

# Public Document Pack



To: All Members of the Council

Town House,  
ABERDEEN, 21 February 2022

## **COUNCIL**

The Members of the **COUNCIL** are requested to meet on **MONDAY 28 FEBRUARY 2022 at 10.30am**. This is a hybrid meeting, therefore some Members will be in the Council Chamber and some Members will be taking part remotely.

FRASER BELL  
CHIEF OFFICER - GOVERNANCE

## **BUSINESS**

### **ADMISSION OF BURGESSES**

1.1 Admission of Burgesses

### **DETERMINATION OF URGENT BUSINESS**

2.1 No urgent business at this time

### **DETERMINATION OF EXEMPT BUSINESS**

3.1 Determination of exempt business

### **DECLARATIONS OF INTEREST**

4.1 Members are requested to declare any interests or connections

## **DEPUTATIONS**

- 5.1 There are no deputation requests at this time

## **MINUTES OF PREVIOUS MEETINGS OF COUNCIL**

- 6.1 Minute of Meeting of Aberdeen City Council of 13 December 2021 - for approval (Pages 7 - 16)
- 6.2 Minute of Special Meeting of Aberdeen City Council of 12 January 2022 - for approval (Pages 17 - 20)
- 6.3 Minute of Special Meeting of Aberdeen City Council of 10 February 2022 - for approval (Pages 21 - 24)

## **REFERRALS FROM COMMITTEES**

- 7.1 Guildry Funds - Review of Allowances - Minute of Meeting of Guildry and Mortification Funds Committee of 20 December 2021 (Pages 25 - 26)

## **BUSINESS PLANNER AND OTHER MINUTES**

- 8.1 Council Business Planner (Pages 27 - 34)

## **GENERAL BUSINESS**

- 9.1 Scheme of Governance Review - 2022 - COM/22/034 (Pages 35 - 366)
- 9.2 Standards Commission for Scotland - Written Decision - Councillor Alphonse - COM/22/050 (Pages 367 - 382)
- 9.3 Treasury Management Policy - RES/22/033 (Pages 383 - 408)
- 9.4 Climate Change - Citywide Strategy and Council Carbon Budget - COM/22/054 (Pages 409 - 548)
- 9.5 ACC-bp Memorandum of Understanding - Progress Report - COM/22/051 (Pages 549 - 564)
- 9.6 City Centre Masterplan Update - RES/22/057 (Pages 565 - 684)
- 9.7 Beach Masterplan Progress Report - COM/22/064 (Pages 685 - 776)

## NOTICES OF MOTION

### 10.1 Councillor McLellan

That Council:-

- (1) cease the interim design works for public realm improvements on the mid section of Union Street (from Market Street to Bridge Street);
- (2) instruct the Chief Officer - Operations and Protective Services to reopen Union Street between its junctions with Union Terrace and Market Street to service buses, taxis, private hire vehicles and pedal cycles only, all as soon as is practicably possible, but not before any necessary investigatory or other required works are completed and not before any necessary statutory processes are completed: such work shall include the reopening of the temporarily closed bus stops and pedestrian crossings on this section of Union Street, where practicable;
- (3) retain the current timed delivery arrangements via Back Wynd/Belmont Street;
- (4) instruct the Chief Officer - Operations and Protective Services to remove the existing bus gate on Union Street, just East of Market Street and introduce new bus gates on Union Street between Bridge Street and Market Street;

The estimated cost of the works to be incurred is £10,000 and this expenditure will be met from existing operational budgets and the Spaces for People budget;

- (5) instruct the Chief Officer - Governance to initiate the consultation process to re-establish the taxi rank stances on Back Wynd and the night time taxi rank on Union Street at St Nicholas churchyard and report back to the Licensing Committee with the results of the consultation exercise;
- (6) instruct the Chief Officer - Operations and Protective Services to complete any necessary statutory processes to allow for waiting on Back Wynd by taxis; and
- (7) note the Director of Resources will continue to engage with stakeholders across the city, including children and young people and the Disability Equity Partnership, in relation to the work packages instructed through the City Growth and Resources Committee on 12 November 2021.

## 10.2 Councillor Malik

### That Council

1. Agrees the tremendous success of the 2021 Summer of Play programme, the huge benefits it provided to children and young people in the city, and the positive evaluations of the programme from participants;
2. Agrees in respect of mental and physical wellbeing our children and young people have faced considerable challenges over the last two years;
3. Notes prior to the pandemic children and young people used school time as an opportunity to connect and socialise with peers but the restrictions put in place in schools in order to mitigate the risks of the COVID-19 pandemic have impacted on their ability to do this;
4. Notes the inability to interact with peers freely, build relationships with others and pupil concern for the wellbeing of their own families has impacted on pupil wellbeing;
5. Notes the Council has been given national funding to deliver a reduced summer programme over summer 2022 with no money for an Easter programme;
6. Notes with disappointment that only £10m is being made available nationally compared to the £20m made available for summer 2021;
7. Notes the grant conditions for 2022 are to be changed from last year meaning the grant offered by the Scottish Government fails to address the very real risks to our young people over 14 and families with very young children who may not be old enough to access Early Learning and Childcare;
8. Agrees this approach from the Scottish Government leaves an important gap in provision and puts considerable constraints on our approach to developing a summer programme;
9. Agrees this reduction in funding will impact on our summer programme for 2022;
10. Therefore instructs the Chief Officer - Education to work with relevant officers and partner organisations to develop similar Easter and Summer of Play programmes for 2022; and
11. Instructs the Chief Officer - Education to prepare cost estimates for the provision of these Easter and Summer of Play programmes, and submit this to the budget process for 2022/23.

### 10.3 Councillor Stewart, Depute Provost

That this Council instructs the Chief Officer - Operations and Protective Services to submit a report to the next appropriate meeting of the Operational Delivery Committee (or equivalent) outlining the options for installing a pedestrian crossing on Springfield Road in the area/vicinity of the petrol station and of Craigiebuckler Avenue.

This notice of motion is made on pedestrian safety grounds, addressing the needs of local people, young and those less mobile and for families, living within the area, wanting to walk to the local neighbourhood shops, schools, Johnstone Gardens and the wider Hazlehead / Craigiebuckler area. Residents believe a traffic island is insufficient to operate as a pedestrian crossing and are unable to stand on it safely with prams and wheelchairs.

### **EXEMPT / CONFIDENTIAL BUSINESS**

11.1 City Centre Masterplan Update - exempt appendices (Pages 777 - 786)

11.2 Beach Masterplan Progress Report - exempt appendix (Pages 787 - 788)

Website Address: [www.aberdeencity.gov.uk](http://www.aberdeencity.gov.uk)

Should you require any further information about this agenda, please contact Martyn Orchard, tel 01224 523097 or [morchard@aberdeencity.gov.uk](mailto:morchard@aberdeencity.gov.uk)

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## ABERDEEN CITY COUNCIL

Town House,  
ABERDEEN, 13 December 2021

### MINUTE OF MEETING OF ABERDEEN CITY COUNCIL

Sederunt:

Lord Provost Barney Crockett, Chairperson;  
Depute Provost Jennifer Stewart; and

#### COUNCILLORS

GILLIAN AL-SAMARAI  
YVONNE ALLAN  
CHRISTIAN ALLARD  
ALISON ALPHONSE  
PHILIP BELL  
MARIE BOULTON  
DAVID CAMERON  
JOHN COOKE  
NEIL COPLAND  
WILLIAM CORMIE  
SARAH CROSS  
STEVEN DELANEY  
ALAN DONNELLY  
JACQUELINE DUNBAR MSP  
LESLEY DUNBAR  
SARAH DUNCAN  
GORDON GRAHAM  
ROSS GRANT  
MARTIN GREIG  
DELL HENRICKSON  
RYAN HOUGHTON  
MICHAEL HUTCHISON

CLAIRE IMRIE  
FREDDIE JOHN  
JENNIFER LAING  
DOUGLAS LUMSDEN MSP  
SANDRA MACDONALD  
NEIL MacGREGOR  
AVRIL MacKENZIE  
ALEXANDER McLELLAN  
CIARÁN McRAE  
M. TAUQEER MALIK  
THOMAS MASON  
JESSICA MENNIE  
ALEX NICOLL  
AUDREY NICOLL MSP  
JAMES NOBLE  
MIRANDA RADLEY  
JOHN REYNOLDS  
PHILIP SELLAR  
GORDON TOWNSON  
JOHN WHEELER  
and  
IAN YUILL

Lord Provost Barney Crockett, in the Chair

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.

Council Meeting, Monday, 13 December 2021

## **DETERMINATION OF URGENT BUSINESS**

1. The Lord Provost confirmed that there was no urgent business to be considered and that it was his intention take the notices of motion earlier on the agenda, prior to consideration of the Council Business Planner.

### **The Council resolved:-**

to note the position.

## **DECLARATIONS OF INTEREST**

2. Councillor Lesley Dunbar advised that she had a connection in relation to agenda item 9.7 (Fairer Aberdeen Fund Annual Report) as a member of the CFINE Board, however having applied the objective test she did not consider that she had an interest and would not be withdrawing from the meeting for that item.

Councillors Yuill advised that had a connection in relation to agenda item 9.5 (Standards Commission for Scotland - Written Decision - Councillors Delaney and Yuill) as he was named in the report, however having applied the objective test he did not consider that he had an interest and would not be withdrawing from the meeting for that item.

Councillor Delaney advised that had a connection in relation to agenda item 9.5 (Standards Commission for Scotland - Written Decision - Councillors Delaney and Yuill) as he was named in the report, however having applied the objective test he did not consider that he had an interest and would not be withdrawing from the meeting for that item.

Councillor Donnelly advised that had a connection in relation to agenda item 9.5 (Standards Commission for Scotland - Written Decision - Councillors Delaney and Yuill) as he was named in the report, however having applied the objective test he did not consider that he had an interest and would not be withdrawing from the meeting for that item.

## **MINUTE OF MEETING OF ABERDEEN CITY COUNCIL OF 23 AUGUST 2021**

3. The Council had before it the minute of meeting of Aberdeen City Council of 23 August 2021.

### **The Council resolved:-**

to approve the minute.

## **MINUTE OF MEETING OF URGENT BUSINESS COMMITTEE OF 25 OCTOBER 2021**

4. The Council had before it the minute of meeting of the Urgent Business Committee of 25 October 2021.

### **The Council resolved:-**



Council Meeting, Monday, 13 December 2021

to approve the minute.

### **NOTICE OF MOTION BY COUNCILLOR GREIG**

5. The Council had before it a notice of motion by Councillor Greig in the following terms:-

“That Council instructs the Chief Officer - Operations and Protective Services to report to the June 2022 meeting of the Operational Delivery Committee (or equivalent) to seek a decision on revoking the Aberdeen City Council (Queens Lane South, Aberdeen) (Prohibition of Waiting) Order 2021.”

#### **The Council resolved:-**

to approve the notice of motion.

### **NOTICE OF MOTION BY COUNCILLOR HUTCHISON**

6. The Council had before it a notice of motion by Councillor Hutchison in the following terms:-

“That Council -

- (a) notes that the Aberdeen City Centre Masterplan was agreed unanimously by Council in 2015. The Masterplan is a 25 year project which seeks to address the challenges facing the City Centre of Aberdeen;
- (b) notes that Aberdeen City Council comprises 45 Councillors representing 5 political groups. Notes that the current administration of Aberdeen City Council is a minority administration of 22 elected members that has a political majority on all the Committees of the Council including the City Growth and Resources Committee. The City Growth and Resources Committee comprises 5 elected members from the administration and 4 from the opposition parties;
- (c) notes that the proposals envisage capital investment of several hundreds of millions of pounds and that the legacy of these projects will shape the future of our City for decades to come; and
- (d) agrees that all future papers relating to The City Centre Masterplan, The Beach Masterplan, Aberdeen International Market and the Queen Street Redevelopment are reported to full council meetings until decided otherwise by a decision of full council.

Councillor Yuill indicated that he had an amendment to the notice of motion which he was looking to move. The Lord Provost, having considered the amendment and taken advice from officers, ruled that the amendment was incompetent as it was not relevant to the notice of motion.

#### **The Council resolved:-**

to approve the notice of motion.

Council Meeting, Monday, 13 December 2021

## **NOTICE OF MOTION BY COUNCILLOR LUMSDEN MSP**

7. The Council had before it a notice of motion by Councillor Lumsden MSP in the following terms:-

“That this Council:-

1. notes the achievement of Aberdonian JJR Macleod and his role in the discovery and isolation on insulin;
2. notes that JJR Macleod jointly received the Nobel prize for his work in 1923;
3. notes that 2022 will mark the centenary since insulin was first used in a patient;
4. agrees that the work of JJR Macleod has had a significant difference to the lives of millions of diabetics across the world;
5. welcomes that a group has been created to fund a memorial for JJR Macleod;
6. instructs the Chief Officer - Operations and Protective Services to work with the group to establish a preferred location for the memorial; and
7. instruct officers to report to a future meeting of the City Growth and Resources Committee for approval of a preferred location and to report on any potential costs to Council.”

### **The Council resolved:-**

to approve the notice of motion.

## **NOTICES OF MOTION BY COUNCILLOR YUILL**

8. (A) The Council had before it a notice of motion by Councillor Yuill in the following terms:-

“That this Council agrees:-

1. to suspend Standing Order 43.2; and
2. to amend Standing Order 34.1 to read:

Immediately following a vote at Committee or Sub Committee, one third of the membership of the Committee or Sub Committee may refer the matter to the Council, a Committee or Sub Committee for a decision (see Glossary for calculation).”

(B) The Council had before it a further notice of motion by Councillor Yuill in the following terms:-

“That this Council:

1. Notes that the Administration of the Council comprises 22 Councillors - a minority of the 45 members of the Council.
2. Agrees to amend the membership of Committees, Sub-Committees, Working Groups and Partnerships as below with immediate effect, and that Group Leaders

Council Meeting, Monday, 13 December 2021

liaise to confirm the individual allocations and advise the Chief Officer - Governance”:

	<b>Proposed Composition</b>
Audit, Risk and Scrutiny Committee	4 Administration and 5 Opposition
Capital Programme Committee	4 Administration and 5 Opposition
City Growth and Resources Committee	4 Administration and 5 Opposition
Education Operational Delivery Committee	6 Administration and 7 Opposition
Licensing Committee	4 Administration and 5 Opposition
Operational Delivery Committee	6 Administration and 7 Opposition
Pensions Committee	4 Administration and 5 Opposition
Planning Development Management Committee	4 Administration and 5 Opposition
Public Protection Committee	4 Administration and 5 Opposition
Staff Governance Committee	4 Administration and 5 Opposition
Strategic Commissioning Committee	4 Administration and 5 Opposition
Urgent Business Committee	4 Administration and 5 Opposition
Integration Joint Board	1 Administration and 3 Opposition
City Region Deal Joint Committee	3 Opposition Subs - 2 Administration and 1 Opposition
Clinical and Care Governance Committee	2 Opposition
Guildry and Mortification Funds Committee	1 Administration and 2 Opposition
Nestrans	1 Administration and 3 Opposition
Strategic Development Planning Authority	2 Administration and 4 Opposition Subs - 2 Administration and 4 Opposition
Disability Equity Partnership	2 Administration and 3 Opposition
School Estate Strategy Working Group	1 Administration and 2 Opposition
Taxi and Private Hire Consultation Group	2 Administration and 3 Opposition
Special Licensing Objections Committee	2 Administration and 3 Opposition

Councillor Laing moved as a procedural motion, seconded by Councillor Houghton:-

That the Council refer Councillor Yuill’s notices of motion to a meeting of the Governance Reference Group to be arranged in January 2022 ahead of the Scheme of Governance review being reported to Council on 28 February 2022.

Council Meeting, Monday, 13 December 2021

On a division, there voted:-

For the procedural motion (23) - Lord Provost; Depute Provost and Councillors Allan, Bell, Boulton, Cross, Donnelly, Lesley Dunbar, Duncan, Graham, Grant, Houghton, Imrie, John, Laing, Lumsden MSP, Macdonald, MacKenzie, Malik, Mason, Reynolds, Sellar and Wheeler.

Against the procedural motion (21) - Councillors Al-Samarai, Allard, Alphonse, Cameron, Cooke, Copland, Cormie, Delaney, Jackie Dunbar MSP, Greig, Henrickson, Hutchison, MacGregor, McLellan, McRae, Mennie, Alex Nicoll, Audrey Nicoll MSP, Radley, Townson and Yuill.

Absent from the division (1) - Councillor Noble.

**The Council resolved:-**  
to adopt the procedural motion.

**At this juncture, Councillor Hutchison advised that he had submitted a notice of motion for the meeting which the Lord Provost had not accepted onto the agenda as he had ruled it to be incompetent, however Councillor Hutchison stated that he had not been given a specific reason, and that he wished to move a procedural motion to suspend Standing Order 12.5 to enable the notice of motion to be added to the agenda.**

**Following advice from the Chief Officer - Governance, the Lord Provost ruled that it was not competent for Councillor Hutchison to move such a procedural motion as he had already ruled on the competency of the notice of motion, and to add an item of business to the agenda would be classed as a matter of urgency and the Council had already noted that there was no urgent business requiring to be considered at the start of the meeting - Article 1 of this minute refers.**

## **COUNCIL BUSINESS PLANNER**

**9.** The Council had before it the business planner as prepared by the Chief Officer - Governance.

**The Council resolved:-**

- (i) to note that the report on the Council Climate Change Plan Campaign would be submitted to the Council meeting on 28 February 2022; and
- (ii) otherwise to note the business planner.

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## **COUNCIL ANNUAL EFFECTIVENESS REPORT AND COMMITTEE ANNUAL EFFECTIVENESS REPORTS - COM/21/302**

10. The Council had before it a report by the Chief Officer - Governance which presented the annual effectiveness report for Council as well as the annual effectiveness reports of the various committees.

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

that the Council -

- (a) provide comments and observations on the data contained within the Council annual effectiveness report as contained at Appendix A; and
- (b) note the annual effectiveness reports of the various committees as contained at Appendices B to L.

### **The Council resolved:-**

- (i) to note the Council annual effectiveness report as contained at Appendix A; and
- (ii) to note the annual effectiveness reports of the various committees as contained at Appendices B to L.

## **APPOINTMENT OF PARENT REPRESENTATIVE TO EDUCATION OPERATIONAL DELIVERY COMMITTEE - COM/21/241**

11. With reference to Article 9 of the minute of its meeting of 21 June 2021, the Council had before it a report by the Chief Officer - Governance which sought ratification of the appointment of the Aberdeen Parent Council Forum nomination to the current vacancy for a parent representative on the Education Operational Delivery Committee.

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

that the Council agree that Frances Cardno be appointed as the new primary/Additional Support Needs (ASN) representative on the Education Operational Delivery Committee with immediate effect, subject to a satisfactory Disclosure Scotland check being undertaken.

### **The Council resolved:-**

to approve the recommendation.

## **REVIEW OF OUTSIDE BODIES - COM/21/317**

12. The Council had before it a report by the Chief Officer - Governance which presented the updated policy on appointments of elected members to outside bodies for approval, and an update on progress with the latest review of outside bodies and various proposals arising from the review.

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

that the Council -

- (a) approve the updated policy on appointments of elected members to outside bodies as appended to the report;

Council Meeting, Monday, 13 December 2021

- (b) note the position regarding the review of outside bodies, as contained within paragraph 3.4, and agree to receive an update as part of the report on the Scheme of Governance review at Council on 28 February 2022;
- (c) note that work would continue ahead of elected member appointments being sought post-election in May 2022, to ensure that outside bodies meet the requirements of the updated policy;
- (d) note the position regarding Robert Gordon's College Board of Governors as contained within paragraph 3.5;
- (e) note the position regarding the Violence Against Women Forum as contained within paragraph 3.6, and agree to remove the outside body from the list of outside bodies with immediate effect; and
- (f) note the position regarding Sport Aberdeen, as contained within paragraph 3.8, and agree that no replacement appointment be made at this time.

**The Council resolved:-**

to approve the recommendations.

**GOVERNANCE REVIEW OF TRUSTS - 2021 UPDATE - COM/21/325**

13. The Council had before it a report by the Chief Officer - Governance which provided an update on activity in relation to trusts to which the Council was connected.

**The report recommended:-**

that the Council -

- (a) note the actions, as detailed in the report, undertaken in relation to trusts to which the Council was connected; and
- (b) instruct the Chief Officer - Governance to bring a further update report to Council no later than December 2022 on future activity in relation to such trusts.

**The Council resolved:-**

to approve the recommendations.

**STANDARDS COMMISSION FOR SCOTLAND - WRITTEN DECISION - COUNCILLORS DELANEY AND YUILL - COM/21/321**

14. The Council had before it a report by the Chief Officer - Governance which presented the written decision made by the Standards Commission for Scotland following a hearing on 5 October 2021.

**The report recommended:-**

that the Council -

- (a) consider the content of the written decision; and
- (b) note that the Standards Commission for Scotland held that there had been breach of the Code of Conduct by Councillor Delaney or Councillor Yuill.

**The Council resolved:-**

- (i) to note the content of the written decision; and

Council Meeting, Monday, 13 December 2021

- (ii) to note that the Standards Commission for Scotland held that there had been no breach of the Code of Conduct by Councillor Delaney or Councillor Yuill.

#### **TREASURY MANAGEMENT STRATEGY - MID-YEAR REVIEW - RES/21/304**

15. The Council had before it a report by the Chief Officer - Finance which provided an update on the treasury management activities undertaken to date during the financial year 2021/22.

**The report recommended:-**

that the Council note the treasury management activities undertaken in the 2021/22 financial year to date, as outlined in the report.

**The Council resolved:-**

to approve the recommendation.

#### **FAIRER ABERDEEN FUND ANNUAL REPORT 2020-21 - CUS/21/301**

16. The Council had before it a report by the Chief Officer - Early Intervention and Community Empowerment which presented the Fairer Aberdeen Fund Annual Report 2020-21.

**The report recommended:-**

that the Council note the annual report for 2020-21 at Appendix 1 and instruct the Director of Customer Services to report the Council's feedback to the Fairer Aberdeen Board as appropriate.

**The Council resolved:-**

- (i) to note the annual report for 2020-21, at Appendix 1, and agree that in an unprecedented year the Fairer Aberdeen Fund initiatives supported those most vulnerable to the impact of the Covid-19 pandemic;
- (ii) to note the Fairer Aberdeen programme was aligned with the themes from the Local Outcome Improvement Plan - Economy, Children and Young People, Adults and Place;
- (iii) to note in 2020-21 funding of £1,640,000 was made available to support work in priority areas and across the city with vulnerable groups and individuals;
- (iv) to note grants ranged from £2,200 to £158,000 in value and further note that a total of 36,252 people were involved in, or benefitted from, funded initiatives and 10,094 of them were under 16 years of age;
- (v) to note 630 volunteers contributed 120,756 hours of volunteering time, which had an added value of over £1.9m;
- (vi) to note the funded initiatives at Appendix 2 including the impact measurement comparisons;
- (vii) to note the positive testimonials from those who had benefitted from the Fairer Aberdeen Fund detailed within Appendix A; and
- (viii) to express sincere thanks to all volunteers and staff involved with the Fairer Aberdeen Fund for the contribution they have made in tackling poverty and

Council Meeting, Monday, 13 December 2021

deprivation in the city and supporting those most vulnerable to the impacts of Covid-19.

## **ANNOUNCEMENT**

17. The Lord Provost referred to the recent passing of former Councillor Jim Hunter and advised that although he had not been able to attend his funeral, there had been a strong representation from Aberdeen City Council in attendance. The Lord Provost noted his sadness and emphasised that former Councillor Hunter only had friends within the Council.

### **The Council resolved:-**

to concur with the Lord Provost's remarks.

- **BARNEY CROCKETT, Lord Provost**

DRAFT



## ABERDEEN CITY COUNCIL

Town House,  
ABERDEEN, 12 January 2022

### MINUTE OF SPECIAL MEETING OF ABERDEEN CITY COUNCIL

Sederunt:

Lord Provost Barney Crockett, Chairperson;  
Depute Provost Jennifer Stewart; and

#### COUNCILLORS

GILLIAN AL-SAMARAI  
YVONNE ALLAN  
CHRISTIAN ALLARD  
ALISON ALPHONSE  
PHILIP BELL  
MARIE BOULTON  
DAVID CAMERON  
JOHN COOKE  
NEIL COPLAND  
WILLIAM CORMIE  
SARAH CROSS  
STEVEN DELANEY  
ALAN DONNELLY  
JACQUELINE DUNBAR MSP  
LESLEY DUNBAR  
SARAH DUNCAN  
GORDON GRAHAM  
ROSS GRANT  
MARTIN GREIG  
DELL HENRICKSON  
RYAN HOUGHTON  
MICHAEL HUTCHISON

CLAIRE IMRIE  
FREDDIE JOHN  
JENNIFER LAING  
DOUGLAS LUMSDEN MSP  
SANDRA MACDONALD  
NEIL MacGREGOR  
AVRIL MacKENZIE  
ALEXANDER McLELLAN  
CIARÁN McRAE  
M. TAUQEER MALIK  
THOMAS MASON  
JESSICA MENNIE  
ALEX NICOLL  
AUDREY NICOLL MSP  
JAMES NOBLE  
MIRANDA RADLEY  
JOHN REYNOLDS  
PHILIP SELLAR  
GORDON TOWNSON  
JOHN WHEELER  
and  
IAN YUILL

Lord Provost Barney Crockett, in the Chair

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

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Council Meeting, Wednesday, 12 January 2022

## UNION STREET CENTRAL

1. The Council had before it the wording of the written request for this special Council meeting which had been signed by 19 members in accordance with Standing Order 8.2.2:-

“That the Council agrees to:

- (1) suspend Standing Order 42.1 to consider (2) to (8) below;
- (2) cease the interim design works for public realm improvements on the mid section of Union Street (from Market Street to Bridge Street);
- (3) instruct the Chief Officer - Operations and Protective Services to reopen Union Street between its junctions with Union Terrace and Market Street to service buses, taxis, private hire vehicles and pedal cycles only, all as soon as is practicably possible, but not before any necessary investigatory or other required works are completed and not before any necessary statutory processes are completed: such work shall include the reopening of the temporarily closed bus stops and pedestrian crossings on this section of Union Street, where practicable;
- (4) retain the current timed delivery arrangements via Back Wynd/Belmont Street;
- (5) instruct the Chief Officer - Operations and Protective Services to remove the existing bus gate on Union Street, just East of Market Street and introduce new bus gates on Union Street between Bridge Street and Market Street;  
  
The estimated cost of the works to be incurred is £10,000 and this expenditure will be met from existing operational budgets and the Spaces for People budget;
- (6) instruct the Chief Officer - Governance to initiate the consultation process to re-establish the taxi rank stances on Back Wynd and the night time taxi rank on Union Street at St Nicholas churchyard and report back to the Licensing Committee with the results of the consultation exercise;
- (7) instruct the Chief Officer - Operations and Protective Services to complete any necessary statutory processes to allow for waiting on Back Wynd by taxis; and
- (8) note the Director of Resources will continue to engage with stakeholders across the city, including children and young people and the Disability Equity Partnership, in relation to the work packages instructed through the City Growth and Resources Committee on 12 November 2021.”

Councillor Yuill indicated that he would be moving the motion, as set out above, and the procedural motion to suspend Standing Order 42.1, and that Councillor Alex Nicoll would be his seconder.

The Lord Provost enquired whether there were any alternative proposals, at which point Councillor Laing indicated that she would be moving an amendment proposing that no

Council Meeting, Wednesday, 12 January 2022

action be taken. Councillor Boulton indicated that she would also be moving an amendment.

Councillor Yuill moved as a procedural motion, seconded by Councillor Alex Nicoll:-

That the Council suspend Standing Order 42.1 to enable parts (2) to (8) of the motion to be considered.

On a division, there voted:-

For the procedural motion (24) - Councillors Al-Samarai, Allard, Alphonse, Boulton, Cameron, Cooke, Copland, Cormie, Delaney, Jackie Dunbar MSP, Greig, Henrickson, Hutchison, MacGregor, McLellan, McRae, Mennie, Alex Nicoll, Audrey Nicoll MSP, Noble, Radley, Reynolds, Townson and Yuill.

Against the procedural motion (21) - Lord Provost; Depute Provost; and Councillors Allan, Bell, Cross, Donnelly, Lesley Dunbar, Duncan, Graham, Grant, Houghton, Imrie, John, Laing, Lumsden MSP, Macdonald, MacKenzie, Malik, Mason, Sellar and Wheeler.

**The Council resolved:-**

to note that the procedural motion to suspend Standing Order 42.1 failed to attract the necessary agreement of two thirds of the Members present and entitled to vote, as required by Standing Order 41.1, and therefore no further action was taken.

**In terms of Standing Order 32.8, Councillors Al-Samarai, Allard, Alphonse, Cameron, Cooke, Copland, Cormie, Delaney, Jackie Dunbar MSP, Greig, Henrickson, Hutchison, MacGregor, McLellan, McRae, Mennie, Alex Nicoll, Audrey Nicoll MSP, Noble, Radley, Reynolds, Townson and Yuill expressed their dissent against the foregoing decision.**

**- BARNEY CROCKETT, Lord Provost**

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## ABERDEEN CITY COUNCIL

Town House,  
ABERDEEN, 10 February 2022

### MINUTE OF MEETING OF ABERDEEN CITY COUNCIL

Sederunt:

Lord Provost Barney Crockett, Chairperson;  
Depute Provost Jennifer Stewart; and

#### COUNCILLORS

GILLIAN AL-SAMARAI  
CHRISTIAN ALLARD  
ALISON ALPHONSE  
PHILIP BELL  
MARIE BOULTON  
DAVID CAMERON  
JOHN COOKE  
NEIL COPLAND  
WILLIAM CORMIE  
SARAH CROSS  
STEVEN DELANEY  
JACQUELINE DUNBAR MSP  
LESLEY DUNBAR  
GORDON GRAHAM  
ROSS GRANT  
MARTIN GREIG  
DELL HENRICKSON  
RYAN HOUGHTON  
MICHAEL HUTCHISON  
CLAIRE IMRIE

FREDDIE JOHN  
JENNIFER LAING  
DOUGLAS LUMSDEN MSP  
SANDRA MACDONALD  
NEIL MacGREGOR  
AVRIL MacKENZIE  
ALEXANDER McLELLAN  
CIARÁN McRAE  
M. TAUQEER MALIK  
THOMAS MASON  
JESSICA MENNIE  
ALEX NICOLL  
AUDREY NICOLL MSP  
JAMES NOBLE  
MIRANDA RADLEY  
PHILIP SELLAR  
GORDON TOWNSON  
JOHN WHEELER  
and  
IAN YUILL

Lord Provost Barney Crockett, in the Chair

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.

Council Meeting, Thursday, 10 February 2022

## **WELCOME**

1. The Lord Provost expressed a warm welcome to the meeting and noted that it had been a very difficult period due to the pandemic, however he felt that he was starting to see the rejuvenation of the city.

The Lord Provost stated that Aberdeen had two very special ancient organisations in the Burgesses of Guild and the Incorporated Trades, which joined with the city and the civic leadership of the city. The Lord Provost added that it was a matter of great pride to have so many Burgesses being admitted at the meeting this day.

## **ADMISSION OF BURGESSES**

2. (A) The persons undermentioned were admitted into the presence of the Council and passed as Burgesses of Guild in respect of their respective Acts of Admission in the Guild Burgess Book:-

Ian Burnett, Bereavement Services Officer, Aberdeen  
 Stella Jane Evans, Communication & Business Adviser, Aberdeen  
 Rhonda Ann Fraser, Director of Marketing & Communications, Aberdeen  
 Professor Celso Grebogi, University Professor, Aberdeen  
 Hon. Lt. Menbahadur Gurung, Cyber Security Expert, Aberdeen  
 Tom Houghton, Engineering Manager, Aberdeen  
 Morven Mackenzie, Managing Director, Aberdeen  
 Dr Morag C E McFadyen, Biochemist/Lecturer, Aberdeen  
 Jennifer Mitchell, Director of External Relations, Aberdeen  
 Steven Rae, Executive Director, Aberdeen  
 Carmine Scarpellino, Restaurateur, Aberdeen  
 Garry Roy Stevens, Clerk to the Burgesses of Guild, Aberdeen  
 Audrey Walker, Retired Local Government Officer, Aberdeen  
 Mark Williams, Chief Operating Officer, Aberdeen

(B) The person undermentioned was admitted into the presence of the Council and passed as a Burgess of Guild by right of their mother's status as a Free Burgess:-

Ronay Thomson, PA/Senior Administrator, Aberdeen

(C) The persons undermentioned were admitted into the presence of the Council and passed as Burgesses of the Burgh of Aberdeen of their own craft only:-

Mark Jack Campbell, Shoemaker, Aberdeen  
 Graham Findlay, Shoemaker, Aberdeen  
 Francis J Kiernan, Shoemaker, Aberdeen  
 Sarah Machray, Shoemaker, Aberdeen  
 Alan Moir, Tailor, Aberdeen  
 Harris George Sangster, Wrights & Cooper, Aberdeen  
 Grant Simpson, Hammerman, Aberdeen  
 Philip Malcolm Whyte, Flesher, Aberdeen

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## GUILDRY AND MORTIFICATION FUNDS COMMITTEE

ABERDEEN, 20 December 2021. Minute of Meeting of the GUILDRY AND MORTIFICATION FUNDS COMMITTEE. Present:- Councillor Reynolds, Master of Mortifications, Convener; Councillor Mason; and Colin Taylor, Lord Dean of Guild.

Also Present: Aileen Duncan (Finance) and Gogo Okafor and Emma Robertson (Committee Services).

### APOLOGIES

1. Apologies were intimated on behalf of Councillor Crockett, the Lord Provost.

### MINUTE OF PREVIOUS MEETING OF 9 SEPTEMBER 2020

2. The Committee had before it the minute of its previous meeting of 9 September 2020.

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

to approve the minute.

### GUILDRY FUNDS – REVIEW OF ALLOWANCES

3. The Committee had before it a paper by the Chief Officer - Finance which (a) provided information concerning (1) the amount of allowances paid from the Guildry fund to Burgesses of Guild, widows and widowers of Burgesses and children of Burgesses from 2007 to 2020; and (2) the number of people receiving allowances for the same period; and (b) proposed that the allowances be increased by either 2% or 5% rounded up to the nearest £1.

Ms Aileen Duncan, Finance Development Officer, advised the Committee that one of the Widows had passed away in June 2021 but Ms Duncan was still waiting to establish who was the Executor of the will.

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

- (i) to recommend to Council that the following increases (5%) in annual allowances be approved backdated from 1 May 2021:-

Guildry Fund Allowance	Present Allowance	Proposed Allowance
Burgesses	£2,452	£2,575
Widows / Widowers of Burgesses	£2,452	£2,575
Children of Burgesses	£2,273	£2,387

; and

**GUILDRY AND MORTIFICATION FUNDS COMMITTEE**

20 December 2021

(ii) to note that Ms Duncan would update members by email with details on eligibility to claim the pension, the percentage increase and the process involved.

**LORD DEAN OF GUILD REPORT AND VERBAL UPDATE**

4. The Committee heard from the Lord Dean that there had been no Burgesses appointed during the past 12 months due to the covid-19 pandemic but that a series of lunches and evening events were being planned for when regulations allowed. The Lord Dean advised that he would be standing down in May 2022 after eight years in post

**The Committee resolved:-**

to note the update.

**DATE OF NEXT MEETING**

4. The Committee noted that the Clerk would identify a date in October 2022 for the next meeting and would advise Members accordingly.

- **John Reynolds, Master of Mortifications, Convener.**

	A	B	C	D	E	F	G	H	I
1	<b>COUNCIL BUSINESS PLANNER</b> <span style="float: right;">The</span> Business Planner details the reports which have been instructed by the Council as well as reports which the Functions expect to be submitting for the calendar year.								
2	<b>Report Title</b>	<b>Minute Reference/Committee Decision or Purpose of Report</b>	<b>Update</b>	<b>Report Author</b>	<b>Chief Officer</b>	<b>Director</b>	<b>Terms of Reference</b>	<b>Delayed or Recommended for removal or transfer, enter either D, R, or T</b>	<b>Explanation if delayed, removed or transferred</b>
3	<b>28th February 2022</b>								
4	Aberdeen Energy Transition and Climate Change Routemap	At the Council meeting on 3 March 2021, the Council resolved, amongst other things, to instruct the Chief Officer - Strategic Place Planning to develop an Aberdeen Energy Transition and Climate Change Route map through the Net Zero Leadership Board and Delivery Unit to meet our ambition to be a Net Zero city and report the Aberdeen Energy Transition and Climate Change Route map back to Council before March 2022.		David Dunne	Strategic Place Planning	Commissioning	21		
5	Council Climate Change Plan Campaign	At the Council meeting on 3 March 2021, the Council resolved, amongst other things, to instruct the Chief Executive to lead a city-wide campaign using social media, Community Planning Aberdeen, Net Zero Leadership Board, Aberdeen City Council's partners and business associates to promote Aberdeen City Council's Climate Change Plan and reflecting the significance of the COP26 conference in November 2021, and report progress of the campaign to the December 2021 Council meeting.	At the Council meeting on 13 December 2021, it was noted that this report had been delayed and would be submitted to the meeting on 28 February 2022.  This matter is included within the report on the Aberdeen Energy Transition and Climate Change Routemap.	Angela Scott	Chief Executive	Chief Executive	21		
6	ACC-bp Memorandum of Understanding - Progress Report	To provide an update on progress supporting the Memorandum of Understanding (MoU) between the Council and bp.		Richard Sweetnam	City Growth	Commissioning	21		





	A	B	C	D	E	F	G	H	I
	Report Title	Minute Reference/Committee Decision or Purpose of Report	Update	Report Author	Chief Officer	Director	Terms of Reference	Delayed or Recommended for removal or transfer, enter either D, R, or T	Explanation if delayed, removed or transferred
2									
16	General Fund Revenue Budget and Capital Programme 2022/23	To provide information on both the revenue budget for 2022/23 and capital programme for the period 2022/23 to 2026/27 in order that approved budgets and Council Tax value can be set by the Council for the year commencing 1 April 2022.		Jonathan Belford	Finance	Resources	1, 2 and 3		
17	Housing Revenue Account 2022/23	To provide members with information to enable the Council to approve a revenue and capital budget for 2022/23, including the setting of the rents and other charges on the Housing Revenue Account for the financial year.		Helen Sherrit	Finance	Resources	2		
18	Common Good Budget 2022/23	To provide Council with details of the draft Common Good budget for 2022/23, to enable the Council to approve a final budget that will take effect on 1 April 2022.		Helen Sherrit	Finance	Resources	2		
19	<b>18 May 2022 (Statutory Meeting)</b>								
20	Appointment of Members to Committees and Appointment of Conveners and Vice Conveners	To approve the composition and membership of the Council's committees, to appoint Conveners and Vice Conveners, to agree the payment of senior councillor allowances and to agree the appointment of external members to the Education Operational Delivery Committee.		Fraser Bell	Governance	Commissioning	7		
21	Appointment of Members to Sub Committees, Groups and Outside Bodies	To seek appointments to sub-committees and working groups and outside bodies.		Fraser Bell	Governance	Commissioning	7		
22	Appointment of Members to Aberdeen City Licensing Board	To establish the Aberdeen City Licensing Board and to elect the appropriate number of members to the Board.		Fraser Bell	Governance	Commissioning	8		
23	School Placings and Exclusion Appeals Committee - Pool of Members	To seek approval of the process for the appointment of a pool of Councillors and external members from which individuals will be drawn to form the membership of the School Placings and Exclusions Appeal Committee as required by section 28D(1) of the Education (Scotland) Act 1980 as amended.		Fraser Bell	Governance	Commissioning	7		
24	Local Review Body - Pool of Members	To seek approval to appoint all Councillors to form the membership of the Local Review Body.		Fraser Bell	Governance	Commissioning	7		

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2									
25	Re-establishment of Local Licensing Forum	To re-establish the Aberdeen City Local Licensing Forum and to present a list of persons who have been nominated to serve on the Forum for the duration of the next Council term.		Fraser Bell	Governance	Commissioning	7		
26	Appointment of Baillies and Miscellaneous Historical Appointments	To consider appointing Baillies to assist the Lord Provost in the performance of his/her duties and to request the Council to make miscellaneous appointments.		Fraser Bell	Governance	Commissioning	7		
27	<b>29th June 2022</b>								
28	Council/Committee Diary 2023	To present the Council/Committee Diary for 2023 for approval.		Shereen Balaban	Governance	Commissioning	18		
29	Treasury Management Policy and Strategy - Year-End Review	To provide an update on Treasury Management activities undertaken during the financial year 2021/22.		Neil Stewart	Finance	Resources	6		
30	City Centre and Beach - Transport Management Plan Progress	The CG&R Committee on 12/11/21 agreed to note the outcomes of stakeholder engagement to date with regards accessible parking, cycle facilities, bus stops and routing, taxi ranks and servicing arrangements, and traffic management in the City Centre and Beach areas and instruct the Chief Officer Strategic Place Planning to continue to engage with stakeholders to finalise Phase 2 of the Traffic Management Plan in tandem with the evolving streetscape design for the priority intervention areas, connectivity to the Beach and Beach Boulevard and report progress back to Committee in June 2022.	At the Council meeting on 13 December 2021, it was agreed that all future papers relating to the City Centre Masterplan, the Beach Masterplan, Aberdeen International Market and the Queen Street Redevelopment are reported to Full Council meetings until decided otherwise by a decision of Full Council.	David Dunne	Strategic Place Planning	Commissioning	Introduction 6		

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2									
31	George Street and Former John Lewis Building	The CG&R Committee on 12/11/21 agreed to note the current position regarding George Street and continued uncertainty surrounding the future of the former John Lewis building and undertake public and stakeholder engagement in early 2022 and report back to committee in June 2022.	At the Council meeting on 13 December 2021, it was agreed that all future papers relating to the City Centre Masterplan, the Beach Masterplan, Aberdeen International Market and the Queen Street Redevelopment are reported to Full Council meetings until decided otherwise by a decision of Full Council.	Steve Whyte	Director of Resources	Resources	Introduction 6		
32	Queen Street Development	The CG&R Committee on 12/11/21 agreed to note the extent of Aberdeen City Council site ownership (existing and pending) and that, with the exception of the two church buildings, the Scottish Court and Tribunal Service Civil Annexe will be the only remaining element that is not within Council ownership in the Queen Street development area and, in response to this issue, instruct the Director of Resources to procure and/or instruct a refreshed feasibility study of any mutually preferred location in light of post-Covid operations and report the results to committee in June 2022.	At the Council meeting on 13 December 2021, it was agreed that all future papers relating to the City Centre Masterplan, the Beach Masterplan, Aberdeen International Market and the Queen Street Redevelopment are reported to Full Council meetings until decided otherwise by a decision of Full Council.	Sandy Beattie	Director of Resources	Resources	Introduction 6		



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2									
33	Beachfront Projects	The CG&R Committee on 12/11/21 agreed that the Masterplan and associated developments are to be further progressed as a Council-approved Development Framework, including ongoing engagement with key stakeholders (which would sit as a sister document to the City Centre Masterplan 2015) and report back to Committee in June 2022	At the Council meeting on 13 December 2021, it was agreed that all future papers relating to the City Centre Masterplan, the Beach Masterplan, Aberdeen International Market and the Queen Street Redevelopment are reported to Full Council meetings until decided otherwise by a decision of Full Council.	Craig Innes	Commercial and Procurement	Resources	Introduction 6		
34	<b>24th August 2022</b>								
35									
36	<b>14th December 2022</b>								
37	Treasury Management Policy and Strategy - Mid Year Review	To provide an update on Treasury Management activities undertaken to date during financial year 2022/23.		Neil Stewart	Finance	Resources	6		
38	City Centre Design Development	The CG&R Committee on 12/11/21 agreed to note the progress made on design development for the intervention areas: Schoolhill and Upperkirkgate, Union Street East and Castlegate, Union Street West and the West End, and instruct the Director of Resources to report back with full business cases to Committee by the end 2022.	At the Council meeting on 13 December 2021, it was agreed that all future papers relating to the City Centre Masterplan, the Beach Masterplan, Aberdeen International Market and the Queen Street Redevelopment are reported to Full Council meetings until decided otherwise by a decision of Full Council.	Steve Whyte	Director of Resources	Resources	6		
39	Fairer Aberdeen Fund Annual Report	To provide members with the Fairer Aberdeen Fund annual report for 2021/22.		Susan Thoms	Early Intervention and Community Empowerment	Customer	21		

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2									
40	Governance Review of Trusts	Council on 13 December 2021, instructed the Chief Officer - Governance to bring a further update report to Council no later than December 2022 on future activity in relation to such trusts.		Fraser Bell	Governance	Commissioning	10		
41	<b>Beyond 2022</b>								
42	Revised Council Climate Change Plan	At the Council meeting on 3 March 2021, the Council, amongst other things, instructed the Chief Operating Officer to report back to Full Council with a revised 5 year plan in 2025, or earlier if required.		Alison Leslie	Strategic Place Planning	Chief Operating Officer	21		

## ABERDEEN CITY COUNCIL

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<b>COMMITTEE</b>	Council
<b>DATE</b>	28 February 2022
<b>EXEMPT</b>	No
<b>CONFIDENTIAL</b>	No
<b>REPORT TITLE</b>	Scheme of Governance Review - 2022
<b>REPORT NUMBER</b>	COM/22/034
<b>CHIEF OFFICER</b>	Fraser Bell, Chief Officer - Governance
<b>REPORT AUTHOR</b>	Martyn Orchard
<b>TERMS OF REFERENCE</b>	17

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### 1. PURPOSE OF REPORT

- 1.1 This report meets the Council's instruction to report on the operation of the Scheme of Governance annually and makes recommendations for improvement.

### 2. RECOMMENDATIONS

That Council:-

- 2.1 approves Appendix C, the Introduction to the Scheme of Governance, with effect from 1 April 2022;
- 2.2 approves Appendix D, Committee Terms of Reference, with effect from 1 April 2022;
- 2.3 approves Appendix E, Powers Delegated to Officers, with effect from 1 April 2022, and delegates authority to the Chief Officer - Governance to make any further changes to Appendix 1 of that document necessary to reflect the Powers Delegated to Officers;
- 2.4 approves Appendix F, Standing Orders for Council, Committee and Sub Committee Meetings, with effect from 1 April 2022;

- 2.5 approves Appendix G, Financial Regulations, with effect from 1 April 2022;
- 2.6 approves Appendix H, Procurement Regulations, with effect from 1 April 2022;
- 2.7 approves Appendix I, Member - Officer Relations Protocol, with effect from 1 April 2022;
- 2.8 approves Appendix J, the Local Code of Corporate Governance, with effect from 1<sup>st</sup> April 2022;
- 2.9 notes the draft minute of the Governance Reference Group of 20 January 2022, and that an updated committee report template will be implemented with effect from 1 April 2022; and
- 2.10 notes the update with regard to the review of outside bodies and that no further changes are required at this stage.

### **3. BACKGROUND**

- 3.1 On 5 March 2018, Council approved the Scheme of Governance and instructed the Chief Officer - Governance to report back to Council within 12 months on the operation of the Scheme of Governance documents. The Scheme of Governance documents are as follows:
  - a) Introduction to the Scheme of Governance
  - b) Committee Structure and Terms of Reference
  - c) Powers Delegated to Officers
  - d) Standing Orders for Council, Committee and Sub Committee Meetings
  - e) Financial Regulations
  - f) Procurement Regulations
  - g) Member - Officer Relations Protocol
- 3.2 On 4 March 2019, Council considered its first review of the Scheme of Governance and further reviews were considered by Council in March 2020 and March 2021.
- 3.3 The proposals recommended for approval have been subject to discussion with Chief Officers and relevant officers across the organisation. A meeting of the Governance Reference Group (GRG) took place on 20 January 2022, where elected members were provided with an update on progress with the review. The draft minute of the GRG meeting is included as Appendix A to the report.
- 3.4 The changes proposed to the Scheme of Governance are not extensive. This was anticipated as the arrangements have had the opportunity to bed in and the annual committee effectiveness reports demonstrate that the committee structure has been operating satisfactorily.

- 3.5 Each document comprising the Scheme of Governance is appended to the report with track changes indicating the proposed changes/additions. These are preceded by an overarching document (Appendix B) which details material changes across the Scheme of Governance with accompanying rationale.

## **4. SCHEME OF GOVERNANCE**

### **4.1 Committee Terms of Reference**

- 4.1.1 Officers have reviewed the Terms of Reference to ensure that they are reflective of the general operation of all committees over the past year. Minor changes/additions are proposed, for example in terms of General Delegations to Committees and the approval of Council policies and strategies (including partnership strategies) relative to its remit - to add the determination of applications and requests in terms of such policies and strategies. This would more clearly cover matters such as plaque requests and driveway applications which currently, in the absence of more explicit Terms of Reference, require to be dealt with under Terms of Reference relating to service delivery.

### **4.2 Powers Delegated to Officers**

- 4.2.1 The Powers Delegated to Officers have been reviewed to ensure that the document is reflective of current and pending legislation, as well as operational practice. The review also identified any additional changes that would enable operation of the respective areas to be undertaken in a more effective manner and improve the operational delivery to our customers. The changes proposed are slightly more extensive than the other documents within the Scheme of Governance, however they can largely be interpreted as fine-tuning.

### **4.3 Standing Orders for Council, Committees and Sub Committee Meetings**

- 4.3.1 The Standing Orders have been reviewed to ensure that any areas for clarification raised at, or in relation to, meetings since March 2021 have been considered, the relevant Standing Order updated, or a new Standing Order added. In addition, the document has been updated to reflect the new Code of Conduct for Councillors and the 3-stage approach (Connection - Interest - Participation) set out in section 5 (Declaration of Interests) of the Code.

### **4.4 Financial Regulations**

- 4.4.1 The Financial Regulations have been reviewed in the context of revisions to other parts of the Scheme of Governance. Many of the proposed changes are minor in nature, for example updating links. More substantive changes include the addition of a section on control of the Housing Revenue Account, and additional references to reflect Internal Audit recommendations on budget monitoring.

## **4.5 Procurement Regulations**

- 4.5.1 The Procurement Regulations have been reviewed in the context of revisions to other parts of the Scheme of Governance and to ensure that the Regulations are in line with the Procurement Manual, relevant legislation and operational practices. Additional regulations are proposed (15.3) to align and tighten processes for those seeking to extend/vary contracts and give a clear line of where boundaries/responsibilities lie when planning.

## **4.6 Member - Officer Relations Protocol**

- 4.6.1 The Member - Officer Relations Protocol has been reviewed, however no changes of any significance are proposed, with only minor changes regarding urgent requests for information or service requests outside office hours.

## **4.7 Local Code of Corporate Governance**

- 4.7.1 The Council last reviewed the Local Code of Governance in March 2017. This sets the framework for our governance arrangements, which are in accordance with the SOLACE (the Society of Local Authority Chief Executives) and CIPFA (the Chartered Institute of Public Finance and Accountancy) principles for “Delivering Good Governance in Local Government”.
- 4.7.2 Annually, the Council reports publicly on the effectiveness of its governance in the year previous, and on planned changes for the year ahead, relying on the primary sources of assurance set out in the Code. This is firstly reported to the Audit, Risk and Scrutiny Committee as part of the unaudited annual accounts to self-assess our system of internal control before public sign off by the Chief Executive and Council Leader. Minor changes have been made to the Code since it was last approved.

## **5. REVIEW OF OUTSIDE BODIES**

- 5.1 At the Council meeting of 13 December 2021, the Council approved the updated policy on appointments of elected members to outside bodies; noted progress with the review; noted changes in respect of appointments; deleted outside bodies from the list; and agreed to receive an update as part of the report on the Scheme of Governance Review at Council on 28 February 2022.
- 5.2 Outstanding questionnaires have been received from outside bodies since 13 December 2021 and no further changes are required at this stage. Proposals with regard to appointments to outside bodies will be presented to Council following the local government election in May 2022.

## **6. FINANCIAL IMPLICATIONS**

- 6.1 Approving the recommendations in this report will have no direct financial implications but will help improve the robust governance framework required to support organisational change and achieve budget targets. Adhering to the terms of the Financial Regulations, an integral part of the stewardship of Council funds, will ensure that all of the Council's transactions are conducted in a manner demonstrating openness, integrity and transparency.

## **7. LEGAL IMPLICATIONS**

- 7.1 The Scheme of Governance is designed to assist the Council in complying with its statutory duties and functions whilst also being consistent with the CIPFA principles of good governance against which the Council must provide an Annual Governance Statement as part of its annual accounts. The Scheme of Governance also supports the Council's CIPFA Governance Mark of Excellence accreditation.
- 7.2 The legislative bases for the various documents comprising the Scheme of Governance is set out below.
- 7.3 Section 56 of the Local Government (Scotland) Act 1973 - the Council may arrange for the discharge of any functions, subject to some exceptions, by a committee or sub committee. These are set out in the Committee Terms of Reference.
- 7.4 The same section also provides that the Council may arrange for the discharge of any of its functions, subject to some exceptions, by an officer of the Council. These delegations are contained within the Powers Delegated to Officers. Section 43 of the Town and Country Planning (Scotland) Act 1997 also requires the Council to publish a scheme of delegation setting out how certain planning applications are to be dealt with by officers.
- 7.5 Section 62 of the Local Government (Scotland) Act 1973 empowers the Council to make, vary or revoke standing orders for meetings of Councils, committees and sub committees.
- 7.6 Legislation requires the Council to adhere to stringent financial controls and practices. The Financial Regulations are integral to this requirement.
- 7.7 The Procurement Reform (Scotland) Act 2014 must be complied with, and the Procurement Regulations achieve this whilst empowering staff and promoting Best Value.
- 7.8 The Council is required under Section 47 of the Police and Fire Reform (Scotland) Act 2012 and Section 41E of the Fire (Scotland) Act 2005 to scrutinise local police

plans and local fire and rescue plans respectively. This is undertaken through the terms of reference of the Public Protection Committee.

## 8. MANAGEMENT OF RISK

Category	Risk	Low (L) Medium (M) High (H)	Mitigation
<b>Strategic Risk</b>	No direct risk	L	
<b>Compliance</b>	Failure to update the Scheme of Governance and implement the necessary changes could expose the Council to risk in terms of complying with the law and relevant regulations.	L	Approval of the proposals and adherence to the specified legislation ensures accountability.
<b>Operational</b>	No direct risk	L	Adherence to the Scheme of Governance protects employees in undertaking their roles, as well as the organisation's buildings, plant and equipment.
<b>Financial</b>	No direct financial implications for the Scheme of Governance	L	The Scheme of Governance itself mitigates against the risk of poor financial management, poor value for money, fraud and financial loss.
<b>Reputational</b>	Failure to update the Scheme of Governance and make other necessary changes could present a reputational risk to the Council.	L	Consultation has been undertaken with officers and elected members and recommended proposals have regard to that process.



<b>Environment / Climate</b>	No direct risk	L	
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## 9. OUTCOMES

<u>COUNCIL DELIVERY PLAN</u>	
	<b>Impact of Report</b>
<b>Aberdeen City Council Policy Statement</b>	The proposals in the report have no direct impact on the Policy Statement.
<b>Aberdeen City Local Outcome Improvement Plan</b> - the proposals in the report have no direct impact on the LOIP stretch outcomes.	
<b>Regional and City Strategies</b>	The proposals in the report have no direct impact on Regional and City Strategies.
<b>UK and Scottish Legislative and Policy Programmes</b>	The proposals set out within the report comply with the relevant legislation as referenced in the legal implications section.

## 10. IMPACT ASSESSMENTS

<b>Assessment</b>	<b>Outcome</b>
<b>Impact Assessment</b>	Full impact assessment not required
<b>Data Protection Impact Assessment</b>	Not required

## 11. BACKGROUND PAPERS

None

## 12. APPENDICES

- A. Draft minute of Governance Reference Group of 20 January 2022
- B. Scheme of Governance Review - Summary of Proposed Changes
- C. Scheme of Governance Introduction
- D. Committee Terms of Reference
- E. Powers Delegated to Officers
- F. Standing Orders for Council, Committees and Sub Committees
- G. Financial Regulations
- H. Procurement Regulations
- I. Member - Officer Relations Protocol
- J. Local Code of Corporate Governance

## 13. REPORT AUTHOR CONTACT DETAILS

<b>Name</b>	Martyn Orchard
<b>Title</b>	Committee Lead
<b>Email Address</b>	morchard@aberdeencity.gov.uk
<b>Tel</b>	01224 523097

**GOVERNANCE REFERENCE GROUP**  
**MINUTE OF MEETING OF 20 JANUARY 2022**

**In attendance:** Councillor Houghton, Convener; and Councillors Laing, Lumsden MSP, Alex Nicoll, Radley (as substitute for Councillor Jackie Dunbar MSP), Wheeler (as substitute for Councillor Reynolds) and Yuill.

**Officers in attendance:** Fraser Bell, Steven Inglis, Gogo Okafor and Martyn Orchard.

No.	Agenda Item	Notes of Discussion/Decisions	Action	By Whom
1.	Minute of Previous Meeting of 21 January 2020	<p>The Group had before it the minute of its previous meeting of 21 January 2020.</p> <p><b><u>The Group resolved:-</u></b> to approve the minute.</p>		
2.	Scheme of Governance Review	<p>The Group received a verbal update by Fraser Bell, Chief Officer - Governance, on progress with the Scheme of Governance review. Mr Bell advised that colleagues had been keeping a log of issues and had created a document setting out proposals to form the basis of the current review, which was currently subject to consultation with Chief Officers, Directors or other colleagues.</p> <p>Mr Bell advised that the proposed changes were not substantive in nature, compared to previous years, and this was to be expected given that the Scheme of Governance had been embedded for the past four years. He added that they were largely points of clarification, for example following queries in relation to Standing Orders, and matters linked to the pandemic or other emergency situations.</p> <p>Mr Bell explained that he would be finalising proposals with Chief Officers over the next week and would aim to circulate a note of the proposals with the accompanying rationale by the end of next week, following which he would be happy to discuss matters with members.</p>		

No.	Agenda Item	Notes of Discussion/Decisions	Action	By Whom
		<p><b><u>The Group resolved:-</u></b> to note the update and that the proposals would be circulated in due course.</p>	SOG proposals to be circulated to groups once finalised.	Fraser Bell/ Martyn Orchard
3.	Committee Report Template	<p>The Group had before it a 3 minute brief which appended the updated committee report template</p> <p>Martyn Orchard, Committee Lead, summarised the main changes to the report template, which were the addition of an Environmental Implications section and the updating of the Risk section to match the Council's approved Risk Management Policy and Risk Appetite Statement. Mr Orchard explained that other changes were minor in nature and the updated template was planned to go live on 1 April 2022 to coincide with the updated Scheme of Governance.</p> <p>Councillor Alex Nicoll sought clarification with regard to the Risk Appetite Statement and the related gradings. Mr Orchard and Mr Bell responded that report authors would be required to provide assurance against risk appetite. Furthermore, the Group was advised that a report would be submitted to the next meeting of the Audit, Risk and Scrutiny Committee with some tweaks to the Risk Appetite Statement to be considered. It was agreed that the accompanying guidance to the report template should be strengthened to reflect that additional narrative would be required if the target risk level did not match the appetite set,</p> <p><b><u>The Group resolved:-</u></b> (i) to note the paper; (ii) to note that the accompanying guidance would be strengthened to reflect that additional narrative would be required if the target risk level did not match the appetite set; and</p>	Accompanying guidance to be amended and training to be	Martyn Orchard

No.	Agenda Item	Notes of Discussion/Decisions	Action	By Whom										
		(iii) to note that training on the updated report template would be delivered to report authors in due course and to Councillors following the May election.	delivered to officers and Councillors											
4.	Notices of Motion by Councillor Yuill - referred by Council on 13 December 2021	<p>The Group had before it two notices of motion by Councillor Yuill, which had been referred by Council on 13 December 2021, in the following terms:-</p> <p>(1) “That this Council agrees:-</p> <ol style="list-style-type: none"> <li>1. to suspend Standing Order 43.2; and</li> <li>2. to amend Standing Order 34.1 to read:</li> </ol> <p>Immediately following a vote at Committee or Sub Committee, one third of the membership of the Committee or Sub Committee may refer the matter to the Council, a Committee or Sub Committee for a decision (see Glossary for calculation).”</p> <p>(2) “That this Council:</p> <ol style="list-style-type: none"> <li>1. Notes that the Administration of the Council comprises 22 Councillors - a minority of the 45 members of the Council.</li> <li>2. Agrees to amend the membership of Committees, Sub-Committees, Working Groups and Partnerships as below with immediate effect, and that Group Leaders liaise to confirm the individual allocations and advise the Chief Officer - Governance:</li> </ol> <table border="1" data-bbox="696 1118 1601 1340"> <thead> <tr> <th data-bbox="696 1118 1151 1150"></th> <th data-bbox="1151 1118 1601 1150">Proposed Composition</th> </tr> </thead> <tbody> <tr> <td data-bbox="696 1150 1151 1182">Audit, Risk and Scrutiny Committee</td> <td data-bbox="1151 1150 1601 1182">4 Administration and 5 Opposition</td> </tr> <tr> <td data-bbox="696 1182 1151 1214">Capital Programme Committee</td> <td data-bbox="1151 1182 1601 1214">4 Administration and 5 Opposition</td> </tr> <tr> <td data-bbox="696 1214 1151 1278">City Growth and Resources Committee</td> <td data-bbox="1151 1214 1601 1278">4 Administration and 5 Opposition</td> </tr> <tr> <td data-bbox="696 1278 1151 1340">Education Operational Delivery Committee</td> <td data-bbox="1151 1278 1601 1340">6 Administration and 7 Opposition</td> </tr> </tbody> </table>		Proposed Composition	Audit, Risk and Scrutiny Committee	4 Administration and 5 Opposition	Capital Programme Committee	4 Administration and 5 Opposition	City Growth and Resources Committee	4 Administration and 5 Opposition	Education Operational Delivery Committee	6 Administration and 7 Opposition		
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No.	Agenda Item	Notes of Discussion/Decisions	Action	By Whom
		Licensing Committee	4 Administration and 5 Opposition	
		Operational Delivery Committee	6 Administration and 7 Opposition	
		Pensions Committee	4 Administration and 5 Opposition	
		Planning Development Management Committee	4 Administration and 5 Opposition	
		Public Protection Committee	4 Administration and 5 Opposition	
		Staff Governance Committee	4 Administration and 5 Opposition	
		Strategic Commissioning Committee	4 Administration and 5 Opposition	
		Urgent Business Committee	4 Administration and 5 Opposition	
		Integration Joint Board	1 Administration and 3 Opposition	
		City Region Deal Joint Committee	3 Opposition Subs – 2 Administration and 1 Opposition	
		Clinical and Care Governance Committee	2 Opposition	
		Guildry and Mortification Funds Committee	1 Administration and 2 Opposition	
		Nestrans	1 Administration and 3 Opposition	
		Strategic Development Planning Authority	2 Administration and 4 Opposition Subs – 2 Administration and 4 Opposition	
		Disability Equity Partnership	2 Administration and 3 Opposition	
		School Estate Strategy Working Group	1 Administration and 2 Opposition	
		Taxi and Private Hire Consultation Group	2 Administration and 3 Opposition	
		Special Licensing Objections Committee	2 Administration and 3 Opposition	
		Councillor Yuill spoke in support of his notices of motion.		
		With regard to the notice of motion on Standing Order 34.1, Councillor Yuill stated that he had never supported the ability of Conveners to		

No.	Agenda Item	Notes of Discussion/Decisions	Action	By Whom
		<p>block referrals to Council. He acknowledged that it was convenient for Administrations, however it struck him as wrong, and referrals to Council had been used in moderation by Councillors over the years. Councillor Yuill added that the matter had been exacerbated over the last two years since the Administration had a minority of Councillors yet had a majority on all committees, and Conveners could block matters being referred to Council where the Administration was in the minority. Councillor Yuill emphasised that the situation was not equitable, fair or in the best interests of democracy.</p> <p>In respect of both notices of motion, Councillor Yuill acknowledged that the situation was now somewhat academic given that the earliest the situation could be changed was at the Council meeting on 28 February, and there was very little committee business in March and April ahead of the election in May.</p> <p>With regard to the notice of motion on committee memberships etc, Councillor Yuill again highlighted that the Administration had a minority of Councillors (22 out of 45) since December 2019 yet had maintained a majority on committees and sub committees etc, and he felt this was neither democratic nor fair. Councillor Yuill stated that the compositions should be changed to reflect the political balance of the Council. He added that this would not result in the Liberal Democrats getting any extra places on committees, however it was about fairness and democracy.</p> <p><b><u>The Group resolved:-</u></b> to note the position.</p>		

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## SCHEME OF GOVERNANCE REVIEW

### PROPOSED CHANGES FOR FULL COUNCIL - 28 FEBRUARY 2022

Proposed amendments and additions shown below (new wording in red)

#### POWERS DELEGATED TO OFFICERS

REFERENCE	CHANGE	RATIONALE
Interpretation - 5	Add the following wording... References to the Lord Provost, the Leader of the Council, the Business Manager, Conveners and other elected members include references to their nominees. For the avoidance of any doubt, such nominees must be elected members of the Council.	To provide clarity where, for example, a member is on annual leave, on paternity/maternity leave or absent due to ill health.
Interpretation – new provision	8. For the avoidance of any doubt, references to the North East Scotland Pension Fund include references to the Aberdeen City Council Transport Fund.	Clarification
General Delegation 3	3. To sign, give, issue and serve: a. statutory notices, statutory orders and other statutory documents, and b. other notices, orders and documents of a legal nature (except, unless otherwise authorised in terms of this Powers Delegated to Officers document, deeds and contracts), and to exercise any powers pursuant to any such notices, orders and documents.	Clarification
General Delegation 18	Various minor amendments	To reflect the re-worded powers of the CO-P&OD re staff resources and recruitment.
General Delegation 23	Commer <i>ic</i> ial	Correction
General Delegation 24	To authorise, following consultation with the Chief Officer – <i>Governance Data and Insights</i> :....	To reflect CO-D&I's oversight of data matters such as data sharing agreements.

REFERENCE	CHANGE	RATIONALE
General Delegation 25	<p>To approve applications for grant funding. <del>Thereafter, and,</del> following consultation with the Convener of the City Growth and Resources Committee, to authorise the acceptance of <del>the</del> grant funding (whether or not it was applied for) and to sign any documentation relating to the grant funding, provided that <del>the any</del> terms and conditions of such funding have been approved by the Chief Officer - Finance and the Head of Commercial and Procurement. <del>Expenditure of such grant funding may then be approved by the relevant Chief Officer provided that sufficient budgetary provision exists to meet any match funding obligations. Any expenditure is subject to terms and conditions and in compliance with the ACC Procurement Regulations and Financial Regulations in all respects other than approval of expenditure.</del> Expenditure of such funding is subject to compliance with the ACC Procurement Regulations where applicable.</p>	<p>To clarify that it applies also to acceptance and expenditure of funding which ACC has not applied for – e.g. where it was just given to ACC for a particular purpose by the Scottish Government. The delegation to sign documents (i.e. grant acceptance letters/ agreements) has also been included, given there is already an obligation to consult with the Head of Commercial and Procurement and Chief Officer – Finance on the terms and conditions beforehand.</p> <p>Deleted text – rules re. expenditure have been relocated to the ACC Procurement Regulations. See new PR 4.1.1.8 below.</p>
General Delegation 47	<p>Following consultation with the Chief Officer - Finance, to;</p> <p>a. accept bequests and donations (of money and property, <del>other than land or buildings</del>) which relate to a function or matter within their remit or area of responsibility as Chief Officer and to take or instruct any actions which they deem appropriate in relation to such acceptance, subject to the ACC Financial Regulations and ACC Procurement Regulations; and</p> <p>b. approve the sale or other use of such property in accordance with any terms applying to the bequest or donation, subject to the ACC Financial Regulations. Expenditure of a monetary bequest or donation, or of money realised from the sale of property which is the subject of a bequest or donation, is subject to compliance with the ACC Procurement Regulations where applicable.</p>	<p>To expressly cover use of bequests and donations.</p>

REFERENCE	CHANGE	RATIONALE
General Delegations – new power	<p>To approve the use, subject to appropriate conditions, by other persons or organisations of photographs or other visual, audio or written material owned by the Council. Where <u>no</u> charge is to be made for such use, the conditions must be approved by the Chief Officer – Governance. Where a charge <u>is</u> to be made for such use, the conditions must be approved by the Head of Commercial and Procurement.</p> <p>This power:</p> <ul style="list-style-type: none"> <li>• does not include use of the Council’s crests and the coat of arms of Aberdeen, in respect of which the Chief Officer – Governance has a delegated power; and</li> <li>• is subject to Standing Order 39 (Filming, Photographing and Recording of Meetings) of the Council’s Standing Orders for Council, Committee and Sub Committee Meetings.</li> </ul>	To provide a more specific power for such matters.
General Delegations – new power	To undertake Trade Union and staff consultation on all matters within delegated authority in line with our statutory duties, employment law and the FAIR agreement.	Replicates a CO-P&OD power for use by other Chief Officers.
General Delegations – new power	To approve, following consultation with the Chief Officer – Governance, the appointment of any officer within the relevant Chief Officer’s function or cluster as a trustee of a trust following upon a request by another party that the officer (by reason of the Council office they hold) should become such a trustee.	To cover where, for example, a headteacher (by virtue of their post) is invited to become a trustee.
CO-Gov 1	<p>Following consultation with the Business Manager, to amend the Council’s Scheme of Governance documentation to:....</p> <ul style="list-style-type: none"> <li>• reflect the law (including changes to the law), government guidance, regulators’ guidance, codes of conduct, codes of practice, <del>other</del> Council policies and decisions; and</li> </ul>	For clarity and completeness.

REFERENCE	CHANGE	RATIONALE
CO-Gov 16	To appoint officers as Designated Senior Officers, under the Council’s Use of Investigatory Powers Policy and the Investigatory Powers Act 2016, to confirm and authorise the acquisition and use of Communications Data, subject to any such appointee having already undertaken appropriate training.	To refer to new legislation (Investigatory Powers Act 2016 instead of Regulation of Investigatory Powers Act 2000).
CO-Gov 21	To create, maintain and amend civil contingency plans (whether or not in relation to emergencies) and associated procedures, protocols and guidance, all in terms of the Civil Contingencies Act 2004 and the Civil Contingencies Act 2004 (Contingency Planning) (Scotland) Regulations 2005 where applicable.	To include civil contingencies which are not emergencies as defined by the legislation.
CO-Gov 27	In relation to applications for the grant, variation or renewal of licences, orders, permits and registrations under the Civic Government (Scotland) Act 1982 and its associated regulations, <del>the Theatres Act 1968</del> , the Cinemas Act 1985 and the Deer (Scotland) Act 1996, to:	The Theatres Act 1968 has been repealed.
CO-Gov 44	In relation to any company or entity (existing or prospective) of which the Council is, or is proposed to be, a member or shareholder (other than an Arm’s Length External Organisation (ALEO) of the Council), to agree minor amendments to the Memorandum, Articles of Association and any other constitutional document of such a body and to execute written resolutions or vote at a meeting of such a body on behalf of the Council in relation thereto and to act on behalf of the Council on any other matters arising in respect of such bodies.	To cover <u>prospective</u> entities and for clarity – “shareholder” is the more familiar term to describe someone who holds shares in a limited company.
CO-Gov – new power	In relation to the Council’s crests and the coat of arms of Aberdeen, to take any actions which the Chief Officer - Governance considers to be in the interests of the Council.	To provide a specific power to address misuse.

REFERENCE	CHANGE	RATIONALE
CO-Gov – new power	To approve the entering into or signing of any pledge or declaration or similar document (or to arrange for any of these things to be done) in circumstances where, following consultation with the relevant Chief Officer (or their deputy or nominee) and the Leader, the Chief Officer - Governance is satisfied that it is in the interests of the Council to do so.	To cover matters such as COP26-related pledges where there is no time to seek approval from a scheduled committee.
CO-Gov – new power	Following consultation with the Chief Officer – City Growth and the Head of Commercial and Procurement, to give notice to the Secretary of State in terms of the National Security and Investment Act 2021 and to take any other appropriate action in terms of that legislation.	To reflect new legislation which provides for systems of mandatory notification and voluntary notification by proposed acquirers of shares or voting rights in certain types of entity where there may be national security implications.
CO-Gov – new power	Following consultation with the Director of Resources, to undertake any necessary actions or procedures, and to sign any documentation, on behalf of the Council in order to finalise any director appointments to Bon Accord Care Ltd and/or Bon Accord Support Services Ltd.	Reflects Urgent Business Committee decision of 6 July 2018.
CO-O&PS – 6 and 7	<p>6. To commence and complete the statutory procedure set out in the Local Authorities' Traffic Order (Procedure) (Scotland) Regulations 1999 and undertake all necessary preparation prior to making orders under the Road Traffic Regulation Act 1984, sections 1, 2 and 4 (<del>road</del> traffic regulation orders), only bringing the matter before the Operational Delivery Committee where, following consultation with such members as the Chief Officer deems appropriate, an objection is received or where there are unresolved outstanding objections arising from the statutory <del>public</del> consultation process.</p> <p>7. To commence and complete the statutory procedure set out in the Local Authorities' Traffic Order (Procedure) (Scotland) Regulations 1999 and undertake all necessary preparation prior to making orders under the Road Traffic Regulation Act 1984, sections 9 and 10 (experimental traffic regulation orders - "ETRO") and thereafter to make and sign experimental</p>	To expressly cover the creation of Experimental Traffic Regulation Orders.

REFERENCE	CHANGE	RATIONALE
	<p>traffic regulation orders and implement them; only bringing the matter before the Operational Delivery Committee where either or both of the following applies:</p> <p>7.1 prior to or following implementation of the ETRO the Chief Officer consults with such members as the Chief Officer deems appropriate, and an objection is received from such members (excepting where the ETRO has been instructed for implementation by a Committee of the Council); or</p> <p>7.2 the ETRO states that the Council will consider making the order permanent, and the Chief Officer proposes to make the ETRO permanent, and there are unresolved outstanding objections arising from the statutory <del>public</del> consultation process following implementation of the ETRO.</p> <p><del>7.</del> 8. To make and sign permanent traffic regulation orders (including orders which have been converted from ETROs) and implement them where the statutory <del>/public</del> consultation process yields no objections or, where objections have been received, the orders have gained the appropriate committee approval; and to authorise <del>second tier and third tier roads</del> officers to <del>make and</del> sign and implement such orders in these circumstances.</p> <p><del>8.-9. To make and sign, and to authorise second and third tier roads officers to make and sign, temporary traffic orders.</del></p> <p>9. To commence and complete the statutory procedure set out in the Stopping Up of Roads and Private Accesses and the Redetermination of Public Rights of Passage (Procedure) (Scotland) Regulation 1986 and undertake all necessary preparation prior to making orders under the Roads (Scotland) Act 1984, sections 68, 69 (“Stopping Up” orders), only bringing the matter before the Operational Delivery Committee where, following consultation with such members as the Chief Officer deems</p>	

REFERENCE	CHANGE	RATIONALE
	<p>appropriate, an objection is received or where there are unresolved outstanding objections arising from the statutory consultation process.</p> <p>10. To redetermining the means by which the public right of passage over, or any part of, any public road, may be exercised by an order under the Roads (Scotland) Act 1984, section 152(2) (“Redetermination Orders”) and to commence and complete the statutory procedure set out in the Stopping Up of Roads and Private Accesses and the Redetermination of Public Rights of Passage (Procedure) (Scotland) Regulation 1986 for making such orders, only bringing the matter before the Operational Delivery Committee where, following consultation with such members as the Chief Officer deems appropriate, an objection is received.</p> <p>11. To make and sign, and to authorise officers to make and sign, Stopping Up orders, Redetermination Orders and temporary traffic orders under Section 14 of the Roads Traffic Regulation Act 1984.</p>	
CO-O&PS - 15	Delete	No.15 is basically identical to No.5 (the latter will be retained).
CO-O&PS - 23	To <b>enforce, and</b> authorise officers to enforce, the provisions of the Environmental Protection Act 1990, the <b>Waste (Scotland) Regulations 2005, the Waste (Scotland) Regulations 2011, the Waste (Scotland) Regulations 2012</b> and other relevant legislation relating to waste.	To explicitly refer to other waste legislation.
CO-O&PS – 24 (abandoned vehicles)	Transfer to CO-EI&CE	Internal transfer of function.
CO-O&PS 46	<i>To <b>enforce and exercise powers under, and authorise officers to enforce and exercise powers under, the appropriate provisions of the following legislation:-....</b></i>	Clarification
CO-O&PS 56	Food Safety Act <del>1960-1990</del>	Correction
CO-O&PS - 62 (markets)	Transfer to CO-Corp Landlord	Internal transfer of function.

REFERENCE	CHANGE	RATIONALE
CO-O&PS – 63	<b>Facilities Management</b> 63. To deliver free school meals to eligible school pupils (section 53 of the Education (Scotland) Act 1980).	Heading added for clarification.
CO-CE -1	To administer, collect, <b>pursue</b> and enforce recovery of council tax and non-domestic rates in accordance with appropriate regulations, legislation and council policy.	For consistency with powers below.
CO-CE - 12	To collect, <b>pursue</b> and enforce recovery of all service income due to the Council, <del>excluding housing rents</del> , in accordance with appropriate regulations and legislation.	Clarification in light of power below.
CO-CE – new (after 12)	<b>To collect, pursue and enforce recovery of Council house unpaid rent in accordance with legislation.</b>	To cover pursuit of Council house rent by CO-CE.
CO-CE no.16 (FOI)	<i>b. determining the type of review to be undertaken in each case; and approval of officers to be members of review panels; <b>and to authorise officers to take any such actions or decisions.</b></i>	Layout clarification/correction – red highlighted wording to be moved down a line because it applies to all the actions/decisions, not just those at (b).
CO-CE – new powers	<b>To sign and to serve (and to authorise officers to sign and to serve) Notices of Proceedings for Recovery of Possession of Council houses, in terms of the Housing (Scotland) Act 2001.</b>  <b>To instruct the raising on behalf of the Council of proceedings for recovery of possession of Council houses on any of the grounds specified in Part 1 of schedule 2 to the Housing (Scotland) Act 2001 or otherwise in terms of that Act or on any other lawful grounds.</b>	To allow CO-CE to use such measures to address unpaid Council house rent - whereas these powers currently sit with CO-EI&CE.
CO-EI&CE - 11	To sign <b>and to serve (and to authorise officers to sign and to serve), and to authorise Local Housing Managers to sign,</b> Notices of Proceedings for Recovery of Possession of Council houses, in terms of the Housing (Scotland) Act 2001.	Clarification.



REFERENCE	CHANGE	RATIONALE
CO-EI&CE- 12	To instruct the raising on behalf of the Council of proceedings for recovery of possession of Council houses on any of the grounds specified in <del>paragraphs 1—15 inclusive of</del> Part 1 of schedule 2 to the Housing (Scotland) Act 2001 or otherwise in terms of that Act or on any other lawful grounds.	Because a ground 15A (re domestic abuse) is due to come into force at some point in the future.
CO-EI&CE– new (under Housing Tenancies)	To collect, pursue and enforce recovery of Council house unpaid rent in accordance with legislation.	Clarification of role regarding pursuit of Council house rent.
CO-EI&CE- new power	Approve Short-Term Let Licence applications subject to the standard conditions, where there are no objections, concerns or contentious issues.	New licensing regime to be in place by October 2022.
CO-CG- 2	<del>Following consultation with the Chief Officer—Customer,</del> To authorise international travel of officers to accompany works of art to and from overseas venues - where such works of art are being loaned to such venues and where all costs are covered by the borrower.	Such consultation no longer considered necessary.
CO-CG- 3	To make bookings for exhibitions, recitals, festivals, concerts, races and other cultural events within the city within any such financial limits as may be set by the Council, providing that, where the events are procured, the ACC Procurement Regulations shall apply.	To better reflect the CO-CG’s broad remit.
CO-CG– 9	To cancel or postpone any exhibitions, recitals, festivals, concerts, races and other events within the city, following consultation with the Leader and the Lord Provost.	Clarification.
CO-CG- 19	Delete “1” at start and add bracket at end	Correction.
CO-CG- new power	To a. deliver events which Council, committee or sub-committee has previously approved; b. take all actions which may be necessary or expedient in connection with such delivery; and	Points a and b explicitly set out the power to deliver already-approved events and to undertake associated actions.

REFERENCE	CHANGE	RATIONALE
	c. following consultation with the Leader and the Lord Provost, alter the size, scope, duration or other particulars of such events where the Chief Officer – City Growth deems this to be necessary, providing that, where events are procured, the ACC Procurement Regulations shall apply.	Sometimes plans and scope etc will need to be changed at short notice in unforeseen circumstances.
CO-CG - new power	Following consultation with the Leader and the Lord Provost, to determine that events shall take place and/or to deliver or approve events (and to take all actions which may be necessary or expedient in connection with such events) where it is not reasonably practicable to seek prior Council, committee or sub-committee approval.	To expressly cover decision-making around delivery in urgent situations (e.g. national days of mourning events, civic events).
CO-CG – new power	Following consultation with the Chief Officer - Operations and Protective Services and the Chief Officer – Governance, to make any determinations or decisions on behalf of the Council under any pandemic-related legislation concerning event capacities or attendances which may be in force from time to time.	To expressly cover decision-making under any future pandemic-related legislation.
CO – Education - 1	To approve, in consultation with the Early Learning and Childcare Programme Board, specific grants from the Partner Providers Grant Funding Scheme, to individual Early Learning and Childcare Providers, to support infrastructure projects and increase quality provision for the delivery of expanded hours of Early Learning and Childcare.	To cover the anticipated expansion of out of school care which is not classed as part of the expansion.
CO – Education - 5	To make decisions as to limiting determining the capacity of schools, the management of roll capping and the reservation of school places in both primary and secondary school.	To clarify that the CO can increase capacity figures as well as decrease them.
CO – Education – new power	In relation to any schools (whether nursery, primary, secondary or special schools) under the management of the Council, to decide to temporarily: <ul style="list-style-type: none"> <li>close such schools or parts of such schools;</li> </ul>	To more explicitly cover such decisions – most likely in the event of severe weather, flooding, pandemic impacts, staff sickness bug, heating failure, utilities failure in building etc.

REFERENCE	CHANGE	RATIONALE
	<ul style="list-style-type: none"> <li>• cease providing early learning and childcare to particular year groups; and/or</li> <li>• cease providing school education on school premises to particular year groups and make alternative provision of such education to them;</li> </ul> <p>where, following consultation with the Convener of the Education Operational Delivery Committee where reasonably practicable, the Chief Officer considers that such action is necessary due to exceptional circumstances.</p>	
Head of C&P - 6	To sign (and to authorise <del>the Team Leader of the Commercial Legal Team officers</del> to sign) deeds, contracts, agreements, notices, orders and other documents to which the Council is a party.	To match CO-Gov no. 41.
CO-Finance – new power 47	Following consultation with the Chief Officer – Governance, to sign (and to authorise officers to sign) any agreement or other document concerning the administration of the North East Scotland Pension Fund as described in the power relating to “Pensions” delegated herein to the Chief Officer – Governance, where that agreement or document entails the signatory certifying or declaring matters which fall within the remit of the Chief Officer – Finance.	Where a document involves the signatory personally certifying or declaring certain matters (e.g. factual matters), it would be more appropriate for it to be signed by the Chief Officer having knowledge or responsibility for those matters.
CO-IC&FS - 47	Transfer to CO – Education	Relates to “2 year plans for day care and out of school care”.
CO-P&OD	Various minor amendments – including separating out existing powers to provide greater clarity. Please see CO-P&OD section at Appendix E for the full details.	Clarification.
CO-D&T	Replace powers 1– 3 with:-	To more clearly cover public cloud services and different digital delivery models and to increase

REFERENCE	CHANGE	RATIONALE
	<ol style="list-style-type: none"> <li>1. To determine the specification and implementation of all hardware and software digital solutions adopted for use within the Council.</li> <li>2. To secure the Council's digital infrastructure and information assets, including the application or removal of restrictions and tools to balance the needs of business against the risk of cyber attack.</li> <li>3. To engage with potential suppliers and to pilot new digital technologies, subject to the ACC Procurement Regulations.</li> <li>4. To alter ICT service hours and availability of ICT support.</li> </ol>	the focus on managing cyber security risk as a separate delegated responsibility.
Appendix 1	<b>Animal Health Act 1981</b> Inspectors and officers necessary for the execution and enforcement of this Act.	To reflect CO-O&PS 46.

#### STANDING ORDERS

REFERENCE	CHANGE	RATIONALE
Page 3, 11.1.1.4, 11.2.1.3, Title of SO23	Declarations of Interest <b>and Transparency Statements</b>	To reflect the new Code's reference to transparency statements.
5	Any Member elected or appointed as Lord Provost, Depute Provost, Leader or Co Leaders of the Council, Depute Leader of the Council, Business Manager or Depute Business Manager, or as Convener or Vice Convener can only be removed from office by a resolution by Full Council following a Notice of Motion submitted at least three weeks prior to the Council meeting in accordance with Standing Order 12. <b>For the avoidance of any doubt, for the purposes of this Standing Order 5, such removal of a Member means removal against the wishes of that Member.</b>	Clarification.
7.3	Replace semi-colon with comma, and re-ordering of wording.	Correction and clarification.

REFERENCE	CHANGE	RATIONALE
8.1	A special meeting of the Council, a Committee or Sub Committee may be called at any time by its Convener, <b>subject to Standing Order 10.1.</b>	To clarify that at least 5 clear days' notice is required in line with SO10.1 (note: SO10.1 does not apply to UBC or Licensing Sub Committee).
12.2	Notices of Motion <del>should</del> <b>must</b> be submitted to the Clerk in writing at least three weeks prior to the meeting.	Clarification to reflect 12.9.
12.2.1	The Clerk will then be responsible for collating the views of the relevant Director(s), Chief Officer - Governance, Chief Officer – Finance, any other relevant Chief Officer(s) <b>or external partner(s)</b> , and presenting these to the Member	To reflect that Notices of Motion may require external partners to be consulted – for example on public protection matters relevant to Police/Fire.
12.6	A Notice of Motion will be determined incompetent if:-.... <b>....but will not be determined incompetent solely on the ground of not complying with a Standing Order if it is seeking suspension of that Standing Order.</b>	Clarification.
13.2	Reports must be provided in draft to the following for consultation in accordance with the published timetable:-  13.2.1 Chief Officer - Finance 13.2.2 Chief Officer - Governance <b>13.2.3 Chief Officer – Strategic Place Planning</b> 13.2.4 Chief Executive 13.2.5 Clerk 13.2.6 Administration Leaders 13.2.7 Convener of the City Growth and Resources Committee 13.2.8 Convener and Vice Convener of Council or the relevant Committee or Sub Committee 13.2.9 Business Manager 13.2.10 Executive Lead for their respective committee	To allow the Chief Officer – Strategic Place Planning to be consulted on all draft reports from a strategic place planning perspective.

REFERENCE	CHANGE	RATIONALE
23	<p>Replace with....</p> <p>23.1 Members must adopt the 3-stage approach (Connection – Interest – Participation) set out in section 5 (Declaration of Interests) of the Code of Conduct for Councillors.</p> <p>23.2 A Member will declare their interest as early as possible in meetings. Where they have declared an interest, they must withdraw from the meeting room (including from any public gallery). They must not participate in any way in those parts of meetings where they have declared an interest. If the meeting is being held online, the member must retire to a separate breakout room or leave and re-join after the discussion on the matter has concluded. It is not sufficient for them to turn off their camera and/or microphone for the duration of the matter.</p> <p>23.3 When making a declaration, a member should provide enough information for those at the meeting to understand why they are making a declaration.</p> <p>23.4 Members should consider whether it is appropriate for transparency reasons for them to state publicly in the meeting where they have a connection, which they do not consider amounts to an interest. Such a statement is referred to in these Standing Orders as a “transparency statement”.</p>	Reflects the new Code of Conduct for Councillors and its accompanying Guidance.
28.1.3 and 28.1.4	Proposing that an item <b>or items....</b>	To clarify that a procedural motion may cover more than one item.
29.3.4	other relevant Chief Officer(s) <b>or external partner(s).</b>	To be consistent with the proposed addition to 12.2.1. For example, Police/Fire colleagues may need to be consulted on motions and amendments.

REFERENCE	CHANGE	RATIONALE
29.6	All motions and amendments must be relevant to the <del>report item of</del> <b>business on the agenda.</b>	To clarify that motions and amendments need not relate to a report – they could also, for example, relate to a Notice of Motion and would of course need to be relevant thereto.
32.1	32.1 Votes will be taken by means of the electronic voting system at Council, and by roll call at Committees or Sub Committees, subject to Standing Orders: <b>32.2</b> (Votes in Respect of Two or More Vacancies); and <b>32.3</b> (Motion by a Member for an Alternative Method of Voting)	Correction of numbering.
34.1	.... <b>at least</b> one third of the membership....	Clarification.
39.1	Other than the live webcasting <b>or recording</b> of Council, Committee and Sub Committee meetings by Aberdeen City Council, any video or sound recordings or broadcasting of meetings <b>by any other device</b> , or the taking of any photographs, will be at the Convener's discretion.	To reflect that some meetings are now recorded and published online. Also, to clarify matters with regard to use of individual/external devices following recent media enquiries.
41.1	....with the agreement of <b>at least</b> two thirds of the Members....	Clarification.
42.1	It will not be competent for the Council, Committee or Sub Committee to alter or reverse a previous decision within a period of six months. <b>For the avoidance of any doubt, a Convener's decision under Standing Order 7.3 to cancel, advance or postpone an ordinary meeting to another date does not amount to such an alteration or reversal.</b>	Clarification.
Glossary	<b>Notice of Motion</b> A request submitted by a Member in advance of <b>or at</b> a meeting of Council, <del>a</del> Committee or Sub Committee which may be placed on the agenda for an issue to be discussed and for a decision to be made.	For consistency with SO12.9 in that Notices of Motion can be accepted onto the agenda not just prior to but <u>at</u> a meeting.

REFERENCE	CHANGE	RATIONALE
Appendix 1 (Header)	Replace SECTION 50(A) with <b>SECTION 50A</b>	Correction
Appendix 3	Point 9 - change “Convener” to “Chairperson”	For consistency with other references in the Appendix.
Appendix 4 (Header)	Add <b>LOCAL GOVERNMENT (SCOTLAND) ACT 1973, SECTION 50F</b>	To show what legislation is being quoted.
Appendix 4	1. Any document which is in the possession or under the control of a local authority and contains material which relates to any business to be transacted or proceedings at a meeting of – a. the authority or of a committee or sub-committee of the authority; <del>or</del> b. a statutory committee appointed by the authority, or any sub-committee of that committee; or c. a relevant body, any member of which was appointed by the authority, or of a committee, <del>or</del> sub-committee <b>or relevant body</b> of such a body shall, subject to subsection (2) below, be open to inspection by any member of the authority and, in the case of a committee, sub-committee or relevant body, by any other member of the committee <b>or</b> sub-committee <del>or relevant body</del> <b>body</b>	Correction

#### COMMITTEE TERMS OF REFERENCE

REFERENCE	CHANGE	RATIONALE
1. Aberdeen City Council – reservation 10	<del>Subject to the Powers Delegated to Officers, the</del> administration of trusts in respect of which the Council is sole trustee or the only trustees are elected members <b>and/or officers</b> of the Council, <del>such administration to include the exercise of all trustee powers in terms of legislation, common law and trust deeds.</del>	To reflect the trust-related powers in the PDO (i.e. General Delegation 46 re disbursements and CO-Finance 4 re financial administration).



REFERENCE	CHANGE	RATIONALE
1. Aberdeen City Council – new reservation	23. Making schemes for the reorganisation of educational endowments under section 112(2) or 112(3) of the Education (Scotland) Act 1980.	To reflect s.112(3A) of Education (Scotland) Act 1980.
General Delegations to Committees	8.1 approve Council policies and strategies (including partnership strategies) relative to its remit and determine applications and requests in terms of such policies and strategies (note: for the avoidance of any doubt, this committee delegation does not prevent an officer determining such an application or request where they have a delegated power to do so).	To more clearly cover plaque requests, driveway applications etc which currently, in the absence of more explicit ToRs, require to be dealt with under ToRs relating to “service delivery”.
Exclusions from Delegation to Committees	3. Making representations to or appointing a deputation to meet any Government Minister or Government Department in relation to the financing of the Council or any of its services, except following consultation with the Convener of the City Growth and Resources Committee. For the avoidance of any doubt, a Committee may instruct the making of such representations or the appointing of such a deputation, but said Convener must be consulted prior to such representations or appointment being made.	Clarification.
Staff Governance Committee	Delete 3.2 - approve the Corporate Health and Safety Annual Audit Plan.	Historical reference - no longer required.
Licensing Committee	Under the Mandatory Licenses heading: <ul style="list-style-type: none"> <li>Short-Term Lets Licences</li> </ul>	New licensing regime for Short Terms lets to be in place by October 2022

## PROCUREMENT REGULATIONS

REFERENCE	CHANGE	RATIONALE
Definition 2.1.11	Delegated Procurement Authority or DPA means the authority that permits a Delegated Procurer to conduct a procurement, <del>and to agree to award, amend or vary contracts</del> for supplies, services or works on behalf of the Council.	To correct an ambiguity highlighted by Internal Audit.
3.9e	The following types of contract are exempted from the provisions of these Procurement Regulations:-..... e. Any contract which relates to the appointment <del>by the Council</del> of <del>legal counsel, advocates, solicitors or barristers</del> or expert witnesses in any legal proceedings <del>(whether such proceedings are underway or in contemplation) on behalf of the Council</del> subject to Procurement Regulation 4.1.1.3;	For clarification and to more closely reflect the wording of regulation 11 of the Public Contracts (Scotland) Regulations 2015 which states that the 2015 Regs do not apply to the procurement of certain legal services – including provision of legal representation or advice in relation to legal proceedings, whether such proceedings are underway or prospective - by <u>advocates, barristers or solicitors</u> . The term “counsel” can sometimes be understood as simply referring to advocates
4.1.1.8 - new	<b>4.1.1.8 Expenditure of grant funding, monetary bequest or donation received by the Council</b>  (i) Expenditure of grant funding, monetary bequest or donation received by the Council must always be in accordance with the terms and conditions of the grant, monetary bequest or donation (if any).  (ii) Where a tender is to be invited or contract entered into that is in excess of £50,000 (supplies/services) £250,000 (works) and 100% of the Contract Value is to be met from grant funding, monetary bequest or donation received by the Council, a Business Case (conforming to a template approved by the Head of Commercial and Procurement) must be submitted by the relevant Chief Officer to the Head of Commercial and Procurement	Previously delegated authority to enter into contracts paid for using grant funding sat under Delegated Power to Officers, general delegation 25.  DP 25 lacked clarity on expenditure approval route where the contract to be procured was less than 100% grant funding.  This new proposal is thought to be more appropriate as: (i) it now sits within the Procurement Regulations which contains all governance

	<p>for approval to proceed, in place of the approval route set out in regulation 4.1.1.2 (other than contracts that relate to a capital project that is already part of the Capital Programme, in which case, the business case shall still be submitted to the Director of Resources), or in place of the approval route set out in regulation 15.4.1.3.</p> <p>(iii) Where a tender is to be invited or contract entered into that is in excess of 50,000 (supplies/services) £250,000 (works), and less than 100% of the Contract Value is met from grant funding, monetary bequest or donation received by the Council, the approval route set out in regulation 4.1.1.2 or 15.4.1.3 (as appropriate) shall be followed. If the applicable regulation cannot be complied with due to time constraints relating to expenditure of the grant, monetary bequest or donation, this would be considered grounds to suspend the applicable regulation under procurement regulation 3.10.</p>	<p>arrangements relating to approval to procure/ enter into contracts.</p> <p>(ii) moves back to a position where the procurement method of higher value contracts can be monitored and checked via the submission of a business case.</p> <p>In practice, many grants must be drawn down within a limited period of time. As such, sometimes it is not practical to follow regulation 4.1.1.2/ 15.4.1.3 and have business cases approved by committee. To address this, it is proposed that the existing power held by Director of Commissioning and Head of Commercial and Procurement to suspend the Procurement regulations is appropriate as the reason is one of urgency.</p>
4.1.2.2	<p>Where the Contract Value of a supplies/ services or concession contract:</p> <ul style="list-style-type: none"> <li>a) is likely to exceed the Contract Value <del>tw</del> what has previously been approved; and</li> <li>b) the additional cost is more than either the lesser of £100,000; or 50% of the approved Contract Value in the case of supplies/services, or the additional turnover from the contract is more than the lesser of £4.5m and 10% of the original Contract Value in the case of a Concession Contract,</li> </ul> <p>the indicative previously agreed total Contract Value cannot be exceeded without the relevant approval being received as set out below.;</p> <p>The relevant Chief Officer shall ensure that a report on the matter is submitted for consideration to either;</p>	<p>At present, some service contracts originally approved by Director of Resources or CG&amp;R (because they are linked to capital projects) are having to go to SCC if the contract value is going to be exceeded. It is logical for the original approver to also consider any increase in contract value. With hindsight this should have been dealt with when the Director of Resources became able to approve service contracts when they relate to capital projects.</p> <p>This amendment allows for CG&amp;R or Director to deal with a request for approval to exceed a previously approved Contract Value if appropriate, but all such approvals relating to</p>

	<p>(i) the next appropriate meeting of the <del>Strategic Commissioning relevant</del> Committee,  (ii) the next appropriate meeting of the IJB, <del>(as appropriate)</del> or  (iii) the Director of Resources where the original Contract Value was approved by the Director of Resources and there is an identified budget to cover the additional expenditure, <del>for consideration</del></p> <p>unless competition is absent for technical or economic reasons, in which case para 4.1.3 shall apply.</p> <p>The Head of Commercial and Procurement shall keep a register of all reports made under this regulation to be available for inspection for monitoring and audit purposes. This Regulation applies to contracts equal to or greater than £50,000 for Goods and/or Services or with a Contract Value of equal or greater than £4.5m for concessions. <del>In such circumstances the indicative previously agreed total Contract Value cannot be exceeded without the relevant approval being received.</del></p>	<p>service contracts will be held on the same register under these new proposals, to keep a single record.</p> <p>Examples of service contracts that relate to capital projects could be contracts for technical advice in relation to capital projects where the project has taken an unexpected turn, for example the desire to expand the scope of a project which has a knock-on impact on expanding the scope of the technical advice services. The advantage of having the variation approved by the Committee or Director which approved the original contracts is that they have the background of having considered the business case for the original contract, and thus there is prior knowledge and continuity of approach.</p> <p>A requirement to keep a register has been added so there is a means to monitor how often, and in respect of which contracts, originally approved contract values are being exceeded. This will assist Contract Management and making improvements to our processes, i.e. if we are frequently exceeding approved contract values it allows us to easily identify that and investigate the reasons for it.</p>
4.1.2.4 - new	<p>Where the Chief Officer – Capital or Chief Officer – Corporate Landlord has approved further expenditure under regulation 4.1.2.3, the approval shall be noted on a register to be kept by such Chief Officer, to be available for inspection at any time for monitoring and audit purposes.</p>	<p>To keep a register of Works contracts exceeding previously approved values, in the same way as there will be a register of service contracts – see 4.1.2.2 justification above.</p>

4.1.31	Numbering should be 4.1.3.1	Typo.
4.1.3.2 - new	Where the Head of Commercial and Procurement has approved a direct award under regulation 4.1.3.1, the contract award shall be noted on a register to be kept by the Head of Commercial and Procurement, to be available for inspection for monitoring and audit purposes.	Added at the request of Commercial and Procurement, so there is a means to monitor how often, and in respect of which contracts, this delegated power (to approve contract awards where competition is absent for technical reasons) is being utilised.
15.2(ii)	Remove reference to 15.3 and replace reference to 15.4  £50,000 up to the Light Touch Regime (“LTR”) Threshold (from 1st January 2020 set at £663,540 (inc VAT) but subject to change every second 1st of January)	Insertion of new 15.3 means that reference is wrong and reg 15 will require to be re-numbered sequentially.  Updated to reflect changes introduced by Scottish Government.
Insert a new 15.3.1	<b>Committee Approval in place</b> - There shall be no requirement to report to or seek approval from, Committee or IJB as appropriate, to extend a contract where the option to extend was included in the original Committee approval. The authority to exercise an option to extend in these circumstances shall be delegated to the relevant Chief Officer unless the combined Contract Value exceeds the amount approved by Committee and the additional cost exceeds the amount specified in 4.1.2.2(ii), in which case the relevant Committee or IJB as appropriate, shall have the authority to agree the extension or variation following presentation of a Business Case by the Delegated Procurer.	15.3.1 to 15.3.4 – section 15 of the regulations specifically applies to social care contracts. Previously, delegated procurers dealing with these types of contracts had to cross refer to earlier in the regulations (reg 4.1.2) to determine the approval route applicable when contracts were likely to exceed their approved estimated value. However, this has proved not to be user friendly, and therefore it is proposed that the approval routes be set out clearly in this section to reduce the number of questions being raised by delegated procurers.  As this is largely repetition, there are no new delegations here, nor any change in financial thresholds.

New 15.3.2	<b>No Committee Approval in place</b> and the combined Contract Value of the existing Contract and the extension or variation is less than £50,000 (supplies/services) or £4.5m (concessions) then the relevant Chief Officer shall have authority to agree the extension or variation following receipt of a Business Case from a Delegated Procurer.	As above
New 15.3.3	<b>No Committee Approval in place</b> and the combined Contract Value of the existing Contract and the extension or variation is equal to or exceeds £50,000 (supplies/services) or £4.5m (concessions) then the relevant Committee or IJB as appropriate, shall have authority to agree the extension or variation following presentation of a Business Case by the Delegated Procurer.	As above
New 15.3.4	No Contract extension or variation of the scope of a Contract can be presented to Committee or the IJB as appropriate, in terms of this regulation 15.3 unless the Head of Commercial and Procurement Services has previously approved a Business Case.	As above

## FINANCIAL REGULATIONS

REFERENCE	CHANGE	RATIONALE
4.3 Counter Fraud Policy	<p>Link requires to be updated for Counter Fraud Policy</p> <p>To add -</p> <p>Counter Fraud Policy approved at Audit, Risk &amp; Scrutiny on 24 February 2021.</p> <p><a href="#">RES-21-050 Appendix A - Draft Fraud Policy.pdf (aberdeencity.gov.uk)</a></p>	<p>Link has no reference to the Counter Fraud Policy</p> <p>New Link here is from the Committee report from the Website</p>
4.6 Treasury Management	<p>Link requires updating for Treasury Management Policy</p> <p>Treasury Management Strategy for 2020/21 to 2022/23 approved at Council on 2 March 2020</p> <p><a href="#">Treasury Strategy Annual 2020 Final.pdf (aberdeencity.gov.uk)</a></p> <p>In addition, there is also an annual review of the Strategy which is annually presented to Council, the latest one is from 21 June 21 link below –</p> <p><a href="#">Treasury Mgt Year End Review 20-21.pdf (aberdeencity.gov.uk)</a></p>	<p>Link to a document from 2017</p> <p>New Link here is from the Committee report from the Website</p>
4.7 Monies owed to the Council	<p><b><u>Debt Management Policy</u></b></p> <p><a href="https://committees.aberdeencity.gov.uk/documents/s90781/RES-18-259%20Appendix%201%20Corporate%20Debt%20Policy.pdf">https://committees.aberdeencity.gov.uk/documents/s90781/RES-18-259%20Appendix%201%20Corporate%20Debt%20Policy.pdf</a></p> <p><b><u>Service Income Policy</u></b></p> <p><a href="https://committees.aberdeencity.gov.uk/documents/s90782/RES-18-259%20Appendix%202%20Service%20Income%20Policy.pdf">https://committees.aberdeencity.gov.uk/documents/s90782/RES-18-259%20Appendix%202%20Service%20Income%20Policy.pdf</a></p>	<p>Wrong links</p> <p>Updated Links</p>
4.8 Travel Procedures	<p><b><u>Travel Policy – Councillors</u></b></p> <p>No document behind this link, need to find correct link</p> <p>New Link below -</p>	<p>Wrong links</p> <p>Updated Link</p>

REFERENCE	CHANGE	RATIONALE
	<a href="https://committees.aberdeencity.gov.uk/documents/s92988/Staff%20Travel%20Policy%20-%20Appendix%201.pdf">https://committees.aberdeencity.gov.uk/documents/s92988/Staff%20Travel%20Policy%20-%20Appendix%201.pdf</a>	
<b>4.13 Continuous Review and Development Scheme</b>	<p><b><u>Continuous Review and Development Scheme</u></b></p> <p>Above link is not working</p> <p><b>New Link below from the current scheme -</b></p> <p><a href="#">Continuous Review and Development – Home – Aberdeen City Council: People Anytime</a></p>	<p>Wrong link</p> <p><b>Updated link</b></p>
<b>5.3.4 (1) Uncollectable/Bad Debt and Write Off of Debt</b>	<p>The Chief Officer – Early Intervention and Community Empowerment and <b>Chief Officer – Customer Experience</b> has authority to write off debts as follows:</p> <ul style="list-style-type: none"> <li>i) Former Tenants’ Arrears and associated housing debts * up to the value of £10,000 per debtor; and</li> <li>ii) In relation to homelessness, up to the value of £25,000 per debtor.</li> </ul> <ul style="list-style-type: none"> <li>• <b>Where associated housing debt can include legal expenses, write off ongoing tenants debt, due to sequestration, prescribed debt etc</b></li> </ul> <p>Additional factors to be considered when identifying which homelessness debts may be unreasonable to pursue will include:</p> <ul style="list-style-type: none"> <li>• whether ongoing pursuance is likely to result in destitution for the household;</li> <li>• if sustainability of subsequent accommodation may be affected by collection, and the risk of repeat homelessness increased;</li> <li>• whether the relative cost/benefit impact is uneconomic taking account of any indirect costs which may be incurred; and</li> <li>• the vulnerability of the household members.</li> </ul>	<p>As rent arrears has now moved to Jacqui MacKenzie.</p>



REFERENCE	CHANGE	RATIONALE
	<p>The Chief Officer - Customer Experience and The Chief Officer – Early Intervention and Community Empowerment will submit annual joint reports to the City Growth and Resources Committee advising of the number, value and reasons for such accounts to be written off.</p> <p>The Chief Officer - Customer Experience and The Chief Officer – Early Intervention and Community Empowerment shall also submit reports, no less frequently than annually, to the City Growth and Resources Committee advising of the number and value of debts exceeding the delegated authority outlined above that they recommend for write off. This report must include individual details of each debt and the reasons for recommending write-off.</p>	
5.12.3 <b>Payment of Accounts</b>	A list of exemptions from the requirement for a purchase order is maintained by the Chief Officer - Finance and is included in this document as AppendixA. <b>Document AppendixA added</b>	No AppendixA included in March 21 update need to go back to previous version in March 20.
5.14.2 <b>Value Added Tax (VAT)</b>	This includes the Making Tax Digital regulations being introduced in 2020 that require VAT records to be held digitally and linked digitally to the VAT return.	Remove <b>being</b> as now introduced.
5.14.2 <b>Value Added Tax (VAT)</b>	<b>VAT Errors</b> When errors arise due to incorrect VAT coding this can impact on the amount of revenue posted to the income and expenditure account <b>and the net value of capital transactions.</b>	To indicate this impacts the capital account as well as the revenue account.
5.15.1 <b>General</b>	<p><a href="#">Following the Public Pound</a> <b>Link not working</b></p> <p><b>New link -</b> <a href="#">Following the Public Pound</a> <b>This link will only work on internally</b></p>	<p>Wrong links</p> <p><b>Updated link from a page updated on 15/12/21</b></p>
5.15.3 <b>Grant Offers and Claims</b>	<p><a href="#">Following the Public Pound</a> <b>Link not working</b></p> <p><b>New link –</b> <a href="#">Following the Public Pound</a> <b>This link will only work on internally</b></p>	<p>Wrong links</p> <p><b>Updated link from a page updated on 15/12/21</b></p>

REFERENCE	CHANGE	RATIONALE
	<p><b>Where External Funding is Receivable</b> – Prior to acceptance of external funding the Director, the Chief Officer - Finance and the Head of Commercial and Procurement will require to be satisfied that the terms of an external funding grant can be met.</p>	
5.21	<p><b>5.21 Control of Housing Revenue Account (HRA)</b></p> <p><b>5.21.1 Purposes for which HRA monies may be utilised</b></p> <p>Management &amp; maintenance of a Housing Stock of over 22,000 properties/tenancies in Aberdeen City Council. There is a statutory requirement for authorities to account for the costs associated with the HRA as set out in the Housing (Scotland) Act 1987.</p> <p><b>Items of expenditure which can be met from the HRA are set out in Guidance:</b></p> <ul style="list-style-type: none"> <li>• In 2014, the Scottish Government produced “Guidance on the Operation of Local Authority Housing Revenue Accounts (HRA’s) in Scotland”.</li> <li>• This Guidance consolidated information on the role of the HRA, how it must operate, who the resources contained within it are to benefit, and what outcomes can be expected from those resources.</li> <li>• Guidance states that benefits can be for present or prospective council tenants.</li> <li>• The Guidance defines <b>allowable</b> expenditure as follows – <ul style="list-style-type: none"> <li>- <i>Managing (this includes an element of central support costs), maintaining, repairing and improving the council house stock; and</i></li> <li>- <i>Loan Charges.</i></li> </ul> </li> <li>• Expenditure which is <b>not allowable</b> is as follows - <ul style="list-style-type: none"> <li>- <i>Expenditure required for the provision of shops, laundry facilities and furniture.</i></li> </ul> </li> <li>• It also states that “in some local authorities, service costs that relate to both council tenants and wider groups such as anti-social behaviour posts may be fully funded by the HRA.”</li> </ul>	Section not previously included but is required.

REFERENCE	CHANGE	RATIONALE
	<ul style="list-style-type: none"> <li>No definitive list (although some items are mentioned in detail whereas others are more of a general nature) is contained in the guidance of what can and can't be charged to the HRA and it suggests applying the principle of 'who benefits' may reveal what costs should be shared between the HRA and General Fund.</li> </ul> <p>Overall, the purposes for which HRA monies may be utilised are limited to the City's Council House Tenancies both future and current Housing Stock.</p> <p>This will put the numbering out so will need to go through all numbering in section 5 after 5.21.</p>	
5.21.2 <b>Common Good Investment Strategy</b>	The Common Good Investment Strategy was approved by the <del>Council in March 2021</del> <del>Finance and Resources Committee in December 2012</del> . The Chief Officer - Finance is responsible for reviewing the Strategy and reporting any proposed changes in the Strategy to the <del>Council or</del> City Growth and Resources Committee.	Updated strategy was approved in March 2021.
<b>8.3 Revenue Budget Monitoring</b>	8.3.3 The General Revenue Fund, Housing Revenue Account and the Common Good Fund shall be to the City Growth and Resources Committee; the North East Scotland Pension Funds shall be to the Pensions Committee; financial information related to the Consolidated Group position will be reported quarterly to City Growth and Resources Committee. <del>tax</del>	Typo
<b>8.5 Scheme of Virement</b>	8.5.1 The term "virement" refers to the switching of budgetary provision from one budget head to another <del>to change the nature of the approved expenditure or income. This differs from a "budget adjustment", which does not change the nature of spend be incurred simply allowing different financial codes to be used. The virements rules also exclude Staffing Business Cases as these are approved by the Chief Officer responsible for the Cluster, Chief Officer – Finance &amp; Chief Officer – People &amp; Organisation.</del>	To clarify the difference of a virement & Finance tidying up the ledger before and after budget setting.
8.5.4	Education establishments within the scheme of Devolved Education Management (DEM) may vire between different categories of specified budgets in accordance with the scheme regulations.  <a href="#">Devolved Education Management (DEM) scheme</a>	Wrong link

REFERENCE	CHANGE	RATIONALE												
	<p>Don't believe this is the most up to date link.</p> <p>Updated link below from Education Operational Delivery Committee on 17<sup>th</sup> September 2020</p> <p>-</p> <p><a href="#">Devolved School Management App 1.pdf (aberdeencity.gov.uk)</a></p>	<p>Updated link from the Council Website in Committee section</p>												
<p>8.5.5 Virement rules relating to revenue expenditure summarised in table below:</p>	<p>Before a virement is undertaken the request below should be completed –</p> <p><a href="#">Budget Virement Request</a></p> <table border="1" data-bbox="495 699 1608 1372"> <thead> <tr> <th data-bbox="495 699 1057 742">Scope</th> <th data-bbox="1057 699 1339 742">Limit</th> <th data-bbox="1339 699 1608 742">Approval to Vire</th> </tr> </thead> <tbody> <tr> <td data-bbox="495 742 1057 1034"> <p>1. Within or between Account Code Groupings, within individual budget holder areas of responsibility (e.g. printing &amp; stationery to telephones – within Admin costs or Administration Costs to Supplies &amp; Services)</p> </td> <td data-bbox="1057 742 1339 1034"> <p>Up to £20,000 or 10% of the budget grouping <b>that it is coming from,</b> whichever is the lesser</p> </td> <td data-bbox="1339 742 1608 1034"> <p>Budget Manager, <b>following consultation with Chief Officer - Finance</b></p> </td> </tr> <tr> <td data-bbox="495 1034 1057 1217"></td> <td data-bbox="1057 1034 1339 1217"> <p>Up to £100,000</p> </td> <td data-bbox="1339 1034 1608 1217"> <p><b>Chief Officer, following consultation with Chief Officer - Finance</b></p> </td> </tr> <tr> <td data-bbox="495 1217 1057 1372"></td> <td data-bbox="1057 1217 1339 1372"> <p>Over £100,000</p> </td> <td data-bbox="1339 1217 1608 1372"> <p>Director, <b>following consultation with Chief Officer - Finance City</b></p> </td> </tr> </tbody> </table>	Scope	Limit	Approval to Vire	<p>1. Within or between Account Code Groupings, within individual budget holder areas of responsibility (e.g. printing &amp; stationery to telephones – within Admin costs or Administration Costs to Supplies &amp; Services)</p>	<p>Up to £20,000 or 10% of the budget grouping <b>that it is coming from,</b> whichever is the lesser</p>	<p>Budget Manager, <b>following consultation with Chief Officer - Finance</b></p>		<p>Up to £100,000</p>	<p><b>Chief Officer, following consultation with Chief Officer - Finance</b></p>		<p>Over £100,000</p>	<p>Director, <b>following consultation with Chief Officer - Finance City</b></p>	<p>Changes made following an internal audit recommendation on Budget monitoring. At lower values reduced reporting to City, Growth and Resources Committee from experience this allows the Functions to operate effectively.</p>
Scope	Limit	Approval to Vire												
<p>1. Within or between Account Code Groupings, within individual budget holder areas of responsibility (e.g. printing &amp; stationery to telephones – within Admin costs or Administration Costs to Supplies &amp; Services)</p>	<p>Up to £20,000 or 10% of the budget grouping <b>that it is coming from,</b> whichever is the lesser</p>	<p>Budget Manager, <b>following consultation with Chief Officer - Finance</b></p>												
	<p>Up to £100,000</p>	<p><b>Chief Officer, following consultation with Chief Officer - Finance</b></p>												
	<p>Over £100,000</p>	<p>Director, <b>following consultation with Chief Officer - Finance City</b></p>												

REFERENCE	CHANGE			RATIONALE
			<b>Growth and Resources Committee in Financial Performance Report</b>	
	2. Between Functional Services Budgets but within Chief Officer area of responsibility (e.g. Primary to Secondary Education, Libraries to Community Learning, or Learning Disability to Mental Health)	Up to <del>£20,000</del> or 10% of the budget grouping, whichever is the lesser	Chief Officer	
		Up to £100,000	Chief Officer, following consultation with Chief Officer - Finance Director, reported to City Growth and Resources Committee in Financial Performance Report	
	Over £100,000	Director, following consultation with Chief Officer - Finance City Growth and Resources Committee		

REFERENCE	CHANGE			RATIONALE
	3. Between Functional Service Budgets within Function Budgets (e.g. transfer from Education to Environmental Services)	Up to £250,000	Director, following consultation with Chief Officer - Finance City Growth and Resources Committee in Financial Performance Report	
		Over £250,000	Director, following consultation with Chief Officer – Finance; and reported to City Growth and Resources Committee in the next Financial Performance Report	
	4. Between Function Budgets i.e. across committees (e.g. transfer from Commissioning to Operations)	Up to <del>£250,000</del> <del>£500,000</del>	Director, following consultation with Chief Officer - Finance Chief Executive, reported to City Growth and Resources	

REFERENCE	CHANGE			RATIONALE
			Committee in Financial Performance Report	
		Over £250,000 £500,000	Director, following consultation with Chief Officer – Finance; and reported to City Growth and Resources Committee in the next Financial Performance Report	
	From approved Corporate budgets, including Contingencies, to any Functional or Corporate budget	Up to £3,000,000	Chief Officer – Finance	
		Over £3,000,000	Chief Officer – Finance; and reported to City Growth and Resources Committee in the next Financial Performance Report	

REFERENCE	CHANGE	RATIONALE												
<p><b>8.9 Virement of Capital Budgets</b></p>	<p>8.9.3 Virement rules relating to capital expenditure summarised in table below:</p> <table border="1" data-bbox="495 304 1603 1359"> <thead> <tr> <th data-bbox="495 304 1055 336">Scope</th> <th data-bbox="1055 304 1330 336">Limit</th> <th data-bbox="1330 304 1603 336">Approval to Vire</th> </tr> </thead> <tbody> <tr> <td data-bbox="495 384 1055 703">Between Capital Project Budgets within Project Sponsor area of responsibility (e.g. between two school projects)</td> <td data-bbox="1055 384 1330 703">Up to <del>£20,000</del> <b>£200,000</b> or 10% of each project's gross expenditure budget, whichever is the lesser</td> <td data-bbox="1330 384 1603 703">Project Sponsor, <b>following consultation with Chief Officer – Finance; and</b> reported to Programme Board in next Highlights report</td> </tr> <tr> <td data-bbox="495 703 1055 1070"></td> <td data-bbox="1055 703 1330 1070">Up to <del>£100,000</del> <b>£500,000</b></td> <td data-bbox="1330 703 1603 1070">Chief Officer – Capital, <b>following consultation with Chief Officer - Finance</b> reported to City Growth and Resources Committee in Quarterly monitoring report.</td> </tr> <tr> <td data-bbox="495 1070 1055 1359"></td> <td data-bbox="1055 1070 1330 1359">Over <del>£100,000</del> <b>£500,000</b></td> <td data-bbox="1330 1070 1603 1359"><b>Director of Resources, following consultation with Chief Officer - Finance</b> City Growth and Resources Committee</td> </tr> </tbody> </table>	Scope	Limit	Approval to Vire	Between Capital Project Budgets within Project Sponsor area of responsibility (e.g. between two school projects)	Up to <del>£20,000</del> <b>£200,000</b> or 10% of each project's gross expenditure budget, whichever is the lesser	Project Sponsor, <b>following consultation with Chief Officer – Finance; and</b> reported to Programme Board in next Highlights report		Up to <del>£100,000</del> <b>£500,000</b>	Chief Officer – Capital, <b>following consultation with Chief Officer - Finance</b> reported to City Growth and Resources Committee in Quarterly monitoring report.		Over <del>£100,000</del> <b>£500,000</b>	<b>Director of Resources, following consultation with Chief Officer - Finance</b> City Growth and Resources Committee	<p>Amended to reflect the Revenue Virements changes. Addition of the Contingency Budget to reflect the experience of the service &amp; allow projects to continue.</p>
Scope	Limit	Approval to Vire												
Between Capital Project Budgets within Project Sponsor area of responsibility (e.g. between two school projects)	Up to <del>£20,000</del> <b>£200,000</b> or 10% of each project's gross expenditure budget, whichever is the lesser	Project Sponsor, <b>following consultation with Chief Officer – Finance; and</b> reported to Programme Board in next Highlights report												
	Up to <del>£100,000</del> <b>£500,000</b>	Chief Officer – Capital, <b>following consultation with Chief Officer - Finance</b> reported to City Growth and Resources Committee in Quarterly monitoring report.												
	Over <del>£100,000</del> <b>£500,000</b>	<b>Director of Resources, following consultation with Chief Officer - Finance</b> City Growth and Resources Committee												



REFERENCE	CHANGE			RATIONALE
	<b>Scope</b>	<b>Limit</b>	<b>Approval to Vire</b>	
	Between Capital Project Budgets within	Up to <del>£250,000</del> £500,000	Chief Officer - Capital, following consultation with Chief Officer - Finance reported to City Growth and Resources	
	Programme Board area of responsibility (e.g. between projects both governed by Asset Management Programme Board)		Committee in Quarterly monitoring report	
		Over <del>£250,000</del> £500,000	Director of Resources, following consultation with Chief Officer – Finance; and reported to City Growth and Resources Committee in the next Financial Performance Report	
	Between Capital Project Budgets governed by different Programme Boards (e.g. from City Centre Masterplan to Asset	Up to £500,000	Director of Resources, following consultation with Chief Officer - Finance Chief	

REFERENCE	CHANGE			RATIONALE
	Management Programme Board)		Executive, reported to City Growth and Resources Committee in Quarterly monitoring report	
		Over £500,000	Director of Resources, following consultation with Chief Officer – Finance; and reported to City Growth and Resources Committee in the next Financial Performance Report	
	Between an approved Contingency Budget and any approved Capital Project	No limit	Chief Officer – Finance, following consultation with Chief Officer – Capital and Director of Resources; and reported to City Growth and Resources Committee in the next Financial Performance Report	

REFERENCE	CHANGE	RATIONALE
12.4.13 <b>Travel and Expenses</b>	Travel will be approved in accordance with the Travel Procedures set out in sections 4-74.8 and 4-84.9. To the extent that those procedures do not apply to all travel requirements relating to the Pension Funds, additional procedures specific to the Pension Funds will be determined by the Chief Officer – Finance.	Wrong numbers referenced.
He/she	Replace he/she with <b>they</b>	

#### MEMBER-OFFICER RELATIONS PROTOCOL

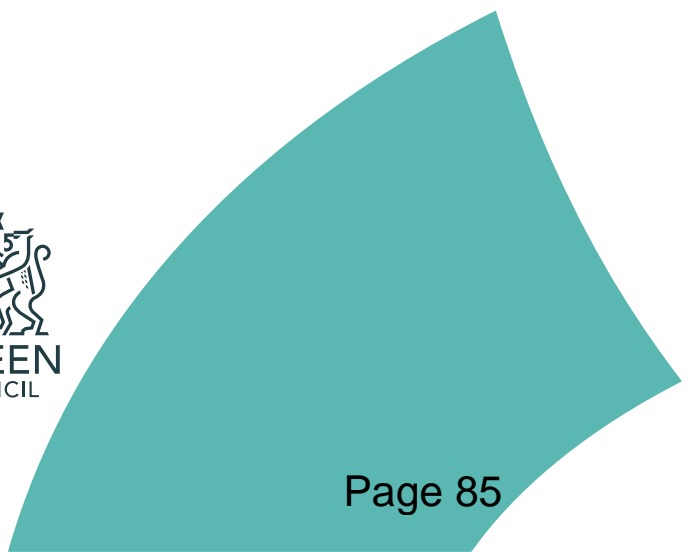
REFERENCE	CHANGE	RATIONALE
4.1.2	<p>Change the existing D and E around in terms of order.</p> <p>D would now be:-</p> <p>Where we require to request a service on behalf of a constituent, then we will do so through the appropriate channel (<a href="#">Online services   Aberdeen City Council</a>) where possible, or telephone. <b>If the request is urgent (including out of hours) we will use the contact details on the website (<a href="#">Contact us   Aberdeen City Council</a>)</b></p>	To reflect the expected practice for urgent requests, including out of hours.

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# Scheme of Governance

Approved by Council

28 February 2022 ~~3 March 2021~~



# Aberdeen City Council

## Scheme of Governance

### 1. Purpose and Interpretation

The Scheme of Governance for Aberdeen City Council is jointly authored by the Chief Officer – Governance, the Chief Officer – Finance and the Head of Commercial and Procurement ~~Services~~.

The Scheme of Governance contains key governance documents to facilitate lawful decision making. It is one of the primary sources of assurance required to demonstrate the effectiveness of the Council's systems of internal control, referred to in the Council's approved Local Code of Corporate Governance against which the Annual Governance Statement is set.

These documents should be read and interpreted in conjunction with one another. In the event of any inconsistencies between the documents, advice should be sought from the Monitoring Officer. In the event of a discrepancy between the law and the Scheme of Governance documents, the law will prevail.

The Scheme of Governance contains the following:

DOCUMENT	PURPOSE
Committee Structure and Terms of Reference	Decision making authority delegated by the Council to each Committee and Sub Committee
Powers Delegated to Officers	Decision making authority delegated by the Council to the Chief Executive, Directors and Chief Officers
Standing Orders for Council, Committee and Sub Committee Meetings	Rules of procedure for meetings of Full Council and its Committees and Sub Committees
Financial Regulations	Rules governing financial management of the Council
Procurement Regulations	Rules governing contracting and procurement by the Council
Member Officer Relations Protocol	Rules governing relationships between elected members and Council officers

### 2. Implementation and Review

The Scheme of Governance was initially approved by Full Council in March 2018 and is subject to the following review arrangements:

- o Annual review alongside the Annual Governance Statement to be led by Chief Officer – Governance and reported to Council, if necessary, with any proposed alterations.
- o The terms of the delegation to Chief Officer – Governance to make minor amendments (i.e. non material) following consultation with the Business Manager.

# Aberdeen City Council Committee Terms Of Reference



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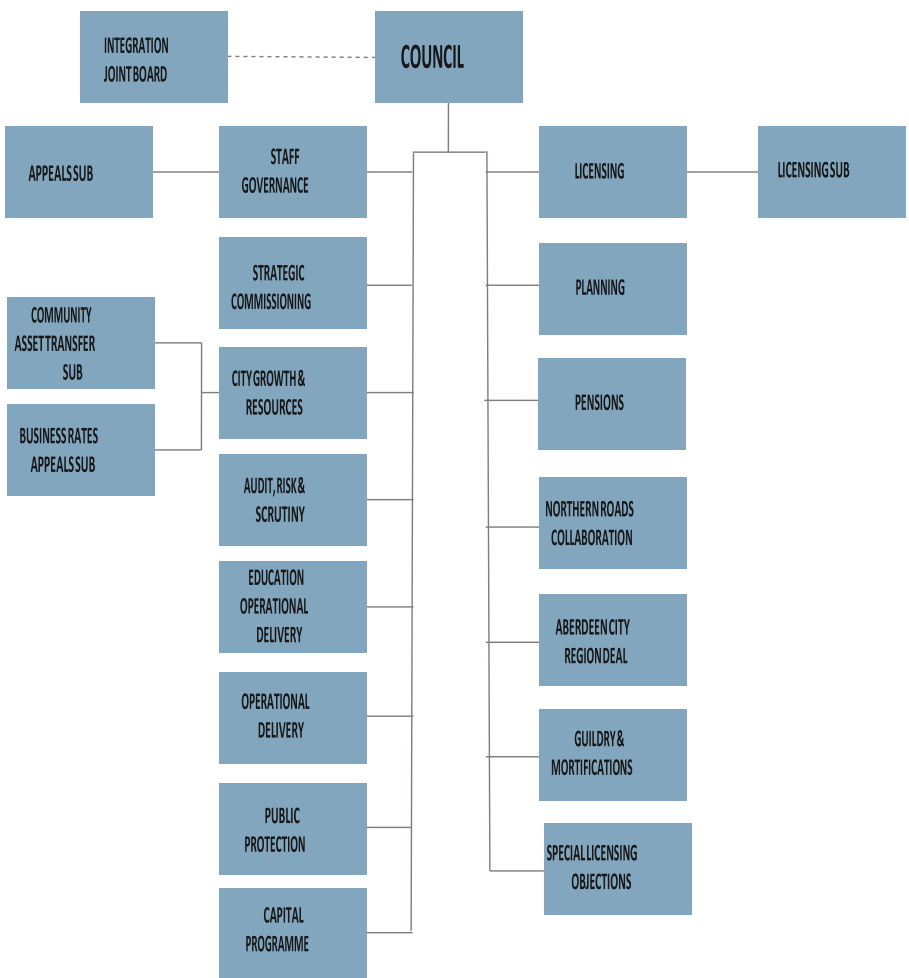
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<b>Version</b>	<b><del>4</del>3.0</b>
<b>Effective From</b>	<b>1 April <del>2024</del></b>
<b>To be Reviewed</b>	<b>March <del>2023</del></b>
<b>Application of Policy</b>	<b>Council-wide</b>
<b>Policy Author</b>	<b>Martyn Orchard, Committee Lead</b>

**Commented [MO1]:** The formatting of the Contents page has been compromised due to converting the PDF to Word for editing purposes. This will not be an issue when the new version is approved and updated in the corporate style for wider use and publication. Any other minor formatting issues in the document (e.g. alignment of text etc.) can also be attributed to this.



INTRODUCTION



## INTRODUCTION

1. The Council derives its authority from the Local Government (Scotland) Act 1973 and subsequent legislation. In exercising all of its functions and undertaking its responsibilities it must comply with the law.
2. Under s57 of the 1973 Act, the Council is permitted to appoint committees, or with other Councils, joint committees, to discharge functions which the Council could itself discharge, other than as set out in legislation.
3. A committee can appoint sub committees to exercise any function delegated to it.
4. Under s56(1) of the 1973 Act, the Council is permitted to delegate the discharge of functions to officers. The Committee terms of reference should be read in the context of the Powers Delegated to Officers. Any delegation made to an officer shall not prevent the Council, relevant committee or sub committee from exercising the power so delegated.
5. The Council has also delegated powers to the Integration Joint Board of the Aberdeen City Health and Social Care Partnership under the Public Bodies (Joint Working) (Scotland) Act 2014.
6. In accordance with Standing Order 47.7, Council can determine any matter which would otherwise fall to be determined by a committee or sub committee; and under Standing Order 47.8, a committee can determine any matter which would otherwise fall to be determined by one of its sub committees.
7. A committee can at any time refer or make a recommendation on any matter delegated to it to Council, and a sub committee can refer or make a recommendation on any matter delegated to it to Council or to its parent committee.
8. Any decision taken by a committee or sub committee is deemed to be a decision of Council itself.
9. These committee and sub committee terms of reference may be amended only after consideration of a report to Council or the appropriate parent committee by the Chief Officer – Governance.
10. Non material amendments to these committee and sub committee terms of reference can be made by the Chief Officer - Governance, following consultation with the Business Manager without the requirement to report to Council or the appropriate parent committee.
11. Any non material amendments made by the Chief Officer – Governance will be notified to members once completed.
12. The Terms of Reference will be reviewed annually by the Chief Officer – Governance as part of the review of the Scheme of Governance.
13. In exercising their functions, the Council, its committees and sub committees should:
  - i. meet their equalities obligations and take full account of their responsibilities to those customers and citizens with protected characteristics;
  - ii. in accordance with Unicef’s Child Friendly Cities and Communities Programme, ensure, so far as possible, that children are allowed a voice in decisions which affect both them and their City;
  - iii. work with outside bodies and partners in the emerging civic leadership forums;

- iv. work with outside bodies and partner organisations, locally and nationally, to oversee strategic economic development and its governance in the city and civic leadership forums;
- v. consider the experience of customers and take such action to ensure that services meet customers' needs; and
- vi. have regard to the Council's Risk Appetite Statement in balancing any risks and opportunities in pursuit of delivering the outcomes set out within the Local Outcome Improvement Plan (LOIP) and associated strategies.

#### **JOINT WORKING WITH COMMITTEES AND NON COUNCIL BODIES**

It is recognised that the Council and each committee will maintain an awareness of key issues through the work of other committees, through lead officers, Conveners and Vice Conveners working together. In addition, key issues will be considered following engagement with external organisations and communities, through appropriate forums.

## 1. ABERDEEN CITY COUNCIL

The Council reserves the following functions:

1. The setting of council tax in accordance with s93(1) of the Local Government Finance Act 1992 or the setting of a reduced amount of council tax under s94 of that Act or paragraph 3 of Schedule 7 to that Act.
2. The setting of a balanced budget annually, including the setting of fees and charges, including the approval of commissioning intentions and service standards.
3. The approval of the capital programme.
4. The borrowing of money as provided for in s56(6)(d) of the Local Government (Scotland) Act 1973.
5. The approval of any annual investment strategy or annual investment report required by any consent issued by Scottish Ministers under s40 of the Local Government in Scotland Act 2003.
6. The approval of the Council's Treasury Management Policy and Strategy.
7. The appointment of committees, including external members, and the number and allocation of committee places, the appointment and removal from office of the Lord Provost, Depute Provost, Leader or Co Leaders and/ or Depute Leader, Business Manager and Depute Business Manager, a convener for each committee and a vice convener as appropriate and the approval of senior councillor allowances.
8. The election of members to the Licensing Board.
9. The review of polling districts and polling places.
10. ~~Subject to the Powers Delegated to Officers, the~~ administration of trusts in respect of which the Council is sole trustee or the only trustees are elected members ~~and/or officers~~ of the Council, ~~such administration to include the exercise of all trustee powers in terms of legislation, common law and trust deeds.~~
11. The approval of the Local Development Plan.
12. The approval of an Administration's political priorities.
13. The consideration of the Council's Delivery Plan.
14. The consideration of its annual report of its effectiveness and each committee's annual report of its effectiveness.
15. The consideration, where required, of reports by both the Standards Commission for Scotland and the Financial Conduct Authority, and the overseeing of members' standards of conduct.
16. The establishment of the Appointment Panel in accordance with the Standing Orders for Council, Committees and Sub Committees.
17. The approval of the Council's Scheme of Governance.
18. The approval of the Council/Committee Diary.
19. The approval of the Scheme of Establishment for Community Councils.
20. The establishment of Working Groups.

21. To consider any matter which the Council has previously considered and agreed to receive a further report.

**22.** To consider Monitoring Officer reports under Section 5 of the Local Government and Housing Act 1989.

~~22-23.~~ Making schemes for the reorganisation of educational endowments under section 112(2) or 112(3) of the Education (Scotland) Act 1980.

**Executive Lead: Chief Executive**

## 2. GENERAL DELEGATIONS TO COMMITTEES

1. Each committee can settle claims against the Council arising out of the functions supervised by the committee, irrespective of value so long as the amount can be met from an approved budget, except where an officer has exercised a delegated power.
2. Each committee can vire within those functions in its remit, to the extent set out in the Financial Regulations.
3. Each committee and sub committee can determine any applications for loans, grants, donations and subscriptions except where an officer has exercised a delegated power.
4. Each committee can appoint up to five members, consistent with the principles of political balance, to attend any meeting or conference relevant to the interests of the committee subject to the following provisions:
  - 4.1 no more than two members will be appointed to attend a conference outwith the European Union without the approval of the City Growth and Resources Committee;
  - 4.2 in the case of a meeting or conference of interest to more than one committee, no more than six members and officers will be appointed without the approval of the City Growth and Resources Committee; and
  - 4.3 in the event of a disagreement among committees, the matter will be determined by the City Growth and Resources Committee.
5. Each committee will, as required, approve programmes of foreign travel for the financial year ahead as they relate to its remit, in accordance with the Travel Policy.
6. Each committee will consider and respond to petitions addressed to the Council as they relate to its remit, in accordance with the petitions procedure.
7. Except where an officer has chosen to exercise a delegated power, each committee can approve bids to awards programmes or for external funding relative to the remit which it oversees, subject to budget provision.
8. Each committee will, where appropriate:
  - 8.1 approve Council policies and strategies (including partnership strategies) relative to its remit [and -determine applications and requests in terms of such policies and strategies \(note: for the avoidance of any doubt, this committee delegation does not prevent an officer determining such an application or request where they have a delegated power to do so\)](#);
  - 8.2 approve appointments to outside bodies relative to its remit;
  - 8.3 meet the requirement to achieve Best Value in performing its role;
  - 8.4 receive the cluster risk registers relative to its remit and scrutinise to ensure assurance;
  - 8.5 monitor performance relevant to its purpose and remit;
  - 8.6 receive its own committee planner; and
  - 8.7 receive reports, as required, concerning any matter relative to its remit including reports on the implications of proposed draft legislation and evidencing the Council's readiness to

comply with the new legal obligations and/or discretionary powers concerning the functions relative to its remit.

### **3. EXCLUSIONS FROM DELEGATION TO COMMITTEES**

1. Incurring revenue expenditure for which no provision or insufficient provision has been made in the revenue budget, except with the approval of the City Growth and Resources Committee.
2. Acquiring or disposing of any land or buildings or associated interests, except with the approval of the City Growth and Resources Committee.
3. ~~3-~~ Making representations to or appointing a deputation to meet any Government Minister or Government Department in relation to the financing of the Council or any of its services, except following consultation with the Convener of the City Growth and Resources Committee. For the avoidance of any doubt, a Committee may instruct the making of such representations or the appointing of such a deputation, but said Convener must be consulted prior to such representations or appointments being made.

## **4. URGENT BUSINESS COMMITTEE**

### **PURPOSE OF COMMITTEE**

Subject to relevant legislation, to deal with items of business of an urgent nature that cannot wait for the next meeting of Council or the appropriate committee or sub committee.

### **REMIT OF COMMITTEE**

1. Subject to 1.5 below, to exercise all functions of the Council, or the committee or sub committee which would otherwise have dealt with the matter.

### **PROCESS**

- 1.1 A meeting of the Committee will be called by the Chief Officer - Governance on the instruction of the Chief Executive where the Chief Executive and the Business Manager are satisfied that the relevant business is urgent.
- 1.2 The Chief Officer - Governance may subject to the Business Manager's approval add further matters to the agenda of a meeting already called only where the Chief Executive and the Business Manager are satisfied that the matters are urgent.
- 1.3 Before considering any item of business, the Committee will determine whether the item is urgent and requires to be considered, and if it does, the special circumstances will be specified in the minute.
- 1.4 If the Committee resolves not to consider the matter, the item of business will be placed on the agenda for the next scheduled meeting of the Council, Committee or Sub Committee as appropriate.
- 1.5 The Committee cannot consider, in terms of Standing Order 5.3, any business relating to the removal of a member from office.

**Executive Lead: Chief Executive**



## 5. STRATEGIC COMMISSIONING COMMITTEE

### PURPOSE OF COMMITTEE

To approve all internal and external commissioning activity by the Council, in accordance with the commissioning cycle, with the exception of procurement relating to the Capital Programme.

### REMIT OF COMMITTEE

#### 1. Analysis

- 1.1 to receive a bi-annual Population Needs Assessment to understand the needs which public bodies must address;
- 1.2 to receive, as appropriate, an in-depth analysis of key groups, priorities and challenges across public services to identify and action potential efficiencies and improvements to help ensure that the needs of customers and citizens are met and commissioning intentions are delivered; and
- 1.3 to receive, as appropriate, sufficiency and market analyses to understand existing and potential provider strengths and weaknesses, and identify and take action in respect of any opportunities for improvement or change in providers.

#### 2. Planning

- 2.1 to endorse the refresh of the Local Outcome Improvement Plan (LOIP) including recommending any changes which may be required;
- 2.2 to approve annual procurement workplans, reflecting the LOIP, the Population Needs Assessment, the Council's commissioning intentions, the Council's service standards, the views of customers and citizens, and the best evidence of effective interventions to ensure a preventative focus on demand reduction.

#### 3. Doing

- 3.1 to approve all procurement activity by the Council, with the exception of procurement relating to the Capital Programme which will be approved by the City Growth and Resources Committee, including
  - 3.1.1 Procurement Business Cases submitted in accordance with Procurement Regulations;
  - 3.1.2 Grants and associated conditions;
  - 3.1.3 Contract management arrangements and Service Level Agreements; and
  - 3.1.4 The establishment of Arm's Length External Organisations (ALEOs) where it is determined that services should not be provided in-house.
- 3.2 when approving procurement activity, the Committee will:
  - 3.2.1 promote investment in the prevention, early intervention and reduction in the demand for services; consider the experience of customers and take such action to ensure that services to be commissioned are co-designed to meet customers' needs;

3.2.2 ensure that commissioned services are focused on delivering the Council's agreed commissioning intentions and contribution to the LOIP; and

3.2.3 identify potential efficiencies and improvements in quality, including across partner organisations and promote the strategic allocation of resources.

3.3 to decommission services, including ALEOs, that do not meet the Council's commissioning intentions and outcomes.

3.4 to take such action to ensure that appropriate supply management and capacity building (market facilitation) is in place to ensure a good mix of resilient service providers, that offer customers an element of choice in how their needs are met;

3.5 to approve the Strategy Framework to facilitate the delivery of agreed outcomes.

#### 4. Reviewing

4.1 to approve amendments to the Council's Performance Management Framework (PMF);

4.2 to receive annual reports on the LOIP and Locality Partnership Plans;

4.3 to consider and monitor performance associated with the Council's agreed commissioning intentions and ultimate contribution to the LOIP outcomes;

4.4 to receive annual reports from each of the council's ALEOs to enable scrutiny of performance;

4.5 to receive an annual procurement performance report to enable scrutiny of performance; and

4.6 to receive reports on any change in legislative requirements, policy and population needs which may facilitate opportunities to work differently to improve outcomes or may require revisions to existing commissioning intentions and outcomes.

#### 5. Service Delivery

5.1 The Committee will, for the Commercial and Procurement cluster:-

5.1.1 oversee, and make decisions relating to service delivery;

5.1.2 approve options to improve/transform service delivery;

5.1.3 scrutinise operational performance and service standards in line with the Performance Management Framework and consider recommendations for improvements where required;

5.1.4 receive the cluster risk registers relative to its remit and scrutinise to ensure assurance of the controls in place;

5.1.5 approve all policies and strategies relative to its remit; and

5.1.6 receive reports on inspections and peer reviews in order to ensure best practice and note any actions arising from those inspections and reviews.

**Executive Lead: Director of Commissioning**

## **6. CITY GROWTH AND RESOURCES COMMITTEE**

### **PURPOSE OF COMMITTEE**

To approve and monitor financial strategies, budgets and financial performance in light of available funding. The Committee will also consider:

- strategies to support the city's economic growth;
- additions to the Capital Programme; and
- recommendations regarding the Council's property and estates portfolio.

The Committee monitors the delivery of all services provided by the Resources Function and City Growth, Governance and Strategic Place Planning. It scrutinises performance and approves options to improve those services within set budgets to ensure best value and delivery of the Council's agreed outcomes.

### **REMIT OF COMMITTEE**

#### **1. Budgets**

The Committee will:

- 1.1 approve recommendations regarding the Council's resources including finance, staffing structures and property; and monitor all Council budgets including all Useable Reserves, and in particular:
  - 1.1.1 scrutinise function budget monitoring reports and make decisions to ensure that Council spending is delivered on budget;
  - 1.1.2 hold budget holders to account for the proper control of the budget for which they are responsible;
  - 1.1.3 approve changes to the budget including vire between function budgets where this is in excess of the amount delegated to officers in the Financial Regulations and Powers Delegated to Officers;
  - 1.1.4 consider and approve Outline and Full Business Cases for projects added to the Capital Programme outwith the budget process;
  - 1.1.5 approve annual procurement workplans in respect of the Capital Programme;
  - 1.1.6 approve Procurement Business Cases in respect of projects added to the Capital Programme outwith the budget process, submitted in accordance with Procurement Regulations;
  - 1.1.7 approve the allocation of additional funding or removal of funding to existing projects, both capital and revenue;
  - 1.1.8 approve the addition of new projects to the Capital Programme outwith the budget process;
  - 1.1.9 approve use of the Council's Useable Reserves;

- 1.1.10 monitor the Code of Guidance on Funding External Bodies and Following the Public Pound and take such action as is required to ensure that the Council meets its duties;
- 1.1.11 receive Moody's formal credit rating reassessment; and
- 1.1.12 approve financial guarantees, including requests received from relevant Admitted Bodies of the Pension Fund.; and
- 1.1.13 consider numbers and values of Council Tax, Non-Domestic Rates, Housing Benefit overpayments and Rent made unrecoverable, as required in terms of the Financial Regulations, and approve Non-Domestic Rates write offs.

## 2. Service Delivery

- 2.1 The Committee will, for the Resources Function and the City Growth, Governance and Strategic Place Planning Clusters:-
  - 2.1.1 make decisions relating to service delivery;
  - 2.1.2 approve options to improve/transform service delivery;
  - 2.1.3 scrutinise operational performance and service standards in line with the Performance Management Framework and consider recommendations for improvements where required;
  - 2.1.4 receive the cluster risk registers relative to its remit and scrutinise to ensure assurance that efficient controls are in place;
  - 2.1.5 approve all policies and strategies relative to its remit; and
  - 2.1.6 receive reports on inspections and peer reviews in order to ensure best practice and note any actions arising from those inspections and reviews.
- 2.2 In undertaking the aspects at 2.1, the Committee will ensure that it is acting within the budget set by Council and overseen by this Committee and in accordance with best value and supporting delivery of the Council's agreed outcomes, commissioning intentions, service specifications and service standards.

## 3. City Growth and Strategic Place Planning

The Committee will:

- 3.1 approve reports to support the annual re-assessment of the Council's credit rating;
- 3.2 approve the Council's actions for city growth and place planning except in relation to major infrastructural planning and the Local Development Plan; and
- 3.3 approve key actions required by the Council to facilitate the delivery of strategies (including partnership strategies) and the Inward Investment Plan to support city growth and place planning.

## 4. Property and Estates The Committee will:

- 4.1 approve recommendations regarding the Council's assets, property and estates;

- 4.2 hear and determine requests for review under s86(10) of the Community Empowerment (Scotland) Act 2015 against the refusal by officers to approve community asset transfers;
- 4.3 approve the procedure for the Community Asset Transfer Sub Committee; and
- 4.4 approve the acquisition and disposal of land, and property.

## **7. BUSINESS RATES APPEALS SUB COMMITTEE**

### **PURPOSE OF SUB COMMITTEE**

To hear appeals against rating liability under s238 of the Local Government (Scotland) Act 1947.

### **REMIT OF SUB COMMITTEE**

1. To determine all requests for appeal against the identification of an individual as being responsible for the payment of business rates.
2. The Sub Committee shall operate in terms of the agreed procedure, which shall comply with s238 of the Local Government (Scotland) Act 1947.
3. The Sub Committee shall comprise five elected members and the quorum shall be three.

**Executive Lead: Chief Officer - Finance**

## **8. COMMUNITY ASSET TRANSFER REVIEW SUB COMMITTEE**

### **PURPOSE OF SUB COMMITTEE**

To act as the review body in respect of decisions relating to Asset Transfer Requests, as defined in s86(10) of the Community Empowerment (Scotland) Act 2015, which states that a review must be carried out by Councillors.

### **REMIT OF SUB COMMITTEE**

1. To determine all requests for a review of the decision taken by officers or the City Growth and Resources Committee in respect of Community Asset Transfers.
2. The Sub Committee shall operate in terms of the agreed procedure, which shall comply with the Asset Transfer Request (Review Procedure) (Scotland) Regulations 2016.
3. The Sub Committee shall comprise five elected members who have not participated in the original decision at City Growth and Resources Committee and the quorum shall be three.

**Executive Lead: Chief Officer - Finance**

## **9. CAPITAL PROGRAMME COMMITTEE**

### **PURPOSE OF COMMITTEE**

To monitor the development and delivery of the council's capital programme as well as monitoring the development of the Local development plan.

### **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;
  - 1.2 review progress in the delivery of the benefits of the Capital Programme, including through the receipt and scrutiny of Post Project Evaluations (PPEs) and Post Occupancy Evaluations (POEs); 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.

**Executive Lead: Chief Officer - Capital**



## **10. OPERATIONAL DELIVERY COMMITTEE**

To monitor the delivery of all services provided by the Customer Services Function and the Operations Function (with the exception of educational services). It will also scrutinise performance and approve options within set budgets to ensure best value and delivery of the Council's agreed outcomes.

### **REMIT OF COMMITTEE**

#### **1. Service Delivery and Performance**

- 1.1** The Committee will, in respect of the Customer Services Function and the Operations Function (with the exception of educational services):-
  - 1.1.1** oversee, and make decisions relating to, service delivery;
  - 1.1.2** approve options to improve/transform service delivery;
  - 1.1.3** scrutinise operational performance and service standards in line with the Performance Management Framework and consider recommendations for improvements where required;
  - 1.1.4** receive the cluster risk registers relative to its remit and scrutinise to ensure assurance of the controls in place;
  - 1.1.5** approve all policies and strategies relative to its remit; and
  - 1.1.6** receive reports on inspections and peer reviews in order to ensure best practice and note any actions arising from those inspections and reviews.
- 1.2** In undertaking the aspects at 1.1, the Committee will ensure that it is acting within the budget set by Council and is supporting the delivery of the Council's agreed outcomes, commissioning intentions and service standards.
- 1.3** The Committee may make recommendations to the appropriate committee(s) or sub committee(s) on areas affecting the Customer Services Function or the Operations Function (with the exception of educational services) where the authority to approve sits within the remit of another Committee or Sub Committee.

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

## **11. EDUCATION OPERATIONAL DELIVERY COMMITTEE**

### **PURPOSE OF COMMITTEE**

To advise on and discharge the Council's functions as education authority as set out in the Education (Scotland) Act 1980 and all other relevant legislation and regulations where not otherwise delegated.

The committee will also:

- monitor the delivery of educational services undertaken as education authority and provided by Integrated Children's and Family Services (with the exception of children's social work services which will be monitored by the Operational Delivery Committee);
- make recommendations in respect of school property matters to the City Growth and Resources Committee;
- scrutinise performance; and
- agree changes such as school zoning arrangements (within set budgets), or make recommendations to another committee, for improvements to functions related to education in order to ensure best value and delivery of the Council's agreed outcomes, commissioning intentions, service specifications and service standards.

### **REMIT OF COMMITTEE**

#### **1. Service Delivery and Performance**

- 1.1** The Committee will, in respect of educational services (early years and schools) provided by Integrated Children's and Family Services and the management of the school estate undertaken by the Corporate Landlord:-
  - 1.1.1** oversee, and make decisions relating to service delivery;
  - 1.1.2** approve options to improve/transform service delivery relative to the functions of the Council as education authority under the Education (Scotland) Act 1980 and all other relevant legislation and regulations;
  - 1.1.3** scrutinise operational performance and service standards in line with the Performance Management Frameworks and consider recommendations for improvements where required;
  - 1.1.4** receive the cluster risk registers relative to its remit and scrutinise to ensure assurance of the controls in place;
  - 1.1.5** approve all policies and strategies relative to its remit; and
  - 1.1.6** receive reports on school inspections and peer reviews in order to ensure best practice and note any resultant improvement actions arising from those inspections and reviews.
- 1.2** In undertaking the aspects at 1.1, the Committee will ensure that it is acting within the budget set by Council and is supporting the delivery of the Council's agreed outcomes, commissioning intentions and service standards.

- 1.3 The Committee may make recommendations to the appropriate committee(s) or sub committees on areas affecting educational services where the authority to approve sits within the remit of another committee or sub committee.

### **EXTERNAL MEMBERSHIP**

The Committee's membership will include seven persons with voting rights who are not members of the Council. The seven external members will be appointed by the Council at its statutory meeting (or other meeting as appropriate) as follows:-

1. three persons representing religious bodies in accordance with the requirements of s124 (4) of the Local Government (Scotland) Act 1973; and
2. in accordance with the discretion conferred by s124 (3) of the Local Government (Scotland) Act 1973:
  - 2.1 two teachers employed in educational establishments managed by the Council nominated by the Teachers' Consultative Forum, comprising one representative from primary, including nursery, and one representative from secondary; and
  - 2.2 two parent representatives, selected by the Aberdeen City Parent Council Forum from within its own membership, comprising one representative from primary, including nursery, and one representative from secondary.

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

## **12. AUDIT, RISK AND SCRUTINY COMMITTEE**

### **PURPOSE OF COMMITTEE**

To ensure that the Council has robust arrangements for:

- Good governance including information governance, surveillance, fraud, bribery and corruption;
- Maintaining an effective control environment through an effective approach to risk management; and
- Reporting on financial and performance reporting.

The Committee will also monitor the effectiveness of the Internal Audit function and the Council's implementation of its recommendations, as well as the implementation of the recommendations of its external auditors.

### **REMIT OF COMMITTEE**

#### **1. Risk Management**

The Committee will ensure the effectiveness of the Council's risk management system and will:

- 1.1 receive an annual review of the system of risk management and an annual report on the corporate risk register and related action plans;
- 1.2 monitor the implementation of the Council's ALEO Assurance Framework by receiving reports from the ALEO Assurance Hub on the monitoring and mitigation of risks to the Council associated with its ALEOs;
- 1.3 receive an annual report in respect of the Council's information governance;
- 1.4 approve all relevant policies.

#### **2. Internal Audit The Committee**

will:

- 2.1 approve the Internal Audit Annual Plan;
- 2.2 consider reports prepared by Internal Audit (with the exception of reports related to Pensions);
- 2.3 monitor compliance with Internal Audit recommendations (with the exception of reports related to Pensions);
- 2.4 monitor the performance of Internal Audit.

#### **3. External Audit The Committee**

will:

- 3.1 consider reports prepared by the Council's External Auditor;
- 3.2 monitor the Council's relationship with the External Auditor;
- 3.3 receive reports from the Local Area Network; and

3.4 monitor compliance with External Audit recommendations.

4. **Governance, Accounts and**

**Finance** The Committee will:

4.1 approve the Council's Annual Report and Annual Accounts;

4.2 approve the annual governance statement;

4.3 approve and monitor the Council's Code of Corporate Governance and approve such action as appropriate; and

4.4 monitor the integrity of financial reporting, and governance processes and internal control functions and approve such action as appropriate.

5. **Legal obligations** The Committee

will:

5.1 consider reports in respect of the whistle blowing policy; and

5.2 monitor the Council's compliance with its statutory obligations relating to surveillance, information governance, bribery, corruption and fraud, including the approval of all relevant policies.

6. **Scrutiny**

The Committee will:

6.1 once a matter, process or practice has been the subject of a report to Council or committee (including internal and external audits) and the consideration of the matter concluded by Council or said committee action (with the exception of quasi judicial matters and the Appeals, Business Rates Appeals and Community Asset Transfer Review Sub Committees), the committee, to ensure good practice, can determine that further consideration is required. It will not prevent, or alter, any decision being taken and will only review the effectiveness of decision making, or monitoring and may make recommendations to the relevant committee or Council;

6.2 on occasion, where appropriate and as it sees fit, seek information from partner organisations, contractors or other stakeholders such as Community Councils or groups of interest on any particular issue;

6.3 request, where appropriate and in terms of any contract or agreement, representatives of external organisations to attend and contribute to meetings; and

6.4 receive reports from regulatory bodies and those providing external assurance such as the Scottish Public Services Ombudsman and Inspector of Crematoria, ensure that the Council responds appropriately and monitor compliance with recommendations.

**Executive Lead: Chief Officer – Governance**

## **13. STAFF GOVERNANCE COMMITTEE**

### **PURPOSE OF COMMITTEE**

To act as a consultative forum for discussion between management, elected members and trade unions, on matters relating to staff in the pursuit of a workplace culture that reflect the requirements of a 21st Century public sector organisation.

Through partnership working the committee will support the Council becoming an employer of choice by promoting positive values, behaviours, training and recruitment and ways of working.

The Committee also acts as safety committee within s2(7) of the Health and Safety at Work etc Act 1974 and keeps under review measures taken to ensure the health and safety at work of employees. The committee provides a channel of communication, co-operation and involvement between the Council and trade union representatives on all relevant health and safety matters.

### **REMIT OF COMMITTEE**

#### **1. Partnership approach arrangements**

The Committee will:

- 1.1 seek to maintain good relationships and model a partnership approach between the Council and trade unions;
- 1.2 provide a decision making forum, for the resolution of staffing matters that cannot be resolved through normal processes including but not restricted to conditions of service (except teachers<sup>1</sup>); and
- 1.3 consider reports by the Chief Officer – People and Organisational Development on matters following a request by a trade union advisor provided always that the Chief Officer – People and Organisational Development is satisfied that the matter is appropriate and relevant to the remit of the Committee and that it raises no question of individual employee issues. 2.

**Strategic Workforce Plans and Policies** The Committee will:

- 2.1 approve the Framework Agreement for Industrial Relations (the FAIR agreement);
- 2.2 approve strategic workforce plans which reflect the requirements of a 21st Century Council in terms of staff, skills and attributes;
- 2.3 approve framework documentation in relation to workforce culture;
- 2.4 approve strategic training and development plans for the whole organisation;
- 2.5 approve all staff policies, these being policies where the predominant factor affects the expected behaviour and actions of staff;
- 2.6 monitor equality in employment and ensure that the Council, as an employer, complies with its statutory equal pay and other equality responsibilities; and
- 2.7 receive people performance data to enable the monitoring of the wellbeing of our staff including but not limited to absence data.

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<sup>1</sup> Teacher conditions of service are not agreed locally – they are agreed at national level, and therefore the Staff Governance Committee would have no locus to make any decisions on teaching terms and conditions.

### 3. Health, Safety & Wellbeing of Staff The

Committee will:

3.1 approve health, safety and wellbeing policies

~~3.2 approve the Corporate Health and Safety Annual Audit Plan~~

3.3.2 monitor performance and compliance across all functions of the Council in respect of

i. Health and safety legislation ii. Health, safety and wellbeing policies

iii. Health and safety recommendations, including those from external inspection bodies

### 4. Employment Appeals and Disputes The

Committee will:

4.1 approve the procedure for the Appeals Sub Committee.

#### MEMBERSHIP

Elected members

Local trades union representatives as advisers – two named advisers from each of the following trades unions:

- Unison
- Unite
- GMB
- Educational Institute of Scotland (EIS)
- Scottish Secondary Teachers' Association (SSTA); and
- VOICE

**Executive Lead: Chief Officer – People and Organisational Development**

## **14. APPEALS SUB COMMITTEE**

### **PURPOSE OF THE SUB COMMITTEE**

To determine all delegated staff employment issues raised in accordance with Council policy where provision exists for an appeal to this Sub Committee.

### **REMIT OF THE SUB COMMITTEE**

1. The Sub Committee will:
  - 1.1 determine appeals raised in accordance with Council policy where a right to appeal exists against dismissal or final written warning arising from hearings where the right of appeal exists; and
  - 1.2 determine disputes notified by Trades Unions in accordance with the Council's disputes resolution procedures.
3. The Sub Committee will operate in terms of the agreed procedure.
4. The Sub Committee will comprise five elected members drawn from the pool of membership of the Staff Governance Committee and the quorum will be three.

**Executive Lead: Chief Officer – People and Organisational Development**



## **15. PUBLIC PROTECTION COMMITTEE**

### **PURPOSE OF COMMITTEE**

To receive assurance on the statutory regulatory duties placed on the Council for:

- Child Protection;
- Adult Protection;
- Consumer Protection and Environmental Health;
- Civil Contingency responsibilities for local resilience and prevention; and
- Building control.

To undertake the Council's duties in relation to the Police and Fire and Rescue Services under the Police and Fire Reform (Scotland) Act 2012.

### **REMIT OF COMMITTEE**

#### **1. Child and Adult Protection**

The Committee will receive assurance from the Child and Adult Protection Committees on:

- 1.1 the impact and effectiveness of child and adult support and protection improvement initiatives, including:
  - 1.1.1 delivery of national initiatives and local implications;
  - 1.1.2 learning from significant case reviews;
  - 1.1.3 quality assurance;
  - 1.1.4 training and development; and
  - 1.1.5 local evidence based initiatives;
- 1.2 effective working across child and adult protection; and
- 1.3 statistics relating to the Child Protection Register and the Vulnerable People's Database, whilst noting that it has no remit to challenge entries.

The Committee will also:

- 1.4 receive assurance on the outcome of Council's duty to deliver an effective justice service as determined by statutory inspections;
  - 1.5 receive assurance on the Council's compliance with statutory duties in respect of child poverty; and
  - 1.6 consider the Chief Social Work Officer's Annual Report
- #### **2. Local Resilience** The Committee will:
- 2.1 monitor compliance with the Council's duties relating to resilience and local emergencies; this includes reviewing staffing arrangements and systems for incident management;

- 2.2 monitor compliance with the Council's duties relating to the provision of a city mortuary, and its adequacy for supporting the needs of mass fatalities;
- 2.3 receive assurance that services are maintaining and reviewing Business Continuity Plans in accordance with the priorities allocated to them;
- 2.4 receive relevant local, regional and national lessons learnt reports and recommendations in respect of emergency planning matters and monitor their implementation; and
- 2.5 monitor the Council's response to the National CONTEST strategy and associated plans relating to Counter Terrorism.

**3. Protective Services** The Committee will:

- 3.1 receive assurance in respect of the Council's performance in relation to Trading Standards, Environmental Health (including the Public Mortuary) and Scientific Services;
- 3.2 receive external inspection and audit reports relating to the above services listed at 3.1; and
- 3.3 receive a summary of findings from statutory sampling and analysis work carried out by or on behalf of the Environmental Health and Trading Standards services to ensure compliance with required standards.

**4. Building Control**

The Committee will consider reports on:

- 4.1 major incidents and fatal accident inquiries and any resulting impact and responsibilities placed on the Council;
- 4.2 activity by Building Standards in relation to public safety and dangerous buildings; and
- 4.3 activity by Building Standards in relation to public safety for unauthorised building work and the unauthorised occupation of buildings.

**5. Police and Fire and Rescue Service**

In respect of the Council's responsibilities under the Fire (Scotland) Act 2005 and the Police and Fire Reform (Scotland) Act 2012 in relation to the Scottish Police Authority, the Police Service of Scotland and the Scottish Fire and Rescue Service, the Committee will:

- 5.1 contribute to and comment on the Strategic Police Plan and the Scottish Fire and Rescue Service Strategic Plan when consulted by the relevant national authority;
- 5.2 respond to consultation by the Chief Constable on the designation of a local commander and by the Scottish Fire and Rescue Service on the designation of a local senior officer;
- 5.3 be involved in the setting of priorities and objectives both for the policing of Aberdeen and for the Scottish Fire and Rescue Service in the undertaking of its functions in Aberdeen;
- 5.4 specify policing measures the Council wishes the local commander to include in a Local Police Plan;
- 5.5 approve a Local Police Plan submitted by the local commander and approve a Local Fire and Rescue Plan (including a revised plan) submitted by the Scottish Fire and Rescue Service;

- 5.6 receive reports on service provision and delivery in Aberdeen and provide feedback to the local commander and the local senior officer;
- 5.7 consider reports, statistical information and other information about the policing of Aberdeen and the undertaking of the Fire and Rescue function in Aberdeen provided in response to the Council's reasonable requests;
- 5.8 agree, with the local commander, modifications to an approved Local Police Plan at any time; and
- 5.9 liaise with the local commander and local senior officer with regard to the undertaking by them of the community planning duties of the Chief Constable and the Scottish Fire and Rescue Service.

**Executive Lead: Chief Officer - Governance**

## **16. PLANNING DEVELOPMENT MANAGEMENT COMMITTEE**

### **PURPOSE OF COMMITTEE**

To ensure the effective undertaking of the Development Management and Building Standards duties of the Council.

### **REMIT OF COMMITTEE**

The Committee will:

1. determine all applications for consent or permission except those local applications which fall to be determined by an appointed officer under the adopted Scheme of Delegation or for which a Pre Determination Hearing has been held;
2. visit application sites where agreed;
3. make Orders and issue Notices;
4. approve development briefs and masterplans;
5. adopt non-statutory planning management guidance;
6. conduct pre-determination hearings in pursuance of the provisions contained within s38A of the Town and Country Planning (Scotland) Act 1997; and
7. determine an application for planning permission for a development where a pre determination hearing is held in terms of s38A of the Town and Country Planning (Scotland) Act 1997.

**Executive Lead: Chief Officer – Strategic Place Planning**

## 17. LICENSING COMMITTEE

### PURPOSE OF COMMITTEE

To deal with the functions of the Council in relation to all licensing matters under the Civic Government (Scotland) Act 1982 and all other Acts (not falling specifically within the remit of the Licensing Board or any other Committee) covering personal or other licences, certificates and permits. This includes but is not restricted to applications for Mandatory and Discretionary Licences under Civic Government (Scotland) Act 1982; and Miscellaneous Licences under other Legislation.

<b>Mandatory Licences</b>	
<ul style="list-style-type: none"> <li>• Metal Dealer Licences</li> </ul>	<ul style="list-style-type: none"> <li>• Houses in Multiple Occupation Licences</li> </ul>
<ul style="list-style-type: none"> <li>• Indoor Sports Entertainment Licences</li> </ul>	<ul style="list-style-type: none"> <li>• Knife Dealer Licences</li> </ul>
<ul style="list-style-type: none"> <li>• Skin Piercing and Tattoo Licences</li> </ul>	<ul style="list-style-type: none"> <li>• Taxi Booking Office Licences</li> </ul>
<ul style="list-style-type: none"> <li>• <u>Short-Term Lets Licences</u></li> </ul>	
<b>Discretionary Licences</b>	
<ul style="list-style-type: none"> <li>• Taxi and Private Hire Car Licences</li> </ul>	<ul style="list-style-type: none"> <li>• Public Entertainment Licences</li> </ul>
<ul style="list-style-type: none"> <li>• Taxi and Private Hire Car Driver Licences</li> </ul>	<ul style="list-style-type: none"> <li>• Late Hours Catering Licences</li> </ul>
<ul style="list-style-type: none"> <li>• Second Hand Dealer Licences</li> </ul>	<ul style="list-style-type: none"> <li>• Window Cleaner Licences</li> </ul>
<ul style="list-style-type: none"> <li>• Boat Hire Licences</li> </ul>	<ul style="list-style-type: none"> <li>• Sex Shop Licences</li> </ul>
<ul style="list-style-type: none"> <li>• Street Trader Licences</li> </ul>	<ul style="list-style-type: none"> <li>• Permission to organisations for public charitable collections and public processions</li> </ul>
<ul style="list-style-type: none"> <li>• Market Operator Licences</li> </ul>	
<b>Miscellaneous Licences under other Legislation</b>	
<ul style="list-style-type: none"> <li>• Houses in Multiple Occupation - Housing (Scotland) Act 2006</li> </ul>	
<ul style="list-style-type: none"> <li>• Registration of Private Landlords - Antisocial Behaviour etc. (Scotland) Act 2004</li> </ul>	
<ul style="list-style-type: none"> <li>• Theatre Licence – Theatres Act 1968</li> </ul>	
<ul style="list-style-type: none"> <li>• Cinema Licence - Cinemas Act 1985</li> </ul>	
<ul style="list-style-type: none"> <li>• Safety in Sports Grounds - Safety in Sports Grounds Act 1975</li> </ul>	

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### REMIT OF COMMITTEE

The Committee will:

1. determine applications for the grant, renewal, revocation, variation or suspension of any licence as appropriate;

2. determine applications and reviews for Houses in Multiple Occupation under the Housing (Scotland) Act 2006 (the responsibility for all other matters relating to the licensing of Houses in Multiple Occupation resting with the Operational Delivery Committee);
3. determine all other matters relating to licensing including the setting of taxi fares and the designation of taxi stances;
4. approve and monitor the Council's functions under the Safety of Sports Grounds Act 1975;
5. determine landlord registration applications under the Antisocial Behaviour Etc (Scotland) Act 2004;
6. determine film classifications under the Cinemas Act 1985;
7. determine theatre licences under the Theatres Act 1968; and
8. determine which of the optional licences they will invoke and which categories of activity within those licence categories shall be licenced under the Civic Government (Scotland) Act 1982.

## **18. LICENSING SUB COMMITTEE**

### **PURPOSE OF THE SUB COMMITTEE**

To act as the Licensing Committee in respect of applications referred by the Licensing Committee, or where there are items of urgent business to be determined.

### **REMIT OF THE SUB COMMITTEE**

The Sub Committee will:

1. determine any application referred to it by the Licensing Committee for the grant, renewal, revocation, variation or suspension of any licence; and
2. determine any urgent business placed before it by the Chief Officer - Governance or Chief Officer – Early Intervention and Community Empowerment relating to any matters falling within the remit of the Licensing Committee.

Members of the Sub Committee will be members of the Licensing Committee and the quorum will be 3 members.

**Executive Lead: Chief Officer – Governance**

## **19. PENSIONS COMMITTEE**

### **PURPOSE OF COMMITTEE**

To discharge all functions and responsibilities in respect of the Council's role as administering authority for the North East Scotland Pension Funds (NESPF). This includes managing the investment of the NESPF in accordance with the Local Government Pension Scheme (Management and Investment of Funds) (Scotland) Regulations 2010 and other relevant legislation.

The Committee will work alongside the Fund's Local Pension Board to consider any pension compliance matters raised.

Where reference is made to 'the Fund', this refers to the Main Fund (the North East Scotland Pension Fund) and the Transport Fund (the Aberdeen City Council Transport Fund).

### **REMIT OF COMMITTEE**

#### **1. Finance and Risk Management The**

Committee will:

- 1.1 approve the Funding Strategy Statement, produced in light of the Fund's assets and liabilities, and appoint or remove Fund Managers or new financial vehicles in furtherance of the strategy;
- 1.2 approve the budget and expenditure in connection with the administration of the Fund;
- 1.3 ensure that an effective system of internal financial control is maintained through scrutinising financial information presented to Committee;
- 1.4 ensure effective risk management of the Fund through monitoring of adherence to the Fund Risk Management Policy and regular scrutiny of the Fund risk register; and
- 1.5 determine applications for Admitted Body Status.

#### **2. Internal and External Audit The**

Committee will:

- 2.1 approve the annual audit plans in relation to the Fund; and
- 2.2 consider all reports prepared by the Council's Internal and External Auditors in relation to the Fund.

#### **3. Annual Report and Accounts The**

Committee will:

- 3.1 approve the Annual Report and Accounts, including the Annual Governance Statement.

#### **4. Legal Obligations**

The Committee will ensure:

- 4.1 compliance with the Local Government Pension Scheme (Scotland) Regulations as amended and with all other legislation governing the administration of the Fund; and
- 4.2 adherence to the principles set out in the Pension Regulator's Code of Practice.

## 5. Scrutiny

The Committee will:

- 5.1 monitor and approve the administration of the Local Government Pension Scheme (LGPS) in accordance with the LGPS (Scotland) Regulations 2018 and other relevant legislation; and
- 5.2 scrutinise the performance of Fund Managers, including in relation to environmental, social and governance (ESG) and voting matters, through regular performance reports to Committee.

**Executive Lead: Chief Officer – Finance**



## **20. GUILDRY AND MORTIFICATION FUNDS COMMITTEE**

### **PURPOSE OF COMMITTEE**

To consider applications for payments from certain charitable funds held by the Council which fall into two categories, the Guildry Funds and the Mortification Funds.

### **REMIT OF COMMITTEE**

The Committee will:

- 1.1 consider applications for payments and make recommendations on the appropriate level of allowance to be made.
- 1.2 receive reports from the Lord Dean of Guild in respect of Burgess activity and business.

**Executive Lead: Chief Officer – Finance**

## **21. ABERDEEN CITY REGION DEAL JOINT COMMITTEE**

The Aberdeen City Region Deal Joint Committee is a Joint Committee established by Aberdeen City Council and Aberdeenshire Council (the “Constituent Authorities”) under s56 and s57 of the Local Government (Scotland) Act 1973.

The creation of the Joint Committee represents the joint commitment of the Constituent Authorities and Opportunity North East (“ONE”) to support and oversee the implementation of the Aberdeen City Region Deal.

In particular it shall have the power to:

1. Approve Business Cases for City Region Deal projects and any other related documentation with the exception of those where approval is reserved to either or both of the Constituent Authorities.
2. Make recommendations to the Constituent Authorities and ONE in respect of projects within the City Region Deal Strategic and Policy plans.
3. Monitor the effectiveness of the implementation and the delivery of the City Region Deal and to report to the Constituent Authorities on progress.
4. Receive updates from the United Kingdom and Scottish Governments in connection with any aspect of the City Region Deal, projects relating to the Memorandum of Understanding signed by the United Kingdom and Scottish Governments and the Constituent Authorities or additional United Kingdom and Scottish Government investment and any related projects.
5. Approve (i) the overall programme funding for the City Region Deal; and (ii) the detailed breakdown and use of the Constituent Authorities’ financial contributions to the City Region Deal in relation to such overall programme funding for the City Region Deal where this relates to programme funding already committed and approved by the relevant Constituent Authority.
6. Approve operational expenditure within agreed Aberdeen City Region Deal Joint Committee budgets allocated by the Constituent Authorities and/or ONE in order to further the aims of the City Region Deal.
7. Provide feedback to the United Kingdom Government and Scottish Government on the implementation of the City Region Deal and any strategic, economic or infrastructure activities associated with the City Region Deal.
8. Appoint three representatives and three named substitutes of ONE to the membership of the Joint Committee.

These terms of reference will be kept under review by the Constituent Authorities, ONE and the Joint Committee throughout the implementation of the City Region Deal to ensure sufficient accountability of public funds provided through City Region Deal funding.

**Executive Lead for the Council: Chief Officer – City Growth**

## **22. NORTHERN ROADS COLLABORATION JOINT COMMITTEE**

The Northern Roads Collaboration Joint Committee is a Joint Committee established by Aberdeen City Council, Aberdeenshire Council, Angus Council, Argyll and Bute Council, Comhairle nan Eilean Siar, The Highland Council, The Moray Council and The Orkney Islands Council (the “Constituent Authorities”) under s56 and s57 of the Local Government (Scotland) Act 1973.

The Joint Committee undertakes to appoint two named representatives from each Constituent Authority to its membership.

The creation of the Joint Committee represents the joint commitment of the Constituent Authorities to work collaboratively for the joint discharge of road and road-related functions, including ports and harbours (the “Roads Collaboration”).

