

Public Document Pack



To: Councillor Boulton, Convener; Councillor Lumsden, Vice Convener; and Councillors Graham, Laing, Avril MacKenzie, McLellan, McRae, Audrey Nicoll and Yuill.

Town House,
ABERDEEN 15 September 2020

CAPITAL PROGRAMME COMMITTEE

The Members of the **CAPITAL PROGRAMME COMMITTEE** are requested to meet in **Council Chamber, Town House** on **WEDNESDAY, 23 SEPTEMBER 2020 at 2.00 pm.**

FRASER BELL
CHIEF OFFICER - GOVERNANCE

BUSINESS

NOTIFICATION OF URGENT BUSINESS

- 1.1 Notification of Urgent Business

DETERMINATION OF EXEMPT BUSINESS

- 2.1 Members are requested to determine that any exempt business be considered with the press and public excluded

DECLARATIONS OF INTEREST

- 3.1 Declarations of Interest (Pages 5 - 6)

DEPUTATIONS

- 4.1 Deputations where requested

MINUTES OF PREVIOUS MEETINGS

- 5.1 Minute of Previous Meeting of 22 January 2020 for approval (Pages 7 - 10)

COMMITTEE BUSINESS PLANNER

- 6.1 Committee Planner (Pages 11 - 14)

NOTICES OF MOTION

- 7.1 Notices of Motion

COMMITTEE BUSINESS

Councils Capital Programme

- 8.1 Covid19 Pandemic Impact on the Capital Programme - RES/20/134
(Pages 15 - 22)
- 8.1 New Housing Programme Delivery Update - RES/20/132 (Pages 23 - 32)
- 8.1 Summerhill New Build Housing Progress Report - RES/20/131 (Pages 33 - 42)
- 8.1 Wellheads Road New Build Housing Progress Report - RES/20/130
(Pages 43 - 50)
- 8.1 ELC Programme Progress Report - RES/20/133 (Pages 51 - 62)

GENERAL BUSINESS

- 8.1 Capital Programme Committee Annual Effectiveness Report - COM/20/123
(Pages 63 - 78)

EXEMPT / CONFIDENTIAL BUSINESS

9.1 None at this time

EHRIAs related to reports on this agenda can be viewed [here](#)

To access the Service Updates for this Committee please click [here](#)

Website Address: www.aberdeencity.gov.uk

Should you require any further information about this agenda, please contact Karen Finch, tel 01224 522723 or email kfinch@aberdeencity.gov.uk

This page is intentionally left blank

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.

CAPITAL PROGRAMME COMMITTEE

ABERDEEN, 22 January 2020. Minute of Meeting of the CAPITAL PROGRAMME COMMITTEE. Present:- Councillor Boulton, Convener; Councillor Lumsden, Vice-Convener; and Councillors Graham, Laing, Avril MacKenzie, McLellan, Alex Nicoll, Audrey Nicoll and Yuill.

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.

MATTER OF URGENCY

The Convener intimated that she had directed in terms of Section 50B(4)(b) of the Local Government (Scotland) Act 1973, that the following item be considered as a matter of urgency to enable the Committee to consider the matter prior to the deadline of Friday 24 January 2020, for responding to Historic Environment Scotland.

URGENT NOTICE OF MOTION

1. The Committee had before it the following notice of motion by Councillor Lumsden:-

That the Committee:

- (a) Notes Historic Environment Scotland are currently assessing the need for Listing the following Buildings with a Category A listing
 - 1-75 Gilcomstoun Land
 - 1-72 Porthill Court and 1-126 Seamount Court and shop units 152-158 Gallowgate
 - 1-48 Virginia Court and 1-108 Marischal Court
 - 1-126 Thistle Court
 - 1-140 Hutcheon Court and 1-144 Greig Court.
- (b) Agrees to instruct the Chief Executive Aberdeen City Council to write to Historic Environment Scotland opposing Listing the Buildings as Category A.
- (c) To refer the decision of this Committee to the Planning Development Management Committee on Thursday 23rd January asking them to consider instructing the Chief Executive to write to Historic Environment Scotland opposing Listing the buildings as Category A.

The Committee resolved:

to approve the notice of motion.

CAPITAL PROGRAMME COMMITTEE

22 January 2020

DECLARATIONS OF INTEREST

2. Members were requested to intimate any declarations of interest in respect of the items on the agenda.

The Committee resolved:-

to note that no declarations of interest were intimated.

MINUTE OF PREVIOUS MEETING OF 14 NOVEMBER 2019

3. The Committee had before it the minute of their previous meeting of 14 November 2019.

The Committee resolved:-

to approve the minute as a correct record.

COMMITTEE BUSINESS PLANNER

4. The Committee had before it the Committee Business Planner as prepared by the Chief Officer Governance.

The clerk advised that the Committee were due to meet in June and not May as indicated in the business planner and that this would be amended for future versions.

The Committee resolved:-

- (i) to note the update provided by the clerk in relation to the wrong date within the planner for a future Committee meeting; and
- (ii) to otherwise note the content of the business planner.

CLUSTER RISK REGISTERS - RES/20/033

5. The Committee had before it a report by the Director of Resources which presented the Cluster Risk Registers and Assurance Maps in accordance with the Committee Terms of Reference and to provide assurance on the Council's system of risk management.

The report recommended:

that the Committee note the Cluster Risk Registers and Assurance Maps set out in Appendices A and B.

The Committee resolved:-

CAPITAL PROGRAMME COMMITTEE

22 January 2020

- (i) to note the clarification provided in relation to the control assessments for the identified risks as being partially effective; and
- (ii) to otherwise approve the recommendation contained in the report.

NESS ENERGY PROJECT - RES/19/197

6. The Committee had before it a report by the Director of Resources which provided an update on progress made with regards to the procurement, construction and operation of the Energy from Waste Facility at East Tullis Industrial Estate.

The report recommended:

That the Committee –

- (a) note the milestones achieved to date for the project and those that remain, to ensure the successful operation of the facility; and
- (b) note the financial position of the project.

The Committee resolved:-

- (i) in response to questions from members to note that the Director of Resources would liaise with colleagues from the communications team relating to issuing a statement advising the public on when works would be undertaken at the site and that a meeting with the Torry Locality Partnership would be organised to share information with the community; and
- (ii) to otherwise approve the recommendations contained in the report.

PROVOST SKENE'S HOUSE - RES/19/275

7. The Committee had before it a report by the Director of Resources which provided an update on the progress of works to refurbish Provost Skene's House.

The report recommended:

that the Committee note the progress achieved in the procurement of Provost Skene's House refurbishment.

The Committee resolved:-

to approve the recommendation contained in the report.

UNION TERRACE GARDENS - RES/19/259

8. The Committee had before it a report by the Director of Resources which provided an update on the progress of the delivery of Union Terrace Gardens project.

The report recommended:

CAPITAL PROGRAMME COMMITTEE

22 January 2020

that the Committee note the progress achieved in the Union Terrace Gardens redevelopment.

The Committee resolved:-

to approve the recommendation contained in the report.

ELC PROJECTS UPDATE - RES/20/104

9. The Committee had before it a report by the Director of Resources which provided an update on the progress of the Early Learning and Childcare capital projects.

The report recommended:

that the Committee note that this project formed part of the overall Aberdeen City Council's Early Learning and Childcare Expansion Programme of works.

Members asked various questions in relation to particular projects which included, the change in the cost for the projects compared to the initial predictions and the contingency plans in place. Mr Kemp, Principal Architectural Officer advised that the costs had varied for some projects due to the outcome of the design development process and changes to the original brief and that temporary accommodation and other facilities in the area were being used until the projects had been completed.

The Committee resolved:-

- (i) to note the responses provided from officers to various questions regarding individual projects;
- (ii) to note the thanks provided to officers for their work on the project to date; and
- (iii) to otherwise approve the recommendation contained in the report.

- **MARIE BOULTON, Convener**

CAPITAL PROGRAMME COMMITTEE BUSINESS PLANNER								
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
		23 September 2020						
Review of Community Facilities in Garthdee - NOM Cllrs Yuill and Townson	<p>Council 15/03/17 referred the terms of the motion to Communities, Housing and Infrastructure Committee. " In light of the Administration's commitment to build 2,000 houses by 2022, to instruct the Interim Director of Communities, Housing and Infrastructure to bring forward to the earliest committee a further report on the feasibility of the Council investing in Council housing on the site of the Kaimhill Outdoor Sports Centre".</p> <p>Capital Programme Committee 12/09/18 The Committee agreed to separate the issues into two entries.</p> <p>The second report will be to</p>		Stephen Booth	Corporate Landlord/ Early Intervention and Community Empowerment	Resources/ Customer	1.1	R	<p>The site has been provisionally allocated as a residential development site as part of the Local Development Plan process. A Feasibility study for Council House development of circa 36 units is being developed and at an advanced stage.</p> <p>It is recommended that this is now reported as part of the Council House build programme.</p>
Torry Heat Network	To report on the progress of the delivery of the Torry Heat Network Project.	Originally for May 2020	Bill Watson	Capital	Resources	1.1	D	A report is being presented to the City Growth and Resources Committee and thereafter monitoring reports will be submitted to this Committee.
Wellheads Housing Development Progress Report	To provide an update to Committee in relation to the Wellheads Housing Development	<p>Originally for March 2020 - this is a combined report</p> <p>A report is on the agenda</p>	John Wilson	Capital	Resources	1.1		
Summerhill New Build Housing Progress Report	To provide an update to Committee in relation to the Summerhill Housing Development	<p>Originally for March 2020 - this is a combined report</p> <p>A report is on the agenda</p>	John Wilson	Capital	Resources	1.1		

New Housing Programme Delivery	To provide an update to Committee in relation to the Housing Development Programme	Originally for March 2020 - this is a combined report A report is on the agenda	John Wilson	Capital	Resources	1.1		
Covid-19 Impact	To provide information to the Committee on the impact Covid-19 has had on the delivery of capital projects.	A report is on the agenda	John Wilson	Capital	Resources			
ELC Expansion Update Report	to provide an update on the progress of all of the ELC projects	Originally for May 2020 - this is a combined report A report is on the agenda	Colin Kemp	Capital	Resources	1.1		
Committee Annual Effectiveness Report for 2019/20	To present the annual effectiveness report for the Committee.	Originally for May 2020 A report is on the agenda	Karen Finch	Governance	Governance	GD 8.5		
		18 November 2020						
Aberdeen Art Gallery	Capital programme Cttee - 12/09/19 (iii) to instruct the Chief Officer Corporate Landlord in consultation with the		John Wilson	Capital	Resources	1.2		
Energy From Waste	To report on the progress of the delivery of the Energy from Waste Project.	Originally for May 2020.	John Wilson	Capital	Resources	1.1		
South College Street	To report on the progress of the delivery of the South College Street Corridor Improvement Project.		Alan McKay	Capital	Resources	1.1		
Tillydrone (Riverbank Replacement) Primary School	to provide an update on the progress on the delivery of the school	Originally for May 2020 - this is a combined report to include information from May.	Neil Esslemont	Capital	Resources	1.1		
Torry Primary School (including Community Hub)	to provide an update on the progress on the delivery of the school	Originally for May 2020 - this is a combined report to include information from May.	Bill Watson	Capital	Resources	1.1		
ELC Expansion Update Report	to provide an update on the progress of all of the ELC projects	This report may not be required due to the report in September	Colin Kemp	Capital	Resources	1.1		

