

# Public Document Pack



To: Councillor McLellan, Convener; Councillor Yuill, Vice-Convener; and Councillors Cooke, Fairfull, Farquhar, Grant, Greig, Houghton, Hutchison, Macdonald, Nicoll, Radley and Watson.

Town House,  
ABERDEEN 29 November 2022

## **FINANCE AND RESOURCES COMMITTEE**

The Members of the **FINANCE AND RESOURCES COMMITTEE** are requested to meet in the **Council Chamber - Town House** on **WEDNESDAY, 7 DECEMBER 2022 at 10.00am**. This is a hybrid meeting and Members may also attend remotely.

The meeting will be webcast and a live stream can be viewed on the Council's website. <https://aberdeen.public-i.tv/core/portal/home>

VIKKI CUTHBERT  
INTERIM CHIEF OFFICER - GOVERNANCE

### **BUSINESS**

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

1.1. Urgent Business

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

2.1. Determination of Exempt Business

#### **DECLARATIONS OF INTEREST AND TRANSPARENCY STATEMENTS**

3.1. Declarations of Interest and Transparency Statements

## **DEPUTATIONS**

- 4.1. Deputations

## **MINUTE OF PREVIOUS MEETING**

- 5.1. Minute of Previous Meeting of 2 November 2022 (Pages 5 - 12)

## **COMMITTEE PLANNER**

- 6.1. Committee Planner (Pages 13 - 26)

## **NOTICES OF MOTION**

- 7.1. Notices of Motion

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

- 8.1. Referrals from Council, Committees and Sub Committees

## **BUDGETS**

- 9.1. Work Plan and Business Cases – Revenue - COM/22/272 (Pages 27 - 34)

There are exempt appendices relating to this report contained within the Exempt Appendices section of this agenda below.

- 9.2. Unrecoverable Debt - CUS/22/271 (Pages 35 - 50)

There is an exempt and confidential appendix relating to this report contained within the Exempt/Confidential Business section of this agenda below.

- 9.3. Place Based Investment Programme and UK Shared Prosperity Fund - COM/22/277 (Pages 51 - 76)

- 9.4. Capital Programme Delivery: Projects Update - RES/22/281 (Pages 77 - 88)

## **SERVICE DELIVERY**

- 10.1. Performance Management Framework Report – Commissioning and Resources - CUS/22/275 (Pages 89 - 124)

10.2. Public Art Guidance and Panel - COM/22/268 (Pages 125 - 180)

10.3. Local Authority Bus Services - OPE/22/278 (Pages 181 - 190)

### **CITY GROWTH AND STRATEGIC PLACE PLANNING**

11.1. Community Wealth Building - COM/22/279 (Pages 191 - 202)

### **PROPERTY AND ESTATES**

12.1. Wallace Tower - RES/22/276 (Pages 203 - 230)

12.2. Tolbooth Museum External Improvements and Structural Repairs - RES/22/274 (Pages 231 - 254)

### **EXEMPT/CONFIDENTIAL BUSINESS**

13.1. Proposed Disposal of Altens Lorry Park - RES/22/269 (Pages 255 - 260)

### **EXEMPT APPENDICES**

14.1. Work Plan and Business Cases - Revenue - Exempt Appendices (Pages 261 - 268)

14.2. Unrecoverable Debt - Exempt and Confidential Appendix (Pages 269 - 270)

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

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

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Should you require any further information about this agenda, please contact Mark Masson, [mmasson@aberdeencity.gov.uk](mailto:mmasson@aberdeencity.gov.uk) or 01224 067556

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## FINANCE AND RESOURCES COMMITTEE

ABERDEEN, 2 November 2022. Minute of Meeting of the FINANCE AND RESOURCES COMMITTEE. Present:- Councillor McLellan, Convener; Councillor Yuill, Vice-Convener; and Councillors Blake (as substitute for Councillor Watson), Cooke, Fairfull, Farquhar, Grant, Greig, Hutchison, Macdonald, Massey (as substitute for Councillor Houghton), Nicoll and Radley.

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.

### ANNOUNCEMENT

1. At the commencement of the meeting, the Convener made reference to the recent £6.1M Capital funding received from the Scottish Government to assist with the Council's housing voids and to accommodate Ukrainians/refugees who were currently located within Aberdeen City, which would also have a long-term benefit for the Council's housing revenue stock.

### DETERMINATION OF EXEMPT BUSINESS

2. The Convener proposed (1) that the Committee consider item 9.1 (Verbal Update on Stonewood Mill and Belmont Cinema) with the press and public excluded from the meeting; and (2) that the verbal update would be provided immediately prior to item 6.1 on the agenda.

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

- (i) in terms of Section 50A(4) of the Local Government (Scotland) Act 1973, to exclude the press and public from the meeting during consideration of the above item so as to avoid disclosure of information of the classes described in paragraph 6 of Schedule 7(A) to the Act; and
- (ii) to note that item 9.1 (Verbal Update on Stonewood Mill and Belmont Cinema) would be taken immediately prior to Item 6.1 on the agenda.

### DECLARATIONS OF INTEREST AND TRANSPARENCY STATEMENTS

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

- (1) Councillor Cooke advised that he had a connection in relation to agenda item 7.1 (Council Financial Performance – Quarter 2, 2022/23) by virtue of him being an observer member on the Board of Sport Aberdeen, however having applied the objective test, he did not consider that he had an interest and would not be withdrawing from the meeting;

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- (2) Councillor Macdonald advised that she had a connection in relation to agenda items 6.1 (Notice of Motion by Councillor Macdonald – Stoneywood Mill) and 9.1 (Verbal Update on Stoneywood Mill and Belmont Cinema) by virtue of her being a member of Unite the Union, however having applied the objective test, she did not consider that she had an interest and would not be withdrawing from the meeting; and
- (3) Councillor Grant advised that he had a connection in relation to agenda items 6.1 (Notice of Motion by Councillor Macdonald – Stoneywood Mill) and 9.1 (Verbal Update on Stoneywood Mill and Belmont Cinema) by virtue of him being a member of Unite the Union, however having applied the objective test, he did not consider that he had an interest and would not be withdrawing from the meeting.