In particular it shall have the following powers:

1. To identify suitable projects and initiatives for Roads Collaboration and to make recommendations to Constituent Authorities.
2. To make recommendations to Constituent Authorities in respect of resource contribution, funding arrangements and budget setting for projects and initiatives for Roads Collaboration.
3. To manage resources and approve operational expenditure within agreed Joint Committee budgets for Roads Collaboration.
4. To monitor the effectiveness of the Roads Collaboration and to identify potential improvements and efficiencies.
5. To approve an annual performance report and financial statement for the reporting year on Roads Collaboration.
6. To approve and amend Standing Orders for the Joint Committee and any of its SubCommittees.
7. To appoint the Chair and Vice Chair of the Joint Committee and any of its Sub-Committees.
8. To make arrangements for the provision of business support services for the Joint Committee and any of its Sub-Committees.

**Executive Lead for the Council: Chief Officer – Operations**

## **23. SPECIAL LICENSING OBJECTIONS COMMITTEE**

### **PURPOSE OF COMMITTEE**

To consider whether the committee should submit an objection or representation to an application for a premises licence or occasional licence.

### **REMIT OF COMMITTEE**

The Committee will hear from elected members who wish for an objection or representation to be lodged against any application for a premises licence or an occasional licence.

### **PROCESS**

- 1.1 A meeting of the Committee will be called by the Chief Officer - Governance on the instruction of the Convener, if the Convener is satisfied that the request by an elected member for the Committee to be convened is competent. A request will be deemed competent if the proposed objection or representation relates to the sale of alcohol and is based on one of the licensing objectives.
- 1.1 Where practicable, Members of the Committee will be invited to attend a short training session on licensing objectives prior to the commencement of the Committee.
- 1.1 The elected member who asked for the Committee to be called will set out their reasons for the proposed objection or representation, which should be based on licensing objectives.
- 1.1 If the Committee determines to submit an objection or representation to a premises or occasional licence, this will be lodged in the name of the Convener of the Committee, unless the Convener determines otherwise, in which case it will be lodged in the name of the elected member who requested for the Committee to be convened.

**Executive Lead: Chief Officer - Governance**



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# Powers Delegated To Officers

Approved by Council ~~3 March 2021~~  
February 2022



## POWERS DELEGATED TO OFFICERS

### DEFINITIONS, PRINCIPLES AND INTERPRETATION

#### DEFINITIONS

**The Council** means Aberdeen City Council.

**ACC Procurement Regulations** means the Aberdeen City Council Procurement Regulations.

**ACC Financial Regulations** means Aberdeen City Council's Financial Regulations.

**Chief Officers means:-**

- (i) the Chief Executive and Directors of the Council;
- (ii) Council officers whose job titles include the term "Chief Officer";
- (iii) the Council's Head of Commercial and Procurement;
- (iv) the Chief Officer of the Aberdeen City Health and Social Care Partnership; and
- (v) the Chief Finance Officer of the Aberdeen City Health and Social Care Partnership.

**Scheme of Governance** means the Council's Scheme of Governance, comprising the Committee Terms of Reference; Powers Delegated to Officers; Standing Orders for Council, Committee and Sub Committee Meetings; ACC Financial Regulations; ACC Procurement Regulations; and Member Officer Relations Protocol.

#### PRINCIPLES

1. This Powers Delegated to Officers document applies from 1 April ~~2022~~2021 and sets out the powers delegated by the Council to officers, pursuant to the Local Government (Scotland) Act 1973. This Powers Delegated to Officers document is intended to facilitate the efficient conduct of Council business by clearly setting out the nature and extent of the powers delegated to officers by the Council.
2. The powers delegated to officers in terms of this Powers Delegated to Officers document are subject to change by decision of the Council in accordance with the Scheme of Governance.
3. The Local Government (Scotland) Act 1973 requires the Council to maintain a list specifying those powers which are exercisable by officers and stating the titles of those officers. This Powers Delegated to Officers document is produced in compliance with that duty.
4. Any delegation made to an officer under this Powers Delegated to Officers document shall not prevent the Council or relevant Committee or Sub Committee from exercising the power so delegated provided that the matter in question has not already been determined.
5. This Powers Delegated to Officers document does not permit delegation to an officer of a power which is reserved to the Council or one of its Committees or Sub-Committees.
6. The Council shall exercise all its powers and duties in accordance with the law and the Council's constitutional documents. In particular, the exercise of any power contained within this Powers Delegated to Officers document shall be in accordance with the provisions of the Scheme of Governance and shall be subject to there being sufficient funding available to cover the costs of exercising that power. In exercising such a power, the relevant officers shall have due regard to relevant Council policy.

In exercising such a power, the relevant officers should be mindful of the potential for political sensitivity or controversy and, where appropriate, should consider consulting with elected members



or referring the matter to Council or one of its Committees or Sub Committees. Some of the powers contained herein expressly require consultation with elected members.

7. Except where prohibited by law, Chief Officers may sub-delegate any of their delegated powers to their deputies or such other officer(s) as they may consider appropriate. Any such sub-delegations shall be made in writing or confirmed in writing as soon as reasonably practicable. Chief Officers will remain accountable for decisions taken by their sub-delegates. Section 50G of the Local Government (Scotland) Act 1973, regarding maintenance of a list of powers exercisable by officers, shall be complied with.
8. An interim Chief Officer, or an individual formally acting up as a Chief Officer, shall be treated as a Chief Officer for the purposes of this Powers Delegated to Officers document.
9. In the event that a Chief Officer is unavailable, his/her deputy, the Chief Executive (including his/her nominee) or the relevant Director of the Council will have delegated authority to take urgent decisions in the absence of the Chief Officer in question.
10. The Council's Risk Appetite Statement, which sets out how the Council balances the risks and opportunities in pursuit of delivering the outcomes set out within the Local Outcome Improvement Plan (LOIP) and associated strategies, should provide guidance to officers when making decisions under this Powers Delegated to Officers document.

#### **INTERPRETATION**

1. References to any legislation, circulars, directions, plans, policies, procedures, regulations and guidance include reference to those things as re-named, amended, replaced or superseded and are to be taken as referring to the nearest equivalent as may exist from time to time. References to any legislation include all subordinate legislation made under that legislation from time to time.
2. References to any committees, departments, services and officer titles include reference to those things as re-named, amended, replaced or superseded and are to be taken as referring to the nearest equivalent as may exist from time to time.
3. All references to the doing of any thing or the taking of any action, step or measure, except where the context otherwise requires, include reference to the instructing of or arranging for same.
4. All references to the signing, serving, giving or issuing of any notice or other document include reference to any and all of those actions (and instructing or arranging for such serving, giving or issuing).
5. References to "officers", "staff" and "employees" mean those of the Council, except where the context otherwise requires. [References to the Lord Provost, the Leader of the Council, the Business Manager, Conveners and other elected members include references to their nominees. For the avoidance of any doubt, such nominees must be elected members of the Council.](#)
6. References to "including" (and "include" and any variation thereof) mean including without limiting the generality of any description preceding such term.
- ~~7.~~ [In the event of any conflict or inconsistency between this Powers Delegated to Officers document and any legislation or rule of law, that legislation or rule of law shall prevail. In the event of any incorrect citation of, or reference to, legislation in this Powers Delegated to Officers document, the relevant provision\(s\) of this Powers Delegated to Officers document shall be read as referring to the correct legislation.](#)
- ~~7.8.~~ [For the avoidance of any doubt, references to the North East Scotland Pension Fund include references to the Aberdeen City Council Transport Fund.](#)

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4. **Director Of Commissioning**

**Chieft** Officer - City Growth

Head Of Commercial And Procurement Chief

Officer - Governance

Chief Officer - Strategic Place Planning

5. **Chief Operating Officer** Chief

Officer - Education

## 1. GENERAL DELEGATIONS TO CHIEF OFFICERS

The following General Delegations may be exercised by any Chief Officer - but **only in relation to a function or matter which falls within their remit or area of responsibility**. This is subject to any express restriction of the exercise of the power to certain Chief Officers only.

1. To exercise any powers conferred on Council officers by any Management Rules or Byelaws made under the Civic Government (Scotland) Act 1982 or Local Government (Scotland) Act 1973 respectively.
2. To authorise officers within their function or service to exercise all or any of the statutory powers which have been allocated by the Council to their function or service, with any such authorisations being documented.
3. To sign, give, issue and serve:
  - a. statutory notices, statutory orders and other statutory documents, and
  - b. other notices, orders and documents of a legal nature (except, [unless otherwise authorised in terms of this Powers Delegated to Officers document](#), deeds and contracts),
4. and to exercise any powers pursuant to any such notices, orders and documents.
4. To offer services of staff to other local authorities public bodies or statutory bodies in emergencies where the protection of the public is at risk or where such services are otherwise deemed by the Chief Executive to be essential in the circumstances and thereafter report the matter to a future meeting of committee detailing the costs and circumstances of such action.
5. To make visits and attend events, meetings, conferences, courses and seminars (and to authorise members of staff to so visit and attend) within the United Kingdom, where s/he considers this to be in the interests of the Council and sufficient budgetary provision exists to cover the cost.
6. To authorise settlement or repudiation of any claim made against the Council (whether by litigation or otherwise), following consultation with the Chief Officer - Governance, and provided that sufficient budgetary provision exists to cover any payment to be made in settlement.
7. To instruct the raising by the Council of any court or tribunal proceedings, or the taking by the Council of any other legal action, and to instruct the enforcement of any orders or decrees obtained thereby.
8. To instruct the defence by the Council of any court or tribunal proceedings, or other legal action, raised or taken against the Council.
9. To approve expenditure under the Council's Relocation Policy provided that sufficient budgetary provision exists to cover such expenditure.
10. To accept gifts on behalf of the Council and to record such gifts in accordance with the Council's policy on gifts and hospitality.
11. To incur expenditure not exceeding £500 on any one occasion on the provision of appropriate hospitality to members and officers of national government, local authorities or public authorities visiting the city, or to consultants or others assisting or co-operating with officers of the Council in carrying out any of the Council's functions provided that the expenditure can be met from existing budgets.
12. To exercise all powers delegated to him/her as a Chief Officer in terms of the ACC Procurement Regulations.

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13. To exercise all powers delegated to him/her as a Chief Officer in terms of the Inter-Authority Agreement 3 relating to the NESS Energy Project.
14. To approve changes in hours for existing posts, provided that sufficient budgetary provision exists.
15. To approve termination of service on medical or capability grounds where such a course of action is supported by a recommendation by the Council's occupational health provider; and to approve termination of service on grounds of trust or confidence or on any other lawful grounds.
16. To take all decisions regarding employment, retirement, dismissal and training of staff in terms of the Council's Conditions of Service and the Council's employment policies.
17. To make changes to job titles where there are no changes to the post.
18. To submit requests to the Chief Officer – People and Organisational Development and the Chief Officer – Finance for their approval:
  - ~~in line with~~ through normal agreed processes, of changes in respect of staff resources including proposed restructuring, establishing/disestablishing posts, converting or making changes to posts and making changes to jobs in respect of staff resources including proposed restructuring, establishing/ disestablishing posts, converting or making changes to posts changing grades, temporary or one off amendments to pay, following consultation with the Chief Officer – Finance and with the relevant trades unions, in line with our FAIR agreement; and.
  - 18. • of recruitment to fixed term and permanent posts within the existing Functional structure.
19. To make appointments to all posts below the level of Chief Officer and to any Chief Officer posts which are below second tier level.
20. To agree to acquire second hand goods up to a value of £50,000 without a competitive quotation being obtained, provided that he/she obtains in writing (including e-mail) the prior agreement of the Head of Commercial and Procurement before effecting the purchase and that the ACC Procurement Regulations are otherwise complied with.
21. To create and amend procedures, protocols and guidance.
22. To implement Council decisions and policies.
23. To authorise, following consultation with the Head of Commercial and Procurement, the entering into, variation, extension or termination of any:
  - a. non-disclosure agreements in relation to commercial matters; or
  - b. confidentiality agreements in relation to commercial matters.
24. To authorise, following consultation with the Chief Officer – ~~Data and Insights~~ Governance:
  - a. the entering into, variation, extension or termination of any contract, agreement, protocol, memorandum of understanding or other document relating wholly or mainly to the sharing or processing of information; and
  - b. the entering into of any variation to any contract, agreement, protocol, memorandum of understanding or other document where that variation relates wholly or mainly to the sharing or processing of information.
25. To approve applications for grant funding and, Thereafter, following consultation with the Convener of the City Growth and Resources Committee, to authorise the acceptance of ~~the~~ grant

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funding (whether or not it was applied for) and to sign any documentation relating to the grant funding, provided that ~~the any~~ terms and conditions of such funding have been approved by the Chief Officer - Finance and the Head of Commercial and Procurement. ~~Expenditure of such grant funding may then be approved by the relevant Chief Officer provided that sufficient budgetary provision exists to meet any match funding obligations. Any expenditure is subject to the terms and conditions and in compliance with the ACC Procurement Regulations and Financial Regulations in all respects other than approval of expenditure. Expenditure of such funding is subject to compliance with the ACC Procurement Regulations where applicable.~~

26. To approve the making of:
  - a. grants (each with a maximum value of £15,000) to organisations; and
  - b. grants, awards or prizes (each with a maximum value of £2,500) to individuals,following consultation with the Chief Officer - Finance, and provided that sufficient budgetary provision exists and the grant, award or prize is made subject to terms and conditions approved by the Head of Commercial and Procurement.
27. To approve the terms and conditions for grants approved as part of the budget process, following consultation with the Head of Commercial and Procurement.
28. To approve purchase orders and authorise payments; and to approve officer signatory lists and officer authorisation levels in relation to the raising and approval of purchase orders and the authorisation of payments.
29. Following consultation with the Chief Officer - Governance or the Head of Commercial and Procurement as appropriate, to approve the entering into of any contractual, legal or other documentation which may be necessary or expedient in connection with the proper exercise of any power, or the proper taking of any decision, by the Chief Officer in question which has been hereby delegated, and in compliance with the ACC Procurement Regulations.
30. To purchase equipment, goods and services where the expenditure has been approved by the Council, in compliance with the ACC Procurement Regulations and ACC Financial Regulations.
31. To approve responses to requests for information made under the Freedom of Information (Scotland) Act 2002 and the Environmental Information (Scotland) Regulations 2004 and to take any other action in connection with such requests; and to authorise other officers to approve such responses or take such action.
32. To approve responses to complaints made to the Council and to take any other reasonable and proportionate action in relation to such complaints and to authorise other officers to approve such responses or take such action, all in terms of the Complaints Handling Procedure.
33. To take action under the Council's Unacceptable Actions Policy and authorise other officers to take such action.
34. To appoint persons (i) as interim Chief Officers; or (ii) to act up as Chief Officers.
35. To produce, publish and issue reports required or requested of the Council by legislation, the UK or Scottish governments, regulatory bodies or other external bodies and notify the relevant Convener.
36. Following consultation with the Chief Officer - Governance, and notification or consultation with Trade Unions in accordance with the Trade Union Consultation protocol where appropriate, to make:

- amendments to Council policy in order to reflect the law, Council or committee decisions, government guidance, regulators' guidance and other Council policies; and
  - minor or inconsequential amendments to Council policies including, but not limited to, the correction of obvious, technical or clerical errors and taking account of changes to any names or titles.
37. When acting as Duty Emergency Response Coordinator (DERC): take, or arrange for the taking of, any action on behalf of the Council which s/he considers necessary in the event of:
- an emergency (as "emergency" is defined in the Civil Contingencies Act 2004); and/or
  - any incident or situation that requires the implementation of special arrangements in order to:
    - a. maintain statutory services at an appropriate level;
    - b. support the emergency services and other organisations involved in the immediate response;
    - c. provide support services for the community and others affected by the incident;
    - d. enable the community to recover and return to normality as quickly as possible; and/or
    - e. provide aid to other local authorities,
- ▲with any such action being reported to a future meeting of the Council or relevant committee or sub committee as an item on the agenda.
38. When acting as DERC, to implement, or arrange for the implementation of, the provisions of the Civil Contingencies Act 2004 and the Civil Contingencies Act 2004 (Contingency Planning) (Scotland) Regulations 2005.
39. To determine Participation Requests (requests by community participation bodies to participate in outcome improvement processes) under the Community Empowerment (Scotland) Act 2015; and to inform the Business Manager, and members of affected wards, of the receipt and determination of any such requests.
40. To order the cessation of any work which is in breach of health and safety legislation or which otherwise poses an unacceptable risk of harm or loss.
41. To operate the Scheme of Virement as set out within the ACC Financial Regulations.
42. To provide a Council response to an external consultation, thereafter to make a copy of the response available to all elected members. A response to an external consultation on a strategic matter can only be submitted following consultation with the Leader of the Council.
43. **Chief Executive and Directors only:** To transfer or reallocate staff, activities, responsibilities and functions within the Council's Functional Structure, whether on an interim or permanent basis. For the avoidance of any doubt, this delegated power does not cover such transfers to outside organisations.
44. To waive fees where the Chief Officer considers this to be appropriate.
45. To provide references or testimonials for current or former service providers, contractors or consultants of the Council.
46. To approve the making of payments from the funds of trusts in respect of which:

- a. the Council is sole trustee or the only trustees are elected members of the Council, and
- b. that Chief Officer is the lead Council officer, following consultation with the Chief Officer – Finance and provided always that such payments are in accordance with the relevant trust deeds.

**47.** Following consultation with the Chief Officer - Finance, to:

a. accept bequests and donations (of money and property, other than land or buildings) which relate to a function or matter within their remit or area of responsibility as Chief Officer and to take or instruct any actions which they deem appropriate in relation to such acceptance, subject to the ACC Council's Financial Regulations and ACC Procurement Regulations; and-

**47.** b. approve the sale or other use of such property in accordance with any terms applying to the bequest or donation, subject to the ACC Financial Regulations. Expenditure of a monetary bequest or donation, or of money realised from the sale of property which is the subject of a bequest or donation, is subject to compliance with the ACC Procurement Regulations where applicable.

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**48.** Following consultation with the relevant Convener and the Chief Executive, to authorise the Chief Officer – Early Intervention and Community Empowerment, Chief Officer – Governance and Chief Officer – Strategic Place Planning to determine any matter on behalf of Licensing Committee, Licensing Sub-Committee or Planning Development Management Committee in exceptional circumstances. Any such action to be notified to members of the relevant committee or sub-committee.

**49.** To approve the use, subject to appropriate conditions, by other persons or organisations of photographs or other visual, audio or written material owned by the Council. Where no charge is to be made for such use, the conditions must be approved by the Chief Officer – Governance. Where a charge is to be made for such use, the conditions must be approved by the Head of Commercial and Procurement.

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This power:

- does not include use of the Council's crests and the coat of arms of Aberdeen, in respect of which the Chief Officer – Governance has a delegated power; and
- is subject to Standing Order 39 (Filming, Photographing and Recording of Meetings) of the Council's Standing Orders for Council, Committee and Sub Committee Meetings.

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**50.** To undertake Trade Union and staff consultation on all matters within delegated authority in line with our statutory duties, employment law and the FAIR agreement.

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**48.** 51. To approve, following consultation with the Chief Officer – Governance, the appointment of any officer within the relevant Chief Officer's function or cluster as a trustee of a trust following upon a request by another party that the officer (by reason of the Council office they hold) should become such a trustee.

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## 2. CHIEF EXECUTIVE

1. To take, or arrange for the taking of, any action on behalf of the Council which s/he considers necessary in the event of:
  - an emergency (as “emergency” is defined in the Civil Contingencies Act 2004), and/or
  - any incident or situation that requires the implementation of special arrangements in order to:
    - a. maintain statutory services at an appropriate level;
    - b. support the emergency services and other organisations involved in the immediate response;
    - c. provide support services for the community and others affected by the incident;
    - d. enable the community to recover and return to normality as quickly as possible; and/or
    - e. provide aid to other local authorities,

with any such action being reported to a future meeting of the Council or relevant committee or sub committee as an item on the agenda.

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2. To implement, or arrange for the implementation of, the provisions of the Civil Contingencies Act 2004 and the Civil Contingencies Act 2004 (Contingency Planning) (Scotland) Regulations 2005.
3. Following consultation with the Chief Officer - Governance and the Chief Officer – People and Organisational Development, to authorise a settlement agreement with an employee below Chief Officer level, including in relation to his/her leaving the Council’s employment.
4. Following consultation with the Chief Officer – Governance, the Chief Officer – People and Organisational Development and the Leader of the Council, to authorise a settlement agreement with an employee of Chief Officer level, including in relation to his/her leaving the Council’s employment.

### 3. DIRECTOR OF CUSTOMER

#### CHIEF OFFICER - CUSTOMER EXPERIENCE

##### Revenues and Benefits

1. To administer, collect, pursue and enforce recovery of council tax and non-domestic rates in accordance with appropriate regulations, legislation and council policy.
2. To assess and determine housing benefit claims, council tax reduction applications and the scheme for discretionary housing payments, grant benefit and reductions in accordance with appropriate regulations and determine appeals on such applications and claims.
3. To administer the Scottish Welfare Fund in accordance with the terms of the Welfare Funds (Scotland) Act 2015 and associated delegated legislation.
4. To write off debt in accordance with the ACC Financial Regulations.
5. To enforce recovery of Housing Benefit Overpayments and unpaid Penalty Charges and Bus Lane Charges in accordance with appropriate regulations, legislation and Council policy.
6. To issue employment permits and otherwise discharge the Council's duties in relation to the employment of children under the Aberdeen City Council Byelaws on the Employment of Children 2015, in accordance with the Children and Young Persons (Scotland) Act 1937 and other legislation relating to the employment of children.
7. To license stage or theatrical performances by children, and to amend or revoke such licences whether issued by the Council or by another local authority, in accordance with the Children and Young Persons (Scotland) Act 1937, the Children and Young Persons Act 1963 and associated regulations.
8. To award Education Maintenance Allowances (section 73(f) of the Education (Scotland) Act 1980) in accordance with criteria and limits set by the Scottish Government
9. To administer and award School Clothing Grants (section 23 of the Education (Scotland) Act 2016) which amends the Education Scotland Act 1980
10. To administer the Blue Badge Scheme in accordance with the Chronically Sick and Disabled Persons Act 1970 and associated regulations.

##### Payroll

11. To administer the Council's payroll system.

##### Finance

- ~~12.~~ 12. To collect, pursue and enforce recovery of all service income due to the Council, ~~excluding housing rents,~~ in accordance with appropriate regulations and legislation.
13. To collect, pursue and enforce recovery of Council house unpaid rent in accordance with legislation.
14. To sign and to serve (and to authorise officers to sign and to serve) Notices of Proceedings for Recovery of Possession of Council houses, in terms of the Housing (Scotland) Act 2001.

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**15.** To instruct the raising on behalf of the Council of proceedings for recovery of possession of Council houses on any of the grounds specified in Part 1 of schedule 2 to the Housing (Scotland) Act 2001 or otherwise in terms of that Act or on any other lawful grounds.

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**Appeals - Parking, Bus Lanes and other Enforcement Activity**

**13-16.** To undertake, arrange to be undertaken, authorise and instruct, and to appoint and authorise officers in the Parking and Bus Lane Appeals Team and other officers to undertake, arrange to be undertaken, authorise and instruct, all activity relating to parking enforcement in terms of (where applicable) the Road Traffic Act 1991, Road Traffic (Permitted Parking Area

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and Special Parking Area) (Aberdeen City Council) Designation Order 2003, Road Traffic Regulation Act 1984 and any other relevant legislation. This delegated power includes (but is not limited to):

- a. issuing, and authorising officers in the Parking and Bus Lane Appeals Team and other officers to issue, Notices to Owner, Notices of Rejection and Charge Certificates; and
- b. taking, and authorising officers in the Parking and Bus Lane Appeals Team and other officers to take or arrange to be taken, any appropriate actions in relation to Notices to Owner, Notices of Rejection and Charge Certificates (such actions including, but not being limited to, considering and responding to representations, responding to the Parking and Bus Lane Tribunal for Scotland and instructing recovery action in relation to unpaid charges).

**14-17.** To undertake, arrange to be undertaken, authorise and instruct, and to authorise officers in the Parking and Bus Lane Appeals Team and other officers to undertake, arrange to be undertaken, authorise and instruct, all activity relating to bus lane enforcement in terms of (where applicable) the Road Traffic Regulation Act 1984, the Aberdeen City Council (Bus Lanes in Aberdeen) (Amendment) Order 2009, the Bus Lane Contraventions (Charges, Adjudication and Enforcement) (Scotland) Regulations 2011 and any other relevant legislation. This delegated power includes (but is not limited to):

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**a-c.** issuing, and authorising officers in the Parking and Bus Lane Appeals Team and other officers to issue, Charge Certificates; and

**b-d.** taking, and authorising officers in the Parking and Bus Lane Appeals Team and other officers to take or arrange to be taken, any appropriate actions in relation to Charge Notices and Charge Certificates (such actions including, but not being limited to, considering and responding to representations, responding to the Parking and Bus Lane Tribunal for Scotland and instructing recovery action in relation to unpaid charges).

**15-18.** To undertake, authorise and instruct, and to appoint and authorise officers in the Parking and Bus Lane Appeals Team (and other officers) to undertake, all activity relating to the processing and issue of parking permits in terms of (where applicable) the Road Traffic Act 1991, Road Traffic (Permitted Parking Area and Special Parking Area) (Aberdeen City Council) Designation Order 2003, Road Traffic Regulation Act 1984 and any other relevant legislation.

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This delegated power includes (but is not limited to) issuing, and approving and rejecting applications for:

- contractor parking permits;
- permits for NHS medical staff (e.g. Doctors/GPs);
- permits for contractor NHS care staff; • monthly permits for off street car parks; and
- permits for Aberdeen City Council staff.

and authorising officers in the Parking and Bus Lane Appeals Team and other officers to issue such permits and approve or reject applications for such permits.

**Freedom of Information (FOI)/Environmental Information Regulations (EIR) Reviews**

**196.** To create, implement and amend procedures concerning review by the Council of its actions and decisions in relation to requests for information made under the Freedom of Information (Scotland) Act 2002 and the Environmental information (Scotland) Regulations 2004 and to take any actions or decisions in relation to such procedures, including:

- a. determining whether a requirement for review is valid, seeking clarification from applicants where necessary and closing off requirements where sufficient clarification has not been timeously provided;
- b. determining the type of review to be undertaken in each case; and approval of officers to be members of review panels;
- ~~b.~~ and to authorise officers to take any such actions or decisions.

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### **CHIEF OFFICER – DATA AND INSIGHTS**

1. To put in place an appropriate framework and internal controls across all functions which provide assurance of effective and efficient organisational performance against the Council's outcomes.
2. To put in place an appropriate control environment and effective internal controls which provide assurance of adherence with the requirements of Statutory Performance Indicators for the statutory duty of Public Performance Reporting.
3. To appoint a Data Protection Officer for the Council and to approve, implement and amend procedures relating to data protection.
4. To update and maintain Locality Improvement Plans.

## **CHIEF OFFICER - DIGITAL AND TECHNOLOGY**

1. ~~To determine the specification and implementation of all hardware and software digital solutions adopted for use within the Council, engage with potential suppliers and to pilot new information and communications technologies (ICT) systems, subject to the ACC Procurement Regulations.~~
2. ~~To secure the Council's digital infrastructure and information assets, including the application or removal of restrictions and tools to balance the needs of business against the risk of cyber attack, determine and implement hardware and software ICT solutions, including the application or removal of restrictions and tools, to meet business needs and to protect the security of the Council's ICT systems.~~
- ~~2.3.~~ To engage with potential suppliers and to pilot new digital technologies, subject to the ACC Procurement Regulations.
- ~~3.4.~~ To alter ICT service hours and availability of ICT support.

## CHIEF OFFICER - EARLY INTERVENTION AND COMMUNITY EMPOWERMENT

### Libraries

1. To exercise statutory powers to provide and manage public libraries; to provide and manage the Council's library and information service.
2. To prescribe loan periods for articles borrowed from the Council's libraries and collections; and to make charges for the borrowing of items, other than books or periodicals from the Council's collections or the provision of any service provided at libraries.
3. To grant permission for the reproduction of photographs, documents or books and to impose appropriate charges.
4. To grant applications for permission to use accommodation within the Central Library or any community library on the usual terms, conditions and charges applying thereto.

### Community Learning

5. To attend to the general management of community centres and community learning centres within the Council's ownership and, following determination of funding provision by Full Council, to issue funding letters to the relevant organisations.
6. To manage the Creative Learning Programme.
7. To provide programmes of adult education.
8. To create and deliver the Community Learning and Development Plan

### Housing Allocations

9. To allocate Council homes in accordance with the Council's letting and allocation policies.

### Housing Tenancies

10. To manage Council tenancies and housing estates in line with service policies, tenancy agreements and relevant legislation including, but not limited to, the various Housing (Scotland) Acts; and to sign, and authorise officers to sign, tenancy agreements relating to Council houses.
11. To sign ~~and to serve (and to authorise officers to sign and to serve), and to authorise Local Housing Managers to sign,~~ Notices of Proceedings for Recovery of Possession of Council houses, in terms of the Housing (Scotland) Act 2001.
12. To instruct the raising on behalf of the Council of proceedings for recovery of possession of Council houses on any of the grounds specified in ~~paragraphs 1—15 inclusive of~~ Part 1 of schedule 2 to the Housing (Scotland) Act 2001 or otherwise in terms of that Act or on any other lawful grounds.
13. To deal with cases of unauthorised or irregular occupation of Council houses by persons other than the tenant and to instruct the raising on behalf of the Council of proceedings for recovery of possession of such Council houses.
14. To make decisions, and take or instruct all necessary action, in relation to succession to Council house tenancies and vacancy and abandonment of Council houses.

15. To authorise home loss and discretionary payments under the provisions of the Land Compensation (Scotland) Act 1973, schedule 2 of the Housing (Scotland) Act 2001 and related legislation, regulations and guidance.

16. To authorise Area Housing Managers to either terminate or continue within the various categories of tenancy and to grant or decline future applications from organisations to lease Council-owned HRA properties.

~~16-17.~~ To collect, pursue and enforce recovery of Council house unpaid rent in accordance with legislation.

#### **Housing Revenue Account**

17-18. To authorise payments from the Housing Revenue Account as required to maintain the wellbeing of tenants.

18-19. To maintain a current Housing Revenue Account Business Plan.

19-20. To write off, following consultation with the Chief Officer – Customer Experience, Former Tenants’ Arrears and associated housing debts in accordance with the ACC Financial Regulations, reporting any such instances to City Growth and Resources Committee.

#### **Property Factoring**

210. To act as the Responsible Person for the purposes of section 3 of the Property Factors (Scotland) Act 2011.

#### **Communities**

21-22. To administer funding, develop and maintain appropriate governance arrangements for the Fairer Aberdeen Fund and the Common Good Fund.

22-23. To deliver participatory budgeting, following consultation with the Convener of the City Growth and Resources Committee and the Chief Officer - Finance, provided that sufficient budgetary provision exists for the purpose for which the participatory budgeting process is being delivered.

23-24. Following consultation with the Chief Officer - Governance, to create, amend and implement procedures concerning the Community Empowerment (Scotland) Act 2015, including in relation to Participation Requests, all in accordance with Council policy.

24-25. To undertake and report to Committee on the Council’s Child Poverty Action Plan and Child Poverty Action Report.

#### **Homelessness**

25-26. To undertake the Council’s statutory responsibilities in terms of the Prevention of Homelessness and Homelessness provision in line with the Housing (Scotland) Acts.

26-27. To create and monitor the implementation of the Council’s Rapid Rehousing Transition Plan.

27-28. To provide out of hours emergency services for homeless persons, including the carrying out of urgent repairs.

28-29. To assess homeless applications and provide a range of temporary and permanent accommodation in accordance with the Housing (Scotland) Acts and Homelessness (Scotland) Act 2003.

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**29-30.** To administer a homelessness prevention fund in order to prevent and reduce instances of homelessness.

**30-31.** To increase the relative priority of homeless families and couples where the short-term supply and demand for housing is impacting on the Council's statutory duty to offer appropriate permanent housing.

**31-32.** To write off debts, following consultation with the Chief Officer – Customer Experience, in relation to homelessness in accordance with the ACC Financial Regulations.

#### **Antisocial Behaviour**

**32-33.** To prepare and review a Local Antisocial Behaviour Strategy, in consultation with the Chief Constable of the Police Service of Scotland, as required by Part 1 of the Antisocial Behaviour etc. (Scotland) Act 2004.

**33-34.** To authorise relevant officers to implement Part 5 of the Antisocial Behaviour etc. (Scotland) Act 2004.

**34-35.** To authorise applications for Antisocial Behaviour Orders (ASBOs) and interim ASBOs, to revoke or extend ASBOs, and the taking of other legal actions or measures under the Crime and Disorder Act 1998 and the Antisocial Behaviour etc. (Scotland) Act 2004.

**35-36.** To authorise action under Part 7 (Housing: Antisocial behaviour notices) of the Antisocial Behaviour etc. (Scotland) Act 2004.

#### **Equalities**

**36-37.** To manage and support encampments of Gypsy and Travelling Community to ensure that the needs of both the Gypsy and Travelling Community and the settled community are being met and liaise with the Chief Officer - Governance in cases of unauthorised encampments in considering whether to seek legal action for eviction on Council owned land.

**37-38.** To provide services to travelling persons including, but not limited to, the management and maintenance of a site for travelling persons.

**38-39.** To ensure that the Council complies with the Equality Act 2010 and its public sector general equality duty and specific equalities duties.

**39-40.** To engage with marginalised and seldom heard equality and communities of interest groups so that their issues and needs can be identified and addressed where appropriate in Council policy, plans and strategies.

**40-41.** To develop, publish, support, monitor and review the Council's Gaelic Action Plan.

**41-42.** To develop, publish, support, monitor and review the Council's BSL (British Sign Language) Action Plan.

#### **Parking, Bus Lanes and other Enforcement Activity**

**42-43.** To undertake, arrange to be undertaken, authorise and instruct, and to appoint and authorise officers (whether City Wardens, officers in the Parking and Bus Lane Appeals Team or other officers) to undertake, arrange to be undertaken, authorise and instruct, all activity relating to parking enforcement in terms of (where applicable) the Road Traffic Act 1991, Road Traffic (Permitted Parking Area and Special Parking Area) (Aberdeen City Council) Designation Order 2003, Road Traffic Regulation Act 1984 and any other relevant legislation. This delegated power includes (but is not limited to):

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- a. appointing and authorising City Wardens and other officers to be parking attendants and to issue Penalty Charge Notices; and
- b. taking, and authorising officers in the Parking and Bus Lane Appeals Team and other officers to take or arrange to be taken, any appropriate actions in relation to the immobilisation, removal, storage and disposal of vehicles.

**43-44.** To undertake, arrange to be undertaken, authorise and instruct, and to authorise officers (whether City Wardens or other officers) to undertake, arrange to be undertaken, authorise and instruct, all activity relating to bus lane enforcement in terms of (where applicable) the Road Traffic Regulation Act 1984, the Aberdeen City Council (Bus Lanes in Aberdeen) (Amendment) Order 2009, the Bus Lane Contraventions (Charges, Adjudication and Enforcement) (Scotland) Regulations 2011 and any other relevant legislation. This delegated power includes (but is not limited to) issuing, and authorising City Wardens and other officers to issue, Charge Notices.

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**44-45.** To instruct, and to authorise City Wardens and other officers to undertake, environmental enforcement activity in terms of the Environmental Protection Act 1990, Refuse Disposal (Amenity) Act 1978, Road Traffic (Vehicle Emissions) (Fixed Penalty) (Scotland) Regulations 2003, Smoking, Health and Social Care (Scotland) Act 2005 and any other legislation relevant to public health.

**45-46.** To authorise City Wardens and other officers to issue fixed penalty notices in terms of the Dog Fouling (Scotland) Act 2003. **Private Sector Housing**

**46-47.** To:

- a. Implement all aspects of the Scheme of Assistance under the Housing (Scotland) Act 2006 and the Tenements (Scotland) Act 2004;
- b. Make third party applications to the Housing and Property Chamber First-Tier Tribunal for Scotland, under Chapter 4, Housing (Scotland) Act 2006; and
- c. Where instructed in writing by the Chief Officer of the Aberdeen City Integration Joint Board, to provide aids and adaptations for the homes of people with disabilities, where authorised within the Integration Joint Board approved budget available for the purpose and in accordance with approved policies.

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**47-48.** To:-

- a. Approve Houses in Multiple Occupation (HMO) Licence applications subject to the standard conditions, where there are no objections, concerns or contentious issues;
- b. Add additional conditions to HMO Licences, where such conditions are agreed by all parties under section 133, Part 5, Housing (Scotland) Act 2006;
- c. Refuse to consider HMO licence applications under section 129A, Part 5, Housing (Scotland) Act 2006;
- d. Grant applications for variation of HMO licences from licence holders under section 138, Part 5, Housing (Scotland) Act 2006, where the invitation to make oral representations has been declined by the enforcing authority (the fire authority) and the Chief Constable on being served notice of the application, and they have each made no representations;
- e. Grant temporary exemption orders and extensions to same under sections 142 and 143, Part 5, Housing (Scotland) Act 2006;

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- f. Make orders for the suspension of rent, etc. under section 144, Part 5, Housing (Scotland) Act 2006;
- g. Make requirements to require rectification of breach of HMO Licence conditions, under section 145, Part 5, Housing (Scotland) Act 2006; and
- h. Sign and serve (or arrange for or instruct the service of) HMO amenity notices and all notices of the above types of decision and take, or arrange for or instruct the taking of, any action necessary in connection with doing any of the foregoing, all in terms of the provisions of sections 146-153, Part 5, Housing (Scotland) Act 2006.

**48-49.** To:-

- a. Approve applications for Landlord Registration where applicants are considered to be 'fit and proper' and where there are no objections from Police Scotland in terms of spent or unspent criminal convictions and no other concerns about the applicant, all in terms of section 84, Part 8, Antisocial Behaviour etc. (Scotland) Act 2004;
- b. Sign and serve (or arrange for or instruct the service of) Rent Penalty Notices under section 94, Part 8, Antisocial Behaviour etc. (Scotland) Act 2004; and
- c. Waive Late Application Fees in relation to Landlord Registration when considered appropriate to do so.

**49-50.** To authorise the Private Sector Housing Strategy Officer to instruct the Chief Officer - Governance to prepare and sign "Notice of Potential Liability for Costs" as and when required.

**50-51.** To serve Closing Orders on vacant Below Tolerable Standard dwellings (as defined by the Housing Scotland Act (2006)) as may be instructed by the Director of Resources.

**52.** To serve on the owners concerned, on the instruction of the Director of Resources, Demolition Orders, Revocation of Demolition Orders or Closing Orders in circumstances where properties have not been restored to the tolerable standard.

**51-53.** To remove and dispose of abandoned vehicles in terms of the Refuse Disposal (Amenity) Act 1978.

**54.** To approve Short-Term Let Licence applications subject to the standard conditions, where there are no objections, concerns or contentious issues.

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#### **4. DIRECTOR OF COMMISSIONING**

1. To exercise all powers delegated to him/her in terms of the ACC Procurement Regulations.
2. To approve (or to nominate a person as having authority to approve) any procurement or contract, as a result of a Direction from the Integration Joint Board to the Council and/or a relevant business case, where the estimated value of the contract is of or above £50,000 (supplies/services) or £250,000 (works) or the turnover from the contract is estimated to be £4.5m or more (concessions), subject to the approval of the Chief Officer - Finance and the Head of Commercial and Procurement.

## CHIEF OFFICER - CITY GROWTH

### Culture

1. To purchase any works of art or museum exhibits within any such financial limits as may be set by the Council.
2. ~~Following consultation with the Chief Officer – Customer, To~~ to authorise international travel of officers to accompany works of art to and from overseas venues, ~~—~~ where such works of art are being loaned to such venues and where all costs are covered by the borrower.
3. To make bookings for exhibitions, recitals, ~~festivals, concerts, races~~ and other ~~cultural~~ events within the city within any such financial limits as may be set by the Council, ~~providing that, where the events are procured, the ACC Procurement Regulations shall apply.~~
4. To grant permission to reproduce works of art in approved publications and to impose an appropriate charge.
5. Following consultation with the Head of Commercial and Procurement, to grant loans of items from the collections held by the Council to outside bodies and to accept loans of items from collections held by outside bodies.
6. To apply for any and all necessary licenses to ensure the delivery of catering and hospitality services (alcohol, public entertainment) under the relevant licensing legislation.
7. Following consultation with the Chief Officer - Finance, to set charges for museums and galleries.
8. To refuse applications, following consultation with Convener of the City Growth and Resources Committee, for commemorative plaques if they do not meet the Council's criteria.
9. To cancel or postpone any exhibitions, recitals, ~~festivals, concerts, races~~ and other events within the city, following consultation with the ~~Leader and the~~ Lord Provost.

### 10. To

- ~~a. deliver events which Council, ~~or~~ committee or sub-committee has previously approved;~~
- ~~b. take all actions which may be necessary or expedient in connection with such delivery; and~~
- ~~c. following consultation with the ~~Convener of the City Growth and Resources Committee~~ Leader and the Lord Provost, alter the size, scope, duration or other particulars of such events where the Chief Officer – City Growth deems this to be necessary;~~

~~providing that, where events are procured, the ACC Procurement Regulations shall apply.~~

~~11. Following consultation with the Leader and the Lord Provost of the Council, to determine that events shall take place and/or to deliver or approve events (and to take all actions which may be necessary or expedient in connection with such events) where it is not reasonably practicable to seek prior Council, ~~or~~ committee or sub-committee approval.~~

~~9. 12. Following consultation with the Chief Officer – Operations and Protective Services and the Chief Officer – Governance, to make any determinations or decisions on behalf of the Council under any pandemic-related legislation concerning event capacities ~~or~~ and attendances which may be in force from time to time.~~

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**Economic Development**

**10-13.** To negotiate on behalf of the Council with existing and prospective investors in relation to all forms of economic activity in the city.

**11-14.** To investigate and secure sources of external funding and negotiate appropriate partnerships where required.

**12-15.** To identify and develop partnerships with other bodies and companies who can contribute to the city's economic development.

**13-16.** Following consultation with the Head of Commercial and Procurement, to make a financial contribution to the activities described in powers 10 to 12 immediately above by way of loans or grants, in accordance with any criteria approved by the relevant committee.

**14-17.** To negotiate on behalf of the Council with prospective events, conference organisers and third party funders in relation to attracting events/conferences to the city that contribute to the Council's economic priorities.

**15-18.** Following consultation with the Chief Officer - Finance and the Head of Commercial and Procurement, to approve an application for assistance from the subvention fund for an amount equal to the balance of the subvention fund to support the venue operator appointed by Aberdeen City Council to attract business to P&J Live, as per the contractual agreements in place.

**16-19.** Following consultation with the City Region Deal Programme Board, to agree any change requests requested or required in relation to City Region Deal Projects.

**17-20.** To make representations on the Council's behalf to the Chief Officer - Strategic Place Planning for submission to the Planning Development Management Committee, in situations where notice has been served on the Council as a party having a notifiable interest in neighbouring land which is subject to a planning application.

**18-21.** To make applications for planning and other statutory consent for sites and heritable property where such consent is required to deliver an approved Council initiative or project following consultation with the Chief Officer – Capital

**19-22.** To provide work experience for pupils who are eligible (section 123 of the Education (Scotland) Act 1980).

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## HEAD OF COMMERCIAL AND PROCUREMENT

1. To have overall responsibility for creating and amending procurement procedures in terms of the ACC Procurement Regulations and in accordance with Council policy.
2. To ensure that the Procurement Manual is in place and that necessary revisions are made to it on a regular basis to reflect changes in legislation, Council policy or good practice, in terms of the ACC Procurement Regulations.
3. To exercise all responsibilities and powers delegated to him/her under the ACC Procurement Regulations.
4. To sub-delegate his/her responsibilities and powers under the ACC Procurement Regulations to managers and team leaders within his/her Service.
5. To approve the entering into, variation, extension or termination of any contract or agreement in circumstances where, following consultation with the relevant Chief Officer (or his/ her deputy or nominee), he/she is satisfied that it is competent and in the interests of the Council to do so.
6. To sign (and to authorise ~~the Team Leader of the Commercial Legal Team~~ officers to sign) deeds, contracts, agreements, notices, orders and other documents to which the Council is a party.
7. To authorise the entering into of an agreement with any person (including another local authority) for:
  - a. the supply by the Council to that person of any goods or materials;
  - b. the provision by the Council for that person of any services;
  - c. the use by that person of any property belonging to or facilities under the control of the Council and, without prejudice to paragraph (b) above, the placing at the disposal of that person of the services of any person employed in connection with the property or facility in question;
  - d. the carrying out by the Council of works of maintenance in connection with land or buildings for the maintenance of which the person is responsible;

subject to compliance with the Local Authorities (Goods and Services) Act 1970 and any other relevant legislation, and Aberdeen City Council keeping trading accounts for the relevant trading operation in accordance with proper accounting practices.

8. To arrange and effect, and to authorise the Insurance Officer to arrange and effect, all insurance cover on behalf of the Council.
9. To settle or repudiate, and to authorise the Insurance Officer and other officers to settle or repudiate, all claims made against the Council which involve the Council's insurers. Such settlement or repudiation shall follow consultation with other officers where necessary.
10. To agree minor amendments to the Memorandum, Articles of Association and any other constitutional document of Arm's Length External Organisations (ALEOs) of the Council where those amendments do not alter the extent of the Council's control over that ALEO, and to execute written resolutions or vote at a general meeting of an ALEO on behalf of the Council in relation thereto; and to act on behalf of the Council on any other matters arising in respect of such ALEOs provided always that such actions do not alter the extent of the Council's control over such ALEOs.

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## CHIEF OFFICER - GOVERNANCE

### General Legal/Governance

1. Following consultation with the Business Manager, to amend the Council's Scheme of Governance documentation to:
  - correct obvious, technical or clerical errors ~~and take account of any changes to names or titles and to make any other minor or inconsequential amendments;~~
  - reflect the law (including changes to the law), government guidance, regulators' guidance, codes of conduct, codes of practice and Council policies and decisions; and
  - take account of any changes to names or titles and to make any other minor or inconsequential amendments.
2. To maintain, amend and update the Council's lists of proper officers and statutory appointees as contained in Appendix 1.
3. To designate any Manager, Team Leader or Solicitor within the Governance function to perform appropriate functions of the Chief Officer - Governance.
4. To act as Monitoring Officer and nominate a Deputy Monitoring Officer, in terms of section 5 of the Local Government and Housing Act 1989.
5. To engage, instruct or appoint external legal advisers (including, but not limited to, private firms, counsel and solicitor advocates) and expert witnesses.
6. To raise, defend, conduct, enter into, appear in, withdraw or abandon any court, tribunal or other legal proceedings on behalf of the Council, the Licensing Board and such other bodies as the Council may from time to time determine and otherwise attend to the interests of the Council, the Licensing Board or the body in question in relation to any such proceedings (whether such proceedings are underway or in contemplation), with the authority to:
  - settle or compromise any such proceedings;
  - instruct the enforcement of any orders or decrees obtained in any such proceedings;
  - accept service of any document in connection with any such proceedings; and
  - take any other action in relation to any such proceedings as s/he considers appropriate.

For the avoidance of any doubt, such proceedings include (but are not restricted to) those relating to any pension fund for which the Council is administering authority or to which the Council is otherwise connected.
7. To finalise the membership of committees and sub committees, where compositions have been agreed by Council or committee, upon notification of names from members or external bodies; this shall include making changes to the membership of committees and sub committees upon notification from members or external bodies providing the agreed composition does not change.
8. To finalise appointments to outside bodies, where compositions have been agreed by Council or committee, upon notification of names from members, and notify outside bodies accordingly; this shall include making changes to appointments to outside bodies upon notification from members providing the agreed composition does not change. This shall not apply where named appointments are required to be made by Council.



9. To arrange meetings of the Appointment Panel in accordance with the Protocol for Appointment of Chief Officers (Appendix 3 to Standing Orders).
10. To maintain the Council's Register of Outside Bodies.
11. To make minor amendments to the Constitution for Community Councils and amend the population figures for Community Council areas on an annual basis.
12. To exercise all powers assigned to the Monitoring Officer under any Council policy or procedure.
13. To be responsible for the safe custody of the title deeds of all land and property in the ownership of the Council, the Minutes and other records of the proceedings of the Council, its committees and sub committees and all other records belonging or relating to the Council which are not more appropriately retained by another Chief Officer. This responsibility may be exercised by arrangement with any other local authority or authorities.
14. To refer matters to external bodies, including (but not limited to) Police Scotland and the Crown Office and Procurator Fiscal Service, where he/she considers it appropriate to do so.
15. To appoint authorising officers in terms of the Regulation of Investigatory Powers (Scotland) Act 2000 ("RIPSA"), subject always to the terms of the Regulation of Investigatory Powers (Prescription of Offices, etc. and Specification of Public Authorities) (Scotland) Order 2010 and any such appointee having already undertaken RIPSA training.
16. To appoint [officers as Designated Senior Officers, under the Council's Use of Investigatory Powers Policy and the Investigatory Powers Act 2016, to confirm and authorise the acquisition and use of Communications Data, designated persons in terms of Part I, Chapter II \(Acquisition and Disclosure of Communications Data\) of the Regulation of Investigatory Powers Act 2000](#), subject to any such appointee having already undertaken appropriate training.
17. To authorise in writing persons to exercise the powers in section 21(4BA) and (4D) of the Chronically Sick and Disabled Persons Act 1970 and so to act as enforcement officers under that section.
18. To appoint as officers of the council, persons who are not council employees.
19. To approve any arrangements concerning elected member family leave, acting-up and allowances in accordance with legislation (including the Local Governance (Scotland) Act 2004 (Remuneration) Regulations 2007) and Cosla guidance.
20. To monitor and review Byelaws and Management Rules in terms of the Local Government (Scotland) Act 1973 and Civic Government (Scotland) Act 1982 respectively and make recommendations to Full Council, or the relevant committee or sub committee as appropriate; and to maintain registers of Byelaws and Management Rules.
21. To create, maintain and amend civil contingency plans [\(whether or not in relation to emergencies\)](#) and associated procedures, protocols and guidance, all in terms of the Civil Contingencies Act 2004 and the Civil Contingencies Act 2004 (Contingency Planning) (Scotland) Regulations 2005 [where applicable.](#)
22. [To approve the entering into or signing of any pledge or declaration or similar document \(or to arrange for any of these things to be done\) in circumstances where, following consultation with the relevant Chief Officer \(or their deputy or nominee\) and the Council Leader, the Chief Officer – Governance is satisfied that it is in the interests of the Council to do so.](#)

~~21-23.~~ Following consultation with the Chief Officer – City Growth and the Head of Commercial and Procurement, to give notice to the Secretary of State in terms of the National Security and Investment Act 2021 and to take any other appropriate action in terms of that legislation.

#### **Pensions**

~~22-24.~~ To sign (and to authorise officers to sign), on behalf of the Council, any agreement or other document concerning the administration of the North East Scotland Pension Fund, including but not limited to:

- investment management agreements;
- limited partnership agreements;
- admission agreements;
- bond documentation;
- tender documentation;
- side letters;
- powers of attorney;
- forms of adherence;
- forms of due diligence; and
- tax documentation

where the entering into of such an agreement or document has been approved by the Chief Officer - Finance or an officer nominated by the Chief Officer - Finance for this purpose.

~~23-25.~~ Following consultation with the Chief Officer - Finance, to make amendments to the Authorised Signatory List as required by changes in personnel subject to the positions as listed remaining the same.

~~24-26.~~ To act as the Appointed Person for the purposes of the North East Scotland Pension Fund's Internal Dispute Resolution Procedure, in terms of the Local Government Pension Scheme (Scotland) Regulations 2018 and any other relevant legislation.

#### **Licences, Civic Government (Scotland) Act 1982 etc.**

~~25-27.~~ To act as, or appoint, a Clerk to the Licensing Board; and to appoint a Depute Clerk to the Licensing Board to exercise the powers of the Clerk to the Licensing Board.

~~26-28.~~ To authorise officers to exercise the powers (including, but not limited to, entry and inspection) contained within section 5 of the Civic Government (Scotland) Act 1982 and paragraph 20 of Schedule 2 to the Civic Government (Scotland) Act 1982.

~~27-29.~~ In relation to applications for the grant, variation or renewal of licences, orders, permits and registrations under the Civic Government (Scotland) Act 1982 and its associated regulations, ~~the Theatres Act 1968,~~ the Cinemas Act 1985 and the Deer (Scotland) Act 1996, to:

- i. determine such applications;
- ii. refuse to accept incompetent applications; and
- iii. impose conditions which are non-contentious and agreed by all parties,

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except where valid objections or representations in respect of the application have been received and have not, in the opinion of the Chief Officer - Governance, been withdrawn or satisfactorily addressed or resolved.

**28-30.** To deem an application for the renewal of a licence under Part II of the Civic Government (Scotland) Act 1982 made up to 28 days after the expiry of the licence to be an application made before the date of expiry.

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**29-31.** To authorise officers to inspect and test vehicles and taximeters in terms of section 11 of the Civic Government (Scotland) Act 1982.

**30-32.** To authorise officers to carry out inspection and enforcement functions in relation to knife dealers' licences in terms of sections 27E, 27F and 27G of the Civic Government (Scotland) Act 1982.

**31-33.** To authorise the immediate temporary suspension of licences under the Civic Government (Scotland) Act 1982 without a hearing where there is or is likely to be a serious threat to public order or public safety.

**32-34.** To approve vehicles which comply with the specification for licensing as wheelchair accessible taxis.

**33-35.** To authorise officers to exercise powers of entry to, and inspection of, sports grounds as defined by section 11 of the Safety of Sports Grounds Act 1975.

**34-36.** To determine requests for film classification under the Cinemas Act 1985 where a U or PG certificate is sought.

**Stock Exchange Bonds**

**35-37.** To develop and maintain Insider Lists in connection with any stock exchange bonds issued by the Council.

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**36-38.** To take or instruct any other actions which may be required in order to ensure the Council's compliance with any law, regulations, guidance, codes or stock exchange requirements relating to any stock exchange bonds issued by the Council.

**Schools/Education**

**37-39.** To make arrangements for the clerking of the School Placings and Exclusions Appeals Committee.

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**38-40.** To reject school placing appeals and exclusion appeals which s/he considers are not competent.

**39-41.** To appoint external members to the pool of members for the School Placings and Exclusions Appeals Committee who fall into the following categories, subject to their attendance at a relevant training session and a clear PVG check being returned:

- i. parents of children of school age;
- ii. people who, in the opinion of the Chief Officer - Governance, have experience in education; or
- iii. people who, in the opinion of the Chief Officer - Governance, are acquainted with the educational conditions in the area of the Council.

~~40.~~~~42.~~ To institute proceedings on behalf of the Council as Education Authority in terms of section 43 of the Education (Scotland) Act 1980.

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**Legal Documentation**

~~41.~~~~43.~~ To sign (and to authorise officers to sign) deeds, contracts, agreements, notices, orders and other documents to which the Council is a party.

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44. To approve the entering into, variation, extension or termination of any contract, agreement, protocol, memorandum of understanding or other legal document (or to arrange for any of these things to be done) in circumstances where, following consultation with the relevant Chief Officer (or his/her deputy or nominee), he/she is satisfied that it is in the interests of the Council to do so.

~~42.~~~~45.~~ Following consultation with the Director of Resources, to undertake any necessary actions or procedures, and to sign any documentation, on behalf of the Council in order to finalise any director appointments to Bon Accord Care Ltd and/or Bon Accord Support Services Ltd.

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**Civic Administration**

~~46.~~ ~~43.~~ To authorise the Lord Provost (or, as appropriate, the Depute Provost) to incur expenditure to meet the expenses of his/her office in relation to the provision of reasonable hospitality, whether within or outwith the city, to representatives of other authorities or organisations, members of the Council or others.

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~~47.~~ In relation to the Council's crests and the coat of arms of Aberdeen, to take any actions which the Chief Officer – Governance considers to be in the interests of the Council.

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**Company Administration**

484. In relation to any company or entity (existing or prospective) of which the Council is, or is proposed to be, a member or shareholder (other than an Arm's Length External Organisation (ALEO) of the Council), to agree minor amendments to the Memorandum, Articles of Association and any other constitutional document of such a body and to execute written resolutions or vote at a meeting of such a body on behalf of the Council in relation thereto and to act on behalf of the Council on any other matters arising in respect of such bodies.

### CHIEF OFFICER - STRATEGIC PLACE PLANNING

The powers delegated below take account of the fact that all planning applications which come within the category of “Local Development”, as defined in the Town and Country Planning (Hierarchy of Developments) (Scotland) Regulations 2009, are dealt with under a separate Scheme of Delegation prepared in accordance with the provisions of section 43A of the Town and Country Planning (Scotland) Act 1997 (as amended) - this is contained at Appendix 2.

The Chief Officer - Strategic Place Planning or any appropriate person nominated by him/her for the purpose (and where appropriate, that Chief Officer and any such appropriate person hereinafter referred to as the “Appointed Officer”) has the following delegated powers:

#### Major and National Applications

1. To determine:

- applications for the requisite approval of matters specified by condition(s) imposed on a grant of planning permission in principle under section 59 of the Town and Country Planning (Scotland) Act 1997 (as amended); and
- planning applications for modification of conditions under section 42 of the Town and Country Planning (Scotland) Act 1997 (as amended),

all in respect of applications falling within the categories of National and Major

Development as defined in the Town and Country Planning (Hierarchy of Developments)

(Scotland) Regulations 2009 **except** where that application: i. has been made by or on behalf of;

- a. an elected member of the Council or a member of staff employed within the Strategic Place Planning function of the planning authority or
- b. the Chief Executive or any other member of the Corporate Management Team of the planning authority,
- all as determined from the contents of the application form;
- ii. requires to be the subject of formal notification to the Scottish Ministers as defined in the Schedule to the Town and Country Planning (Notification of Applications) (Scotland) Direction 2009 (or any other Scottish Government Direction);
- iii. is an Environmental Impact Assessment (EIA) application for which a validated EIA has been submitted;
- iv. is being recommended for approval and has been the subject of formal timeous objection by the local Community Council within whose area the application site falls;
- v. has been the subject of six or more timeous letters of representation<sup>2</sup> (following advertisement and/or notification) that express objection or concern about the proposal;
- vi. is being recommended for approval and has been the subject of formal objection from the Roads Authority or the Council’s Environmental Health service;
- vii. is being recommended for approval and is considered by the Appointed Officer to be contrary to the adopted development plan strategy.

2. To determine applications for the approval of consent, agreement or approval required by a condition(s) imposed on a grant of planning permission under section 37 of the Town and Country Planning (Scotland) Act 1997 (as amended).
3. Under the terms of section 75 of the Town and Country Planning (Scotland) Act 1997 (as amended) and section 69 of the Local Government (Scotland) Act 1973, and following consultation with the Chief Officer - Governance, to:
  - a. negotiate and conclude legal agreements related to planning and other applications;
  - b. determine applications for Modifications or Discharge of Planning Obligations under section 75A in relation to planning application; and
  - c. to participate in the promotion and development of Good Neighbour Agreements under section 75D.

provided the Appointed Officer considers such agreements to be in accordance with the original decision on the application.
4. To determine planning and other applications given a willingness to approve and for which legal agreements are not completed within 6 months of the date on which a willingness to approve was agreed by the Planning Authority.
5. To determine requests for non-material variation of major and national planning applications in terms of section 64 of the Town and Country Planning (Scotland) Act 1997 (as amended).

#### **General Delegations**

6. To determine following consultation with the Chief Officer - Governance, the Convener of the Planning Development Management Committee and the Business Manager, whether to appeal a decision of the Scottish Ministers which overturned or modified a decision of the Council and thereafter, if applicable, to instruct the making of such an appeal.
7. To determine applications for Listed Building consent and Conservation Area consent subject to any of the applicable exceptions contained in paragraph 1 above and provided that the Scottish Ministers, if notified, have either made no observations or where observations have been made which can competently be made the subject of appropriate planning conditions, to determine these applications with those conditions attached.
8. To determine Hazardous Substance Consent applications under the Planning (Hazardous Substances) (Scotland) Act 1997 and the Town and Country Planning (Hazardous Substances) (Scotland) Regulations 2015.
9. To determine whether planning or other applications that have been lodged or preapplication proposals require planning or other consent
10. To issue decisions on all types of consent where Full Council or any relevant committee of the Council are minded to grant a development and the Scottish Ministers, having been notified, indicate no objections or intention to intervene, or the period for so indicating has expired.
11. To deal with Proposal of Application Notices in terms of section 35B of the Town and Country Planning (Scotland) Act 1997 (as amended) and Pre-Application Screening Notices in terms of section 35A(3) of that Act.
12. To determine applications for advertisement consent under the Town and Country Planning (Control of Advertisements) (Scotland) Regulations 1984.

13. To appoint Officers to participate in mediation in terms of Section 268A of the Town and Country Planning (Scotland) Act 1997 (as amended).
14. To prepare and publish an Open Space Strategy.
15. To prepare and publish an annual obligations report detailing the following:
  - a. the number of planning obligations: entered into that year; entered into in a previous year and not yet expired; and, entered into in a previous year and not yet complied with;
  - b. the development to which each planning obligation relates; and
  - c. the name of the person who has entered into the agreement
16. To determine, in accordance with the applicable Environmental Impact Assessment Regulations, whether a particular planning application requires to be supported by an Environmental Statement (Screening Opinion) and the scope of any such Statement (Scoping Opinion) and to determine the scope of any such Statement (Scoping Opinion) and whether the information submitted with any EIA report is sufficient to reaching a reasoned conclusion on the significant effects of the development on the environment or whether supplementary information is required and the scope of any such information all in accordance with Section 40 of the Town and Country Planning (Scotland) Act 1997 (as amended) and as required by Section 40 A of the Planning (Scotland) Act 2019 when it comes into force.
17. To provide the following information to assist with the preparation of the National Planning Framework if required to do so by the Scottish Ministers and to work with any other Planning Authority to provide the information if required to do so by the Scottish Ministers:
  - a. Physical, cultural, economic, social, built heritage and environmental characteristics;
  - b. Principle purposes for which land in the area is used;
  - c. Size, composition and distribution of population;
  - d. Housing needs;
  - e. Capacity of education services;
  - f. Capacity of health services;
  - g. Health needs;
  - h. Housing needs of older and disabled people;
  - i. Whether land should be allocated for resettlement;
  - j. Infrastructure (communications, transport, drainage, water supply, energy (including land / facilities for renewables));
  - k. Any change expecting in anything listed above; and
  - l. Any other matter as prescribed
18. To instruct the registration and/or discharge of Charging Orders in terms of section 158 of the Town and Country Planning (Scotland) Act 1997 (as amended) in order to reclaim the costs of carrying out enforcement action.

19. To determine, in accordance with the applicable Environmental Impact Assessment Regulations, whether a particular planning application requires to be supported by an Environmental Statement (Screening Opinion) and the scope of any such Statement (Scoping Opinion).
20. To determine whether the information submitted with any Environmental Impact Assessment report is sufficient to reaching a reasoned conclusion on the significant effects of the development on the environment or whether supplementary information is required and the scope of any such information.
21. To determine applications related to Prior Notification or Prior Approval made under the Town and Country Planning (General Permitted Development) (Scotland) Order 1992 Schedule 1 for the following:
  - i. Part 1A - Class 6G: Free standing wind turbine within the residential curtilage; ii. Part 1B - Class 6K and 6L: Biomass facilities on agricultural or forestry land; iii. Part 6 - Class 18: Agricultural buildings; iv. Part 7 - Class 22: Forestry buildings and operations;
  - v. Part 13 - Class 39 and 40: Public gas transporters and electricity undertakings; vi. Part 20 - Class 67: Development by electronic communications code operators; vii. Part 23 - Class 70: Demolition of buildings; viii. Part 24 - Class 71: Toll road facilities;
  - ix. Any other types of prior notification or prior approval that might come forward in future amendments to the Town and Country Planning (General Permitted Development) (Scotland) Order 1992 Schedule 1.
22. To determine Certificates of Lawfulness under the Town and Country Planning (Scotland) Act 1997 (as amended) where, in the opinion of the Appointed Officer, there is no reasonable doubt that the use or development is or would be:-
  - lawful without further planning approval; or
  - unlawful
23. To give, serve, issue and sign the following notices, all under the Town and Country Planning (Scotland) Act 1997 (as amended), following consultation with the Chief Officer – Governance with an annual report to the Planning Development Management Committee detailing all action authorised under the below:
  - Enforcement Notices under Section 123
  - Notices under section 33A requiring an Application for Planning Permission for a Development already carried out;
  - Planning Contravention Notices under section 125;
  - Stop Notices under section 140;
  - Temporary Stop Notices under section 144A;
  - Breach of Condition Notices under section 145;
  - Fixed Penalty Notices under section 136A;



- Completion Notices under section 61 and as amended by Section 33 of the Planning (Scotland) Act 2019;
  - Notices in terms of Land Adversely Affecting the Amenity of Neighbourhood under section 179
24. To instruct applications for interdict in terms of section 146 of the Town and Country Planning (Scotland) Act 1997 (as amended) in order to restrain breaches of planning control.
  25. To develop and maintain a Development Management Charter and Enforcement Charter under section 158A of the Town and Country Planning (Scotland) Act 1997 (as amended).
  26. To take, following consultation with the Chief Officer - Governance, any necessary enforcement action in respect of unauthorised advertisements, poster panels (hoardings) or fly posting.
  27. To make an order to revoke or modify planning permission where all owners, lessees or occupiers of land affected, or such other person who in the opinion of the Appointed Person will be affected by the order, have notified the planning authority in writing that they do not object to the order under sections 65 and 67 of the Town and Country Planning (Scotland) Act 1997 (as amended).
  28. To determine all applications for Certificates of Appropriate Alternative Development under section 25 of the Land Compensation (Scotland) Act 1963.
  29. To decline to determine an application under section 39 of the Town and Country Planning (Scotland) Act 1997 (as amended).
  30. To grant or refuse applications for proposed works to trees protected by Tree Preservation Orders or by virtue of their inclusion within Conservation Areas.
  31. To approve the making, signing, serving, confirmation and revocation of provisional Tree Preservation Orders.
  32. To authorise officers to enter any land for purposes connected with the exercise or proposed exercise of any of the authority's functions under Sections 159 to 163 and 167 to 170 of the Town and Country Planning (Scotland) Act 1997, as amended by the Planning etc. (Scotland) Act 2006 and the Town and Country Planning (Tree Preservation Order and Trees in Conservation Areas) (Scotland) Regulations 2010 (SSI 2010/434).
  33. To determine applications for the serving of High Hedge notices, to vary or revoke such notices and to take enforcement action to ensure compliance with such notices.
  34. To make observations on behalf of the planning authority on routine proposals by statutory undertakers.
  35. To make observations on behalf of the planning authority to consultation requests from Aberdeenshire Council in respect of applications for development in Aberdeenshire.
  36. To make observations on behalf of the planning authority on consultation requests from Marine Scotland in respect of development applications.
  37. To prepare Habitat Regulation Appraisals (HRAs) as required under the EU Habitats Directives.
  38. To prepare, maintain and publish a list of persons who have registered interest with the intention of acquiring land for the purpose of self build housing under Section 16E of the Town and Country Planning (Scotland) Act 1997 (as amended) and as required by the Planning (Scotland) Act 2019 when it comes into force.

39. To invite local communities to prepare Local Place Plans, to prepare and maintain a register of Local Place Plans and to report to the Scottish Ministers when required to under Section 15A of the Town and Country Planning (Scotland) Act 1997 (as amended) and as required by the Planning (Scotland) Act 2019 when it comes into force.
40. To make minor amendments to the Regional Spatial Strategy where those changes are drafting or technical matters or other matters of a minor nature which do not materially affect the substance or effect of the Strategy.
41. To take all decisions and steps necessary or expedient to discharge the Council's operational duties or exercise its powers under the Planning (Scotland) Act 2019 (the "2019 Act"). For the avoidance of doubt, strategic decisions required by the 2019 Act shall be reserved to the appropriate Committee or Full Council.
42. To make any necessary changes to the wording of the development plan, prior to adoption, where those changes are drafting matters or other matters of a minor nature which do not materially affect any policy or proposal in the plan.
43. To make any necessary changes to the wording of supplementary and/or non statutory planning guidance, where those changes are drafting or technical matters or other matters of a minor nature which do not materially affect the substance or effect of the guidance.

#### **Transportation**

44. To prepare a Local Transport Strategy (LTS) and related Costed Action and Delivery Plan in accordance with Scottish Government Guidance, and to monitor, review and update this at appropriate intervals, subject to the relevant approvals.
45. To make any necessary changes to the wording of the LTS, prior to approval, where those changes are drafting matters or other matters of a minor nature which do not materially affect any policy, action or proposal in the strategy.
46. To prepare supplementary transport action plans, policies and programmes as may be required to support the delivery and monitoring of the LTS.
47. To make any necessary changes to the wording of supplementary transport action plans, policies and programmes, where those changes are drafting or technical matters or other matters of a minor nature which do not materially affect the substance or effect of the information.
48. To implement the LTS following consultation with the Chief Operating Officer and the Director of Resources and external partners.
49. To promote the construction of new roads and infrastructure schemes where the scheme is included in the Regional Transport Strategy, Local Transport Strategy, Strategic Development Plan/ Regional Spatial Strategy (as applicable) and Local Development Plan and associated budget.
50. To approve the allocation of external and internal funding and earmarked reserves to individual projects.
51. To, so far as possible, perform transport functions which relate to or which affect or are affected by transport consistently with the transport strategy of the Regional Transport Partnership Nestrans.
52. To pay the net expenses of the Regional Transport Partnership Nestrans for each financial year.

**Building Standards**

53. To act as verifier for the purposes of the Building (Scotland) Act 2003 and to exercise the following functions of the Council under that Act:
- i. Building Warrant Applications; ii. Accept/Reject Completion Submissions;
- and
- iii. To grant extensions to life of building warrants and to the periods of use of buildings intended to have a limited life provided such requests are reasonable.
54. To act as local authority for the purposes of the Building (Scotland) Act 2003 and to exercise the following functions of the Council under the Act:
- i. Dangerous Building Notices; ii. Defective Building Notices; and iii. Enforcement Notices.
55. To determine Raised Structures applications under section 89 of the Civic Government (Scotland) Act 1982.
56. To determine Planning & Building Standards Certificates under section 50 of the Licensing (Scotland) Act 2005.
57. To comment on behalf of the Council on Notices of Requirements served by the Firemaster under the Fire (Scotland) Act 2005.

**Roads, Outdoor Access and Street Names**

58. To authorise officers to enter any land for purposes connected with the exercise or proposed exercise of any of the authority's functions under Section 26(1) of the Land Reform (Scotland) Act 2003.
59. To initiate Temporary and Permanent Stopping Up Orders and Right of Way Diversion Order procedures under the Town and Country Planning (Scotland) Act 1997 and the Countryside (Scotland) Act 1967.
60. To approve the making, signing and serving of any notices and orders in relation to public rights of outdoor access in terms of the Land Reform (Scotland) Act 2003 and other relevant legislation.
61. To maintain a list of core paths and review that list when appropriate, as the Appointed Officer sees fit.
62. To construct, widen, improve, renew or maintain core paths within approved budgets.
63. To allocate funds to projects funded by developer contributions, following consultation with the Chief Officer - Finance.
64. Following consultation with the Convener of the Operational Delivery Committee and relevant ward members, to carry out the functions of the Council under section 97 of the Civic Government (Scotland) Act 1982, including naming any street or road, altering an existing name and giving each of the premises in it such distinguishing number as thought fit, subject to the Chief Officer - Strategic Place Planning being satisfied that any proposed name is not contentious.

65. To agree with the Scottish Government replacement projects from the approved Strategic Housing Investment Plan (SHIP) to the Strategic Local Programme Agreements.

**Note**

In accordance with Principle 4, the Appointed Officer and Chief Officer - Strategic Place Planning, following consultation with the Convener of the Planning Development Management Committee may decide, for whatever reason, that the particular circumstances of an application which would in terms of this Scheme fall to be determined by the Appointed Officer are such that the application should be determined by the Planning Development Management Committee. The final decision lies with the Chief Officer - Strategic Place Planning.

**Definitions**

1. A ***“timeous objection”*** from the Community Council means any written representation - stating explicitly that it is objecting - received from the Community Council within whose area the application is located no later than the time period specified for representations following the date of notification or, if applicable, the time period allowed for advertisement of the application (whichever is the later) or any later date agreed in writing with the planning case officer prior to the expiry of the aforementioned time period(s)..
2. A ***“timeous letter of representation”*** means any written representation no later than the expiry of the time period specified by the Planning Authority for representations to be made following the date of notification or, if applicable, advertisement of the application (whichever is the later).
3. ***“Letter of representation”*** is to be construed in light of the following:
  - if more than one representation is submitted from a single individual or a single e-mail address, this only counts as one representation
  - a single letter with a number of signatures from one postal address counts as only one representation
  - a petition (i.e. the same comment or letter submitted on behalf of and signed by multiple individuals from the same or different addresses) is counted as one representation
  - a representation will only be counted if it is from a specified e-mail address or street address and from a specified individual(s)

## **5. CHIEF OPERATING OFFICER**

### **CHIEF OFFICER - EDUCATION**

1. To approve, in consultation with the Early Learning and Childcare Programme Board, specific grants from the Partner Providers Grant Funding Scheme, to individual Early Learning and Childcare Providers, to support infrastructure projects and increase quality provision for the delivery ~~of expanded hours~~ of Early Learning and Childcare.
2. To discharge the duty of the Council, as education authority, to secure adequate and efficient provision of school education (including pre-school education), and in doing so:
  - a. having regard to the duty to ensure that education is directed to the development of the personality, talents and mental and physical abilities of children and young people (section 2 of the Standards in Scotland's Schools etc. Act 2000);
  - b. endeavouring to ensure that schools managed by them promote the physical, social, mental and emotional health and well-being of pupils (section 2A of that Act); and
  - c. raising standards in Scotland's schools (section 3D of that Act).
3. To prepare an accessibility strategy under the Education (Disability Strategies and Pupil's Educational Records) (Scotland) Act 2002.
4. To operate cross border arrangements for pupils from outside the Council's area (sections 23 and 24 of the Education (Scotland) Act 1980).
5. To make decisions as to ~~limiting-determining~~ the capacity of schools, the management of roll capping and the reservation of school places in both primary and secondary school.
6. To set school commencement dates for primary schools (section 32 of the Education (Scotland) Act 1980).
7. To make decisions on requests for deferred entry to schools.
8. To admit children to pre-school education (Children and Young People (Scotland) Act 2014).
9. To administer the Council's scheme of Devolved School Management.
10. To consider applications for early entry to school.
11. To make decisions on placing requests, including the publishing of information on arrangements in accordance with the provisions of sections 28A and 28B, and representing the Council at any placing appeal committee in accordance with sections 28C or 28E, of the Education (Scotland) Act 1980.
12. To make decisions on placing requests under schedule 2 to the Education (Additional Support for Learning) (Scotland) Act 2004 and represent the Council at any placing appeal committee or First-tier Tribunal.
13. To agree or refuse requests for access to pupil educational records in accordance with the Pupils' Educational Records (Scotland) Regulations 2003.
14. To enforce attendance at school, including the serving of notices, making and issuing Attendance Orders and instructing proceedings against parents in respect of children's nonattendance (sections 36, 37, 38, 39 and 43(2) of the Education (Scotland) Act 1980).
15. To allow pupils to miss school (section 34 of the Education (Scotland) Act 1980).

16. To exclude pupils from school (regulation 4 of the Schools General (Scotland) Regulations 1975) and represent the Council at any exclusions appeal committee in accordance with section 28H of the Education (Scotland) Act 1980 or at the First-Tier Tribunal.
17. To promote the involvement of the parents of pupils in attendance at schools in the education provided to those pupils (section 1 of the Scottish Schools (Parental Involvement) Act 2006).
18. To provide support and guidance to Parent Councils (Scottish Schools (Parental Involvement) Act 2006).
19. To consider applications and award bursaries (section 49 of the Education (Scotland) Act 1980).
20. Following consultation with the Chief Officer - People and Organisational Development, to sign agreements reached by the Local Negotiating Committee for Teachers.
21. To provide or arrange in-service training for staff.
22. To provide the education authority's representatives on the Appointment Committees for all Statutory Appointments.
23. To endorse applications for staff requiring registration with the Scottish Social Services Council (SSSC).
24. To consult on, prepare and publish plans biannually for the provision of early learning and childcare under section 1(2B) of the Education (Scotland) Act 1980.
25. To provide early learning and childcare under section 27 of the Children (Scotland) Act 1995.
26. To submit a proposal which affects or relates to denominational schools to the Scottish Ministers for their consent in accordance with the Schools (Consultation) (Scotland) Act 2010.
27. To implement the duties and exercise the powers set out in the Education (Additional Support for Learning) (Scotland) Act 2004.
28. To implement the duties and exercise the powers set out in the Education (Scotland) Act 2016.
29. To consent to the withdrawal of children from school in terms of the Education (Scotland) Act 1980.
30. To authorise the approval of early retirement requests from teachers and non-teaching staff within the function in accordance with agreed policy.
31. To offer recruitment and retention incentive payments for hard to fill professional teaching posts.
32. To sign and date co-ordinated support plans in accordance with the Education (Additional Support for Learning) (Scotland) Act 2004 and the Education (Co-ordinated Support Plan) (Scotland) Regulations 2005.
33. To provide transport for pupils and students (section 51 of the Education (Scotland) Act 1980).
34. To provide child guidance services (section 4 of the Education (Scotland) Act 1980).
35. To make decisions about the provision of other food and drink to pupils who are eligible for free school meals e.g. breakfast and the provision of school food and drink for noneligible children and whether or not to charge for such provision (section 53 of the Education (Scotland) Act 1980).
36. To provide clothing (section 54 of the Education (Scotland) Act 1980).

37. In relation to any schools (whether nursery, primary, secondary or special schools) under the management of the Council, to decide to temporarily:

- close such schools or parts of such schools;
- cease providing early learning and childcare to particular year groups; and/or
- cease providing school education on school premises to particular year groups and make alternative provision of such education to them;

where, following consultation with the Convener of the Education Operational Delivery Committee where reasonably practicable, the Chief Officer considers that such action is necessary due to exceptional circumstances.

38. To consult on, prepare and publish 2-year plans for day care and out of school care in terms of section 27 of the Children (Scotland) Act 1995.

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## CHIEF OFFICER - INTEGRATED CHILDREN'S AND FAMILY SERVICES

### Children's Social Work

1. To delegate the Chief Social Work Officer role to Lead Service Managers when the Chief Officer - Integrated Children's and Family Services is absent or as otherwise required. Any such delegation shall be made in writing.
2. To take necessary steps to discharge the Council's duties under the Social Work (Scotland) Act 1968, the Children (Scotland) Act 1995, the Children's Hearings (Scotland) Act 2011, the Social Care (Self-directed Support) (Scotland) Act 2013, the Children and Young People (Scotland) Act 2014, the Adoption and Children (Scotland) Act 2007, the Looked After Children (Scotland) Regulations 2009, the Adoption Agencies (Scotland) Regulations 2009 and other legislation relating to children's social work matters.
3. Where the carer of a person over 18 years of age is a child under 18 years of age, to assist Health and Social Care staff to assess the carer's needs and provide information about the assessment in terms of sections 12A, 12AA and 12AB of the Social Work (Scotland) Act 1968 and the Carers (Scotland) Act 2016.
4. To make direct payments to individuals to allow them to purchase community care services or, if they are disabled, to assist them to care for their children (aged up to 18 years) under the Social Care (Self-directed Support) (Scotland) Act 2013.
5. To make direct payments to 16 and 17 year olds with a disability and to parents of children under 18 with a disability to allow them to pay for children's services under the Social Care (Self-directed Support) (Scotland) Act 2013.
6. To bury or cremate any child or young person who was in the care of, or receiving help from, the Council immediately before their death in terms of section 28 of the Social Work (Scotland) Act 1968.
7. To decide whether to pay the expenses of parents, relatives etc. visiting people (including looked after children) who are being cared for or maintained in accommodation by the Council, or in attending funerals, in terms of section 20 of the Social Work (Scotland) Act 1968.
8. To provide and maintain whatever residential and other establishments are needed for the Council's functions under Part II of the Children (Scotland) Act 1995.
9. To recover from other local authorities any costs for services provided to people ordinarily resident in the areas of those authorities under the Social Work (Scotland) Act 1968, in terms of section 86 of that Act.
10. To authorise the following finance-related matters in accordance with ACC Financial Regulations and Council policies:
  - a. reimbursing carers and substitute carers for loss or damage (ex gratia) of up to £1000,
  - b. reimbursing staff for loss or damage (ex gratia) of up to £1000;
  - c. making payments to staff for emergency expenses (ex gratia) of up to £50; and
  - d. reimbursing neighbours and/or relatives of departmental carers for damage caused by service users (ex gratia), where it would be in the interests of the Council to maintain goodwill.



11. To provide reports and information to the courts in private law proceedings in terms of section 11 of the Matrimonial Proceedings (Children) Act 1958 and section 11 of the Children (Scotland) Act 1995.
12. To assess and recover contributions for “maintainable” children looked after by the Council in terms of sections 78 to 82 of the Social Work (Scotland) Act 1968.
13. Where there is an assessed need, to pay allowances to people who have children and young people residing with them in terms of section 50 of the Children Act 1975.
14. To provide an adoption service in accordance with section 1 of the Adoption and Children (Scotland) Act 2007.
15. To supervise and provide reports to the court in respect of non-agency adoptions in terms of sections 18 and 19 of the Adoption and Children (Scotland) Act 2007.
16. To take necessary or facilitative steps to implement arrangements for the adoption of children.
17. To provide adoption support plans under section 45 of the Adoption and Children (Scotland) Act 2007.
18. To approve and pay adoption allowances in terms of section 71 of the Adoption and Children (Scotland) Act 2007.
19. To secure the welfare of all foster children, receiving and assessing notifications, inspecting premises, imposing requirements and removing children from unsuitable premises (sections 3, 5, 6, 8, 9, 10 and 12 of the Foster Children (Scotland) Act 1984).
20. To publish information about services for children in terms of section 20 of the Children (Scotland) Act 1995.
21. To safeguard and promote the welfare of children looked after by the Council and give them the opportunity to fulfil their potential in terms of section 17 of the Children (Scotland) Act 1995.
22. To safeguard and promote the welfare of children in need, giving help “in kind or in cash” in terms of section 22 of the Children (Scotland) Act 1995.
23. To minimise the effect of disability on children, assessing the needs of children with or affected by disability, assessing the ability of their carers to meet those needs and providing information assessment in terms of sections 23, 24, and 24A of the Children (Scotland) Act 1995 and the Social Care (Self-directed Support) (Scotland) Act 2013.
24. To provide accommodation for children and young people when lost or abandoned or when no-one with parental responsibility can do it, in terms of section 25 of the Children (Scotland) Act 1995.
25. To provide accommodation in terms of section 25 of the Children (Scotland) Act 1995.
26. To provide accommodation and maintenance for children looked after by the Council in terms of section 26 of the Children (Scotland) Act 1995.
27. To provide after-care for children (under 26 years of age) who were previously looked after by a local authority in terms of section 29 of the Children (Scotland) Act 1995 and continuing care under section 26A of the Children (Scotland) Act 1995.

28. To provide financial help towards maintaining, educating or training for young people who were looked after by the Council at the time of leaving school age in terms of section 30 of the Children (Scotland) Act 1995.
29. To review cases of children looked after by the Council in terms of section 31 of the Children (Scotland) Act 1995.
30. To remove children from residential establishments in terms of section 32 of the Children (Scotland) Act 1995.
31. To accept responsibility for orders made in respect of children in other parts of the United Kingdom where the child is now ordinarily resident in Aberdeen in terms of section 33 of the Children (Scotland) Act 1995.
32. To provide short-term refuges where a child may be at risk of harm in terms of section 38 of the Children (Scotland) Act 1995.
33. To make enquiries and provide information to the Principal Reporter to the Children's Panel where children may need compulsory measures of care in terms of section 60 of the Children's Hearings (Scotland) Act 2011.
34. Where a child may be at risk of significant harm, to investigate the matter and if need be apply for the following orders:
  - Child Assessment Order (under section 35 of the Children's Hearings (Scotland) Act 2011);
  - Child Protection Order (under sections 37 to 39 of the Children's Hearings (Scotland) Act 2011);
  - Emergency Child Protection Order to a Justice of the Peace (under section 55 of the Children's Hearings (Scotland) Act 2011); and
  - Exclusion Order (under sections 76 to 80 of the Children (Scotland) Act 1995).
35. To provide reports on children and their social background for a Children's Hearing in terms of section 66 of the Children's Hearings (Scotland) Act 2011.
36. To implement the measures contained in Orders made by a Children's Hearing under the Children's Hearings (Scotland) Act 2011.
37. To recommend that a Compulsory Supervision Order is reviewed by a Children's Hearing under the Children's Hearings (Scotland) Act 2011.
38. Where assessed as necessary, to apply to a court for a Permanence Order, or Permanence Order with authority to adopt, under sections 80-83 of the Adoption and Children (Scotland) Act 2007.
39. To apply for variation or revocation of a Permanence Order when there has been a material change of circumstances under section 99 of the Adoption and Children (Scotland) Act 2007
40. To provide information to the Courts and arrange accommodation for the detention of children being prosecuted for, or convicted of, criminal offences in terms of sections 42, 43, 44 and 51 of the Criminal Procedure (Scotland) Act 1995.
41. To make purchases, outside the central purchasing arrangements, of necessary food, clothing and other essential items for children in care of the Council and living within the Council's residential establishments for young people.

42. To offer recruitment and retention incentive payments for hard to fill professional social work posts.
43. To endorse applications for staff requiring registration with the Scottish Social Services Council (SSSC).
44. To assess and approve foster carers in accordance with the provisions of the Looked After Children (Scotland) Regulations 2009.
45. To place a child in foster placement in accordance with the provisions of the Looked After Children (Scotland) Regulations 2009.
46. To establish a fostering panel in terms of Regulation 17 of the Looked After Children (Scotland) Regulations 2009.
47. ~~To consult on, prepare and publish 2 year plans for day care and out of school care in terms of section 27 of the Children (Scotland) Act 1995.~~

## CHIEF OFFICER - OPERATIONS AND PROTECTIVE SERVICES

### Roads and Infrastructure Services

1. To maintain a list of public roads including classification of roads network.
2. To manage and maintain all roads on a list of public roads including power to reconstruct, alter, widen, improve or renew any such road within approved budgets.
3. To exercise the control of road occupations, reporting to the next relevant committee if any member objects to the proposed decision.
4. To manage and implement the requirements of the New Roads and Street Works Act 1991.
5. To implement arrangements for both temporary and permanent traffic management and related street furniture.

6. To commence and complete the statutory procedure set out in the Local Authorities' Traffic Order (Procedure) (Scotland) Regulations 1999 and undertake all necessary preparation prior to making orders under the Road Traffic Regulation Act 1984, sections 1, 2 and 4 (~~road-traffic regulation~~ regulation orders), only bringing the matter before the Operational Delivery Committee where, following consultation with such members as the Chief Officer deems appropriate, an objection is received or where there are unresolved outstanding objections arising from the statutory/~~public~~ consultation process.

7. To commence and complete the statutory procedure set out in the Local Authorities' Traffic Order (Procedure) (Scotland) Regulations 1999 and undertake all necessary preparation prior to making orders under the Road Traffic Regulation Act 1984, sections 9 and 10 (experimental traffic regulation orders – "ETRO") and thereafter to make and sign experimental traffic regulation orders and implement them; only bringing the matter before the Operational Delivery Committee where either or both of the following applies:

7.1 prior to or following implementation of the ETRO, the Chief Officer consults with such members as the Chief Officer deems appropriate, and an objection is received from such members (excepting where the ETRO has been instructed for implementation by a Committee of the Council); or

~~6.~~ 7.2 the ETRO states that the Council will consider making the order permanent, and the Chief Officer proposes to make the ETRO permanent, and there are unresolved outstanding objections arising from the statutory consultation process following implementation of the ETRO.

~~7-8.~~ To make and sign permanent traffic regulation orders (including orders which have been converted from ETROs) and implement them where the statutory/~~public~~ consultation process yields no objections or, where objections have been received, the orders have gained the appropriate committee approval; and to authorise ~~second tier and third tier roads~~ officers to make and sign and implement such orders in these circumstances.

~~To make and sign, and to authorise ~~second and third tier roads~~ officers to sign, temporary traffic orders.~~

9. To commence and complete the statutory procedure set out in the Stopping Up of Roads and Private Accesses and the Redetermination of Public Rights of Passage (Procedure) (Scotland) Regulations 1986 and undertake all necessary preparation prior to making orders under the Roads (Scotland) Act 1984, sections 68, 69 ("Stopping Up" orders), only bringing the matter before the Operational Delivery Committee where, following consultation with such members as the Chief Officer deems appropriate, an objection is received or where there are unresolved outstanding objections arising from the statutory consultation process.

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10. To redetermining the means by which the public right of passage over, or any part of, any public road, may be exercised by an order under the Roads (Scotland) Act 1984, section 152(2) (“Redetermination Orders”) and to commence and complete the statutory procedure set out in the Stopping Up of Roads and Private Accesses and the Redetermination of Public Rights of Passage (Procedure) (Scotland) Regulations 1986 for making such orders, only bringing the matter before the Operational Delivery Committee where, following consultation with such members as the Chief Officer deems appropriate, an objection is received.

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~~—~~ To make and sign, and to authorise officers to make and sign, Stopping Up orders, Redetermination Orders and temporary traffic orders under Section 14 of the Road Traffic Regulation Act 1984.

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8-11. To commence and complete the statutory procedure set out in the Road Humps (Scotland) Regulations 1998 and undertake all necessary preparation prior to making orders under the Roads (Scotland) Act 1984 relating to road humps, only bringing the matter before the Operational Delivery Committee where, following consultation with members (whether all members or simply ward members), objection is received or where there are outstanding objections arising from the statutory/public consultation process.

9-12. To commence and complete the statutory procedure set out in the Stopping Up of Roads and Private Accesses and the Redetermination of Public Rights of Passage (Procedure) (Scotland) Regulations 1986 and undertake all necessary preparation prior to making orders under the Roads (Scotland) Act 1984 relating to stopping up and redetermination, only bringing the matter before the Operational Delivery Committee where, following consultation with members (whether all members or simply ward members), objection is received or where there are outstanding objections arising from the statutory/public consultation process.

10-13. To exercise operational management of “on-street” and “off-street” parking facilities.

11-14. To authorise the removal of private vehicles which have unpaid Penalty Charges recorded against them in accordance with the Road Traffic Regulation Act 1984, Road Traffic Act 1991, Road Traffic (Permitted Parking Area and Special Parking Area) (Aberdeen City Council) Designation Order 2003 and the Removal and Disposal of Vehicles Regulations 1986 and any other relevant legislation.

12-15. To represent the Council’s interests with regard to coast protection and flood prevention matters including the development of the Flood Risk Management Plan.

13-16. To lodge objections or to make representations on the Council’s behalf on applications for licences and the renewal and variation of licences, to the Council’s Licensing Committee in cases where the Council are permitted by statute to object to such applications.

~~14.~~ ~~To implement arrangements for both temporary and permanent traffic management or related street furniture.~~

15-17. To grant construction consent for new private roads, to determine the value of security to be lodged and arrange for their adoption in terms of the appropriate legislation; and, in the event that construction proceeds in the absence of such security, to instruct enforcement action.

16-18. To grant or refuse applications in terms of the Council’s Driveway Regulations.

**Environmental Services**

**18-19.** In accordance with the Burial and Cremation (Scotland) Act 2016, the Public Health etc. (Scotland) Act 2008 and associated legislation::

- following consultation with the Chief Officer - Finance, to accept bequests requiring provision by the Council for the upkeep and maintenance in perpetuity of individual graves and tomb stones in cemeteries under the control of the Council in such cases where the amount of the bequest is sufficient to cover the cost of maintenance and upkeep of the grave and of any tombstone, in accordance with the [ACC Council's Financial Regulations](#) and [ACC Procurement Regulations](#);
- to act as Registrar of Burials and Cremations and to act as the keyholder for crematorium buildings;
- to ensure the proper disposal of the deceased while taking into account requests of the bereaved;
- to operate the Council's crematorium and to maintain, renew and repair the crematorium buildings;
- to provide facilities for and make available memorials to the deceased;
- to manage arrangements for appointments and statutory paperwork for disposal of the deceased, including implementing, monitoring and maintaining systems and records of any disposal of the deceased and issuing any extracts of such records;
- to maintain identification of the remains throughout the process of cremating the deceased; and
- to arrange for the supervision of exhumations.

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**19-20.** To carry out the Council's duties in regards to the Wildlife and Natural Environment (Scotland) Act 2011.

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**20-21.** Following consultation with the Chief Officer - Governance, to negotiate, authorise and sign agreement(s) with NHS Grampian and their associated funeral service provider(s) to bury or cremate pregnancy loss provided by NHS Grampian, all in accordance with Scottish Government guidance and best practice.

**21-22.** To approve and execute allotment site regulations, make minor amendments to such regulations and administer and manage allotments, including granting, varying and terminating allotment leases and maintaining a list of individuals who request allotments, all in terms of the Community Empowerment (Scotland) Act 2015 and other relevant legislation.

**Waste Services**

**22-23.** To set commercial waste charges.

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**23-24.** To enforce, and authorise officers to enforce, the provisions of the Environmental Protection Act 1990, the Waste (Scotland) Regulations 2005, the Waste (Scotland) Regulations 2011, the Waste (Scotland) Regulations 2012 and other relevant legislation relating to waste.

~~**24.** To remove and dispose of abandoned vehicles in terms of the Refuse Disposal (Amenity) Act 1978.~~

**25.** To authorise officers to remove, store and return to any owner any bin blocking a street.

26. Following consultation with the Chief Officer - Finance, the Head of Commercial and Procurement, and the Convener of the City Growth and Resources Committee, to approve expenditure on repairs and maintenance to sites owned by the Council, that are procured by the Altens East Plant operator on behalf of the Council, provided that the Altens East Plant operator conducts the procurement in accordance with the ACC Procurement Regulations and that the expenditure is capable of being met from existing budgets.
27. Following consultation with the Chief Officer - Finance, the Head of Commercial and Procurement and the Convener of the Operational Delivery Committee, to negotiate and agree non material variations or supplemental agreements to the Waste Service Contract, including but not limited to, or as a consequence of:-
- variations necessitated due to a change in taxation and/or any applicable legislation or subordinate legislative provision, EU regulation or directive having direct effect, provision of common law or other binding law, requirement of any authorisation, licence, permission, consent or permit or rule of any court of competent jurisdiction and any local, national or supranational agency, inspectorate, minister, ministry, official or public or statutory person (whether autonomous or not), or of the government of the United Kingdom or the European Union, which exists at any time during the life of the contract;
  - the approval of fixed term waste trials;
  - amendments to reporting requirements;
  - changes in the price index used for the indexation of elements of the contract prices; and
  - the approval of repairs and maintenance of sites owned by the Council that are serviced by the Altens East Plant operator under the Waste Management Services contract (for example Ness Farm, Hill of Tramaud).
28. Following consultation with the Chief Officer - Finance, the Head of Commercial and Procurement and the Convener of the Operational Delivery Committee, to negotiate and agree variations to the Waste Management Services Contract following a decision of the Council to:-
- a. change its waste collection operations;
  - b. change the opening hours of Council sites serviced by the Altens East Plant operator under the Waste Services Contract;
  - c. close council owned facilities currently serviced by the Altens East Plant operator under the Waste Services Contract.
  - d. add new facilities to be serviced by the Altens East Plant operator under the Waste Services Contract.
29. Following consultation with the Chief Officer - Finance, the Head of Commercial and Procurement and the Convener of the Operational Delivery Committee, to negotiate and conclude the variations necessary to the Waste Management Services Contract in relation to the acceptance of third party recyclate and/or residual waste at Altens East Plant provided that the nature of those variations results in a net reduction of the Council's operational costs of the Altens East Plant.
30. Following consultation with the Chief Officer - Finance, the Head of Commercial and Procurement and the Convener of the Operational Delivery Committee, to give Suez consent to bid for:-
- a. the inclusion of the Altens East Plant on framework agreements for waste and recycling services; and

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- b. individual contracts to provide waste and recycling services to third parties (i.e. other local authorities or commercial entities) using the Altens East Plant to process the waste and/or recycle, as and when such opportunities arise, contingent upon the variation to the Waste Services Contract in number 25 above having been concluded.

#### Protective Services

- 31. To authorise officers as required in respect of the rights of entry and inspection contained in section 5 of Part I of the Civic Government (Scotland) Act 1982.
- 32. To authorise the issue of Certificates under section 39(4) of the Civic Government (Scotland) Act 1982 regarding the compliance of vehicles, kiosks or moveable stalls with relevant regulations made under section 1(3) of the Food Safety Act 1990.
- 33. To authorise the issue of Certificates under section 50 of the Licensing (Scotland) Act 2005 regarding the compliance of premises with regulations made under section 1(3) of the Food Safety Act 1990 relating to construction, layout, drainage, ventilation, lighting and water supply or concerned with the provision of sanitary and washing facilities.
- 34. To take such action as is necessary with regard to the administrative arrangements under Part 1 of the Food and Environmental Protection Act 1985.
- 35. To authorise persons, under section 5 of the Food Safety Act 1990, to act in matters arising under the said Act.
- 36. To appoint, under Regulation 5(6) of the Food Hygiene (Scotland) Regulations 2006, authorised officers for the purpose of enforcing the said Regulations.
- 37. To designate, under section 5 of the Public Health etc. (Scotland) Act 2008, an appropriate number of competent persons for exercising, on behalf of the Council, the functions relating to protection of public health contained in the Act.
- 38. To:
  - i. enforce and ensure compliance with (and authorise officers to enforce and ensure compliance with) the Health and Safety at Work etc. Act 1974; and
  - ii. appoint as inspectors under section 19 of that Act such persons as he/she considers necessary for carrying into effect the provisions of that Act and other relevant statutory provisions and, in each case, delegate to those persons the powers to be exercised by them.
- 39. To take, or arrange for the taking of, any action necessary to comply with health and safety legislation and to appoint officers to undertake health and safety functions.
- 40. To undertake Port Health duties under the Public Health (Scotland) Act 1945 and the Airports Authority Act 1965.
- 41. To enforce and ensure compliance with (and to authorise officers to enforce and ensure compliance with) the relevant environmental health and public health provisions of the following legislation:
  - a. Prevention of Damage by Pests Act 1949;
  - b. Public Health (Scotland) Act 2008;
  - c. Caravan Sites and Control of Development Act 1960;

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- d. Private Water Supplies (Scotland) Regulations 2006;
  - e. Water Supply (Water Quality) (Scotland) Regulations 2000;
  - f. Housing (Scotland) Act 1987;
  - g. Housing (Scotland) Act 2006;
  - h. Housing (Scotland) Act 2001;
  - i. Control of Pollution Act 1974;
  - j. Noise and Statutory Nuisance Act 1998;
  - k. The Clean Air Act 1993;
  - l. Civic Government (Scotland) Act 1982;
  - m. Dog Fouling (Scotland) Act 2003 (pursuing recovery of unpaid fixed penalties and notifying the Procurator Fiscal of requests for hearings);
  - n. Environmental Protection Act 1990;
  - o. Control of Dogs (Scotland) Act 2010;
  - p. any legislation relating to hazardous substances or radiation; and
  - q. any other legislation relating to environmental health or public health matters.
42. To grant, manage and revoke licences under the Caravan Sites and Control of Development Act 1990 (as amended).
43. To engage, as required, temporary staff in the event of an emergency mortuary being required for use, having regard to the scale of the emergency.
44. To authorise officers under section 7 of the Smoking, Health and Social Care (Scotland) Act 2005 to exercise the powers contained in section 7 and also in schedule 1 to the Act.
45. To appoint and authorise Licensing Standards Officers to exercise powers in terms of section 13 of the Licensing (Scotland) Act 2005.
46. To enforce and exercise powers, and authorise officers to enforce and exercise powers, under the appropriate provisions of the following legislation:-
- a. Animal Boarding Establishments Act 1963;
  - b. Animal Health Act 1981;
  - c. Animal Health and Welfare (Scotland) Act 2006;
  - d. Breeding of Dogs Act 1973;
  - e. Breeding and Sale of Dogs (Welfare) Act 1999;
  - f. Dangerous Wild Animals Act 1976;
  - g. Licensing of Animal Dealers (Young Cats and Young Dogs) (Scotland) Regulations 2009;
  - h. Performing Animals (Regulation) Act 1925;

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- i. Pet Animals Act 1951;
  - j. Riding Establishments Act 1964 and Riding Establishments Act 1970;
  - k. Zoo Licensing Act 1981;
  - l. Animal By-Products (Scotland) Regulations 2003; and
  - m. Animal By-Products (Scotland) (Enforcement) Regulations 2013.
47. To authorise any official veterinary surgeon, acting for the Council, for any of the statutory purposes for which an official veterinary surgeon is required.
  48. To appoint a chief inspector of weights and measures and authorise appropriately qualified officers to exercise the statutory functions of the Council as a local weights and measures authority.
  49. To authorise the chief inspector of weights and measures to exercise the powers conferred on the Council, in its capacity as the local weights and measures authority, by consumer protection and trading standards legislation.
  50. To exercise the Council's power to grant and refuse, renew, vary or revoke a petroleum storage certificate or a petroleum storage licence in terms of the Petroleum (Consolidation) Regulation 2014.
  51. To authorise officers of the Trading Standards Service to issue, vary and revoke product safety notices under section 14 of the Consumer Protection Act 1987 and regulations 11 to 15 of the General Product Safety Regulations 2005.
  52. To authorise officers of the Trading Standards Service to exercise the powers contained in the Tobacco and Primary Medical Services (Scotland) Act 2010.
  53. To authorise officers of the Environmental Health and Trading Standards Services to enforce the Single Use Carrier Bags (Scotland) Regulations 2014.
  54. To authorise officers of Trading Standards Scotland to carry out specific trading standards and consumer protection enforcement work within Aberdeen City Council's jurisdiction.
  55. To lodge objections or to make representations on the Council's behalf on applications for licences and the renewal and variation of licences, to the Council's Licensing Committee in cases where the Council are permitted by statute to object to such applications.
  56. To appoint a public analyst and Food Examiner to perform the duties detailed in the relevant sections of the Food Safety Act 1990.
  57. To appoint an Agriculture Analyst under section 67 of the Agriculture Act 1970.
  58. To exercise the Council's power to grant, renew or amend an Explosives Licence in terms of the Explosives Regulations 2014.
  59. To exercise the Council's power to refuse to issue or to revoke an Explosives Licence in terms of the Explosives Regulations 2014.
  60. To exercise the Council's power to issue or refuse assent for an Explosives Licence, where the application is made to another relevant licensing authority in terms of the Explosives Regulations 2014.

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61. To exercise the Council's power to issue or to refuse to issue or to revoke a licence to supply fireworks outwith the restricted dates in terms of the Fireworks Regulations 2004.

~~31. To establish, hold, manage, regulate and administer markets in accordance with section 27 of the Local Government and Planning (Scotland) Act 1982, to otherwise exercise all powers under section 27 in relation to those markets (except the power to make byelaws) and to take all decisions relating to the day to day administration of those markets.~~

**Facilities Management**

62. To deliver free school meals to eligible school pupils (section 53 of the Education (Scotland) Act 1980).

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## **6. DIRECTOR OF RESOURCES**

1. To approve (or to nominate a person as having authority to approve) any procurement, contract and/or business case for the inclusion of a project onto the Council's Capital Programme, as a result of a decision of the Aberdeen City Region Deal Joint Committee and/ or a relevant business case, where the estimate value of the contract is of or above £50,000 (supplies/services) or £250,000 (works), or the turnover from the contract is estimated to be £4.5m or more (concessions), following consultation with the Chief Officer - Finance and the Head of Commercial and Procurement. To approve (or to nominate a person as having authority to approve) any procurement or contract, as a result of a decision of the Pensions Committee and/or a relevant procurement business case, where the estimated value of the contract is of or above £50,000 (supplies/services) or £250,000 (works), or turnover from the contract is £4.5m or more (concessions) following consultation with the Chief Officer - Finance and the Head of Commercial and Procurement.
2. To approve outline, full and procurement business cases for all capital projects approved as part of the budget process for the purposes of capital processes and [the ACC Procurement Regulations](#), following consultation with the Chief Officer – Capital, Head of Commercial and Procurement and Conveners of the Capital Programme Committee and the City Growth and Resources Committee and undertake all necessary procurement exercises for each of these capital projects within budget allocated, following consultation with the Head of Commercial and Procurement, and thereafter to authorise the entering into any necessary contracts.

### CHIEF OFFICER - FINANCE

#### General Powers delegated to the Chief Officer - Finance as Proper Officer

1. To act as Proper Officer for the purposes of section 95 of the Local Government (Scotland) Act 1973 and to administer the financial affairs of the Council and take any necessary actions or decisions in accordance with the ACC Financial Regulations.
2. To delegate the role of Proper Officer for the purposes of section 95 of the Local Government (Scotland) Act 1973 to Service Managers when the Chief Officer - Finance is absent or as otherwise required. Any such delegation shall be made in writing.
3. To sub-delegate his/her responsibilities and powers under the ACC Financial Regulations to managers within his/her Service.
4. To provide the financial administration of the Common Good Fund, Registered Charities, Trusts, Companies and any other funds managed by the Council.
5. To ensure the proper and safe custody of all funds administered by the Council.
6. To approve new permitted investment instruments under the Council's Investment Strategy, reporting the approval to the City Growth and Resources Committee as soon as practicably possible thereafter.
7. To enquire into the financial standing of any organisation wanting to provide services with or to the Council in relation to any tender or contract.
8. To authorise the signature of cheques and other appropriate documentation on behalf of the Council.
9. To sign bank indemnities.
10. To approve monthly PPP unitary charge invoices to a value of £2million.
11. In respect of the Council's Arms-Length External Organisations, to make banking arrangements and provide letters of comfort, where appropriate.
12. To approve the purchase of second hand goods up to a value of £50,000.
13. To write off debt in accordance with the ACC Financial Regulations.
14. To approve notifications to the London Stock Exchange through a Regulatory Information Service
15. To make arrangements to collect sums due to the Council under the Council's "Contributing to your Care" charging policy for non-residential care services.
16. To make arrangements to collect sums due to the Council under the national "Charging for Residential Care" scheme.
17. To administer payments in cash or in kind in accordance with section 12 of the Social Work (Scotland) Act 1968.
18. To make payments due to social care providers, foster carers, kinship carers and adopters.
19. Following consultation with the relevant Chief Officer and the Convener of the City Growth and Resources Committee, to set fees and charges outside of the budget meeting.

20. To allocate funding, following consultation with the Convener of the City Growth and Resources Committee, from the Transformation Fund on a savings/cost reduction return for investment basis and subject to the ACC Procurement Regulations.
21. To lead and act in respect of the Council's Counter fraud response.

#### **Accounting**

22. To put in place an appropriate control environment and effective internal controls which provide assurance of effective and efficient operations, financial stewardship, probity and compliance with Council policy, legislation and codes of practice in accordance with the [ACC Council's](#) Financial Regulations.
23. To produce and continuously review the [ACC Council's](#) Financial Regulations and any related financial procedures, policies or codes of practice.
24. To provide financial services to other bodies, organisations etc. subject to a charge being made where appropriate.
25. To manage the Council's treasury management, including all borrowing and investment activities and banking arrangements.
26. To secure arrangements for the administration and accounting of VAT, payment of salaries and wages, receipt of monies, purchase cards, credit cards, match funding and imprest accounts.
27. To develop the budget preparation strategy and financial monitoring procedures, including reporting on progress with Council approved savings targets, for both the revenue budget and capital plan, including annual budgets, medium term financial plan and longer term financial planning.
28. To amend service budgets for new monies received or subsequent approvals during the year, with all such changes being recorded in the monitoring statements.
29. To prepare the Council's Annual Accounts in accordance with the Code of Practice on Local Authority Accounting in the United Kingdom (CIPFA/LASAAC) for each financial year ending 31 March.
30. To select suitable accounting policies for the Council and ensure that they are consistently applied to the Council's accounts relating to each financial year.
31. To take appropriate action as part of the annual final accounts process to maximise the financial benefit to the Council within appropriate legislation, policies and regulations.
32. To be the primary point of contact for the Council's external auditors.
33. To submit all financial returns on behalf of the Council.
34. To authorise disposal or write off of obsolete or excess stock, scrap materials, stores differences and equipment that is obsolete or beyond economic repair, where the value does not exceed £10,000, all in accordance with the ACC Financial Regulations.
35. To administer the residual housing advances scheme, to implement amendments to interest rates for such loans and to take appropriate action to recover any arrears.
36. To approve leasing arrangements, and arrange finance and operational leases, in relation to equipment and capital assets.
37. To authorise arrangements for electronic funds transfers.

38. Following consultation with the Chief Executive, Directors and the Head of Commercial and Procurement, to put in place a scheme of delegated financial limits.
39. To arrange for suitable independent audit of European Union funding claims to be carried out.
40. To determine the retention period for all books, forms and records related to financial matters.

#### **Pensions Administration**

41. To administer the North East Scotland Pension Fund in accordance with the Local Government Pension Regulations.
42. To implement investment arrangements for the North East Scotland Pension Fund in accordance with the Local Government Pension Regulations, including sourcing and appointment of investment fund managers within the approved strategy.
43. To appoint member representatives to serve on the Pension Board of the North East Scotland Pension Fund.
44. Following consultation with the Chief Officer - Governance, to agree participation by the North East Scotland Pension Fund in securities litigation.
45. To write off debt related to the North East Scotland Pension Fund, in accordance with the ACC Financial Regulations.
46. To approve (or nominate officers to approve) the Council's entering into of any agreement or other document concerning the administration of the North East Scotland Pension Fund as described in the power relating to "Pensions" delegated herein to the Chief Officer – Governance.
- ~~46-47.~~ Following consultation with the Chief Officer – Governance, to sign (and to authorise officers to sign) any agreement or other document concerning the administration of the North East Scotland Pension Fund as described in the power relating to "Pensions" delegated herein to the Chief Officer – Governance, where that agreement or document entails the signatory certifying or declaring matters which fall within the remit of the Chief Officer – Finance.

### CHIEF OFFICER - CAPITAL

1. To deliver the Council's Capital Programme ("the Capital Programme"), including the Council's General Fund Capital Programme (GFCP) and the Council's Housing Capital Programme (HCP).
2. To maintain and oversee a governance structure for the delivery of the Capital Programme.
3. To ensure a governance framework is in place through which all projects in the Capital Programme will be evaluated and prioritised for development and delivery, subject to any appropriate Council or committee approval.
4. To ensure appropriate resources are in place to deliver the Capital Programme and, where necessary, to commit resources as required for such delivery.
5. Following consultation with the Chief Officer - Finance, the Leader of the Council and the Convener of the City Growth and Resources Committee, to allocate funds from the Construction Inflation budget for project management and other costs relating to the Capital Programme.
6. Following consultation with the Chief Officer – Corporate Landlord, to make any necessary financial, legal and technical decisions in relation to construction projects, following the receipt of professional advice where appropriate and provided that the ACC Procurement Regulations are complied with and sufficient budgetary provision exists to cover any cost involved. .
7. To audit, assess and review the progress, quality and management of projects within the Capital Programme.
8. To report progress on the Capital Programme to the Corporate Management Team (CMT), elected members and the relevant committee, as appropriate.
9. Following consultation with the Director of Resources and Chief Officer - Finance, to approve or reject Strategic Outline Business Cases and where approved, to authorise the development of Outline Business Cases for potential capital projects.
10. Following consultation with the Director of Resources and Chief Officer - Finance, to approve the Outline/Full Business Cases in principle for capital projects recommended for addition to the capital programme outwith the budget meeting, for onward submission to the relevant committee.
11. Following consultation with the Director of Resources, to consider and approve project change requests and authorise consequent amendments to key project criteria provided that sufficient budgetary provision exists to cover any cost involved.
12. To approve the allocation of external funding to individual projects.



## CHIEF OFFICER – PEOPLE AND ORGANISATIONAL DEVELOPMENT

1. To take action to ensure the Council is compliant with relevant employment law.
2. To undertake Trade Union and staff consultation on all matters within delegated authority in line with our statutory duties, employment law and the FAIR agreement.
3. To act as the representative of the Council when in negotiation with, and in statutory consultation with, trade unions.
4. To approve and arrange for the application or implementation of all matters which conform to the national conditions of service and local conditions of service of all categories of employees of the Council, or, in the opinion of the Chief Officer – People and Organisational Development, are minor variations acceptable to management, the employees and trade unions as appropriate.
5. To approve (jointly with the Chief Officer - Finance) through normal agreed processes, following consultation with the Chief Officer – Finance and the relevant trades unions, in line with our FAIR agreement, changes in respect of staff resources including proposed restructuring, establishing/disestablishing posts, converting or making changes to posts and making evaluation review, temporary or one-off amendments to pay, changes to jobs, and the creation and recruitment to fixed term and permanent posts, within existing clusters.
6. To approve (jointly, following consultation with the Chief Officer – Finance), recruitment to fixed term and permanent posts within the existing Functional structure.
7. To give effect to the outcome of evaluation review in line with the Scottish Joint Council for Local Government Employees Job Evaluation Scheme and the SNCT Teachers Job Sizing Scheme.
8. To put in place arrangements for the appointment of Head Teachers and Depute Head Teachers in accordance with Council policy and the Parental Involvement in Head Teacher and Deputy Head Teacher Appointments (Scotland) Regulations 2007.
9. To authorise approve requests for the extension of either full or half sickness allowance, including in relation to teachers, in exceptional circumstances following consultation with the relevant Chief Officer.
10. Following consultation with the Chief Executive, to approve applications for Voluntary Severance and Early Retirement for officers below Chief Officer level. Applications from Chief Officers should only be approved following consultation with the Chief Executive and the Leader of the Council.
11. To implement pay awards, and to make temporary or one-off amendments to pay.
12. To take any required action to give effect to the Council's employee benefits scheme.
13. To approve, following consultation with the Convener of the City Growth and Resources Committee, minor changes to the equal pay and modernisation scheme or the buy-out of existing protected edive terms and conditions on the basis that any such change would be within budget.
14. Following consultation with the Chief Executive and Chief Officer - Governance, to authorise a settlement agreement with an employee below Chief Officer level, including in relation to his/ her/their leaving the Council's employment. Settlement agreements with Chief Officers can only be authorised following consultation with the Chief Executive, Chief Officer - Governance and the Leader of the Council. This does not apply to settlement agreements reached in the Employment Tribunal involving the Advisory, Conciliation and Arbitration Service (ACAS).

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~~10.—To act as the representative of the Council when in negotiation with, and in statutory consultation with, trade unions.~~

## **CHIEF OFFICER - CORPORATE LANDLORD**

### **Assistance to Local Industry**

1. To discuss and negotiate, on a without prejudice basis, proposals and developments in terms of land transactions, premises and finance (following consultation with the Chief Officer - Finance) by way of assistance to local industry.

### **Proposals for Council-owned Property**

2. To discuss and negotiate, on a without prejudice basis, proposals and developments for Council-owned property.
3. Following consultation with the Chief Officer - Governance, to make arrangements for the referral of compensation disputes to arbitration or the Lands Tribunal.
4. To declare property surplus to the requirements of the Council following consultation with service users.
5. Following consultation with the Convener of the City Growth and Resources Committee, to decline offers to purchase Council land or property and offers to sell land or property to the Council.
6. Following consultation with the Convener of the City Growth and Resources Committee, to instruct the Chief Officer - Governance to acquire or sell or take any other interest in heritable property or land where the consideration is less than £250,000 provided that such sale or acquisition represents the land or property's market value.
7. To authorise the granting of standard securities and charges in favour of the Council and the discharge of such standard securities and charges.
8. To instruct the Chief Officer – Governance to grant wayleaves and servitudes over any Council-owned property or enter into any such agreements over land to protect the Council's wider interests.
9. To pay statutory disturbance and home loss payments where appropriate in terms of the Land Compensation (Scotland) Acts.
10. To provide, maintain and equip schools and other buildings (section 17 of the Education (Scotland) Act 1980).
11. Following consultation with the Chief Officer – Capital, to make the necessary financial, legal and technical decisions based on professional advice in relation to capital and revenue based building and refurbishment projects and provided that the ACC Procurement Regulations are complied with and sufficient budgetary provision exists to cover any cost involved,.
12. To oversee budgets associated with the Council's scheme of Devolved School Management.
13. To name Council-owned property and facilities following consultation with the Convener of the City Growth and Resources Committee.
14. To carry out the consultation processes required by the Schools (Consultation) (Scotland) Act 2010.

**Lease/Building Occupation Management (General Services Account and Common Good Properties)**

15. To grant or decline applications for landlord's consent on terms and conditions reflecting market practice and the Council's interest including the charging of fees for the granting of landlord's consent.
16. To instruct the Chief Officer - Governance to pursue the irritancy of leases provided that the Chief Officer - Governance is satisfied that there are grounds for doing so.
17. To approve assignations or sub-leases either in whole or in part incorporating terms as necessary to protect the Council's interest.
18. To approve the grant of new leases and extensions and variations of existing leases, to agree rent reviews and terminations in respect of such leases (where these are agreed at Market Rental Value) and otherwise to attend to the general management of land and property in the Council's ownership, including the advertising of property for sale or lease.
19. To make arrangements for referral of a disputed revised rent or other dispute to arbitration in accordance with the terms of the lease in question.
20. To approve new leases to the Council from third parties and extensions and variations of existing leases from third parties, to agree rent reviews and terminations in respect of such leases, and to otherwise attend to the general management of land and property leased to the Council.
21. To grant or refuse any application for a let of Education or other Council property including the use of educational premises for licenced functions.
22. Following consultation with the Chief Officer - Governance, to alter/waive (in whole or in part) commercial rents in response to economic downturn subject to the Disposal of Land by Local Authorities (Scotland) Regulations 2010 and to report any use of this power by way of service update.

22-23. To establish, hold, manage, regulate and administer markets in accordance with section 27 of the Local Government and Planning (Scotland) Act 1982, to otherwise exercise all powers under section 27 in relation to those markets (except the power to make byelaws) and to take all decisions relating to the day-to-day administration of those markets.

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**Adoption of Amenity Areas**

243. Following consultation with the Chief Officer - Operations and Protective Services, to refuse to adopt or adopt amenity areas subject to the areas being brought up to a standard suitable for adoption and the owners paying the Council a capitalised maintenance charge.

**Rateable Values**

254. To make representations on, negotiate and agree Rateable Values for properties where there is a Council interest as proprietor, tenant or occupier, in relation to any Valuation Notice served on the Council.

**Planning Representations**

- 25-26. To make representations on the Council's behalf to the Chief Officer - Strategic Place Planning for submission to the Planning Development Management Committee, in situations where notice has been served on the Council as a party having a notifiable interest in neighbouring land which is subject to a planning application.

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**26-27.** To make applications for planning and other statutory consent for sites and heritable property where such consent is required to deliver an approved Council initiative or project following consultation with the Chief Officer - Capital.

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**Properties held on the Housing Revenue Account (HRA) - Asset Management and Repairs**

**27-28.** To approve or decline applications from tenants of Council houses for:

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- a. erection of lock-up garages;
- b. installation of car runways;
- c. erection of boundary enclosures including walls, fences, gates, etc.;
- d. erection of outbuildings including, but not limited to, garden sheds, greenhouses and pigeon lofts;
- e. external alterations and additions to houses including, but not limited to, enclosures of verandas, erection of satellite dishes, replacement of external doors and replacement windows;
- f. internal alterations and additions to houses including, but not limited to, replacement of sink units, kitchen fitments and bathroom suites, installation of bathroom showers, central heating, removal of internal coal cellars, removal of coal fires and installation of alternative forms of heating, and electrical rewiring and upgrading; and
- g. retrospective Landlord's consent in relation to work carried out by a tenant in connection with section 28 of the Housing (Scotland) Act 2001, but on condition that all other statutory consents and approvals are retrospectively obtained.

**28-29.** To arrange for payments to be made in terms of section 29 of the Housing (Scotland) Act 2001 to Council tenants at the termination of a Scottish secure tenancy in respect of improvements carried out by them, including the construction of garages, during the currency of the tenancy, with the consent of the Council, in terms of Council policy.

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**29-30.** To determine, following consultation with the Chief Officer - Finance, such annual increase, if any, as may be required in licence fees, registration fees, and the other charges as may be determined by the appropriate committee.

**30-31.** To arrange for payments to be made in terms of section 234 of the Housing (Scotland) Act 1987 where a tenant is required to remove from their house in order to facilitate the carrying out of repairs or where the Chief Officer - Corporate Landlord in the exercise of his/ her delegated powers arranged for the provision of temporary or permanent re-housing to tenants in houses which are affected by a modernisation scheme.

**31-32.** To instruct the carrying out at the Council's expense of works necessary to comply with notices and orders served by the Council in terms of the Housing (Scotland) Act 1987 and the Housing (Scotland) Act 2006 and to take appropriate action to recover the costs from the parties concerned.

**32-33.** Following consultation with the Convener of the City Growth and Resources Committee, to instruct the Chief Officer - Governance to dispose of or purchase individual properties following a value for money appraisal where this option is considered by the Chief Officer - Corporate Landlord to be the most appropriate for the Housing Revenue Account, subject to (a) market value being achieved or paid; and (b) consultation with ward members on the

proposals, with referral to the City Growth and Resources Committee if any ward member does not agree.

**33-34.** Relative to the sale of Council houses under the Housing (Scotland) Act 1987, to decide whether to pursue recovery of any proportion of discount remaining repayable, following the sale of the house by a creditor following upon the default of the borrower.

**Community Empowerment (Scotland) Act 2015**

**34-35.** To administer the Council's Common Good Register as required under the Community Empowerment (Scotland) Act 2015.

**35-36.** To process applications under the Community Empowerment (Scotland) Act 2015 to purchase or lease land owned by the Council, subject always to the duty to carry out a review of a case under section 86(2) being discharged by the relevant committee.

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## **7. HEALTH AND SOCIAL CARE PARTNERSHIP**

### **CHIEF OFFICER OF THE ABERDEEN CITY INTEGRATION JOINT BOARD**

**(also referred to and known as the Chief Officer of the Aberdeen Health and Social Care Partnership)**

1. To facilitate and implement Directions issued to Aberdeen City Council from the Aberdeen City Integration Joint Board, on the instruction of the Chief Executive of Aberdeen City Council and in accordance with the requirements of the ACC Procurement Regulations.
2. To take necessary steps to discharge the Council's duties under the following legislation: Social Work (Scotland) Act 1968, the Children (Scotland) Act 1995, the Social Care (Self-directed Support) (Scotland) Act 2013, the Children and Young People (Scotland) Act 2014, The Mental Health (Care and Treatment) (Scotland) Act 2003, the Adult Support and Protection (Scotland) Act 2007, the Carers (Scotland) Act 2016, the Community Care and Health (Scotland) Act 2002 and the Adults with Incapacity (Scotland) Act 2000.
3. To comply with the 'Duty of local authority to assess needs'. Legislative Reference: section 12(A) Social Work (Scotland) Act 1968, and amended under the National Health Service and Community Care Act 1990.
4. To arrange for the protection of property of people who have gone into hospital or care. Legislative reference: section 48 of National Assistance Act 1948.
5. To provide domiciliary services where assessed as required. Legislative Reference: section 14 of the Social Work (Scotland) Act 1968 [NB term domiciliary services replaced 'home help' within NHS & Community Care Act 1990].
6. To bury or cremate any person over the age of 18 who was in the care of or receiving help from the Council immediately before their death. Legislative Reference: section 28 of the Social Work (Scotland) Act 1968.
7. To recover expenses from the estate of the deceased person or from any person who was liable to maintain the deceased person immediately before their death expenses incurred. Legislative Reference: section 28 of the Social Work (Scotland) Act 1968.
8. To make expenses payments to parents, relatives or other connected persons in respect of visiting a person, in the care of the authority or receiving assistance from the authority, and in the same financial circumstances to assist persons to attend the funeral of a person in the care of the authority. Legislative Reference: section 29 of the Social Work (Scotland) Act 1968 as amended by paragraph 15(13) of Schedule 4 of the Children (Scotland) Act 1995.
9. To recover or impose any charges for services provided. Legislative Reference: section 87 and section 78A of the Social Work (Scotland) Act 1968, or under and by virtue of section 16, section 18 of the Social Care (Self-directed Support) (Scotland) Act 2013, or under and by virtue of section 28 of the Mental Health (Care and Treatment) (Scotland) Act 2003.
10. To make arrangements with voluntary or other organisations or persons for residential accommodation where nursing is provided for people who appear to need such accommodation. Legislative Reference: section 13A of the Social Work (Scotland) Act 1968 as inserted by section 56 of the National Health Service and Community Care Act 1990.
11. To provide information on Adult Social Care services and any relevant services of other authorities or organisations. Legislative Reference: section 1 of the Chronically Sick and Disabled Persons Act 1970.

12. To provide services to chronically sick and disabled persons. Legislative Reference: section 2 of the Chronically Sick and Disabled Persons Act 1970.
13. To assess the ability of carers to provide care. Legislative Reference: section 12A of the Social Work (Scotland) Act 1968.
14. To have the power to enact the 'Options for Self-Directed Support', including make Direct Payments. Legislative Reference: Social Care (Self-directed Support) (Scotland) Act 2013.
15. To oversee the general functions under the Adults with Incapacity (Scotland) Act 2000:
  - a. to supervise a guardian appointed with functions relating to the personal welfare of an adult in the exercise of those functions;
  - b. to consult the Public Guardian and the Mental Welfare Commission on cases or matters relating to the exercise of functions under this Act in which there is, or appears to be, a common interest;
  - c. to receive and investigate any complaints relating to the exercise of functions relating to the personal welfare of an adult made -
    - i. in relation to welfare attorneys;
    - ii. in relation to guardians or persons authorised under intervention orders;
  - d. to investigate any circumstances made known to them in which the personal welfare of an adult seems to them to be at risk;
  - e. to provide a guardian, welfare attorney or person authorised under an intervention order, when requested to do so, with information and advice in connection with the performance of his functions in relation to personal welfare under this Act.
16. To make arrangements for the provision, equipping and maintenance of residential accommodation and the care of the person for the time being resident in accommodation. Legislative Reference: section 25 of the Mental Health (Care and Treatment) (Scotland) Act 2003.
17. To make arrangements for the exercise by the Council of its functions in respect of persons subject to guardianship. Legislative Reference: Adults with Incapacity (Scotland) Act 2000.
18. To make arrangements for the provision of any ancillary or supplementary services. Legislative Reference: Mental Health (Care and Treatment) (Scotland) Act 2003.
19. To make arrangements for the supervision of persons suffering from mental handicap who are neither liable to detention in a hospital nor subject to guardianship. Legislative Reference: Mental Health (Scotland) Act 1984.
20. To appoint Mental Health Officers. Legislative Reference: section 32 of the Mental Health (Care and Treatment) (Scotland) Act 2003.
21. To receive patients who have attained the age of 16 years into guardianship. Legislative Reference: section 57 of the Adults with Incapacity (Scotland) Act 2000.
22. To provide or secure the provision of suitable training and occupation for persons suffering from mental handicap who are over school age. Legislative Reference: Education (Scotland) Act 1980 in terms of the Mental Health (Scotland) Act 1984.



23. To authorise Mental Health Officers to enter and inspect premises and to provide information for the purpose of the issue of a warrant to search for and remove patients. Legislative Reference: sections 33 and 35 of the Mental Health (Care and Treatment) (Scotland) Act 2003.
24. To make arrangements for the exercise by the Council of its functions in respect of persons under the Mental Health (Care and Treatment) (Scotland) Act 2003 and the Adults with Incapacity (Scotland) Act 2000 including:
  - a. to make arrangements for the provision, equipping and maintenance of residential accommodation and the care of the person for the time being resident in accommodation so provided;
  - b. to apply for and implement welfare and financial guardianships or intervention orders and any other ancillary or supplementary services or orders under the Adults with Incapacity (Scotland) Act 2000;
  - c. to make arrangements for the supervision and provision of services for people who are the subject of Compulsory Treatment Orders whether community or hospital based; and
  - d. to make arrangements for provision of any ancillary or supplementary services.
25. To apply for orders for the purpose of removing people in need of care and attention to suitable premises. Legislative Reference: section 35 of the Mental Health (Care and Treatment) (Scotland) Act 2003 and section 14 of the Adult Support and Protection (Scotland) Act 2007.
26. To make provision for the safeguarding of vulnerable adults. Legislative Reference: Adult Support and Protection (Scotland) Act 2007.
27. To supervise persons subject to a Community Payback Order, Unpaid Work Order, or release from prison related Order and to provide the necessary social background reports and other reports to the Court. Legislative Reference: The Management of Offenders etc. (Scotland) Act 2005.
28. To provide supervision for the purpose of assisting and advising an offender in regard to payment of a fine. Legislative Reference: section 217 of the Criminal Procedure (Scotland) Act 1995.
29. To supervise people placed on a Supervised Attendance Order for default of a fine. Legislative Reference: section 235, 236 or 237 of the Criminal Procedure (Scotland) Act 1995.
30. To supervise people placed on a Drug Treatment and Testing Order. Legislative Reference: sections 89-95 of the Crime and Disorder Act 1998.
31. To jointly establish arrangements with other Responsible Authorities for the assessment and management of the risks posed by certain high risk offenders. Legislative Reference: section 10 of the Management of Offenders etc. (Scotland) Act 2005.
32. To provide a throughcare service to prisoners during their period of imprisonment and who will be subject to supervision following release. Legislative Reference: section 71 of the Criminal Justice (Scotland) Act 2003.
33. To jointly, with Scottish Ministers, establish arrangements for the assessment of management of the risks posed by custody and community prisoners. Legislative Reference: section 9 of the Custodial Sentences and Weapons (Scotland) Act 2007.
34. Following consultation with the Director of Commissioning, to monitor the performance of any contract for the provision of Health and Social Care facilities services, or both, on the Council's behalf.

35. To authorise the provision of aids and adaptations for the homes of people with disabilities within the approved budget available for the purpose and in accordance with approved policies.
36. To take, or arrange for the taking of, any action necessary to comply with health and safety legislation and to appoint officers to undertake health and safety functions.
37. To provide Appropriate Adult support services to vulnerable persons under section 42 of the Criminal Justice (Scotland) Act 2016.
38. Subject to future designation of the Aberdeen City Integration Joint Board as a Category 1 Responder under the Civil Contingencies Act 2004, to direct and ensure that coordinated and appropriate arrangements are in place to discharge the requirements of that Act and other relevant legislation

## APPENDIX 1

### PROPER OFFICERS AND STATUTORY APPOINTEES

**PROPER OFFICERS** - The undernoted officers are Proper Officers for the following purposes:

<u>Legislation</u>	<u>Function</u>	<u>Officer</u>
Any other legislation (not included in the below list) which requires certain functions to be exercised by a Proper Officer		<ul style="list-style-type: none"> <li>• Chief Executive</li> </ul>
<b><u>Local Government (Scotland) Act 1973</u></b> <u>Section 33A</u>	Councillors' declaration of acceptance of office	<ul style="list-style-type: none"> <li>• Chief Executive</li> <li>• Chief Officer - Governance</li> <li>• Legal Services Manager</li> <li>• Assurance Manager</li> </ul>
Section 34	Receipt of Councillors' resignations	<ul style="list-style-type: none"> <li>• Chief Executive</li> <li>• Chief Officer - Governance</li> </ul>
Section 43 and Schedule 7 paragraph 1(4)	Receipt of requisition for special Council meeting	<ul style="list-style-type: none"> <li>• Chief Officer - Governance</li> <li>• Legal Services Manager</li> <li>• Assurance Manager</li> </ul>
Section 43 and Schedule 7 paragraph 2(1)	Signing summons to attend Council meeting	<ul style="list-style-type: none"> <li>• Chief Executive</li> <li>• Chief Officer - Governance</li> <li>• Legal Services Manager</li> <li>• Assurance Manager</li> </ul>
Section 43 and Schedule 7 paragraph 2(2)	Receipt of notice by Councillor of alternative address:	<ul style="list-style-type: none"> <li>• Chief Officer - Governance</li> <li>• Legal Services Manager</li> <li>• Assurance Manager</li> </ul>
Section 50B	Excluding reports containing exempt information from public, and providing documents to the press	<ul style="list-style-type: none"> <li>• Chief Officer - Governance</li> <li>• Legal Services Manager</li> <li>• Assurance Manager</li> </ul>
Section 50C	Providing a written summary of the proceedings where minutes are excluded from public, without disclosing the exempt information.	<ul style="list-style-type: none"> <li>• Chief Executive</li> <li>• Chief Officer - Governance</li> </ul>
Section 50D	Compiling a list of background papers to a report to be open to inspection by members of the public	<ul style="list-style-type: none"> <li>• Assurance Manager</li> </ul>

Section 50F	Determining documents which are not open to inspection and would disclose exempt information.	<ul style="list-style-type: none"> <li>• Chief Executive</li> <li>• Chief Officer - Governance</li> </ul>
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<u>Legislation</u>	<u>Function</u>	<u>Officer</u>
Section 92	Dealing with the transfer of securities	<ul style="list-style-type: none"> <li>• Director of Resources Chief</li> <li>• Officer - Finance</li> </ul>
Section 95	Administration of the Council's financial affairs	<ul style="list-style-type: none"> <li>• Chief Officer - Finance</li> </ul>
Section 128	Educational Endowments	<ul style="list-style-type: none"> <li>• Chief Officer - Governance</li> </ul>
Section 145	Ordnance Survey applications sent to the proper officer of the local authority.	<ul style="list-style-type: none"> <li>• Chief Officer - Early Intervention and Community Empowerment</li> </ul>
Section 189	Instituting, defending or appearing in legal proceedings	<ul style="list-style-type: none"> <li>• Chief Officer - Governance</li> <li>• Legal Services Manager</li> </ul>
Section 190	Service of legal proceedings, notices, etc., will be duly served on the authority if served on the proper officer of the authority	<ul style="list-style-type: none"> <li>• Chief Officer - Governance</li> <li>• Legal Services Manager</li> </ul>
Section 191	Signing any claim on behalf of the Council in any sequestration, liquidation or other such proceedings in which the Council is entitled to make a claim and may act on behalf of the Council in connection with that claim in all respects.	<ul style="list-style-type: none"> <li>• Chief Officer - Governance</li> <li>• Legal Services Manager</li> </ul>
Section 193	Signing notices, orders, authenticating documents etc.	<ul style="list-style-type: none"> <li>• Chief Officer with responsibility for the relevant function to which the notice, order etc. relates</li> <li>• Other officers as authorised in terms of the Powers Delegated to Officers</li> </ul>
Section 197	Inspection and deposit of documents	<ul style="list-style-type: none"> <li>• Chief Officer - Governance</li> </ul>
Section 202	Authenticating byelaws	<ul style="list-style-type: none"> <li>• Chief Officer - Governance</li> </ul>
Section 202B	Certifying a true copy of an entry in register of byelaws	<ul style="list-style-type: none"> <li>• Chief Officer - Governance</li> </ul>

Section 204	Evidence of byelaws - copy of a byelaw purporting to be made by the Council upon which is endorsed a certificate purporting to be signed by the proper officer.	<ul style="list-style-type: none"> <li>• Chief Officer - Governance</li> </ul>
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<u>Legislation</u>	<u>Function</u>	<u>Officer</u>
Section 206	The admission of honorary freemen and keeping a roll containing the names of persons admitted to be freemen.	<ul style="list-style-type: none"> <li>• Chief Officer - Governance</li> </ul>
Section 231	Application to sheriff in cases of difficulty - making application to the sheriff on questions arising from the Local Government (Scotland) Act 1973	<ul style="list-style-type: none"> <li>• Chief Officer - Governance</li> </ul>
<b>Civic Government (Scotland) Act 1982</b> Section 112	Execution of management rules	<ul style="list-style-type: none"> <li>• Chief Officer - Governance</li> </ul>
Section 113	Evidence of management rules	<ul style="list-style-type: none"> <li>• Chief Officer - Governance</li> </ul>
<b>Local Government and Housing Act 1989</b> Section 2	Lists of politically restricted posts – proper officer to maintain a list of politically restricted posts	<ul style="list-style-type: none"> <li>• Director of Resources Chief</li> <li>• Officer - People and Organisational Development</li> </ul>
<b>Local Government (Scotland) Acts 1973 and 1975, Local Government Finance Act 1992</b> and associated delegated legislation	All administrative functions, including preparation of the Assessment Roll, preparation and issue of rates notices, collection of rates, receiving and settling claims for exemption from rates, handling objections to rates levels and the abatement, remission or repayment of rates under the relevant rating provisions	<ul style="list-style-type: none"> <li>• Director of Resources Chief</li> <li>• Officer - Finance</li> </ul>

<b>Local Government Finance Act 1992</b> and associated delegated legislation	All administrative functions, including preparation and issue of council tax notices, collection of council tax, handling of objections to assessments and the exemption, abatement or remission of charges	<ul style="list-style-type: none"> <li>• Director of Resources</li> <li>• Chief Officer - Finance</li> <li>• Chief Officer - Customer Experience</li> </ul>
<b>Local Government etc (Scotland) Act 1994</b> Section 16	Property held in trust	<ul style="list-style-type: none"> <li>• Director of Resources</li> <li>• Chief Officer - Governance</li> <li>• Chief Officer - Finance</li> </ul>

<b>Legislation</b>	<b>Function</b>	<b>Officer</b>
<b>Requirements of Writing (Scotland) Act 1995</b> Schedule 2, paragraph 4(1)	Signing of documents	<ul style="list-style-type: none"> <li>• Officers as authorised in terms of the Powers Delegated to Officers</li> </ul>
<b>Local Authorities (Contracts) (Scotland) Regulations 1997</b> Regulation 4	Signing of Certificates	<ul style="list-style-type: none"> <li>• Chief Officer - Governance</li> <li>• Chief Officer - Finance</li> <li>• Legal Services Manager</li> <li>• Head of Commercial and Procurement</li> <li>• Relevant Delegated Procurers</li> </ul>
<b>Ethical Standards in Public Life etc (Scotland) Act 2000 (Register of Interests) Regulations 2003</b> Regulations 3-7	To set up, maintain and make available for public inspection the register of interests. This record will consist of the date of receipt of that notice, the name of the responsible person who gave that notice and a statement of the information contained in, or a copy of, that notice. The proper officer shall maintain that record in respect of any person until five years after the date that person ceases to be a responsible person.	<ul style="list-style-type: none"> <li>• Legal Services Manager</li> <li>• Assurance Manager</li> <li>• Chief Officer - Governance</li> </ul>
<b>Scottish Local Government Elections Order 2011</b>	Retention of documents following an election	<ul style="list-style-type: none"> <li>• Chief Executive</li> <li>• Chief Officer - Governance</li> </ul>

<p><b>Community Empowerment (Scotland) Act 2015</b> Part 9 Section 116 *not yet in force - date to be appointed*</p>	<p>This section provides for the execution of allotment site regulation by proper officers. These regulations cover allotment allocation, rent, cultivation of allotments, maintenance of allotments, buildings or structures, keeping of livestock, access, sale or surplus produce etc.</p>	<ul style="list-style-type: none"> <li>• Chief Officer – Operations and Protective Services</li> </ul>
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<u>Legislation</u>	<u>Function</u>	<u>Officer</u>
<p><b>Housing (Scotland) Act 2006</b> Section 140</p>	<p>A licence holder who requests the local authority to provide a certified copy of the HMO (Houses In Multiple Occupation) licence is, if the request is reasonable, entitled to be given such a certified copy. Section 140(4) provides that any such copy HMO licence which purports to be certified by a proper officer of the local authority is sufficient evidence of the terms of the HMO licence</p>	<ul style="list-style-type: none"> <li>• Such officers as may be (or have already been) appointed by the Council in this respect</li> </ul>
<p>Section 160</p>	<p>Certifying a HMO licence for entry in the HMO register</p>	<ul style="list-style-type: none"> <li>• Such officers as may be (or have already been) appointed by the Council in this respect</li> </ul>
<p><b>Environmental Protection Act 1990</b> Section 33A (11)(a)</p>	<p>Signing a certificate for proceedings in relation to fixed penalty notices for contraventions of section 33(1)(a) and (c) (this is to be done by a proper officer with the responsibility mentioned in Section 95 of the Local Government (Scotland) Act 1973)</p>	<ul style="list-style-type: none"> <li>• Chief Officer - Finance</li> </ul>

<a href="#"><u>Animal Health Act 1981</u></a>	<a href="#"><u>Inspectors and officers necessary for the execution and enforcement of this Act.</u></a>	<a href="#"><u>Such officers as may be (or have already been) appointed by the Council in this respect</u></a>
<b>Local Electoral Administration and Registration Services (Scotland) Act 2006</b> Sections 5,6 & 7	Section 5 imposes requirements on the proper officer to make relevant election documents available for inspection by members of the public. The proper officer must, on the request of any registered party or a person who was a candidate at the election, supply them with a copy of the marked copies of the register, the postal voters list, the list of proxies and the proxy postal voters list relating to the election.	<ul style="list-style-type: none"> <li>• Chief Officer - Governance</li> </ul>
<b>Discretionary Housing Payments (Grants) Order 2001 Part 3(3)</b>	Signature of Claims (by the proper officer pursuant to section 95 of the Local Government (Scotland) Act 1973.)	<ul style="list-style-type: none"> <li>• Chief Officer - Finance</li> </ul>

### **STATUTORY APPOINTEES**

The undernoted officers are statutory appointees in terms of the undernoted legislation:

<b>Legislation</b>	<b>Function</b>	<b>Officer</b>
<b>Local Government Pension Scheme (Scotland) Regulations 2018, Regulations 68 and 69</b>	Appointed Person	<ul style="list-style-type: none"> <li>• Chief Officer - Governance</li> </ul>
<b>Social Work (Scotland) Act 1968</b> Section 3	Chief Social Work Officer	<ul style="list-style-type: none"> <li>• Chief Officer - Integrated Children's and Family Services</li> </ul>
<b>Representation of the People Act 1983</b> Sections 25, 41	Returning Officer	<ul style="list-style-type: none"> <li>• Chief Officer - Governance</li> </ul>



<b>Representation of the People Act 1983</b> Section 5, s6b	The proper officer is to prepare a list of rooms in schools and meeting rooms which candidates in the constituency are entitled to use	<ul style="list-style-type: none"> <li>Such officers as may be (or have already been) appointed by the Council in this respect</li> </ul>
<b>Weights and Measures Act 1985</b> Section 72(1)(a)	Chief Inspector of Weights and Measures	<ul style="list-style-type: none"> <li>Trading Standards Manager</li> </ul>
<b>Local Government and Housing Act 1989</b> Section 4	Head of Paid Service	<ul style="list-style-type: none"> <li>Chief Executive</li> </ul>
Section 5	Monitoring Officer	<ul style="list-style-type: none"> <li>Chief Officer - Governance</li> </ul>
<b>Environmental Protection Act 1990</b> Section 149(1)	Officer appointed for the purposes of discharging the functions imposed or conferred on the Council for dealing with stray dogs in its area	<ul style="list-style-type: none"> <li>Environmental Health Manager</li> </ul>
<b>Regulation of Investigatory Powers (Scotland) Act 2000</b> (i) Sections 6 and 7	Authorising Officers	<ul style="list-style-type: none"> <li>Chief Executive (where required by statute)</li> <li>Protective Services Manager</li> <li>Revenues and Benefits Manager</li> <li>Housing Manager</li> <li>Other officers as appointed by Chief Officer - Governance</li> </ul>

<u>Legislation</u>	<u>Function</u>	<u>Officer</u>
<b>Regulation of Investigatory Powers Act 2000</b>	Designated Persons	<ul style="list-style-type: none"> <li>Protective Services Manager</li> <li>Other officers as appointed by Chief Officer - Governance</li> </ul>
<b>Licensing (Scotland) Act 2005</b> (i) Schedule 1, Paragraph 8	Clerk of the Licensing Board	<ul style="list-style-type: none"> <li>Chief Officer - Governance</li> </ul>
<b>Valuation Joint Boards (Scotland) Order 1995</b> Schedule 2, Section 4	To act as the Treasurer of Grampian Valuation Board	<ul style="list-style-type: none"> <li>Chief Officer - Finance</li> </ul>

<b>Education (Scotland) Act 2016</b> Section 25	All education authorities must appoint a Chief Education Officer to advise the authority on carrying out the authority's legislative functions under this Act and other education Acts. The Chief Education Officer must be appropriately experienced, as determined by the authority.	<ul style="list-style-type: none"> <li>To be appointed. Section 25 is not yet in force.</li> </ul>
<b>Registration of Births, Deaths and Marriages (Scotland) Act 1965</b> Section 7	District registrars/senior registrars.	<ul style="list-style-type: none"> <li>Registrars</li> </ul>
<b>Local Government (Scotland) Act 1973</b> Section 95	Administration of the Council's financial affairs	<ul style="list-style-type: none"> <li>Chief Officer - Finance</li> </ul>
<b>Local Government etc. (Scotland) Act 1994</b> Section 27	Assessor	<ul style="list-style-type: none"> <li>Such officers as may be (or have already been) appointed by the Council in this respect</li> </ul>
<b>Mental Health (Care and Treatment) (Scotland) Act 2003</b> Section 32	Mental Health Officers	<ul style="list-style-type: none"> <li>Mental Health Officers</li> </ul>
<b>Food Safety Act 1990</b> Section 27	Analysts	<ul style="list-style-type: none"> <li>Such officers as may be (or have already been) appointed by the Council in this respect</li> </ul>

<u>Legislation</u>	<u>Function</u>	<u>Officer</u>
<b>Agriculture Act 1970</b> Section 67(3)	Agricultural Analyst/Depute Agricultural Analyst	<ul style="list-style-type: none"> <li>Such officers as may be (or have already been) appointed by the Council in this respect</li> </ul>
<b>United Kingdom General Data Protection Regulation (UKGDPR), Article 37</b> <b>Data Protection Act 2018</b> Section 69	Data Protection Officer	<ul style="list-style-type: none"> <li>Data Protection Officer</li> </ul>

<p><b>Town and Country Planning (Scotland) Act 1997 Section 43A</b></p>	<p>To determine any application for planning permission for a development within the category of local developments or any application for consent, agreement or approval required by a condition imposed on a grant of planning permission for a development within that category.</p>	<ul style="list-style-type: none"> <li>• Chief Officer - Strategic Place Planning and any appropriate person nominated by him/her for the purpose</li> </ul>
<p><b>Town and Country Planning (Scotland) Act 1997 Section 1A when it comes into force</b></p>	<p>Each Planning Authority must have a chief planning officer (CPO). The role of CPO is to advise the Planning Authority on the carrying out of functions conferred on them by virtue of the planning Acts and, and functions conferred on them by any other relevant enactment.</p>	<ul style="list-style-type: none"> <li>• Chief Planning Officer – to be appointed – guidance from Scottish Ministers on the role awaited.</li> </ul>

## **APPENDIX 2**

### **Scheme of Delegation for dealing with planning applications for Local Developments**

#### **[Section 43A of the Town and Country Planning (Scotland) Act 1997 (as amended)]**

The Chief Officer - Strategic Place Planning or any appropriate person nominated by him/her for the purpose (that Chief Officer or any such appropriate person hereinafter referred to as the "Appointed Officer") has the following delegated powers:

1. To determine applications for:
  - the requisite approval of matters specified in condition(s) imposed on a grant of planning permission in principle under section 59 of the Town and Country Planning (Scotland) Act 1997 (as amended);
  - planning permission (including planning permission in principle);
  - applications for the approval of consent, agreement or approval required by a condition imposed on a grant of planning permission or planning permission in principle; and
  - planning applications for modification of conditions under section 42 of the Town and Country Planning (Scotland) Act 1997 (as amended).

all in respect of applications falling within the category of "local development" as defined within the Town and Country Planning (Hierarchy of Developments) (Scotland) Regulations 2009 and as required by Section 28 of the Planning (Scotland) Act 2019, in respect of planning permission for a development within the category of local developments, (when it comes into force) except where that application:-

- i. has been made by or on behalf of;
  - a. an elected member of the Council or a member of staff employed within the Place Planning function of the planning authority; or
  - b. the Chief Executive or any other member of the Corporate Management Team of the planning authority,
- all as determined from the contents of the application form.
- ii. requires to be the subject of formal notification to the Scottish Ministers as defined in the Schedule to the Town and Country Planning (Notification of Applications) (Scotland) Direction 2009 (or any other Scottish Government Direction);

- iii. is an Environmental Impact Assessment (EIA) application for which a validated EIA has been submitted;
  - iv. is being recommended for approval and has been the subject of formal timeous objection by the local Community Council within whose area the application site falls;
  - v. is being recommended for approval and has been the subject of six or more timeous letters of representation (following advertisement and/or notification) that express objection or concern about the proposal;
  - vi. is being recommended for approval and has been the subject of formal objection from the Roads Authority or the Council's Environmental Health service;
  - vii. is being recommended for approval and is considered by the Appointed Officer to be contrary to the adopted development plan strategy;
  - viii. has been subject to a Public Hearing under section 38A(4) of The Town and Country Planning (Scotland) Act 1997.
2. To determine applications for the approval of consent, agreement or approval required by a condition(s), imposed on a grant of planning permission under section 37 of the Town and Country Planning (Scotland) Act 1997 (as amended).
3. To determine applications for any approval of the planning authority required under a development order as required by Section 28 of the Planning (Scotland) Act 2019 when it comes into force.
4. To determine applications for certificates of lawfulness of existing use or development under Section 150 of the Town and Country Planning (Scotland) Act 1997 (as amended) and as required by Section 28 of the Planning (Scotland) Act 2019 when it comes into force.
5. To determine applications for certificates of lawfulness of proposed use or development under Section 151 of the Town and Country Planning (Scotland) Act 1997 (as amended) and as required by Section 28 of the Planning (Scotland) Act 2019 when it comes into force.
6. To determine applications for advertisement consent required by virtue of regulations made under Section 182 of the Town and Country Planning (Scotland) Act 1997 (as amended) and as required by Section 28 of the Planning (Scotland) Act 2019 when it comes into force. Under the terms of section 75 of the Town and Country Planning (Scotland) Act 1997 (as amended) and section 69 of the Local Government (Scotland) Act 1973, and following consultation with the Chief Officer - Governance, to:
- a. negotiate and conclude legal agreements related to planning and other related applications;
  - b. determine applications for Modifications or Discharge of Planning Obligations under section 75A in relation to planning applications;
  - c. to participate in the promotion and development of Good Neighbour Agreements under section 75D.
- provided the Appointed Officer considers such agreements to be in accordance with the original decision on the application.
7. To determine planning and other applications given a willingness to approve and for which legal agreements are not completed within 6 months of the date on which a willingness to approve was agreed by the Planning Authority.

8. To determine applications for Listed Building consent and Conservation Area consent subject to any of the applicable exceptions contained in paragraph 2 above and provided that the Scottish Ministers, if notified, have either made no observations or, where observations have been made which can competently be made the subject of appropriate planning conditions, to determine these applications with those conditions attached.



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# Standing Orders for Council, Committee and Sub Committee Meetings

Approved by Council ~~3 March 2021~~ 28  
February 2022



## Aberdeen City Council Standing Orders For Council, Committee and Sub Committee Meetings

The Council will exercise all its powers and duties in accordance with the law and the Council's Scheme of Governance.

In the event of any conflict or inconsistency between these Standing Orders and legislation, the legislation shall prevail.

<b>Version</b>	<b><del>4</del>3.0</b>
<b>Effective From</b>	<b>1 April 202<del>21</del></b>
<b>To be Reviewed</b>	<b>March 202<del>32</del></b>
<b>Application of Policy</b>	<b>Council-wide</b>
<b>Policy Author</b>	<b>Lynsey McBain, Committee Services Officer</b>

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## FIRST COUNCIL MEETING FOLLOWING AN ELECTION

### THE STATUTORY MEETING

#### 1. Calling of Statutory Meeting

- 1.1 In a local government election year, the Council will hold its first meeting within 21 days of the election, on a date set by the Chief Officer - Governance.

#### 2. Terms of Business

- 2.1 The Returning Officer, whom failing such Councillor as the meeting may select, will chair the meeting until the Lord Provost is elected. 2.2 The agenda will include the following business:
- 2.2.1 Receipt of notice of election of Councillors;
- 2.2.2 Election of Lord Provost, Depute Provost, Leader or Co-Leaders, and Depute Leader of the Council;
- 2.2.3 Appointment of a Business Manager and Depute Business Manager;
- 2.2.4 Appointment of a Convener and Vice Convener(s) for Committees of the Council;
- 2.2.5 Appointment of Members to Committees;
- 2.2.6 Nomination or appointment as the case may be of representatives to Boards, Joint Committees and Outside Bodies; and
- 2.2.7 Approval of Senior Councillor allowances.
- 2.3 Where Standing Orders refer to the Leader of the Council, this will include reference at all times to Co-Leaders, if appointed.
- 2.4 Where any function in terms of the Standing Orders is attributed to the Leader of the Council, the Co-Leaders will determine who will undertake it and notify the Chief Executive on request.
- 2.5 In the absence of the Business Manager, the Depute Business Manager will fulfil the duties of the Business Manager.
- 2.6 There will be no more than one appointment made to the roles of:
- Lord Provost;
  - Depute Provost;
  - Depute Leader (if appointed);
  - Business Manager;
  - Depute Business Manager; and
  - Convener.
- 2.7 The Convener and Vice Convener of the Audit, Risk and Scrutiny Committee must be a member of the opposition.

- 2.8 Any External Member appointed by Council to any Committee or Sub Committee will have full voting rights on all matters considered relevant by the Council, Committee or Sub Committee, unless otherwise agreed by Council.
- 2.9 An External Member will remain as a member of the Committee or Sub Committee until the next ordinary election of Councillors, subject to their right to resign or their removal by the nominating body.
- 2.10 An External Member will be expected to comply with the Councillors' Code of Conduct.

### **3. Nominations and Appointments**

#### **3.1 General Procedures**

- 3.1.1 When nominating or appointing Members to any office or position where there are a greater number of candidates than vacancies, the decision will be taken by a vote.
- 3.1.2 A Member will be entitled to vote for as many candidates as there are vacancies.
- 3.1.3 A Member must not vote more than once for any one candidate in any ballot.
- 3.1.4 In addition to the nominator and seconder, Members may speak in support of their own candidacy for a maximum of 5 minutes.

#### **3.2 Voting in the Case of One Vacancy**

- 3.2.1 Where only one vacancy requires to be filled and one candidate has an absolute majority of votes cast, that candidate will be declared elected, nominated or appointed, as the case may be.
- 3.2.2 Where only one vacancy requires to be filled and there are only two candidates and the vote results in a tie, the candidate to be removed will be determined by lot, using a method decided upon by the Clerk.
- 3.2.3 Where there are more than two candidates and the first vote does not produce an absolute majority in favour of any candidate, the candidate with fewest votes will be removed, and a fresh vote will take place between the remaining candidates.
- 3.2.4 This process will continue until one candidate has a majority of votes cast.
- 3.2.5 Where there is an equal number of votes for the candidates with fewest votes, an extra vote will be taken between those candidates.
  - 3.2.5.1 The name of the candidate with the fewest votes will be removed from the process.
  - 3.2.5.2 If an equal number of votes remains, the candidate to be removed will be determined by lot using a method decided upon by the Clerk.

#### **3.3 Voting in the Case of Two or More Vacancies**

- 3.3.1 Where there is more than one vacancy and the number of candidates exceeds the number of vacancies, the following method of voting shall apply:-

- 3.3.1.1 The number of candidates matching the number of vacancies that receive the highest number of votes cast will be duly elected, nominated or appointed, as the case may be.
- 3.3.1.2 Where there is an equal number of votes between two or more candidates, and where their respective proportion of the votes cast does not allow them to automatically take up a vacancy, an extra vote will be taken between those candidates. The candidate(s) receiving the highest number of votes cast will be duly elected, nominated or appointed, as the case may be.
- 3.3.2 In the event that Standing Order 3.3.1.2 still produces an equality of votes, the decision will be by lot using a method decided upon by the Clerk.
  - 3.3.2.1 The first named candidate drawn will be elected, nominated or appointed, as the case may be, followed by the second named candidate, should there be more than two candidates with an equality of votes.
  - 3.3.2.2 This process will continue until the number of candidates amounts to the same number of vacancies.

#### 4. Duration of Appointments

- 4.1 Each appointment made under Standing Order 3 will stand until the next local government election, unless and until:
  - 4.1.1 a Member resigns from that appointment; or
  - 4.1.2 is removed by the Council as set out in Standing Order 5; or
  - 4.1.3 in the case of a Leader, the Council agrees to that Member being a Co\_Leader with another Member.

#### 5. Removal from Office

- 5.1 Any Member elected or appointed as Lord Provost, Depute Provost, Leader or Co\_Leaders of the Council, Depute Leader of the Council, Business Manager or Depute Business Manager, or as Convener or Vice Convener can only be removed from office by a resolution by Full Council following a Notice of Motion submitted at least three weeks prior to the Council meeting in accordance with Standing Order 12. [For the avoidance of any doubt, for the purposes of this Standing Order 5, such removal of a Member means removal against the wishes of that Member.](#)
- 5.2 Any such Notice of Motion will form the first item of business at the next Full Council meeting.
- 5.3 Any such Notice of Motion can only be heard by Full Council and, for the avoidance of doubt, not by the Urgent Business Committee.
- 5.4 Following debate, a proposal as to whether to remove from office the office bearers detailed at Standing Order 5.1 will be voted on and decided by simple majority.
- 5.5 For the avoidance of doubt, there will be a casting vote in the event of there being no overall majority.

5.6 Where the Council agrees to remove a Co-Leader from their role, the removal from office will only apply to the named Member.

5.6.1 The remaining Co-Leader will be determined to be the Leader of the Council, unless Council appoints a replacement Co-Leader.

## **6. Appointment and Employment of Chief Officers**

6.1 The processes which apply to the appointment and employment of Chief Officers are set out at Appendix 3 to this document.

## **COUNCIL AND COMMITTEE MEETINGS**

### **7. Ordinary Meetings**

7.1 Meetings of the Council, its Committees and Sub Committees will be held in line with the meeting timetable as approved by the Council.

7.2 No meetings will be held on a Saturday or Sunday or on public holidays observed by the Council.

7.3 It will be within the discretion of the Convener of the Council, a Committee or Sub Committee to cancel, or advance or postpone an ordinary meeting to another date, an ordinary meeting if in his/her opinion, acting reasonably, there is a good reason for so doing.

### **8. Special Meetings**

8.1 A special meeting of the Council, a Committee or Sub Committee may be called at any time by its Convener, subject to Standing Order 10.1.

8.2 A special meeting may also be called by at least a quarter of the Members of the Council, Committee or Sub Committee.

8.2.1 In such instances a special meeting will be held within fourteen days of a written request being received by the Chief Officer - Governance.

8.2.2 The written request must set out the business of the meeting and be signed by at least a quarter of the Members of the Council, Committee or Sub Committee.

### **9. Place of Meetings**

9.1 All meetings of the Council, its Committees and Sub Committees will, unless otherwise determined by the Chief Officer - Governance in consultation with the Convener, take place in the Town House.

### **10. Notice of Meetings**

10.1 At least five Clear Days before a meeting of the Council, Committee or Sub Committee, the time and place of the meeting will be published at the Council's offices.

10.1.1 Standing Order 10.1 does not apply to the Urgent Business Committee nor the Licensing Sub Committee.

10.2 A Summons to attend the meeting including the list of business to be transacted at the meeting will be delivered:-



10.2.1 by post to a Member's normal place of residence;

10.2.2 to such other address as a Member may specify; or

10.2.3 by email to an address provided by the Council.

10.3 If a Summons is not sent to or received by any Member, the meeting will still be valid.

## 11. Order of Business

### 11.1 Council Meetings

11.1.1 At an ordinary meeting of Council, the business shown on the agenda will (unless otherwise determined by the Convener) proceed in the following order:-

11.1.1.1 Admission of Burgesses

11.1.1.2 Notification of Urgent Business

11.1.1.3 Determination of Exempt Business

11.1.1.4 Declarations of Interest and Transparency Statements

11.1.1.5 Deputations

11.1.1.6 Minutes of Previous Meeting(s) of Council

11.1.1.7 Referrals from Committees

11.1.1.8 Business Planner

11.1.1.9 Council Business

11.1.1.10 Notices of Motion

11.1.1.11 Exempt / Confidential Business

### 11.2 Committee and Sub Committee Meetings

11.2.1 At an ordinary Committee or Sub Committee meeting, the business shown on the agenda will usually (unless otherwise determined by the Convener) proceed in the following order:

11.2.1.1 Notification of Urgent Business

11.2.1.2 Determination of Exempt Business

11.2.1.3 Declarations of Interest and Transparency Statements

11.2.1.4 Deputations

11.2.1.5 Minutes of Previous Meeting

11.2.1.6 Committee Planner

11.2.1.7 Notices of Motion

11.2.1.8 Referrals from Council, Committees and Sub Committees

11.2.1.9 Committee Business (to be set out as per Committee Terms of Reference)

11.2.1.10 Exempt / Confidential Business

## OPERATION OF COUNCIL, COMMITTEE AND SUB COMMITTEE MEETINGS

### 12. Notices of Motion

- 12.1 A Member can submit a Notice of Motion to Council, a Committee or Sub Committee.
- 12.2 Notices of Motion ~~should~~must be submitted to the Clerk in writing at least three weeks prior to the meeting.
- 12.2.1 The Clerk will then be responsible for collating the views of the relevant Director(s), Chief Officer - Governance, Chief Officer - Finance and any other relevant Chief Officer(s) or external partner(s), and presenting these to the Member.
- 12.3 Following the conclusion of the consultation set out in Standing Orders 12.1 and 12.2, the final written motion must be submitted by the Member to the Clerk by 12 noon two weeks prior to the meeting, along with any relevant correspondence.
- 12.4 Precise deadlines for all Council, Committee and Sub Committee meetings will be made available to Members on the internal website.
- 12.5 Prior to a Notice of Motion appearing on an agenda, the Convener will determine competency.
- 12.6 A Notice of Motion will be determined incompetent if:-
- 12.6.1 The judgement of the relevant Director(s) or Chief Officer(s) is that the matter is already being pursued. In such circumstances, the Member may only resubmit the motion after a period of six months from the date of submission of the Notice of Motion;
- 12.6.2 The terms of the motion could result in a breach in law;
- 12.6.3 The motion proposes expenditure and does not identify a source of funding; or
- 12.6.4 A motion in similar terms has already been submitted for the same meeting by another Member;
- But will not be determined incompetent solely on the ground of not complying with a Standing Order if it is seeking suspension of that Standing Order.
- 12.7 If the Convener rules the motion incompetent, it will not appear on the agenda for the meeting.
- 12.8 If the motion is ruled incompetent, the Member may submit a revised version, subject to adhering to the process outlined in Standing Orders 12.1, 12.2 and 12.3 above.
- 12.9 A Notice of Motion submitted to the Clerk outwith the deadlines referred to above, can only be accepted onto the agenda at the discretion of the Convener, prior to, or at the meeting of the Council, Committee or Sub Committee.

- 12.10 Standing Order 12.9 does not apply to any Notice of Motion submitted under Standing Order 5.1 (Removal of Office of Lord Provost, Depute Provost, Leader or CoLeaders, Depute Leader of the Council or Convener or Vice Convener).
- 12.11 When submitting a Notice of Motion, outwith the deadlines referred to above, the Member will be required to specify why the motion should be considered as a matter of urgency.
- 12.12 If a Member who has submitted a Notice of Motion is absent from the meeting when the motion is due to be considered, the motion will not be considered at that meeting but will be put on the agenda for the next meeting.
- 12.13 If the Member is absent on the second occasion, the motion will fall.
- 12.14 If a Member is not a member of the Committee or Sub Committee where their motion is to be considered, they will be invited to the meeting to move or speak to the motion and sum up; however they will not be entitled to vote on the matter.
- 12.15 Members are permitted to submit joint notices of motion, however the 10 minute time limit for moving the motion will remain unchanged, which can be split between any or all of the Members who submit the joint motion.
- 12.16 A Member can make minor alterations to their motion, with the consent of the Convener.
- 12.17 Any motion proposing a nomination for Freedom of the City must be signed by at least 23 Members of the Council.

### 13. Reports by Officers

- 13.1 Reports to the Council, Committees or Sub Committees will be in the name of the Chief Executive, Directors, Statutory and Chief Officers or by the Council's Internal or External Auditors; or by a representative of Police Scotland or the Scottish Fire and Rescue Service.
- 13.2 Reports must be provided in draft to the following for consultation in accordance with the published timetable:
  - 13.2.1 Chief Officer - Finance
  - 13.2.2 Chief Officer – Governance
  - 13.2.3 Chief Officer – Strategic Place Planning
  - 13.2.43 Chief Executive
  - 13.2.54 Clerk
  - 13.2.65 Administration Leaders
  - 13.2.76 Convener of the City Growth and Resources Committee
  - 13.2.87 Convener and Vice Convener of Council or the relevant Committee or Sub Committee
  - 13.2.98 Business Manager
  - 13.2.109 Executive Lead for their respective committee

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- 13.3** Reports must also be provided in draft to the following officers for consultation, in cases where the report contains matters within their professional remit:-
- 13.3.1** Chief Officer – Integrated Children’s and Family Services
  - 13.3.2** Chief Officer – People and Organisation Development
  - 13.3.3** Head of Commercial and Procurement
  - 13.3.4** Chief Officer – Corporate Landlord
  - 13.3.5** Chief Officer – City Growth
- 13.4** Standing Orders 13.2 and 13.3 do not apply to planning or licensing applications where there are no draft reports and separate statutory consultation procedures apply.
- 13.5** A report author must consult the local Members of a ward where the report contains proposals which if implemented, would have a significant local impact on that particular ward.
- 13.6** Where an initial report is prepared as a result of a Notice of Motion having been considered, the report author must consult the Member(s) who submitted the Notice of Motion.
- 13.7** A report will only be submitted for consideration by the Council, Committee or Sub Committee where the Clerk, Chief Officer – Finance and the Chief Officer – Governance have responded to the consultation on that report.
- 13.8** Subject to Standing Orders 13.9 to 13.12 below, final reports to be included on an agenda for a meeting of the Council, Committee or Sub Committee must be submitted to the Clerk as specified in the timetable published by the Chief Officer - Governance.
- 13.9** If a report not listed on the agenda is submitted after the agenda for the meeting of the Council, Committee or Sub Committee has been published; the Convener must give authority for the report to be added to the agenda.
- 13.10** If a report listed on the agenda is submitted after the agenda has been published but more than three Clear Days before the meeting, no Late Docquet will be required.
- 13.11** If a report is submitted after the agenda has been published but less than three Clear Days before the meeting, the relevant Director or Chief Officer must submit a Late Docquet to the Clerk explaining why the report is late and the special circumstances which require the report to be considered as a matter of urgency.
- 13.11.1** In terms of Standing Order 36.3, the Docquet must also be signed by the Convener who will specify why the report should be considered at the meeting as a matter of urgency.
  - 13.11.2** Standing Order 13.11 does not apply to the Licensing Committee, Urgent Business Committee or Licensing Sub Committee.
- 13.12** Any officer listed under Standing Order 13.1 will have the authority to withdraw his/her report from the agenda, following consultation with the Business Manager.

## **14. Deputations**

- 14.1 Every request for a deputation must be in writing and received by the Clerk at least two working days before the meeting to which it relates. Any documentation that a deputation may wish to circulate to the Committee must be submitted along with the deputation request. Should such documentation not be submitted with the request, it will be for the Convener to determine if the document is circulated.
- 14.1.1 For example, for a meeting on a Thursday, requests must be received by the end of the Monday; and for a meeting on a Tuesday, requests must be received by the end of the previous Thursday.
- 14.2 In the event that a report has not been published to enable a deputation request to comply with the deadline set out in Standing Order 14.1, deputation requests may still be submitted and put on to the agenda.
- 14.2.1 In such instances, Standing Order 14.1 would require to be suspended at the meeting for the deputation to be heard.
- 14.3 The request must relate to a report on an agenda.
- 14.4 The request must state the report on which the deputation wants to be heard and the action (if any) the deputation would like the Council, Committee or Sub Committee to take in relation to the report.
- 14.5 The following deputation requests are not competent:-
- 14.5.1 Deputations which fail to comply with Standing Order 14.1
- 14.5.2 Deputations which relate to reports containing confidential information (see Standing Order 22)
- 14.5.3 Deputations which relate to the annual budget
- 14.5.4 Deputations which relate to a petition
- 14.5.5 Deputations which relate to a planning or licensing application
- 14.5.6 Deputations which relate to matters that have alternative procedures for representation (which may include, but are not restricted to, the Council's proposed sale or let of a property which has been subject to a closing date and the Council's proposed tendering of goods, services or works).
- 14.5.7 Deputations which relate to a Notice of Motion which has not yet been moved.
- 14.6 Subject to Standing Order 14.2 (late publication of reports), if a deputation request is determined to be incompetent, it will not be put on the agenda.
- 14.7 Deputations cannot consist of more than three people.
- 14.8 No individual may form part of more than one deputation on the same matter.
- 14.9 A competent deputation request will be placed on the agenda for the relevant meeting of the Council, Committee or Sub Committee.
- 14.9.1 If a deputation is deemed to be competent, it will be heard at the meeting, unless a Member moves a procedural motion to determine otherwise.

- 14.10 If, having heard the deputation, the Council, Committee or Sub Committee defer consideration of the report, no further request will be accepted from the same body or individuals in relation to the matter unless a new report containing substantially different information is submitted to a future meeting.
- 14.11 Competency in respect of Standing Orders 14.3, 14.5 and 14.10 will be determined by the Convener.
- 14.12 If a report on which a deputation has been heard is referred to another meeting of the Council, a Committee or Sub Committee, in order for the same body or individuals to be heard, a fresh request for a deputation must be submitted.
- 14.13 Deputations will be given a maximum of ten minutes to present their case, irrespective of the number of speakers.
- 14.14 Following the conclusion of the deputation, Members will be given the opportunity to ask questions of the deputation for a maximum of ten minutes.
  - 14.14.1 No questions can be asked of officers during this time period, and no debate or discussion will take place until the report is considered as part of the agenda.

## 15. Petition

- 15.1 A petition complying with the agreed criteria and having received at least 100 valid signatures will be placed on the agenda for consideration at the relevant committee.
- 15.2 The petitioner will be invited to explain their petition at the relevant committee and will have a maximum of ten minutes to present their case, following which Members will be given the opportunity to ask questions of the petitioner for a maximum of ten minutes.
- 15.3 The petitioner can be supported by up to two other individuals but the ten minute limit will be the same.
- 15.4 A Council officer will then have the opportunity to present their case for a maximum of ten minutes, following which Members will be given the opportunity to ask questions of the officer for a maximum of ten minutes.
- 15.5 There are three options for the committee to consider.
  - 15.5.1 Take no action and advise the lead petitioner of the Committee's reasoning.
  - 15.5.2 Agree that the matter be the subject of a report to the relevant Committee(s).
  - 15.5.3 Refer the matter to a relevant organisation with or without a recommendation.

## 16. Rights of Members to Attend Meetings

- 16.1 Subject to Standing Orders 12.14, 16.2 and 16.3 any Member will be entitled to attend any Committee or Sub Committee meeting of which they are not a member and will, with the consent of the Convener, be entitled to ask questions or address the meeting.
  - 16.1.1 The Member may not propose or second any motion or amendment or vote.
- 16.2 A Member cannot be present at a meeting of a Committee or Sub Committee for which they are not a member when all of the following three conditions apply:-
  - 16.2.1 The press and public have been excluded from the meeting; **and**

16.2.2 The meeting is likely to involve the taking of a decision which may affect the interests of any person or body following a hearing; **and**

16.2.3 The person or body has a right in terms of the law, Standing Orders or other administrative procedure, to be heard at that meeting in person or through a representative, for example the Appeals Sub Committee or Licensing Committee.

16.3 In respect of the following, Members will only be entitled to make representations through, as applicable, the formal statutory process or other procedure agreed by Council, Committee or Sub Committee:

16.3.1 quasi-judicial matters;

16.3.2 individual housing allocation decisions; or

16.3.3 reviews to be undertaken by the Community Asset Transfer Review Sub Committee.

16.4 Prior to sitting as a member or a substitute of the Pensions Committee and the Appeals Sub Committee, a Councillor must have undertaken the required training.

## **17. Substitute Members**

17.1 Members or Groups will be entitled to nominate substitutes to attend meetings of Committees and Sub Committees on their behalf, providing those substitutes have received relevant training as determined by the Council.

17.2 Bodies appointing External Members shall be permitted to appoint a named substitute for their substantive Member, providing those substitutes have received relevant training as determined by the Council.

## **18. Failure to Attend Meetings**

18.1 Subject to section 35 of the Local Government (Scotland) Act 1973, if a Member fails throughout a period of six consecutive months to attend any meeting of the authority, the Chief Executive must report this to Council, unless leave of absence has been granted to the Member.

18.2 If the Council is not satisfied as to the cause of the failure to attend, the Member will cease to be a Member of the Council.

18.3 The Member will not cease to be a Member of the Council if the absence is due to the Member having been suspended by the Standards Commission.

18.3.1 No report from the Chief Executive is required in these circumstances.

## **19. Chairing of Meetings**

19.1 At any meeting of the Council, its Committees or Sub Committees, the chair will be taken by the Convener, or where the Convener is absent, the Vice Convener, who will be addressed in accordance with Standing Order 25.2.

19.1.1 In the event that there is more than one Vice Convener, it will be for those Members to determine which of them will chair the meeting.

19.1.2 In the event that no agreement is reached between those Members, the decision will be taken by means of a procedural motion.

19.1.3 In the absence of both Convener and Vice Convener(s), the Members present will appoint a Convener.

## 20. Quorum

- 20.1 The quorum of Council, Committees and Sub Committees will be one quarter of the total number of members of the Council, Committee or Sub Committee, or three members, whichever is the higher.