Union Terrace Gardens	to provide an update on progress on the delivery of the project.	Originally for May 2020 - this is a combined report to include information from May.	Tara Gavan	Capital	Resources	1.1		
Provost Skene's House`	to provide an update on progress on the delivery of the project.	Originally for May 2020 - this is a combined report to include information from May.	Colin Doig	Capital	Resources	1.1		

This page is intentionally left blank

ABERDEEN CITY COUNCIL

COMMITTEE	Capital Programme
DATE	23 September 2020
EXEMPT	No
CONFIDENTIAL	No
REPORT TITLE	Covid19 pandemic impact on the Capital Programme
REPORT NUMBER	RES/20/134
DIRECTOR	Steve Whyte
CHIEF OFFICER	John Wilson
REPORT AUTHOR	John Wilson
TERMS OF REFERENCE	1.1

1. PURPOSE OF REPORT

- 1.1 The purpose of this report is to inform the Capital Programme what the COVID-19 pandemic implications are for all projects within the Capital Programme. The report will explain in general terms what this means in terms of likely delay and cost.
- 1.2 For ease and understanding of what this means with respect to a project's timeline the report firstly considers the impact on current projects under construction / under design development and then goes on to consider the potential impacts for those projects which are at the early stages of their evolution.
- 1.3 It will also outline what work is being carried out by Officers to mitigate these impacts.

2. RECOMMENDATION(S)

That the Committee :-

- 2.1 Note in general terms the reasoning why individual project delay and additional costs are expected, across the delivery of capital projects in terms of their full project life cycle,
- 2.2 Note that officers continue to work with contractors on the financial implications of the programme delay and implications for future works, as a result of the COVID-19 virus requiring changing work practices across the full programme of projects,
- 2.3 Note the implications of what this means for future consideration within project Outline Business Cases of any new projects,
- 2.4 Note the actions which Officers are carrying out to mitigate the expected impacts,

- 2.5 Instruct the Chief Officer Capital to report any significant progress, in regard to the above, for each Capital Project reported to the Capital Programme Committee.

3. BACKGROUND

- 3.1 The Committee will be fully aware of the events leading to the spread of the COVID-19 virus which led to a full UK lockdown being announced on 23 March 2020.

Initial closure of live construction sites

- 3.2 Following this announcement, in the case of live capital projects (on site) there was a general construction stoppage across the industry.
- 3.3 This decision to stop the works was further clarified in the Scottish Government's Coronavirus (COVID-19): Construction Sector Guidance note, issued on 6 April 2020 which stated that non-essential works should cease. It provided the following guidance;
- Work on construction sites, unless it is for essential projects, should stop immediately, as confirmed in new guidance for the construction industry.
 - The guidance makes clear that work on construction projects should cease unless it is supporting crucial work during the coronavirus COVID-19 pandemic.
 - Any project deemed essential can only continue operating if it can comply with guidance on social distancing, safety and welfare during the COVID-19 outbreak. Any site unable to meet these requirements should close.
- 3.4 The only exemptions from this guidance was for projects that were actively contributing to the health and wellbeing of the nation.
- 3.5 Following the initial announcement and supplementary advice from the Scottish Government Contractors chose to close their sites at a planned safe and manageable stage in the project construction sequence, following which they then made them safe and secure.
- 3.6 In accordance with individual contract requirements, a number of the contractors then notified the Council that they would be seeking renumeration of their irrecoverable costs for the period of the shutdown.

Project(s) cost and time impact?

- 3.7 In simple terms, for live construction projects which were stopped, the following can be stated;
- These projects will now be delayed,
 - It is difficult to predict when each project will be delivered,
 - Some Contractors have already stated that it is their intention to open negotiation with the Council to discuss how to deal with their additional costs incurred during the site shutdown period,
 - Some of these discussions are already underway,
 - Project costs will increase following construction resumption.
- 3.8 In the case of construction resumption typical costs include, but are not limited to; demobilisation, remobilisation, staffing, security, sanitation, cleaning, welfare, social distancing, PPE, and having to working differently.

Construction Works Resume

- 3.9 On Thursday 28 May 2020, the Scottish Government approved a phased return to construction work but advised that works would have to be undertaken in a different manner. The phased approach is as follows;
- Phase 1: COVID-19 Pre-start Site prep
 - Phase 2: “Soft start” to site works (only where physical distancing can be maintained)
 - Phase 3: Steady state operation (only where physical distancing can be maintained)
 - Phase 4: Steady state operation (where physical distancing can be maintained and/or with PPE use)
 - Phase 5: Increasing density/productivity with experience
- 3.10 This phased approach required Contractors to prepare site assessments for COVID-19 modifications and develop any necessary new procedures.
- 3.11 Officers have been working closely with some Contractors during the site shutdown period and we already know that this phased approach is introducing additional costs and delays.
- 3.12 The following table shows an indicative list of changes in work practices which have been initiated across some of the capital projects once construction works resumed. These can be summarised as follows, but not limited to;

Issue	Mitigation
Safety	review of risk assessment method statements, additional Personal Protective Equipment (PPE)
Physical Distancing	review of risk assessment method statements

Welfare	Facilities to be re-configured to ensure physical distancing requirements are met
Cleaning	additional full-time cleaners to be employed to ensure and monitor cleanliness of all facilities and surfaces
Deliveries and Visitors	additional staff to be employed to manage access and egress from the sites, coordinate deliveries and carry out health checks prior to allowing access to the sites.

- 3.13 The amount of necessary change in work practices will be project specific as it will depend on the project nature, its size, location, what stage it is at in its delivery, the tasks underway and the tasks still outstanding and what impact this will have on the project's critical path.

Supplier Issues

- 3.14 Supply chain capacity is likely to pose another significant risk to the planned project(s) delivery following the COVID-19 pandemic. The supply industry faces the same challenges listed above with regard to labour, plant and materials.

Projects at Design Stage

- 3.15 For these projects which were at design stage at the time of the lockdown the design development work has continued. The impact on projects with regard to the levels of internal staff resources has been minimal. However, as inferred above for those projects which rely on external technical staff support, they have been impacted in lieu of external organisations furloughing staff.
- 3.16 It should also be noted that even if staff resources have been available there has still been cost and impact related to loss of productivity. There are several reasons attributed to this such as but not limited to homeworking, IT connectivity and lack of access to site and other critical-path project information.

Projects at Procurement Stage

- 3.17 Whilst the impact from the COVID-19 virus can be considered as unexpected for those projects which were already under construction when the pandemic struck, the same cannot be said for those which are still under design development. This is now specifically significant and relevant for projects which are nearing or are ready to go through the Procurement Stage.
- 3.18 Prior to a project's tender issue, tendering parties are now aware of the very high likelihood of project risk delivery impact from the COVID-19 virus.

- 3.19 This issue may be particularly acute on a programme of projects where some contracts were awarded prior to the COVID-19 outbreak but others were not, and the parties are now aware of the issue before signature.

Mitigation

- 3.20 In general terms, for projects which are currently under construction Officers are in discussion with the Contractor Organisations to discuss and agree a way forward. These discussions are being treated on a confidential basis and are relevant to the contractual provisions within the particular contract documentation of each project.

- 3.21 Typical legal, financial and construction matters for consideration in these discussions are as follows, but not limited to:

- Scottish Government guidance
- Risk Assessments
- Payment arrangements
- Additional costs
- Delay, extensions of time
- Liquidated damages
- Loss and expense
- Critical tasks
- Critical suppliers
- Communication with stakeholders
- Scenario analysis and contingency planning

- 3.22 It is inevitable that the COVID-19 pandemic has introduced time and cost pressures on all parties. It should also be borne in mind that there is no precedent to help the contracting parties to understand what the potential future impacts may be or when restrictions may end.

Outline Business Cases

- 3.23 It is considered prudent to mention that for any new project Outline Business Cases (OBC), still to be considered through the governance process, there will be a requirement that the information presented within the OBC takes account of any COVID-19 impact.

- 3.24 Looking forward this will have a financial and delivery timeline impact on projects within the Capital Programme.

4. FINANCIAL IMPLICATIONS

- 4.1 In simple terms the cost of delivery of existing projects within the Capital Programme, irrespective where they currently sit within the project life cycle, is going to increase.

4.2 It is accepted that this will be very difficult to predict both in terms of project cost and risk transfer, but an allowance must be made. It is the intention that for each project as we are able to understand the time and cost implications we will report this back to the relevant committee.

5. LEGAL IMPLICATIONS

5.1 Capital Officers are working closely with colleagues with Commissioning and Procurement to consider the best way forward in legal terms for project delivery. They are considering drafting new contractual clauses which takes account of COVID-19 risk transfer, but which hopefully provides better cost certainty.

6. MANAGEMENT OF RISK

Category	Risk	Low (L) Medium (M) High (H)	Mitigation
Strategic Risk	Workforce, operations and the supply chain. Failure to deliver to expected timeline.	L	Awareness of project interdependencies. Regular review of risk. Review business continuity plans. Consideration of project prioritisation.
	Cost implications across the budget and the viability of future projects including those which may come forward via the Strategic Infrastructure Plan - Energy transition.	L	Ensure Business Cases incorporate consideration and allowance for COVID-19 related additional cost and time impacts.
Compliance	Failure to comply with project protocols	L	Increase site visits and monitoring of the construction works
Operational	Staff both internal and external	L	Maintain home working where possible (design). Review business continuity plans.
Financial	Increased project costs, supplier risk	H	Work with legal, finance and procurement teams to understand and address contractual impacts.
Reputational	COVID-19 outbreak on a construction site	H	Intensify existing safety measures. Contracting parties need to develop and agree new working practices, adopt a more

			flexible working system, and address broader concerns associated with the pandemic to protect one of the most valuable resources: people
Environment / Climate	Targeting net zero	L	Mitigating climate risks are embedded into service planning and decision making.