### MINUTE OF MEETING OF CITY GROWTH AND RESOURCES COMMITTEE OF 21 SEPTEMBER 2022

4. The Committee had before it the minute of meeting of the City Growth and Resources Committee of 21 September 2022.

**The Committee resolved:-**

to approve the minute.

### COMMITTEE PLANNER

5. The Committee had before it the Committee Business Planner prepared by the Interim Chief Officer - Governance.

**The Committee resolved:-**

- (i) to remove item 47 (Impact on Aberdeen of Scottish Government Funding), item 49 (Living Well) and 57 (Alrens East Waste and Recycling Centre) from the planner for the reasons outlined therein;
- (ii) to transfer item 56 (Queen Street – Outline Business Case) to the Council Planner for the reason outlined therein;
- (iii) to retain item 54 (Tillydrone Primary School) and item 55 (Housing Capital Council Led New Build Projects) on the planner until the next meeting of the Committee, in order for members to have oversight of the combined Capital Programme Report, following which members could consider the removal of the aforementioned items;
- (iv) to note the update provided by the Chief Officer – Corporate Landlord in relation to item 52 (City Centre Multi Storey Blocks – Option Appraisal), noting that a report would be submitted in early 2023;
- (v) to request that the Interim Chief Officer – Governance liaise with Group Leaders on the arrangements for a potential briefing session for all interested members of the Council on the new Committee Terms of Reference document approved by Council recently as part of the Review of the Scheme of Governance; and

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- (vi) to otherwise note the content of the Committee Planner.

**In accordance with the decision taken at Article 2 of this minute, the following item was considered with the press and public excluded.**

### **TRANSPARENCY STATEMENT**

**At this juncture, Councillor Greig advised that he had a connection in relation to the following item of business by virtue of him being a Trustee of Aberdeen Performing Arts. Having applied the objective test, he did not consider that he had an interest and would not be withdrawing from the meeting.**

### **VERBAL UPDATE ON STONEYWOOD MILL AND BELMONT CINEMA**

6. The Committee heard from the Chief Officer – City Growth who provided an update on Stoneywood Mill and Belmont Cinema.

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

to note the verbal update provided by the Chief Officer – City Growth.

### **NOTICE OF MOTION BY COUNCILLOR MACDONALD - STONEYWOOD MILL**

7. The Committee had before it a Notice of Motion by Councillor Macdonald in the following terms:-

“That the Committee:-

- (1) notes the announcement on 22 September that Stoneywood Mill has been put into Administration, and that over 300 staff have been made redundant;
- (2) recalls the actions taken by the City Council working with Scottish Ministers and other partners in 2019, to prevent such an outcome at Stoneywood Mill by supporting a management buy-out;
- (3) commends the workforce and its trade union Unite for their commitment to the Mill and their continuing efforts to protect jobs and to sustain the dynamism and diversity of the local economy in Aberdeen;
- (4) recognises in particular the impact on the local communities on Donside, where Stoneywood Mill has been a major employer for over 250 years; and
- (5) commits to working with Unite, Scottish Ministers and other partners to secure the best possible outcome for the business and its workforce and calls for an urgent report from the Chief Officer - City Growth at the earliest opportunity to outline options available including taking Stoneywood Mill into public ownership.”

Councillor Macdonald moved her motion and explained the rationale behind her request.

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

- (i) approve points (1), (2), (3) and (4) above;
- (ii) note that the initial sale of business deadline passed on October 14, 2022, without Interpath Advisory, the Administrators, identifying any deliverable transaction to secure the sale of Stoneywood Mill as an operational facility;
- (iii) note that Scottish Enterprise has supported the company in the period up to its entering administration in October 2022, including by exploring all options for its continued operation;
- (iv) acknowledge the work by trade unions, Skills Development Scotland and its partners, including Aberdeen City Council and Business Gateway, in delivering the Partnership Action for Continuing Employment (PACE) response to provide direct and immediate support to help the affected employees access new training and jobs and that this support should continue; and
- (v) note the verbal update provided at this meeting by the Chief Officer – City Growth.

### **NOTICE OF MOTION BY COUNCILLORS BOULTON, BOUSE, HENRICKSON, HUTCHISON AND MACDONALD - BELMONT CINEMA**

8. The Committee had before it a Notice of Motion by Councillors Boulton, Bouse, Henrickson, Hutchison and Macdonald, in the following terms:-

“That the Committee:-

- (1) notes the announcement on 6 October 2022 that the Centre for the Moving Image (CMI), the charity that operated The Belmont Cinema in Aberdeen has gone into Administration with the loss of 22 jobs;
- (2) acknowledges the efforts of staff at the Belmont Cinema in contributing to the cultural offering of the city;
- (3) agrees that the Belmont Filmhouse plays a number of important roles supporting accessible and inclusive cultural cinema across the North East, while also making significant contributions to people's lives in local communities in Aberdeen;
- (4) notes that Aberdeen City Council owns the property that the Belmont Cinema operated from;
- (5) notes that the Chief Officer - City Growth is in contact with the administrators, the Save the Belmont Cinema campaign group, Creative Scotland, Scottish Government and other stakeholders to explore whether there are potential options for the sustainable operation of the Belmont Cinema; and
- (6) instructs the Chief Officer – City Growth to report back to the next appropriate committee on any developments and the implications for the Council.”

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

to adopt the motion.

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### COUNCIL FINANCIAL PERFORMANCE - QUARTER 2, 2022/23 - RES/22/247

9. The Committee had before it a report by the Director of Resources which provided details of the financial position of the Council as at Quarter 2 (30 September 2022) and the full year forecast position for the financial year 2022/23, including:-

- General Fund and Housing Revenue Account (HRA) and capital accounts; and associated Balance Sheet; and
- Common Good revenue account and Balance Sheet.