## 21. Attendance at Meetings by Chief Officers

- 21.1 All meetings will normally have advice available from the Chief Officer – Finance and the Chief Officer - Governance.
- 21.2 The attendance of all other officers is at the discretion of the appropriate Chief Officer, taking into account the business of the meeting and the Working Time Regulations 1998.

## 22. Exempt and Confidential Information

- 22.1 Agendas and reports containing Confidential Information will contain a declaration that the report is 'Not for Publication' because it contains Confidential Information as described in Appendix 1 to the Standing Orders.
- 22.2 Agendas and reports containing Exempt Information (exempt items) will contain a declaration that the report is 'Not for Publication' because it contains Exempt Information as described in Appendix 2 to the Standing Orders.
- 22.3 The public **may** be excluded from a meeting when an item of business is being considered, if it is likely that, if the public were present, Exempt Information would be disclosed.
- 22.4 The public **must** be excluded from a meeting when an item of business is being considered and it is likely that, if the public were present, Confidential Information would be disclosed to them in breach of an obligation of confidence.

## 23. Declarations of Interest and Transparency Statements

23.1 ~~Members must adopt the 3-stage approach (Connection – Interest – Participation) set out in section 5 (Declaration of Interests) of the Councillors' Code of Conduct for Councillors. Any Member making a declaration of interest should:-~~

~~23.1.1 indicate whether it is a financial or non-financial interest;~~

~~23.1.2 include some information on the nature of the interest; and~~

~~23.1.3 confirm whether or not they intend to withdraw from the meeting room.~~

- 23.2 A Member will declare their interest as early as possible in meetings. Where they have declared an interest, they must withdraw from the meeting room (including from any public gallery). They must not participate in any way in those parts of meetings where they have declared an interest. If the meeting is being held online, the member must retire to a separate breakout room or leave and re-join after the discussion on the matter has concluded. It is not sufficient for them to turn off their camera and/or microphone for the duration of the matter. must withdraw from the meeting room, including from the public

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~~gallery, where they have declared an interest that prevents them from participating in the discussion of, and voting on, the item.~~

23.3 When making a declaration, a member should provide enough information for those at the meeting to understand why they are making a declaration.

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23.4 Members should consider whether it is appropriate for transparency reasons for them to state publicly in the meeting where they have a connection, which they do not consider amounts to an interest. Such a statement is referred to in these Standing Orders as a "transparency statement".

## 24. Introducing Reports

- 24.1 The Convener may identify that a report requires introduction from an officer, or a representative of an external organisation, following which, Members will be given the opportunity to ask questions of officers or an external representative. Any introduction and questions for an external representative should be undertaken prior to asking questions of officers.
- 24.2 To promote the effective management of the meeting, Members should seek clarification or advice on any points from officers in advance of the meeting.
- 24.3 When, in the opinion of the Convener, Members have had a reasonable opportunity to ask questions, the Convener will move to determination of the matter.

## 25. Speaking at Meetings

- 25.1 When addressing Members, Trade Union Advisers, officers, deputations or representatives of external partners at meetings, no Member or officer should use the first name of the person being addressed.
- 25.2 When referring to or addressing the Convener, Members, Trade Union Advisers and officers should address the Convener as 'Lord Provost', 'Convener' or 'Chair' as appropriate.
- 25.3 When referring to or addressing a Member, Members, Trade Union Advisers and officers should address the Member as Councillor.

## 26. Order of Debate

- 26.1 If consensus cannot be reached on an item, the order of debate will be as follows:-
  - 26.1.1 Motion moved and seconded
  - 26.1.2 Amendment(s) moved and seconded
  - 26.1.3 Debate
  - 26.1.4 Summing up for the amendment(s)
  - 26.1.5 Summing up for the motion
  - 26.1.6 Vote
- 26.2 Any Member wishing to speak at any meeting will address the Convener and restrict their remarks to the item of business before the meeting through:-

26.2.1 Asking questions

26.2.2 Moving, seconding or supporting a motion or any relative amendment

26.2.3 Moving or seconding a Procedural Motion; and

26.2.4 Raising a Point of Order

26.3 Advisers to the Staff Governance Committee will be entitled to raise a Point of Order ask questions and participate in any debate, but will not be entitled to move a motion or amendment, nor participate in any vote.

## 27. Points of Order

27.1 A Point of Order is a verbal objection made to the Convener that a statement or proposed procedure or action at the meeting may be in breach of the law, Standing Orders or Councillors' Code of Conduct.

27.2 Any Member may raise a Point of Order at any point in the meeting, and must specify which Standing Order, law or section of the Councillors' Code of Conduct will be, or has been, breached.

27.3 The Convener will decide how the Point of Order will be dealt with.

## 28. Procedural Motions

28.1 A Procedural Motion is a motion on the procedure being proposed or undertaken at the meeting, including, but not restricted to:-

28.1.1 Moving exempt business to the public section of the agenda;

28.1.2 Proposing a change to the minute;

28.1.3 Proposing that an item or items on the business planner be considered at an earlier date or deferred to a later date;

28.1.4 Proposing that an item or items be referred to another Committee or directly to full Council with the exception of referrals under Standing Order 34.1;

28.1.5 Proposing that no further debate or questioning take place;

28.1.6 Proposing the suspension of a Standing Order; 28.1.7

Proposing an alternative method of voting; and

28.1.8 Proposing that a planning site visit be undertaken.

28.2 A Procedural Motion has to be moved and seconded, and Members will then vote on whether to support or oppose it.

28.3 When a Procedural Motion has been moved and seconded, it will be put immediately to the vote, without any debate.

28.4 If a Procedural Motion is not seconded, it will fall and this will be recorded in the minute.

28.5 Except where the Procedural Motion is to suspend Standing Orders in terms of Standing Order 41, for a Procedural Motion to be successful, it requires a simple majority of the vote.

- 28.6 Immediately following the vote, procedural motions may be referred to the relevant Committee or the Council for a decision in terms of Standing Order 34.1.

## 29. Motions and Amendments

- 29.1 Where a motion and amendments are proposed prior to a Council, Committee or Sub Committee meeting, Members should provide a copy of the proposed wording to the Clerk as soon as reasonably practicable and, if possible, before the meeting commences.
- 29.2 Any motion or amendment in respect of the budget should be submitted to the Chief Officer – Finance, by 10am on the third last Working Day before the meeting takes place to enable the Chief Officer – Finance to consider any financial implications. For example, if the budget meeting is on Tuesday then any amendment should be submitted to the Chief Officer – Finance, by 10am the Thursday before. Such motion or amendment should detail the cost of the proposal(s) being advanced or the savings proposed to be achieved and the consequential impact of that cost or those savings on the annual budget and any associated commissioning intentions and service standards.
- 29.3 The Clerk will then be responsible for collating the views of the following officers and presenting these to the Member: 29.3.1 the relevant Director(s);
- 29.3.2 Chief Officer – Governance; 29.3.3 Chief Officer – Finance; and
- 29.3.4 other relevant Chief Officer(s) or external partner(s).
- 29.4 The Convener will have the prior right to the motion, except:-
- 29.4.1 where he/she waives this right and allows another Member to have the prior right to the motion;
- 29.4.2 where a written Notice of Motion submitted by a Member is moved; or
- 29.4.3 the Council is meeting to consider its annual revenue budget, in which case the Convener of the City Growth and Resources Committee will have the prior right to the motion. Following the moving of each budget, the spokesperson of the biggest Opposition Group will have the right to propose an amendment.
- 29.5 When moving any motion or amendment, a Member will provide its terms in full, which will then require to be seconded by another Member who, if speaking, must speak in support of that motion or amendment.
- 29.5.1 No Member will speak in support of a motion or amendment until it has been seconded.
- 29.5.2 Any Member who has moved or seconded a motion or amendment will not be entitled to enter the debate.
- 29.6 All motions and amendments must be relevant to the report item of business on the agenda.
- 29.7 All amendments must differ from the motion and from each other substantially.
- 29.8 The Convener will offer any relevant officer an opportunity to address the meeting on the competency, relevancy or implications of any motion or amendment.

- 29.9 A motion or amendment is incompetent if it would require the incurring of expenditure and the source of funding is not identified.
- 29.10 A motion or amendment which identifies the source of funding as the Council's reserves will not be competent without advice being provided to the meeting by the Chief Officer - Finance.
- 29.11 The Convener will determine whether a motion or amendment is competent and relevant, and may seek advice from officers in this regard.
- 29.12 A motion or amendment moved but not seconded, or which has been ruled by the Convener to be incompetent will not be put to the vote but will be recorded in the minute.
- 29.13 If a motion or amendment is withdrawn, the mover and seconder can move or second and speak in support of a further motion or amendment.
- 29.14 No Member will speak more than once (except on a Point of Order, by asking a question or by moving a Procedural Motion) in a debate, except for the Members who moved the motion / amendment(s), who will have the right to sum up.
- 29.15 In respect of the motion which proposes any element of the Council annual budget, the Council Leader will have the right to sum up.
- 29.16 A Member can make minor alterations to their motion or amendment, with the consent of the Convener.
- 29.17 When there is only one amendment to the motion, the vote will be taken between the motion and the amendment.
- 29.17.1 Whichever is carried will be the resolution of the meeting.
- 29.18 Where there is more than one amendment to the motion, a vote will be taken between the last two amendments, and this process will be repeated until only one amendment remains.
- 29.18.1 A vote will then be taken between the motion and the remaining amendment.
- 29.18.2 Whichever is carried by majority will become the resolution of the meeting.
- 29.19 If an amendment proposes that no decision be taken, the first vote will be between it and the motion.
- 29.19.1 If the amendment is carried, the meeting will proceed to the next item of business.
- 29.19.2 If the amendment is not carried, it will be eliminated from the amendments which, with the motion, will be voted on in the usual way.
- 29.20 The processes outlined above will not apply to the Appointment Panel, unless this is agreed by Members of the Panel.

### **30. Time Allowed for Speaking**

- 30.1 Moving a motion or amendment – 10 minutes
- 30.2 Seconding a motion or amendment – 5 minutes
- 30.3 Speaking in debate – 5 minutes

- 30.4 Summing up – 5 minutes
- 30.5 Moving a Council budget – no time limit
- 30.6 Seconding a Council budget – 10 minutes
- 30.7 Summing up a Council budget – 10 minutes

### **31. Closure of Debate**

- 31.1 After eight or more Members have spoken (including the movers and seconders of motions and amendments), any Member who has not spoken can move as a Procedural Motion that no further debate take place.
- 31.2 If the Procedural Motion is agreed, the movers of the original motion and amendment(s) will have the right to sum up and the matter will thereafter be put to the vote.
  - 31.2.1 In respect of the motion which proposes any element of the Council annual budget, the Council Leader will have the right to sum up.
- 31.3 If the Procedural Motion is defeated, the debate will continue.
- 31.4 Subsequent Procedural Motions that no further debate take place can be made after a further three Members have spoken.

### **32. Method of Voting**

- 32.1 Votes will be taken by means of the electronic voting system at Council, and by roll call at Committees or Sub Committees, subject to Standing Orders:
  - 32.24-1 (Votes in Respect of Two or More Vacancies); and
  - 32.31-2 (Motion by a Member for an Alternative Method of Voting).
- 32.2 Votes in respect of two or more vacancies may be taken by roll call.
- 32.3 A Member can move that an alternative method of voting is used, such as roll call or show of hands, by means of a Procedural Motion.
- 32.4 The Clerk will conduct the vote.
  - 32.4.1 No one will interrupt the proceedings (except to draw attention to an omission in the calling of a Member's name or to a Point of Order) until the result of the vote has been announced.
- 32.5 With the exception of Standing Order 41.1 (Suspending Standing Orders), a simple majority of those present and voting will decide the result of any vote between motions and amendments.
- 32.6 Subject to Standing Order 33.1 (Quasi-Judicial Items of Business), a Member who is absent when their name is called will be entitled to vote if they enter the meeting before the result of the vote is announced.
- 32.7 In the event of a tied vote, the Convener will have the casting vote, except where the vote relates to the appointment of a Member to any particular office.
  - 32.7.1 If the Convener chooses not to exercise their casting vote, lots will be drawn using a method decided upon by the Clerk.

- 32.8 Any Member wishing to record their dissent against the decision after a vote should do so immediately after the result has been announced, and this will be recorded in the minute.

### 33. Quasi-Judicial Items of Business

- 33.1 Where the Council, Committee or Sub Committee is required to determine an item of business which is of a Quasi-Judicial nature, a Member must be present in the meeting room for the duration of the item.
- 33.2 If a Member has left the room at any point during discussion of the item, they will not be permitted to participate in the determination of the item, nor any vote.

### 34. Referrals

- 34.1 Immediately following a vote at Committee or Sub Committee, at least one third of the membership of the Committee or Sub Committee may refer the matter to the Council, a Committee or Sub Committee for a decision, unless thereafter the Convener determines otherwise (see Glossary for calculation).
- 34.1.1 With the exception of items of business which are of a Quasi-Judicial nature, a Member does not require to have participated in the initial vote to participate in a referral.
- 34.2 Subject to Standing Orders 34.3 and 34.4, should the matter be referred in terms of Standing Order 34.1, the Clerk will then arrange for the matter to be referred to the next meeting of Council, relevant Committee or Sub Committee for determination.
- 34.3 Standing Orders 34.1 and 34.2 will not apply to any proceedings relating to:-
- 34.3.1 The appointment of or retirement of staff;
- 34.3.2 Grievance or disciplinary appeals by staff;
- 34.3.3 School attendance;
- 34.3.4 Bursaries;
- 34.3.5 Admission of any particular child to school;
- 34.3.6 Provision of school transport for any particular child;
- 34.3.7 The granting of any licence, registration or certificate;
- 34.3.8 Assumption of parental rights or adoption in the case of any individual; or
- 34.3.9 Aids and adaptations to premises for the benefit of social work clients.
- 34.4 Where an item is referred to a meeting of the Council, Committee or Sub Committee, and it is not possible for the item to be open to the public for inspection at least three Clear Days before the meeting, the referring Committee or Sub Committee must specify why the item should be considered as a matter of urgency.
- 34.4.1 The Convener of the Council, Committee or Sub Committee to which the item is referred will then determine whether it is added to the agenda.

### **35. Minutes**

- 35.1 The Clerk will prepare the minutes of meetings of the Council, its Committees and Sub Committees and any other meetings at which Members are represented, as may be determined by the Chief Officer - Governance.
- 35.2 The minutes will record the names of the Members who attended the meeting and will contain a summary of the business of the meeting as determined by the Clerk.
- 35.3 The Convener and Vice Convener will normally propose and second the minute as a true record unless either were not present, in which case any Member present at the meeting can either propose or second the minute as a true record.
- 35.4 At the meeting, if any Member challenges the accuracy of the minute, they can move a Procedural Motion that a correction is made.
- 35.5 Any corrections to the minute will be outlined in the subsequent minute.
- 35.6 Any discussion around the approval of the minute cannot extend to opening up discussion of the substantive issues detailed in the minute.

### **36. Powers of Convener**

- 36.1 To preserve order and ensure that Standing Orders are followed.
- 36.2 To decide on the order of business and matters of competency and relevancy, unless otherwise specified.
- 36.3 To accept urgent business onto the agenda in terms of Section 50B(4)(b) of the Local Government (Scotland) Act 1973.
  - 36.3.1 The reason(s) why the matter must be considered urgently will be recorded in the minute of the meeting.
- 36.4 To ensure that all Members are given the opportunity to speak and to decide on the order in which they speak.
- 36.5 To rule on all Points of Order.
- 36.6 To adjourn the meeting at any time for any reason, and to determine the length of the adjournment.
- 36.7 When the Convener begins to speak, all other Members must stop speaking.
- 36.8 It will be within the discretion of the Convener of the Council, a Committee or Sub Committee to cancel, advance or postpone an ordinary meeting to another date if in his/her opinion, acting reasonably; there is a good reason for so doing.
- 36.9 The decision of the Convener on all matters in Standing Order 36 will be final.

### **37. Behaviour**

- 37.1 All Members must behave respectfully at any meeting and should not behave in a manner that is improper, offensive or deliberately obstructs the business of the meeting.

- 37.2 All Members are bound by the Councillors' Code of Conduct and are responsible for complying with it at all times.
- 37.3 If a member of the public interrupts any meeting, the Convener may issue a warning to the person creating the disturbance or may order them to leave the meeting.
- 37.4 If there is general disturbance during any part of the meeting, the Convener may order that the public leave the meeting.

### **38. Suspension of Members**

- 38.1 If any Member disregards the authority of the Convener, obstructs the meeting or, in the opinion of the Convener, acts in an offensive or disruptive manner at a meeting, the Convener may move, as a Procedural Motion, that the Member be suspended for the remainder of the meeting.
- 38.2 If seconded, the motion will be put to the vote immediately.
- 38.3 If the Procedural Motion is carried, the suspended Member will leave the meeting room immediately.
- 38.4 If the Procedural Motion is not carried, the Convener may call for an adjournment in the meeting.

### **39. Filming, Photographing and Recording of Meetings**

- 39.1 Other than the live webcasting or recording of Council, Committee and Sub Committee meetings by Aberdeen City Council, any video or sound recordings or broadcasting of meetings by any other means, or the taking of any photographs, will be at the Convener's discretion.

### **40. Length of Meetings**

- 40.1 The Convener can call a break in proceedings at any time. Breaks in proceedings should be called on a regular basis and in consultation with the Executive Lead.
- 40.2 Meetings will not last longer than six hours where there has been no break in proceedings. On such occasions, there shall be a break in proceedings of no shorter than 20 minutes before the meeting goes beyond six hours.
  - 40.2.1 For the avoidance of doubt, the calculation of six hours will not include any break in proceedings.
- 40.3 If the meeting is adjourned to another date, the Convener, following consultation with the Clerk, will determine the time and date that the meeting will resume.

### **41. Suspending Standing Orders**

- 41.1 Any Standing Order may be suspended at any meeting with the agreement of at least two thirds of the Members present and entitled to vote (see Glossary for calculation).
  - 41.1.1 This will be done by means of a Procedural Motion.
- 41.2 The Member must specify which Standing Order they are proposing to suspend.



## **42. Altering Previous Decisions**

- 42.1 It will not be competent for the Council, Committee or Sub Committee to alter or reverse a previous decision within a period of six months. For the avoidance of any doubt, a Convener's decision under Standing Order 7.3 to cancel, or, advance or postpone to another date, an ordinary meeting does not amount to such an alteration or reversal.
- 42.2 Standing Order 42.1 does not apply:-
- 42.2.1 where a Notice of Motion to that effect has been submitted, of which appropriate prior notice has been given in terms of Standing Order 12;
- 42.2.2 where the Council, Committee or Sub Committee approves a recommendation contained in a report to alter or reverse a previous decision; or
- 42.2.3 to ongoing negotiations between the Council and any other party.

## **43. Amendments to Standing Orders**

- 43.1 Non-material amendments can be made to the Standing Orders by the Chief Officer - Governance, following consultation with the Business Manager, without the requirement to report to Council.
- 43.1.1 Such amendments will be notified to all Members once completed.
- 43.2 Material amendments to the Standing Orders, including the removal or addition of Standing Orders, may only be approved after consideration of a report to the Council by the Chief Officer - Governance.

## **44. Review of Standing Orders**

- 44.1 The Standing Orders will be subject to annual review by the Chief Officer - Governance.

## **45. Monitoring Officer**

- 45.1 A Monitoring Officer's report may be required where any proposal, decision or omission by the Council may breach or has breached the law or any statutory code of practice.

## **46. Member Access to Documents**

- 46.1 The additional rights of access to documents for Members are as set out in Appendix 4 to the Standing Orders.

## **COMMITTEES AND SUB COMMITTEES**

### **47. Delegation and Appointment to Committees and Sub Committees**

- 47.1 The Council may appoint or disband Committees for any purpose at any time, and will delegate or refer to these Committees any matter it thinks fit.
- 47.2 Committees may appoint or disband Sub Committees for any purpose at any time, and will delegate or refer to these Sub Committees any matter they think fit.
- 47.3 Matters referred or delegated to Committees or Sub Committees will be set out in the Terms of Reference.

- 47.4 Committee and Sub Committee remits may be amended only after consideration of a report to Council or the appropriate parent Committee by the Chief Officer – Governance.
- 47.5 Each Committee and Sub Committee can delegate any of its delegated functions to a named officer.
- 47.6 Where a matter for consideration is not specifically referred to in the Terms of Reference, it will be competent for it to be considered by the Committee or Sub Committee with the most relevant Terms of Reference, as determined by the Chief Officer - Governance.
- 47.7 The Council may, at any time, deal with any matter falling within the Terms of Reference of any Committee or Sub Committee.
- 47.8 Similarly, a Committee may, at any time, deal with any matter falling within the Terms of Reference of any of its Sub Committees.
- 47.9 The Council will set the membership for each Committee and in doing so should have regard to the political composition of the Council.
- 47.10 Committees will set the membership for each Sub Committee and in doing so should have regard to the political composition of the Council.
- 47.11 Members of Sub Committees who are not Members of the parent Committee will be provided with relevant training where required.
- 47.12 The Council may establish Working Groups with no delegated powers for such functions deemed necessary, consisting wholly of Councillors or otherwise.
- 47.13 On behalf of the Council, each Committee and Sub Committee can appoint representatives to outside bodies which provide services linked to, or associated with, the remit of that Committee or Sub Committee.

## GLOSSARY

### Agenda

A list of business to be considered at Council, Committee and Sub Committee Meetings.

### Amendment

Where a motion has been put forward in respect of an item on the agenda, a Member may move an alternative proposal. The motion and amendment will then be **debated** and a vote taken between the two.

### Business Manager

A Councillor appointed by Council to liaise with Chief Officers and Members of all parties in respect of Council business and governance matters.

### Calculation of Quarter or One Third / Two Thirds of Members

If the figure is not a whole **number** it will be rounded up. This is to ensure that a quarter, one third or two thirds will always be met.

### Chief Officer - Finance

Where this document refers to the Chief Officer - Finance, it should be noted that this may also refer to his/her nominated officer.

### Chief Officer - Governance

Where this document refers to the Chief Officer - Governance, it should be noted that this may also refer to his/her nominated officer.

### Clear Days

For **example** if a letter is posted on Monday advising of a meeting on Friday, it gives 3 clear days' notice (i.e. Tuesday, Wednesday, Thursday). Saturday, Sunday and public holidays are included within the definition of Clear Days.

### Clerk

The Committee Officer with responsibility for the administration of the Council, Committee or Sub Committee.

### Committee

A Committee of the Council appointed in accordance with Standing Orders.

### Committee Planner

A document containing outstanding and pending business that is placed on the agenda for each meeting.

### Confidential Information

See Appendix 1 to this document.

#### Convener

The Chair of the Committee. Where 'Convener' is referred to in this document, this will also include the Lord Provost.

#### Council

Where 'Council' is referred to in this document, it refers to meetings of the Full Council.

#### Deputation

A request submitted by a member of the public to address a Council, Committee or Sub Committee meeting in respect of a report on a published agenda.

#### Depute Provost

The Vice Convener of Full Council. The Depute Provost will act as Chair in the absence of the Lord Provost.

#### Depute Business Manager

A Councillor appointed by Council who acts as Business Manager in the absence of the Business Manager.

#### Exempt Information

See Appendix 2 to this document.

#### External Member

A representative appointed to any Committee or Sub Committee from outwith Aberdeen City Council who may have full voting rights.

#### Group

A number of Councillors who form a group. A group cannot be composed of a single member.

#### Group Leaders

The leaders of the individual political groups.

#### Late Docquet

A document which must accompany any reports that are not available for inspection by members of the public at least three clear days before a meeting. This contains the reason for lateness, an explanation of why the Council, Committee or Sub Committee requires to consider the report as a matter of urgency, and is signed by the Director and Convener. The Convener has ultimate discretion as to whether or not the item should be considered.

#### Lord Provost

The Convener of the Council. The Lord Provost is the civic head of the Council.

#### Minute

A summary of decisions from any Council, Committee or Sub Committee meeting prepared by the Clerk. This will not be a verbatim record.

#### Motion

An initial proposal of action submitted by a Member in respect of an item of business on an agenda.

#### Non-Material Amendments to Standing Orders

Such amendments may include the change of title for a particular post referred to in the Standing Orders, or an error in the text.

#### Notice of Motion

A request submitted by a Member in advance of or at a meeting of Council, ~~a~~ Committee or Sub Committee which may be placed on the agenda for an issue to be discussed and for a decision to be made.

#### Quasi-Judicial

Where the Council, Committee or Sub Committee has powers and procedures resembling those of a court of law or **judge, and** is obliged to objectively determine facts and draw conclusions from them so as to provide the basis of an official action.

#### Quorum

The minimum number of Members at a Council, Committee or Sub Committee meeting who must be present for valid transaction of business.

#### Significant Local Impact

In relation to a particular ward, this means in the opinion of the relevant Chief Officer, a significant impact on:

- roads or traffic arrangements within that ward;
- buildings or facilities within that ward; or
- the natural environment of that ward.

#### Sub Committee

A Sub Committee of any Council Committee appointed in accordance with Standing Orders.

#### Summons

A calling notice advising Members of the date, time and location of a Council, Committee or Sub Committee meeting.

#### Vice Convener

The Vice Chair of the Committee. The Vice Convener will act as Chair in the absence of the Convener (see Standing Order 19).

Appendix 1

**LOCAL GOVERNMENT (SCOTLAND) ACT 1973 SECTION 50~~(A)~~**

**DEFINITION OF CONFIDENTIAL INFORMATION**

In accordance with section 50A of the Local Government (Scotland) Act 1973, Confidential Information means:

- information furnished to the authority by a Government department upon terms (**however** expressed) which forbid the disclosure of the information to the public; and
- information the disclosure of which to the public is prohibited by or under any enactment or by the order of a court.

In either case the reference to the obligation of confidence is to be construed accordingly.

## Appendix 2

# LOCAL GOVERNMENT (SCOTLAND) ACT 1973

## SCHEDULE 7A

### ACCESS TO INFORMATION: EXEMPT INFORMATION

### DESCRIPTIONS OF EXEMPT INFORMATION

### (INCLUDING QUALIFICATIONS)

#### Employee/Office Holder:

1. Information relating to a particular employee, former employee or applicant to become an employee of, or a particular office-holder, former office-holder or applicant to become an office-holder under, the authority.

#### Occupier:

2. Information relating to any particular occupier or former occupier of, or applicant for, accommodation provided by or at the expense of the authority.

#### Recipient of Council Service:

3. Information relating to any particular applicant for, or recipient or former recipient of, any service provided by the authority.

#### Recipient of Financial Assistance:

4. Information relating to any particular applicant for, or recipient or former recipient of, any financial assistance provided by the authority.

#### Particular Child:

5. Information relating to the adoption, care, fostering or education of any particular child or where any particular child is subject to a compulsory supervision order or interim compulsory supervision order (as defined respectively in sections 83 and 86 of the Children's Hearings (Scotland) Act 2011) information relating to the order. "Child" means a person under the age of 18 and any person who has attained that age and is in attendance as a pupil at a school.

#### Financial Affairs of Particular Person:

6. Information relating to the financial or business affairs of any particular person (other than the authority). Information is not exempt if it is required to be registered under the Companies Acts (as defined in section 2(1) of the Companies Act 2006) or similar legislation.

#### Social Work Relating to a Particular Person:

7. Information relating to anything done or to be done in respect of any particular person for the purposes of any of the matters referred to in section 27(1) of the Social Work (Scotland) Act 1968 (providing reports on and supervision of certain persons).

#### Proposed Expenditure on Contracts:

8. The amount of any expenditure proposed to be incurred by the authority under any particular contract for the acquisition of property or the supply of goods or services if and so long as disclosure to the public of the amount there referred to would be likely to give an advantage to a person entering into, or seeking to enter into, a contract with the authority in respect of the property, goods or services, whether the advantage would arise as against the authority or as against such other persons.

Contractual Terms:

9. Any terms proposed or to be proposed by or to the authority in the course of negotiations for a contract for the acquisition or disposal of property or the supply of goods or services if and so long as disclosure to the public of the terms would prejudice the authority in those or any other negotiations concerning the property or goods or services.

Tender for Contract:

10. The identity of the authority (as well as of any other person by virtue of paragraph 6 above) as the person offering any particular tender for a contract for the supply of goods or services.

Labour Relations:

11. Information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter arising between the authority or a Minister of the Crown and employees of, or officeholders under, the authority if and so long as disclosure to the public of the information would prejudice the authority in those or any other consultations or negotiations in connection with a labour relations matter arising as mentioned in that paragraph.

Legal Proceedings:

12. Any instructions to counsel and any opinion of counsel (whether or not in connection with any proceedings) and any advice received, information obtained or action to be taken in connection with –
  - a. any legal proceedings by or against the authority, or
  - b. the determination of any matter affecting the authority (whether, in either case, proceedings have been commenced or are in contemplation).

Statutory Notices Etc:

13. Information which, if disclosed to the public, would reveal that the authority proposes –
  - a. to give under any enactment a notice under or by virtue of which requirements are imposed on a person; or
  - b. to make an order or direction under any enactment if and so long as disclosure to the public might afford an opportunity to a person affected by the notice, order or direction to defeat the purpose or one of the purposes for which the notice, order or direction is to be given or made.

Crime:

14. Any action taken or to be taken in connection with the prevention, investigation or prosecution of crime.

Informant:

15. The identity of a protected informant.



### Appendix 3

## PROTOCOL FOR APPOINTMENT OF CHIEF OFFICERS

1. The Chief Executive, all Directors and Chief Office posts at second tier level or above will be appointed by an Appointment Panel. In setting the membership of the Panel, the Council shall have regard to the political composition of the Council.
  - 1.1 Meetings of the Appointment Panel will be arranged by the Chief Officer – Governance.
  - 1.2 Group Leaders will provide the Chief Officer – Governance with the names of Members to sit on the Panel
  - 1.3 The Panel will be chaired by the Convener of the City Growth and Resources Committee unless otherwise agreed by the Members on the Appointment Panel.
  - 1.4 Only those Members who participate in the shortlisting of candidates can participate in the interview and selection process.
  - 1.5 The Chief Executive, Chief Officer – People and Organisational Development and any officer nominated by the Chief Executive will be entitled to be represented at any interview or meeting relating to the appointment of Chief Officers.
2. The above process does not apply to Chief Officer posts in respect of the Integration Joint Board, which will be in line with the process set out in the Aberdeen City Health and Social Care Partnership Integration Scheme.
3. There will be a period of at least seven days between the date a vacancy is advertised and the closing date for the receipt of applications.
4. The Panel responsible for making the appointment will draw up a shortlist of suitably qualified applicants who will then be called for interview.
5. Meetings dates for the Appointment Panel will be set by the Chief Officer – Governance, following consultation with the Chairperson.
  - 5.1 It will be within the discretion of the Chairperson to cancel, advance or postpone an ordinary meeting to another date if in his/her opinion, acting reasonably; there is a good reason for so doing.
6. The quorum for the Appointment Panel will be one quarter of the total number of members of the Panel, or three members, whichever is the higher.
7. The list of applicants for any appointment will be treated as confidential and only the name of successful candidates will be recorded in the minutes of the Appointment Panel.
8. The determinations of the Panel will not be recorded in the minute.
9. The ~~Convener~~Chairperson will have the casting vote in the case of an equality of votes.

#### Appendix 4

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### **ADDITIONAL RIGHTS OF ACCESS TO DOCUMENTS FOR MEMBERS OF LOCAL AUTHORITIES – LOCAL GOVERNMENT (SCOTLAND) ACT 1973, SECTION 50F**

1. Any document which is in the possession or under the control of a local authority and contains material which relates to any business to be transacted or proceedings at a meeting of –
  - a. the authority or of a committee or sub-committee of the authority; ~~or~~
  - b. a statutory committee appointed by the authority, or any sub-committee of that committee; ~~or~~
  - c. a relevant body, any member of which was appointed by the authority, or of a committee, ~~or sub-committee~~ or relevant body of such a bodyshall, subject to subsection (2) below, be open to inspection by any member of the authority and, in the case of a committee, sub-committee or relevant body, by any other member of the committee ~~or sub-committee~~ ~~or relevant body~~.
2. Where it appears to the proper officer that a document discloses exempt information of a description for the time being falling within any of paragraphs 1 to 5, 7, 9, 11, 12 and 14 of Part I of Schedule 7A to this Act, subsection (1) above does not require the document to be open to inspection.
3. The Secretary of State may by order amend subsection (2) above -
  - a. by adding to the descriptions of exempt information to which that subsection refers for the time being; or
  - b. by removing any description of exempt information to which it refers for the time being.
4. Any statutory instrument containing an order under subsection (3) above shall be subject to annulment in pursuance of a resolution of either House of Parliament.
5. The rights conferred by this section on a member of a local authority are in addition to any other rights he may have apart from this section.



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# FINANCIAL REGULATIONS

*Version 1*  
~~Approved Draft version-a for Council on 283 March February 20242~~

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## FINANCIAL REGULATIONS

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## **FINANCIAL REGULATIONS**

### **1. INTRODUCTION**

Financial Regulations are an integral part of the stewardship of Council Funds that mitigate financial, compliance and strategic risks. Adhering to the Regulations ensures that all financial decisions and transactions of the Council are enacted in a manner which demonstrates openness, integrity, and transparency. That results in more effective use of limited resources and better performance and outcomes for the Council. Financial Regulations therefore form a significant part of the governance of the Council.

The Regulations provide references to a number of linked documents which form an integral part of the Financial Regulations. Some of the linked documents are intended for internal use and can only be accessed through the Council's Intranet site.

### **2. COMPLIANCE**

It is the duty of all officers employed by the Council to fully comply with the Financial Regulations. Failure to comply with the requirements contained within these Regulations and the associated guidance and procedures may result in an investigation under the Council's Conditions of Services Disciplinary and Appeals Procedure.

Any breach or non-compliance with these Regulations must, on discovery, be reported immediately to the Chief Officer – Finance. The Chief Officer - Finance may consult other relevant officers, including the Chief Executive, to determine the appropriate action.

Employees who deliberately obstruct or unreasonably fail to provide information to Auditors or Investigation Officers within the specified period may be subject to disciplinary action.

All budget holders must immediately notify the Chief Officer – Finance of any budget that is or is likely to be overspent.

### **3. RESPONSIBILITIES**

#### **GENERAL RESPONSIBILITIES**

All officers employed by the Council must ensure that their financial transactions comply with the law. In case of doubt officers must consult the Chief Officer – Governance before incurring or legally committing to expenditure.

**No officer must commit any expenditure unless it can be met from an approved budget.** In case of doubt officers must consult the Chief Officer – Finance before incurring or legally committing to expenditure.

Powers Delegated to Officers provides that, except where prohibited by law, Chief Officers may sub-delegate any of their delegated powers to their deputies or such other officer(s) as they may consider appropriate. Chief Officers will remain accountable for decisions taken by their sub-delegates. These Financial Regulations assume that any reference to a Chief Officer would include any of their officers so nominated in accordance with that delegated power.

**Chief Officers** in this context means (i) the Chief Executive and Directors of the Council; (ii) Council officers whose job titles include the term “Chief Officer”; (iii) the Council’s Head of Commercial and Procurement; (iv) the Chief Officer of the Aberdeen City Health and Social Care Partnership (ACHSCP); and (v) the Chief Finance Officer of the ACHSCP.

**Connected Bodies** in this context refers to a range of external bodies that are closely connected to the Council. Such bodies include:

- i) The Council’s Arm’s Length External Organisations (ALEO’s), as defined in the ALEO Assurance Hub Terms of Reference;
- ii) A range of Group Entities that form part of the Council’s Group Accounts, including Associate and Subsidiary Companies, Joint Ventures and Trusts; and
- iii) Similar bodies to those outlined at ii) but who are not included in the Council’s Group Accounts due to the value of their assets or level of turnover being not material.

The above definition of Connected Bodies includes some (but not all) of the bodies on the Council’s Register of Outside Bodies. Those Outside Bodies that are not included in the definition of Connected Bodies are those bodies over which the Council is not considered to have a controlling or significant interest.

#### **3.1 Responsibility of the Chief Officer - Finance**

It shall be the responsibility of the Chief Officer - Finance, or designated officer, to ensure that these Regulations are kept up to date and monitored for their effectiveness. The Regulations shall be reviewed annually and updated to take account of changes in Statute, professional guidance or Council policy that impact upon the Regulations.

The Chief Officer - Finance, as the "Proper Officer", in terms of Section 95 of the Local Government (Scotland) Act 1973, shall be the adviser on financial matters to the Council and all its Committees. S/he shall be responsible for the proper administration of the Council's financial affairs.

The Chief Officer - Finance shall determine the detailed format of capital and revenue budgets.

The Chief Officer – Finance shall deal with reported irregularities in accordance with the Council's policies and procedures. S/he, following consultation with the Chief Executive, may, report matters to the Police where s/he considers it appropriate to do so.

Records relating to Counter Fraud matters including Bribery, Corruption, Money Laundering and Tax Evasion will be retained by the Chief Officer – Finance. A report on matters arising from the work of the Counter Fraud team will be presented to the Audit, Risk and Scrutiny Committee annually.

### **3.2 Responsibility of Chief Officers**

It shall be the duty of each Chief Officer to ensure that these Regulations and all associated policy manuals and documents as listed in Section 4 are made known to appropriate staff members and shall ensure full compliance with them.

Each Director shall prepare revenue and capital budgets in respect of their Function after consultation with the Chief Officer - Finance. Each Chief Officer shall consult the Chief Officer - Finance in respect of any matter which may materially affect the finances of the Council before any provisional or other commitment is incurred or before finalising a draft Full Council or committee report on the matter.

Whenever any matter arises which involves, or is thought to involve, irregularities concerning funds, property or the exercise of the Council's functions, or that of any Connected Body, the relevant Chief Officer shall notify the Chief Officer - Finance in writing. The Chief Officer – Finance, following consultation with the Chief Officer – Governance, will then determine what action is necessary.

Chief Officers shall ensure that arrangements are in place to establish the correct liability, process and accounting for VAT. The Chief Officers will seek advice from the Chief Officer - Finance as necessary to ensure compliance with VAT or other tax regimes.

Any debt, including associated interest and/or penalty, arising from the improper operation of VAT or other taxes may be recovered against the budget of the Service responsible. This will be determined by the Chief Officer – Finance.

Chief Officers shall ensure that their Cluster has appropriate governance arrangements in place.

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Chief Officers are responsible for the submission of a Certificate of Assurance on the Effectiveness of Internal Financial Controls to the Chief Officer – Finance on an annual basis.

### **3.3 Responsibility of Chief Executives/Managing Directors/Trustees/Board Members of Connected Bodies.**

The Head of Commercial and Procurement shall use reasonable endeavours to ensure that all contracts with Connected Bodies will provide that:

- i) In the absence of their own equivalent policies and documents, Chief Executives/Managing Directors/Trustees/Board Members of Connected Bodies shall adhere to these Financial Regulations and the policies and documents referred to in section 4.  
However, the accounting implications of these Financial Regulations should not be viewed as prescriptive for the Council's ALEO's. It is recognised that related companies and charitable trusts will be required to operate to different standards of financial accounting and reporting, e.g. standards pertaining to charities.
- ii) Chief Executives/Managing Directors/Trustees/Board Members of Connected Bodies shall ensure that their organisation has appropriate governance arrangements in place, including internal audit arrangements.

### **3.4 Responsibilities in relation to Aberdeen City Health and Social Care Partnership (ACHSCP)**

The ACHSCP oversees the delivery of integrated services that the Council has been directed by the ACHSCP to deliver. This arrangement requires further clarification in addition to those set out in 3.3 above.

The Aberdeen City Council financial regulations are fully applicable to Council staff who are working to deliver integrated services under directions from the ACHSCP.

In addition, applicable staff are required to comply with the ACHSCP Financial Regulations. Any breach of compliance with ACHSCP regulations will be considered a breach of Aberdeen City Council financial regulations as set out in section 2. In applying the ACHSCP Financial Regulations due regard must be given to the authority of the Council Financial Regulations.

In the delivery of integrated services, staff employed by NHS Grampian may be required to comply with the Council Financial Regulations. Similarly, Council staff may be required to comply with the Financial Regulations of NHS Grampian.

The Chief Officer – Governance has the delegated power to appoint non-Council employees as officers of the Council. Under this power, employees of NHS Grampian may be appointed as officers of the Council for the specifically described purpose of delivering integrated services, and as such will be required to comply with Aberdeen City Council Financial Regulations.

The Chief Officer - Finance and the Chief Finance Officer of the ACHSCP will maintain a list of named individuals in this circumstance. Any breach or non-compliance may result in being removed from the appointment as an officer of the Council and may result in a referral for disciplinary action in line with the policies of the NHS Grampian.

Aberdeen City Council will maintain a list of those officers of Aberdeen City Council that are required to comply with the Financial Regulations of NHS Grampian. Any breach of those regulations will be treated as non-compliance with Aberdeen City Council Financial Regulations.

### **3.5 Responsibility of the Chief Officer – Governance**

The Chief Officer – Governance can arrange for the provision of advice on proposed income and expenditure.

It shall be the responsibility of the Chief Officer – Governance, following consultation with the Chief Officer - Finance, to ensure that an annual governance statement is incorporated into the Accounts and reported to Audit, Risk and Scrutiny Committee.

The Chief Executive has ultimate responsibility for the provision of the Internal Audit service to the Council. The management of Internal Audit is under the control of the Chief Officer - Governance. The Chief Officer - Governance also has a responsibility to ensure that the internal audit function operates to a consistent standard in accordance with best practice.

The Chief Internal Auditor (whether employed or engaged to act on behalf of the Council) or a representative authorised by the Chief Officer – Governance, may without prior notice:

- (i) enter at all reasonable times any Council operated property;
- (ii) have access to all records (electronic or manual), documents and correspondence relating to any financial or other transaction of the Council;
- (iii) require and receive such explanations as are necessary concerning any matter under examination;
- (iv) require any employee to produce cash, stores, or any other Council property under his or her control; and
- (v) examine financial records of organisations in receipt of grant aid from the Council.

The Chief Internal Auditor function may from time to time be commissioned externally. These auditors are the Council's representatives and will be afforded the same rights and privileges as an employee operating as an Internal Auditor.

The Chief Officer – Governance may engage specialist auditors from outwith the Council to carry out specific audit work.

Reference should be made to section 5.17 below for further information on the Internal Audit function.

Records relating to Whistleblowing will be retained by the Chief Officer – People and Organisational Development and the Chief Officer – Finance will be informed if these relate to financial irregularities.

### **3.6 Councillors**

The Committee responsible for oversight of the audit function is the Audit, Risk and Scrutiny Committee.

### **3.7 External Audit**

3.7.1 The Council's External Auditor shall have the right to access all records (electronic or manual), documents and correspondence relating to any financial or other transactions of the Council. They will be able to receive such explanations as they consider necessary concerning any matter under examination.

3.7.2 Officers of the Council will ensure that these rights are given to the Council's External Auditors.

## **4. ASSOCIATED DOCUMENTS**

Officers must comply with all documents contained within the ACC Scheme of Governance, and with the associated documents set out below.

### **4.1 Finance Framework**

The Finance Framework is a clear, illustrated set of guidelines, roles and responsibilities for financial management in Aberdeen City Council for:

- Budget holder roles;
- Finance roles;
- Clear competencies; and
- Approach to meeting competency gaps – training and support

### **4.2 Whistleblowing Policy**

This document sets out the Council's policy regarding whistleblowing. It is intended to cover concerns that are in the public interest.

### **4.3 Counter Fraud Policy**

This document sets out the Council's policy on fraud, bribery and corruption, money laundering and tax evasion. It sets out arrangements for governance, acknowledgement, prevention and pursuance of and protection from fraudulent activity.

Chief Officers are responsible for ensuring risk management arrangements are in place to prevent, detect and prohibit fraud.

The Chief Officer - Finance is responsible for referring allegations to the external agencies including the Police.

The Chief Officer – Finance is responsible for the oversight of prevention and pursuance of fraud and the direction of Counter Fraud Officers, enabling them to operate in an effective way as set out in the policy.

[RES-21-050 Appendix A - Draft Fraud Policy.pdf \(aberdeencity.gov.uk\)Counter Fraud Policy & Guidance](#)

#### 4.4 Risk Management

The Risk Management Policy and Guidance documents contain the processes and activities for identifying and assessing risks, planning and implementing controls and monitoring progress.

The Risk Appetite Statement sets the principles for how the Council will balance risk and opportunity in achieving its objectives. In relation to Financial risk, the Council's position is as follows:

The Council is averse to risks associated with impairing financial stewardship, internal controls, and financial sustainability. The Council has an open appetite for short-term risks that support financial performance and mitigate negative external factors. It has an open appetite for longer term capital and financial investments provided that the risks are well managed and demonstrate realisable future benefits for delivering the Council's outcomes and commissioning intentions.

Financial Regulations are referenced in the Finance Assurance Map that sets out the key sources of assurance against the Council's response to managing finance risk. The Council identifies and manages financial institutional and operational risks that require mitigating action above the sources of assurance in the assurance map through reporting to the Risk Board and Audit, Risk and Scrutiny Committee.

## Risk Management Policy & Guidance

### 4.5 Following the Public Pound

The Council's procedures relating to grants to external bodies are documented in the Following the Public Pound Local Code of Practice.

## Following the Public Pound Local Code of Practice

### 4.6 Treasury Management

All cash and bank transactions shall comply with the requirements of the CIPFA Code of Practice on Treasury Management in public services. The Chief Officer - Finance shall submit to the Council an annual treasury management strategy and investment strategy prior to the new financial year; a treasury management and investment annual report and a mid-year review of the treasury management and investment strategy and performance.

[Treasury Strategy Annual 2020 Final.pdf \(aberdeencity.gov.uk\)](#)  
[Treasury Management Policy Statement Treasury Mgt Year End Review 20-21.pdf \(aberdeencity.gov.uk\) and Strategy \(link only available internally via The Zone\)](#)

### 4.7 Monies owed to the Council

These procedures detail the arrangements for raising charges and collecting monies owed to the Council

<https://committees.aberdeencity.gov.uk/documents/s90781/RES-18-259%20Appendix%201%20Corporate%20Debt%20Policy.pdf>

<https://committees.aberdeencity.gov.uk/documents/s90782/RES-18-259%20Appendix%202%20Service%20Income%20Policy.pdf>

[Debt Management Policy](#)

[Service Income Policy](#)

These guidelines must be complied ~~with~~<sup>with</sup>, and necessary approvals sought before setting and collecting charges and undertaking recovery action.

### 4.8 Travel Procedures

These procedures detail the arrangements for arranging and paying for Councillors and officers travel.

<https://committees.aberdeencity.gov.uk/documents/s92988/Staff%20Travel%20Policy%20-%20Appendix%201.pdf>  
[Travel Policy – Councillors](#)

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### [Travel Policy – Officers](#)

These arrangements can only be varied by agreement with the Chief Officer - Finance.

These guidelines must be complied with and necessary approvals sought before making any travel arrangements.

#### **4.9 Councillors Expenses**

The Scottish Government has laid down arrangements for the payment of Councillors' expenses.

[Councillors Remuneration, Allowances and Expenses \(link only available internally via The Zone\)](#)

#### [National Guidance](#)

Councillors, and officers supporting them, must comply with these regulations.

#### **4.10 Information Governance**

Each Chief Officer shall be responsible for:

- i) maintaining proper security, custody and control of all records (both electronic and paper records) within their Cluster.
- ii) the use and security of all personal data within their Cluster.

The Council has a Corporate Information Policy which is supported by a number of procedures and guides. These include the Council's Corporate Data Protection Procedures and the Council's Records Retention & Disposal Schedule. The aim is to ensure that the Council's information is used and managed appropriately:

[Corporate Information Policy](#)

[Corporate Data Protection Procedures](#)

[Corporate Records Retention & Disposal Schedule](#)

#### **4.11 ICT Acceptable Use and Security**

The Council has a Corporate ICT Acceptable Use Policy which sets out the Council's position on the acceptable use of Council ICT equipment, systems, and networks. Further information and guidance on ICT and Information Security is available on the Council's webpages:

[ICT Acceptable Use Policy](#)

[ICT Security web pages](#)

#### **4.12 Codes of Conduct**

Aberdeen City Council expects all Councillors and Officers to adhere to the relevant Codes of Conduct.

##### **[Employee Code of Conduct](#)**

##### **[Councillor Code of Conduct](#)**

#### **4.13 Continuous Review and Development Scheme**

Aberdeen City Council expects all Officers to engage with the Continuous Review and Development Scheme.

This Scheme sets out the principles, behaviours and competencies that officers must undertake to develop as part of their conditions of employment. Reference is made in the Scheme to principles, behaviours and competencies that directly relate to financial management.

##### **[Continuous Review and Development – Home – Aberdeen City Council: People Anytime](#) [Continuous Review and Development Scheme](#)**

### **5. RISK MANAGEMENT AND CONTROL OF RESOURCES**

#### **5.1 Internal Check**

The following principles shall apply in the allocation of duties to individual members of staff, to ensure that there is adequate separation of duties, to reduce the risk of error or fraud:

- (i) Procedures to be followed regarding the calculation, checking and recording of sums due by or to the Council shall be arranged in such a way whereby the work of one person is proven independently or is complementary to the work of another. Calculation, checking and recording of sums due shall be separated from the duty of collecting or disbursing such sums; and
- (ii) Officers charged with the duty of examining and checking the accounts of cash transactions shall not themselves be participants or beneficiaries in any of these transactions.

#### **5.2 Cash, Banking, and Security**

##### **5.2.1 General**

Income is an essential source of financing many of the Council's services. Therefore, the system for collection of income needs to meet the following objectives:

- all income, including Council Tax, Business Rates, Council rents, etc., due to the Council is identified and maximised;
- all collections are recorded and banked promptly and completely; and
- the accounting records and debtor accounts are properly and promptly updated.

Chief Officers are responsible for the prompt and complete collection of income. They must ensure that accurate records are maintained for all income received (or that should be received) by their Cluster.

Chief Officers shall review the level of all fees and charges for services rendered as part of the budget setting process. Recommendations for changes in the level of fees and charges will form part of the annual budget report to Council. Setting of fees and charges as part of the annual budget report is a function reserved to itself by the Full Council. Approval of fees outwith the budget meeting is delegated to the Chief Officer - Finance in consultation with the appropriate Chief Officer.

All monies received on behalf of the Council (subject to a de-minimis value of £5.00) must be immediately recorded by the issue of a receipt, controlled ticket or by direct entry into a receipting system. Such methods must be approved by the Chief Officer - Finance.

All information and data should be managed in accordance with the Corporate Information, ICT Acceptable Use and Records Retention and Disposal Schedule policies, see 4.10.

### **5.2.2 Treatment of Monies Collected**

All monies received by the Council shall be paid into the Council's bank accounts daily or remitted to the Chief Officer - Finance without delay at such intervals as may be approved by the Chief Officer – Finance.

All money received by an officer on behalf of the Council shall, without delay, be reconciled and remitted to the Chief Officer - Finance, or as otherwise directed, to the Council's bank accounts.

No deduction may be made from such money save to the extent that the Chief Officer - Finance may specifically authorise.

Each officer who banks money shall enter a reference to the source of the income on the paying-in slip.

Maximum limits for cash holdings shall be agreed with the Insurance Officer and shall not be exceeded without his or her express permission.

### **5.2.3 Forms, Books and Tickets**

All receipt forms, books, tickets and other such items shall be ordered and supplied under arrangements approved by the Chief Officer - Finance.

#### **5.2.4 Personal Cheques**

Personal cheques from Council staff shall not be cashed out of monies held on behalf of the Council.

#### **5.2.5 Transfers of Money**

Every transfer of Council money (cash or cheques) from one member of staff to another will be evidenced in the records of the Services concerned by the signature of the receiving officer.

#### **5.2.6 Arrangements with Bankers**

All arrangements with the Council's Bankers concerning the Council's bank accounts and the issue of cheques, BACS, CHAPS and other forms of payment shall be made by the Chief Officer - Finance or another authorised bank signatory.

The Chief Officer - Finance shall determine all arrangements with the Council's Bankers concerning the use of purchase cards and credit cards.

#### **5.2.7 Opening and Closing of Bank Accounts**

The bank account of the Council will be opened with the Bank selected by the Strategic Commissioning Committee following a procurement process. Where required the Chief Officer - Finance will arrange for subsidiary accounts to be opened with the Bank. Therefore, all banking arrangements, including

- the opening and closing of bank accounts;
- the approval of authorised signatories;
- the direction for withdrawals;
- the ordering and issuing of cheques; and
- day to day operation of all bank accounts,

shall be made with the approval of the Chief Officer - Finance.

All bank accounts opened for use in and for the benefit of Council services shall be in the name, or incorporate the name, of Aberdeen City Council and will not be in the name of any officer or designation. The one exception, subject to the approval of the Chief Officer - Finance, is that Children's Social Work and Adult Social Care may open accounts in trust for individual service users under the name of the relevant Chief Officer and the individual service user.

#### **5.2.8 Cheque Control**

All cheques and other documents, but excluding cheques drawn on authorised

Imprest accounts or other such accounts so authorised by the Chief Officer - Finance, shall be ordered only on the authority of the Chief Officer - Finance who shall make proper arrangements for their safe custody.

Cheques on the Council's main bank accounts shall bear the facsimile signature of the Chief Officer - Finance and/or other officer authorised by the Council.

#### **5.2.9 Safe Keys**

Keys to safes and similar security boxes should be held securely at all times, either in a secure key box or carried on the person of those responsible. The loss of any such keys must be reported immediately to the Chief Officer - Finance. A register of all such key holders shall be maintained by each Director.

#### **5.2.10 Purchase Cards**

Purchase cards allow goods and services to be purchased and charges made electronically. Purchase cards are for business use only and must not be used for personal purchases.

All purchases made with a Council purchase card must be supported by a VAT receipt where relevant. If there is any doubt about whether a VAT receipt is required, clarification should be sought from the VAT Officer or from your primary finance contact.

#### **5.2.11 Imprests / Petty Cash**

The Chief Officer - Finance will provide such imprests as considered appropriate for such officers of the Council as may require them for the specific purpose of meeting minor expenses.

Such officers will be personally responsible for imprests which they hold, and, on leaving the employment of the Council or otherwise ceasing to be entitled to hold an imprest, they shall account to the Chief Officer - Finance for the amount advanced. A formal record of this accounting will be retained within the Service concerned for inspection.

Such imprests held within Services are to be recorded and controlled by the appropriate Chief Officer with arrangements made, by them, to include authorisation levels, general security and regular annual checks.

In addition, imprests are to be reconciled at regular intervals (no less than quarterly) to the Service's own records and to the financial ledger.

Income received on behalf of the Council must not be paid into an imprest account. It must be deposited in the Authority's main bank account(s) or paid over to the Authority in a form as provided elsewhere in these Regulations.

All imprest accounts will be maintained in accordance with guidance issued by, and under the general direction of, the Chief Officer – Finance, see link below for current guidance.

## Petty Cash Procedures

### **5.3 Monies Owed to the Council**

#### **5.3.1 General**

This refers to, but is not limited to, Charges for Services; Rent; Council Tax; Business Rates; Car Parking and Bus Lane Enforcement Fines.

The collection of monies owed and debtor accounts shall be administered through the Finance Cluster, unless otherwise agreed with the Chief Officer - Finance.

Where the collection of monies owed and debtor accounts is administered outwith the Finance Cluster, Chief Officers will follow advice and instruction from the Chief Officer - Finance in the application of controls and appropriate levels of resourcing to operate those controls.

Wherever possible monies owed should be collected prior to the supply of the goods and services, especially when dealing with companies or persons from outside the UK.

VAT must be applied in compliance with VAT legislation. Advice on the correct VAT treatment may be obtained from the Council's VAT officer.

The debt management policy and service income policy referred to in Section 4 set out the more detailed arrangements for administration of monies owed.

#### **5.3.2 Debtor Accounts**

No debtors invoice should be raised for a value less than £25 (excluding VAT), unless prior dispensation has been granted by the Chief Officer - Finance. If the charge is for a low value, then the relevant Service should reduce the frequency of billing.

Where charges between Services require to be applied, advice must be sought from the Chief Officer - Finance on the most suitable process to achieve this and to ensure that appropriate records are maintained.

Where a service or business need exists invoicing in arrears is permitted. The reason why invoicing in arrears is necessary should be clearly documented, with an agreed timescale for raising the invoice, and the decision must be confirmed by the appropriate Chief Officer. The Chief Officer - Finance shall be notified so that appropriate accounting treatment can be applied to that area of service.

Invoices will clearly state the description and relevant details, including cost and VAT where applicable, of the goods and/or services supplied by the Council. For further information on VAT see section 5.14.

### 5.3.3 Record Keeping

Chief Officers must ensure that supporting information is prepared and retained to support the charges levied for every invoice raised.

The Chief Officer - Finance must maintain accounting arrangements to ensure the prompt and proper recording of all money due to the Council.

The Chief Officer – Early Intervention and Community Empowerment is required to maintain records regarding rentals due and payments made towards the amounts due for every housing property.

The Chief Officer – Corporate Landlord is required to maintain records regarding lease arrangements and payments made towards the amounts due for every industrial and commercial property, whether held by:

- i) the Council (including Common Good property) or
- ii) Trusts for which the Council is the sole trustee.

The Chief Officer - Early Intervention and Community Empowerment must also maintain a record of fines issued in relation to Car Parking and Bus Lane Enforcement.

Details of fines issued must be made available to the Chief Officer - Finance in order to complete the appropriate accounting transactions, including the value of sums collected and reasons and values of fines cancelled and written off.

### 5.3.4 Uncollectable/Bad Debt and Write Off of Debt

The Chief Officer - Finance is responsible for setting the accounting policy on uncollectable and bad debt. Appropriate provisions for bad debt will be considered when preparing the Annual Accounts.

The Chief Officers named below have the authority to approve write-off in the five categories of:

- (a) insolvency, receivership, liquidation and sequestration;
- (b) ceased trading/defunct company;
- (c) unable to trace;
- (d) recommendation of sheriff officer;
- (e) unable to legally pursue; and
- (f) small balances that are uneconomic to pursue.

Where the named Chief Officers consider a debt to be uncollectable they must prepare and retain a schedule of debtors showing name, address, amounts due, and reason for the debt.

The Chief Officer - Finance has authority to write off debts up to £25,000.

The Chief Officer - Customer Experience has authority to write off debts as follows:

- i) Business rates and sundry debts may be written off up to a value of £25,000 per debtor; and ii) Council Tax, Housing Benefit Overpayments and Penalty Charge Notices up to a value of £10,000 per debtor.

The Chief Officer - Customer Experience may delegate authority, to nominated officers to write off debts up to the value of £10,000 per debtor, in the categories outlined above, on the basis that a schedule of debt so written off is supplied to The Chief Officer - Customer Experience by the nominated officers on a regular basis, no less frequently than 6 monthly.

The Chief Officer – Early Intervention and Community Empowerment and Chief Officer – Customer Experience has authority to write off debts as follows:

- i) Former Tenants' Arrears and associated\* housing debts up to the value of £10,000 per debtor; and  
ii) In relation to homelessness, up to the value of £25,000 per debtor.

Additional factors to be considered when identifying which homelessness debts may be unreasonable to pursue will include:

- whether ongoing pursuance is likely to result in destitution for the household;
- if sustainability of subsequent accommodation may be affected by collection, and the risk of repeat homelessness increased;
- whether the relative cost/benefit impact is uneconomic taking account of any indirect costs which may be incurred; and
- the vulnerability of the household members.

\*Associated housing debts can include legal expenses, write off ongoing tenants debt, due to sequestration, prescribed debt etc

The Chief Officer - Customer Experience and The Chief Officer – Early Intervention and Community Empowerment will submit annual joint reports to the City Growth and Resources Committee advising of the number, value and reasons for such accounts to be written off.

The Chief Officer - Customer Experience and The Chief Officer – Early Intervention and Community Empowerment shall also submit reports, no less frequently than annually, to the City Growth and Resources Committee advising of the number and value of debts exceeding the delegated authority outlined above that they recommend for write off. This report must include individual details of each debt and the reasons for recommending write-off.

## 5.4 Employee Remuneration

### 5.4.1 Responsibility for Payment Arrangements

All employees are to be paid through the payroll system.

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The payment of all salaries, wages, compensation and other emoluments to all employees including casual workers, former employees, Councillors or beneficiaries shall be made by the Chief Officer - Customer Experience, under arrangements made or approved by the Chief Officer - Finance.

Chief Officers shall provide such information as directed by the Chief Officer - Customer Experience and/or the Chief Officer - Finance as is necessary to ensure remuneration is made accurately and timeously. Examples of information requirements include appointment, resignation, dismissal, suspension, secondment, transfer, sickness absence and changes in remuneration, other than pay awards.

The Chief Officer - Customer Experience shall also maintain records of service for superannuation, income tax, national insurance and social security purposes.

#### **5.4.2 Form and Certification of Records**

Time records or other pay documents shall be in a form prescribed or approved by the Chief Officer - Customer Experience and/or the Chief Officer – Finance and shall be certified by or on behalf of the Director.

A list of officers appointed by Directors to authorise payroll information shall be prepared and maintained within each Function. This will be known as the list of Authorised signatories. Such lists shall be submitted to the Chief Officer - Customer Experience or their authorised officer.

Changes to these lists shall be notified timeously to the Chief Officer - Customer Experience or their authorised officer.

All requests and/or information relating to pay information, whether in paper or electronic format, shall be authorised by an authorised signatory. No pay related document shall be processed unless authorised by an authorised signatory.

An individual is not permitted to authorise a change in their own pay, expenses, allowances or other remuneration and this must be authorised by an authorised signatory who is senior to them.

#### **5.4.3 Overpayments of Salaries and Wages**

The Chief Officer - Customer Experience shall ensure that all reasonable steps are taken to recover any identified overpayments. Recovery will normally be made by deduction from future salary payments, or by raising a Debtors invoice in the case of former employees.

### **5.5 Officers' Travelling Expenses and Allowances**

#### **5.5.1 Arrangements for Claims**

The Chief Officer - Customer Experience, following consultation with the Chief Officer - Finance, shall be responsible for making arrangements for the administration and regulation of payment of claims for expenses to employees of the Council and other approved bodies. Claims for car mileage will only be paid where the employee has evidenced the following:

- a valid driving licence;
- a current insurance policy which covers the user for business use; and
- if applicable, a valid M.O.T. certificate for the vehicle used.

All officers who use either private or Council vehicles in the course of their duties must, in the event of their driving licence becoming invalid, report this immediately to their Chief Officer.

#### **5.5.2 Claim Forms**

All claims for payment of car allowances, subsistence allowances, travelling, telephone expenses and incidental expenditure shall be made using the Council's official expenses claim form, adhering to the published guidance, and must be duly certified by the claimant and authorised by an authorised signatory.

The format of the expenses claim form will be as prescribed by the Chief Officer - Customer Experience, following consultation with the Chief Officer - Finance.

No officer shall authorise their own personal claims.

#### **5.5.3 Certification of Claims**

A certifying officer will certify a claim only where s/he is satisfied that:

- the journeys were authorised;
- the expenditure was properly and necessarily incurred and evidenced; and
- the allowances are properly payable by the Council.

All mileage claims shall be accompanied by a valid VAT fuel receipt.

#### **5.5.4 Time Limits**

Officers' claims submitted more than 3 months after the expenses were incurred will be paid only in exceptional circumstances. Such late claims shall be authorised by the employee's Chief Officer.

#### **5.5.5 Foreign Travel**

Where officers are provided with foreign currency to cover expenses whilst travelling abroad receipts must be provided to support the expenditure incurred.

If receipts are not provided the officer shall re-imburse the Council for such expenditure.

## **5.6 Stocks and Stores**

### **5.6.1 Care and Custody of Stock**

The care, custody and level of stores and equipment in any Service shall be the responsibility of the appropriate Director who will ensure that:

- adequate records are kept to maintain efficient and effective control over receipt and issue of stocks and stores items;
- stocktaking is carried out periodically by persons other than storekeepers as agreed by the Director;
- the arrangements for generating the year end stock figures are notified to the Chief Officer - Finance; and
- all obsolete or excess stock or scrap materials is identified and disposed of in accordance with the Council's policies.

### **5.6.2 Reporting of Write-Offs or Surpluses**

Any discrepancies between actual stock held and the book value recorded shall be notified to the Chief Officer - Finance, whose agreement shall be obtained prior to them being written off. All write offs in excess of £10,000 must be reported to the relevant Council committee for their approval.

Each Chief Officer shall report annually on the certificate of assurance on the effectiveness of internal financial controls to the Chief Officer - Finance the total values of write-offs and surpluses of stock and the net effect of these adjustments on the book value of consumable stores under his or her control. The relevant Chief Officer should also provide a brief explanation of the reasons for any differences.

### **5.6.3 Inventories**

Inventories are maintained to provide assurance on the effective management and maintenance of moveable assets and technology. This requirement also supports effective operational performance and health and safety. The Chief Officer – Finance has the responsibility for ensuring the maintenance of all inventories. Inventories will be maintained of relevant assets where the sum purchase generally was of a value in excess of £1,000.

The Chief Officer – Digital and Technology has the responsibility for the inventory information for information technology (hardware and software). The Chief Officer – Corporate Landlord has the responsibility for the maintenance of

inventory information for equipment, furniture, fixtures and fittings. The Chief Officer – Finance has the responsibility for the maintenance of inventory information for any other assets or specialist equipment held by other Chief Officers.

Inventories will be maintained on a continuous basis. There will be an annual check of all items in the inventory. This ensures that:

- new items have been entered on inventories (with date of purchase, value, etc.);
- all details (numbers, description, serial numbers, location, etc.) are recorded; and
- inventory items are present.

All Chief Officers are responsible for providing information to support this process, taking action in relation to any surpluses or deficits of inventory items. These must be investigated promptly and reported to the Chief Officer – Digital and Technology, the Chief Officer – Corporate Landlord or the Chief Officer - Finance, who will take appropriate action in relation to the recording of assets.

Appropriate officers will be nominated as responsible for maintaining inventories. It must be determined by a competent person that an inventory item is beyond economic repair before disposal or that there is reasonable justification for disposal. Prior to any disposal, this information must be recorded in the inventory register.

#### **5.6.4 Use of Equipment**

The Council's property shall not be removed other than in the course of the Council's normal business or used other than for the Council's purposes without the specific approval of the Director of the Service concerned.

#### **5.6.5 Levels of Stock**

Service managers shall assess the normal level of stock required to manage the service in the most cost effective and efficient manner and shall seek to maintain stocks at that level. Approval to exceed the normal stock level if special circumstances arise shall be sought from the Council Committee concerned.

### **5.7 Security of Other Assets**

#### **5.7.1 Responsibility for Security**

The Chief Officer – Corporate Landlord, following consultation with the Chief Officer – Finance and Chief Officer – Governance, will maintain a register of all land and heritable properties owned or leased by the Council. The register will be held in a form designed to meet all internal and external requirements for such information.

The register shall, as far as practicable, include:

- the account it is held on;
- the purpose for which it is held;
- its location and extent (including address);
- purchase valuation details (including current valuation, date of valuation, valuation basis and useful life);
- occupier;
- tenancies granted and rents payable; and
- particulars of nature of interest i.e. owned or leased.

The Chief Officer – Governance will have custody of all title deeds and lease documents and shall ensure their security.

The Chief Officer – Operations and Protective Services will maintain an asset register of all vehicles, plant and equipment.

Each Director shall be responsible for maintaining proper security, custody and control of all fixed and movable assets under their control. The Chief Officer - Finance shall be consulted by the Director as appropriate in any case where security is thought to be defective or where it is considered that special security arrangements may be needed.

#### **5.7.2 Theft or Loss**

Each Chief Officer is responsible for ensuring that the Chief Officer - Finance is immediately informed of any theft or loss of an asset (including cash).

All losses of documented information or devices holding information such as laptops, mobile devices and flash drives must also be reported to the Chief Officer – Governance. Reference should be made to the Data Protection guidance referred to at 4.11.

### **5.8 Disposal of Surplus Assets**

5.8.1 All surplus goods and materials in excess of £10,000 in value to be disposed of by any part of the Council shall be advertised for sale either by inviting sealed offers or by public auction, unless in special circumstances (of which the Committee concerned shall be the judge) it is otherwise decided.

5.8.2 The appropriate Chief Officer shall arrange for the disposal of surplus goods and materials valued at £10,000 or less by any means s/he deems appropriate, provided that the Chief Officer-Finance has approved disposal thereof.

### **5.9 Leasing**

#### **5.9.1 General**

No leasing of equipment or capital assets shall be undertaken on behalf of the Council without the prior approval of the Chief Officer - Finance and Head of Commercial and Procurement.

Leased equipment is the property of the lessor and cannot be sold, assigned or otherwise disposed of by Services.

## **5.10 Insurance**

### **5.10.1 Responsibility for Insurance**

The Head of Commercial and Procurement shall arrange and effect, or authorise the Insurance Officer to arrange and effect, all insurance cover on behalf of the Council. S/he shall also settle or repudiate, or authorise the Insurance Officer and other officers to settle or repudiate, all claims made against the Council which involve the Council's insurers. Such settlement or repudiation shall follow consultation with other officers where necessary.

Chief Officers will ensure that all officers in their Service adhere to all insurance policy requirements.

The Head of Commercial and Procurement will arrange that the Council regularly tests the market by way of competitive tender to ensure that best value is achieved.

### **5.10.2 Notification of Risks**

Chief Officers shall give prompt notification to the Head of Commercial and Procurement of all new or increased risks, properties, vehicles, stocks and stores which require to be insured and of any alteration affecting existing insurances. This should be done at the inception of a new project or proposed change, to ensure that Insurers requirements are met.

### **5.10.3 Notification of Claims**

Chief Officers shall notify the Head of Commercial and Procurement and Chief Officer - Finance immediately in writing of any loss or any event likely to lead to a claim. Directors may also inform the Police where appropriate. All liability claims made against the Council shall be referred to the Insurance Officer in the first instance, without delay.

Upon notification to the Police, a crime report number should be obtained and notified to the Insurance Section.

The Chief Officer - Governance will notify the Insurance and Claims section (in Commercial and Procurement) of any corporate investigations which may be of interest to the insurers.

The relevant Chief Officer shall also advise the Chief Officer - Organisational Development of all cases involving Employer's Liability claims.

#### **5.10.4 Fidelity Guarantee Insurance**

The Council is covered under Fidelity Guarantee insurance for any dishonest act by an employee. This cover does not apply to associate or subsidiary companies, joint ventures or trusts, who would each require to provide their own Insurances.

#### **5.10.5 Review of Insurance Cover**

The Head of Commercial and Procurement, following consultation with the Chief Officer - Finance and Directors, shall annually, or at such other period as may be considered necessary, review all insurances regarding premium levels, claims experience and assessment of risk. The Head of Commercial and Procurement may decide not to insure for certain risks or to self-insure.

#### **5.10.6 Indemnities**

The Head of Commercial and Procurement shall consult with the relevant Director, the Chief Officer - Finance and the Chief Officer – Governance, regarding the terms of any indemnity that the Council is requested to give.

### **5.11 Gifts and Hospitality**

#### **5.11.1 General**

It is important that officers are aware that it is a serious criminal offence to receive or give any significant gift, loan, fee, reward or advantage for doing or not doing anything, or for showing favour or disfavour to any person in the course of work for the Council. Aberdeen City Council's Counter Fraud Policy is in accordance with the Bribery Act 2010 which makes it illegal to offer or receive bribes.

Insignificant gifts are classified as diaries, calendars, pens and similar tokens with a monetary value of £50.00 or less.

Working lunches or dinners can be an appropriate method of business provided that no extravagance is involved, and the occasions are infrequent (infrequent is defined as fewer than 4 times in a 12-month period). Where there is a business need for increased frequency then this should be discussed and agreed by the relevant Chief Officer and paid for from within approved budgets.

For clarification, this clause applies to all 'in kind' gifts and other offers of goods or services at no cost to the employee. The Member and Staff travel policies provide more detailed examples relating to gifts and hospitality of that nature.

Likewise, it can be reasonable for an officer to represent a Service of the Council at an external social function or event organised by outside bodies. Acceptance of such invitations must be first approved by the officer's Chief Officer and the Chief Officer's by their Director and Directors by the Chief Executive. The Chief Executive should seek approval from the Chief Officer – Finance, as Section 95 officer.

#### **5.11.2 Register for Gifts and Hospitality**

Chief Officers will hold a Register for Gifts and Hospitality within their service.

All gifts, whether accepted or not, that are not considered to be insignificant or that cannot be considered reasonable hospitality received directly in connection with any meeting, function or conference must be recorded in the appropriate Register for Gifts and Hospitality.

Gifts are insignificant and may be excluded from the Register if they have a monetary value of £50.00 or less.

#### **5.11.3 Bequests**

Bequests left to individual staff members should be returned to the Executor of the Will with the suggestion that a donation could be made to, for example, a Residential Home's Amenity Fund. Similarly, relatives of clients who wish to show their gratitude should be similarly advised.

#### **5.11.4 Improper Handling of Gifts & Hospitality**

Where it is suspected that an improper motive exists or a "special deal" not otherwise available is offered on a personal purchase from a supplier with whom the officer has a working relationship, the officer concerned should report this immediately to their Chief Officer. In the case of a Chief Officer, they should report this to their Director who should, following consultation with the Chief Executive, decide on appropriate action. Appropriate action may include the possible withdrawal from a tendering exercise or referral to the Police. The Chief Officer - Finance and Chief Officer - Governance must be informed of all such instances.

Any allegations of the soliciting of gifts by an employee of the Council will be subject to the Council's disciplinary procedure.

### **5.12 Purchasing**

#### **5.12.1 Value for Money**

Local authorities must secure best value in accordance with section 1 of the Local Government Scotland Act 2003. Section 10 provides further information on the 2003 Act and Best Value.



Each Director and Chief Officer must ensure that their Services achieve best value from any purchase before making any commitment.

All purchasing and Orders for supplies, services and works must be undertaken in accordance with the Procurement Regulations.

All purchases of computer and telecommunications equipment must be coordinated through the Chief Officer – Digital and Technology.

In procuring equipment, particularly ICT equipment, regard should be held for business continuity in case the equipment fails at some point in the future.

#### **5.12.2 Orders for Supplies, Services and Works**

Purchase Orders are only to be issued for supplies, services and works which are lawful and only if the cost is covered by a budget allocation.

No supplies, services or works shall be ordered or instructed except on an official Purchase Order form, which shall be in an approved format and in accordance with Regulation 7 of the Procurement Regulations.

By reason of urgency or necessity (for example risk to health and safety or emergency situation), a verbal order may be issued. It must be confirmed within 3 working days with the issue of an official order form from the ordering system.

Purchase Orders must be issued for all supplies, services and works, or such other expenditure as the Chief Officer - Finance may require. There are permitted exemptions from the requirement where one or other of these 2 criteria are met:

1. The expenditure being incurred would not represent a purchase of supplies, services and works; and
2. There is an agreed alternative control process in place.

A list of permitted exemptions is retained and updated by the Chief Officer - Finance.

All other purchases require a purchase order to be raised and quoted on the supplier's invoice. Outside of permitted exemptions, exceptions must be specifically approved by the Chief Officer - Finance or their authorised representative or payment will not be made.

On-line ordering is to be controlled by restricted access to approved officers with financial limits set in the PECOS purchasing system to the appropriate values.

Once the supplies have been received, or services or works completed, then the Order shall be appropriately receipted to confirm that it is complete, or part delivered, and invoice payment can be progressed accordingly.

#### **5.12.3 Payment of Accounts**

Each Budget Holder shall be responsible for ensuring the prompt examination, verification and certification of all invoices, vouchers and accounts relating to their Service.

Invoices must be processed for payment in accordance with the supplier's credit terms with expenditure authorised by authorised signatories (electronically through PECOS / Infosmart or with original signature). Signature stamps must not be used.

The Council has adopted a "No Purchase Order No Pay" approach to managing procurement expenditure, and as a result invoices will not be paid unless a purchase order has been raised. A list of exemptions from the requirement for a purchase order is maintained by the Chief Officer - Finance and is included in this document as Appendix A.

All supplier invoices should be addressed to the Business Services team. Any invoices received elsewhere shall be redirected to them for processing through the Council's workflow systems to enable a comprehensive audit trail to be maintained and electronic access to such records.

No officer shall authorise an account for their own reimbursement or for a close relative or business associate.

VAT must be accounted for in accordance with the relevant legislation and further information on VAT can be found in Section 5.14.

#### **5.12.4 Partnerships and Joint Ventures**

Prior to entering into any formal partnership or joint venture agreements with other parties the relevant Chief Officer must advise the Chief Officer - Finance and the Head of Commercial and Procurement of the on-going negotiations.

No partnership or joint venture agreement is to be formally entered into without the prior agreement of the Chief Officer - Finance and Head of Commercial and Procurement.

Before any partnership or joint venture is entered into, the selection criteria must be determined in advance, documented and be consistent with the nature of the contract.

#### **5.13 Consultants & Sub-Contractors**

#### 5.13.1 **General**

Consultants, usually professional specialists who charge a fee, can be used to carry out work or to undertake specialised work for which there is a lack of experience/expertise by Council employees. It is therefore necessary to control the work and terms and conditions of such people or companies to ensure that value for money is achieved and that the Council's services are not compromised.

If Council officers would normally be expected to provide the service or advice but have sub-contracted the work due to lack of capacity then, this should not be regarded as consultancy work, but rather as sub-contracted work and coded accordingly.

#### 5.13.2 **Contract**

All purchasing and Orders for consultancy services and/or sub-contract work must be undertaken in accordance with the Procurement Regulations.

#### 5.13.3 **Payment of Fees**

The relevant Chief Officer should ensure that fees are only paid when the work fulfils the specification.

It is acceptable for interim payments to be made during the period of the engagement provided the consultant and/or sub-contractor has demonstrated that the claim for payment reflects the work that has been undertaken to that point.

### 5.14 **Taxation and VAT**

#### 5.14.1 **General**

The Chief Officer - Finance will be responsible for the taxation procedures of the Council, ensuring where possible, that tax liabilities and obligations are properly reported and accounted for, avoiding any possible losses.

Where transactions of a new or unusual nature are being considered the Chief Officer - Finance should be consulted on the tax implications before committing the Council.

#### 5.14.2 **Value Added Tax (VAT)**

As with all VAT registered organisations, the Council is responsible for managing its VAT affairs in accordance with the Value Added Tax Act 1994, and VAT Regulations issued by Her Majesty's Revenue and Customs (HMRC).

HMRC VAT Regulations can be extremely complex and HMRC have the power to apply significant financial penalties for failure to comply with statutory requirements. Therefore, it is very important for all officers to be aware of their role in ensuring the Council's compliance with and adherence to HMRC's VAT regulations.

Services will be responsible for interest and/or penalties charged by HMRC where the Service has failed to obtain, or comply with, appropriate VAT guidance that results in the incorrect VAT treatment.

#### **Chief Officer - Finance Responsibilities**

It shall be the responsibility of the Chief Officer - Finance to secure arrangements for the administration and accounting of VAT to ensure compliance with all statutory requirements including such returns as are required within laid down timescales. This includes the Making Tax Digital regulations **being** introduced in 2020 that require VAT records to be held digitally and linked digitally to the VAT return.

#### **Chief Officers Responsibilities**

Chief Officers shall ensure that arrangements are in place to properly establish the correct liability, process and accounting for VAT.

All officers in the Council who have financial responsibilities are responsible to the Chief Officer – Finance, through the Council's VAT Officer, for the provision of accurate VAT information.

Chief Officers shall ensure that any VAT invoices and VAT receipts that are held by their officers are retained for the prescribed statutory period.

Chief Officers will also retain documentation supporting all income raised by debtors invoice and documentation supporting all non-invoiced income, including amounts lodged directly with the bank and cash collected directly by Services.

The treasury management team and the bank reconciliation team must be given the relevant documentation, financial coding and VAT coding for any transactions coming into or going out of the bank account.

#### **General**

Aberdeen City Council VAT Registration Number 663 7266 13

To reclaim VAT, the council must have a valid tax invoice from a VAT registered trader and be able to produce it on request. Posting of the relevant VAT entries happens automatically when the correct VAT codes are used. The VAT Codes are:

S Standard Rate (currently 20%)

R	Standard Rate – PECOS orders
C	Outside Scope
F	Reduced Rate
Z	Zero Rated
E	Exempt

### VAT Errors

If input tax is claimed and not supported by a valid invoice, or output tax is under declared, the council may be liable for penalties for misdeclaration of VAT. When errors arise due to incorrect VAT coding this can impact on the amount of revenue posted to the income and expenditure account and the net value of capital transactions.

To correct this error, the Council's VAT Officer will adjust the relevant VAT return on the completion of a journal entry.

If the sum of errors in any one VAT period (1 calendar month) is greater than £50,000, the Council is required to make a voluntary disclosure to HMRC. Between £10,000 and £50,000 a voluntary disclosure is required if the sum is more than 1% of that month's turnover. A voluntary disclosure is not required if the sum of errors in the VAT period is below £10,000.

HMRC periodically inspects the Council's records and any errors discovered by them during the inspection will be automatically deducted from payments due to the Council on the next VAT return. The Council may be liable for interest and penalty charges in these circumstances. Penalties may be greater if the error is discovered by HMRC rather than via a voluntary disclosure.

## 5.15 External Funding / Grants

### 5.15.1 General

**Receivable** - External funding is a source of income. Funding conditions need to be considered to ensure they are compatible with the objectives of the Council.

There are many sources of external funding, such as the European Union, the Scottish Government and other Public Bodies and officers are to be alert to the opportunity of securing additional funding, especially in the context of projects.

**Payable** - The Council is relying upon external organisations to deliver services on its behalf and it is incumbent upon it to ensure that where external funding pays for service delivery it has robust and comprehensive governance of those funds. Where grants to outside organisations are being considered then careful consideration and compliance with the Aberdeen City Council Code of Practice on Funding External Organisations and Following the Public Pound must be followed.

### Following the Public Pound ~~Following the Public Pound~~

Further information on providing funding to partners and ALEO's is set out in section 5.16 below.

Approval of grants, both receivable and payable, must be compliant with Committee Terms of Reference and Powers Delegated to Officers, as appropriate.

#### 5.15.2 Match Funding

Match funding occurs where external funding is payable only on the basis that it is matched by other funders, or by the recipient themselves.

**Where External Funding is Receivable** failure to achieve the match funding will put the Council at risk of losing the external funding proposed. The Council officer responsible for obtaining the external funding must produce a business case to support the application. The business case must include confirmation of the match funding. The match funding must be confirmed by the said officer prior to submitting the application for external funding and entering into any agreements. The business case should be signed off by the Director of the relevant Service and the Chief Officer - Finance.

Where match funding is being provided by the Council itself, then this may be in the form of attributing a value to specific staff, property or other supplies and services costs. The external funder will require to see evidence that those costs have actually been incurred by the Council. To provide this evidence a mechanism for justifying and accounting for those values must be put in place. This may involve the use of time recording systems or other estimation techniques. In these circumstances the Council officer managing the project shall seek guidance from the Chief Officer – Finance.

It is essential that match funding and project costs are closely monitored by the officer managing the project to take account of changes in cost profiles and to ensure that the full project value is captured and reflected in the Council's Medium Term Financial Plan.

Where match funding is being provided to the Council by a third party, suitable documentation should be put in place between the Council and that party to ensure that the Council is not exposed to unnecessary financial risk because of its commitment to deliver the project. The Service must put in place a clear process to ensure that the funds are drawn down from the third party in line with a timetable of funding that should be agreed prior to the start of the project. The timetable will be reflective of the cost profile submitted as part of the external funding application.

**Where External Funding is Payable** failure to ensure that the match funding is obtained may put the Council at risk of both exposure to additional costs and a failure to complete the project and achieve the benefits anticipated. The budget

holder must arrange for a suitable analysis of the costs of a project to be carried out to determine the requirements for match funding that is being requested from the outside body. The Council must be satisfied that only reasonable costs are included in the proposed project and that the request for grant funding, to match other partners, is appropriate.

Where match funding is being provided by the Council to an external body suitable documentation should be put in place between the Council and that body to ensure that the Council is not exposed to unnecessary financial risk because of its commitment to deliver the project. The Service must put in place a clear process to ensure that the funds are drawn down from the Council in line with a timetable of funding that should be agreed prior to the start of the project. The timetable will be reflective of the cost profile submitted as part project proposal / application for funding made.

### 5.15.3 Grant Offers and Claims

**Where External Funding is Receivable** – Prior to acceptance of external funding the Director, the Chief Officer - Finance and the Head of Commercial and Procurement will require to be satisfied that the terms of an external funding grant can be met.

The Director must ensure that all funding received by the Council from external bodies, government bodies, other agencies, partner organisations etc. is received. S/he must also ensure that the income and expenditure is properly accounted for and complies with the conditions of the funding.

All claims for grant funds are to be made promptly by the due date.

All grants are to be paid directly to the Council.

The relevant Chief Officer shall identify a responsible officer to monitor compliance with grant conditions.

Grant claims for European Union funding must be properly authorised by the appropriate Director and the Chief Officer - Finance will arrange for suitable independent audit of the claims to be carried out.

**Where External Funding is Payable** – Reference must be made to the Council's Code of Practice on Funding External Organisations and Following the Public Pound for guidance.

[Following the Public Pound](#)

[Following the Public Pound](#)

## 5.16 Partnerships and Relationships with External Bodies

### 5.16.1 General

Chief Officers will be responsible for ensuring that any funding relationships with external bodies, other than those which are operated on a contractual basis, are operated in accordance with the:

- “Code of Guidance on Funding External Bodies and Following the Public Pound” issued by the Accounts Commission, • the associated COSLA Operational Guidance; and
- the Council’s own local Code of Practice.

#### 5.16.2 Relationship Management

The Council will appoint a suitable individual to establish and maintain the relationship between itself and the external body.

In considering an application for funding, due consideration in line with the code of practice should be given to the following areas:

- Aims and objectives of the external body and how they align to those of the Council; and
- Financial viability, risk and control.

#### 5.16.3 Funding Agreement

The Council will put in place an appropriate funding agreement to set out the responsibilities of the external body to report back on outcomes and achievements to demonstrate their accountability towards the funds and the value that has been derived.

Detailed advice and checklists are available in the Aberdeen City Council Local Code of Practice for Funding External Bodies and Following the Public Pound

#### 5.16.4 Group Entities

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

- Management assurance;
- Internal and external audit reports;
- Business planning;
- The system of risk management;
- The roles and responsibilities of the Board; and
- The work of the ALEO Assurance Hub.

The Head of Commercial and Procurement shall use reasonable endeavours to ensure that all contracts with Group Entities will provide that each group entity must:

- i) comply with all reasonable requests to co-operate with the ALEO Assurance



- Hub (applies only to those group entities that are considered to be ALEO's);
- ii) provide quarterly and year end information for inclusion in the Council's financial performance reports and the Annual Accounts in accordance with the timetable set by the Chief Officer - Finance. To include provision of an audited set of annual accounts and external audit report;
  - iii) provide such assistance as the Chief Officer - Governance or Chief Officer - Finance may require in the production of the annual governance statement;
  - iv) submit a Certificate of Assurance on the Effectiveness of Internal Financial Controls, as prescribed by the Chief Officer – Finance, on an annual basis;
  - v) afford the Council's Internal Auditors (whether employed directly by or engaged by Internal or External Audit) full access rights as listed in 3.5; and
  - vi) afford the Council's External Auditors the same rights of access as set out in 3.7.1.

## **5.17 Internal Audit**

### **5.17.1 General**

Guidance regarding the provision of an effective system of internal audit is provided by the United Kingdom Public Sector Internal Audit Standards (PSIAS).

The function of Internal Audit is based upon the following principles:

- it must be completely independent of all systems operating within the Council with no authority or responsibility for activities which they audit; and
- it may concern itself with any activity, function or operation of the Council.

The Council will secure an Internal Audit function through the employment of suitably qualified individuals or through entering into a binding contract with an external supplier of such services. The Chief Officer - Governance will manage the relationship that is put in place.

The Chief Officer – Governance shall be responsible for overseeing an independent and effective internal audit function.

The Chief Internal Auditor shall report on a regular basis to the Audit, Risk and Scrutiny Committee and they must:

- annually provide a copy of the Internal Audit plan drawn up after discussion with Chief Officers for the Committee's information, input and approval;
- report on all work carried out and the follow up status of previously reported work;
- provide an assurance for the reliability of existing and new financial systems and other management controls throughout the Council, including trusts where the Council is sole trustee or able to exercise overall control.
- prepare an annual report, including their audit opinion, on the overall adequacy and effectiveness of the Council's control environment; and

- liaise closely with External Auditors to ensure the Council derives maximum value from the combined resource.

#### **5.17.2 Responsibilities of Senior Management**

It is the responsibility of the Council's Chief Officers to ensure that:

- internal auditors and officers undertaking investigations are given access at all reasonable times to premises, personnel, documents and assets that the Auditors/Investigating Officers consider necessary for the purposes of their work;
- auditors and investigating officers are provided with any information and explanations that they seek in the course of their work, within a specified timescale; and
- any agreed actions arising from audit recommendations are carried out in a timely and efficient fashion.

It is also the responsibility of Chief Officers to consider and respond promptly to recommendations in audit and investigations reports.

#### **5.18 Financial Irregularities**

All officers shall inform their Chief Officer immediately of any circumstances which may suggest an irregularity affecting the finances, property, services or policy of the Council. These shall be reported immediately by the Chief Officer to the Chief Officer – Finance and Chief Officer – Governance. Pending investigation and reporting, the Chief Officer is to take all necessary steps to prevent further loss and to secure records and documentation against removal or alteration.

The Chief Officer - Finance or Chief Officer – Governance may investigate such incidents as they consider appropriate.

If, on consideration of the results of such an investigation, the Chief Officer - Finance and Chief Officer – Governance are of the opinion that there may be a breach of criminal law they may, after taking advice from the Chief Officer – Governance, report the matter to the Police.

When an officer is suspended pending the conclusion of an investigation into a possible irregularity, or if an officer resigns in such circumstances, then that officer shall immediately surrender all Council property they may have including all money, portable ICT equipment, flash drives and keys. The officer shall be instructed not to enter Council premises without prior agreement and not to contact other Council officers in relation to the matter under investigation. The officer's Chief Officer must also ensure that passwords and computer access by the officer under investigation are also immediately withdrawn.

## 5.19 Deposit of Trust Securities

5.19.1 All officers acting as trustees by virtue of their official position shall deposit all securities, bank passbooks and documents and articles of value relating to any trust with the Chief Officer - Finance unless the relevant trust deed provides otherwise.

## 5.20 Control of Registered Charities, Trust Funds and Other Funds

### 5.20.1 Custody and Control

The Chief Officer - Finance shall ensure:

- 1) the proper and safe custody and control of all charitable and other funds held by the Council;
- 2) that all expenditure is in accordance with the conditions of the fund; and
- 3) that such charitable funds are held in accordance with regulations laid down by the Office of the Scottish Charity Regulator.

All registered charities, trust funds and other funds shall, wherever possible, be in the name of the Council or refer to the Council. All monies left in trust to the Council or to be administered by its officers shall be notified immediately to the Chief Officer - Finance, unless the trust's deed outlines otherwise.

### 5.20.2 Investment

All investments of money under the Council's control shall be made by the Chief Officer - Finance in the name of the Council or in the name of nominees approved by the City Growth and Resources Committee. Any investments made will be made in accordance with the Treasury Management Strategy approved by the Council.

### 5.20.3 Audit

Where elected members (all or some) of Aberdeen City Council are the sole trustees of registered charities, the charities will be subject to external audit by the Council's appointed external auditor.

## ~~5.21~~ **5.21 Control of Housing Revenue Account (HRA)**

### **5.21.1 Purposes for which HRA monies may be utilised**

Management & maintenance of a Housing Stock of over 22,000 properties/tenancies in Aberdeen City Council. There is a statutory requirement for authorities to account for the costs associated with the HRA as set out in the Housing (Scotland) Act 1987.

Items of expenditure which can be met from the HRA are set out in Guidance:

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- In 2014, the Scottish Government produced “Guidance on the Operation of Local Authority Housing Revenue Accounts (HRA’s) in Scotland”.
- This Guidance consolidated information on the role of the HRA, how it must operate, who the resources contained within it are to benefit, and what outcomes can be expected from those resources.
- Guidance states that benefits can be for present or prospective council tenants.
- The Guidance defines allowable expenditure as follows – *Managing (this includes an element of central support costs), maintaining, repairing and improving the council house stock; and Loan Charges.*

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- Expenditure which is not allowable is as follows -*Expenditure required for the provision of shops, laundry facilities and furniture.*
- It also states that “in some local authorities, service costs that relate to both council tenants and wider groups such as anti-social behaviour posts may be fully funded by the HRA.”
- No definitive list (although some items are mentioned in detail whereas others are more of a general nature) is contained in the guidance of what can and can’t be charged to the HRA and it suggests applying the principle of ‘who benefits’ may reveal what costs should be shared between the HRA and General Fund.

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▲ Overall, the purposes for which HRA monies may be utilised are limited to the City’s Council House Tenancies both future and current Housing Stock.

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Multiple 1.08 li, Tab stops: Not at 3.63 cm

## ▲ **5.22 Control of Common Good**

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### 5.24.1 Purposes for which Common Good monies may be utilised

Items of expenditure which can be met from the Aberdeen City Council Common Good must be for:

- upholding the dignity of the City;
- the prudent management, upkeep and improvement of those items of Council property which form part of the Common Good;
- safeguarding the corporate rights of the community and defending its interests;
- granting donations to public institutions or charities – this must be exercised in the interests of the general public of the City; and
- any other purpose which in a reasonable judgement of the Council is for the good of the community as a whole, or in which the inhabitants may share; as distinct from the interest or benefit of any particular individual or group.

Overall, the purposes for which Common Good monies may be utilised are limited to the City and its interests.

Where there is a doubt about whether Common Good monies can be used for a particular purpose then in the first instance advice should be sought from the Chief Officer – Governance.

#### 5.242.2 Common Good Investment Strategy

The Common Good Investment Strategy was approved by the ~~Finance and Resources Committee in Council in March 2021~~ ~~December 2012~~. The Chief Officer - Finance is responsible for reviewing the Strategy and reporting any proposed changes in the Strategy to the ~~Council or~~ City Growth and Resources Committee.

#### 5.223 Voluntary Funds

##### 5.223.1 General

A voluntary fund is any fund (other than an official Council fund) which is managed wholly or in part by a Council employee. Examples of such are School funds and funds to support Social Work Services establishments. Directors shall supply the Chief Officer - Finance with a list of all employees who are signatories to such funds.

Such funds are to be subject to the same financial rigour and probity as if they were Council funds.

##### 5.223.2 Financial Control and Administration

The financial control of voluntary funds must reflect the standards required of public funds.

The Chief Officer - Finance or their representative may examine the accounts and records of the fund if held by a Council employee and ask for such records, explanations and information as they may require.

In the event of any loss of voluntary funds the Council accepts no responsibility whatsoever, and no person has any authority to bind the Council to accept such liability.

Money due to the Council shall not be paid into any voluntary fund, either permanently or temporarily.

The Council employee shall keep all money, goods, or property of the voluntary fund, separate from those of the Council. The Council employee must not use official Council order forms for voluntary funds.

The Council employee shall at the end of each financial year submit a return stating the balance held and a copy of the audit certificate & accounts to the Chief Officer – Finance.

### 5.233.3 Employee Involvement

The Council employee must inform their line manager of any involvement in a voluntary fund and state the position they hold within the fund. The line manager must ensure proper accounts of the funds activities are kept and that an independent audit is carried out at annual intervals by a competent auditor appointed by and reporting to the fund's controlling body. An audit should be carried out whenever an employee relinquishes this responsibility and hands over the funds to another person.

### 5.234 Pension Funds

#### 5.234.1 General

The Chief Officer - Finance shall be responsible for the financial affairs of the North East Scotland Pension Funds. The investment of Pension Funds monies shall be made in the name of the nominees approved by the appropriate Committee and such investments shall be within the policy determined by the Council.

Specific guidance on the financial regulations relating to the Pension Funds can be found in Section 12. To the extent that section 12 varies from the general financial regulations, Section 12 shall take precedence for the Pension Funds only. For matters not specifically covered within Section 12, the Pension Funds will take due guidance from the general Financial Regulations. Should the Pension Fund officers still have any doubt on interpretation or implementation of the general financial regulations, further guidance shall be sought from the Chief Officer-Finance.

### 5.245 Amendments to Financial Regulations

5.245.1 Non-material amendments to the Financial Regulations can be made by the Chief Officer - Governance, following consultation as required by Powers Delegated to Officers, without the requirement to report to Full Council.

5.245.2 Material amendments to the Financial Regulations, including the removal or addition of Financial Regulations, may only be approved after consideration of a report to Full Council by the Chief Officer - Governance.

### 5.256 Review of Financial Regulations

5.256.1 The Financial Regulations will be subject to annual review by the Chief Officer - Finance.

## 6. FINANCIAL MANAGEMENT & CONTROL - ROLES AND RESPONSIBILITIES

## **6.1 Introduction**

- 6.1.1 Aberdeen City Council is committed to achieving Best Value and the highest possible standards in the delivery of its services. The Council attaches a very high priority to exercising strong control over the management of its financial resources. Both objectives are facilitated by the provision of high quality financial management and control, through continuous improvement, to meet both statutory requirements and the needs of clients/customers in the most efficient and effective manner.
- 6.1.2 Financial management is provided to the Council, its Committees and Services through an accounting function that provides corporate financial management and service specific accounting. Within all Services, budget holders undertake financial management in varying degrees.
- 6.1.3 The Financial Regulations define the respective roles and responsibilities of officers in both the accounting function and Services. Compliance with the Financial Regulations will improve the effectiveness of financial management and control and ensure the continued development of best practice.

## **6.2 Councillors**

- 6.2.1 As Council and committee members, councillors have a personal, individual and collective responsibility for the Council's organisation and activities. Councillors are responsible for ensuring that adequate management arrangements are in place, developing and taking decisions on the use of the Council's physical, financial and human resources, and to concern themselves with the performance, development, continuity and overall well-being of the organisation *(extract from the Code of Conduct for Councillors)*.
- 6.2.2 To enable Councillors to discharge their responsibilities in this respect, officers must present to Councillors appropriate information on the Council's performance both in operational and financial terms to allow them to ask relevant questions.

## **6.3 Chief Executive**

- 6.3.1 The Chief Executive has a responsibility to ensure that the Financial Regulations are applied across the Council, and the appropriate committee structures are in place.
- 6.3.2 The Chief Executive, as Head of Paid Service, has an authority over all officers and has responsibility for ensuring that the Council maintains an efficient use of the resources at its disposal. However, the Chief Executive relies on senior officers of the Council informing them of the up to date position of an operation. Directors shall therefore report to the Chief Executive on the financial performance of their Functions.

- 6.3.3 The Chief Executive does not have operational responsibility for Services, which responsibility rests with Directors. Similarly, the Chief Officer - Finance has the responsibility for establishing the appropriate financial reporting framework.
- 6.3.4 The Directors shall formally report any financial problems identified in a Service to the Chief Officer - Finance and to the Chief Executive who can instruct appropriate action and report as appropriate.
- 6.3.5 On a periodic basis a summary of the financial position of each Service shall also be reported to the Chief Executive. In pursuance of this the quarterly financial performance report shall be included on the agenda of the Performance Board.

#### **6.4 Chief Officer - Finance**

- 6.4.1 Section 95 of the Local Government (Scotland) Act 1973 states that every local authority shall make arrangements for the proper administration of its financial affairs and shall ensure that one of its officers has responsibility for the administration of these affairs. In Aberdeen City Council, the Chief Officer - Finance is the Section 95 officer. Where the Section 95 officer position is vacant, the Chief Executive will make alternative arrangements.
- 6.4.2 The Chartered Institute of Public Finance and Accountancy (CIPFA) has defined in detail the role of the Chief Financial Officer within local government.
- 6.4.3 CIPFA specifically outlines the role of the Chief Financial Officer as being:
- a key member of the Leadership Team, helping it to develop and implement strategy and to resource and deliver the authority's strategic objectives sustainably and in the public interest;
  - actively involved in, and able to bring influence to bear on, all material business decisions to ensure immediate and longer-term implications, opportunities and risks are fully considered, and aligned with the authority's financial strategy; and
  - leading the promotion and delivery by the whole authority of good financial management so that public money is safeguarded always and used appropriately, economically, efficiently and effectively.

To deliver these responsibilities the Chief Financial Officer:

- must lead and direct a finance function that is resourced to be fit for purpose; and
  - must be professionally qualified and suitably experienced.
- 6.4.4 There exists, however, a degree of decentralisation of financial administration within the Council and the responsibilities of the Chief Officer - Finance must be seen in this context. The Financial Regulations delegate much of the day to day



financial administration to Chief Officers, and by sub-delegation, to staff within Finance. The extent of delegations will be outlined within a framework of job profiles.

### **Financial Management**

6.4.5 As head of strategic and operational financial management and administration, it is the responsibility of the Chief Officer - Finance to:

- ensure that a proper and prudent financial framework exists within the Council in terms of relevant legislation and codes of practice;
- secure effective systems of financial administration; and
- ensure that financial management arrangements are in line with the Council's strategic policies and objectives and its overall management arrangements.

6.4.6 Specifically, the Chief Officer - Finance will:

- advise on effective systems of internal control such as Financial Regulations;
- secure effective systems of internal financial control to ensure that income collected, and payments made, are accurate, complete and timely;
- lead on counter-fraud and counter-corruption measures; and
- ensure that all staff with financial management responsibilities are made aware of the existence and content of these financial regulations and their requirement to comply with them.

### **Supporting the Democratic Process**

6.4.7 In supporting and advising the democratic process, the Chief Officer - Finance is expected to:

- advise on the respective roles of councillors and officers on financial management;
- advise councillors on an overall financial strategy which serves policy and service objectives;
- provide councillors with clear, accurate and impartial advice when considering service plans and budgets;
- provide timely, accurate and impartial advice on reported financial performance, including reporting any concerns and/or disagreements with Directors on the stated financial position and the reliability of financial systems; and

- ensure that councillors have adequate access to financial skills and are provided with an appropriate level of financial training on an ongoing basis.

#### **Contributing to Corporate Management and Leadership**

6.4.8 The Chief Officer - Finance has an essential part to play in the corporate management of the authority by;

- contributing to the effective leadership of the authority;
- contributing to the management of the authority;
- ensuring that the authority's financial resources are well managed; and
- contributing to cross-authority issues and to the development of the authority.

#### **Supporting and Advising Operational Officers**

6.4.9 In supporting and advising operational officers, the Chief Officer - Finance shall:

- ensure that financial strategy and arrangements serve policy and service objectives, advising services on all strategic and operational financial matters and on the availability of resources;
- advise officers on performance and standards to be adhered to in relation to financial matters;
- delegate responsibility for financial management and control to Directors, ensuring the development and maintenance of appropriate management accounting systems, functions and controls and that these are compatible with the corporate financial reporting systems;
- ensure that officers' roles and responsibilities in relation to financial management are clear and understood and that budget managers have access to adequate financial skills; and
- provide timely, accurate and impartial advice to the Chief Executive on any concerns or disagreements with Directors on the reported financial position or reliability of financial systems.

#### **Leading and Managing an Effective and Responsive Financial Service.**

6.4.10 In leading and managing the authority's finance function, the Chief Officer - Finance will;

- secure high standards of performance and service to the public;

- demonstrate accountability to the public by providing robust financial and performance information;
- establish a good, professional working relationship with external auditors and other statutory agencies; and
- act as head of profession for all finance staff in the authority.

### **Bond Governance**

6.4.11 The credit rating that was obtained to facilitate the issue of bonds on the London Stock Exchange (LSE) must be maintained over the term of the bonds. The credit rating agency conducts a review at least once every twelve months and the Chief Officer – Finance shall ensure that the credit rating agency is provided with all the information that it requires to carry out its assessment. The outcome of such reviews shall be reported to the first meeting of the City Growth and Resources Committee following receipt of the outcome. The credit rating agency may also amend the rating between reviews. If this occurs, the Chief Officer – Finance shall report this occurrence to the next available City Growth and Resources Committee.

6.4.12 The Chief Officer – Finance shall ensure that the Council's quarterly financial monitoring report to City Growth and Resources Committee is structured to comply with the reporting requirements of the LSE including any notifications required to comply with the Market Abuse Regulations.

## **6.5 Chief Officers**

6.5.1 Within the overall framework of the financial management and administration arrangements, it is the responsibility of the Directors to:

- ensure adherence to law and the Council's Scheme of Governance;
- manage the expenditure and income of the Function and ensure its control within approved budgets;
- prepare draft budget and service plans, following consultation with the Chief Officer - Finance and the Chief Executive;
- provide data necessary to enable the completion of budgets, monitoring reports, annual reports and all government or other statistical returns, following consultation with the Chief Officer - Finance; and
- formally report any financial problems identified within the Function to the Chief Officer - Finance, and if appropriate the Chief Executive, who can instruct appropriate action and report as required.

- furnish the Section 95 officer, or her/his authorised representative, with all such information that s/he may reasonably require for the discharge of her/his functions.

6.5.2 In practice, duties will be delegated to operational managers within the Function, the extent of which shall be covered by a framework of job descriptions clearly defining individual responsibilities.

## 6.6 All Staff

6.6.1 The respective roles and responsibilities of budget holders, finance staff and staff with a responsibility for administering financial transactions are set out in the Finance Framework (also see 4.1 above)

6.6.2 The Continuous Review and Development Scheme sets out skills, behaviours and competencies required of all staff (also see 4.x above).

### Line Responsibilities/Accountabilities

6.6.3 The Chief Officer - Finance has overall responsibility for the management and administration of the Council's financial affairs and consequently for all staff engaged in delivering the service. All finance staff are responsible to the Chief Officer - Finance for maintaining professional accounting standards and the highest standards of conduct and integrity.

All staff engaged in financial management within Services have a similar responsibility, not only to their Director, but also to the Chief Officer - Finance. Finance staff also have a responsibility to Chief Officers for the provision of impartial advice and guidance on all financial matters, including contributing to and assisting in Best Value reviews, option appraisal and the process of continuous improvement across the Council.

6.6.4 The Chief Officer - Finance has the power to draw to the attention of a Director any circumstances where ~~he/she~~they considers that a member of staff engaged in financial management has not met the required standards. The Chief Officer - Finance may recommend how the matter shall be taken forward. Conversely, any Director has recourse to the Chief Officer - Finance where it is considered that any member of staff in Finance has not met the required standards. If a Director and the Chief Officer - Finance fail to agree, the matter shall be raised with the Chief Executive who will determine what action is appropriate.

## 7. INTERNAL CONTROL

### 7.1 Introduction

7.1.1 Internal control consists of all the policies and procedures the Council applies to achieve the following goals:

- Safeguard Council assets - well designed internal controls protect assets from accidental loss or loss from fraud.
- Ensure the reliability and integrity of financial information - internal controls ensure that management has accurate, timely and complete information, including accounting records, to plan, monitor and report business operations.
- Ensure compliance - internal controls help to ensure the Council complies with the laws and regulations affecting the operations of our business.
- Promote efficient and effective operations - internal controls provide an environment in which managers and staff can maximise the efficiency and effectiveness of their operations.
- Accomplishment of goals and objectives - internal control systems provide a mechanism for management to monitor the achievement of operational goals and objectives.

## 7.2 Responsibilities

- 7.2.1 Chief Officers are responsible for maintaining an adequate system of financial control and are expected to communicate the expectations and duties of staff as part of a control environment. They are also responsible for ensuring that the major areas of an internal control framework are addressed and that weaknesses highlighted are acted upon.
- 7.2.2 Staff are responsible for complying with the Council's internal controls.

## 7.3 Control Framework

- 7.3.1 The framework of good internal control includes:
- **The Control environment:** A sound control environment is created by management through communication, attitude and example. This includes a focus on integrity, a commitment to investigating discrepancies, diligence in designing systems and assigning responsibilities.
  - **Risk Assessment:** This involves identifying the areas in which the greatest threat or risk of inaccuracies or loss exist. To be most efficient, the greatest risks should receive the greatest amount of effort and level of control. For example, the value or the nature of the transaction (for instance, those that involve cash) might be an indication of the related risk.
  - **Monitoring and Reviewing:** The system of internal control should be periodically reviewed by management. By performing a periodic assessment, management assures that internal control activities have not become obsolete or lost due to staff turnover or other factors. They should also be enhanced to remain sufficient for the current level and extent of risks.

- **Information and communication:** The availability of information and a clear and evident plan for communicating responsibilities and expectations is paramount to a good internal control system.
- **Control activities:** These are the activities that occur within an internal control system. These are described in 7.4.

#### **7.4 Internal Control Activities**

- 7.4.1 These activities are the policies and procedures as well as the daily activities that occur within a system of internal control. The systems should include both prevention and detection activities. Internal Audit will provide assurance over the controls that the Council has established and make recommendations for strengthening such controls.
- 7.4.2 Prevention control activities aim to deter the instances of error or fraud. Activities include comprehensive documentation, authorisation processes, segregation of duties and security. These activities prevent undesirable transactions from happening and therefore require well thought out procedures and risk identification.
- 7.4.3 Detection control activities aim to identify any undesirable transactions after the fact, and in financial situations the most frequently used detection controls are reconciliation along with monitoring and review.
- 7.4.4 Appropriate controls shall be established to ensure that the financial information system accurately collates, sums and reports all authorised input and that regular and sufficient back up is maintained.

#### **7.5 Embedding Internal Control Activities into Operations**

- 7.5.1 Control activities occur at all levels and functions of the Council. Chief Officers should establish control activities that are effective and efficient.
- 7.5.2 When designing and implementing control activities, the aim should be to get the maximum benefit at the lowest cost. Consideration should be given to the following:
- The cost of the control activity in comparison to the cost that would be incurred by the Council if the undesirable event occurred, recognising that some risks may be difficult to attribute a financial value to e.g. reputational risks;
  - Control activities should be built into business processes and systems as the processes and systems are being designed. Adding control activities after the development of a process or system is generally costlier and may enable errors or fraud to occur;
  - The allocation of resources among control activities should be based on the likelihood and impact of the risk;

- For any given risk, there may be multiple appropriate control activities that can be put into place, either individually or in combination with other control activities; and
- Excessive use of controls could impede productivity.

## 7.6 Commonly Used Controls

7.6.1 The following brief descriptions of the commonly used control activities will help managers to identify and select appropriate activities to prevent and detect error and fraud.

- **Documented Systems / Process** – Comprehensive documentation of systems and processes provides clarity to those involved and a structure to enable checking to be carried out;
- **Authorisation** – Control activities in this category are designed to provide reasonable assurance that all transactions are within the limits set by policy or that exceptions to policy have been granted by the appropriate officer(s);
- **Review and approval** – Control activities in this category are designed to provide reasonable assurance that transactions have been reviewed for accuracy and completeness by appropriate officers;
- **Verification** – Control activities in this category include a variety of computer and manual controls designed to provide reasonable assurance that all accounting information has been correctly captured;
- **Reconciliation** – Control activities in this category are designed to provide assurance of the accuracy of financial records through the periodic comparison of source documents to data recorded in and between accounting information systems;
- **Physical security over assets** – Control activities in this category are designed to provide reasonable assurance that assets are safeguarded and protected from loss or damage due to accident, natural disaster, negligence or intentional acts of fraud, theft or abuse;
- **Segregation of duties** – Control activities in this category reduce the risk of error and fraud by requiring that more than one person is involved in completing a financial process;
- **Education, training and development** – Control activities in this category reduce the risk of error and inefficiency in operations by ensuring that staff have the proper education and training to perform their duties effectively. Education and training programs should be periodically reviewed to ensure they remain relevant to the current Council operating environment and financial processing procedures; and

- **Performance planning and evaluation** – Control activities in this category establish key performance indicators for the Council that may be used to identify unexpected results or unusual trends in data which could indicate situations that require further investigation and/or corrective actions. Evaluations may be done at multiple levels within the Council, as appropriate: the Council as a whole; major projects; specific Services / Functions; or specific activities. Performance reviews may focus on compliance, financial or operational issues. For example, financial reviews should be made of actual performance versus budgets, forecasts and performance in prior periods.

7.6.2 This list is not exhaustive, and advice should be sought from the Chief Officer - Finance if any officer is uncertain about incorporating appropriate control activities into their operations.

## **8. BUDGETARY CONTROL**

### **8.1 Revenue**

8.1.1 Revenue items are the operational costs incurred by the authority during the financial year in providing its day to day services, or income generated through, for example, fees and charges.

### **8.2 Revenue Budget Preparation**

8.2.1 A budget is required for all revenue items which form part of the Council's budgets, e.g.:

- General Revenue Fund;
- Housing Revenue Account;
- Common Good; and
- North East Scotland Pension Funds (the Council being the administering authority).

8.2.2 The budgets for both income and expenditure must be prepared in accordance with the Council's budgeting principles and approved timelines in support of the Council's Strategic Business Plan. The budgets will be prepared jointly by the Chief Officers and the Chief Officer - Finance.

8.2.3 The Chief Officer - Finance shall prepare a consolidated draft budget, incorporating a Medium Term Financial Plan, together with a report on its financial implications. This budget report may be submitted to the City Growth and Resources Committee prior to being submitted to the Council Budget meeting. Once approved by Council the Budgets will constitute the Revenue Budgets for the relevant financial year.

### **8.3 Revenue Budget Monitoring**

8.3.1 The Chief Officer - Finance shall provide Chief Officers and Budget Holders with up-to-date financial information on income and expenditure compared to the



approved budget. The Chief Officer - Finance will be entitled to receive any clarification deemed necessary on any item of expenditure or income. Chief Officers and Budget Holders shall provide the Chief Officer - Finance with such information as ~~he or she~~they shall require from them.

8.3.2 The Chief Officer - Finance shall report on a quarterly basis to the City Growth and Resources Committee on comparisons of actual figures with budget to date along with a forecast for the full year. The Committee should seek explanations and action where the Chief Officer – Finance has indicated that the quarterly forecast requires special attention. The Committee is entitled to seek explanations and actions for any figures which it deems require special attention.

8.3.3 The General Revenue Fund, Housing Revenue Account and the Common Good Fund shall be to the City Growth and Resources Committee; the North East Scotland Pension Funds shall be to the Pensions Committee; financial information related to the Consolidated Group position will be reported quarterly to City Growth and Resources Committee.~~tax~~

#### **8.4 Revenue Budget Management**

8.4.1 No expenditure shall be incurred unless it can be met from an approved budget. For the avoidance of doubt, any officer who fails to comply with this Financial Regulation may be subject to disciplinary action.

8.4.2 Budget Holders shall be responsible for monitoring their budgets in accordance with the Council's Scheme of Governance, using the relevant financial systems as determined by the Chief Officer - Finance.

8.4.3 If it becomes apparent that the forecast for any service budget is likely to vary from budget, this shall be reflected in revenue budget monitoring reports and reported to the City Growth and Resources Committee. If this is a permanent variance then a budget virement may be approved following the guidelines below.

8.4.4 The Chief Officer – Finance must be notified of forecasts for all budgets monthly. If it becomes apparent to any budget holder that due to previously unforeseen factors there is a risk of budget forecast being overspent, then the Chief Officer – Finance must be notified immediately.

#### **8.5 Scheme of Virement**

8.5.1 The term "virement" refers to the switching of budgetary provision from one budget head to another to change the nature of the approved expenditure or income. This differs from a "budget adjustment", which does not change the nature of spend be incurred simply allowing different financial codes to be used. The virements rules also exclude Staffing Business Cases as these are approved by the Chief Officer responsible for the Cluster, Chief Officer – Finance & Chief Officer – People & Organisational Development.-

8.5.2 Chief Officers and Budget Managers may exercise virement, in accordance with the scheme of virement as set out below, and within the Services' overall Revenue Budget provided that:

- The Chief Officer - Finance has been notified; and
- The virement does not create an additional financial commitment into future financial years.

Approval of such virement shall consider the following criteria:

- adherence to the Accounting Code of Practice (ACOP);
- the balancing of related expenditure and income issues;
- movements within approved schemes of budget delegation;
- the need to remedy anticipated budget pressures elsewhere;
- the impact of approved service developments on the nature of Service spend;
- previous Council decisions on the application of budget resources;
- the remedy of error in budget compilation; and
- spend to save initiatives.

8.5.3 Virement cannot be used by Services in the following situations:

- to mask overspend and underspend issues;
- to apply underspends or over-recoveries of income without reference to Committee;
- for expected savings on finance costs or recharges;
- for recurring items of expenditure in place of non-recurring savings;
- for property items such as rates and utilities;
- any savings against a property which has been declared surplus under the Council's surplus asset procedure;
- to reinstate an item deleted by Council during budget considerations unless approved by the relevant Council Committee(s);
- to provide a budget for the implementation of a new policy, or variation of existing policy, which exceeds the limit of delegated authority provided to all Chief Officers in this regard (general delegated power no. 40) and therefore requiring the approval of the relevant Council Committee;
- for Service budgets which are committed to and included within partnership agreements;
- between Services that are budgeted and funded through Council house rents and the Council tax i.e. the Housing Revenue Account and General Fund budgets; and
- between Services that are budgeted and funded via the Integration Joint Board and other funds of the Council i.e. between IJB budgets and non-IJB budgets.

8.5.4 Education establishments within the scheme of Devolved Education Management (DEM) may vire between different categories of specified budgets in accordance with the scheme regulations.

[Devolved School Management App 1.pdf \(aberdeencity.gov.uk\)](#)

**Devolved Education Management (DEM) scheme**

**Before a virement is undertaken the request below should be completed –**

Budget Virement Request

8.5.5 Virement rules relating to revenue expenditure summarised in table below:

Scope	Limit	Approval to Vire
1. Within or between Account Code Groupings, within individual budget holder areas of responsibility (e.g. printing & stationery to telephones – within Admin costs or Administration Costs to Supplies & Services)	Up to £20,000 or 10% of the budget grouping <u>that it is coming from,</u> whichever is the lesser	Budget Manager <u>following consultation with Chief Officer - Finance</u>
	Up to £100,000	Chief Officer <u>following consultation with Chief Officer - Finance</u>
	Over £100,000	Director, <u>following consultation with Chief Officer -Finance reported to City Growth and Resources Committee in Financial Performance Report</u>
<u>2. Between Functional Services Budgets but within Chief Officer area of responsibility (e.g. Primary to Secondary Education, Libraries to Community Learning, or Learning Disability to Mental Health)</u>	Up to £100,000	<u>Chief Officer, following consultation with Chief Officer - Finance</u> Director, reported to City Growth and Resources Committee in Financial Performance Report
	Over £100,000	Director, <u>following consultation with Chief Officer-Finance</u> City Growth and Resources Committee
3. Between Functional Service Budgets within Function Budgets (e.g. transfer from Education to Environmental Services)	Up to £250,000	Director, <u>following consultation with Chief Officer - Finance</u> Director, reported to City Growth and Resources Committee in Financial Performance Report
	Over £250,000	Director, <u>following consultation with Chief Officer – Finance; and reported to City Growth and Resources</u>

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		<u>Committee in the next Financial Performance Report City Growth and Resources Committee</u>
4. Between Function Budgets i.e. across committees (e.g. transfer from Commissioning to Operations)	Up to <u>£50250,000</u>	<u>Chief Executive, reported to City Growth and Resources Committee in Financial Performance Report - Director, following consultation with Chief Officer - Finance</u>
	Over <u>£50250,000</u>	<u>Director, following consultation with Chief Officer – Finance; and reported to City Growth and Resources Committee in the next Financial Performance Report City Growth and Resources Committee</u>

<u>5. From approved Corporate budgets, including Contingencies, to any Functional or Corporate budget</u>	<u>Up to £3,000,000</u>	<u>Chief Officer – Finance</u>
	<u>Over £3,000,000</u>	<u>Chief Officer – Finance; and reported to City Growth and Resources Committee in the next Financial Performance Report</u>

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## 8.6 Capital

- 8.6.1 Capital items are the costs incurred by the authority on the acquisition, creation or enhancement of fixed assets.
- 8.6.2 Examples include, but are not limited to, land and property, roads and structures, vehicles and plant, and Information and Communication Technology (ICT).
- 8.6.3 Enhancement of an asset refers to something which will significantly lengthen the useful life of an asset; increase the open market value of an asset; or increase the extent to which an asset can be used.

8.6.4 Capital income is the value of any receipt received upon the sale or disposal of any fixed asset, or the value of any grant or contribution received to offset the cost of a new fixed asset.

## **8.7 Capital Budget Preparation**

8.7.1 The Chief Officer – Capital, following consultation with the Chief Officer – Corporate Landlord, shall ensure that all capital items are included in one of the Council's capital budgets:

- General Fund capital programme; or
- Housing capital programme.

8.7.2 The budgets for both capital income and expenditure must be prepared in accordance with the Council's budgeting principles and approved timelines, in support of the Council's Strategic Business Plan.

8.7.3 Bids to have new projects included in the capital programmes should comply with, and have been approved by, the governance arrangements overseen by the Capital Board. The Chief Officer – Capital shall then submit such proposals to the relevant Council Committee.

8.7.4 The revenue budget implications identified during the process shall be incorporated into the Revenue Budget and Medium Term Financial Plan.

8.7.5 The Chief Officer - Finance shall prepare a consolidated draft capital programme, incorporating a 5-year programme, together with a report on its financial implications. This budget report will be submitted to the Council Budget meeting. Once approved by Council the Budget will constitute the Capital Budget for the relevant financial year.

8.7.6 The Chief Officer - Finance shall prepare a report on the Prudential Indicators. This will demonstrate the affordability and prudence of the budget being set. This report will be incorporated into the Council budget setting report outlined at 8.7.5.

## **8.8 Capital Monitoring**

8.8.1 No capital expenditure should be incurred unless it can be met from an approved capital budget. For the avoidance of doubt, any officer who fails to comply with this Financial Regulation may be subject to disciplinary action.

8.8.2 Capital project and programme managers shall be responsible for monitoring their budgets in accordance with the Council's Scheme of Governance using the relevant financial systems as determined by the Chief Officer - Finance. The Chief Officer – Finance must be notified of any budget that is or is likely to be overspent.

8.8.3 The Chief Officer – Capital, following consultation with the Capital Board and Performance Board, is responsible to the Corporate Management Team, for monitoring the overall Capital programme. S/he is also responsible, following consultation with the Capital Board, for the profiling of project expenditure within the Capital programme, subject to funding limits determined by the Chief Officer - Finance.

**8.9 Virement of Capital Budgets**

8.9.1 The Chief Officer – Capital, following consultation with the Capital Board, may exercise virement of budgets between projects included in the approved General Fund Capital programme, in accordance with the scheme of virement and within the overall budget, provided that the Chief Officer - Finance has been notified.

8.9.2 Budget virements shall not be made between the General Fund and Housing Capital programmes at any level.

8.9.3 Virement rules relating to capital expenditure summarised in table below:

Scope	Limit	Approval to Vire
Between Capital Project Budgets within Project Sponsor area of responsibility (e.g. between two school projects)	Up to £200,000 or 10% of each project's gross expenditure budget, whichever is the lesser	<u>Project Sponsor, following consultation with Chief Officer – Finance; and reported to Programme Board in next Highlights report</u> <del>Project Sponsor, reported to Programme Board in next Highlights report</del>
	Up to £4500,000	<u>Chief Officer – Capital, following consultation with Chief Officer - Finance</u> <del>Chief Officer – Capital, reported to City Growth and Resources Committee in Quarterly monitoring report</del>
	Over £4500,000	<u>Director of Resources, following consultation with Chief Officer - Finance</u> <del>City Growth and</del>

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		<u>Resources Committee</u>
<b>Scope</b>	<b>Limit</b>	<b>Approval to Vire</b>
Between Capital Project Budgets within <u>Programme Board area of responsibility (e.g. between projects both governed by Asset Management Programme Board)</u>	Up to <u>£250,000</u>	<u>Chief Officer - Capital, following consultation with Chief Officer - Finance Chief Officer - Capital, reported to City Growth and Resources</u>
	Over <u>£250,000</u>	<u>Director of Resources, following consultation with Chief Officer – Finance; and reported to City Growth and Resources Committee in the next Financial Performance Report City Growth and Resources Committee</u>
Between Capital Project Budgets governed by different Programme Boards (e.g. from City Centre Masterplan to Asset Management Programme Board)	Up to £500,000	<u>Director of Resources, following consultation with Chief Officer - Finance Chief Executive, reported to City Growth and Resources Committee in Quarterly monitoring report</u>
	Over £500,000	<u>Director of Resources, following consultation with Chief Officer – Finance; and reported to City Growth and Resources Committee in the next Financial Performance Report City Growth and Resources Committee</u>

<u>Between an approved Contingency Budget and any approved Capital Project</u>	<u>No limit</u>	<u>Chief Officer – Finance, following consultation with Chief Officer – Capital and Director of Resources; and reported to City Growth and Resources Committee in the next Financial Performance Report</u>
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## 9. ACCOUNTING POLICIES AND ANNUAL ACCOUNTS

### 9.1 General

- 9.1.1 The Chief Officer - Finance is responsible for the preparation of the Council's Annual Accounts, in accordance with proper practices. The accounts must be prepared in the format required by the Code of Practice on Local Authority Accounting in the United Kingdom ["The Code"] (published by CIPFA / LASAAC), for each year ending 31 March.
- 9.1.2 Maintaining proper accounting records is one of the ways in which the Council discharges its responsibility for stewardship of public resources. Accordingly, the Chief Officer - Finance is responsible for selecting suitable accounting policies and ensuring that they are consistently applied to the accounts relating to each financial year. All accounting procedures of the Council and the format of related records shall be determined by the Chief Officer - Finance.
- 9.1.3 It is the duty of Chief Officers to maintain proper financial and accounting records within their Cluster to demonstrate adequate stewardship of public resources. Arrangements put in place by the Chief Officer - Finance shall not be discontinued or amended and new arrangements will not be introduced without the approval of the Chief Officer - Finance.
- 9.1.4 The following principles will be observed in the allocation of accounting duties:
- The duties of providing information regarding sums due to, or by, the Council, and of calculating, checking and recording these, will be separated as completely as possible from the duty of collecting or disbursing them; and
  - Officers charged with the duty of examining and checking the accounts of cash transactions shall not themselves be participants or beneficiaries in any of these transactions.

### 9.2 The Annual Accounts

- 9.2.1 It is a statutory requirement that the Council prepares its Annual Accounts for the preceding financial year by 30 June following, or by such date as may be determined by Scottish Ministers in regulations under Section 105 of the Local Government (Scotland) Act 1973. The Chief Officer - Finance must submit the accounts by that date to the Council and the Controller of Audit. Following completion of the Audit, the Chief Officer - Finance will submit a certified copy



of the Accounts, together with the External Auditor's report thereon, to the Council, not later than two months following receipt of the External Auditor's report.

- 9.2.2 To comply with its obligations to the London Stock Exchange (LSE) Aberdeen City Council will be required to complete its Annual Accounts earlier than the statutory deadline. The Chief Officer – Finance will be responsible for issuing a timetable and instructions that will allow completion of the Annual Accounts in time to meet the LSE requirements.
- 9.2.3 Chief Officers shall be responsible for ensuring that their staff provide the Chief Officer - Finance with such assistance as is necessary to ensure the deadlines set by the Chief Officer - Finance for the completion of the Annual Accounts are complied with.
- 9.2.4 At the end of the financial year (or any other date as laid down by the Chief Officer - Finance), this shall include (but will not be limited to) the submission of:
- a copy of certified stock lists;
  - a reconciliation of sums of petty cash held;
  - assurance statements on internal controls;
  - details of asset impairments and dilapidations;
  - details of related parties and other organisations with which the Council has / may have control; and
  - any other information necessary to close the Council's accounts.
- 9.2.5 It is the direct responsibility of the Chief Officers to provide the External Auditor with supporting documentation and any other information required in connection with the closure of the Council's Accounts.

## **10. LOCAL GOVERNMENT IN SCOTLAND ACT 2003**

### **10.1 Requirements of the Act**

- 10.1.1 The Act sets out a statutory duty on local authorities to secure Best Value in the delivery of their services. Best Value requires the Council to consider the balance between:
- the quality of performance of its functions;
  - the cost to the authority of that performance; and
  - the cost to persons of any service provided to them by the authority on a wholly or partly rechargeable basis.
- 10.1.2 In maintaining that balance, the Council shall also have regard to seeking the most effective and efficient means of delivering services to its citizens.
- 10.1.3 The Act also sets out the requirement for statutory trading accounts to be maintained for 'significant trading operations' and that they should break even over a 3-year rolling period.
- 10.1.4 The Act introduces a requirement under primary legislation for authorities to adopt proper accounting practice and sets out a statutory duty to publish

performance reports, including provision for the inclusion of trading accounts under this duty.

10.1.5 The requirement to keep accounts in accordance with 'proper practices' is defined, for the purposes of local government legislation, as meaning compliance with the terms of the Code of Practice on Local Authority Accounting in the United Kingdom ("The Code"). The Code is prepared under International Financial Reporting Standards.

10.1.6 The Code specifies the principles and practices of accounting required to prepare a Statement of Accounts which gives a true and fair view of the financial position and transactions of a local authority. The Code is reviewed continuously and is normally updated annually by the CIPFA/LASAAC Local Authority Code Board ("CIPFA/LASAAC").

## **10.2 Key Roles and Responsibilities**

### **10.2.1 City Growth and Resources Committee**

The City Growth and Resources Committee is responsible for oversight of the Council's:

- Revenue Budget;
- Capital Plan; and
- Common Good budget.

The City Growth and Resources Committee will also receive quarterly reports on the Council's Financial Performance as prepared by the Chief Officer – Finance.

The Capital Programme Sub Committee will oversee and scrutinise the Council's capital programme, making recommendations to the City Growth and Resources Committee on whether business cases should be approved for inclusion in the capital plan.

### **10.2.2 Audit, Risk and Scrutiny Committee**

The Audit, Risk and Scrutiny Committee is responsible for the review of:

- the risk management system;
- the control environment; and
- internal and external audit reports.

The Committee is also responsible for overseeing the implementation of the Council's ALEO Assurance Framework, including the operation of the ALEO Assurance Hub

## 11. LOCAL AUTHORITY RESERVES

### 11.1 Background

11.1.1 To assist authorities in developing a framework for reserves, CIPFA have issued guidance in the form of the Local Authority Accounting Panel (LAAP) Bulletin 99 – Guidance Note on Local Authority Reserves and Balances. This guidance outlines the framework for reserves, the purpose of reserves and some key issues to be considered when determining the appropriate level of reserves.

### 11.2 Statutory/Regulatory Framework for Reserves

11.2.1 Local Authorities may only hold reserves for which there is a statutory or regulatory power to do so. In Scotland the legislative framework is as follows:

Reserve	Powers
General Fund	Local Government Scotland Act 1973
Capital Fund Insurance Fund	Local Government Scotland Act 1975

11.2.2 For each reserve there is a clear protocol setting out:

- the reason / purpose of the reserve;
- how and when the reserve can be used;
- procedures for the reserves management and control; and
- the review timescale to ensure continuing relevance and adequacy.

The protocol for each reserve is as follows:

#### **General Fund**

##### **Purpose of the Reserve**

Every local authority shall have a General Fund and the following shall apply in respect of the General Fund:

- (a) All sums received by or on behalf of the authority shall be paid into that Fund.
- (b) All fees, commissions, discounts allowed on payment of accounts and expenses payable to or recovered by any officer of a local authority in respect of any business relating to the authority whether by reason of his office or otherwise shall be accounted for and paid into that Fund.
- (c) All sums payable by the authority shall be paid out of that Fund.

### **Use of Reserve**

This represents the general reserve of the Council and is used to manage the financial strategy of the Council. Any use of General Fund reserves must be approved by the City Growth and Resources Committee.

### **Management and Control**

Management and control is maintained through the established financial management processes for producing the Annual Accounts and the Council's budget.

### **Capital Fund**

#### **Purpose of the Reserve**

To defray any expenditure of the authority to which capital is properly applicable, or to provide money for repayment of the principal of loans (but not payment of interest on loans).

#### **Use of reserve**

The Capital Fund will support major capital investment projects within the Council's approved capital programme.

### **Management and Control**

Management and control is maintained through the established financial management processes for producing the Annual Accounts and the Council's budget.

### **Insurance Fund**

#### **Purpose of the Reserve**

An authority may operate an Insurance Fund for the following purposes:

- (a) where the authority could have insured against a risk but have not done so, defraying any loss or damage suffered, or expenses incurred, by the authority as a consequence of that risk; or
- (b) paying premiums on a policy of insurance against a risk.

#### **Use of reserve**

The reserve is used to manage insurance costs over the medium term.

### **Management and Control**

The Insurance Fund is subject to dedicated accounting rules and procedures as approved by LASAAC (Local Authorities Scotland Accounts Advisory Committee).

11.2.3 The adequacy and relevance of each Fund is reviewed by the Chief Officer - Finance at each year-end and through the budget process. All recommendations for movements in balances are reported to Council either through the year-end report or as part of the budget and service plan strategy.

11.2.4 The Code of Practice on Local Authority Accounting in the United Kingdom has introduced a number of technical reserves in line with proper accounting practice associated with capital accounting, defined benefits pension schemes, financial instruments and employee benefits. These reserves are governed by specific accounting treatment and do not form part of the Council's general available reserves.

### **11.3 Operation of Reserves**

11.3.1 Useable reserves are generally held to do three things:

- create a working balance to help cushion the impact of uneven cash flows and avoid unnecessary temporary borrowing – this forms part of general reserves;
- create a contingency to cushion the impact of unexpected events or emergencies – this also forms part of general reserves; and
- create a means of building up funds, often referred to as earmarked reserves, to meet known or predicted liabilities.

### **11.4 Role of the Chief Officer - Finance**

11.4.1 The Chief Officer - Finance is responsible for advising on the levels of reserves. The Council, based on this advice, should then approve the appropriate strategy as part of the budget process.

### **11.5 Adequacy of Reserves**

11.5.1 There is no guidance on the minimum level of reserves that a Council should hold. In determining reserve levels, the Chief Officer - Finance must take account of the strategic, operational and financial risks facing the Council over the medium term and the Council's overall approach to risk management.

11.5.2 In determining the level of general reserves, the Chief Officer - Finance should consider the Council's Medium Term Financial Plan and the overall financial environment. Guidance also recommends that the Chief Officer - Finance also reviews any earmarked reserves as part of the annual budget process.

11.5.3 In light of the size and scale of the Council's operations, over the medium term a risk-based approach has been taken to establish a level of uncommitted

reserves to be held by the Council. This Reserves Strategy should be reviewed on a regular basis. The value of reserves must be reviewed annually as part of the Council's Budget and Business Planning process and in light of the financial environment at that time.

11.5.4 The level of other earmarked funds will be established as part of the annual budget process.

## **11.6 Reporting Framework**

11.6.1 The Chief Officer - Finance has a fiduciary duty to local taxpayers to ensure proper stewardship of public funds.

11.6.2 The level and utilisation of reserves will be formally approved by the Council based on the advice of the Chief Officer - Finance. To enable the Council to reach a decision, the Chief Officer - Finance should clearly state the factors that influenced this advice.

11.6.3 As part of the budget report the Chief Officer - Finance should state:

- the current value of general reserves, the movement proposed during the year and the estimated year-end balance and the extent that balances are being used to fund recurrent expenditure;
- the adequacy of general reserves in light of the Council's Strategic Business Plan; and
- an assessment of earmarked reserves and advice on appropriate levels and movements during the year and over the medium term.

## **12. NORTH EAST SCOTLAND PENSION FUNDS**

### **12.1 Introduction**

The North East Scotland Pension Fund (NESPF) and the Aberdeen City Council Transport Fund (ACCTF) are administered by Aberdeen City Council within the Local Government Pension Scheme (LGPS) Regulations.

The Scheme was established under the Superannuation Act 1972 and is open to all employees of the scheduled bodies, except for those whose employment entitles them to belong to another statutory pension scheme (e.g. Police, Fire, Teachers). Employees of admitted bodies can join the Scheme subject to the admitted bodies' individual admission criteria, which are out-with the control of Aberdeen City Council.

The Funds' investments are externally managed in accordance with the Local Government Pension Scheme (Scotland) (Management and Investment of Funds) Regulations 2010, as amended.

All pension benefits are paid in accordance with the Local Government Pension Scheme (Scotland) Regulations 2014, as amended.

## **12.2 North East Scotland Pension Fund Pensions Committee**

Aberdeen City Council is the administering authority for the North East Scotland Pension Fund (NESPf) and the Aberdeen City Council Transport Fund (ACCTF). The Council delegates this responsibility to the Pensions Committee.

The Pensions Committee is the key decision maker for all matters under the LGPS Regulations including benefit administration and investment management.

The Council and the Pensions Committee have fiduciary duties and responsibilities towards pension scheme members, participating employers and local taxpayers.

## **12.3 North East Scotland Pension Fund Pension Board**

The Pension Board is responsible for assisting the Scheme Manager in relation to:

- Compliance with the Local Government Pension Scheme (Scotland) Regulations 2014, as amended, and any other legislation relating to the governance and administration of the Scheme; and
- Securing compliance with requirements imposed by the Pensions Regulator.

## **12.4 Pension Funds Management and Control**

### **12.4.1 Scheme Governance**

The Chief Officer - Finance shall ensure that the Pensions Section complies with all government regulations in the administration of the Pension Funds.

The Chief Officer - Finance shall ensure that all required policy statements are created, maintained and annually reviewed, and reported to the Pensions Committee as required. The statutory statements/policies are currently:

- Governance Policy Statement
- Governance Compliance Statement
- Training Policy
- Statement of Investment Principles
- Pensions Administration Strategy
- Communication Policy

### **12.4.2 Accounting**

The North East Scotland Pension Funds are governed by the Council and are required to:

- Make arrangements for the proper administration of their financial affairs and to secure that the proper officer of the administering authority has

responsibility for the administration of those affairs (section 95 of the Local Government (Scotland) Act 1973). For the North East Scotland Pension Funds, that officer is the Chief Officer - Finance of Aberdeen City Council;

- Manage its affairs to secure economic, efficient and effective use of resources and safeguard its assets;
- Ensure the Annual Accounts are prepared in accordance with legislation (The Local Authority Accounts (Scotland) Regulations 2014), and so far as it is compatible with the legislation, in accordance with proper accounting practices (section 12 of the Local Government in Scotland Act 2003); and
- Approve the Annual Accounts for signature by the Section 95 officer.

**The Chief Officer - Finance's responsibilities:**

The Chief Officer - Finance is responsible for the preparation of the Pension Funds' Annual Accounts in accordance with proper practices as required by legislation and as set out in the CIPFA/LASAAC *Code of Practice on Local Authority Accounting in the United Kingdom* (the accounting code).

In preparing the Annual Accounts, the Chief Officer - Finance will:

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- comply with legislation; and
- comply with the Local Authority Accounting Code (in so far as it is compatible with legislation).

The Chief Officer - Finance will also:

- keep adequate accounting records which are up to date; and
- take reasonable steps for the prevention and deletion of fraud and other irregularities.

It is the responsibility of the Pension Fund Manager to provide the Internal/External Auditor's with supporting documentation and any other information required in connection with the Pension Funds' accounts.

#### 12.4.3 Global Custody Arrangements

The Chief Officer - Finance shall ensure that appropriate custody arrangements are in place to provide for the:

- safe custody of Scheme assets;
- income collection;
- proxy voting;
- foreign exchange transactions;
- the provision of a 'global record keeper'; and
- investment accountancy services.

The Chief Officer - Finance shall make recommendations to the Pensions Committee regarding added value custody services, such as, but not limited to:

- cash management;



- performance measurement; and
- stock lending.

#### 12.4.4 Cash Management

Subject to the overriding requirements of the Council's Treasury Management Policy and Strategy, the Chief Officer - Finance shall create and maintain a Cash Management Policy in respect of the North East Scotland Pension Funds. The policy will provide for cash management practices in compliance with the Pension Funds' long-term investment objectives as set out in the Pension Funds Statement of Investment Principles.

The Chief Officer - Finance shall review the cash management strategy, policies, objectives, controls and activities annually, and report on these to the Pensions Committee.

#### 12.4.5 Financial Controls

The Chief Officer - Finance shall maintain separate bank accounts on behalf of the Pension Funds as per the requirements of the LGPS Regulations.

The Chief Officer - Finance shall ensure that financial transactions carried out on behalf of the Pension Funds will be carried out with due regard to segregation of duties.

The Chief Officer - Finance shall approve the scope and limit of financial transactions carried out on behalf of the Pension Funds.

#### 12.4.6 Budget

A budget will be prepared taking into account the following:

- a) any 'Service Level Agreement' between Aberdeen City Council and the Pension Funds;
- b) any projected Fund management costs. These costs are to be assessed by the Chief Officer - Finance and the Pension Fund Manager regarding any likely movement in the investment markets over a 12-month period; and
- c) any projected third-party costs. These costs are to be assessed by the Chief Officer - Finance and the Pension Fund Manager.

It is the responsibility of the Pension Fund Manager to report any variations to the budget to the Pensions Committee on a quarterly basis.

#### 12.4.7 Financial Administration

- The Chief Officer - Finance shall ensure that appropriate policies are in place and are regularly reviewed for the effective and efficient collection of all monies due to the Pension Funds.
- The Chief Officer - Finance shall ensure that all outstanding income due to the Funds are pursued by the Pensions Section and escalated to the Service Income Section as appropriate. A report shall be prepared annually by the Pension Fund Manager for the Chief Officer - Finance regarding the write-off of unrecoverable debt. On review of the annual report the Pension Fund Manager shall be authorised to write off debts up to a value of £10,000, and the Chief Officer - Finance is authorised to write off debts up to a value of £25,000. All unrecoverable debts over £25,000 would be submitted to the Pensions Committee to seek approval for write-off.
- The Chief Officer - Finance shall ensure that effective procedures are in place and regularly reviewed regarding the Pension Funds' expenditure.
  - The Chief Officer - Finance shall ensure that accurate records are maintained in respect of all Pension Funds' income and expenditure activity.
- The Chief Officer - Finance shall ensure that the Pension Funds have in place appropriate IT and accounting systems to comply with the requirements of the LGPS Regulations.

The Chief Officer - Finance shall be responsible for authorising all agreements and other documents concerning the administration of the Pension Funds.

#### 12.4.8 Employee benefit payments

The Chief Officer - Finance shall approve and control arrangements for the payment of all benefits to Scheme members and the transfer of Pension Fund benefits to external pension providers.

The Senior Pensions Officer (Benefits) will review and authorise all payments and transfers processed through the Pension Fund benefit administration system.

#### 12.4.9 Risk Management

Subject to overriding requirements at Regulation 12 of the LGPS (Management and Investment of Funds) (Scotland) Regulations 2010, as amended, the Chief Officer - Finance shall be responsible for the identification and control of Risk for the North East Scotland Pension Funds.

The Chief Officer - Finance will carry out an ongoing review of risk management relating to the Pension Funds and will report quarterly to the Pensions Committee in respect of all risk matters impacting the Pension Funds.

#### 12.4.10 Audit

The Pension Funds shall be subject to the same internal audit appointments as the Council, providing there is no conflict of interest. The Pension Funds' External Auditors shall be appointed by the Accounts Commission.

The internal and external audit functions shall report to the Pensions Committee. A copy of such information shall be provided to the Audit, Risk and Scrutiny Committee.

An annual internal and external audit plan shall be drawn up after discussion with the Chief Officer - Finance and the Pension Fund Manager for the Pensions Committee's information, input and approval.

Both the internal and external audit function shall work directly with the Pension Fund Manager in relation to work carried out and followed up, with reporting to the Pensions Committee.

Internal and External Audit shall prepare an annual report, including their audit opinion, on the overall adequacy of the Pension Fund's control environment.

#### 12.4.11 Investment of Funds

The Chief Officer - Finance will be responsible for ensuring that all monies in respect of the Pension Funds' shall be invested in accordance with the Local Government Pension Scheme (Scotland) Regulations.

The Chief Officer - Finance shall ensure that proper records are maintained regarding the investments of the North East Scotland Pension Funds.

The Chief Officer - Finance will be responsible for ensuring that, all investment will be held either in the name of the Aberdeen City Council Pension Fund or appropriate nominee name.

Asset classes considered as being suitable investments for the Pension Funds will be detailed in the Pension Funds' 'Statement of Investment Principles' (SIP). The SIP will be subject to annual review by the Pensions Committee.

In accordance with the Local Government Pension Scheme Regulations the Pensions Committee will take proper advice regarding investment of the Funds' monies including advice from the Chief Officer - Finance.

#### 12.4.12 Service Providers

The Chief Officer - Finance shall ensure that all service providers engaged on behalf of the Pension Funds will be appointed in accordance with the Procurement Regulations.

The Pension Funds have identified the following third-party service providers as

'key' providers regarding the Pension Funds service provision. The list is not exhaustive and may be revised subject to direction by the Chief Officer - Finance:

- the Council;
- Scheme Actuary;
- Global Custodian;
- Investment Fund Managers;
- Investment Consultants;
- Benefit Administration system provider; and
- Implementation Services.

All third-party service providers will be subject to annual performance review (or more often as required) with reporting to the Pensions Committee as required.

#### 12.4.13 Travel and Expenses

In respect of the North East Scotland Pension Funds', the Chief Officer - Finance shall approve an annual travel plan regarding the attendance at training events and conferences for elected members and officers.

Travel will be approved in accordance with the Travel Procedures set out in sections 4.78 and 4.89. To the extent that those procedures do not apply to all travel requirements relating to the Pension Funds, additional procedures specific to the Pension Funds will be determined by the Chief Officer – Finance.

**APPENDIX A**

APPROVED EXEMPTIONS FROM REQUIREMENT TO ISSUE A PURCHASE ORDER

The requirement to issue a purchase order is set out in Financial Regulation 5.12.2 and 5.12.3.

Essentially there are only 2 overarching reasons to not use a Purchase Order when committing or incurring expenditure and all Exemptions must meet one or other of these 2 criteria.

1. The expenditure being incurred would not represent a purchase of supplies, services and works

2. There is an agreed alternative control process in place

Specific examples that meet these 2 criteria are as follows:

1. The expenditure being incurred would not represent a purchase of supplies, services and works:

1.1 Payments made through the payroll system

1.1.1 Salaries and wages

1.1.2 Payroll deductions including payments to HMRC, pension funds and employee benefits scheme providers

1.1.3 Travel and subsistence claims

1.2 Taxation and similar payments made to government bodies

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- [1.2.1 Levies](#)
- [1.2.2 Council Tax](#)
- [1.2.3 Business Rates](#)
- [1.2.4 Payments to the Tax Authorities](#)

### [1.3 Transfer payments](#)

- [1.3.1 Benefit payments including Housing Benefit, Universal Credit etc.](#)
- [1.3.2 Grant schemes and other similar payments e.g. fund distributions](#)

### [1.4 Other payments that do not constitute a purchase of supplies, services and works](#)

- [1.4.1 Grant schemes and other similar payments e.g. fund distributions](#)
- [1.4.2 Refunds to customers/clients](#)
- [1.4.3 Insurance/Legal settlements and compensation payments](#)
- [1.4.4 Court fees/Legal fees](#)
- [1.4.5 Interview Expenses](#)
- [1.4.6 Long service awards](#)
- [1.4.7 Subscriptions to Professional Bodies \(code 12873\)](#)
- [1.4.8 SQA fees](#)
- [1.4.9 Registration & Inspection fees](#)
- [1.4.10 Purchase of land and heritable property](#)

### [1.5 Other agreed exemptions](#)

- [1.5.1 Postages](#)
- [1.5.2 Hire of taxis](#)
- [1.5.3 Payments related to the election function](#)

## [2. There is an agreed alternative control process in place:](#)

- [2.1 Payment vouchers/Self Bills](#)
- [2.2 Payments to foster carers, adoption fees and kinship carer payments](#)
- [2.3 Payments made via the one-bill system, including gas, electric, telephone, photocopying charges and utility bills for Void properties](#)
- [2.4 Property Rents](#)
- [2.5 Payments made via feeder systems with an alternative purchase commitment recording functionality.](#)
  - [2.5.1 Care Client Payments \(e.g. Carefirst\)](#)
  - [2.5.2 Building and Infrastructure works and jobs \(Consillium\)](#)
  - [2.5.3 Fleet related payments \(Tranman/Jamma\)](#)
  - [2.5.4 Other specific payments where there is an alternative control process such as library and asset related \(e.g. Spydus; Confirm\)](#)
- [2.6 Items purchased using purchasing cards or credit cards \(specific control arrangements apply to the use of these cards\)](#)
- [2.7 Ongoing annual \(repeat\) subscriptions](#)
- [2.8 Unitary Charges \(e.g. 3R's/AWPR projects\)](#)
- [2.9 Payments for agency staff using relevant framework contracts and alternative controls.](#)

[All other purchases require a purchase order to be raised and quoted on the supplier's invoice. Invoices not containing the purchase order number will not be paid.](#)

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No exceptions will be accepted unless specifically approved by the Chief Officer - Finance or their authorised representative.

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# Aberdeen City Council Procurement Regulations

Approved by Council 3 March 2021



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<b>Policy Author</b>	<b>Head of Commercial and Procurement</b>

## 13. Contract Management 20

### 1. Overview

- 1.1 The purpose of these Procurement Regulations is to:
- a. ensure that uniform contracting procedures of the highest standard are laid down for use throughout the Council;
  - b. secure compliance with the law;
  - c. ensure that the Council obtains best value in its procurement activity and all resultant contracts;
  - d. provide a framework for a more detailed Procurement Manual; and
  - e. protect the Council and its staff.
- 1.2 This shall ensure the Council consistently acts in a transparent and proportionate manner and in a way that is equal and without discrimination. In turn this shall lead to value for money, and more sustainable outcomes.

### 2. Definitions

- 2.1 Throughout this document the following definitions shall apply:
- 2.1.1 **Annual Procurement Report** means a report published by the Council annually in relation to Regulated Procurements.
- 2.1.2 **Capital Programme** means a list of the budgets allocated to capital projects, and the associated funding, either (i) approved at the annual Council budget meeting; (ii) approved by the City Growth and Resources Committee; or (iii) approved under Powers Delegated to Officers, or a specific delegation from Council or committee.
- 2.1.3 **City Region Deal Committee** means the Joint Committee established by Aberdeen City Council and Aberdeenshire Council under sections 56 and 57 of the Local Government (Scotland) Act 1973 with authority to approve business cases for City Region Deal projects; to approve operational expenditure within agreed Aberdeen City Region Deal Joint Committee budgets; and with responsibility for supporting and overseeing the implementation of the Aberdeen City Region Deal;
- 2.1.4 **Committee** means the Strategic Commissioning Committee of the Council with responsibility for monitoring best value, internal financial control, corporate governance relating to procurement, or any other matter to which the procedure for award of Council contracts may be relevant; or the City Growth and Resources Committee of the Council with responsibility for approving expenditure and procurement related to the Capital Programme, which may include an element of revenue spend;
- 2.1.5 **Concession Contract** means a works concession contract or a services concession contract as defined by the Concession Contracts (Scotland) Regulations 2016.
- 2.1.6 **Contract of Employment** means a contract between the Council and an individual that sets out an employee's employment conditions, rights, responsibilities and duties. This is distinct from an agreement to provide services for the Council, for example by a consultancy arrangement.

- 2.1.7 Contract Value** means the estimated aggregate total value (total estimated value), excluding VAT, over the entire term of the Contract which the Council expects to be payable under the contract. In the case of a works concession contract or a services concession contract, the value shall be calculated on the basis of the total net turnover of the concessionaire generated over the duration of the contract, as estimated by the Council, in consideration for the works and services that are the object of the concession.
- 2.1.8 Contracts Register** means a record of contract details currently in place within the Council.
- 2.1.9 Corporate Procurement Plan** means a document giving details on how the Council intends to carry out regulated procurements as required by Section 15 of the Procurement Reform (Scotland) Act 2014.
- 2.1.10 Council** means Aberdeen City Council.
- 2.1.11 Delegated Procurement Authority** or DPA means the authority that permits a Delegated Procurer to conduct a procurement, ~~and to agree to award, amend or vary contracts~~ for supplies, services or works on behalf of the Council.
- 2.1.12 Delegated Procurer** means any officer holding Delegated Procurement Authority and authorised to carry out procurement activities.
- 2.1.13 E-Tendering or Electronic Tendering** means a tendering process where the contract documents are published electronically and the tender response to these is also submitted electronically in the first instance. E-tender shall be construed accordingly.
- 2.1.14 Find a Tender Service** means the UK e-notification service, a single web based portal called the Find a Tender Service which is provided, by or on behalf of the Cabinet Office and through which notices can be published in accordance with the Relevant Legislation and these procurement regulations
- 2.1.15 Higher Value Threshold** means the Contract Value thresholds set out in the Public Contracts (Scotland) Regulations 5 (1) (a), (b) and (c) and as amended by the Scottish Ministers from time to time, current thresholds are set out in the Procurement Manual.
- 2.1.16 Framework Agreement** means an agreement between one or more contracting authorities and one or more suppliers. The purpose of such agreements is to establish the terms governing public contracts to be awarded during a given period, in particular with regard to price and, where appropriate, the quantity envisaged.
- 2.1.17 IJB** means the Aberdeen City Integration Joint Board established by Order under section 9 of the Public Bodies (Joint Working) (Scotland) Act 2014.
- 2.1.18 Inside Information** means information which relates directly or indirectly to the Council or any of its group entities; has not been made public; is precise; and if it were made public, would be likely to have a significant effect on the prices of one or more of the Council's Bonds or could have an impact on the Council's credit rating.

- 2.1.19 Pensions Committee** means the Committee of the Council with responsibility for discharging all functions and responsibilities relating to the Council's role as administering authority for the North East Scotland Pension Fund;
- 2.1.20 Procurement Manual** means a supplement to these Procurement Regulations which gives detailed guidance on the Procurement Regulations.
- 2.1.21 Procuring Cluster** means the Cluster of the Council with responsibility for procuring any particular requirement for supplies, services, works or a concession on behalf of the Council or for the disposal of surplus materials.
- 2.1.22 Proper Officer** means any officer in the employment of the Council who is duly authorised for the purpose of signing contracts on behalf of the Council under the Council's Scheme of Delegation or any other resolution of the Council authorising officers to sign contracts.
- 2.1.23 Public Contracts Scotland** means the national portal for advertising public sector contract opportunities in Scotland, which may be found at [www.publiccontractsscotland.gov.uk](http://www.publiccontractsscotland.gov.uk).
- 2.1.24 Regulated Procurements** means a procurement where any contract formed will be a public contract the Contract Value of which is equal to or greater than the relevant contract Threshold, and which is not for the procurement of an excluded contract as defined in Section 4 of the Procurement Reform (Scotland) Act 2014 or a contract excluded from the scope of the Concession Contracts (Scotland) Regulations 2016.
- 2.1.25 Relevant Legislation** means the Scottish procurement legislation in effect at the time any procurement process is entered into and any other relevant applicable law.
- 2.1.26 Terms and Conditions** means the special and general arrangements, provisions and requirements of a contract.
- 2.1.27 Thresholds** means the financial value that determines how a procurement is to be undertaken.

### **3. Extent and Application**

- 3.1** These Procurement Regulations are made under section 81 of the Local Government (Scotland) Act 1973.
- 3.2** These Procurement Regulations must be interpreted in accordance with the principles of openness, fairness and non-discrimination.
- 3.3** All Council personnel shall comply with the terms of the Procurement Regulations. Any breach or non-compliance with these Regulations must, on discovery, be reported immediately to the Head of Commercial and Procurement. The Head of Commercial and Procurement may consult other relevant officers, including the Chief Executive, in order to determine the appropriate action. Failure by any employee to comply with the Procurement Regulations or the associated Procurement Manual may be grounds for disciplinary action. Employees of NHS Grampian appointed as officers of the Council for the purpose of delivering integrated services will be required to comply with Aberdeen City Council Procurement Regulations when undertaking a procurement pursuant to a Direction issued by the IJB to the Council.

The Council's Head of Commercial and Procurement will maintain a list of such individuals. Any breach or non-compliance may result in being removed from the appointment as an

officer of the Council and may result in a referral for disciplinary action in line with the policies of the NHS Grampian. The Council's Head of Commercial and Procurement will maintain a list of those officers of the Council that are required to comply with the Procurement Regulations of NHS Grampian. Any breach of those regulations will be treated as non-compliance with Council's Procurement Regulations.

**3.4** Subject to the provisions of Paragraph 3.11, the Procurement Regulations shall apply to:

- a. Any procurements undertaken by, or on behalf of, the Council with the intention of creating a contract or contracts (including the creation of a framework agreement) for the purchase of goods and/or services, for the execution of works, or for the award of a concession;
- b. Any procurements undertaken by, or on behalf of, the Council with the intention to enter into a call-off contract under an external framework agreement. Prior to call-off from any external framework agreement, an Adoption Report must be completed in accordance with the Procurement Manual;
- c. Any amendment or variation of an existing contract for the purchase of goods or services, or for the execution of works, where:
  - I. that amendment or variation would exceed the parameters of the approval of the original procurement, or
  - II. the aggregate Contract Value of the original contract and the variation of that contract would exceed a threshold requiring approval at a higher level, or
  - III. the amendment would result in an assignation or novation to a new supplier; and
- d. Any procurement undertaken by, or on behalf of, the Council with the intention of leading to the award of a public services concession contract or public works concession contract.

**3.5** The Procurement Regulations are subject to the over-riding provisions of United Kingdom or Scots law governing public procurement. They are also subject to any statutory guidance issued from time to time by the UK Government or Scottish Government on public procurement.

**3.6** When determining the Contract Value for the purchase of goods or services, or for the execution of works, the Delegated Procurer must take into account the aggregate value of the particular requirement for supplies, services or works across the whole Council and any contract extension option. When determining the Contract Value of a Concession Contract, the Delegated Procurer shall follow the Procurement Manual. Where any single requirement is divided into Lots the Contract Value will equal the aggregate value of all the Lots.

If the procurement of any such requirements is split amongst a number of contracts which, taken individually, are below the threshold values, each of these contracts will be subject to the Relevant Legislation in place at the time of the procurement in the same way as if the requirements were procured through a single large contract.

**3.7** Contracts related for "care and support services" are subject to a Light-Touch Regime as defined in the legislation. Details of the services covered under this regime, and how the Council will procure such services are covered by Procurement Regulation 15 and also included within the Procurement Manual.

- 3.8** All tendering for Supplies, Services and/or Works, or a Concession Contract by a Delegated Procurer shall be carried out following consultation with the Head of Commercial and Procurement.
- 3.9** The following types of contract are exempted from the provisions of these Procurement Regulations:-
- a. Any contract of employment;
  - b. Any contract relating to the acquisition or disposal or lease of heritable property or any other interest in land;
  - c. Any award or receipt of a Grant;
  - d. Any contract for the Sponsorship of an event;
  - e. Any contract which relates to the appointment by the Council of legal counsel, of advocates, solicitors or barristers or expert witnesses in any legal proceedings (whether such proceedings are underway or in contemplation) on behalf of the Council subject to Procurement Regulation 4.1.1.3;
  - f. f. Any contract which, in the opinion of the Director of the Procuring Cluster, or of the Chief Executive, is urgently required to prevent danger to life, serious risk to health or damage to property. Where practicable the Director or the Chief Executive shall consult with the Head of Commercial and Procurement before taking any action under this paragraph. In all circumstances where this exemption has been used: the Head of Commercial and Procurement shall be notified as soon as reasonably practicable; and
    - i. the Head of Commercial and Procurement shall be notified as soon as reasonably practicable; and
    - ii. any contract with a Contract Value of equal to or greater than £10,000 (supplies/ services or works) or £4.5m (concessions) entered into, varied or terminated on behalf of the Council must be noted in the Contracts Register and be reported to the appropriate Committee by the Delegated Procurer as soon as practicable; and
  - g. Any contract that is to be performed in-house.
- 3.10** The Procurement Regulations may be suspended either in whole or in part by the Director of Commissioning and the Head of Commercial and Procurement in writing in respect of an award of any contract where the award of that contract is urgently required to meet the exigencies of the Function/ Cluster.
- 3.11** Where the Director of Commissioning and the Head of Commercial and Procurement have decided that the criteria for suspension of Procurement Regulations are fulfilled, then a contract may be awarded to the preferred supplier or contractor as appropriate and the reason(s) must be noted in the Contracts Register. Any contract made on behalf of the Council under this paragraph shall be reported to the Strategic Commissioning Committee, the City Growth and Resources Committee, or the IJB as appropriate by the Delegated Procurer as soon as practicable.

- 3.12** The Procurement Regulations must be read in conjunction with the Procurement Manual issued by the Head of Commercial and Procurement. Where there is any discrepancy between documents, the Procurement Regulations will take precedence.

## **4. Procurement Procedures**

### **4.1 Authority to Incur Expenditure**

- 4.1.1** No tender shall be invited or contract entered into for the purchase of goods or services, or for the execution of works unless the total estimated expenditure has been previously approved and can be met from an approved budget. No tender shall be invited for a concession or Concession Contract entered into unless it has been previously approved. The method of authorising a procurement is dependent on the Contract Value as follows:

**4.1.1.1 Contract Value below £50,000 (supplies/services), £250,000 (works) or £4.5m (concessions)** Subject to budget approval, the relevant Chief Officer may give authority to conduct any procurement where the estimated Contract Value is below £50,000 (supplies/ services) or £250,000 (works), and following consultation with the Convener of the Strategic Commissioning Committee or the Convener of the City Growth and Resources Committee, the Head of Commercial and Procurement may give authority to conduct any procurement where the estimated Contract Value of a Concession Contract is below £4.5m. Such procurements shall be undertaken by a Delegated Procurer in line with Section 4.3 of these Procurement Regulations.

**4.1.1.2 Contract Value above £50,000 (supplies/services) £250,000 (works), or £4.5m (concessions)** Contracts with an estimated Contract Value of above these thresholds shall be listed on the workplan to be submitted by the relevant Director or Chief Officer in accordance with Procurement Regulation 14.6. Each individual contract will also require a Business Case (conforming to a template approved by the Head of Commercial and Procurement) to be submitted by the relevant Chief Officer to the Strategic Commissioning Committee or the City Growth and Resources Committee as appropriate or where the contract relates to a capital project that is already part of the Capital Programme, to the Director of Resources.

Business cases may only be submitted to the Strategic Commissioning Committee on the approval of the Head of Commercial and Procurement. The approval of the Strategic Commissioning Committee is required prior to the procurement being undertaken.

Business cases may only be submitted to the City Growth and Resources Committee on the approval of the Chief Officer – Capital, following consultation with the Director of Resources and Chief Officer – Finance. The approval of the City Growth and Resources Committee is required prior to the procurement being undertaken.

Business Cases that relate to a capital project that is already part of the Capital Programme, may be approved by the Director of Resources following consultation with Chief Officer – Capital, Head of



Commercial and Procurement and Conveners of the Capital Programme Committee and the City Growth and Resources Committee.

**4.1.1.3 Contracts above £5,000 for consultancy and accountancy services and services provided by Advocates and QCs** Where the estimated Contract Value or appointment for: -

- a. Business and management consultancy and related services;
- b. Financial consultancy and accountancy related services; or
- c. Services provided by Advocates or QCs;

exceeds £5,000, the relevant Chief Officer may only give authority to engage the services following consultation with the Leader of the Council and in respect of (c) also in consultation with Chief Officer - Governance. In determining the estimated contract value of any contract or appointment covered by this Regulation 4.1.1.3, each individual contract or appointment shall be considered separately and there shall be no aggregation of separate contracts or appointments for the purposes of arriving at an estimated expenditure.

**4.1.1.4 Expenditure via Framework Agreements**

Delegated Procurers must whenever possible procure supplies, services and works under Scotland Excel or Scottish Government framework agreements provided that authority to incur expenditure for each call-off contract has been approved in accordance with these Procurement Regulations and also provided that: -

- i. An Adoption Report has been completed in accordance with the Procurement Manual,
- ii. No material change has been made to the call-off terms under the framework agreement and calling-off from the framework has been done in accordance with the procedures laid down within that framework,
- iii. All call-off contracts with a Contract Value of greater than £10,000 (supplies/ services or works) or £4.5m (concessions) must be added to the Contracts Register, and
- iv. If the aggregate Contract Value of call-off contracts under a framework agreement is likely to exceed the thresholds stated in Procurement Regulation 4.1.1.2 then the authority of the Strategic Commissioning Committee to incur the expenditure must be obtained in advance of the applicable thresholds being exceeded.

**4.1.1.5 Expenditure Approved by the Integrated Joint Board**

Notwithstanding Procurement Regulation 4.1.1.2, the Director of Commissioning can approve (or nominate a person as having authority to approve) any procurement or contract, as a result of a Direction from the Integrated Joint Board to the Council and/or a relevant business case, where the Contract Value of the contract is above £50,000

(supplies/services) or £250,000 (works) or £4.5m (concessions), subject to the approval of the Chief Officer – Finance and the Head of Commercial and Procurement without the need for the approval of any other Committee .

#### 4.1.1.6 Expenditure Approved by the Pensions Committee

Notwithstanding Procurement Regulation 4.1.1.2, the Director of Resources can approve (or nominate a person as having authority to approve) any procurement or contract, as a result of a decision of the Pensions Committee and/or a relevant business case, where the Contract Value of the contract is of or above £50,000 (supplies/ services) £250,000 (works) or £4.5m (concessions), following consultation with the Chief Officer – Finance and the Head of Commercial and Procurement.

#### 4.1.1.7 Expenditure Approved by the City Region Deal Joint Committee

Notwithstanding Procurement Regulation 4.1.1.2, the Director of Resources can approve (or nominate a person as having authority to approve) any procurement, contract and/or business case for the inclusion of a project onto the Council's Capital Programme, as a result of a decision of the Aberdeen City Region Deal Joint Committee and/or a relevant business case, where the estimated Contract Value is of or above £50,000 (supplies/services) £250,000 (works) or £4.5m (concessions), following consultation with the Chief Officer – Finance, Chief Officer - Capital and the Head of Commercial and Procurement.

#### **4.1.1.8 Expenditure of grant funding, monetary bequest or donation received by the Council**

(i) Expenditure of grant funding, monetary bequest or donation received by the Council must always be in accordance with the terms and conditions of the grant, monetary bequest or donation (if any).

(ii) Where a tender is to be invited or contract entered into that is in excess of £50,000 (supplies/services) £250,000 (works) and 100% of the Contract Value is to be met from grant funding, monetary bequest or donation received by the Council, a Business Case (conforming to a template approved by the Head of Commercial and Procurement) must be submitted by the relevant Chief Officer to the Head of Commercial and Procurement for approval to proceed, in place of the approval route set out in regulation 4.1.1.2 (other than contracts that relate to a capital project that is already part of the Capital Programme, in which case, the business case shall still be submitted to the Director of Resources), or in place of the approval route set out in regulation 15.5.1.3.

(iii) Where a tender is to be invited or contract entered into that is in excess of 50,000 (supplies/services) £250,000 (works) and less than 100% of the Contract Value is met from grant funding, monetary bequest or donation received by the Council, the approval route set out in

regulation 4.1.1.2 or 15.5.1.3 (as appropriate) shall be followed. If the applicable regulation cannot be complied with due to time constraints relating to expenditure of the grant, monetary bequest or donation, this would be considered grounds to suspend the applicable regulation under procurement regulation 3.10.

#### 4.1.2 Exceeding approved Contract Value

4.1.2.1 Where a Contract Value has been previously approved by the relevant Chief Officer, or Committee and it becomes apparent to the Chief Officer of the Procuring Cluster that the indicative total Contract Value of the contract as previously reported is likely to be exceeded, no further action shall be taken under regulation 4.1.2.2 or 4.1.2.3 until the relevant Chief Officer has sought the approval of the Head of Commercial and Procurement.

4.1.2.2 Where the Contract Value of a supplies/ services or concession contract:

(i) is likely to exceed the Contract Value ~~w~~ that has previously been approved; and

(ii) the additional cost is more than either the lesser of £100,000 or 50% of the approved Contract Value, in the case of supplies/ services, or the additional turnover from the contract is more than the lesser of £4.5m and 10% of the original Contract Value in the case of a Concession Contract;

the indicative previously agreed total Contract Value cannot be exceeded without the relevant approval being received as set out below:

The relevant Chief Officer shall ensure that a report on the matter is submitted for consideration to either:

(i) ~~to~~ the next appropriate meeting of the Strategic Commissioning relevant Committee;

(ii) the next appropriate meeting of ~~or~~ the IJB; or ~~(as appropriate)~~

(iii) the Director of Resources where the original Contract Value was approved by the Director of Resources and there is an identified budget to cover the additional expenditure,

~~for consideration~~ unless competition is absent for technical or economic reasons, in which case para 4.1.3 shall apply.

The Head of Commercial and Procurement shall keep a register of all reports made under this regulation to be available for inspection for monitoring and audit purposes. This Regulation applies to contracts equal to or greater than £50,000 for Goods and/or Services or with a Contract Value of equal or greater than £4.5m for concessions. ~~In such circumstances the indicative previously agreed total Contract Value cannot be exceeded without the relevant approval being received.~~

4.1.2.3 Where the Contract Value of a works contract is likely to exceed the indicative total Contract Value of that contract that has previously been approved, Chief Officer – Capital or Chief Officer - Corporate Landlord

(as appropriate) may approve further expenditure provided it is affordable within the assigned budget including any contingency allowances following consultation with the Convener of the Capital Programme Committee. The requirement to obtain the prior approval of the Head of Commercial and Procurement in accordance with regulation 4.1.2.1 must be observed in all cases unless unforeseeable events occurring at a works site require an immediate decision. Chief Officer Capital and Chief Officer - Corporate Landlord shall keep a record of contract change notices/ contract variations that increase the price of a works contract procured by their cluster, and report them to the next scheduled Capital Programme Committee.

4.1.2.4 Where the Chief Officer – Capital or Chief Officer – Corporate Landlord has approved further expenditure under regulation 4.1.2.3, the approval shall be noted on a register to be kept by such Chief Officer, to be available for inspection at any time for monitoring and audit purposes.

#### 4.1.3 Competition absent for Technical Reasons

~~4.1.31~~ **4.1.3.1** Where the works, supplies or services can only be provided by a particular economic operator because:

- a. competition is absent for technical reasons or because that operator has an exclusive right (including intellectual property rights), and no reasonable alternative or substitute exists; or
- b. a change of economic operator cannot be made for economic or technical reasons and would cause significant inconvenience or substantial duplication of cost;

following consultation with the Convener of the Strategic Commissioning Committee or the Convener of the City Growth and Resources Committee (as appropriate) the Head of Commercial and Procurement may approve a direct award to that economic operator and the estimated expenditure associated with that without the need for a business case to be presented to the relevant Committee. In all other respects, Regulation 4.1.1 will continue to apply, including the requirement that expenditure can be met from an approved budget

4.1.3.2 Where the Head of Commercial and Procurement has approved a direct award under regulation 4.1.3.1, the contract award shall be noted on a register to be kept by the Head of Commercial and Procurement, to be available for inspection for monitoring and audit purposes.

4.1.4 There shall be no artificial splitting of a contract to avoid the application of the provisions of Scottish, UK and/or these Procurement Regulations.

#### 4.2 Authority to Carry Out Procurements

4.2.1 All contracts let by or on behalf of the Council shall be subject to an obligation on the Head of Commercial and Procurement to seek best value for the Council. The Head of Commercial and Procurement and the Delegated Procurer will be responsible for demonstrating fairness, non-discrimination, equal treatment and

transparency in the contract procedures chosen to all parties having an interest in those procedures.

- 4.2.2 Procurements shall only be carried out by Delegated Procurers who have been designated as such by the Head of Commercial and Procurement and who hold relevant Delegated Procurement Authority (Procurement Manual).
- 4.2.3 Delegated Procurement Authority will be reviewed on an annual basis, or as required, and may be increased, reduced or withdrawn by the Head of Commercial and Procurement as necessary.

#### **4.3 Quotations - Contracts below £50,000 (Supplies/Services) or £250,000 (Works)**

- 4.3.1 The procedure to be followed for the award of any contract by the Council depends on the estimated Contract Value. Values or amounts referred to in these Procurement Regulations shall be based on the best available estimate at the time of tendering.
- 4.3.2 For any contract with a total estimated Contract Value below £50,000 (for supplies and services) £250,000 (for works), or £4.5m (for concessions) the Delegated Procurer shall follow the Procurement Manual and obtain written quotations to ensure the demonstration of best value to the Council in the sourcing decision. If quotations cannot be obtained the Delegated Procurer shall complete a NonCompetitive Action Form (included in the Procurement Manual) explaining why this is the case and submit it to the relevant Chief Officer for approval.
- 4.3.3 All requests for quotations shall be advertised, and submissions received, via the Quick Quote online procurement tool available via Public Contracts Scotland, unless authorisation has been given by the Head of Commercial and Procurement to the contrary.

#### **4.4 Competitive Tendering (Where the Contract Value is below the Higher Value Threshold)**

- 4.4.1 Where any contract has an estimated value of between £50,000 and the Higher Value Threshold (for supplies/services) or between £250,000 and the Higher Value Threshold (works), or is otherwise exempt from the full application of the Public Contracts (Scotland) Regulations 2015, competitive tendering shall be undertaken.
- 4.4.2 To ascertain how the procurement shall be undertaken in relation to the requirement, the Delegated Procurer shall follow the Procurement Manual.
- 4.4.3 All tenders shall be appropriately advertised, and submissions received, via Public Contracts Scotland or such other platform as may be authorised by the Head of Commercial and Procurement.

#### **4.5 Higher Value Procurements**

- 4.5.1 A Higher Value Procurement means a procurement undertaken in accordance with the Public Contracts (Scotland) Regulations 2015 or the Concession Contracts (Scotland) Regulations 2016 and requires advertising in Find a Tender Service). A Higher Value Procurement must be undertaken where the Council proposes to tender for any contract with an estimated value equal to or exceeding the applicable Higher Value Threshold (Supplies, Services or Works).

