotland\)%20Bill/S5Bill33AS052019.pdf](https://www.parliament.scot/S5_Bills/Transport%20(Scotland)%20Bill/S5Bill33AS052019.pdf)
- 9.3 Rural Economy and Connectivity Committee 12 June 2019, Official Report:
- <http://www.parliament.scot/parliamentarybusiness/report.aspx?r=12185>

## **10. APPENDICES**

N/A

## **11. REPORT AUTHOR CONTACT DETAILS**

Chris Cormack  
Team Leader, Passenger Transport Unit  
[CCormack@aberdeencity.gov.uk](mailto:CCormack@aberdeencity.gov.uk)  
01224 523762

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