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

that the Committee –

- (a) note the positive cash position that has been achieved for the General Fund and HRA to the end of Quarter 2 as detailed in Appendix 1;
- (b) note the Common Good financial performance to the end of Quarter 2 as detailed in Appendix 3, specifically the £3.7m reduction in cash balances due to investment volatility;
- (c) note that the General Fund full year forecast position, as detailed in Appendix 2, is expected to show a deficit of £4.4m for 2022/23, and that the Chief Officer – Finance is instructing that budget holder act to delay, stop or reduced expenditure wherever possible to mitigate this deficit; and note that any remaining deficit will be mitigated from the use of earmarked reserves;
- (d) note that the HRA full year forecast position, as detailed in Appendix 2, is on target to achieve the approved budget, making a contribution to HRA reserves for 2022/23;
- (e) note that the Council relies on the Integration Joint Board (IJB) achieving a balanced budget, and that the IJB retains reserves to mitigate unplanned additional costs arising during the year; and
- (f) note that the forecast for General Fund and Housing capital expenditure is that there will be lower spend than had been budgeted in 2022/23 as described in Appendix 2.

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

that the Committee approve the recommendations contained within the report.

Councillor Grant, seconded by Councillor Macdonald, moved as an amendment:-

That the Committee:-

- (1) note the officer recommendations at 2.1 to 2.6 and thanks officers for presenting a positive cash position up to the Quarter 2 period;
- (2) note the challenges highlighted within the report which are contributing to budget pressures and the instruction by the Chief Officer – Finance to service budget holders to act to delay, stop or reduce expenditure wherever possible to mitigate the reported deficit;
- (3) agree that members require to be advised, through a Service Update from the Chief Officer - Finance, of the implications of this instruction and the methodology for determining what expenditure will be delayed, stopped or

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- reduced and where this is most likely to occur. Instructs the Chief Officer - Finance to include within the Quarter 3 Financial Performance report to the February meeting of the Committee, a summary of the impact this instruction has had on the financial position and service delivery; Agrees that in relation to recommendation 2.3, the Chief Officer – Finance consults with the Convenor and Vice-Convenor of the Finance and Resources Committee where any such proposal to delay, stop or reduce expenditure risks having a materially adverse impact upon a council service;
- (4) note the significant role that Aberdeen City continues to play in providing refuge and much needed support to many Ukrainian families and that on 3 August 2022, the City Growth and Resources Committee agreed to Aberdeen Labour’s request to add the following:  
*In light of the longer term proposals to accommodate these citizens, instruct the Chief Officer – Early Intervention & Community Empowerment to prepare a report on the wider supply of critical services and opportunity for Ukrainian citizens to ensure that sufficient supply is available and Ukrainian citizens have access to good quality living and access to opportunity.*
- (5) note that officers have highlighted in the report that this support has contributed to an increase in demand for Council services and instructs the Chief Officer - Finance to establish the overall cost of coping with this increased demand and seek support from both the Scottish and UK Governments to help offset this cost pressure;
- (6) note that the First Minister Nicola Sturgeon MSP has recommitted to expanding free school meals for P6/7 pupils within the programme for government after failing to implement the policy by their previous timescales. Notes that in August 2022, SNP and Liberal Democrat Councillors refused to support Aberdeen Labour’s call to re-appraise the original estimate of £11 million of capital funding required to expand school catering, dining facilities and equipment in order to ensure that it can implement the expansion. Agrees, in light of current pressures on the Council’s budget, to instruct the Chief Officer – Corporate Landlord to proceed with the re-appraisal, submit this to the Scottish Government and seek an urgent update from the Scottish Government on the timescales for implementation; and
- (7) note with concern the “new risks around capital projects” (page 60 of the agenda) which have been highlighted which cast further doubt into the Administration’s commitment to delivering on their suite of new infrastructure pledges and , in line with previous information contained in the Medium Term Financial Strategy, expect the detail of their plans to be set out in their budget proposals at the Council Budget Meeting on 7 March 2023.

On a division, there voted:- for the motion (8) – the Convenor, the Vice Convenor and Councillors Cooke, Fairfull, Greig, Hutchison, Nicoll and Radley; for the amendment (5) – Councillors Blake, Farquhar, Grant, Macdonald and Massey.

**The Committee resolved:-**

- (i) to approve the motion;

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- (ii) to note that the Chief Officer – Finance agreed to circulate to members, details of the pre-pandemic figures compared to the current year in respect of car parking income (on and off street); and
- (iii) to note that in relation to the rising costs of supplies and materials in the building/construction sector, the Chief Officer – Finance would consider how best the impact in real terms for tenants could be captured as part of the budget setting process.

**FOOTDEE BUS SERVICES - COM/22/254**

10. With reference to article 6 of the minute of meeting of the City Growth and Resources Committee of 21 September 2022, the Committee had before it a report by the Director of Commissioning which provided details on the outcome of the meeting between First Aberdeen, the Convener and Vice Convener of the Finance and Resources Committee and the local members for the George Street/Harbour Ward regarding local bus services for Footdee.

**The report recommended:-**

that the Committee note the discussion at the meeting between the Council and First Aberdeen and the proposed local bus service provision for Footdee, as outlined in the report.

**The Committee resolved:-**

to approve the recommendation.

- **COUNCILLOR ALEX MCLELLAN, Convener**

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	A	B	C	D	E	F	G	H	I
1	<b>FINANCE AND RESOURCES COMMITTEE BUSINESS PLANNER</b>								
	The Business Planner details the reports which have been instructed by the Committee as well as reports which the Functions expect to be submitting for the calendar year.								
2	<b>Report Title</b>	<b>Minute Reference/Committee Decision or Purpose of Report</b>	<b>Update</b>	<b>Report Author</b>	<b>Chief Officer</b>	<b>Directorate</b>	<b>Terms of Reference</b>	<b>Delayed or Recommended for removal or transfer, enter either D, R, or T</b>	<b>Explanation if delayed, removed or transferred</b>
3			<b>07 December 2022</b>						
4	Work Plan & Business Cases – Revenue	To seek approval of the estimated expenditure on the procurement business cases.		Mel Mackenzie	Commercial and Procurement	Commissioning	1.1.5		
5	Commissioning and Procurement Services Risk Register	To present the C&PSS risk register.	Transferred from SCC	Craig Innes	Commercial and Procurement	Commissioning	2.1.4	<b>R</b>	The C&PSS Risk Register report is already included in the business planner for the July meeting of Finance and Resources, this ensures that reporting is aligned with the overall reporting of risk registers for Commissioning.
6	Performance Management Framework Report – Commissioning and Resources	To inform Members of service delivery performance, commitments and priorities relating to City Growth, Resources, Commercial and Procurement as reflected within the Council's commissioning intentions and the Council Delivery Plan.		Alex Paterson/Louise Fox	Chief Officer – Data and Insights	Customer	2.1.3		