- 4.5.2** To ascertain how the procurement shall be undertaken in relation to the requirement, the Delegated Procurer shall follow the Procurement Manual.
- 4.5.3** All tenders shall be appropriately advertised, and submissions received, via Public Contracts Scotland or such other platform as may be authorised by the Head of Commercial and Procurement.

## **5. Roles and Responsibilities**

### **5.1 General Responsibilities**

- 5.1.1** It is the duty of all employees within the Council to ensure that these Procurement Regulations, and the Procurement Manual, are adhered to in order to ensure best value is achieved in relation to expenditure relating to supplies, services or works and the granting of Concession Contracts. The allocation of a budget as part of the Council's budget setting process is not sufficient to comply with these Procurement Regulations

### **5.2 Head of Commercial and Procurement**

- 5.2.1** The Head of Commercial and Procurement is responsible for all procurement and tendering arrangements for the purchase of supplies, services, works and the granting of concessions.
- 5.2.2** The Head of Commercial and Procurement shall authorise, by means of Delegated Procurement Authority, adequately trained staff to undertake procurement activity (Delegated Procurers).
- 5.2.3** The Head of Commercial and Procurement shall ensure that the Procurement Manual is in place and that necessary revisions are made to it on a regular basis to reflect changes in legislation, Council policy or good practice.
- 5.2.4** The Head of Commercial and Procurement shall maintain a consolidated workplan for the Strategic Commissioning Committee and for the City Growth and Resources Committee. The workplans will contain a list of proposed procurement activity for the next financial year where the estimated expenditure per contract is £50,000 or more (supplies/services) or £250,000 (works) or £4.5m (concession) and will be compiled with the information provided by Directors/Chief Officers in accordance with Procurement Regulation 14.6.

### **5.3 Directors (including Chief Officer of Integrated Health & Social Care Partnership)**

- 5.3.1** Each Director has responsibility to ensure that staff in their Function follow the Procurement Regulations for all contracts let by their Function and is accountable to the Council for the performance of their duties in relation to contract management. Each Director shall be able to evidence that the procurements are compliant with these Procurement Regulations and the Procurement Manual.
- 5.3.2** Each Director shall ensure that all contracts in place within their Function with a Contract Value of greater than £10,000 (supplies/ services or works) or £4.5m (concessions) are entered into the corporate Contracts Register. The details required to be provided are detailed within the Procurement Manual.

## 5.4 Delegated Procurers

- 5.4.1 All Delegated Procurers will ensure compliance with relevant procurement legislation, these Procurement Regulations and the Procurement Manual.
- 5.4.2 Delegated Procurers are authorised to undertake procurements to the levels stated within their individual Delegated Procurement Authority. They must ensure that these are not exceeded without the authority of the Head of Commercial and Procurement.
- 5.4.3 Delegated Procurers will undertake regular training in order to maintain their Delegated Procurement Authority.

## 6. Sustainable Procurement

- 6.1 The Council is committed to working towards sustainable development, and in particular sustainable procurement and will work to embed the principles of sustainability at all stages of procurement activities to ensure that social, environmental and economic impacts are considered throughout the procurement and contract management process, consistent with relevant legislation.
- 6.2 In the context of these Procurement Regulations “sustainable development” shall be taken to mean development which secures a balance of social, economic, health and environmental well-being in the impact of activities and decisions. Sustainable development seeks to meet the needs of the present without compromising the ability of future generations to meet their own needs.
- 6.3 Before carrying out a Regulated Procurement (other than the procurement of a concessionaire), the Council must consider how in conducting the procurement process it can:
  - i. improve the economic, social and environmental wellbeing of the Council’s area.
  - ii. facilitate the involvement of small and medium enterprises, third sector bodies and
  - iii. supported businesses in the process.
- 6.4 In carrying out the procurement the Council must act with a view to securing such improvements as identified within paragraph 6.3. However the Council must only consider matters that are relevant to what is proposed to be procured and, in doing so, consider the extent to which it is proportionate in all the circumstances to take those matters in to account.
- 6.5 Detailed information is available within the Procurement Manual.

## 7. Purchase Orders

- 7.1 No supplies, services or works shall be ordered or instructed except on an official order form, which shall be in an approved format. Where, by reason of urgency or necessity, a verbal order is issued, it must be confirmed within 3 working days with the issue of an official order form from the ordering system. The supplier shall be requested to quote order numbers on all invoices. The budget holder risks disciplinary action for noncompliance.
- 7.2 The order, with the contract references/schedule numbers added, shall be approved by the Director or other authorised signatory. All Directors must furnish the Chief Officer - Finance with a list of signatories approved for this purpose, and shall advise him or her of additions

to or deletions from the list as they occur as per the Council's Scheme of Delegation. The officer approving the purchase order must be satisfied that there is appropriate budgetary provision covering the estimated cost and that Council procurement procedures have been followed prior to authorisation.

## **8. Special Matters**

### **8.1 Internal Services**

**8.1.1** Where supplies, services or works can be provided by another Service of the Council, this may be delivered by that Council Service following consultation between the Chief Officers of the relevant Service(s) and the Head of Commercial and Procurement. It is the responsibility of the Chief Officer of the in-house provider to ensure that Best Value for the Council is achieved by either:

- a. carrying out such supplies, services or works at cost; or
- b. providing requested advice and support in relation to contracting with an external provider.

### **8.2 Second Hand Goods**

**8.2.1** Second hand goods up to a Contract Value of £50,000 may be acquired by the Council without a competitive quotation being obtained provided that:

- a. The Director of the relevant Service can demonstrate that the purchase is necessary to facilitate service delivery;
- b. The Director of the relevant Service can demonstrate that the purchase represents best value, having given due consideration to the cost of an equivalent new purchase and estimated life of the asset both from new and current age;
- c. The goods have been subject to inspection to ascertain their physical condition, with a record kept of the outcome of the inspection
- d. The Council has clear title to the goods; and
- e. The Director obtains in writing (which may be by e-mail) the prior agreement of the Head of Commercial and Procurement before effecting the purchase.

### **8.3 Grants**

**8.3.1** The award of grants is a means by which the Council provides subsidies or funding to external bodies (including individuals, businesses and third sector organisations) to further the aims of those external bodies. Grants must not be used to procure supplies, services or works which the Council would otherwise have to procure in accordance with these Procurement Regulations.

**8.3.2** Whilst an award of a grant by the Council may not be subject to these Procurement Regulations, it is essential that the Council's procedures on Following the Public Pound are considered.

**8.3.3** Where it is envisaged that there may be any procurement or state aid implications in the award of grants, then the Head of Commercial and Procurement must be consulted prior to entering into any such arrangement.



- 8.3.4** Purchase of supplies, services or works in relation to grant funding awarded to the Council will be carried out in accordance with the provisions within these Procurement Regulations, as per the values within Regulation 4.1.

#### **8.4 Shared Services**

- 8.4.1** Shared Services are arrangements where the Council collaborates with other public authorities to obtain supplies, services or works from them. Advice on the operation of procurement rules in respect of any proposed shared service arrangement should be sought from the Head of Commercial and Procurement.
- 8.4.2** Identification of a proposed shared service arrangement should be undertaken only following consultation with the Head of Commercial and Procurement and can only be entered into where the Director of the relevant Function can demonstrate that such an arrangement represents best value to the Council.
- 8.4.3** Approval to enter into a shared service arrangement may also require the approval of the Strategic Commissioning Committee or City Growth and Resources Committee, as appropriate, as per Regulation 4.1.

#### **8.5 Income Generation**

- 8.5.1** Where a contract is to be entered into by the Council for income generation purposes and there will be no expenditure by the Council outwith approved budgets, the Head of Commercial and Procurement, following consultation with the Convener of the Strategic Commissioning Committee or City Growth and Resources Committee, as appropriate, shall approve the decision to enter into the contract and the Terms and Conditions of Contract to be utilised and there shall be no requirement for Committee approval.

#### **8.6 Inside Information**

- 8.6.1** The Council has issued Bonds on the London Stock Exchange and must comply with the Market Abuse Regulations which control how Inside Information must be dealt with by the Council. The Council may from time to time be required to make Inside Information public as part of the procurement process and must do so through the London Stock Exchange.
- 8.6.2** All Delegated Procurers must ensure that they comply with the requirements of the Market Abuse Regulations in this regard and that they take advice as necessary from the Chief Officer – Finance, Chief Officer - Governance or the Head of Commercial and Procurement. Further information may be sought in the Council's Bond Governance Protocol.

#### **8.7 Procurement of Consultants**

- 8.7.1** The appointment of consultants or sub-contractors shall be done in accordance with Procurement Regulation 4.1.1.3. Such appointments may fall within the IR35 rules which may result in the Council being liable to pay income tax and national insurance contributions in respect of the engagement. The Council must not enter into contracts with any individual or company direct without the prior approval of the Head of Commercial and Procurement. Officers must follow these Procurement Regulations and must engage with the Commercial and Procurement Cluster prior to agreeing to contract with an individual or organisation.

**8.7.2** In appointing consultants Directors / Chief Officers must ensure that the terms of agreement are controlled and knowledge transfer to Council officers should be effected where beneficial.

**8.7.3** Any contract for consultancy services shall be subject to the approval of the Head of Commercial and Procurement. IR35 implications must be established prior to commencing the procurement process. Amongst other things the contract shall specify:

- the precise scope of the commission;
- cost limits and controls;
- lines and levels of reporting, responsibility and authority;
- insurance cover (which must be verified by Council officers);
- the method of determining completion of work and payment thereof;
- standard Aberdeen City Council terms of payment; and
- the ownership of intellectual property rights relating to any material or computer software developed during the consultancy.

It shall be the responsibility of the relevant Director to ensure that any consultancy contract complies with the Procurement Regulations and the Financial Regulations.

## **8.8 ALEOs**

**8.8.1** Notwithstanding the regulations relating to Concession Contracts contained within these Procurement Regulations, no agreements setting out the terms and conditions of annual funding shall be entered into with an ALEO unless previously approved by the Strategic Commissioning Committee.

## **9. Tender Issue and Receipt**

**9.1** The Delegated Procurer shall issue invitations to quote/tender and contract documents for all contracts in compliance with these Procurement Regulations and the Procurement Manual.

### **9.2 Terms and Conditions of Contract**

**9.2.1** Except where specialist Terms and Conditions are required, the Delegated Procurer shall use the standard Terms and Conditions of Contract in use by the Council, or those within a relevant framework agreement. Any specialist Terms and Conditions

must be approved in writing by the Head of Commercial and Procurement. Terms and Conditions of Contract are detailed within the Procurement Manual.

**9.2.2** On no occasion will the Council contract under Terms and Conditions supplied by any tenderer/contractor unless these have been reviewed and agreed by the Head of Commercial and Procurement.

### **9.3 Advertisement**

**9.3.1** Unless agreed otherwise in writing by the Head of Commercial and Procurement, any tender which requires to be advertised in accordance with these Procurement Regulations shall be advertised via the Public Contracts Scotland website

[www.publiccontractsscotland.gov.uk](http://www.publiccontractsscotland.gov.uk), notwithstanding any other form of advertisement or notice required by law or otherwise..

#### 9.4 Issue of Tenders

**9.4.1** Electronic Tendering (e-tendering) processes will be utilised for all tender exercises where this is practically possible. Contracts shall be advertised, contract documents issued, information exchanged, tenders submitted, received and opened via electronic means. Detailed information is available within the Procurement Manual.

**9.4.2** Where in exceptional circumstances, Electronic Tendering is not utilised all procedures shall reflect as closely as possible those where Electronic Tendering is utilised. Tender issue, submission and opening shall, in these circumstances, be undertaken as per the Procurement Manual.

#### 9.5 Receipts of Tenders

**9.5.1** Tenders will be received and opened electronically via the electronic tendering system utilised by the Council. Where, in exceptional circumstances, Electronic Tendering is not utilised, tender receipt and submission shall be undertaken as per the Procurement Manual.

## 10. Tender Evaluation

**10.1** Tenders shall be evaluated by a group of nominated individuals in accordance with the Procurement Manual.

**10.2** Tenders shall be evaluated in accordance with the quotation or tender award criteria, and on the basis of establishing which offer is the most economically advantageous and provides best value to the Council.

**10.3** Tenders shall be evaluated strictly in accordance with the evaluation criteria set out in the tender documents. No tender shall be accepted based on evaluation of criteria not set out in the tender documents

**10.4** A written record shall be maintained outlining the evaluation process, recording the process followed, the criteria applied, and detailing the reasons for the decision. This record shall be retained as per the Council's Corporate Retention & Disposal Schedule and is further detailed within the Procurement Manual.

## 11. Supplier Selection and Tender Acceptance

**11.1** As soon as reasonably practicable after a decision has been made to eliminate a supplier or tender at any stage of a procurement procedure the Council must notify those tenders and candidates concerned of their elimination by notice in writing.

**11.2** As soon as possible after a decision has been made to award any contract following a procurement process where Contract Value is above the relevant Higher Value Threshold the Council shall, by notice in writing, inform all candidates and economic operators concerned of the Council's decision to award the contract.

**11.3** Tender acceptance letters and debrief letters shall be prepared by the Delegated Procurer and approved by the relevant Category Manager within Commercial and Procurement. Debriefs shall be undertaken in accordance with relevant legislation.

**11.4** An Award Report must be completed in accordance with the Procurement Manual

## **12. Award of Contract**

**12.1** At the conclusion of the tender procedure and (if applicable) after the expiry of any Standstill Period the final contract shall be entered into between the Council and the successful tenderer. Officers awarding contracts on behalf of the Council must be aware of the requirements in relation to disclosure of Inside Information as detailed in Procurement Regulation 8.6.

**12.2** Contracts shall be entered into and executed as follows:

**12.2.1 Contracts with a Contract Value equal to or exceeding the relevant Higher Value Threshold**, through the execution of a written contract executed in accordance with Scots law, unless otherwise agreed in accordance with Paragraph 9.2.1, signed on behalf of the Council by a Proper Officer and signed by the contractor by a duly authorised person.

**12.2.2 Contract Values of less than the relevant Higher Value Threshold**, unless the Head of Commercial and Procurement has directed a particular option in the case of a procurement, the Delegated Procurer shall determine whether the contract should be executed either:

- i. through the execution of a written contract executed in accordance with Scots law (unless otherwise agreed in accordance with Paragraph 9.2.1) and signed on behalf of the Council by a Proper Officer and signed by the contractor by a duly authorised person; or
- ii. by the issuing of an Award Letter by the Chief Officer of the Procuring Cluster, and the return of such letter signed by a duly authorised person on behalf of the tenderer signifying their acceptance of the appointment on the terms and conditions stated therein.

## **13. Contract Management**

**13.1** It is the responsibility of the Delegated Procurer to ensure that details of all contracts with a Contract Value equal to or greater than £10,000 (supplies/services or works) or £4.5m (concessions) are included within the Contracts Register and that copies of all concluded contracts are available to Commercial and Procurement as required.

**13.2** The Delegated Procurer shall ensure that the performance of the contract is monitored and reviewed in a way which is proportionate to the value, duration, subject matter and complexity of the contract, and in accordance with the Manual and any other guidelines on contract management issued by the Council from time to time.

**13.3** Officers managing contracts on behalf of the Council must be aware of the requirements in relation to disclosure of Inside Information as detailed in Procurement Regulation 8.6.

## **14. Records and Reporting**

**14.1** The Head of Commercial and Procurement shall maintain and publish a Contracts Register for the monitoring of all contracts and framework agreements developed or in use across the Council, which shall include, as a minimum, all information as required by relevant legislation. This information is detailed within the Procurement Manual.

- 14.2** Each Procuring Cluster shall ensure that the required information as detailed within the Procurement Manual is communicated to Commercial and Procurement in order to maintain the Contracts Register.
- 14.3** The Head of Commercial and Procurement shall produce and publish a Corporate Procurement Plan, which shall be reviewed on an annual basis. The Corporate Procurement Plan shall include, as a minimum, all information as required by relevant legislation.
- 14.4** The Head of Commercial and Procurement shall produce and publish an Annual Procurement Plan as soon as practicable after the end of each financial year. The Annual Procurement Plan shall include, as a minimum, all information as required by relevant legislation.
- 14.5** Delegated Procurers shall comply with all reporting procedures put in place by the Head of Commercial and Procurement.
- 14.6** The Chief Operating Officer, the Directors of Resources, Commissioning and Customer Services, the Chief Officer – Governance, the Chief Officer – Strategic Place Planning, the Chief Officer – City Growth and the Chief Officer of the IJB shall: -

- 14.6.1** submit to the Head of Commercial and Procurement, a workplan for their Function/Cluster prior to the commencement of each financial year (conforming to a template approved by the Head of Commercial and Procurement) detailing all contracts to be procured in the coming year with a Contract Value of £50,000 or more (supplies/services) or £250,000 or more (works) or £4.5m or more (concession); and
- 14.6.2** update the Head of Commercial and Procurement from time to time in the event of any new procurements being added to the workplan; and
- 14.6.3** submit business cases for their Function/Cluster as and when required (conforming to a template approved by the Head of Commercial and Procurement) to the Head of Commercial and Procurement for each contract to be procured with a Contract Value of £50,000 or more (supplies/services) or £4.5m or more (concessions), or to Chief Officer – Capital for each contract to be procured with a Contract Value of £250,000 or more (works) . The Head of Commercial and Procurement or the Chief Officer – Capital (as appropriate) shall ensure that required business cases are brought to the appropriate Committee prior to any tender process commencing in so far as required to do so by these procurement regulations.
- 14.7** The Head of Commercial and Procurement shall ensure that reports on matters specified in the Corporate Procurement Plan, and otherwise as required by the Procurement Regulations, are brought to the Strategic Commissioning Committee. or City Growth and Resources Committee, as appropriate.

## **15. Contracts for Care and Support Services**

- 15.1** Except as otherwise stated in this section, these Procurement Regulations shall apply to Care and Support Services. For the purposes of this section of the Procurement Regulations, Contracts for Care and Support Services shall mean contracts for the provision of services under the Social Work (Scotland) Act 1968; the Children (Scotland) Act 1995; the Mental Health (Care and Treatment) (Scotland) Act 2003 or any other function of the Council covered by the definition of a care service in the Regulation of Care (Scotland) Act 2001, including housing support services and any other relevant legislation, and included in Schedule 3 of the Public Contracts (Scotland) Regulations 2015.

Aberdeen City Council | Procurement Regulations

- 15.2** The degree and method of competition required approving expenditure will depend on the total estimated expenditure for the contract as follows: -

Estimated Contract Value / Threshold	Degree of Competition Required
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i. Up to £50,000	Written quotations must be obtained to demonstrate best value to the Council in accordance with the Procurement Manual.
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ii. £50,000 up to the Light Touch Regime (“LTR”) Threshold (from 1st January 2020 <sup>2</sup> (inc VAT) set at £663,540 but subject to change every second 1st of January)	Direct awards may be made subject to appropriate approval in accordance with Procurement Regulation <del>15.3</del> 15.4, otherwise a competitive tendering process shall be undertaken in accordance with procurement legislation.
iii. LTR Threshold and above	Must be advertised in Find a Tender Service and the light touch provisions in The Public Contracts (Scotland) Regulations 2015 apply.
iv. Contract Value over £4.5m (concessions only)	Prior Information Notice must be published in Find a Tender Service. A contract Notice is not required. Concession contract award notices must be published in Find a Tender Service, but may be grouped and published quarterly containing the information set out in s49 of the Concession Contracts (Scotland) Regulations 2016

### **15.3 Extensions and Variations**

**15.3.1 Committee Approval in place** - There shall be no requirement to report to or seek approval from, Committee or IJB as appropriate, to extend a contract where the option to extend was included in the original Committee approval. The authority to exercise an option to extend in these circumstances shall be delegated to the relevant Chief Officer unless the combined Contract Value exceeds the amount approved by Committee and the additional cost exceeds the amount specified in 4.1.2.2(ii), in which case the relevant Committee or IJB as appropriate, shall have the authority to agree the extension or variation following presentation of a Business Case by the Delegated Procurer.

**15.3.2 No Committee Approval in place** and the combined Contract Value of the existing Contract and the extension or variation is less than £50,000 (supplies/ services) or £4.5m (concessions) then the relevant Chief Officer shall have authority to agree the extension or variation following receipt of a Business Case from the Delegated Procurer.

**15.3.3 No Committee Approval in place** and the combined Contract Value of the existing Contract and the extension or variation is equal to or exceeds £50,000 (supplies/services) or £4.5m (concessions) then the relevant Committee or IJB as appropriate, shall have authority to agree the extension or variation following presentation of a Business Case by the Delegated Procurer.

**15.3.4 No Contract extension or variation of the scope of a Contract can be presented to Committee or the IJB as appropriate, in terms of this regulation 15.3 unless the Head of Commercial and Procurement Services has previously approved a Business Case.**

### **15.4 ~~15.3~~ Justification of Direct Awards**

Justification for making a direct award in relation to Threshold (ii), including call off contracts directly awarded from Framework Agreements, may include the following: -

- a. Where the relevant Chief Officer is satisfied that the requirement of the contract is unique or, after research, only one suitable source of supply can be identified;
- b. When, for reasons of extreme urgency or risk to life or health and wellbeing, the other procurement procedures cannot be complied with;
- c. Where, for example, in the case of certain residential or supported living services, there are only limited places available for a specific type of care and/or support and those places only become available occasionally and/or at short notice;
- d. Where the Council is instructed by a Children's Hearing or Educational Tribunal to place a child in a particular setting;
- e. Where the individual has a right to choose and direct their own accommodation and/or support;
- f. Where the Relevant Chief Officer is satisfied that the risk to service user(s) outweighs the benefits of advertising the requirement and awarding the contract or framework following competition; or



- g. In exceptional circumstances, a direct award may be made in relation to Threshold (iii), for example in relation to residential care homes, where the provider owns the property and delivers the service and we have no ability to retender to change the provider. In accordance with the Scottish Government's Best Practice Guidance: A public body should decide, on a case-by-case basis, whether or not to advertise the requirement and award a contract or framework agreement by competition. A number of factors should be taken into account, including application of the procurement legislation, procurement policy and risk of legal challenge; application of local financial regulations and standing orders; and benefits and risks to people who use services and service delivery.

## **15.45 Authority to Incur Expenditure in relation to Direct Awards**

### **15.45.1 Contracts that do not facilitate Individual placements**

Where the contract is for a service that does not facilitate individual placements a business case must be approved as follows: -

**15.45.1.1.** In relation to Threshold (i) – Approval by the relevant Chief Officer;

**15.45.1.2.** In relation to Concession Contracts below threshold (iv), the submission of a business case by the relevant Chief Officer to Head of Commercial and Procurement, who shall consult with the convener of the Strategic Commissioning Committee or the Chair of the IJB as appropriate

**15.45.1.3.** In relation to Threshold (ii) - £50,000 up to the LTR Threshold and Threshold (iii) and (iv): - The submission of a business case by the relevant Chief Officer to the IJB or, if applicable, the

Strategic Commissioning Committee in advance of the contract being awarded

### **15.45.2 Contracts for individual placements**

Where the contract is for an individual placement, for any value, including call-off contracts from framework agreements, authorisation will be obtained in accordance with social work / care management procedures (for example, resource allocation or placing panel). Expenditure shall be approved by the chair of the placing panel where the amount is equal to or less than the amount of their "delegated financial limit" as set by Chief Officer – Finance, and otherwise shall be approved by the relevant Chief Officer. Prior to call off from any external framework agreement, an Adoption Report must be completed in accordance with the Procurement Manual.

## **15.56 Authority to Carry Out Procurements**

The Social Care Commissioning, Procurement and Contracts team are Delegated Procurers for Health and Social Care Services, designated as such by the Head of Commercial and Procurement.



# Member - Officer Relations Protocol

Sharing Values and a Common Purpose

Approved by Council 28 February 2022

~~3 March 2021~~



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**Commented [MO1]:** The formatting of the Contents page has been compromised due to converting the PDF to Word for editing purposes. This will not be an issue when the new version is approved and updated in the corporate style for wider use and publication. Any other minor formatting issues in the document (e.g. alignment of text etc.) can also be attributed to this.

**Version** 54.0  
**Effective From** 1 April 2022~~1~~  
**To be Reviewed** March 2023~~2~~  
**Application of Policy** Council-wide  
**Policy Author** Stephanie Dunsmuir, Committee Services Officer

## 1. Good governance and a common purpose

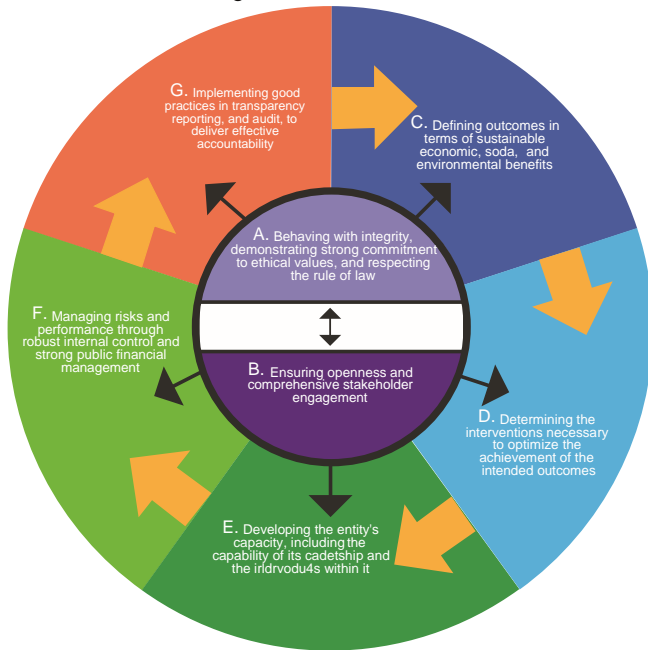
- 1.1 The Council's operating model requires a significant programme of change which is transforming the way in which services are designed and accessed by our customers. The delivery of this ambitious programme is the shared responsibility of elected members and council officers at all levels of the organisation.
- 1.2 In achieving our ambitions for the City of Aberdeen and its residents, it is important to be clear about:
- the respective roles and responsibilities of elected members and council officers, and
  - how the relationship between them can operate effectively to accomplish shared goals, in the public interest

The operating model also needs to be supported by the right structure and a leadership, cultural and behavioural framework has been developed to provide this.

- 1.3 This protocol results from an aspiration to adopt a proactive and positive approach to member-officer relations. This will have clear benefits for the organisation as well as the individuals within it. It responds to the Audit Scotland recommendation in their 2010 report, "Roles and Working Relationships: Are You Getting it Right?", so that Aberdeen City Council has a protocol which complements the Councillors' Code of Conduct. It also responds to Audit Scotland's 2015 audit of Best Value and Community Planning which stated that the Council should sustain improved working relationships, and consider introducing further protocols and guidance for member-to-member and member-to-officer working. The Accounts Commission follow-up report "How Councils Work – Are You Still Getting it Right?" (Nov 2016) again reinforces the benefits for all Councils, particularly in light of increasing coalition arrangements, of protocols to clarify roles and responsibilities, including member-officer engagement.
- 1.4 The CIPFA\* Framework of good governance underpins the Council's own governance structure, and all the key documents within that, including this protocol on member-officer relations. A theme which will be returned to throughout this document, as the requirements on both members and officers are explained, will be that of a common purpose. This is set out by CIPFA in the Delivering Good Governance in Local Government Framework 2016:
- "It is crucial that the Framework is applied in a way that demonstrates the spirit and ethos of good governance which cannot be achieved by rules and procedures alone. Shared values that are integrated into the culture of an organisation, and are reflected in behaviour and policy, are hallmarks of good governance."
- 1.5 This emphasises that the achievement of the Council's intended outcomes can only be truly accomplished when members and officers operate from a shared set of values and consistently demonstrate these through a shared set of principles.

\* The Chartered Institute of Public Finance and Accountancy

### Achieving the Intended Outcomes While Acting In the Public Interest at all Times



- 1.6 Local government can be a challenging environment. Financial and political pressures, albeit short-term and cyclical, can take their toll on member-officer relationships. CIPFA acknowledge the potential for this to interfere with the achievement of the Council's intended outcomes and urge authorities to act transparently and without conflict when this is the case. This can be achieved by agreeing a clear vision, which is performance measured, risk managed and based on a longer term view.
- 1.7 Good governance is also key to the Council's "triple aim" which consists of delivering a clear vision, modernising and transforming how we do business and clarity around the standards of behaviour expected of officers. These Guiding Principles form the basis against which employees' annual performance is measured and stress the requirement for open, honest communication, a focus on customers, high standards of professionalism and respect for people, property and processes.
- 1.8 Both members and officers work together to improve the experience for the customer, our use of resources, and the experience of all staff, and this is consistent with CIPFA's Framework for good governance.
- 1.9 This protocol is a tool for members and officers to achieve positive and constructive relations with each other in working towards our common purpose - our shared objectives for the people and place of Aberdeen.

## **2. Implementing the protocol**

- 2.1 The protocol is underpinned at all times by the standards of good governance against which the Council measures itself annually. The protocol complements existing requirements under the Councillors' Code of Conduct for elected members, and the Employee Code of Conduct, the organisational Guiding Principles and Council policies and guidance for employees. It includes some current unwritten practices and provides additional clarity on roles and how they interact.
- 2.2 Observing the protocol is an individual responsibility for each officer and member. Group Leaders will support their members in observing the protocol. Similarly, Chief Officers will support staff to do likewise. The protocol does not cover every eventuality and members and officers who are unsure about its application should seek advice from Chief Officers.
- 2.3 Where a member or officer has a concern relating to observation of the protocol, they may raise this with the relevant Group Leader, if they are a member of a group, or a Chief Officer in their service, if they are an employee in the first instance. He or she will determine any next steps to be taken. These should be in the interests of resolving the matter raised at the earliest opportunity, and could include an informal discussion, identifying training requirements for an officer or member, or mediation between the individuals concerned. Any remedy would primarily seek to restore and maintain positive working relationships between members and officers.
- 2.4 Members will be made aware of the protocol through Member induction and employees through their own employee induction. Copies of the protocol will also be available on the Zone and the Council's website.
- 2.5 Once approved, the protocol will be reviewed annually by the Chief Officer - Governance. This will ensure that the protocol remains effective. Any proposal to amend the protocol will be subject to consultation with members.

## **3. Member and officer roles and responsibilities**

- 3.1 Members set and approve policy on behalf of the city and officers draft and implement policy. The Chief Executive leads in implementing strategy and managing the delivery of services set by members.
- 3.2 Members monitor the implementation of policy and scrutinise service delivery through robust performance management systems which allow them to hold officers to account. The importance of the role of members is emphasised by CIPFA, whose Delivering Good Governance in Local Government Framework 2016, reinforces the need for a culture and structure for scrutiny and a positive working culture which accepts, promotes and encourages constructive challenge.
- 3.3 The Council's approved Guiding Principles are:
  - We care about our purpose, our city and our people
  - We take pride in what we do and work to make things better
  - One team, one Council, one city

- We trust each other and take responsibility
- We value each other and recognise a job well done

These principles provide a guide to maintaining positive and constructive relations between officers and equally can be applied to relations between members and officers. Members and Chief Officers will lead by example by demonstrating these principles in how they relate to one another.

## 4. Respect

As members and officers we will behave in a way that demonstrates respect for people, property and processes, and which demonstrates due regard for our respective roles.

### 4.1 Respect for one another

4.1.1 As members and officers:

- A. We will always behave in a way which is consistent with our Guiding Principles and will treat each other, our colleagues, members of the public, constituents and representatives of partner organisations with respect whether by words, actions or inference and treat them with courtesy at all times. As members, we acknowledge that it is unacceptable to comment on the conduct or capabilities of officers in public. We will avoid personal attacks, refrain from using disrespectful or offensive language and avoid undermining respect for officers. As officers, we acknowledge that the same approach is required in our interactions with members and that members can advocate on behalf of their constituents.
- B. We will ensure that any feedback given is in the spirit of continuous improvement and based on fact.
- C. We will be conscious that the Council is an equal opportunity employer and that members and officers are each bound collectively by a legislative framework.

4.1.2 As members:

- A. We will acknowledge the impartiality of officers and will not exert any pressure on them in respect of report recommendations or in respect of their decision-making under delegated authority. We accept that if we wish to see officers' recommendations in a final report changed we will do so through motions or amendments at the appropriate meeting and will not approach senior officers or authors directly.
- B. We recognise our role in holding officers to account and will adopt appropriate questioning techniques which allow for impartial and professional responses, avoiding leading and politically loaded questions.
- C. We note that any suggestion by members of a lack of officer impartiality or capability will be responded to under the terms of paragraphs 2.2 and 2.3 above.

[D. Where we require to request a service on behalf of a constituent, then we will do so through the appropriate channel \(Online services | Aberdeen City Council\)](#)



where possible, or telephone. If the request is urgent (including out of hours) we will use the contact details on the website (Contact us | Aberdeen City Council)

~~D.E.~~ Where we require information from a service for case work, we will request that information through the members' enquiries portal, to allow performance tracking. This will also ensure that a consistent service is delivered for all members in line with the agreed corporate procedures and that data protection requirements are always met. If individual members consistently bypass the corporate approach, this will be raised with the appropriate Group Leader

~~E.~~ Where we require to request a service on behalf of a constituent, then we will do so through the appropriate channel e.g. online (<https://www.aberdeencity.gov.uk/services/have-your-say/online-services>) where possible, or telephone.

4.1.3 As officers:

- A. We will not let our personal views which we hold as citizens or officers affect our judgement.
- B. We will ensure that our relationships with members are not overly familiar in order to protect our impartiality.
- C. We will ensure that all groups and members are treated equally and have equal access to advice and assistance, taking into account exceptions as outlined in 5.4.2.

## 4.2 Respect for property

4.2.1 As members, we will not use Council facilities or equipment for political or campaigning purposes and will comply with the guidance issued on behalf of the Returning Officer during pre-election periods.

## 4.3 Respect at meetings

4.3.1 As members and officers:

- A. We will treat everyone present with respect and courtesy at all meetings.
- B. We will respect and comply with the authority of the chairperson.
- C. We will keep our mobile phones on silent during meetings to avoid unnecessary disruption.
- D. When addressing members, trade union advisers, officers, deputations or representatives of external partners at meetings, we will use the appropriate title and will not address them by their first name.

4.3.2 As officers we will ensure we are inclusive in our approach inviting all local members to attend when we arrange meetings in a ward, or meetings about a ward issue, and informing all members of any ministerial or Royal visit or visit by other dignitaries and VIPs. We will endeavour to avoid clashes with committee meetings and to ensure that, as far as is reasonable, all those to be invited are available.

This does not apply to specific meetings we arrange with members at their or our request.

## **5. Professionalism**

As members and officers we will undertake to maintain the standards expected by the organisation at all times, remembering that we are representing the Council and the city.

### **5.1 Maintaining standards**

5.1.1 As members and officers we will uphold the principles of our respective Codes of Conduct and the behaviours outlined in this protocol in all our dealings on behalf of the Council and the city.

5.1.2 As members:

- A. We will ensure that we are aware of the different duties, obligations, potential conflicts of interest and liabilities arising (which may include personal financial liability) when appointed to the board of an Arm's Length External Organisation (ALEO), a trust or an outside body and will seek advice from officers of that body or the Monitoring Officer, as appropriate, if we are in any doubt.
- B. We will not ask officers to undertake work designed to affect support for a political party or campaign.

5.1.3 As officers:

- A. We will ensure we are aware of and understand our responsibilities if we hold a politically restricted post.
- B. We will not undertake work on behalf of a member which may be designed to affect support for a political party or campaign. Where there is any doubt, we will seek advice from a senior officer in our service.

### **5.2 Maintaining skills and knowledge**

5.2.1 As members and officers we recognise the importance of continuous professional development to members and officers understanding each other's priorities and therefore to maintaining constructive relationships; as such:

- A. We will attend induction training to ensure we understand what is expected of us and what we can expect. This is supported by CIPFA which encourages local authorities to develop officer and member capability, by ensuring appropriate induction, continuing development both personal and professional, and support and shared learning. CIPFA also highlights the merits of constructive feedback and peer review for members and officers, ensuring that training and development needs are targeted at gaps and weaknesses.
- B. We will be aware of, and complete appropriate training on, the terms of the Council's governance documents, certain Council policies which embed legislative requirements (including on matters such as corporate parenting, data protection and Protection of Vulnerable Groups (PVG) checks) and of our

responsibilities under relevant legislation covering areas such as data protection, freedom of information and bribery.

5.2.2 As members we accept that we have an obligation to our citizens to keep our skills and knowledge up to date and will participate in training arranged for us and keep our personal development plans updated, as provided for in the Member Development Framework.

5.2.3 As Group Leaders we will encourage our members to undertake appropriate training and development in line with the Member Development Framework.

5.2.4 As officers we will undertake to keep our skills and knowledge up to date whether for professional regulation purposes or in keeping with the requirements of the Council as our employer.

### 5.3 Elections

5.3.1 As members and officers:

- A. We will respect that additional restrictions apply on political activity during any pre-election period.
- B. We will comply with any advice issued on behalf of the Returning Officer.

### 5.4 Maintaining fairness and transparency

5.4.1 As officers:

- A. We will remember that our duty is to the Council as a whole and, as such, will provide support to all members and groups equally, respecting the confidentiality of any information which we are party to, and providing all advice impartially and professionally.
- B. When invited to address group meetings we will recognise that some present may not be Council members, so we cannot provide any information on confidential matters, and will seek advice from Chief Officers if we have any doubts about meetings which we are asked to attend.
- C. In seeking to assist members, we will always be aware of the limitations of any delegated authority we may be able to exercise and of any advice we may be able to provide.

5.4.2 As members:

- A. We recognise that there are times when we will want to invite officers to attend our group meetings to increase our awareness of issues relating to matters of Council business and we will not use any confidential information received for personal or party political advantage or in such a way as to discredit the Council
- B. We recognise that group meetings, group pre-meetings, coalition meetings, formal and informal briefings, development sessions and similar meetings are not part of the Council decision making process and any conclusions or determinations are not binding on the Council. We recognise that consideration of

any matter at these meetings does not replace the obligation on each individual member to come to a decision at the appropriate Council, committee or sub-committee meeting when we will have all information before us.

- C. We recognise that there are times when Administration leaders, Group Leaders or senior councillors may be given advance information which is necessary so that they can give officers guidance on strategic direction or so that they can understand the background to particular recommendations or proposals.
- D. We acknowledge that Chief Officers have the right to submit and withdraw certain reports as dictated by their professional judgement and that officers retain final responsibility for the content of reports.

## 5.5 Employment matters

### 5.5.1 As members:

- A. We recognise that we must not solicit a job within the Council for anyone or canvas support for any applicant for a job.
- B. We understand that we must not become involved in the pay and conditions of individual officers except when we sit on a committee dealing with such issues.

5.5.2 As officers we will not approach any member about our individual employment or terms and conditions or about the recruitment of anyone else.

## **6. Communication**

As members and officers we will communicate in a way which is timely, clear, open, honest and constructive, respecting the confidentiality of information we are party to.

### **6.1 Handling information responsibly**

- 6.1.1 As members and officers we recognise that information is one of our most valuable resources and as such it is incumbent on us to treat it responsibly. In all our dealings with information we will act in accordance with data protection legislation, Council policies, the Councillors' Code of Conduct and in the knowledge that requests for information can be made by anyone under data protection and freedom of information legislation.
- 6.1.2 As members we will ensure that, when we are provided with information by officers which is private or confidential, or of a personal nature, we treat it as confidential, only using it for the purpose for which it was provided and undertaking not to share it externally to the Council nor to use it for personal or party political advantage or in such a way as to discredit the Council.
- 6.1.3 As officers:
- A. We will ensure that, when we provide information to members which is private, confidential, or of a personal nature, they are advised that it is confidential.
  - B. We will not share correspondence with one member with any other without the former's express consent nor will we share information about a constituent with any member without the constituent's express consent.
  - C. We will take steps to ensure that as many committee reports as possible can be considered in the public domain – and that, where possible, exempt or confidential information is included in an exempt or confidential appendix.
  - D. We will endeavour to include any member who may not belong to any group or alliance when corresponding with political groups.
  - E. We will remember that members have both statutory and common law rights to access documents relating to local authority proceedings, whether or not they are members of the committee or sub-committee in question. In this respect statutory rights include reports submitted to committees and sub-committees and background papers, with the exception of documents which disclose exempt information falling within paragraphs 1 to 5, 7, 9, 11, 12 and 14 of Part I of Schedule 7A of the Local Government Act (Scotland) 1973. In the main, this is information relating to:-
    - i. members
    - ii. officers or former officers
    - iii. potential occupiers, occupiers or former occupiers of Council property
    - iv. applicants for or recipients, or former recipients, of financial assistance and Council services

- v. the care of children
  - vi. the supervision and care of certain individuals
  - vii. terms to be negotiated for contracts
  - viii. information relating to consultations or negotiations in connect with labour relations
  - ix. instructions and advice from Counsel or certain advice in respect of legal proceedings or the resolution of a legal matter
  - x. any action taken or to be taken in connection with prevention, investigation or prosecution of crime.
- 6.1.4 Common law rights are wider than those provided for by statute and give members access to some reports or background material including exempt reports. This right is based on a need to know, or information which is necessary to enable the Councillor to perform his or her duties. The principle is commonly referred to as the “need to know” principle. It does not include information which cannot be disclosed by virtue of the Data Protection Act or information relating to the internal operations of a political party to which the member requesting the information does not belong. In the event of any disagreement on whether or not a member should have access to a report, the matter should be referred to the Monitoring Officer.
- 6.1.5 As Directors we acknowledge and understand the importance of our relationships with conveners and will ensure that conveners are kept fully informed, as appropriate, of all developments relating to their committees.

## **7. Customer Focus**

As members and officers we understand that customer focus is part of the duties of every member and officer and we will work together to improve the services which the Council delivers.

### **7.1 Members as private individuals**

- 7.1.1 Officers will occasionally need to contact members as private individuals. Where such contact is other than routine, officers should (i) advise the appropriate Chief Officer, who should seek the advice of the Monitoring Officer, and (ii) advise members clearly if they are being contacted as a private individual. Members so contacted should seek the advice of the Monitoring Officer.
- 7.1.2 The Monitoring Officer will then consider if any further steps require to be taken to ensure the integrity of the Council’s decision making processes.
- 7.1.3 Officers should mark any non routine correspondence to members as private individuals as private and confidential.
- 7.1.4 Where a member does not respond to correspondence within such a timescale as may have been specified, the matter shall be escalated to the appropriate Chief Officer.

- 7.1.5 Where an officer is required to meet a member in a private capacity, the location of any meeting shall be agreed by the appropriate Chief Officer. This can be in the member's office in the Town House.

## **8. Further Reference**

The following documents provide additional guidance on this protocol:-

- [Councillors' Code of Conduct](#)
- [Guidance on the Councillors' Code of Conduct](#)
- All Standards Commission Advice Notes for Councillors
- Employee Code of Conduct
- [Communications Policy](#)
- Powers Delegated to Officers
- Scheme of Delegation
- [Financial Regulations](#)
- Procurement Regulations
- Terms of Reference
- Follow Me - A Guide To Social Media For Elected Members In Scotland
- Social Media Guidance for Employees
- Guiding Principles
- CIPFA/IFAC Framework
- CIPFA/SOLACE Guidance

DSE0053MORP/BR/23/03/2021





## Aberdeen City Council – Local Code of Corporate Governance

CIPFA (the Chartered Institute of Public Finance and Accountancy) and SOLACE (the Society of Local Authority Chief Executives) framework “Delivering Good Governance in Local Government” was published in April 2016, establishing the principles which should underpin good governance and reminding local authorities that they should test their governance structures and partnerships against those principles. Aberdeen City Council achieved CIPFA’s Mark of Excellence in Governance in 2020 and continues to make improvements in order to demonstrate advanced governance arrangements and retain this accreditation in the longer term.

This Local Code of Corporate Governance sets out our commitment to the principles of good governance by citing the primary controls and sources of assurance which demonstrate the effectiveness of our systems of internal control. Through the Annual Governance Statement, we will provide annual assurance to the Audit, Risk and Scrutiny Committee that we are regularly monitoring and evaluating these controls to ensure they remain relevant and robust, and that we are managing our resources in a way which ensures delivery of our Operating Model. This is supported by the Council’s Behavioural Framework which ensures that our culture and organisational capabilities are aligned.

	<b>Governance Principles</b>	<b>Primary Sources of Assurance</b>
<b>Core Principle A</b>	Behaving with integrity, demonstrating strong commitment to ethical values, and representing the rule of law.	<ul style="list-style-type: none"> <li>• Member/ Officer Relations Protocol</li> <li>• Employee Code of Conduct</li> <li>• Behavioural Framework and Organisational Capabilities</li> <li>• Register of Interests</li> <li>• Register of Gifts and Hospitality</li> <li>• Scheme of Governance – Officer and Committee Delegations</li> <li>• Scheme of Governance - Standing Orders for Council, Committee and Sub Committee meetings</li> </ul>
<u>Sub-Principles</u>	<ul style="list-style-type: none"> <li>• Behaving with integrity</li> <li>• Demonstrating strong commitment to ethical values</li> <li>• Respecting the rule of law</li> </ul>	

	Governance Principles	Primary Sources of Assurance
		<ul style="list-style-type: none"> <li>• Consultation and Legislation Trackers</li> <li>• Annual reviews of Committees' effectiveness</li> <li>• Corporate Policy Framework and Strategy Framework</li> <li>• Statutory Officers and Statutory Appointments</li> <li>• Complaints Handling Procedure</li> <li>• Elected Member Induction and Development</li> <li>• Information Governance Annual Report</li> <li>• Bond Governance</li> </ul>
<p><b>Core Principle B</b></p> <p><u>Sub-Principles</u></p>	<p>Ensuring openness and comprehensive stakeholder engagement</p> <ul style="list-style-type: none"> <li>• Openness</li> <li>• Engaging comprehensively with institutional stakeholders</li> </ul>	<ul style="list-style-type: none"> <li>• Council Delivery Plan</li> <li>• Local Outcome Improvement Plan</li> <li>• Locality Empowerment Groups</li> <li>• Community Planning Aberdeen Engagement, Participation and Empowerment Strategy</li> <li>• Community Council Liaison and Support</li> <li>• Webcasting of Council and Committee meetings</li> <li>• Trade Union Engagement including Staff Governance Committee</li> <li>• ALEO Strategic Partnership</li> <li>• Leadership Forum</li> <li>• Integrated Impact Assessments</li> </ul>

	Governance Principles	Primary Sources of Assurance
		<ul style="list-style-type: none"> <li>• Parental Involvement and Engagement Plan</li> <li>• City-wide Pupil Forum</li> <li>• ACC Citizen Space Consultation Hub</li> </ul>
<p><b>Core Principle C</b></p> <p><u>Sub-Principles</u></p>	<p>Defining outcomes in terms of sustainable economic, social and environmental benefits</p> <ul style="list-style-type: none"> <li>• Defining outcomes</li> <li>• Sustainable economic, social and environmental benefits</li> </ul>	<ul style="list-style-type: none"> <li>• Council Delivery Plan</li> <li>• Performance Management Framework</li> <li>• Annual Procurement Performance Report</li> <li>• Scotland Excel Annual Report</li> <li>• Local Outcome Improvement Plan and Improvement Groups</li> <li>• Commissioning Intentions and Annual Budget Setting</li> <li>• ALEO Annual Reports</li> <li>• Economic Policy Panel</li> </ul>
<p><b>Core Principle D</b></p> <p><u>Sub-Principles</u></p>	<p>Determining the interventions necessary to optimise the achievement of intended outcomes</p> <ul style="list-style-type: none"> <li>• Determining interventions</li> <li>• Planning interventions</li> <li>• Optimising achievement of intended outcomes</li> </ul>	<ul style="list-style-type: none"> <li>• Effective and embedded risk management system</li> <li>• Effective and embedded budget monitoring and financial planning</li> <li>• Annual reviews of Committees' effectiveness</li> <li>• Performance Management Framework</li> <li>• Local Resilience Partnership</li> <li>• Business Continuity Planning and Testing</li> <li>• Local Outcome Improvement Plan and Improvement Groups</li> <li>• Population Needs Assessment</li> </ul>

	<b>Governance Principles</b>	<b>Primary Sources of Assurance</b>
<b>Core Principle E</b>  <u>Sub-Principles</u>	Developing the entity's capacity, including the capability of its leadership and the individuals within it <ul style="list-style-type: none"> <li>• Developing the entity's capacity</li> <li>• Developing the capability of the entity's leadership and other individuals</li> </ul>	<ul style="list-style-type: none"> <li>• Behavioural Framework and Organisational Capabilities</li> <li>• Scheme of Governance – Officer and Committee Delegations</li> <li>• Corporate Policies Framework</li> <li>• Leadership Forum</li> <li>• Member/Officer Relations Protocol</li> <li>• Future of Work Action Groups</li> </ul>
<b>Core Principle F</b>  <u>Sub-Principles</u>	Managing risk and performance through robust internal control and strong public financial management <ul style="list-style-type: none"> <li>• Managing risk</li> <li>• Managing performance</li> <li>• Managing data</li> <li>• Strong public financial management</li> </ul>	<ul style="list-style-type: none"> <li>• Medium Term Financial Strategy</li> <li>• Financial Regulations</li> <li>• Following the Public Pound Guidance</li> <li>• Performance Management Framework</li> <li>• Effective and embedded budget monitoring and financial management</li> <li>• Risk Registers and Assurance Maps</li> <li>• Risk Appetite Statement</li> <li>• Risk Management Policy and Guidance</li> <li>• Bond Governance and Annual Credit Rating Assessment</li> <li>• Internal Audit Plan and Inspections Planner</li> <li>• External Audit Strategy</li> <li>• Horizon Scanning</li> <li>• Counter Fraud Training</li> </ul>

	Governance Principles	Primary Sources of Assurance
		<ul style="list-style-type: none"> <li>• Scheme of Governance – Officer and Committee Delegations</li> <li>• Procurement Regulations, Training and Development</li> <li>• Annual review of Audit, Risk and Scrutiny Committee effectiveness</li> <li>• Business Continuity Plans for Critical Function</li> <li>• Assurance 365 Data</li> </ul>
<p><b>Core Principle G</b></p> <p><u>Sub-Principles</u></p>	<p>Implementing good practices in transparency, reporting, and audit to deliver effective accountability</p> <ul style="list-style-type: none"> <li>• Implementing good practice in transparency</li> <li>• Implementing good practices in reporting</li> <li>• Assurance and effective accountability</li> </ul>	<ul style="list-style-type: none"> <li>• Local Government Benchmarking Framework</li> <li>• Complaints Handling Procedure</li> <li>• Annual Procurement Performance Report</li> <li>• Register of Interests</li> <li>• Register of Gifts and Hospitality</li> <li>• Project Management Protocols</li> <li>• Committee Reporting Framework</li> <li>• Financial Reporting – Annual Financial Statements and Accounts, Annual Budget</li> <li>• Medium and Long Term financial plans and quarterly reporting to Committees</li> <li>• Internal Audit Plan, Charter, Reporting</li> <li>• External Audit Strategy</li> </ul>

**Version:** 2.0  
**Effective From:** 1<sup>st</sup> April 2022  
**To be Reviewed:** April 2027  
**Application of Policy:** Council-wide  
**Policy Author:** Fraser Bell, Chief Officer - Governance

## ABERDEEN CITY COUNCIL

<b>COMMITTEE</b>	Council
<b>DATE</b>	28 February 2022
<b>EXEMPT</b>	No
<b>CONFIDENTIAL</b>	No
<b>REPORT TITLE</b>	Standards Commission for Scotland – Written Decision – Councillor Alphonse
<b>REPORT NUMBER</b>	COM/22/050
<b>DIRECTOR</b>	Gale Beattie
<b>CHIEF OFFICER</b>	Fraser Bell
<b>REPORT AUTHOR</b>	Fraser Bell
<b>TERMS OF REFERENCE</b>	15

### 1. PURPOSE OF REPORT

- 1.1 The purpose of this report is to bring before Council the written decision made by the Standards Commission for Scotland following a hearing held on 13 December 2021.

### 2. RECOMMENDATIONS

That Council:

- 2.1 Considers the content of the written decision; and
- 2.2 Notes that the Standards Commission for Scotland held that there had been no breach of the Code of Conduct by Councillor Alphonse.

### 3. BACKGROUND

- 3.1 Appended to this report is a copy of the written decision of the Standards Commission for Scotland made following a hearing on 13 December 2021. This hearing was convened further to a complaint alleging that Councillor Alison Alphonse had contravened the Councillors' Code of Conduct when visiting a member of the public on 26 February 2021.
- 3.2 Following the hearing, the Standards Commission for Scotland determined that Councillor Alphonse had not breached the Code of Conduct.
- 3.3 The Council is legally required to consider the findings of the Standards Commission for Scotland. The findings must be considered by a meeting of full Council.

#### 4. FINANCIAL IMPLICATIONS

4.1 There are no financial implications arising from the recommendations of this report.

#### 5. LEGAL IMPLICATIONS

5.1 Section 18(2) of the Ethical Standards in Public Life etc. (Scotland) Act 2000 requires that the Council consider the findings of the Standards Commission for Scotland whenever the Commission makes a finding about a Member. The Council must consider the findings within 3 months of receiving them unless the Commission sets a longer period in writing.

5.2 Section 18(3) of that Act requires that the duty to consider the findings must be discharged by Full Council and not by a committee, sub-committee, or officer.

#### 6. MANAGEMENT OF RISK

Category	Risk	Low (L) Medium (M) High (H)	Mitigation
<b>Strategic Risk</b>	None	N/A	N/A
<b>Compliance</b>	Failure to timeously consider the findings would be a breach of statutory duty.	L	This report ensures Council meets its obligations.
<b>Operational</b>	None	N/A	N/A
<b>Financial</b>	None	N/A	N/A
<b>Reputational</b>	Further breaches of the Code could happen.	L	Training programme for Members helps ensure that all Members remain aware of their responsibilities.
<b>Environment / Climate</b>	None	N/A	N/A

#### 13. OUTCOMES

13.1 The proposals in this report have no impact on the Council Delivery Plan.

#### 14. IMPACT ASSESSMENTS

Assessment	Outcome
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<b>Impact Assessment</b>	Not Required
<b>Data Protection Impact Assessment</b>	Not required

## 15. BACKGROUND PAPERS

None

## 16. APPENDICES

Appendix 1: Decision of Standards Commission for Scotland

## 17. REPORT AUTHOR CONTACT DETAILS

<b>Name</b>	Fraser Bell
<b>Title</b>	Chief Officer - Governance
<b>Email Address</b>	frbell@aberdeencity.gov.uk

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## **Decision of the Hearing Panel of the Standards Commission for Scotland following the Hearing held online, on 6 December 2021.**

**Panel Members:** Ms Ashleigh Dunn, Chair of the Hearing Panel  
Mr Michael McCormick  
Mrs Tricia Stewart

The Hearing arose in respect of a Report referred by Mr Ian Bruce, the Acting Ethical Standards Commissioner (the Acting ESC), further to complaint reference LA/AC/3497 concerning an alleged contravention of the Councillors' Code of Conduct (the Code) by Councillor Alison Alphonse

The Acting ESC was represented by Dr Kirsty Hood, QC. The Respondent was represented by Mr Scott Martin, solicitor.

### **Referral**

Following an investigation into a complaint received about the conduct of the Respondent, the Acting ESC referred a report to the Standards Commission for Scotland on 13 October 2021, in accordance with section 14(2) of the Ethical Standards in Public Life etc. (Scotland) Act 2000 (the 2000 Act).

The substance of the referral was that the Respondent had failed to comply with the provisions of the Code and, in particular, that she had contravened paragraph 3.2, which is as follows:

#### ***Relationship with other councillors and members of the public***

***3.2 You must respect your colleagues and members of the public and treat them with courtesy at all times when acting as a councillor.***

### **Evidence Presented before and at the Hearing**

#### **Joint Statement of Facts**

The Panel noted that a joint statement had been agreed between the parties and that it was not in dispute that the Respondent made an unscheduled visit to the complainer's property on 26 February 2021, during the Covid-19 pandemic, in respect of a neighbourhood dispute that had been ongoing for just over a year. The Panel noted that it was not in dispute that, during the visit, which was audio recorded by the complainer, the Respondent:

- questioned whether the complainer had permission to put down slabs on council land;
- questioned the complainer's use of CCTV, asking how he would like it if there was CCTV coverage of him;
- asked why someone would not get on with their neighbours; and
- stated that she was "aware that the police are never away from here and that's a huge cost to the public purse".

#### **Witness Evidence**

The ESC's representative led evidence from two witnesses, being the complainer and the Council's Chief Governance and Monitoring Officer, Fraser Bell.

Mr Bell advised that the Council did not have any specific rules or protocols in place to cover visits by elected members to constituents during the Covid-19 pandemic. Mr Bell noted, however, that all elected members and staff were expected to comply with the Scottish Government's Guidelines. Mr Bell confirmed that the Guidelines were published on the Council's intranet and, as such, were available to all staff and elected members.

Mr Bell advised that he was unaware of the neighbourhood dispute in question at the time of the Respondent's visit to the complainer, but later learned that the Council's Housing Team had been involved in trying to resolve matters.

Mr Bell noted that elected members have a role in assisting constituents and trying to deal with any concerns they raise. Mr Bell advised that the most common way for elected member to fulfil this role is to report the issue to the relevant council team and ask officers to investigate the matter and revert. Mr Bell noted, however, that elected members have a wide discretion, in terms of the ethical standards framework and Code, and that it was not unprecedented for a councillor to become involved in and to try to resolve a neighbourhood dispute.

The complainer advised that the dispute between him and his partner, and individuals in three other properties in the block of flats had begun some 13 to 14 months before the Respondent's visit of 26 February 2021. The complainer stated that the dispute arose as the result of homophobia on the part of the neighbours and that, since moving into the property, he and his partner had been subjected to constant abuse and threats of violence (which were the subject of ongoing legal proceedings).

The complainer advised that, during the morning of the day in question, he had become involved in a heated dispute with one of the neighbours, who lived on the same floor. The complainer advised that he had been tidying up some sawdust left after a tree on council land adjacent to the block of flats had been felled, when he had been approached by the neighbour who had started screaming at him. The complainer noted that this was despite the neighbour having been asked, in writing, by the Council's Housing Team not to approach him.

The complainer advised that the Respondent had then attended his property at around midday. The complainer confirmed that the visit was unexpected and that no warning of it had been provided. The complainer advised that he was unaware of who the Respondent was until she had introduced herself. The complainer noted that when he opened the door, he saw that the neighbour who had initiated the dispute that morning was standing in her doorway in the corridor behind the Respondent.

The complainer advised that he thought the Respondent was wearing a mask initially when he opened the door but that he recalled her speaking without it, so concluded that she must have removed it at some point during the visit. The Respondent advised that while he had been concerned about social distancing, he had not wished to step backwards into his flat as he had wanted to be near the door so he could close it if needed.

The complainer advised he had previously been in contact with another councillor and council officers about the neighbourhood dispute, but noted that due to the pandemic, this had all been either by telephone or email. The complainer advised that he understood elected members had suspended their constituency surgeries during the pandemic and explained that he was uncomfortable with the idea of the Respondent making home visits, given that doing so increased the risk of community transmission of the virus.

The complainer stated that the reason he had used his mobile telephone to make an audio recording of the Respondent's visit was both because he had been advised by the police that he should capture any abuse and also because he had concerns that the Respondent or other neighbours may not be truthful about what was said.

Turning to the conversation itself, the complainer advised that the Respondent's remarks about the CCTV were a reference to cameras he had installed to protect him and his partner and to capture, as evidence, the abuse and threats directed towards them. The complainer advised that he had spoken to both the police and the Council's Housing Team about the cameras and that he had tied a sign to the tree (that was subsequently

felled) notifying the neighbours accordingly. The complainer confirmed that after the tree had been felled, he had moved the notice and placed it on a lamppost nearby.

The complainer explained that during the visit the Respondent's comments about the slabs were a reference to spare garden edging he had recently placed around the site where the tree had been, to prevent dirt from encroaching on a path (and anyone slipping as a result). The complainer advised that he had explained his reasons for doing so to a local housing officer from the Council who had then telephoned him to advise that a complaint had been made about the edging or slabs. The officer had advised him that she did not have any difficulty with the edging but, following the Respondent's visit, had nevertheless suggested he remove them to avoid further hassle with the neighbour who had complained.

The complainer advised that while the police had visited the block of flats on a number of occasions, the purpose of their visits had been to speak to the neighbours who were subjecting him and his partner to abuse. As such, the complainer advised that the Respondent's reference to the police never being away from the property and the associated cost to the public purse had made him feel that, as a victim, he should not be contacting the police. The complainer stated that the fact that an individual who was in a position of power had made such an inference had left him feeling bullied, unprotected and belittled.

When questioned about the Respondent's claim that the purpose of her visit was to try to mediate, the complainer advised that the Respondent's apparent lack of knowledge about the abuse and the reasons why the police had attended the property had not left him with that impression. The complainer stated that the Respondent had not demonstrated any interest in his version of events and that he had concluded that the sole purpose of her visit had been to intimidate him into submission. The complainer advised that the Respondent's behaviour had caused him distress and anxiety.

### **Submissions made on behalf of the ESC**

The ESC's representative noted that there was a dispute as to whether or not the Respondent was wearing a mask for the duration of the visit to the complainer's property and whether there had been adherence to the guidelines on social distancing in place at the time. The ESC's representative argued, however, that the Respondent's conduct in visiting the complainer during a pandemic would have caused concern, particularly as it was evident from the recording of the conversation that she had failed entirely to explain the purpose of her visit. The ESC's representative accepted that the complainer had not raised any issue with the Respondent having attended his property during the pandemic at the time, but argued this was of no significance and that it would only have made the situation more serious had he done so. The ESC's representative noted, in any event, the complainer's evidence that he had started to worry afterwards when he had realised that the Respondent may have been undertaking other home visits.

The ESC's representative noted that despite admitting that she was not aware of the full background to the dispute and was not aware of the complainer's views or concerns that, after briefly introducing herself, the Respondent had proceeded immediately to question the complainer's actions and behaviour. The ESC's representative accepted that while the Respondent's intention may have been to try to resolve the neighbourhood dispute, her reference to her having had involvement with the neighbours in the past and the presence of one of the neighbours in a doorway behind her, would have given the complainer the clear impression that she was on the neighbour's side.

The ESC's representative noted that the Respondent failed to explain why she was there or what she hoped to achieve and, instead, had effectively opened the conversation with an accusation that the complainer should not have laid the slabs. The ESC's representative noted that when the complainer confirmed that he had spoken to a housing officer about the matter, the Respondent stated that she would check this, which indicated she was not willing to believe the Respondent or accept his position. The ESC's representative

further noted that when the complainer had pointed out that a neighbour had felled the tree without permission, the Respondent had replied saying that did not matter. The ESC's representative contended that in doing so, the Respondent had created the impression, whether inadvertent or otherwise, that her position was that while the neighbour could make a change to council land without permission, the complainer could not. The ESC's representative noted that when the complainer indicated this was unfair, the Respondent did not appear to acknowledge the point. The ESC's representative argued that in returning to the issue about the slabs repeatedly and again asking whether the complainer had permission to lay them, later in the conversation, and despite him having provided the name of the housing officer to whom he had spoken, the Respondent again gave the impression that she was not willing to believe the complainer.

The ESC's representative contended that, in the context of her having failed to explain the purpose of the visit and having questioned the complainer's actions from the outset, the Respondent's actions in:

- making references to the police having attended the property and the cost of this;
- posing hypothetical questions about why the complainer used CCTV, how he would like it if there was camera recording footage of him and why he did not get on with his neighbours; and
- failing to demonstrate any empathy or understanding as to why the complainer may have called the police

all inferred that the complainer was responsible for the neighbourhood dispute and was wasting police time and public resources.

The ESC's representative noted that when the complainer explained that he had installed the CCTV to protect him and his partner and to obtain evidence to support his claims, the Respondent made no effort to empathise or to seek to understand the dispute from the complainer's point of view. The ESC's representative noted that the Respondent failed to demonstrate any awareness that the reason the complainer may have resorted to using CCTV and may have contacted the police was because he had legitimate fears and concerns.

The ESC's representative observed that while the Respondent may have had good intentions, the complainer's perception that the Respondent considered him to be at fault and that she had not come across as an independent mediator would be shared by any objective observer. The ESC's representative further observed that she would have expected the Respondent to have attended the neighbour's property to assist or comfort her, had she been motivated by concerns about the neighbour's distress, rather than seeking to confront the complainer.

The ESC's representative noted that courtesy and respect were not defined in the Code and argued, therefore, that they should be given their normal, everyday meaning.

The ESC's representative argued that the questions the Respondent put to the complainer were accusatory and confrontational, both in content and tenor, and that the Respondent had held herself out to be an ally or advocate of the neighbours. The ESC's representative argued therefore that, regardless of intent, the Respondent had failed to treat the complainer with respect and courtesy during the visit, as required by the Code.

The ESC's representative acknowledged the Respondents' right to freedom of expression under Article 10 of the European Convention on Human Rights (ECHR). The ESC's representative noted, however, that the Standards Commission's Advice Note for Councillors on the Application of Article 10 of the ECHR stated that councillors should be able to undertake a scrutiny role and make political points in a respectful, courteous and appropriate manner without resorting to personal attacks or being offensive and abusive.

The ESC's representative noted that, in determining whether there had been a breach of the Code, the Courts have held that it is legitimate for a Panel to take a cumulative view of the Respondent's overall conduct in

making and during the visit<sup>1</sup>, albeit such a Panel would be required to apply the Respondent's right to freedom of expression, under Article 10 of the ECHR on the basis of each distinct factual situation<sup>2</sup>.

The ESC's representative noted that although the council was involved in the neighbourhood dispute and the Respondent was acting in the capacity of an elected member, the conduct in question took place on the complainer's doorstep and concerned a private discussion with him as a member of the public. The ESC's representative noted that the Courts have held that the limits of acceptable criticism are wider with regard to politicians acting in their public capacity than in relation to private individuals. This is because the former inevitably and knowingly lay themselves open to close scrutiny of word and deed by both journalists and the public at large<sup>3</sup>. While private individuals or associations lay themselves open to scrutiny when they enter the arena of public debate, there was no suggestion, in this case, that the complainer had taken any action to put himself in the public arena. The ESC's representative argued that the matters being discussed during the conversation between the Respondent and the complainer were the complainer's specific actions in laying slabs, his use of CCTV and his contact with the police; as opposed to wider policy issues (such as how the council undertook its functions or made decisions). The ESC's representative contended that the matters did not concern matters of interest to the wider public and, as such, argued that the Respondent did not attract the enhanced protection of freedom of expression afforded under Article 10 of the ECHR.

The ESC's representative submitted that the Respondent had been disrespectful towards the complainer and, therefore, had breached paragraph 3.2 of the Code. The ESC's representative further contended that, in the circumstances, any restriction on the Respondents' right to freedom of expression that a finding of a breach of paragraph 3.2 of the Code and the imposition of a sanction would represent would be justified.

In response to questions from the Panel, the ESC's representative accepted that some of the matters being discussed during the visit concerned council land, the use of CCTV, anti-social behaviour and police time. The ESC's representative argued, however, that the crux of the discussion was a private neighbourhood dispute and the actions of the individuals involved in that, as opposed to any broader debate about what members of the public could or could not do on council land or any wider issues surrounding the use of CCTV.

### **Witness Evidence**

The Respondent's representative led evidence from the Respondent. The Respondent advised that she had been a councillor for nearly five years and that she knew her constituents well as she had always lived in the area. The Respondent explained that her mother had also been a councillor for 18 years and that she had followed her mother's practice in being as approachable and as open to her constituents as possible, and in trying to ensure they were represented fully. The Respondent advised that she always had a large workload, in terms of constituent enquiries, and that she was in frequent contact with constituents either by telephone, email or in face to face meetings.

The Respondent advised that the block of flats in question was located in a quiet area, which experienced only very low levels of crime. The Respondent stated that she had first become aware of the neighbourhood dispute when one of the complainer's neighbours had approached her to raise concerns about the complainer having installed CCTV cameras. The Respondent advised that she was informed by the neighbours that they had welcomed the complainer and his partner to the block and had been astonished when the CCTV cameras had been erected. The Respondent stated that as the neighbours were concerned about the impact on their privacy and had advised that children who lived in and visited the block were scared of the red lights on the cameras, she had visited the block to see them for herself. The Respondent advised that when she had attended the property to look at the cameras, while accompanied by one of the Council's

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<sup>1</sup> *R (Calver) v Adjudication Panel for Wales* (2012) EWHC 1172

<sup>2</sup> *Bunting an Applicant for Leave to Appeal Under Section 60(9) of The Local Government Act (Northern Ireland) 2014*  
Neutral Citation No: [2019] NIQB 36

<sup>3</sup> *Jerusalem v Austria* (2003) 37 EHRR 25

letting consent officers, the complainer had pulled back his curtains and asked them what they were doing in an aggressive manner.

The Respondent advised that on the morning of 26 February 2021 she had been contacted by telephone by one of the neighbours who reported that she had been engaged in a dispute with the complainer about him having laid slabs. The Respondent stated that the neighbour was “absolutely hysterical” on the call, that her voice was shaking and that she was threatening to take her own life. The Respondent advised that the neighbour in question had previously been in contact with her and had expressed concerns that she felt bullied and intimidated by the complainer and his partner and their use of CCTV. The Respondent explained that the neighbour had indicated that she suffered from mental health issues as a result of the CCTV cameras having been installed.

The Respondent advised that she had contacted the police as she was so concerned about the neighbour’s well-being and had advised them that she intended to attend the property to try to calm the situation. The Respondent stated that the police had advised that while they were intending to visit the block the next day, they would go sooner if matters escalated or further problems were reported. The Respondent advised that she had tried to telephone two of the Council’s lets and consents officers to ask them to accompany her to the property, but that she had been unable to contact them.

The Respondent stated that she would have been wearing a mask for the duration of her visit to the complainer’s property and that she would have maintained a distance as appropriate under the Covid-19 guidelines and protocols in place at the time. The Respondent confirmed that she was aware that the conversation was being recorded (audio and visual) by the complainer’s CCTV camera on the door.

The Respondent advised that her only intention had been to try to calm the situation and to act as an independent mediator. The Respondent stated that she had not intended to offend the complainer, albeit she accepted, with hindsight, that visiting his property may not have been the best way to approach matters and that she would not necessarily choose that option in future. The Respondent advised that she had been left with the impression that the visit had gone well and noted, in support of this view, that the complainer had ended the conversation by thanking her.

In response to cross-examination, the Respondent accepted it may have been more appropriate to have given the complainer advance warning of her visit, but noted that she did not have his telephone number or email address so had no other way of contacting him.

The Respondent accepted that she had only heard the neighbour’s version of events when she approached the complainer and that she did not attempt to ask him whether he had permission to lay or move the slabs. The Respondent further conceded that she had not made any attempt to ascertain why the complainer had installed the CCTV cameras, despite the expense involved and accepted that she may not have been in the best position to undertake a form of independent mediation given that she had only been party to one side of the story.

#### **Submissions made by the Respondent’s Representative**

The Respondent’s representative pointed out that the duration of the Respondent’s interaction with the complainer had been less than four minutes in total and contended that there was nothing remarkable about it, as evidenced by the audio recording. The Respondent’s representative argued that the Respondent had simply been attempting to use her position as a councillor to try to assist her constituents. The Respondent’s representative accepted that while the Respondent could have chosen not to intervene, her decision to do so was based on her concerns about the neighbour’s mental health in light of her clear and obvious distress.



The Respondent's representative noted that the Respondent had telephoned the police and had also attempted to contact council officers before attending the property.

The Panel noted that the Respondent's position, which had been accepted by the ESC, was that her intention in visiting the complainer's property had been to try to defuse what had become a very difficult situation. The Respondent advised that her practice, as a councillor, was to always try to seek to engage with her constituents to resolve matters, albeit she had conceded she had never before visited a property without giving advance notice or mediated in a dispute between neighbours.

The Respondent's representative argued that the appropriateness of the tone used by the Respondent should be considered in the context of her trying to help the neighbour, who was extremely distressed, with the aim of establishing whether the dispute could be resolved.

The Respondent's representative contended that the audio recording of the interaction between the Respondent and the complainer on the doorstep did not support a contention that the Respondent had been disrespectful or that her visit had caused the complainer any distress. The Respondent's representative pointed out that the complainer had ended the conversation by thanking the Respondent.

The Respondent's representative argued, in any event, that the Respondent's visit and the ensuing discussion concerned matters of interest to a section of the public (being the residents in the vicinity) and matters that concerned the council, such as the right to put slabbing on its land and to erect audio and visual CCTV overlooking other council properties. As such, the Respondent was entitled to the enhanced protection of freedom of expression afforded to politicians when discussing matters of public interest.

The Respondent's representative noted that even if the Respondent was not entitled to the enhanced protection, Article 10 still provided a safeguard as to her right to express ideas and opinions. Interference with this freedom was only permitted if the conduct in question was so offensive, abusive and / or unduly disruptive that a restriction was necessary to protect others. The Respondent's representative argued that in this case, when considered objectively, the conduct in question did not reach the threshold of being so offensive or shocking as to warrant a restriction on the Respondent's enhanced right to freedom of expression that a finding of breach and sanction would involve.

The Respondent's representative submitted that, having had regard to all the relevant circumstances, the Respondent's conduct had not been disrespectful and did not amount to a breach of the Code.

### **DECISION**

The Hearing Panel considered the submissions made both in writing and orally at the Hearing. It concluded that:

1. The Councillors' Code of Conduct applied to the Respondents, Councillor Alphonse.
2. A breach of paragraph 3.2 of the Councillors' Code of Conduct could not be found.

### **Reasons for Decision**

While the Panel acknowledged the difficulties the complainer had faced, it noted it did not have any role or remit to determine either the merits of the neighbourhood dispute itself or whether there had been any breach of the Covid-19-related social distancing and mask wearing protocols. The Panel's sole remit was to consider whether there had been any contravention of the Code by the Respondent.

In reaching its decision, the Panel took the following approach, as outlined in the Standards Commission's Advice Note on the Application of Article 10 of the European Convention on Human Rights. Firstly, it would

consider whether the facts found led it to conclude, on the balance of probabilities, that the Respondent had failed to comply with the Code. Secondly, if so, it would then consider whether such a finding in itself was, on the face of it, a breach of the Respondent's right to freedom of expression under Article 10. Thirdly, if so, the Hearing Panel would proceed to consider whether the restriction involved by the finding was justified by Article 10(2), which allows restrictions that are necessary in a democratic society (and in particular, in this case, for the protection of the reputation or rights of others).

**Stage 1: Whether the Respondent's conduct amounted, on the face of it, to a breach of the Code**

The Panel noted the evidence from the Council's Monitoring Officer to the effect that it was not uncommon for councillors to visit constituents, albeit such visits were usually arranged in advance. The Panel was of the view that an unexpected and unannounced visit could have caused some anxiety and acknowledged the complainer's evidence in this regard.

The Panel considered it would have been reasonable for the complainer to have perceived the Respondent, as a councillor, to be in a position of power or influence. The Panel was of the view that the conversation between the Respondent and the complainer should be considered in this context.

The Panel noted that while the Respondent had introduced herself at the beginning of the conversation, she made no attempt to explain why she was there or what she hoped to achieve. The Panel noted that despite having admitted in evidence that she was not aware of the full background to the dispute and was not aware of the complainer's views or concerns, the Respondent began the conversation by questioning his actions and behaviour. The Panel was of the view that doing so set the tenor of the conversation and, as such, the remainder of the conversation and subsequent remarks made by the Respondent should also be considered in that context.

The Panel had no reason to doubt that the Respondent was well-intentioned, but considered that the questioning of the complainer's conduct, without any attempt to understand the situation from his point of view, was not an approach that was likely to result in a resolution to the dispute, given that he would have immediately been put on the defensive. Instead, the Panel considered it would have been reasonable for the complainer to have concluded that the Respondent was acting as an ally of the neighbour and was there to criticise his actions.

Having listened to the audio recording, and considered the context of the discussion, the majority of Panel Members found that the Respondent's questions about:

- whether the complainer had permission to put down slabs on council land; and
- whether the complainer's use of CCTV was appropriate

were accusatory and confrontational and that it was reasonable for the complainer to have perceived them to be of that nature. The Panel considered that such a perception would have been strengthened by the fact that the Respondent did not accept the complainer's position that he had permission to lay the slabs and instead questioned him again about the issue later in the conversation. The Panel noted that the Respondent concluded the conversation by saying she would speak to the housing officer about the slabs. The Panel was of the view that it would have been reasonable for the complainer to have concluded, from this, that the Respondent was making it clear that she did not believe him when he said that he had sought and obtained permission. The Panel was further of the view that the perception that the Respondent was accusing the complainer of wrongdoing in respect of the installation of the CCTV cameras would have been strengthened by her asking how the complainer would like it if there was video coverage of him.

The Panel noted that the Respondent's statement as to why, if an individual lived close to others, they would not get on with their neighbours could be viewed as being rhetorical. The majority of Panel Members considered however that, on balance, and viewed both objectively and in the context of the conversation

and the other questions that were put to the complainer, it was reasonable for the complainer to have concluded that the Respondent's statement was also intended as criticism of him and an inference that he was at fault in respect of the dispute.

Similarly, the majority of Panel Members was of the view that, both viewed objectively and in context, the Respondent's references to the police having never been away from the property and the associated cost of this could reasonably be taken to be criticism of the complainer's actions in calling them or in behaving in such a manner as to require them to be called by other neighbours. The Panel noted the complainer's position that he had found this to be particularly offensive, given that he had felt compelled to call them for personal safety reasons. The Panel was of the view that councillors, as individuals in a position of power or influence, should avoid giving an impression that individuals should refrain from calling the police as and when required. The Panel noted that it would be up to the police to take action if they considered that they had been called out for spurious reasons and / or that their time had been wasted.

While it was accepted that the complainer had ended the conversation by thanking the Respondent for agreeing to speak to the police and the council's housing officer, the majority of Panel Members considered that the actions of the complainer, in being polite and ending the conversation in a civil manner, did not negate the Respondent's earlier conduct. The majority of Panel Members were of the view that it was more likely than not that the complainer was simply expressing gratitude that in agreeing to confirm the position, the Respondent had eventually accepted that he might be telling the truth after all.

For the reasons outlined above, the Panel concluded, on a majority basis, that while it may not have been the Respondent's intention, some of the comments she made to the complainer were accusatory and confrontational in nature. The Panel was of the view that the Respondent should have been more careful in her choice of words, given her position of authority and responsibility. As such, the Panel was satisfied, on balance, that when considered as a whole, the Respondent's conduct amounted, on the face of it, to a contravention of the requirement under paragraph 3.2 of the Code for councillors to treat members of the public with courtesy and respect.

The minority Panel Member had reservations about the conclusions above as they considered that the Respondent's remarks about CCTV, getting along with neighbours and the police contacts were posed simply as rhetorical questions, and as such, it was not reasonable to draw any critical inference from either the wording of the remarks or the context in which they were made. The Panel Member was of the view that the Respondent was simply seeking information from the complainer and to apply some challenge in respect of the events that were the subject of the dispute. In addition, the Panel Member placed some weight on the end of the discussion; noting that the Respondent undertook, as requested by the complainer, to speak further with the police and council regarding the history of the dispute and that the complainer had described this as 'perfect' and had thanked the Respondent.

## **Stage 2: Whether a finding of a contravention of the Code would be a breach of the Respondents' right to freedom of expression under Article 10 of the ECHR**

The question which then arose was whether the finding that the Respondents had failed to comply with the provisions of the Code would, on the face of it, be a breach of the Respondent's right to freedom of expression under Article 10 of the ECHR. In coming to a view, the Panel considered whether the Respondent was expressing views on matters of public concern and was, therefore, entitled to the enhanced protection to freedom of expression afforded to politicians, which includes local government councillors.

The Panel noted that the Courts, in considering Article 10, had found there was no distinction between political discussion and discussions on matters of public concern<sup>4</sup>. The Panel noted that public interest has been defined by the Courts as relating to matters which affect the public to such an extent that it may legitimately take an interest in them, which attract its attention, or which concern it to a significant degree, especially in that they affect the well-being of citizens or the life of the community<sup>5</sup>.

In this case, while the Panel accepted that the Respondents' remarks had been made in the context of a private neighbourhood dispute, it found that the dispute concerned or involved what could or could not be done on council land and the use of CCTV in a neighbourhood setting.

In addition, the complaint concerned the Respondent's conduct in respect of her visit as a councillor to a constituent (the complainer) following concerns raised by another constituent about a dispute that was already the subject of engagement with police and council services and involved at least four households. In the circumstances, the Panel was of the view that, on balance, the matters under discussion were ones of public interest or concern. The Panel determined, therefore, that the Respondent would attract the enhanced protection of freedom of expression afforded to politicians, including local politicians, under Article 10.

**Stage 3: Whether any restriction on the Respondent's right to freedom of expression involved by a finding of a contravention of the Code would be justified by Article 10(2) of the ECHR**

The Panel then proceeded to consider whether the restriction involved by the finding that the Code had been breached was justified by Article 10(2), which allows restrictions that are necessary in a democratic society for the protection of the reputation or rights of others.

The Panel noted that it was required to undertake a balancing exercise, weighing the enhanced protection to freedom of expression enjoyed by the Respondent against any restriction imposed by the application of the Code and the imposition of any sanction. In this case, as the issues being discussed by the Respondent concerned matters of public interest or concern, the Panel noted there was limited scope under Article 10(2) for a restriction on the Respondent's right to freedom of expression.

The Panel further noted that the Courts have held that the less egregious the conduct in question, the harder it would be for a Panel, when undertaking its balancing exercise, to justifiably conclude that a restriction on an individual's right to freedom of expression is required<sup>6</sup>.

The Panel noted that the Courts have further held that comments in the political context (which includes matters of public concern), that amount to value judgements, are tolerated even if untrue, as long as what was expressed was said in good faith and there was some reasonable (even if incorrect) factual basis for making such comments<sup>7</sup>.

In this case, the Panel considered that the any comments and inferences the Respondent made in respect of the complainer's right to lay the slabs and to use CCTV and whether he was in any way to blame for the dispute or the police attendance at the property were value judgements. The Panel had no reason to doubt such value judgements had been made in good faith, even if they were, or were not, inaccurate.

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<sup>4</sup> *Calver, ibid*

<sup>5</sup> *Satakunnan Markkinapörssi Oy and Satamedia Oy v. Finland [GC], § 171*

<sup>6</sup> *Calver, ibid*

<sup>7</sup> *Lombardo v Malta (2009) 48 EHRR 23*

While the Panel accepted the ESC's representative's point that there was no suggestion, in this case, that the complainer had taken any action to put himself in the public arena and, as such, the limit of acceptable criticism towards him as a private individual, that could be tolerated under Article 10, was not as wide as that which would be acceptable towards other politicians. The Panel considered nevertheless that the Respondent's tone or comments were not sufficiently offensive, polemical and gratuitous as to justify a restriction on her right to freedom of expression, particularly given the finding that she had been making value judgements. As such, the Panel concluded that a breach of the Code could not be found.

The Panel nevertheless emphasised that the requirement for councillors to behave in a respectful and courteous manner towards members of the public is a fundamental requirement of the Code, as it protects the public and ensures that public confidence in the role of an elected member and the council itself is not undermined.

**Date: 13 December 2021**



**Ms Ashleigh Dunn  
Chair of the Hearing Panel**

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## ABERDEEN CITY COUNCIL

<b>COMMITTEE</b>	Council
<b>DATE</b>	28 February 2022
<b>EXEMPT</b>	No
<b>CONFIDENTIAL</b>	No
<b>REPORT TITLE</b>	Treasury Management Policy
<b>REPORT NUMBER</b>	RES/22/033
<b>DIRECTOR</b>	Steven Whyte
<b>CHIEF OFFICER</b>	Jonathan Belford
<b>REPORT AUTHOR</b>	Neil Stewart
<b>TERMS OF REFERENCE</b>	5 and 6

### 1. PURPOSE OF REPORT

- 1.1 To outline the Council's Treasury Management Policy for 2022/23 to 2024/25, for approval.

### 2. RECOMMENDATION

That Council: -

- 2.1 Approve the Council's Treasury Management Policy for 2022/23 to 2024/25 as detailed at Appendix 1. This includes the Treasury Management Policy Statement, Borrowing Policy, Investment Policy and Counterparty list.

### 3. BACKGROUND

#### Introduction

- 3.1 The Council approved a Treasury Management Policy for the financial years 2020/21 to 2022/23 on 2 March 2021. Part of this policy is to report annually on a policy which covers future financial years. A final report reviewing Treasury Management activities for the year, as well as a mid-year review report, will also be presented to full Council, in due course.
- 3.2 Councils are required by the Local Government Capital Expenditure Limits (Scotland) Regulations 2004 to have regard to the Prudential Code for Capital Finance in Local Authorities ("the Code") when carrying out their duties under part 7 of the Local Government in Scotland Act 2003.
- 3.3 It is a requirement of this Code that Treasury Management is carried out in accordance with good professional practice. The Code requires compliance with the CIPFA "Code of Practice for Treasury Management in the Public Services", which this Council does. The CIPFA Code of Practice states that Treasury Management reports must be approved by full Council.

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

#### **Treasury Management Policy 2022/23 to 2024/25**

- 3.5 The proposed Treasury Management Policy for 2022/23 to 2024/25 is set out in detail at Appendix 1 and is subject to annual review. The style of the policy was revised last year in line with the Council's latest policy format, however the policy content remained consistent.

#### **Treasury Management Policy Statement 2022/23 to 2024/25**

- 3.6 The proposed Treasury Management Policy Statement for 2022/23 to 2024/25 is set out in detail in Appendix 1, Section 5.1, for approval. The Policy Statement uses a form of words as recommended by CIPFA in its Code of Practice for Treasury Management in the Public Services.

#### **Borrowing and Investment Policies 2022/23 to 2024/25**

- 3.7 There are no key changes within either the Council's Borrowing or Investment Policies for 2022/23 to 2024/25.
- 3.8 The Council's proposed Borrowing Policy for 2022/23 to 2024/25 is set out in detail at Appendix 1, Section 5.2 for approval. The Council's proposed Investment Policy for 2022/23 to 2024/25 is set out in detail at Appendix 1, Section 5.4 for approval.
- 3.9 The process of setting these policies takes account of the pre-existing structure of the Council's debt and investment portfolios. The limits on fixed rate debt and variable rate debt within this Treasury Management policy may be subject to further change, in line with market conditions. However, any such change to these limits would be reported to Council.
- 3.10 One of the key areas of the Local Government Investments (Scotland) Regulations 2010 (the "investment regulations") is permitted investments. Under the regulations and the associated Finance Circular 5/2010, local authorities are required to set out in their policy the types of investment that they will permit in the financial year. These are known as permitted investments. The Council is required to set a limit to the amounts that may be held in such investment types at any time in the year, although some types of investment may be classed as unlimited, e.g., Bank deposits (subject to individual Counterparty list limits).
- 3.11 Permitted Investment instruments identified for use in the financial years 2022/23 to 2024/25 are listed in Appendix 1, Section 5.5.

The Investment Policy is also required to identify: -

- the different types of risk that each permitted type of investment is exposed to;
- the objectives for each type of permitted investment;



- details of the maximum value and maximum period for which funds may prudently be invested; and
- procedures for reviewing the holding of longer-term investments

### **Counterparty List**

- 3.12 The Council, as part of its Treasury Management Policy, has an approved listing of banks and other financial institutions (the Counterparty list) with which it can undertake short-term money investments.
- 3.13 The Council's Counterparty list is compiled using credit rating information supplied by the major credit rating agencies to Link Asset Services, the Council's appointed Treasury Management advisors.
- 3.14 The Counterparty list was last updated on 3 March 2021, and is attached at Appendix 1, Section 5.7, for approval.

### **CIPFA Code of Practice for Treasury Management in the Public Services**

- 3.15 A revised version of the Treasury Management Code of Practice was issued by CIPFA in December 2021. This latest revision includes some slight changes to practices, which do not take effect until year 2023/24.

### **The Prudential Code for Capital Finance in Local Authorities**

- 3.16 Similarly a revised version of the Prudential Code was issued by CIPFA in December 2021. Again, this revision features some changes to prudential indicator reporting which do not take effect until year 2023/24.
- 3.17 The Council's Capital Strategy will demonstrate that the Council takes capital expenditure and investment decisions in line with service objectives and properly takes account of stewardship, value for money, prudence, sustainability and affordability. The Capital Strategy will also set out the long-term context in which capital expenditure and investment decisions are made and give due consideration to both risk and reward and impact on the achievement of priority outcomes.
- 3.18 The Capital Strategy will be developed, reported for approval and implemented in due course.
- 3.19 The ability for the Council to set the scope and size of its capital plans remains unrestricted, but the prudential system processes have been strengthened to set out greater consideration of prudence, with sustainability and risk reporting to be improved through governance procedures.
- 3.20 The Council remains required to comply with the requirements of the Prudential Code. This includes the setting of several Prudential Indicators.
- 3.21 Included within these indicators are several Treasury Management Indicators for External Debt boundaries. The Code does state "It will probably not be significant if the operational boundary is breached temporarily on occasions due

to variations in cash flow. However, a sustained or regular trend above the operational boundary would be significant and should lead to further investigation and action as appropriate”.

3.22 The Council has in place an early warning system to highlight when these indicators are likely to be breached. No indicators were breached during the previous year.

3.23 The Prudential Indicators 2022/23 to 2026/27 will be considered and approved by Council at its budget meeting on 7<sup>th</sup> March 2022.

### **National Limit on Local Authority Borrowing**

3.24 HM Treasury has a reserve power to limit local authority borrowing for 'national economic reasons'. Legislation specifies that any such 'National Limit' would be used to protect the country's economic interest if local borrowing under the Prudential Code, albeit prudent locally, were unaffordable nationally.

3.25 In principle, a national limit could be set at any point during any financial year. Any such national limit would be implemented, based on local authorities outstanding borrowing with all future borrowing being reduced proportionately. There are no known plans for the introduction of a national limit.

## **4. FINANCIAL IMPLICATIONS**

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

## **5. LEGAL IMPLICATIONS**

5.1 There are no direct legal implications arising from the recommendations of this report, however it should be noted that the issuance of the Bonds requires the Council to comply with the Market Abuse Regulations, the Disclosure and Transparency Rules, the Listing Rules and ongoing obligations as set out in the London Stock Exchange Admission and Disclosure Standards.

## **6. MANAGEMENT OF RISK**

<b>Category</b>	<b>Risk</b>	<b>Low (L) Medium (M) High (H)</b>	<b>Mitigation</b>
<b>Financial</b>	Loss of deposit in a failed bank or financial institution	L	The Council has strict lending criteria, only financial institutions with the

			highest credit ratings are included on the Council's Counterparty list. The list is compiled in conjunction with the Council's Treasury Advisors and is under constant review.
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## 7. OUTCOMES

The proposals in this report have no impact on the Local Outcome Improvement Plan or the Operating Model.

## 8. IMPACT ASSESSMENTS

Assessment	Outcome
Impact Assessment	Not Required
Data Protection Impact Assessment	Not Required

## 9. BACKGROUND PAPERS

- 9.1 CIPFA "Code of Practice for Treasury Management in the Public Services ";  
 CIPFA "The Prudential Code for Capital Finance in Local Authorities";  
 Link Asset Services "Treasury Management Annual Investment Strategy";  
 Scottish Government "The Investment of Money by Scottish Local Authorities".

## 10. APPENDICES

- 10.1 Appendix 1 - Treasury Management Policy for 2022/23 to 2024/25

## 11. REPORT AUTHOR CONTACT DETAILS

<b>Name</b>	Neil Stewart
<b>Title</b>	Accountant
<b>Email Address</b>	<a href="mailto:nstewart@aberdeencity.gov.uk">nstewart@aberdeencity.gov.uk</a>
<b>Tel</b>	01224 522696

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# Treasury Management Policy: Borrowing and Investment

Approved by Council on  
28<sup>th</sup> February 2022



## Document Control

<b>Approval Date</b>	28/02/2022
<b>Implementation Date</b>	01/04/2022
<b>Policy Number</b>	-
<b>Policy Author(s) and Owner</b>	Neil Stewart, Jonathan Belford
<b>Approval Authority</b>	Council
<b>Scheduled Review</b>	Annually
<b>Changes</b>	No policy changes

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## 1. Purpose Statement

- 1.1 This policy outlines the Council's approach to its Treasury Management activities, including Borrowings and Investments, for financial years 2022/23 to 2024/25. The policy is subject to an annual review.
- 1.2 The policy statement uses a form of words as recommended by CIPFA in its Code of Practice for Treasury Management in the Public Services.

## 2. Application and Scope Statement

- 2.1 The policy sets out the framework that which the Council's Borrowing and Investment strategies will work within.
- 2.2 Treasury Management activities influence the loans pool interest rates and aims to minimise the cost of borrowing. This directly impacts on costs chargeable to the Council's revenue budgets through the interest rates that are applied to capital financing costs.

## 3. Responsibilities

- 3.1 It shall be the responsibility of the Chief Officer - Finance, or designated officer, to ensure that this policy is kept up to date and is monitored for its effectiveness. The policy shall be reviewed annually to take account of changes in regulations, statute or professional guidance.
- 3.2 The Chief Officer - Finance, as the "Proper Officer", in terms of Section 95 of the Local Government (Scotland) Act 1973, shall be the adviser on financial matters to the Council and all its Committees. S/he shall be responsible for the proper administration of the Council's financial affairs.
- 3.3 The policy is implemented and applied on a day-to-day basis by the Accountant (Treasury).

## 4. Supporting Procedures & Documentation

- 4.1 The Council is required by the Local Government Capital Expenditure Limits (Scotland) Regulations 2004 to have regard to the Prudential Code for Capital Finance in Local Authorities ("the Code") when carrying out its duties under part 7 of the Local Government in Scotland Act 2003.
- 4.2 It is a requirement of this Code that Treasury Management is carried out in accordance with good professional practice. The Code requires compliance with the CIPFA "Code of Practice for Treasury Management in the Public Services", which the Council does. The CIPFA Code of Practice states that Treasury Management Strategy reports must be approved by full Council.



- 4.3 The Treasury Management Code of Practice was issued by CIPFA in December 2017. The Treasury Management Policy Statement, Borrowing and Investment Strategy documents contained within this report have been prepared in line with this.
- 4.4 A new version of the Treasury Management Code of Practice was issued by CIPFA in December 2021. This version includes some slight changes to practices, which do not take effect until year 2023/24.
- 4.5 CIPFA's Code of Practice recommends that Treasury Management policy should be reported to full Council at least annually. A year-end report reviewing Treasury Management activities for the year, and a mid-year review, are also presented to full Council, as per CIPFA's recommendations.

## 5. Policy Statement

### 5.1 TREASURY MANAGEMENT POLICY STATEMENT FOR 2022/23 TO 2024/25

Aberdeen City Council will adopt the CIPFA Treasury Management in the Public Services Code of Practice. The Council will also have regard to the Local Government Investment (Scotland) Regulations 2010.

The Council defines its treasury management activities as:

*The management of the organisation's investments and cash flows, its banking, money market and capital market transactions; the effective control of the risks associated with those activities; and the pursuit of optimum performance consistent with those risks.*

The Council regards the successful identification, monitoring and control of risk to be the prime criteria by which the effectiveness of its treasury management activities will be measured. Accordingly, the analysis and reporting of treasury management activities will focus on their risk implications for the organisation.

The Council acknowledges that effective treasury management will provide support towards the achievement of its business and service objectives. It is therefore committed to the principles of achieving value for money in treasury management, and to employing suitable comprehensive performance measurement techniques, within the context of effective risk management.

The Council's appointed Treasury Advisors are Link Asset Services. Their expertise will continue to be used by the Council in making Treasury decisions in areas such as debt rescheduling, interest rate forecasts, market conditions, advice on new types of financial instruments and compiling the Council's Counterparty list.

### 5.2 BORROWING POLICY FOR 2022/23 TO 2024/25

Under the Prudential Code previous borrowing restrictions linked to consents no longer apply. With Public Works Loans Board (PWLB) rates at historic low levels in periods

from 40 to 50 years, our policy would be to borrow, if required, in these periods to take advantage of those rates. Rates are monitored on an on-going basis to determine the optimum time to undertake any necessary borrowing. When decisions on new borrowing are being made, due consideration must also be given to the Council's Debt Maturity Profile.

Approximately 45% of the Council's borrowing is in long-term fixed rate PWLB loans. Whilst there is no immediate intention to reschedule these debts, if opportunities arise to do so that will result in a decrease in the Council's cost of borrowing then these will be fully examined to determine whether this represents Best Value. Due care and attention to IFRS 9 will be examined prior to entering any such commitment.

It is recommended that the Council sets an upper limit on its fixed interest rate exposures for 2022/23, 2023/24 and 2024/25 of 100% of its net outstanding principal sums.

It is further recommended that the Council sets an upper limit on its variable interest rate exposures for 2022/23, 2023/24 and 2024/25 of 30% of its net outstanding principal sums. This means that the Chief Officer - Finance will manage fixed interest rate exposures within the range 30% to 100% and variable interest rate exposures within the range 0% to 30%.

It is recommended that the Council sets upper and lower limits for the maturity structure of its borrowing as follows:

Amount of projected borrowing that is fixed rate maturing in each period as a percentage of total projected borrowing that is fixed rate:

	<u>Upper limit</u>	<u>Lower limit</u>
Under 12 months	20%	0%
12 months and within 24 months	20%	0%
24 months and within 5 years	50%	0%
5 years and within 10 years	75%	0%
10 years and above	90%	25%

The Council will not borrow more than or in advance of its needs purely in order to profit from the investment of the extra sums borrowed. Any decision to borrow in advance will be considered carefully to ensure value for money can be demonstrated and that the Council can ensure the security of such funds.

### 5.3 STATUTORY REPAYMENT OF LOANS FUND ADVANCES

The Council is required to set out its policy for the statutory repayment of loans fund advances prior to the start of the financial year. The repayment of loans fund advances ensures that the Council makes a prudent provision each year to pay off an element of the accumulated loans fund advances made in previous financial years.

For Loans Fund balances outstanding as at 1 April 2019, the policy will be to adopt a simplified prudent approach that uses an average Loans Fund repayment period of 40

years, applying an annuity method. The interest rate used for the annual repayment will be 5%, with this being the average consolidated rate on the Councils external borrowing for the period 2003/04 to 2018/19.

The average life and average interest rate will be kept under review each year to ensure they remain prudent.

The policy is subject to the following details:

- An average Asset life for the year's total advances will normally be used. There will not be separate schedules for the components of a building (e.g. plant, roof etc).
- The Average Asset Life will be determined by the Chief Officer - Finance.
- The interest rate used in the annuity calculation will be determined by the Chief Officer - Finance.
- Loans Fund Repayments will commence in the year following the year in which capital expenditure financed from borrowing is incurred, except for assets under construction where repayments will be deferred until the year after the asset becomes operational.
- Other methods to provide for debt repayment may occasionally be used in individual cases where this is consistent with the statutory duty to be prudent, as justified by the circumstances of the case, at the discretion of the Chief Officer - Finance.
- If appropriate, shorter repayment periods (i.e. less than the asset life) may be used for some or all new borrowing.
- The policy will aim to support the maintenance of a balanced and sustainable HRA business plan.
- Where revenue contributions or specific grants are received from government or other sources that can be associated with the debt financing costs of capital investment, then the repayments will be profiled in line with the income profile (e.g. TIF, City Deal). These will be kept under review to ensure the provision for repayment remains prudent.
- The Council may make additional voluntary debt repayment provision from revenue or capital resources. In this case, the Chief Officer - Finance may make an appropriate reduction in later years' levels of Loans Fund Repayments.

The policy was previously approved by the City Growth & Resources committee on 25 April 2019 and can be viewed via the following link:

<https://committees.aberdeencity.gov.uk/ieListDocuments.aspx?CId=618&MId=6191&Ver=4>

#### 5.4 INVESTMENT POLICY FOR 2022/23 TO 2024/25

The Council's investment priorities are: -

- (a) the security of capital and
- (b) the liquidity of its investments.

The policy is designed to ensure that the Council complies with all applicable legislation and regulation relating to the management of portfolio liquidity risk and has robust controls in place to protect the financial soundness of this Council.

The policy must be read in conjunction with all applicable operational policies. The policy is aligned with the low risk appetite of this Council and fundamentally with the two key principles of preservation of capital and guarantee of liquidity of the investments. The policy has also been designed to provide the Council with the flexibility to obtain an adequate return on its investments in line with predefined levels of security and liquidity.

The Council's approved counterparty list will be adhered to when making short-term investments and reviewed as necessary. This ensures that only those counterparties with the highest credit ratings are used within the maximum limits set. If it is considered necessary to make any changes to the list Committee approval will be sought.

Prior to the introduction of the current investment regulations, investments made by Scottish local authorities were limited to one year. This restriction was removed from 1st April 2010 and the Council accordingly has used these powers when such investing is both appropriate and attractive, while respecting the key principles of preservation of capital and guaranteeing the liquidity of the investments.

Rates offered by approved counterparties are to be monitored on an on-going basis to determine the optimum time to undertake any investments. When decisions on new investments are being made, due consideration must also be given to the Council's projected cashflow position.

The Local Authority investment market may develop new investment products, in line with current investment regulations. In order to protect against any possible loss of income, the power to add a new investment instrument to the list of Permitted Investments, should be delegated to the Chief Officer - Finance. Any such approval would be reported at the next full Council meeting.

Liquidity of its investments is a key priority of the Council. To ensure good availability of liquidity for cashflow purposes, no more than 50% of the Council's available investments should be placed in longer-term, fixed rate investments. The remainder will be kept in highly liquid investments and invested on a short-term basis, using either Bank deposits or "Aaa"/"AAA" rated Money Market Funds.

Any change in the level of liquidity held will require approval from the Chief Officer - Finance and will be reported at the next full Council meeting.

The level of liquidity required at any given time will be based on several factors, including:

- (a) the Council's cashflow requirements over the months ahead. This would include any known payments to third parties, loan repayments etc.
- (b) the level of surplus funds administered on behalf other bodies such as the Pension Fund, ALEOs and Trusts, as these funds may be called back at any time by the bodies.
- (c) any payment with regards to capital projects which may require financing at short notice.

## 5.5 LIST OF PERMITTED INVESTMENTS

This Council approves the following forms of investment instrument for use as permitted investments: -

DEPOSITS - Unlimited (subject to individual Counterparty list limits)

- Debt Management Agency Deposit Facility
- Term deposits – local authorities (as per Counterparty list)
- Call accounts – banks and building societies (as per Counterparty list)
- Term deposits – banks and building societies (as per Counterparty list)
- Fixed term deposits with variable rate/maturities (Structured deposits, as per Counterparty list)

COLLECTIVE INVESTMENT SCHEMES - £300m

- Government Liquidity Funds
- Money Market Funds (subject to individual Counterparty list limits)
- Enhanced cash funds
- Gilt Funds
- Bond Funds
- Multi-Asset Fund

GOVERNMENT SECURITIES - £100m

- Treasury Bills
- UK Government Gilts
- Bond issuance (from financial institution guaranteed by UK Government)
- Bonds issued by multi-lateral development banks

CORPORATE SECURITIES - £10m

- Certificates of deposit (as per Counterparty list)

PERMITTED INVESTMENTS - NON-TREASURY INVESTMENTS

- The Council can also invest in the following areas, which are out with the Treasury Management scope and would be subject to separate committee approval: -
  - a) All shareholding, unit holding and bond holding, including those in a local authority owned company;
  - b) Loans to a local authority company or other entity formed by a local authority to deliver services, including Joint Venture entities;
  - c) Loans made to third parties;
  - d) Investment properties.

## 5.6 OBJECTIVES OF PERMITTED INVESTMENTS

DEPOSITS - The following forms of 'investments' are more accurately called deposits as cash is deposited in an account until an agreed maturity date or is held at call.

- Debt Management Agency Deposit Facility (DMADF) – This offers the lowest risk form of investment available to local authorities as it is effectively an investment placed with the Government. As it is low risk it also earns low rates of interest. The longest period for a term deposit with the DMADF is 6 months.

- Term Deposits – This is the most widely used form of investing used by local authorities. It offers a much higher rate of return than the DMADF. In addition, longer term deposits offer an opportunity to increase investments returns by locking in high rates ahead of an expected fall in the level of interest rates.
- Call accounts – The objectives are as for Term Deposits, but with instant access to recalling cash deposited. This generally means accepting a lower rate of interest than that which could be earned from the same institution by making a term deposit. Use of call accounts is highly desirable to ensure that the authority has ready access to cash for liquidity purposes.
- Fixed term deposits with variable rate/maturities – This encompasses all types of structured deposits. There has been considerable change in the types of structured deposits brought to the market over the last few years, some of which are already no longer available. In view of the fluid nature of this area, this section allows flexibility to adopt new instruments as and when they are brought to the market.
- Deposits with Counterparties currently in receipt of government support/ownership – These banks offer another dimension of creditworthiness in terms of Government backing through either partial or full direct ownership. The view of this authority is that such backing makes these banks attractive institutions with whom to place deposits.

#### COLLECTIVE INVESTMENT SCHEMES -

- Money Market Fund (MMF) – By definition, MMFs are AAA rated and are widely diversified, using many forms of money market securities including types which this authority does not currently have the expertise or capabilities to hold directly. Money Market Funds can have either a constant net asset value (CNAV) or a low volatility net asset value (LVNAV).

Due to the high level of expertise of the fund managers and the huge amounts of money invested in MMFs, and the fact that the weighted average maturity (WAM) cannot exceed 60 days, MMFs offer a combination of high security, instant access to funds, high diversification and good rates of return compared to equivalent instant access facilities. They are particularly advantageous in falling interest rate environments as their 60-day WAM means they have locked in investments earning higher rates of interest than are currently available in the market.

MMFs also help an authority to diversify its own portfolio and offer an effective way of minimising risk exposure while still getting much better rates of return than available through the DMADF.

- Government Liquidity Funds – These are the same as money market funds (see above) but only invest in government debt issuance with highly rated governments. Due to the higher quality of underlying investments, they offer a lower rate of return than

MMFs. However, their net return is typically on a par with the DMADF, but with instant access.

- Enhanced cash funds – These funds are similar to MMFs, can still be AAA rated but have variable net asset values (VNAV). They aim to achieve a higher yield and to do this either take more credit risk or invest out for longer periods of time, which means they are more volatile.

These funds can have WAMs and Weighted Average Life (WALs) of 90 – 365 days or even longer. Their primary objective is yield and capital preservation is second. They therefore are a higher risk than MMFs and correspondingly have the potential to earn higher returns than MMFs.

- Gilt Funds – These are funds which invest only in UK Government gilts. They offer a lower rate of return than bond funds but are highly rated both as a fund and through investing only in highly rated government securities. They offer a higher rate of return than investing in DMADF, but they do have an exposure to movements in market prices of assets held.
- Bond Funds – These can invest in both government and corporate bonds. This therefore entails a higher level of risk exposure than gilt funds and the aim is to achieve a higher rate of return than normally available from gilt funds by trading in non-government bonds.
- Multi-Asset Fund – These funds contain a combination of asset classes (such as cash, equity or bonds) and therefore increase the diversification of an investment. This reduces risk/volatility but can also impact upon potential returns. Funds can be tailored to suit an investors tolerance of risk.

GOVERNMENT SECURITIES – The following types of investments are where a local authority directly purchases a particular investment instrument - a security. It has a market price when purchased and that value can change during the period the instrument is held until it matures or is sold. The annual earnings on a security is called a yield - it is normally the interest paid by the issuer divided by the price paid, unless the security is initially issued at a discount (e.g. treasury bills).

- Treasury Bills – These are short term bills (up to 12 months, although none have ever been issued for this maturity) issued by the Government and so are backed by the sovereign rating of the UK. The yield is higher than the rate of interest paid by the DMADF and another advantage compared to a time deposit in the DMADF is that they can be sold if there is a need for access to cash at any point in time. However, there is a spread between purchase and sale prices so early sales could incur a net cost during the period of ownership.
- UK Government Gilts – These are longer term debt issuance by the UK Government and are backed by the sovereign rating of the UK. The yield is higher than the rate of

interest paid by the DMADF and another advantage compared to a time deposit in the DMADF is that they can be sold if there is a need for access to cash at any point in time. However, there is a spread between purchase and sale prices so early sales may incur a net cost. Market movements that occur between purchase and sale may also have an adverse impact on proceeds. The advantage over Treasury bills is that they generally offer higher yields the longer it is to maturity, if the yield curve is positive.

- Bond issuance (from financial institution guaranteed by UK Government) – This is similar to a gilt due to the Government guarantee.
- Bonds issued by multi-lateral development banks (MLDBs) – These are similar to both gilts and bond issuance but are issued by MLDBs which are typically guaranteed by a group of sovereign states e.g. European Bank for Reconstruction and Development.

**CORPORATE SECURITIES** – The following types of investments are where a local authority directly purchases a particular investment instrument – a security. It has a market price when purchased and that value can change during the period it is held until it is sold. The annual earnings on a security is called a yield – the interest paid by the issuer divided by the price paid. These are similar to government securities although they generally have a higher risk than government debt and as such earn higher yields.

- Certificates of deposit (CDs) – These are shorter term securities issued by deposit taking institutions (mainly financial institutions). They are negotiable instruments, so can be sold ahead of maturity and purchased after they have been issued. However, that liquidity can come at a price, where the yield could be marginally less than placing a deposit with the same bank as the issuing bank.

#### **PERMITTED INVESTMENTS - NON-TREASURY INVESTMENTS**

- The Council recognises that investment in other financial assets and property primarily for financial return, taken for non-treasury management purposes, requires careful investment management. Such activity includes loans supporting service outcomes, investments in subsidiaries/ALEOs, and investment property portfolios.



## 5.7 COUNTERPARTY LIST

### **Deposits up to 12 months**

All the banks listed in this category have a suggested duration of 12 months from our treasury advisors, Link Asset Services credit rating list – i.e. the highest rated

#### UK Nationalised and Part Nationalised Banks - £30m limit

The Royal Bank of Scotland Group plc

(includes Royal Bank of Scotland plc, National Westminster Bank plc)

(actual rating overridden by the significant UK Govt. Ownership, i.e. >20%)

#### UK Banks - £30m limit

HSBC Bank plc

Handelsbanken PLC

#### Other Banks - £20m limit

Countries with a minimum of AA+ Sovereign rating and Banks with a suggested duration of 12 months from LAS credit rating list – i.e. the highest rated

#### Australia - AAA

Australia and New Zealand Banking Group Ltd.

Commonwealth Bank of Australia

National Australia Bank Ltd.

Westpac Banking Corp.

#### Canada – AA+

Bank of Montreal

Bank of Nova Scotia

Canadian Imperial Bank of Commerce

Royal Bank of Canada

Toronto-Dominion Bank

#### Finland – AA+

Nordea Bank ABP

#### Germany - AAA

DZ BANK AG Deutsche Zentral-Genossenschaftsbank

Landwirtschaftliche Rentenbank

NRW.BANK

#### Netherlands - AAA

Bank Nederlandse Gemeenten N.V.

Cooperatieve Rabobank U.A.

ING Bank N.V.

Singapore - AAA

DBS Bank Ltd.

Oversea-Chinese Banking Corp. Ltd.

United Overseas Bank Ltd

Sweden - AAA

Skandinaviska Enskilda Banken AB (SEB)

Svenska Handelsbanken AB

Swedbank AB

Switzerland - AAA

UBS AG

UK Local Authorities (including Police Authorities) – £20m limit  
(per authority)

**Deposits up to 6 months**

UK Banks - £20m limit

Barclays Bank PLC

Close Brothers Ltd

Goldman Sachs International Bank

Lloyds Banking Group (includes Bank of Scotland)

Santander UK PLC

Standard Chartered Bank

UK Building Societies - £10m limit

Coventry Building Society

Nationwide Building Society

Skipton Building Society

**Deposits up to 3 months**

Council's Bankers - £30m limit

Clydesdale Bank plc

UK Building Societies - £10m limit

Leeds Building Society

Yorkshire Building Society

## **Collective Investment Schemes**

### Money Market Funds - £30m limit

Aberdeen Liquidity Fund – Sterling

Deutsche Managed Sterling Fund

Federated Short Term Sterling Prime Fund

Goldman Sachs Sterling Liquid Reserve Fund

HSBC Sterling Liquidity Fund

Insight Liquidity Fund

Morgan Stanley Sterling Liquidity Fund

State Street Global Advisors GBP Liquidity Fund



## 6. Definitions

### 6.1 CIPFA Treasury Management in the Public Services Code of Practice

This is the CIPFA guidance document that all local authorities must follow for their treasury management activities.

### 6.2 Counterparty list

This is an approved listing of banks and other financial institutions with which the Council can undertake short-term money investments. The list is compiled using credit rating information supplied by the major credit rating agencies to Link Asset Services, the Council's appointed Treasury Management advisors.

### 6.3 Prudential Code

A CIPFA produced framework to support local strategic planning, local asset management planning and proper option appraisal. The objectives of the Code are to ensure that the capita; investment plans of local authorities are affordable, prudent and sustainable.

### 6.4 Public Works Loan Board

Operated by the UK Debt Management Office (DMO) on behalf of HM Treasury, to provide loans to local authorities from the National Loans Fund to support capital projects.

### 6.5 Debt Maturity Profile

A list/chart of loans/debt expressed in the order of their principal repayment dates.

### 6.6 Loans Fund Advances

The mechanism used to distribute both principal and interest costs for external borrowing, to the appropriate internal Council departmental budgets.

### 6.7 Money Market Funds

These funds collective investment schemes which are AAA rated. These fund portfolios are widely diversified, using many forms of investment types in order to produce a sustainable level of return to investors.

### 6.8 Liquidity

The availability of liquid assets/cash on hand, in order for the Council to meet its financial obligations.

## 7. Risk

### 7.1 TREASURY RISKS AND CONTROLS

All treasury borrowing and investments are subject to the following risks: -

7.2 Credit and counterparty risk: this is the risk of failure by a counterparty (bank or building society) to meet its contractual obligations to the organisation particularly as a result of the counterparty's diminished creditworthiness, and the resulting detrimental effect on the organisation's capital or current (revenue) resources. There are no counterparties where this risk is zero although AAA rated organisations have the highest, relative, level of creditworthiness.

Control: This authority has set minimum credit criteria to determine which counterparties and countries are of sufficiently high creditworthiness to be considered for investment purposes.

7.3 Liquidity risk: this is the risk that cash will not be available when it is needed. While it could be said that all counterparties are subject to at least a very small level of liquidity risk, as credit risk can never be zero. In this document, liquidity risk has been treated as whether instant access to cash can be obtained from each form of investment instrument. However, it has to be pointed out that while some forms of investment e.g. gilts, Certificates of Deposit, corporate bonds can usually be liquidated at short notice if the need arises, there are two caveats: - a) cash may not be available until a settlement date up to three days after the sale, b) there is an implied assumption that markets will not freeze up and so the instrument in question will find a ready buyer.

Control: This authority has a cash flow forecasting system to enable it to determine how long investments can be made for and how much can be invested.

7.4 Market risk: this is the risk that, through adverse market fluctuations in the value of the principal sums an organisation borrows and invests, its stated treasury management policies and objectives are compromised, against which effects it has failed to protect itself adequately. However, some cash rich local authorities may positively want exposure to market risk e.g. those investing in investment instruments with a view to obtaining a long-term increase in value.

Control: This authority does not purchase investment instruments which are subject to market risk in terms of fluctuation in their value.

7.5 Interest rate risk: this is the risk that fluctuations in the levels of interest rates create an unexpected or unbudgeted burden on the organisation's finances, against which the organisation has failed to protect itself adequately. This authority has set limits for its fixed and variable rate exposure in its Treasury Indicators in this report. All types of investment instrument have interest rate risk except for instruments with a variable rate of interest.

Control: This authority manages this risk by having a view of the future course of interest rates and then formulating a treasury management strategy accordingly which seeks to minimise borrowing costs.

7.6 Legal and regulatory risk: this is the risk that the organisation itself, or an organisation with which it is dealing in its treasury management activities, fails to act in accordance with its legal powers or regulatory requirements, and that the organisation suffers losses accordingly.

Control: This authority will not undertake any form of investing until it has ensured that it has all the necessary powers and complied with all regulations.

## 8. Policy Performance

8.1 Loans Fund Pool Rate – The Council maintains a Consolidated Loans Fund (CLF) under the powers contained in the Local Government (Scotland) Act 1975. All loans raised by the Council are paid into the Fund and all advances to finance capital expenditure are made from the Fund, except projects financed directly from Revenue Accounts.

In essence, the Loans Fund acts as a bank to the Council's Services. The Loans Fund finances the daily cashflow of Services (and either pays or charges interest) as well as deciding the amount of borrowing to undertake to finance capital expenditure. The Treasury section pro-actively manages the Council's debt and investment portfolios with the goal of reducing the overall cost of debt servicing to the Council.

All loans and investment interest and expenses for the year, as well as interest on historic outstanding borrowing, are reflected within the Council's average Loans Pool Rate. The projected pool rate is monitored against an estimate throughout the year, and any adverse movements in this would be reported to the Chief Officer – Finance.

The Loans Pool Rate is the key financial indicator of the effectiveness of Treasury Management Policy. The final rate is reported to full Council as part of the annual Treasury Management Year-End Review report.

8.2 The Council remains required to comply with the requirements of the Prudential Code. This includes the setting of several Prudential Indicators. Included within these indicators are several Treasury Management Indicators for External Debt boundaries.

The Code does state "It will probably not be significant if the operational boundary is breached temporarily on occasions due to variations in cash flow. However, a sustained or regular trend above the operational boundary would be significant and should lead to further investigation and action as appropriate".

The Council has in place an early warning system to highlight when these indicators are likely to be breached. No indicators were breached during the previous year.

## 9. Design and Delivery

9.1 This policy has taken into consideration organisational design and governance principles of Aberdeen City Council's Operating Model.

9.2 This policy has been designed to allow scope for the use of emerging products, financial instruments and/or services which would improve the effectiveness of the Council's Treasury Management function.

## 10. Housekeeping and Maintenance

10.1 This policy is constantly monitored throughout the year. In line with CIPFA recommendations, Treasury Management matters are reported to full Council at least 3 times annually: -

- Annual Policy and Strategy Review
- Year End Summary
- Mid-Year Review

Should an urgent matter arise outwith the timing of these reports (e.g. a new Counterparty to be added), then a separate report can be made to full Council for approval.

## 11. Communication and Distribution

11.1 Although this policy is not published separately, the policy would be available as part of the relevant Council report, and therefore would be accessible through the Committee Reporting section of the Council's website and the Council's Intranet. The policy will be shared with users and stakeholders, such as Internal Audit.

## 12. Information Management

12.1 Information generated by the application of the policy will be managed in accordance with the Council's Corporate Information Policy and supporting Procedures.

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## ABERDEEN CITY COUNCIL

<b>COMMITTEE</b>	Council
<b>DATE</b>	28 February 2022
<b>EXEMPT</b>	No
<b>CONFIDENTIAL</b>	No
<b>REPORT TITLE</b>	Climate Change: Citywide strategy and Council carbon budget
<b>REPORT NUMBER</b>	COM/22/054
<b>DIRECTOR</b>	Gale Beattie
<b>CHIEF OFFICER</b>	David Dunne
<b>REPORT AUTHOR</b>	David Dunne
<b>TERMS OF REFERENCE</b>	21

### 1. PURPOSE OF REPORT

- 1.1 This report seeks approval of the citywide approach to addressing climate change, as articulated through a *Net Zero Aberdeen Routemap* which sets a net zero target for Aberdeen City by 2045 across six themes and the refreshed *Aberdeen Adapts*, providing a climate adaptation framework for Aberdeen.

### 2. RECOMMENDATIONS

That Council:

#### **Citywide - Net Zero & Aberdeen Adapts**

- 2.1. Notes that two significant local drivers behind Net Zero Aberdeen and Aberdeen Adapts are the Economic Policy Panel's recommendations and Moodie's credit rating, the recent assessment of which noted that for overall environmental risk, Aberdeen scored neutral to low (E-2), reflecting low exposure across all categories, but a moderately negative exposure to carbon transition risks given the significant dependence of the city on the oil and gas sector, an issue which this route map now sets out to address;
- 2.2. Notes the recommendation of the City Net Zero Leadership Board that Council should approve the Net Zero Aberdeen Routemap, including the six place-based strategies;
- 2.3. Approves the Net Zero Aberdeen Routemap and associated place-based strategies in line with the Net Zero Vision to achieve the goal of a Net Zero Aberdeen by 2045 (Appendices 1 & 1A to 1F);
- 2.4. Approves the updated Aberdeen Adapts Framework (Appendix 2);
- 2.5. Notes the severity of Storms Frank, Arwen, Malik and Corrie, their major impacts on the City and Northeast infrastructure, economy and communities and the list of first and second civil contingency responders to these events (Appendix 3 within Aberdeen Adapts Framework);

- 2.6. Notes the objectives already set out in Aberdeen Adapts and the Local Outcome Improvement Plan to focus on and advance community resilience planning and outcomes;
- 2.7. Instructs the Chief Officer - Governance to ensure the cluster capitalises on recent learning and the strong desire to further develop community resilience by working alongside communities to develop and embed community resilience plans in line with the above objectives;
- 2.8. Instructs the Chief Officer - Strategic Place Planning to report back to the City Growth and Resources Committee on an annual basis on progress towards the objectives of both Net Zero Aberdeen Routemap and Aberdeen Adapts and to revise them at least every five years, and sooner as may be necessary;
- 2.9. Instructs the Chief Officer - Strategic Place Planning to engage with communities, business and third sector partners to develop and implement an engagement plan to support delivery of the objectives of the Routemap and Adaptation Framework, including:
  - (a) The co-creation with Net Zero partners of a Net Zero Aberdeen microsite as a digital platform through which to promote the Routemap, Aberdeen Adapts and associated information, projects, etc. of the Council and partners (initial design concept provided in Appendix 3);
  - (b) The development and promotion of a “Climate and Net Zero Aberdeen Pledge” (initial pledge concept outlined in Appendix 4) and agree that the Lord Provost sign the pledge on the Council’s behalf;
- 2.10. Instructs the Chief Officers - Governance and Strategic Place Planning to work with the members of Aberdeen’s Net Zero Leadership Board, Delivery Unit, the Local Resilience Partnership and other groups as appropriate to develop city climate change governance structure/s appropriate for meeting the aims of the Route-Map and Aberdeen Adapts Framework, and report back to a future Council meeting, no later than the next annual update on the Routemap and Adaptation Framework;
- 2.11. Instructs the Chief Officer - Strategic Place Planning, in conjunction with relevant stakeholders, to explore options towards developing a locality-based approach to deliver net zero and adaptation, taking into account allied approaches and commitments, such as locality plans, local place plans, 20-minute neighbourhoods, etc., and to begin this process with a pilot reporting both back to Council in or before March 2023;
- 2.12. With regard to a city Local Heat and Energy Efficiency Strategy (LHEES)
  - (a) Note’s the statutory duty placed on councils to develop an area based Local Heat and Energy Efficiency Strategy (LHEES) and that the attached strategies work to meet those requirements in the context of the Scottish Government ongoing development of guidance;

- (b) Instructs the Chief Officer - Strategic Place Planning to keep the place-based strategies under review as further clarity is provided by Scottish Government;

#### **Council – Actions towards Net Zero**

- 2.13. Instructs the Chief Officer - Corporate Landlord within the context of available funding, to update the Council's Building Performance criteria to ensure that it is compliant with Scottish Government's voluntary Net Zero Public Buildings Standards for all new build or significant refurbishment projects and to seek funding opportunities to upgrade existing building stock, including all required feasibility assessments to allow the building assets to meet Energy Efficiency Standard for Social Housing (EESH2), or to reduce carbon usage within the portfolio and create pathways to Net Zero, and report back to the City Growth and Resources Committee on progress before March 2023;
- 2.14. Instructs the Director - Commissioning to ensure alignment between the Council's Commissioning Intentions for 2022/23 and the aims of Net Zero Aberdeen and Aberdeen Adapts;
- 2.15. Notes the decision at the City Growth and Resources Committee on 3<sup>rd</sup> February 2022 in relation to the development of the Aberdeen Hydrogen Hub (AHH) and its importance in the journey to decarbonising the energy sector as we move to net zero;
- 2.16. Notes that as with the recently Proposed Local Development Plan officers have supported the Delivery Unit in developing the strategies in the context of the United Nations Sustainable Development Goals and a health in all policies approach;
- 2.17. Notes the update on the Memorandum of Understanding with bp, being presented to this Committee, and the important role the recommendations in that report may have on Net Zero Aberdeen across all theme strategies;

#### **Council - Climate Change Plan Carbon Budget**

- 2.18. Approves the approach to carbon budgeting for the Council Climate Change Plan, as set out in Appendix 5 and instruct the Chief Operating Officer to progress a phased roll out of the carbon budget, including integration of carbon reduction in Service Re-design;
- 2.19. Instructs the Director - Commissioning (for Place) and the Chief Operating Officer (for Council) to identify and instruct relevant senior managers to undertake Carbon Literacy training, and instruct the Chief Officer - Governance to include Carbon Literacy training within the induction programme for Elected Members, initially through the existing externally funded places under the Scottish Cities Alliance Net Zero Peer to Peer Network and thereafter as other opportunities arise, all towards driving up capabilities for better informed high level decision making for climate change, including net zero and energy transition;

## Data

- 2.20. Instructs the Chief Officer - Strategic Place Planning to continue to engage with the Council's current technology partner Microsoft and bp, its Joint Venture Partner, as well as relevant Chief Officers, on a process for managing and modelling climate data as well as filling existing data gaps and report back on progress as part of the annual update report to Council; and

## COP 26

- 2.21. Notes the work undertaken in advance and during COP26 as set out in Appendix 6, publicising the work of the Council in its own journey to Net Zero.

## 3. BACKGROUND

- 3.1 At Council on 3<sup>rd</sup> March 2021, the Chief Officer - Strategic Place Planning was instructed to "*....develop an Aberdeen Energy Transition and Climate Change Routemap through the Net Zero Leadership Board and Delivery Unit to meet our ambition to be a Net Zero city by 2045 and report the Aberdeen Energy Transition and Climate Change Route map back to Council before March 2022*".

### 3.2 National/International Context (Legislation)

In order to understand the role of the route map it is firstly important to understand the context in which the route map has been developed. While overarching targets have been set, achieving Net Zero by 2045 being the most important of these, there are significant other aspects of the journey which are, and will continue to develop over the next number of years. This will likely include interim targets and specific targets for different sectors and bodies. In that context it is also important to understand that cities have perhaps a more immediate role to play in the journey to net zero, with greater opportunities to use their scale to deliver solutions which are more difficult in rural areas. Aberdeen, with its unparalleled experience in the energy sector, is in a position to take a leading role in the region, and nation's journey to net zero. Alongside actions to reduce emissions, it will be necessary to adapt and build resilience to changes in climate, as well as future impacts. The UK Climate Risk Assessment sets out the current and future climate risks, identifying 61 risks and opportunities from climate change for Scotland. For Aberdeen, it will be vital to prepare for change and establish a forward thinking, co-ordinated approach to improve resilience, helping to keep the city open for business, people safe and reducing the risks and costs of damage and disruption.

- 3.3 In International terms one of the most significant agreement on Climate Change is the Paris Agreement.

- The Paris Agreement is a legally binding international treaty on climate change, which was adopted at the 2015 UN Climate Change Conference COP21. It sets a global limit to limit global warming to well below 2°C, preferably 1.5°C, compared to pre-industrial levels.
- The Intergovernmental Panel on Climate Change (IPCC): concluded in the report, AR6 Climate Change 2021: The Physical Science Basis, that unless there are immediate, rapid and large scale reductions in greenhouse gas emissions, limiting warming to close to 1.5°C or even 2°C will be beyond reach.

3.4 Following on from the goals set out in the Paris Agreement and on foot of the IPCC report in 2021, COP26 saw a renewed focus on the Paris Agreement, an ambition for countries to set more ambitious targets.

3.5 Post COP 26

197 countries adopted the “Glasgow Climate Pact”, at the UN Climate Change Conference (COP26) in November 2021. This reaffirmed commitment to the Paris Agreement and requested countries to revisit and strengthen their climate pledges, known as Nationally Determined Contributions (NDCs), by the end of 2022. The pact also set up processes towards delivering a global goal on adaptation and the event included commitments to working collectively to halt and reverse forest loss and land degradation by 2030.

*Other decision under pact ....* was for a phase down in use of coal and phase out of “inefficient” subsidies for all fossil fuels.

3.6 At a National level the *Climate Change Act 2008* (“the 2008 Act”) and the *Climate Change (Emissions Reduction Targets) (Scotland) Act 2019* (“the 2019 Act”) set out the overarching role and targets for the nation. Within the 2019 Act the target of Scotland achieving Net Zero by 2045 is set. The impact of this act is also now being seen across a range of Scottish Government Policy documents such as the National Transport Strategy and more recently the Draft National Planning Framework 4.

3.7 At a Scottish level the ambitions of these targets have be translated into a range of targets across the 2019 Act and subsequently into a range of strategies.

- The 2008 Act, sets legally-binding emissions targets and requires the UK Government to assess climate risks for the UK, and to adapt to them. The Climate Change (Scotland) Act 2009 (“the 2009 Act”) creates the statutory framework for greenhouse gas emissions reductions in Scotland.
- Net Zero: The UK’s contribution to stopping global warming, a 2019 report by the Climate Change Committee (CCC), recommended new emissions targets for the UK.
- The 2019 Act has amended the 2009 Act and set net zero targets for 2045. The Scottish Government pathway to the net zero targets is set out in the Updated Climate Change Plan 2018 – 2032.
- Climate Ready Scotland: Climate Adaptation Programme 2019-2024, aims to prepare for the challenges of a changing climate.
- The UK Climate Change Strategy 2021-2024, sets out the UK actions and roadmap to net zero.
- The Climate Change Committee (CCC), 2021 Progress report on reducing emission in Scotland, indicated Scotland’s greenhouse emissions fell by 2% from 2018 to 2019. 44% below 1990 levels and short of the annual target. CCC advised focus must shift to ensuring that rapid emissions reductions are delivered with no further delay to meet the Scottish Government target of a 75% reduction by 2030.

3.8 To help deliver on the ambition set out in the Paris Agreement, and in the context of the important role cities have in achieving its goals, a number of

international pledges have been developed; driving net zero action through sign up to Cities Race to Zero; making commitment to biodiversity action and nature based solutions, through the Edinburgh Declaration. In parallel to that a further pledge, the Glasgow Food and Climate Declaration, focusing on the role of the food system in the battle to reduce greenhouse gas emissions.

### 3.9 Pledges – Glasgow, Edinburgh

In 2021, the Council approved the signing of the:

- United Nations Cities Race to Zero Campaign pledging to reach net zero in the 2040s; committing to putting inclusive climate action at the centre of the urban decision making; and to invite partners to work on this.
- Glasgow Food and Climate Declaration making a commitment to reduce emissions from urban and regional food systems and acknowledging that food systems account for 21-37% of total global emissions.
- Edinburgh Declaration on post-2020 global biodiversity framework, which sets commitments to delivering for nature and nature based solutions.

### 3.10 Net Zero Aberdeen – Routemap

To understand the role of the Routemap it is important to understand where it sits in policy terms, and what its role is. It must firstly be pointed out that the route map sets out an ambition, it is not a statutory document in legislative terms. While that position may change over time if the UK or Scottish governments determine that cities require them, for now Net Zero Aberdeen is a voluntary approach through a coalition of the willing and the Routemap is a product of that. Figure 1 shows where the Routemap sits in that context.

It is also important to understand that this is the first iteration of a very ambitious and broad document. As noted above there are significant gaps at present in terms of national guidance and available data and while this is expected to change over time, the purpose of this Routemap is both to set our direction as a city and to identify those gaps allowing us to work with others to address them.

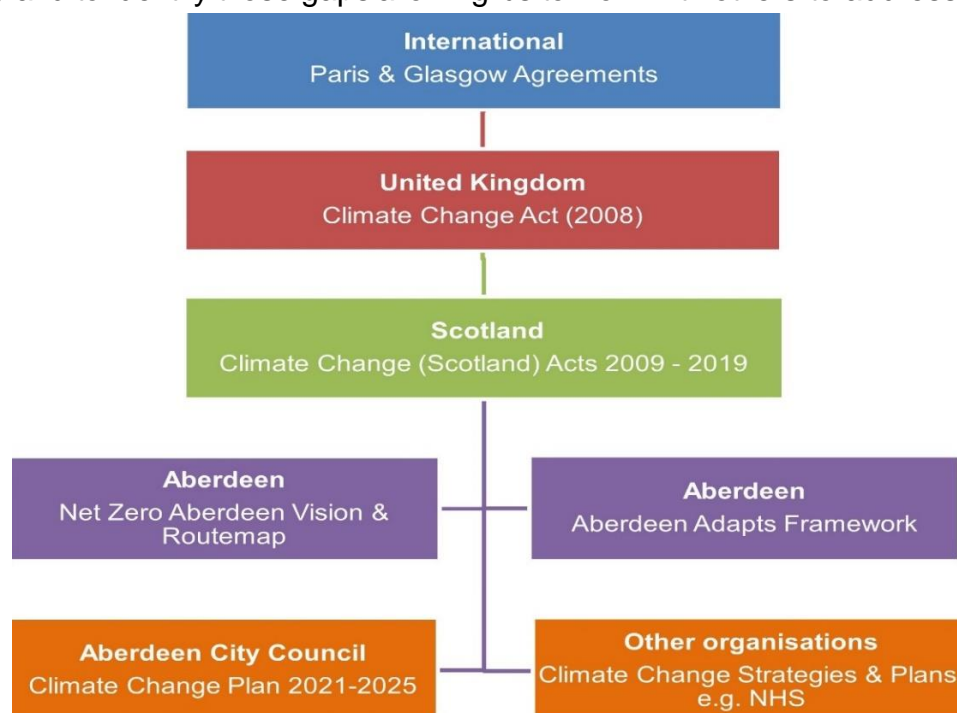


Figure 1: Net Zero Aberdeen Routemap in context from international to local

### 3.11 Current Governance

The structure put in place to manage the development of the Routemap is set out in Figure 2. It was governed by the Leadership Board which was chaired by the Council Leader and formed of industry leaders and experts from a range of backgrounds and organisations. The Leadership Board help to guide the Delivery Unit which was chaired by the Chief Officer - Strategic Place Planning and again made up of a range of community representatives, academics, industry leaders, supported by a range of Council officers. The Delivery Unit in turn appointed members of the group to act as Theme leads for the development of the strategies within the Routemap. It is important to note that the work of both the Leadership Board and the Delivery Unit was independent of the Council and while supported by the Council, and Council Officers, the Routemap is a product of their independent views and expertise.



Figure 2: Current governance model for Net Zero Aberdeen

### 3.12 Governance Moving Forward

At the last meetings of the Leadership Board and the Delivery Unit, members were asked to consider their roles, and that of their groups moving forward. It is intended that the next meetings will focus on developing a governance structure for implementation and monitoring of Net Zero Aberdeen and Aberdeen Adapts, as per recommendation 2.10, above.

### 3.13 Structure of the Routemap

It was identified early in the process, by looking at similar documents across a range of organisations and using the national and local carbon emission data, that the most effective approach would be to develop a series of *Themed Strategies*. Each strategy would focus on the challenges within its field, as well as setting out to identify gaps within the data and legislative or policy framework surrounding the theme. Each theme would then aim to set a strategic direction. It was accepted early in the process that the Routemap would not be able to

address all the issues for each theme. It was identified quickly that the policy levers may sit at a national level and the implementation may be spread across private and public sectors, at a range of levels. It was nevertheless deemed by the group to be important to pull that information together into one document to help identify the challenges.

The themes in turn would feed up into the Routemap document itself which sets the strategic context around the journey to net zero including the emissions data and wider legislative context.

Finally, and perhaps most importantly, both Net Zero governance groups agreed that the Routemap would by its very nature have to be iterative. As noted earlier the Net Zero journey is exactly that, a journey and there is still significant data, legislative, policy, skills, and funding gaps. This Routemap will have to develop and change to address those gaps and no doubt address new and evolving challenges over the coming years.

3.14 Based on the data available and looking at the greatest areas of challenge, six themes were identified. The aim of this first iteration of the Routemap, and of the strategies, is to set that strategic direction for achieving the net zero and acts as an enabling framework to support the subsequent detail work required to achieve this goal under those six themes, which are:-

- Mobility
- Energy Supply
- Buildings and Heat
- Circular Economy
- Natural Environment
- Empowerment

Each theme will require a whole system approach and must be shaped and delivered by businesses, communities and the public and third sectors. There is no one single body or organisation that can achieve the overall aim and while some organisations will have larger roles across the different individual themes everyone across the city has a role to play. The Routemap is also clear that there are significant interdependencies across all the themes. The Empowerment theme is probably the greatest example of this with behaviour change now accepted as having the greatest opportunity to reduce emissions across all of themes.

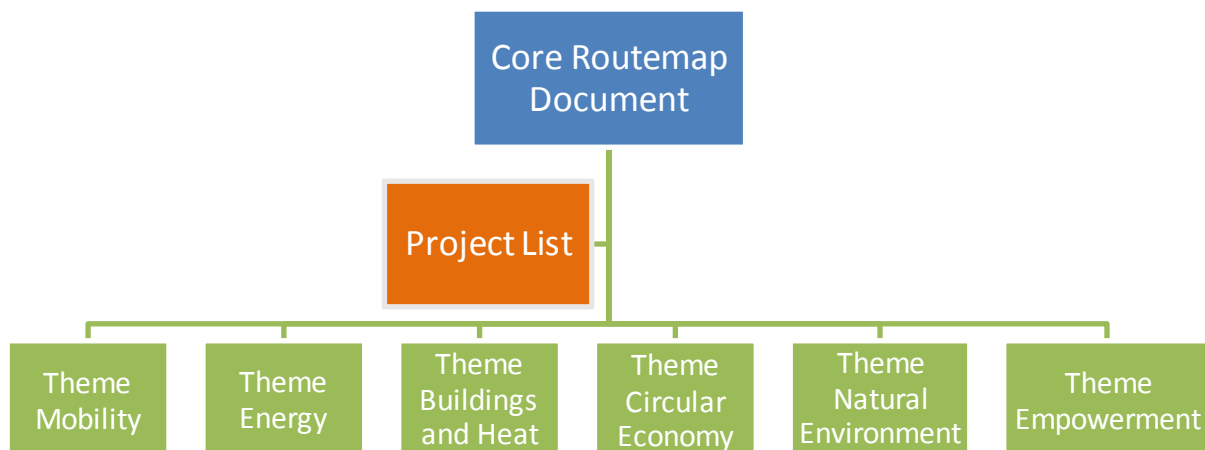


Figure 3: Structure of Net Zero Aberdeen Routemap



### 3.15 Making it an Aberdeen Routemap

A strong ambition of both the Delivery Unit and the Leadership Board was to ensure that the Routemap was clearly identifiable as an Aberdeen route map. Concern was raised early in the process that it could become generic, particularly in this first iteration. To help address this and given the industry leading work going on in some fields, it was agreed to develop a project list associated with the Routemap. This would include both ongoing projects but also act as a repository for new projects either at design or concept stage. It was hoped that this would help in seeking funding and publicising projects, particularly projects within communities which may not be as high profile.

### 3.16 Aberdeen Adapts

Aberdeen Adapts, a Climate Adaptation Framework for the city was approved by the City Growth and Resources Committee on 5th December 2019. The Framework aims to strengthen resilience to climate change and covers buildings, infrastructure, natural environment, society and economy and the need to build understanding. It addresses the challenges for Aberdeen from a changing climate, as identified in the UK Climate Projections (UKCP18) and UK Climate Risk Assessment. It was developed with Adaptation Scotland, University of Aberdeen and with participation from 41 local organisations, to incorporate the views of local communities and organisation.

The Framework was designed to sit alongside the emission reduction strategic approach for the city. As such, a refreshed version of the Framework has been produced (Appendix 2) to reflect and acknowledge interdependencies and synergies with Net Zero Aberdeen Routemap and the accompanying place-based strategies.

### 3.17 Climate and Net Zero Pledge

In parallel to the Routemap a Climate and Net Zero Pledge has also been developed, Appendix 4. The Pledge is designed to allow the full spectrum of society to commit to playing their part in delivering on the goals within the Routemap from individuals and community groups to multinationals and large organisations like the Council. The members of both the Leadership Board and the Delivery Unit have expressed a willingness to ask their respective organisations to sign the Pledge subject to their respective governance processes.

### 3.18 Next Steps

As noted above and in the recommendations, the next step subject to approval of the recommendations within this report will be to engage with the Leadership Board and Delivery Unit to discuss governance and the roll of both groups moving forward. Subgroups may be required across each theme to help refine and implement the strategies. Council officers will engage with their counterparts across the themes to seek opportunities to engage on projects and to explore where Council strategies, policies and plans need to be amended to reflect the objectives within Net Zero Aberdeen.

In addition, officers and members of the relevant groups will seek signatories to the pledge and develop a communication plan to publicise the Routemap.

### 3.19 Role of Aberdeen City Council

As noted earlier, Net Zero Aberdeen is not a Council document, and the Council, if it chooses to sign up to this Routemap, is one of many organisations across the city that will be required to achieve its objectives. That said, the Council has a far bigger role to play in achieving the goals within the document than perhaps any other organisation. It is clear that there are significant synergies between the objectives of this route map and those of the Council's own organisational Climate Change Plan 2021 to 2025. Presently the themes of *Mobility* and *Natural Environment* are heavily influenced by Council decisions while other themes will range depending on what aspects of the theme are being discussed. For example, in the *Buildings and Heat* theme the Council is landlord for over 20,000 homes across the city and within the estate can directly influence those buildings. It should be remembered however that the Council estate represents a small proportion of the city's built environment and the Council has a much more limited scope to influence the private sector. What is clear is that the council must take a leading role by showing what can be done and providing opportunities where possible.

### 3.20 Memorandum of Understanding

As part of this Council Meeting agenda, there is a report on progress on a Memorandum of Understanding (MoU) between the Council and bp relating to energy transition activities. It provides a framework for cooperation to help the Council achieve the goals under the Strategic Infrastructure Plan – Energy Transition, “the SIP”, approved by the Council in May 2020.

- 3.21 It should not be forgotten that the Council is already a leader in the journey to Net Zero. It has a long history of working in partnership with other organisations and governments to explore cutting edge technologies and innovative ways of addressing challenges. Examples of those projects include:-

#### *Hydrogen Bus Fleet*

Aberdeen is a world leader in the development of hydrogen buses and has partnered with governments and the private sector to roll out a second generation of hydrogen buses.

#### *Energy from Waste*

The Council has partnered with Aberdeenshire and Moray Councils to develop an Energy from Waste facility that will deliver 12Mw of electricity and 10Mw of heat energy to the heat network while diverting 150,000 tonnes of waste from landfill.

#### *Heat Network*

Aberdeen has almost 4,000 homes connected to a heat network and has plans to greatly expand this as the EfW comes on stream. Aberdeen also has a number of other heat networks operated by the University of Aberdeen and the NHS providing future opportunities to expand the network even wider.

#### *Bus Partnership*

Aberdeen's Bus Partnership, which includes the private sector bus operators, Aberdeen and Aberdeenshire Councils, NESTRANS and other partners, was successful in bidding for support through the Bus Partnership Fund for funding

to help delivery transformational change to the bus network across the city. The first phase will see almost £10million focused on the delivery of bus priority works associated with South College Street.

#### *Hydrogen Hub*

The Council, which already has two hydrogen fuelling stations which generate their own fuel, is now partnering with bp to develop a next generation Hydrogen Hub.

#### *Council House New Build Program*

The Council is currently delivering 2,000 more council houses across the city, the majority of which are being delivered to a Gold energy standard, far above which is required through current building standards.

#### *The Exhibition Centre Aberdeen (TECA)*

TECA was designed and built to BREEAM Excellent standard and has a hydrogen plant and an Anaerobic Digestion plant designed to power both the exhibition centre and future development of the site.

In policy terms the Council is also taking innovative approaches to the fight against climate change.

#### *Local Outcome Improvement Plan (LOIP)*

The LOIP has a range of targets which aim to address climate change and the drivers of climate change including around active travel and managing our open space for nature.

#### *United Nations Sustainable Development Goals*

The Council has embedded the UN Sustainability Goals in its Proposed Aberdeen Local Development Plan, Food Growing Strategy, and other approaches.

#### *Strategic Growth Agreement*

The Council in conjunction with SEPA and Scottish Water is working on an innovative approach to landuse and flood prevention using amongst other things open space and the natural environment as well as different infrastructure design principles to reduce flooding by working with nature.

### 3.22 Council Carbon Budget

Council approved the Council Climate Change Plan 2021 to 2025 on 3<sup>rd</sup> March 2021. This set targets for emission reduction from Council assets and operations. Included in the plan was the action to progress a carbon budget for the Council, piloting the methodology 2021-22.

- 3.23 An overarching carbon budget for the Council Climate Change Plan has been calculated for the period April 2021 – March 2025, as indicated in *Appendix 5*. This sets the maximum carbon emissions (tCO<sub>2</sub>e) that can be emitted from: energy and water use from Council buildings, Council fleet, street lighting, internal waste and staff travel, to keep on track with the interim target of at least a 48% reduction in emissions.

3.24 The scope, process and methodology for the carbon budget was refined during the pilot year 2021/22, specifically targeting fleet. This is set out in *Appendix 5* along with the findings from the fleet pilot and a programme for development of the carbon budget.

### 3.25 COP26 Communications

Full Council on 3<sup>rd</sup> March 2021, included the decision for a city-wide campaign using social media, to promote the Council Climate Change Plan and reflecting the significance of the COP26 conference (31 October - 12 November 2021), and instructed officers to report on progress of the campaign.

A #didyouknow social media campaign ran through Council social media channels during COP26 and into December. 45 posts were made during the campaign, reaching 480,200 people and covering information on a number of actions being delivered through the Council Climate Change Plan. Information on the campaign and social media analytics is included in Appendix 6.

## **4. FINANCIAL IMPLICATIONS**

4.1 While there are no direct financial implications generated by this report the journey to net zero and climate resilience will have significant financial impacts for all organisations and the Council in particular. That said, taking no action will cost more in the long-run and there are a range of funding options associated with the move to net zero and resilience the Council has already been the beneficiary of some of those. In parallel, there is an emerging direction from the Scottish Government, expected to be expressed via statutory guidance to follow, that Councils will need to demonstrate how budget and financial decisions are increasingly aligned to delivery of climate and net zero ambitions. Officers will work actively to ensure this alignment while also identifying both capital and revenue funding source to support the work.

4.2 To date the council has succeeded in securing a range of external funding which is contributing to the delivery of projects. These include, but are not limited to, funding from: European Regional Development Fund for various projects relevant to the Buildings, Mobility and Other operations themes. The Energy Savings Trust, on behalf of Transport Scotland, to support the fleet transition. Low Carbon Infrastructure Programme Grant to support district heating expansion and the Department for Business, Energy and Industrial Strategy (BEIS), Social Housing Decarbonisation Fund Demonstrator to support housing retrofit.

## **5. LEGAL IMPLICATIONS**

5.1 As noted earlier this is not a Council Routemap and as such there are no legal implications associated with approving this document. Should the legislative landscape change over coming months and years the implications of any such change will be highlighted to Members and the necessary reports brought back to committees as necessary.

## 6. MANAGEMENT OF RISK

Category	Risk	Low (L) Medium (M) High (H)	Mitigation
<b>Strategic Risk</b>	Failure to address place-based climate risks and net zero and adaptation outcomes, where the Council has scope to influence.	L	Delivery of this Net Zero Aberdeen and Aberdeen Adapts actions where the Council has scope of influence.
<b>Compliance</b>	Failure to meet and keep abreast of legislative changes in relation to place based mitigation and adaptation.	L	Ensure legal ramifications of regulatory changes are understood. Respond to relevant strategic and legislative consultations.
<b>Operational</b>	Lack of understanding on climate risks for place and net zero and adaptation actions. Insufficient resources to progress action. Competing priorities.	M	Delivery of the Net Zero Routemap and Aberdeen Adapts. Partnership approach to implementation. Delivery of actions where the Council is a partner and/ or has scope to influence. Governance, monitoring and review processes. Communications Plan.
<b>Financial</b>	Budget pressures - costs to develop/ implement climate change actions. Lack of funding to implement actions. Increased costs from failure to address climate risks.	M	Collaborative work through the Net Zero Delivery Unit to identify and cost projects, to support the delivery of the plan. Unlock external funding opportunities.
<b>Reputational</b>	Failure to address climate risks/ set a year for net zero corporate emissions. Risk if commitment conflicts with other Council decisions. Risk of delays to progress.	L	Delivery of Net Zero Aberdeen and Aberdeen Adapts, where the Council has scope to influence. Adaptation and Net Zero governance, monitoring and review processes. Embed climate change in service planning and decision making.
<b>Environment / Climate</b>	Failure to meet emission reduction target year. Approach is not sufficiently robust to support the	M	Net Zero Aberdeen and Aberdeen Adapts will establish clear monitoring and reporting procedures. Through collaborative city

	financing, delivery and monitoring of place based net zero and adaptation projects.		wide working sufficient projects will be identified to deliver carbon savings. Strategic Environmental Assessment (SEA) screening for the Net Zero Aberdeen has been undertaken and full SEA was undertaken for Aberdeen Adapts.
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## 7. OUTCOMES

<u>COUNCIL DELIVERY PLAN</u>	
	Impact of Report
<b>Aberdeen City Council Policy Statement</b>	Net Zero Aberdeen aims to reduce emissions and Aberdeen Adapts building climate resilience for the city through collaborative working. It is relevant in context to programmes in the Policy statement of: <b>People:</b> 10. Reduce fuel poverty across our most deprived communities through combined heat and power schemes, including the Energy from Waste Plant, and supporting community owned energy solutions. <b>Place:</b> 1. Build up our strength in hydrogen technology 2. Support efforts to develop the inward investment opportunities including Energetica corridor. 3. Refresh of the Local Transport Strategy. 4. Cycle hire scheme.
<b>Aberdeen City Local Outcome Improvement Plan</b>	
Prosperous Economy Stretch Outcomes	The proposals in this report relate to the delivery of LOIP Stretch Outcome 3 – <i>500 Aberdeen City residents upskilled/reskilled to enable them to move into, within and between economic opportunities as they arise by 2026</i> . This is through collaborative actions to support a transition to decarbonised energy.
Prosperous People Stretch Outcomes	The proposals in this report support the delivery of stretch outcome 11 - <i>Healthy life expectancy (time lived in good health) is five years longer by 2026</i> . Actions to reduce carbon emissions; and protect and improve the environment can have a positive impact on health and wellbeing.
Prosperous Place Stretch Outcomes	The proposals in this report support the delivery of stretch outcomes: 13. Addressing climate change by reducing Aberdeen's carbon emissions by at least 61% by 2026 and adapting to the impacts of our changing climate

	<p>14. Increase sustainable travel: 38% of people walking and 5% of people cycling as main mode of travel by 2026</p> <p>15. Addressing the nature crisis by protecting/managing 26% of Aberdeen's area for nature by 2026.</p>
<b>Regional and City Strategies</b>	<p>The proposals within this report support contribution to a wide number of regional and city strategies, indicated as drivers in the plan.</p> <p>Most specifically, reducing emissions contributes to the wider delivery of the Net Zero Vision for Aberdeen and under the supporting Strategic Infrastructure Plan – Energy Transition. Actions to increase climate resilience contributes to Aberdeen Adapts; the city Climate Adaptation Framework.</p>
<b>UK and Scottish Legislative and Policy Programmes</b>	<p>The report is relevant to the Climate Change Act 2008 and the Climate Change (Scotland) Act 2009 and Scottish emission targets set out in the Climate Change (Emissions Reduction Targets) (Scotland) Act 2019. The Plan is also relevant to a range of legislation, policy and programmes which is indicated in the drivers for the plan.</p>

## 8. IMPACT ASSESSMENTS

Assessment	Outcome
<b>Impact Assessment</b>	Assessment completed
<b>Data Protection Impact Assessment</b>	Not required.
<b>Strategic Environmental Assessment</b>	Strategic Environmental Assessment, Screening completed. Statutory consultees Scottish Environment Protection Agency (SEPA), Nature Scot and Historic Environment Scotland were in agreement a full SEA is not required for the plan. Indicated in a <a href="#">Screening Determination</a> , available on the Council website.

## 9. BACKGROUND PAPERS

[Council Climate Change Plan 2021-2025.](#)

[Net Zero Vision for Aberdeen](#)

[Strategic Infrastructure Plan \(energy transition\)](#)

[Aberdeen Economic Policy Panel Report – December 2021](#)

[United Nations Race To Zero Campaign](#)

[Glasgow Food and Climate Declaration](#)

[Edinburgh 'Biodiversity' Declaration](#)

## 10. APPENDICES

- Appendix 1 Net Zero Aberdeen Routemap
- Appendix 1A Mobility Strategy
- Appendix 1B Buildings and Heat Strategy
- Appendix 1C Circular Economy Strategy
- Appendix 1D Energy Supply Strategy
- Appendix 1E Natural Environment Strategy
- Appendix 1F Empowerment Strategy
- Appendix 2 Aberdeen Adapts Framework
- Appendix 3 Initial design concept
- Appendix 4 Climate and Net Zero Aberdeen Pledge - initial concept
- Appendix 5 Council Climate Plan Carbon Budget Proposal
- Appendix 6 Summary COP 26 Social Media Campaign

## 11. REPORT AUTHOR CONTACT DETAILS

<b>Name</b>	David Dunne
<b>Title</b>	Interim Chief Officer - Strategic Place Planning
<b>Email Address</b>	<a href="mailto:ddunne@aberdeencity.gov.uk">ddunne@aberdeencity.gov.uk</a>



# **Net Zero Aberdeen Routemap: Towards becoming a net zero emissions city by 2045**

*Pre-design draft – February 2022*

*The purpose of this Routemap is to set out a pathway towards Aberdeen becoming net zero, by 2045. It sets out a collective citywide effort for all of Aberdeen and not for any single organisation.*

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## Foreword from Cllr Jenny Laing

*A Foreword for this Routemap will be developed and inserted in the designed version for publication after approval of the Routemap at Council in February 2022.*

*It will be similar in approach to that set out previously to the Leadership Board in March 2021. It will reinforce leadership from Aberdeen's Net Zero Champions (the Leadership Board and Delivery Unit), set out the ambition and commitment and make a call to action on the collective journey to a Net Zero Aberdeen; to the public, communities, 3<sup>rd</sup> sector, public sector, businesses, industry and governments.*

*Cllr Jenny Laing*

*Chair, Net Zero Leadership Board*

## Executive Summary

*A one page summary of the key aspects of this Routemap will be developed and inserted in the designed version for publication after approval of the Routemap at Council in February 2022.*

*It will only be a summary of the existing contents and will not add anything new.*

# 1. Introduction

## 1.1. Setting the context

Building on the Net Zero Vision, Net Zero Aberdeen presents the Routemap which sets the pathway for a net zero city by 2045, a journey supported by 6 themed strategies. Reducing global emissions, is essential to limit the impact of climate change and addressing the scale and urgency of change, net zero is a key commitment for many.

In Aberdeen, these drivers have brought a wide range of organisations together, to work collaboratively and co-create Net Zero Aberdeen, with a focus on the city, it's challenges, expertise, innovations and ambitions.

Recognising the need for a collaborative approach across sectors, the Net Zero Aberdeen Routemap was driven forward and directed by a Net Zero Leadership Board. The supporting strategies, covering Mobility, Buildings and Heat, Circular Economy, Energy Supply, Natural Environment and Empowerment were each developed by a different theme leader within the Net Zero Delivery Unit.

**Table 1** - Key drivers behind this Routemap

<b>International</b>
<ul style="list-style-type: none"> <li>• Paris Agreement at the UN Climate Conference 2015 (COP21) set a global commitment to limit global warming to well below 2°C, preferably to 1.5°C.</li> <li>• An Intergovernmental Panel on Climate Change (IPCC) special report 2018, highlighted the need for rapid and far-reaching change to reach this target.</li> <li>• IPCC special report 2021, unequivocally confirms climate change is human induced, widespread, rapid and intensifying; 'Code Red for humanity'.</li> <li>• Countries adopted the "Glasgow Climate Pact", at the UN Climate Change Conference (COP26) in November 2021. This reaffirmed commitment to the Paris Agreement and requested countries to revisit and strengthen their climate pledges.</li> <li>• Climate Action is one of the 17 UN Global Goals, encouraging urgent action to combat climate change and its impacts. It also significantly impacts on several other Goals.</li> <li>• Phase 1 of the UN Biodiversity Conference (COP15) was in October 2021, with phase 2 in May 2022, ensuring by 2050 a shared vision of living in harmony with nature is fulfilled.</li> </ul>
<b>National</b>
<ul style="list-style-type: none"> <li>• UK's seminal 'Stern Review on the Economics of Climate Change' published in 2006 set out the very clear economic case to act on climate change now.</li> <li>• Climate Change Act 2008 sets a framework for a UK reduction in greenhouse gas emissions and provision for adaptation to climate change.</li> <li>• Climate Change (Scotland) Act 2009 set duties for public bodies which include:             <ul style="list-style-type: none"> <li>○ contributing to the delivery of national emission targets; (<i>Routemap to Net Zero</i>)</li> <li>○ adapting to help deliver the national adaptation programme; (<i>Aberdeen Adapts</i>).</li> </ul> </li> </ul>

- Climate Change (Duties of Public Bodies: Reporting Requirements) (Scotland) Order 2015 placing duty on public bodies to report on meeting their climate duties.
- Climate Change Committee 2019 report, Net Zero: the UK's contribution..., reassessed long-term UK targets, stating net-zero is needed to meet Paris Agreement. The UK has adopted ambitious territorial emissions targets aligned to the Paris Agreement.
- Climate Ready Scotland, the national adaptation programme, was updated in 2019, addressing the risks in the UK Climate Risk Assessment and Projections (UKCP18).
- Climate Change (Emissions Reduction Targets) (Scotland) Act 2019 amended emissions targets of the 2009 Act, to reduce Scotland's emissions to net-zero\* by 2045 at the latest with a series of interim reduction targets also.
- Climate Change (Duties of Public Bodies: Reporting Requirements) (Scotland) Amendment Order 2020, requires bodies to include the following in their annual Climate Change Reports: target date for zero direct emissions; targets for reducing indirect emissions; alignment of spending and resources to delivering reduction targets.
- Scotland's Climate Change Plan Update (CCPu) was published in 2020. This sets out the Government approach to Net Zero, stating public sector bodies have a strong leadership role in delivering the transition, while recognising critical the roles of others.
- GHG Emissions Trading Scheme Order 2020 establishes the UK Emissions Trading Scheme (ETS), replacing participation in the EU ETS, on 1 January 2021.
- UK's Sixth Carbon Budget reports were published in December 2020, outlining the paths and policies to a Net Zero UK.
- UK government published the seminal 'Economics of Biodiversity: The Dasgupta Review' in early 2021 stating the economic imperative to reverse nature's decline.

## 1.2. Scotland's Targets

The Scottish Parliament has set into law several targets the ultimate goal of which is to have net-zero greenhouse gas (GHG) emissions by the year 2045. These targets are what the Scottish Government have set for themselves to achieve for Scotland as a whole.

The interim targets in the legislation are as follows:

- 2020 is at least 56% lower than the 1990 baseline,
- 2030 is at least 75% lower than the 1990 baseline, and
- 2040 is at least 90% lower than the 1990 baseline.

Ultimately the Scottish Parliament sets these targets based on domestic advice and internationally agreed practices. The Scottish Ministers have the power to adjust these targets. The current list of gases, and the baseline year of 1990 appear to be inspired by the international practices of the Kyoto Protocol which is an international agreement on the tackling of CO<sub>2</sub> emissions and other greenhouse gases. The legislation's targets are set from advice containing ambitious targets from the Committee on Climate Change in their publication *Advice on the new Scottish Climate Change Bill* – March 2017. These targets do represent national targets but seek to meet international targets.

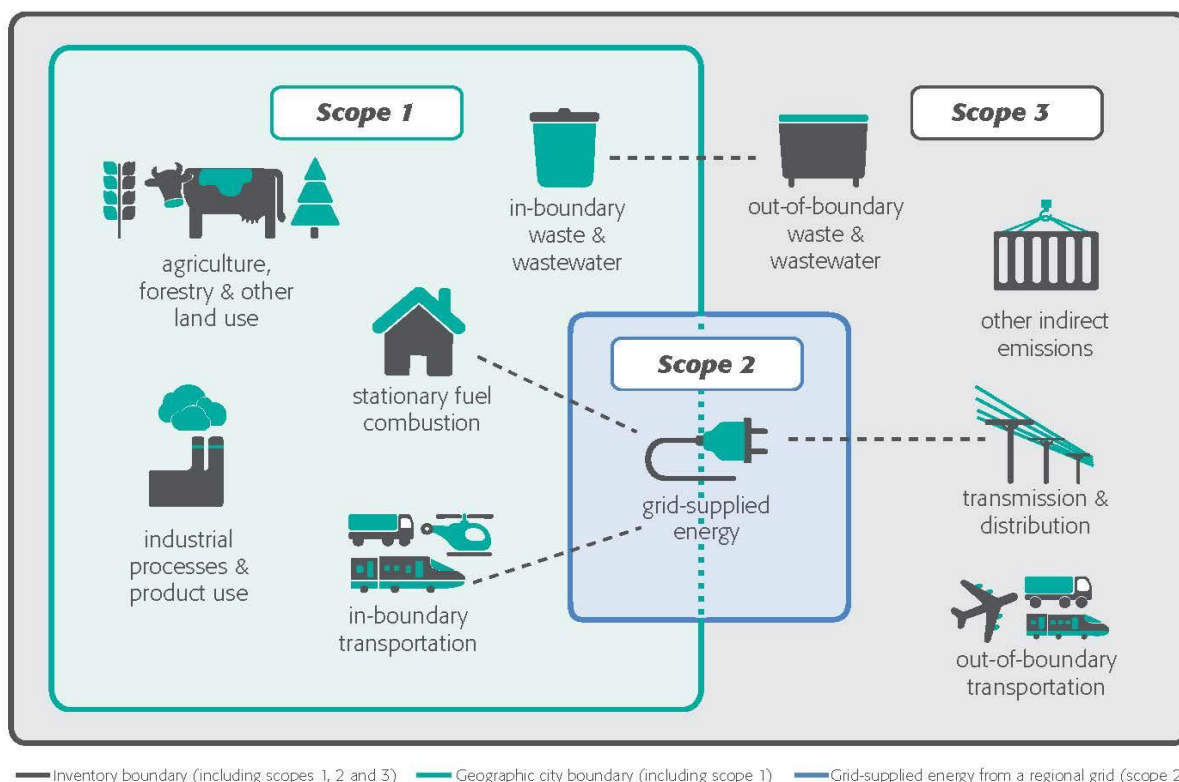
Additional mostly non-statutory sector-based targets and commitments are also being presented by the Governments. These are outlined in Section 2 of this Routemap.

**Explanatory note – emissions terminology**

Human induced climate change is brought about by the emission of a range of ‘greenhouse gases’ (GHGs) into the atmosphere, from societal processes such as the burning of fossil fuels for energy production. GHGs such as carbon dioxide (CO<sub>2</sub>) and methane (CH<sub>4</sub>) trap the sun’s heat in our atmosphere causing ‘global warming’ which in turn affects the global climate in many varying, complex and often dangerous ways. Some GHGs have a much higher warming potential than others. For example, by equal volume methane has a 21 times greater impact on the climate than carbon dioxide. For the sake of simplicity, the aggregate impact of these gases is collectively referred to as *carbon dioxide equivalent emissions (CO<sub>2</sub>e)*, *carbon emissions* or simply *carbon*. Whereby one thousand tonnes of methane emitted would equate to 21 thousand tonnes of CO<sub>2</sub>e (ktCO<sub>2</sub>e). The carbon dioxide GHG is used as the baseline as it is the most emitted and therefore most abundant of the GHGs.

**1.3. Emissions – Scope of Reporting**

International standard for measuring GHG’s – categorises emissions into 3 categories:



**Figure 1:** Graphical representation of three scopes of emissions taken from the Greenhouse Gas Protocol for cities<sup>1</sup>

<sup>1</sup> Greenhouse Gas Protocol for cities: <https://ghgprotocol.org/greenhouse-gas-protocol-accounting-reporting-standard-cities#supporting-documents>

## Appendix 1

- Scope 1 – direct local emissions from sources of local energy consumption
- Scope 2 – emissions linked to consumption of grid-based energy
- Scope 3 – emissions throughout the value chain linked to material use, infrastructure, transport, in production and product sales.

This Routemap, will need to try and influence activities included Scope 1, 2 and 3

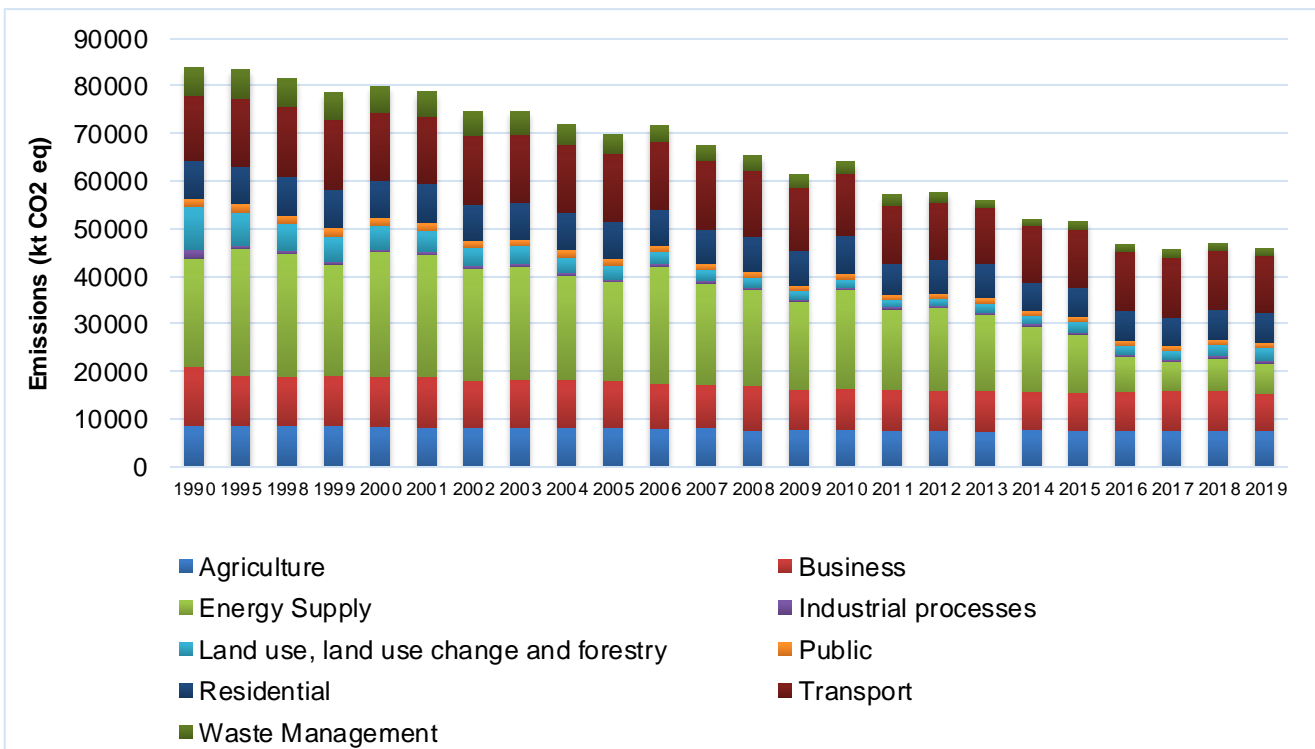
### 1.4. Emissions - Scotland

#### Greenhouse gases (GHG) emissions

Scotland's sector greenhouse gases (GHG) emissions from 2005 to 2019 are outlined in *Figure 2*, below. In 2019, Scottish emissions of GHG were estimated to be 47.8 million tonnes of carbon dioxide equivalent (MtCO<sub>2</sub>e). With carbon dioxide (CO<sub>2</sub>) making up 70.2%<sup>2</sup> of this figure.

Emissions from business, energy supply, public sector, transport, industrial processes, waste management, international shipping and aviation, residential, agriculture and land use, land change and forestry are included in this figure. Data is measured against a 2005 baseline.

#### GHG Inventory (Scotland) by source ktCO<sub>2</sub>e



**Figure 2:** Graph showing Scotland's sector-based annual emissions in ktCO<sub>2</sub>e from 2005 to 2019. A downward trend over time is evident, as is the long journey yet to net zero emissions.<sup>3</sup>

<sup>2</sup> <https://www.gov.scot/binaries/content/documents/govscot/publications/statistics/2021/06/scottish-greenhouse-gas-statistics-1990-2019/documents/scottish-greenhouse-gas-emissions-2019/scottish-greenhouse-gas-emissions-2019/govscot%3Adocument/scottish-greenhouse-gas-emissions-2019.pdf>  
<sup>3</sup> National Atmospheric Emissions Inventory: [https://naei.beis.gov.uk/reports/reports?section\\_id=4](https://naei.beis.gov.uk/reports/reports?section_id=4)



Homes in Scotland are estimated to produce an average of 7.0 tonnes of CO<sub>2</sub> per year (2019). Though in addition to emissions data, an estimated 24.6% of households in Scotland were in fuel poverty; with 12.4% in extreme poverty.<sup>4</sup>

#### **Explanatory note – net zero and offsetting**

While society aims to ultimately reach absolutely no emissions of GHGs into the atmosphere from human activities, also known as ‘absolute zero’ emissions, this will likely take a very long time and may even turn out to be impossible in some limited activities, e.g. agriculture. Therefore, the foreseeable aim is to reach ‘net zero’ emissions. This term refers to the overall balancing of emissions to ‘net zero’ across all societal activities, whereby the limited and perhaps unavoidable (at least in the short to medium term) emissions from one activity are ‘offset’ by the removal of GHGs from the atmosphere by others. Activities which can remove or sequester GHGs from the atmosphere are natural processes such as forestry land use or technological solutions such as carbon capture and storage (CCS) (which is yet to be developed at meaningful scale). While this balancing or ‘offsetting’ approach may ultimately be needed, today’s solutions should be focused on immediate emissions reduction across all activities and sectors aiming for absolute zero emissions.

### **1.5 Emissions – The City of Aberdeen**

GHG emissions, are generally broken down into two data groupings.

At geopolitical scales, such as:

- Countrywide or national emissions, e.g. Scotland
- Area based emissions, e.g. Aberdeen City or Cairngorms National Park

Across sectors with often related stakeholders and actions, such as:

- Transport emissions, e.g. road and rail
- Building emissions, e.g. housing

The collation, analysis and modelling of data will form a key component of the Routemap, a vital part of this work will include GHG calculations, targets, and monitoring. This also forms the general rationale for the six themed based strategies which will ultimately form the most significant parts of this Routemap.

To demonstrate the required reduction in our GHG emissions, we need a baseline to measure current and future emissions against. Global and national GHG emissions and associated calculations and targets generally work from a 1990 emissions baseline.

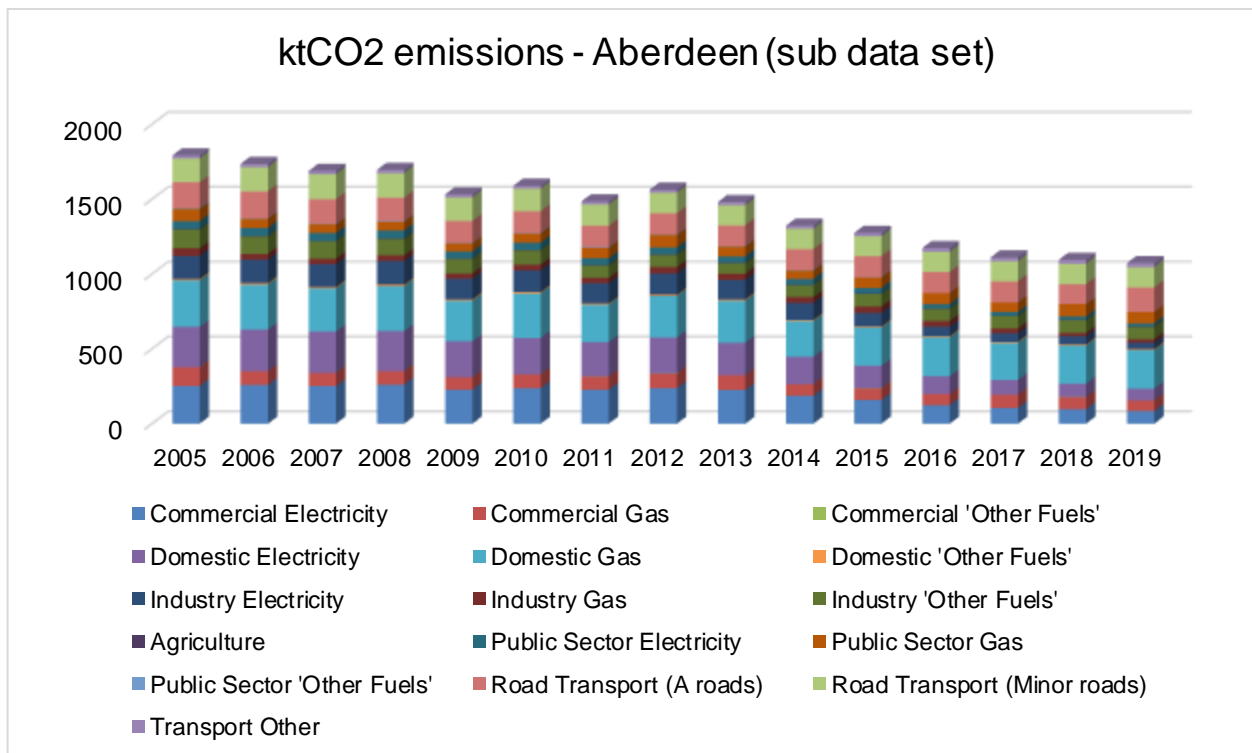
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<sup>4</sup> Scottish Housing Condition Survey 2019 key findings:

<https://www.gov.scot/binaries/content/documents/govscot/publications/statistics/2020/12/scottish-house-condition-survey-2019-key-findings/documents/scottish-house-condition-survey-2019-key-findings/scottish-house-condition-survey-2019-key-findings/govscot%3Adocument/scottish-house-condition-survey-2019-key-findings.pdf>

## Appendix 1

However, area-based emissions in Scotland, such as those for the City of Aberdeen, are calculated from 2005 at the earliest. The UK Government provides a number of data sets including a breakdown of carbon dioxide (CO<sub>2</sub>) by local authority area and a sub data set of 'emissions within the scope of influence of local authorities'. CO<sub>2</sub> emissions data for Aberdeen is set out in *Figure 3*, with the change in CO<sub>2</sub> emissions from 2005 to 2019 indicated by sector in *Table 2*.