7. OUTCOMES

<u>COUNCIL DELIVERY PLAN</u>	
	Impact of Report
<p>Aberdeen City Council Policy Statement Programmes in the Policy Statement include assess the digital needs of the region, working with our partners to ensure the city has the required infrastructure; maximise community benefit from major developments; build 2,000 new Council homes and work with partners to provide more affordable homes; refresh the local transport strategy, ensuring it includes the results of a city centre parking review; promotes cycle and pedestrian routes; and considers support for public transport</p>	<p>This report highlights the impact of the Covid-19 pandemic across all projects within the Capital Programme. It is expected that there will be a highly likely increase in costs and delays which will have a bearing on the timing for delivery of projects and a potential associated increase with approved programme/project budgets.</p>
Aberdeen City Local Outcome Improvement Plan	
Prosperous Economy Stretch Outcomes	The report highlights the likely delay and cost impact that the Covid-19 pandemic will have on the delivery of capital projects across the city, with associated impact on growth and employment goals.
Prosperous People Stretch Outcomes	Increase in costs and any delays will impact on the delivery of all projects with associated people outcomes, such as what/when projects can be taken forward and when the benefits will be realised.
Prosperous Place Stretch Outcomes	Increase in costs and any delays will impact on the delivery of all projects with associated place

	outcomes, such as what/when projects can be taken forward and when the benefits will be realised.
Regional and City Strategies	The Covid-19 pandemic is having an impact across the majority of regional and city strategies.
UK and Scottish Legislative and Policy Programmes	All projects are being advanced in accordance with current legislation and guidelines. Note that new legislation and regulations are being introduced at very short notice to meet new challenges.

8. IMPACT ASSESSMENTS

Assessment	Outcome
Impact Assessment	Full impact assessment not required
Data Protection Impact Assessment	Not required

9. BACKGROUND PAPERS

N/A

10. APPENDICES (if applicable)

N/A

11. REPORT AUTHOR CONTACT DETAILS

Name	John Wilson
Title	Chief Officer Capital
Email Address	JohnW@aberdeencity.gov.uk
Tel	01224 523629

ABERDEEN CITY COUNCIL

COMMITTEE	Capital Programme
DATE	23 September 2020
EXEMPT	No
CONFIDENTIAL	No
REPORT TITLE	New Housing Programme Delivery Update
REPORT NUMBER	RES/20/132
DIRECTOR	Steven Whyte, Director of Resources
CHIEF OFFICER	John Wilson, Chief Officer, Capital
REPORT AUTHOR	John Wilson, Chief Officer, Capital
TERMS OF REFERENCE	Remit 1.1

1. PURPOSE OF REPORT

- 1.1 To update the Committee on the progress of works being undertaken as part of Aberdeen City Council's directly delivered new build Council housing sites and developer led schemes to meet the political commitment of 2000 new homes.
- 1.2 Outline progress for the Council led sites referred to throughout the report including Craighill, Kincorth, Tillydrone, Greenferns and Greenferns Landward.
- 1.3 Outline progress for Developer led sites, (future sites yet to be determined via market engagement).

2. RECOMMENDATION(S)

That the Committee:

- 2.1 Notes the progress achieved in the delivery of the social housing programme.

3. BACKGROUND

- 3.1 At its budget meeting on 6 March 2018 the Council resolved, "to instruct the Director of Resources to report back to the City Growth and Resources Committee on 19 June 2018 with business cases for the delivery of 2,000 Council houses in conjunction with private developers, as appropriate, working within an affordable capital investment net sum of £250 million and that each business case must demonstrate the long term affordability and sustainability of the Council's Housing Revenue Account."
- 3.2 At its meeting on 23 May 2018, this Committee agreed to proceed with various sites as a Council House Programme to increase the number of new build social housing units across the city based on the current design proposals and that this be added to the capital Programme.

- 3.3 To date the council has:
- Delivered 179 units at Smithfield and Manor Walk;
 - Purchased 90 units through the buy-back scheme;
 - Has entered into 2 construction contracts (Summerhill and Wellheads) to deliver 652 units
 - Commenced a procurement exercise via the Invitation to Participate in Negotiation (ITPN) process for Developer Led Schemes.
 - Included a site at Kaimhill that includes an additional 36 Units, this is currently being development at RIBA stage 1.

Current Status

- 3.4 A high-level programme was approved at the Programme Board in December 2019 and is reported on a monthly basis at the Programme Board.
- 3.5 Outcomes from the Programme Plan workshops have been captured in a Programme Blueprint document which outlines how the Programme will be executed and the outcomes/benefits that are to be achieved. This document was approved by the Programme Board.
- 3.6 The Programme Vision is person-centred and views the system from the citizen's perspective to reflect the diversity of people, homes and communities across Scotland. The Vision is confirmed as follows: –
- “To create sustainable integrated communities and places, delivering affordable homes designed for life, which meet citizens current and changing needs, supporting the wellbeing and resilience of our tenants.”*
- 3.7 The Housing Programme will demonstrate benefits which align with those identified in the Local Improvement Development Plan and the stretch outcomes detailed in the Local Outcome Improvement Plan (where possible). Programme Benefits and Community Benefits will be measured throughout the Programme on a continual basis. Additional project-specific benefits will be developed in due course.
- 3.8 Following the Covid-19 related lockdown, the Initial Surveys and Investigations were halted, these have since resumed on the 10th August 2020. These are required to support design development in order to inform the technical proposals to accord with the site constraints. Further surveys will be required later in the Programme in order to achieve Planning permission.
- 3.9 Revised High-Level Requirements have been developed, which are aligned to the Vision/benefits for the Programme. These requirements will ensure consistent quality across the Programme as well as addressing challenges around fuel poverty, contributing to achieving a carbon neutral footprint, and achieving a higher quality of living for tenants. Additionally, all homes in the Programme will comply with Housing for Varying Needs standards.
- 3.10 Delivery of Gold Level technical standards across the Housing Programme was approved at City Growth and Resources Committee on the 6th February 2020. These standards have been incorporated in the High-Level

Requirements document and form part of both the Consultant and Developer ITT documentation.

- 3.11 The Design Consultants (Lead Designer, Architect, & BIM Coordinator, Civil & Structural Engineer and Building Services Engineers) have been procured and appointed for the ACC Direct sites.
- 3.12 The Outline Business Cases (OBC's) have been drafted for the Council led projects at Kincorth, Craighill and Tillydrone.
- 3.13 RIBA Stage 1 has been completed for the above named projects within the OBC budgets, RIBA Stage 2 has commenced and is due to conclude in Q4 2020.
- 3.14 The Developer ITPN process has commenced with the Prior Information Notice (PIN) being issued in Q1 2020, the Initial Evaluation and Negotiation Processes are now concluded, the procurement exercise is currently ongoing and will be concluded Q4 2020. This will contribute to the number of units under development in the ACC Housing Programme.

Next steps for Developer ITPN

- 3.15 Following an initial submission with later planned stages of negotiation the Final ITPN was issued to those Developers who were successful in the previous stages of the procurement process. The final submissions were due on the 27th August 2020.
- 3.16 The final evaluation process will commence during September-October 2020.

Next Steps (Council Direct Sites)

Activity	Target Date	Status
Approval of Programme Level BIM Protocol	August 2020	Completed
Developer ITPN Evaluation Period	September- October 2020	Ongoing
Phase 1 Site surveys to be completed	October 2020	Ongoing
Procurement of, and Appointment of Tier 2 (Landscape Architect, Fire Engineer, Acoustician) Professionals	October 2020	Ongoing

RIBA Stage 2 for Council Direct Sites	October 2020	Ongoing
---------------------------------------	--------------	---------

Next Steps (Developer Led)

- 3.18 In the case of Developer Led sites, these are now at an advanced stage of negotiation and the intention is that any outstanding matters will conclude over the coming months. The next steps programme is as shown in the following table.

Activity	Target Date	Status
Publish Final Developer ITPN	August 2020	Completed
ITPN Final Returns	August 2020	Ongoing
ITPN Final Evaluation	September- October 2020	Awaited
Development of Technical and Contractual proposals	Varies	Awaited

4. FINANCIAL IMPLICATIONS

- 4.1 Business cases have been received from the external Programme Management Consultants, and these now incorporate updated budgets.
- 4.2 Approval of Gold Technical Standards will increase capital costs in order to fulfil ACC High Level Requirements, however this will also reduce future maintenance costs, commit investment in properties which promote a better mental and physical health, and future-proof properties by facilitating adaption to suit tenants' current and future requirements.
- 4.3 By creating more energy efficient homes which meet future standards such as Energy Efficiency Standard for Social Housing (ESSH) the monthly fuel consumption for Gold Standard properties is reduced.
- 4.4 In lieu of the Covid-19 pandemic, it is highly likely that there will be additional costs and delays on the two projects (Summerhill and Wellheads) currently under construction.

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
Strategic Risk	Impact of Covid-19 on the projects under design/construction and potential future impact upon delivery of units	H	Ensure lessons learned from current sites, embed float within programmes and closely monitor and liaise with the contractual parties.
Compliance	Failure to comply with project protocols	L	Increase site visits and monitoring of the construction works.
Operational	Staff both internal and external	L	Maintain home working where possible (design). Review business continuity plans.
Financial	Increased project costs, supplier risk	H	Work with legal, finance and procurement teams to understand and address contractual impacts.
Reputational	Late delivery of the 2000 units	H	Clearly communicate with key stakeholders regarding the impact of Covid-19 upon the delivery of units
	COVID-19 outbreak on a construction site	H	Intensify existing safety measures. Contracting parties need to develop and agree new working practices, adopt a more flexible working system, and address broader concerns associated with the pandemic to protect one of the most valuable resources: people.
Environment / Climate	Targeting net zero	L	Mitigating climate risks requirements by ensuring at the point of contract award that target

			net zero requirements are embedded into project specification requirements.
--	--	--	---

7. OUTCOMES

<u>COUNCIL DELIVERY PLAN</u>	
	Impact of Report
<p>Aberdeen City Council Policy Statement Programmes in the Policy Statement include assess the digital needs of the region, working with our partners to ensure the city has the required infrastructure; maximise community benefit from major developments; commit to closing the attainment gap in education while working with partners across the city; build 2,000 new Council homes and work with partners to provide more affordable homes;</p>	<p>This report highlights the progress being made across a wide range of potential housing sites which when delivered will support a number of inter-related policy statements within the Council delivery Plan.</p>
Aberdeen City Local Outcome Improvement Plan	
Prosperous Economy Stretch Outcomes	The construction programme for new Council housing will support the local economy, employment and training during a period of relative subdued construction activity, especially in the housing and commercial sectors.
Prosperous People Stretch Outcomes	The Council is committed to improving the key life outcomes of all people in Aberdeen City. The availability of affordable housing contributes to this objective by providing choice and opportunities which would otherwise not be available.
Prosperous Place Stretch Outcomes	The Council is committed to ensuring that Aberdeen is a welcoming place to invest, live and visit and operate to the highest environmental standards. The availability of affordable housing contributes to this objective.
Regional and City Strategies Strategic Development Plan; Local Development Plan	
	The proposals within this report support the Strategic Development Plan and Local Development Plan by working to deliver the new Council aspirations and accord with the requirements of both plans.
UK and Scottish Legislative and Policy Programmes	
	The report sets out the progress achieved to deliver the new Council housing across the city, all in accordance with the required legislation.