	A	B	C	D	E	F	G	H	I
	Report Title	Minute Reference/Committee Decision or Purpose of Report	Update	Report Author	Chief Officer	Directorate	Terms of Reference	Delayed or Recommended for removal or transfer, enter either D, R, or T	Explanation if delayed, removed or transferred
2									
11	New Housing Programme Delivery	To provide an update to Committee in relation to the Housing Development Programme		John Wilson	Capital	Resources	1.1	R	All capital monitoring reports will be incorporated into a single Committee report to provide an overview of the progress an up to date status
12	Summerhill New Build Housing Project Update	To provide an update to Committee in relation to the Summerhill Housing Development		John Wilson	Capital	Resources	1.1	R	All capital monitoring reports will be incorporated into a single Committee report to provide an overview of the progress an up to date status
13	B999 Shielhill Junction	to provide an update on the project		Alan McKay	Capital	Resources	1.1	R	All capital monitoring reports will be incorporated into a single Committee report to provide an overview of the progress an up to date status
14	Auchmill New Build Housing Project	To provide an update to Committee in relation to the Auchmill Housing Development		John Wilson	Capital	Resources	1.1	R	All capital monitoring reports will be incorporated into a single Committee report to provide an overview of the progress an up to date status
15	Aberdeen Art Gallery	Capital Programme Committee 1 December 2021 - The Aberdeen Art Gallery Post Project Evaluation Report is delayed until the on-going contractual and legal process to reach a contract/financial settlement with the appointed Principal Contractor for the main works has been resolved.		John Wilson	Capital	Resources	1.1	R	All capital monitoring reports will be incorporated into a single Committee report to provide an overview of the progress an up to date status
16	Wallace Tower	To advise committee of the outcome of the consultation regarding the proposed disposal of this Common Good property following the amendment to the original request by the Tillydrone Community Development Trust.		Cate Armstrong	Corporate Landlord	Resources	4.1 & 4.4		
17	Property Auction-alternative avenue of surplus asset disposal pilot project	To request committee approval to undertake a pilot project to take surplus assets to property auction for disposal.		Peter Thatcher	Corporate Landlord	Resources	4.1 & 4.4	D	This project/ report has been delayed due to unfilled posts and re-organising of priorities within the team (update provided by Peter Thatcher on 27/10/22)

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2									
18	Bucksburn Academy Extension - Outline Business Case	The EODC on 08/09/22 agreed to note that officers had completed a feasibility study on the proposed permanent extension to Bucksburn Academy, and instruct the Chief Officer – Corporate Landlord to report back to the Finance and Resources Committee with an outline business case for consideration.		Andrew Jones/Maria Thies	Corporate Landlord	Resources	1.1, 1.1.4, 1.1.9 & 4.1	D	The Implementation Plan for the revised Estate Plan is to be presented to E&CS committee in November for approval. This plan is currently reporting the Bucksburn Academy Extension project to the meeting of F&R in February 2023 (update provided by Maria Thies on 01/11/22)
19	Tolbooth Museum External Improvements and Structural Repairs	To seek approval of the full business case for improvement works at the Tolbooth Museum. In addition to seek approval to award the contract as indicated within the report.		Alastair Reid	Corporate Landlord	Resources	4.1		
20	Local Authority Bus Services	The CG&R Committee on 26/09/19 agreed to instruct the Director of Resources to monitor the sale position of First Aberdeen Limited and report back to the City Growth and Resources Committee on 6 February 2020 with an update on the proposed sale and recommended next steps for the Council.  The CG&R Committee on 28/10/20 agreed that given that First Bus has indicated it is no longer for sale, instruct the Chief Officer – Strategic Place Planning to report back to the City Growth and Resources Committee in February 2022 with the steps that would be necessary to establish the setting up by the Council of a municipal bus company as part of the Council's commitment to green energy and net zero and in order to fulfil any obligations under any low emission zone that the Council may wish to implement.		Chris Cormack	Operations and Protective Services	Resources	2.1.1		
21	Unrecoverable Debt	To advise numbers and values of Council Tax, Non-Domestic Rates, Housing Benefit Overpayments, Penalty Charge Notices, Bus Lanes Enforcement Charge Notices, Service Income and Council House Rent debts made unrecoverable during 2021/22 as required in terms of the Council's Financial Regulations and approve Non-Domestic Rates write offs in excess of £25,000.		Wayne Connell	Customer Experience	Customer	1.1.13		

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2									
22	Community Wealth Building	The CG&R Committee on 10/11/21 agreed to instruct the Chief Officer - City Growth to present to the February meeting of the committee details in respect of an Aberdeen Community Wealth Building approach to maximising local economic impact and an integrated approach by the Council to supporting businesses and the delivery of investment opportunities  The Committee on 3/2/22 agreed to defer this. At the city region level, stakeholders are discussing a refresh of the 2015 Regional Economic Strategy. In light of this work, and its focus		Jim Johnstone	City Growth	Commissioning	2.1.2, 3.2 & 3.4		
23	Place Based Investment Programme and UK Shared Prosperity Fund	To seek approval of funding from the Place Based Investment Fund and the Shared Prosperity Fund		Stuart Bews	City Growth	Commissioning	1.1.8, 1.1.11 & 3.4		
24	Proposed Disposal of Altens Lorry Park	To advise the committee of the proposal to sell the ground lease site comprising the Altens Lorry Park and Warehouse Site to the Council's tenant.		Peter Ward	Corporate Landlord	Resources	4.1 & 4.4		
25			<b>01 February 2023</b>						
26	Scotland Excel Annual Report	To consider the annual Scotland Excel report	Transferred from SCC - due to be reported February 2023	Melanie Mackenzie	Commercial and Procurement	Commissioning	1.1		
27	Events 365 Update & Forward Plan	To report on the 2016 Events Plan (events, key performance indicators); to agree a plan for the next three years	to be submitted prior to March 2023	Matthew Williams	City Growth	Commissioning	2.1.2 & 3.2		