**Figure 3:** UK Government, Local Authority CO<sub>2</sub> emissions 2005-2019 national statistics: Aberdeen<sup>5</sup>

**Table 2:** CO<sub>2</sub> emission estimates for the City of Aberdeen, all measures in ktCO<sub>2</sub>.<sup>6</sup>

Sector	Breakdown	2005 baseline	2019 measure	% change
Industrial	Electricity	154.15	42.84	-72%
	Gas	52.19	24.14	-54%
	Other fuels	125.2	81.76	-35%
	Agriculture	3.32	3.23	-3%
	<b>Total</b>	<b>334.87</b>	<b>151.96</b>	<b>-54.6</b>
Commercial	Electricity	252.59	84.34	-67%
	Gas	124.13	70.58	-43%
	Other fuels	0.81	0.62	-23%
	<b>Total</b>	<b>377.54</b>	<b>155.54</b>	<b>-58.8%</b>

<sup>5</sup> <https://www.gov.uk/government/statistics/uk-local-authority-and-regional-carbon-dioxide-emissions-national-statistics-2005-to-2019>

<sup>6</sup> <https://data.gov.uk/dataset/723c243d-2f1a-4d27-8b61-cdb93e5b10ff/uk-local-authority-and-regional-carbon-dioxide-emissions-national-statistics-2005-to-2019>

Public Sector	Electricity	52.35	19.36	-63%
	Gas	82.55	76.91	-7%
	Other fuels	5.02	0.78	-84%
	<b>Total</b>	<b>139.93</b>	<b>97.05</b>	<b>-30.6%</b>
Domestic	Electricity	269.43	78.05	-71%
	Gas	309.13	256.24	-17%
	Other fuel	9.47	7.66	-19%
	<b>Total</b>	<b>588.03</b>	<b>341.95</b>	<b>-41.8%</b>
Transport	Roads (A class)	171.89	163.51	-5%
	Roads (minor)	158.89	135.36	-15%
	Other	22.03	27.83	26%
	<b>Total</b>	<b>352.81</b>	<b>326.71</b>	<b>-7%</b>
<b>Grand Total</b>		<b>1793.18</b>	<b>1073.21</b>	<b>-40.1%</b>

In addition, greenhouse gas emissions for 2012 and 2019 from household waste in Aberdeen are set out Table 3.

**Table 3:** Aberdeen Household waste data (SEPA) - ktCO<sub>2</sub>e.<sup>7</sup>

Sector	Breakdown	2012	2019 measure	% change
Waste (Household)	Disposal (incl. incineration)	17.67	8.87	-49.8%
	Recycling	0.54	0.61	12.9%

## 1.6 Carbon scenarios

Emissions data tends to be well understood and generally available at both national and organisational levels. There remains a need to mature the approach to citywide data to help: understand where to focus attention based on historical emissions; to develop and define paths to reducing GHG emissions; to estimate the impacts of local proposals; measure their outcomes and learn and adapt our approach. It is inefficient for every place to spend time and money developing their own approach to this challenge.

Activity on citywide emissions data is ongoing, with Aberdeen participating in work through the Scottish Cities Alliance, to support city emission monitoring and scenario planning. Further work is required in this area with the aim of evolving subsequent iterations of the Routemap, Strategies and any associated plans through more sophisticated emissions data and methods. In doing so, helping to track targets and being led by the latest climate science.

<sup>7</sup> SEPA Household Waste data: <https://informatics.sepa.org.uk/HouseholdWaste/>

## 1.7 Aligning with Aberdeen Adapts

Aberdeen Adapts is a Climate Adaptation Framework for the City, targeting 5 key priorities and 15 long term goals for building city resilience to climate change. Reducing global emissions, is essential to limit the impact of climate change. However, there will still be change. As our Net Zero Aberdeen actions accelerate, it will be essential to understand the synergies and interdependencies with the adaptation agenda, to avoid locking in climate risks and any need for costly retrofit at a future point; and to unlock the benefits for both emission reduction and adaptation from nature-based solutions.

### Synergies with Aberdeen Adapts

- **Mobility:** Enhancing travel options and integration of transport networks can support resilience during and following severe weather. Building in adaptation, such as blue and green infrastructure into travel routes can increase use and benefit health.
- **Buildings and Heat:** Retrofit actions can benefit emission reduction and adaptation agendas. Net Zero outcomes for building design and energy efficiency can help to regulate building temperature and protect buildings from the elements.
- **Circular Economy:** this Net Zero theme approach in maximising use of resources
- **Energy Supply:** This Net Zero theme has a strong relationship with Aberdeen Adapts, with a need to build resilience into emerging energy infrastructure, understand potential changes to energy demand and consider energy security.
- **Natural Environment:** aligns closely with Aberdeen Adapts through opportunities to protect and enhance carbon stores and increase nature-based solutions.
- **Empowerment:** is relevant to the Aberdeen Adapts objectives covering engagement, participation and capacity building of organisations and citizens on climate change.

## 2.0 Net Zero Aberdeen Routemap

### 2.1 Indicative Targets for Aberdeen to achieve Net Zero by 2045

From the analysis of Scotland and Aberdeen's current emissions, one can see areas that remain to be tackled. To achieve net zero, we require to focus attention on the remaining areas, which have been captured in six predominantly sector-based themes.

More details on the themes are set out in their respective strategies, in terms of the challenges and strategic approach we face within each area. We need to consider the range of technical and behavioural solutions required to reduce emissions associated with each theme, while also ensuring we deliver multiple co-benefits, including improving the natural environment and reducing inequalities.

Set out in Table 4 below, are the initial bottom-line reductions which will be required for Aberdeen's emissions, many of which are under our control and influence. These are initially based on a mix of national targets, e.g. 75% reduction by 2030 and linear reductions at 5-year intervals between them. With a requirement for science-based targets, the sector challenges, solutions, and their impacts in terms of emissions will need to be calculated, modelled and these targets checked as part of this Routemap's

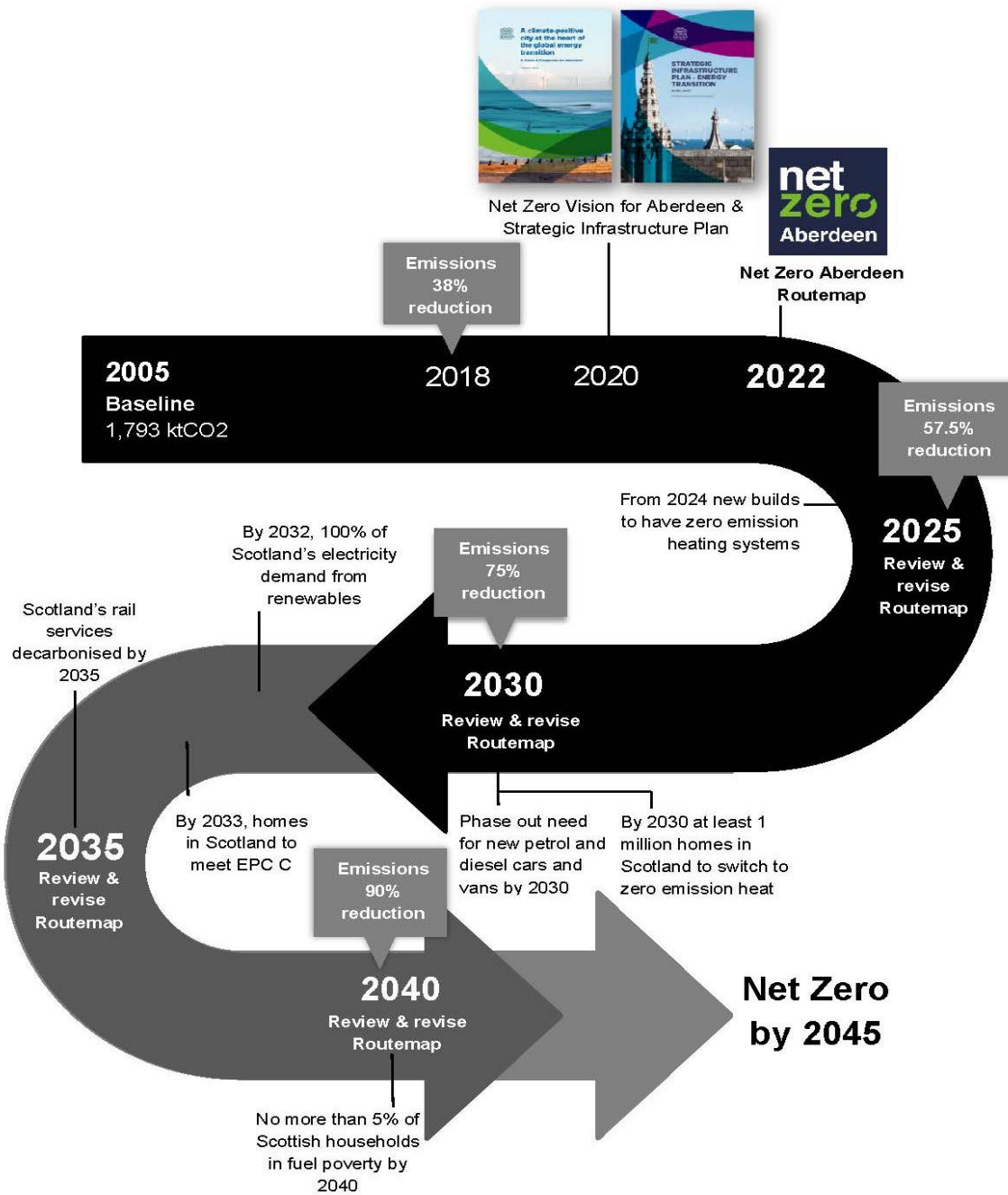
ongoing development. Specific sector and sub sector-based targets will also be considered for inclusion, where feasible and desirable.

**Table 4:** Indicative Targets

Aberdeen emissions	2005 Baseline	*2019 40% reduction	2025 57.5% reduction	2030 75% reduction	2040 90% reduction	2045 100% reduction
ktCO2	1793	1076	762	448	179	Net Zero

\*2020 data expected to be available in late June 2022.

## 2.2 Routemap for the City of Aberdeen



**Figure 4 -** Key milestones to 2045

Appendix 1

**Table 5** below, outlines most of the key net zero related milestones across all levels of the UK which will impact Aberdeen. These manifest as a mix of existing and emerging legislation, consultations, ambitions, targets, and outcomes. Some of these are already being progressed at a local level through the initiatives of various organisations and partnerships and some will require concerted effort over many years to be achieved.

1. Mobility	2. Buildings & Heat	3. Circular Economy	4. Energy Supply	5. Natural Environment	6. Empowerment	Themes					
						1	2	3	4	5	6
<b>2015 to 2020 : Key Milestones in run up to start of Routemap process</b>											
UK	Signed the Paris Agreement by all nations at UN Climate Conference 2015 (COP21) – limit warming to well below 2C and make plans how to achieve that by COP26 in Glasgow in 2021					X	X	X	X	X	X
	Published the seminal 'Economics of Biodiversity: The Dasgupta Review' in early 2021						X	X	X	X	X
	Sixth Carbon Budget reports published in 2020, outlining the paths and policies to Net Zero					X	X	X	X	X	X
	GHG Emissions Trading Scheme Order 2020 establishes the UK Emissions Trading Scheme (ETS), replacing participation in the EU ETS, on 1 January 2021								X		
Scotland	Climate Change (Duties of Public Bodies: Reporting Requirements) (Scotland) Order 2015 places duty to report on climate action					X	X	X	X	X	X
	Climate Change (Emissions Reduction Targets) (Scotland) Act 2019 – National Net Zero target of 2045 and increased reporting duties for public bodies					X	X	X	X	X	X
	Scotland's Climate Change Plan Update (CCPu) to reach Net Zero was published in 2020					X	X	X	X	X	X
Region	Regional Economic Strategy published					X	X	X	X	X	X
	City Region Deal agreed					X	X	X	X	X	X
	Regional Hydrogen Strategy published					X	X		X		X
Aberdeen	End of Aberdeen led EU MUSIC Project on City Transition Management for energy and climate					X	X	X			X
	Powering Aberdeen: Aberdeen's sustainable energy action plan 2015 published (superseded)					X	X	X	X	X	X
	Aberdeen Adapts: A climate adaptation framework for Aberdeen published in 2019					X	X	X	X	X	
	City Council 'Green Budget' agreed					X	X	X	X	X	X

## Appendix 1

	Net Zero Vision & Strategic Infrastructure Plan published in 2020	X	X	X		X	X
	Council Energy & Climate Routemap published in 2020	X	X	X		X	X
<b>&lt;Start of Net Zero Aberdeen Routemap process&gt;</b>							
<b>2021 to 2025 : Key Milestones</b>							
UK	UK ETS Authority “How to Comply” guidance was published in 2021				X		
	UK Shared Prosperity Fund and £4bn levelling up fund launched	X	X	X	X	X	X
	UN Climate Conference 2021 (COP26), reaffirmed commitment to the Paris Agreement and adopted the Glasgow Climate Pact, requesting countries to strengthen climate pledges	X	X	X	X	X	X
	UN Biodiversity Conference 2021 & 2022 (COP15) - to ensure that, by 2050, the shared vision of living in harmony with nature is fulfilled.				X	X	X
	Consulting on whether it's appropriate to end gas grid connections to new homes build from 2025 in favour of clean energy alternatives		X		X		X
	Commitment to have “self-driving” vehicles on the roads by 2021	X					
	UK Hydrogen Strategy published in 2021, with consultation on a Low Carbon Hydrogen Standard.	X	X		X		
	By 2023 – work with industry to complete testing necessary to allow up to 20% blending of hydrogen into the gas distribution grid for all homes on the gas grid		X		X		X
	By 2023 – hydrogen heating trials in a local neighbourhood		X		X		X
	By 2025 – will support industry to begin a large village hydrogen trial and set out plans for a possible pilot hydrogen town before the end of the decade		X			X	X
	By 2025 – hope to see 1GW of hydrogen production capacity					X	
	Already committed to ending coal in the electricity mix no later than 2025					X	
Scotland	The Climate Change (Duties of Public Bodies: Reporting Requirements) (Scotland) Amendment Order 2020 – Statutory Guidance expected in 2022/23	X	X	X	X	X	X
	Establishing a zero emissions heavy duty vehicle programme	X					
	Local Energy Policy Statement 2021 on the principles and outcomes for local energy schemes				X		X

Appendix 1

Increase new woodland creation from current target level of 12,000 hectares annually in 20/21 to 18,000 in 24/25 to achieve 2032 target of 21% of land will be covered by forest				X	
Scottish Government planning to consult on creating a mandatory national food waste reduction target and in line with EU circular economy package Will also consult on requirement to separately collect garden waste by 2023 and textiles and hazardous elements of household waste by 2025.			X		
Environmental Protection (Single-use Plastic Products) (Scotland) Regs 2021 - in force June 22			X		
Net Zero Public Sector Buildings Standard for New Builds was introduced in 2021		X		X	
August 2023 – implementation of the Deposit Return Scheme for single use drinks containers			X		
2023 - Bio waste (e.g. garden waste) is either separated and recycled at source or it is collected separately and not mixed with other waste			X		
Heat Networks (Scotland) Act 2021, sets requirements for a heat networks regulatory framework to become operational by 2024		X		X	X
Local Heat and Energy Efficiency Strategies (LHEES) launched by local authorities by 2024		X		X	X
New Build Zero emissions from Heat Standard will be introduced from 2024 (by which point all new builds will have to have zero emission heating systems)		X		X	X
Regulations introduced for all buildings to achieve good level of energy efficiency		X			X
Majority of new buses purchased from 2024 are net zero emissions (brought forward from 2032)	X			X	
Decarbonise public sector fleet by 2025	X			X	
2025 – delivery of first active freeways – segregated active travel routes on main travel corridors					
Increase woodland carbon market by at least 50% by 2025				X	X
To reduce current emissions from waste from 1.9 megatonnes yearly to 1.2 by 2025 2025 – separate collection of textiles in line with EU Requirements (subject to consultation) 2025 - have reduced % of waste going to landfill to 5% and 70% of waste will be recycled To deliver a reduction in food waste by one third (33%) by 2025 against a 2013 baseline Ban landfilling biodegradable municipal waste by 2025 (will extend to non-municipal waste later)			X		



## Appendix 1

	Energy Efficiency Standard for Social Housing - no social housing lets below EPC D by 2025		X		X		X
Region	By 2023 Regional Land Use Partnership pilots have developed Regional Land Use Frameworks					X	
Aberdeen	Council Climate Change Plan 2021-25 approved in 2021	X	X	X	X	X	X
	Hydrogen Hub				X		
<b>2026 to 2030: Key Milestones</b>							
UK	Aiming to develop 5GW of low carbon hydrogen production capacity by 2030				X		
	Trial hydrogen heating at town scale before the end of this decade		X		X		X
	Growing the installation of electric heat pumps from 30,000 PA to 600,000 PA in 2028		X		X		X
Scotland	Housing to 2040 strategy includes “Action 13: Aim for all new homes delivered by Registered Social Landlords and local authorities to be zero emissions by 2026”		X		X		X
	At least 50% of Scotland’s building stock is heated using zero emission systems		X		X		X
	2030 interim fuel poverty targets: ○ No more than 15% of households in Scotland are in fuel poverty, ○ No more than 5% of households in Scotland are in extreme fuel poverty		X		X		X
	Reduce car kilometres by 20% by 2030, with a routemap on how to meet this target	X					
	Phase out need for new petrol and diesel cars and vans by 2030	X					
	Scottish Government will be consulting on zero/ultra low emission city centre’s by 2030	X	X				X
	Between 2020 and 2030 expect to see development of 11 and 16 GW of renewable capacity Offshore wind policy statement – potential for 8 and 11 GW of offshore wind capacity by 2030					X	
	To reduce emissions in waste sector to 0.8 megatonnes PA by 2030			X			
<b>2031 to 2035 : Key Milestones</b>							
UK	Targeting 40GW of offshore wind by 2030 including 1GW floating offshore wind				X		
	With no new commitments, all existing nuclear plants due to cease generating by end of 2030				X		
Scotland	Peatland restoration needs to increase beyond current 20,000 hectares to achieve 2032 target of 250,000 hectares of peatland having been restored					X	

Appendix 1

	Achieve 2032 target of 21% of land will be covered by forest					X	
	By 2032, we will generate at least the equivalent of 50% of our energy (across heat, transport, and electricity demand) from renewable sources	X	X		X		
	By 2032, 100% of Scotland's electricity demand from renewable sources	X	X		X		X
	Energy Efficiency Standard for Social Housing 2 (ESSH2) milestone is for social housing to meet an EPC Band B by December 2032, within limits of cost, technology, consent.		X		X		X
	Heat in Buildings Strategy, all homes meeting at least EPC band C by 2033		X				
	Scotland's rail services will be fully decarbonised by 2035	X			X		
	2035 interim fuel poverty targets: <ul style="list-style-type: none"> <li>○ no more than 10% of households in Scotland are in fuel poverty,</li> <li>○ no more than 3% of households in Scotland are in extreme fuel poverty,</li> </ul>		X		X		X
<b>2036 to 2040 : Key Milestones</b>							
Scotland	Decarbonise scheduled flights within Scotland by 2040	X					
	2040 targets of no more than 5% of households in fuel poverty, no more than 1% in extreme fuel poverty; and the median fuel poverty gap is no more than £250 in 2015 prices before inflation		X				X
<b>2041 to 2045 : Key Milestones</b>							
Scotland	By 2045, need to have transitioned 2 million homes and 100,000 non-domestic buildings to low/zero emissions from heating systems		X	X			X
<b>&lt;Goal Accomplished – A Net Zero Aberdeen&gt;</b>							

### 2.3 Our Routemap Themes

The route-map has **6 themes**:



**Figure 5** – Graphical representation of the six themes of the Net Zero Aberdeen Routemap with abbreviations of each of the challenges so far identified under each theme.

## 2.4 Net Zero Theme Strategies – summary

Our six net zero strategies set out their respective strategic aims, outcomes, objectives and measures. A summary of the aim and outcomes of each is presented below.

Strategic aim	Key outcomes
<p><b>Mobility</b></p> <p>We will reduce travel demand, play a key role in enabling a transition to low/ zero emission vehicles and facilitate more walking, wheeling and use of public transport to reduce emissions while increasing the safety of road users.</p>	<ul style="list-style-type: none"> <li>Reduction in traffic across the city</li> <li>Reduction in proportion of journeys by car drivers to less than 50% by 2030</li> <li>Improved travel planning</li> <li>Reduce the need for car travel, facilitating local services &amp; 20-minute neighbourhoods</li> <li>Increased number of people taking public transport</li> <li>Increased number of people walking and wheeling</li> <li>Reduced emissions from transport</li> </ul>
<p><b>Buildings &amp; Heat</b></p> <p>Reduced greenhouse gas emissions to net zero by 2045, through rapid decarbonisation across all sectors with many changes to the ways in which both power and heat is generated and used.</p>	<ul style="list-style-type: none"> <li>Improved energy performance data</li> <li>Improved plans, policies and standards</li> <li>Improved energy efficiency of buildings</li> <li>Improve energy management controls</li> <li>Expand low and zero emissions heating</li> <li>Increased connections to decentralised energy systems</li> <li>Reduced fuel poverty</li> </ul>
<p><b>Circular economy</b></p> <p>We will identify, promote and develop circular economy models that can maximise the value of products and materials, to reduce carbon emissions and support economic resilience.</p>	<ul style="list-style-type: none"> <li>Job creation and enhanced business resilience</li> <li>Materials are recovered and regenerated</li> <li>A reduction in emissions from the whole lifecycle of products</li> </ul>
<p><b>Energy supply</b></p> <p>We will develop affordable low-carbon energy choices for our citizens and use our strengths as a global energy capital to put ourselves at the front of</p>	<ul style="list-style-type: none"> <li>No exacerbation of fuel poverty</li> <li>Increase decentralised energy</li> <li>Commercialise green hydrogen</li> <li>Expand micro renewables</li> </ul>

the energy transition; focusing on developing globally recognised centres of excellence for green hydrogen and offshore wind.

Enable a skills transition

Carbon capture, and utilisation and storage

Capitalise on offshore wind

Secure investment

Diversify the energy supply chain

### Our Natural Environment

We will further protect and expand nature across Aberdeen, enhancing its integrity, managing it to contribute to an overall reduction in greenhouse gas emissions, and reversing the nature decline for the multiple benefits these provide in ensuring our most basic societal and economic goods.

Reduction in greenhouse gas emissions

Increase in biodiversity

Improved health & wellbeing

### Empowerment

We will empower stakeholders to understand their needs and remove barriers to their goals, working with them on our net zero journey, ensuring a strong partnership approach. We will communicate with stakeholders, allowing us all to learn and adapt, while maintaining a view across the Net Zero themes, community projects and other initiatives.

Increase communication and understanding

Improve collaboration and participation

Ensure intervention and action

## 2.6 Theme co-benefits

**Table 6:** Table outlining the co-benefits of the six Net Zero Aberdeen Strategies

	Mobility	Buildings & Heat	Energy Supply	Circular Economy	Natural Environment	Empowerment
Improved health & wellbeing	●	●	●		●	●
Improved air quality	●		●		●	
Protect/ enhance biodiversity				●	●	●
Reduces flood risk					●	

Fair/ just transition	●	●	●	●	●	●
Skills development		●	●	●		●
Green jobs/ job creation			●	●		●
Economic growth	●	●	●	●		●
Increase in carbon store					●	
Helps conserve natural resources		●		●	●	
Helps reduce fuel poverty		●	●			
Placemaking	●	●			●	

## 2.7 The next 12 months

Net Zero Aberdeen is a long-term approach on our journey to a net zero city and nation by 2045, with a critical interim decade of action to 2030. This Routemap attempts to build on the existing foundations of Aberdeen’s Net Zero Vision. However, there remain capacity and knowledge gaps to fill and more sophisticated and detailed work to undertake as we evolve and mature on our collective journey. Over the next 12 months, Net Zero Aberdeen intend to:

- Develop a plan and actions for engagement, including climate change branding and design, developing non-technical summaries of information, building a digital presence for information and collaboration, developing a pledge scheme for Aberdeen and promoting it alongside this Routemap, working with young people and other stakeholders to shape and deliver iterations of this Routemap, the Strategies and subsequent plans;
- Review and evolve our citywide approach to climate change and energy transition governance, working with the Net Zero Leadership Board, Delivery Unit and other partners across the city;
- Explore and mature our approach to estimating, measuring, monitoring and analysing and reporting energy and emissions data and associated metrics;
- Work with all stakeholders to identify existing and develop new collaborative plans and actions to deliver the outcomes of our Routemap and Strategies and plans;
- Develop and / or implement industry standard methods to assess our plans and actions for carbon, costs and other impacts to inform our priorities and direct our investment decisions;
- Work with all stakeholders through the above processes and other methods to review and refine future iterations of this Routemap and Strategies;
- Provide accessible and transparent reporting to the public, governments, NZA & Council in a years time on progress.

## 3.0 Monitoring & Reporting

It is essential for efficient and robust management of effort and matters of public, partner and investor trust that Net Zero Aberdeen provide regular, transparent and honest reporting on the challenges, opportunities, actions and outcomes from this collective

journey. There exist a range of reporting requirements for levels of governments and for various organisations across sectors, including.

- Scottish Government - A duty to report annually on climate change progress to the Scottish Parliament. They are supported by the Climate Change Committee.
- Public Bodies, including Aberdeen City Council
  - Required to report annually on targets, actions, and outcomes on emissions under their control and understand and address climate risks to assets and operations
  - Recommended to report annually on emissions reduction and adaptation activities under their wider influence; this Routemap and Aberdeen Adapts;
  - Required to report annually on procurement activities, including on compliance with / furtherance of Sustainable Procurement Duty and community benefit plans.
  - Report triennially on compliance with the Biodiversity Duty.
- Pension Funds are subject to Occupational Pension Schemes (Climate Change Governance and Reporting) Regulations 2021.
- Mandatory reporting of climate related financial information across the economy is expected by 2025, with a significant portion in place by 2023.
- Signatories to the Cities Pledge to Zero, Glasgow and Edinburgh Declarations have reporting expectations in line with existing global and European reporting standards.

The intention for Net Zero Aberdeen is not to add further complex reporting requirements on an already crowded market. Instead, to provide regular updates on ambitions, efforts and outcomes (as set out in the Routemap and accompanying Strategies) through existing and new governance and engagement channels and to provide at least one more comprehensive annual report on progress which builds on the information already being collated and submitted across organisations and sectors.

## 4.0 Governance

### 4.1 Net Zero governance

Aberdeen's Net Zero Vision proposed a governance model, as set out in Figure 6 below, to drive forward the direction and develop the details of the Net Zero Aberdeen journey, as currently articulated through this Routemap and Strategies. This model consists of:

- **Leadership Board** - driving direction through a range of city representation.
- **Delivery Unit** – implementing activity through theme collaboration.
- **Themes** – Six themes driven by a theme lead from a range of city organisations.

This approach has been effective during this phase. However, there has been learning throughout, including an awareness of the plethora of climate change, net zero, resilience and energy transition bodies across Aberdeen. Therefore, a review of the approach to climate governance across Aberdeen will take place with the aim to ensure the city model is most efficient and effective to drive collaboration, investment and outcomes.

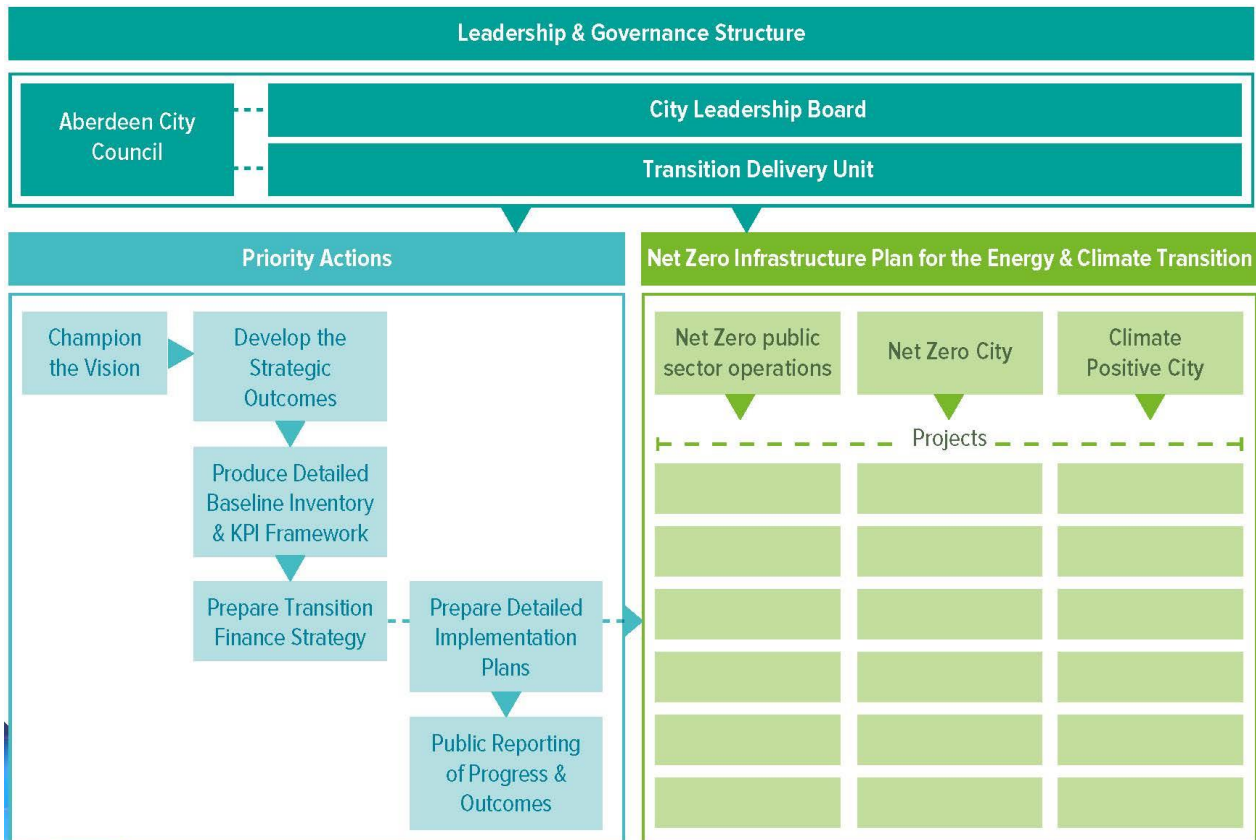


Figure 6 – Aberdeen Net Zero Vision Governance proposals

Table 7: Representatives on the Net Zero Aberdeen Leadership Board and Delivery Unit

Leadership Board	Delivery Unit
Scottish Gas Networks	Robert Gordon University
Scottish Renewables	Skills Development Scotland
BP	Scottish Futures Trust
Scottish Fuel Cell Association	NESTRANS
ORE Catapult	Aberdeen City Council
Core Cities UK	Net Zero Technology Centre
Opportunity North East	Aberdeen Renewable Energy Group
Aberdeen City Council	Aberdeen Heat and Power
University of Glasgow	Zero Waste Scotland
Crown Estate Scotland	NESBiP
Just Energy Transition Commission	NatureScot
Net Zero Technology Centre	University of Aberdeen

#### 4.2 Finance and Investment

It is evident that the pace, depth and scale of system change demanded across all sectors to reach net zero by 2045 comes with significant cost. As identified in the seminal Stern Review on the Economics of Climate Change, it is expensive to act now yet it is far more costly to defer action. Likewise, local action comes with significant










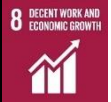









economic and other opportunities, especially for Aberdeen in terms of our just energy transition agenda.

As investment focus shifts towards a Wellbeing Economy, climate change and energy transition funding models and investment opportunities are becoming increasingly innovative, frequent, evident and scaled. For example, Glasgow Agreement on mobilising private capital, UK Sovereign Green Bond, Levelling Up, City Region Deals, Scotland’s Programme for Government, North East Just Transition Fund and so on.

Therefore, there is a need to set out local focus areas and priorities for collaborative action to access and direct investment towards, while ensuring no-one is left behind. Following on from the City Region Deal and Strategic Infrastructure Plan, this is something which the Net Zero Aberdeen Vision and Routemap continue to do for Aberdeen. Further effort is required to evolve more detailed plans and undertake financial assessments and business cases, considering; the costs and benefits of those actions and conversely, the costs and other implications of not acting.

### 5.1 Net Zero Aberdeen and the UN Sustainable Development Goals

	<p>Generating clean energy and improving energy efficiency will help to alleviate fuel poverty. Principles of ‘community wealth building’ and a ‘just transition’ underpin Empowerment, Energy Supply and the Buildings &amp; Heat Strategies.</p>
	<p>Supporting local food growing, including orchards and market gardens is included in the Natural Environment Strategy. Reducing food waste is also part of the Circular Economy Strategy.</p>
	<p>Increased tree cover and clean energy generation can contribute to improved air quality and help to improve health. Expanded use of blue green infrastructure and active travel can contribute to health and well-being. The Mobility and Natural Environment Strategy are relevant to delivering this SDG.</p>
	<p>Actions to support wider engagement with schools will support global citizenship education and education for sustainable development. The Empowerment Strategy aligns to SDG4.</p>
	<p>A ‘just transition’ should consider gender equality and the aims of delivering a ‘just transition’ feature throughout the Routemap and supporting strategies.</p>
	<p>Improving water use efficiency through the effective use of resources and the expanded use of blue green infrastructure will contribute to protecting and restoring water related ecosystems, rivers and aquifers. Increased tree cover will also support the water environment. The Circular Economy Strategy and Natural Environment Strategy are most relevant to this SDG.</p>
	<p>Generating clean energy, extend the heat network, increase the share of renewable energy in the energy mix and improve the energy efficiency of buildings will contribute to universal access to affordable, reliable and modern energy services. The Building and Heat Strategy and Energy Supply Strategy are most relevant here.</p>

	<p>Encouraging effective use of resources will support local business to decouple economic growth from environmental degradation and create jobs in the process. The Empowerment Strategy and Circular Economy Strategy are most relevant to the delivery of this SDG.</p>
	<p>Encouraging the effective use of resources and low-carbon enhancements to infrastructure will support and encourage local stakeholders and researchers to further innovate. The Buildings and Heat Strategy and Circular Economy Strategy are most relevant to the delivery of this SDG.</p>
	<p>Increasing energy efficiency and effective use of resources will help to alleviate fuel poverty and deliver a 'just transition' protecting and sustaining income growth of those facing most socio-economic challenges. The aims of delivering a 'just transition' feature throughout the roadmap and its supporting strategies.</p>
	<p>Improving building quality, protecting and enhancing open spaces, resilient design of infrastructure, reducing losses from weather impacts all contribute to a sustainable city. All six strategies are relevant but especially the Empowerment Strategy and the Mobility Strategy.</p>
	<p>Minimising waste, encouraging the effective use of resources, improving data capture, encouraging sustainable procurement and the wider engagement with citizens will all increase greater awareness of the links with climate action. The Circular Economy Strategy aligns to SDG12.</p>
	<p>Reducing emissions, increasing the resilience and build standards of city assets, climate risk management and embedding climate considerations into city-wide activities and decision-making are all contributing to climate action. All six strategies are delivering this SDG.</p>
	<p>Improving water use efficiency through effective use of resources and the expanded use of blue green infrastructure will contribute to protecting and restoring water related ecosystems, rivers and aquifers. Increased tree cover will also support the water environment. The Natural Environment Strategy is most relevant to delivering this SDG.</p>
	<p>Increasing nature-based solutions and reversing the harm will contribute to overall biodiversity gain and potentially support and protect habitats for wildlife. The Natural Environment Strategy is most relevant to delivering this.</p>
	<p>Developing effective, accountable and transparent governance of the city's climate actions, benchmarking and public reporting of progress will contribute to strong institutions and a process in which people feel able to participate. The Empowerment Strategy is most relevant here.</p>
	<p>Aiming to embed climate considerations into other programmes, plans and strategies will lead to improved policy coherence and present opportunities to engage further with multi-stakeholder partnerships both within Aberdeen and further afield. The Empowerment Strategy is most relevant here.</p>

# Mobility Strategy

## Net Zero Aberdeen

### 1. Purpose

#### 1.1. How is the Mobility theme relevant to Net Zero Aberdeen

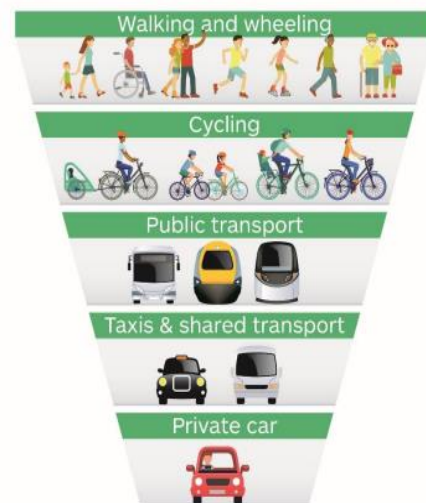
To meet Net Zero by 2045, a rapid change is required in the transportation network, alongside the development of actions towards more sustainable travel.

#### 1.2. What is mobility and modal shift

A modal shift is needed from the currently private car dominated system to one of increased active travel, public transport, car sharing, echoing the National Transport Strategy's Sustainable Transport Hierarchy. Alongside a transition to the use of low and zero emission vehicles helping to secure the city as a world leader in transport and energy technologies.

We recognise that transport and connectivity are critical to sustainable economic development and a fairer Aberdeen, and it must be acknowledged that the current mode split with over 63% of trips being made by car, cannot continue.

#### Prioritising Sustainable Transport



### 2. Context

#### 2.1. What is the context for the Mobility theme

In 2019, emissions from domestic transport in Scotland (excluding International Aviation and Shipping) was 12.0 MtCO<sub>2</sub>e, this was the largest source of net emissions. Transport emissions have varied little over the past decade when traffic has increased but vehicles become more efficient. While most other categories have seen significant reductions, transport has seen a relatively small decrease of 11.3% between 1990 and 2019, resulting in transport's contribution increasing to over a third of emissions.<sup>1</sup>

<sup>1</sup> Scottish Greenhouse Gas statistics – 1990-2019:  
<https://www.gov.scot/binaries/content/documents/govscot/publications/statistics/2021/06/scottish-greenhouse-gas-statistics-1990-2019/documents/scottish-greenhouse-gas-emissions-2019/scottish-greenhouse-gas-emissions-2019/govscot%3Adocument/scottish-greenhouse-gas-emissions-2019.pdf>

In Aberdeen, the proportion of CO2 emissions attributable to transport, in comparison with other sectors, has increased from 20% in 2005 to 30% in 2019. While CO2 emissions from transport reduced by 7.5% over this period.<sup>2</sup>

In a regional context, Nestrans has gained Ministerial approval of the North East's new Regional Transport Strategy (RTS). The strategy will shape the area's transport policies and actions for the next 20 years. Delivery plans are to be developed towards achieving the six key priorities:

- Improved journey efficiencies to enhance connectivity
- Zero fatalities on the road network
- Air quality that is cleaner than World Health Organisation and Clean Air for Scotland standards for emissions from transport
- Significantly reduced carbon emissions from transport to support net zero 2045
- Accessibility for all
- A step change in public transport and active travel enabling a 50:50 mode split between car driver and sustainable modes.

A wide range of public transport measures will be required to either tackle existing problems or support future consolidated and sustainable growth. The Cross City Transport Connections Study will inform opportunities to provide a cross-city public transport service and enhance accessibility to more destinations by public transport and active travel modes. The completion of the railway dualling works between Aberdeen and Inverurie also means there are opportunities for improved rail services into the city.

Emerging plans, policies and strategies must continue to promote and improve the link between land use and transport to make sure that all new development and regenerated areas are conveniently located and designed in such a way as to encourage walking, cycling and the use of public transport.

Historically, the delivery of transport interventions has been slow. This is primarily due to their cost and the lengthy periods of time it takes to undertake the appropriate appraisals, amalgamate land through compulsory purchase, ensure capital funding and finally undertake construction. To make impactful change in the short term we cannot continue to follow this model and we cannot continue to depend on large scale urban road-building projects.

## 2.2. Key challenges for the Mobility theme

How do we:

1. **Reduce journey numbers** in the context of growing demand.
2. **Reduce journey lengths** taken.
3. **Facilitate modal shift**, from the private car towards active and public transport.
4. **Increase active travel**; the level of walking and cycling across the city.

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<sup>2</sup> BEIS Local authority CO2 emissions: <https://data.gov.uk/dataset/723c243d-2f1a-4d27-8b61-cdb93e5b10ff/uk-local-authority-and-regional-carbon-dioxide-emissions-national-statistics-2005-to-2019>

5. **Decarbonise public transport** networks, increasing the use of electric and hydrogen vehicles.
6. **Reduce travel demand**, particularly flights.

### 2.3. What is already happening

Partnership working has enabled substantial progress in recent years, with significant investment in active travel infrastructure, introduction of an enhanced local rail service between Inverurie, Aberdeen and Montrose, and delivery of one of the largest fleets of hydrogen vehicles including Hydrogen double-decker buses. The area also has a successful car club and is delivering a framework of charging for Electric Vehicles.

### 3. Strategic drivers

UK	<a href="#">Decarbonising Transport, a better, greener Britain</a>
	To introduce a legal framework for automated vehicles
Scotland	<a href="#">National Transport Strategy (NTS2)</a> and <a href="#">Delivery Plan</a>
	Update to <a href="#">Scotland’s Climate Change Plan</a> includes commitments to: <ul style="list-style-type: none"> <li>• a 20% reduction in car traffic by 2030</li> <li>• phase out the need for diesel and petrol cars by 2030</li> </ul>
	Current consultations on <a href="#">20% car kilometre reduction routemap</a> and an <a href="#">Aviation Strategy</a>
Regional	Regional Transport Strategy – <a href="#">NESTRANS 2040</a>
Aberdeen	<a href="#">Aberdeen Local Transport Strategy</a>
	<a href="#">Sustainable Urban Mobility Plan</a>
	Aberdeen Active Travel Action Plan
	<a href="#">Aberdeen Electric Vehicle Framework</a>
	Roads Hierarchy

## 4. Approach

### 4.1. Overview

**Strategic Aim:** We will reduce travel demand, play a key role in enabling a transition to low / zero emission vehicles and facilitate more walking, wheeling and use of public transport to reduce emissions while increasing the safety of road users.

Key Outcomes	Strategic objectives	Measures
Reduction in traffic across the city	Reduce the demand for travel	Total traffic In Aberdeen. 2019 Baseline 1,568m.km
Reduction in proportion of journeys by car to less than 50% by 2030	Improved travel planning and better integration of transport networks, to enable modal shift.	Baseline Main Mode of Travel 2019 Car driver 53%
Reduce the need for car travel, facilitating local services and 20-minute neighbourhoods	Low carbon transport decisions to support 20% car traffic reduction, mode shift and emission reductions.	Baseline car traffic in Aberdeen 2019 1,244 million vehicle km.
Increased number of people taking public transport	Increase public transport options to encourage low carbon travel	Baseline 2019 Main mode of travel bus 12%
Increased number of people walking and wheeling	Extend and improve active travel networks for healthy, safer, and sustainable choices	Baseline 2019 Main mode of travel walk 21% and cycle 2%
Reduced emissions from transport	Decarbonise transport and increase uptake of low and zero carbon technology	Baseline 2019 carbon emissions from surface transport 329 kilotonnes CO <sub>2</sub> e.

### 4.2. About the approach

#### Reduce the need to travel

While changing the mode of how we travel is key to reaching net zero, a cornerstone component of the mobility theme is reducing the need for unnecessary travel.

- Facilitate local services, with the development of a 20-minute neighbourhoods model and shop local schemes in dialogue with communities.
- Enable flexible working practices, supported through greater digital connectivity, to reduce travel to work and travelling to meetings, when appropriate.

- Encourage greater use of technology, with the continued rollout of fibre, high speed broadband networks, supporting home shopping, remote working, and education.
- Develop community hubs, to allow people to work closer to home.

### **Better integration of transport networks**

For modal shift, it is key to ensure that elements of the transport networks “fit”, with live information for users and different travel modes working as a combined network.

- Enable multi-operator and multi-mode journeys seamlessly, through single ticket and collated information, such as the GoABZ app. which will enable cashless, all modes ease of use for facilities such as Car Club, public transport, e-bike hire and other services.
- Work with businesses to develop travel plans and inviting a Commuter Challenge, encouraging individual businesses to aim for net zero commutes.

### **Low carbon transport decisions**

Use of forecasts, modelling practices and a review of policies, plans and strategies to support traffic reduction, mode shift and carbon reductions. Ensuring that carbon-emitting practices are not built into projects and decisions.

- Identify major road schemes which are no longer necessary or appropriate and make positive decisions against their development.
- Use traffic models which test scenarios enabling traffic reduction, in line with national and local targets.
- Review the strategic approach to car parking to support a modal shift, ensuring that the cost and availability of parking is no longer an incentive for car use, relative to cost of public transport.
- Introduce Local Planning Guidance requiring developers to implement measures which will reduce dependence on car travel.
- Investigate the benefits and implications of introducing Workplace Parking Licensing, Road User Charging, or other demand management measures.

### **Increase public transport options**

Conventional rail and bus networks will be supplemented by an Aberdeen Rapid Transit (ART) network (as set out in the RTS), linking Park & Ride sites and Demand Responsive Transport options where appropriate for travel competitive with car costs and journey times.

- Develop a “game changer” public transport offering in the form of Aberdeen Rapid Transit, a tram-like modern system with exemplary comfort and effectiveness, including off-vehicle ticketing and competitive journey times.
- Maximise investment in existing and new Park & Ride facilities, linking edge of City with city centre, via an effective and efficient network.

- Deliver significant bus priorities which ensure competitive, consistent, and reliable journey times for public transport, on all key routes and corridors.
- Deliver additional railway stations to provide a local rail service.
- Deliver public transport which caters for the needs of all sectors of the population, including Demand Responsive Transport, Mobility as a Service, integrated ticketing initiatives and quality information using technological advances.
- Encourage a better balance of road space, identifying where road space can be allocated to support the sustainable travel hierarchy.

### **Extend active travel networks**

Attractive walking, cycling and wheeling options for short journeys by ensuring safe networks and appropriate facilities that encourage modal shift, lessening dependence on private cars.

- Pedestrianisation of the City Centre, as part of a City Centre Masterplan, incorporating linkages to the Beach and supported by measures to facilitate cycling and public transport access to the City Centre.
- Introduction of 20mph zones and traffic management, where traffic speeds are restricted to reduce the incidence of collisions and encourage active travel.
- Implement Traffic-Free Zones and Low Traffic Neighbourhoods, to protect residential amenity, reduce noise and air pollution and the impact of traffic on communities.
- Implement School Zones as part of School Travel Plans, where traffic is restricted during school start and end times, dissuading traffic around schools, encouraging active travel for pupils, and reducing casualties.
- A major programme of footway widening, junction treatments, surface improvements, and additional crossing points for an improved walking environment in the city.
- Develop a strategic, segregated cycling network.

### **Decarbonise transport**

The Scottish Government has committed to phasing out the need for new petrol or diesel vehicles by 2030. They have further committed to fully decarbonising Scotland's railways and are encouraging bus operators and goods vehicles to convert to zero emission technologies.

- Support national initiatives to decarbonise rail, aviation, and maritime sectors.
- Facilitate the retrofitting of the bus fleet operating in the city, through working in partnership through the North East Bus Alliance in securing funding via Transport Scotland's Bus Emission Abatement Retrofit scheme.
- Work with fleet operators to encourage the decarbonisation of goods vehicles, and other corporate fleets, including EcoStars accreditation for organisations leading by example.



- Support a transition to zero-emission vehicles in the general population, through engendering a change in attitudes to car ownership (through providing Car Club and e-bike hire for example) and enabling a shift to alternative fuels, including Electric Vehicles and hydrogen options.

## 5. Risks for this theme

Public and political support is essential, and the pace of change required will be a significant challenge. Road building schemes remain within the infrastructure plans of the Council and business community and development proposals are expected to provide increased capacity allowing individuals to focus on their personal preference rather than community goals. Strong leadership from the public sector and in particular, senior management, is needed if the Net Zero Vision is to be delivered. Potentially unpopular proposals, including increased enforcement or new charging regimes will likely require cross-party support and cross-organisational understanding.

Financial challenges should be able to be overcome – national funding is available for ambitious schemes which meet national criteria and objectives and potential revenue-raising opportunities fit with the demand management and mode shift agenda.

## 6. Theme synergies

<b>Buildings &amp; Heat</b>	Buildings should strive to incorporate future electric vehicle demands and opportunities, e.g. charging and energy storage.
<b>Energy Supply</b>	Net zero mobility needs energy system able to cope with demands of vehicle charging. Hydrogen alternatives help with the transition to a hydrogen economy.
<b>Circular Economy</b>	Leased and shared vehicles, i.e. Co-wheels & bike hire. Repair for active travel and low-carbon vehicles. End of life vehicles.
<b>Natural Environment</b>	Travel routes which integrate space for people and nature, improving habitat integrity and climate resilience.
<b>Empowerment</b>	Support the move towards zero carbon mobility, including the use of fiscal and non-fiscal incentives.

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# Buildings and Heat Strategy

## Net Zero Aberdeen

### 1. Purpose

#### 1.1 How is the Buildings and Heat Strategy relevant to Net Zero Aberdeen?

This strategy describes the role that Buildings and Heat have in our Net Zero Aberdeen journey. It covers the responsible use of materials in construction of buildings and energy use within properties.

### 2. Context

#### 2.1 What is the context for the Mobility theme

The built environment accounts for 19% of Aberdeen's emissions, the vast majority of which are residential. Almost 90% of all homes use fossil fuels for heating, cooking and hot water and majority are connected to gas grid.

The material and architecture for which Aberdeen is known compounds some of these challenges. Significant areas of flatted tenements and the widespread use of granite result in significant levels of energy use within these buildings. Heat loss through the fabric of these often-uninsulated properties, results in both a significant level of unnecessary emissions and in some cases, residents falling into fuel poverty. Even where people on the margins do not fall within the fuel poverty classification, they will be spending more than is required to heat their homes.

This was identified in thermal imaging surveys commissioned by Aberdeen City Council in 2014, which demonstrated the thermal inefficiency of many properties in Aberdeen. It is not predicted there has been a significant change in recent years.

Many of our commercial and public buildings, especially those of a historic nature, will also suffer from these challenges. While in these cases the cost of energy may not be as acute an issue, the resulting carbon emissions will be significant. Tackling commercial properties, while a smaller percentage of the overall target, may represent an opportunity for some quick wins.

In October 2021, the Scottish Government published its [Heat in Buildings Strategy](#), which sets out the following key targets:

- From 2024, new homes will use zero direct emissions heating and high levels of fabric energy efficiency to reduce overall heat demand and avoid future retrofit
- By 2030 the vast majority of the 170,000 off-gas homes that currently use high emissions oil, LPG, and solid fuels, as well as at least one million on-gas homes, must convert to zero emissions heating
- The key strategic technologies which will be prioritised in the immediate term includes energy efficiency measures, heat pumps and heat networks
- The statutory fuel poverty target requires no more than 5% of households in Scotland to be in fuel poverty by 2040

- By 2045 all homes and buildings in Scotland must have significantly reduced their energy use, and almost all must be using a zero-emissions heating system

The Heat in Buildings Strategy recognises that the path to net zero will require significant improvements in the energy efficiency of both new and existing homes. For new homes improvements will be driven through revisions to the [Building Regulations](#) with some interim changes expected in 2022 ahead of the New Build Zero Emissions from Heat Standard coming into force in 2024. All existing homes are expected to achieve an EPC energy efficiency rating of band C by 2033. It is proposed that a zero emissions standard across all tenures will be introduced, with compliance date of 2045, subject to technological developments and decisions by the UK Government in reserved areas. Targets are also included for non-domestic buildings with standards expected to be introduced from 2025 to ensure they reduce demand for heat and install or connect to zero emissions heating systems.

Several levers are also available at a local level which can be used to advance the journey to net zero. Through the planning system there are opportunities within the emerging Aberdeen Local Development Plan to identify Heat Network Zones. There are also improved energy standards required for new buildings and support for Low and Zero Generating Technology. The emerging National Planning Framework 4 also includes strong support for carbon assessment and energy efficiency.

Emerging Local Heat and Energy Efficiency Strategy (LHEES) Implementation Plans provide area wide opportunities to help identify, data and skills gaps.

The UK electricity generation mix has changed considerably in recent years with renewables contribution to low carbon generation providing increasing proportions of the national electricity needs, resulting in low carbon generation from renewables and nuclear now accounting for 54.4% of all electricity generated in 2019.<sup>1</sup> It is expected that the proportion of electricity generated by low carbon systems will continue to increase.

## 2.2 Key challenges for Buildings and Heat

How do we:

1. **Reduce energy demand** of all types in the built environment.
2. **Phase out fossil-fuel** based energy sources while maintaining a just transition.
3. **Encourage fabric first** approach in all types of new builds and retrofits.
4. **Encourage energy efficiency** across our energy systems to reduce waste.
5. **Incentivise replacement heating** with low carbon alternatives.
6. **Improve public engagement** to understand issues and deliver better advice.
8. **Collaborate to promote net zero** with partner organisations.
9. **Encourage higher standards** from Aberdeen's development industry.
10. **Expand district heating** across domestic and commercial properties.
11. **Develop new energy** opportunities in partnership with industry.
12. **Avoid further fuel poverty** from our drive to net zero buildings and heat

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<sup>1</sup> [www.gov.uk/government/statistics/digest-of-uk-energy-statistics-dukes-2020](http://www.gov.uk/government/statistics/digest-of-uk-energy-statistics-dukes-2020)).

### 2.3 What is already happening

Project DORIC (Domestic Optimised Retrofit Innovation Concept) is a Department for Business, Energy and Industrial Strategy (UK BEIS) match funded project to carry out whole house retrofit to PAS 2035:2019 Retrofitting standard and demonstrating decarbonisation of heat. New build Council social housing to a 'Gold Standard' specification of energy performance. Expansion of our district heating networks, including some new build housing connecting to new and existing heat network.

Feasibility study of hydrogen for heat as a decarbonisation solution for district heating energy centres.

### 3. Strategic drivers

UK	<a href="#">Powering our Net Zero Future</a>
	<a href="#">Heat and Buildings Strategy</a>
	Future Homes Standard aims to ensure all new builds are zero carbon Ready; a road map is expected to be published.
	<a href="#">Heat Network Metering and Billing Regulations 2020</a>
Scotland	<a href="#">Fuel Poverty (Targets, Definitions and Strategy) (Scotland) Act 2019</a>
	<a href="#">The Future of Energy in Scotland: Scottish Energy Strategy</a>
	<a href="#">Heat Networks (Scotland) Act 2021 – covering regulatory powers.</a>
	<a href="#">Heat in Buildings Strategy – achieving net zero in Scotland's buildings</a>
	<a href="#">Local Energy Policy Statement</a>
	Scottish Government target for 6TWh of heat to be supplied through heat networks by 2030 using low carbon means
Aberdeen	Secondary legislation to be introduced on a duty for Local Heat and Energy Efficiency Strategies (LHEES), working in partnership with councils and aiming to have area wide plans in place across all areas by the end of 2022 <sup>2</sup>

<sup>2</sup> Refer to page 88: <https://www.gov.scot/publications/securing-green-recovery-path-net-zero-update-climate-change-plan-20182032/>

## 4. Approach

### 4.1 Overview

**Strategic Aim:** Reduce greenhouse gas emissions to net zero by 2045, through rapid decarbonisation across all sectors with many changes to the ways in which both power and heat is generated and used.

Key Outcomes	Strategic objectives	Measures
Improved energy performance data	Improve energy performance data to more accurately identify existing building performance and heat use.	Capturing energy data for all buildings within LHEES Plans
Improved plans, policies, and standards	Developing Local Heat & Energy Efficiency Strategy (LHEES) Implementation Plans across areas	Number of LHEES Plans produced
Improved energy efficiency of buildings	Fabric first approach to improve insulation of the building envelope to reduce the requirement for heat.	Property heat performance, as shown by heat map
Improve energy management controls	Use energy audits as a tool to identify and deliver better, energy smart equipment and controls	Number of properties audited
Expand low and zero emissions heating	Use feasibility studies to accelerate the switch to low or zero carbon heating and hot water systems	Number of properties being feasibility assessed
Increased connections to decentralised energy	Expand district and communal heating connections in the city	Number of district heating connections
Reduced fuel poverty	Provide support to those in fuel poverty and identify tangible community benefits	Percentage of households in fuel poverty

### 4.2 About the approach

#### Improve energy performance data

Energy Performance Certificates (EPC's) remain by far the most common data available for buildings. EPCs are limited in terms of the detailed energy information required and the relative accuracy of "as built" data over period of 10 years presents a challenge. Address data gaps from the building and energy sectors.

- Engage with the Universities, Scottish Government, Scottish Futures Trust, energy sector and others improve data and accuracy; and to innovate and explore solutions for real time data.
- Make use of data from Aberdeen’s Heat Map and the Scottish Government’s Heat Map for more granularity and to better inform decision making.

### **Strengthen plans, policies, and standards**

Through the Local Development Plan and use of the Local Heat and Energy Efficiency Strategy (LHEES) Plans methodology to set higher energy requirements from our built environment.

- Engage with the developers and house builders to explore barriers to improving energy standards.
- Engage with other stakeholders in the city to develop the LHEES Plans including expansion of district heating network.

#### **Local Heat and Energy Efficiency Strategy (LHEES)**

All Local Authorities in Scotland must produce LHEES Plans for the Council area by 2023 to set long term plans for local energy efficiency and heat decarbonisation. The LHEES methodology supports planning at local area level on the approach to achieve net zero by 2045.

Area Plans will consider the local heat demand and building assessment, developing a local energy plan of the energy infrastructure to meet the energy demand and retrofit requirements for each building and helping to identify, data and skills gaps.

The LHEES Plans can also overlay other datasets such as heat maps and electricity distribution networks, including electric vehicle charging networks.

### **Develop a fabric first approach**

A “fabric first” approach through insulation upgrades or deep retrofit measures to ensure that the building is thermally efficient. Reducing heat demand will make it easier and more cost effective to install and operate low carbon heating systems such as ground or air source heat pumps.

- Drive a “fabric first” approach by improving insulation of the envelope of the building, to reduce the demand for heat irrespective of the type of fuel used.
- As demand for heat in homes is significantly reduced, poor energy efficiency will no longer be a driver of fuel poverty.

### **Improve energy efficiency – controls and management**

Energy efficiency improvement through better, energy smart equipment and controls, as well as behavioural change on how energy is used in buildings.

- Optimise controls, balancing demand, and supply of energy to achieve better energy efficiencies within buildings considering its operations and occupancy.

- Make use of smart metering and controllers for improved monitoring of heat and power distribution networks, to maximise efficiencies.

### **Low or Zero Carbon Heat**

Accelerate the switch to low or zero carbon heating and hot water systems, including district heating or zero emissions heating, such as communal ground source heat pumps and air source heat pumps.

#### **Hydrogen**

Hydrogen could potentially displace natural gas – this is largely dependent on successful demonstration and positive decisions on the future of hydrogen in the gas grid from the UK Government. There are multiple methods for producing and distributing hydrogen; studies are ongoing into the safety of using higher concentrations of hydrogen in the gas system, including the potential to introduce this to some district heat networks in Aberdeen.<sup>3</sup>

The prospect of using hydrogen as a fuel for combined heat and power (CHP) plants presents opportunities for new technologies, such as fuel cells and hydrogen-fuelled reciprocating engine CHPs, to play a part of the future technology mix. The counterfactual position being gas heating means that there is a significant challenge in affordable heating when considering hydrogen.

### **Decentralised and Community Energy**

There are a range of technologies which have the potential to be low carbon heating sources and there is a need to identify the most appropriate, effective, economically viable and scalable routes for building types in the city. Heat networks are in place in the city operated by Aberdeen Heat and Power, the NHS and both Universities.

- Assess and identify the complexities of decarbonising city district heating.
- Plan expansion in infrastructure for existing and new heating networks, such as the Aberdeen Heat & Power (AHP) model. Expanding connections to different property types and to privately owned domestic and commercial properties.
- Where possible, adapting current equipment or integrating measures to reduce carbon, such as the introduction of hydrogen to heat networks, capture of waste heat, use of energy storage.
- Investigate opportunities to capture and store currently unused heat, either as stand-alone prospects or for areas where the energy can be fed to heat networks.
- Plan use of technologies for buildings outside the reach of heat networks, such as heat pumps for individual and communal heat production.
- Use of technologies, such as heat pumps integrated within a heat network.
- Explore opportunities to support local communities in developing decentralised and community-based energy projects.

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<sup>3</sup> <https://www.gov.uk/government/publications/heat-decarbonisation-overview-of-current-evidence-base>



**Providing support to those in fuel poverty**

Supporting disadvantaged and vulnerable people is critical to a just transition. Affordable energy is not only impacted by energy costs and the thermal efficiency of the property, but also behaviour and the efficiencies of the equipment used. Changes in technology incurs costs and it is important to ensure there is a Just Transition so these are not passed to those least able to afford changes. Linking to wider actions under this theme, people should have support to live in properties in which the fabric and heat source is optimised for efficiency.

- Assess energy proposals to ensure a Just Transition and that any changes introduced do not disproportionately affect those in or at risk of fuel poverty.
- Provide advice and support for those currently in or at risk from fuel poverty.
- Raise awareness of measures to improve the thermal efficiencies of properties.
- Use technology, e.g. smart metering, to assist residents to reduce costs.

**5. Risks for this theme**

**Financial**

- Gas alternatives for heating are currently expensive. Supply will be determined by capital investment and scale of production and distribution in Aberdeen.
- Zero emissions heating systems are currently more expensive to operate and risk putting more people into fuel poverty.
- Low financial assistance for property owners to retrofit homes to improve thermal efficiencies and to invest in zero emissions heating.
- High costs to connect to district heating may impact heat network expansion.

**Operational**

- Capacity and expertise in construction and energy sectors to deliver improvements.
- Lack of certainty on low carbon fuel and technology.
- Developing local energy systems can be complex and off putting for communities.
- Low capacity and expertise to cost and undertake LHEES Plans for each local area.
- Limited detailed data for existing building stock and energy use.

**6. Theme synergies**

<b>Mobility</b>	Buildings should strive to incorporate future electric vehicle demands and opportunities, e.g. charging and energy storage.
<b>Energy Supply</b>	Local renewable energy generation and low carbon fuels such as hydrogen requires energy supplier engagement and investment.
<b>Circular Economy</b>	Energy retrofit programmes can build in circular construction.
<b>Natural Environment</b>	Retrofitting to include green infrastructure to improve thermal efficiency and save energy and water use
<b>Empowerment</b>	Societal level behavioural change to how energy is generated and used needs to be part of local community empowerment.

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# Circular Economy Strategy

## Net Zero Aberdeen

### 1. Purpose

#### 1.1 How is the Circular Economy strategy relevant to Net Zero Aberdeen?

This circular economy involves rethinking how we do things, how we value resources and integrating this into how we design, manufacture, consume and dispose of products and materials. It is a model for systemic change that will benefit the local economy, help to drive social change, as well as significantly contributing to delivery of net zero ambitions.

Aberdeen's growing waste infrastructure is helping improve the way we manage waste. However, to deliver net zero there is a need to think much more widely about how we manage resources. We need to look at ways to avoid and reduce levels of waste generated and find better ways to reuse, remanufacture and finally recycle the waste we do produce.

Aberdeen's northeast location means it is dependent of the movement of a wide range of goods and products and often reliant on long global supply chains, which can be vulnerable to disruption. A circular economy offers a solution to this threat through creation of local solutions for products and materials such as remanufacturing, repair and re-use. As well as encouraging innovation and presenting new business opportunities, this creates jobs and boosts the local economy.

But it is not just the business sector that can benefit, circular economy can support a fairer more just society. Moving to sharing, leasing and reuse models can give people access to a wider range of goods that would otherwise not have been affordable.

### 2. Context

#### 2.1 What is the context for the Circular Economy theme<sup>1</sup>

Currently, four fifths (or 80%) of Scotland's carbon footprint is generated by the vast amount of goods and materials that we produce, consume and throw away often after just one use. We import roughly half of these products and materials from countries overseas, where the impact on biodiversity, habitat and water security can be significant.

In 2021, Zero Waste Scotland developed a landmark report, The Scottish Material Flow Accounts (MFA). The report reveals the size of Scotland's material footprint for the first time. The study found that Scotland's Raw Material Consumption amounted to 100 Mt of materials, which equates to 18.4 tonnes per person. This is 38% higher

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<sup>1</sup> <https://www.environment.gov.scot/data/waste-data-strategy/>

than the global average and more than twice as high as the level many experts suggest is sustainable (8 tonnes per person per year).

Analysis showed that the difference is linked to population and climate. Scotland's lower population density means more materials are required per person for civic amenities including roads, bridges and public buildings. The colder climate means there is more demand for heating fuels.

Scotland has a material-intensive economy, we use far too much 'stuff' (from domestically extracted materials like oil and gas, wood, crops to exports such as steel, laptops, clothes, fruit and veg) and that is contributing to the climate crisis. The more materials we extract and use, the more damage we do to the climate and to nature. Put simply, our material consumption in Scotland is the single-greatest driver of climate change, and nearly all other environmental problems.

We can't run an economy without resources, so we need to find ways of making better use of them. The key to this is the circular economy. We can reduce our material consumption, minimise our environmental and social impacts without affecting our standard of living.

In domestic household waste, Aberdeen continues to lead the way among Scottish Cities recycling 49.9% of its waste as compared to Edinburgh with 38.6%, Glasgow with 24.7% and Dundee with 38.4%. It also remains above the Scottish average at of the cities domestic waste was not recycled and when we move into commercial waste the picture becomes more difficult to decipher.

Aberdeen's recycling rate dropped to 45.6% in 2020 (National recycling rates also dropped). Overall, more household waste was produced and proportionately less recycled. This is thought to be due to various changes caused by the COVID-19 pandemic, including:

1. Increase in people working at home or furloughed, displacing commercial waste produced in workplaces
2. Increased volume of household waste due to increased home deliveries
3. Less opportunity for recycling; on initial lockdown, the frequency of some waste collections reduced whilst councils transitioned to new ways of working to enable physical distancing of crews, alongside a period of closure of Household Waste and Recycling Centres

Commercial waste figures are not available at a local or city level making tackling these waste challenges significantly more difficult.

While to tackle this problem effectively more information on commercial waste is necessary, the challenge is still clear from the local and national figures.

## 2.2 Key Challenges for the Circular Economy

How do we...

1. **Engage meaningfully** with residents, businesses and waste operators in a more successful way which is outcome focused.
2. **Reduce consumption** levels across all sectors.

3. **Minimise waste** levels being created across all sectors.
4. **Influence product lifespan** for goods we purchase.
5. **Recycle to reduce landfill** and avoid wasting valuable resources.
6. **Design for re-use and recycling** in all products sold.
7. **Recycle locally** without shipping nationally or internationally (proximity principle).
8. **Generate energy from waste** or anaerobic digestion from non-recyclable material
9. **Extract heat** from our wastewater.
10. **Support circular economy** to grow its full potential.

### 2.3 What is already happening

Recent and ongoing developments such as the Mixed Recycling Centre, the Energy from Waste plant at Altens and the new anaerobic digestion plant at The Exhibition and Conference Arena (TECA) will all make a significant difference to our waste streams. The principles of circular construction are well established. In developing the infrastructure for the Seagreen wind farm, Montrose Port Authority repurposed a 50m communications mast and two-storey office building, previously used in Aberdeen’s oil and gas supply chain sector.

### 3. Strategic drivers

UK	<a href="#">EU (Circular Economy) Directive</a>
Scotland	<a href="#">The Environmental Protection (Single-use Plastic Products) (Scotland) Regulations 2021</a> – comes into force June 2022
	<a href="#">Food Waste Reduction Action Plan</a> – published 2019
	Consultation: <a href="#">Circular Economy: Proposals for Legislation</a> on Scotland’s Circular Economy Bill (2019). Not yet presented to Parliament.
	<a href="#">Making Things Last Strategy 2016</a>
	<a href="#">Scotland’s Zero Waste Plan 2010</a> The Circularity Gap report – to follow in 2022
Aberdeen	<a href="#">Waste Strategy (2014-2025)</a>

### 4. Approach

#### 4.1 Overview

**Strategic Aim:** We will identify, promote and develop circular economy models that can maximise the value of products and materials, to reduce carbon emissions and support economic resilience.

Key Outcomes	Strategic objectives	Measures
Job creation and enhanced business resilience	Exploring new business and behaviour models	No. of businesses reached

A reduction in emissions from the whole life cycle of products	Designing for a circular economy	No. of developments adopting circular economy principles
	Making things last	No. of citizen reuse and repair facilities
	Maximising use of assets	No. assets repurposed to
Materials are recovered and regenerated	Avoiding waste	Total household waste generated
	Recycling at end of life/maximising value from waste	Tonnes of waste recycled (household)

## 4.2 About the approach

The circular economy represents a fundamental shift in the way that we manufacture, use and view materials and products. In simple terms it means ‘making things last’. It can be summed up in five key ‘R’s, in priority order - reduce, reuse, repair, remake and finally recycle. So, while recycling absolutely has a part to play, the most valuable action we can take is to reduce consumption and production. In doing so, we can encourage innovation; contribute to new business opportunities; save natural resources and enable wider community access to goods and materials.

### Designing for a circular economy

Designing out waste, looking at the life cycle impacts of products, including end of life and seeking to maximise the durability of products, identifying ways valuable materials can be reused and shared.

- Engage with stakeholders in construction, including consideration of potential for materials exchange and ways to integrate principles of circular construction into the design and development of local projects.
- Make a net zero/ circular construction commitment to integrate principles of circular construction into the design and development of major local developments.
- Apply circular economy principles to the energy transition.
- Link decommissioning activity and reuse in construction.
- Explore opportunities for research, learning, application of circular economy in local further education institutes.

### Exploring new business and behaviour models

Promote and support new thinking about the use of goods and services leading to new business models, supporting and creating jobs and diversification. A sharing economy reduces resource use and consumption but also supports equality, by giving access to items that might be needed on an ad hoc basis but can’t necessarily be afforded.

- Support small businesses to explore new circular economy business models.
- Building opportunities for growth of Aberdeen sharing economy and engage with nation-wide sharing networks. For example, tool sharing, leasing of electronic devices, bikes, furniture etc.
- Explore local digital opportunities and solutions to use technology to support and drive a circular economy, for example, local materials exchange platforms. This can work at a city level, within sectors, or with a consumer focus

### **Making things last**

Mapping out, raising awareness and supporting growth of infrastructure and services for city reuse. Building business and community capability in repair.

- Develop city infrastructure and services for repair, to support citizens with keeping goods in working order.
- Encourage the mainstreaming of reuse, building on Aberdeen's well-established reuse sector.
- Encourage a growth of repair and reuse in the commercial sector. Mapping out and raising awareness of city reuse and repair facilities.
- Examine opportunities to build capability in repair, supporting citizens to keep goods in working order for longer.
- Explore the potential to establish a "reuse quarter", or similar, which could support wider city regeneration, as well as provide new jobs.
- Support behaviour change to encourage greater levels of reuse by consumers.

### **Maximising use of assets**

Imaginative use of underutilised buildings and spaces in Aberdeen to support the circular economy; while at the same time wider city regeneration.

- Explore opportunities to use available assets to promote reuse and repair such as repair cafes or reuse hubs. Use space to promote citizen and business innovation and shared space for creative activity or learning.

### **Avoiding waste**

Encouraging avoidance of waste in the first instance

- Encourage a reduction in the use of single use items, raise awareness.
- Promote a reduction in food waste in the hospitality and food service sector; ensuring edible surplus food in the area is collected and redistributed.
- Support and encourage local events to minimise waste.
- Promote food waste reduction with households/consumers. Encourage participation in food waste recycling collections and alternative mechanisms for dealing with food waste e.g., on-site digesters and composting.
- Promote and support growth of the number of shops and businesses that are active in reuse, such as 'refilleries'.

- Engage with the construction sector to explore opportunities to avoid waste; embedding circular principles in design to robust site waste management plans.

**Recycling at end of life/maximising value from waste**

Reuse is encouraged, though where not possible, raising awareness of and examining current and emerging opportunities for city recycling can keep valuable materials in circulation and help reduce the depletion of natural resources.

- Establish a resource management group to look at waste arising across the region; end points, challenging wastes and opportunities for local recycling.
- Raise awareness of recycling opportunities within the city.
- Encouraging business use of recycled materials in the production of products.

**5. Risks for this theme**

Political – when addressing circular economy there are national and global dimensions in relation to the production and consumption of goods and supply chains that will not be possible to influence at city level. Quality standards around circular economy are needed to support wider uptake. National action is needed to develop wider reuse and redistribution networks.

Social / Citizen – need for skills development in repair and engagement in circular economy options and business models.

Legal – proposals by Scottish Government for a Circular Economy Bill.

Economic / Financial – need for funding and investment to support circular economy. The development of circular business models, such as leasing and modular components cannot be addressed at city level alone.

**6. Theme synergies**

<b>Mobility</b>	Links to shared & leased vehicle access i.e. Co-wheels and bike repair / hire. Repair for low carbon vehicles. Solutions to maximise value from end-of-life fossil fuel vehicles.
<b>Buildings &amp; Heat</b>	Incorporating circular principles into construction and retrofit and re-use of waste heat from industrial / commercial processes.
<b>Energy Supply</b>	Extend the lifecycle of products in the energy sector and find routes to maximise value from associated assets at end of life.
<b>Natural Environment</b>	Support natural systems through reduced raw material extraction. Maximise value from natural products, e.g. forestry.
<b>Empowerment</b>	Links to shared & leased vehicle access. Awareness of the impacts of products and services and how to make smarter choices. Upskilling to embed circularity at design stage.



# Energy Supply Strategy

## Net Zero Aberdeen

### 1. Purpose

#### 1.1 How is the Energy Supply Strategy relevant to Net Zero Aberdeen?

Energy generation and consumption produce a significant proportion of total carbon emissions and therefore the decarbonisation of the energy system is a priority. However, conventional sources of energy underpin the global economy and the everyday life of people. Change of the kind required will be disruptive and it is imperative that individuals be protected from marginalisation and that new opportunities are created. Decarbonisation cannot be achieved through removing carbon emissions from supply alone. Therefore, there are linkages with buildings, heat, mobility, and demand reduction.

### 2. Context

#### 1.2 What is the context for the Mobility theme

In 2019 Aberdeen's energy consumption was 5,003 GWh or 3.5% of the Scottish total of 144.8 TWh. Sources were Petroleum (1,510 GWh and 30.2 %), Gas (2,278 GWh and 45.5%), Electricity (1,073 GWh and 21.4%%), Bioenergy and Waste (119 GWh and 2.4%) plus other minor sources (22 GWh and 0.4 %).

Demand sources were Domestic (36%), Transport (23%), Industrial, Commercial, and other (41%).<sup>1</sup>

#### Emissions

In 2019 Aberdeen City's territorial CO<sub>2</sub> emissions were 1,154 ktCO<sub>2e</sub> or 3.7% of the total across Scotland. These are spread across the following categories: Domestic (341 ktCO<sub>2e</sub> 30%), Transport (328 ktCO<sub>2e</sub> 28%), Industrial, Commercial and Other (484 ktCO<sub>2e</sub> 42%).<sup>2</sup>

#### 1.3 Key Challenges for Energy Supply

How do we:

1. **Support national grid decarbonisation** and ensure that all new and existing networks city networks are zero carbon.
2. **Ensure** affordable energy and reduce fuel poverty in the move to net zero.
3. **Support network growth** for local decentralised and micro-renewable systems across all energy sectors.

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<sup>1</sup> <https://www.gov.uk/government/statistics/total-final-energy-consumption-at-regional-and-local-authority-level-2005-to-2019>

<sup>2</sup> <https://www.gov.uk/government/statistics/uk-local-authority-and-regional-carbon-dioxide-emissions-national-statistics-2005-to-2019>

4. **Support growth of green hydrogen** production and usage, including local demand and export
5. **Capitalise on North Sea skills** from industries to grow the supply chain and net zero economy.
6. **Secure maximum economic benefit** and output from Scotwind leasing round and Innovation to Oil and Gas (INTOG) projects.
7. **Support Carbon Capture Usage and Storage (CCUS)** development, financing, ownership, and funding models appropriate for new types of energy projects.

### 1.4 What is already happening

Aberdeen already has three important offshore wind developments in the area; Hywind, EOWDC and Kincardine Floating Offshore Wind Farm. The ScotWind sites numbers one to six directly east of Aberdeen provide significant new potential.

There is an award-winning Aberdeen Heat and Power network in place, with expansion potential to incorporate additional heat and energy opportunities. Aberdeen has significant opportunities to develop and expand energy networks across the city, with several existing heat networks already in operation. The development of the new Energy from Waste site in Altens provides opportunity for locally generated energy to feed into new and existing networks in the form of heat and power. The anaerobic digestion plant at The Exhibition and Conference Arena (TECA) is another example of local network that can be developed.

The Acorn Carbon Capture Utilisation and Storage (CCUS) and Aberdeen Vision hydrogen proposals also offer significant opportunities.

### 3. Strategic drivers

UK	<a href="#">UK Industrial decarbonisation strategy</a> 2021
	<a href="#">UK Hydrogen strategy</a> 2021 - targeting 5GW low carbon hydrogen production capacity by 2030
	<a href="#">Energy white paper: Powering our Net Zero Future Dec 2020</a> – including potential to treble the amount of bio-methane in the grid between 2018-2030
	<a href="#">Biomass policy statement (2021): a strategic view on the role of sustainable biomass for net zero</a> . Bio-mass strategy to be published (2022).
Scotland	<a href="#">Home Energy and Fuel Poverty Policy</a>
	<a href="#">Energy Efficiency Policy</a>
	<a href="#">Offshore Wind Policy Statement (2020)</a>
	<a href="#">Hydrogen Policy Statement (2020)</a> and Hydrogen Action Plan (2021)
	<a href="#">Local Energy Policy Statement (2021)</a>
	<a href="#">Heat Networks (Scotland) Bill (2022)</a>
	Upcoming - Updated Electricity Generation Policy statement (by 2022)
Upcoming - Bio-Energy Action Plan to be published (2023)	
Regional	<a href="#">City Region Hydrogen Strategy &amp; Action Plan (2015 – 2025)</a>
Aberdeen	

## 4. Approach

### 4.1 Overview

**Strategic Aim:** We will develop affordable low-carbon energy choices for our citizens and use our strengths as a global energy capital to put ourselves at the front of the energy transition; focusing on developing globally recognised centres of excellence for green hydrogen and offshore wind.

Key Outcomes	Strategic objectives	Measures
No exacerbation of fuel poverty	Ensure fuel poverty does not increase from these objectives	% households in fuel poverty
Increase decentralised energy	Establish Aberdeen as a leading UK city for decentralised energy.	Growth in decentralised networks
Commercialise green hydrogen	Establish Aberdeen as a global centre of excellence for hydrogen	Volume produced People employed Patents lodged
Expand micro renewables	Develop projects that meet SEG support while developing options to meet future support.	Projects supported Generation capacity Project pipeline
Ensure a skills transition	Aberdeen is a globally recognised centre of excellence for energy transition training	Number of publicly funded training places Number of new qualifications introduced Number of placements from outwith Aberdeen
Secure carbon capture, and utilization and storage	Explore potential for carbon capture from waste to heat and from direct air capture	Reports on potential
Capitalise on offshore wind	Establish Aberdeen as an offshore wind global centre of excellence	Creation of offshore wind centre of excellence
Secure investment	Achieve the investment required to deliver decarbonised energy supply	New ownership, finance models Capital investment
Diversify the energy supply chain	Engage in renewable energy generation, distribution, operations and maintenance.	Alternative energy economic activity

		Number new markets penetrated
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## 4.2 About the approach

### Fuel poverty

- Work with generators and utilities to ensure that prices do not rise for those in fuel poverty or at risk of it
- Support the creation of an “at risk of fuel poverty register”

### Decentralised energy

- Develop decentralised energy master plans to cover area-specific opportunities including existing and new projects
- Work with generators and utilities to develop decentralised generation/ consumption projects
- Identify and promote opportunities for community ownership/participation

### Green hydrogen

- Deliver Aberdeen Hydrogen Hub (AHH) production and distribution infrastructure
- Develop integrated training and accreditation offer (AHH)
- Develop integrated supply chain development programme (AHH)
- Marketing campaign to promote Aberdeen as a global centre of excellence in hydrogen (AHH and partners)

### Micro renewables

- Undertake an assessment of micro renewable deployment opportunities at commercial, residential, and industrial and public sector sites
- Define technologies and ownership and funding options

### Skills transition

- Explore facilities/policy needed to secure jobs in Aberdeen
- Produce integrated training and accreditation offer to be marketed globally (AHH and partners)
- Create an energy transition skills hub

### Carbon capture, and utilization and storage

- Support local projects – Acorn, Aberdeen Vision
- Encourage transfer of skills, expertise and assets from our oil and gas industry
- Develop small scale CCS deployment opportunities in Aberdeen

### Offshore Wind

- Offshore Wind and Floating Offshore Wind Centres of Excellence

## Appendix 1D

- Support transfer of skills from oil and gas and supply chain development programmes
- Innovation and commercialisation
- Secure maximum local content in Scotwind 1 and 2

### **Investment**

- Development of ownership, investment, and funding models suitable for new types of projects
- Support investor understanding of new types of energy project
- Access public funding sources for new technology and project development, skills and training

### **Supply Chain**

- Support the supply chain in diversification and accessing new business
- Ensure that the supply chain is linked to skills, training, skills transfer and project opportunities
- Support the supply chain in the development of marketable new technology, products and services
- Promote international business opportunities to the supply chain and promote supply chain capabilities in new markets

## 5. Risks for this theme

Failure to engage the drive for net zero will lead to significant loss of market share and economic activity through:

- Loss of city and local energy leadership
- Failure to invest in technology and project development
- Failure to develop new workforce skills and supply chain capability

The drive for energy transition and net zero also creates certain risks for the public and private sector, communities, and individuals:

- The scale of investment required
- Exposure to pre-commercial technologies
- The range of investment required such as in infrastructure, assets, facilities and skills/reskill
- New funding and financial models are required, or the development of decentralised projects be constrained developers put at risk

Rapid structural change in the energy market, supply chain and skills required also poses risk for citizens and individuals:

- Possible rising energy costs, an increase in fuel/power poverty and exclusion
- Exclusion from the workforce and could also increase energy poverty
- The drive for smaller, decentralised projects

There are also reputational risks for government, utilities, developers, and landlords:

- If the transition is not handled fairly and leads to loss of opportunity and exclusion
- If momentum is not built and progress maintained
- If a just energy transition not achieved

## 6. Theme synergies

<b>Mobility</b>	Link to green hydrogen, carbon capture/utilisation and storage.
<b>Buildings &amp; Heat</b>	Link to fuel poverty, decentralised energy, green hydrogen, micro renewables
<b>Circular Economy</b>	Link to decentralised energy (Energy from solid waste and wastewater).
<b>Natural Environment</b>	Link to decentralised energy, green hydrogen, micro renewables and carbon capture/storage (embed green infrastructure)
<b>Empowerment</b>	Skills transition and green jobs across; carbon capture, utilisation and storage, offshore wind and supply chain (green jobs).

# Natural Environment Strategy

## Net Zero Aberdeen

### 1. Purpose

#### 1.1 How is the Natural Environment Strategy relevant to Net Zero Aberdeen?

This Strategy forms part of our city-wide approach to a Net Zero Aberdeen. It is required to address the urgent need to reduce our greenhouse gas (GHG) emissions, to reach the national and city targets of Net Zero by 2045 and thereby ending our contribution to climate change.

Natural environments play a significant role in global greenhouse gas cycles through the removal and storage of gases from the atmosphere. It is vital the Natural Environment is managed in a sensitively to avoid emissions from the land and nature.

### 2. Context

#### 2.1 What is the context for the Natural Environment theme

Impacts climate change, arising from our emissions, are already evident in our natural environment, which is vital in supporting our economy, communities, and biodiversity. In addition to the significant loss of biodiversity, extreme weather events are becoming more frequent and severe affecting all sectors of society, for examples storms Frank, Arwen, Malik and Corrie. At the current trajectory of emissions, it is predicted we will see yet more changes.

Aberdeen covers an area of 185.7 km<sup>2</sup> and on 30th June 2019, National Registers of Scotland estimated it was home to 228,670 people. Many internationally, nationally, and locally protected areas fall within Aberdeen. Most prominently the River Dee Special Area of Conservation (SAC) is designated for its Atlantic salmon, freshwater pearl mussel, European otter and is frequented by Harbour porpoises and Bottlenose dolphins. As importantly, the city is also home to a diversity of green and open spaces for people and wildlife, whilst helping us adapt and mitigate to climate change and enriching people's wellbeing.

The City's Countryside Ranger Service manages 25 countryside sites across Aberdeen City where the priority is managing for biodiversity, education, and public access. These sites total more than 1,000 hectares and include a Site of Special Scientific Interest, four Local Nature Reserves, and 14 of Aberdeen's 45 Local Nature Conservation Sites.

Aberdeen City Council manages 350 hectares of woodlands and 1,450 hectares of parks and other greenspaces. Further extensive areas of land are managed for people and nature and other co-benefits by other public, private and community bodies and partnerships, including Forestry and Land Scotland, The River Dee Trust, the Woodland Trust and individual private land-owners.

In addition, Aberdeen benefits from one marine Special Protection Area extended into Aberdeen's coastal zone in December 2020. The coastline is increasingly frequented by marine mammals such as Minke and Humpback whales.

In addition to protecting designated areas, the amount of blue green infrastructure, including green walls, green roofs and rain gardens, within the built environment must be increased and enhanced to ensure a sustainable balance of Blue, Green and Grey is achieved and to halt urban sprawl and the density of buildings, roads and hard infrastructure devoid of blue and green space. By working together across Aberdeen, we can meet the aspirations of both The Edinburgh Biodiversity Declaration and Glasgow Food and Climate Declaration.

In December 2020 the Scottish Government published the *Scottish Biodiversity Strategy post-2020: statement of intent* setting the direction for a new biodiversity strategy in Scotland that will respond to the increased urgency for action to tackle the twin challenges of biodiversity loss and climate change. This forms part of the Global Biodiversity Framework that will be taken forward to the Convention on Biological Diversity (COP-15) in China in 2022.

## 2.2 Key challenges for the Natural Environment theme

How do we:

1. **Provide information** on the nature crisis for all stakeholders to understand.
2. **Raising awareness** of the value the natural environment has for the health and wealth of our city and its people, now and in the future.
3. **Work in partnership** with all to protect and enhance our natural environment.
4. **Rebuild nature** we've lost to meet the targets of the UN post 2020 framework.
5. **Increase natural habitats** for the benefits they provide to people and nature.
6. **Enhance our urban greenery**, such as street trees, green roofs and walls, verges and reservations for the benefits they provide.
7. **Enhance our blue infrastructure** in and around Aberdeen to manage flooding, improve water quality and our marine ecosystems.
8. **Improve monitoring efforts** to ensure we're heading in the right direction.
9. **Secure the investment** to deliver the scale and pace of change needed.
10. **Lobby for changes** required beyond Aberdeen, e.g. government and agencies decisions and transboundary issues.

## 2.3 What is already happening

Aberdeen has an award-winning history of combining green into the grey, for example:

- Species interventions, such as red squirrel expansion and red kite re-introduction.
- Tree planting across the city to create new woodlands for people and wildlife.
- Co-ordinated control of invasive non-native species along our watercourses.
- Nature based flood alleviation schemes enhanced with amenity and active travel.
- Volunteering to enhance green spaces and nature sites across Aberdeen.



Aberdeen is home to global knowledge institutes and associated research, such as:

- Robert Gordon University – Schools of Public Health and Architecture / Built Environment with links to food, health and green infrastructure.
- University of Aberdeen – History of health, nature, forestry and geography, to name a few. Now also home to Rowett Institute linking food, agriculture and health.
- James Hutton Institute – Specialists on geology, soil, land use & agriculture.
- Scottish Rural College (SRUC) – Providing education and training on rural and agriculture matters.

Aberdeen benefits from partnerships focused on the natural environment, including:

- The North East Scotland Biological Records Centre (NESBReC), which manages and disseminates biological data for use in making nature and land-use decisions.
- The North East Scotland Biodiversity Partnership (NESBiP), a nationally valued focal point for regional nature conservation information and initiatives.
- The Dee Catchment Partnership of organisations with an interest in protecting, promoting and enhancing the River Dee and its species and habitats.

Aberdeen is a consistent winner of ‘In Bloom’ initiatives, showcasing communities playing central roles in the enhancement of Aberdeen’s spaces and environments.

### 3. Strategic drivers

UK	<p>Environment Bill (delayed)</p> <p><a href="#">UK Climate Risk Assessment</a> - current and future risks to biodiversity, <a href="#">specific risks for Scotland highlighted by Climate Change Committee</a></p> <p><a href="#">The Economics of Biodiversity: The Dasgupta Review</a></p>
Scotland	<p><a href="#">Wildlife and Countryside Act 1981</a></p> <p><a href="#">Town and Country Planning (Scotland) etc. Acts 1997 onwards</a></p> <p><a href="#">Land Reform (Scotland) Act 2003</a> / Scottish Outdoor Access Code.</p> <p><a href="#">Nature Conservation (Scotland) Act 2004</a></p> <p><a href="#">Wildlife &amp; Natural Environment (Scotland) Act 2011</a></p> <p><a href="#">Community Empowerment (Scotland) Act 2015</a></p> <p><a href="#">Climate Ready Scotland: Adaptation Programme 2019 – 2024</a></p> <p><a href="#">EU Habitats, Birds &amp; Water Framework Directives (Natura2000)</a></p> <p>Environmental Assessment (Scotland) Acts and Regulations 1999...</p> <p><a href="#">Flood Risk Management (Scotland) Act 2009</a></p> <p><a href="#">Scottish Biodiversity Strategy – post 2020 statement of intent</a></p>
Regional	<p><a href="#">Regional Land Use Partnerships</a></p> <p><a href="#">Regional Marine Planning</a></p> <p><a href="#">River Basin Management Plan</a></p> <p><a href="#">North East Local Flood Risk Management Plan 2016-2022</a></p>
Aberdeen	<p><a href="#">Local Outcome Improvement Plan 2016-2026 (refresh 2021)</a></p> <p><a href="#">Aberdeen Adapts (2022)</a></p> <p>Open Space Strategy (2022)</p>

	<a href="#">Tree &amp; Woodland Implementation Plan (draft)</a> <a href="#">Nature Conservation Plan</a> <a href="#">Local Development Plan and related policies, etc.</a>
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## 4. Approach

### 4.1 Overview

**Strategic Aim:** We will further protect and expand nature across Aberdeen, enhancing its integrity, managing it to contribute to an overall reduction in green house gas emissions, and reversing the nature decline for the multiple benefits these provide in ensuring our most basic societal and economic goods.

Key Outcomes	Strategic objectives	Measures
Reduction in green house gas emissions	Promote and facilitate collective action across Aberdeen to reverse the harm caused to nature	Citywide CO <sub>2</sub> e emissions
Increase in biodiversity	Increase use of nature-based solutions in delivery of hard and soft infrastructure	Area of Aberdeen protected Area of Aberdeen managed for nature
Improved health and wellbeing	Empower stakeholders through communication, collaboration and action on climate and nature	% citizens who feel able to influence decisions Number of Friends of Groups

Natural environment specific measures and targets tend to be longer-term. Single species / habitats data cannot tell us about the quality of the overall environment but can on occasion act as proxies for it. Hence, useful measures attempt to capture the qualities of the wider blue / green environment, e.g. area of land protected.

### 4.2 About the approach

#### Reversing the harm

A collaborative city-wide approach between all sectors of society is essential if we are to reverse the harm to our Natural Environment. Specifically in relation to this Natural Environment Strategy, but also contributing to adaptation and synergies with other themes, nature-based solutions will form the basis of the mitigation required to reach our Net Zero target by 2045 and our contribution to the nations Nationally Determined Contributions (NDCs) under the Paris Agreement on Climate Change.

### **Nature Based Solutions**

Nature based solutions are defined as actions to protect, sustainably manage, and restore natural or modified ecosystems, that address societal challenges, (e.g., climate change, food and water security or natural disasters) effectively and adaptively, simultaneously providing human wellbeing and biodiversity benefits.

### **Empower stakeholders**

Stakeholders will work together to share knowledge and inform ourselves, and the public about the value of, and the diverse and critically important roles the natural environment plays in the health and wealth of our city and its people, now and in the future. We shall communicate, collaborate and act to raise awareness, empowering stakeholders including the public and communities, to participate in the challenge we face to enhance and protect our natural environment in our just transition to Net Zero. As defined in the Empowerment Theme, we need to involve everyone in the decision-making process: we need more agile, iterative and responsive approaches that involve all the various communities in identifying and prioritising their needs and suitable solutions.

### **Areas of activity**

- Explore opportunities to map areas suitable for installation and retrofit of blue green infrastructure, e.g. through partnership work on a Sustainable Growth agreement.
- Explore sites to create naturalised grasslands and wildflower meadows across multiple land ownerships.
- Increase biodiversity, contributing to carbon stores and carbon savings from a reduction in intensive grass cutting on land across the city.
- In line with Scottish Forestry Strategy 2019 – 2029, and to support long-term emission sequestration, expand the city's tree and woodland cover from 16% to 21% by 2032 with a diversity of species and styles of planting that are more resilient to climate change and disease.
- Sustainably manage the city's existing tree and woodland cover to ensure we have the right trees in the right place for the right purpose.
- Identify opportunities to enhance the connectivity of blue and green corridors for wildlife and active travel.
- Increase use of permeable surfaces, Sustainable Urban Drainage Systems, and swales in our built environment, green roofs, green walls, rain gardens.
- Ensure the incorporation of high quality blue green infrastructure in our 20-minute neighbourhoods and transport networks.
- In partnership with developers and other stakeholders, embed high quality green and blue infrastructure across the city through the planning process.
- Collaborate with partners such as North East Scotland Biological Records Centre to improve the quality and accessibility of local nature information data to inform decision making.

- Invest in the enhancement and improvement of blue/green spaces and biodiversity moving from traditional financial focus to nature and net zero being at the forefront of all investment and financial decisions.
- Support local food growing, including orchards, to encourage a healthy relationship to local food which is accessible to all, and which is both good for people and the planet.
- Ensure we have a diverse mix of greenspaces for people and wildlife evenly distributed across the city, as identified in the Local Outcome Improvement Plan and Open Space Strategy.
- Explore the opportunities and risks to our Natural Environment and Food systems from the production and use of biofuels and other emerging products.

## 5. Risks for this theme

Nature is coming under increasing and competing pressures from inappropriate land uses and from further exploitation for societal products, e.g. land grabs for carbon offsets. There's an increasing need to ensure the right type of land use in the right place so as not to exacerbate climate and nature crises, for example not planting forests on peat soils or even prime agricultural land and ensuring the sustainable use of nature products in our circular economy and energy transition, e.g. biofuels.

Following Brexit, the UK and Scottish Governments have their strongest opportunity to date to reconsider and put in place alternative nature policies, targets and land use subsidy schemes that act in favour of climate and nature, e.g. Biodiversity Net Gain. However, these remain to be meaningfully defined or achieved.

The continued reduction in revenue funding for public bodies, including environmental agencies, and the quick turnaround nature of capital funding opportunities presents further risks to securing outcomes associated with nature.

## 6. Theme synergies

<b>Mobility</b>	Design routes for people and nature; making walking and wheeling attractive with networks that encourage modal shift.
<b>Buildings &amp; Heat</b>	Incorporating blue and green infrastructure, e.g. Sustainable Urban Drainage Systems, green walls, roofs and rain gardens.
<b>Energy Supply</b>	Sustainable use of land and nature as both potential fuel sources and emissions sinks.
<b>Circular Economy</b>	Local food growing, reducing food waste, composting and anaerobic digestion. Nature based products and packaging.
<b>Empowerment</b>	Climate and nature focus via public participation, collaboration and action in shaping policies and changing behaviours.

# Empowerment Strategy

## Net Zero Aberdeen

### 1. Purpose

#### 1.1 How is the Empowerment Strategy relevant to Net Zero Aberdeen?

Aberdeen's transition to net zero will require collaborative and co-creative ways of working with participation from businesses, organisations and communities.

To create and implement appropriate adaptive policies and new ways of thinking and doing, there is a need to involve everyone in the decision-making process.

More agile, iterative and responsive approaches are required to involve and empower all of the various communities in identifying and prioritising their needs and suitable solutions; as well as take part in implementation of these.

### 2. Context

#### 2.1 What is the context for the Empowerment theme

Scotland is committed to being a Net Zero Nation by 2045 and research has shown that 60% of the measures that need to be put in place to reach this target require fundamental change to all our lives, from the way we travel and heat our homes to what we choose to eat and drink. The transition will be successful only if we work with people, rather than imposing solutions from on high without social support.

The Scottish Government's Climate Change - Net Zero Nation: Public Engagement Strategy<sup>1</sup> sets out a clear vision: *Everyone in Scotland recognises the implications of the global climate emergency, fully understands and contributes to Scotland's response, and embraces their role in the transition to a net zero and climate ready Scotland.*

To achieve this there are fundamental objectives to be achieved both nationally and locally which involve raising awareness, developing opportunities for collaboration and actively empowering communities with resources and steering local intervention.

#### **Aberdeen context**

Aberdeen is the 8<sup>th</sup> largest local authority population in Scotland and is made up of 37 neighbourhoods of which 13 are in the 20% most deprived areas in Scotland. It has a relatively young population with a median age of around 38 years compared to Scottish median of 43.3 years. Aberdeen has long been a diverse city with 24.7% of its population being born outside the UK (9.8% Scotland).

Aberdeen has long held an international reputation as a global centre of excellence for the oil and gas industry energy with many of its citizens directly employed within the sector or strongly connected. Recent development aims to make Aberdeen the perfect place to build a decarbonisation hub for the UK, with investments in the city's

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<sup>1</sup> <https://www.gov.scot/publications/net-zero-nation-public-engagement-strategy-climate-change/pages/0/>

grade A office space, the ONE Tech Hub for digital and entrepreneurship activity, science centre, research hubs such as the ground-breaking Net Zero Technology Centre, the University of Aberdeen's Centre for Energy Transition, and the new Aberdeen South Harbour.

While it is recognised that the transition away from this dependency will be a significant challenge for the city and its communities, recent participation in the revision of the [Local Outcome Improvement Plan](#) and the locality plans for the [North](#), [South](#) and [Central](#) areas of the city saw communities and individuals highlighting the need to embrace greener more sustainable ways of working and living. This desire for more, biodiverse and connected greenspaces was also seen in [NESCAN's visioning for the future workshop outcomes](#) as part of a COP26 initiative.

All the above set the context and challenges for the Empowerment Strategy which aims to set out a framework for public engagement with people at the heart. Building on the strong [community empowerment networks](#), and the existing [organisations and partnerships](#) active in the city with a key focus on being inclusive and ensuring that all voices are heard as we work together to ensure that the ambition for Net Zero Aberdeen is turned into action.

## 2.2 Key challenges for the Empowerment theme

How do we:

1. **Embed fairness, inclusion and transparency** into the transition to Net Zero.
2. **Identify net zero aspirations**, values and pathways at local levels.
3. **Ensure place-based planning** and community wealth building are embedded in local development and community planning
4. **Community investment** and support and for green and low carbon infrastructure.
5. **Unlock place-based innovation** and investment into green jobs and wellbeing.
6. **Mainstream climate and nature education** into our curriculums.
7. **Promote ride sharing** culture for our transport challenge.
8. **Promote re-use** culture of products for our circular waste challenge.
9. **Aligning agendas** of energy transition, biodiversity and wellbeing in planning and investment.

## 2.3 What is already happening

[North East Scotland Climate Action Network](#) (NESCAN) is a collective of over 31 climate action organisations in the North East of Scotland developed by Aberdeen Climate Action in response to the need to develop a network to knit together the fast growing number of organisations and groups. Recent funding from the Scottish Government has enabled the creation of the NESCAN Hub. One of two regional hubs in Scotland, this community climate action support and collaboration hub aims to be an information, education and collaboration resource for projects to reduce carbon or increase biodiversity to build capacity and skills of those organisations and

support members and the local community to deal with climate change, biodiversity loss and help develop sustainable thriving communities.

Aberdeen has an active climate events programme which includes [Climate Week North East](#) which was founded in 2017 and regular climate cafes, workshops and talks held across the city and region.

Through schools and further education, young people are advancing learning and driving forward and participating in a range of climate initiatives. This includes direct actions to help reduce emissions in city Eco Schools, participation in the Hydrogen Challenge as well as engagement and learning around COP26 providing a stimulus for participation and discussion from global to local perspective.

Aberdeen’s globally renowned knowledge institutes are evolving to the climate and energy challenge to establish new institutes and undertake research and engagement on a range of regional skills and just transition matters with industry and community partners. That work will inform our journey to Net Zero.

### 3. Strategic drivers

Global	<a href="#">Sustainable Development Goals</a> <a href="#">UNFCCC Paris Agreement</a>
Scotland	<a href="#">Community Empowerment (Scotland) Act 2015</a> <a href="#">National Performance Framework / Sustainable Development Goals Programme for Government</a> <a href="#">Community Wealth Building</a> <a href="#">Place Principle</a> <a href="#">Just Transition Commission</a> <a href="#">Public Engagement Strategy for Climate Change</a> <a href="#">Climate Emergency Skills Action Plan</a>
Regional	<a href="#">Cities and regions policy</a> <a href="#">Regional Skills Strategy Aberdeen City &amp; Shire</a> <a href="#">Regional Economic Strategy</a>
Aberdeen	<a href="#">Local Outcome Improvement Plan 2016-2026</a> (2021 Refresh)

## 4. Approach

### 4.1 Overview

**Strategic Aim:** We will empower stakeholders to understand their needs and remove barriers to their goals, working with them on our net zero journey, ensuring a strong partnership approach. We will communicate with stakeholders, allowing us all to learn and adapt, while maintaining a view across the Net Zero themes, community projects and other initiatives.

Key Outcomes	Strategic objectives	Measures
Increase communication and understanding	Inform stakeholders about climate change and engage with them to help understand their needs	# comms outputs # people engaged
Improve collaboration and participation	Facilitate collaboration and partnership in the design and development of initiatives	# people educated and trained # projects designed
Ensure intervention and action	Design and deliver diverse initiatives, tackling challenges and with stakeholders at the heart	# projects funded # jobs created Emissions reduction

There will be a need to develop local just transition indicators that identify reductions in carbon, increase and distribution of green jobs and independent measures of inclusion, fairness and transparency.

### 4.2 About the approach

With the [National Standards for Community Engagement](#) as the foundation of our approach we will use three main approaches which determine type and format of engagement to be used however none of these should be viewed in isolation as are all interlinked and more when combined

#### Communication / Understand

To successfully support empowerment we must first understand the needs of our stakeholders. These needs will vary and are dependent on many factors including: business types, citizen age, where they live, learn, work, how they travel and their income. There is a need to ensure that communication, education and training are accessible for all. To be successful there is a need to identify the barriers faced, to understand the motivations and solutions for different stakeholder groups.





Climate change and energy transition information and education needs to be relatable to all by first understanding stakeholder needs and what it means to them:

- Identify priority groups where awareness campaigns should be focused i.e. Low Emission Zone residents
- Identify place-based narratives around climate change that resonate with businesses, individuals, communities and young people
- Develop and deliver targeted climate literacy campaigns for all audiences
- Accessible information for young people linked to Aberdeen's net zero approach
- Use customer insights to understand the challenges faced
- Clear communication of climate change at a localised levels

### **Collaboration / Participate**

Designing collaboratively involves taking the needs of stakeholders into account and embedding a culture of true collaboration in all projects. As well as designing with, it's also about empowering them to be part of the journey and to ultimately take on the decision making and delivery. This can be either institutionally led or grassroots people led.

- Creating space to bring stakeholders together to discuss and collaborate on ideas
- Engage with all to stakeholders to ensure citywide inclusion
- Ensuring that mechanisms to participate are inclusive, accessible and equitable
- Bringing people together to deliberate, leading to co-decision making, which is citizen focused, e.g. citizen juries, participatory budgeting, citizen assemblies, etc.
- Co-creating business and community that take account of climate change
- Empowering / reforming organisations and groups
- Increasing learning opportunities, participation and involvement from young people
- Supporting stakeholders to enable a true effective people led approach
- Enabling others to develop and deliver initiatives e.g. local / community energy, decentralised management of green spaces

### **Intervention / Act**

This approach relates to choice and the barriers around those choices. Engagement to incentivise action after decision making, addressing barriers or challenges and seeking solutions, e.g. education programmes, cycle infrastructure, etc. Continually reviewing and monitoring, building in learning into future planning.

- Finding solutions to barriers to making choices
- Identifying key incentives
- Reviewing interventions and adapting/changing them to push change
- Ensuring infrastructure is in place to support positive choices e.g. walking or cycling
- Providing resources, make it easier to recycle/reuse
- Delivering demos, training and building capacity
- Enabling and encouraging exploration and development of alternative solutions and ideas

## 5. Risks for this theme

The approaches in this theme must be used in tandem to avoid undermining the aim, to empower stakeholders. Likewise, they should not be overused, to avoid stakeholder fatigue and loss of engagement. Well considered, collaborative and efficient approaches are suggested from national to local levels and across partners.

It is important to ensure that progress is transparent, if stakeholders are making changes or adapting the way they live and travel we must ensure that they can see the progress and benefits for themselves and the city. A variety of communication channels should be used to provide updates on the implementation of this strategy.

A strong focus on designing and delivering initiatives on raising awareness, providing education and training is critical to ensuring a just transition for Aberdeen, drawing on the Just Transition Fund for the Northeast.

Identifying indicators for changes in behaviour is a significant challenge. On one hand given the scale of possible impact, over 60% of total reductions, the impact will be obvious. It will nevertheless be difficult to separate out behaviours which change due to a change in principle and those that change due to other policy levers.

## 6. Theme synergies

<b>Mobility</b>	Promote awareness of and access to affordable low/zero carbon private and public transport, active travel and ride sharing.
<b>Buildings &amp; Heat</b>	Provide affordable finance for energy retrofit, heat and power solutions and ensure no increase in fuel poverty.
<b>Energy Supply</b>	Deliver skills, jobs and engage citizens in affordable zero carbon energy and heat solutions and community energy initiatives.
<b>Circular Economy</b>	Promote the waste hierarchy, circularity in general, developing local initiatives and building new skills and jobs.
<b>Natural Environment</b>	Empower citizens to shape and manage nature-based solutions and associated benefits to the challenges in their communities.

# ABERDEEN ADAPTS

Updated Climate Adaptation Framework 2022

*Building resilience and adapting to the changing climate*

Aberdeen Adapts December 2019
Aberdeen Adapts V0.2 February 2022

## Appendix 2

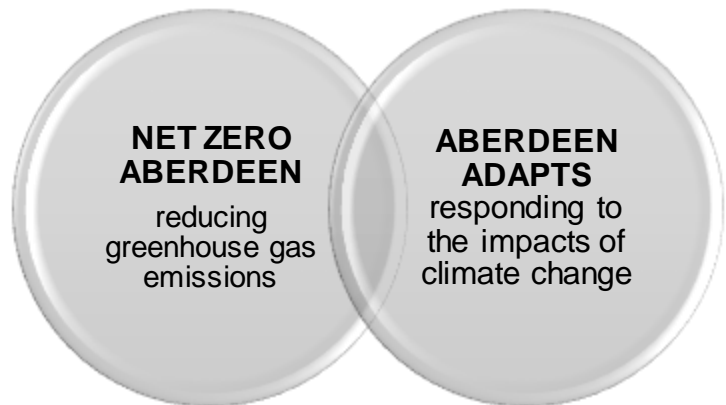
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## Executive summary

Aberdeen Adapts is a framework for city-wide working on adaptation. Incorporating the views of local organisations and communities, it sets the direction to build long term city resilience.

Aberdeen Adapts will sit alongside Net Zero Aberdeen.

As we drive forward with the change needed to meet our net zero ambitions, we need to build in resilience, taking action to prepare for inevitable changes in climate.



### We need to adapt...

The global climate is changing and this is expected to accelerate in coming decades. For Aberdeen this will mean warmer, wetter winters; hotter, drier summers; a rise in sea level; and less snow, ice and frost.<sup>1</sup>

This framework sets the direction for adaptation, with priorities, goals and action areas that will help Aberdeen to prepare.

- It includes actions to **prevent** impacts from climate change and where there is likely to be change, to **protect** people and places.
- It understands that in some areas we need to learn more to **inform** decision making and that it is important to remain flexible in approach, to incorporate new information.
- In others, we should strive to **innovate** and make use of new technology.
- The key to adaptation for Aberdeen is to **collaborate**, share experiences, build knowledge and understanding and work together to develop solutions.

### Aberdeen has already started the adaptation journey...

Aberdeen Adapts builds on the strategic plans and local actions that are already helping to strengthen city resilience.

**By learning from these measures, Aberdeen is well placed to develop the adaptation solutions that can make sure local people, places and businesses are climate ready**

## Appendix 2

### 1. Introduction

Temperature, rainfall and sunshine in the UK for 2020 were in the top-ten highest on record.<sup>2</sup> From wetter weather to warmer temperatures the climate is changing and this will bring considerable new challenges for Aberdeen.

The north east has seen the impacts of severe weather events, including damage and disruption from Storm Frank, the Beast from the East and more recently Storm Arwen.

Taking urgent climate action is one of the UN Sustainable Development Goals (Appendix 2)<sup>3</sup> and cities around the globe are taking active steps to adapt to climate change. In doing so, they are planning ahead and delivering long term solutions that protect people and places, as well as sustain innovation and growth.



#### **Why a framework?**

Our city will need to prepare, taking action to prevent, reduce and where required, adjust to climate impacts. This is a high level overarching framework outlining long terms goals, objectives and areas for collaboration. Alongside it recognises the local partnerships and plans already contributing to city adaptation.

This framework aims to establish a forward thinking, co-ordinated approach to improve the resilience of Aberdeen, helping to keep it open for business, reducing the risks and costs of damage and disruption. Climate change will affect organisations, businesses and communities across Aberdeen. No individual organisation has all the solutions and collaboration is essential to direct and deliver joined up adaptation action.

#### **1.1 About Aberdeen Adapts**

Aberdeen Adapts was originally approved in 2019. 41 local public bodies, businesses and communities input to the development of this framework through a series of stakeholder workshops, informed the local priorities, key climate challenges affecting various city sectors and adaption approaches for Aberdeen. In addition, 6 classes from several city schools took part in Climate Ready Places<sup>4</sup> workshops; an Arts and Climate Change Mini Festival was piloted, exploring new ways to engage the public in climate change; and a public consultation was held, receiving 70 responses.

Aberdeen Adapts was refreshed in 2022 to align with the Net Zero Aberdeen Routemap and to take on board new information, policy drivers and climate risks.

#### **1.2 Support from Adaptation Scotland**

[Adaptation Scotland](#) provided support for the initial development of Aberdeen Adapts, following a competitive application process led by Aberdeen City Council and the University of Aberdeen. Their knowledge and expertise with other partnership projects including, Climate Ready Clyde and Edinburgh Adapts enabled Aberdeen to draw on effective learning, actions and engagement processes. The Adaptation Scotland programme provides information, advice and support on climate adaptation for organisations in Scotland. The programme is funded by the Scottish Government and delivered by [Sniffer](#).

## Appendix 2

Links with the University led to several student placements and student led surveys on adaptation.

### 1.3 Acknowledgements

City organisations and communities who participated in the development of Aberdeen Adapts:

<ul style="list-style-type: none"><li>• Adaptation Scotland</li><li>• Aberdeen Performing Arts</li><li>• Aberdeen Biodiversity Centre</li><li>• Aberdeen City Council</li><li>• Aberdeenshire Council</li><li>• Aberdeen Climate Action</li><li>• Aberdeen City Heritage Trust</li><li>• Aberdeen City Health &amp; Social Care Partnership</li><li>• Ashley Road Primary School</li><li>• Archaeology Service</li><li>• Bridge Of Don Academy</li><li>• Bridge of Don Community Council</li><li>• Castlehill and Pittodrie Community Council</li><li>• Creative Carbon Scotland</li><li>• Cults, Bieldside &amp; Milltimber Community Council</li><li>• Culter Community Council</li><li>• Dee Catchment Partnership</li><li>• East Grampian Coastal Partnership</li><li>• Food Standards Scotland (Aberdeen)</li><li>• Forestry Commission</li><li>• Friends of Seaton Park</li></ul>	<ul style="list-style-type: none"><li>• Garthdee Community Council</li><li>• Grampian Energy</li><li>• Grampian Housing Association</li><li>• James Hutton Institute</li><li>• Middlefield Community</li><li>• NESTRANS</li><li>• NESBReC</li><li>• NHS Grampian</li><li>• PAS – Planning Aid for Scotland</li><li>• River Dee Trust</li><li>• RGU</li><li>• Scottish Enterprise</li><li>• Scottish Flood Forum</li><li>• Scottish Water</li><li>• SEPA</li><li>• SNH</li><li>• SSE</li><li>• Strategic Development Planning Authority</li><li>• University of Aberdeen</li><li>• Walking-the-Talk</li><li>• Woodside Primary School</li><li>• 2050 Climate Group</li></ul>
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### 1.4 Aligning with Net Zero Aberdeen

Net Zero Aberdeen is a Route-map to becoming a net zero city by 2045, targeting 6 key themes. Reducing global emissions, is essential to limit the impact of climate change. However, there will still be change. As net zero actions accelerate it will be essential to integrate actions to adapt, through Aberdeen Adapts to avoid locking in climate risks. The Climate Change Committee includes integrating adaptation into policies, including for Net Zero, as one of their 10 principles for good adaptation planning.

Synergies and interdependencies between Aberdeen Adapts and Net Zero Aberdeen are noted at the end of each theme section.

### 1.5 Strategic Environmental Assessment

A Strategic Environmental Assessment has been completed for Aberdeen Adapts, to meet the Environmental Assessment (Scotland) Act 2005. The Environmental Report<sup>5</sup> sets out the likely effects of Aberdeen Adapts, including the priorities, goals and action areas, on the environment. It includes how significant negative effects could be addressed by mitigation

## Appendix 2

and how any significant effects on the environment will be monitored. The findings were used to inform the Aberdeen Adapts Framework. Measures to work with partners to adapt to climate change and enhance the positive effects of Aberdeen Adapts, include:

- Reducing fragmentation; and protecting and enhancing biodiversity.
- Reducing emissions during any project development and protecting air quality.
- Making efficient use of water and protecting the water environment.
- Protecting soil health and stability.
- Protecting and enhancing valued landscapes, their character and setting.
- Minimising risks to people in Aberdeen and their health.
- Protecting the historic environment.



## 2. Aberdeen Climate Adaptation Framework

### 2.1 Why do we need Aberdeen Adapts?

Preparing for severe weather and climate change is essential to protect Aberdeen's people, places, public bodies and businesses including:

<b>Protecting people</b>	<ul style="list-style-type: none"> <li>• Flooding, erosion, tidal surge and heatwave events could affect the health and wellbeing of those who live, work and visit Aberdeen.<sup>6</sup> For vulnerable people, the impacts could be even greater, widening inequalities.<sup>7</sup></li> </ul>
<b>Safeguarding assets</b>	<ul style="list-style-type: none"> <li>• Reduce damage to Aberdeen's buildings and infrastructure and preserve the structure and function of city assets.</li> <li>• Prevent a loss of value and increased insurance costs.<sup>8</sup></li> </ul>
<b>Robust decision making</b>	<ul style="list-style-type: none"> <li>• What we build, how we invest, these decisions need to be robust, resilient and cost-effective in the long term. The effects of climate change are far ranging and the lifespan of projects and infrastructure can be affected.</li> <li>• A growing demand by investors, lenders and insurance underwriters, for decision-useful, climate-related financial information.<sup>9</sup></li> </ul>
<b>Reduce costs</b>	<ul style="list-style-type: none"> <li>• Estimates of the economic costs of climate change to the UK could be from 1 to 1.5% of GDP a year by 2045.<sup>10</sup></li> <li>• Without interventions, the estimated average annual damages from flooding alone in Aberdeen could approximately £12.5 million.</li> <li>• By taking timely action, funding opportunities can be accessed; there is time to establish low or no cost adaptation responses; and adaptation can be embedded into policy and decision-making to avoid costs of remedial action in the future.</li> </ul>
<b>Improving use of resources</b>	<ul style="list-style-type: none"> <li>• Organisations and businesses across Aberdeen will be facing climate challenges. A joined up approach can make best use of local resources, improve co-operation, avoid duplication and enhance business continuity.</li> </ul>
<b>Delivering multiple benefits</b>	<ul style="list-style-type: none"> <li>• Adaptation actions can deliver a range of co-benefits helping to reduce energy costs, flood risk, increase biodiversity and support health and wellbeing. Examples include, Maidencraig flood alleviation scheme helping to prevent flooding downstream, while integrating paths to provide connections and environmental improvements.</li> </ul>
<b>Meeting regulation</b>	<ul style="list-style-type: none"> <li>• Adapting to climate change is a duty, for most public sector organisations, under the <a href="#">Climate Change (Scotland) Act 2009</a><sup>11</sup> to protect critical services and infrastructure.</li> <li>• Adaptation action should help deliver relevant outcomes under <a href="#">Climate Ready Scotland</a>,<sup>12</sup> the second Scottish Adaptation programme 2019-2024.</li> </ul>

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<b>UK Climate Projections</b>	<ul style="list-style-type: none"><li>• UK Climate Projections provide information on projected changes to climate. <a href="#">UKCP18</a> data was used to inform Aberdeen Adapts.</li></ul>
<b>Supporting growth</b>	<ul style="list-style-type: none"><li>• Adaptation brings potential opportunities for innovation, research, retrofit and skills development.</li></ul>
<b>Supporting place based outcomes</b>	<p>Embedding adaptation into revised and emerging city documents will help with work to meet regulation and strengthen city resilience. Adaptation can help deliver wider city outcomes in a range of plans, programmes and strategies including:</p> <ul style="list-style-type: none"><li>• <a href="#">Local Outcome Improvement Plan</a>, includes a climate change outcome to reduce emissions and adapt.</li><li>• <a href="#">Local Transport Strategy</a> has an aim to ensure that the transport network is as resilient as possible to flooding and contingency conditions are developed.</li><li>• <a href="#">Aberdeen's Open Space</a> and <a href="#">Nature Conservation Strategies</a> both include considerations for climate change.</li><li>• <a href="#">North East Flood Risk Management Plan</a> addresses flood risk in the city, as part of a regional approach to managing flood risk.</li><li>• <a href="#">Aberdeen Strategic Development Plan</a> sets priorities for water efficiency and flood management.</li><li>• <a href="#">Aberdeen Local Development Plan</a> addresses flood risk and coastal threat.</li><li>• <a href="#">Strategic Infrastructure Plan – Energy Transition</a> includes the goal, Aberdeen's infrastructure is adaptable to changes in climate.</li></ul>

## 2.2 Key drivers behind this Framework

<b>International</b>
EU Adaptation Strategy
Paris Agreement, a legally binding international treaty on climate change.
The “Glasgow Climate Pact”- agreed at the UN Climate Change Conference (COP26) in November 2021 set up processes towards delivering a global goal on adaptation.
<a href="#">IPCC Summary for Policymakers</a> : Global Warming of 1.5°C. An IPCC Special Report' 2018
Intergovernmental Panel on Climate Change (IPCC) assessment report, <a href="#">AR6 Climate Change 2021: The Physical Science Basis</a> indicated that human induced climate change is already affecting many weather and climate extremes.
<a href="#">United Nations Framework Convention on Climate Change</a>
Climate Action is one of the <a href="#">17 UN Global Goals</a> , encouraging urgent action to combat climate change and its impacts.
<b>National</b>
Stern Review on the Economics of Climate Change, 2006 concluded the benefits of strong and early action far outweigh the economic cost of not acting.

## Appendix 2

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[Climate Change Act 2008](#), sets a framework for a UK reduction in greenhouse gas emissions and provision for adaptation to climate change.

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[Third UK Climate Change Risk Assessment 2022](#). The assessment is required by the Act and updated every 5 years.

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[UK Climate Projections \(UKCP18\)](#) provide evidence on projected changes to climate.

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Committee on Climate Change [Independent Assessment of UK Climate Risk](#) identified 8 areas of risk requiring most urgent attention in the next 2 years.

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[Evidence for the Third UK Climate Change Risk Assessment](#) – Summary for Scotland identified 61 risks, 51 with high urgency scores for Scotland

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[UK Climate Resilience Programme](#), bringing together climate research and expertise.

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[Supplementary Green Book Guidance: Accounting for the Effects of Climate Change](#)

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[Climate Change Scotland Act 2009](#), includes objectives in relation to adaptation.

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Part 4 of the Act places duties on the public sector to act in the way best calculated to help deliver the Scottish Adaptation Programme.

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[Climate Ready Scotland: 2<sup>nd</sup> Scottish Adaptation Programme](#), updated every 5 years and addresses climate risks for Scotland identified in the UK Climate Risk Assessment.

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[Flood Risk Management \(Scotland\) Act 2009](#)

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National Flood Risk Assessment (NFRA) 2018

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### 2.3 Aberdeen's changing climate

In Scotland, there is already evidence of a changing climate. Temperature and rainfall increases have been observed over the last few decades and there has been a reduction in air and ground frost, as well as snow cover.

#### Future climate - Aberdeen

UK Climate Projections show that these changes are likely to increase in the future. For Aberdeen, these indicate:

- A **reduction** in summer rainfall which could affect water quality and availability.
- An **increase** in autumn/winter rainfall. This won't mean more rainy days, but when it does rain it will be much heavier.
- There will be an **increase** in temperatures across all seasons.
- In winter there will be **less** snow, ice and frost days, although there could still be an extreme snowfall event.
- In summer there will be an **increase** in temperatures and what we consider a heatwave could occur more frequently.
- There will be a **rise** in sea level.

### 2.4 Evidence Base for Aberdeen Adapts

An assessment of climate risks has been produced in a separate, [Evidence Base](#) for Aberdeen Adapts. This takes on board information relevant to Aberdeen from UK Climate Projections UKCP18 and relevant risks identified in the Third UK Climate Change Risk Assessment. The Evidence Base is a live document and identifies climate risks relevant to

## Appendix 2

Aberdeen, actions already taking place; and in line with the UK approach, indicates where more action is needed, where further investigation is required, where action should be sustained and areas that need monitored.

### **2.5 Climate challenges for Aberdeen**

Familiar with experiencing all four seasons in just a day, Aberdeen tends to weather the weather, ready and prepared for the fluctuations. However, the climate is changing and this will bring more extreme and variable conditions:

#### **Increased risk of flooding**

Climate change is likely to alter rainfall patterns. More intense downpours will bring rising rivers, place drainage systems under pressure and increase flood risk. Investment is being made in city flood management schemes, though flooding may still occur.

#### **Change at our coast**

The coastline is a defining characteristic of Aberdeen. Rise in sea level is set to accelerate over coming decades. Along with storm surge conditions, this brings threat of coastal flooding, and wave overtopping in storm surge conditions. Erosion and retreat in soft parts of the coastline is a dynamic, natural process but it can affect people and places.

#### **Performance of city buildings**

City buildings and their surroundings will need to withstand heavy rainfall events and the risk from flooding and water penetration to reduce the risk of damage, leaks and damp, affecting people's health and insurance costs. Current indications are 16% of city buildings are affected by condensation and 15% by damp. More is needed to understand risks of overheating for city building types in warmer temperatures; as well as risks of subsidence.

#### **Availability and quality of water**

Increases in the frequency and severity of summer droughts in Scotland would cause problems for water quality and supply during periods of drier weather and low river flows. Growth for the city will need to prioritise water efficiency to avoid increasing demands on water supply. The River Dee provides drinking water for over 300,000 homes in Aberdeen and Aberdeenshire, itself a Special Area of Conservation, meaning low flows will bring ecological pressures.

#### **Infrastructure connections and interdependencies**

Increased incidences of flooding, landslides, drought and heatwaves have the potential to cause major disruptions. Infrastructure networks interdependencies, mean emergencies in one area can quickly spread meaning cascading risks from the failure of critical infrastructure for energy, transport, water and ICT networks.

#### **Transport Infrastructure**

Aberdeen's northerly location means there is a strong reliance on transport for goods, travel and business. The performance of transport networks in and around the city will be challenged by increased temperatures, heavy rainfall, landslip and flooding. Collaborative working on transport takes place at regional and local level.

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### **Health of our natural environment**

Climate change may affect habitats and species in Aberdeen. Some Scottish species may struggle and could be lost if their habitats are fragmented or there is a loss of food sources. Invasive non-native species may thrive, while degraded habitats may not be able to sustain productive land or water supply. Heavy rainfall and flooding will result in more sediment, erosion and pollution to watercourses.

### **Health of our marine environment**

The effects of climate change, alongside other pressures on marine species, from plankton through to fish, mammals and sea birds is already being noted. Rising sea temperatures are likely to affect food sources of marine species and lead to changes in distribution. A warmer North Sea will favour warm-water species such as hake, but could be less favourable for cold water species such as haddock and white-beaked dolphin.

### **Need for resilience and opportunities for businesses**

Climate change and extreme weather may cause damage to business stock, assets and premises and result in a loss of productivity. Disruption to transport, energy and communication networks in Scotland and around the world could affect markets and supply chains, as well as raise insurance costs. £114 million is the expected annual damages from flooding alone to non-residential properties in Scotland.<sup>6</sup> Alongside resilience planning will be needed for water intensive industries during drier spells. There is a growing, global need for technology and services to help manage and reduce climate risks.

### **Health and wellbeing of our people**

Periods of wetter, warmer weather could affect the old, young or those with some health conditions. It could increase levels of damp increases in damp and air pollution that could affect people with respiratory illness. Flooding could impact and people's physical or mental health, as well as healthcare sites and services; and many hospital wards in the UK are thought to be of a type prone to risk of overheating during hot weather. Climate change could affect patterns of disease and other health issues.

### **Aberdeen's cultural heritage and identity**

Flooding, landslip and vegetation change have the potential to alter land and seascapes affecting the character of the Granite City. Climate change is also a threat to Aberdeen's historic environment, causing potential damage and loss through coastal erosion, flooding and wetter, warmer conditions. Those involved in the care, protection and promotion of historic and cultural environments will have to consider the impact climate change could have on the features that give Aberdeen a sense of place and identity.

### **Energy security and efficiency**

Extreme weather including flooding and water variability could affect the performance of local energy infrastructure. Weather extremes could impact power distribution, including through damage from storms, flooding and reduced transmission efficiency from temperature fluctuations.

### **Security of food supply**

Around 3,200 food and drink businesses are in the north east Scotland. Shocks in global food markets could affect supply chains and the costs and availability of products.

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Increases in temperatures have the potential for a longer growing season and opportunities for food producers.

### **Productivity of woodlands**

A warming climate has the potential to improve growing conditions in the north east and increase the productivity of Aberdeen's trees and woodlands. However, climate change will also pose a number of threat to tree health, from more variable and extreme weather causing periods of soil saturation and drought; to the spread of pests and diseases, with some species less able to cope with the new conditions.

### **Occurrence of pests and disease**

A changing climate, will create new conditions that may allow existing pests and disease to spread and new threats to become established in Scotland. If not properly managed, these pests and diseases have the potential to cause serious impact to the health of our people, animals, plants and ecosystems.

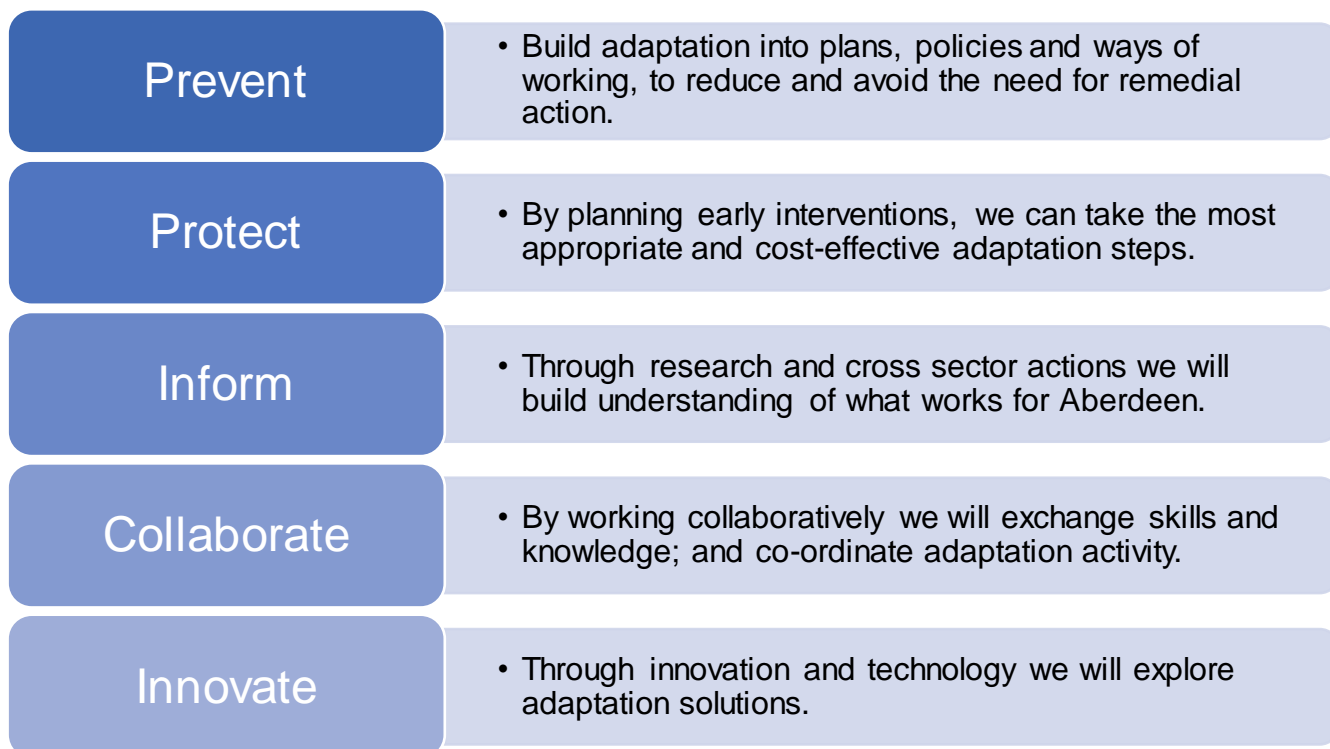
### **Quality of our soils**

Heavy rainfall and changing temperatures will affect soils over time; reducing soil function, increasing flood risk and causing erosion. Healthy soils are relied on for biodiversity, agriculture and forestry, to absorb water and store carbon. The [State of Scotland's Soil](#) ranks climate change as the greatest aggregated pressure on soils.

### 3. Aberdeen Adapts Approach

#### 3.1 Principles

Key overarching principles underpin the Aberdeen Adapts Framework and support adaptation for the city.



#### 3.2 About the Framework
















The Aberdeen Adapts Framework sets out 5 cross cutting **themes**, providing a focus for adaptation in Aberdeen:

- Buildings and infrastructure.
- Flooding and coastal change.
- Our natural environment.
- Healthy society and strong economy.
- Building understanding.

**Priorities, goals, objectives and areas of focus** for collaborative working on city resilience:

- **Our Priorities** – this summarises what the theme needs to achieve, defining the theme purpose.
- **Our Goals** - under each priority, a series of goals set the long-term ambition for city resilience could mean for the city by 2050, if steps have been taken to adapt.
- **Our Objectives** – set out the approach to delivering the goals.
- **Areas of focus** - to help meet the goals and objectives, areas of focus for partnership working are set out. These identify areas to strengthen city resilience. The approach is outlined in Figure 1.

Figure 1: Aberdeen Adapts summary

Theme Priority	Goals for 2050	
<p><b>Buildings &amp; infrastructure</b> Addressing climate change in the planning, build, maintenance and protection of city buildings, infrastructure and heritage.</p>		1. Protecting buildings & preserving heritage
		2. Resilient travel & infrastructure
		3. Secure utilities & communication networks
<p><b>Flooding &amp; coastal change</b> Strengthening flood risk management, protecting the coastline and increased use of nature-based solutions.</p>		4. Manage & minimise flooding
		5. Increase in nature based solutions
		6. Protecting watercourses & coastline
<p><b>Our natural environment</b> Monitoring for change, responding to pressures and adapting through nature, for a healthy and productive natural environment.</p>		7. Increased space for nature
		8. Healthy & productive soils
		9. Trees & woodlands: protected & enhanced
<p><b>Society &amp; economy</b> Healthy, resilient communities and strong, robust businesses, with the capacity and knowledge to adapt.</p>		10. Prepared & connected communities
		11. Health, wellbeing & climate justice
		12. Increased business resilience
		13. Increased food security
<p><b>Building understanding</b> Increased understanding of climate impacts, with local communities, businesses and organisations empowered to adapt.</p>		14. Climate research
		15. Climate aware

Adaptation objectives and areas of focus



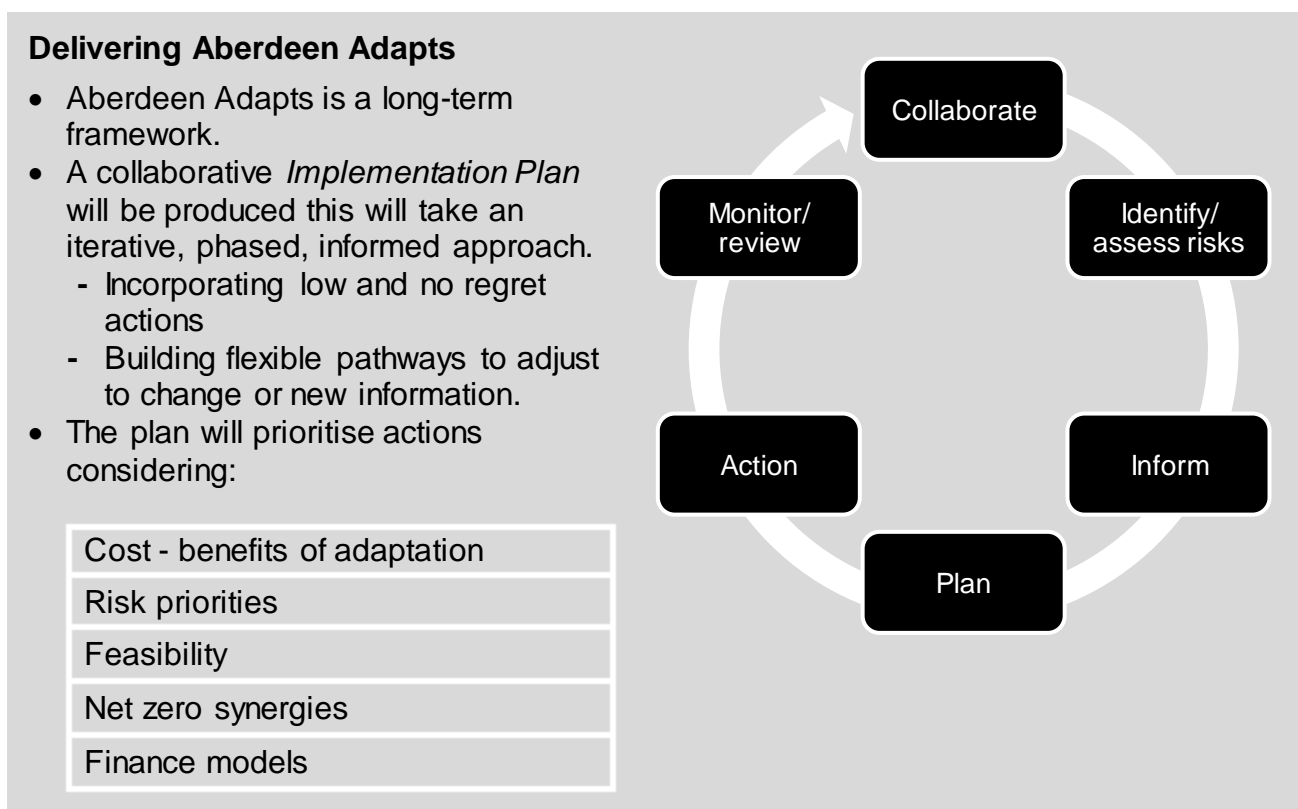
### 3.3 Collaborative working

Climate change isn't a challenge affecting one organisation or sector alone. With so many interdependencies, joint working on adaptation between organisations, businesses, communities, neighbouring local authorities, research and education institutes will be vital to keep the city safe, operating and ready for business in the long term.

Aberdeen Adapts sets out the framework for collaborative action, to target local adaptation challenges and priorities. Alongside liaising with existing relevant partnerships working to keep the city safe and secure.

The changing climate will continue to create risks, but strong partnership working will help to identify any additional pressures from climate change and the steps needed to plan, adjust, prepare and build resilience.

While Aberdeen Adapts has a city focus, there is a need to liaise on impacts for the region. The city and shire are connected by coastline, and through the paths of the Rivers Don and the Dee and transport corridors meaning some climate impacts are shared.



### 3.4 Funding actions

Early action to adapt to climate change will allow time to plan ahead to avoid costs through informed decision making and to develop low or no cost actions that can benefit wider city outcomes.

For some adaptation actions, seeking appropriate sources of funding can help to protect people and assets and save money in the long term. This could include costs for research and studies; for developing and implementing adaptation measures, such as building and infrastructure retrofit; or to help monitor change and the effectiveness of adaptation actions.

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A range of funding opportunities have been identified that could be accessed to support adaptation. Where required, funding routes will be investigated for appropriate for individual actions, such as grants and external funding, collaborative working, national subsidies and support packages and capital investment programmes.

### 3.5 Monitoring

As Aberdeen Adapts gets underway, monitoring will allow the learning from actions to be captured, evidenced and assessed. This information can inform decision making and any wider roll out and mainstreaming of adaptation activity.

Monitoring will also help to assess any change in vulnerability in the city, such as changes in rainfall to see how it is affecting Aberdeen and to help make sure the implementation actions are appropriately targeted.

A mix of initial qualitative and quantitative indicators to support monitoring of Aberdeen Adapts are set out in the action summary *Appendix 1*. Further indicators will be developed to track shorter term actions under the *Implementation Plan*, building on those already in place across existing plans and policy.

### 3.6 Review

Aberdeen Adapts will be reviewed every five years as a minimum, to ensure the framework is on track and aligned with new information including updates to climate projections, climate trends and climate risks for the region and will be updated where there are material changes.

Further assessment may be required where any project to implement Aberdeen Adapts could have an impact on the environment.

### 3.7 Theme co-benefits

	Buildings & infrastructure	Flooding & coastal	Natural environment	Society, economy	Building understanding
Improved health & wellbeing	●		●	●	●
Improved air quality	●		●	●	●
Protect/ enhance biodiversity		●		●	
Climate just		●		●	●
Skills development	●		●	●	●
Economic growth	●		●	●	●
Placemaking	●	●	●		●
Reduces risk of flooding		●		●	●
Helps conserve natural resources			●		

## Themes

### 4.1 Buildings and infrastructure

#### 4.1.1 Priority

Understanding risks to the Granite City’s built environment, addressing climate change in the planning, build, maintenance and protection of city buildings, infrastructure and heritage.

#### 4.1.2 Key challenges for buildings and infrastructure

How will we:

1. **Manage** risks to the performance of city buildings avoiding future retrofit.
2. **Prevent** damage and deterioration of buildings and infrastructure.
3. **Assess** the vulnerability of local travel networks from flooding, storms, landslip and heat.
4. **Adapt** buildings at risk, so they are less likely to be damaged by flood water and easier to clean up if flood water does occur.
5. **Protect** Aberdeen’s cultural heritage from flooding, water penetration and erosion.
6. **Minimise** disruption to transport routes.
7. **Identify** impacts on thermal comfort levels and any projected increase in summer cooling demand.
8. **Manage** the security and efficiency of energy supply during and following weather extremes.
9. **Collaborate** on network connectivity and infrastructure interdependencies.
10. **Establish** smart solutions to monitor change and inform during and following severe weather events.
11. **Protect** the availability and quality of water.
12. **Address** competing demands for water between households, agriculture, industry and the needs of the natural environment.

#### 4.1.3 Drivers

UK	<a href="#">Climate Change Committee, UK Housing – Fit for the Future? report</a>
	<a href="#">Updated projections of future water availability</a>
Scotland	<a href="#">Historic Environment: Scotland’s Climate Change Impacts Guide for the Historic Environment</a>
	<a href="#">Scotland’s Dynamic Coast map</a>
	<a href="#">Flood Risk Management (Scotland) Act 2009</a>
	National Flood Risk Assessment (NFRA) 2018
	<a href="#">Living with Flooding Action Plan</a>
	<a href="#">National Planning Framework for Scotland</a>
	<a href="#">Planning (Scotland) Act 2019</a>
	Building Standards

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	<a href="#">Infrastructure Investment Plan for Scotland 2021-22 to 2025-26</a>
	<a href="#">National Transport Strategy</a>
	<a href="#">Design Manual for Roads and Bridges</a>
	<a href="#">National Water Scarcity Plan (SEPA)</a>
Regional	North East Flood Risk Management Plan
	<a href="#">NESTRANS Regional Transport Strategy – NESTRANS 2040</a>
Aberdeen	<a href="#">Local Housing Strategy</a>
	Aberdeen City and Shire Strategic Development Plan
	<a href="#">Aberdeen Local Development Plan</a>
	<a href="#">Aberdeen's Local Transport Strategy</a>
	City Centre Masterplan
	North Beach Coastal Protection study

### 4.1.4 Approach

Goals	
Protecting buildings and preserving heritage	
Resilient travel and infrastructure	
Secure utilities and communications networks	
Objectives	Measures
i. Identify, assess and monitor climate related risks to the city built environment.	No. climate risk assessments
ii. Embed climate resilience into planning, design, upgrade and policy for buildings and infrastructure.	Building condition/ disrepair
iii. Use of technological solutions to protect infrastructure, inform people and monitor change.	Uptake of property level protection measure
iv. Encourage maintenance and protection for city buildings; local transport infrastructure; and historic and cultural environments.	Evidence of appropriate retrofitting adaptation
v. Support skills development in adapting buildings; and in the care and protection of traditional buildings and assets.	Data from inspection regimes
vi. Increase resilience for energy, water and communications through collaboration, forward thinking and innovation.	No. participating in training
	No. days River Dee falls below Q95 low river flow

#### About the approach

- i. Identify, assess and monitor climate related risks to the city built environment**
  - Assess climate impacts for city building types and infrastructure.
  - Assess the vulnerability of Aberdeen's heritage to climate change and identify retrofit opportunities to increase resilience for those at risk.

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- Investigate opportunities and risks from temperature and rainfall change to local energy systems to help to keep them productive and secure in the long term.
- ii. Embed climate resilience into planning, design, upgrade and policy for buildings and infrastructure to reduce and prevent damage and costs in the long term.**
- Inform designers, developers, planners, asset managers and home owners on ways to adapt Aberdeen's built environment.
  - Incorporate adaptation into new development and upgrades through design, and where appropriate water efficiency, shading, ventilation and property-level flood resilience.

### **Incorporate adaptation into new development, upgrades and retrofit**

Consider building location, ground conditions and orientation.

Energy and water efficiency.

Use materials resilient to a changing climate.

Use of green space and permeable surfaces around buildings, to absorb rainfall and reduce flood risk.

Address the risk of overheating in summer.

Consider whole life costs.

Integrate green infrastructure

**iii. Use of technological solutions to protect infrastructure, inform people and monitor**

- Investigate opportunities to use technology to support adaptation in Aberdeen, through mapping, modelling and monitoring to support a more flexible and responsive approach to weather extremes.
- Develop digital solutions to support travel planning and create smarter travel options, helping to inform journeys during and following severe weather.
- Extend opportunities for home and remote working, including remote working hubs.
- Increase use of apps, gauges and sensors for early alert systems on severe weather and flooding helping to protect vital infrastructure.
- Build resilience into Aberdeen's emerging digital infrastructure to help protect smart city applications from weather shocks and stresses.

**iv. Encourage maintenance and protection for city buildings; local transport infrastructure; and historic and cultural environments.**

- Continue regular inspection, to identify issues early and to limit or prevent damage to local travel and coastal infrastructure. Monitoring for change in maintenance demands and timelines, strengthening protection, where and when required.
- Develop local skills and knowledge in adapting buildings, infrastructure and the care and repair of traditional buildings.
- Raise awareness of property protection measure.

**v. Increase resilience for energy, water and communications through collaboration, forward thinking and innovation.**

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- Assess and investigate opportunities and risks from temperature and rainfall change, to local energy systems to help keep them productive and secure in the long term.
- Promote efficient water use during drier spells to reduce stress on water supply.
- Increase uptake of water efficiency appliances and fittings and the use of water saving technology, such as grey water recycling and rainwater harvesting in new development and regeneration.
- Promote natural solutions to the cooling and ventilation of buildings vulnerable to heat in Aberdeen.

### 4.1.5 Net Zero Aberdeen synergies

This theme has a strong relationship with **Net Zero Aberdeen**, with a need to build resilience into emerging energy and transport infrastructure and understand changes to energy demand. Net zero fabric improvements can have co-benefits in reducing risk of damp and water penetration.

## 4.2 Flooding and coastal change

### 4.2.1 Priority

Strengthening flood risk management, protecting the coastline and increased use of nature-based solutions.

### 4.2.2 Key challenges for flooding and coastal change

How will we:

1. **Manage** increased risk of flooding rivers, surface water and coastal.
2. **Manage** our outdoor spaces in ways that can help reduce the extent of flooding, providing space for flood water and absorbing rainfall through greenspace.
3. **Reduce** pressure on drainage systems.
4. **Adapt** buildings that are already at risk, so they are less likely to be damaged by flood water and easier to clean up if flood water does occur.
5. **Build** understanding of and reduce levels of urban creep adding to risks of surface water flooding.
6. **Increase** understanding of the dynamics of soft coastal areas.
7. **Strengthen** coastal areas from inundation, wave overtopping and erosion.
8. **Implement** actions at a pace with change.

#### Flood risk management

Planning cycles and action for flood risk management are in place. The first North East Local Flood Risk Management Plan (NELFRMP), was produced in partnership with SEPA, Moray Council, Aberdeenshire Council and Scottish Water and was approved in 2016. The plan identified and mapped local areas potentially vulnerable to flooding and sets out a range of flood risk management actions including those for the city and a range of city schemes are already in place and being developed. Since then, work has taken place to develop the strategies and plans for Cycle 2 of the plan.

Enabling prompt response to flood alerts, the Council operate a Duty Flood Officer rota, checking SEPA Water Levels for the Rivers Dee and Don and monitoring coastal tide levels. Where there is surface water flood risk, the status of priority hakes and gullies are checked so these can be cleared.

Blue-green infrastructure is supporting water management an example includes Maidencraig flood alleviation project.

#### Coastal management

Monthly visual inspections take place for any defect or issues with the rock armour, seawall structures, including ramps and steps; and condition of timber groynes. Beach levels are also monitored on a bi-weekly basis, these can vary naturally along the Aberdeen coastal front, low sand levels present a risk to the stability of the seawall and a risk to the public access and safety.

Scotland's Dynamic Coastal map and the assessment of coastal protection under the North East Flood Risk Management Plan have identified areas along the shoreline potentially vulnerable to future flooding and erosion. The Footdee Coastal Flood Study (2018) and

## Appendix 2

Aberdeen Strategic Overview of Coast Protection (2019) are helping to inform understanding of coastal flood risk.

### Watercourses

Maintaining catchment management with key partners will be essential to conserve and improve watercourses during peak and low flows. The River's Dee and Don form an important part of the local landscape and strong catchment planning can help protect water quality and quantity, as well as reduce impacts from temperature, flooding and pollution on aquatic life. Heavy rainfall and flooding will result in more sediment, erosion and pollution to watercourses. A River Basin Management Plan is addressing pressures on the condition of the water environment, water quality and quantity. Collaborative working through the Dee Catchment Partnership is working to protect and improve the waters.

#### 4.2.3 Drivers

Scotland	Scotland's <a href="#">Dynamic Coast</a> map provides an evidence base of coastal change in Scotland
	<a href="#">Flood Risk Management (Scotland) Act 2009</a> statutory requirements to produce a flood risk plan
	National Flood Risk Assessment (NFRA) 2018
	<a href="#">Property Flood Resilience Action Plan</a>
	<a href="#">Water Resilient Places</a> – A Policy Framework for Surface Water Management and Blue-Green Infrastructure
	<a href="#">Water Environment (Controlled Activities) (Scotland) Regulations 2011</a> includes installation of SUDs in new development
Regional	North East Flood Risk Management Plan
Aberdeen	North Beach Coastal Protection study
	Footdee Coastal Flood Study (2018)
	Aberdeen Strategic Overview of Coast Protection (2019)
	Aberdeen Beach & Coastal Defences Inspection Guidance
	Aberdeen Beach Bi-weekly Beach Level Inspection Guidance

#### 4.2.4 Approach

<b>Goals</b>	
Manage and minimise flooding	
Increase in nature based solutions	
Protecting watercourses and coastline	
<b>Objectives</b>	<b>Measures</b>
i. Support grey and green flood protection measures, being delivered through the North East Flood Risk Management Plan.	Evidence of flood management measures No. of recorded flooding incidents
ii. Expand the use of blue green infrastructure in new development and regeneration.	



## Appendix 2

iii. Develop a shoreline management plan, building on existing studies, to protect people, places, nature and heritage at the coast.

Changes in the extent to flooding in relation to SEPA Flood Mapping.  
% increase blue-green infrastructure

iv. Strong catchment planning to help protect water quality and quantity, as well as reduce impacts from temperature, flooding and pollution on aquatic life.

### About the approach

#### i. **Support grey and green flood protection measures, being delivered through the North East Flood Risk Management Plan.**

- Where practical, improve drainage and reduce flood risk through the use of permeable, porous ground surfaces. Develop sustainable water management solutions, such as grey and green sustainable urban drainage systems (SUDs) and swales to reduce run off and help manage pollution.
- Encourage uptake of grey and increase of green sustainable urban drainage systems (SUDs), swales and raingardens to manage run off during heavy rainfall.
- Where appropriate, create space for water to ebb and flow during the seasons. Through flood plains, wetlands, de-culverting and buffer zones, so local rivers have space to adapt, protecting people and places from flooding.

#### ii. **Expand the use of blue green infrastructure in new development and regeneration**

- Identify areas suitable for installation and retrofit of blue green infrastructure, identifying blue-green infrastructure solutions appropriate to Aberdeen's climate and landscape. Aberdeen has a Sustainable Growth Agreement with SEPA and Scottish Water to map and identify areas suitable for blue green infrastructure (BGI).
- Expand installation of blue-green infrastructure and natural flood management in new development and regeneration.
- Create guidelines for blue-green infrastructure, to inform design, regeneration and retrofit.
- Increase the use of porous and permeable ground surfaces in new development and regeneration, to allow soils to soak up and filter rainfall and pollutants.

#### **What is blue green infrastructure?**

BGI includes deculverting, sustainable urban drainage systems, wetlands, flood alleviation areas, porous and permeable surfaces which can absorb rainfall and reduce flood risk through space for water to ebb and flow. Reducing run off through urban greening such as green roofs and walls as well as planting trees and vegetation to provide cooling, providing shade and shelter, helping to improve air quality, regulate urban temperature, reduce pollution and capture and store carbon.

Additional benefits from BGI include, supporting wildlife and connect habitats; creating space for leisure and recreation and contributing to health and wellbeing.

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### iii. **Develop a shoreline management plan, building on existing studies, to protect people, places, nature and heritage at the coast.**

- Large scale assessment of coastal risks and planning for future management, protection and coastal adaptation, building co-benefits for biodiversity, access and health and wellbeing.
- Support the development of natural coastal defences, to improve the resilience of vulnerable soft coastal areas to flooding and erosion. Incorporating measures such as, beach nourishment and dune restoration.
- Collaborate with key coastal partners to build understanding, inform decision making and help north east coastal areas to adapt.
- Support the delivery of the Integrated Coastal Zone Management.

### iv. **Strong catchment planning can help protect water quality and quantity, as well as reduce impacts from temperature, flooding and pollution on aquatic life.**

- Investigate opportunities to re-introduce meanders to watercourses, where appropriate, to slow down water flow.
- Encourage sustainable river bank management, by planting trees and vegetation and using natural protection techniques such as willow spiling, to help prevent erosion.
- Maintaining catchment management with key partners.

#### 4.2.5 Net Zero Aberdeen synergies

Blue, green infrastructure can reduce energy demand and providing shade and cooling helping the **Net Zero Aberdeen**, Buildings and Heat and Energy Supply themes. Low-carbon materials should be encouraged in new flood defences.

## 4.3 Our natural environment

### 4.3.1 Priority

Monitoring for change, responding to pressures and adapting through nature, for a healthy and productive natural environment.

### 4.3.2 Key challenges for the natural environment

How will we:

1. **Reduce** habitat and wildlife loss.
2. **Reduce** fragmentation of habitats.
3. **Identify** any shift in wildlife numbers and distribution.
4. **Monitor** habitat health to enable quick response to new challenges, including early detection of pests and disease.
5. **Address** climate change alongside the twin crisis of biodiversity loss.
6. **Safeguard** Aberdeen's soils to bring benefits for nature, local growing and providing effective drainage.
7. **Reduce** soil erosion and degradation.
8. **Conserve** natural resources.

Aberdeen is working to meet the aspirations of the [Edinburgh Biodiversity Declaration](#) recognising the significant implications that the loss of biodiversity and climate change has on livelihood and communities.

The city has a [Green Space Network](#) connecting habitats, species and green spaces.

Quantity and quality of open space in the city is identified in an [Open Space Audit](#).

Successful partnership work has taken a proactive approach to address wilful fire raising at the Gramps. The North East Scotland Biological Records Centre (NESBReC) are collating valuable data on species for the area. Collaborative partnership work through the North East Scotland Biodiversity Partnership (NESBiP) is helping to protect local biodiversity and involvement in the Dee Catchment Partnership allows us to do more for the River Dee higher up in the catchment to improve the river.

### 4.3.3 Drivers

International	Development of the <a href="#">post-2020 Global Biodiversity Framework</a>
	<a href="#">Edinburgh Declaration on post 2020 global biodiversity</a>
	<a href="#">Global Assessment on Biodiversity and Ecosystem Services</a>
UK	<a href="#">UK State of Nature Report</a>
	<a href="#">Marine Climate Change Impacts Partnership 2020 Report card</a>
	<a href="#">State of the Uks Birds 2020</a>
Scotland	<a href="#">Land Use: Getting the best from our Land: strategy 2021 to 2026</a>
	<a href="#">Forestry and Land Management Act (Scotland) 2018</a>
	<a href="#">Scottish Forestry Strategy 2019 – 2029</a>
	<a href="#">River Basin Management Plan for Scotland 2021-2027</a>
	<a href="#">Scotland's Biodiversity Strategy and Routemap to 2020</a>

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	<a href="#">Pollinator Strategy for Scotland 2017 – 2027</a>
	<a href="#">Scottish Soil Framework (2009)</a>
	<a href="#">Environment Strategy for Scotland</a>
	<a href="#">Scotland’s indicators – territorial insect abundance – butterflies</a>
	<a href="#">Unlocking the potential of NHS Greenspace for health &amp; wellbeing</a>
	<a href="#">Scotland’s National Marine Plan</a>
Regional	Regional Land Use Partnerships to develop Regional Land Use Frameworks
	<a href="#">Dee Catchment Management Plan</a>
Aberdeen	<a href="#">Local Outcome Improvement Plan</a> , stretch outcome 15. Addressing the nature crisis by protecting/ managing 26% of Aberdeen’s area for nature by 2026.
	<a href="#">Open Space Strategy</a>
	<a href="#">Nature Conservation Strategy</a>
	(Draft) Tree and Woodland Strategic Implementation Plan 2022-2025

### 4.3.4 Approach

Goals	
<b>Increased space for nature</b> - green space connections and naturalised areas	
<b>Healthy &amp; productive soils</b> – effective drainage and supporting growth	
<b>Trees &amp; woodlands: protected &amp; enhanced</b> – expand city tree and woodland cover	
Objectives:	Measures
i. Assess vulnerability and establish processes to monitor local changes to biodiversity	% increase in tree canopy cover
ii. Review and strengthen local plans, policy and strategy, as we learn more about climate impacts for the natural environment.	No. of days River Dee falls below Q95 low river flow.
iii. Protect and expand Aberdeen’s Green Space Network and increase naturalised areas, to improve habitat connections.	% increase blue-green infrastructure
iv. Assess the health of trees and woodlands, protecting and expanding Aberdeen’s trees and woodlands, with the right tree in the right place.	Number of SFRS hours responding to wildfire Aberdeen
v. Encourage management and protection for soil during planning, development and construction processes, to maintain soil function, quality and stability.	

#### About the approach

- i. **Assess vulnerability and establish processes to monitor local changes to biodiversity**
  - Build an evidence base and mechanisms to identify local changes to biodiversity.

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- Encourage citizen science initiatives to help spot any changes and to improve data on the local picture.
  - Support work to tackle invasive non-native species (INNS).
- ii. **Review and strengthen local plans, policy and strategy, as we learn more about climate impacts for the natural environment.**
- Explore opportunities to strengthen climate change in Aberdeen's plans and strategies, to reduce impacts on local wildlife and habitats.
  - Raising awareness of ways to adapt vulnerable city greenspaces, including information on resilient gardens for city residents.
- iii. **Protect and expand Aberdeen's Green Space Network and increase naturalised areas, to improve habitat connections.**
- Improve habitat connections and increase places for pollinators through naturalised green spaces, urban greening, making space for nature in urban areas from rooftops to verges.
  - Identify and deliver sites to create naturalised grasslands and wildflower meadows across multiple land ownerships increasing biodiversity, contributing to carbon stores.
  - Integrate climate resilience in the management of Aberdeen's parks, gardens and greenspaces.
- iv. **Assess the health of trees and woodlands, protecting and expanding Aberdeen's trees and woodlands, with the right tree in the right place.**
- Expand Aberdeen's tree cover at appropriate locations, planting a diversity of species, resilient to climate change, pests and disease.
  - Increase uptake of measures such as wet woodland in river catchments and the use of riparian woodland buffers, to slow run off to rivers and catchments.
  - Establish a programme to assess tree cover in Aberdeen and monitor the health and condition of city trees and woodlands.
- v. **Encourage management and protection for soil during planning, development and construction processes, to maintain soil function, quality and stability.**
- Encourage the development of brownfield sites in Aberdeen, where appropriate, to help to reduce soil compaction and promote sustainable soil management in city development and construction to maintain soil function, quality and stability.
  - Create good practice guidance and information on ways to improve soil management, for developers, land managers and those involved in food growing in the city.
  - Encourage management and protection for soil during planning, development and construction processes, to maintain soil function, quality and stability.
  - Increase the use of porous and permeable ground surfaces in new development and regeneration. This will allow soils to soak up and filter rainfall and pollutants; helping to reduce flood risk and water run off.
  - Increase understanding of the need to retain permeable surfaces in Aberdeen to reduce risks of surface water flooding.

### 4.3.5 Net Zero Aberdeen synergies

Natural environment aligns very closely with **Net Zero Aberdeen** through opportunities to protect and enhance carbon stores and increase nature based solutions.

## 4.4 Society and economy

### 4.4.1 Priority

Healthy, resilient communities and strong, robust business sectors, with the capacity and knowledge to adapt

### 4.4.2 Key challenges for Society and Economy

How will we:

1. **Inform** local resilience arrangements of the projected shocks and stresses from climate change.
2. **Ensure** people are not disadvantaged by climate change and inequalities widened, such as being unable to afford insurance or adaptation measures.
3. **Reduce** impact from climate change on people's physical and mental health.
4. **Reduce** disruption to the delivery of health and care services.
5. **Inform** communities and help them prepare for severe weather.
6. **Ensure** Aberdeen's health and social care services and facilities are informed and ready to respond to climate risks.
7. **Provide** safe places and connections with local services during extreme weather.
8. **Encourage** integration of climate in business resilience planning to avoid "lock in" of climate risks.
9. **Encourage** greater resilience to supply chains.
10. **Engage** those who depend on the health of the sea, for fishing and tourism, in the northward movement of cold-water marine species and rise in sea level.
11. **Increase** resilience in food growing spaces, so they remain productive and accessible.

The North of Scotland Resilience Partnership provide area wide oversight for resilience arrangements. Grampian Local Resilience Partnership is part of this and provides multi agency co-ordination for response and recovery in emergency situations, including severe weather. Category 1 & 2 emergency responders are set out in *Appendix 3*. A City Resilience Group works to manage city risks which could cause an emergency affecting people and place. Climate is included on the agenda for this group.

### 4.4.3 Drivers

International	<a href="#">Economics of Climate Change</a> - IPCC
UK	UK Independent Climate Risk Assessment (CCRA3): <a href="#">Business and Industry</a>
	UK Independent Climate Risk Assessment (CCRA3): <a href="#">Health, Communities and the Built Environment</a>
	Proposed National Resilience Strategy
Scotland	<a href="#">Overheating risk in buildings housing vulnerable people in Scotland (2018)</a>
	NHS Scotland commitment - all Health Boards to prepare a Climate Change Risk Assessment and Climate Change Adaptation Plan

	NHS Standards for Organisational Resilience, include climate change. Draft NHS Scotland climate emergency and sustainability strategy 2022 to 2026
Regional	North of Scotland Resilience Partnership: Community Risk Register 2021 <a href="#">Regional Economic Strategy</a>
Aberdeen	NHS Grampian <a href="#">Facilities and Estates Strategic Delivery Plan</a> Adaptation has been considered in <a href="#">Granite City Growing: Aberdeen Growing Food Together 2020</a> community food growing strategy. <a href="#">Aberdeen City Health &amp; Social Care Partnership (ACHSCP) strategic plan</a> Aberdeen City Care for People Plan Development of the Council Power Resilience Plan <a href="#">Local Outcome Improvement Plan</a> - improvement aim for community led resilience plans in place for areas most vulnerable to flooding by 2023, leading to resilience plans in place across all areas of Aberdeen by 2026.

#### 4.4.4 Approach

##### Goals

##### Prepared and connected communities

##### Health, wellbeing and climate justice

##### Increased business resilience

##### Increased food security

##### Objectives

- i. Work with Community Planning Partners and local communities to increase the number of community resilience plans in place in Aberdeen.
- ii. Develop a platform of support, information and learning, to build community capacity to prepare for severe weather.
- iii. Inform health and social care providers on climate impacts for Aberdeen, to support local adaptation in this sector.
- iv. Build understanding of the impact of climate change on key city business sectors and their supply chains and encourage forward planning around climate impacts.
- v. Build understanding of risks to the food sector and opportunities to incorporate climate adaptation measures in new and existing food growing sites.

##### Measures

- LOIP measure for increase in community resilience plans
- No. people reached
- No. people reached
- No. of business resilience plans including adaptation
- Evidence of adaptation community food growing sites.



## About the approach

- i. Work with Community Planning Partners and local communities to increase the number of community resilience plans in place in Aberdeen.**
    - Support local communities to identify climate challenges and help the development of community resilience plans, to help cope with and recover from severe weather.
    - Reduce risks for people disadvantaged in being able to prepare and respond to climate change or exposed for communities.
    - Assess where people may be vulnerable to climate change and develop actions to help people prepare and respond.
    - Identify pressures from climate change on contingency planning, where these may multiply known risks and create new ones.
    - Continue to monitor the impacts of severe weather on Aberdeen.
    - Inform people how to take precautions to reduce the risk and spread of wildfire.
  
  - ii. Develop a platform of support, information and learning, to build community capacity to prepare for severe weather.**
    - Highlight resources and information sources so local people know how to keep safe and are aware of the assistance available during and following severe weather.
    - Increase awareness of the Local Resilience arrangements already in place.
    - Investigate the development of community and remote working hubs.
  
  - iii. Inform health and social care providers on climate impacts for Aberdeen, to support local adaptation in this sector.**
    - Cascade information through resilience partnerships on any health impacts from climate change that could affect the city.
    - Embed climate change in health and social care planning and in business continuity arrangements to help prepare for impacts on health and facilities.
    - Increase understanding on the risks of overheating, from high indoor temperatures, especially within city health and social care facilities.
    - Cascade information on climate risks to health including changes in disease, impacts on air quality.
- Health and well-being outcomes are firmly linked with the success of actions for buildings and infrastructure. Around 26% of people aged 65 years and over in the city, with high care needs are cared for at home.
- iv. Build understanding of the impact of climate change on key city business sectors and encourage forward planning on climate impacts.**
    - Increase understanding of the impact of climate change on key city business sectors, signposting to information on the local challenges and opportunities of climate change.
    - Encourage and support the integration of climate adaptation in business resilience plans.

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- Investigate options for business growth from through adaptation innovation, technology and skills development.

There are many interdependencies with the approaches for buildings, infrastructure, energy, food security, space for nature, water and soils

### **v. Build understanding of risks to the food sector and opportunities to incorporate climate adaptation measures in new and existing food growing sites.**

- Adapting local growing sites, where practical improving drainage, including permeable surfaces, windbreaks, raised beds, effective soil management, rainwater collection and storage systems.
- Build understanding about climate impacts on local food crops, trialling different times for planting and a wider range of varieties and types of crop.
- Explore opportunities to link food growing to the development of green infrastructure, through use of vertical and roof spaces for food growing.
- Use of markets and food hubs to create a link for producers across the north east to sell their goods
- Raise awareness of the potential risks of climate change on food standards and quality; and promote food safety.

Adaptation is already considered in Granite City Growing, the city community food growing strategy. In 2021, Aberdeen became a signatory of the Glasgow Food and Climate Declaration, included in this commitment is pioneering integrated food policies and strategies at the local level to drive positive food system change and ensure greater resilience.

#### **4.4.5 Net Zero Aberdeen synergies**

This theme aligns with Net Zero Aberdeen in relation to opportunities for local food growing; as well as green jobs and skills development.

## 4.5 Building understanding

### 4.5.1 Priority

Increasing understanding of climate impacts, with local communities, businesses and organisations empowered to adapt.

### 4.5.2 Key challenges for Building Understanding

How will we:

1. **Address** gaps in adaptation research and knowledge.
2. **Encourage** research that builds knowledge of adaptation measures that work for Aberdeen.
3. **Build** organisation and citizen understanding of climate impacts for Aberdeen.
4. **Provide** information, on how to keep safe and where to go for assistance when severe weather hits.
5. **Get** people on board with the benefits of local adaptation action.
6. **Measure** participation.

### Stakeholders

Communities	Build community resilience. Increase awareness and understanding. Citizen science projects.
Businesses	Improving business resilience. Opportunities for innovation, technology and skills development.
Public bodies	Protect critical infrastructure. Maintaining emergency response. Delivering climate duties. Safeguarding services.
Further education institutes	Developing research. Increasing learning. Testing application. Sharing good practice.
Schools	Support learning and research in adaptation. Citizen science projects.
Existing partnerships	Mainstreaming resilience. Cross agency liaison.

### 4.5.3 Approach

#### Goals

**Climate research** - adaptation knowledge linked to local challenges

**Climate aware** - understanding climate change impacts and the benefits of adaptation

#### Objectives

#### Measures

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i. Encourage research programmes to address adaptation gaps and build knowledge of adaptation measures that work for Aberdeen.	No. research initiatives
ii. Develop adaptation partnership placement opportunities for students.	No. of participants, students
iii. Encourage partners and volunteers through citizen science projects, to gather data on weather impacts and the local environment.	No. of participants, citizen science projects
iv. Increase the engagement of local communities, businesses, schools and organisations through an adaptation education and information campaign.	No. of people reached No. of case studies
v. Establish a resource of information on climate risks and impacts for the city and wider region.	No. of people accessing information

### About the approach

#### **i. Encourage research programmes to address adaptation gaps and build knowledge of adaptation measures that work for Aberdeen.**

- Seek opportunities for co-operation and joint initiatives, making use of the knowledge and expertise between institutions including; University of Aberdeen, RGU and James Hutton Institute.
- Test local research in adaptation with cost effective, relevant, practical demonstration projects to help narrow the gap between adaptation research, local policy and practicalities.
- Learn from successful research and projects in other cities and regions and apply lesson learned to adaptation in Aberdeen.

#### **ii. Develop adaptation partnership placement opportunities for students.**

- Investigate options for student projects, placements and training.

#### **iii. Encourage partners and volunteers through citizen science projects, to gather data on weather impacts and the local environment.**

- Foster community input, through citizen science projects to help improve the range and quantity of data gathered to support adaptation in Aberdeen.

#### **iv. Increase the engagement of local communities, businesses, schools and organisations through an adaptation education and information campaign.**

- Develop and implement an engagement plan to help people understand the impacts of climate change for Aberdeen and what sectors can do to prepare.

## Appendix 2

- Involve young people in Aberdeen's adaptation journey, promoting local learning linked to the Curriculum for Excellence, including the EcoSchools programme; Climate Ready Place and Flood Education lesson plans.
  - Link adaptation awareness to local events and initiatives, such as North East Climate Week.
  - Explore opportunities to use art and cultural reflections to improve understanding of climate change and to encourage climate action.
- v. Establish a resource of information on climate risks, impacts and adaptation actions for the city and wider region.**
- Create an online information hub and signpost to available adaptation tools and resources that may be of benefit to city business, organisations and communities.
  - Promote good practice and produce case study examples of successful local adaptation actions to share with local, national and international partners, to raise the profile of the city.

### **Net Zero Aberdeen synergies**

This theme is relevant to **Net Zero Aberdeen** in relation to linking policy and research as well as activities to support organisation and citizen engagement and participation in climate change.

## Glossary

### **Abstraction**

The removal of water from any source, either permanently or temporarily.

### **Adaptation**

The process of adjustment to actual or expected climate and its effects. In human systems, adaptation seeks to moderate or avoid harm or exploit beneficial opportunities.

### **Blue, green infrastructure**

Green infrastructure covers a network of greenspaces and includes parks, playing fields, tree-lined streets, allotments, private gardens, river banks, wetlands and woodlands, as well as green roofs and artificial structures that include vegetation such as green walls, rain gardens and sustainable urban drainage systems. It can incorporate blue infrastructure including sustainable urban drainage, swales, wetlands, rivers and canals and their banks, and other water courses.

### **Bridge scour**

Movement of riverbed sediment, associated with fast flowing water against bridge with footings in the river bed, damaging the bridge foundations.

### **Climate change**

The Framework Convention on Climate Change (UNFCCC), defines climate change as: “a change of climate which is attributed directly or indirectly to human activity that alters the composition of the global atmosphere and which is in addition to natural climate variability observed over comparable time periods.”

### **Culvert**

A culvert is a structure that allows water to flow under a road, railtrack, path, or similar obstruction from one side to the other side.

### **Fluvial flooding**

Flooding of rivers and waterways, accumulation of water over areas that are not normally submerged.

### **Groundwater flooding**

Rainfall increases natural water levels underground, this results in it rising to the surface causing flooding.

### **Invasive non-native species**

Those that have been transported outside their natural range and that damage the environment, economy, our health and the way we live.

### **Riparian woodland**

A wooded area of land adjacent to a water course.

### **Soil compaction**

Compressing soil particles, reducing space for air and water.

### **Soil sealing**

Covering soil in impermeable materials such as concrete or asphalt.

**Storm surge**

Weather and tidal conditions increase sea levels which can lead to significant coastal inundation. A temporary increase in the height of the sea due to extreme meteorological conditions (low atmospheric pressure and/ or strong winds). Excess above the level expected from tidal variation alone at that time.

**Surface water flooding**

Occurs when an extremely heavy downpour of rain saturates the urban drainage system and the excess water cannot be absorbed.

**Sustainable Urban Drainage Systems (SUDS)** Water management systems to drain and manage water in a more sustainable way, lessening the risk of flooding by slowing down run off. The term SUDS can cover permeable surfaces, filter and infiltration trenches, swales; detention basins, raingardens, wetlands and ponds.

**Swales**

Can refer to a natural landscape feature or one designed to manage water run-off.

**Urban Heat Island Effect**

Defined as a city area significantly warmer than the rural surrounding area, the heat stored in buildings and the ground. The temperature difference is usually greater at night than during the day.

## Appendix 1

**Monitoring Framework****Climate risks**

Place based climate risks affecting the region will be monitored and the **Evidence Base** for Aberdeen Adapts updated to take into account:

- National information including, but not limited, to UK Climate Projections and the UK Climate Risk Assessment (produced every 5 years).
- Information gathered through local studies and climate impact assessments for Aberdeen Adapts.
- Information from relevant monitoring and inspection regimes.