Legislation which places a range of statutory duties on the Council, Planning (Scotland) Bill	
---	--

8. IMPACT ASSESSMENTS

Assessment	Outcome
Impact Assessment	An Equality and Human Rights Impact Assessment (EHRIA) in connection with the Council housing building programme has been carried out on 11.4.2018 based on report no RES/18/006.
Data Protection Impact Assessment	Privacy impact assessment (PIA) screening has been undertaken and a PIA is not necessary.

9. BACKGROUND PAPERS

- 9.1 Council 6 March 2018: Draft Housing Revenue Account Budget and Housing Capital Budget 2018/19 to 2022/23: report no CG/18/030.
- 9.2 Capital Programme 23 May 2018: Shaping Aberdeen Housing LLP – Referral from City Growth and Resources: report no RES/18/006.
- 9.3 Council 5 March 2019: Housing Revenue Account Budget 2019/20: report no RES/19/202.

10. APPENDICES

11. REPORT AUTHOR CONTACT DETAILS

Name	John Wilson
Title	Chief Officer Capital
Email Address	JohnW@aberdeencity.gov.uk
Tel	01224 523629

This page is intentionally left blank

ABERDEEN CITY COUNCIL

COMMITTEE	Capital Programme
DATE	23 September 2020
EXEMPT	No
CONFIDENTIAL	No
REPORT TITLE	Summerhill New Build Housing Progress Report
REPORT NUMBER	RES/20/131
DIRECTOR	Steven Whyte, Director of Resources
CHIEF OFFICER	John Wilson, Chief Officer, Capital
REPORT AUTHOR	John Wilson, Chief Officer, Capital
TERMS OF REFERENCE	1.1

1. PURPOSE OF REPORT

To update the Committee on the progress of works being undertaken at Summerhill new build Council housing project.

2. RECOMMENDATION(S)

That the Committee:

- 2.1 Notes the progress achieved in the housing project at Summerhill.

3. BACKGROUND

- 3.1 The Site was in lockdown following the Covid-19 outbreak between the dates of the 23 March 2020 - 1 June 2020, with re-mobilisation over two weeks to enable a phased return to site from 15 June 2020.
- 3.2 As a consequence of lockdown, the programme has lost 12 weeks of activity. CHAP Construction will issue revised programmes, however since return to site good progress has been made, including early commencement of blocks within Phase 2. They have also indicated an intent despite the lockdown to better the sectional completion dates noted under 3.8.
- 3.3 The offsite Denburn Culvert works encompass a new drainage culvert being laid from the proposed Summerhill site southwards along Stronsay Drive to a new outfall at the North Burn of Rubislaw. Due to unforeseen ground conditions and issues related to clashes with existing utility apparatus, the works were delayed. The completion of these works was further delayed by the Covid-19 outbreak, however following the return to site these works have now been concluded. It should also be noted that the delivery of the culvert works was not a critical path item.

- 3.4 The Design Team have identified an opportunity to re-use the onsite existing stockpile of materials. Engineers have confirmed the suitability of material to be reused across the site. The re-use of existing materials on site is also a positive outcome as it contributes to the Green Agenda approved by Council in March 2020. The Contractor continues to progress earthworks cutting operations to formation level.
- 3.5 The Contractor has awarded key works packages and is progressing with activities including site clearance, site access and substructure works including foundations to block 5, form main haul roads, service ducts and below ground drainage. Bulk earthworks to Phase 1 and 2 areas have been well progressed. Foundations and substructure are complete for Blocks 1, 2, & 5, and commenced for Block 3. Ground floor Slabs and timber kit have commenced for Block 5.
- 3.6 Quality Assurance audits have commenced on site and will continue throughout the duration of the Contract to ensure quality across the overall Housing Programme.

Current Status

Phasing

- 3.7 Key milestones detailed in the Contractor's programme are as follows:

Activity	Target Start Date	Status
Offsite culvert works	Summer 2019	Completed
Issue second Letter of Intent	Summer 2019	Completed
Site clearance commencing	Autumn 2019	Ongoing
Let full Contract	Autumn 2019	Completed
Site start	Autumn 2019	Completed
Phase 1 (Blocks 1, 2 and 5)	Winter 2019-2020	Ongoing
Phase 2 (Blocks 3, 4 and 6)	Spring 2020	Ongoing
Phase 3 (Blocks 7 and 8)	Spring 2021	Awaited

- 3.8 The Contractor programme demonstrates three Sectional Completion dates to provide Aberdeen City Council (ACC) with a phased release of housing units.

Sectional Completion dates are anticipated as shown in the following table:

Activity	Completion Date	No. of Units
Offsite Culvert Works	Winter 2019/2020	N/A
Phase 1	Winter 2021/2022	128 units
Phase 2	Summer 2022	128 units
Phase 3	TBC	113 units

- *Please note that until the whole 2,000-unit programme is developed, final stage completion dates cannot be confirmed because the council will have to ensure these dates are staggered to avoid a large volume of properties coming on to the housing list register at the same time.*

Interdependencies update

- 3.9 The contract parties are in discussion and working closely to ensure the work by other parties does not impinge on the overall project delivery.

4. FINANCIAL IMPLICATIONS

- 4.1 As noted in the June 2019 report, a single tender was submitted to the Council and since then design has been developed in order to achieve financial viability.
- 4.2 The construction costs include introduction of a Combined Heat & Power system and Denburn Culvert offsite drainage works.

The overall business case gross budget of £57.8m has been approved by ACC, however we are currently carrying out negotiations with the Contractor in lieu of the Covid-19 outbreak and this budget may need to be revised.

Gross Budget	Spend to date
£57.8m	£6.3m

5. LEGAL IMPLICATIONS

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

6. MANAGEMENT OF RISK

Key Risks for Initial Construction Activities

- 6.1 Unidentified site constraints encountered.
- 6.2 Delay to Statutory Approvals.
- 6.3 Combined Heating & Power Design/Programme
- 6.4 Inclement weather
- 6.5 Supply chain insolvency/liquidation
- 6.6 Impact of Covid-19 delay to the programme, impact on site operations.

Category	Risk	Low (L) Medium (M) High (H)	Mitigation
Strategic Risk	Impact of Covid-19 on the projects under design/construction and potential future impact upon delivery of units	H	Ensure lessons learned from current sites, embed float within programmes and closely monitor and liaise with the contractual parties.
Compliance	Failure to comply with project protocols	L	Increase site visits and monitoring of the construction works.
Operational	Staff both internal and external	L	Maintain home working where possible (design). Review business continuity plans.
Financial	Increased project costs, supplier risk	H	Work with legal, finance and procurement teams to understand and address contractual impacts.
Reputational	Late delivery of the 2000 units	H	Clearly communicate with key stakeholders regarding the impact of Covid-19 upon the delivery of units
	COVID-19 outbreak on a construction site	H	Intensify existing safety measures. Contracting parties need to develop and agree new working practices, adopt a more flexible working system, and address broader concerns associated with the pandemic to protect one of the

			most valuable resources: people
Environment / Climate	Targeting net zero	L	Mitigating climate risks requirements by ensuring at the point of contract award that target net zero requirements are embedded into project specification requirements

7. OUTCOMES

<u>COUNCIL DELIVERY PLAN</u>	
	Impact of Report
<p>Aberdeen City Council Policy Statement Programmes in the Policy Statement include assess the digital needs of the region, working with our partners to ensure the city has the required infrastructure; maximise community benefit from major developments; commit to closing the attainment gap in education while working with partners across the city; build 2,000 new Council homes and work with partners to provide more affordable homes;</p>	<p>This report highlights the progress being made with the delivery of the new Council housing at Summerhill which when delivered will support a number of inter-related policy statements within the Council delivery Plan.</p>
Aberdeen City Local Outcome Improvement Plan	
Prosperous Economy Stretch Outcomes	The construction programme for new Council housing will support the local economy, employment and training during a period of relative subdued construction activity, especially in the housing and commercial sectors.
Prosperous People Stretch Outcomes	The Council is committed to improving the key life outcomes of all people in Aberdeen City. The availability of affordable housing contributes to this

	objective by providing choice and opportunities which would otherwise not be available.
Prosperous Place Stretch Outcomes	The Council is committed to ensuring that Aberdeen is a welcoming place to invest, live and visit and operate to the highest environmental standards. The availability of affordable housing contributes to this objective.
Regional and City Strategies Strategic Development Plan; Local Development Plan	The proposals within this report support the Strategic Development Plan and Local Development Plan by working to deliver the new Council aspirations and accord with the requirements of both plans.
UK and Scottish Legislative and Policy Programmes Legislation which places a range of statutory duties on the Council, Planning (Scotland) Bill	The report sets out the progress achieved to deliver the new Council housing across the city, all in accordance with the required legislation.

8. IMPACT ASSESSMENTS

Assessment	Outcome
Impact Assessment	An Equality and Human Rights Impact Assessment (EHRIA) in connection with the Council housing building programme has been carried out on 11.4.2018 based on report no RES/18/006.
Data Protection Impact Assessment	Privacy impact assessment (PIA) screening has been undertaken and a PIA is not necessary.

9. BACKGROUND PAPERS

- 9.1 Council 6 March 2018: Draft Housing Revenue Account Budget and Housing Capital Budget 2018/19 to 2022/23: report no CG/18/030.
- 9.2 Capital Programme 23 May 2018: Shaping Aberdeen Housing LLP – Referral from City Growth and Resources: report no RES/18/006.
- 9.3 Council 5 March 2019: Housing Revenue Account Budget 2019/20: report no RES/19/202.

10. APPENDICES

- Appendix 1 Location Map
- Appendix 2 Site Layout

11. REPORT AUTHOR CONTACT DETAILS

Name	John Wilson
Title	Chief Officer, Capital
Email Address	JohnW@aberdeencity.gov.uk
Tel	01224 523629

Appendix 1 – Location Map



Appendix 2 Site Layout



This page is intentionally left blank

ABERDEEN CITY COUNCIL

COMMITTEE	Capital Programme
DATE	23 September 2020
EXEMPT	No
CONFIDENTIAL	No
REPORT TITLE	Wellheads Road New Build Housing Progress Report
REPORT NUMBER	RES/20/130
DIRECTOR	Steven Whyte, Director of Resources
CHIEF OFFICER	John Wilson, Chief Officer, Capital
REPORT AUTHOR	John Wilson, Chief Officer, Capital
TERMS OF REFERENCE	1.1

1. PURPOSE OF REPORT

- 1.1 To update the Committee on the progress of the Wellheads Road new build Council housing project.

2. RECOMMENDATION(S)

That the Committee:

- 2.1 Notes the progress achieved in the procurement of new build Council housing project at Wellheads Road.

3. BACKGROUND

- 3.1 Planning permission was granted for the site in February 2019.
- 3.2 A Development Agreement was subsequently agreed between Aberdeen City Council and Ogilvie Group Developments Ltd. (Principal Contractor) who will provide a development comprising of four blocks of flats offering 283 units, with a mix of one, two, three and four-bedroom flats.
- 3.3 The Principal Contractor took possession of the site in September 2019.