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2									
28	Proposals for Investment for Works at Riverbank School to Accommodate the Relocation of St. Peter's School	<p>Council on 3 March 2020 agreed to instruct the Chief Officer Corporate Landlord to take forward the proposals for investment for works at Riverbank School to accommodate the relocation of St. Peter's School once Riverbank School relocates to the City Growth and Resources Committee on 28 October 2020 with an indicative programme.</p> <p>Council on 10 March 2021 agreed to note that also included within the General Fund Capital Programme is £500,000 for the relocation of St Peters RC School to the current Riverbank School site is added to the Capital Plan and instruct the Chief Officer - Corporate Landlord to take forward design development to allow the full business case and construction costs to be reported to the City Growth and Resources Committee in advance of the 2023 budget process.</p> <p>Education Operational Delivery Committee on 8th September 2022 agreed to instruct the Chief Officer Capital to submit the refurbishment of the Riverbank School building project as a priority project for LEIP phase 3 funding and to report back to the Education and Children's Services Committee with an update on the outcomes of the funding bid and recommendations on next steps.</p>	The CG&R Committee on 21/9/22 noted that given the decision at EODC on 8/9/22 (see column B) a report will now be submitted in February 2023	Andrew Jones/Maria Thies	Corporate Landlord	Resources	1.1, 1.1.4, 1.1.9 & 4.1		
29	St Machar Academy - Removal of Unused Modular Classroom Buildings - Feasibility Study	The EODC on 08/09/22 agreed to instruct the Chief Officer – Corporate Landlord to make arrangements to carry out a feasibility study to consider the options for the removal of unused modular classroom buildings at St Machar Academy, and for carrying out general improvements to the outdoor space at the school, and to present a costed outline business case to the Finance and Resources Committee for consideration.		Andrew Jones/Maria Thies	Corporate Landlord	Resources	1.1, 1.1.4, 1.1.9 & 4.1	D	The E&CS on 8/11/22 considered its school estate delivery plan and it was agreed that this would be considered at the November 2023 F&R meeting.
30	Torry Heat Network	The CG&R Committee on 21/9/22 agreed to (1) authorise the Chief Officer - Corporate Landlord to enter into commercial discussions with Grampian Housing Association with regard to the potential supply of heat to their proposed mixed-use re-development of the former Victoria Road school, and report the outcome to a future meeting of this committee; and (2) authorise the Chief Officer - Corporate Landlord to enter into commercial discussions with Ark Housing Association with regard to the potential supply of heat to their Balnagask Court premises and report the outcome to a future meeting of this committee.		Stephen Booth	Corporate Landlord	Resources	4.1		
31	Procurement Workplan and Business Cases - Capital Expenditure	The purpose of this report is to present procurement workplans for each Function to Committee for review and to seek approval of the total estimated capital expenditure for the proposed contracts as required by ACC Procurement Regulations 2021.	There may not be a need to present a report for each meeting, this would be dependent on submission of business cases required.	Mel Mackenzie	Commercial and Procurement	Commissioning	1.1.6		

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2									
32	Work Plan & Business Cases – Revenue	To seek approval of the estimated expenditure on the procurement business cases.	There may not be a need to present a report for each meeting, this would be dependent on submission of business cases required.	Mel Mackenzie	Commercial and Procurement	Commissioning	1.1.5		
33	School Estate Plan: Bucksburn Academy Extension - Outline Business Case	To seek approval of an outline business case for the permanent extension of Bucksburn Academy, as detailed in the School Estate Plan		Andrew Jones	Corporate Landlord	Commissioning	1.1, 1.1.4, 1.1.9 & 4.1		
34	Capital Programme Delivery: Projects Update	The purpose of this report is to summarise the general progress of delivery of key capital expenditure projects identified within the approved Capital Programme from the General Fund and Housing Revenue Accounts		John Wilson	Capital	Resources	1.1		
35			<b>29 March 2023</b>						
36	Christmas Village 2022 Feedback Report	To provide feedback on the 2022 Christmas Village, and make recommendations for the 2023 and beyond		Matthew Williams	City Growth	Commissioning	2.1, 2.1.1 & 2.1.2		
37	City Centre Multi Storey Blocks - Option Appraisal	Council on 10/03/21 agreed (1) to approve £250,000 from the Housing Capital Programme to undertake a full option appraisal on the city centre multi storey blocks to consider future development and investment opportunities; and (2) to instruct the Chief Officer - Corporate Landlord to report back the outcome from the option appraisal of (1) above to the City Growth and Resources Committee no later than March 2022  The CG&R Committee on 3/2/22 agreed to defer this whilst further consideration of the outcome of the Council's appeal regarding the listing of these blocks is undertaken. The report will be submitted (likely June 2022) once a way forward has been established.	The F&R Committee on 02/11/22 heard from the Chief Officer - Corporate Landlord and noted that survey works were ongoing and a report would likely be submitted to Committee in early 2023.	Ian Perry/Bill Watson	Corporate Landlord	Resources	4.1		
38	Procurement Workplan and Business Cases - Capital Expenditure	The purpose of this report is to present procurement workplans for each Function to Committee for review and to seek approval of the total estimated capital expenditure for the proposed contracts as required by ACC Procurement Regulations 2021.	There may not be a need to present a report for each meeting, this would be dependent on submission of business cases required.	Mel Mackenzie	Commercial and Procurement	Commissioning	1.1.6		