**Weather impacts**

Severe weather events affecting the city will be monitored and a summary weather impacts report for the city produced every 5 years as a minimum. This is to help understand any areas of current vulnerability to the weather and the need for additional or reprioritised actions.

**Indicators relevant to adaptation**

Where relevant, Aberdeen Adapts will link to existing city place based outcomes. Additional indicators will be added as the Implementation Plan is developed and new data becomes available.

Relevant measures/ indicators		Source
1	Building condition and disrepair (Aberdeen)	Scottish House Condition Survey
2	Uptake of property level protection measure	Aberdeen City Council
3	Evidence of flood management measures	
4	No. recorded flooding incidents Aberdeen	
5	Changes in the extent to flooding	SEPA Flood Mapping
6	% increase in city tree canopy cover	
7	Number of days River Dee falls below Q95	SEPA
8	% increase blue-green infrastructure	
9	No. SFRS hours responding to wildfire Aberdeen	Scottish Fire & Rescue Service
10	No. of community resilience plans	LOIP
11	No. of business resilience plans	
12	No. of community food growing sites	Granite City Growing



## Appendix 2

### Aligning Aberdeen Adapts with the UN Sustainable Development Goals

- **Buildings and infrastructure** contributes to SD goals of sustainable cities and communities, affordable and clean energy, clean water and sanitation, industry, innovation and infrastructure.
- **Managing flooding and coastal change** contributes to SD goals of: sustainable cities and communities.
- **Our natural environment** contributes to SD goals of: life below water, life on land.
- **Society and economy** contributes to SD goals of: zero hunger, good health and well being, reduced inequalities, decent work and economic growth, industry, innovation and infrastructure, sustainable cities and communities, responsible consumption and production.
- **Building understanding** contributes to SD goals of: sustainable cities and communities, quality education.
- Collaborative working on Aberdeen Adapts contributes to SD goals of: partnerships for the goal.



### Supporting the National Performance Framework

- We value, enjoy, protect and enhance our environment.
- We are healthy and active.
- We live in communities that are inclusive, empowered, resilient and safe.
- We have thriving and innovative businesses, with quality jobs and fair work for everyone.
- We are well educated, skilled and able to contribute to society.

## Appendix 3

### Category 1 and 2 Responders

The Civil Contingencies Act 2004 places statutory obligations on key organisations to prepare for, respond to and recover from major emergencies. Events or situations which threaten serious damage to people or place.

#### Category 1 Responders, defined as:

- Local Authorities
- Police Scotland
- Scottish Fire and Rescue Service
- Scottish Ambulance Service
- National Health Service Grampian
- Maritime Coastguard Agency (MCA)
- Scottish Environmental Protection Agency.

#### Duties:

- to assess risk.
- to maintain emergency plans.
- to maintain business continuity plans.
- to promote business continuity.
- to communicate with the public.
- to share information to co-operate.

#### Category 2 Responders defined as:

- Electricity Operators
- Gas Suppliers
- Scottish Water
- Communications Providers
- Railway Operators
- Airport Operators
- Harbour Authorities
- NHS National Services Scotland
- Health and Safety Executive

#### Duties:

co-operate with Category 1 responders in connection with the performance of their duties, includes sharing of information.

The **North of Scotland Resilience Partnership** (Tayside, Grampian, Highland and Islands) provides a strategic forum for the co-ordination of emergency planning and response.

Multi agency response to emergency situations in Grampian is co-ordinated through the **Local Resilience Partnership**.

Aberdeen Adapts can support these response and recovery resilience arrangements through helping to prevent and prepare for pressures from increases in severe weather events.

## Appendix 2

### References

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# Net Zero Aberdeen

## Routemap to 2045





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There is an unparalleled opportunity here; an opportunity which, if grasped by the UK and Scottish governments working together with us and through our local partners, could have a profound effect on the pace at which our national net zero and energy security goals are achieved. If we succeed together, the prize is unquestionably of national significance, and more. Conversely, failing to show the way on the transition here in Aberdeen would represent a profound risk to our international competitiveness, thereby undermining the significant contribution we make to the UK and Scottish economy.

Our transition, as a city, to a climate positive future should therefore be recognised, promoted and invested in as a national infrastructure and inclusive economic development priority. We need a decisive partnership, underpinned by agreement with and commitment from the UK and Scottish Governments, working to unlock the unique potential of Aberdeen, directing that potential effectively to the pursuit of net zero carbon and just transition goals for Scotland and the UK, whilst also sharing our know-how and solutions on energy transition with international partners.

Our vision for a climate positive city at the heart of the global energy transition will therefore act as the cornerstone of our engagement with government, local partners and investors, as we pursue these shared goals together.

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### **Proposal of concept: Climate / Net Zero Pledge for Aberdeen.**

Create a 'Pledge Scheme' to support the city's ambition to achieve net-zero emissions by 2045, climate resilience and enable collaborative contributions to the delivery of the Net Zero Aberdeen Routemap and Aberdeen Adapts: Climate Adaptation Framework.

The Scottish Government Update to the Climate Change Plan 2018 states achieving net zero will require "effort across all sectors – public, private and third – and from communities and individuals" and the "transition to net zero is collaborative and delivered in partnership."

As a signatory of the [Cities Race to Zero](#) pledge, Aberdeen is required to 'invite our partners – political leaders, CEOs, trade unions, investors, and civil society – to join us in recognising the climate crisis and help us deliver on science-based action to overcome it.'

### **Remit/ Purpose**

The Pledge Scheme could be used as a vehicle to communicate, collaborate, and act to:

- 1) Promote and communicate Aberdeen's net-zero vision, Net Zero Aberdeen Routemap and Adaptation Framework.
- 2) Invite individuals and organisations to pledge their commitment to a Net Zero Aberdeen and Aberdeen Adapts.
- 3) Build a network of stakeholders enabling knowledge exchange.
- 4) Build a partnership of key Aberdeen stakeholders who can contribute to the delivery of the vision, Net Zero Aberdeen Routemap and Aberdeen Adapts.
- 5) Encourage transparency around reporting real progress locally.
- 6) Promote and align with existing commitments including Aberdeen's signing of the Cities Race to Zero pledge, Glasgow Food and Climate Declaration and the Edinburgh Declaration on Biodiversity.

### **Target audience**

The proposed Pledge Scheme targets could target businesses, organisations and individuals, who are located fully, or partly, in Aberdeen, with options set out in Figure 1.

Many of Aberdeen's key businesses and employers will already be making progress on their own net-zero plans. International businesses with offices in Aberdeen will be able to communicate a place-based commitment through the pledge. Small and Medium Sized Enterprises will also be able to demonstrate to local customers a commitment to net-zero which is relevant and proportional to their area of expertise. Organisations will be seeking to understand climate risks and take adaptation actions, contributing to city resilience. As employers, the pledge could also be available to the public sector, charities, and educational institutions. It should also include an option for individual members of the public to sign-up in support of the pledge.

### How it will work

Similar climate pledge schemes are used in Edinburgh and Glasgow to communicate, collaborate and drive city-wide climate action.

- The pledge would be free to sign up to.
- Individuals and organisations would be able to sign up to the pledge scheme through the (*emerging*) Net Zero Aberdeen microsite.
- A list of signatories (and logos) could be added to the Net Zero Aberdeen microsite.
- A digital logo/ or certificate for the scheme could be developed for use by the pledgees within their own marketing opportunities.
- The pledge scheme would be administered by Aberdeen City Council for Net Zero Aberdeen.

### Benefits

The pledge could offer some incentives to signees through the provision of:

- Progress updates on Net Zero Aberdeen and Aberdeen Adapts.
- Enabling knowledge exchange on net zero and climate resilience actions for the city.
- Opportunity to communicate, highlight and showcase their own actions with a wider network.
- A route to build relationships and collaborate.
- For early pledge adopters, an opportunity to help shape the pledge scheme.

Figure 1: Possible options in scope and prescriptiveness

	Benefits	Challenges
<p><b>1. Sign up from partners in the governance structure</b></p> <p><i>See possible wording of pledge in Figure 2</i></p>	<ul style="list-style-type: none"> <li>- Demonstrates collaboration</li> <li>- Leadership Board/ Delivery Unit.</li> <li>- Endorses the Routemap and Aberdeen Adapts.</li> <li>- May allow a form of monitoring.</li> <li>- Easy to manage.</li> <li>- Support in principle indicated.</li> <li>- Could support wider development of the pledge scheme.</li> </ul>	<ul style="list-style-type: none"> <li>- Limited reach</li> </ul>
<p><b>2. Invite city businesses and organisations to make their own climate pledge(s).</b></p> <p><i>Choosing from a list or make their own.</i></p>	<ul style="list-style-type: none"> <li>- Wide reach.</li> <li>- Can publish range of pledges/ understand areas of interest.</li> <li>- Can list number of pledges.</li> <li>- Shows commitment to the climate change.</li> </ul>	<ul style="list-style-type: none"> <li>- Sign up will need to be in publicly accessible area.</li> <li>- Will not generate involvement in the delivery of the Routemap.</li> <li>- No way of knowing if pledges</li> </ul>

	<ul style="list-style-type: none"> <li>- Could link to engagement activities as part of the Routemap.</li> <li>- Signatories can receive updates.</li> </ul>	have been implemented.
<p><b>3. Invite open sign up to the pledge from city businesses, organisations and individuals</b></p> <p><i>See possible wording of pledge in Figure 2</i></p>	<ul style="list-style-type: none"> <li>- Widest reach.</li> <li>- Can list range of signatories etc</li> <li>- Endorses the Routemap and Aberdeen Adapts.</li> <li>- Small actions can add up – collective difference.</li> </ul>	<ul style="list-style-type: none"> <li>- May be resource intensive to manage.</li> <li>- Sign up will need to be in publicly accessible area.</li> <li>- Pledge will need to reach different audiences.</li> </ul>

Figure 2: draft wording for an Aberdeen Pledge, exact title TBA

<b>Pledge – towards a net zero and climate resilient Aberdeen</b>
<p><b>An opening context statement on climate change, net zero, energy transition, etc for Aberdeen.</b></p> <p><b>A statement / bullet list on what Net Zero Aberdeen can offer to signees, e.g. a framework for action, a platform for sharing information publicly, a knowledge exchange network, opportunities for collaborative action, etc.</b></p> <p><b>I / We...</b></p> <ul style="list-style-type: none"> <li>• <b>acknowledge that climate change is real, human induced, happening now and poses significant threats and, if grasped, opportunities for our society and economy;</b></li> <li>• <b>endorse the committed and collective journey towards net zero and climate resilience as expressed in Net Zero Aberdeen and Aberdeen Adapts;</b></li> <li>• <b>pledge to accelerate the reduction of carbon emissions from our own [business/ organisation / household] to contribute to the delivery of Aberdeen’s net-zero target and commitments;</b></li> <li>• <b>make a commitment to work with partners across the city and region to reduce emissions, help enable a just transition and support the delivery of a Net Zero Aberdeen by 2045;</b></li> <li>• <b>pledge to contribute to building resilience to the impacts of climate change; and</b></li> <li>• <b>pledge to contribute to the protection and restoration of the city’s natural environment.</b></li> </ul> <p><b>As an organisation we will:</b></p> <ul style="list-style-type: none"> <li>• Identify and assess climate risks affecting our organisation;</li> <li>• Measure and share data on GHG emissions and any targets within and beyond our organisation;</li> <li>• Plan, implement and promote evidence-based actions to tackle climate change;</li> <li>• Embed climate impacts into our organisation and investment decisions;</li> <li>• Engage with our staff, stakeholders, and customers about what we are doing; and</li> </ul>

<ul style="list-style-type: none"> <li>• Communicate our commitments, actions, and results to all our stakeholders at least annually.</li> </ul>
<b>Please tick all that apply from the following:</b>
<b>Mobility</b>
<input type="checkbox"/> Facilitate sustainable and active travel choices for our workforce and customers, wherever possible, reducing the need to travel for work.
<input type="checkbox"/> Implement a phased transition of any company owned vehicles, to low and zero alternatives.
<b>Buildings and heat</b>
<input type="checkbox"/> Review and reduce energy use for heat and power in any buildings owned or used in the city.
<b>Natural environment</b>
<input type="checkbox"/> Explore the potential of the organisational estate to contribute to the drawdown of carbon, protection and enhancement of city greenspace and restoration of nature.
<input type="checkbox"/> Support Aberdeen as a Sustainable Food Place, making use of locally sourced, seasonal, sustainable food for employees and customers.
<b>Circular economy</b>
<input type="checkbox"/> Encourage prevention of and a reduction in waste; mainstreaming options for reuse, refurbishment and recycling in the organisation's operations and business planning.
<input type="checkbox"/> Commit to engage across the whole value chain to drive emissions reductions. Integrate circular procurement principles into our organisation's operations and future business planning <sup>1</sup> .
<b>Energy supply</b>
<input type="checkbox"/> Plan and implement a phased transition of any estate owned in the city to zero carbon energy.
<b>Empowerment</b>
<input type="checkbox"/> Share learning and work with other signatories to Net Zero Aberdeen; as well as local businesses and organisations to accelerate action towards net zero and a nature-positive city.
<input type="checkbox"/> Roll out climate training for our staff, including the management team as a minimum.

**Examples of other pledge schemes which informed this paper:**

International	<a href="https://racetozero.unfccc.int/join-the-race/">https://racetozero.unfccc.int/join-the-race/</a> Categories for businesses, financial institutions, universities, cities, states, regions and countries.
	<a href="https://racetozero.unfccc.int/join-the-race-to-resilience/">https://racetozero.unfccc.int/join-the-race-to-resilience/</a>
	<a href="https://www.theclimatepledge.com/us/en">https://www.theclimatepledge.com/us/en</a>
UK	<a href="https://www.pledge2030.uk/councils-for-2030/">https://www.pledge2030.uk/councils-for-2030/</a> <a href="#">Take the Planet Pledge   Food for the Planet</a>
Scotland	<a href="#">Resource Efficiency Pledge   Delivered by Zero Waste Scotland Home   Scottish Business Pledge</a>
Aberdeen	<a href="#">Aberdeen Business Charter</a>
Bristol	<a href="#">Who We Are - Bristol Green Capital</a>
Midlothian	<a href="https://locateinmidlothian.co.uk/midlothian-business-carbon-charter-2/">https://locateinmidlothian.co.uk/midlothian-business-carbon-charter-2/</a>
Edinburgh	<a href="#">Edinburgh Climate Compact</a>
Glasgow	<a href="#">Sustainable Charter Glasgow</a>

<sup>1</sup> <https://ellenmacarthurfoundation.org/circular-economy-procurement-framework>

## Appendix 4

Highland	<a href="#">Carbon CLEVER Declaration   Carbon CLEVER Declaration   The Highland Council</a>
Newcastle	<a href="#">Net Zero: How you can help   Newcastle City Council</a>
Southampton	<a href="#">Our Greener City Charter (southampton.gov.uk)</a>

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## Council: Carbon Budget

### 1.0 Carbon budget

- 1.1 A carbon budget is the maximum amount of carbon equivalent emissions that the Council can emit in a given period to keep on track with carbon reduction targets.
- 1.2 Duties under Part 4 of the Climate Change (Scotland) Act include that a public body must, in exercising its functions, act in the way best calculated to contribute to the delivery of emissions reduction targets.
- 1.3 The Climate Change (Duties of Public Bodies: Reporting Requirements) (Scotland) Amendment Order 2020, strengthens climate reporting. This includes the addition of the following information:
- where applicable, a target date for achieving zero direct emissions of greenhouse gases
  - a requirement to report on alignment of spending plans and use of resources to contribute to reducing emissions and delivering their emission targets.
- 1.4 The Council Climate Change Plan includes an action to develop a carbon budget, piloting the approach. Actions from the Council Climate Change Plan will contribute the interim targets of at least a 48% reduction in tonnes of carbon dioxide equivalent (tCO<sub>2</sub>e) from Council assets and operations by 2025 and a 75% reduction by 2030; and net zero by 2045.

### 2.0 Findings from the Carbon Budget pilot 2021/22

- 2.1 Fleet assets (vehicles and plant) are 8% of Council emissions. The carbon budget pilot year, targeted fleet assets and explored ways to apportion the carbon budget at Council, function, cluster and service level. Aims of the pilot, the findings and next steps are indicated in Table 1.

*Table 1: Findings from the Carbon Budget pilot 2021/22 and next steps*

<b>Pilot 2021/22: aims</b>	<b>Progress/ Findings</b>	<b>Next steps</b>
Calculate emissions reduction pathway	<ul style="list-style-type: none"> <li>• Linear trajectory calculated based on historic emissions.</li> </ul>	<ul style="list-style-type: none"> <li>• Annual calculation and realignment.</li> </ul>
Refine the carbon budget scope, process, methodology	<ul style="list-style-type: none"> <li>• Scope defined for fleet assets and other emissions.</li> <li>• Process/ methodology was developed with key officers.</li> <li>• Sections 3 &amp; 4 provide a summary.</li> </ul>	<ul style="list-style-type: none"> <li>• Implement, monitor, refine, roll out.</li> </ul>
Determine data availability/ frequency for fleet assets	<ul style="list-style-type: none"> <li>• Fleet Management System was introduced 21/22.</li> <li>• Will include data on vehicle asset carbon footprint.</li> </ul>	<ul style="list-style-type: none"> <li>• Refine carbon outputs - Fleet Management System 22/23 for monitoring.</li> <li>• Align data collation with the Commissioning Cycle.</li> </ul>
Apportion the carbon budget - fleet assets	<ul style="list-style-type: none"> <li>• Allocation of the carbon budget fleet assets determined for Function, Cluster, Operational level.</li> <li>• Apportioned to fleet users.</li> </ul>	<ul style="list-style-type: none"> <li>• Track carbon budget alongside planned actions for fleet</li> </ul>

## Appendix 5

Establish monitoring method/ frequency	<ul style="list-style-type: none"> <li>Methodology/ timelines for the carbon budget were developed in consultation with relevant officers.</li> </ul>	<ul style="list-style-type: none"> <li>Data improvements are outlined in 4.2.</li> <li>Monitoring - outlined in 4.3 measured performance.</li> </ul>
Understand implications for a wider roll out	<ul style="list-style-type: none"> <li>A key dependency is the availability &amp; complexity of data.</li> <li>Carbon budgets will need to target main sources of emissions.</li> </ul>	<ul style="list-style-type: none"> <li>Phased roll out of the carbon budget.</li> <li>Target high sources of emissions eg carbon budget for buildings.</li> <li>Address data improvements in turn for each source of emissions.</li> </ul>

### 2.2 Defined areas for carbon savings from fleet include:

- The transition from fossil fuels to low/ zero carbon vehicles. City, Growth & Resources Committee (November 2021) approved the Fleet Replacement Programme, noting non-carbon fuelling technologies will be prioritised where these options exist.
- Improved route planning.
- Where practical, rationalising the size and weight of vehicles.
- Removing the need for vehicles.

A number of actions relevant to carbon savings are being progressed under the Council Climate Change Plan.

### 2.3 Identified areas that could cause pressure on the fleet carbon budget include:

- A current lack of availability of low carbon alternatives for some vehicle types and plant in the market place.
- Roll out of electric and hydrogen fuel cell vehicles is co-dependent on appropriate charging and refuelling infrastructure.
- Any increase in fleet usage, relevant to service demands.
- Any increases in fossil fuel fleet assets.

## 3.0 Council Carbon Budget for 2022/23

3.1 The overarching carbon budget for the period of the Council Climate Change Plan April 2021 – March 2025, is 110,860 tonnes of carbon dioxide equivalent (tCO<sub>2</sub>e). This has been calculated using a linear reduction trajectory from the baseline year 2015/16.

3.2 To keep on track with targets, the emissions “cap” for 2022/23 is 28,956 tonnes CO<sub>2</sub>e (*Table 2*). This is the maximum carbon emissions that can be emitted during the year from: energy and water use Council buildings, Council fleet, street lighting, internal waste and staff travel.

*Table 2: Overall Council Carbon Budget*

	Baseline 2015/16	Carbon budget cap 2021/22	Carbon budget cap 2022/23	Forecast budget cap 2023/24	Forecast budget cap 2024/25
	tCO <sub>2</sub> e	tCO <sub>2</sub> e	tCO <sub>2</sub> e	tCO <sub>2</sub> e	tCO <sub>2</sub> e
<b>Total</b>	46,370.9	31,438	28,956	26,474	23,992
	Carbon budget 2021/22 - 2024/ 2025 110,860 (tCO <sub>2</sub> e)				



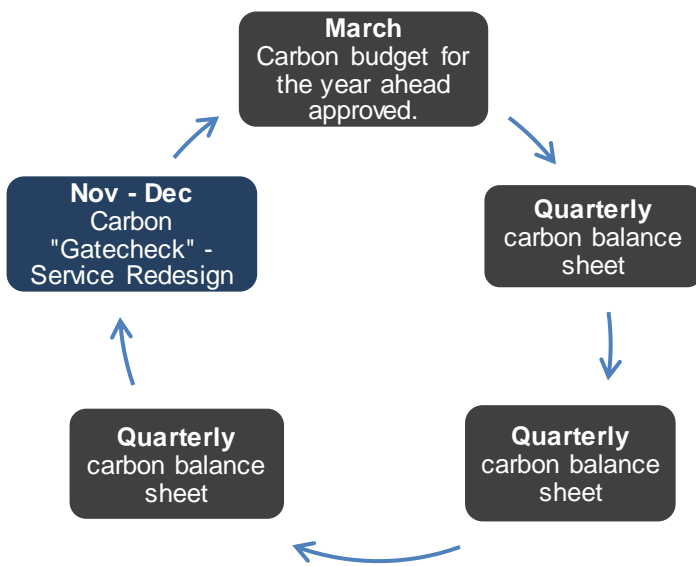
Appendix 5

3.3 Based on historic emissions, the carbon savings required from fleet assets over the for the period April 2021 to March 2025 are 1,268.04 tCO<sub>2</sub>e, an indicative annual reduction of 317.01 tCO<sub>2</sub>e to stay on track (Table 3).

Table 3: Carbon Budget “cap” 2022/23 and required carbon savings

Emissions source	Baseline 2015/16	Carbon budget cap 2022/23	Required carbon savings 2022/23
	tCO <sub>2</sub> e	tCO <sub>2</sub> e	tCO <sub>2</sub> e
<b>Fleet</b>	<b>3,774.90</b>	<b>2,359.10</b>	<b>317.01</b>
Operations	-		308.51
Commissioning	-		3.26
Customer	-		4.47
Resources	-		0.77
<b>Street lighting</b>	<b>8,149.70</b>	<b>5,093.75</b>	<b>471.00</b>
<b>Buildings</b>	<b>33,545.40</b>	<b>20,965.88</b>	<b>1,789.09</b>
<b>Staff travel</b>	<b>469.40</b>	<b>279.70</b>	<b>27.10</b>
<b>Internal waste</b>	<b>213.10</b>	<b>127.00</b>	<b>12.30</b>
<b>Water</b>	<b>218.40</b>	<b>130.20</b>	<b>12.60</b>

3.4 Carbon budget cycle



- **Targeted:** to high emission sources, addressing complexity of data.
- **Allocated:** to relevant Clusters/ Operations based on their scope to influence.
- **Informed:** data on carbon saving, actions, pressures shared.
- **Phased:** refined and rolled out as data flows improve.

4.0 Development programme for the carbon budget

4.1 The carbon budget will be iterative as data improves, as carbon budgeting matures and as it is rolled out. Timeframes and processes for data collation will be accelerated to ensure carbon is managed in the Commissioning Cycle/ budget setting:

**Carbon Budget phased programme**

Year		
<b>20/21</b>	Council Climate Change Plan approved 3 March 2021	
<b>21/22</b>	Pilot	- Fleet Assets (Vehicles & Plant)
<b>22/23</b>	Phase 1	- Refine the carbon budget for fleet. - Extend carbon budgeting to buildings.

## Appendix 5

		<ul style="list-style-type: none"> <li>- Nominate Carbon Budget holders.</li> <li>- Progress data improvements.</li> <li>- Establish the monitoring framework.</li> <li>- Review &amp; strengthen alignment with Service Redesign.*</li> <li>- Establish carbon gatecheck in the Commissioning Cycle.</li> </ul>
<b>23/24</b>	Phase 2	<ul style="list-style-type: none"> <li>- Refine carbon budget for buildings.</li> <li>- Roll out to further key emissions sources.</li> <li>- Build in scenario modelling.</li> </ul>
<b>24/25</b>		

\* Data for some areas, ie water and internal waste is quite low and it may not be suitable to break down the carbon allocation in these areas to Service level. For any areas where the carbon budget cannot be broken down to Cluster and Service level, it will be managed at Council or Function level and opportunities to strengthen consideration of carbon in the Service Redesign process will be investigated.

4.2 **Data improvements:** The Council already compiles an annual carbon inventory to support statutory climate change reporting requirements. This is produced annually in November, for the previous financial year.

Improvements to the availability, frequency and accessibility of emissions data are being built into the carbon budget process, to support decision making.

4.3 **Measured performance:** Carbon budget exceedance or a slow rate of reduction will have a knock on impact to subsequent years, meaning the scale and pace of action may need to be increased in particular areas. The carbon budget will be monitored, realigned if any areas are not on track and information aligned with our annual financial budget setting process.

- Carbon budget holders will be nominated in dialogue with relevant Chief Officers as carbon budgets are rolled out.
- Quarterly data returns will be provided to the Performance Board and issued to carbon budget holders. This will help to:
  - assess if planned emission reduction actions are on track;
  - help with planning reduction pathways;
  - identify if there are areas where more action may be needed; and
  - if there are areas that could cause pressure on the carbon budget.
- An annual carbon budget will be set alongside the financial budget and reported to committee.

It should be noted fluctuations in emissions can exist in any single year due to internal factors, such as an increase in estate; and external factors, such as a cold year increasing energy demand.

4.4 **Scenario modelling:** tools that can support scenario planning for cost-effective emission reduction interventions and the timeline for these will be identified. This can support financial planning, highlighting the scale and pace of change that may be needed and help to better identify impacts on financial budgets.

## Council Climate Change Plan 2021-25; progress on social media campaign

### Background

Full Council, 3 March 2021, approved the Council Climate Change Plan 2021-25, covering net zero and climate resilience actions for Council assets and operations. Council decisions included: to instruct the Chief Executive to lead a city-wide campaign using social media, Community Planning Aberdeen, Net Zero Leadership Board, Aberdeen City Council's partners and business associates to promote Aberdeen City Council's Climate Change Plan and reflecting the significance of the COP26 conference in November 2021, report progress of the campaign.

Council on 13 December noted that the report on the Council Climate Change Plan Campaign would be submitted to the Council meeting on 28 February 2022.

This appendix provides an update on progress with the Council Climate Change Plan, #didyouknow, social media campaign.

### Social Media Campaign

#### Campaign engagement summary

The following analytics shows the success of the **#Didyouknow** campaign which was launched using the Council's corporate social media platforms.



#### About the Social Media Campaign

A city wide “**#Didyouknow campaign**” was developed and launched by the Council, External Communications Team using the Council's corporate social media accounts (Twitter, Facebook, Instagram and LinkedIn).

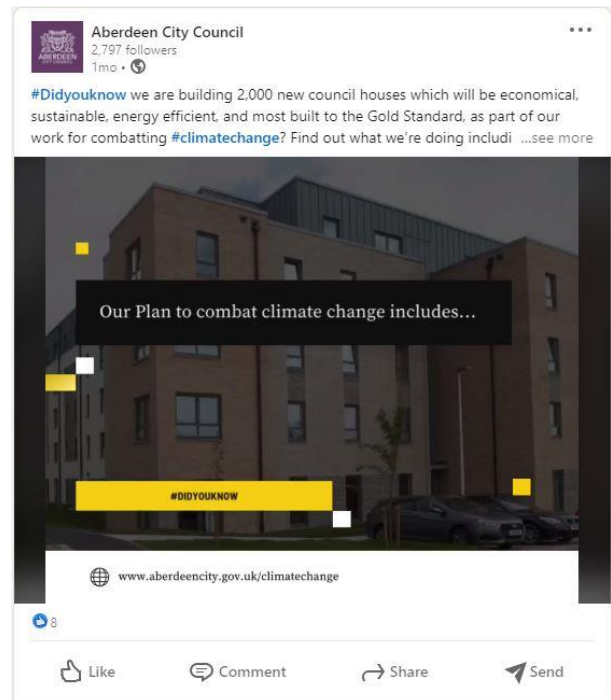
The campaign ran during the period of the UN Climate Change Conference (COP 26), 1 – 12 November 2021, and following this was extended to 15th December 2021. Analytics show data is from the 45 posts that were scheduled in this period.

The **#Didyouknow** campaign highlighted the Council Climate Change Plan and some of the actions taking place through the plan. Featured actions included; the new build programme of 2,000 new council houses; the Council fleet of 41 electric vehicles and charging points around the city; the continued roll out of LED street lighting and grass being managed in a more natural way to support biodiversity.

## Appendix 6

Example post:

[#Didyouknow](#) we are building 2,000 new council houses which will be economical, sustainable, energy efficient & most built to the Gold Standard, as part of our work for combatting [#climatechange](#)? Find out what we're doing including our Climate Change Plan at [www.aberdeency.gov.uk/climatechange](http://www.aberdeency.gov.uk/climatechange)



### Media coverage:

In addition to the social media campaign, in the months running up to, and after COP26 the following Council press releases were launched, relevant to or referencing the Council Climate Change Plan:

16 September 2021

[Launch of the Council Climate Change Plan design version](#) (available online) which was published by the Press and Journal newspaper and their digital platforms the same day.

27 October 2021

[Lord Provost of Aberdeen signing of the Paris Agreement](#) ahead of COP26 conference.

10 November 2021

[Approval of the Council Climate Change Report](#) at the City Growth and Resources Committee.

10 December 2021

[Celebrating the planting of 1,800 trees in Dyce.](#)

### Future Campaigns

Future social media and information campaigns will be developed through the Awareness and Behaviour Theme Sub-group for the Council Climate Change Plan.

## ABERDEEN CITY COUNCIL

<b>COMMITTEE</b>	Council
<b>DATE</b>	28 February 2022
<b>EXEMPT</b>	No
<b>CONFIDENTIAL</b>	No
<b>REPORT TITLE</b>	ACC-bp Memorandum of Understanding – Progress Report
<b>REPORT NUMBER</b>	COM/22/051
<b>DIRECTOR</b>	Commissioning – Gale Beattie
<b>CHIEF OFFICER</b>	Richard Sweetnam
<b>REPORT AUTHOR</b>	Richard Sweetnam
<b>TERMS OF REFERENCE</b>	21

### 1. PURPOSE OF REPORT

- 1.1 To provide an update on progress supporting the Memorandum of Understanding (MoU) between the Council and bp.

### 2. RECOMMENDATIONS

That Council:-

- 2.1 Notes the progress made since the MoU was launched in September 2020; and
- 2.2 Agrees the priorities for the next year of the MoU as outlined in Section 3.27 below.

### 3. BACKGROUND

- 3.1 On 27 August 2020 the Council entered into a MoU with bp relating to energy transition activities. It provides a framework for cooperation to help the Council achieve the goals under the Strategic Infrastructure Plan – Energy Transition, “the SIP”, approved by the Council in May 2020.
- 3.2 bp support to the Council includes providing strategic planning and technical assistance on the activities identified in seven key areas, the scope of work for the MoU; and from this, to identify and define potential opportunities that will contribute to short and long-term decarbonisation, mitigate climate change and contribute to the local, national and international economy. The scope of works includes:
- a. **Hydrogen** – advance hydrogen’s potential to provide power, mobility, energy for transport and deliver heat to industry and buildings initially for local demand and longer term for export to other domestic and international markets;

- b. **Built environment** – advance energy efficiency programs that help building owners and operators, including public organisations, measure and understand building energy use, identify challenges, and quantify opportunities to optimize district network use, energy sources and efficiency;
  - c. **Mobility & electrification** – develop solutions to ensure all citizens can benefit from clean, low emission vehicles and increase the fuel efficiency of the Council/publicly managed fleets;
  - d. **Energy transition** – explore opportunities to address the dual challenge of providing energy to meet a growing demand with fewer emissions by deploying solutions such as renewable energies and natural climate solutions/carbon offsets;
  - e. **Circular economy** – explore new value-added options such as waste to energy for waste that may otherwise be incinerated or go to a landfill;
  - f. Evaluate opportunities for establishing an integrated energy company as potential enabler to progress the identified opportunities/projects; and
  - g. Explore how to support zero-carbon technology innovation in the city and region by enabling a supportive environment for new ‘start-up’ companies to access office space, workshop and scale-up know how.
- 3.3 The MoU clearly states that if there are any commercial opportunities that arise from the above scope of work, these will be governed separately. To ensure there was no conflict between the MoU and the Council’s procurement of a development partner for the Aberdeen Hydrogen Hub, work on any conflicting MoU activity was postponed until the procurement was complete.
- 3.4 This report provides an update on the approach taken, a review of progress to date and the priorities for the next phase of the MoU.

## Approach

- 3.5 For each of the areas above, officers and bp executives formed joint working teams who were tasked with reviewing and identifying projects that could contribute to the city’s energy transition and Net Zero Vision. This work was overseen by a series of steering meetings between the Council’s Chief Officer City Growth and bp’s Cities and Corporate Partnerships lead. The Council’s Chief Executive and bp’s Executive Vice President, Regions Cities and Solutions, maintain oversight over the work plans and progress with two governance meetings a year.
- 3.6 bp’s Senior Vice President, Europe and Head of Country UK is also a member of the Net Zero Leadership Board that is chaired by the Council Leader. This ensures a strategic link between the work of the Board and its supporting Delivery Unit and the work being undertaken through the MoU.
- 3.7 The initial period of the MoU saw a review of activity in each of the key areas in the scope of work that in turn aligned back to the SIP projects. These meetings involved information gathering and ideation exercises that established how the Council was approaching its decarbonisation priorities that were being prioritised in its Route Map.

- 3.8 Activities being delivered through the MoU are relevant to the Net Zero Aberdeen Routemap and a number of the supporting strategies. The Routemap sets out a pathway for towards the city becoming net zero, by 2045, and includes six supporting strategies for; Mobility, Buildings and Heat, Circular Economy, Energy Supply, Natural Environment and Empowerment. Collaborative initiatives are central to the development and delivery of the Net Zero Aberdeen Routemap.
- 3.9 On account of the Covid-19 pandemic, progress was restricted to mostly virtual sessions. However, the results of the initial assessments saw two ‘in person’ co-innovation workshops in November 2021 with 40 participants from Council officers, bp, Aberdeen International Airport (AIA) and Aberdeen Harbour Board (AHB). The table below summarises the activity in 2020 and 2021. The subsequent sections provide an update on work to date for each of the seven areas.

<b>Date</b>	<b>Activity</b>	<b>Output</b>
September 2020	Ideation – role of public sector in places becoming world leading in energy transition	Aberdeen’s role as a ‘renewables’ capital
December 2020	Ideation - - integrating energy assets in the city – Electric Vehicle infrastructure, hydrogen, heat, storage	Role of energy company in delivering decarbonisation objectives
Various - 2021	Consultation - with AHB, Microsoft, University of Aberdeen, NESTRANS, Transport Operators, AREG, AIA, Aberdeen Heat and Power	Understanding the Place Based objectives and shared understanding of priority areas eg affordable decarbonised heat; route-planning and multi-modal transport; best in class future city vehicles and infrastructure; and Hydrogen infrastructure and Integration were recommended by the joint attendees and will inform approach for 2022.
January 2021 to October 2021	ACC Procurement of a JV partner for Aberdeen H2 Hub delivery	bp announced as ‘preferred bidder’; Council approves as JV partner February 2022

**(a) Hydrogen**

- 3.10 bp responded to the Council’s procurement of a joint venture partner to develop Aberdeen Hydrogen Hub (AHH). On account of this, and to ensure there was no conflict of interest, there has been no progress in this workstream outwith the separate procurement process and development of the joint venture.

## **(b) Built Environment**

- 3.11 bp has engaged with key corporates to help stimulate uptake of low carbon technologies, inform thinking for a city-integrated energy system, and test market appetite for low carbon solutions. Key areas for potential development are the decarbonisation of heat for buildings, improvement of building energy efficiency and supply of renewable electricity. The November 2021 workshop prioritised activity for this workstream in 2022.
- 3.12 Other work in this area is being undertaken by bp on a commercial basis without involvement of the Council, but could in turn deliver climate change benefits to the city. For example, bp and Aberdeen Harbour Board recently announced a MoU to:
- Develop a pilot project to supply shore power (quayside electrification) allowing vessels to turn off main engines while in port to reduce emissions and noise;
  - Supply a zero or low carbon power supply to all vessels in port, over time
  - Explore the use of hydrogen as a clean marine fuel; and
  - Help position the harbour to support offshore wind developments and their associated operations and maintenance phase.

## **(c) Mobility and Electrification**

- 3.13 The main progress in this area has been further development of the GoAbZ smart journey planning tool owned by the Council. This adds local real time data and transport information to make more accurate journey time estimates. The MoU and its collaboration has seen bp provide guidance and support from its Launchpad and Venturing teams. To help test the GoABZ app growth plans and improve functionality, bp's incubation team has supported testing the business hypotheses, identifying key stakeholders/customer interfaces, and developing customer acquisition plans.
- 3.14 GoABZ aims to help citizens and visitors alike to better plan their journeys, compare different transport options as well as to encourage more active and sustainable journeys. The MoU has allowed officers to participate in bp's Incubation Programme which highlighted the need to further improve GoABZ to include inter-modal transport and booking and payment options to increase customer acquisition which can help the city achieve net zero.
- 3.15 The work is also consistent with policies, strategies and plans to facilitate a multi-modal transport system to provide alternatives to the private car – and specific plans for Active Travel, Public Transport, Shared Vehicles, Electric Vehicles and the City Centre.
- 3.16 This workstream also aims to evaluate 'best in class' publicly-available Electric Vehicle (EV) charging infrastructure and examine how best to manage and power these going forward. The Council now has an approved EV Framework, has secured internal funding to deliver more public charge points up to 2025. We are investigating ways to work with partners on future delivery models.



3.17 'Best in Class Future City Vehicles and Infrastructure' was agreed to be a proposed key priority area at the workshops during November 2021, given the growing demand for EV Charging Infrastructure and the Scottish Government commitment to "Phase out the need to buy new petrol and diesel cars and vans by 2030" and by 2025 for the public sector. This intervention also ties into the Council's SIP. Further discussions will be required with bp to scope the work and projects which will be involved under this theme, however consideration of renewable energy and the balance with grid supply and demand are likely to be key.

**(d) Energy Transition**

3.18 bp's Group Regional President, Europe & Head of Country, UK has participated in the Aberdeen Net Zero Leadership Board that is chaired by the Council Leader. The Board brings together experts in the global energy sector to help inform implementation of the energy transition and engagement. In the past year, the Board has discussed the development of Net Zero 'route maps' and the behavioural changes needed to ensure this target is met. The MoU has strengthened the commitment to both the MoU and the city's Net Zero Vision.

3.19 In February 2021, bp introduced Opportunity North East (ONE) to the bp and EnBW Scotwind bid team to help inform the Energy Transition Zone (ETZ) master planning activities. Deep dive sessions focused on the use of the ETZ for three key areas:

- Operation and Maintenance for offshore wind;
- Skills and training which supports the just transition; and
- Green hydrogen.

3.20 Following the announcement of bp's success in the Scotwind Leasing Round, Aberdeen Harbour North and ETZ is a leading option for bp/EnBW's ScotWind as a core Operations and Maintenance base and detailed assessment into the sites will follow.

3.21 Since June 2021, bp has participated in a digital working group led by the Council, Microsoft and Aberdeen University. This has been a positive forum to inform strategic themes including: internet of energy backbone, and mobility-as-a-service. The project aims to co-create a refreshed digital strategy to position Aberdeen at the forefront of energy transition technology, while helping to create a digitally inclusive city. The joint teams continue to work on this programme.

**(e) Circular Economy**

3.22 Officers and bp executives have held initial exploratory discussions relating to potential integration of the new NESS energy from waste plant into a city-wide energy system, and to share learnings from bp's Net Zero Teesside activity. Additional work is planned for 2022.

**(f) Integrated Energy Services Company**

3.23 Officers and bp executives have had 'ideation sessions' around the development of an integrated low carbon energy approach to provide new power sources, grow green skills, support supply chain development, and help tackle fuel poverty. The workshops identified opportunities for integration by bringing together solutions across Aberdeen's energy assets and demands. Hydrogen featured as a component of the integrated energy networks, but on account of the separate public procurement process, this workstream was paused.

#### **(g) Innovation**

3.24 This workstream has seen bp working with external partners. Significant progress has been made in scoping support for zero-carbon technology innovation by enabling a supportive environment for new 'start-up' companies by working with Net Zero Technology Centre (NZTC), a key element of the Aberdeen City Region Deal.

3.25 bp was the founding strategic sponsor of the NZTC TechX Accelerator Program and has invested £470,000 between 2018-2021. 33 startups have graduated from the programme since its inception in 2018, and 11 of those are Aberdeen-based. bp has also supported improving the gender diversity in the TechX applicants, and gender diversity in the program increased the proportion of female applicants by 10% in 2018-2020. Work continues in this area.

3.26 During 2021, bp decided to support TechX as a strategic partner for the next phase of the program – "TechX Clean Energy Accelerator", supported by bp's Regions Cities and Solutions team. With the renewed focus of the TechX programme towards clean energy, bp has continued to build its support of NZTC over the last year for net zero projects that underpin the decarbonisation agenda. bp will again be joined by Equinor Ventures along with new partners Abu Dhabi National Oil Company (ADNOC), and Accenture as professional services partner also supporting the programme.

#### **Next Steps**

3.27 During the consultation phases, four areas were subject to greater level of scrutiny and assessment. Following the 'Co-innovation workshops', four priority areas emerged that were then circulated to the Council's ECMT for its review. Officers recommend that while some elements of all seven workstreams will continue, the priorities going forward should be in the four areas identified below:

- Affordable decarbonised heating - exploring how to create a future where citizens can access affordable, low carbon heat (MoU priorities b, g);
- Route-planning & multi-modal transport - supporting initiatives such as goABZ to help provide citizens with greener transport choices and an easy way to find out about them (MoU priorities g, c, a);
- Best in class future city vehicles & infrastructure - helping to inform the Council's thinking around a carbon-neutral future-proofed city

- fleet that communities can benefit from, and bp's work with other corporate entities and its own real estate in the City (MoU priority c);
- Hydrogen-related activities (MoU priority a) will be completed within the Aberdeen Hydrogen Hub JV, including to support accessing Economic Benefit from defined accountabilities within Supplier Development, Skills and Training, and other Community Benefit areas.

3.28 bp will continue to participate in the Net Zero Leadership Board.

#### 4. FINANCIAL IMPLICATIONS

- 4.1 There are no direct financial implications arising from this report. Any officer input to the work or delivery of the next steps is supported by existing staffing resources. If there are any additional cost implications, then these will be referred to the appropriate committee or the Council's budget setting process.
- 4.2 At its City Growth and Resources Committee on 3 February 2022, the Council approved the business case for the development of a joint venture company owned by the Council and bp to develop the Aberdeen Hydrogen Hub.

#### 5. LEGAL IMPLICATIONS

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

#### 6. MANAGEMENT OF RISK

Category	Risk	Low (L) Medium (M) High (H)	Mitigation
<b>Strategic Risk</b>	The MoU is not contributing to the Council's priorities	L	The MoU and the prioritised next steps are aligned to the SIP and Council's Route Map
<b>Compliance</b>	N/A		
<b>Operational</b>	The Council have not provided officer support to development of MoU projects	L	Lead officers have been allocated to each workstream activity so that there is continuous cooperation to progress priorities.
<b>Financial</b>	The Council's staffing budgets do not cover support to the MoU	M	While there is pressure on the Council's budget the activity in the MoU supports a number of the Council's operational and strategic priorities to decarbonise its operations and contribute to

Category	Risk	Low (L) Medium (M) High (H)	Mitigation
	There may be financial implications relating to the Council's property and any retrofitting of heating solutions.	M	wider climate change targets in the city  These are not know at this stage however will be monitored. The Council's Corporate Landlord function continues to be part of the MoU work. Any financial implications arising from the work will be referred to the appropriate Council committee or its budget setting process
<b>Reputational</b>	The Council is not contributing to climate change targets and the overall energy transition  The Council is aligning with bp and its association with fossil-fuel activity	L  M	The MoU supports the Net Zero Vision and SIP – Energy Transition and has been developed to support implementation of these plans, and the Council's own 'route map'  bp has been a key employer in the city for over 50 years, is pursuing a strategy to diversify its energy portfolio to deliver net zero and is a major source of the innovation and technical 'know how' to deliver the energy transition
<b>Environment / Climate</b>	The MoU specifically aims to support the Net Zero Vision for the city and is aimed at reducing emissions	N/A	N/A

## 7. OUTCOMES

<b><u>COUNCIL DELIVERY PLAN</u></b>	
	<b>Impact of Report</b>
<b>Aberdeen City Council Policy Statement</b>	The MoU supports the delivery of Policy Statement: <b>Economy:</b>

<b><u>COUNCIL DELIVERY PLAN</u></b>	
	<b>Impact of Report</b>
	<p>4 - Support the Aberdeen Harbour expansion and work collaboratively to maximise .... energy transition activity in offshore renewables</p> <p>12 – Support the delivery of the three innovation centres envisaged by the Aberdeen City Region Deal</p> <p><b>Place:</b> 1 – Build up our existing strength in hydrogen technology</p>
<b>Aberdeen City Local Outcome Improvement Plan</b>	
Prosperous Economy Stretch Outcomes	Some elements of the MoU contribute to the Prosperous Economy Stretch Outcome 1 – increasing key sector employment (energy, including renewables) and business start up activity (via NZTC’s Tech X programme)
Prosperous Place Stretch Outcomes	The implementation of the MoU supports delivery of LOIP Stretch Outcome 14 - Addressing climate change by reducing Aberdeen’s carbon emissions by 42.5% by 2026 and adapting to the impacts of our changing climate
<b>Regional and City Strategies</b>	<p>The proposals within this report align to the energy transition objectives in the Regional Economic Strategy and the recommendations in the Economic Policy Panel Report around diversification and attracting talent and investment to the city</p> <p>The Aberdeen Local Development Plan 2022 describes how the Aberdeen of the future will be sustainable, inclusive, vibrant, adaptable and prosperous and should achieve the best outcomes for our residents while limiting our impact on the planet. As such the policies in the Plan will be monitored according to the 17 UN Sustainable Development Goals.</p>

## 8. IMPACT ASSESSMENTS

Assessment	Outcome
<b>Impact Assessment</b>	Full impact assessment not required

<b>Data Protection Impact Assessment</b>	Not required
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## 9. BACKGROUND PAPERS

- 9.1 Urgent Business Committee, 6 May 2020, Net Zero Vision and Strategic Infrastructure Plan – Energy Transition (PLA/20/088).
- 9.2 Urgent Business Committee, 6 May 2020, Council Energy and Climate Change Route Map (PLA/20/082).

## 10. APPENDICES

- 10.1 Appendix 1 – Aberdeen MoU – December 2021 Review

## 11. REPORT AUTHOR CONTACT DETAILS

<b>Name</b>	Richard Sweetnam
<b>Title</b>	Chief Officer City Growth
<b>Email Address</b>	<a href="mailto:rsweetnam@aberdeencity.gov.uk">rsweetnam@aberdeencity.gov.uk</a>
<b>Tel</b>	07753 895034

The background image shows the Aberdeen Maritime University building, a large stone structure with Gothic architectural features. A prominent clock tower with a white face and black Roman numerals is visible on the left. The building's facade is made of grey stone blocks. In the foreground, there are stone balustrades and decorative finials. In the background, the sea is visible with several offshore wind turbines and a small boat. The sky is clear and blue.

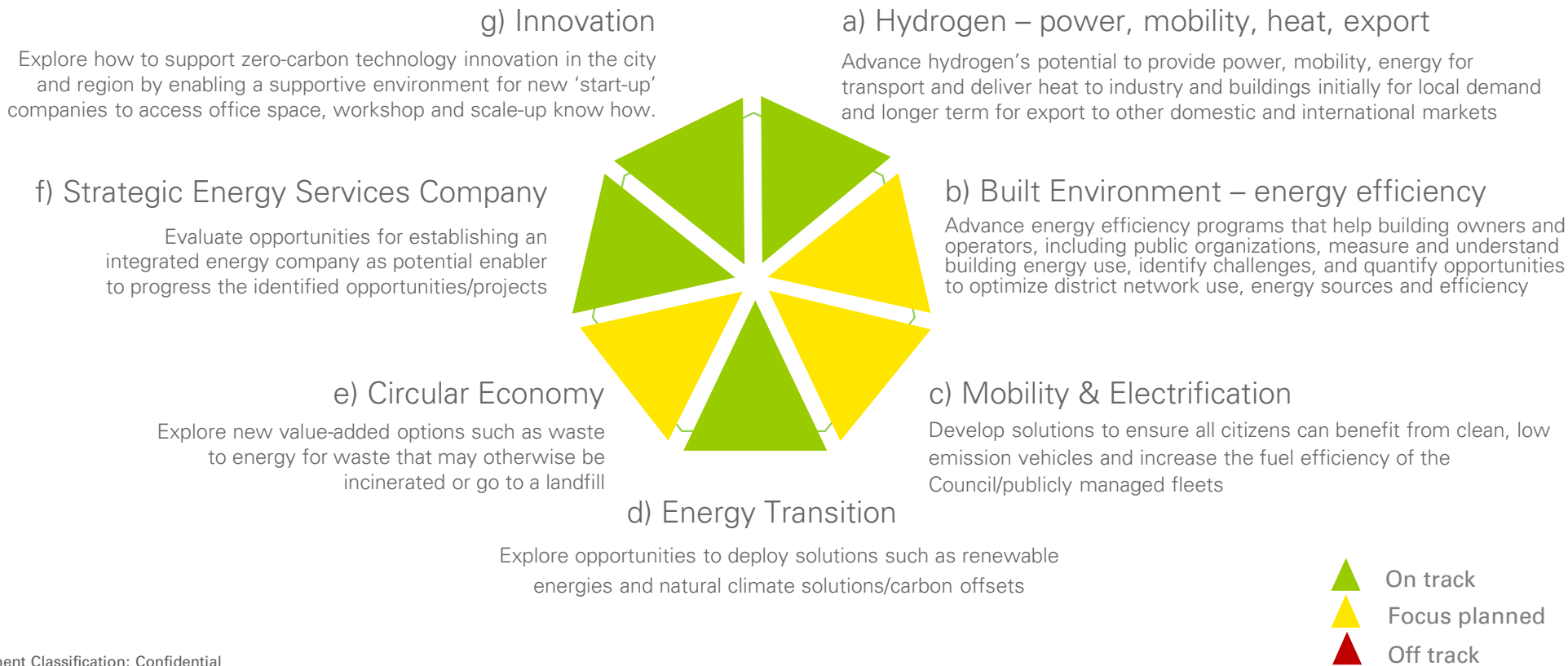
# *Aberdeen MøU*

*December 2021 Review*



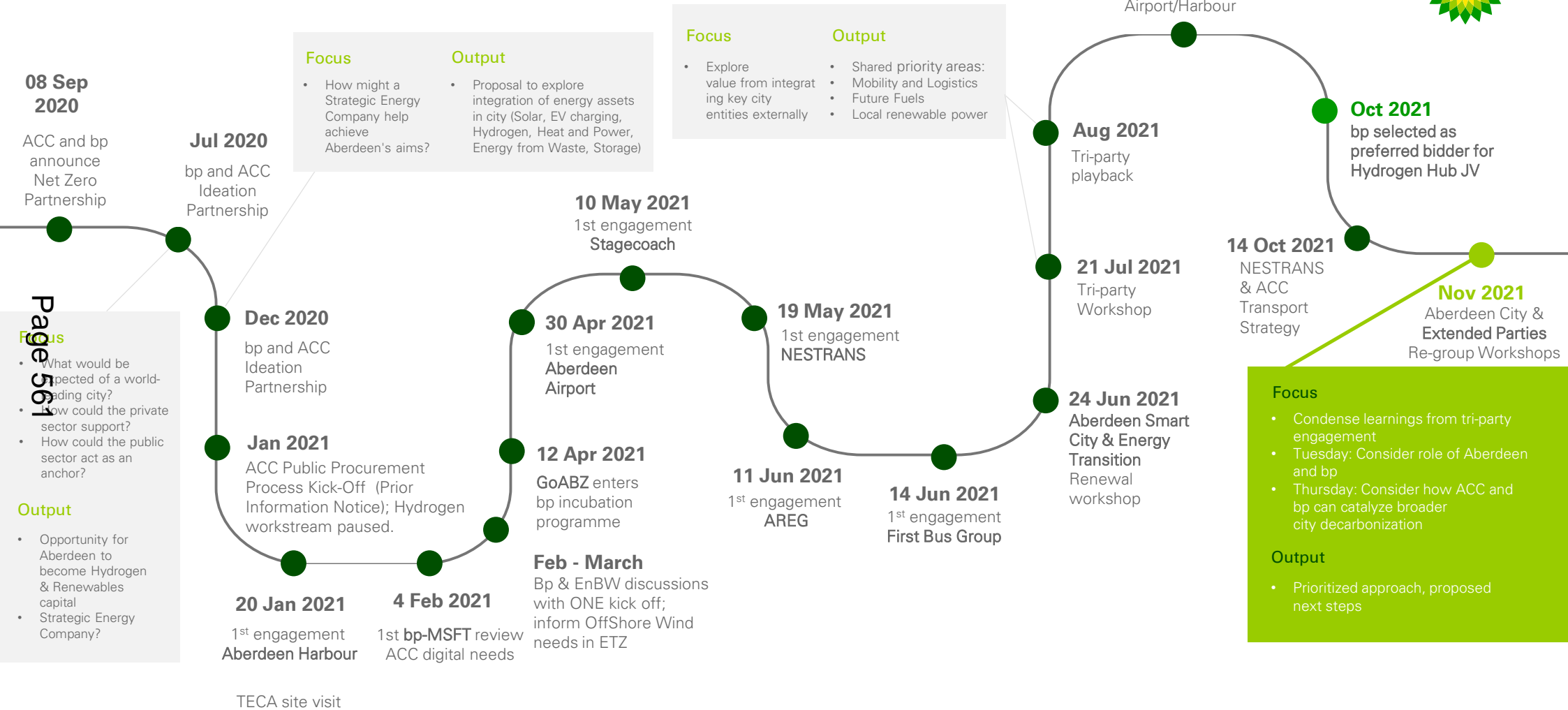
# Four-year MoU included seven themes; progress has been made in each

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# Since MoU announcement....



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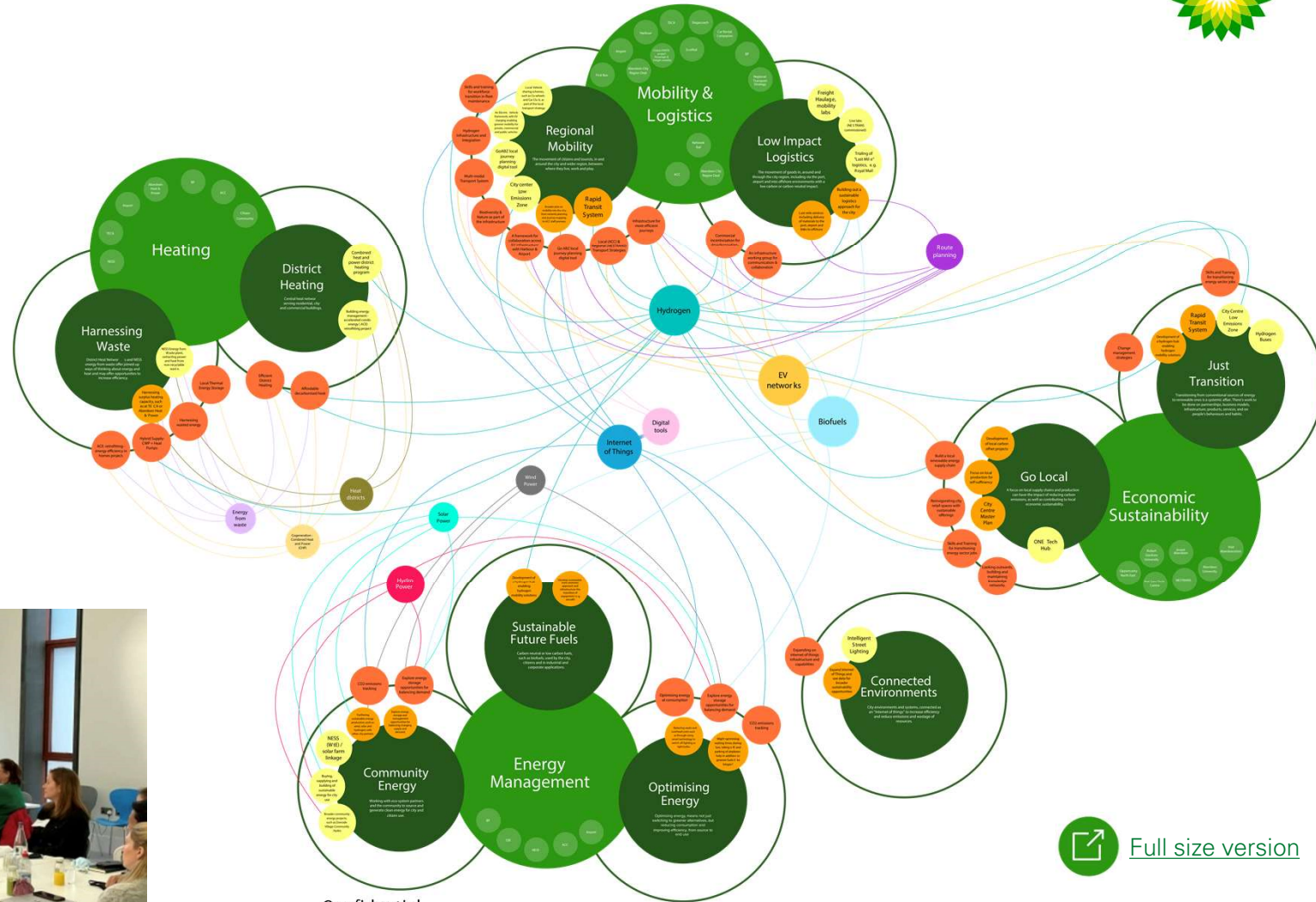
# Ecosystem map – proposed next priorities developed through workshopping with ACC, Harbour, NESTRANS, AH&P and Airport post Nov '21 workshop



This diagram incorporates the comments tri-party from workshop one – adding connections between nodes and including new technology proposals.

The ecosystem map can evolve during future ACC, bp and third-party discussions.

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Confidential

Full size version



# Proposed prioritised initiatives

The following four initiatives were prioritised by the participants during the Nov 21 workshops.

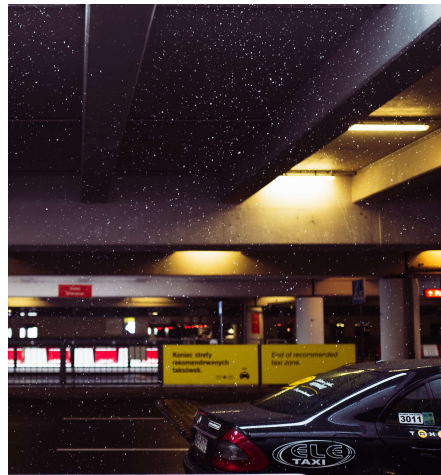


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## Affordable decarbonised heat

Creating a future where citizens can access affordable, low carbon heat.



## Route-planning & multi-modal transport

Providing citizens with greener transport choices and an easy way to find out about them.



## Best in class future city vehicles & infrastructure

A carbon-neutral future-proofed city fleet that the community can benefit from.



## Hydrogen Infrastructure and Integration

Hydrogen users beyond vehicles and creating the infrastructure for a reliable hydrogen supply is key to opening additional demand opportunities.

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## ABERDEEN CITY COUNCIL

<b>COMMITTEE</b>	Council
<b>DATE</b>	28 February 2022
<b>EXEMPT</b>	No
<b>CONFIDENTIAL</b>	No (Appendices E, G and H are exempt due to commerciality)
<b>REPORT TITLE</b>	City Centre Masterplan Update
<b>REPORT NUMBER</b>	RES/22/057
<b>DIRECTOR</b>	Steven Whyte
<b>REPORT AUTHOR</b>	Sandy Beattie
<b>TERMS OF REFERENCE</b>	21

### 1. PURPOSE OF REPORT

1.1 This report presents an update on a number of projects to be delivered through the City Centre Masterplan (CCMP) review and makes recommendations on next steps to continue to support economic and place-based recovery within the City. The CCMP Projects discussed within this report include:

- Union Street Façade Review Condition Survey (report)
- Opportunities for Café Culture in the Belmont Street Quarter (business case)
- Public realm improvements from Aberdeen Market to Guild Street (visioning document)
- Ongoing engagement regarding George Street area
- Joint Integrated Mortuary – relocation from Queen Street

### 2. RECOMMENDATIONS

#### **Union Street Building Condition**

2.1 Note the content of the Building Condition Survey (Appendix A) and agree the identified priorities (Roof, Rainwater Goods, Shopfronts, Stonework), with Zone B (Market Street-Bridge Street) to be prioritised.

2.2 Instruct the Chief Officer - Corporate Landlord to prepare:

- a) a plan for implementation of improvement works to buildings in Council ownership,
- b) a plan for implementation of works to buildings outwith Council ownership, to allow engagement with property owners,

with Zone B (Market Street-Bridge Street) to be prioritised in both circumstances and report progress in June 2022.

- 2.3 Instruct the Chief Officer - Strategic Place Planning to:
- a) prepare a detailed specification for appropriate façade stone cleaning,
  - b) investigate means to simplify procedures for statutory consents,
- and report progress to Full Council in June 2022.
- 2.4 Instruct the Chief Officer - Commercial and Procurement to develop a procurement and funding plan for building repair work as identified in Appendix A, including investigating a 'One-stop' service to cover professional services required to implement improvement works and report the results to Full Council by August 2022.
- 2.5 Note Appendixes F and G and Instruct the Chief Officer - City Growth to advance the works to identify the full range of intervention measures to repopulate vacant units in Union Street to Full Business case including further assessment of potential non-retail uses and report outcomes in December 2022.

#### **Belmont Street Café Culture**

- 2.6 Note the stakeholder engagement that has been undertaken, the preferred Option 3 identified, and approve the full business case as detailed in Appendix B.
- 2.7 Instruct the Director of Resources to develop and implement a detailed design for Option 3 identified in the Business Case including operational plans in consultation with Belmont Quarter stakeholders and key stakeholders (including Disability Equity Partnership).
- 2.8 Instruct the Chief Officer - Operations and Protective Services to progress with the necessary Traffic Regulation Orders and implement as part of the operational plan and associated delivery measures in the context of the wider traffic management plan.
- 2.9 Note the ongoing engagement with the Disability Equity Partnership and at their request the following interim measures are being progressed:
- a) Introduction of accessible parking spaces in Back Wynd on a trial basis at the earliest opportunity the impact of which will be monitored,
  - b) Introduction of temporary accessibility ramps to the south side of Union Street Central located opposite dropped kerb locations existing on the north side of the street.

#### **Market to Guild Street Streetscape**

- 2.10 Note the design concept masterplan for public realm improvements for the Market Street to Guild Street area as detailed in Appendix D.

- 2.11 Instruct the Director of Resources to develop detailed design for Phase 1 implementation of those improvements in consultation with key stakeholders and report results to Full Council in August 2022.
- 2.12 Instruct the Chief Officer - Operations and Protective Services to progress with the necessary Traffic Regulation Orders to implement in the context of the Phase 1 delivery and the wider traffic management plan.
- 2.13 Instruct the Chief Officer - Operations and Protective Services and Chief Officer - City Growth to identify opportunities to improve the amenity of the wider Market to Guild Street area in conjunction with the anticipated Phase 1 delivery.
- 2.14 Note the City Growth and Resources Committee instruction to develop a Full Business Case for Union Street East and Castlegate by end 2022 and ensure that business case is developed in tandem with the emerging business case for the Beach Boulevard.

### **George Street**

- 2.15 Note the ongoing engagement exercise on the future of the George Street area.

### **City Centre Masterplan Recalibration incorporating the Beach**

- 2.16 Instruct the Chief Officer Strategic Place Planning to recalibrate the City Centre Masterplan to incorporate the Beach and George Street masterplanning exercises and report the results to Full Council in August 2022.

### **Joint Integrated Mortuary**

- 2.17 Note the £18 million capital cost contribution from Scottish Government on behalf of the Health and Justice Directorates and refer simpliciter to the Council's budget meeting on 7 March 2022.

## **3. BACKGROUND**

- 3.1 The Council's City Growth and Resources Committee agreed to review the City Centre Masterplan (CCMP) 2015 at its meeting on 3 February 2021. Subsequent reports on the progress of the review were reported to the City Growth and Resources Committee on 11 May 2021 (RES/21/115) and 25 August 2021 (RES/21/179). At the City Growth and Resources Committee meeting on 12 November 2021 (RES/21/297) the committee considered a Combined City Centre and Beach covering report and approved a number of recommendations relating to the projects discussed therein. These included instructions for officers to report back in February 2022 on the following:

- A Visual Building Condition Survey for all properties on Union Street

- Development of a Full Business Case and Operational Model for the Belmont Street and Back Wynd area, in consultation with local traders.
- Public realm improvements from Aberdeen Market to Guild Street

3.2 The Joint Integrated Mortuary project business case was previously reported to the 2021/22 budget process with an instruction given to the Director of Resources to secure a suitable funding package to enable progression.

3.3 At its meeting on 13 December 2021, Council agreed that all future papers relating to the City Centre Masterplan, the Beach Masterplan, Aberdeen Market and Queen Street Redevelopment be reported to full Council meetings until decided otherwise by a decision of Council.

#### 4. **PROCESS**

4.1 As reported to the November 2021 City Growth and Resources Committee meeting, Hub North Scotland (HubNS) has been engaged by the Council to act as the Project Management Office for the procurement and management of the necessary design, consultancy and technical work to develop proposals for various streetscape interventions and public realm works. A multi-disciplinary team for the City Centre Streetscape Improvements workstream commenced work on 5 July 2021. Additional consultancy support has been appointed by the Council to develop a Traffic Management Plan for the city centre. Weekly progress meetings have been held and a series of workshops with key stakeholders and technical officers from within Aberdeen City Council have been undertaken.

#### 5. **PROGRESS UPDATE**

##### 5.1 Union Street Visual Building Condition Survey

5.1.1. One of the issues raised as a priority during the “The Future of Aberdeen City Centre and the Beach” public engagement exercise in June-July 2021 was the condition of the buildings on Union Street.

5.1.2. A visual building condition survey for all properties on Union Street has now been undertaken and is summarised at **Appendix A**. Inspections were carried out during December 2021 and January 2022 by building surveyors from Savills’ Scottish Building & Consultancy, with additional consultation provided by a conservation accredited surveyor.

5.1.3. The survey report recommends that to improve the cosmetic appearance of Union Street generally the following items would require to be addressed:

- Replacement/ repair to shop fronts and signage
- Redecoration of windows
- Repairs to rainwater goods
- Cleaning of stonework
- Various roof repairs



- 5.1.4. The inspection focusses on 134 individual properties, the majority of which are listed (6 category A, 36 category B, 59 category C). These have been categorised as follows:
- 68 'Green' rated properties, meaning the property is in good condition.
  - 63 'Amber' rated properties, meaning the property is in fair condition.
  - 3 'Red' rated properties, meaning the property is in poor condition.
- 5.1.5. The survey methodology was developed with input from the Council's Strategic Place Planning Service and the output of all survey work will be shared with both the Aberdeen City Heritage Trust (ACHT) and Union Street Conservation Area Regeneration Scheme (CARS) project officers.
- 5.1.6. Key recommendations arising from the condition survey report include preparing a strategy for implementation with the main barriers to owners and occupiers expected to be cost and inconvenience. The report recommends:
- Offering grant funding or a 'one stop' service to cover professional services needed to implement the improvement works.
  - Creating a new fund to enable shopfront replacements to be carried out that do not need to conform to the strict criteria set for traditional shopfronts, offering up to 50% funding.
  - Creating a procurement strategy or service that offers competitive and consistent rates for building repairs throughout Union Street.
  - Simplifying the procedures required for all statutory consents by providing overarching building warrant, planning and listed building consents for the prescribed works. This will require liaison with all relevant third parties to ensuring that all requirements are fulfilled from the outset.
- 5.1.7. The report goes on to recommend that buildings with a poor rating and those in Council ownership should be targeted as test projects. This should be carried out and coordinated in conjunction with streetscape improvements to Union Street Central in the first instance.
- 5.1.8. The next stage is to develop a plan for implementation of improvement works and engage with property owners, with Zone B (Union Street Central Market Street-Bridge Street) to be prioritised with a view to action to fit in with the delivery timetable for the new Aberdeen Market completion. This will include preparing a detailed specification for appropriate façade stone cleaning and determining means to simplify procedures for statutory consents.
- 5.1.9. It is also recommended that a procurement and funding plan be developed for building repair work as identified in Appendix A, including investigating a 'One-stop' service to cover professional services required to implement improvement works.
- 5.1.10. At this stage, members are asked to note the overall estimated costs outlined in the report. Final costs will be determined following engagement with building owners.

## 5.2 Vacant properties in Union Street (Central)

- 5.2.1. With the previous reports on the city centre there was an instruction to the Chief Officer – Corporate Landlord to consider a Business Case to bring other vacant properties within this key area of Union Street back into economic use. Initial work on this has been progressed and a plan identifying occupiers, owners, and vacant properties is attached as **Appendix F**.
- 5.2.2. A high-level review of proposed interventions which has been prepared with property agents Savills and is also included as an exempt **Appendix G**. At this stage members are asked to note the content of the report and the baseline information it presents in relation to Union Street. It is proposed that the report is progressed to full business case with options developed and considered further and economic impact and costs progressed in more detail. It is intended that this will be presented by December 2022 to allow the impact of current projects to be assessed more fully.
- 5.2.3. A programme of events for Union Street, focussing on the central area between Market Street and Bridge Street, should therefore be developed to coincide with streetscape completion and re-population of vacant units to encourage footfall in the city centre. Members should note that detailed design work for Union Street Central and the associated traffic management plan is progressing as instructed. A further update on engagement is provided in section 6 of this report

## 5.3 Belmont Quarter Business Case and Operational Plan

- 5.3.1. As part of the Council's response to the Covid-19 pandemic, temporary measures were introduced allowing businesses trading in the Belmont Street Quarter to establish temporary outdoor street seating close to their premises. These temporary measures came to an end on 25 January 2022 and a longer term, planned solution is now sought.
- 5.3.2. Concept ideas for how Belmont Street and Back Wynd could develop a permanent café culture environment were agreed by the City Growth and Resources Committee on 12 November 2021. Further to this meeting a full business case (**Appendix B**) and operational plan (**Appendix C**) have now been developed to examine issues such as design, delivery, maintenance and management implications.
- 5.3.3. The appraisal has considered five possible options for addressing these objectives:
- a Laissez-faire Approach, where each business applies for permission to assemble outdoor seating on an ad hoc and case-by-case basis;
  - two partnership approach options (one Council led and one operator partner led), where the businesses provide their own outdoor furniture, but work in partnership with the Council or operator to implement these in a co-ordinated way; and

- two fully furnished options, where the Council or operator develop a complete solution, including to source and install the furniture and make these available to businesses in the quarter.

5.3.4. Each of these options was assessed against four project objectives:

- Growing the City Centre Employment Base,
- A Metropolitan Outlook,
- Culturally Distinctive, and
- A Living City for Everyone,

Further issues of affordability; business needs and deliverability were also considered.

5.3.5. Based on this assessment, Option 3, Council led partnership approach was identified as the preferred option. The cost of delivering this is estimated to be £1,545,200 and, if approved, it is anticipated that the work can be completed this year, pending supply chain delivery and material availability. This will include relocating taxi ranks and some accessible parking to Union Terrace. Although not expressed in the draft operational plan, accessible parking has been discussed in principle with representatives of the Disability Equity Partnership. There is potential for accessible parking spaces to be provided in Back Wynd on a trial basis at the earliest opportunity to assess impact. Final locations for this and other accessible parking will be agreed in conjunction with Disability Equity Partnership.

#### 5.4 Public realm improvements from Aberdeen Market to Guild Street

5.4.1. Concept design work has now been undertaken to determine a scope of works in the context of a wider public realm improvement masterplan for the Merchant Quarter and the Green (**Appendix D**). The emphasis of the first phase of delivery will be achieving improved accessibility and wayfinding between the Market and Public Transport hubs/Union Square.

5.4.2. Appendix D presents a masterplan overview of potential future streetscape interventions. Phase 1 delivery is identified which is proposed to be delivered to coincide with the completion of the Market project and to address the following:

- Accessibility between the Market and Guild Street Bus / Rail Stations, including areas of footway widening and accessible crossing points.
- Improved signage and wayfinding, linking to existing strategies, to encourage pedestrian and accessible movement between the Market and Guild Street.
- Enhanced lighting proposals to improve public safety.

5.4.3. If approved, the concept design work will move to detailed design and engagement with stakeholders, including continued engagement with the Disability Equity Partnership, occupiers and business networks.

- 5.4.4. The project team continue to work on establishing the detailed designs across the City Centre Streetscape Intervention areas, and a further report on progress will be reported to the Full Council meeting in June 2022.
- 5.4.5. The November 2021 City Growth and Resources Committee instructed the development of a Full Business Case for Union Street East and Castlegate by end 2022. Given the essential links between the Castlegate, Beach Boulevard and the Beach, it is prudent to ensure that any business case is developed in tandem with the emerging business case for the Beach Boulevard and pending the outcomes of the Beach masterplanning process.

## 5.5 Aberdeen Market

- 5.5.1. Design development work on the market is progressing well at this time. The marketing process to identify a development partner for the site is also progressing with site visits having been held with a number of interested parties. It is the intention of officers to report the outcome of this exercise and the updated business case in the next committee cycle.

## 5.6 City Centre Masterplan Recalibration

- 5.6.1. Given the ongoing consultation relating to George Street and the workstreams related to the Beach, it is considered prudent to now recalibrate the City Centre Masterplan to encapsulate changes and ensure it is both up to date and relevant. This will be undertaken to take into account emerging themes arising from both projects and reported to Full Council by the end of 2022. The revised document will be titled City Centre and Beach Masterplan 2022.

## **6. ENGAGEMENT**

- 6.1 As project work progresses, Council may wish to note the ongoing engagement being undertaken in relation to the various workstreams.

### 6.2 George Street consultation

- 6.2.1. The City Growth and Resources Committee on 12 November 2021 noted the position regarding George Street and the continued uncertainty surrounding the future of the former John Lewis building and instructed officers to undertake public and stakeholder engagement in early 2022 and report back in June 2022.
- 6.2.2. Consultation regarding George Street is currently underway, running from 7 February for 4 weeks until 7 March 2022. Initial engagement takes places through the 'Citizen Space' consultation hub, with George Street Community Council and all Ward Members informed.
- 6.2.3. Next steps will involve a full engagement programme to inform preparation of a mini masterplan to highlight renewal projects for the identified area and with wider area connectivity (e.g. rest of City Centre / Broadford Works etc).

### 6.3 Ongoing CCMP engagement

- 6.3.1. A Belmont Street Quarter survey was carried out with businesses and residents in the area to understand more about their priorities, challenges and activities in relation to outdoor trading. This took the form of an online survey, which could be accessed by scanning the QR code on a flyer or using a short URL. The survey ran from 1 to 15 December 2021. Flyers were delivered by hand to each address and, where possible, the delivery team spoke to the recipient to explain the project and encourage participation.
- 6.3.2. The online survey received a total of 72 responses, including business owners, residents and other interested respondents. The results of the survey highlighted a number of businesses that would be interested in participating in outdoor trading, their estimated space requirements and also preferred hours of operation. This information has been fed into the development of both the business case and draft operational plan.
- 6.3.3. Since November 2021, there have been a number of stakeholder meetings related to the development of the traffic management plan, including:
- Disability Equity Partnership (DEP) – 06/12/2021, 24/01/2022, 31/01/2022, 14/02/2022
  - Accessible City Transport Users Partnership (ACTUP) – 09/12/2021, 13/01/2022, 10/02/2022
  - CCMP Public Transport Forum – 19/01/2022

In addition, SYSTRA, who are contracted to deliver the traffic management plan, have undertaken direct stakeholder engagement with First Bus, Stagecoach, Taxi Operators/Drivers and Cycle groups.

- 6.3.4. As agreed with the Disability Equity Partnership, ongoing weekly meetings are taking place with their City Centre working group to discuss both street design and traffic management issues as they emerge and thereby inform design development.
- 6.3.5. In addition, senior officers undertook a detailed visit to various city centre sites on 21 February 2022 with members of DEP to further understand issues and ensure that they may be addressed. Feedback from this visit will be incorporated in emerging design solutions and there are immediate measures that can be introduced. These include accessible parking (as noted in 5.3.5. above) and introducing temporary accessibility ramps to make the south side of Union Street Central more accessible. These should be located opposite dropped kerb locations that already exist on the north side of the street.
- 6.3.6. Various other key stakeholders, including the Community Council Forum, Bus Partnership, Cycle groups and the overarching ACTUP group are also actively engaged throughout in order to inform design work, and plans to continue engagement with children and young people are being shaped in line with the Council commitment to becoming a Child Friendly City. Recent

feedback from attendees at stakeholder events has been positive, with an attendee of the Cycle group contacting Council officers to compliment the team on an impressive presentation which they felt was clearly explained.

## **7. JOINT INTEGRATED MORTUARY and QUEEN STREET**

- 7.1 Relocation of the Council's Queen Street Mortuary is a key component of land assembly necessary to enable the Queen Street redevelopment programme to be delivered. The existing public mortuary at Poultry Market Lane is outdated and does not meet modern service expectations or provide an appropriate visiting experience for bereaved relatives.
- 7.2 In addition, the NHS Grampian mortuary located at the Foresterhill campus is also in poor physical condition. Both facilities have a range of issues in terms of compliance with statutory standards including the most recent Health planning notes, space utilisation and functional suitability. The ability to upgrade the existing facilities is also significantly limited due to space constraints in their respective locations.
- 7.3 The Full Business Case for the Joint Integrated Mortuary developed in partnership with NHS Grampian was completed last year. Planning consent has been granted for the new facility in Aberdeen Royal Infirmary grounds at Foresterhill.
- 7.4 Officers were instructed to seek funding options for the delivery of the proposed Joint Integrated Mortuary and have subsequently secured an £18 million contribution to capital costs from the Scottish Government's Health and Justice Directorates.
- 7.5 That contribution is conditional on developing a net zero design solution for the proposed building, feasibility for which has now been factored into project costs, raising the estimated cost of £19,966,725 by £2 million. Costs require to be re-priced to reflect market changes since summer last year, so it is recommended that a 20% optimism bias be included in the overall construction costs for the time being. This would result in a total estimated capital cost of £25,966,725 including that optimism bias.
- 7.6 Under the Public Health (Scotland) Act 2008, Local Authorities and NHS Boards have a duty to co-operate to provide mortuary facilities. This provision includes a repository for post-mortem examination facilities. Mortuary provision may be located within an NHS or Local Authority building or provided by a third party.

Each Local Authority must provide or ensure the provision of premises and facilities:

- For the reception and temporary storage of the bodies of persons who die in the authority's area; and
- For the post-mortem examination of such bodies, as it considers appropriate.

- 7.7 Should the Council decide not to proceed with the project, it should be noted that an early options appraisal has been undertaken to determine costs for the Council to provide its own mortuary facility, with an estimated cost in excess of £5 million, albeit at a significantly reduced capacity and without the benefits of the partnership approach evident in the Joint Integrated Mortuary. There would necessarily follow a detailed design and consenting phase which would delay vacation of the current Queen Street mortuary.
- 7.8 Based on this updated cost estimate the Council capital contribution would be £4.423 million. It is anticipated that the remaining funding gap will be met by other partners. These cost estimates have been passed to them and we anticipate getting confirmation from them that they are in agreement to contribute and allow the project to proceed.
- 7.9 These project costs will therefore be included within the budget report to be presented to Council on 7 March 2022.
- 7.10 The Council is scheduled to take ownership of the former Police Scotland Headquarters in Queen Street on 28 February 2022 and is due to commence a programme of investigation, asbestos removal, service separation and soft strip over the course of the next nine months. The existing mortuary will remain operational during this time.
- 7.11 Work is also progressing with the market analysis and development brief in preparation for a development solution as instructed by the November 2021 City Growth and Resources Committee. Officers are also progressing an options appraisal with the Scottish Courts and Tribunal Services, with the results of all reported to Council in June 2022.

## **8. FINANCIAL IMPLICATIONS**

- 8.1 The Council Budget meeting on 10 March 2021 outlined a funding commitment totalling £150M from the General Fund Capital Programme over financial years 2021/22 to 2025/26 to ensure the Council transforms the City Centre and the Beach area.
- 8.2 The Council will continue to facilitate the next phase of design works with Hub North Scotland Limited and the supply chain of current contractors who will undertake works relating to two or more workstreams allowing lower cost.
- 8.3 Belmont Street outdoor trading option 3 is estimated to cost £1,545,200 and, if approved, would be expected to be delivered in financial year 2022/23. It is recommended that £1.6 million be allocated from the City Centre budget to deliver this project.
- 8.4 **Appendix H** CCMP Financial Tracker provides an update on the total budget approvals to date in relation to project delivery.
- 8.5 The Joint Integrated Mortuary project has secured an £18 million contribution from Scottish Government. **Appendix E** (exempt) illustrates a summary of the funding proposals for the new facility with the Council's share expected

to be in the order of £4.423 million. It should be noted that this includes a 20% optimism bias allocation. The Chief Executive has written to the other councils to inform them of the funding structure and invited capital contributions.

## 9. LEGAL IMPLICATIONS

9.1 Any work that is recommended to a property not owned by the Council will require the owner's consent before it can commence. The Council has some powers in relation to defective buildings under the Building (Scotland) Act 2003 but these powers are to be used as a last resort. The recommended approach is through effective dialogue with building owners first.

## 10. MANAGEMENT OF RISK

Category	Risk	Low (L) Medium (M) High (H)	Mitigation
<b>Strategic Risk</b>	Risks inherent in not addressing the changing circumstances in the City Centre will have a significant effect on the delivery of our City and Regional economic strategies.	M	Continue to progress with revised Masterplan objectives, as agreed by CG&R Committee in August 2021.
<b>Compliance</b>	Statutory consents may have an impact on cost and programme	L	Continue to monitor throughout the programme.
	Building owners not consenting/co-operating with cleaning up Union Street buildings.	M	Engage with owners, develop streamlined programme and determine financial models
	Existing mortuary facilities across the city risk non-compliance	H	Joint Integrated facility will be fully compliant
<b>Operational</b>	Resource capacity for our staff involved in the project works.	H	Hub North Scotland provide project management and



	Note the potential conflict between streetscape works generally, Union Street Central specifically and the impact on events in the city centre.  Risks in supply chain, contractors and materials, utilities.	H  H	development capacity. Continued programme monitoring and potential re-routing during construction works Mitigate through Hub North Scotland and Council procurement frameworks
<b>Financial</b>	Cost impact across the programme in light of inflation in the construction sector	H	Work with Hub North Scotland to seek best value from supply chain.
<b>Reputational</b>	Not proceeding with the recommendations could have significant reputational damage for the Council as a “place leader”.	M	Taking appropriate action in the short term will assist in building confidence in the city.
<b>Environment /Climate</b>	Environment and climate implications may potentially be in danger of being undermined in favour of short-term economic gains	M	Any risks will take into account the Council’s own Net Zero targets.

11. **OUTCOMES**

<b><u>COUNCIL DELIVERY PLAN</u></b>	
	<b>Impact of Report</b>
<b>Aberdeen City Council Policy Statement</b>	Supports the delivery of Economy Policy Statement 4 – Increase city centre footfall through delivery of the City Centre Masterplan. 1. – Continue to maximise community benefit from major developments.

<b>Aberdeen City Local Outcome Improvement Plan</b>	
Prosperous Economy Stretch Outcomes	Supports Outcome 1 10% increase in employment across priority and volume growth sectors by 2026
Prosperous People Stretch Outcomes	Supports Outcome 7 Child Friendly City which supports all children to prosper and engage actively with their communities by 2026
Prosperous Place Stretch Outcomes	Supports Outcome 14 Addressing climate change by reducing Aberdeen's carbon emissions by 42.5% by 2026 and adapting to the impacts of our changing climate Supports Outcome 15 38% of people walking and 5% of people cycling as main mode of travel by 2026
<b>Regional and City Strategies</b>	The report supports the priorities in the Regional Economic Strategy (RES) investment in infrastructure, regenerating our city centre, unlock development potential, improve the deployment of low carbon transport, to enable Aberdeen to realise development opportunities in the City Centre Masterplan

## 12. **IMPACT ASSESSMENTS**

<b>Assessment</b>	<b>Outcome</b>
<b>Equalities Assessment</b>	Neutral Impact
<b>Data Protection Impact Assessment</b>	DPIA Screening Questions completed. Neither a brief DPIA or full DPIA is required at this stage.

## 13. **BACKGROUND PAPERS**

- Aberdeen City Centre Masterplan  
<https://www.aberdeencity.gov.uk/services/strategy-performance-andstatistics/city-centre-masterplan>
- Report to City Growth and Resources 11 May 2021  
<https://committees.aberdeencity.gov.uk/documents/s120310/210511%20CGR%20City%20Centre%20Masterplan%20Review.pdf>
- Committee Decisions 11 May 2021  
<https://committees.aberdeencity.gov.uk/documents/g7688/Decisions%2011th-May-2021%2014.00%20City%20Growth%20and%20Resources%20Committee.pdf?T=2>
- Report to City Growth and Resources 25 August 2021  
<https://committees.aberdeencity.gov.uk/documents/s123828/CCMP%20Review%20Report%20-%20Final%20Version.pdf>

- Committee Decisions 25 August 2021  
<https://committees.aberdeencity.gov.uk/documents/g7956/Decisions%2025th-Aug-2021%2014.00%20City%20Growth%20and%20Resources%20Committee.pdf?T=2>
- Report to City Growth and Resources 12 November 2021  
<https://committees.aberdeencity.gov.uk/documents/s126154/Combined%20City%20and%20Beach%20Covering%20Report%20-%20Covering%20Report.pdf>
- Committee Decisions 12 November 2021  
<https://committees.aberdeencity.gov.uk/documents/g8139/Decisions%2012th-Nov-2021%2013.00%20City%20Growth%20and%20Resources%20Committee.pdf?T=2>
- Council Decisions 13 December 2021  
<https://committees.aberdeencity.gov.uk/documents/g7675/Decisions%2013th-Dec-2021%2010.30%20Council.pdf?T=2>

## 5 APPENDICES

APPENDIX A:	Union Street Visual Building Condition Survey (Report)
APPENDIX B:	Belmont Street Quarter Café Culture (Full Business Case)
APPENDIX C:	Belmont Street Quarter Draft Operational Plan
APPENDIX D:	Public realm improvements from Aberdeen Market to Guild Street (Visioning Document)
APPENDIX E:	Joint Integrated Mortuary Funding Model (Exempt)
APPENDIX F:	Aberdeen – Availability & Ownership Goad
APPENDIX G:	Union Street Vacant Retail Update report (Exempt)
APPENDIX H:	CCMP Financial Update (Exempt)

## 6 REPORT AUTHOR CONTACT DETAILS

<b>Name</b>	Sandy Beattie
<b>Title</b>	Queen Street Masterplan Manager
<b>Email Address</b>	<a href="mailto:sbeattie@aberdeencity.gov.uk">sbeattie@aberdeencity.gov.uk</a>
<b>Tel</b>	01224 522155

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JANUARY 2022

# UNION STREET FAÇADE REVIEW

## HUB NORTH SCOTLAND

BUILDING & PROJECT CONSULTANCY v1.2





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# 01

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YOUR REQUIREMENTS

# Your Requirements

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## Scope of Instructions

This report has been undertaken in accordance with our fee proposal dated 6 December 2021 and the scope of services set out therein, with minor amendments following subsequent discussions with HUB North East and Aberdeen City Council.

For the avoidance of doubt, this includes the following workstreams:

1. Prepare plan to confirm extent of survey boundary area
2. Extend original survey (Zone B) to the east and west of the central section of Union Street. Review output already completed for Union Street Central (Zone B) report and update as required to ensure consistency with the rest of the study area.
3. Drone survey of main roof structures within identified area (the full roof of each building which fronts on to Union Street (or other primary street as defined via the plan and agreed upfront with ACC) is to be included - excluding any rear additions.
4. Visual, exterior only, survey of facades and roof and subsequent reports to be set out on the basis of the following categories:
  - a) Green – Property is in good condition. Does not require significant expenditure. Any large costs identified may be subjective (e.g. reinstating heritage standard shop front)
  - b) Amber – Property is in fair condition. Costs and works identified would bring significant benefits to the overall appearance of Union Street.
  - c) Red – Property is in poor condition. Significant disrepair items have been identified and should be rectified.

Within each property report we have identified whether grant funding may be available for identified works.

5. Report to include budget costs for each of the properties with a focus on aesthetic outcome for Union Street
6. Utilising public records and any other available data to provide a list of owners and occupiers of premises.

## Description

We have identified 134 properties on Union Street. Many of these properties are multi-tenanted but have been grouped together. We have grouped properties in order to avoid a 'piecemeal' approach to improvements and maintenance.

The vast majority of properties are mid-late 1800's granite-built properties. Of these granite-built properties approximately half are listed.

The focus of the report has been on the period properties on Union Street, however we have made comment on all properties, with a focus on essential repairs only to more modern properties.

All properties on Union Street fall within the Union Street conservation area (CA458).





# 02

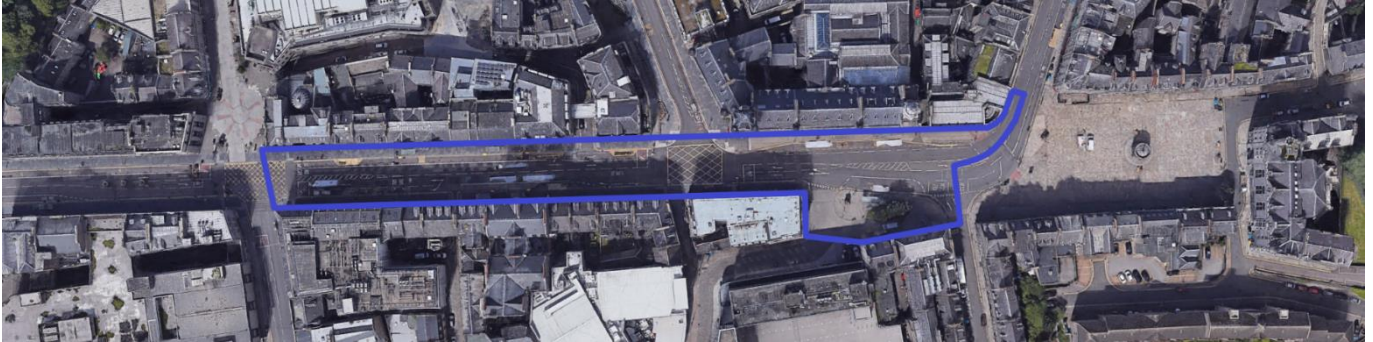
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## OUR APPROACH

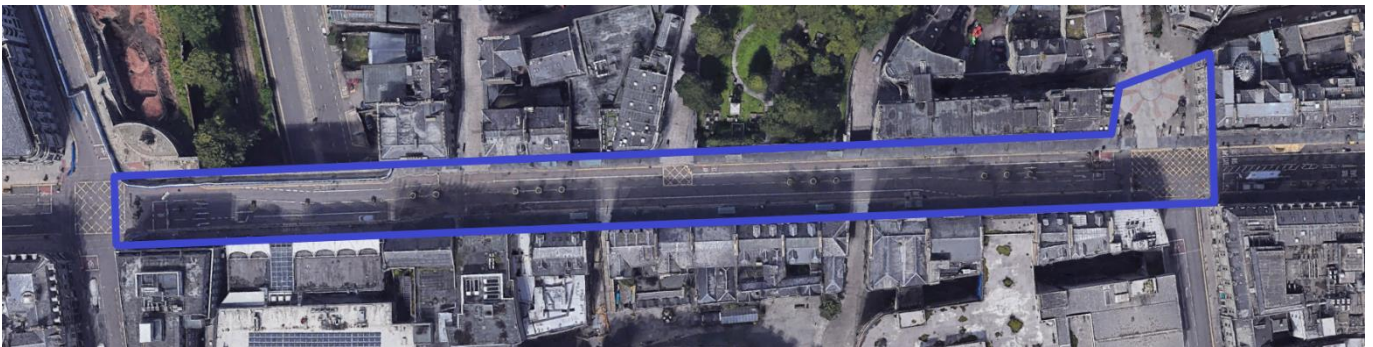
# Survey Boundaries

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Zone A – King Street to Market Street



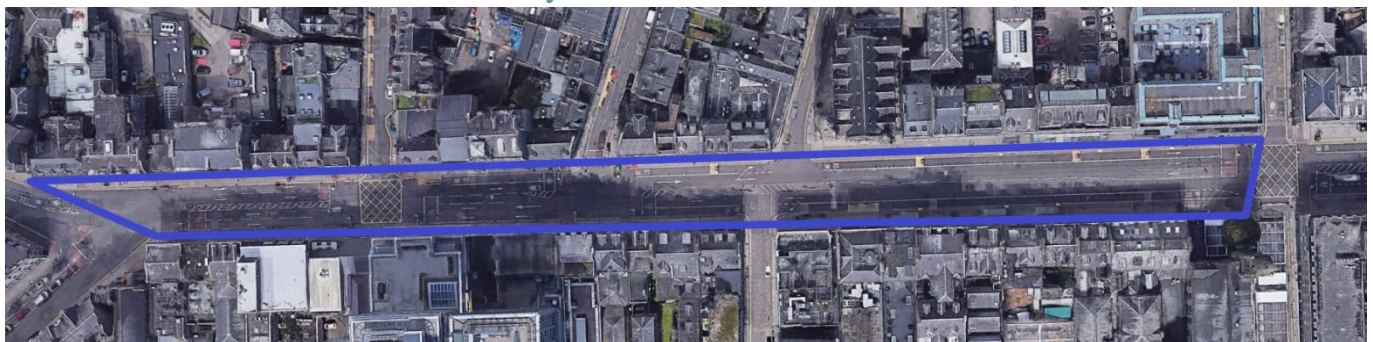
Zone B – Market Street to Bridge Street



Zone C – Bridge Street to Bon Accord Street



Zone D – Bon Accord Street to Albyn Lane



# Scope of Services and Limitations Commercial Building Surveys

We set out, in detail, our full scope of services which we have provided on your behalf.

**Inspection:** Our inspection and report concentrates on the state of repair and condition of the exterior of the properties, potential future capital expenditure and other risks. The inspection and report covers all reasonably and safely accessible exterior parts of the property. Detailed attention has not been given to relatively minor maintenance or cosmetic defects unless we consider them to be material or a pertinent issue.

**Building Design & Fabric:** We report on the principal external building elements to assess the form of construction, standard and state of repair.

Particular emphasis will be given to any serious defect, condition or risk. Additionally, we will consider future maintenance liabilities and building components that are likely to require repair or replacement within the foreseeable future.

For modern buildings within Union Street we have focused on essential improvements only and have not provided re-development recommendations.

High level reporting has been provided for the purpose of providing budget costs. Detailed specifications should be prepared in advance of progressing with any refurbishment works.

For the avoidance of doubt, when providing detailed scope of works Aberdeen City Council's supplementary guidance should be adhered to, specifically shop front and signs and stone cleaning.

- <https://www.aberdeencity.gov.uk/sites/default/files/1.2.PolicySG.ShopsSigns.pdf>
- [https://www.aberdeencity.gov.uk/sites/default/files/aldp\\_stone\\_cleaning\\_interim2017.pdf](https://www.aberdeencity.gov.uk/sites/default/files/aldp_stone_cleaning_interim2017.pdf)

**Building Structure:** Savills have inspected accessible parts of the external structure from a building surveyor's perspective. Should we identify areas of concern or consider specialist testing or input from a structural engineer should be sought we will advise you following our survey.

**Drone Inspection:** We will utilise our own DJI Mini 2 drones for the roof inspections. Drone inspections are weather dependent and subject to relevant CAA legislation/ drone code. All operators have flyer IDs and drones have operator IDs.

**Budget Cost:** We have provided high level budget costs based on reasonable estimates for essential maintenance works and proposed cosmetic works to improve the overall appearance of Union Street.

Some of the works identified to the shopfronts are subjective and further discussion is warranted on each property.

**Occupier Review:** Savills have reviewed existing documentation provided by the client to ensure no duplication of work. The occupier search will be limited to this exiting documentation, any existing and relevant information retained by Savills and search of the Scottish Assessors website.



# 03

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## EXECUTIVE SUMMARY AND NEXT STEPS

# Executive Summary

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## Introduction

Inspections were carried out on 23 December 2021, 5 January, 11 January, 19 January and 26 January 2022.

The inspections were carried by six building surveyors from Savills Scottish Building and Consultancy, with additional consultation provided by a conservation accredited surveyor.

## Summary of Facades

We are of the opinion that to improve the cosmetic appearance of Union Street the following items need to be addressed:

- Replacement/ repair to shop fronts and signage
- Redecoration of windows
- Repairs to rainwater goods
- Cleaning of stonework

Properties themselves generally did not exhibit any significant items of disrepair, therefore it is our opinion that any expenditure is more focused on improving the visual appearance of the street.

Shop fronts do not adhere to a consistent design and as a result contribute to the hap-hazard appearance of Union Street.

We have therefore proposed that a large proportion of shop fronts are renewed to achieve consistency across Union Street.

A number of these identified shopfronts are in fair order and do not require any significant works, however for the purposes of improving the aesthetic appearance of Union Street replacement has been proposed.

Windows are in varying states of repair. To achieve a consistent finished we have proposed redecoration, repair and reintroduction of traditional sash and case windows in lieu of any uPVC or metal framed units.

Stonework is generally in fair order, however hole damage from previous signage was prevalent on a number of properties. Facades were found to be lightly soiled through the length of the street.

We have proposed that all hole damage is appropriately infilled and the majority of properties, in consultation with the planning department, are cleaned in an appropriate manner.

## Summary of Roofs

Identified roof repairs do not necessarily contribute to the overall cosmetic appearance of Union Street, nevertheless, to maintain building integrity a number of repairs have been recommended. Given a large number of properties are listed proportion of the works, regardless of whether they can be seen from ground level or not, will require to be carried out to a heritage standard.

Typical works identified are:

- Cleaning of roof surfaces;
- Cleaning/ repair of gutters and downpipes;
- General slate, lead and chimney repairs;
- Reinstatement of lead flat roofs in lieu of felt flat roofs;
- Removal of unsightly dormers (where it does not significantly affect the internal space of the property)

## Grant Funding

Based on previously provided guidance we have noted that grant funding may be available on items. Typically, this relates to shop front replacements, roof replacements, stone repairs, window replacements and any preliminary items related to the works.

Further investigations are required in this area and will be part of future strategic steps in any refurbishment works.

# Executive Summary

## Summary of Ownership

Utilising information held with the Scottish Assessors we have identified the majority of commercial property owners on Union Street. Residential property owners have not been included in the review and further investigative work will be required to identify these people.

We propose carrying out this on an ad hoc basis, following identification of priority projects.

## Key Statistics

Our inspection identified the following:

- 134 individual properties, comprising:
  - 59 'C' Listed Properties
  - 36 'B' Listed Properties
  - 6 'A' Listed Properties
  - 24 Non-Listed Period Properties
  - 9 Non-Period and unlisted Properties

Properties have been categorised as follows:

- 68 'Green' rated properties, meaning the property is in good condition and does not require significant expenditure. Any large costs identified may be subjective (e.g. reinstating "heritage" standard shop front)

- 63 'Amber' rated properties, meaning the property is in fair condition. Costs and works identified would bring significant benefits to the overall appearance of Union Street.
- 3 'Red' rated properties, meaning the property is in poor condition. Significant disrepair items may have been identified and should be rectified.

Within these proposals we have proposed 84 shop front replacements. We have proposed replacement to a number of existing shop fronts that are not exhibiting signs of disrepair however do not contribute to a consistent appearance on Union Street.

For the purposes of this exercise, we have prepared budget costs for shopfronts to be reinstated to a 'heritage standard', defined as:

*"A standard commensurate with the architectural and historic interest of the building with an emphasis on using traditional materials and reinstating historic architectural features where it is desirable or required."*

It is possible that following discussions with Aberdeen City Council planning department special dispensation may be granted to allow for shopfronts to be restored or replaced to a more modern design, in which case budget costs could be altered to reflect a slightly lower sum.

## Budget Repair Costs

ITEM	Zone A	Zone B	Zone C	Zone D	Total (£)
Roof	£109,780	£712,125	£606,415	£638,489	£2,066,808
Rainwater Goods	£66,360	£35,486	£142,761	£143,259	£387,866
Chimneys	£19,404	£36,909	£63,571	£83,246	£203,130
Walls	£146,340	£125,911	£51,119	£77,276	£400,645
Wall Cleaning	£333,951	£285,280	£290,093	£338,135	£1,250,457
Finishes	£96,082	£49,240	£95,712	£38,816	£279,850
Windows	£114,775	£120,823	£269,181	£163,588	£695,367
Doors	£320	£11,634	£8,752	£2,775	£23,482
Shopfronts	£789,834	£1,010,419	£1,015,755	£2,004,045	£4,885,873
Other	£263,378	£215,646	£216,315	£347,428	£1,042,766
<b>TOTAL</b>	<b>£1,940,225</b>	<b>£2,603,472</b>	<b>£2,745,309</b>	<b>£3,837,055</b>	<b>£11,126,060</b>

# Next Steps

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## Prepare a strategy for implementation of improvement works.

We believe that the main barriers to owner and occupiers will be cost and inconvenience. We propose a strategy that will minimise these barriers by:

1. Offering grant funding or a 'one-stop' service to cover professional services needed to implement the improvement works.
2. Creating a new fund to enable shopfront replacements to be carried out that do not need to conform to the strict criteria set for heritage shop fronts, offering up to 50% funding.
3. Creating a procurement strategy or service that offers competitive and consistent rates for building repairs throughout Union Street.
4. Simplifying the procedures required for all statutory consents by providing overarching building warrant, planning and listed building consent for the prescribed works. This will require liaison with all relevant third parties to ensuring that all requirements are fulfilled from the outset.

## Agree to a priority list, identifying which assets are to be targeted for refurbishment works:

We propose prioritising works as follows:

1. Zone B
2. Zone A
3. Zone C
4. Zone D

Further to this we propose attending to properties on the south side of Union Street before attending to those on the North and 'Amber' rated properties over 'Green' rated properties.

We propose that Red rated properties are attended to as soon as possible regardless of their zone and should be viewed as standalone projects.

Properties already owned by Aberdeen City Council, such as the newly acquired units at 81-89 Union Street, can be used as test projects where implementation of the strategy is fine-tuned. This will provide real life examples that can form the basis for subsequent repair and refurbishment projects on Union Street.

## Commission a new exercise to review the overall streetscape.

An observation made during our inspection was that to complement any advice in regard to the building facades a coherent strategy needs to be in place for street furniture, lighting, paving, etc. We propose that a similar study is undertaken to review this.

We believe that improving the streetscape of Union Street will help owners and occupier 'buy-in' to the overall desire to improve Union Street and will complement any façade repair works.



## BUILDING & PROJECT CONSULTANCY

**Stuart Fyvie**  
Director

T: +44 (0) 1224 971 130

M: +44 (0) 7960 265 095

E: [stuart.fyvie@savills.com](mailto:stuart.fyvie@savills.com)

**Darren Reid**  
Surveyor

T: +44 (0) 1224 971 126

M: +44 (0) 7854 276 462

E: [darren.reid@savills.com](mailto:darren.reid@savills.com)

**John Gallagher**  
Director

T: +44 (0) 141 222 5852

M: +44 (0) 7870 555 909

E: [jgallagher@savills.com](mailto:jgallagher@savills.com)

**Paul Durnan**  
Director

T: +44 (0) 131 247 3811

M: +44 (0) 7972 000 229

E: [pdurnan@savills.com](mailto:pdurnan@savills.com)

**Michael Harvie**  
Senior Surveyor

T: +44 (0) 131 247 3779

M: +44 (0) 7790 923 973

E: [mike.harvie@savills.com](mailto:mike.harvie@savills.com)

**Harriet Reeder**  
Surveyor

T: +44 (0) 131 247 3784

M: +44 (0) 7870 999 262

E: [harriet.reeder@savills.com](mailto:harriet.reeder@savills.com)

**savills**



<b>Project Name</b>	Belmont Street Quarter Improvements Business Case		
<b>Author</b>	Steven Findlay, James Welsh, John Kovacs (Stantec UK Ltd)	<b>Date</b>	17 <sup>th</sup> February 2022
<b>Sponsoring Cluster</b>		<b>Version</b>	5.0

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[ACC Project Management Toolkit online](#)

## 1. Introduction and Project Overview

Briefly describe the basic project concept. Describe the current business situation as it relates to the problem or opportunity that gave rise to the idea, including any other drivers such as regulatory or legal compliance requirements

If taking no action may have a negative effect on the organisation, then also describe what will happen if the project is not undertaken.

The proposed project involves a targeted investment in Aberdeen's Belmont Street Quarter (BSQ), comprising Belmont Street, Little Belmont Street, Back Wynd and Gaelic Lane, to position the area as the city's key outdoor hospitality area and as one of the key focal points of Aberdeen's food & drink visitor offer.

It will capitalise on the previous investment to upgrade and introduce restricted access arrangements and enhanced street finishes within the Quarter, and the wider commitments within the City Centre Masterplan. It will provide a permanent solution for the temporary outdoor seating arrangements that were introduced in response to the Covid-19 pandemic.

It will include investments in:

- **Spatial Configuration:** to allow for the permanent introduction of external street occupation spaces for cafés, restaurants and bars along with public seating opportunities whilst allowing for servicing and emergency vehicle access to be maintained. The proposals (with the exception of the 'laissez-faire option') have been carefully considered as to ensure unimpeded footways are maintained throughout the area to allow access for all.
- **Seating and Street Occupation Space:** The proposals introduce public seating areas at key locations within the streetscape which allow for people to rest, dwell or enjoy their lunch from a local takeaway, whilst taking in the unique character and atmosphere of the area.
- **Enriched Public Realm:** Some of the proposals could allow for the incorporation of play, public art, or feature lighting at key locations within the area.
- **Street Greening:** Street greening within the proposals is incorporated within the zones associated with the public seating and café spill-out areas. Planting is contained within planters delineating operational zones, bringing a degree of seasonality to the area further enhancing the overall appeal of the area.
- **Material Palette:** The existing streetscape within the Belmont Quarter is generally of a very high quality and the current proposals seek to retain this in its entirety. Minor repairs such as the replacement of broken slabs, repointing etc will be undertaken where necessary.

## 2. Executive Summary

Provide a clear, concise summary of the key features of the business case, briefly describing what the project will deliver, any key decisions associated with it, the expected costs and the funding position (showing any budgets already identified/ expected and the ask of Capital). Include an outline of the benefits, and any dis-benefits, what risks and assumptions are associated with the project, and summarise planned or agreed dates and time constraints. Indicate who is the project sponsor and how the project will be owned and governed and what form the project board will take.

As part of its response to the Covid-19 pandemic, Aberdeen City Council introduced temporary measures allowing businesses trading in the Belmont Street Quarter to introduce temporary outdoor street seating close to their premises. These measures are scheduled to come to an end on 25<sup>th</sup> January 2022 and the Council now seeks a longer term, planned solution.

The appraisal has considered five possible options for addressing these objectives: a Laissez-faire approach, where each business applies for permission to assemble outdoor seating on a case-by-case basis; two partnership approach options (one Council led and one operator partner led), where the businesses provide their own outdoor furniture, but work in partnership with the Council or operator to implement these in a co-ordinated way); and two fully furnished options, where the council or operator develop a complete solution, source and install the furniture, and make these available to businesses in the quarter.

Each of these options was assessed against four project objectives (Growing the City Centre Employment Base; A Metropolitan Outlook; Culturally Distinctive: and A Living City for Everyone; plus a further three considerations (affordability; meets business needs and achievability).

Based on this assessment, Option 3, Partnership Approach (Council lead public sector partner), was identified as the preferred option.

The cost of delivering this option is estimated as £1,545,200 and, if approved, it is anticipated that the work can be completed by end Q3 2022.

### 3. Strategic Fit

This section will consider how the project fits with the list of projects identified in the Local Outcome Improvement Plan). Firstly, state if the project is identified within the LOIP. If it is not, how does it work with the Council's strategic objectives such as:

- Prosperous Economy
- Prosperous People (Children & Young People)
- Prosperous People (Adults)
- Prosperous Place

The project forms a vital part of the Aberdeen City Streetscape Programme as set out in the 2015 Aberdeen City Centre Masterplan (CCMP). This outlines the development strategy for Aberdeen City Centre until 2040, providing a framework for managing and directing change to support economic growth and secure benefits and opportunities for the communities of the city and shire.

It also contributes to the delivery of the Aberdeen Economic Policy Panel's recommendations for supporting a post-Covid recovery, including a recommendation on "Prioritising and investing in quality of life as a means to attract people to live and work in the city and to secure new business opportunities" and the 2021 Economic Policy Panel Report recommendation to take action to help make "Aberdeen the Place an attractive location to live, work and invest both now and in the future "

The project, while not directly referenced within the LOIP, will contribute to the delivery of the Prosperous Economy objective, both in the delivery and post-delivery phases. For example, once operational, it could contribute to the targets to help 400 Aberdeen City residents access fair work and to help 500 Aberdeen residents to reskill for new economic opportunities. It will also support the LOIP success measure that, in 2026, Aberdeen will still have the highest GVA per head figure in Scotland.

#### 4. Business Aims, Needs & Constraints

Provide an overview of the sponsoring organisation and explain how the project supports the existing policies and strategies, and how it will assist in achieving the business goals, aims and business plans of the organisation. Include any relevant information about the current business situation, such as the organisational structures, business model, buildings, processes, teams and technology currently in place.

Aberdeen City Council is proposed to be the sponsoring organisation for this project. The project's contribution to the Council's aims and objectives are set out in the response to question 3, and details of the current business situation are set out in the response below.

Describe the purpose of the project, why it is needed, establishing a compelling case for change based on business needs, e.g. demand for services, deficiencies in existing provision etc. Where are we now and where do we need to get to.

As part of its response to the Covid-19 pandemic, Aberdeen City Council introduced temporary measures allowing businesses trading in the Belmont Street Quarter to introduce temporary outdoor street seating close to their premises.

These measures came to an end on 25<sup>th</sup> January 2022 and the Council now seeks a longer term, planned solution.

This ambition is driven by the success of short-term measures, which have received positive feedback from local businesses and customers. A recent survey of business proprietors based in the Quarter showing that two-thirds of survey respondents (6 out of 9 respondents to this question), considered outdoor trading to be a key part of their business with one-third of respondents also expressing an interest in outdoor trading (11 out of 31 responses to this question). The project will contribute to the success of the wider City Vision by spreading wealth across the city centre area, attracting new visitors to the city centre and increasing dwell times, stimulating the economy and improving the image of the city in the eyes of prospective new residents, investors and visitors.

Identify any constraints, e.g. timing issues, legal requirements, professional standards, planning constraints. What assumptions have been made, and any linkages and interdependencies with other programmes and projects should be explained, especially where the proposed project is intended to contribute to shared outcomes across multiple Clusters.

The project is focused around four streets in an historic area of the city, which have limitations around the amount of physical space that can be made available for outdoor seating, without impinging on the ability of pedestrians and cyclists (including those with visual and/or mobility impairments) from moving around the area freely, or limiting delivery, refuse collection or emergency vehicle access and turning space.

The area contains 71 residential properties, and any development will need to create an appropriate balance between the business needs for outdoor seating and delivery access and the concerns expressed in the survey of residents and other business proprietors around litter, noise, parking and space for safe vehicular movement.

BSQ forms part of the City Centre Conservation Area and contains several important listed buildings. It functions as an area of entertainment venues, cafes, pubs, commercial and retail property as well as residential properties, and prior to Covid was particularly busy at

night-time. It forms a key pedestrian linkage between Union Street and Schoolhill. Any new development will therefore need to be sensitive to the historic built environment and the area's role as a key active travel link.

The project will need to be delivered in a way that minimises adverse impacts on traffic movements, and consideration needs to be given to maintain access to private car parks, and on the implications for taxi rank provision on Back Wynd and blue badge parking spaces. Options for accommodating or relocating the existing Belmont Street Farmers Market will also need to be identified as part of the project.

In the case of businesses serving alcohol, the project will need to be administered in accordance with alcohol licensing laws.

State what impact the project will have on business as usual, e.g. temporarily reduce capacity or divert resources.

The project could lead to some temporary disruption during the installation process. It may also have some implications for traffic movement. It may lead to further restrictions around periods of access for delivery vehicles and will require some blue badge parking spaces and the taxi rank to be relocated. The traffic implications will be addressed as part of the CCMP Traffic Management Plan which will set out a formal strategy for the area and identifies appropriate mitigation.

## 5. Objectives

List the project's objectives. Make these tangible and clear as they will influence which option is recommended and will be used to monitor project progress and success.

The intervention will seek to achieve the following four City Centre masterplan objectives:

1. **Growing the City Centre Employment Base:** contribute to the LOIP objective to deliver a 10% increase in employment across priority and volume growth sectors by 2026
2. **A Metropolitan Outlook:** create an attractive food and drink destination for the city which can attract new visitors, increase spend and dwell times & improve investor perceptions
3. **Culturally Distinctive:** preserve & enhance the conservation area and the quality of the built environment
4. **A Living City for Everyone:** deliver the support in a manner that is acceptable to the residents of the Belmont Street Quarter

The option appraisal will consider the potential performance of each option against each of these four objectives, as well as the following critical success factors identified in HM Treasury's Green Book appraisal guidance:

5. **Affordability:** minimising Council outgoings and maximise income generating potential
6. **Meets business needs:** Support the needs of businesses in the Belmont Street Quarter
7. **Achievability:** develop a project that can be implemented in 2022

## 6. Scope

What will the project produce? What are its outputs?

Consider what business services, processes, people and environments will be delivered, affected or changed by the project.

Also define the work the project will carry out to make the transition from the project to 'business as usual' – the handover period.

State the project success criteria.

The project seeks to create expanded commercial space within the public realm by overseeing and implementing well designed and managed outdoor space for local businesses to operate from outside of their current business footprint.

The project will deliver a range of improvements to the four streets in BSQ, including the permanent introduction of carriageway rationalisation, external spill-out space, public seating, enriched public realm and street greening.

Outputs will include seven new public seating areas; 16 new commercial spill-out areas and 26 moveable planters with seasonal planting. It will require the relocation of the existing taxi rank to a new location (with Union Terrace being actively explored), together with the relocation of some private and blue badge parking spaces.

Outcomes will include increased visitor numbers, increased visitor dwell times and increased visitor spend.

Impacts will include reduced vacancy rates, increased employment, an increase in gross value added, and improved perceptions of Aberdeen as a City in which to live, work, visit and invest.

<b>6.1 Out of Scope</b>
List any notable exclusions, those areas that may be viewed as associated with the project or the affected business area, but which are excluded from the scope of the project.
None

<b>7. Options Appraisal</b>
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<b>7.1 Option 1 – Restoration to pre-pandemic state (including removal of temporary café culture measures)</b>
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<b>Description</b>	Layout of Belmont Street Quarter reverts to pre Covid-19 position. Assumes that proposed Union Street Central developments still go ahead.
<b>Expected Costs</b>	<p><b>Capital cost - £12,500.</b> Consisting of:</p> <ul style="list-style-type: none"> <li>Removal of Spaces for People infrastructure - £12,500</li> </ul> <p><b>Revenue cost – £45,800</b> Consisting of:</p> <ul style="list-style-type: none"> <li>Making good the streetscape - £45,800</li> </ul>
<b>Expected Benefits</b>	£0
<b>Risks Specific to this Option</b>	Loss of trade, business failures, reputational damage, reduced footfall, enforcement
<b>Advantages &amp; Disadvantages</b>	<p>Advantages:</p> <ul style="list-style-type: none"> <li>Low-cost option.</li> </ul> <p>Disadvantages:</p> <ul style="list-style-type: none"> <li>Business frustration at lack of support</li> <li>Loss of temporary measures likely to lead to reduction in footfall, reducing customers for businesses in the area</li> </ul>
<b>Viability</b>	No challenges anticipated.
<b>Other Points</b>	None



<b>7.2 Option 2 – Laissez-faire approach (Maintain current installation)</b>	
<b>Description</b>	Similar to current short term Covid-19 support measures. Presumption that ad hoc proposals by businesses will be considered on their individual merits in line with relevant existing policy.
<b>Expected Costs</b>	<p><b>Capital cost – £12,500</b> Consisting of:</p> <ul style="list-style-type: none"> <li>• Removal of Spaces for People infrastructure – £12,500</li> </ul> <p><b>Revenue cost – £45,800</b> Consisting of:</p> <ul style="list-style-type: none"> <li>• Making good the streetscape – £45,800</li> </ul> <p>Plus: Staff time for licensing, business liaison &amp; enforcement monitoring; ongoing replacement and maintenance (and possibly storage) of partitioning fixtures (all ACC)</p>
<b>Expected Benefits</b>	Licensing revenue (minimal), planning revenue
<b>Risks Specific to this Option</b>	Enforcement element. Accessibility from Union Street could become an issue following implantation of planned TRO.
<b>Advantages &amp; Disadvantages</b>	<p>Advantages:</p> <ul style="list-style-type: none"> <li>• Allows those businesses that want to use the public realm on a temporary basis to apply to do so as they wish.</li> <li>• Some businesses may prefer the increased flexibility of a casual / seasonal approach</li> </ul> <p>Disadvantages:</p> <ul style="list-style-type: none"> <li>• Lack of control around uniformity of furniture, branding and quality control.</li> <li>• Use of space and take-up by business (risk shared with businesses).</li> <li>• This project would require an investment of more council staff time due to a requirement to consider outdoor seating requests on an individual property-by-property basis.</li> <li>• Limited council ability to influence or control streetscape</li> <li>• Lack of certainty of outcome for businesses making applications</li> <li>• Perceived unfairness (first come first served, lack of co-ordination).</li> </ul>
<b>Viability</b>	No challenges
<b>Other Points</b>	None

<b>7.3 Option 3 – Partnership Approach (Council to be the lead public sector partner)</b>	
<b>Description</b>	Council to provide space allocation, partitioning and planters, and to coordinate planning application for this infrastructure. Businesses responsible for alcohol licences where needed (one off application); and café permits where needed (annual application). Businesses to provide own furniture, and Council to set design standards through the planning process. Presumption that applications and licence requests from businesses will be positively received by the relevant authority where possible based on their individual merits.
<b>Expected Costs</b>	<p><b>Capital cost – £1,545,200.</b></p> <p>Consisting of:</p> <ul style="list-style-type: none"> <li>• Removal of Spaces for People infrastructure – £12,500</li> <li>• Traffic management infrastructure – £42,500</li> <li>• Street furniture and servicing – £397,400</li> <li>• Partitioning – £465,000</li> <li>• Construction and design costs - £627,300</li> </ul> <p><b>Revenue cost – £45,800</b></p> <p>Consisting of:</p> <ul style="list-style-type: none"> <li>• Making good the streetscape – £45,800</li> </ul> <p>Plus: Staff time for licensing, business liaison &amp; enforcement monitoring; ongoing replacement and maintenance of partitioning fixtures (all ACC)</p>
<b>Expected Benefits</b>	Increased Council control, ability to link into wider city branding, opportunity to strategy plan use of space. Business flexibility to style furnishing to suit business/customer preferences. Licensing revenue (moderate)
<b>Risks Specific to this Option</b>	Use of space and take-up by business. Access may require to be managed following implementation of planned TRO. Supply chain risks and material availability.

<b>Advantages &amp; Disadvantages</b>	<p>Advantages –</p> <ul style="list-style-type: none"> <li>• Increased efficiency in consenting/licensing</li> <li>• Increased licensing/business rate revenue (moderate),</li> <li>• Fairer approach to use and consenting of space.</li> <li>• Reduction in administrative burden compared to ad-hoc approach</li> <li>• Reduction of traffic in the Belmont Street area.</li> <li>• Improved streetscape</li> <li>• Improved air quality</li> <li>• Increased public safety</li> </ul> <p>Disadvantages –</p> <ul style="list-style-type: none"> <li>• Additional workload for planning and traffic control enforcement staff compared to laissez-faire</li> <li>• Subject to supply chain deliverability</li> </ul>
<b>Viability</b>	<p>Intent is to enable construction to conclude by end Q3 2022 – project plan needs to be agreed to ensure this date can be achieved. Project delivery risks, including supply chain and material availability risks, will need to be managed to allow the date to be achieved.</p>
<b>Other Points</b>	<p>None</p>

<b>7.4 Option 4 – Partnership Approach (Led by an external Delivery Partner)</b>	
<b>Description</b>	<p>Delivery partner to provide space allocation, partitioning and planters. Individual operators to apply for planning consents (may include a mix of temporary or permanent), building warrants where needed, alcohol licences where needed (one off application); and café permits where needed (annual application). Businesses to provide own furniture, and Council to set design standards through the planning process. Presumption that applications and licence requests from businesses will be positively received by the relevant authority based on their individual merits.</p>
<b>Expected Costs</b>	<p><b>Capital costs – £1,639,000</b>  (Similar to costs for option 3, but with 7.5% delivery partner mark-up for supply of furniture)  Consisting of:</p> <ul style="list-style-type: none"> <li>• Removal of Spaces for People infrastructure – £12,500</li> <li>• Traffic management infrastructure – £42,500</li> <li>• Street furniture and servicing – £429,819</li> <li>• Partitioning – £495,305</li> <li>• Construction and design costs - £645,495</li> </ul> <p><b>Revenue cost – £45,800</b>  Consisting of:</p> <ul style="list-style-type: none"> <li>• Making good the streetscape – £45,800</li> </ul> <p>Plus: Staff time for licensing (ACC), business liaison (Delivery Partner) &amp; enforcement monitoring (ACC); ongoing replacement and maintenance (and possibly storage) of partitioning fixtures (Delivery Partner)</p>
<b>Expected Benefits</b>	<p>Common delivery partner branding, some strategic influence over use of space. Business flexibility to style furnishing to suit business/customer preferences. Licensing revenue (moderate)</p>
<b>Risks Specific to this Option</b>	<p>Lack of control around uniformity of furniture. Use of space and take-up by business (risk shared with businesses). Risk of not attracting a delivery partner. Access may require to be managed following implementation of planned TRO. Supply chain risks and material availability</p>

<b>Advantages &amp; Disadvantages</b>	<p>Advantages –</p> <ul style="list-style-type: none"> <li>• Increased licensing/business rate revenue (moderate),</li> <li>• Fairer approach to use and consenting of space</li> <li>• External delivery partner reduces administrative burden on Aberdeen City Council</li> </ul> <p>Disadvantages –</p> <ul style="list-style-type: none"> <li>• Additional workload for planning and traffic control enforcement staff compared to laissez-faire</li> <li>• Relies on finding a suitable external delivery partner</li> <li>• Increased cost of scheme compared to partnership approach with council the lead partner</li> </ul>
<b>Viability</b>	<p>Intent is to enable construction to conclude by end Q3 2022 – project plan needs to be agreed to ensure this date can be achieved. Project delivery risks, including supply chain and material availability risks, will need to be managed to allow the date to be achieved.</p>
<b>Other Points</b>	<p>None</p>

<b>7.5 Option 5 – Fully Furnished (Council to be the lead public sector partner)</b>	
<b>Description</b>	Council to obtain a single (permanent) planning consent for entire quarter and any other relevant consent e.g. building warrant. Council to provide space allocation, partitioning, planters and furniture. Individual operators to apply for alcohol licences where needed (one-off application)
<b>Expected Costs</b>	<p><b>Capital costs – £2,254,000</b></p> <p>Consisting of:</p> <ul style="list-style-type: none"> <li>• Removal of Spaces for People infrastructure – £12,500</li> <li>• Traffic management infrastructure – £42,500</li> <li>• Street furniture and servicing – £472,580</li> <li>• Commercial canopy structures and seating – £816,500</li> <li>• Construction and design costs - £909,920</li> </ul> <p><b>Revenue cost – £45,800</b></p> <p>Consisting of:</p> <ul style="list-style-type: none"> <li>• Making good the streetscape – £45,800</li> </ul> <p>Plus: Staff time for licensing, business liaison &amp; enforcement monitoring; ongoing replacement and maintenance (and possibly storage) of partitioning fixtures and furniture (all ACC)</p>
<b>Expected Benefits</b>	<p>Increased council control, ability to link into wider city branding, opportunity to strategically plan use of space. Uniformity of design and appearance. Licensing revenue (higher).</p> <p>Possibility for income from management fee</p>
<b>Risks Specific to this Option</b>	<p>Use of space and take-up by business</p> <p>Access from Union Street may require to be managed following implementation of planned TRO</p> <p>Supply chain risks and material availability</p>
<b>Advantages &amp; Disadvantages</b>	<p>Advantages –</p> <ul style="list-style-type: none"> <li>• Increased licensing/business rate revenue if the scheme contributes to an increase in the rateable value of properties</li> <li>• Transparent approach to use and consenting of space</li> </ul> <p>Disadvantages –</p> <ul style="list-style-type: none"> <li>• More costly than partnership approach</li> <li>• Council would incur additional staffing costs to oversee the scheme compared to lighter-touch options</li> <li>• Council would be responsible for storage of furniture</li> <li>• Businesses do not have a choice over the style and type of furniture.</li> <li>• Reduced differentiation of businesses due to common furnishings and fittings – this could lead to customer confusion.</li> </ul>

<b>Viability</b>	Intent is to enable construction to conclude by end Q3 2022 – project plan needs to be agreed to ensure this date can be achieved. Project delivery risks, including supply chain and material availability risks, will need to be managed to allow the date to be achieved.
<b>Other Points</b>	None

<b>7.6 Option 6 – Fully Furnished (Led and managed by an external Delivery Partner)</b>	
<b>Description</b>	Council to obtain a single (permanent) planning consent for entire quarter and any other relevant consent e.g. building warrant. Delivery partner to provide partitioning, planters and furniture. Individual operators to apply for alcohol licences where needed (one off application)
<b>Expected Costs</b>	<p><b>Capital costs – £2,432,419</b>  (As option 5, but with additional delivery partner mark-ups of 7.5% for furniture supply)</p> <ul style="list-style-type: none"> <li>• Removal of Spaces for People infrastructure – £12,500</li> <li>• Traffic management infrastructure – £42,500</li> <li>• Street furniture and servicing – £504,999</li> <li>• Commercial canopy structures and seating – £909,778</li> <li>• Construction and design costs - £962,642</li> </ul> <p><b>Revenue cost – £45,800</b>  Consisting of:</p> <ul style="list-style-type: none"> <li>• Making good the streetscape – £45,800</li> </ul> <p>Plus: Staff time for licensing (ACC), business liaison (Delivery Partner) &amp; enforcement monitoring (ACC); ongoing replacement and maintenance (and possibly storage) of partitioning fixtures and furniture (Delivery Partner)</p>
<b>Expected Benefits</b>	Common delivery partner branding, some strategic influence over use of space. Higher licensing revenue.
<b>Risks Specific to this Option</b>	<p>Use of space and take-up by business</p> <p>Risk of not attracting a delivery partner.</p> <p>Access may require to be managed following implementation of planned TRO</p> <p>Supply chain risks and material availability</p>

<b>Advantages &amp; Disadvantages</b>	<p>Advantages –</p> <ul style="list-style-type: none"> <li>Increased licensing/business rate revenue if the scheme contributes to an increase in the rateable value of properties,</li> <li>Transparent approach to use and consenting of space</li> </ul> <p>Disadvantages –</p> <ul style="list-style-type: none"> <li>More costly than partnership approach</li> <li>Requires storage of furniture.</li> <li>Businesses do not have a choice over the style and type of furniture.</li> <li>Reduced differentiation of businesses due to common furnishings and fittings – this could lead to customer confusion.</li> </ul>
<b>Viability</b>	Intent is to enable construction to conclude by end Q3 2022 – project plan needs to be agreed to ensure this date can be achieved. Project delivery risks, including supply chain and material availability risks, will need to be managed to allow the date to be achieved.
<b>Other Points</b>	None

### 7.7 Scoring of Options Against Objectives

Use the table below to score options against the objectives in order to create a shortlist of options to be considered.

Objectives	Options Scoring Against Objectives					
	1	2	3	4	5	6
1. Growing the City Centre Employment Base	0	2	3	3	3	3
2. A Metropolitan Outlook	0	1	2	2	3	3
3. Culturally Distinctive	1	0	2	2	3	3
4. A Living City for Everyone	1	2	2	2	2	2
5. Affordability	3	3	2	2	1	1
6. Meets Business Needs	0	1	3	3	2	2
7. Achievability	3	3	2	1	1	0
<b>Total</b>	<b>8</b>	<b>12</b>	<b>16</b>	<b>15</b>	<b>15</b>	<b>14</b>
(Press F9 on each total to add the numbers in the column)						
<b>Ranking</b>	<b>6</b>	<b>5</b>	<b>1</b>	<b>2=</b>	<b>2=</b>	<b>4</b>

#### Scoring

Fully Delivers = 3

Mostly Delivers = 2

Delivers to a Limited Extent = 1

Does not Deliver = 0

Will have a negative impact on objective = -1



## 7.8 Recommendation

Using evidence based on the options appraisal and the objectives scoring, clearly articulate the recommended option, showing the best fit against the project's stated objectives, and balancing cost, benefits and risk. The recommendation should not be made on objectives scoring alone but the table can be used to eliminate those options that score poorly as a first stage, with the second stage being a more detailed analysis of the remaining options. Bear in mind:

- Investment Appraisal
- Assumptions
- Constraints
- Dependencies

Option three is the preferred option because it best meets the objectives set out for the project. Among the four City Centre Masterplan objectives, option three achieves the maximum score for growing the city centre employment base. This is because the delivery partnership approach under Council control best addresses the growth needs of hospitality businesses in the Quarter and attract day-leisure and evening economy visitors to Aberdeen City Centre.

Option three also scores highly against the other three city centre masterplan objectives. Through Council co-ordination of planning and setting of design standards, this option helps to create an attractive food and drink destination for the city which can attract new visitors, increase spend and dwell times & improve investor perceptions. The Council's involvement in the planning aspects along with the increase in footfall that will be attracted to the area will preserve and enhance the conservation area and the quality of the built environment. Option three also has broad support among residents of the Belmont Street Quarter, creating a living city for everyone.

Among the three project objectives taken from the Green Book, option three achieves the maximum score for meeting business needs. This is because it offers the greatest degree of flexibility for businesses, allowing them to style their furnishings to suit their own preferences and those of their customers. Option three also scored highly on affordability – although it is more expensive than the restoration to pre-pandemic state and laissez-faire options, it is cheaper than the fully furnished options. Option three also scores well for achievability as it is not dependent on an external delivery partner and therefore reduces the risk to the council.

Overall, Option 3, "Partnership Approach (Council lead public sector partner)" received the highest score and yet is the third cheapest option. It scored more highly against the objectives than the more expensive fully furnished options or the delivery partner option. It is therefore recommended that this should be taken forward as the preferred option.

## 8. Benefits

Identify the key benefits the project will deliver.

All benefits need to be measurable, realistic and have a baseline or comparable starting point. These benefits will be monitored during and after the project close to gauge project success and value for money. If a benefit is more subjective, then that should be supported by, for example, staff or customer surveys taken **before and after** the project.

Give an idea of the total financial benefits, if these exist.

List any dis-benefits where appropriate, e.g. the loss of a disposal receipt where it is proposed to utilise a surplus building instead of selling it.

### 8.1 Customer Benefits

Benefit	Measures	Source	Baseline	Expected Benefit	Expected Date	Measure Frequency
Improved sense of place in the area / pride in city centre, leading to improved business performance for businesses in BSQ	Number of staff retained	Business survey	To be benchmarked during detailed design stage	To be agreed	Ongoing/Annually	Annually
	Visitor footfall in Quarter	Counter	To be benchmarked during detailed design stage	To be agreed	Ongoing/Annually	Annually
	Reduced vacancy rates in Belmont Street Quarter	Survey	To be benchmarked during detailed design stage	To be agreed	Ongoing/Annually	Annually
Benefits from reduced traffic in the Belmont Street Quarter	Reduced traffic in Belmont Street Quarter	Counter	To be benchmarked during detailed design stage	To be agreed	Ongoing/Annually	Annually

	Improved air quality	Air quality monitoring	To be benchmarked during detailed design stage	To be agreed	Ongoing/Annually	Annually
	Reduced vehicle/pedestrian conflict	Accident numbers	To be benchmarked during detailed design stage	To be agreed	Ongoing/Annually	Annually

<b>8.2 Staff Benefits</b>						
<b>Benefit</b>	<b>Measures</b>	<b>Source</b>	<b>Baseline</b>	<b>Expected Benefit</b>	<b>Expected Date</b>	<b>Measure Frequency</b>
Increased efficiency in consenting and licensing therefore reducing the administrative burden	Time spent in consenting and licensing	Survey of staff time spent	To be benchmarked during detailed design stage	To be agreed	Ongoing/Annually	Annually

<b>8.3 Resources Benefits (financial)</b>							
<b>Benefit</b>	<b>Measures</b>	<b>Source</b>	<b>Capital or Revenue?</b>	<b>Baseline (£'000)</b>	<b>Saving (£'000)</b>	<b>Expected Date</b>	<b>Measure Frequency</b>
Increased income to ACC helping to offset revenue expenditure – enhancements will result in new businesses taking up vacant properties in the area	Licensing & planning revenue	Licensing & planning	Revenue	To be determined	To be agreed	Ongoing	Annually
	Business rates	Finance	Revenue	To be determined	To be agreed	Following next revaluation	Annually

## 9. Costs

Costs must include capital investment and where relevant any ongoing revenue costs incurred by the project or as a result of the project.

The source/basis of any estimates should be clearly identified.

Refer to the Government Green Book and the Supplementary Guidance on Optimism Bias for information on determining costs. Outline any assumptions in estimating costs in Section 17, **and** confirm in the Checklist that you have followed this guidance.

[Green Book Supplementary Guidance Optimism Bias](#) (under 'Other Guidance and Reference Documents')

[HM Treasury The Green Book](#) (under 'Other Guidance and Reference Documents')

Costs should be considered at least over a 5-year period. It is an estimate of the resources and capabilities (people, physical resources, and funding) needed to deliver the project and sustain the benefits. The estimates need to cover both the direct project costs and the ongoing (business as usual) costs for the lifetime over which the benefits are to be considered.

Include information on where the budget will come from.

Full costs breakdown to be included.

Any impact on business as usual or service delivery.

<b>9.1 Project Capital Expenditure &amp; Income</b>												
(£'000)	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10	Total	
<b>Staffing Resources</b>	0	0	0	0	0	0	0	0	0	0	00	
<b>Land Acquisitions</b>	0	0	0	0	0	0	0	0	0	0	0	
<b>New Vehicles, Plant or Equipment</b>	0	0	0	0	0	0	0	0	0	0	0	
<b>Construction Costs</b> - Cost of option 3	1,545	0	0	0	0	0	0	0	0	0	1,545	
<b>Capital Receipts and Grants</b>	0	0	0	0	0	0	0	0	0	0	0	
<b>Sub-Total</b>	1,545	0	0	0	0	0	0	0	0	0	<b>1,545</b>	

<b>9.2 Project Revenue Expenditure &amp; Income</b>											
<b>(£'000)</b>	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>	<b>Year 5</b>	<b>Year 6</b>	<b>Year 7</b>	<b>Year 8</b>	<b>Year 9</b>	<b>Year 10</b>	<b>Total</b>
<b>Staffing Resources</b>	10	0	0	0	0	0	0	0	0	0	<b>10</b>
- 33% of project manager's time											
<b>Non-Staffing Resources</b>	0	0	0	0	0	0	0	0	0	0	<b>0</b>
<b>Revenue Receipts and Grants</b>	0	0	0	0	0	0	0	0	0	0	<b>0</b>
<b>Sub-Total</b>	<b>10</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>10</b>

<b>9.3 Post-Project Capital Expenditure &amp; Income</b>											
<b>(£'000, 2022 prices)</b>	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>	<b>Year 5</b>	<b>Year 6</b>	<b>Year 7</b>	<b>Year 8</b>	<b>Year 9</b>	<b>Year 10</b>	<b>Total</b>
<b>Staffing Resources</b>	0	0	0	0	0	0	0	0	0	0	<b>0</b>
- Maintenance of planting & street furniture											
<b>Land Acquisitions</b>	0	0	0	0	0	0	0	0	0	0	<b>0</b>
<b>New Vehicles, Plant or Equipment</b>	0	0	0	0	0	0	0	0	0	0	<b>0</b>
<b>Construction Costs</b>	0	0	0	0	0	0	0	0	0	0	<b>0</b>
-											
<b>Capital Receipts and Grants</b>	0	0	0	0	0	0	0	0	0	0	<b>0</b>
<b>Sub-Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

<b>9.4 Post-Project Revenue Expenditure &amp; Income</b>											
(£'000)	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10	Total
<b>Staffing Resources</b>	0	6	6	6	6	6	6	6	6	6	54
- 10-15% of a project manager's time											
<b>Non-Staffing Resources</b>	0	1	1	1	1	1	1	1	1	1	9
- Insurance costs											
Maintenance and repair of planting & street furniture	0	20	20	20	20	20	20	20	20	20	180
<b>Revenue Receipts and Grants</b>	0	(36)	(36)	(36)	(36)	(36)	(36)	(36)	(36)	(36)	(324)
- Rental of 12 space (£250 per space per month)											
<b>Sub-Total</b>	<b>0</b>	<b>(9)</b>	<b>(9)</b>	<b>(9)</b>	<b>(9)</b>	<b>(9)</b>	<b>(9)</b>	<b>(9)</b>	<b>(9)</b>	<b>(9)</b>	<b>(81)</b>



<b>10. Key Risks</b>	
<b>Description</b>	<b>Mitigation</b>
Cost and time over-runs	Diligence and project management arrangements
Lack of take up	Active marketing and promotion of Belmont Street Quarter to local and national businesses
Difficulties in obtaining traffic orders	Early stakeholder engagement and proactive development of traffic orders in conjunction with the relevant council service
Supply chain difficulties	Early and frequent engagement with suppliers
Legal challenge	Frequent engagement with stakeholders to ensure buy-in and reduce risk of legal challenge
Supply and quality of materials	Engagement with suppliers to ensure materials are supplied in a timely manner

<b>11. Procurement Approach</b>
If this project will involve the procurement of products or services, describe the approach that will be taken based upon the recommended option.
Project to be delivered via Hub model, this will include project managing the procurement of the design, community engagement, construction and installation works

<b>12. Time</b>
<b>12.1 Time Constraints &amp; Aspirations</b>
Detail any planned or agreed dates, any time constraints on the project or the affected business areas and any other known timescales.
Current arrangements implemented under the Spaces for People initiative ended on January 25 <sup>th</sup> 2022. Aspiration to complete project by Q3 2022.

<b>12.2 Key Milestones</b>	
<b>Description</b>	<b>Target Date</b>
Design and procurement completed	End of Q2 2022
Construction completed	End of Q3 2022

<b>13. Governance</b>	
Include any plans around the ownership and governance of the project and identify the people in the key project roles in the table below.	
<b>Role</b>	<b>Name</b>
<b>Project Sponsor</b>	Steve Whyte
<b>Project Manager</b>	Sandy Beattie
<b>Other Project Roles</b>	None

<b>14. Resources</b>			
<b>Task</b>	<b>Responsible Service/Team</b>	<b>Start Date</b>	<b>End Date</b>
Road closures and carriageway alignments		March 2022	Q2 2022
Planning		March 2022	Q2 2022
Capital project management		March 2022	Q2 2022
Licencing		Q3 2022	Ongoing
Community engagement		November 2021	Ongoing
Ongoing operational management		March 2022	Ongoing
Monitoring & evaluation		March 2022	Ongoing

**15. Environmental Management**

Fully explain any impacts the project will have on the environment (this could include, e.g. carbon dioxide emissions, waste, water, natural environment, air quality and adaptation). Include both positive and negative effects and how these will be managed. Include details on how this has been assessed, giving an idea of the cost implication if this exists.

The project will contribute to a reduction in carbon and particle emissions by reducing vehicular movements through Belmont Street Quarter. Planters will absorb carbon and improve quality of local environment. Local sources will be used for the materials rather than importing the materials from overseas.

	Yes	No
<b>Is a Buildings Checklist being completed for this project?</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

**If No, what is the reason for this?**

Project does not involve the construction of any new buildings.

**16. Stakeholders**

List the key interested individuals, teams, groups or parties that may be affected by the project or have an interest in it, including those external to the organisation. Show what their interest would be and their level of responsibility. Also note any plans for how they will be engaged including the use of any existing communication channels, forums or mechanisms already in place.

In the event the Business Case projects a total capital expenditure of more than £10 Million, stakeholders should include “ACC Bond Investors” who may require to be communicated with through the London Stock Exchange.

- BSQ businesses
- BSQ residents
- Aberdeen Inspired
- ACC Planning, Transport, Licensing and Estate teams
- Taxi operators
- Disability Equity Partnership

## 17. Assumptions

Document the high-level assumptions that have been made during the development of the Business Case and any other unanswered questions that may be significant. Refer to the Supplementary Guidance on Optimism Bias and detail the assumptions you have made in constructing the costs and business case.

[Green Book Supplementary Guidance Optimism Bias](#)

### Assumptions

1. All figures are based on an assessment undertaken by Currie & Brown following meetings with the project design team.
2. It has been assumed for options 4 and 6 that the procurement of the street furniture would be by the delivery partner, however paid for by ACC
3. Project would be delivered by tier 1 contractor through the HUB procurement route
4. Further assumptions have been added to comments in Activity Schedule
5. Costs are inclusive of an optimism bias assumption of 28%

### Exclusions

1. Storage facilities are deemed to be available and therefore no CAPEX
2. Cost for removing and re-siting the taxi rank are excluded
3. Operating costs are excluded
4. VAT is excluded

## 18. Dependencies

Document any projects, initiatives, policies, key decisions or other activities outside the control of the project that need to be considered or which may present a risk to the project's success, or on which this project depends.

The project is being delivered as a first stage of the City Centre Streetscape Programme and will, to a small extent, depend on the development on the Union Street Central element to encourage pedestrian movements toward the BSQ; and upon the Aberdeen Market project to overcome the level change issues between Union Street and The Green.

The project is also dependent upon the relocation of existing taxi rank and blue badge parking areas within the quarter.

19. Constraints
Document any known pressures, limits or restrictions associated with the project.
Design constraints exist around the narrowness of the streets, the need to maintain the pavements, and the need for continued delivery vehicle access. Policy of no net detriment to blue badge parking and taxi provision. Need to maintain the space as a safe and accessible place for people walking, cycling and wheeling, including those with visual and/or mobility impairments. Minimising impact of construction work on day-to-day operations of existing businesses. Tight timetable will require workstreams to occur in parallel to ensure programme delivery

20. ICT Hardware, Software or Network infrastructure		
Description of change to Hardware, Software or Network Infrastructure	Enterprise Architecture Approval Required?	Date Approval Received
List any new ICT systems or changes likely as a result of the project. If there are no ICT changes, then say 'none'.		
None		

21. Change Controls Issued by the Project - none		
Change Ref ID & Date	Approval Route	Description

22. Decision by Capital Board
* Approved/Not Approved to

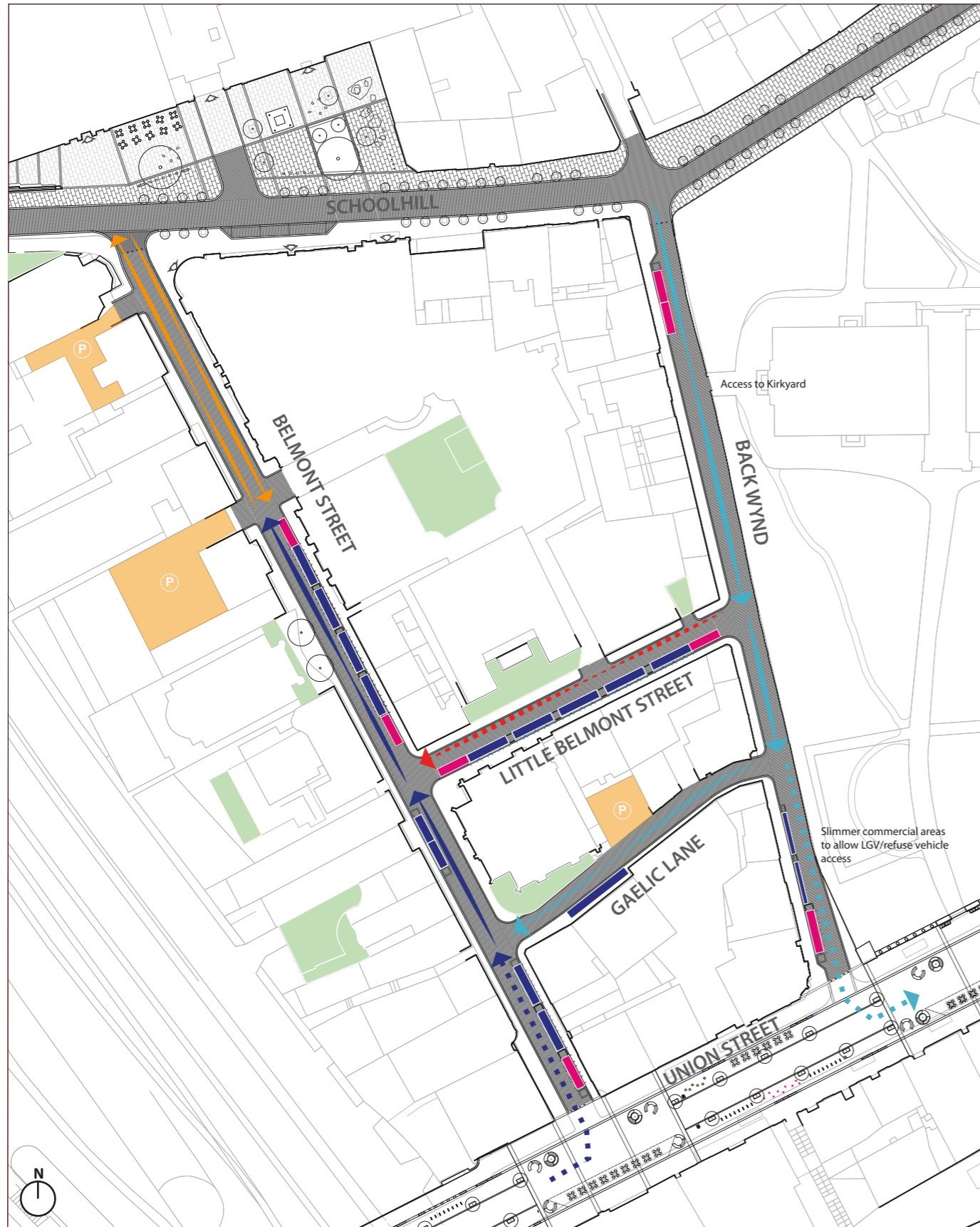
\* Insert approval decision from Capital Board.

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# Operational Plan

# Belmont Street Quarter



**ZONE: NORTH BELMONT STREET**

**Description:** Academy courtyard entrance to Schoolhill

**Allowed vehicular movement:** Two-way general traffic movement

**Reasoning:** Two-way general traffic movement allows access to and from private car parks. This is a busy traffic movement area and limiting this to a short two-way stretch here frees up road space for other uses elsewhere, minimising potential conflicts.

**ZONE: MID BELMONT STREET**

**Description:** Gaelic Lane to Academy courtyard entrance

**Allowed vehicular movement:** One way (northbound). Max vehicle size heavy goods vehicle (HGV)/refuse vehicle. Restrictions apply.

**Reasoning:** Continuing the northbound route from Union Street Central, allowing for deliveries up to a maximum vehicle size of HGV/refuse vehicle. One-way, local access only allows for servicing and deliveries, whilst freeing up space for on-street dining and minimising conflict.

**ZONE: SOUTH BELMONT STREET**

**Description:** Union Street to Gaelic Lane

**Allowed vehicular movement:** One way (northbound), service only (within restricted servicing window).

**Reasoning:** From a left turn off Union Street Central, available to service vehicles only (Max HGVs/refuse lorries), northbound up Belmont Street. Allows for public and commercial seating at the beginning of the street, and a welcome to the area. As only service vehicles will be able to use Union Street at this point, only service vehicles can make use of this section. Other local access vehicles must enter the area from Schoolhill to Back Wynd. No articulated lorries.

**ZONE: GAELIC LANE**

**Description:** Gaelic Lane, end-to-end

**Allowed vehicular movement:** One way (westbound), local access and light servicing only.

**Reasoning:** Part of a local access 'loop', running Gaelic Lane, mid then north Belmont Street, Schoolhill, north and mid Back Wynd. Available for smaller servicing vehicles. No refuse vehicles. Local access to parking on Gaelic Lane, as well as allowing exit from the area for other local access users, such as those accessing the Kirkyard off Back Wynd.

**ZONE: LITTLE BELMONT STREET**

**Description:** Little Belmont Street, end-to-end

**Allowed vehicular movement:** Emergency access only.

**Reasoning:** Creation of a pedestrianised core to the area, a pleasant and generous traffic-free space to meet and relax.

**ZONE: NORTH AND MID BACK WYND**

**Description:** Back Wynd- Schoolhill to Gaelic Lane

**Allowed vehicular movement:** Local access only, including servicing. Maximum vehicle size LGV/refuse vehicle. One-way (southbound)

**Reasoning:** Vehicles larger than LGV cannot turn into Back Wynd from Schoolhill safely, so larger vehicles cannot travel southbound through the area. Smaller vehicles for servicing and local access can travel southbound down Back Wynd. Local access vehicles must turn right onto Gaelic Lane to depart the area northbound via Belmont Street. Service vehicles may also exit the area along south Back Wynd, turning left onto Union Street. An area of public seating is provided at the north end of Back Wynd, creating a welcoming entrance to the area.

**ZONE: SOUTH BACK WYND**

**Description:** Gaelic Lane to Union Street

**Allowed vehicular movement:** Service access only. Maximum vehicle size LGV/refuse lorry. One-way (southbound)

**Reasoning:** Vehicles larger than LGV cannot turn into Back Wynd from Schoolhill safely, so larger vehicles cannot travel southbound through the area. Smaller vehicles for servicing and local access can travel southbound down Back Wynd. Local access vehicles must turn right onto Gaelic Lane to depart the area northbound via Belmont Street. Service vehicles may additionally exit the area along south Back Wynd, turning left onto Union Street. Refuse vehicles must exit the area via south Back Wynd, turning left onto Union Street. Limiting the size, direction and type of vehicles entering south Back Wynd frees space to create a welcoming entrance to the area, and to provide commercial spill-out seating for animation of the space. The necessity to carry refuse vehicles means that the commercial external dining areas here are slimmer.



# SERVICE AND LOCAL ACCESS LOOP

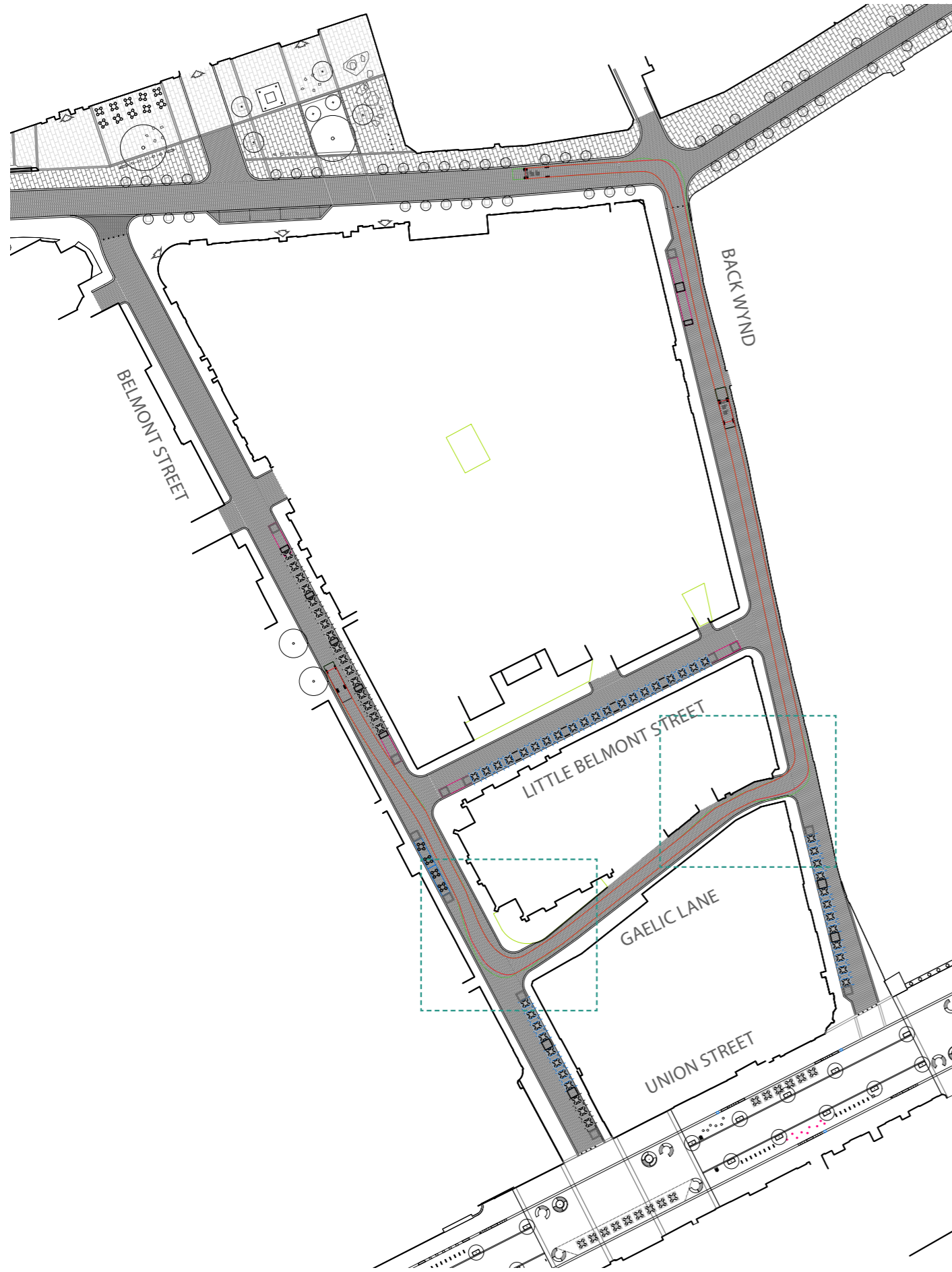


Figure 1.1

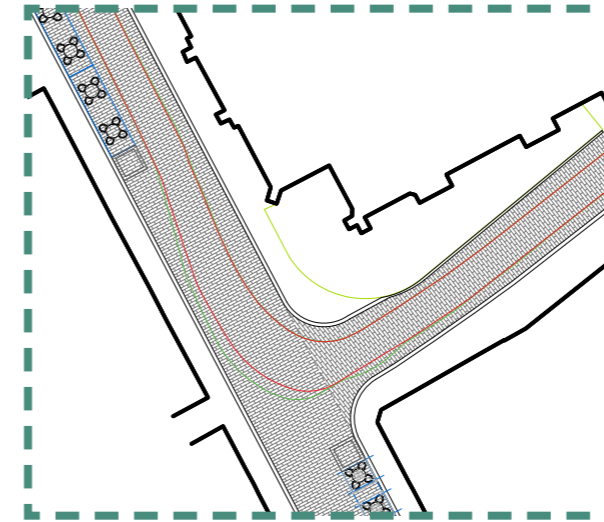


Figure 1.2

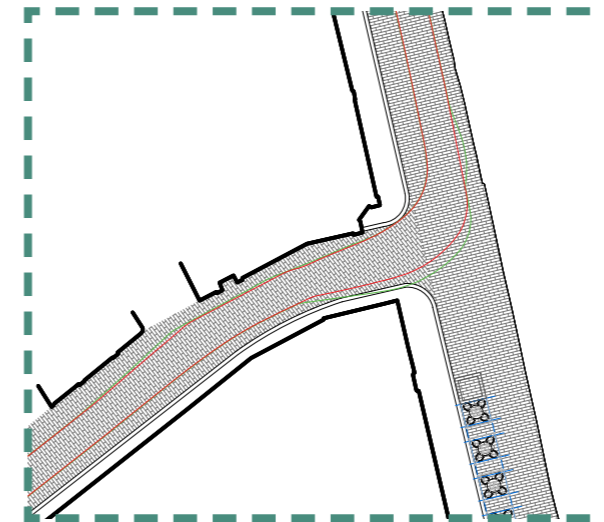
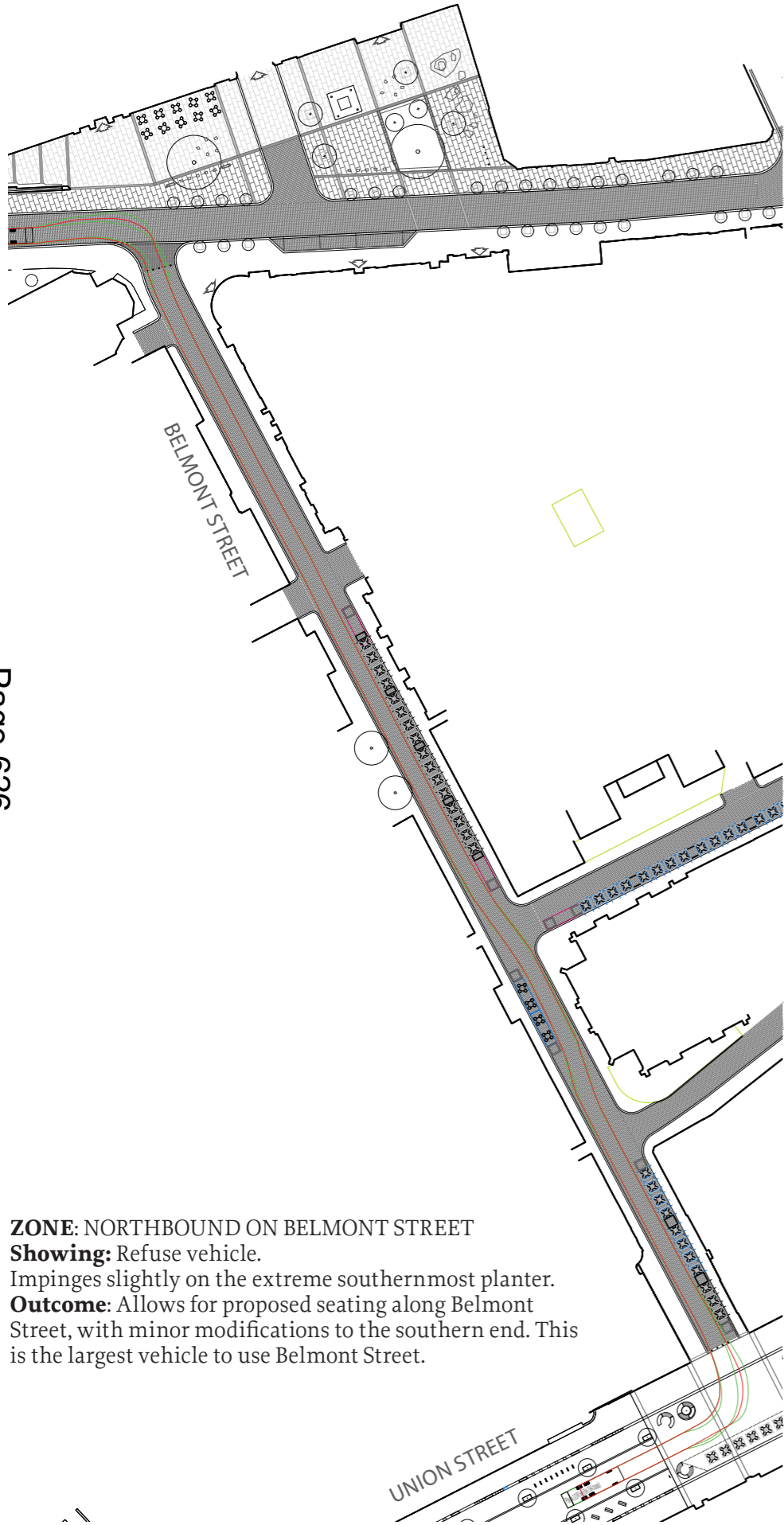


Figure 1.3

**ZONE:** SERVICE AND LOCAL ACCESS LOOP  
**Showing:** Box van around service and local access loop  
**Outcome:** Does not impinge on proposed seating areas

# BELMONT STREET



**ZONE:** NORTHBOUND ON BELMONT STREET  
**Showing:** Refuse vehicle.  
 Impinges slightly on the extreme southernmost planter.  
**Outcome:** Allows for proposed seating along Belmont Street, with minor modifications to the southern end. This is the largest vehicle to use Belmont Street.

Figure 2.1

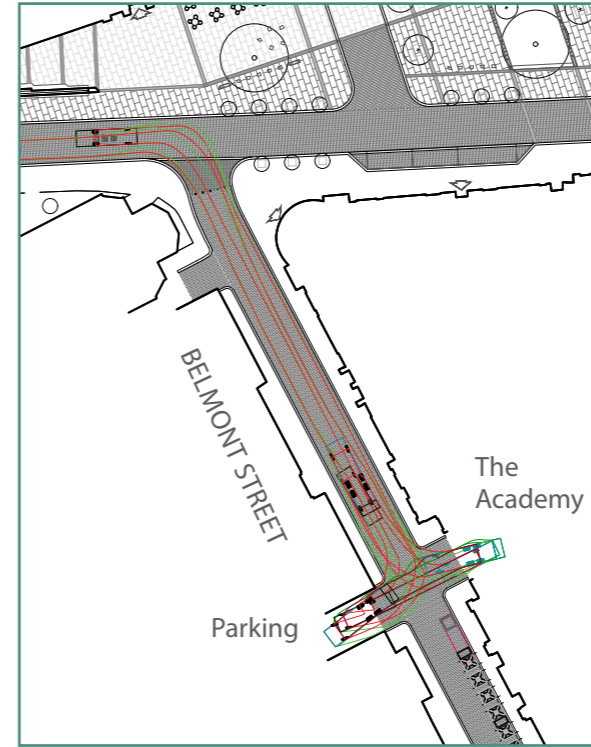


Figure 2.2

**ZONE:** NORTH BELMONT STREET  
**Showing:** Two way traffic to parking area and Academy.  
 Full width of road required for two way traffic  
**Outcome:** No public or commercial seating in this section

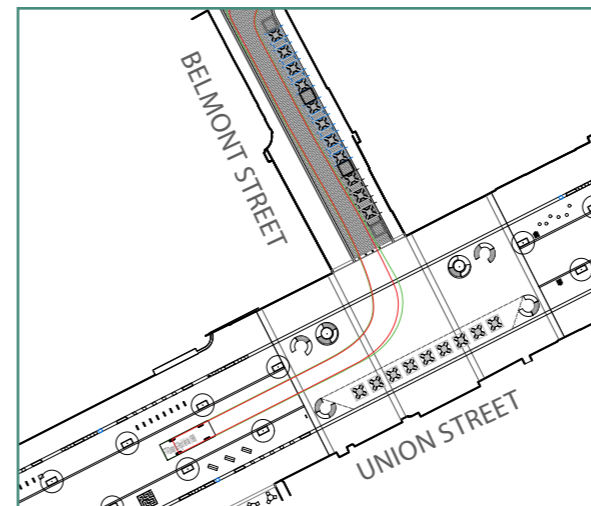


Figure 2.3

**ZONE:** SOUTH BELMONT STREET  
**Showing:** LGV (FTA LGV RIGID) turning into Belmont Street from Union St  
**Outcome:** Allows for public and commercial seating

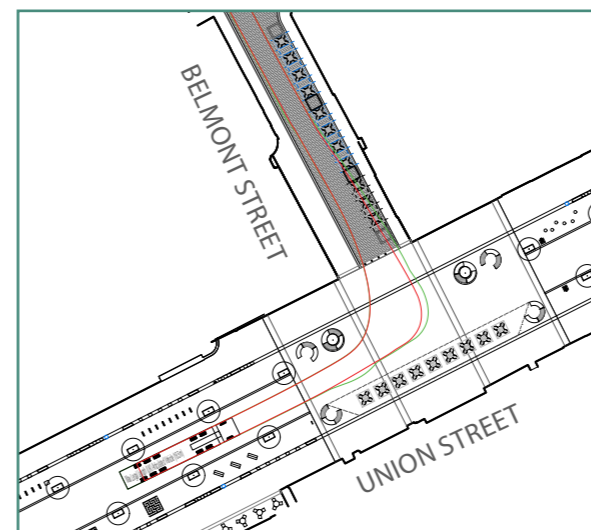


Figure 2.4

**ZONE:** SOUTH BELMONT STREET  
**Showing:** Articulated lorry turning into Belmont Street from Union St  
**Outcome:** Disallows southernmost two sections of seating. Articulated lorries not to use Belmont Street.

## BACK WYND

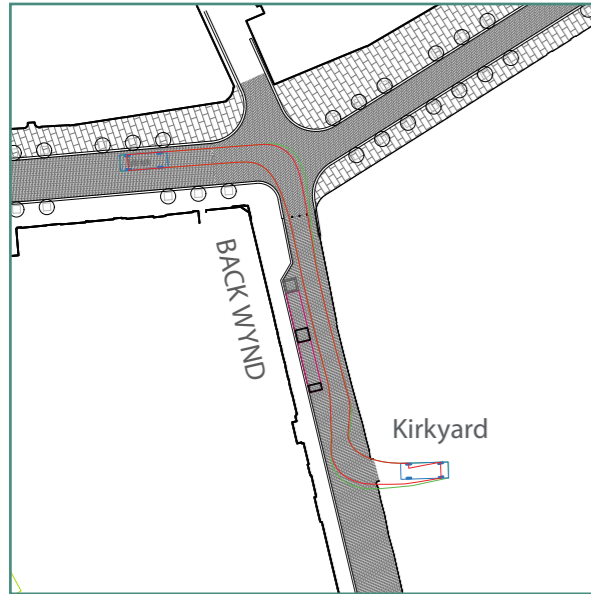


Figure 3.1

**ZONE:** NORTH BACK WYND

**Showing:** Hearse turning into Kirkyard  
Full width of road required to make turn, from quite far back.

**Outcome:** Two sections of public seating allowed

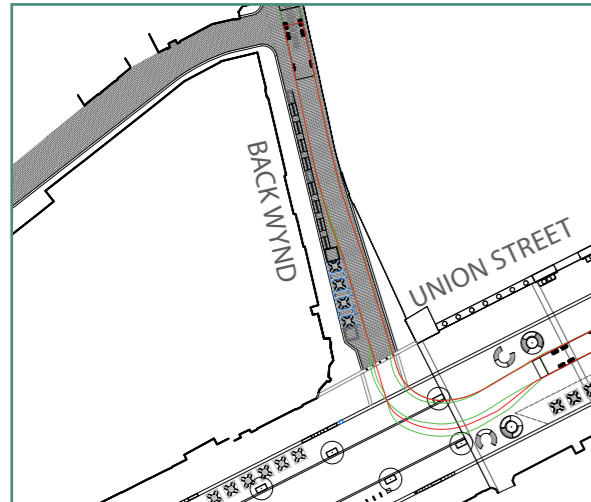


Figure 3.2

**ZONE:** SOUTH BACK WYND

**Showing:** Refuse vehicle turning into Union St from Back Wynd  
Disallows two northern sections of 'standard' seating

**Outcome:** Allows for one section of 'standard' public seating (south). Potentially the two northernmost areas of seating can be slimmed down, as shown.

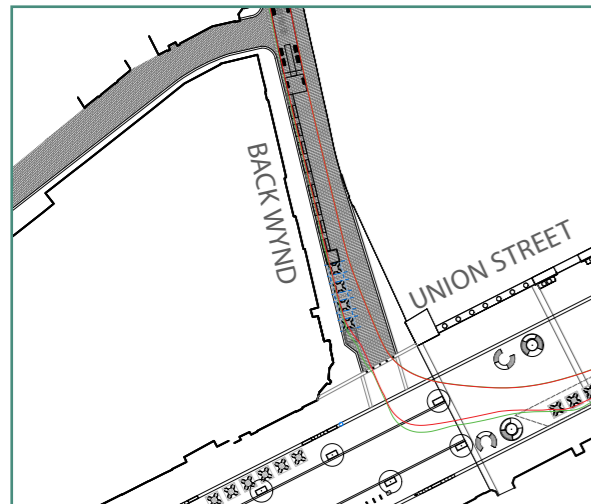


Figure 3.3

**ZONE:** SOUTH BACK WYND

**Showing:** Articulated lorry turning into Union St from Back Wynd

**Outcome:** Disallows any seating. Articulated lorries not to use Back Wynd

## GAELIC LANE



Figure 4

**ZONE:** GAELIC LANE

**Showing:** Refuse vehicle turning into Gaelic Lane from Back Wynd, and out onto Belmont Street  
Large areas of overrun at each turn.

**Outcome:** Bin lorries must keep travelling southbound on Back Wynd to exit the area through a left hand turn onto Union Street.

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# Streetscape Interventions Aberdeen Market



Aberdeen Market  
Analysis

West End

Union Street West



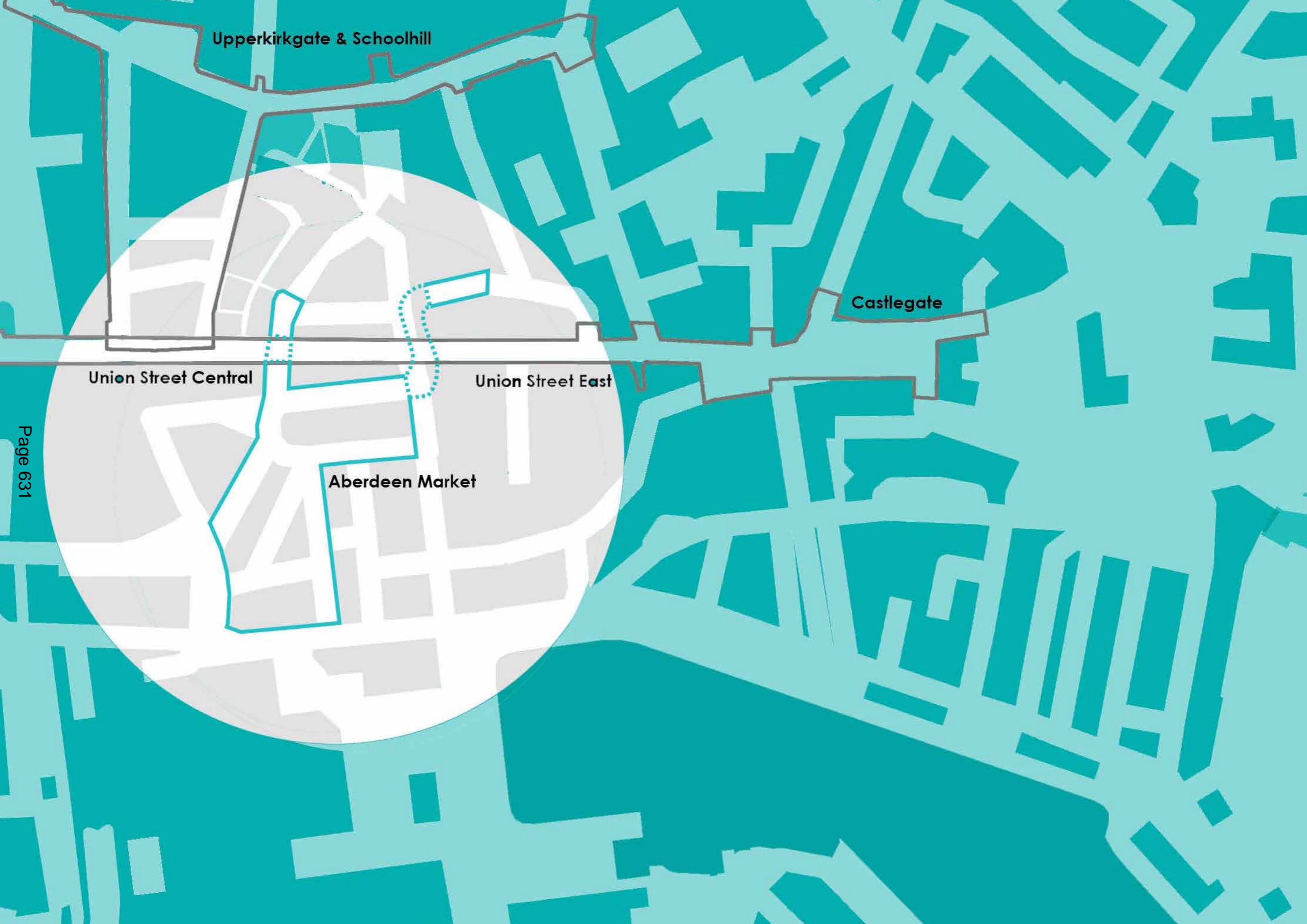
Upperkirkgate & Schoolhill

Castlegate

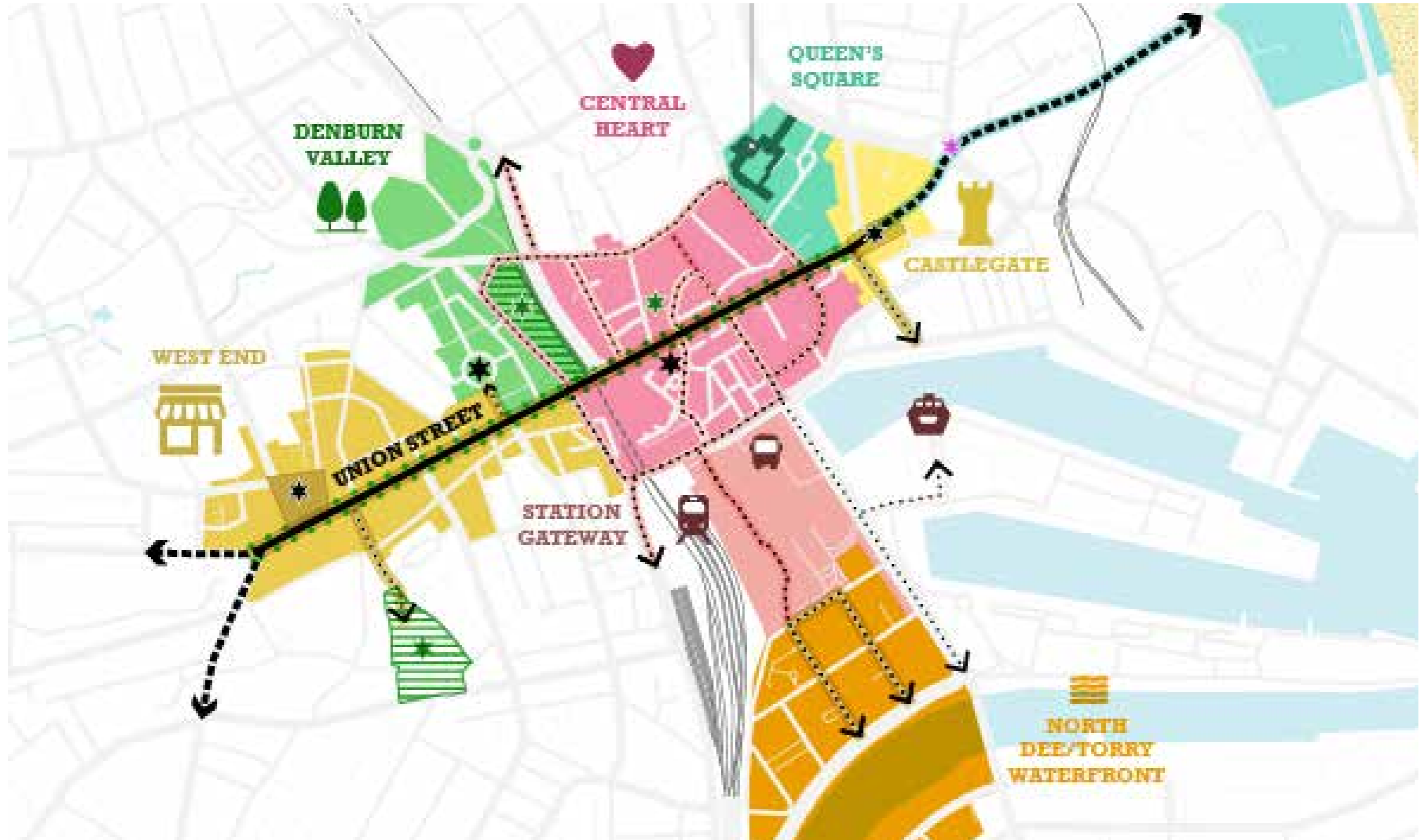
Union Street Central

Union Street East

Aberdeen Market



# Aberdeen City Centre Vision





# Project brief, key characteristics, opportunities and challenges

## Project Brief

The site presents a significant connectivity, wayfinding and accessibility opportunity for the city, directly linking Union Street to the new Market development, down into The Merchant Quarter and onwards to Aberdeen's rail and bus stations. The chosen streetscape interventions will address the need for improved wayfinding along this route and encompass an 'access for all' outlook.