Current Status

- 3.4 The Site was in lockdown following the Covid-19 outbreak on the 24 March 2020, upon return to work on the 15 July 2020, the contractor has ensured that the correct Health & Safety (H&S) and physical distancing provisions have been adopted in their approach and embedded within the Construction Phase H&S Plan.
- 3.5 Upon the return to site, the Contractor is making good progress, however a revised construction programme is under review outlining the Covid-19 impact on the handover dates.

- 3.6 Construction to Block 3 and Block 4 are progressing ahead of programme, timber kit has commenced on Block 4 and steelwork has commenced on Block 3. Foundations and structural steel erection on Block 2 are now complete. Block 4 is 3-4 months ahead of programme, and Block 2 is 6-7 months ahead, as the lag between blocks has been reduced.
- 3.7 Quality Assurance audits are continuing throughout the duration of the Contract to ensure consistency in quality across the overall Housing Programme.
- 3.8 The construction programme is under review to capture the impact of the Covid-19 lockdown, this may have revised completion dates, once confirmed Capital Officers will liaise with Housing Officers to coordinate the possession of the units. Phased delivery plan is as previously outlined below:

Activity	Status
Execution of Contract	Completed
Mobilisation	Completed
Block 4	Commenced
Block 3	Commenced
Block 2	Commenced
Block 1	Commenced

- 3.9 Following receipt of the revised programme, the Sectional Completion dates will likely need to be revised. The current four Sectional Completion dates contained within the Development Agreement are as follows:

Block 4	Spring 2021	67 Units
Block 3	Autumn 2021	83 units
Block 2	Winter 2021	77 units
Block 1	TBC	56 units

- *Please note that until the whole 2,000 Programme is developed, final stage completion dates cannot be confirmed because the Council will have to ensure these dates are staggered to avoid a large volume of properties coming on to the housing list register at the same time.*

Headlines/Key issues of the moment

- 3.10 Following return to site the Contractor is currently assessing his considered impact that the Covid-19 pandemic had had on his construction programme. Once the programme is issued, there will be a better understanding on the impact of the Sectional Completion Dates. It should be borne in mind that there remains a risk of future national or local lockdowns will impact upon labour and material availability and subsequently impact upon the overall timeframes.

Interdependencies Update

- 3.11 The contract parties are in discussion and working closely to ensure the work by other parties does not impact overall project delivery.

4. FINANCIAL IMPLICATIONS

- 4.1 There are no direct financial implications arising from the recommendations of this report.
- 4.2 The total project spend to date is as follows

Gross Budget	Spend to date
£44.2m	£16.045m

- 4.3 In lieu of the Covid-19 outbreak and the impact it is having, Officers are currently carrying out negotiations with the Contractor, and this budget may need to be revised.
- 4.4 The spend to date includes land acquisition, development fees, legal costs, design development fees, site investigations.

5. LEGAL IMPLICATIONS

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

6. MANAGEMENT OF RISK

Key Risks for Initial Construction Activities

- 6.1 Impact of Covid-19 delay to the programme, impact upon the site operations
- 6.2 Combined Heat & Power resourcing for the heating systems of the new units in order to meet the programme.
- 6.3 There is risk that, as the Wellheads Road Housing project design develops it may not be able to be consistent with the current wider programme objectives. This is a result of timing, as the vision was being developed when the agreement was signed. Where design changes can be implemented it should be noted that there may be an impact on cost and programme.
- 6.4 Inclement weather
- 6.5 Supply chain insolvency/liquidation

Category	Risk	Low (L) Medium (M) High (H)	Mitigation
Strategic Risk	Impact of Covid-19 on the projects under design/construction and potential future impact upon delivery of units	H	Ensure lessons learned from current sites, embed float within programmes and closely monitor and liaise with the contractual parties.
Compliance	Failure to comply with project protocols	L	Increase site visits and monitoring of the construction works.
Operational	Staff both internal and external	L	Maintain home working where possible (design). Review business continuity plans.
Financial	Increased project costs, supplier risk	H	Work with legal, finance and procurement teams to understand and address contractual impacts.
Reputational	Late delivery of the 2000 units COVID-19 outbreak on a construction site	H H	Clearly communicate with key stakeholders regarding the impact of Covid-19 upon the delivery of units Intensify existing safety measures. Contracting parties need to develop and agree new working practices, adopt a more flexible working system, and address broader concerns associated with the pandemic to protect one of the most valuable resources: people
Environment / Climate	Targeting net zero	L	Mitigating climate risks requirements by ensuring at the point of contract award that target net zero requirements are embedded into project specification requirements

7. OUTCOMES

Impact of Report	
<p>Aberdeen City Council Policy Statement Programmes in the Policy Statement include assess the digital needs of the region, working with our partners to ensure the city has the required infrastructure; maximise community benefit from major developments; commit to closing the attainment gap in education while working with partners across the city; build 2,000 new Council homes and work with partners to provide more affordable homes;</p>	<p>This report highlights the progress being made with the delivery of the new Council housing at Summerhill which when delivered will support a number of inter-related policy statements within the Council delivery Plan.</p>
Aberdeen City Local Outcome Improvement Plan	
<p>Prosperous Economy Stretch Outcomes</p>	<p>The construction programme for new Council housing will support the local economy, employment and training during a period of relative subdued construction activity, especially in the housing and commercial sectors.</p>
<p>Prosperous People Stretch Outcomes</p>	<p>The Council is committed to improving the key life outcomes of all people in Aberdeen City. The availability of affordable housing contributes to this objective by providing choice and opportunities which would otherwise not be available.</p>
<p>Prosperous Place Stretch Outcomes</p>	<p>The Council is committed to ensuring that Aberdeen is a welcoming place to invest, live and visit and operate to the highest environmental standards. The availability of affordable housing contributes to this objective.</p>
Regional and City Strategies	
<p>Strategic Development Plan; Local Development Plan</p>	<p>The proposals within this report support the Strategic Development Plan and Local Development Plan by working to deliver the new Council aspirations and accord with the requirements of both plans.</p>
UK and Scottish Legislative and Policy Programmes	
<p>Legislation which places a range of statutory duties on the</p>	<p>The report sets out the progress achieved to deliver the new Council housing across the city, all in accordance with the required legislation.</p>

Council, Planning (Scotland) Bill	
--------------------------------------	--

8. IMPACT ASSESSMENTS

Assessment	Outcome
Impact Assessment	An <u>Equality and Human Rights Impact Assessment (EHRIA)</u> in connection with the Council housing building programme has been carried out on 11.4.2018 based on report no RES/18/006.
Data Protection Impact Assessment	Privacy impact assessment (PIA) screening has been undertaken and a PIA is not necessary.

9. BACKGROUND PAPERS

- 9.1 Council 6 March 2018: Draft Housing Revenue Account Budget and Housing Capital Budget 2018/19 to 2022/23: report no CG/18/030.
- 9.2 Capital Programme 23 May 2018: Shaping Aberdeen Housing LLP – Referral from City Growth and Resources: report no RES/18/006.
- 9.3 Council 5 March 2019: Housing Revenue Account Budget 2019/20: report no RES/19/202.

10. APPENDICES

Appendix 1: Location Map
Appendix 2: Site Map

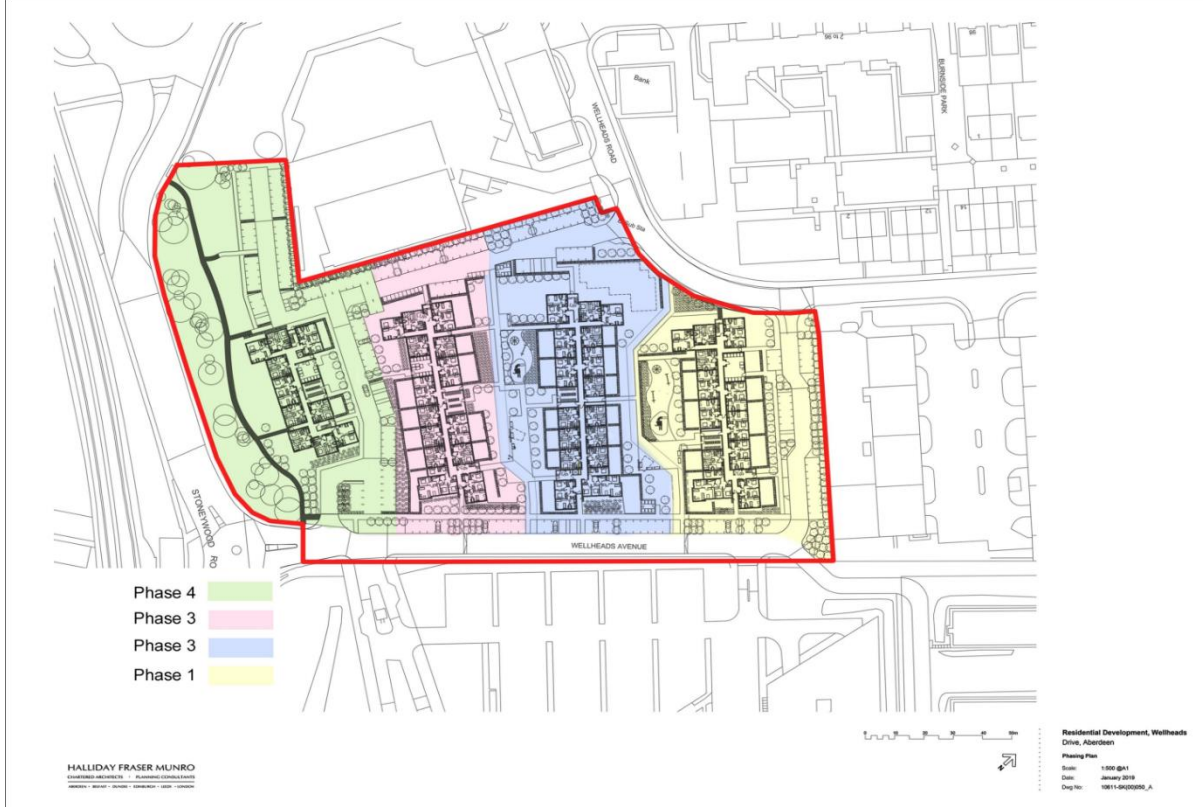
11. REPORT AUTHOR CONTACT DETAILS

Name	John Wilson
Title	Chief Officer, Capital
Email Address	JOHNW@aberdeencity.gov.uk
Tel	01224 523629

Appendix 1 – Location Map



Appendix 2: Site Layout Plan





ABERDEEN CITY COUNCIL

COMMITTEE	Capital Programme Committee
DATE	23 September 2020
EXEMPT	No
CONFIDENTIAL	No
REPORT TITLE	ELC Programme Progress Report
REPORT NUMBER	RES/20/133
DIRECTOR	Steve Whyte
CHIEF OFFICER	John Wilson
REPORT AUTHOR	Colin Kemp
TERMS OF REFERENCE	1.1

1. PURPOSE OF REPORT

- 1.1 The purpose of this report is to update the committee on the progress of ELC Capital Projects. These projects will help meet Aberdeen City Council's Early Learning and Childcare Delivery Plan objectives by working with the Education Operations teams to help meet the Council's commitment to expand funded early learning and childcare from 600 hours to 1,140 hours by 2020.