	A	B	C	D	E	F	G	H	I
	Report Title	Minute Reference/Committee Decision or Purpose of Report	Update	Report Author	Chief Officer	Directorate	Terms of Reference	Delayed or Recommended for removal or transfer, enter either D, R, or T	Explanation if delayed, removed or transferred
2									
39	Work Plan & Business Cases – Revenue	To seek approval of the estimated expenditure on the procurement business cases.	There may not be a need to present a report for each meeting, this would be dependent on submission of business cases required.	Mel Mackenzie	Commercial and Procurement	Commissioning	1.1.5		
40	Capital Programme Delivery: Projects Update	The purpose of this report is to summarise the general progress of delivery of key capital expenditure projects identified within the approved Capital Programme from the General Fund and Housing Revenue Accounts		John Wilson	Capital	Resources	1.1		
41			<b>17 May 2023</b>						
42	Procurement Workplan and Business Cases - Capital Expenditure	The purpose of this report is to present procurement workplans for each Function to Committee for review and to seek approval of the total estimated capital expenditure for the proposed contracts as required by ACC Procurement Regulations 2021.	There may not be a need to present a report for each meeting, this would be dependent on submission of business cases required.	Mel Mackenzie	Commercial and Procurement	Commissioning	1.1.6		
43	Work Plan & Business Cases – Revenue	To seek approval of the estimated expenditure on the procurement business cases.	There may not be a need to present a report for each meeting, this would be dependent on submission of business cases required.	Mel Mackenzie	Commercial and Procurement	Commissioning	1.1.5		
44	School Estate Plan: Hazlehead/ Countesswells Secondary School Provision - Outline Business Case	To seek approval of an outline business case for establishing new secondary school provision for Hazlehead and Countesswells, as detailed in the School Estate Plan		Andrew Jones	Corporate Landlord	Commissioning	1.1, 1.1.4, 1.1.9 & 4.1		
45	School Estate Plan: Bucksburn/Newhills Primary School Provision - Outline Business Case	To seek approval of an outline business case for establishing new primary school provision for Bucksburn/Newhills, as detailed in the School Estate Plan		Andrew Jones	Corporate Landlord	Commissioning	1.1, 1.1.4, 1.1.9 & 4.1		



	A	B	C	D	E	F	G	H	I
	Report Title	Minute Reference/Committee Decision or Purpose of Report	Update	Report Author	Chief Officer	Directorate	Terms of Reference	Delayed or Recommended for removal or transfer, enter either D, R, or T	Explanation if delayed, removed or transferred
2									
46	Capital Programme Delivery: Projects Update	The purpose of this report is to summarise the general progress of delivery of key capital expenditure projects identified within the approved Capital Programme from the General Fund and Housing Revenue Accounts		John Wilson	Capital	Resources	1.1		
47			<b>05 July 2023</b>						
48	Cluster Risk Registers - Governance / SPP / City Growth / Finance / Commercial & Procurement Services / Capital and Corporate Landlord	To present and report the Cluster Risk Registers in accordance with Committee TOR		Ronnie McKean	Governance	Governance	2.1.4		
49	Procurement Workplan and Business Cases - Capital Expenditure	The purpose of this report is to present procurement workplans for each Function to Committee for review and to seek approval of the total estimated capital expenditure for the proposed contracts as required by ACC Procurement Regulations 2021.	There may not be a need to present a report for each meeting, this would be dependent on submission of business cases required.	Mel Mackenzie	Commercial and Procurement	Commissioning	1.1.6		
50	Work Plan & Business Cases – Revenue	To seek approval of the estimated expenditure on the procurement business cases.	There may not be a need to present a report for each meeting, this would be dependent on submission of business cases required.	Mel Mackenzie	Commercial and Procurement	Commissioning	1.1.5		
51	Capital Programme Delivery: Projects Update	The purpose of this report is to summarise the general progress of delivery of key capital expenditure projects identified within the approved Capital Programme from the General Fund and Housing Revenue Accounts		John Wilson	Capital	Resources	1.1		
52			<b>13 September 2023</b>						
53	Fleet Replacement Programme (Annual Report)	To present the current position of the programme for Fleet Vehicles and Assets		John Weir	Operations and Protective Services	Operations	1.1.6		
54	Annual Committee Effectiveness Report	To present the Annual Committee Effectiveness Report		Mark Masson	Governance	Governance	GD 8.5		

	A	B	C	D	E	F	G	H	I
	Report Title	Minute Reference/Committee Decision or Purpose of Report	Update	Report Author	Chief Officer	Directorate	Terms of Reference	Delayed or Recommended for removal or transfer, enter either D, R, or T	Explanation if delayed, removed or transferred
2									
55	Procurement Workplan and Business Cases - Capital Expenditure	The purpose of this report is to present procurement workplans for each Function to Committee for review and to seek approval of the total estimated capital expenditure for the proposed contracts as required by ACC Procurement Regulations 2021.	There may not be a need to present a report for each meeting, this would be dependent on submission of business cases required.	Mel Mackenzie	Commercial and Procurement	Commissioning	1.1.6		
56	Work Plan & Business Cases – Revenue	To seek approval of the estimated expenditure on the procurement business cases.	There may not be a need to present a report for each meeting, this would be dependent on submission of business cases required.	Mel Mackenzie	Commercial and Procurement	Commissioning	1.1.5		
57	School Estate Plan: Northfield ASG Primary Schools Excess Capacity - Outline Business Case	To seek approval of an outline business case for reducing the number of primary schools in the Northfield ASG, as detailed in the School Estate Plan		Andrew Jones	Corporate Landlord	Commissioning	1.1, 1.1.4, 1.1.9 & 4.1		
58	School Estate Plan: Oldmachar ASG Primary Schools Excess Capacity - Outline Business Case	To seek approval of an outline business case for reducing the number of primary schools in the Oldmachar ASG, as detailed in the School Estate Plan		Andrew Jones	Corporate Landlord	Commissioning	1.1, 1.1.4, 1.1.9 & 4.1		
59	Capital Programme Delivery: Projects Update	The purpose of this report is to summarise the general progress of delivery of key capital expenditure projects identified within the approved Capital Programme from the General Fund and Housing Revenue Accounts		John Wilson	Capital	Resources	1.1		
60			<b>22 November 2023</b>						
61	Ellon Park & Ride to Garthdee Transport Corridor Study (Bus Partnership Fund)	The Committee on 3/2/22 agreed to instruct the Chief Officer - Strategic Place Planning to report back to this Committee with the Outline Business case and next steps by December 2023.		Kevin Pert	Strategic Place Planning	Commissioning	3.2 & 3.3	T	this is a Bus Partnership Fund project we plan to bring to NZET Committee in either June or August
62	A96 Multi-Modal Study	The CG&R Committee on 21/6/22 agreed to instruct the Chief Officer - Strategic Place Planning to report back to this Committee with the Outline Business Case and next steps by December 2023.		Ken Neil	Strategic Place Planning	Commissioning	3.2 & 3.3	T	this is a Bus Partnership Fund project which will come to a future NZET Committee, currently on hold as we resolve grant conditions with Transport Scotland before progressing to the next stage.