Consideration will also be given to a mix of uses including retail and food & beverage outlets that better address The Green, encouraging people from the new Union Street Central pedestrianised zone, as well as enhancing the overall vibrancy and attractiveness of the area.

A key project objective is generating greater footfall and economic activity in the area. Commercial and social activities on the site must create an enlivened street scene particularly on East Green, Carnegies Brae and Hadden Street alongside expanding existing connections with The Green and Market Street, ensuring access to all being a key factor.

The Green and its neighbouring street network are among the oldest known parts of the city. This can be appreciated from the architecture, street typologies and character of the spaces. It is vital any intervention appreciates and respects this, celebrating its key role in the shaping of Aberdeen City Centre.

## Key Characteristics

- The Merchant Quarter retains much medieval character, reflected in the very tall buildings around The Green and the narrow streets and alleys surrounding it.
- Street art projects have been sensitively sited to bring cohesion to disparate elements within the area, as well as to bring colour, life and contemporary cultural interest.
- Scattering of active frontages, most definitively of the area being traditional pubs, independent retailers, and restaurants. There is also a larger proportion of residential ground floor use.
- Currently a quiet area which lends itself to being stumbled upon and explored rather than a key tourist destination.

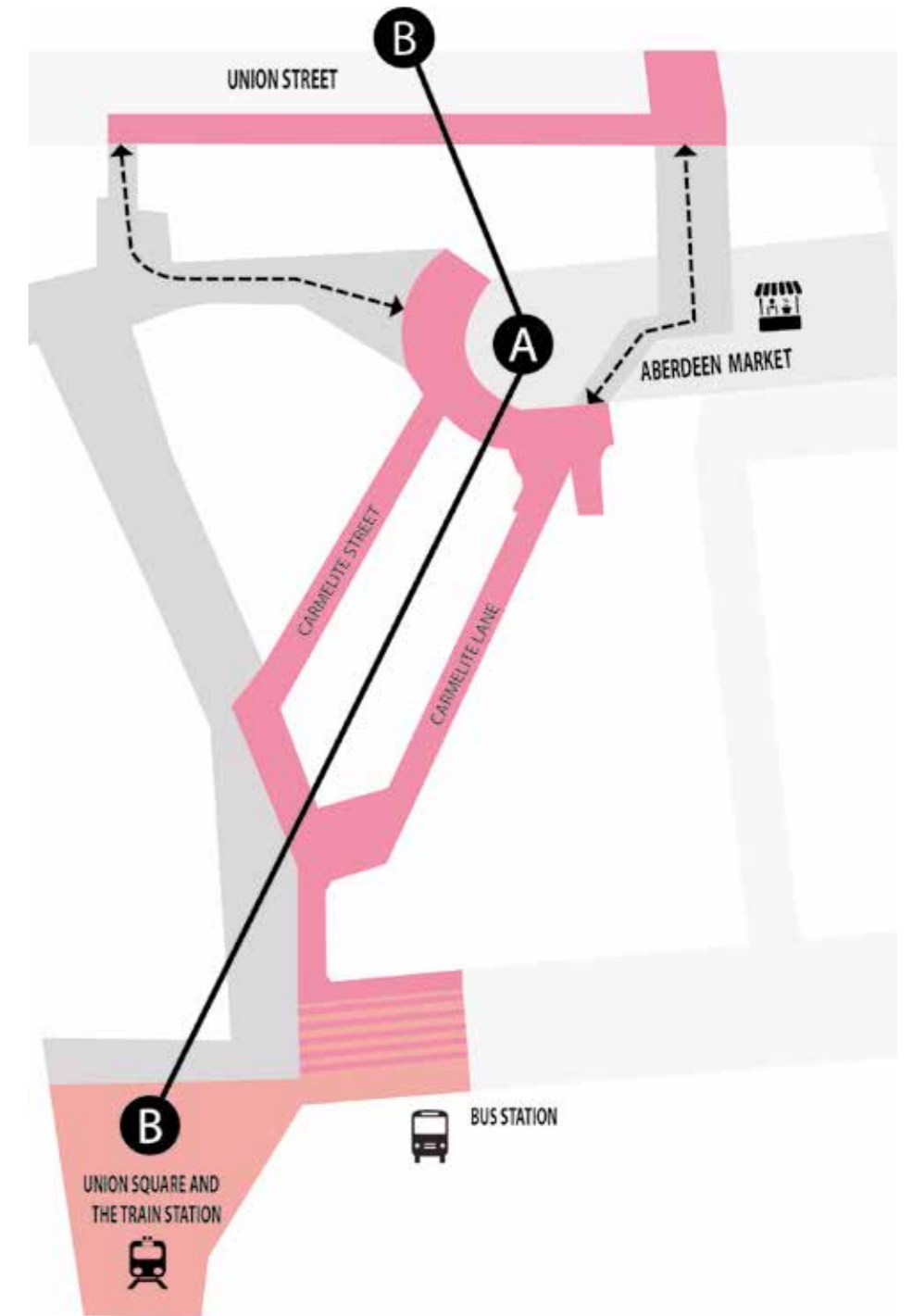
## Opportunities

- Improved connectivity and wayfinding for pedestrians between bus and railway stations, the Market Quarter, and Union Street

- Improve accessibility between these destinations for wheelchair users, visually impaired and prams.
- Encouraging exploration through minor streets in the Market Quarter
- Upgrade public realm in order to facilitate increased footfall associated with the new market building
- Improve connections to the railway and bus station, creating a better experience for residents and visitors
- Utilise existing street art culture to enhance and ground the character of the Merchant Quarter
- Encourage cycling within the Merchant Quarter
- Create a safer environment for pedestrians in underpasses (Correction Wynd, Carnegie's Brae)

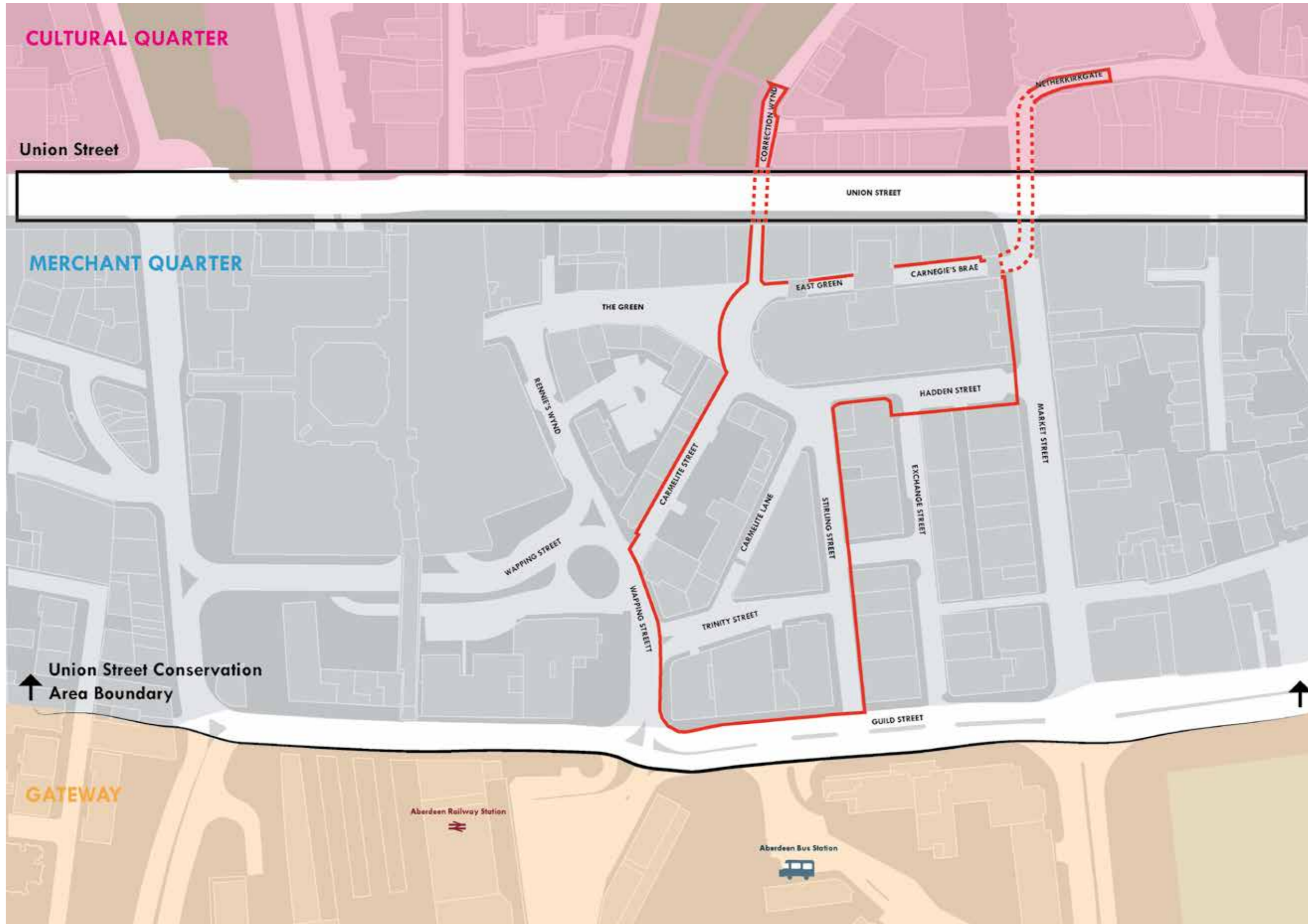
## Challenges

- Streetscape may be read as stark and uninviting due to predominantly grey tones, hard edges and lack of soft landscaping
- Narrow streets offer less opportunity for rezoning due to a lack of usable width
- Servicing requirements for the market building and neighbouring businesses
- Significant topography change between the railway station, Merchant Quarter and Union Street
- Much needed blue badge provision, electric car charging points, car club and taxi rank requirements must be incorporated but are difficult to integrate given lack of space and scale of streets
- Currently, the area is highly reliant on on-street car parking, which takes up space and poses issues to footpath widening. This must eventually be balanced with increased pedestrian and streetscape needs following the new market development



Principal objective: improved wayfinding and connectivity between key points, such as A-B and from B-A

# Townscape character



# Ground floor uses

The area around Aberdeen Market and The Green retains much of its historical character and feel, whilst forging a strong identity as a centre for high quality street art. Street art projects have been sensitively sited to bring cohesion to disparate elements within the area, as well as to bring colour, life and contemporary cultural interest. Currently, the market area and The Green are 'off the beaten track' and are more likely to be stumbled across when exploring the city than as key destinations. However, the redevelopment of Aberdeen Market will see a much greater footfall in the area, altering the existing character.

## Street-level uses

A scattering of active frontages can be seen throughout, most definitive of the area being traditional pubs, independent retailers, and restaurants. There is also a larger proportion of residential ground floor use than can be seen in other street in the surrounding area.

The area retains much medieval character, reflected in the very tall buildings around The Green and the narrow streets and alleys surrounding it.



## Ground floor uses

- Culture
- Retail
- Residential
- Food/drink
- Office
- Hotel
- Car park
- Transport hub

# Fronts and backs



Currently, the market building backs on to The Green, with very little active frontage along its façade on Hadden Street and East Green. Although, this has facilitated murals and street art, the proposed market building will activate the area creating a more vibrant atmosphere and increased footfall. This means the public realm adjacent to the new building must be approached in a manner which will facilitate this increase in activity.

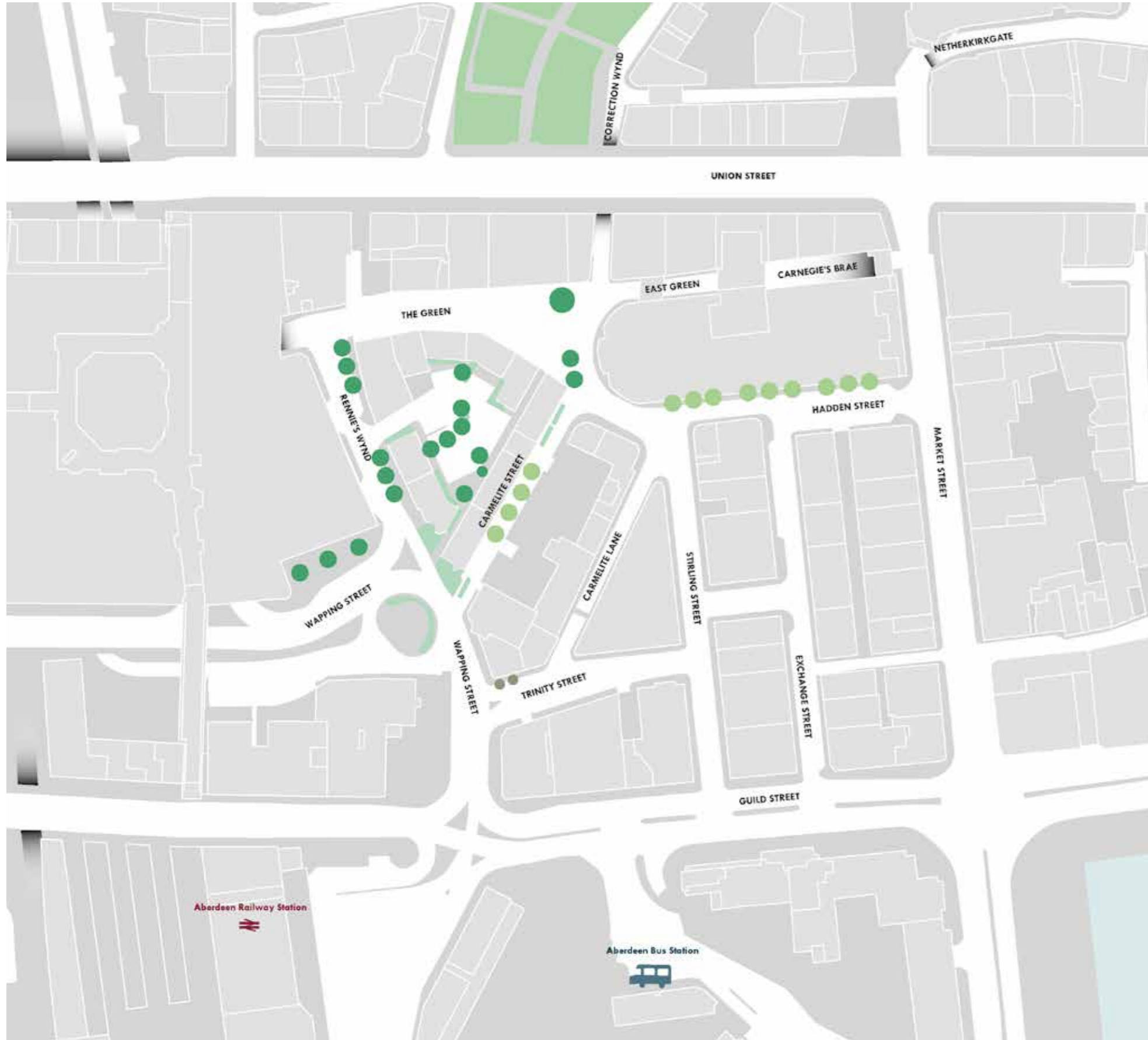
The Green itself features mostly active frontages creating interest for users. In contrast, a lack of active frontage along East Green creates an uninviting environment in which people do not want to dwell. Most streets heading north-south towards the train station are comprised of some active frontage on the ground floor, mainly commercial, except for Carmelite Street which has no active frontage apart from one shop.

This leads to a decreased footfall, despite being one of the most aesthetically considered streets, however blank facades offer the opportunity to integrate arts and wayfinding along the street in a strategic manner.

## Fronts and Backs

- Active frontage
- Back

# Existing street greening

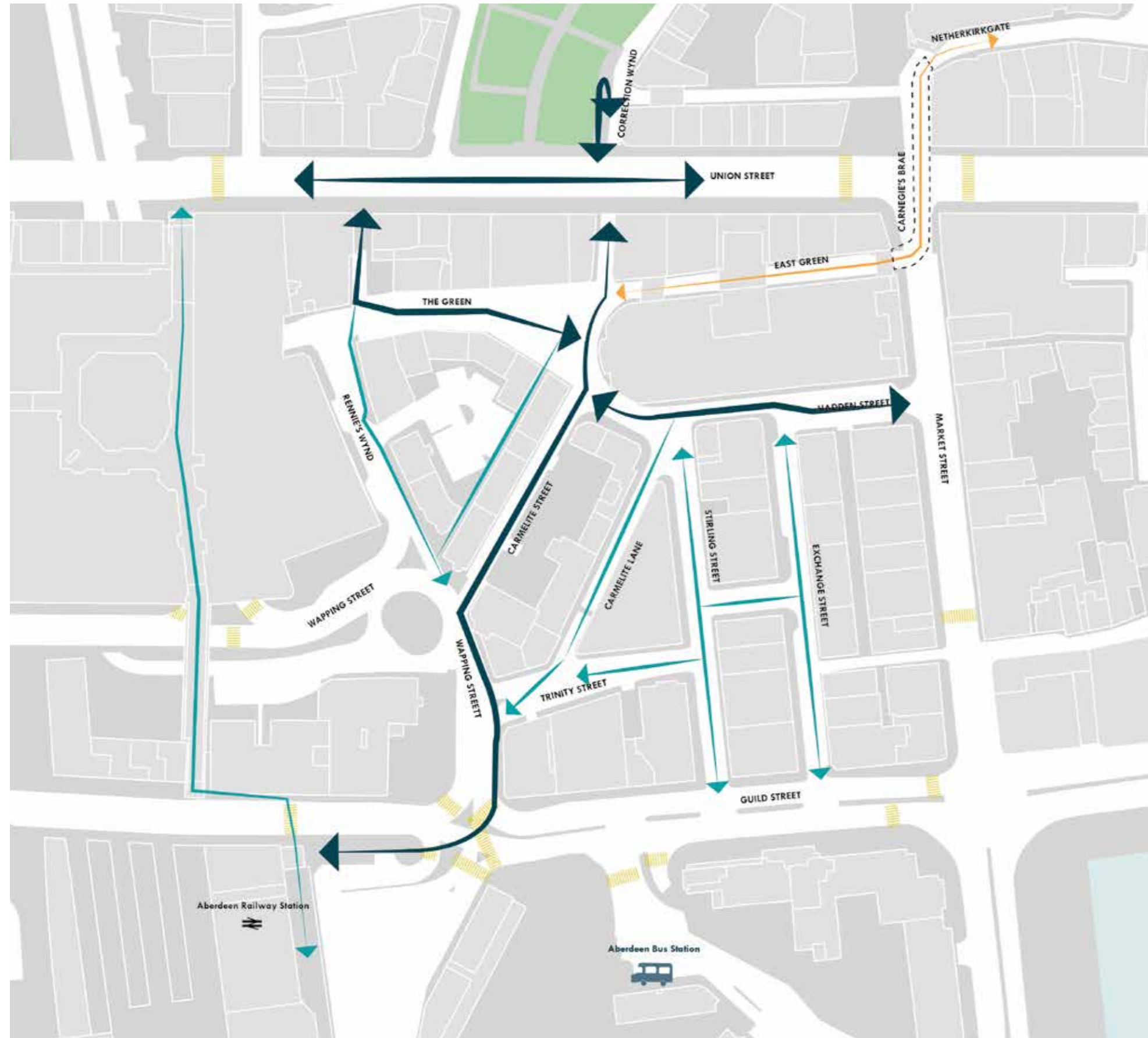


There is existing planting and trees on a number of streets around the Market. At The Green, there are three semi mature street trees adjacent to the footway opposite the existing market building. On Hadden Street, there are nine small trees in planters on the northern side of the footway. The planters also provide an opportunity for seating. There are also a number of semi mature trees on Rennie's Wynd which are in good condition. Along Carmelite Street, there are two large shrub beds at both ends of the street which create traffic calming measures. These are densely planted with low height evergreen shrubs. Midway along the street, there are four small rowan trees in planters similar to those on Hadden Street. The planting helps establish an inviting passage for pedestrians along Carmelite Street and creates a slightly different character than the other streets which run between the railway station and the market.

Generally there is a lack in quality planting and green infrastructure which could enhance the quality of the public realm in the Merchant Quarter. Where footways are upgraded, there may be the potential to add further street greening. There may be potential for street trees to be

- In ground trees
- Trees in planters
- Empty Tree Pits
- Shrub planting
- St Nicholas Cemetery green space

# Existing pedestrian movement and access



The streets around the market are noticeably quieter than in the Cultural Quarter, and both are much less busy than Union Street. Accessing Union Street from the quiet Green, the difference in pedestrian presence can be quite striking. Avoidance of crossing the very busy Union Street may be preferable to many people, in which case the Correction Wynd route proves advantageous.

This area presents an opportunity to travel from the railway station to Union Street and the Cultural Quarter, encountering fewest potential difficulties. The route travelling under Union Street at Correction Wynd allows step (stair)-free travel, suitable for those with mobility issues, with the added bonuses of being relatively quiet from traffic. This route encompasses the level change gradually. Drawbacks exist with the sometimes-narrow footways, and older setted roadways creating discomfort for those travelling with wheels; wheelchairs, buggies, cycles.

There are various options for streets to walk along between the railway station and Union Street. Exchange Street and Stirling Street are the widest streets offering footpaths generally around 2m in width, however these streets are lacking vibrance that comes with active frontages. Carmelite Lane is narrow with a significant number of parked cars. Carmelite Street is also fairly narrow, however the implementation of planting and traffic calming measures encourage pedestrians to utilise its full width. The car park on the east side broadens the street out and makes it feel more open.

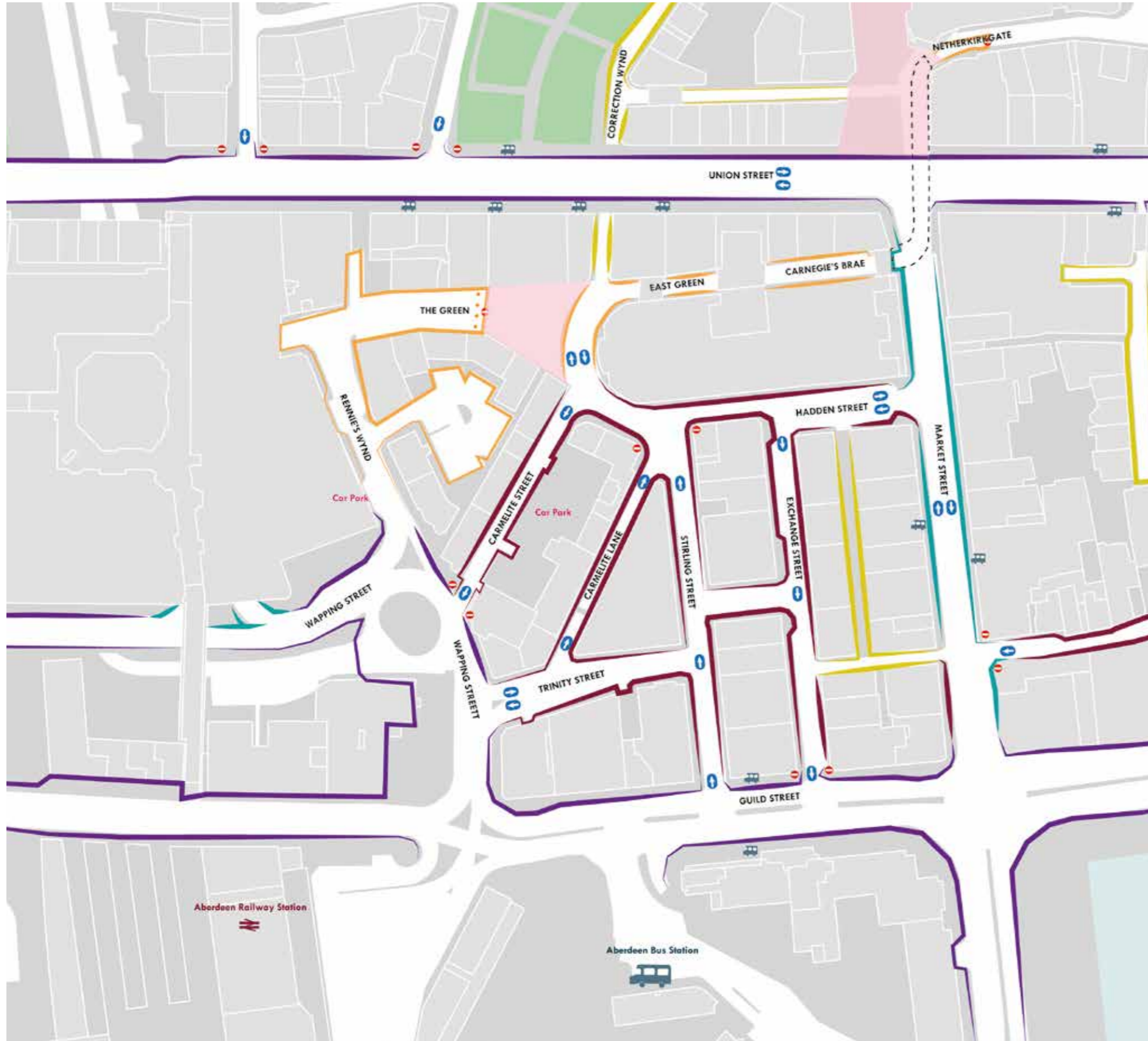
There is a stark contrast between the character along these streets when arriving at Guild Street which is traffic dominated and difficult to navigate. A lack of pedestrian priority creates an unwelcoming experience. Pedestrians must cross Guild Street at the Carmelite Junction, there are few other pedestrian crossings, this means people must walk longer distances to crossing points in order to appease the traffic dominance in the street.

As mentioned, there is a significant level change between the railway station and Union Street which can be tricky for those with wheelchairs or buggies. However, the new market building will provide a new accessible lift between the lower level of The Green and Union Street so pedestrians can avoid using the busier Market Street. For those with full mobility, the Back Wynd steps present the most direct route between the railway station and Union Street and the Cultural Quarter beyond.

## Pedestrian movement

- Pedestrian Crossings
- Primary Routes
- Secondary Routes
- Minor Route through Carnegie's Brae

# Existing vehicular movement and access



Many of the roads around the market are one-way systems due to the width of the streets. They are quiet in comparison to Union Street, Guild Street and other main roads and are used mainly for local access. Travel on Carmelite Lane and Stirling Street is north bound only and Exchange Street and Carmelite Street are south bound only. This lack of vehicles within the area provides the opportunity for more space to be allocated to pedestrian priority and public realm.

Problem areas exist at the junctions in the south-west section of the study area around Guild Street, Wapping Street and Carmelite Street. These junctions are the most busy, largely due to traffic ingress and egress to Denburn Road.

Streets within the Merchant Quarter show relatively little use by cyclists. The quietness of these streets could particularly benefit under-confident cyclists, but the limited through routes (Correction Wynd and East Green), and uncomfortable older style setted roadways may be off-putting. Added to this is the navigation of the junction(s) between the station at Union Square across to the Merchant Quarter, with no way across Guild Street and to Carmelite Street for cyclists except by pushing their cycles as pedestrians. The easiest turn to make from Union Square and the station is left onto Guild Street, following which the small but busy junctions on Bridge Street must be navigated.

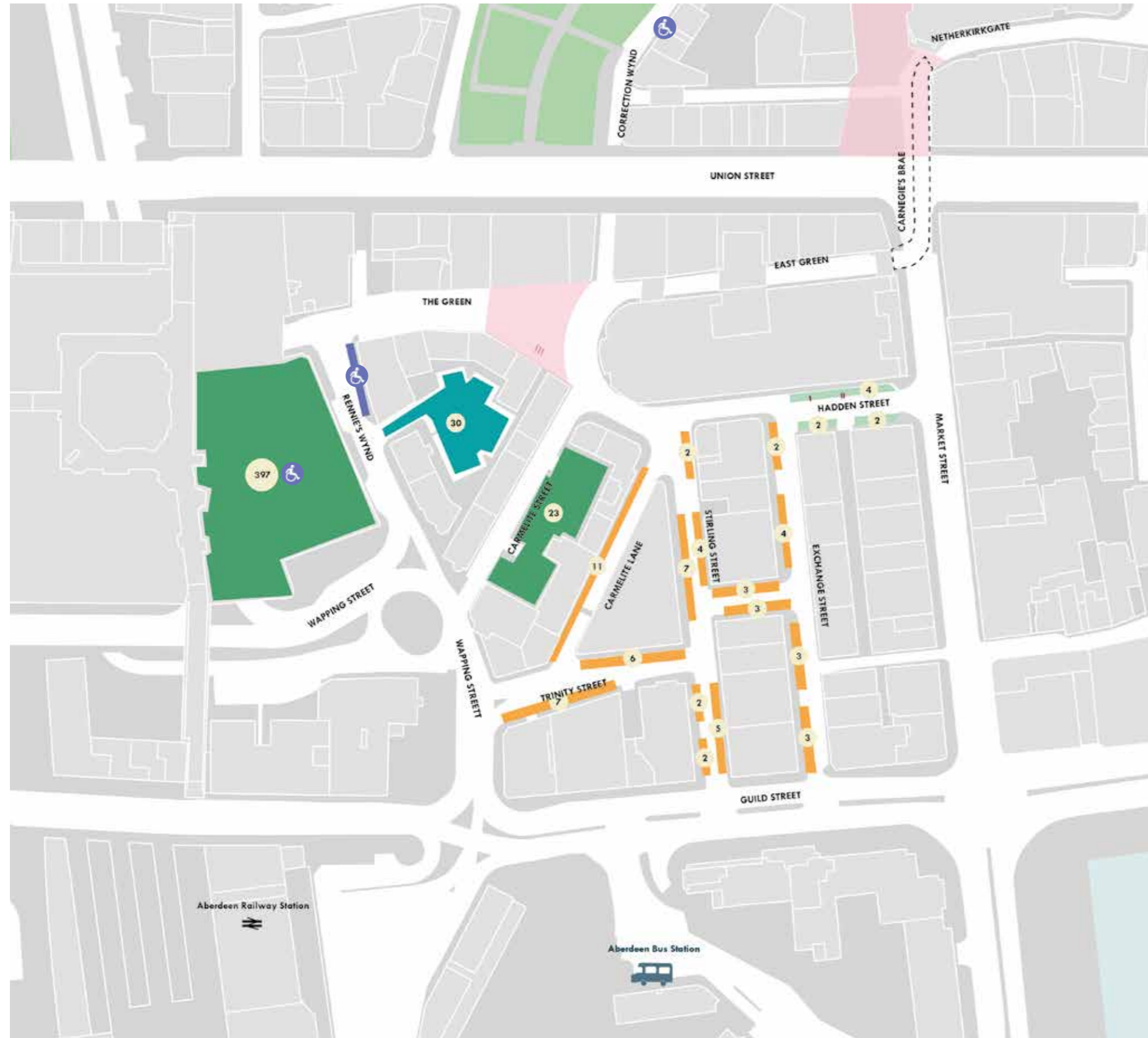
## Aberdeen cycling heatmap



### Vehicular movement

- A Roads/Transport Arteries
- B Roads/Secondary Routes
- One way streets area
- Dead ends/cul-de-sacs area
- Narrow Lanes
- Plazas (limited vehicular access for loading/ services)

# Existing vehicular and cycle parking provision



Currently, several streets within the Merchant Quarter are particularly dominated by on street parking. Stirling Street and Exchange Street have parking on one side of the street throughout their entire length. Carmelite Lane is particularly congested with on street parking, its dominance exacerbated by the narrow street width. Most of the parking is for residential properties in the area, of which there is a higher density than in other areas of the city centre.

There are a few larger car parks in the area, some residential and others for general use. The high prevalence of parking spaces encourages large numbers of vehicles to move through the Merchant Quarter and emphasises the dominance of vehicles in the area.

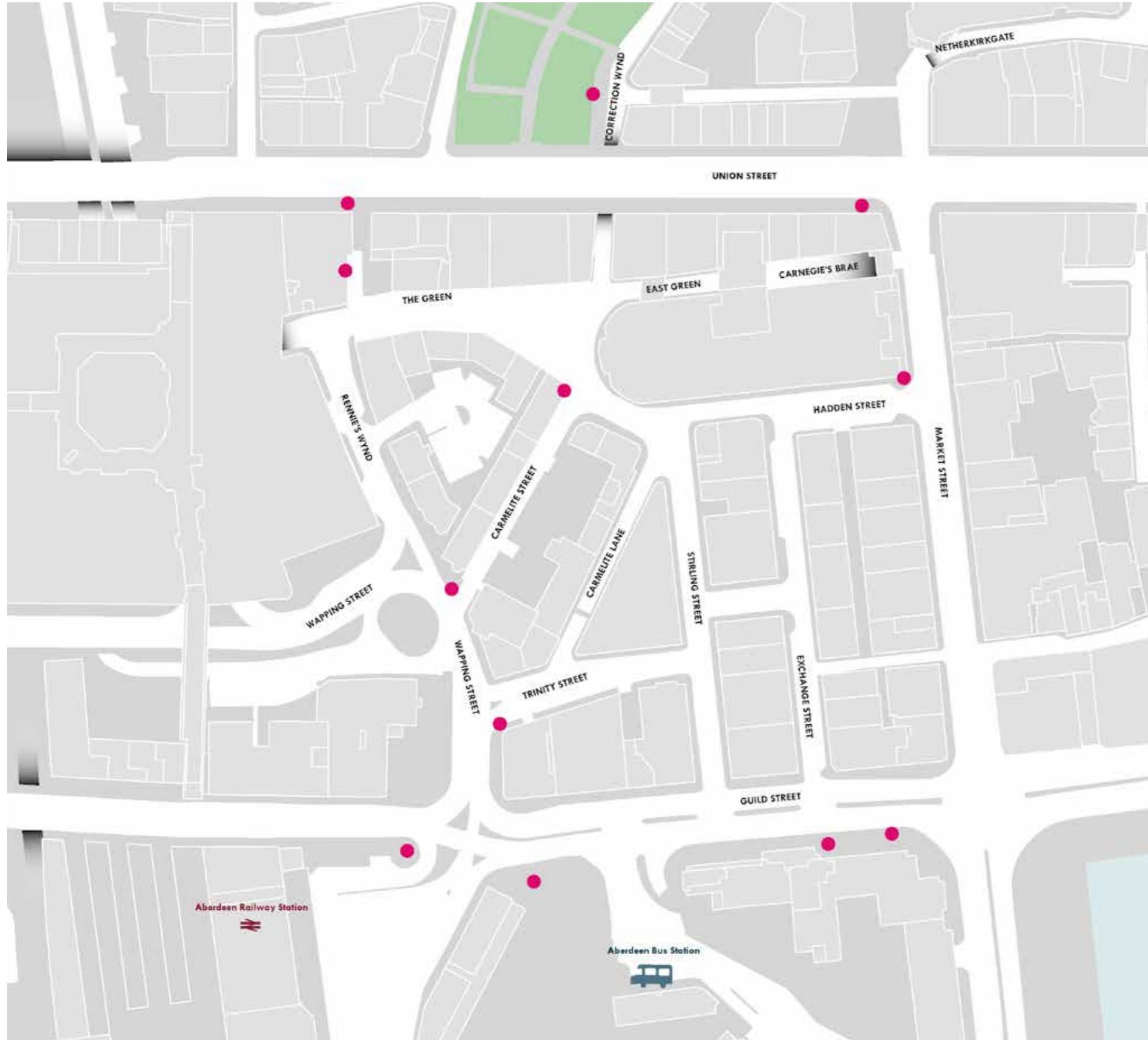
There are limited facilities for cyclists in the way of parking in the Merchant Quarter. There are currently a few cycle stands in the Green which are in poor condition and three stands on Hadden Street. The lack of cycling facilities is likely to discourage people from cycling to properties and businesses within the area.

## Existing Parking Provision

- On-street parking - 64 total spaces
- Designated car parks - 420 totalspaces
- Residents' off-street parking - 30 total spaces
- Loading
- Taxi rank
- Cycle Parking
- 2 Number of spaces
- ♿ Blue badge parking provision - 13 total spaces



# Wayfinding



The topography of the study area is quite dramatic, with a level change of 9m between the station and art gallery, and the character areas being divided by Union Street, which sits above the heart of the Merchant Quarter. There are few places within the city centre where it is possible to see and understand the topography, and visitors to the city may find it difficult to discern. A consequence of this is poor understanding of how lesser streets cross north-south and particularly how these deal with the elevation of Union Street above the Merchant Quarter. Excluding the Trinity Centre, there are three options to make the crossing within the Merchant Quarter; up at the Back Wynd Steps, and under at Correction Wynd and Carnegie's Brae.

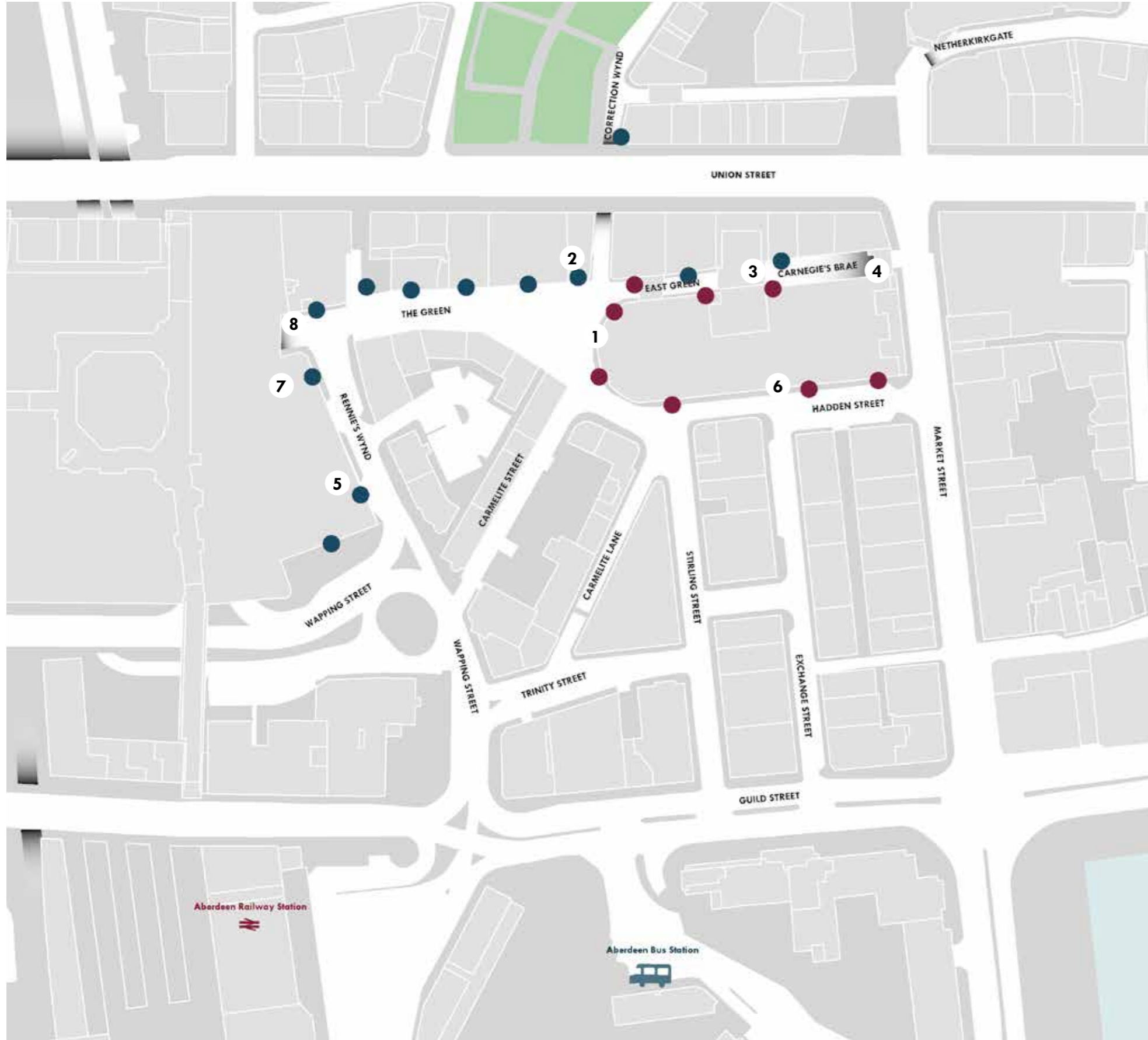
Currently existing are a relatively high number of wayfinding totems in strategic spots to aid city centre navigation between the railway station and the Merchant Quarter, Union Street and Cultural Quarter. These convey a wide range of information, but are quite subtly coloured and placed, making them sometimes easy to miss. Navigation from the railway station interior relies upon station signage, which is extensive. However, the connection between the station and its exterior is not strong, and it is here that we see perhaps the weakest link in wayfinding at this important gateway.

While well served for primary active wayfinding (signage), the opportunity, particularly for travelling between the railway and bus stations to Aberdeen Market and the Merchant Quarter, is for secondary active and passive wayfinding, which is to say design features which intuitively lead a person through a space or along a route. Through a more comprehensive wayfinding strategy it is possible that a more coherent space could be developed around the Gateway area, allowing visitors to move towards Union Street and beyond, whilst encouraging a spirit of confident exploration. Encouraging users to meander along the arguably more pleasant streets such as Carnegie Street or Carnegie Lane rather than using major traffic dominated roads which offer little in terms of quality public realm.

## Wayfinding

- Existing wayfinding boards

# Street art



Throughout Aberdeen city centre, numerous trails and walking routes have been devised that aim to give visitors to the city a chance to explore and see the city in different ways. These trails often run throughout the wider city and many more exist across the region. In recent years trails have been added to allow visitors to explore the new street art in the city centre.

Within the city centre can be seen a noticeable divide between the districts. The Cultural Quarter is focused on the heritage of Aberdeen with the Sculpture and Jacobite Trails focussed on this part of the townscape. To the south of Union Street the Merchant Quarter is dominated by street art along the east - west Painted Doors Trail. Larger murals forming part of the Nuart trail also draw visitors into this area.

The existing Indoor Market has been used as a canvas for a very large and popular street art mural, which helps to define the more contemporary character of the area, as well as acting as a distinctive landmark, useful for wayfinding. The character that has emerged within the Merchant Quarter has gradually built from the medieval era and has been sensitively enhanced as well as given character and coherence through the street art projects.

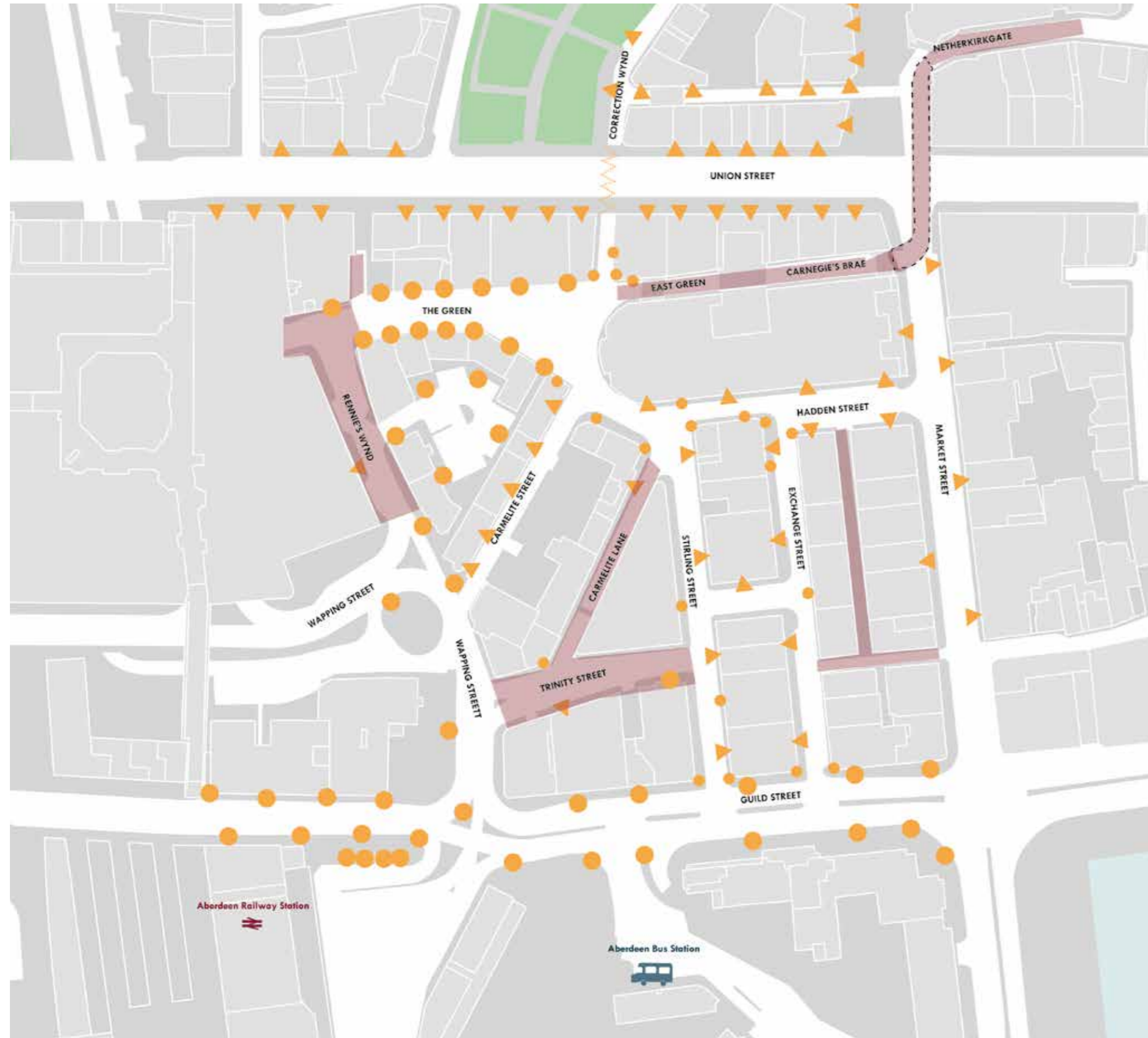
The redevelopment of the Aberdeen Market will change the character of The Green and surrounding areas significantly, however consideration for the existing character may be approached through a cohesive arts strategy within the proposals in order to respect the heritage and culture currently present within the Merchant Quarter.

## Street art

- 1** Numbered street art location
- Street art location
- Street art affected by market building demolition



# Existing Street Lighting



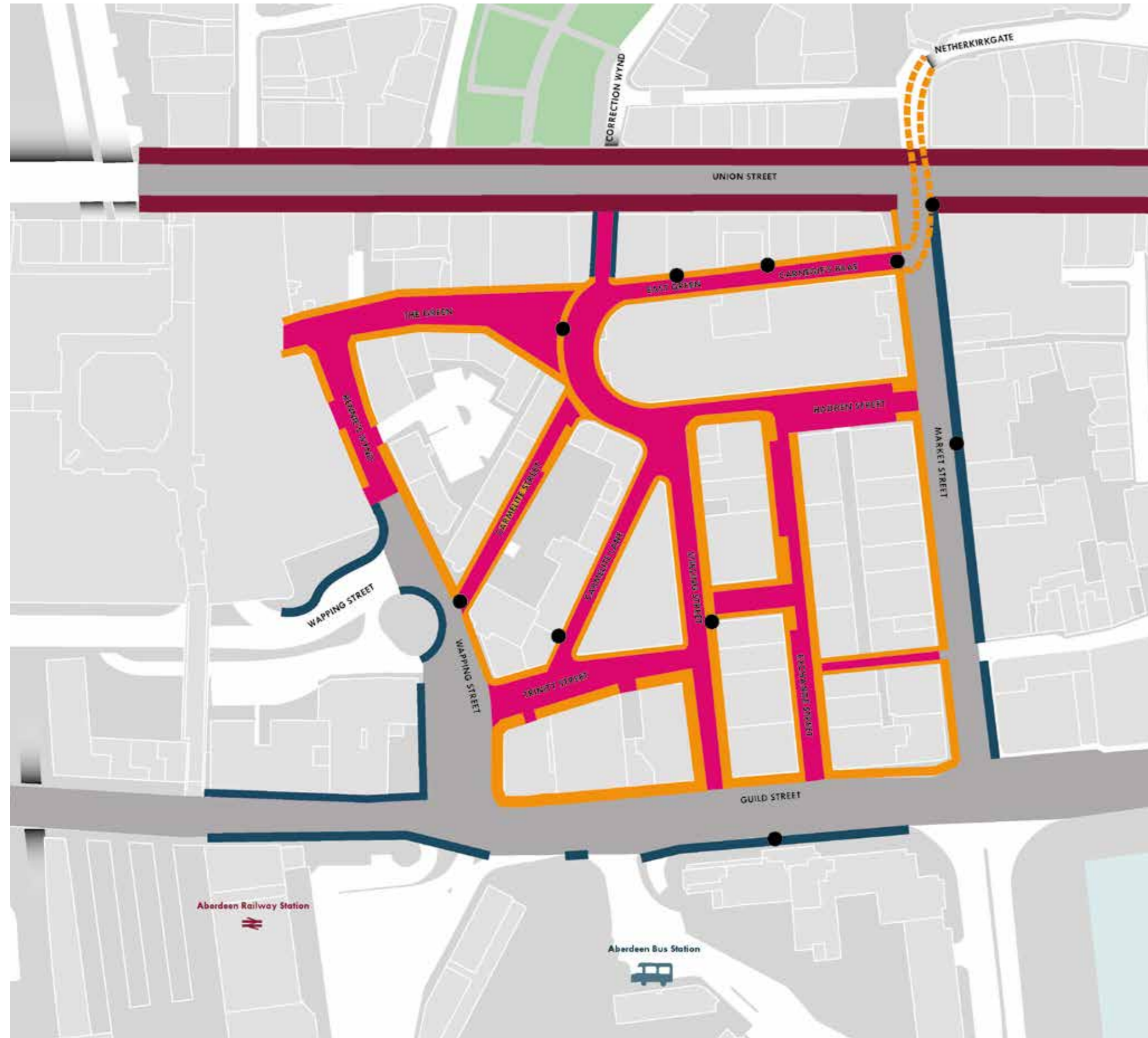
The lighting of the Merchant Quarter is currently unobtrusive and relatively low-key, which contributes to its understated character.

Whilst a number of businesses operate in the evenings around the core of the Merchant Quarter offering passive lighting, they somewhat lack an enticing and lively atmosphere, thus further exacerbated by the majority of through routes being poorly lit, particularly Trinity Street, Carmelite Lane, East Green and Carnagies Brae. The style and colour tone of the lighting to some streets immediately portrays an unwelcoming aesthetic.

Small lighting interventions have been made recently to the underpass on Correction Wynd. Instantly impacting the footfall and reassuring the comfort of safety and passive surveillance in the area, the evidence is there to see, more of this should be considered.

A great number of Aberdeen's most important buildings and vaults exist in and around the Merchant Quarter and these should be considered for feature lighting or projections, forming a necklace to encircle and define, with this feeding into the creation of a distinctive character for the area.

# Materiality



Much of the Merchant Quarter is comprised of natural stone paving, predominantly a mix of granite flags on pavements and granite setts on roadways. Generally, there is a mix of pink and grey granites with a section of solely grey tones in The Green. On Union Street, the pavement is laid in dark caithness stone.

Market Street, Guild Street and the southern section of Carmelite Street have an asphalt road carriage. This is due to their current requirement to accommodate large volumes of vehicular traffic. The asphalt is cracked and damaged in some areas, particularly at Carnegie's Brae, contributing to the unwelcoming environment of the Tunnels. At the Guild Street junction, the asphalt enhances the traffic domination of the area and creates an underwhelming gateway from the railway and bus station into Aberdeen.

Some areas, particularly the eastern footpath of Market Street and the southern side of Guild Street have concrete flag pavements. Concrete slabs are prone to breaking and this can be seen in various areas.

- Traditional granite setts
- Granite flags
- Concrete flags
- Caithness flags
- Asphalt
- Areas of particularly poor paving

# Footpath width



In a large proportion of streets within the Merchant Quarter, the streets are narrow with narrow footpaths, particularly East Green, Carmelite Lane and Exchange Street. The narrow pavements add to the character of the area but create issues with accessibility and movement which may discourage them from being used.

The pavements around The Green and Hadden Street are around 2m in width, generally adequate for a normal street, however with the development of the new market and the subsequent increased footfall, wider pavements should be considered to allow for ease of movement around the periphery of the new building.

There is a particularly notable pinch point at the corner of Carmelite Street at the south. At this point, despite being part of a major road, the pavement is less than 1m wide. This means people must walk very close beside significant amounts of traffic. It also forces users to walk on the road in order to pass other oncoming pedestrians, creating a safety risk.

On Guild Street, most of the pavement is of appropriate width for a main road (between 2 and 5m). This allows for pedestrians to move along the street with ease.



- 5m+ width
- 2-5m width
- 1-2m width
- <1m width

# Street clutter



As many of the streets in the Merchant Quarter are particularly narrow, it is important that as much space as possible is prioritised for pedestrians. Currently, there are large amounts of street clutter throughout the majority of streets in the area. This mainly consists of large bins which are placed carelessly outside most buildings. These take up large areas of the footpath or road and detract from the character of the area.

If street clutter was rationalised and reduced, with the consideration of shelters to mask the visual impact of large bins, it would greatly improve the visual character of the street and improve movement and



# Paving condition survey

	Uneven Surface	Cracked Surface	Mobility/Accessibility - does the paving accommodate access and enhance place value for all users? - are elements such as surface evenness, finishes and tactile paving provision appropriate for all users?	Level of Action Recommended in addition to mobility/accessibility considerations: - is the paving fit for the modern age and will complement future changes to the area? - is the paving of an acceptable aesthetic/structural/physical standard?	Comments
The Green	Yellow		Yellow	Green	Flags and plaza cubes in good physical condition. Suitable for vehicular loading. Cubes are suitable for most pedestrians if not a little uneven for those with additional mobility needs. Bogen pattern important to the area's cultural identity.
East Green	Yellow	Dark Blue	Red	Red	Many flags and setts uneven, poor for mobility. Narrow footpaths. Varying orientation of setts creates a disjointed, unappealing aesthetic. Notably more aged than rest of the Market Quarter. Action required to bring up to a desirable standard of an area adjacent to the new market building.
Hadden Street	Yellow		Green	Yellow	Flush shared surface, some bowed setted areas. High standard all around but extra consideration required in areas adjacent to market building which will regardless be affected by construction and may offer potential to be upgraded to plaza space.
Market Street West			Green	Green	High quality granite flags pavements at a standard suitable for the market building entrance.
Market Street East		Dark Blue	Green	Red	Many cracked concrete paving flags.
Carmelite Lane	Yellow		Red	Yellow	Mobility/accessibility hindered by very narrow footways <1m combined with proximity to parked cars. Generally acceptable overall quality for the current low level of pedestrian usage, road setts partially worn in places.
Carmelite Street			Yellow	Green	High quality mixed layout paving. Use of street as a rat run incongruous with the pedestrian orientated outlook of the paving, and may cause additional wear to materials over time; traffic management solutions required to mitigate this.
Stirling Street			Yellow	Green	High quality flags and setts. Not paving related but pedestrian mobility would be improved with the relocation of street clutter e.g. through the use of bin shelters elsewhere.
Exchange Street			Green	Green	Similar high quality flags and setts to Stirling Street.
Guild Street North			Green	Green	High quality granite flag pavements.
Guild Street South		Dark Blue	Green	Red	Cracked concrete footpath is low quality and is unappealing aesthetically.
Correction Wynd			Yellow	Yellow	Generally good quality flags and setts, steps provide an excellent link to Union St for able-bodied. Very narrow pavements, may prompt reconsideration of street dimensions.
Carnegie's Brae	Yellow	Dark Blue	Red	Red	Poor quality cracked asphalt with uneven pavements where existing. Major remedial work needed if considered a future pedestrian link.
Trinity Street			Yellow	Yellow	High quality flags and setts, although car parking dominant streetscape and street clutter hinder pedestrian mobility. Enhanced pavement widths would offer good future potential to act as a welcome area for the market quarter.
Wapping Street (East Pavement)			Red	Yellow	High quality flags although urgent need to address pedestrian safety issues and pavement widths especially at <1m pinch point.

## Paving quality

- Uneven surface
- Cracked surface

## Mobility / Accessibility

- Good
- Average
- Poor

## Level of action recommended

- Works generally not required outside of regular maintenance
- Initial recommendations may include minor restoration and alteration to street dimensions. Potential to go further depending on long term vision of area.
- Major restoration/resurfacing more likely to be recommended and area should be prioritised to be brought up to a modern standard.



# Paving condition survey



It must be noted that on the whole the materiality and condition of the groundscape in the Merchant Quarter is good, so what is considered poor here is only relative to this unusually high (compared to city centre streets throughout Scotland) standard.

As previously discussed, much of the Merchant quarter is paved in high quality natural stone paving. However, significant areas of this is comprised of setts which in a number of areas, is very uneven which creates extreme difficulty in accessibility for wheelchair users, visually impaired pedestrians and prams. In areas where the setts are particularly worn, there is risk of poor drainage. This is a common elements through most of the streets which feature granite setts, with the exception of Stirling Street and Carmelite Street, where the setted areas are of good quality.

Although the condition of the paving in The Green is good, a large area paved only in setts is difficult for mobility and can discourage people from using the area.

East Green and Carnegie's Brae have exceptionally poor quality paving in comparison to other areas of the Merchant Quarter. Setts are very uneven, there are mixed materials erratically laid and many of the slabs on the pavements are lifted or cracked. This creates a particularly unpleasant and difficult access route for even able bodied pedestrians.

Paving on Carmelite Street is of particularly good quality, granite flags across most of the area with some setted areas facilitates easy movement along its length.

In areas with concrete flag paving, such as Guild Street and Market Street, there is some cracking and lifting of slabs which impacts on the visual quality of the street as well as their accessibility.

Generally, there are some key areas where the paving is directly affecting accessibility within the Merchant Quarter. These areas should be considered for upgrading, whilst areas with uneven setts may be considered for re-laying in order to create a ground plane which is easily utilised by all.

## Pavin quality

- Works generally not required outside of regular maintenance
- Initial reccomendations may include minor restoration and local alteration to street dimensions. Potential to go further depending on long term vision of area.
- Major restoration/resurfacing more likely to be recommended and area should be prioritised to be brought up to a modern standard.

# Paving / carriageway conditions





Carnagies Brae



Carmelite Street & Lane



Wapping & Guild Street



Aberdeen Market  
The Vision

West End

Union Street West



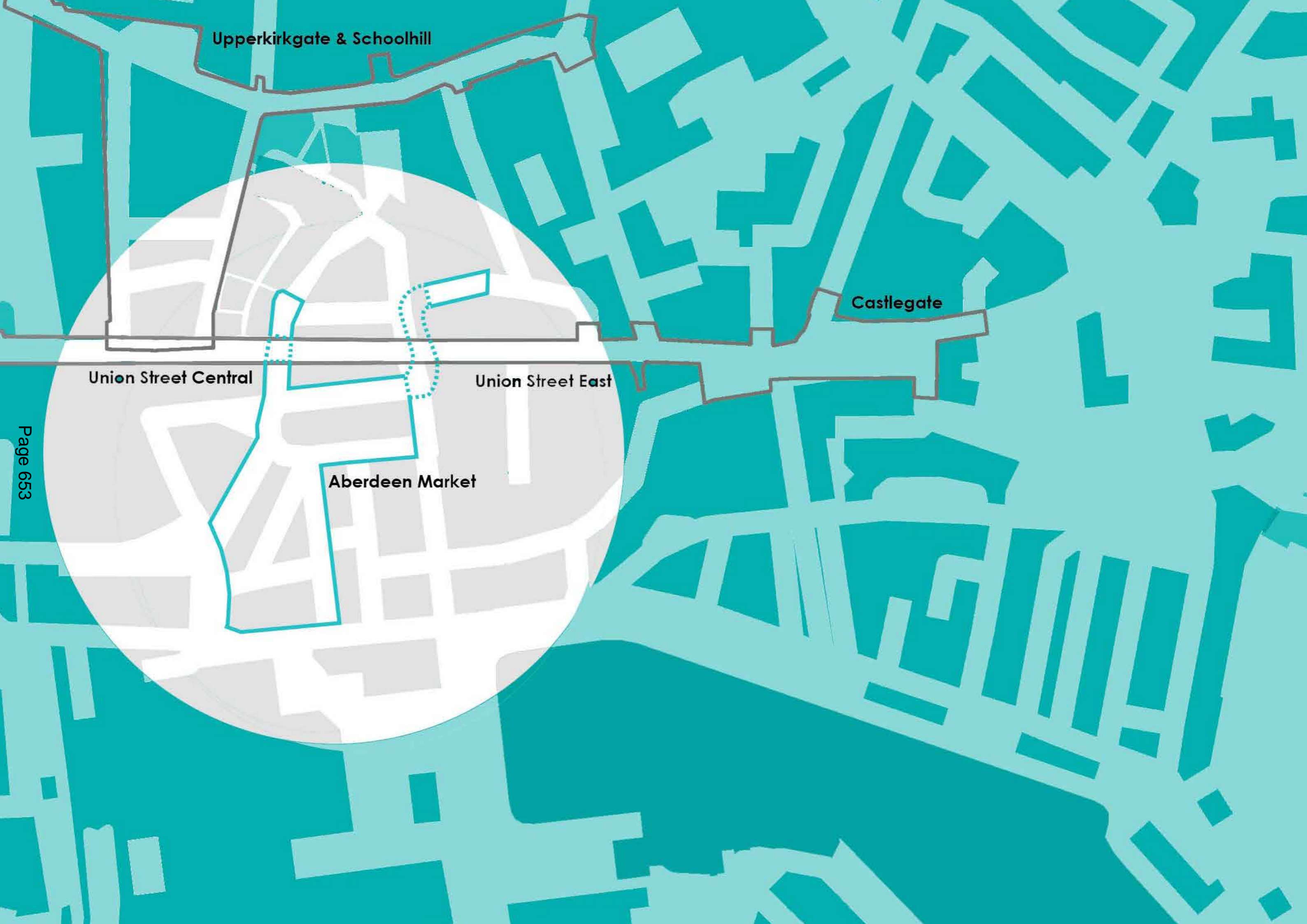
Upperkirkgate & Schoolhill

Castlegate

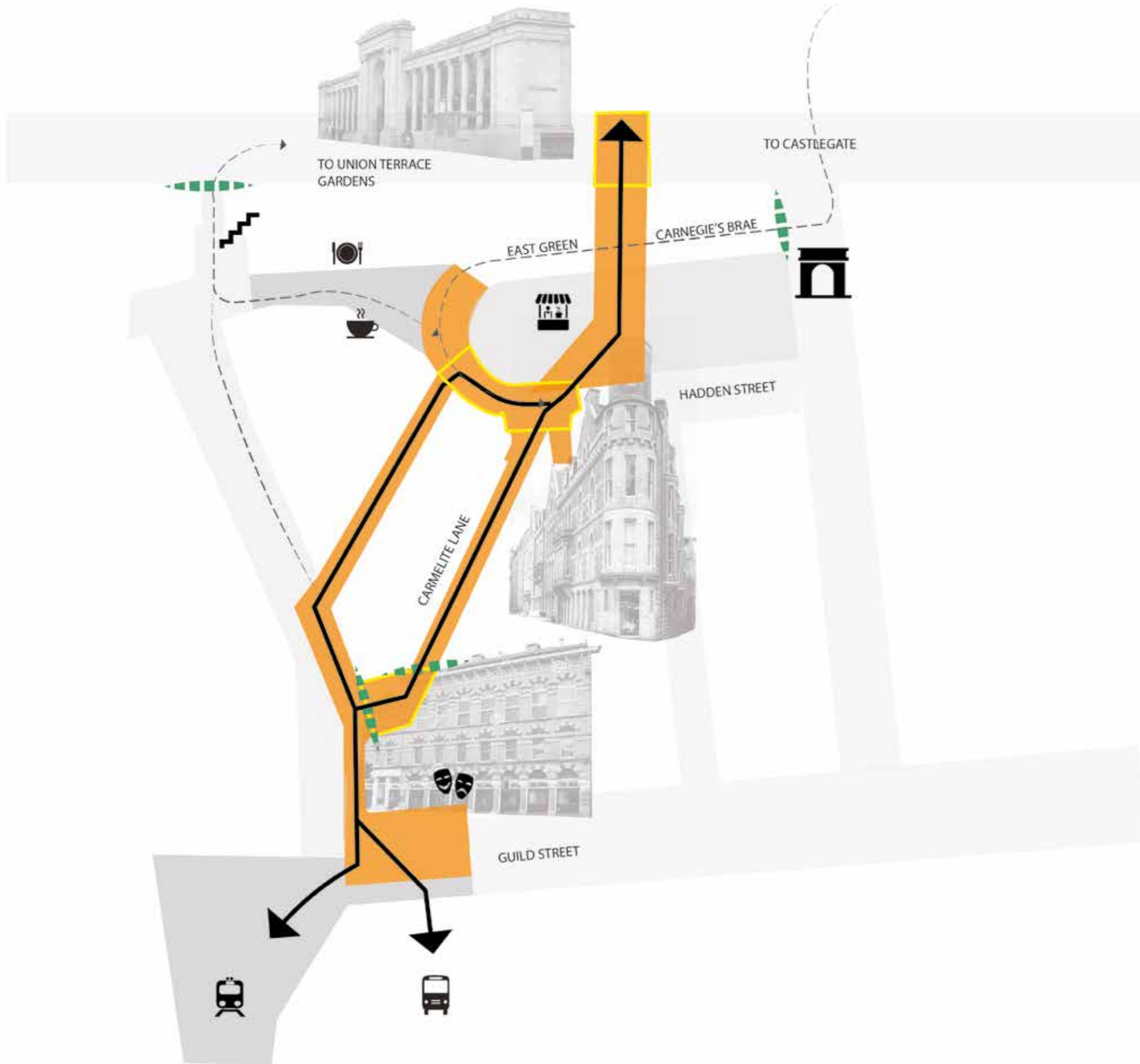
Union Street Central

Union Street East








Aberdeen Market



# Connectivity



## Key

-  Node/plaza
-  Merchant Quarter character area
-  Existing nodes
-  Primary pedestrian route
-  Secondary pedestrian route
-  Key gateways
-  Key destinations

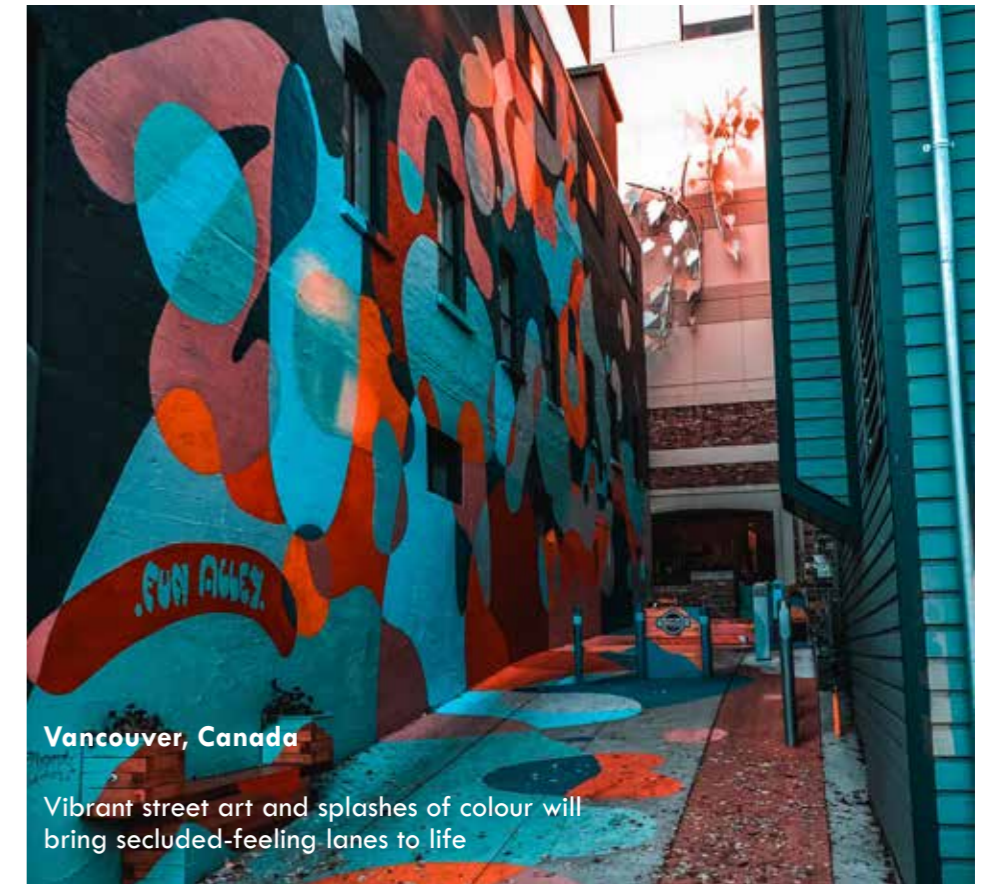
Key moves

- Materiality connection between Union Street Central plaza, through the upper floor of the market, down the escalator and on to the plaza at Hadden Street
- Key route from Market to train and bus station along Carmelite Lane. Through redesign of the current traffic and parking conditions, Carmelite Lane becomes a pedestrianised lane which offers a safe and welcoming route to the train station.
- Widening of the footpath at Wapping Street and round on to Guild Street in order to remove pavement pinch points and to bring people closer to the train station before crossing Guild Street
- Large pedestrian crossing at Guild Street, also facilitating a welcome mat for the Tivoli Theatre.
- Carmelite Lane book-ended with welcome plazas to create a sense of arrival when entering the Merchant Quarter and the Green.



**Duke of York, Belfast**

Enhanced street life and culture along designated routes between Union Street, the market and the train station



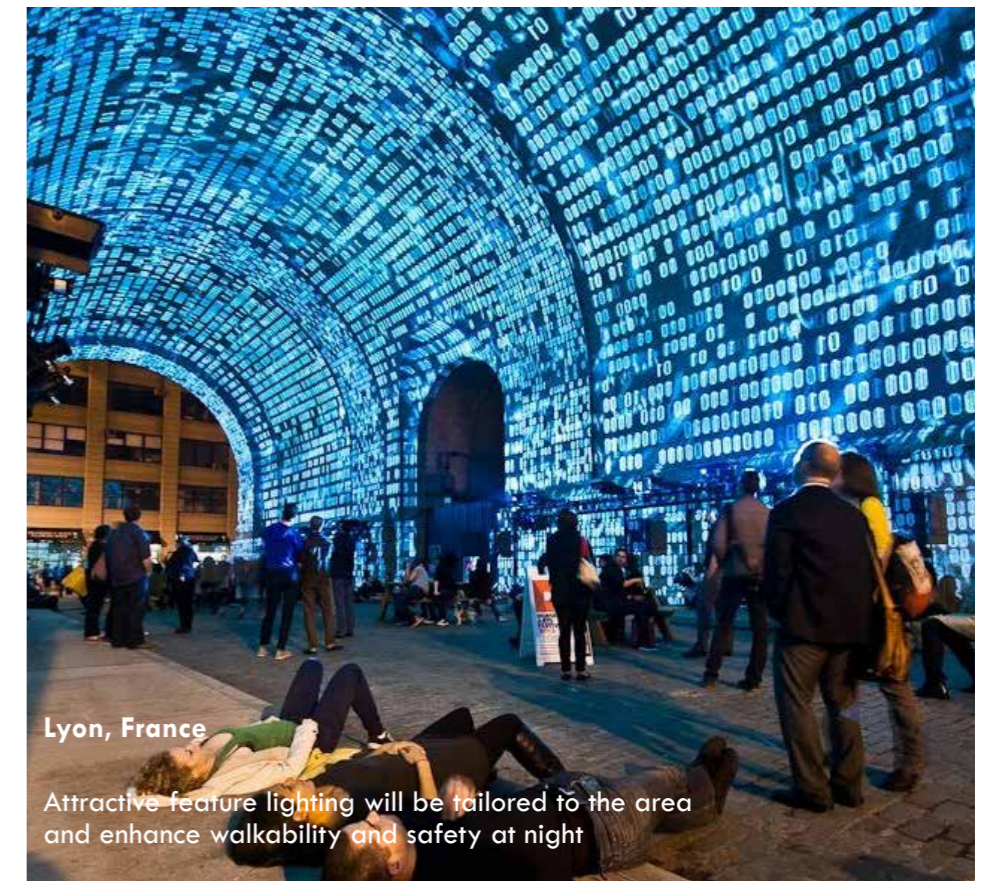
**Vancouver, Canada**

Vibrant street art and splashes of colour will bring secluded-feeling lanes to life



**Cathedral Quarter, Belfast**

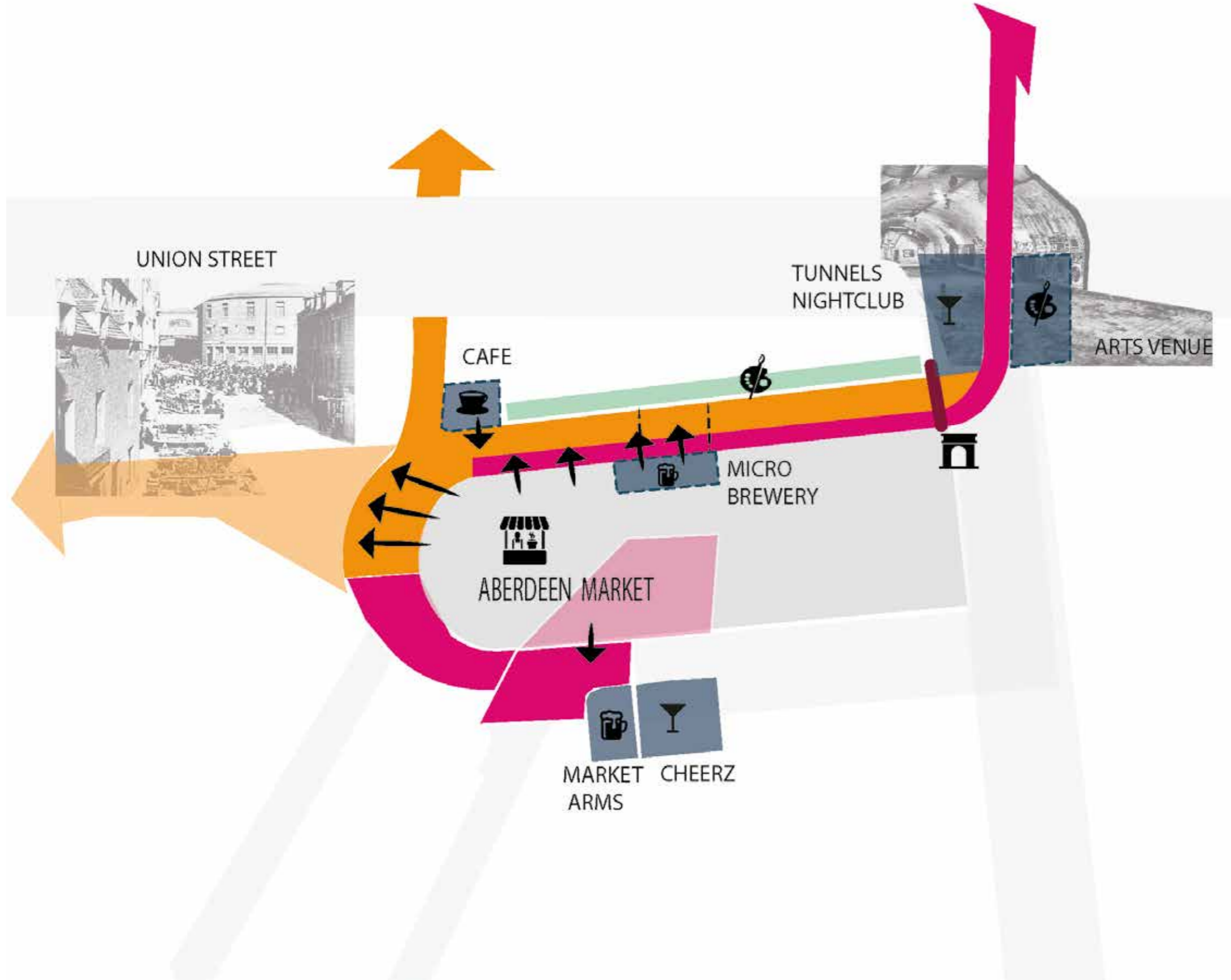
Designated areas will be transformed into attractive routes that feel appropriate for the modern age yet balance the vernacular architecture



**Lyon, France**

Attractive feature lighting will be tailored to the area and enhance walkability and safety at night

# East Green - Celebrate



## Key

- Reused natural stone slabs
- internal plaza extension
- Restored setts
- The Green
- Arts or installation in historic arches
- Existing businesses
- Future businesses



Key moves

- Pedestrian activities will contribute to improved vibrancy along East Green contrasting with its current use as a secluded service lane
- Upgrade of existing setts on East Green to improve accessibility and quality of paving.
- Introduction of reused flag paving in the Tunnels and south side of East Green to provide smooth surface to facilitate easier pedestrian movement and the addition of spill-out seating space for proposed
- Lighting and furniture strategy for East Green to activate and enhance the street character.
- Feature lighting and immersive experience within the Tunnels.
- Cleaning of existing stonework and introduction of new art and lighting initiatives.
- Raised table at Carmelite Street to improve connectivity with Market development.



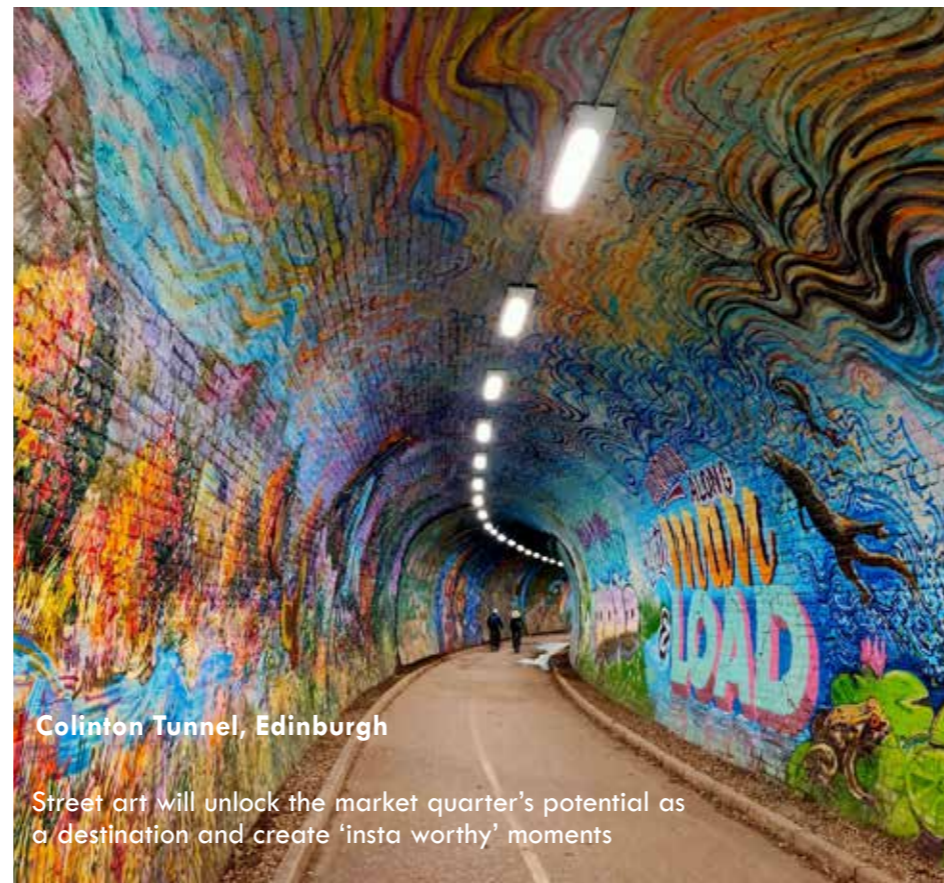
**Ashton Lane, Glasgow**

Existing and prospective hospitality will activate and ignite street life, attracting visitors to the market



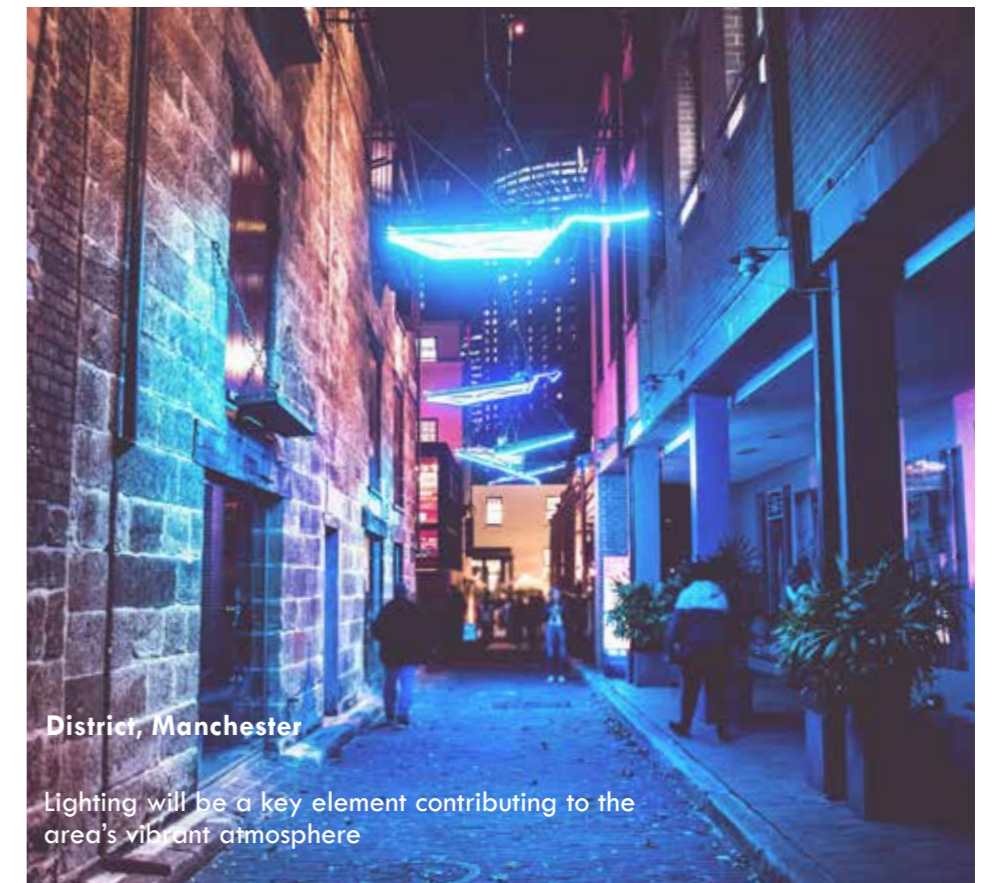
**Camden Market, London**

Extensive spillout areas will serve local businesses



**Colinton Tunnel, Edinburgh**

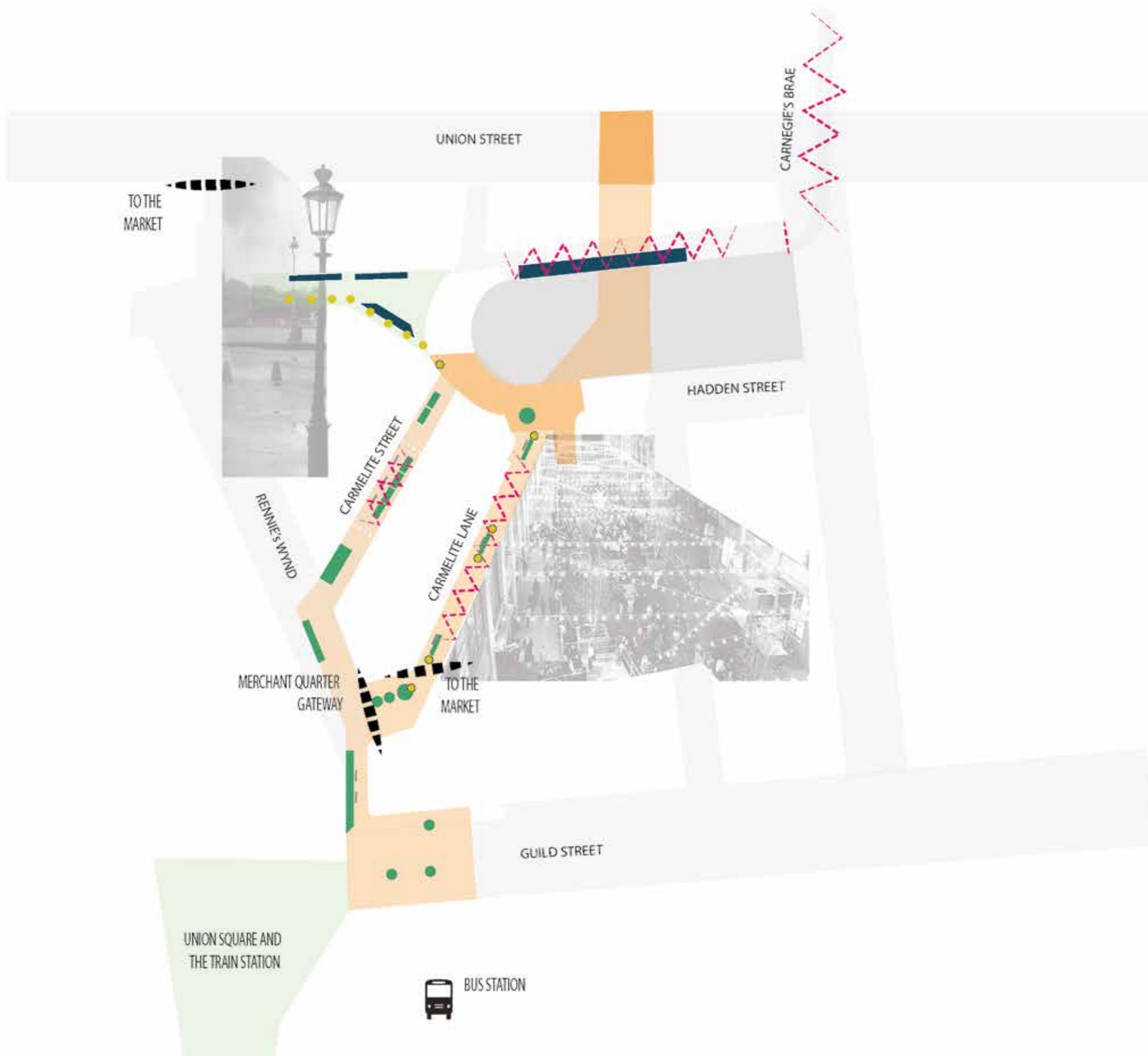
Street art will unlock the market quarter's potential as a destination and create 'insta worthy' moments






**District, Manchester**

Lighting will be a key element contributing to the area's vibrant atmosphere

# Appreciation and activation

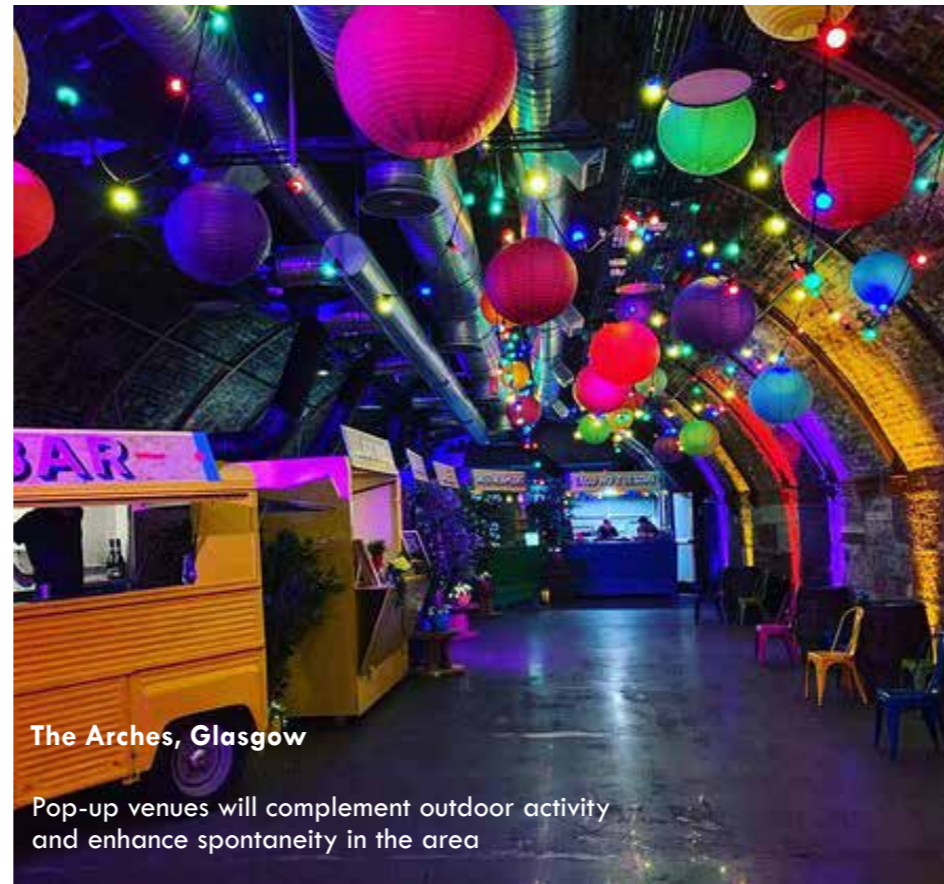


## Key

-  Cafe spill-out seating
-  Improved wayfinding and streetscape interventions zone
-  Welcome mat/plaza
-  Existing plaza
-  Proposed street lanterns
-  Existing street lanterns
-  Proposed greening
-  Proposed seating
-  Wayfinding
-  Feature lighting

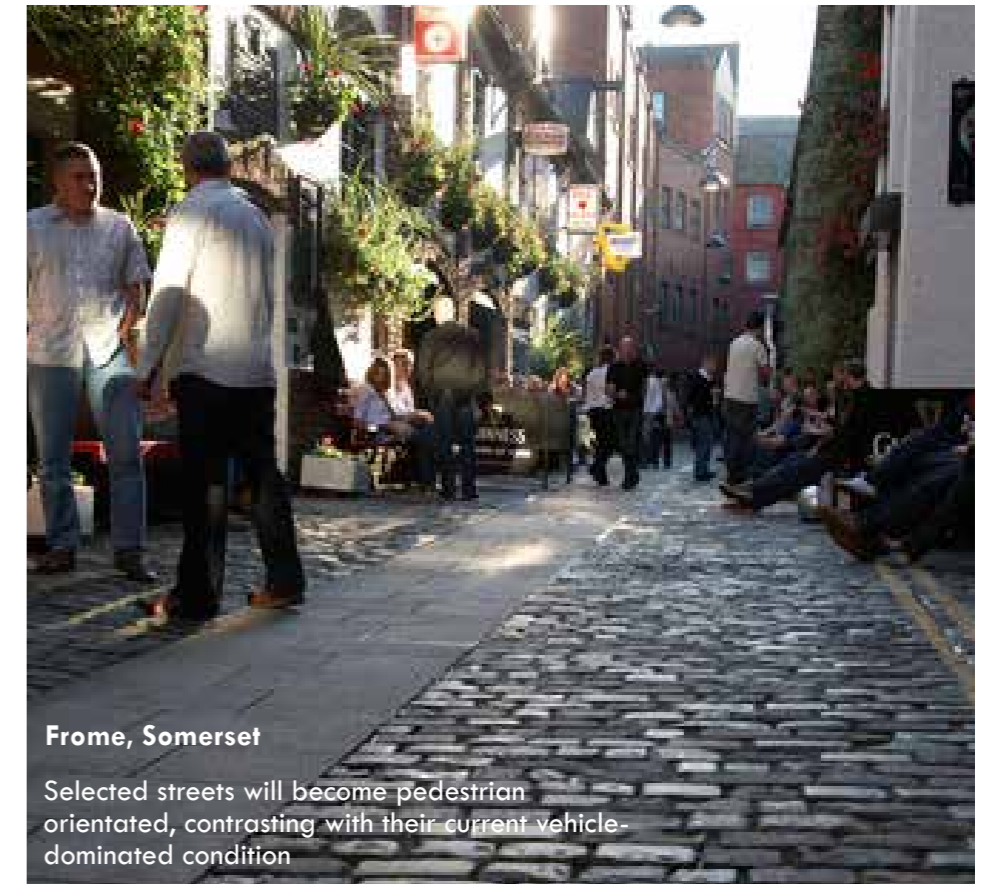
Key moves

- Enhanced wayfinding and a series of streetscape interventions from the train and bus stations to the market development via Guild st crossing, Wapping st, and both Carmelite St/Carmelite Ln
- Rationalisation of cafe spill-out space and addition of spill-out space to East Green
- Continuation of historic street lanterns along the Green and down Carmelite Lane
- Greening and seating opportunities along Carmelite St/Ln to improve atmosphere and character of route.
- Feature lighting to listed arches at East Green/Market Street
- Feature lighting to the Tunnels to create immersive experience
- Catenary lighting to East Green, Carmelite Lane and Carmelite Street



**The Arches, Glasgow**

Pop-up venues will complement outdoor activity and enhance spontaneity in the area



**Frome, Somerset**

Selected streets will become pedestrian orientated, contrasting with their current vehicle-dominated condition



**Camden Stables, London**

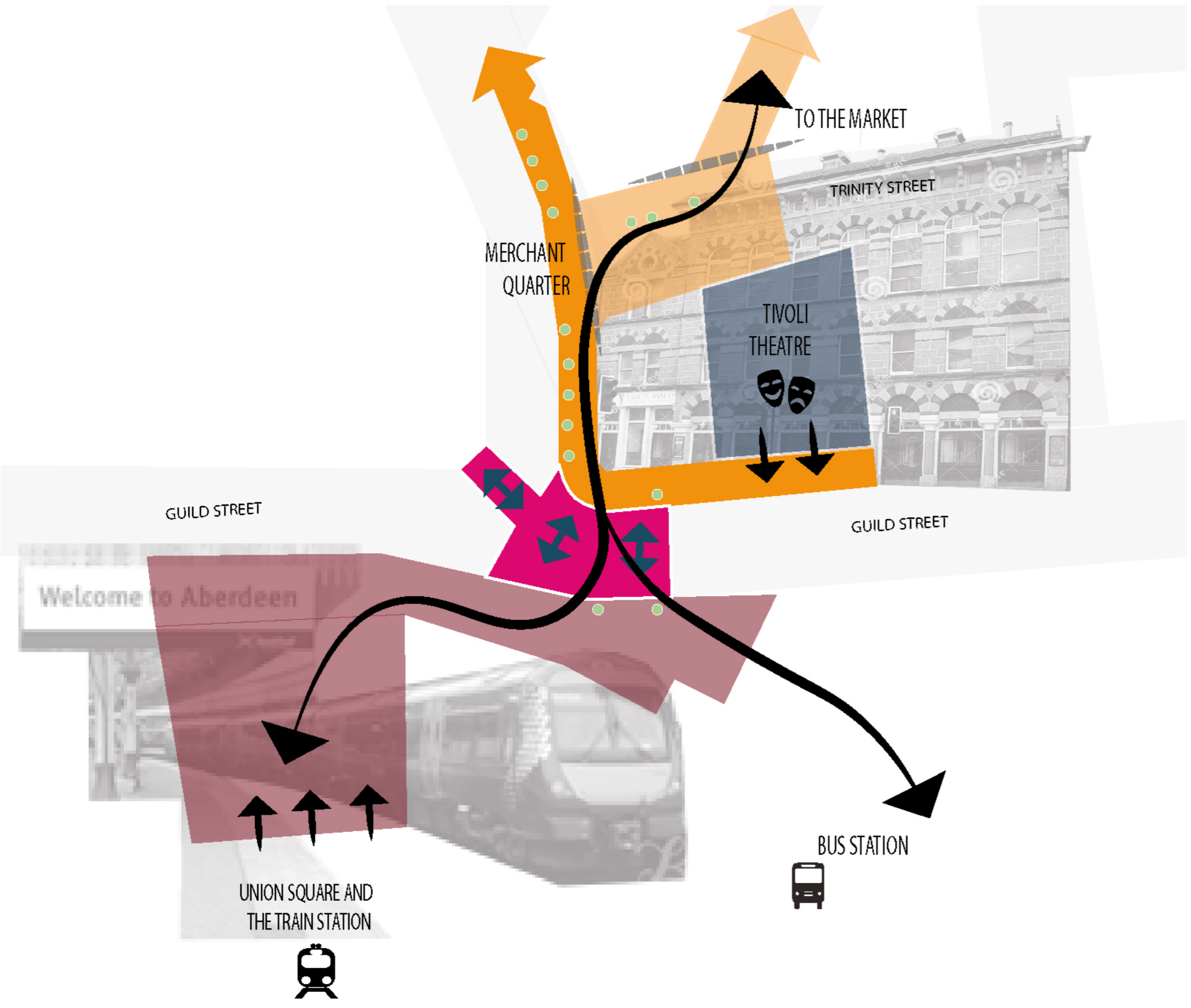
Streets will have improved verticality, with more of a focus to how what's overhead and our walls can make the area more attractive



**Berlin, Germany**

Paving inlays will reflect the market quarter's heritage and act as a visual guide for pedestrians

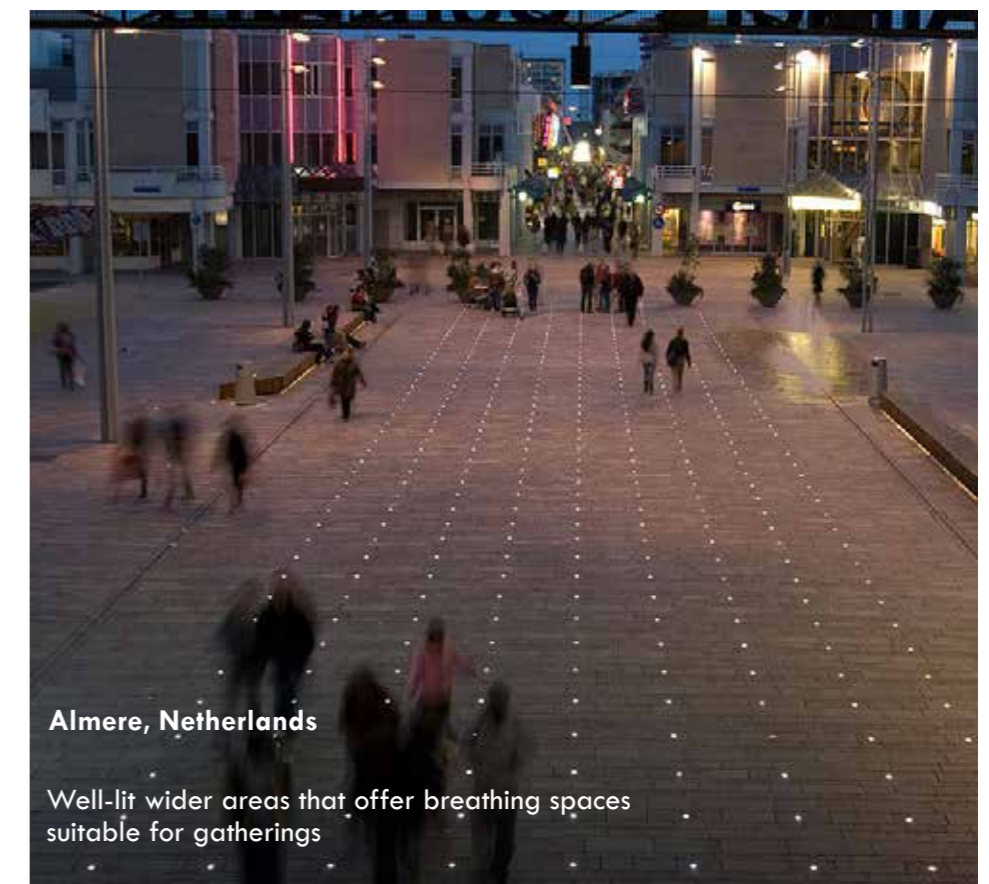
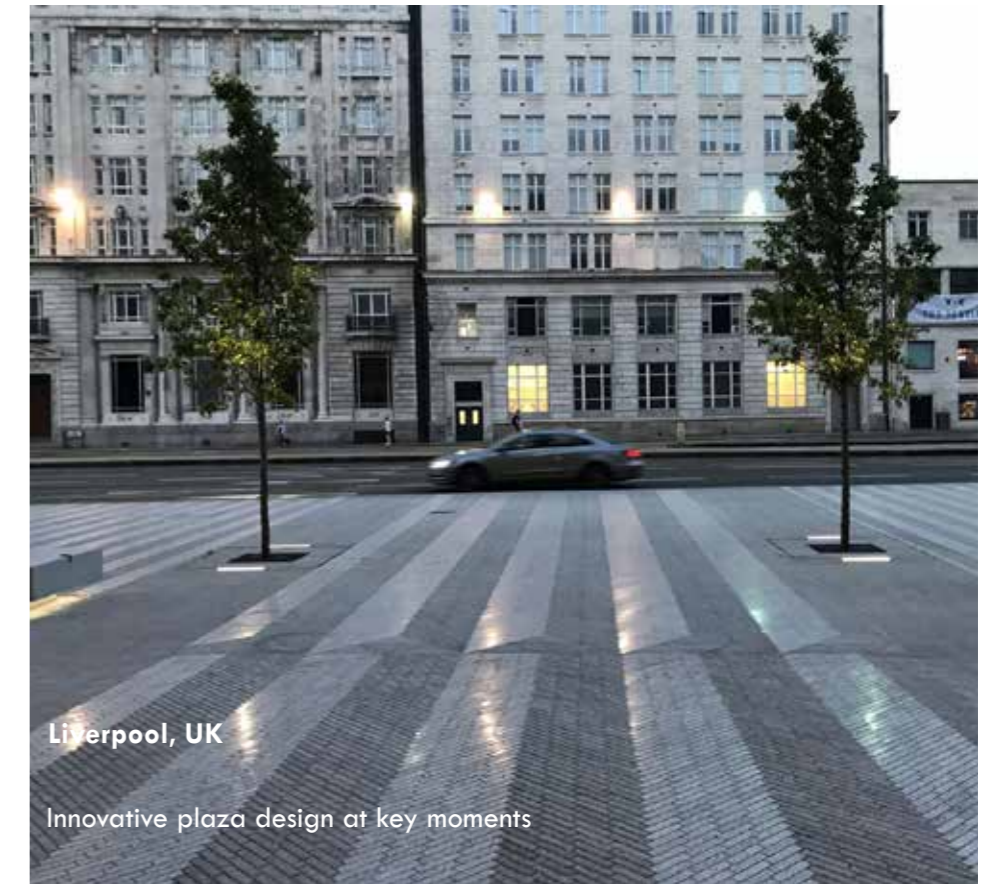
# To and fro the stations



- Key**
- Carmelite Lane and Trinity Street node
  - Widened footways
  - Guild Street crossing
  - Existing fooway and Union Square
  - Tivoli Theatre
  - Proposed street greening
  - Wayfinding signage
  - Spill out
  - Visual connection from Wapping Street to station
  - Key pedestrian route

Key moves

- Widening of footpaths along Wapping Street and Guild Street
- Complete connection to train station from Trinity Street node
- Improve legibility of the station and enhance wayfinding
- Creation of a welcome mat outside the Tivoli Theatre to improve user experience and celebrate building
- Implement strategic street greening to improve quality of the public realm for pedestrians.



# The projects - Phasing



The scope area is split into four key projects which can be undertaken within different time-scales. They are ranked by importance and urgency in regenerating the Merchant Quarter into a safe, vibrant and exciting area of Aberdeen City Centre.

The key project is creating the connection between Union Street, the market and down to the station via Carmelite Street. This is where we propose to improve the through-route from the market across Hadden Street, down Carmelite Street onto Wapping Street, Guild Street and into the train/ bus station. This initial phase will also see accessible parking provision improved on Hadden Street for ease of access to the Market.

The second project is the regeneration of Carmelite Lane, implementing street greening and enhanced lighting along with improved surfacing for ease of access. Carnegie's Brae also forms part of phase 2, rejuvenating a currently dangerous and unwelcoming route, there is an urgent need to improve the character and environment within the tunnel to encourage safe passage by the public.

East Green will also form part of phase 2. The project is concerned with the restoration of historic setts, improvement of accessibility and the activation of the street with spill-out seating and lighting to compliment the Market's ground floor uses.

Phase 3 will see Hadden Street and Market Street works progressed giving the market building a civic presence to Market Street. Street greening, cycle, taxi and car club provision all being incorporated on Hadden Street.

The fourth project deals with the widening of footways and improvement of surfacing to allow easier accessibility on Correction Wynd. It will also deal with the rationalisation and coordination of various spill out spaces currently habiting The Green along with the re-conditioning of the Union Street staircase.

- 1** Guild St Crossing, Wapping St, Carmelite St, Market Plaza
- 2** Carmelite Ln, East Green, Carnegie's Brae, Netherkirkgate
- 3** Hadden St, Market St
- 4** The Green, Correction Wynd, Steps to Union St

1. Carmelite Street



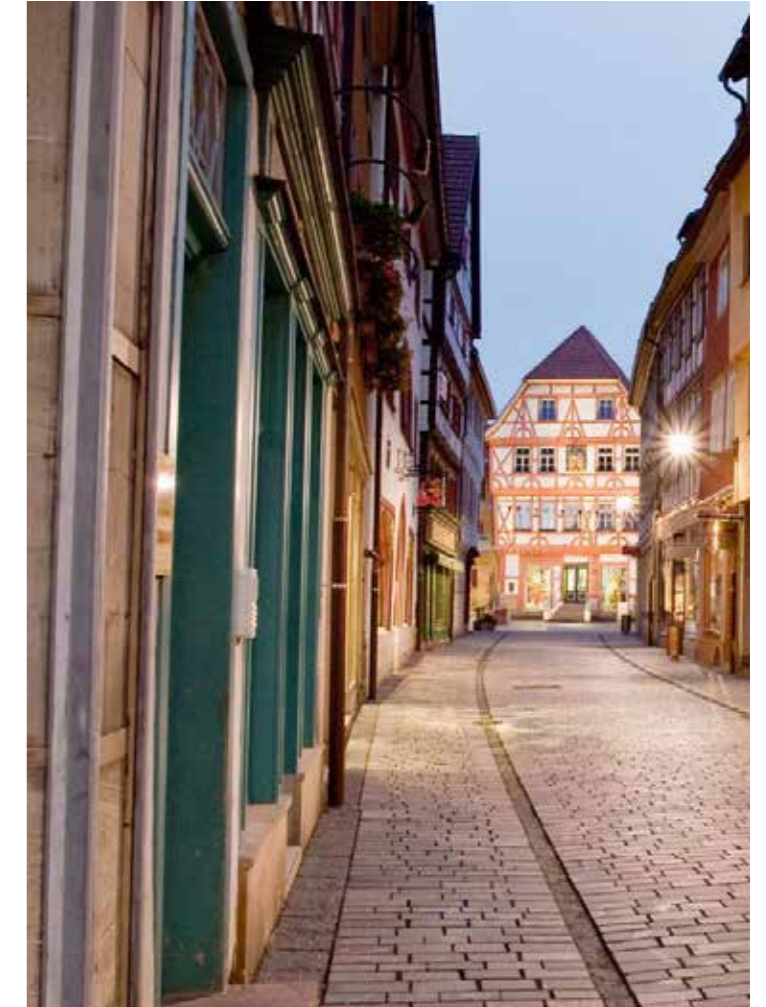
2. Carnegie's Brae



3. East Green



4. Hadden Street, Correction Wynd, The Green



Indicative project phasing

Implementation commencement

+6months

+1 year

+2 years

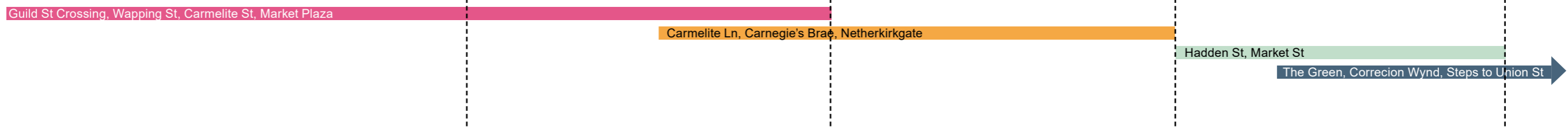
+5 years

Guild St Crossing, Wapping St, Carmelite St, Market Plaza

Carmelite Ln, Carnegie's Brae, Netherkirkgate

Hadden St, Market St






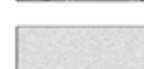



The Green, Correction Wynd, Steps to Union St








# Landscape Masterplan - The long term vision






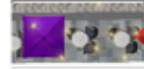







## Hardworks

-  Granite setts
-  Granite flags
-  Plaza natural stone paving
-  Carnegie's Brae natural stone paving
-  Kerb/paving trim
-  Existing asphalt
-  Bus stop
-  Taxi rank
-  Disabled parking

## Softworks

-  Existing herbaceous/ shrub planting
-  Proposed herbaceous/ shrub planting
-  Existing tree
-  Proposed tree in hard landscape
-  Proposed tree in soft landscape

## Street furniture

-  Bench
-  Binstore
-  Cycle stand
-  Spill-out chairs and tables
-  Planter
-  Street lantern
-  Catenary lighting
-  Wayfinding totem
-  Buildings
-  Site boundary
-  Phase 1 boundary



- 1 The Green**
- Existing natural stone setts retained, restored and made good where required.
  - New natural stone paving to market building edge tying with the internal floorscape
  - Rationalisation of outdoor seating in The Green to improve circulation and facilitate events
  - A new natural stone, raised table plaza creating a sense of arrival into the Merchant Quarter from the Market
  - Addition of cycle stands and feature tree at head of Carmelite Lane
  - 2no. accessible parking bays included

- 2 Carmelite Street**
- Existing paving and planting retained
  - Through route stopped up by the introduction of bollards. Access to private car-park retained for residents.
  - Benches added to provide refuge within the central streetscape now free of vehicle movement.
  - Catenary lighting spanning from building to building
  - Enhanced greening and existing planting replaced where needed

- 3 Wapping Street**
- A lane of traffic given over to footpath widening, promoting safe active travel on the eastern edge
  - Street greening introduced through street trees and robust low-maintenance planting
  - Opportunity to dwell with the introduction of street side furniture

- 4 Guild Street Crossing**
- Pedestrian priority crossing point, widened footways creating a plaza like space as a welcome matt to the city
  - Street greening introduced through street trees and robust low-maintenance planting
  - A widened footpath giving the theatre a street presence

- 5 Carmelite Lane**
- Option 2 represented - see later section 'Carmelite Lane Optioneering' for alternatives
  - Existing natural stone setts retained in part, complimented with areas of new natural stone paving
  - Street greening incorporated through low level, robust, low maintenance planting
  - 8 retained car parking spaces, open to one way traffic
  - A continued street furniture and lantern lighting language as per those in The Green
  - Catenary lighting spanning from building to building
  - Wayfinding through paving inlays, totems and signage tying with Hadden St plaza & Trinity Street

- 6 East Green**
- Existing natural stone setts retained, restored and made good where required
  - A new natural stone edge to the Market tying with Carnegie's Brae materials whilst also being better suited to outdoor seating opportunities
  - Lighting through the use of catenary lights & appreciating the listed arch structure above on Market Street bringing the space to life

- 7 Carnegie's Brae**
- New natural stone paving throughout tying to the Merchant Quarter material palette
  - Existing sandstone arches and associated architecture, cleaned to reveal its original character
  - Lighting & art installations bringing the space to life. Alongside flexibility to host cultural events
  - Outdoor seating opportunities to Netherkirkgate considered and integrated

- Opportunity to dwell with the introduction of street side furniture
- The start and end of an intuitive wayfinding paving inlay, totem, art trail

- 8 Correction Wynd**
- Restoration of existing setts where required
  - Extended pavement width on western side of the road to improve accessibility for all

- 9 Market Street plaza**
- A new natural stone materiality to the carriage and footways, recognising the arrival at the Market building and giving it a street presence

- 10 Hadden Street**
- Footways widened, carriageway narrowed promoting pedestrian movement and offering outdoor seating to surrounding businesses
  - Materiality continuity with the internal Market floor and connection at upper level to Union Street
  - Wayfinding a key thread through artistic paving inlays, totems & lighting
  - Street greening introduced through street trees
  - Taxi rank provision retained as existing

- 11 Trinity Street**
- Vehicular junction with Wapping Street re-configured to prioritise pedestrian movement, social opportunity, retail engagement and street greening
  - Trees introduced into existing tree pits and new feature tree implemented at foot of Carmelite Lane
  - Signage introduced to capture station foot traffic and intuitive wayfinding
  - Street furniture enhanced to provide seating, cycle parking, bin storage.

- 12 Stirling Street, Exchange Street**
- 2no accessible parking bays included to the north of Stirling Street
  - No proposed streetscape works other than making good of natural stone surfaces where required.

Aberdeen Market  
The Proposals

West End

Union Street West



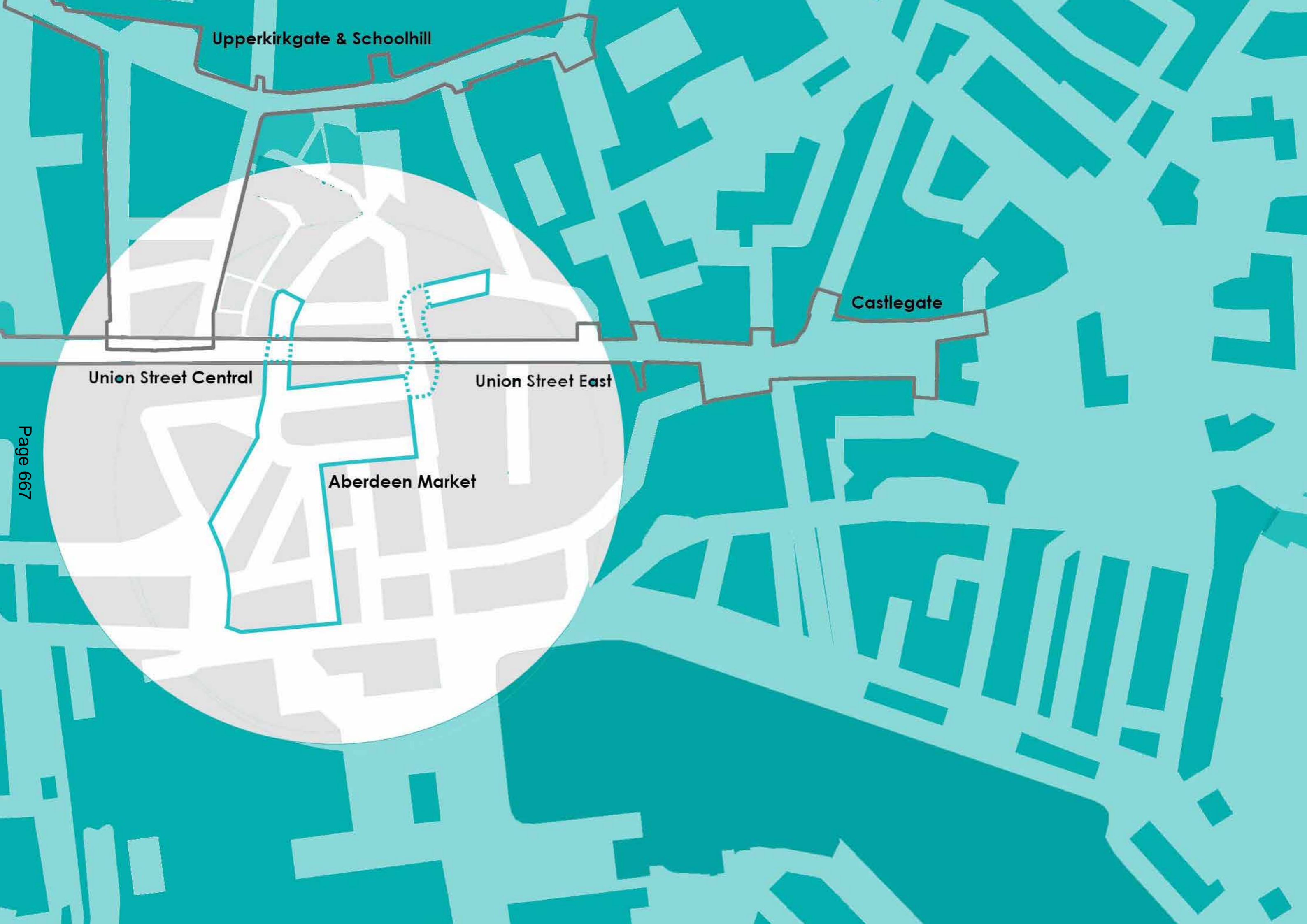
Upperkirkgate & Schoolhill

Castlegate

Union Street Central

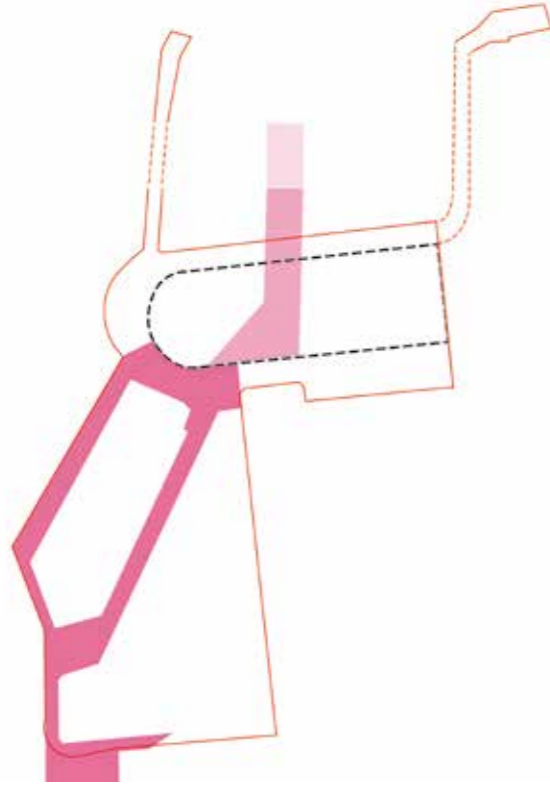
Union Street East

Aberdeen Market



# Phase 1

## Carmelite Street, Carmelite Lane, Hadden Street, Trinity Street, Wapping Street & Guild Street



### Key Moves

- An improved public realm experience and through-route along Carmelite Lane & Street
- A new raised table plaza outside the Market on Hadden Street, improving pedestrian connection to Carmelite Lane & Street
- Existing natural stone flag paving and sett restoration as required through-out
- Implementation of way-finding through artistic totems and paving inlays
- Enhanced street furniture provision (benches, cycle stands, bins)
- Integration of suspended feature lighting and street lanterns
- Introduction of street greening and tree planting
- A consistent paving material palette tying the public realm into the Market and up onto Union Street

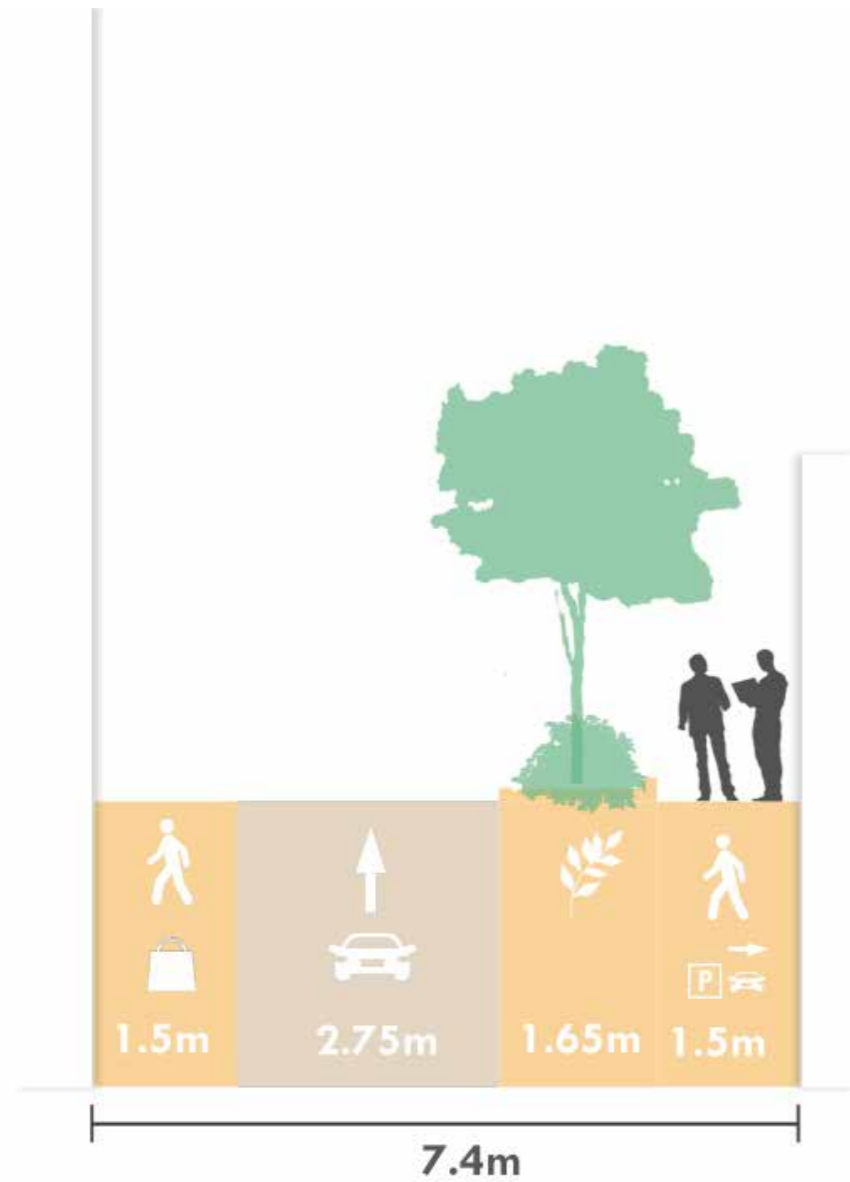


# Carmelite Street - Existing v. proposed sections

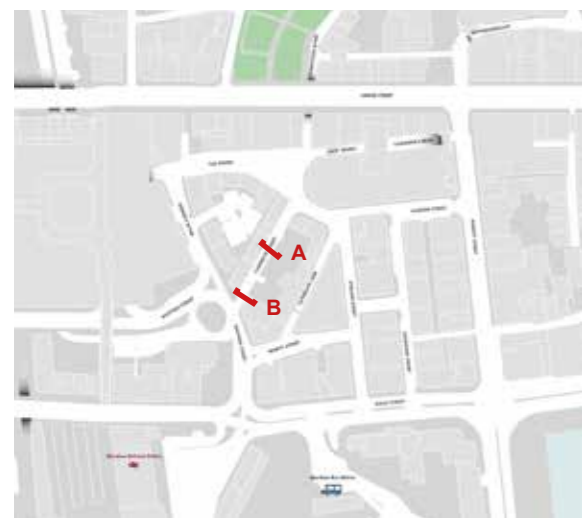
Existing conditions A

Proposed conditions A

Proposed conditions B



Section location



Key

- Pavement
- Paved carriageway/Raised table
- Greening

Key Moves

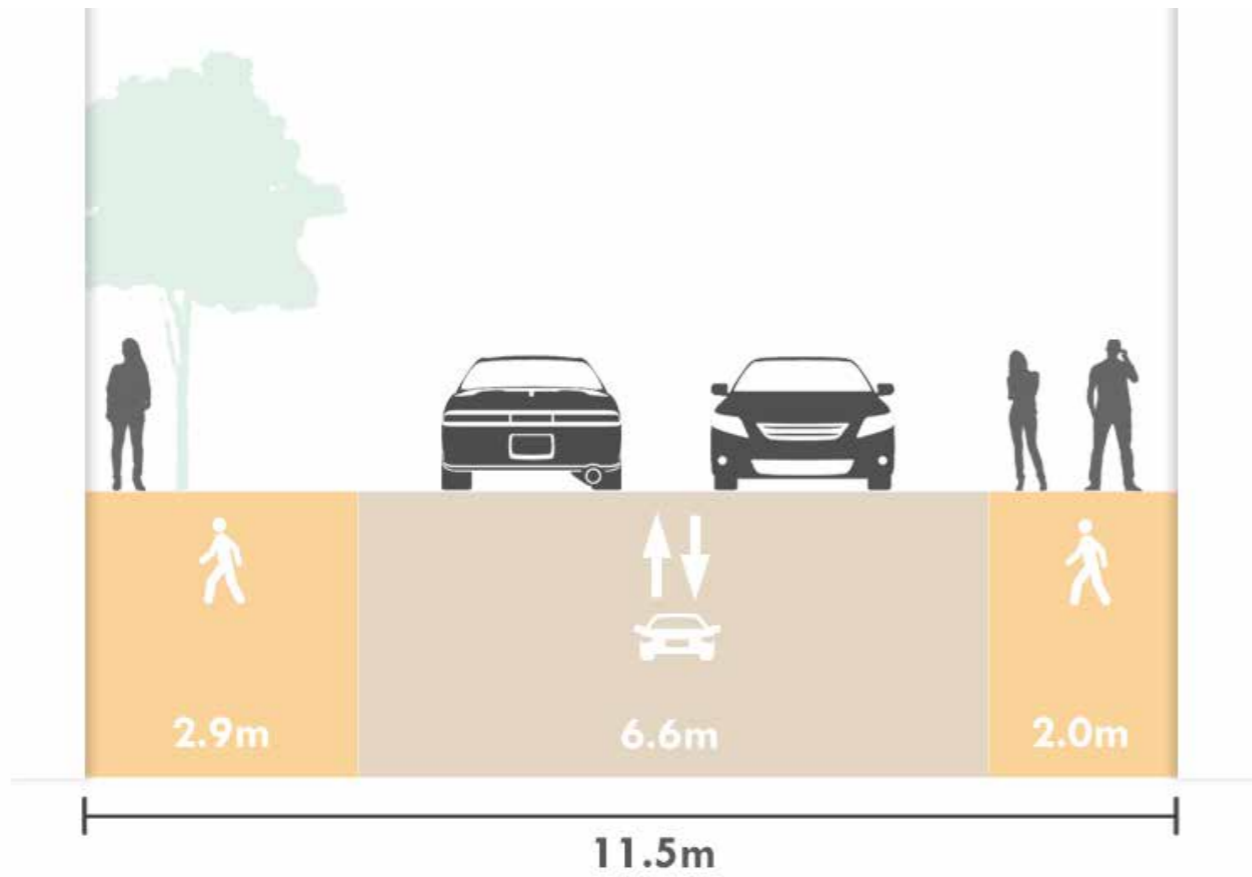
- Additional street furniture added with new seating provided in central pedestrian area
- Catenary lighting intervention introduced to improve night-time use
- Through vehicle movement removed through the introduction of bollards (car park access retained)

Key Moves

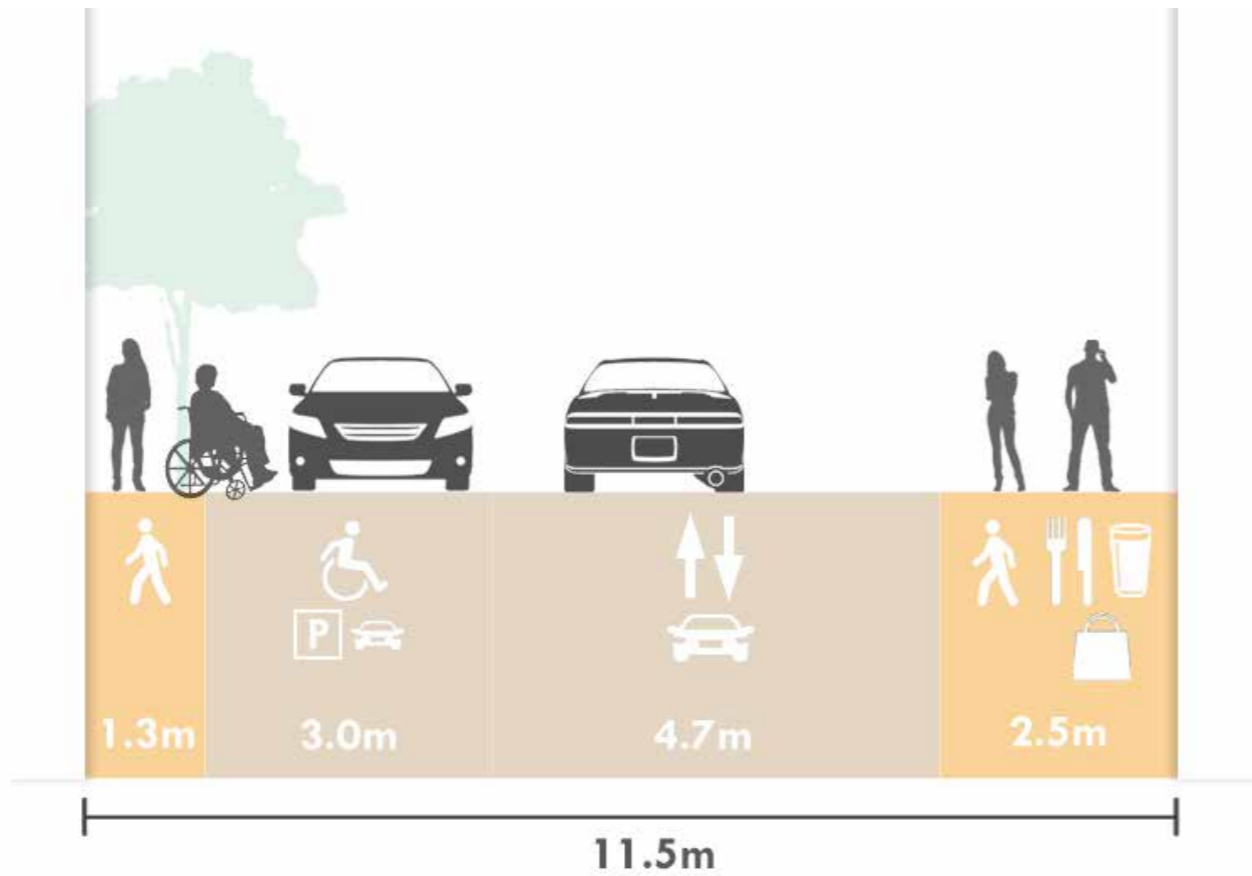
- Enhanced street greening with additional tree planting with existing shrub and herbaceous planting replaced
- Paving refurbishment/ making good progressed throughout where needed to ensure ease of access for all

# Hadden Street - Existing v. proposed sections

## Existing conditions



## Proposed conditions



## Key Moves

- Paving refurbishment/ making good progressed throughout where needed to ensure ease of access for all between the Market, The Green, Carmelittle Street & Carmelite Lane
- 4no. accessible parking bays included within close proximity to the Market. Smoothness of paving quality upgraded along direct routes
- Increased footpath width adjacent the Market building to encourage footfall and spill-out of Market activity into The Green.

## Key

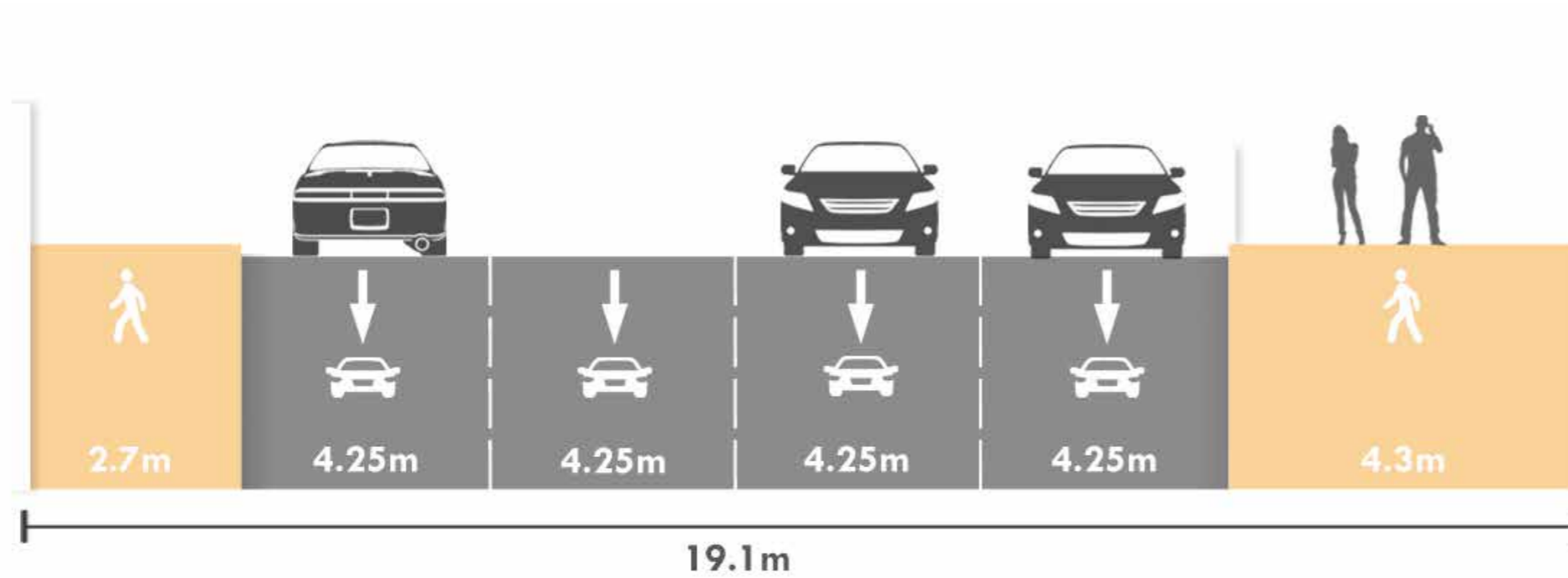
- Pavement
- Paved carriageway/Raised table
- Greening

## Section location

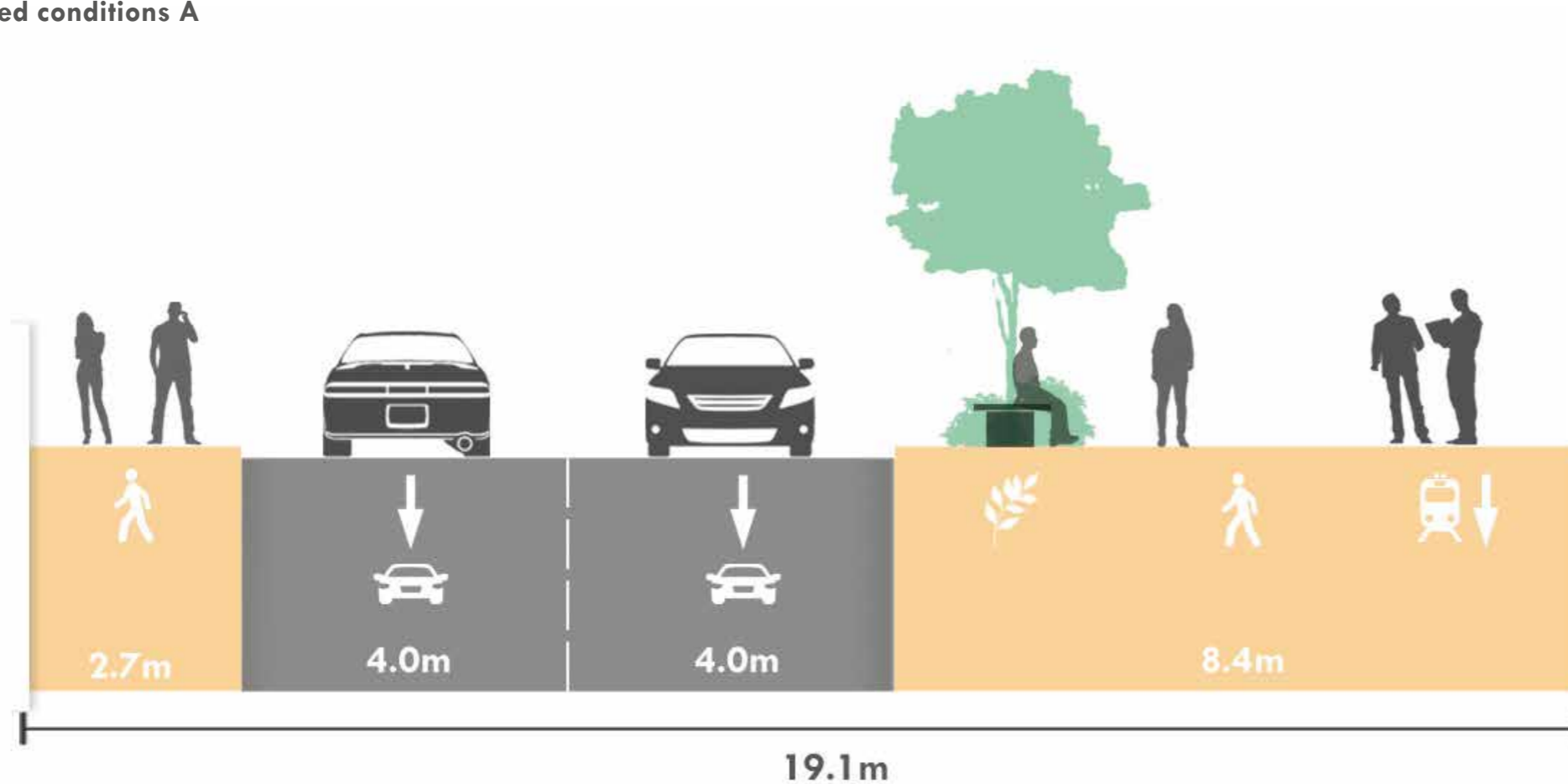


# Wapping Street - Existing v. proposed sections

Existing conditions A



Proposed conditions A

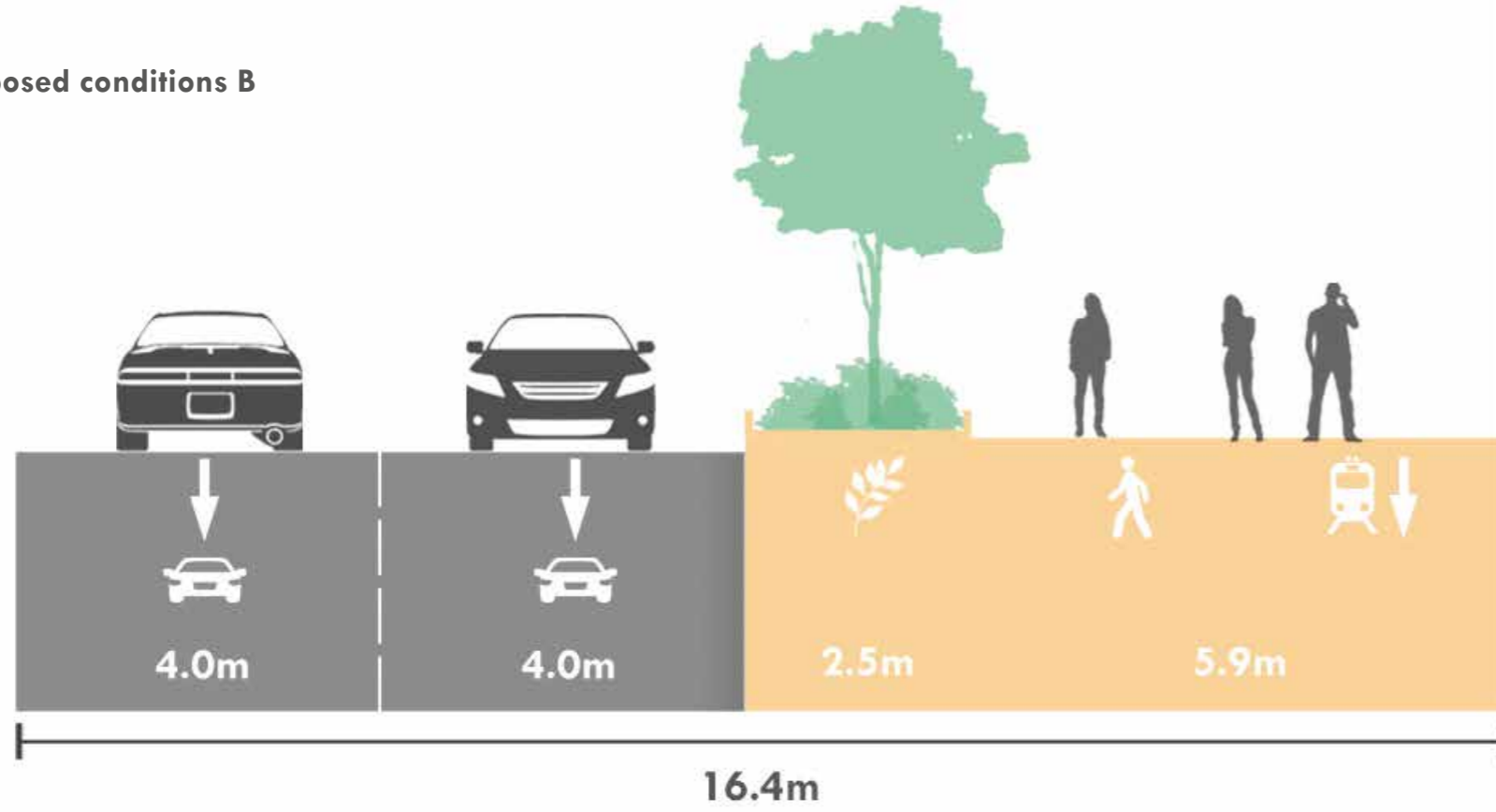


## Key Moves

- Safe pedestrian movement and connectivity opportunities introduced through the widening of the eastern footway
- Street greening and tree planting introduced to improve the streets visual amenity, provide considered separation between pedestrians and vehicles and deliver intuitive way-finding
- Street furniture locations considered with new seating provided at key locations



### Proposed conditions B



### Key Moves

- Safe pedestrian movement and connectivity opportunities introduced through the widening of the eastern footway. Removing the current pinch point at the end of Carmelite Street.
- Street greening and tree planting introduced to improve the streets visual amenity, provide considered separation between pedestrians and vehicles and deliver intuitive way-finding

### Section location

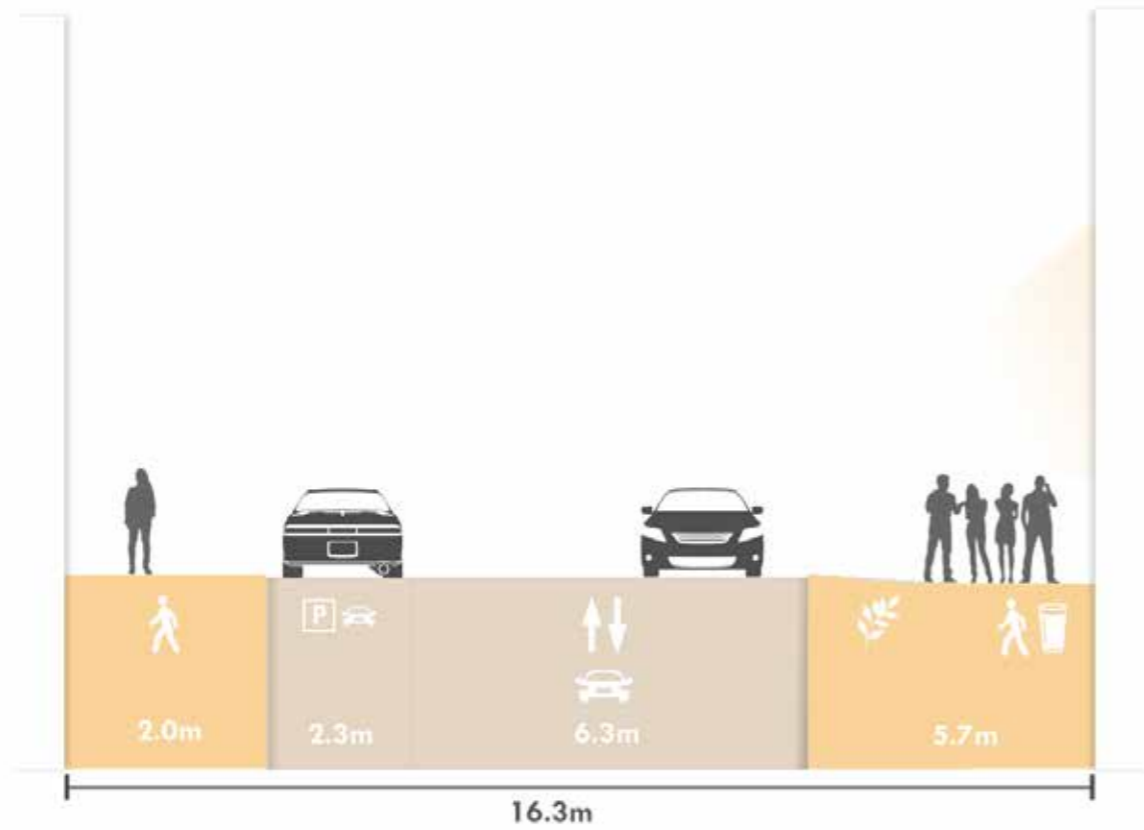


### Key

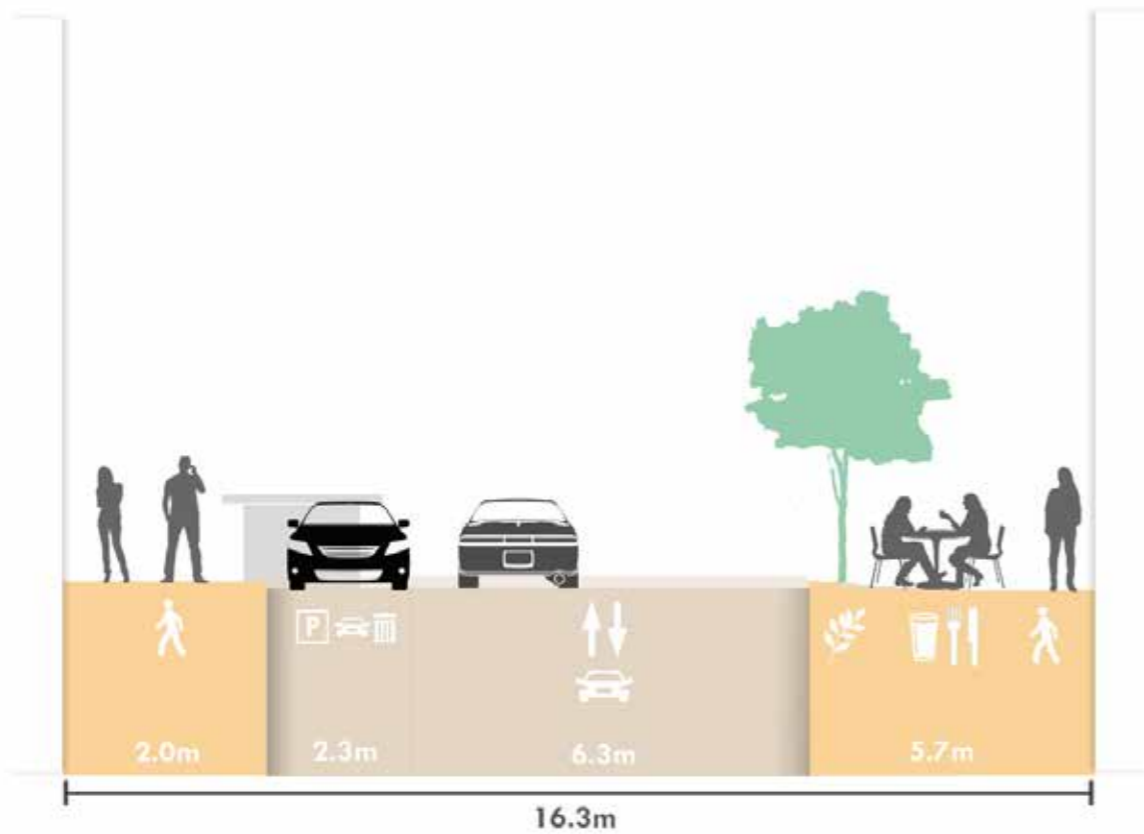
- Pavement
- Asphalt Carriageway
- Paved carriageway/Raised table
- Greening

# Trinity Street - Existing v. proposed sections

## Existing conditions



## Proposed conditions



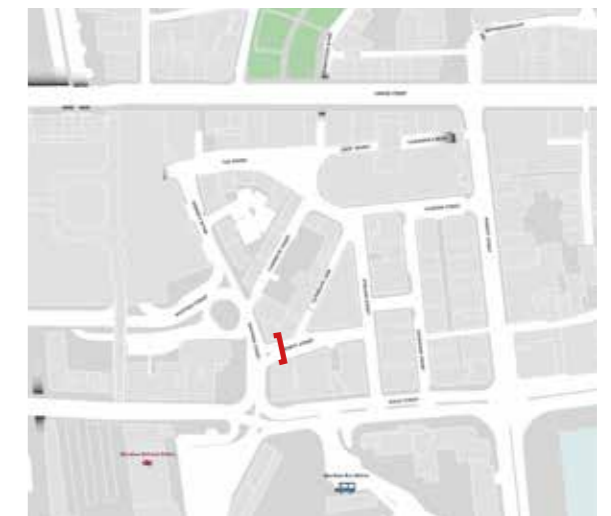
## Key Moves

- Street greening replenished with street trees added to existing tree pits on northern footway
- Outdoor seating and spill-out space made available for local food & beverage businesses
- Reinstatement of natural stone paving to the existing raised table at Trinity/ Wapping St junction to improve free wheeled movement and accessibility for all
- Considered bin storage locations and containment to reduce on- street commercial waste clutter

## Key

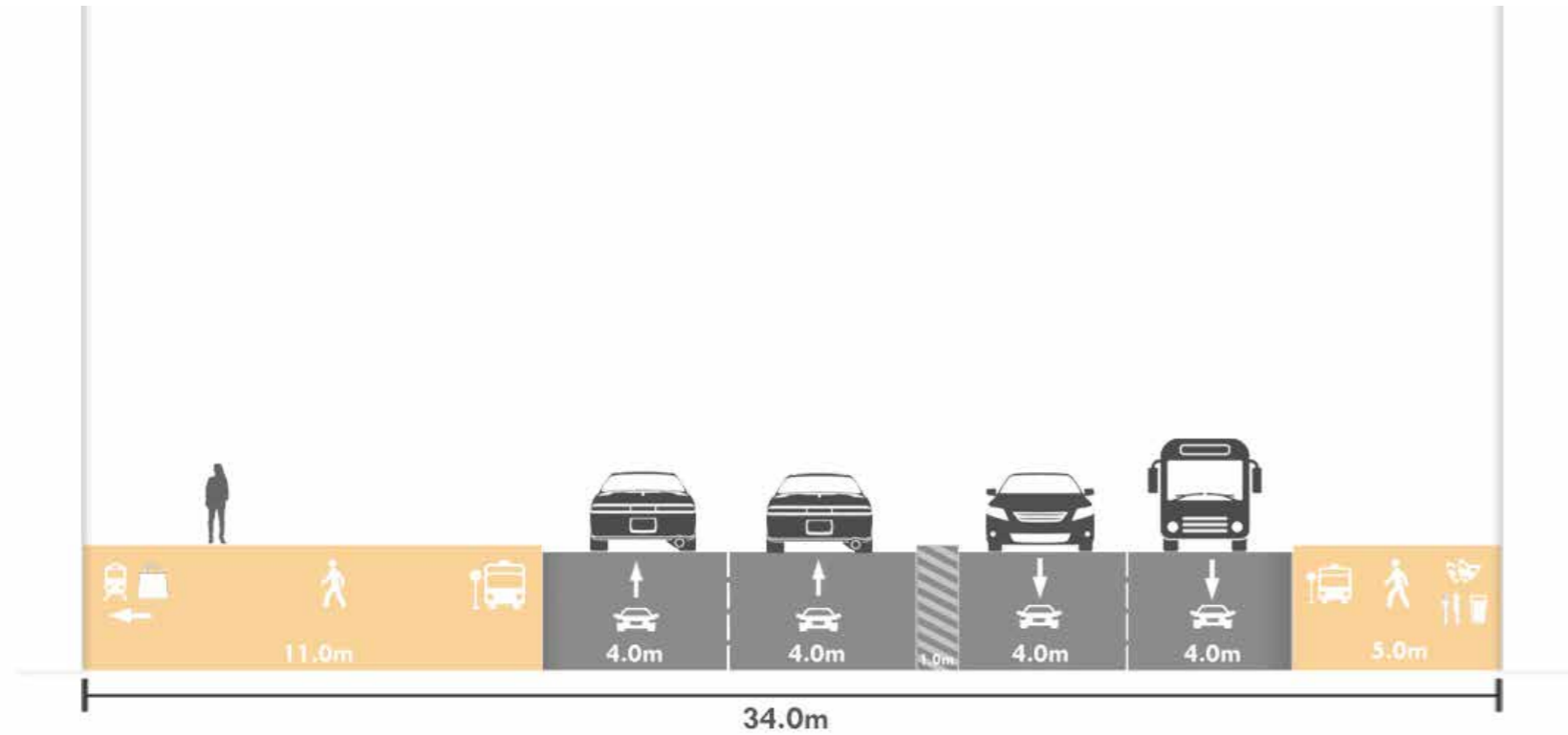
- Pavement
- Paved carriageway/Raised table
- Greening

## Section location



# Guild Street- Existing v. proposed sections

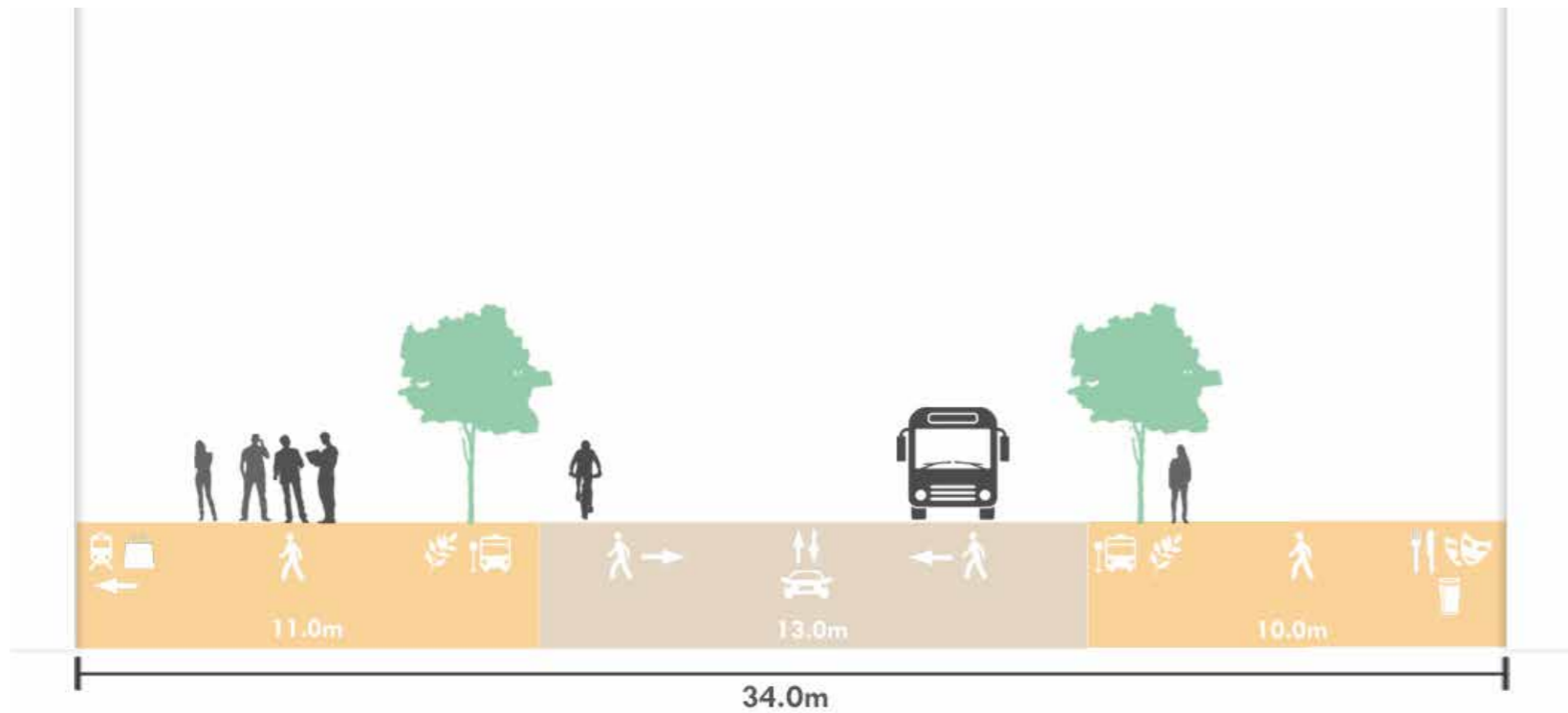
## Existing conditions



## Key Moves

- Pavement widening on north side of street to improve pedestrian movement and civic presence of theatre as part of the streetscape
- Introduction of a large raised table pedestrian crossing, creating a strong connectivity link between the bus/ train station and the Merchant Quarter
- Street greening introduced through the use of specimen street trees

## Proposed conditions



## Key

- Pavement
- Asphalt Carriageway
- Paved carriageway/Raised table
- Greening

## Section location



# Carmelite Lane - Optioneering

## Option 1

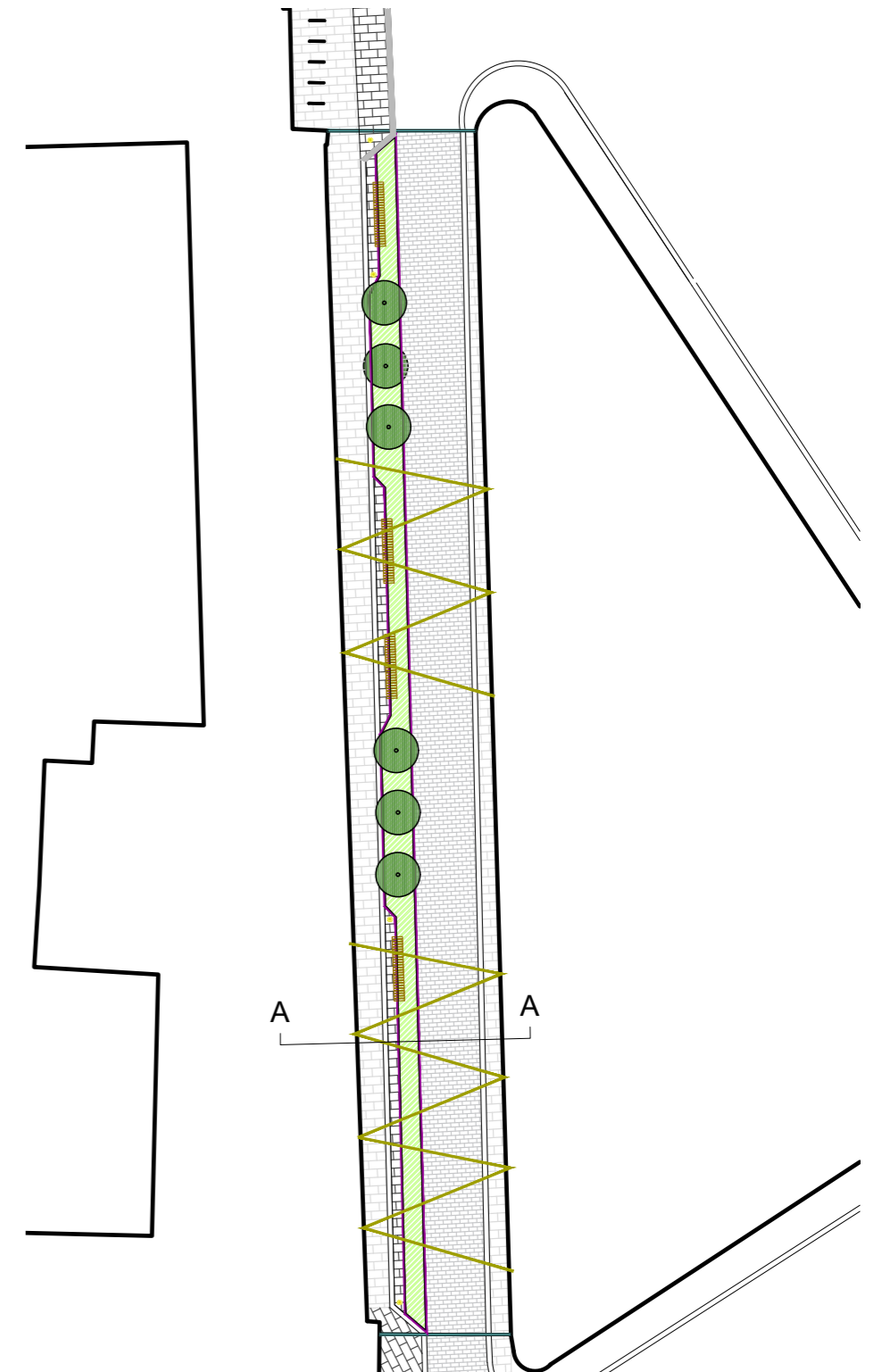
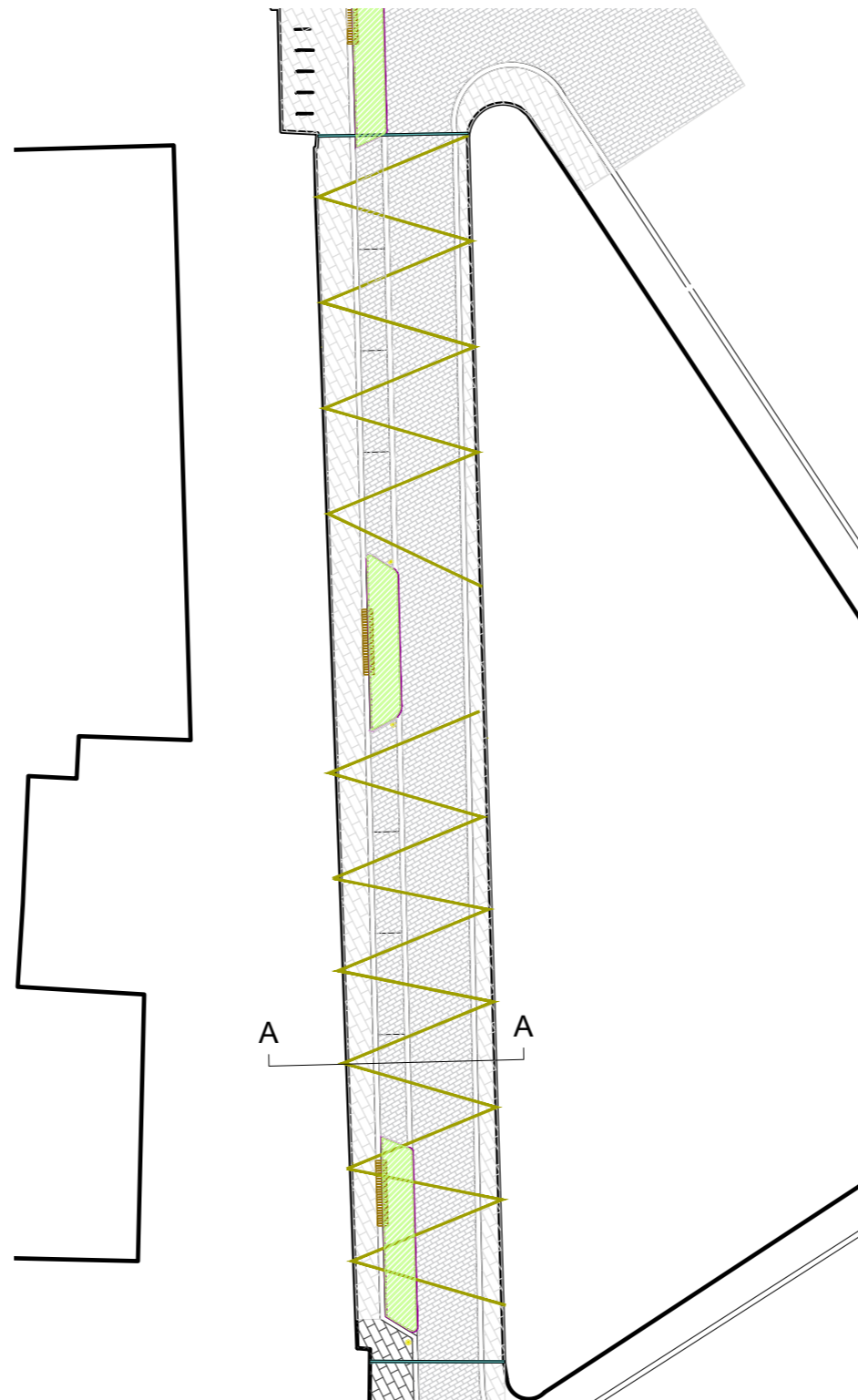
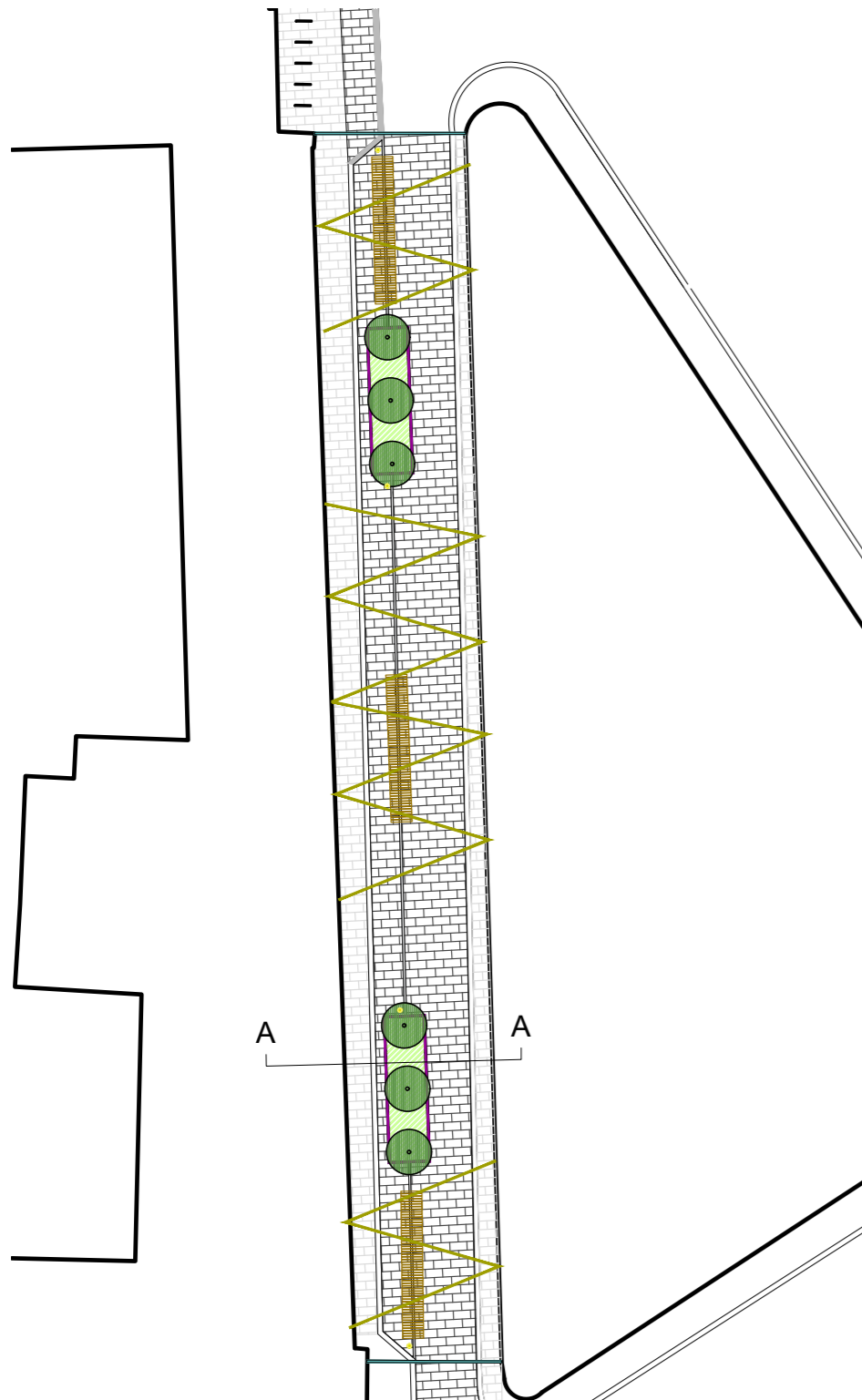
An enhanced pedestrian route through the pedestrianisation of the lane. Inclusive of raised planters, street trees, enhanced lighting and seating opportunities. Service and emergency service access retained to the eastern edge.

## Option 2

A pedestrian through route retaining one-way vehicle movement and 8no parking spaces. Medium level intervention through street greening and enhanced lighting.

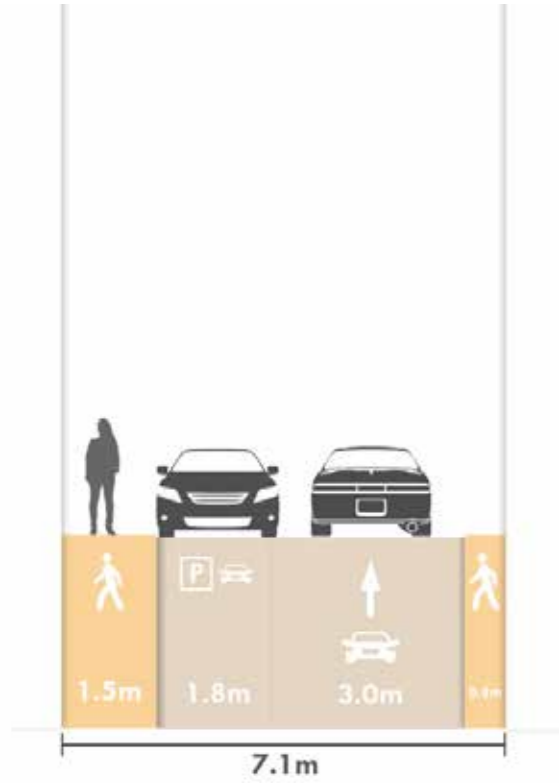
## Option 3

An enhanced pedestrian route focussed on linear greening, enhanced lighting, intermittent footpath widening and seating pockets. All existing car parking provision removed but one-way vehicle traffic retained.