2. RECOMMENDATION(S)

That the Committee: -

- 2.1 Note that the Early Learning and Childcare Expansion Programme of works forms part of the overall Aberdeen City Council Capital Plan.
- 2.2 Note the progress made with the overall delivery of projects in lieu of the Covid-19 pandemic impact.

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 Local Authorities' duty to provide 1140 hours of Early Learning and Childcare for eligible two-year olds and all three and four year olds by August 2020 has been revoked by the Scottish Parliament. However, it is expected that a new implementation date for delivery of 1140 hours will be agreed following further discussion. The indicative date for the decision is early 2021. 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.

- 3.3 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.
- 3.4 In September 2017 the Education & Children's Services Committee endorsed a provisional ELC Delivery Plan which detailed three proposed phases of work.

Committee Approvals

- 3.5 Following the ELC Programme Board approval of the preferred options these were referred to elected members for approval at the following meetings:
- Council Budget Meeting 05 March 2019 (Phase 1 projects)
 - City Growth and Resources Committee 26 September 2019 (Phase 2 Projects)
 - City Growth and Resources Committee 05 December 2019 (Phase 3 Projects)

Consultation

- 3.6 Prior to the reports being prepared for the committee meetings consultations were held with stakeholders, as part of the design development further consultation will be carried out with stakeholders.

Site Assessments

- 3.7 Following approval of the delivery plan a review of capacity and demand across the city was carried out and several properties were identified with the potential to deliver the projects objectives and included in the grant submission for ELC funding.
- 3.8 Following confirmation of the Early Learning and Childcare Capital Allocation to Aberdeen City Council the Capital Cluster were appointed to carry out feasibility studies to determine the options available at each site. On completion these were submitted to the Corporate Landlord and Operations Clusters for consultation.
- 3.9 Following a review of the options, including a further review of demand and capacity, the preferred option was presented to the ELC Programme Board for discussion and approval.

COVID-19 Impact

- 3.10 Following the Prime Minister's stay at home order on the 23rd March 2020, and the subsequent Scottish Governments guidance clearly indicating that all non-essential construction work should cease, the main contractor notified Aberdeen City Council they had taken the decision to stop work and close down all ELC construction sites with immediate effect.

This action, together with the stay at home advice, had a direct impact of the ability of the majority of the external consultants to maintain a continuity of service and their ability to provide a full service supporting the ELC programme of work.

3.11 The Scottish Government wrote to all Local Authorities on the 30th March 2020 advising them the Scottish Parliament had revoked the Children and Young People (Scotland) Act 2014 (Modification) (No. 2) Order 2019. This removed the statutory duty to make 1140 hours of early learning and childcare available to all eligible children from the 1st August 2020.

3.12 On the 23rd June 2020 the Deputy First Minister made a statement to the Scottish Parliament on re-opening of schools. In that statement he confirmed:

“If we are in a position to ease public health measures in early learning and childcare, particularly small group working, more children and families will be able to benefit from an expand offer in the year ahead. In parallel, we continue to work in partnership with local authorities to agree a new timetable for delivery of the 1140 hours entitlement to all eligible children.”

3.13 The Scottish Government, in discussions with Construction Scotland, adopted a 5-phase construction re-start plan as part of its Covid-19 route map. In line with this plan and the Scottish Governments decision to move to Phase 2 of the Route Map, ELC construction sites were re-opened on the 22 June 2020.

3.14 There is a separate report prepared by the Chief Officer - Capital to advise Elected Members on the wider impact of the Covid-19 pandemic impact on construction projects being delivered on behalf of the Council.

Programme Milestones

3.15 The design team and main contractor have been evaluating the impact on the programme of Government guidance and the requirement to comply with physical distancing measures. See Appendix 2 for the current projected programme dates, these are subject to Scottish Government exercising their statutory authority and understanding that there could be further lockdowns or restrictions.

4. FINANCIAL IMPLICATIONS

4.1 The Aberdeen City Council’s Early Learning and Childcare Expansion Programme of works forms part of the Aberdeen City Councils Capital Plan.

4.2 All staffing and other support costs associated with the ELC Delivery Plan will be funded from the Early Learning and Childcare revenue grant funding allocation.

4.3 The introduction of, and the requirement to comply with, Government guidance and statutes has added significant additional costs to both legally committed

and future projects. The impact on these were reviewed by the design team and main contractor in June and a report was submitted to the ELC Project Board at the end of June.

The report highlighted the potential financial impact and made recommendations to keep the overall programme within the approved budget. The recommendations re-profiled the individual projects and suggested potential savings that did not require projects to be cancelled and maintain the additional capacity requested by Education. Appendix 1 has a breakdown of the project allocations and current estimated final account figure.

Discussions are ongoing with the design team and main contractor to reduce the Covid-19 impact costs / delays further.

Contingency Planning

- 4.4 There are ongoing discussions with the Early Learning, Corporate Landlord and Capital teams to development options to ensure the 1140 hour entitlement is available in the event a project is delayed or programmed completed beyond any new date the Scottish Government set for Local Authorities to deliver 1140 hours of early learning and childcare.

Where appropriate, contingency planning has been included in the current estimated final account.

5. LEGAL IMPLICATIONS

- 5.1 The legal implications arising out of the recommendations are referred to within the body of the report.

6. MANAGEMENT OF RISK

Category	Risk	Low (L) Medium (M) High (H)	Mitigation
Strategic Risk	<p>Late delivery will impact on the level of learning provision which can be provided.</p> <p>The statutory duty for local authorities to provide 1140 hours by August 2020 has been revoked by the Scottish Parliament, however at this time</p>	H	<p>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. At the time of writing the Scottish Government have not determined a new</p>

	no new date has been provided for the statutory duty to provide 1140 hours. The risk is that the time limit introduced is not met		target date in lieu of the Covid-19 pandemic.
Compliance	Not meeting the statutory date for delivery.	H	At the time of writing the Scottish Government have not determined a new target date in lieu of the Covid-19 pandemic. All teams are working towards delivering the projects as soon as possible taking cognisance of work restrictions regarding the Covid-19 pandemic.
Operational	Covid-19 pandemic restrictions impacting on work practices.	H	At the time of writing the Scottish Government have not determined a new target date in lieu of the Covid-19 pandemic. All teams are working towards delivering the projects as soon as possible taking cognisance of work restrictions regarding the Covid-19 pandemic.
Financial	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. Government exercising their statutory powers to manage their Covid-19 health response including future lock downs	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. Costs reviewed and adjusted to cover potential costs associated with compliance with current Government guidance. VE engineering exercise carried out to keep costs within the approved budget.
Reputational	The reputational risk of not being in a position to offer		This is being mitigated through early planning, clear governance arrangements

	sufficient 1140 hours places to meet demand from August 2020.	M	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.
Environment / Climate	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.

7. OUTCOMES

<u>COUNCIL DELIVERY PLAN</u>	
	Impact of Report
<p>Aberdeen City Council Policy Statement Programmes in the Policy Statement include working with our partners to ensure the city has the required infrastructure; completion of school estate review (P1) and development of estate strategy for next 5-10 years (P2); work with the Scottish Government to provide flexible and affordable childcare for working families on the lowest incomes; commit to closing the attainment gap in education while working with partners across the city;</p>	<p>The projects outlined in this report is part of Aberdeen City Council's Early Learning and Childcare (ELC) Expansion Programme. The 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 childcare education learning targets.</p>
Aberdeen City Local Outcome Improvement Plan	
<p>Prosperous Economy Stretch Outcomes</p>	<p>The project outlined in this report is part of Aberdeen City Council's Early Learning and Childcare (ELC) Expansion Programme. The 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</p>

	<p>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>
Prosperous People Stretch Outcomes	<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 project(s) outlined in this report will be 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>
Prosperous Place Stretch Outcomes	<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 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.</p>
<p>Regional and City Strategies Strategic Development Plan; Local Development Plan</p>	<p>The proposals in this report will impact on the consideration of future regional and city strategies with respect to education and learning.</p>

UK and Scottish Legislative and Policy Programmes	The statutory duty for local authorities to provide 1140 hours by August 2020 has been revoked by the Scottish Parliament, however at this time no new date has been provided for the statutory duty to provide 1140 hours.
Legislation which places a range of statutory duties on the Council, the Children and Young People (Scotland) Act 2014.	

8. IMPACT ASSESSMENTS

Assessment	Outcome
Impact Assessment	Full impact assessment required / not required
Data Protection Impact Assessment	Required / not required

9. BACKGROUND PAPERS

- 9.1 Item 10.02 Early Learning and Childcare Delivery Plan; Education and Children's Services Committee 14th September 2017
- 9.2 Item 4(b) General Fund Revenue Budget - 2.1.3; Council Budget Meeting 5th March 2019

10. APPENDICES

Appendix 1 – Project Estimated Final Accounts
Appendix 1 – Project Milestones

11. REPORT AUTHOR CONTACT DETAILS

Name	Colin Kemp
Title	Principal Architectural Officer
Email Address	ckemp@aberdeencity.gov.uk
Tel	01224 523861

Appendix 1 – Project Estimated Final Accounts

Project	Initial Allocation from the Capital Grant	Re-profiled project costs	Budget Variation	Current Estimated Final Account
Duthie Park	£ 0.65m	£1.10m	£ 0.45m	£1.10m
Seaton Nursery	£ 2.10m	£1.73m	-£ 0.37m	£1.73m
Tillydrone Nursery	£ 1.25m	£2.35m	£ 0.55m	£2.35m
Northfield Cummings Park Nursery	£ 2.40m	£2.65m	£0.25m	£2.65m
Quarryhill Nursery	£0.47m	£0.63m	£ 0.16m	£0.63m
Westpark Nursery	£ 0.50m	£0.25m	-£ 0.25m	£0.25m
Kingsford Nursery	£ 1.75m	£1.95m	£ 0.20m	£1.95m
Woodside Nursery	£ 2.00m	£2.17m	£ 0.17m	£2.17m
Tullos Nursery	£ 0.65m	£0.82m	£0.17m	£0.82m
Culter Nursery	£ 1.40m	£1.73m	£ 0.33m	£1.73m
Cults Nursery	£ 1.82m	£1.85m	£ 0.03m	£1.85m
Hazlehead Park	£ 0.25m	£0.25m	£ 0.00m	£0.25m
Kingswells Nursery	£ 0.05m	£0.09m	£ 0.04m	£0.09m
Kirkhill Nursery	£ 1.75m	£0.73m	-£ 1.02m	£0.73m
Broomhill Nursery	£ 1.61m	£1.90m	£ 0.29m	£1.90m
Charleston Nursery	£ 0.87m	£0.12m	-£ 0.75m	£0.12m
Gilcomstoun Nursery	£ 2.00m	£2.48m	£ 0.48m	£2.48m
Loirston Nursery	£ 0.13m	£0.16m	£ 0.03m	£0.16m
Danestone Nursery	£ 1.67m	£0.70m	-£ 0.97m	£0.70m
Dyce Nursery	£ 0.07m	£0.10m	£ 0.03m	£0.10m
Glashieburn Nursery	£ 0.07m	£0.10m	£ 0.03m	£0.10m
Forehill Nursery	£ 0.07m	£0.10m	£ 0.03m	£0.10m
Fernilea Nursery	£ 0.07m	£0.10m	£ 0.03m	£0.10m
Scotstown Nursery	£ 0.07m	£0.10m	£ 0.03m	£0.10m
Kittybrewster Nursery	£ 0.07m	£0.10m	£ 0.03m	£0.10m
Greenbrae Nursery	£5k	£6.4k	£ 1.4k	£6.4k
Walker Road Nursery	£5k	£11.2k	£ 6.2k	£11.2k