	A	B	C	D	E	F	G	H	I
	Report Title	Minute Reference/Committee Decision or Purpose of Report	Update	Report Author	Chief Officer	Directorate	Terms of Reference	Delayed or Recommended for removal or transfer, enter either D, R, or T	Explanation if delayed, removed or transferred
2									
63	Procurement Workplan and Business Cases - Capital Expenditure	The purpose of this report is to present procurement workplans for each Function to Committee for review and to seek approval of the total estimated capital expenditure for the proposed contracts as required by ACC Procurement Regulations 2021.	There may not be a need to present a report for each meeting, this would be dependent on submission of business cases required.	Mel Mackenzie	Commercial and Procurement	Commissioning	1.1.6		
64	Work Plan & Business Cases – Revenue	To seek approval of the estimated expenditure on the procurement business cases.	There may not be a need to present a report for each meeting, this would be dependent on submission of business cases required.	Mel Mackenzie	Commercial and Procurement	Commissioning	1.1.5		
65	School Estate Plan: Harlaw Academy Condition & Suitability Improvements - Outline Business Case	To seek approval of an outline business case for making improvements to the condition and suitability of the Harlaw Academy building, as detailed in the School Estate Plan		Andrew Jones	Corporate Landlord	Commissioning	1.1, 1.1.4, 1.1.9 & 4.1		
66	School Estate Plan: St Machar Academy Outdoor Space Improvements Condition & Suitability - Outline Business Case	To seek approval of an outline business case for making improvements to the outdoor space at St Machar Academy, as detailed in the School Estate Plan		Andrew Jones	Corporate Landlord	Commissioning	1.1, 1.1.4, 1.1.9 & 4.1		
67	School Estate Plan: Ferryhill School Condition & Suitability Improvements Outline Business Case	To seek approval of an outline business case for making improvements to the condition and suitability of the Ferryhill School building, as detailed in the School Estate Plan		Andrew Jones	Corporate Landlord	Commissioning	1.1, 1.1.4, 1.1.9 & 4.1		
68	Capital Programme Delivery: Projects Update	The purpose of this report is to summarise the general progress of delivery of key capital expenditure projects identified within the approved Capital Programme from the General Fund and Housing Revenue Accounts		John Wilson	Capital	Resources	1.1		
69			2024						



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	Report Title	Minute Reference/Committee Decision or Purpose of Report	Update	Report Author	Chief Officer	Directorate	Terms of Reference	Delayed or Recommended for removal or transfer, enter either D, R, or T	Explanation if delayed, removed or transferred
2									
77			TBC						
78	Marywell to A956 Wellington Road – Cycle Path (RCD5394) 19/20	The CG&R Committee on 6 June 2019 agreed to instruct the Chief Officer – Capital and Chief Officer – Strategic Place Planning to undertake detailed design and cost estimates of the Preferred Route and connections, and to report back to this Committee for approval to construct in due course.	While the Sustrans Places for Everyone Funding is now available for application, this is now undertaken with different stages being applied for in specified windows throughout the year. There is currently no available resource to prepare a bid for the next stage of design due to other immediate priorities. (update provided by Joanna Murray on 17/11/22)	Alan McKay	Capital	Resources	3.2		
79	Freeport/Greenport update	The CG&R on 11/5/21 agreed to instruct the Chief Officer - City Growth to report back to this Committee on the development and outcome of any proposals if they progress.	Chief Officer – City Growth reported back to the Council meeting on 25 August 2022 on the submission of the North East of Scotland Green Freeport bid. At the time of writing, the outcome of the bidding process is not known.	Jamie Coventry	City Growth	Commissioning	3.2		
80	Developer Obligations - Asset Plans	<p>The CG&amp;R Committee on 26/09/19 agreed to note that the Chief Officer – Strategic Place Planning would undertake the consultation on the draft Asset Plan template as outlined within this report and report the outcomes to a future meeting of this committee.</p> <p>Council on 10/03/21 agreed that given the significant impact on the development industry in the last 12 months, to instruct the Chief Officer - Strategic Place Planning to report to the City Growth and Resources Committee by the end of 2021 on the legally binding developer obligations that have been signed with the Council</p> <p>The CG&amp;R Committee on 3/2/22 agreed to defer this.</p> <p>The recent publication of the Draft National Planning Framework 4 (NPF4) and draft Development Plan Regulations, building on the provisions of the Planning (Scotland) Act 2019, and associated proposed infrastructure levy, may now have superseded the proposals to develop asset plans. In the absence of a clear route forward it is recommended to provide a service update when more information is known on the Scottish Governments position on the current consultations and the possible introduction of an infrastructure levy.</p>	National Planning Framework 4 has still not been published, and after publication a new delivery plan is due to be prepared sometime in 2023 (update provided by David Dunne on 25/10/22)	David Dunne/James Welsh	Strategic Place Planning	Commissioning	3.2		



## ABERDEEN CITY COUNCIL

<b>COMMITTEE</b>	Finance and Resources
<b>DATE</b>	07 December 2022
<b>EXEMPT</b>	This report is not exempt, but Appendices 2 & 4 are (paragraph 8)
<b>CONFIDENTIAL</b>	No
<b>REPORT TITLE</b>	Work Plan & Business Cases – Revenue
<b>REPORT NUMBER</b>	COM/22/272
<b>DIRECTOR</b>	Gale Beattie
<b>CHIEF OFFICER</b>	Craig Innes
<b>REPORT AUTHOR</b>	Mel Mackenzie
<b>TERMS OF REFERENCE</b>	1.1.5

### 1. PURPOSE OF REPORT

- 1.1 The purpose of this report is to present procurement work plans where expenditure is included for the Resources Function to Committee for review and to seek approval of the total estimated expenditure for the proposed contract as contained in the Procurement Business Case appended to the report.

### 2. RECOMMENDATIONS

That the Committee: -

- 2.1 reviews the workplan as detailed in the Appendices for the Resources Function;
- 2.2 approves the procurement business case, including the total estimated expenditure for the proposed contract; and
- 2.3 notes the content of Appendix 3 - 3.10 Memos (Exemption Urgency).