# Carmelite Lane - Existing v. proposed options

Existing conditions



Proposed Option 1



**Key moves**

- Complete pedestrianisation of lane
- Integration of street furniture, street greening and trees
- Lighting and wayfinding strategy to improve intuitive connectivity through the Merchant Quarter
- Retain existing kerb lines
- Relaying of carriageway to create smooth surface for pedestrians

Proposed Option 2



**Key moves**

- Enhanced pedestrian experience through the integration of street furniture, street greening and trees
- Improved lighting and wayfinding strategy to improve intuitive connectivity through the Merchant Quarter
- Retain existing kerb lines
- Making good of setts where required
- Retention of 8no. car parking spaces, through traffic one way retained

Proposed Option 3



**Key moves**

- Enhanced pedestrian experience through:
- Sections of widened footpath
- Integration of street furniture, street greening and trees
- Improved lighting and wayfinding strategy to improve intuitive connectivity through the Merchant Quarter
- Retain existing kerb lines
- Making good of setts where required
- All car parking removed, through traffic one way retained

**Section location**



**Key**

- Pavement
- Paved carriageway/Raised table
- Greening

# Looking south towards Carmelite Street from the Market



Aberdeen Market

Enhanced wayfinding through lit signage

Enhanced street greening and lighting to Carmelite Street

Increased accessible parking provision

Pedestrian priority raised table plaza connecting Carmelite Street and The Market

Enhanced outdoor table and chair opportunities to the Green

Heritage inspired paving inlays

Paving upgrades throughout to improve accessibility for all

# Looking north from Wapping Street towards the Market, via Carmelite Street



Catenary lighting

Enhanced wayfinding through lit signage

Aberdeen Market

Enhanced street greening and trees

Heritage inspired paving inlays

Bollards to deter through vehicle movement (car park access retained)

Proposed seating

Paving upgrades throughout to improve accessibility for all



West End

Union Street West



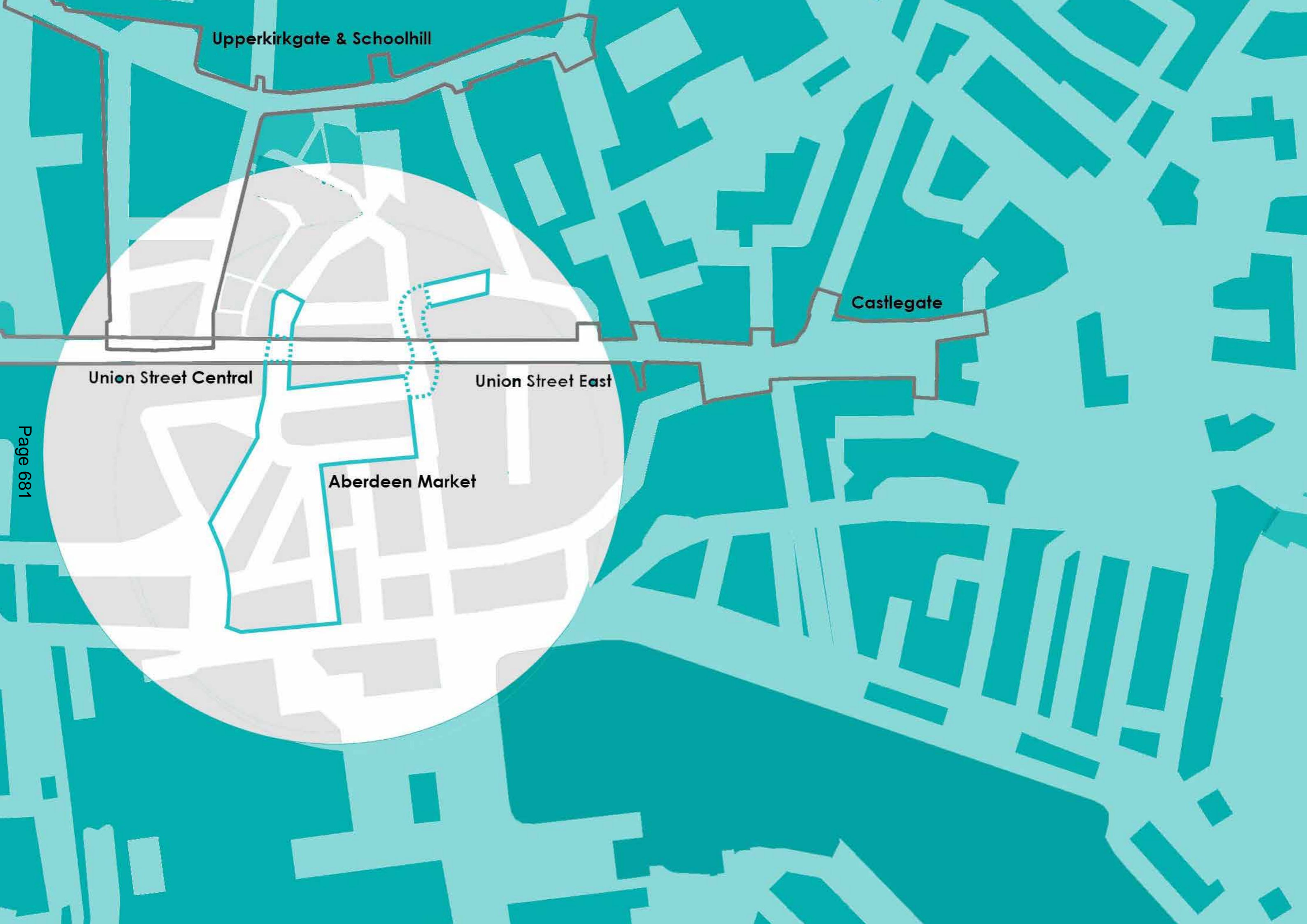
Upperkirkgate & Schoolhill

Castlegate

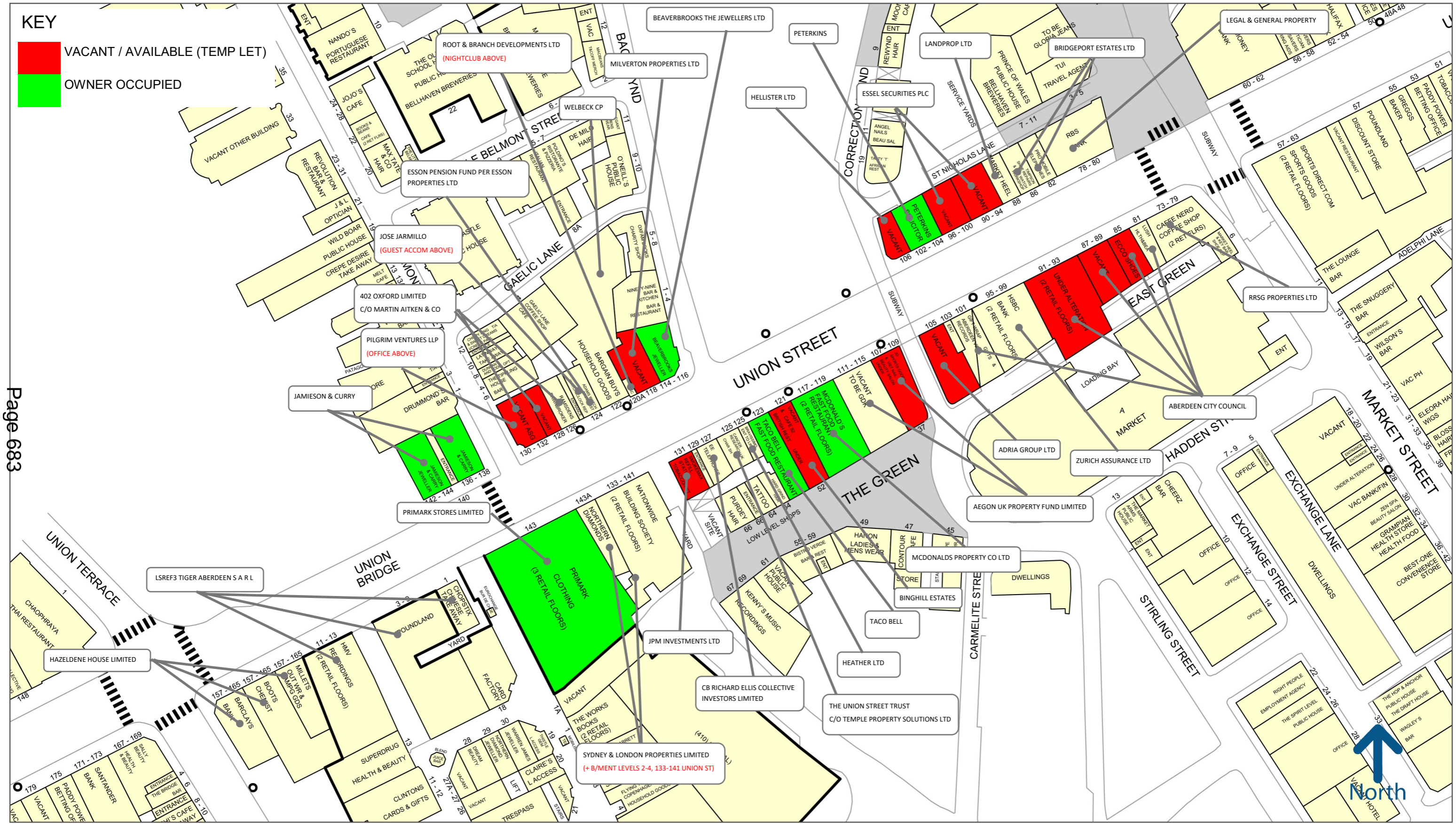
Union Street Central

Union Street East

Aberdeen Market



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## ABERDEEN CITY COUNCIL

<b>COMMITTEE</b>	Council
<b>DATE</b>	28 February 2022
<b>EXEMPT</b>	No  Appendix 1 is exempt under Estimated Expenditure on Contracts exemption in terms of paragraph 8 of Part 1 of Schedule 7A to the Local Government (Scotland) Act 1973.
<b>CONFIDENTIAL</b>	No
<b>REPORT TITLE</b>	Beach Masterplan Progress Report
<b>REPORT NUMBER</b>	COM/22/064
<b>DIRECTOR</b>	Steven Whyte
<b>CHIEF OFFICER</b>	Craig Innes
<b>REPORT AUTHOR</b>	Craig Innes
<b>TERMS OF REFERENCE</b>	1.1, 3.3, 4.1, 4.4

### 1 PURPOSE OF REPORT

- 1.1 At the City Growth and Resources Committee meeting on the 12<sup>th</sup> November 2021 the committee approved recommendations to progress on the beach masterplan. This report details the progress on these strategic work streams setting out the suite of further recommendations and programme of works going forward for elected members to consider, recognising the interdependencies and phasing required.

### 2 RECOMMENDATION(S)

It is recommended that the Council:-

- 2.1 Instruct the Director of Resources and the Head of Commercial & Procurement Services to progress the undernoted listed items (1 to 5) to Full Business Case, and report back progress to the June 2022 meeting of this Committee:
- (1) New Play Park: Urban Park, Sports Area & Pump Track;
  - (2) Events Park: New Amphitheatre, Events Field, Gateway Building & Hub Building;
  - (3) Landscaping: Landscape Mounding;
  - (4) Broadhill: Public Realm & Landscaping;
  - (5) Reconfigured Beach Landscaping
- 2.2 Instruct the Director of Resources and the Head of Commercial & Procurement Services to progress the undernoted listed interventions (6 to 12) to Outline Business Case and report back progress to the June 2022 meeting of this Committee:

- (6) Beach Pavilion Building;
- (7) New Canopy Features;
- (8) Beach Ballroom Plaza;
- (9) Broadhill (Structures);
- (10) Pedestrian Spine;
- (11) Beach Boulevard;
- (12) Surf Village.

2.3 Instruct the Director of Resources and the Head of Commercial & Procurement to progress the undernoted Long-Term items (13 to 18) to Outline Business Case and report progress to the June 2022 meeting of this Committee:

- (13) Beach Ballroom;
- (14) New Stadium;
- (15) New Leisure Facility;
- (16) Boardwalk;
- (17) New Slipway;
- (18) Energy Centre.

2.4 Instruct the Head of Commercial & Procurement and Chief Officer Strategic Place Planning to develop an Outline Business Case to improve the connectivity between the city centre and beach and report back progress to the June 2022 meeting of this Committee.

2.5 Instructs the Director of Resources and Head of Commercial & Procurement to continue to engage with stakeholders across the City, including children and young people and the Disability Equity Partnership, in relation to the work packages contained herein;

### **3. BACKGROUND**

3.1 The Rope Works Masterplan concept was approved at City Growth & Resources Committee in November 2021. It is inspired by the organic form of the rope weave, unravels into strands to form a hierarchical network of sinuous footpaths and desire routes, extending down from Beach Boulevard and opening up towards the heart of the Masterplan. The open strands shape the Masterplan framework to create the geometry of the key elements of the proposal, including areas of Arrival, Play, Parkland, Gathering and Shelter. Natural landforms offer protection from the elements, with proposed dune formations providing shelter from North Easterly winds.

3.2 The Rope Works concept allows the main desire route from Castlegate to flow down the Beach Boulevard and transition from a formal character to more natural, softer and playful forms, as the pathways extend out organically to link the key features of the Masterplan, culminating in a dramatic Boardwalk structure and viewpoint which extends out towards the sea.

3.3 Currently there are 16 further interventions that are either in place or in progress along the beachfront promenade. These include the installation of new 'Big Belly' bins; replacement of 230m of boardwalk with new low level timber boardwalk with anti-slip strips; patching of poor surface areas lower

promenade; replacement of poor condition steps and stairwells; replacement and painting of railings; new benches to replace existing; patching of poor surface areas lower promenade; replacing all public rescue equipment and casings; exterior drench showers x 4 at central toilets; improvements to the area beside the central toilets – repair and painting of wall and the commission of a new mural; central toilet redecoration and renewal of plumbing; renewal and refresh planting at Beach Ballroom roundabout; general tidy up of landscaped areas

3.4 The City Growth & Resources Committee on the 12<sup>th</sup> November 2021 agreed that the following short-term items from the Masterplan are progressed to Outline Business Case, and report back progress on design and programming:

- (1) New Amphitheatre;
- (2) New Events Field;
- (3) New Urban Park areas;
- (4) New Sports Areas;
- (5) Pump Track;
- (6) Landscaped Mounding Features;
- (7) Reconfiguration works/Beach landscaping;
- (8) Interventions /Upgrades Along Beach;
- (9) Broadhill (Public Realm/Landscape).

3.5 Each of the above developments (1 to 5) are detailed in Appendix C with clear graphics of how the feature is expected to look and function (subject to necessary consents being obtained). Core to this is the Urban Park. This is a tremendous opportunity to create an outdoor destination for the city in a unique context. The urban park is part of the wider landscape framework that glues together many of the proposed and existing buildings and uses in the area, and importantly facilitates connections back to the city centre.

3.6 The potential of this Beachfront urban park will not only be on a city and regional level but should also be seen as distinctive in a national and international context in line with the City's ambitions to become a UN Child Friendly City. Successful public parks from around the world are, by their very nature, invariably designed with the public. The exercise of mutual understanding and design is in fact the start of the actual project. There has been initial consultations with various youth groups and children and young people to date, and this will continue, alongside wider public consultation

3.7 The public park will be accessible for everyone. The richness of the park will come in its form and uses. Play and games are an obvious part of this mix and creating the physical environment for this to flourish is key. The whole park should be seen as incorporating elements of play opportunity, with areas that are more focused and defined along with the more natural and incidental play integrated throughout the park. To ensure this, engagement with children and young people will continue.

3.8 There are many other uses to be considered, and careful analysis of what is best is important as flexibility will be key in the evolution of a public park along with its functionality and flexibility to cater for yet unforeseen city uses.

- 3.9 The outline business case considers justification of the Beachfront Masterplan project in terms of its significant social and economic benefits and undertakes a demand assessment of the proposed facilities in the Beachfront Masterplan.
- 3.10 The findings from this outline business case will be used as a basis for the for the development of a Full Business Case for the Beachfront as the project progresses. The Outline Business Case is Appendix B of the report.
- 3.11 The city is recognising the need to sustain its position as an economic driver, adapt to structural change and diversify into other emerging growth areas around, for example, low carbon energy, food and drink, and tourism. The Beachfront Masterplan proposals and the initial outline business case therefore create an opportunity to bring employment associated with leisure, tourism, and hospitality, as well as construction employment.

#### **4. Vision and Objectives for the Beachfront**

- 4.1 The vision and objectives for improving the Beachfront and the associated facilities have been developed by the Council. This was initially developed and set out in the 2015 Aberdeen City Centre Masterplan (CCMP). The CCMP is a regeneration blueprint that is transforming the city centre while conserving its proud heritage. Eight objectives feed through the masterplan: to change perceptions, grow the city centre employment base, introduce a metropolitan outlook, create a living city for everyone, made in Aberdeen, reveal the waterfronts, become technologically advanced and environmentally responsible, and be culturally distinctive. In all the Council has 50 projects that range from delivering enhanced civic space to helping support exciting new events like the Great Aberdeen Run. The City Centre Masterplan is targeted at making Aberdeen an even better place to live, work, visit and do business.
- 4.2 The core principles that form the basis for the Beach Masterplan proposals and embody the essence of the initiative for the Beachfront regeneration are:
- The importance of the re-imagined Beach Ballroom, including a desire to return it to its former glory when it was known as the 'People's Ballroom'. This needs to recognise the buildings heritage and historic significance whilst equipping it for the future as a modern events venue.
  - The potential to share / link facilities associated with the new Stadium and Leisure facilities to support joint funding with the Stadium Anchor tenant and realise economies of scale.
  - A desire for a dynamic waterfront making the most of the Beach Boulevard and considering support facilities such as changing accommodation / beach huts and a potential pier structure.
  - Excellent, high quality public realm.
  - Leisure activities that are inclusive and accessible to all income groups that may visit the Beachfront.
  - Improved Access and Connectivity between the Beachfront and City Centre.
  - Infrastructure, including traffic management that reduces the impact of the existing road network to promote alternative forms of travel, including walking and cycling, whilst improving public realm.



- Co-ordination with potential flood and/or sea defence works planned for the area.

## **5. Community Involvement and Engagement**

- 5.1 Council officers and the associated Beachfront design team acknowledge that the Concept Masterplan work and the development optioneering that has been undertaken to date for the Beachfront has moved at a significant pace since the initial reporting to the August 2021 City Growth and Resources Committee. This work to date, and the masterplan concepts and indicative development options that have subsequently emerged for consideration, have been directly influenced by the significant public engagement exercise undertaken between June-July 2021 on “The Future of Aberdeen City Centre and the Beach”, to which there were 7,697 responses, the largest response that the Council has received to any such consultation.
- 5.2 Building on the success and level of engagement to the Summer 2021 consultation, and while there has been recent engagement with Community Council stakeholders and Children and Young people in relation to the Beach, it is acknowledged by Council officers and the associated Beachfront design team that significant future engagement with key stakeholders will be key to ensuring a successful project.
- 5.3 In the months ahead the Council and design team will undertake wider engagement with key stakeholders and end users of the Beachfront in order to have the discussions and ask the very questions which will make these projects the best they can be for all users of the Beach of the future. Subject to the necessary approvals in relation to the scope and design intent for the Beachfront at February Council, a series of engagement with key stakeholders, end users and the public is proposed throughout 2022, with an initial focus on the Beachfront Development Framework, the preparation of which has been agreed by the Council. A first draft Development Framework will be informed by stakeholder engagement during its preparation and reported back to the council meeting in June 2022 to request approval for a wider public consultation exercise prior to any final approvals.
- 5.4 A summary of the comments and feedback captured from the engagement undertaken to date is provided in Appendix C.
- 5.5 Towards the end of 2021 schools and youth groups were invited to take part in a ‘postcard exercise’. A video has been produced based on this engagement and QR codes will be issued for interested parties to monitor progress of the development. This engagement will continue throughout and, as public health restriction ease, we intend to establish a City Centre and/or Beach network with pupils from schools across the city.

## **6. Development Framework**

- 6.1 As per the decision of the 12th November 2021 City Growth and Resources Committee, it was agreed that the chosen Masterplan Option and associated developments were to be further progressed as a Council-approved

Development Framework, including ongoing engagement with key stakeholders, and for this to be reported back to this Committee in June 2022. A Development Framework is one of the tools under the Council's 'masterplanning' umbrella and, informed by the concept masterplan created to date, will set out a two-dimensional framework of development principles and parameters for the way in which the wider site is to be developed in the future. It is proposed that, following the approval of the Development Framework by the Council, detailed planning applications for the constituent parts of the Beach would be submitted. The Development Framework will also include a visual assessment of the indicative three-dimensional forms of proposed development from a number of viewpoints. The final approved Development Framework will set out principles and parameters to be followed, and will not be 'set in stone' or represent a final design solution for the Beach or any of the constituent developments, which may require ongoing detailed design development in advance of any detailed planning applications in the future

- 6.2 An updated Indicative Planning Consent Programme is presented in this report. This proposes:

The Development Framework process as outlined above – a draft Development Framework presented to Council in June 2022 and a final Development Framework (post public consultation) presented in late 2022;

- A public consultation process on the draft Development Framework from July/August ;
- A potential public consultation on emerging proposals for Stadium/Leisure and Pier proposals to align with any consultation on the Development Framework – this is to garner as much feedback from the public as possible at one time, rather piecemeal consultations and to avoid consultation fatigue;
- Surveys and Assessments progressing throughout 2022 to both inform the Development Framework preparation, and to support any future detailed planning applications and Environmental Impact Assessments as required;
- Detailed planning applications will follow the approval of the Development Framework;
- Promenade/Esplanade works ongoing;
- A Marine License process, required for any Pier structure, to align with the Development Framework and planning application processes

## **7. Surveys**

- 7.1 As reported in the Beachfront Projects Feasibility Report of August 2021, there will be a suite of surveys and technical reports that will be required to support the development of the Development Framework and any subsequent statutory consent processes, be it Planning Permissions, Building Warrants or Marine Licenses. Following the selection of Preferred Options for the Masterplan and the constituent developments, these surveys and assessments can be fully scoped and commenced to align with said statutory processes and consultations. Appendix C outlines the scope for some of the more important detailed surveys to be procured, plus a list of the remaining surveys and assessments that are anticipated as being required.

## **8. Beach and City Centre Connectivity**

- 8.1 The existing roundabout at the bottom of Justice Street presents a significant obstacle to pedestrian and cycle connectivity between the City Centre and the Beach. This is both in terms of physical connections and also due to the change in character that is experienced on encountering the roundabout and infrastructure dominated street.
- 8.2 A key aim of the Beach Masterplan is to improve links and sustainable modes of transport between the City Centre and the Beach. In order to achieve this alterations are proposed to Beach Boulevard. Officers have explored options for the roundabout in this context and a desktop review has assessed options against scored criteria. As per para 2.4 a more comprehensive analysis through an outline business case will be presented to the June 2022 Committee.

## **9. Energy Centre**

- 9.1 The project gives a platform to create a 'wow' factor by incorporating new & innovative technologies and systems, to provide a net zero carbon, electricity, heating, and cooling solution to serve the load demands of the development. Additionally, there is scope for a solution which aligns with Aberdeen City Council's hydrogen strategy, to generate demand and interest in hydrogen as a power source in order to achieve their climate goals and to capitalise on the unique skills-base of the region.
- 9.2 At this early stage in the design development of the project it is recommended that a full options appraisal be carried out to determine the best Energy Strategy for the proposed development. Collaboration will be possible with both Aberdeen Heat & Power and the Councils Green Hydrogen Joint Venture partner to fully explore and understand the feasibility of options.
- 9.3 This appraisal would include all load profiling, sizing, location considerations, technical specifications, capital costs and running costs considerations. In conjunction with the Council's wider net zero targets the appraisal will also explore the potential for future proofing benefits through green energy for other nearby assets.

## **9. FINANCIAL IMPLICATIONS**

- 9.1 The financial implications are contained within the exempt Appendix 1 – Financial Summary.
- 9.2 The construction industry is finding it exceptionally difficult to price capital projects on a standard bills of quantity basis. Officers have therefore, using the Treasury Green Book, applied an optimism bias of 23-28% across all projects.
- 9.3 Full cost certainty can therefore not be provided until such time as contracts are awarded. The exempt financial appendix therefore makes an allowance to provide as much assurance as possible at this juncture of the costs associated with taking forward these strategic transformational projects for the City of Aberdeen.

## 10 LEGAL IMPLICATIONS

- 10.1 Ongoing Legal advice will be required around the conditionality of grant funding, construction contract agreements, operator agreement and tendering etc.
- 10.2 Mapping of the land ownership at the beach has been carried out, and will be taken into account in any development.

## 11. MANAGEMENT OF RISK

Category	Risk	Low (L) Medium (M) High (H)	Mitigation
Strategic Risk	Covered within individual appendices		
Compliance	Covered within individual appendices		
Operational	Covered within individual appendices		
Financial	Covered within individual appendices		
Reputational	Covered within individual appendices		
Environment / Climate	Covered within individual appendices		

## 12. OUTCOMES

<b><u>COUNCIL DELIVERY PLAN</u></b>	
	<b>Impact of Report</b>
<b>Aberdeen City Council Policy Statement</b>	Covered within individual appendices
<b>Aberdeen City Local Outcome Improvement Plan</b>	
Prosperous Economy Stretch Outcomes	Covered within individual appendices
Prosperous People Stretch Outcomes	Covered within individual appendices
Prosperous Place Stretch Outcomes	Covered within individual appendices

<b>Regional and City Strategies</b>	Covered within individual appendices

### 13. IMPACT ASSESSMENTS

Assessment	Outcome
Impact Assessment	Covered within individual appendices
Data Protection Impact Assessment	Covered within individual appendices

### 14. BACKGROUND PAPERS

None

### 15. APPENDICES

Appendix 1 – Financial Summary - Exempt  
Appendix 2 – Outline Business Case  
Appendix 3 – Development Pack

### 16. REPORT AUTHOR CONTACT DETAILS

<b>Name</b>	Craig Innes
<b>Title</b>	Head of Commercial & Procurement Services
<b>Email Address</b>	cinnie@aberdeencity.gov.uk
<b>Tel</b>	01224 522000

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# **Aberdeen Beachfront Masterplan**

Strategic Outline Case

February 2022





Mott MacDonald  
10 Fleet Place  
London EC4M 7RB  
United Kingdom

T +44 (0)20 7651 0300  
mottmac.com

Aberdeen City Council  
Broad Street,  
Aberdeen  
AB10 1AB

# **Aberdeen Beachfront Masterplan**

Strategic Outline Case

February 2022

# Issue and Revision Record

Revision	Date	Originator	Checker	Approver	Description
01	17/02/2022	R. Sayce	R. Sayce	K. Burnell	First Issue
02	18/02/2022	R.Sayce Keppie	R. Sayce	K. Burnell	Final Issue

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**Information class:** Standard

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# Executive summary

The contents of this report have been largely reproduced from Stantec Strategic Case Framework Report Ref. 332010630 Rev 4 dated November 2021 prepared for Aberdeen City Council. This information has been reproduced with the permission of Aberdeen City Council. This report reflects the February 2022 design team masterplan, associated costs, and Outline Business Case work undertaken by Mott MacDonald during the period since the Stantec Report was issued in November 2021.

## Introduction

The vision and objectives for improving the Beachfront and the associated facilities have been developed by the Council. This was initially developed and set out in the 2015 Aberdeen City Centre Masterplan (CCMP). The CCMP is a regeneration blueprint that is transforming the city centre while conserving its proud heritage. Eight objectives feed through the masterplan: to change perceptions, grow the city centre employment base, introduce a metropolitan outlook, create a living city for everyone, made in Aberdeen, reveal the waterfronts, become technologically advanced and environmentally responsible, and be culturally distinctive. In all the Council has 50 projects that range from delivering enhanced civic space to helping support exciting new events like the Great Aberdeen Run. The City Centre Masterplan is targeted at making Aberdeen an even better place to live, work, visit and do business. This paper sets out the business case for proposed developments at Beachfront.

## Project Principles and Objectives

The core principles that form the basis for the Beach Masterplan proposals and embody the essence of the initiative for the Beachfront regeneration are:

- The importance of the re-imagined Beach Ballroom, including a desire to return it to its former glory when it was known as the 'People's Ballroom'. This needs to recognise the buildings heritage and historic significance whilst equipping it for the future as a modern events venue.
- The potential to share / link facilities associated with the new Stadium and Leisure facilities to support joint funding with the Stadium Anchor tenant and realise economies of scale.
- A desire for a dynamic waterfront making the most of the Beach Boulevard and considering support facilities such as changing accommodation / beach huts and a potential pier structure.
- Excellent, high quality public realm.
- Leisure activities that are inclusive and accessible to all income groups that may visit the Beachfront.
- Access and Connectivity between the Beachfront and City Centre.
- Infrastructure, including traffic management that reduces the impact of the existing road network to promote alternative forms of travel, including cycling, whilst improving public realm.
- Co-ordination with potential flood and/or sea defence works planned for the area.

The SMART objectives of the beachfront project are as follows:

Objective	SMART performance measure
Increased footfall and revenue at the Beach Ballroom and other Beach Leisure Facilities	Footfall and revenue increases
Creation of free public realm and open park/play space	In line with Planning policy
Increased journeys by walking and cycling activity	38% of people walking and 5% of people cycling as main mode of travel by 2026
Reduction in car journeys per annum	In line with Net Zero policy
Reduction in CO2 emissions	In line with Net Zero policy
Creation of Construction jobs over the build period	60+ new Construction jobs
Creation of new jobs directly associated with new Leisure offering at the Beach	New leisure jobs
Materials sourced from the local area	Target 70% use of local SMEs
Contractors labour from the local area	70% local labour

## Strategic case

The project aligns with the strategic vision for the city set out in the City Centre Masterplan and Beachfront Masterplan, and to the ambitions for a post-covid economy identified in the Aberdeen Economic Policy Panel's report. It also supports the ambitions of the Aberdeen Local Development Plan to create a distinctive, welcoming, safe & pleasant, easy to get to & move around, adaptable, and resource efficient city.

## Potential Economic Impacts

The proposed interventions in Aberdeen's City Centre and Beachfront have the potential to change the way that current and potential future residents and visitors experience and view the city. They can deliver a series of event and experience spaces that can give people reasons to visit the areas, and to stay in the area for longer than they would otherwise. This in turn can serve as a catalyst to increase visitor spend in the City Centre's existing retail, leisure and hospitality businesses, and could encourage more people to live in and invest in the city.

Capital investment to deliver the infrastructure will also support short-term construction employment and associated gross value added (GVA), while the enhancements made to the public realm will support increased levels of active travel, such as walking and cycling, which promote healthier lifestyles and lower levels of emissions. These will have health and wellbeing benefits to those who choose active travel but will also benefit the entire community through the overall reduction in pollution and emissions.

As the investment proposition develops, the individual projects within the City Centre programme will be subject to their own business cases. At this stage, a more comprehensive and rigorous quantitative assessment of project benefits will be possible as there will be more clarity and robustness about project costs, private sector co-funding opportunities and timescales.

## Cost of delivery

Developing capital costs with any degree of accuracy at this stage has proved challenging with the current difficulties with supply chains, energy costs, and construction inflation. The

estimated capital cost of delivery will continue to be developed during the next stage and presented as part of the FBC in June 2022 following engagement with the market.

Aberdeen City Council has agreed a capital programme plan of £214m for 2021/22, including an investment of £150m to regenerate the city centre and link it to the beach area. It is anticipated that a proportion of project funding will be drawn from that £150m commitment to the City Centre and Beach regeneration over the period 2021-26 (evidenced in the decisions related to the Council's 2021-22 budget report). The Council will continue to seek contributions from other stakeholders and partners, including through future rounds of the Levelling Up Fund and through the UK Shared Prosperity Fund in relation to capital and future operational spend requirements of these projects.

No assessment has yet been undertaken around project revenue costs and delivery models, however these will be considered at the Outline Business Case stage.

The project is expected to be procured through the Hub model, and conversations are still taking place to establish the commercial & operation delivery models for the proposed interventions.

### Commercial & Management Approach

Hub North Scotland Ltd (HNSL) will deliver the Beachfront projects and are supported by an established and experienced project team and professional property consultants.

A comprehensive Stakeholder Engagement Plan is in the process of being developed by the PMO for agreement with the Council Communications Team. Once this has been prepared in draft format, it will be shared and reviewed with Council Team members and the Council Communications Team. Stakeholder engagement on all projects is an important facet of the work through the development of the various feasibility stages and beyond.

# 1 Introduction

The contents of this report have been largely reproduced from Stantec Strategic Case Framework Report Ref. 332010630 Rev 4 dated November 2021 prepared for Aberdeen City Council. This information has been reproduced with the permission of Aberdeen City Council. This report reflects the February 2022 design team masterplan, associated costs, and Outline Business Case work undertaken by Mott MacDonald during the period since the Stantec Report was issued in November 2021.

## 1.1 Purpose

- 1.1.1 This Strategic Outline Case is seeking to provide justification for the investment required to deliver the Beachfront Masterplan. The investment would be committed from the Non-housing Capital Programme.
- 1.1.2 This project forms a key part of the Aberdeen City Centre Masterplan (CCMP) and aligns with the Aberdeen Economic Policy Panel Report (November 2020) and other key strategic ACC documents including the Local Outcome Improvement Plan (LOIP). The CCMP was initially developed and set out in 2015 then revised and updated during a workshop in November 2021. The update was driven by political expectation for a 'refresh' of the 2015 CCMP and the impact of the Covid-19 pandemic, supporting the continued diversification from oil and gas-based industries to green infrastructure, emerging technologies, and renewables, as well as optimising residual off-shore opportunities.
- 1.1.3 This Business Case sets out the vision and rationale for a programme of investment into projects into the Beachfront area as part of the Beachfront Masterplan, including:
- New Play Park
  - Events Area
  - Enhanced Public Realm
  - Energy Centre
  - Beach Boulevard

## 1.2 Approach

- 1.2.1 This Business Case Framework aligns with HM Treasury's Five Case Model approach, as outlined in the HM Treasury Green Book to provide decision makers and stakeholders with a proven framework for structured thinking and assurances.
- 1.2.2 In following the Five Case Model, this document will establish the following:
- **Strategic fit** – this section will focus on business/project planning and set out a compelling case for change and rationale for investment
  - **Value** – this section will detail the social value to the community and stakeholders through the selection of the optimal combination of projects and related activities
  - **Viability** – This section will examine procurement and confirm that the programme will be an attractive opportunity to delivery partners and that there is sufficient supply side capacity to deliver the projects
  - **Affordability** – This section will outline the funding arrangements and whole life costs of the programme to confirm that the proposed interventions will be affordable within identified funding commitments and budgets

- **Deliverability** – this section will outline the governance and management arrangements for the programme to demonstrate the experience and capability of the team.

1.2.3 As the investment proposition is developed and refined at later stages, each project will be the subject of a dedicated business case (Options Appraisal, Outline Business Case and Full Business Case)

### 1.3 Structure

1.3.1 The remaining sections of this Strategic Business Case will be as follows:

- Section 2 explains Aberdeen City Council's City Vision and the context within which the project are being delivered
- Section 3 introduces the projects in the Beachfront and provides detail on the investments sought
- Section 4 sets out the strategic case for the proposed investment, including how it aligns with existing Council vision, objectives and strategy, the evidence of market failure, and details of why it has been identified as the preferred way forward, and the level of economic benefit it is expected to bring
- Section 5 explores issues around project deliverability, including how it will be funded, how financial self-sustainability can be secured, how it will be procured, and how it will be managed.



## 2 Aberdeen City Council Vision

### 2.1 Strategic Concept

- 2.1.1 The vision and objectives for improving the Beachfront and the associated facilities have been developed by the Council. This was initially developed and set out in the 2015 Aberdeen City Centre Masterplan (CCMP). The CCMP is a regeneration blueprint that is transforming the city centre while conserving its proud heritage. Eight objectives feed through the masterplan: to change perceptions, grow the city centre employment base, introduce a metropolitan outlook, create a living city for everyone, made in Aberdeen, reveal the waterfronts, become technologically advanced and environmentally responsible, and be culturally distinctive. The City Centre Masterplan is targeted at making Aberdeen an even better place to live, work, visit and do business.
- 2.1.2 The review of the CCMP builds on the original masterplan, ensuring that the proposals remain appropriate in a post Covid-19 landscape, expanding the area of focus in exploiting opportunities to better connect Aberdeen's City Centre and Beachfront, and identifying a number of priority interventions with a focus on the quality of place and ability to stimulate a green economic recovery and improve the economic performance of the city.
- 2.1.3 The Beachfront Masterplan, which is now part of the overall CCMP, presents a unique opportunity to create a transformational new waterfront destination for the City of Aberdeen. The principle of improving access to both formal and informal leisure and recreational offer along the City's Beachfront has been supported by national and strategic planning and associated policy for a number of years.

### 2.2 Core Principles

- 2.2.1 The core principles that form the basis for the Beach Masterplan proposals and embody the essence of the initiative for the Beachfront regeneration are:
- The importance of the re-imagined Beach Ballroom, including a desire to return it to its former glory when it was known as the 'People's Ballroom'. This needs to recognise the buildings heritage and historic significance whilst equipping it for the future as a modern events venue.
  - The potential to share / link facilities associated with the new Stadium and Leisure facilities to support joint funding with the Stadium Anchor tenant and realise economies of scale.
  - A desire for a dynamic waterfront making the most of the Beach Boulevard and considering support facilities such as changing accommodation / beach huts and a potential pier structure.
  - Excellent, high quality public realm.
  - Leisure activities that are inclusive and accessible to all income groups that may visit the Beachfront.
  - Access and Connectivity between the Beachfront and City Centre.
  - Infrastructure, including traffic management that reduces the impact of the existing road network to promote alternative forms of travel, including cycling, whilst improving public realm.
  - Co-ordination with potential flood and/or sea defence works planned for the area.

## 2.3 The Post Covid City

- 2.3.1 Across the UK, cities have been adjusting their strategic approach to development and economic growth to ensure that they are fit for a post-Covid world, and Aberdeen is no different.
- 2.3.2 Aberdeen City Council, business leaders and city stakeholders recognise the need to plan for the future of the city and ensure sustainable and clean economic growth.
- 2.3.3 In November 2020, The Aberdeen Economic Policy Panel set out a series of recommendations to support a post-Covid recovery, including the development of a Net Zero Vision focused on transport & mobility; circular economy, hydrogen and the built environment; the implementation of a new financial strategy, and the implementation of the Council's socio-economic rescue plan.

## 2.4 Objectives

- 2.4.1 The proposed objectives of the CCMP review are:
- To facilitate the city's short term economic recovery from the shock created by Covid-19. This will be achieved through re-opening of existing CCMP projects. The acceleration of the completion of existing projects under construction and continued exploration of how regulatory powers can be used to facilitate business investment in the city
  - To capitalise on the city's new and developing tourism and cultural attractions and supporting exhibition and events programmes
  - To build on existing mechanisms for engaging with the public and businesses in the short-, medium-, and long-term changes required to maintain sustainable economic growth
  - To consider the implications on City Centre footfall as a result of the significant changes to multi-channel retail offer beyond 'physical presence' alone, and the anticipated increased levels of sustained hybrid working by employers going forward
  - To consider how the policy environment and regulatory system across planning, compulsory purchase and licensing can facilitate the re-purposing of buildings to enable increased City Centre living and flexibility in how businesses in the hospitality or food & drink sectors operate
  - To integrate environmental thinking (from a place and economy perspective) into the prioritisation of planning of the next wave of CCMP projects over the medium and long term
  - To integrate SMART city thinking more deliberately within the prioritisation and planning of future CCMP projects over the medium and long term
  - Exploiting the varied waterscapes of Aberdeen city centre, creating attractive settings and opportunities for interest and activity.

## 2.5 Place Principles

- 2.5.1 The Aberdeen Beachfront Masterplan presents an exciting opportunity to re-envision the Beachfront and create a new waterfront destination which connects back to the centre of the city.
- 2.5.2 In its current form the Beachfront lacks a clear sense of place and character and is underutilised. The approach from Beach Boulevard is mundane and there is no clear focal point for activity to cluster around.

2.5.3 The creation of a transformational new waterfront destination will rely on progressive and forward-thinking design complimented by a sympathetic understanding of the site's heritage. In combination, the new design and the celebration of heritage will enhance the sense of place. The aspiration for the Beachfront Masterplan is to create a connected, world-class waterfront destination for the City of Aberdeen.

2.5.4 The Beachfront has a unique relationship with the City Centre by virtue of its proximity, and all key elements of the wider CCMP are able to be reached within 15 minutes by foot. By focusing on enhancing footpaths, cycleways, and desire routes, the Beachfront Masterplan can help create an environment which is designed for people rather than vehicles, supporting greater levels of activity and engagement within the area.

2.5.5 The Aberdeen Local Development Plan (2017) sets out six qualities which contribute to successful placemaking. These qualities are summarised below:

- **Distinctive** – Development which: responds to the site context and is designed with due consideration to both site features and the surrounding local environment; is well planned with high quality design, materials, and craftsmanship; reinforces established patterns of development; reflects local styles and urban forms; retains and re-uses built or natural assets as features of the site; protects and enhances the city's important views and creates new views; complements local features;
- **Welcoming** – development which: is well detailed, where materials, colour, texture and proportion are considered; creates an attractive and defined entrance to the development or local area; is easy to navigate through a well ordered and inclusive layout with a hierarchy for transportation and recreation; has an attractive and active street frontage; includes appropriate signage and distinctive lighting to improve safety and highlight attractive buildings
- **Safe and pleasant** – development which: is design with pedestrian movement as the priority; avoids unacceptable impacts on adjoining uses; enables natural surveillance of public spaces through active frontages and does not create spaces which are unsafe or likely to encourage or facilitate crime; distinguishes between private and public spaces; is inclusive in its design; incorporates appropriate lighting; is not an unacceptable risk of flooding or increases flood risk elsewhere
- **Easy to get to / move around** – development which: prioritises sustainable and active travel; provides well connected links within the development and connects to adjacent existing, and proposed, core path networks and public transport facilities; places the movement of pedestrians and cyclists above motor vehicles; provides cycle and motor bike storage facilities;
- **Adaptable** – development which: is constructed in a manner which is suitable for a range of future uses; is designed to accommodate future internal alteration to sustain reconfiguration as required by the needs of future occupiers; contains a mix of building tenures, densities and typologies; supports climate change mitigation and adaption
- **Resource efficient** – development which: reuses existing buildings and brownfield sites; maximises efficiency of the use of resource through natural or technological means such as low or zero carbon energy-generating technologies; increases densification and enables sharing of infrastructure and amenities with adjacent sites; minimises energy use and loss; makes use of available sources of heat and power; uses building materials from local or sustainable sources; creates higher density in town centres and areas with convenient access to good public transport services; provides space for the separation, storage, and efficient collection of recycling and waste.

2.5.6 All development is expected to contribute towards creating successful places.

## 2.6 Inclusive City

- 2.6.1 An inclusive city is one where people choose to live, to shop, and to spend their free time. An inclusive city has quality housing, good shopping, and an exciting atmosphere which acts as a draw to both residents and visitors.
- 2.6.2 The Aberdeen Community Planning Board approved a refreshed Local Outcome Improvement Plan in summer 2021 (LOIP) 2016-26. At the core of this is a collective vision “A place where all people can prosper“. The LOIP sets out the means of achieving this with focus being that everyone in the city should enjoy the same opportunities to flourish as an individual.
- 2.6.3 The LOIP reflects the desire to help all people, families, businesses and communities to do well, succeed and flourish in every aspect. To achieve this vision, the Community Planning Board is committed to tackling the issues that exist in Aberdeen’s society which prevent equal opportunity for all to lead a happy and fulfilling life.
- 2.6.4 Greenspace is important for a range of reasons, including health and wellbeing, social interaction, and environmental protection. While Aberdeen has a diverse mix of greenspace for people and wildlife, the types, quantities, quality and accessibility of these are not evenly distributed across the city.
- 2.6.5 Aberdeen citizens are engaged in their community. In City Voice 44 (2020) 55.8% of respondents reported that they would like to be involved in decisions which affect their community, however only 26% indicated that they felt they knew how to be involved. Despite the uncertainty expressed by some, Aberdeen boasts a high number of residents who volunteer in the city. In response to Covid-19, over 7,000 volunteers were recruited between March and July 2020, in addition to the 80,000 people already engaged in some form of volunteering.

## 2.7 Digital & Smart Cities

- 2.7.1 The Aberdeen City Region is a global leader in research, development and innovation. It is increasingly seen as a hub for digital & technology expertise, attracted by the opportunity to work alongside world renowned energy sector organisations who are based in the area. In 2019 there were 6,120 people employed within the creative industries (including digital) in Aberdeen City & Aberdeenshire, across 1,640 business sites. This shows there has been a 12.7% growth in employment in this sector from 2017.
- 2.7.2 Organisations locating to the Aberdeen City Region can benefit from excellent network opportunities, in addition to a high calibre talent pool. The region is home to two outstanding universities, the Robert Gordon University and the University of Aberdeen, both have over 95% success rates for graduates going into work or further education within 6 months.
- GVA per head for professional, scientific and technical activities industries in Aberdeenshire was 31% higher than the Scottish average
  - Over 49% of the workforce in the Aberdeen City Region are educated to degree level – fourth highest in the UK
  - Aberdeen is set to be Scotland’s first (2nd in UK) Gigabit City supported by a £40m investment through CityFibre

- Aberdeen City expenditure on private sector business enterprise research and development is 80% higher per head than Scottish average<sup>1</sup>

2.7.3 Aberdeen City is also a member of the Scottish Cities Alliance, which has an ambitious programme to deliver data and digital technology projects through the Smart City Programme. The 8th City Programme seeks to enhance Smart City activity to accelerate and transform the delivery of city services and make Scotland's cities more attractive, liveable and resilient. With cities generating an ever-increasing quantity of data, making full use of this data is a key component of making cities more resilient and liveable. In particular, the publication of open data, data that is freely usable for any purpose, has the opportunity to generate new services and opportunities.

2.7.4 While there are obvious connectivity benefits for people and businesses there are also benefits for the 'Internet of Things'. Key to this will be the deployment of sensors across the region to collate data on traffic flows and environmental issues, this is already evident in the 'intelligent street lighting' project.

2.7.5 At a project level and in line with the 'Building Checklist' compiled by the Communities, Housing and Infrastructure team, it is part of the Environmental Policy to ensure that digital connectivity is critically important along with the ability to install cabling infrastructure / Wi-Fi in the internal and external environment. Further detail from the checklist below:

- All developments are to be connected to the fibre network (FTTP) where available or be fibre ready through provision of local ducting and to building connections.
- Consider installation of cabling or Wi-Fi infrastructure to the internal developments and external environment.
- Have double-duct system for digital infrastructure, where feasible. Potential for leasing this in future.
- Consider provision of cabling internal to the development to support sensor networks and effective building management systems.
- Consider the efficacy of providing external solutions to monitor environmental conditions in the proximity of the development supporting roads and building maintenance, environmental and health service provisions.<sup>2</sup>

## 2.8 SMART<sup>3</sup> Objectives

2.8.1 The objectives of the beachfront project are as follows:

Objective	SMART performance measure
Increased footfall and revenue at the Beach Ballroom and other Beach Leisure Facilities	Footfall and revenue increases
Creation of free public realm and open park/play space	In line with Planning policy
Increased journeys by walking and cycling activity	38% of people walking and 5% of people cycling as main mode of travel by 2026
Reduction in car journeys per annum	In line with Net Zero policy

<sup>1</sup> Source – Invest Aberdeen Digital Technology 2020

<sup>2</sup> Source – Communities, Housing and Infrastructure 'Building Checklist'

<sup>3</sup> Specific, Measurable, Achievable, Realistic and Time-limited

<b>Objective</b>	<b>SMART performance measure</b>
Reduction in Co2 emissions	In line with Net Zero policy
Creation of Construction jobs over the build period	60+ new Construction jobs
Creation of new jobs directly associated with new Leisure offering at the Beach	New leisure jobs
Materials sourced from the local area	Target 70% use of local SMEs
Contractors labour from the local area	70% local labour

## 2.9 Deliveries to date

2.9.1 Numerous capital projects have been delivered in Aberdeen over recent years. This signals that there is a substantial level of activity occurring in Aberdeen and the CCMP projects will fit into a larger pattern of investment and regeneration, contributing to economic resilience, and supporting sustainable growth for the future. Notable projects completed in Aberdeen in recent years include:

- **Aberdeen Art Gallery:** This project created additional gallery space and increased the size available to accommodate international exhibitions.
- **Aberdeen Football Club Cormack Park (phase 1):** This project created a new community sports hub and world class football training facilities.
- **Aberdeen International Airport:** This project delivered a transformation of passenger facilities, including a new reclaim area, passport control, executive lounges, shops and more departure lounge space.
- **Aberdeen Railway Station glass roof:**<sup>4</sup> Replacement of the glass roof with modern glazing and access system for future maintenance of the listed structure.
- **Aberdeen Music Hall:** Renovation to develop new studio and opportunities for creative learning, renovation of auditorium and delivery of new box office.
- **Aberdeen to Inverurie Rail Improvements:** Dualling of rail track between Aberdeen and Inverurie to enable half-hourly service and cross-Aberdeen local rail
- **South Harbour:** The largest marine infrastructure project in the UK, including four new quays. Due for completion in October 2022.
- **The Event Complex Aberdeen (P&J Live):** Construction of a new arena.
- **Marischal Square:** Mixed use office, hotel and leisure development on Broad Street.
- **Provost Skenes House Museum:** Refurbishment of the historic landmark building and museum, including the installation of a new Hall of Heroes.
- **Union Terrace Gardens:** Refurbishment of park, including construction of three new pavilions and the restoration of original features.

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<sup>4</sup> Further £8m phase to follow

## 3 Programme Overview

### 3.1 Concept Masterplan

- 3.1.1 The Concept Masterplan is centred around a re-imagined Urban Parkland setting, creating a transformational and vibrant new Beachfront destination for the City of Aberdeen.
- 3.1.2 The preferred Rope Works concept, inspired by the organic form of the rope weave, unravels into strands to form a hierarchical network of sinuous footpaths and desire routes, extending down from Beach Boulevard and opening up towards the heart of the Masterplan.
- 3.1.3 The open strands shape the Masterplan framework to create the geometry of the key elements of the proposal, including areas of Arrival, Play, Parkland, Gathering and Shelter. Natural landforms offer protection from the elements, with proposed dune formations providing shelter from North Easterly winds.
- 3.1.4 The Rope Works concept allows the main desire route from Castlegate to flow down Beach Boulevard and transition from a formal character to more natural, softer and playful forms, as the pathways extend out organically to link the key features of the Masterplan.

#### Rope Works Concept Masterplan



Figure 3.1.1 Concept Masterplan

Source: Keppie WIP February 2022, ACB-KEP-XX-XX-RP-A-852004



3.1.5 The main features of the Rope Works conceptual Masterplan are outlined below:

- New Amphitheatre
- New Events Field
- New Urban Park Areas
- New Sports Areas
- Pump Track
- Landscaped Mounding Features
- Reconfiguration Works / Beach Landscaping
- Interventions / Upgrades Along Beach
- Broadhill (Public Realm / Landscape)
- Gateway Building
- Hub Building
- New Canopy Features
- New Amphitheatre (Canopy Structure)
- Broadhill (Structures)
- Beach Boulevard
- Justice Street Roundabout

#### Key Features of Rope Works Concept Masterplan



Figure 3.1.2 Key Features of Rope Works Masterplan

Source: Keppie WIP February 2022, ACB-KEP-XX-XX-RP-A-852004

## 3.2 Development Opportunities

- 3.2.1 The Rope Works strategy allows all individual elements of the Masterplan to flow together organically, while offering maximum flexibility for future design development. The Design Team have explored a number of complementary architectural opportunities within the wider Masterplan area, with the potential for flexible structures to be integrated into the design:
- 3.2.2 These flexible structures could be used for a variety of activities, with the ability to accommodate changes in use as the Masterplan design develops and evolves. Social Enterprise opportunities for supporting local business could be accommodated within a series of object buildings within the Urban Park, located at key junctions within the public realm network, offering opportunity to pause, engage and refresh on the Beachfront journey.
- 3.2.3 The Gateway Building acts as a sculptural landmark offering an enhanced sense of arrival to the Beachfront, with potential for an integrated Information Kiosk housed within a complementary lightweight structure.
- 3.2.4 The Hub Building is located in the central plaza area at the heart of the new Urban Park. The flexible footprint could offer the opportunity to support local businesses with a potential Coffee Shop/Ice Cream Kiosk offering light refreshments.
- 3.2.5 A number of Lightweight Canopy Structures are located at key nodal points within the Urban Park, offering shelter, informal social and seating areas, with opportunities for integrated PV panels for solar energy collection.
- 3.2.6 The Amphitheatre offers a flexible external events space, with an integrated lightweight canopy structure which ties in with the sculptural roof forms of the wider Masterplan. This structure incorporates accessible facilities in close proximity to accessible parking.
- 3.2.7 The conceptual Masterplan encourages a common architectural language applied across all development opportunities within the wider Parkland area, creating a cohesive scheme that has been considered and designed as a whole. A palette of durable and sustainable natural materials will be considered, with the use of locally sourced timber species native to Aberdeen, where appropriate.

### 3.3 Short Term Development

#### New Amphitheatre

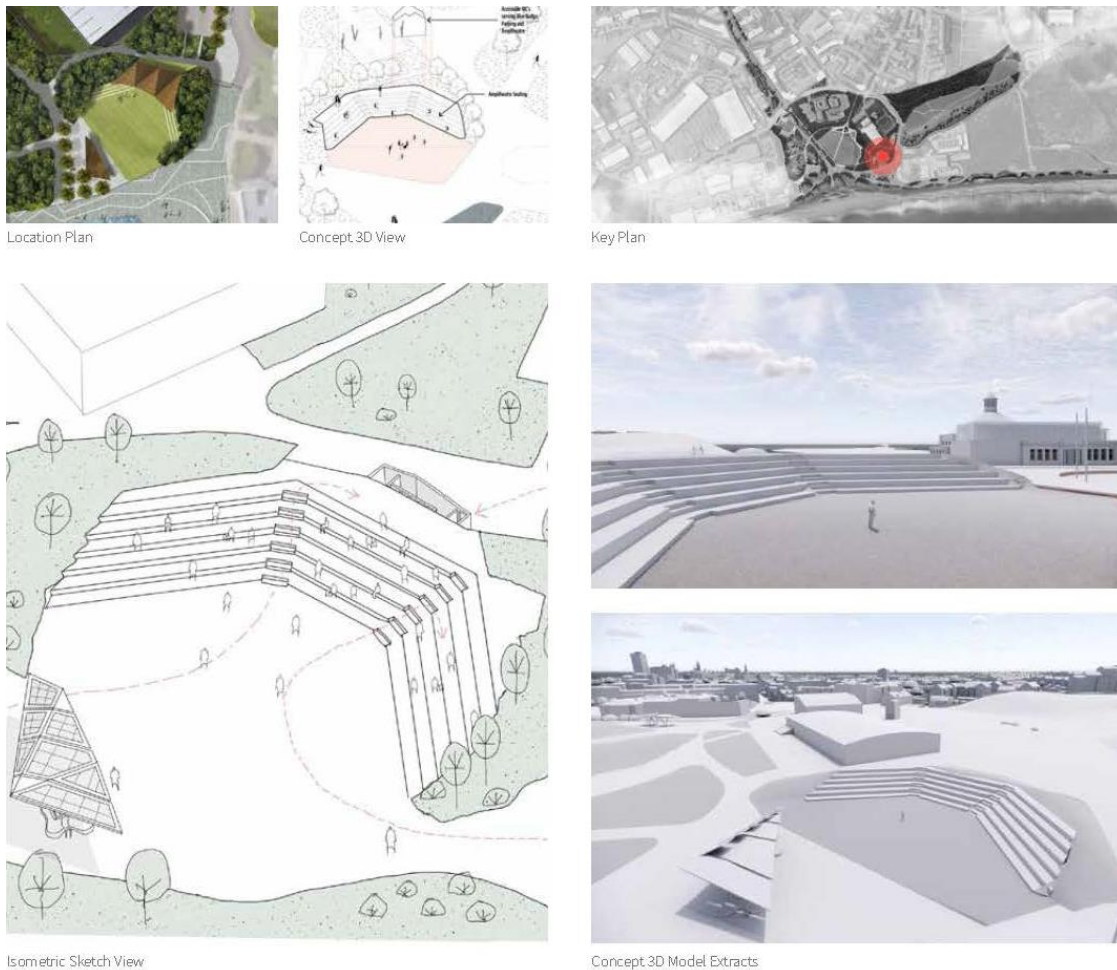


Figure 3.3.1 Amphitheatre Concept

Source: Keppie WIP February 2022, ACB-KEP-XX-XX-RP-A-852004

- 3.3.1 Within the Urban Park the opportunity to create a more intimate outdoor venue, suitable for music, theatre, outdoor cinema or screenings is provided with the creation of a small external Amphitheatre located adjacent to the existing Beach Ballroom.
- 3.3.2 The vision for this space is to create a flexible, intimate external events space with the potential to tie in with larger events hosted within the Urban Park.
- 3.3.3 Taking advantage of the existing site topography/ levels, the location for the Amphitheatre naturally shields the adjacent buildings to the West, whilst the orientation of this space provides natural screening and acoustic benefits which can be enhanced with strategic planting to provide an additional level of privacy to the space.
- 3.3.4 The amphitheatre also creates the opportunity to integrate localised accessible toilet facilities into the mounding, adjacent to the proposed accessible parking on the West part of the site.

## New Events Field

The events field has been designed as a flexible space capable of holding events, festivals, larger concerts etc. but also to provide a large grassed area for day to day use including informal sports and games such as football, touch rugby, ultimate frisbee, and passive recreation such as picnicking.

The field covers an area of circa 8,800m<sup>2</sup> however additional space is also provided by the adjacent hard landscaped public spaces.



### CONCERT

The below plan illustrates a possible arrangement of a larger concert/festival within the park.



### FIREWORKS

The below plan illustrates a possible arrangement of a fireworks event within the park.



### CHRISTMAS MARKET

The below plan illustrates a possible arrangement of a large Christmas market within the park.



Figure 3.3.1 Events Field Concept

Source: Keppie WIP February 2022, ACB-KEP-XX-XX-RP-A-852004

3.3.5 The events field has been designed as a flexible space capable of holding events, festivals, larger concerts etc. but also to provide a large, grassed area for day to day use including informal sports and games such as football, touch rugby, ultimate frisbee, and passive recreation such as picnicking.

3.3.6 The field covers an area of circa 8,800m<sup>2</sup> however additional space is also provided by the adjacent hard landscaped public spaces.

### New Urban Park Areas

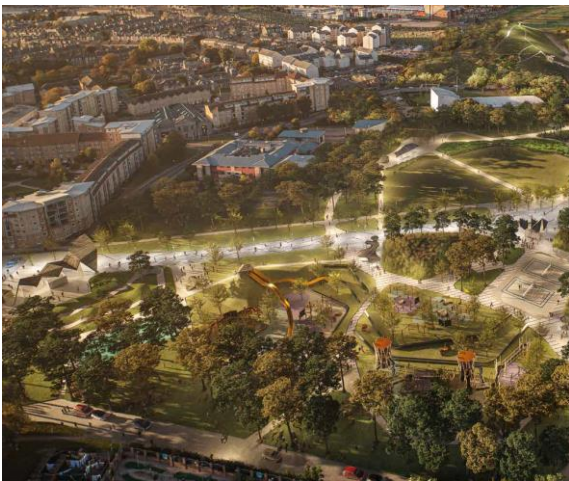


Figure 3.3.2 Urban Park Concept

Source: Keppie WIP February 2022, ACB-KEP-XX-XX-RP-A-852004

- 3.3.7 The proposed Urban Park is a tremendous opportunity to create an outdoor destination for the city in a unique context. The Urban Park is part of the wider landscape Masterplan that glues together many of the proposed and existing buildings and uses in the area, and importantly facilitates connections back to the City Centre.
- 3.3.8 The potential of this Beachfront Urban Park will not only be on a city and regional level but should also be seen as distinctive in a national and international context.

- 3.3.9 The Urban Park can be seen in several ways, perhaps as a gift to the city and from the city in equal parts. Hence, its perception as a public park for all is a key aspect of the overall process.
- 3.3.10 Successful public parks from around the world, are by their very nature invariably designed with the public. The exercise of mutual understanding and design is in fact the start of the actual project. There has been initial consultation with various youth groups to date, and this needs to continue, and wider public consultation needs to happen. Out of this process a truly rich and varied design can be developed, full of 'indigenous' character, working with the inherent natural characteristics of the site and the aspirations of the people of Aberdeen.
- 3.3.11 A public park must be accessible for everyone, such is the egalitarian existence of true public spaces. The richness of the park will come in its form and uses. Play and games are an obvious part of this mix and creating the physical environment for this to flourish is key. The whole park should be seen as incorporating elements of play opportunity, with areas that are more focused and defined along with the more natural and incidental play integrated throughout the park. To ensure this engagement with the youth groups of Aberdeen needs to continue.
- 3.3.12 There are many other uses to be considered, and careful analysis of what is best is important as flexibility will be key in the evolution of a public park along with its functionality and flexibility to cater for yet unforeseen city uses. Being considerate not to over prescribe space is a restraint that needs to be exercised. Let people evolve with the structure of a good space – that is what will make it a place to be proud of and allow for the citizens of the city to take ownership.

### New Sports Areas





Legend

1. Pump track/skate park (total area illustrated 1,190m<sup>2</sup>)
2. Basketball Court
3. Lookout dune with slides
4. Low seating/parkour walls
5. Seating
6. Older children/youth play area (total area illustrated 2,620 m<sup>2</sup>)
7. Small children's play area (total area illustrated 2,770 m<sup>2</sup>)
8. Shelter
9. Volley ball sand pit
10. Climbing boulder sand pit
11. Table tennis
12. Chess tables
13. Spinning boulder
14. Lookout binoculars



Figure 3.3.3 Play & Game Zone Concept

Source: Keppie WIP February 2022, ACB-KEP-XX-XX-RP-A-852004

3.3.13 Although this area has been termed the play and games zone it is not intended that opportunities for play will be constrained to this area of the site. The intention is that informal play opportunities will be present throughout the park. Equally the intention is that this area is a fully integrated part of the park landscape and is permeable and able to be explored as part of a visit to the park.

3.3.14 The play park has been enclosed to some degree by landform/tree planting in order to help create a suitable micro-climate and provide a comfortable year round space. Equally the aim has been to provide some shelter from the wind which is particularly important for games such as table tennis and volleyball.

3.3.15 A structure for the play and games zone is being developed which can accommodate a variety of play. At this point the content of the play parks is still being developed however approximate areas have been set aside for separate younger and older children's play areas. Recently undertaken consultation with children and young people is helping to inform this process and refine the types of play which should be included within these areas.

3.3.16 Other uses with a larger footprint have been included within the development of the plan to ensure space is allowed for these uses within the plan, these included a pump track/skate park, a basketball court and volleyball courts all of which were raised during youth engagement.

3.3.17 Other smaller uses have been indicated on the plan such as chess tables, table tennis tables etc. the final location of these elements is more flexible due to their smaller size.

3.3.18 The content of the play parks is still being developed however a recently undertaken consultation with children and young people is helping to inform this process and refine the types of play which should be included within these areas.

### Pump Track

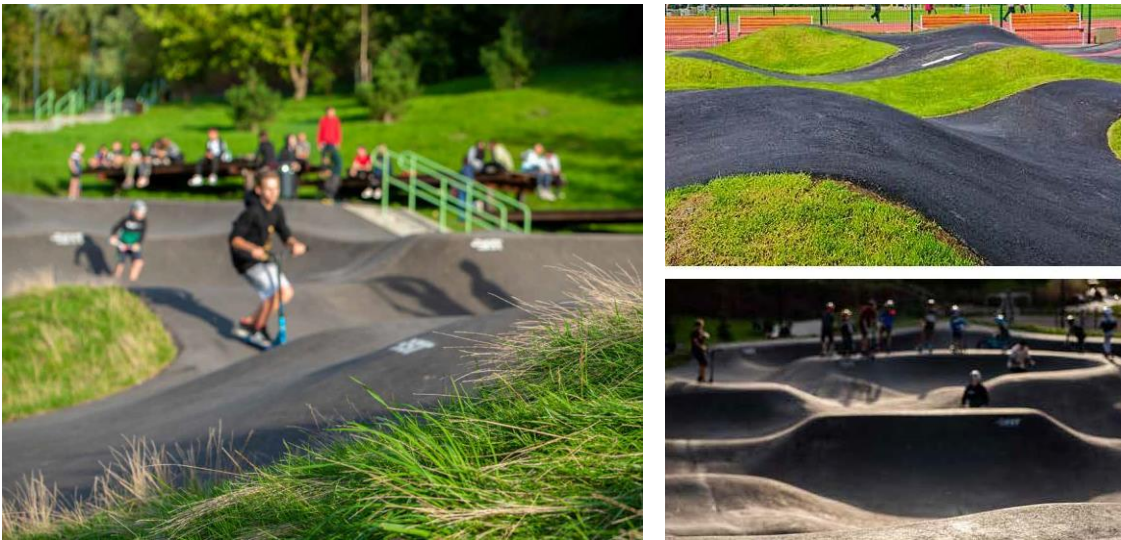


Figure 3.3.4 Pump Track Concept

Source: Keppie WIP February 2022, ACB-KEP-XX-XX-RP-A-852004

3.3.19 The desire for a bike, skate or pump track within the park was one element which emerged strongly from the engagement with Children and Young People.

3.3.20 At their best, pump tracks can be incredibly inclusive play elements which can be used by all ages and abilities. They can be used by many different types of equipment including scooters, roller blades, roller skates, skate boards, bicycles of all types and wheel chairs. They can help build a vibrant community, encourage social interaction and build respect for others. They can provide a valuable source of exercise and can be a gateway into other sports such as bmx or mountain biking. Having this as a free to use element within the park could be a valuable resource for the community.

3.3.21 The design of this element should be undertaken by a specialist company to ensure the design is both accessible to all, where a toddler supervised by an adult could roll around, a visitor in a wheelchair could get around, and that also has collections of features which are engaging to more experienced users.



### Landscaped Mounding Features



Play can be incorporated into the landscaped mounds.



The landscaped mounds can help create dramatic views to the sea.



Informal play opportunities are provided by landform.



The landscaped mounds can incorporate viewing points.



Informal play opportunities are provided by landform.

Figure 3.3.5 Landscaped Mounding Features Concept

Source: Keppie WIP February 2022, ACB-KEP-XX-XX-RP-A-852004

- 3.3.22 A key aim of proposed landscape mounding features is to create shelter and help improve the microclimate of spaces across the site, increasing the comfort of visitors and increasing dwell time. These mound features will also help to define and enclose spaces within the park, creating 'rooms' of different sizes which can accommodate the various programs of use.
- 3.3.23 The landforms will be carefully sited to frame and create views. This could be creating choreographed views to the sea from the esplanade level in the park or setting up vistas to sculptures or interventions within the park. Through revealing and blocking views the mounds will also provide increased opportunities for exploration and discovery within the park.
- 3.3.24 Some of the landforms may be developed to contribute directly to the play value of the site, this may vary from informal elements such as mounds to run up and roll down or more formal elements such as the incorporation of slides or viewing points.

## Reconfiguration Works / Beach Landscaping



Figure 3.3.6 Reconfiguration Works / Beach Landscaping Concept

Source: Keppie WIP February 2022, ACB-KEP-XX-XX-RP-A-852004

3.3.25 The intention at the beachfront is to modify the beach edge, pulling this back into the site and creating better visual and physical connectivity between the park and the sea. Behind this modified edge, dune landforms will help provide shelter to the park and will frame views out to sea.

3.3.26 The modification of the landform in this area will play a key role in heightening the relationship between the beach, the park and the city. It is important that the humanising of this interface is a priority, while maintaining the necessary coastal defences by investigating more natural flood defence systems which can afford to utilise a greater area therefore introducing a distinctive and unique environment. One of the out turn aims will be making the beach bigger and more accessible.

### Interventions / Upgrades Along Beach

3.3.27 The following sets out proposed interventions at the Promenade/Esplanade at Aberdeen Beachfront which were identified in the November Committee Report and identifies progress on these items where appropriate.

3.3.28 The items were organised under the following headings:

- Immediate (i.e. action between Nov – Feb CGR Committee, reporting back to Feb CGR on progress)

- Short Term (i.e. report back to Feb CGR Committee with indicative brief/designs/costs)
- Medium Term (i.e. part of wider Masterplan design activities / may require longer term input from design team/consultants/user groups etc)

### Broadhill (Public Realm/Landscape)

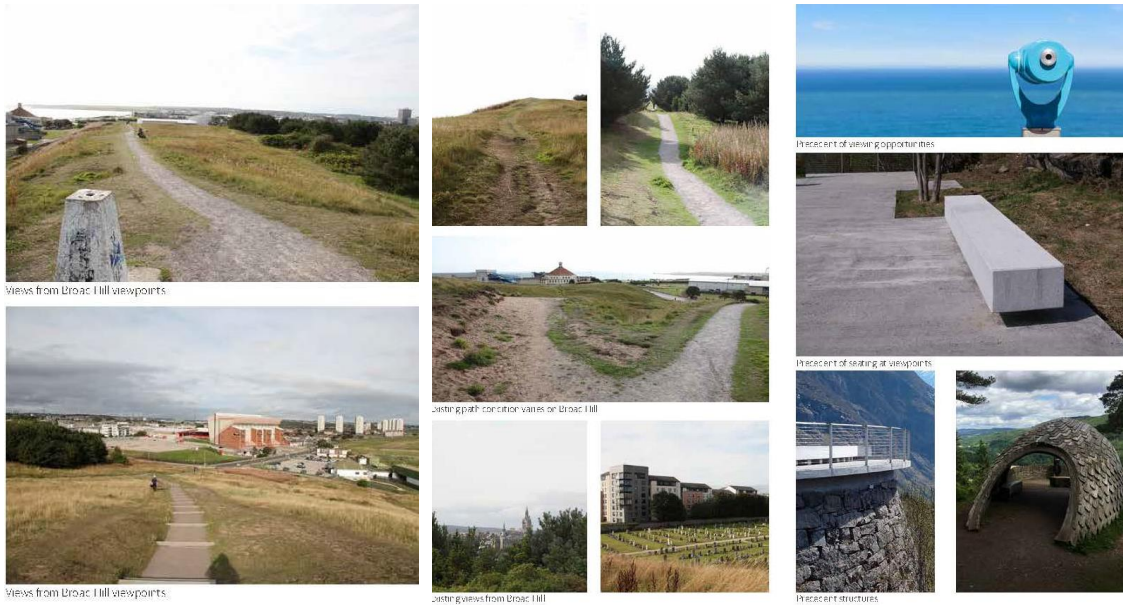


Figure 3.3.6 Broadhill Public realm/Landscape Concept

Source: Keppie WIP February 2022, ACB-KEP-XX-XX-RP-A-852004

3.3.29 A relatively light touch of intervention is proposed for Broad Hill. This could include the improvement of the existing path network, additional tree/scrub planting and up to two new viewpoints/sculptural interventions taking advantage of the expansive views available and providing opportunities for seating and interpretation.

### 3.4 Medium Term Development

#### Gateway Building



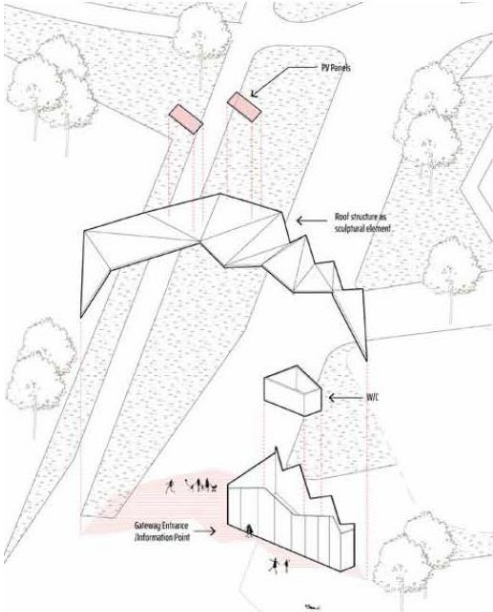
Location Plan



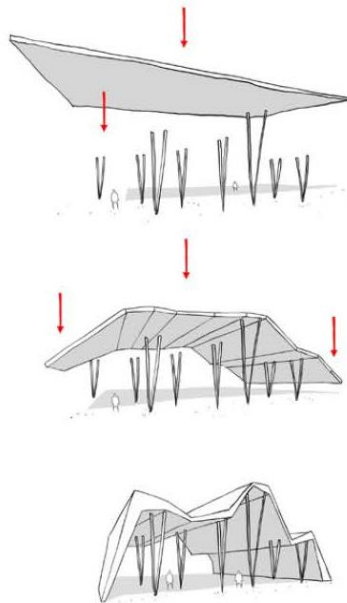
Concept 3D View



Key Plan



Concept Isometric View



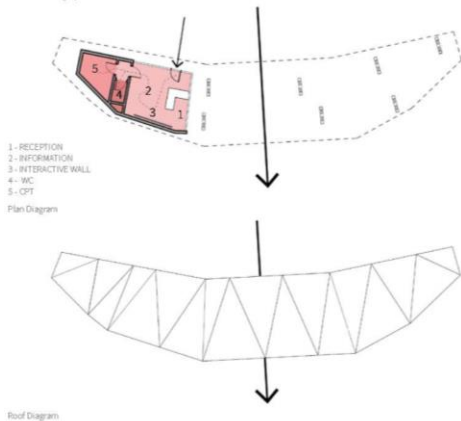
Concept Diagram



Precedent Imagery

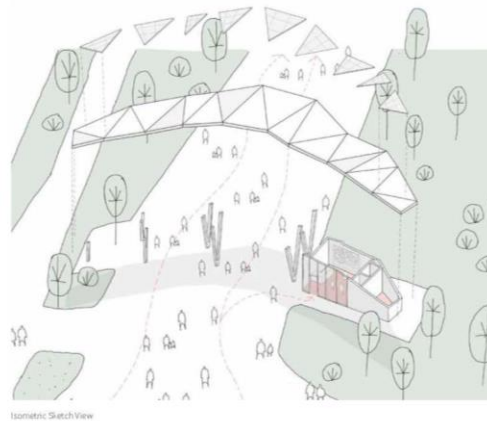


Concept 3D Model Extracts



1 - RECEPTION  
2 - INFORMATION  
3 - INTERACTIVE WALL  
4 - WC  
5 - OFF  
Plan Diagram

Roof Diagram



Isometric Sketch View

Figure 3.4.1 Gateway Building Concept

Source: Keppie WIP February 2022, ACB-KEP-XX-XX-RP-A-852004

- 3.4.1 The Gateway Building acts as a sculptural landmark at the entrance to the Urban Park, offering an enhanced sense of arrival at the Gateway to the Beachfront. The flexible building footprint is set within a complementary lightweight structure which spans across the main desire route, increasing visibility from Beach Boulevard and drawing people down towards the new waterfront destination from the City Centre approach.
- 3.4.2 An integrated Information Booth and Reception area is proposed to assist with orientation within the new Urban Park, with enhanced directional and digital signage. The Gateway proposal offers potential to explore more sculptural elements, feature lighting and opportunities for public art within the design, adding the wow factor upon arrival to the Beachfront.
- 3.4.3 Accessible/Toilet/Changing facilities will be housed within the proposed structure which will be clad in durable, natural timber cladding, with an angular roof formation to echo the other lightweight architectural interventions within the wider Park. The height of the Gateway canopy will be designed to accommodate vehicular access onto a shared surface if required for managed events.

**Hub Building**



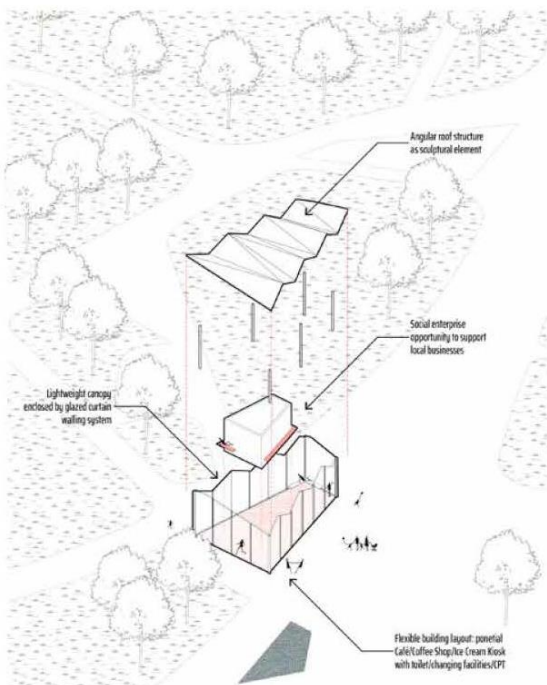
Location Plan



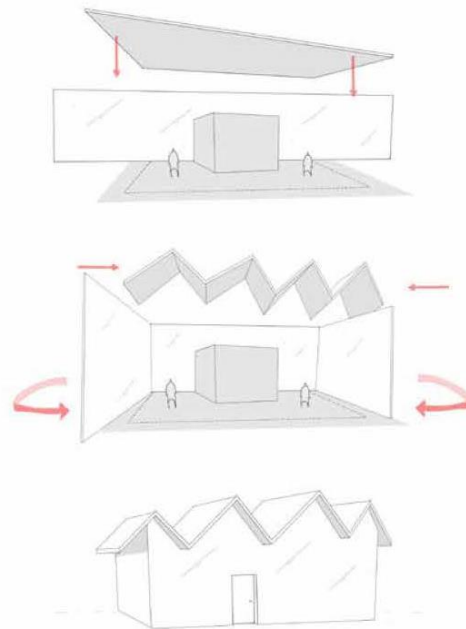
Concept 3D View



Key Plan



Concept Isometric View



Concept Diagram

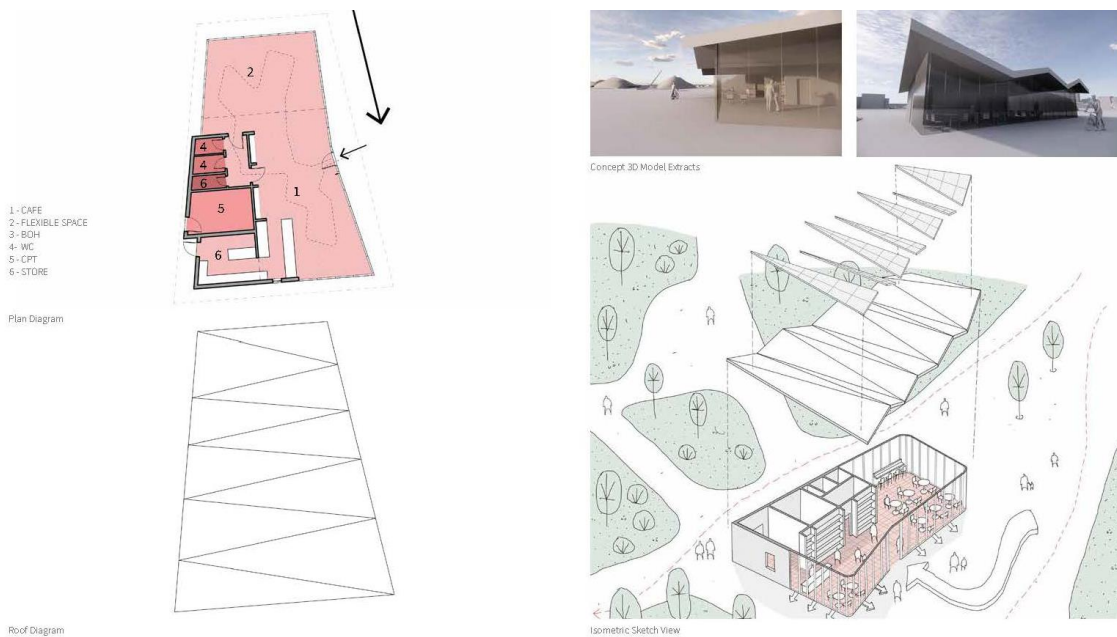


Figure 3.4.2 Hub Building Concept

Source: Keppie WIP February 2022, ACB-KEP-XX-XX-RP-A-852004

- 3.4.4 The Hub Building is located in the central plaza area, creating a focal point at the heart of the new Urban Park. Positioned at a key nodal point junction on the main Avenue, the building will capitalise on footfall sweeping down from Beach Boulevard, offering a place to pause, engage and refresh on the primary desire route.
- 3.4.5 The flexible building footprint could support a variety of uses, with opportunity for Social Enterprise and supporting local business with a potential Coffee Shop/Ice Cream Kiosk offering light refreshments. Toilet and Changing facilities would be provided including centrally located accessible facilities/CPT. The proposed Hub will incorporate a sculptural angular roof structure, aligned with the wider family of lightweight structures located throughout the Urban Park.

### New Canopy Features



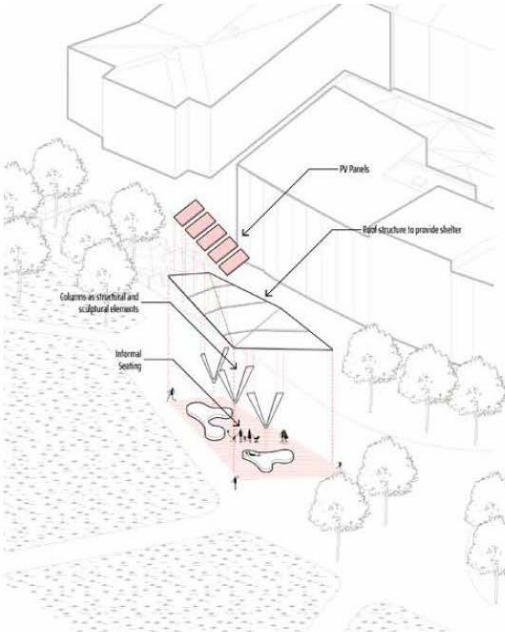
Location Plan



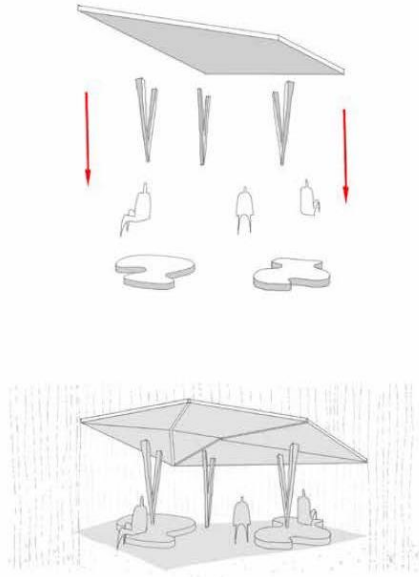
Concept 3D View



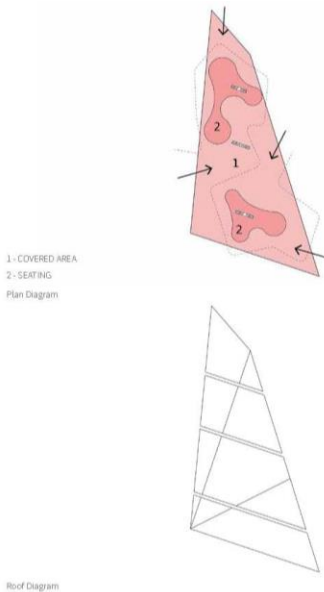
Key Plan



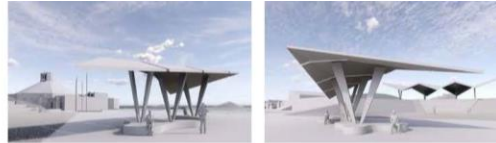
Concept Isometric View



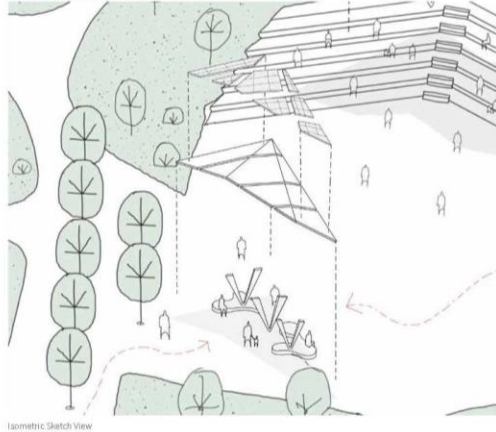
Concept Diagram



Roof Diagram



Concept 3D Model Extracts



Isometric Sketch View

Figure 3.4.3 Canopy Features Concept

Source: Keppie WIP February 2022, ACB-KEP-XX-XX-RP-A-852004

- 3.4.6 A number of canopy structures are proposed at key nodal points within the Urban Park to aid orientation on the Beachfront journey. The angular roof structures proposed will provide shelter from the elements and seating areas for rest and reflection.
- 3.4.7 A variety of seating, including back and arm rests will be provided, as well as accessible spaces for wheelchair users. These flexible structures offer opportunity for social/meeting points, picnic areas, recycling points, individual seating and quiet areas.
- 3.4.8 Feature structural columns are proposed as sculptural elements, supporting an angular roof form with opportunities for integrated PV panels to provide solar energy to potentially illuminate the public realm areas, with feature up-lighting of the canopy forms.
- 3.4.9 Durable, locally sourced, sustainable materials have been suggested, creating a family of structures which follow a common architectural language and materiality to tie through with wider Masterplan interventions.

**New Amphitheatre (Canopy Structure)**



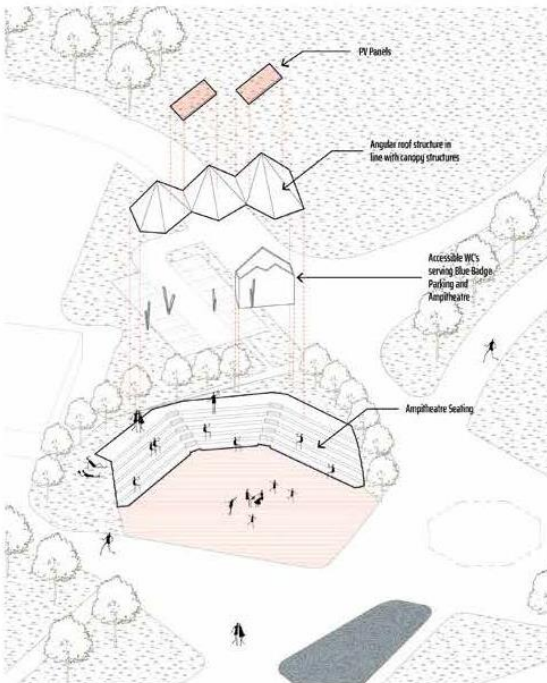
Location Plan



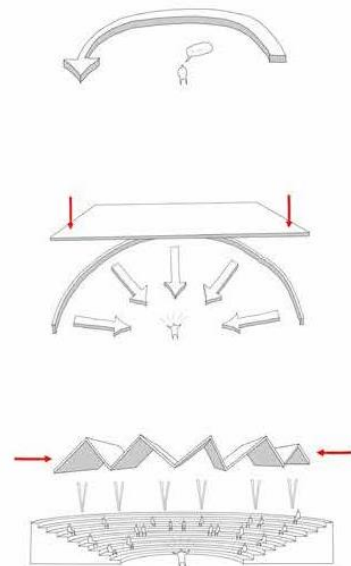
Concept 3D View



Key Plan



Concept Isometric View



Concept Diagram



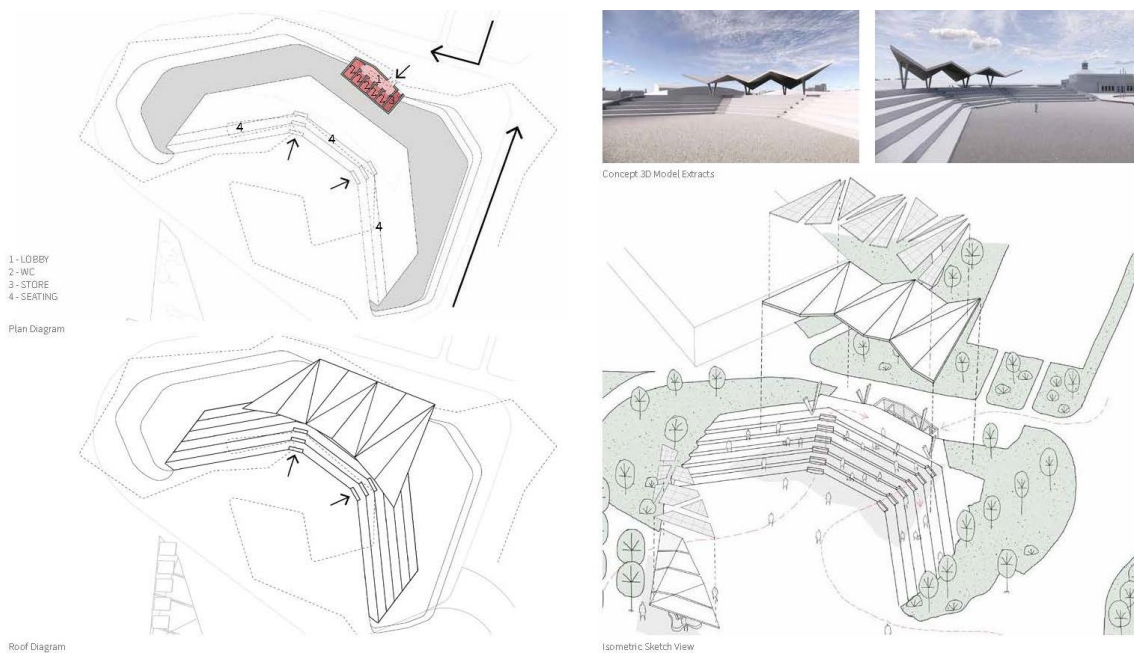


Figure 3.4.4 New Amphitheatre Canopy Structure Concept

Source: Keppie WIP February 2022, ACB-KEP-XX-XX-RP-A-852004

- 3.4.10 Within the Urban Park the opportunity to create a more intimate outdoor venue, suitable for music, theatre, outdoor cinema or screenings is provided with the creation of a small external amphitheatre located adjacent to the existing Beach Ballroom.
- 3.4.11 The proposed Amphitheatre is supported with a lightweight angular canopy structure, tying in with the sculptural roof forms of the wider Masterplan, providing an element of shelter to the seating area and simultaneously offering opportunity for localised accessible toilet facilities adjacent to the accessible parking on the West part of the site.
- 3.4.12 Taking advantage of the existing site topography/ levels, the location for the Amphitheatre naturally shields the adjacent buildings to the West, whilst the orientation of this space provides natural screening and acoustic benefits which can be enhanced with strategic planting to provide an additional level of privacy to the space.
- 3.4.13 The vision for this space is to create a flexible, intimate external events space with the potential to tie in with larger events hosted within the Urban Park.
- 3.4.14

## Broadhill (Structures)



Figure 3.4.5 Broadhill Structures Concept

Source: Keppie WIP February 2022, ACB-KEP-XX-XX-RP-A-852004

- 3.4.15 2 no. geometric viewing platform structures are proposed on Broadhill, taking advantage of spectacular panoramic views across the Beachfront.
- 3.4.16 The indicative material palette explored consists of a concrete base slab structure with integrated timber seating areas to pause, rest and reflect along the popular walking route.
- 3.4.17 To coincide with other Masterplan interventions and create a common aesthetic throughout the Urban Park, proposed timber finishes will be locally sourced Scottish larch, suitable for a marine environment. To offer shelter from the elements, integrated timber canopy structures are also proposed.
- 3.4.18 Informative directional signage and/or sculptures pointing to specific landmarks are proposed, with accompanying observational stand binoculars.
- 3.4.19 There are also opportunities for public art installations in collaboration with local artists, potentially being integrated within the hexagonal concrete structures, subject to artist's detail design.

## Beach Boulevard / Connectivity

- 3.4.19 The interventions illustrated on Beach Boulevard and the alterations to the roundabout connection to Justice Street have still to be tested in relation to geometries and traffic modelling. The aim here however is to illustrate an aspiration for how these spaces could be transformed with the following aims:
  - Increasing pedestrian and cycle connectivity between the City and the Beach
  - Improving the appearance and experience of walking or cycling to the beach
  - Improving legibility of the journey
  - Providing a segregated cycle route
  - Increasing soft landscape and biodiversity
  - Accommodating SUDS

## BEACH BOULEVARD

The iterations to Beach Boulevard in relation to the reduction of carriageway width have still to be tested in relation to traffic modelling. The aim here however is to illustrate in a general way how a narrower space can be dedicated to pedestrians and cyclists and public realm, transforming the experience of going to the beach.

### Legend

1. New segregated cycleway
2. Reduced carriageway
3. Parking
4. Seating opportunities
5. Artwork interventions: creating interest on the trail from the city to the beach
6. Sidewalk with continuous footways and pedestrian/cycle priority
7. Bus stop (station etc.)



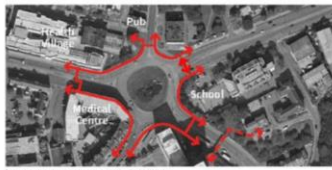
Figure 3.4.6 Beach Boulevard Connectivity Concept

Source: Keppie WIP February 2022, ACB-KEP-XX-XX-RP-A-852004

3.4.20 The diagram below illustrates the current pedestrian crossing opportunities around the roundabout and highlights how the road infrastructure dominates how this part of the city is experienced.

## ROUNDBABOUT

The diagram below illustrates the current pedestrian crossing opportunities around the roundabout and highlights how the road infrastructure connects flows from the city to the beach.



Existing crossing points are at adjacent uses.

Several different concept options have been investigated in order to determine how best to improve the connection from the City to the Beach. Of the options developed it is believed that an 'At Grade' solution has the potential to create the most effective solution.

The options illustrate two different potential reconfigurations of the roundabout for further exploration. These concept options have not been tested in relation to geometries or traffic modelling however aim to illustrate an aspiration for how the roundabout could be transformed improving pedestrian and cycle connectivity, extending the character of the City centre and creating a new into a new public space.



A potential new civic space, brings the City centre closer to the Beach and by doing so, creating a direct pedestrian and cycle route onto Beach Boulevard.

Figure 3.4.7 Roundabout Concept

Source: Keppie WIP February 2022, ACB-KEP-XX-XX-RP-A-852004

- 3.4.21 Several different concept options have been investigated in order to determine how best to improve the connection from the City to the Beach. Of the options developed it is believed that an 'At Grade' solution has the potential to create the most effective solution.
- 3.4.22 The options illustrate two different potential reconfigurations of the roundabout for further exploration. These concept options have not been tested in relation to geometries or traffic modelling however aim to illustrate an aspiration for how the roundabout could be transformed improving pedestrian and cycle connectivity, extending the character of the City centre and creating a new into a new public space.
- 3.4.23 The alterations to Beach Boulevard in relation to the reduction of carriageway width have still to be tested in relation to traffic modelling. The aim here however is to illustrate an aspiration for how carriageway space can be reallocated to pedestrians and cyclists and public realm, transforming the experience of going to the beach.



**BEACH BOULEVARD**

The alterations to Beach Boulevard in relation to the reduction of carriageway width have had to be taken in addition to traffic realignment. The new, here, however, is to allocate an opportunity for how carriageway space can be reallocated to pedestrians, and cyclists and public realm, transforming the segment of going to the beach.

- Legend
- 1. New segregated cycleway
  - 2. Reduced carriageway
  - 3. Parking
  - 4. Seating opportunities
  - 5. Attractive interventions creating interest on the trail from the city to the beach
  - 6. Seating with continuous footways and pedestrian/cycle priority
  - 7. Bus stop (station 102)

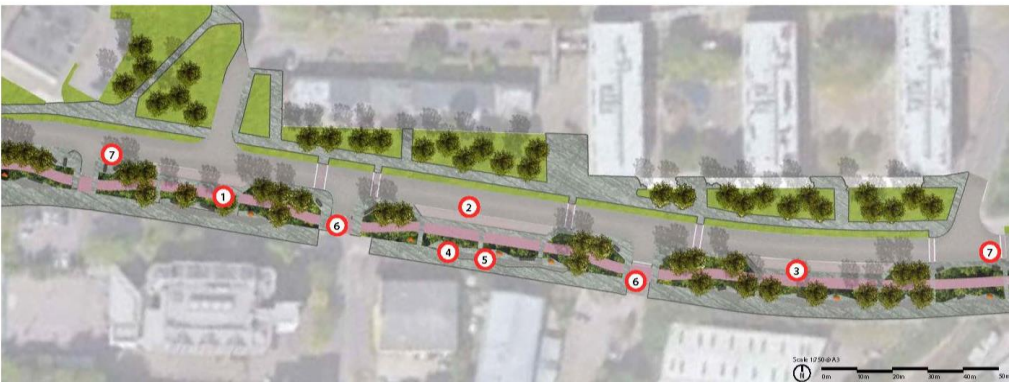


Figure 3.4.8 Beach Boulevard Concept

Source: Keppie WIP February 2022, ACB-KEP-XX-XX-RP-A-852004



Figure 3.4.9 Beach Boulevard Carriageway Concept

Source: Keppie WIP February 2022, ACB-KEP-XX-XX-RP-A-852004

3.4.24 At the bottom of Beach Boulevard the space widens. This could be an opportunity to create community gardens with a smaller, more intimate scale than within the main body of the park. These gardens could include, sensory elements such as herb gardens, coloured light and sound features and promote use and enjoyment of the gardens by all. They could incorporate small elements of play and interaction. They could provide social seating arrangements and quieter areas to relax. They could include community growing and fruit trees.



- Legend
1. Aromatic garden
  2. Sound garden
  3. Light garden
  4. Orchard garden



Figure 3.4.10 Community Gardens Concept

Source: Keppie WIP February 2022, ACB-KEP-XX-XX-RP-A-852004

## 4 Case for Investment

### 4.1 Strategic Case

- 4.1.1 The principle of improving access to both formal and informal leisure and recreational offer along the city's Beachfront area is supported by national and strategic planning and associated policy, with Covid-19 adding further to the demand for public open space.
- 4.1.2 The updated CCMP and Beachfront Masterplan commits ACC to delivering its holistic City Vision to support and enhance economic recovery and growth post pandemic and support the continuing diversification from oil and gas-based industries to renewables, emerging technologies and green infrastructure.
- 4.1.3 Masterplans which cover a scope as ambitious as the one for the City Centre and Beachfront, with long-term visions for investment and regeneration, are dynamic and create a framework for responding to local priorities, demand, market conditions and trends. The Beachfront Masterplan presents a unique opportunity to create transformational new spaces and destinations at Aberdeen's waterfront.
- 4.1.4 The Beachfront Masterplan projects are strategically aligned with:
- Aberdeen Local Development Plan (2017) – the proposals comply with: Policy NC9 – Beach and Leisure, as any such development will be beach and leisure related and of appropriate scale; Policy NE1 – Green Space Network, as the proposed works will ensure that linkages to, from and throughout the greenspace network are maintained and improved where possible; Policy NE3 – Urban Green Space, as the stadium and leisure oriented projects will constitute a recreation and sport use and will complement other green spaces in the city; Policy NE7 – Coastal Planning, as the proposed projects are in locations which are not notably susceptible to coastal flooding.
  - Scottish Planning Policy – sets out the Scottish Government's planning policy on a range of types of development and environmental issues. The Beachfront projects respond to key points including: responding to economic issues, challenges and opportunities; supporting delivery of infrastructure; supporting climate change mitigation and adaptation; improving health and wellbeing by offering opportunities for social interaction and physical activity, including sport and recreation; protecting, enhancing and promoting access to cultural and natural heritage.
- 4.1.5 The rationale for investment is driven by longstanding market failures. Market failure is a situation whereby there is an inefficient distribution of goods and services which is unable to be corrected through free market forces alone, requiring public sector intervention to incentivise actions which will overcome barriers to delivery.
- 4.1.6 The Beachfront is a new area of intervention which has been identified as a priority for investment in the review of the 2015 City Centre Masterplan. Public sector investment is required to redevelop and reconfigure primary access routes which connect the City Centre to the Beachfront, as well as regenerate and re-imagine key assets to create a new destination and hub of economic activity in the city. Directing funds into key Beachfront projects will stimulate new economic activity and attract further private sector investment which will be leveraged to deliver new development for Aberdeen.



## 4.2 Economic Case

- 4.2.1 Aberdeen's economy is changing at a rapid rate, as the economy responds to the combined effects of the global transformation from oil & gas to renewables, and the transformation to a post Covid-19 economy.
- 4.2.2 These changes are causing significant short to medium term challenges for the city's economy, and recent research from Savills indicates that:
- GVA fell by 2.4% per annum from £11.2 billion in 2015 to £10.2 billion in 2019, with employment falling by 1.5% per annum over the same period.
  - Figures from PwC estimate that the city's economy contracted by a further 9.2% in 2021
  - The city's population fell by 8% between 2015 and 2019
- 4.2.3 The City is also currently managing an over-supply of office and general retail space following a period of significant investment in the run up to the down-turn. For example, recent research shows that:
- The city has a significant over-supply of general retail space, including Union Street, one of Europe's longest principal shopping streets, and the Bon Accord and Union Square shopping centres, with Union Street and the Bon Accord Centre currently experiencing very high void rates
  - Three recent office developments (The Capitol, The Silver Fin and Marischal Square) have space available to let, however, recent lettings to Shell (c 100,000 sq ft in Silverfin), shows some confidence returning to the market
- 4.2.4 However, the foundations for future growth are strong, with strong opportunities for the city to reinvent itself as a successful visitor, renewable energy and food and drink economy.
- 4.2.5 Aberdeen's expertise and infrastructure in the oil and gas sector will provide a wealth of skills and knowledge which can facilitate the transition to renewable energy. This will enable the retention and continued attraction of highly skilled workers into the city, supporting other economic sectors, and helping to achieve climate change and net zero ambitions for the city and country.
- 4.2.6 In March 2021, the UK Government pledged £27million to Aberdeen's Energy Transition Zone (ETZ), and this funding was matched by the Scottish Government to help facilitate the transition to net zero and embrace the low-carbon future.
- 4.2.7 The ETZ and the £6.3million Global Underwater Hub supported by the Chancellor of the Exchequer are part of the first stage in delivering the UK Government's North Sea Transition Deal. The investment is an acknowledgement of Aberdeen's key role to play in this transition and demonstration of support from Government. The North Sea Transition Deal is a transformative partnership which aims to leverage up to £16 billion in investment over the coming decade to harness the power of the UK offshore oil and gas industry to meet the UK's net zero target.
- 4.2.8 The Aberdeen region has recognised strengths in food & drink manufacturing, accounting for a fifth of Scotland's output in the sector. Growing this industry further presents an opportunity to diversify the economy and create new processes, technologies, and products. While tourism has been negatively impacted by the Covid-19 pandemic, Aberdeen can capitalise on the region's natural assets to develop the visitor economy as travel returns to normal. The food & drink offer is a key component

the city and region's character and can be influential in supporting the visitor and tourism sector.

- 4.2.9 Even before the Covid-19 pandemic the UK retail market was already experiencing significant challenges and undergoing dramatic change. The pandemic has accelerated the rise of online shopping and the result has been a decline in physical retailing, placing huge pressures on the commercial real estate market as traditional and conventional economic systems are being replaced. However, some forms of retail are likely to be more heavily impacted by this than others, and recent research suggests that investment in experience-based retail<sup>5</sup>, offering services and experiences that cannot be replicated online, can act as a driver for city centre visits and can generate additional visits, dwell times and spend for the city centre as a whole.
- 4.2.10 The proposed interventions in Aberdeen's City Centre and Beachfront have the potential to change the way that current and potential future residents and visitors experience and view the city. They can deliver a series of event and experience spaces that can give people reasons to visit the areas, and to stay in the area for longer than they would otherwise. This in turn can serve as a catalyst to increase visitor spend in the City Centre's existing retail, leisure and hospitality businesses, and could encourage more people to live in and invest in the city.
- 4.2.11 Capital investment to deliver the infrastructure will also support short-term construction employment and associated gross value added (GVA), while the enhancements made to the public realm will support increased levels of active travel, such as walking and cycling, which promote healthier lifestyles and lower levels of emissions. These will have health and wellbeing benefits to those who choose active travel but will also benefit the entire community through the overall reduction in pollution and emissions.
- 4.2.12 As the investment proposition develops, the individual projects within the City Centre programme will be subject to their own business cases. At this stage, a more comprehensive and rigorous quantitative assessment of project benefits will be possible as there will be more clarity and robustness about project costs, private sector co-funding opportunities and timescales.

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<sup>5</sup> *Experience will drive footfall in shopping centres, not brands, Katapult, 2021*

## 5 Deliverability

### 5.1 Financial Case

- 5.1.1 Developing capital costs with any degree of accuracy at this stage has proved challenging with the current difficulties with supply chains, energy costs, and construction inflation. The estimated capital cost of delivery will continue to be developed during the next stage and presented as part of the FBC in June 2022 following engagement with the market.
- 5.1.2 The current working assumptions on phasing are presented below. However, phasing will be further developed during the Full Business Case through market testing:
- Phasing Options dated 11 February 2022
  - Construction Programme:
    - Phase 1 New Play Park – Q4 2022 with a Construction Period of 12 months
    - Phase 2 Events Park – Q2 2023 with a Construction Period of 12 months
    - Phase 3 Temporary Landscape – Q2 2023 with a Construction Period of 6 months
    - Phase 4 Pedestrian Spine – Q2 2023 with a Construction Period of 12 months
    - Phase 7 Broad Hill – Q4 2022 with a Construction Period of 6 months
    - Phase 8 Beach Boulevard – Q4 2024 with a Construction Period of 12 months
- 5.1.3 Aberdeen City Council has agreed a capital programme plan of £214m for 2021/22, including an investment of £150m to regenerate the city centre and link it to the beach area. It is anticipated that a proportion of project funding will be drawn from that £150m commitment to the City Centre and Beach regeneration over the period 2021-26 (evidenced in the decisions related to the Council's 2021-22 budget report). The Council will continue to seek contributions from other stakeholders and partners, including through future rounds of the Levelling Up Fund and through the UK Shared Prosperity Fund in relation to capital and future operational spend requirements of these projects.
- 5.1.4 No assessment has yet been undertaken around project revenue costs and delivery models, however these will be considered at the Full Business Case stage.
- 5.1.5 The project is expected to be procured through the Hub model, and conversations are still taking place to establish the commercial & operation delivery models for the proposed interventions.



## APPENDIX C – Programme Development Pack

The undernoted paragraph numbers and titles link to the main report. The narrative below expands on areas of the report and provides supporting graphics.

### 2. RECOMMENDATION(S): Design Progress

#### Recommendation 2.1

**The undernoted provides a summary narrative of all the features listed within recommendation 2.1 of the main report that will now progress to Full Business Case. This summary outlines how the features will look and function:**

The Concept Masterplan is centred around a re-imagined Urban Parkland setting, creating a transformational and vibrant new Beachfront destination for the City of Aberdeen.

The preferred Rope Works concept, inspired by the organic form of the rope weave, unravels into strands to form a hierarchical network of sinuous footpaths and desire routes, extending down from Beach Boulevard and opening up towards the heart of the Masterplan.

The open strands shape the Masterplan framework to create the geometry of the key elements of the proposal, including areas of Arrival, Play, Parkland, Gathering and Shelter. Natural landforms offer protection from the elements, with proposed dune formations providing shelter from North Easterly winds.

The Rope Works concept allows the main desire route from Castlegate to flow down Beach Boulevard and transition from a formal character to more natural, softer and playful forms, as the pathways extend out organically to link the key features of the Masterplan.

The main features of the Rope Works conceptual Masterplan are outlined below:

1. New Amphitheatre
2. New Events Field
3. New Urban Park Areas
4. New Sports Areas
5. Pump Track
6. Landscaped Mounding Features
7. Reconfiguration Works / Beach Landscaping
8. Interventions / Upgrades Along Beach
9. Broadhill (Public Realm / Landscape)
10. Gateway Building
11. Hub Building
12. New Canopy Features
13. New Amphitheatre (Canopy Structure)
14. Broadhill (Structures)
15. Beach Boulevard
16. Justice Street Roundabout



Key Features of Rope Works Masterplan



Concept rendered masterplan

## Design Opportunities

The Rope Works strategy allows all individual elements of the Masterplan to flow together organically, while offering maximum flexibility for future design development.

The Design Team have explored a number of complementary architectural opportunities within the wider Masterplan area, with the potential for flexible structures to be integrated into the design:

1. **Gateway Building**
2. **Hub Building**
3. **Lightweight Canopy Structures**
4. **Amphitheatre**

These flexible structures could be used for a variety of activities, with the ability to accommodate changes in use as the Masterplan design develops and evolves. Social Enterprise opportunities for supporting local business could be accommodated within a series of object buildings within the Urban Park, located at key junctions within the public realm network, offering opportunity to pause, engage and refresh on the Beachfront journey.

The **Gateway Building** acts as a sculptural landmark offering an enhanced sense of arrival to the Beachfront, with potential for an integrated Information Kiosk housed within a complementary lightweight structure.

The **Hub Building** is located in the central plaza area at the heart of the new Urban Park. The flexible footprint could offer the opportunity to support local businesses with a potential Coffee Shop/Ice Cream Kiosk offering light refreshments.

A number of **Lightweight Canopy Structures** are located at key nodal points within the Urban Park, offering shelter, informal social

and seating areas, with opportunities for integrated PV panels for solar energy collection.

The **Amphitheatre** offers a flexible external events space, with an integrated lightweight canopy structure which ties in with the sculptural roof forms of the wider Masterplan. This structure incorporates accessible facilities in close proximity to accessible parking.

The conceptual Masterplan encourages a common architectural language applied across all development opportunities within the wider Parkland area, creating a cohesive scheme that has been considered and designed as a whole. A palette of durable and sustainable natural materials will be considered, with the use of locally sourced timber species native to Aberdeen, where appropriate.



Architectural Development Opportunities



### 2.1.1 (1) New Play Park: Urban Park, Sports Area & Pump Track;

The proposed Urban Park is a tremendous opportunity to create an outdoor destination for the city in a unique context. The Urban Park is part of the wider landscape Masterplan that glues together many of the proposed and existing buildings and uses in the area, and importantly facilitates connections back to the CityCentre.

The potential of this Beachfront Urban Park will not only be on a city and regional level but should also be seen as distinctive in a national and international context.

The Urban Park can be seen in several ways, perhaps as a gift to the city and from the city in equal parts. Hence, its perception as a public park for all is a key aspect of the overall process.

Successful public parks from around the world, are by their very nature invariably designed with the public. The exercise of mutual understanding and design is in fact the start of the actual project. There has been initial consultation with various youth groups to date, and this needs to continue, and wider public consultation needs to happen. Out of this process a truly rich and varied design can be developed, full of 'indigenous' character, working with the inherent natural characteristics of the site and the aspirations of the people of Aberdeen.

A public park must be accessible for everyone, such is the egalitarian existence of true public spaces. The richness of the park will come in its form and uses. Play and games are an obvious part of this mix and creating the physical environment for this to flourish is key. The whole park should be seen as incorporating elements of play opportunity, with areas that are more focused and defined along with the more natural and incidental play integrated throughout the park. To ensure this engagement with the youth groups of Aberdeen needs to continue.

There are many other uses to be considered, and careful analysis of what is best is important as flexibility will be key in the evolution of a public park along with its functionality and flexibility to cater for yet unforeseen city uses. Being considerate not to over prescribe space is a restraint that needs to be exercised. Let people evolve with the structure of a good space – that is what will make it a place to be proud of and allow for the citizens of the city to take ownership.



Concept Visualisation of Urban Park



Concept rendered masterplan of Urban Park

## Arrival Squares

The arrival squares are a series of smaller hard landscape spaces within the park. These have been typically located at key arrival or nodal points within the site. These spaces will provide areas to meet, park a bicycle, take shelter, have a game of chess or sit and relax. They are of a scale which would also allow them to accommodate smaller events, markets or food trucks etc. helping to animate these spaces. They should be locations which assist legibility and way-finding within the park, either through unique identities and landmarks or the inclusion of way-finding information. The provision of power, water and data within these spaces should be considered.

## BEACH BOULEVARD ARRIVAL

This space will provide a welcome point and main arrival into the park from Beach Boulevard. A Gateway building, described in more detail elsewhere within this document will act as a sculptural landmark at the entrance to the Queens Links, offering an enhanced sense of arrival at the Gateway to the Beachfront and providing facilities including Accessible/Toilet/Changing facilities.



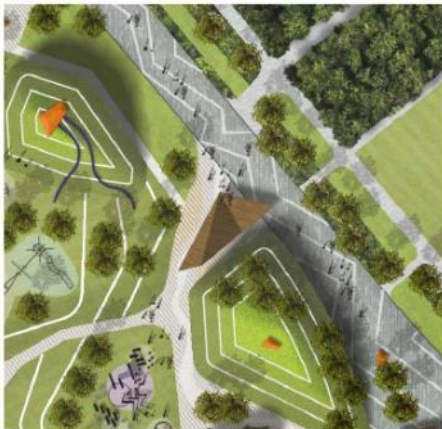
## AMUSEMENTS SQUARE

This space will provide a welcome point into the park from the promenade and adjacent arcades. It will also act as a key pick up/drop off point for the Park.



## PLAY GATEWAY

This space will provide a main gateway into the play area off the main route through the park. It will create a place to meet and explore the park from and will include opportunities for shelter.



## TRAMWAY SQUARE

This space will create an arrival into the park from Unquhart Road. At its southern end it incorporates an element of the existing tram lines which could be incorporated into this space to create character and a link to the history of the site. At its northern end this space could also form a connection to Transition Extreme Sports. At its eastern edge this space has a direct relationship with the events field which would allow these two spaces to be used in conjunction with each other for larger events.



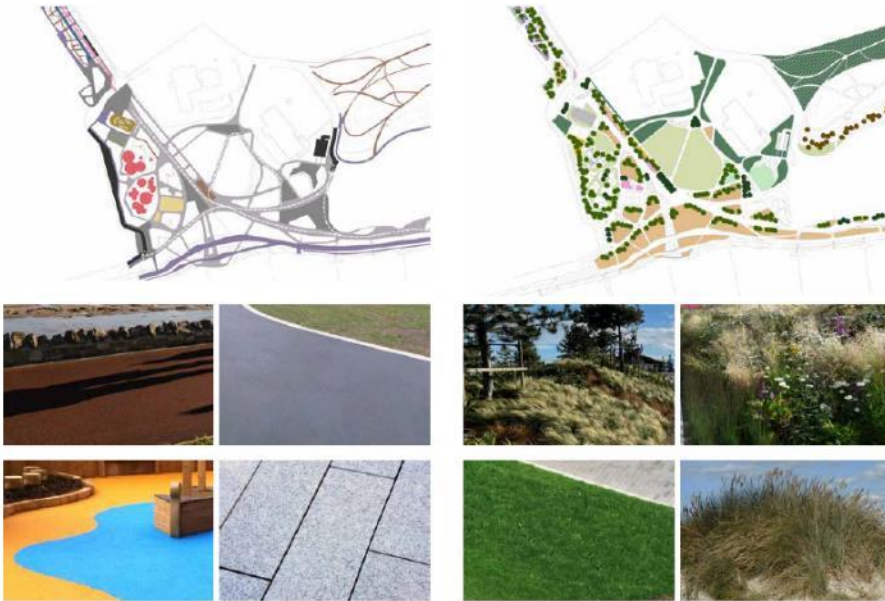
## AMPHITHEATRE SQUARE

This space adjoins the naturally sheltered and sunken space of the amphitheatre, working with the distinct topography of the area. The space provides an arrival at the Beach Ballroom and a space to meet and linger off the main pedestrian thoroughfare.



## Hard and soft landscaping

The hard and soft landscape materials selected for the new urban park areas will be important as these will help to create legibility, character, ensure suitable accessibility, provide appropriate safety surfacing and ensure maintenance is easily undertaken.



### Hard: (left)

A relatively simple palette of hard landscape materials is being developed which will be robust, durable and easy to maintain.

### Soft: (right)

General typologies of planting are being developed across the park. These will aim to enhance ecology, provide shelter and structure, provide seasonal colour and interest and to create movement and animation within the park.

## Street Furniture

A palette of street furniture will be developed which helps provide cohesiveness to the park and provides opportunities for sitting in different configurations and social groupings.



## Water Features

Water features are being explored as part of the park proposals due to their ability to bring drama and animation to a space, to become a destination and meeting point and for their play value. The indicative locations for water features are illustrated below. Indicatively each of these water features would have a different character and attraction.



Rendered concept masterplan highlighting water elements

## New sports areas:

Although this area has been termed the play and games zone it is not intended that opportunities for play will be constrained to this area of the site. The intention is that informal play opportunities will be present through out the park. Equally the intention is that this area is a fully integrated part of the park landscape and is permeable and able to be explored as part of a visit to the park. The play park has been enclosed to some degree by landform/tree planting in order to help create a suitable micro-climate and provide a comfortable year round space. Equally the aim has been to provide some shelter from the wind which is particularly important for games such as table tennis and volley ball. A structure for the play and games zone has being developed which can accommodate a variety of play. At this point the content of the play parks is still being developed however approximate areas have been set aside for separate younger and older children's play areas. Recently undertaken consultation with children and young people is helping to inform this process and refine the types of play which should be included within these areas. Other uses with a larger footprint have been included within the development of the plan to ensure space is allowed for these uses within the plan, these included a pump track/skate park, a basketball court and volleyball courts all of which were raised during youth engagement. Other smaller uses have been indicated on the plan such as chess tables, table tennis tables etc. the final location of these elements is more flexible due to their smaller size.



Concept Masterplan: Sports Areas

Legend

- 1. Pump track/skate park (total area illustrated 1,190m<sup>2</sup>)
- 2. Basketball Court
- 3. Lookout dune with slides
- 4. Low seating/parkour walls
- 5. Seating
- 6. Older children/youth play area (total area illustrated 2,620 m<sup>2</sup>)
- 7. Small children's play area (total area illustrated 2,770 m<sup>2</sup>)
- 8. Shelter
- 9. Volley ball sand pit
- 10. Climbing boulder sand pit
- 11. Table tennis
- 12. Chess tables
- 13. Spinning boulder
- 14. Lookout binoculars

## PLAY PRECEDENTS

The content of the play parks is still being developed however a recently undertaken consultation with children and young people is helping to inform this process and refine the types of play which should be included within these areas.



Photograph by Göran Ekeberg, Adlight AB.  
(Image courtesy of Karavan landskapsarkiter)



Photograph by Göran Ekeberg, Adlight AB.  
(Image courtesy of Karavan landskapsarkiter)



## Pump Track

The desire for a bike, skate or pump track within the park was one element which emerged strongly from the engagement with Children and Young People.

At their best, pump tracks can be incredibly inclusive play elements which can be used by all ages and abilities. They can be used by many different types of equipment including scooters, roller blades, roller skates, skate boards, bicycles of all types and wheel chairs. They can help build a vibrant community, encourage social interaction and build respect for others. They can provide a valuable source of exercise and can be a gateway into other sports such as bmx or mountain biking. Having this as a free to use element within the park could be a valuable resource for the community.

The design of this element should be undertaken by a specialist company to ensure the design is both accessible to all, where a toddler supervised by an adult could roll around, a visitor in a wheelchair could get around, and that also has collections of features which are engaging to more experienced users.



A pump track is usable by many sports and can help build communities and encourage social interaction.

## 2.1.2:

### New amphitheatre

Within the Urban Park the opportunity to create a more intimate outdoor venue, suitable for music, theatre, outdoor cinema or screenings is provided with the creation of a small external amphitheatre located adjacent to the existing Beach Ballroom. The proposed Amphitheatre is supported with a lightweight angular canopy structure, tying in with the sculptural roof forms of the wider Masterplan, providing an element of shelter to the seating area and simultaneously offering opportunity for localised accessible toilet facilities adjacent to the accessible parking on the West part of the site.

Taking advantage of the existing site topography/ levels, the location for the Amphitheatre naturally shields the adjacent buildings to the West, whilst the orientation of this space provides natural screening and acoustic benefits which can be enhanced with strategic planting to provide an additional level of privacy to the space. The vision for this space is to create a flexible, intimate external events space with the potential to tie in with larger events hosted within the Urban Park.



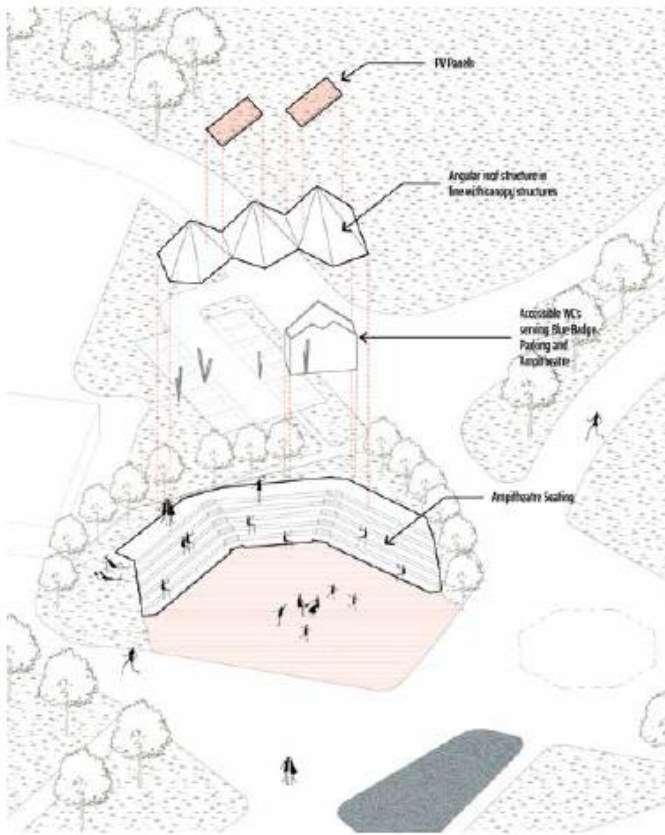
Location Plan



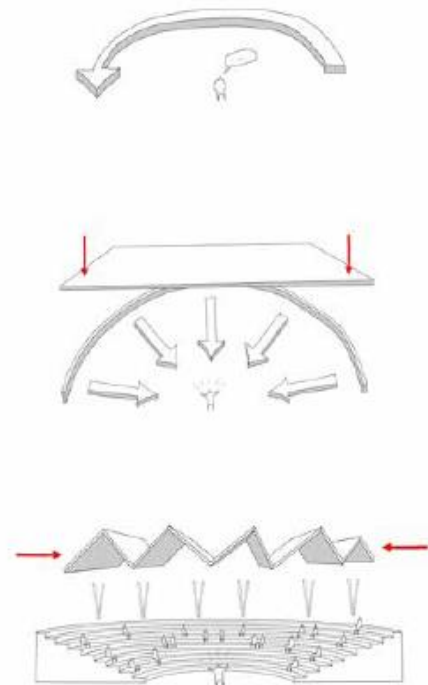
Concept 3D View



Key Plan

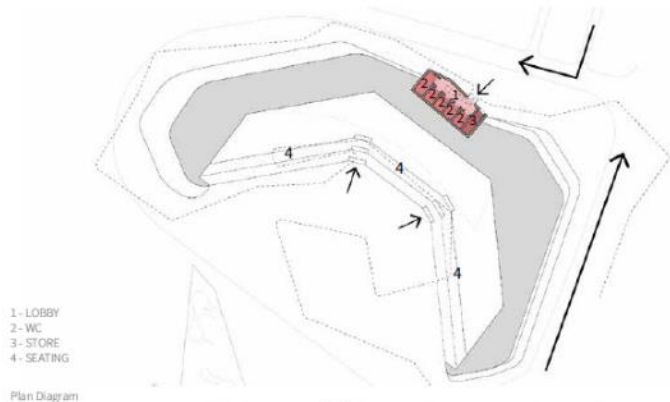


Concept Isometric View

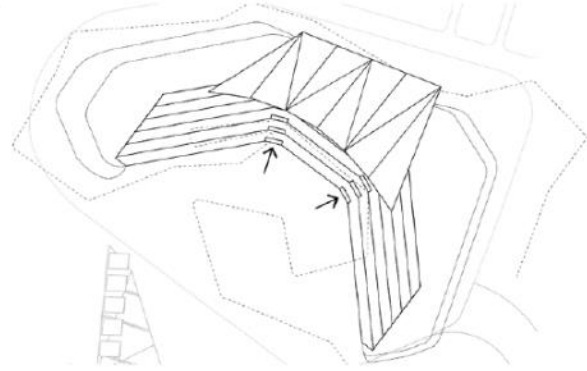


Concept Diagram

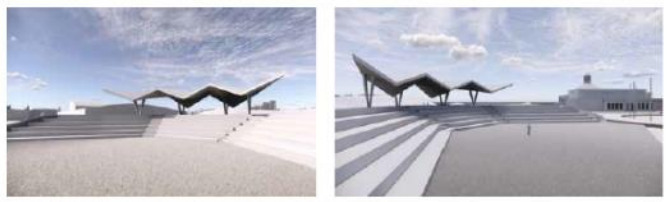




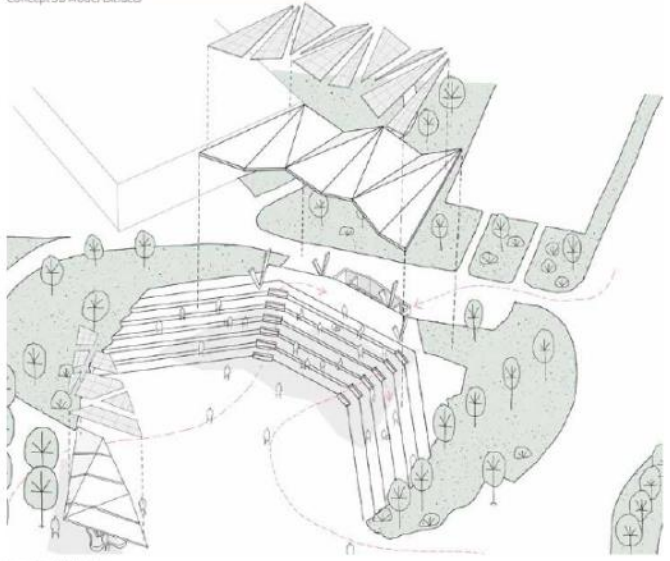
Plan Diagram



Roof Diagram



Concept 3D Model Extracts

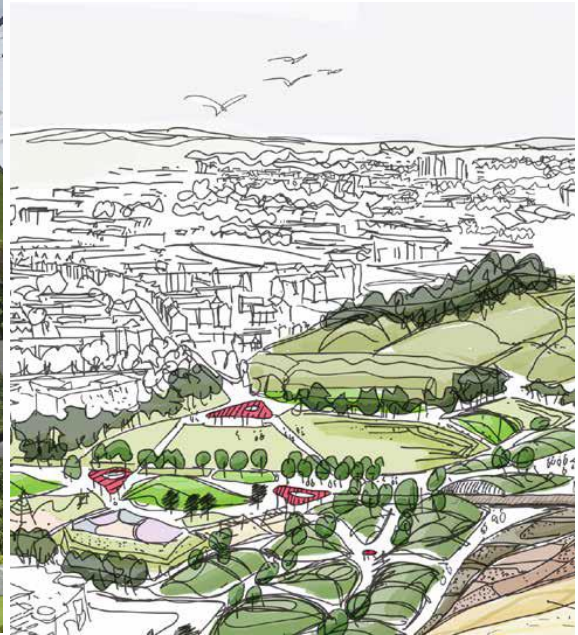


Isometric Sketch View

## Event Field

The events field has been designed as a flexible space capable of holding events, festivals, larger concerts etc. but also to provide a large grassed area for day to day use including informal sports and games such as football, touch rugby, ultimate frisbee, and passive recreation such as picnicking.

The field covers an area of circa 8,800m<sup>2</sup> however additional space is also provided by the adjacent hard landscaped public spaces.



**CONCERT**

**FIREWORKS**

**CHRISTMAS MARKET**

The below plan illustrates a possible arrangement of a larger concert/festival within the park.

The below plan illustrates a possible arrangement of a fireworks event within the park.

The below plan illustrates a possible arrangement of a large Christmas market within the park.



## Gateway Building

The Gateway Building acts as a sculptural landmark at the entrance to the Urban Park, offering an enhanced sense of arrival at the Gateway to the Beachfront. The flexible building footprint is set within a complementary lightweight structure which spans across the main desire route, increasing visibility from Beach Boulevard and drawing people down towards the new waterfront destination from the City Centre approach.

An integrated Information Booth and Reception area is proposed to assist with orientation within the new Urban Park, with enhanced directional and digital signage. The Gateway proposal offers potential to explore more sculptural elements, feature lighting and opportunities for public art within the design, adding the wow factor upon arrival to the Beachfront.

Accessible/Toilet/Changing facilities will be housed within the proposed structure which will be clad in durable, natural timber cladding, with an angular roof formation to echo the other lightweight architectural interventions within the wider Park. The height of the Gateway canopy will be designed to accommodate vehicular access onto a shared surface if required for managed events.



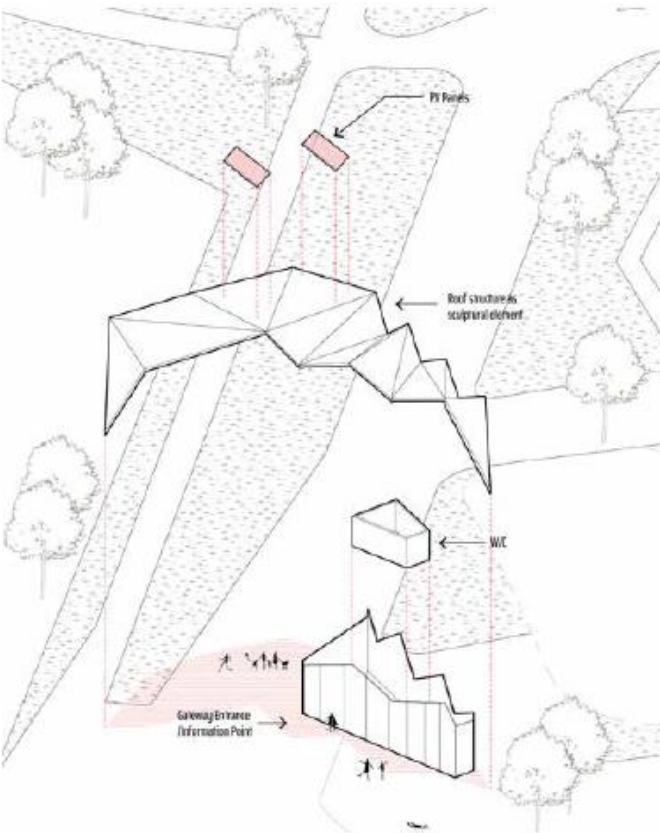
Location Plan



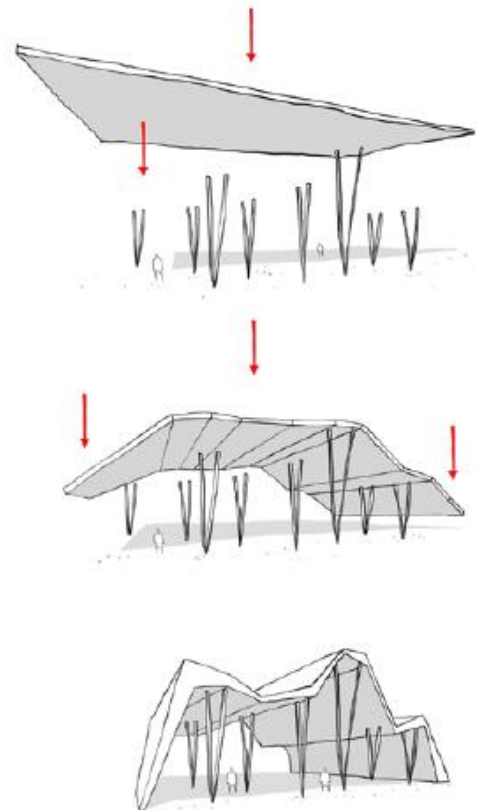
Concept 3D View



Key Plan



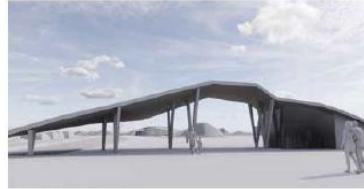
Concept Isometric View



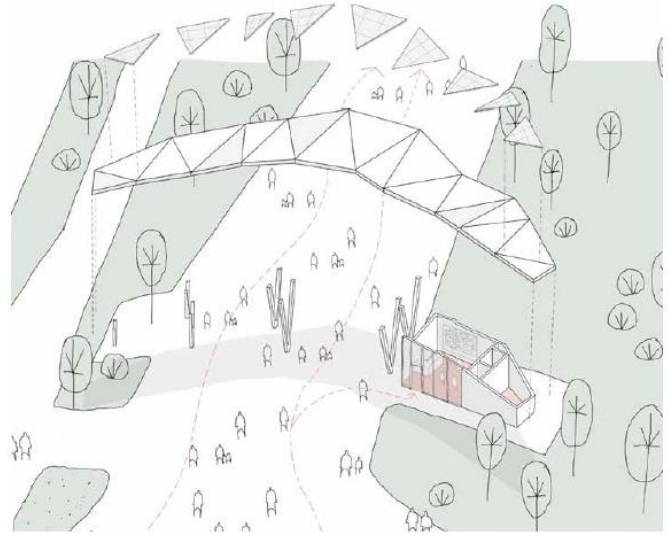
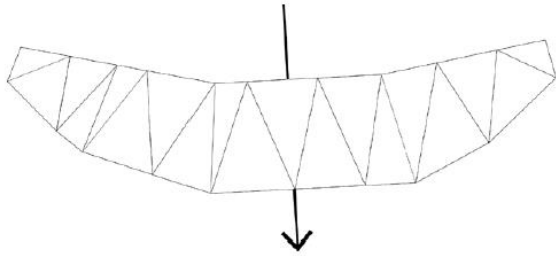
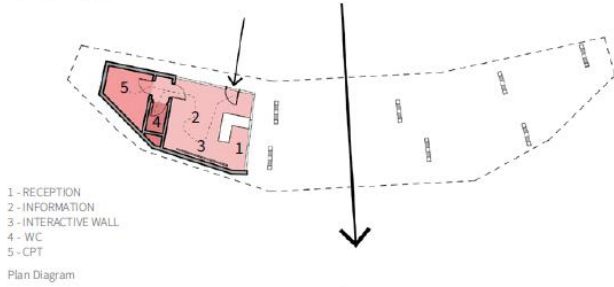
Concept Diagram



Precedent Imagery



Concept 3D Model Extracts



## Hub Building

The Hub Building is located in the central plaza area, creating a focal point at the heart of the new Urban Park. Positioned at a key nodal point junction on the main Avenue, the building will capitalise on footfall sweeping down from Beach Boulevard, offering a place to pause, engage and refresh on the primary desire route. The flexible building footprint could support a variety of uses, with opportunity for Social Enterprise and supporting local business with a potential Coffee Shop/Ice Cream Kiosk offering light refreshments. Toilet and Changing facilities would be provided including centrally located accessible facilities/CPT. The proposed Hub will incorporate a sculptural angular roof structure, aligned with the wider family of lightweight structures located throughout the Urban Park.



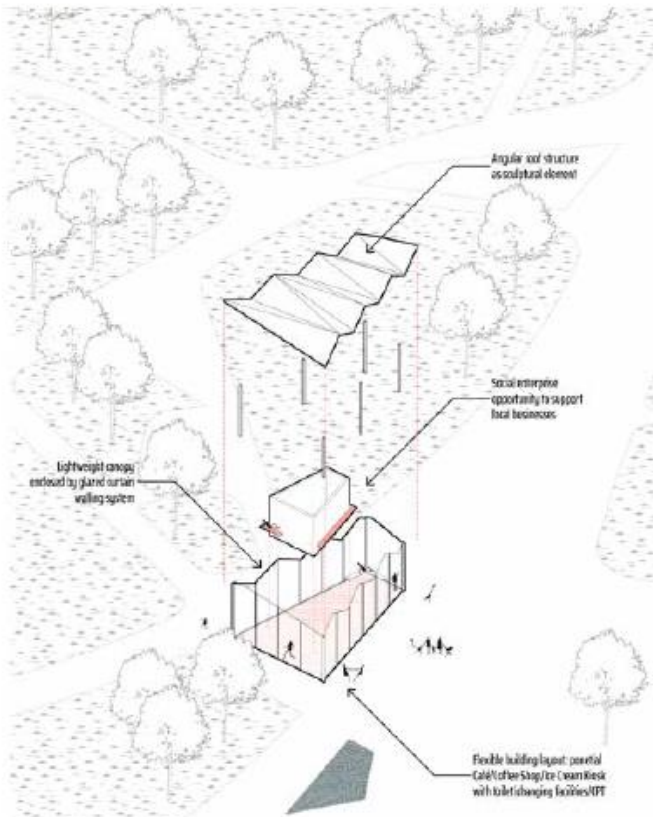
Location Plan



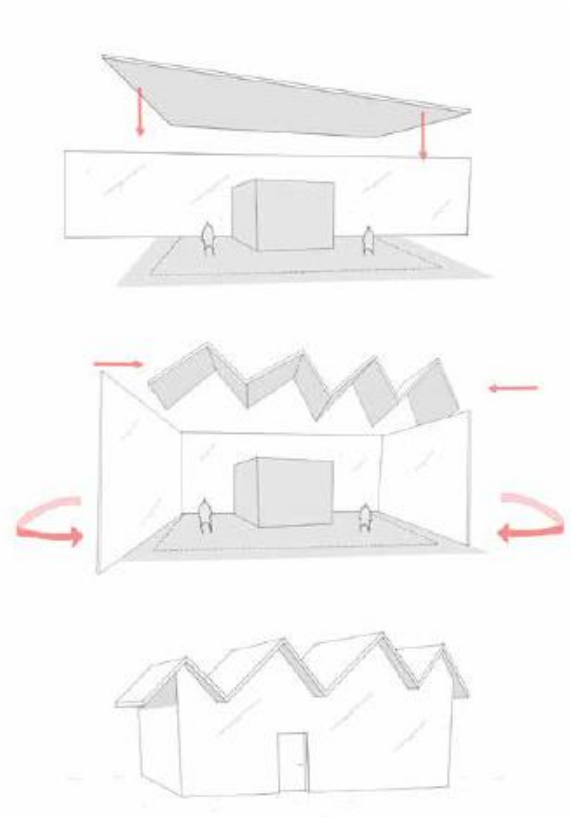
Concept 3D View



Key Plan



Concept Isometric View

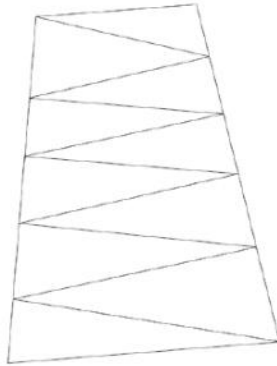


Concept Diagram

- 1 - CAFE
- 2 - FLEXIBLE SPACE
- 3 - BOH
- 4 - WC
- 5 - CPT
- 6 - STORE



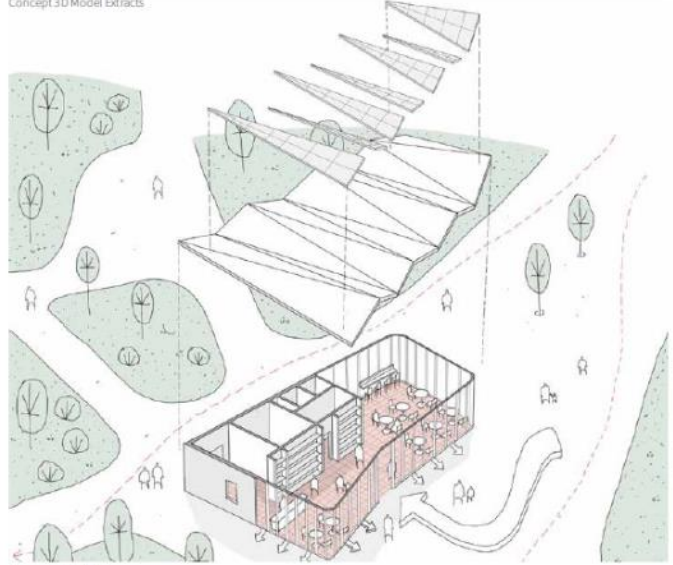
Plan Diagram



Roof Diagram



Concept 3D Model Extracts



Isometric Sketch View

## New Canopy Features

A number of canopy structures are proposed at key nodal points within the Urban Park to aid orientation on the Beachfront journey. The angular roof structures proposed will provide shelter from the elements and seating areas for rest and reflection. A variety of seating, including back and arm rests will be provided, as well as accessible spaces for wheelchair users. These flexible structures offer opportunity for social/meeting points, picnic areas, recycling points, individual seating and quiet areas.

Feature structural columns are proposed as sculptural elements, supporting an angular roof form with opportunities for integrated PV panels to provide solar energy to potentially illuminate the public realm areas, with feature up-lighting of the canopy forms. Durable, locally sourced, sustainable materials have been suggested, creating a family of structures which follow a common architectural language and materiality to tie through with wider Masterplan interventions.



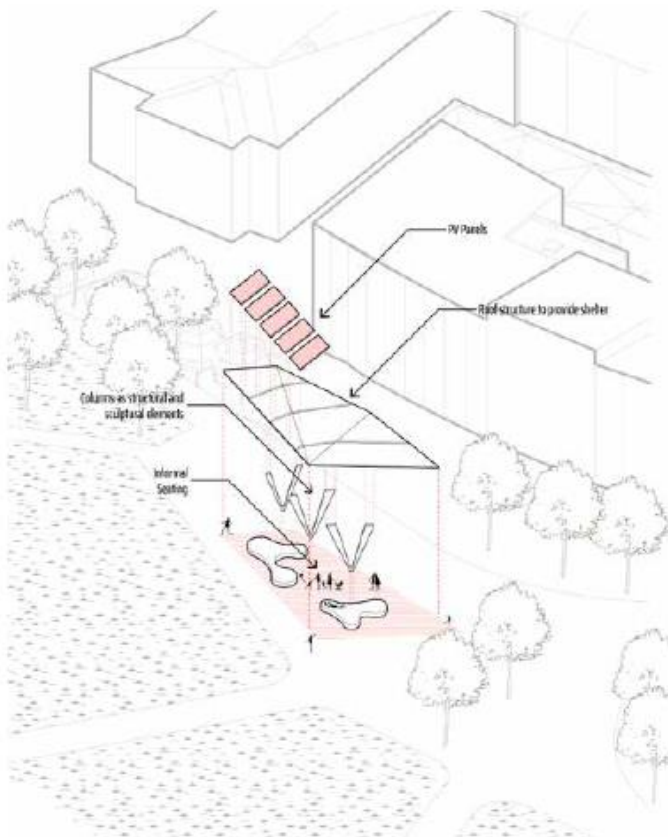
Location Plan



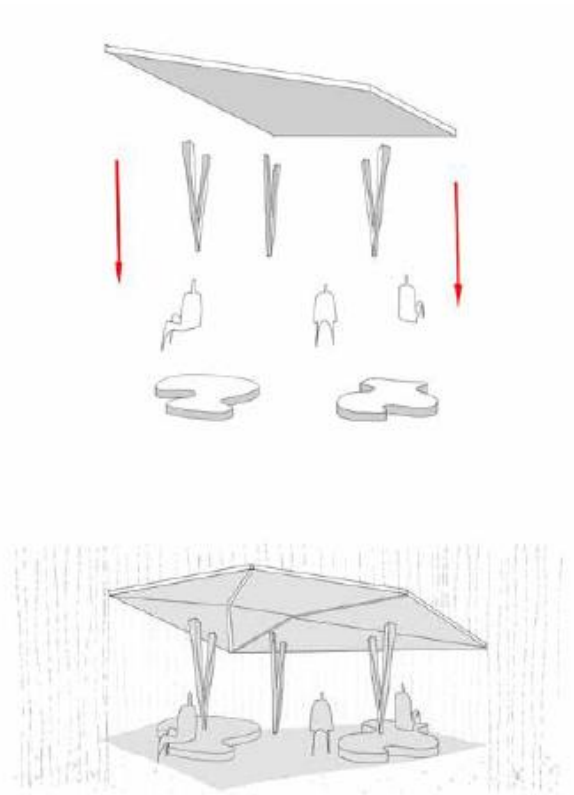
Concept 3D View



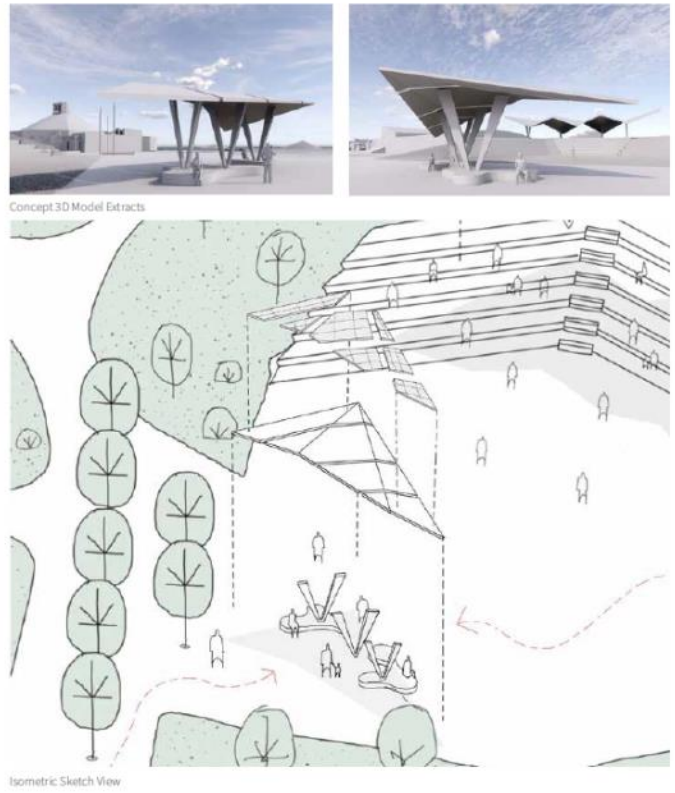
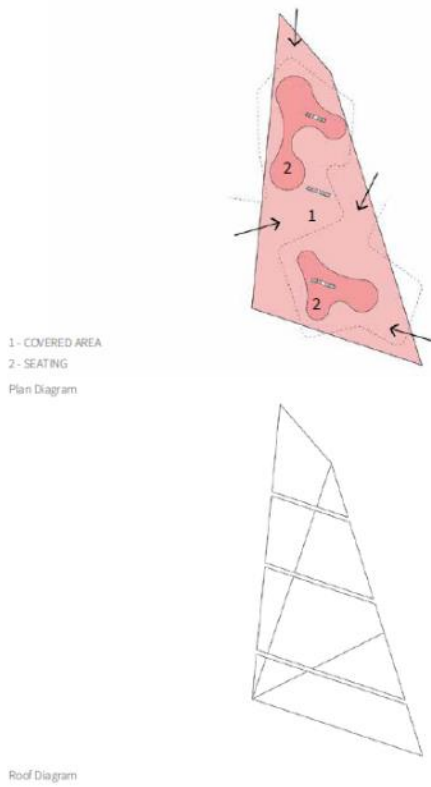
Key Plan



Concept Isometric View



Concept Diagram



### 2.1.3 Landscaping: Landscape Mounding;

A key aim of proposed landscape mounding features is to create shelter and help improve the microclimate of spaces across the site, increasing the comfort of visitors and increasing dwell time. These mound features will also help to define and enclose spaces within the park, creating 'rooms' of different sizes which can accommodate the various programs of use. The landforms will be carefully sited to frame and create views. This could be creating choreographed views to the sea from the esplanade level in the park or setting up vistas to sculptures or interventions within the park. Through revealing and blocking views the mounds will also provide increased opportunities for exploration and discovery within the park. Some of the landforms may be developed to contribute directly to the play value of the site, this may vary from informal elements such as mounds to run up and roll down or more formal elements such as the incorporation of slides or viewing points.



Play can be incorporated into the landscape mounds.



The landscape mounds can help create dramatic views to the sea.



Informal play opportunities are provided by landform.



The landscape mounds can incorporate viewing points.



## 2.1.4 Broadhill: Public Realm & Landscaping;

A relatively light touch of intervention is proposed for Broad Hill. This could include the improvement of the existing path network, additional tree/scrub planting and up to two new viewpoints/sculptural interventions taking advantage of the expansive views available and providing opportunities for seating and interpretation.



Precedent of viewing opportunities



Existing path condition varies on Broad Hill



Precedent of seating at viewpoints



Existing views from Broad Hill



Precedent structures



## Broadhill Structures

2 no. geometric viewing platform structures are proposed on Broadhill, taking advantage of spectacular panoramic views across the Beachfront. The indicative material palette explored consists of a concrete base slab structure with integrated timber seating areas to pause, rest and reflect along the popular walking route.

To coincide with other Masterplan interventions and create a common aesthetic throughout the Urban Park, proposed timber finishes will be locally sourced Scottish larch, suitable for a marine environment. To offer shelter from the elements, integrated timber canopy structures are also proposed.

Informative directional signage and/or sculptures pointing to specific landmarks are proposed, with accompanying observational stand binoculars. There are also opportunities for public art installations in collaboration with local artists, potentially being integrated within the hexagonal concrete structures, subject to artist's detail design.



Materiality



Canopy Shelter Concept



Key Plan



Location Plan

## 2.1.5 Reconfigured Beach Landscaping

The intention at the beachfront is to modify the beach edge, pulling this back into the site and creating better visual and physical connectivity between the park and the sea. Behind this modified edge, dune landforms will help provide shelter to the park and will frame views out to sea. The modification of the landform in this area, due to the removal of the road, will play a key role in heightening the relationship between the beach, the park and the City. It is important that the humanising of this interface is a priority, while Maintaining the necessary coastal defences by investigating more natural flood Defence systems which can afford to utilise a greater area therefore introducing a Distinctive and unique environment. One of the out turn aims will be making the Beach bigger and more accessible. Proposals in this area are being developed in partnership /consultation with ACC Operations / Coastal / Flooding Teams.



A new arrival at the beach

## Interventions / Upgrades Along Beach

### Intermediate works

The following sets out proposed interventions at the Promenade/Esplanade at Aberdeen Beachfront which were identified in the November Committee Report and identifies progress on these items where appropriate.

The items were organised under the following headings:

- 1 – Immediate (i.e. action between Nov – Feb CGR Committee, reporting back to Feb CGR on progress)
- 2 – Short Term (i.e. report back to Feb CGR Committee with indicative brief/designs/costs)
- 3 – Medium Term (i.e. part of wider Masterplan design activities / may require longer term input from design team/consultants/user groups etc)

### 1 - Immediate

Repair/upgrade (tie in with C&YP Engagement where possible)

- The need for improved maintenance and cleanliness (new bins / tie in with feedback from C&YP consultation)
- Inspect and repair historical handrails (weather dependant).
- Repair and replace stairwells at shelter / toilet locations.
- Installation of safety signage to notify why stairwells leading to the beach are closed off
- Tidy up of some grass banks but retain natural feel.
- Clean and repair street furniture, bins benches etc.
- Clean and replace existing signage as required.
- Tidy up of existing shrubs and landscaped areas.

### Progress:

- Beach front general tidy up including landscaped areas - Work has started and will continue through February / March.
- Big belly bins to replace traditional bins, order complete and being installed from 31/1/2022.
- Replace 20no. Traditional litter bins with new broxap bins. Orders to be issued February.

- Beach shelter steps. Survey, design, checks, approved and procurement for new steps and rails undertaken. To start on site early 2022 together with resurfacing works.
- Seated area (1) steps. Survey, design, checks, approved and procurement for new steps and rails. Work has started on site.
- Seated area (2) steps. Survey, design, checks, approved and procurement for new steps and rails. Work has started on site.
- New benches to replace existing. Standard theme along beach front. Quotes received.
- Replace all public rescue equipment and casings. Orders to be issued February.
- Renew and refresh planting at Beach Ballroom roundabout. Team on site wc 31st February to review site and prepare plant order.

## 2 - Short Term

### Repair/upgrade suggestions

- Repaint historical handrails (weather dependant)
- Renovate Fittie public toilet block (potential conversion to Surf Club clubhouse with potential alternative toilet facilities)
- Treat rust and repaint stairwell handrails on from upper footpath to lower footpath (weather dependant)
- Repointing to granite walls
- Repairs to subsiding stairwells
- Additional signage including signage to connect the beach and city centre
- Resurfacing of poorly damaged footpaths and seating areas
- Repairs to granite cobbles at roadside
- Repairs to road surface, potholes etc.
- Remarking pedestrian crossings, road markings, parking bays, and sleeping policemen
- Installation of retaining walls as required at specific locations to protect erosion of banks and provide seating (Lower Esplanade, to bottom of grass banks)
- Install standing tables or picnic benches or relocate Union Street parklets [potential crossover with Spaces for People workstream]
- Information and recognition of beach and water users. Aberdeen`s outdoor swimming groups, surfing groups etc
- Upgrade existing Queens Links playpark
- Additional/improved accessibility opportunities

Ideas/points of interest/Interpretation Points (May become Short Term – potential tie in with Gray’s School or Art project)

- Reference and information to sighting Northern lights (QR codes) and viewing points
- Reference and information to dolphin watching (QR codes)
- Reference to maritime museum and other local attractions (QR codes)
- Information on cold water swimming, the benefits tempered with health and safety (QR codes)
- Interpretation Points could also be included at Broad Hill

Ideas/points of interest/Interpretation Points.

- Aberdeen’s fishing history, Aberdeen’s relationship with oil and gas, Aberdeen’s relationship with renewable energy, what’s next for Aberdeen
- Surfboards planted on their ends to provide outside changing space for beach users and water enthusiasts.
- Additional bike stations, repairs tool kits. (Cycle hub days where local business mechanics have set times to teach cyclists basic repairs).

- Water bottle stations (potential Scottish Water engagement)
- Additional lighting on lower Esplanade.
- Clubhouse for recognised clubs and users, changing rooms, showers
- Other areas for consideration
- Working with local artists (street art / tunnels / sculpture)
- Working in conjunction with RGU for young architects
- Working in conjunction with the clubs who heavily use the beach
- Ideas around visitor attractions

**Progress:**

- Exterior drench showers x 4 at central toilets. Orders to be issued February 2022.
- Improvements to the area beside the central toilets – repair and paint wall and commission new Mural. Estimate. Work ongoing.
- Central toilet redecoration. Renew plumbing etc. Orders to be issued February 2022.
- Patching of poor surface areas lower promenade. Work complete.
- Replacement of 230m of boardwalk with new low level timber boardwalk with anti-slip strips. Quotes received.
- Seated area resurfacing. April/May 2022 start.

**3 – Medium Term**

Ideas/points of interest

- Creation of a cycleway along the back of the road
- Creation of a bay for a multitude of water sports inc Pier/Boardwalk
- Options for relocating the cricket pitch

**Progress:**

Design options in relation to these items are continuing to be developed.

# CONCEPT MASTERPLAN VISUALISATIONS



Gateway entrance looking east



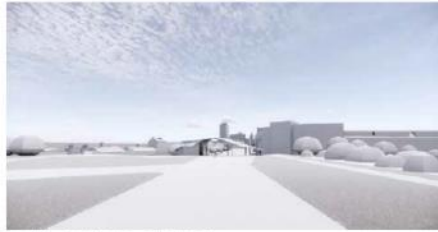
Gateway entrance looking east



Beach Boulevard looking east



Beach Boulevard looking south-east towards urban sports area



Beach Boulevard looking west back to city



Lightweight canopy near urban sports area looking south-east



Lightweight canopy near urban sports area looking north



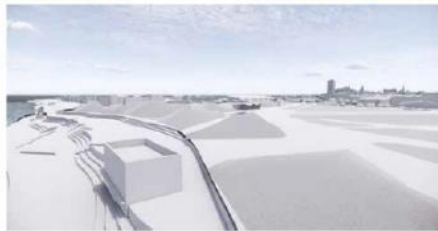
Hub looking east



Internal hub looking north-east towards sea and beach ballroom



Improved beach landscaping looking north



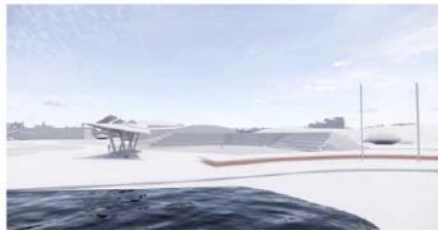
Improved beach landscaping looking south



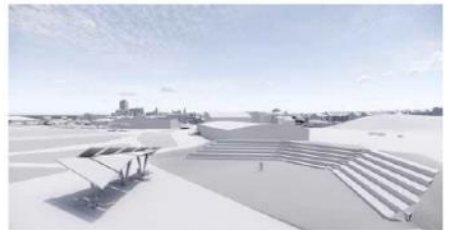
Beach Ballroom looking west



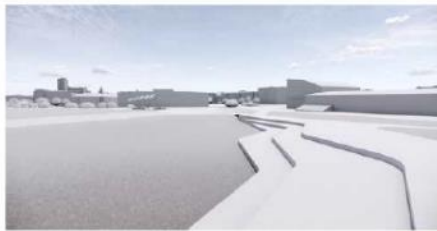
Beach Ballroom looking west towards amphitheatre



Beach Ballroom looking west towards amphitheatre



Amphitheatre looking west towards city



Events field looking west



Events field looking north



Aerial of events field looking north-east towards Beach Ballroom

## 5. Community Involvement and Engagement

### 5.2 Engagement to Date

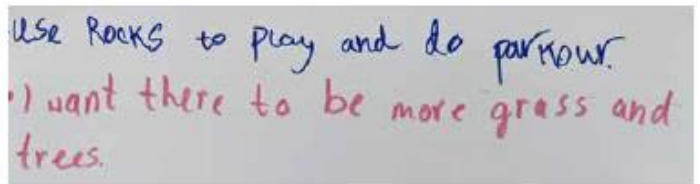
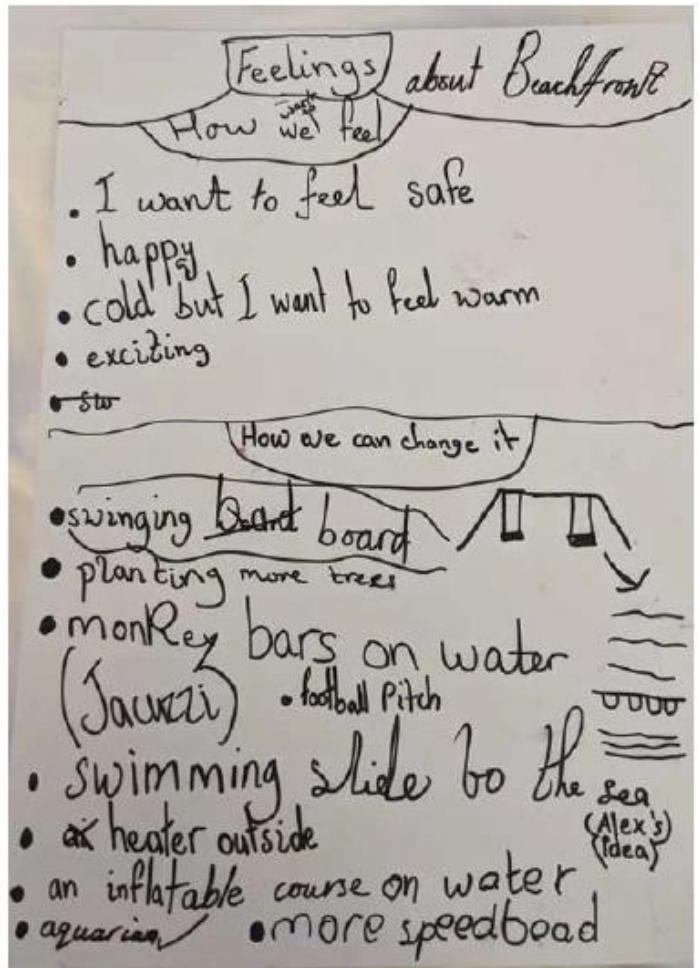
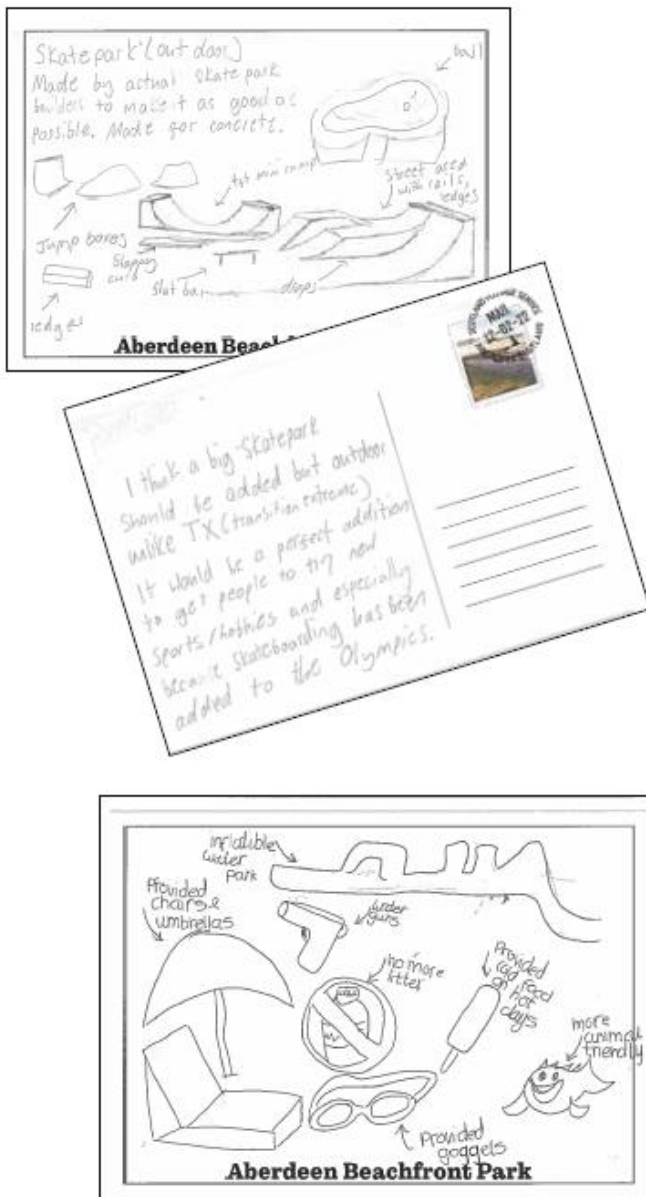
#### Children and young People

The consultation and engagement undertaken with children and young people to date for the Beach Masterplan has comprised of the following:

Workshops with P6 Primary School children, followed by a presentation of their ideas to members of the design team.

A 'creative postcard exercise' undertaken with secondary school students.

Consultation through a QR code and online survey.





FLOWERS  
 CYCLE LANES  
 PETTING ZOO  
 CINEMA  
 MODERN WATER PARK  
 CLEAN BBQ AREA  
**SKATE PARK**  
 SUN LOUNGERS FESTIVALS  
 FOOD TRUCKS  
 ARTWORK AND SCULPTURES  
 CHANGING ROOMS  
**FOUNTAINS**  
 TREES MORE BINS  
 CAFE AT ICE RINK  
 GRASS AND OPEN SPACE  
 LIGHTING  
 TELESCOPES

The images shown on these two pages illustrate some of the ideas and comments received.

### Feedback to Children and young People

As the designs for the Beach Masterplan are progressing, the feedback and ideas received from the Children and Young People engagement undertaken to date is helping to shape and refine the proposals. It is acknowledged however that this is not the end of the engagement process and that ongoing consultation is essential to successful delivery.

To continue this dialogue, a video has been produced which will be shared with the schools and youth groups who participated in the consultation, explaining how their ideas and suggestions have been influencing the emerging designs for the Beachfront.

In addition to this the following engagement is planned:

- Feedback calls to all the Primary 6 classes who took part in the classroom exercises in October – these are provisionally scheduled for the 23,24, and 25th February 2022.
- A 'postcard back' exercise to the high schools/youth groups/others invited to take part in the 'send a postcard exercise' – these replying postcards will include a QR code for the feedback video.
- More in-depth, geographically focused engagement with certain schools aimed to be undertaken on site. For the Beach the initial focus will be on Hanover Street, Seaton and St Peters school – subject to COVID guidelines. The hope is to speak to Senior Leadership Teams to explain our intention to establish a special relationship with these schools over the delivery of the project. The initial aim is to get 'on site' engagement before Easter.
- Further engagement with the other schools to see what existing groups are established and whether we can develop a Beach Ambassador network with pupils from schools across the city.
- Individual session to be held with Bucksburn ASN pupils on the Beach – aiming for April engagement.

### Feedback Video



The below film strip illustrates some of the stills taken from the feedback video produced. The video is 6.41 minutes long and includes a narration which explains how the ideas received from the Children and Young People Engagement has helped shape designs.

### **5.3 Proposed Further Engagement**

Council officers and the associated Beachfront design team acknowledge that the Concept Masterplan work and the development optioneering that has been undertaken to date for the Beachfront has moved at a significant pace since the initial reporting to the August City Growth and Resources Committee. This work to date, and the masterplan concepts and indicative development options that have subsequently emerged for consideration, have been directly influenced by the significant public engagement exercise undertaken between June-July 2021 on “The Future of Aberdeen City Centre and the Beach”, to which there were 7,697 responses , the largest response that the Council has received to any such consultation.

Regardless of the success and level of engagement to the Summer 2021 consultation, and while there has been recent engagement with Community Council stakeholders and Children and Young people in relation the Beach, it is acknowledged by Council officers and the associated Beachfront design team that significant future engagement with key stakeholders will be key to ensuring a successful project.

In the months ahead the Council and design team will undertake wider engagement with key stakeholders and end users of the Beachfront in order to have the discussions and ask the very questions which will make these projects the best they can be for all users of the Beach of the future. Subject to the necessary approvals in relation to the scope and design intent for the Beachfront at February Council, a series of engagement with key stakeholders, end users and the public is proposed throughout 2022, with an initial focus on the Beachfront Development Framework, the preparation of which has been agreed by the Council. Indeed, as outlined in the Indicative Planning Consent Programme provided in this report, a first draft Development Framework will be informed by stakeholder engagement during its preparation, all in advance of a wider public consultation exercise prior to any final approvals.

## 8. BEACH CITY CENTRE CONNECTIVITY

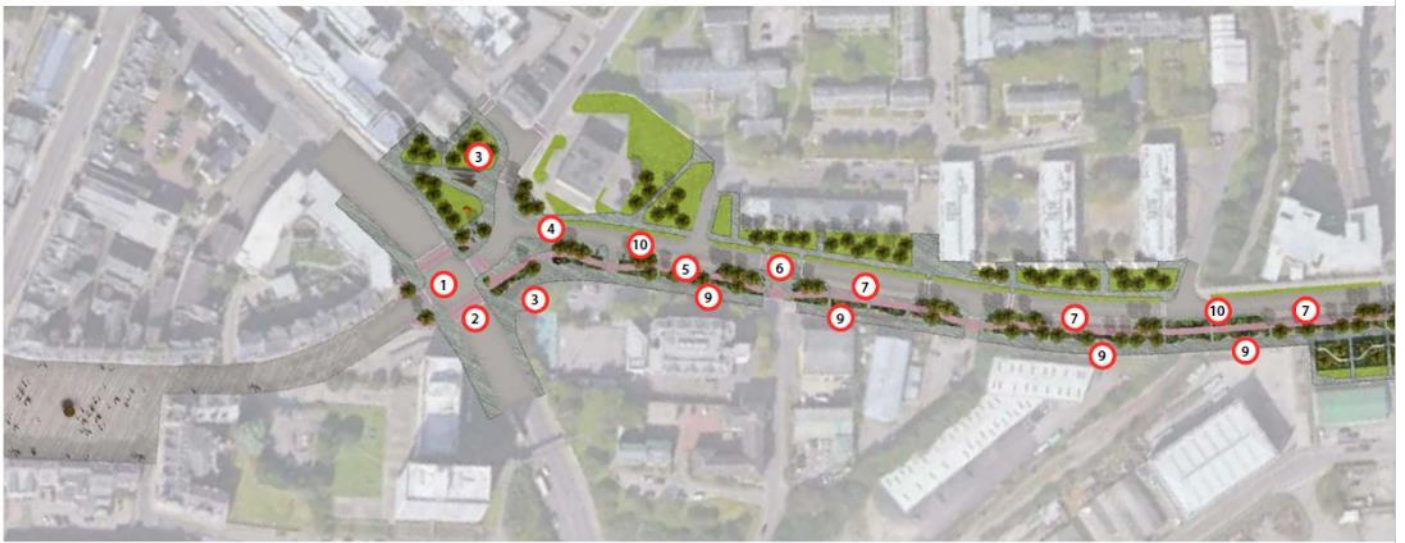
### City Connection

The interventions illustrated on Beach Boulevard and the alterations to the roundabout connection to Justice Street have still to be tested in relation to geometries and traffic modelling. The aim here however is to illustrate an aspiration for how these spaces could be transformed with the following aims:

- Increasing pedestrian and cycle connectivity between the City and the Beach
- Improving the appearance and experience of walking or cycling to the beach
- Improving legibility of the journey
- Providing a segregated cycle route
- Increasing soft landscape and biodiversity
- Accommodating SUDS

### Legend

1. New crossroad replacing roundabout
2. New direct crossing points
3. New public square
4. New junction onto Beach Boulevard
5. New segregated cycleway
6. Reduced carriageway
7. Parking
8. Community gardens
9. Seating opportunities and artwork/interventions creating interest on the trail from the city to the beach
10. Bus stop (locations tbc)





Active travel and new planting replacing existing road infrastructure, Glasgow.



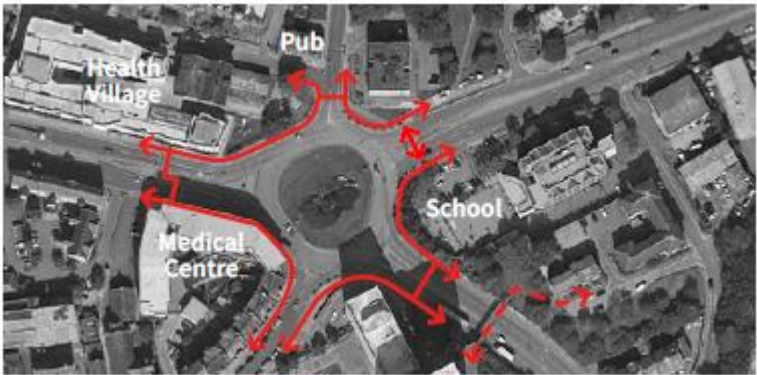
Active travel, new planting and artwork replacing existing road infrastructure, Sheffield. (Image courtesy of Sheffield City Council)



Active travel, new planting and seating replacing existing road infrastructure, Sheffield. (Image courtesy of Sheffield City Council)

**Roundabout**

The diagram below illustrates the current pedestrian crossing opportunities around the roundabout and highlights how the road infrastructure dominates how this part of the city is experienced.



Existing crossing points and adjacent uses.

Several different concept options have been investigated in order to determine how best to improve the connection from the City to the Beach. Of the options developed it is believed that an 'At Grade' solution has the potential to create the most effective solution.

The options illustrated opposite illustrate two different potential reconfigurations of the roundabout for further exploration. These concept options have not been tested in relation to geometries or traffic modelling however aim to illustrate an aspiration for how the roundabout could be transformed improving pedestrian and cycle connectivity,

extending the character of the City centre and creating a new into a new public space.



A potential new civic space, bringing the City centre closer to the Beach and by doing so, creating a direct pedestrian and cycle route onto Beach Boulevard.

Legend

1. New crossroad replacing roundabout
2. New direct pedestrian/cyclist crossing points
3. Cyclists rejoin carriageway on Justice Street
4. New public square
5. New junction onto Beach Boulevard
6. New segregated cycleway
7. Reduced carriageway
8. Parking
9. Seating opportunities
10. Artwork/interventions creating interest on the trail from the city to the beach



**Beach Boulevard**

The alterations to Beach Boulevard in relation to the reduction of carriageway width have still to be tested in relation to traffic modelling. The aim here however is to illustrate an aspiration for how carriageway space can be reallocated to pedestrians and cyclists and public realm, transforming the experience of going to the beach.



Legend

1. New segregated cycleway
2. Reduced carriageway
3. Parking
4. Seating opportunities
5. Artwork/interventions creating interest on the trail from the city to the beach
6. Side roads with continuous footways and pedestrian/cycle priority
7. Bus stop (locations tbc.)



A potential view of Beach Boulevard with a new segregated cycleway and soft landscape.

The section below illustrates the current space allocation along Beach Boulevard. The large majority of space is currently allocated to cars and does not contribute to a pleasant pedestrian or cycle environment.



The below shows an indicative section illustrating the what could be achieved where car parking was not provided along Beach Boulevard. This could provide space for bus stops, additional soft landscape or seating and cycle parking.



### Community gardens

At the bottom of Beach Boulevard the space widens. This could be an opportunity to create community gardens with a smaller, more intimate scale than within the main body of the park.

These gardens could include, sensory elements such as herb gardens, coloured light and sound features and promote use and enjoyment of the gardens by all. They could incorporate small elements of play and interaction. They could provide social seating arrangements and quieter areas to relax. They could include community growing and fruit trees.



### Legend

- 1. Aromatic garden
- 2. Sound garden
- 3. Light garden
- 4. Orchard garden



Sound and light within a community garden



Aromatic planting within a community garden



Social seating arrangements



Fruit trees in step over form



Intimate parklets created with a variety of colour, smell and sound



Social seating arrangements



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