Note

1. The above figures includes an allowance for contingencies
2. The above figures do not include £1.1m of revenue grant allocation

Appendix – 2 Project Milestones

This page is intentionally left blank

ABERDEEN CITY COUNCIL

COMMITTEE	Capital Programme Committee
DATE	23 September 2020
EXEMPT	No
CONFIDENTIAL	No
REPORT TITLE	Capital Programme Committee Annual Effectiveness Report 2019-20
REPORT NUMBER	COM/20/123
CHIEF OFFICER	John Wilson
REPORT AUTHOR	Karen Finch
TERMS OF REFERENCE	GD 8.5

1. PURPOSE OF REPORT

- 1.1 The purpose of this report is to present the annual report of the Capital Programme Committee to enable Members to provide comment on the data contained within.

2. RECOMMENDATION

That Committee:-

- 2.1 provide comments and observations on the data contained within the annual report; and
- 2.2 note the annual report of the Capital Programme Committee.

3. BACKGROUND

Annual Reports on Committee Terms of Reference

- 3.1 The annual committee effectiveness reports were introduced in 2018/19 following a recommendation from the Chartered Institute of Public Finance and Accountancy (CIPFA) as part of the Council's work towards securing that organisation's accreditation in governance excellence. The Terms of Reference set out that each Committee will review its own effectiveness against its Terms of Reference through the mechanism of the annual report.
- 3.2 The annual effectiveness reports were mentioned by CIPFA in their recent report which awarded the Mark of Excellence in Governance accreditation to Aberdeen City Council. CIPFA highlighted the implementation of the annual effectiveness reports as a matter of good practice in governance and were encouraged that, during consideration of the reports at Committee and Council,

Members had made suggestions for improvements to the reports in future years.

- 3.3 As well as the CIPFA Accreditation, Committee Services also recently won SOLAR Administration Team of the Year 2020 in March 2020 in recognition of the introduction of the annual committee effectiveness reports and the process which allows Committees to examine how they can improve the way they do business, while providing assurance that they are undertaking their role effectively.
- 3.3 Data from the annual effectiveness reports was used to inform the review of the Scheme of Governance, ensuring that Committee Terms of Reference were correctly aligned, and identifying any areas of the Terms of Reference which had not been used throughout the year in order that they could be reviewed and revised if necessary. The information from the effectiveness reports will also be used to feed into the Annual Governance Statement.
- 3.4 The reports provide a mechanism for each committee to annually review its effectiveness, including data on attendance, any late reports, referrals to Council and the number of times officer recommendations were amended, and to ensure that it is following its Terms of Reference.
- 3.4 Similarly, recording the sections of the Local Outcome Improvement Plan (LOIP) which apply to each report allows Members to be aware of the direct impact of any proposals before them on the LOIP, and gives a general overview at the end of each year of the number of reports which have had an impact on the LOIP outcomes. Officers also actively review the data gathered to ensure that it aligns to Council's operating model and decisions taken by the Council throughout the year. This part of the annual report will be expanded for the next year of reporting to incorporate the changes to the outcomes section of the committee report template. That section now asks report authors to consider the implications of their report for the Council Delivery Plan, which incorporates the LOIP outcomes.
- 3.5 While the above is one section of the annual effectiveness report template which officers aim to amend for future reporting, any comments from Members on additional areas of data that should be considered would be welcomed to ensure that Members are presented with meaningful data.
- 3.6 The annual report for 2019/2020 is therefore appended for the Committee's consideration. Following consideration by the Committee, the report will be submitted to Council in December for noting.

4. FINANCIAL IMPLICATIONS

- 4.1 There are no direct financial consequences from the recommendation of this report.

5. LEGAL IMPLICATIONS

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

6. MANAGEMENT OF RISK

Category	Risk	Low (L) Medium (M) High (H)	Mitigation
Strategic Risk	N/A		
Compliance	N/A		
Operational	N/A		
Financial	N/A		
Reputational	N/A		
Environment / Climate	N/A		

7. OUTCOMES

There are no links to the Council Delivery Plan, however the committee effectiveness annual reports link to the Scheme of Governance, by ensuring that each committee is fulfilling its Terms of Reference.

8. IMPACT ASSESSMENTS

Assessment	Outcome
Impact Assessment	Full impact assessment not required
Data Protection Impact Assessment	Not required

9. BACKGROUND PAPERS

None.

10. APPENDICES

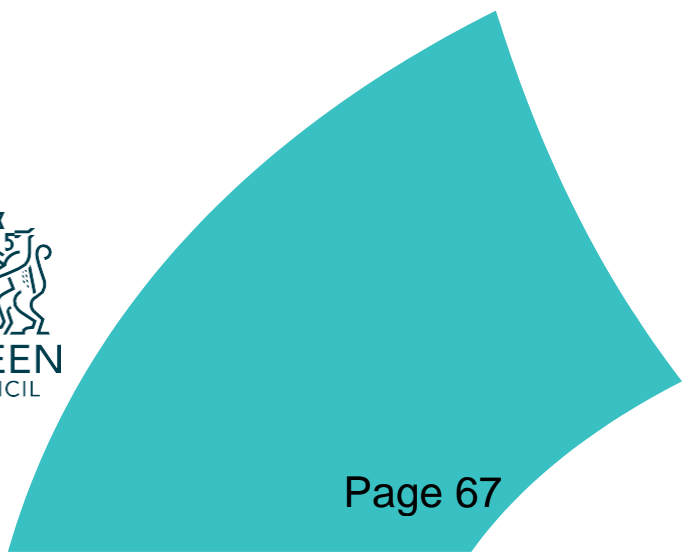
- 10.1 Capital Programme Committee Annual Effectiveness Report 2019/2020

11. REPORT AUTHOR CONTACT DETAILS

Karen Finch
Committee Services Officer
kfinch@aberdeencity.gov.uk
01224 522723

This page is intentionally left blank

Capital Programme Committee Annual Effectiveness Report 2019/2020



Contents

	Page
1. Introduction	3
2. The role of the Committee	4
3. Membership of the Committee during 2019/2020	4
4. Membership changes	4
5. Member Attendance	4-5
6. Meeting Content	5-7
7. Training Requirements	7
8. Code of Conduct – Declarations of Interest	7
9. Civic Engagement	7
10. Officer support to the Committee	8
11. Executive Lead’s Comments	8-9
12. Next year’s focus	9

1. INTRODUCTION

- 1.1 I am pleased to present the second annual effectiveness report for the Capital Programme Committee. As members will be aware, as part of their interim assessment of the Council's governance arrangements in 2016, CIPFA recommended that committees review the extent to which they have operated within their Terms of Reference, through an annual report. This has been an aspiration for some time, representing good practice in governance terms and evidencing the Council's progress towards achieving CIPFA accreditation and I'm glad to see the second report for the Capital Programme Committee presented.
- 1.2 This second annual report is a good mechanism for the Committee to support the Council's improvement journey by demonstrating the ways that the Committee supports the principles of the Target Operating Model; contributes to the Local Outcome Improvement Plan, whilst also providing the opportunity to reflect on the business of the Committee over the past year and to look to the Committee's focus for the year ahead.
- 1.3 The Capital Plan is key to the delivery of the strategic development and vision of the City. The Capital Programme demonstrates Aberdeen's desire to create a City that provides quality social housing fit for 21st Century living, road improvements to move traffic more effectively through the City and an Educational provision to inspire our future generations of learners. A belief and ambition for our City by ACC sees a continued investment in the Capital Plan in order not only to deliver the Plan but to attract essential Private Sector investment. The Capital Committee needs to ensure an ongoing overview of the Capital Programme particularly given the uncertainty of the impact Covid -19 will have on costs and timelines.



Councillor Marie Boulton
Convener, Capital Programme Committee

2. THE ROLE OF THE COMMITTEE

- 2.1 The role of the Committee is to monitor the projects within the Capital Programme.
- 2.2 The Terms of Reference for the Capital Programme Committee are appended to this report.

3. MEMBERSHIP OF THE COMMITTEE DURING 2019/2020

- 3.1 The Capital Programme Committee has 9 Elected Members.

Party	Committee political balance (seats)
Independence Alliance Group	1
Aberdeen Labour	2
Liberal Democrats	1
Scottish Conservative and Unionist	2
Scottish National Party	3

4. MEMBERSHIP CHANGES

- 4.1 Councillor Avril McKenzie replaced Councillor Phillip Sellar.
- 4.2 Councillor Stephen Flynn replaced Councillor Jackie Dunbar.
- 4.3 Councillor Audrey Nicoll replaced Councillor Stephen Flynn.

5. MEMBER ATTENDANCE

Member	Total Anticipated Attendances	Total Attendances	Nominated Substitute
Alex Nicoll	5	5	
Alexander McLellan	5	5	
Audrey Nicoll	1	1	
Avril MacKenzie	3	3	
Douglas Lumsden	5	5	
Gordon Graham	5	5	
Ian Yuill	5	4	Martin Greig
Jackie Dunbar	1	0	Stephen Flynn
Jenny Laing	5	2	M. Tauqeer Malik
Marie Boulton	5	5	
Philip Sellar	2	0	Alan Donnelly
Stephen Flynn	2	2	

6. MEETING CONTENT

6.1 During the 2019/2020 reporting period (29 April 2019 to 30 April 2020), the Committee had five meetings and considered a total of 35 reports.

6.2 Terms of Reference

Of the 35 reports received the following table details how the reports aligned to the Terms of Reference for the Committee.

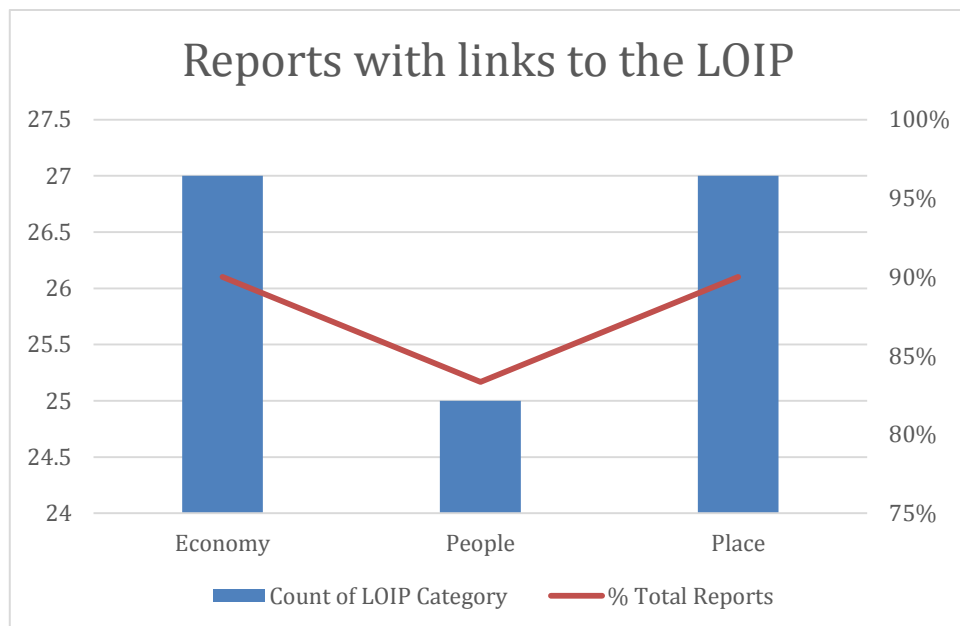
Terms of Reference	Count of Terms of Reference
Remit of Committee 1.1	32
Remit of Committee 1.2	1
General Delegations To Committees 7.4	1
General Delegations To Committees 7.5	1

6.3 The majority of the reports considered related to Remit 1.1 – scrutinise the progress and delivery of capital projects against the approved business cases for supporting new capital investments onto the Capital Programme.

6.4 There has been one report under remit 1.2 this is mainly because nothing was completed within the period requiring a post project evaluation or post occupancy evaluation reports and no reports under remit 1.3 as members did not request any reports on specific projects during the reporting period.

6.5 Local Outcome Improvement Plan

The following table details of the 35 reports how many had a link to the themes of the Local Outcome Improvement Plan.



6.6 Reports and Committee Decisions

The following table details the outcome of the Committee's consideration of the 35 reports presented to it throughout the year.

Terms of reference	Total	% Total Reports
Confidential	0	0%
Exempt	0	0%
Number of reports where the Committee has amended officer recommendations	0	0%
Number and percentage of reports approved unanimously	35	100%
Number of reports or service updates requested by members during the consideration of another report to provide additional assurance and not in forward planner	0	0%
Service update requested	0	0%
Number of decisions delayed for further information	0	0%
Number of times the Convener has had to remind Members about acceptable behaviour and the ethical values of Public Life	0	0%
Number of late reports received by the Committee (i.e. reports not available for inspection by members of the public at least three clear days before a meeting)	0	0%
Number of referrals to Council, or other Committees in terms of Standing Order 33.1	0	0%

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

Number of notices of motion	0
Number of times Standing Orders were suspended and the specific Standing Orders suspended	0
Standing order number (ref)	-
Number of deputations or other indicators of interface with the public, i.e. engagement and social media.	0
Number of petitions considered	0
Number of Members attending meetings of the committee as observers	7

Number of Meetings held by the Convener with other Conveners, relevant parties, to discuss joint working and key issues being raised at other Committee meetings	0
--	---

7. TRAINING REQUIREMENTS

- 7.1 Committee members do not require specific training because there has no significant legislative changes which would warrant further specific training for this committee in recognition of its role and remit
- 7.2 It is the intention that if a change in circumstances should dictate that further training would be beneficial a report will be prepared by the Chief Officer – Capital, outlining the reasoning with recommendations.
- 7.3 Committee Members will then be able to decide if further training should be arranged.

8. CODE OF CONDUCT – DECLARATIONS OF INTEREST

- 8.1 Three declarations of interest were made by Councillor's during the reporting period. Information in respect of declarations of interest is measured to evidence awareness of the requirements to adhere to the Councillor's Code of Conduct and the responsibility to ensure fair decision-making.

9. CIVIC ENGAGEMENT

- 9.1 During the course of the year there has been civic engagement in the form of meetings held with community councils/community groups and specific key bodies such as the Aberdeen Disability Equity Partnership.
- 9.2 These meetings are invariably project driven and are used to consult, gather and share information. The meetings also inform the local communities of key stages in the planned delivery of individual projects, which may impact on a project's local environment.
- 9.3 Looking forward to financial year 2020/2021 it is the intention to continue with this level of commitment to ensure transparency of the various stages of project delivery throughout the committee year.
- 9.4 From a capital project perspective, key civic engagements will be reported throughout the committee cycle to keep Members informed.

10. OFFICER SUPPORT TO THE COMMITTEE

Officer	Total Anticipated Attendances	Total Attendances	Substitute Attendances
Director of Resources	5	4	
Chief Officer - Corporate Landlord	5	5	
Chief Officer - Capital	5	5	
Chief Officer - Finance	5	4	Scott Paterson
Deirdre Nicolson – Legal Adviser	2	2	
Sharon Wares – Legal Adviser	3	3	
Chief Officer - City Growth	1	1	

- 10.1** The Chief Officer – Capital maintains a close collaboration with other Chief Officers to maintain an awareness of any key issues arising through other committees of the Council which could have an impact on the delivery of the Capital Programme.

11. EXECUTIVE LEAD'S COMMENTS

- 11.1** One of the Council's transformation projects is to deliver the CIPFA Mark of Excellence in Good Governance. As part of this project, CIPFA recommended that each committee should annually review its effectiveness, including its information reporting needs. This would help ensure that each committee is following its terms of reference, is operating effectively and to identify any training needs or improvements to the Council's decision-making structures.
- 11.2** The committee would appear to be working effectively noting that:
- Throughout the year there has been more than a doubling of the number of reports submitted to the committee, compared to the previous year;
 - No decisions required to be delayed; There were no exempt reports presented to the Committee, however there were elements of specific which had to be exempt This was due to the commercial nature of the referenced capital projects, where the disclosure of some commercial information could impact on the Council's duty to secure best value; All sections of the terms of reference were engaged apart from Term of Reference 1.3; and
 - All business was approved/noted unanimously.
- 11.3** Looking forward to the next financial year (2020/2021) it is intended to continue with the current reporting protocol. This entails submitting regular key project reports on a regular basis, throughout a project's full project life cycle process. This will ensure greater transparency across the remit of the Committee. It also increased understanding of any interdependencies across the wider capital project portfolio.
- 11.4** In addition, project reports presented to the Capital Programme Committee have provided greater clarity and transparency to the challenges faced in meeting key milestones with

earlier warning of any financial pressures on any given project. This is especially significant leading on from the impact of the Covid-19 pandemic across the delivery of the full Capital Programme

- 11.5 Within the locality of specific projects, opportunities are being taken when they allow the development and stimulate the interest of local school children. Similar steps are being taken with local community groups in the form of developing career and skills opportunities.
- 11.6 It is important that project post-evaluation reports are prepared to review whether desired outcomes have been achieved but also to inform lessons learned for any similar future projects.

12. NEXT YEAR'S FOCUS

- 12.1 Council on 2 March 2020 approved new Terms of Reference and a further review will be reported to Council in March 2021. Throughout the next reporting year, we will review the Terms of Reference in line with the business submitted to the Committee and reflect on whether any areas require refinement moving forward to ensure the efficient operation of the Committee.
- 12.2 From a governance perspective the Capital Programme Committee will focus on monitoring the progress and delivery of key projects which are aligned to the Local Outcome Improvement Plan (LOIP) and the Local Development Plan (LDP) and any new strategies/plans.
- 12.3 Throughout next year the Council faces difficult budget decisions and it will be critical to the successful delivery of desired outcomes that project delivery is scrutinised and challenged. The progress of projects through their project life cycle will be reported on a regular basis to ensure milestones are being achieved as expected, and project expenditure is within approved budgets.
- 12.4 In recognition of the above a regular review will be carried out across the Capital Programme to ensure project development and project delivery is aligned to both policy and political priorities.

Appendix 1

Capital Programme Committee Terms of Reference Approved by Council on 4 March 2019

PURPOSE OF COMMITTEE

1. To monitor the development and delivery of the Council's capital programme, including:

1.1 those projects flowing from the City Centre Masterplan, the Aberdeen City Region Deal, the Common Good and General Fund Capital Programme and the Housing Revenue Account; and

1.2 those interventions that contribute to the overall place outcomes for the City as a result of investment in infrastructure.

2. To approve and monitor major infrastructure planning in the City.

REMIT OF COMMITTEE

1. The Committee in relation to the capital programme will:-

1.1 scrutinise the progress and delivery of capital projects against the approved business cases for supporting new capital investments onto the Capital Programme;

1.2 review progress in the delivery of the benefits of the Capital Programme, including through the receipt and scrutiny of Post Project Evaluations (PPE's) and Post Occupancy Evaluations (POE's); and

1.3 request a report to allow for the detailed consideration of any project which is of particular concern or interest.

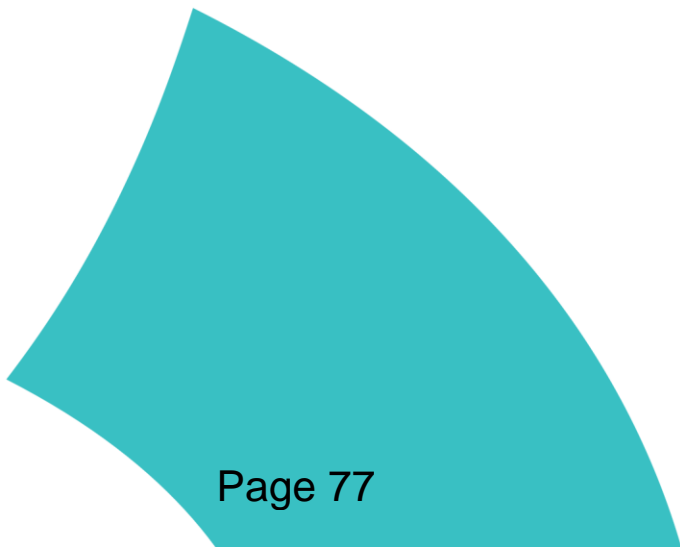
2. The Committee will oversee and approve the preparation of the Local Development Plan, subject to final approval thereon being given by Council.

JOINT WORKING WITH OTHER COMMITTEES

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

1. the Capital Programme Committee and City Growth and Resources Committee will cooperate strategically to promote city growth and place planning and to ensure that resources are allocated to support outcomes.

2. a key relationship will be required with the Planning Development Management Committee in respect of the preparation of the Local Development Plan.



This page is intentionally left blank