### 3. CURRENT SITUATION

- 3.1 The ACC Procurement Regulations 2022 require that authority to incur expenditure must be sought prior to any invitation to tender or contract entered into. The method of authorising depends upon the contract value, with contracts above £50,000 (supplies/services) or £250,000 (works) to be listed on a workplan with an associated Procurement Business Case and submitted by the relevant Chief Officer to the Finance and Resources Committee (approval of contracts with a value under £1,000,000) and to Council (approval of contracts with a value over £1,000,000). The approval of the applicable Committee is required prior to the procurement being undertaken.
- 3.2 Committee is asked to review the Resources Function work plan and to approve the expenditure detailed in the Procurement Business Case appended to the report.

#### 4. FINANCIAL IMPLICATIONS

4.1 The indicative value of the proposed contract is shown within the workplan and in the Appendices. The ability to have an overview of contract expenditure is aligned to Core Outcomes of the LOIP and the whole systems commissioning cycle approach. The robust approach to governance ensures that all contracts are aligned to the approved budget provision for each financial year with controls in place for flexibility if required. This also assists the Council in meetings its statutory duty to keep a Contracts Register.

#### 5. LEGAL IMPLICATIONS

5.1 The contracts shall be procured in accordance with procurement legislation and the Commercial Legal Team within C&PS shall provide legal advice where necessary, legal commentary has been sought and is included within each Procurement Business Case.

#### 6. ENVIRONMENTAL IMPLICATIONS

6.1 Consideration is included within each Procurement Business Case as to how the proposed contract will support the Council’s climate commitments. If these are not to be included, officers are asked to confirm why this is the case. Standard wording is included in procurement templates to ensure this is captured at tender stage through to awarded contract.

#### 7. RISK

Category	Risks	Primary Controls/Control Actions to achieve Target Risk Level	*Target Risk Level (L, M or H)  *taking into account controls/control actions	*Does Target Risk Level Match Appetite Set?
<b>Strategic Risk</b>	Contract expectations not being monitored or managed.	Contract Management consideration in business cases, guidance and training available for officers	M	Yes
<b>Compliance</b>	Failure to comply with internal procurement regulations and procurement legislation	Robust process for review of individual business cases and proposed approach to procurement.	L	Yes



<b>Operational</b>	Unable to control demand	Robust process and focus on demand reduction strategies, contract terms developed to be more flexible.	L	Yes
<b>Financial</b>	Escalation of costs  Differing market conditions depending on commodity or service	A strong focus on value for money in all commissioning activities and market engagement or use of Business Intelligence to engage with market / ascertain changes/trends.	M	Yes
<b>Reputational</b>	Insufficient information provided by officers, lack of transparency.	Robust process for review of individual business cases and proposed approach to procurement.	L	Yes
<b>Environment/ Climate</b>	Failure to consider sustainable options.	Environmental consideration within business cases and environmental clauses within tender documents.	L	Yes

## 8. OUTCOMES

<b><u>COUNCIL DELIVERY PLAN</u></b>	
<b>Impact of Report</b>	
<b>Aberdeen City Council Policy Statement</b>	The ability to have an overview of contract expenditure is aligned to Core Outcomes of the LOIP and the whole systems commissioning cycle approach.
<b>Aberdeen City Local Outcome Improvement Plan</b>	
Stretch Outcomes (Prosperous Economy/People/Place)	Community Benefits, Fair Work and Climate requirements are incorporated into all ACC Procurement Activity, consideration is given to the Stretch Outcomes within the LOIP at the development phase.
<b>Regional and City Strategies</b>	Details of anticipated outcomes and how they support key strategies are contained within the business case attached.

<b>UK and Scottish Legislative and Policy Programmes</b>	Details of the legislative and policy programmes to be complied with is contained within the business case attached.

## 9. IMPACT ASSESSMENTS

Assessment	Outcome
<b>Integrated Impact Assessment</b>	Not required
<b>Data Protection Impact Assessment</b>	Not required
<b>Other</b>	Not required

## 10. BACKGROUND PAPERS

None

## 11. APPENDICES

### Public

Appendix 1- Final Revenue Work Plans- PUBLIC\_FR\_071222

Appendix 3 - 3.10 Memo's (Exemption Urgency) -FR\_071022

### Private

Appendix 2 - Final Revenue Work Plans PRIVATE\_FR\_071222

Appendix 4 - Business Case Technical Equipment Inspection

## 11. REPORT AUTHOR CONTACT DETAILS

<b>Name</b>	Melanie Mackenzie
<b>Title</b>	Strategic Procurement Manager (Interim)
<b>Email Address</b>	<a href="mailto:MeMackenzie@aberdeencity.gov.uk">MeMackenzie@aberdeencity.gov.uk</a>
<b>Tel</b>	07795 316388

Resources Work Plan	Committee: Finance and Resources	Date of Committee: 07 December 2022
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Reference	Function	Cluster	Description of Requirement	Type of Budget	Estimated Start date of Contract or Extension	Estimated End date of Contract (Excluding extension)	Maximum Extension Period (months)	Estimated End date of Contract (Including extension)	Summary
000-LUTD5412	Resources	Corporate Landlord	Inspection, Servicing and Maintenance of Technical Machinery and Equipment	Revenue	01/02/2023	31/01/2025	24	31/01/2027	The proposed contract will provide Inspection, Servicing and Maintenance of Technical Local Exhaust Ventilation (LEV); Technical Machinery; Technical Gas Equipment; Kilns and Laser cutters in 8 Academies.

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### Appendix 3 - 3.10 Memo's (Exemption Urgency)

Function	Cluster	Description of Contract	Estimated Start date of Contract or Extension	Estimated End date of Contract	Total Estimated Contract Value £	Summary of explanation of why the contract was urgently required and justification for suspension of procurement regulations, in whole or in part:
Resources	Capital	<p>Servicing and Leasing Services for Properties Acquired for the Aberdeen Western Peripheral Route- A number of properties were purchased in 2007 either by agreement or CPO in advance of the AWPR/B-T Construction works. Following a tender process, a contract to provide Servicing and Leasing Services for those properties not demolished to may way for works was awarded to Aberdeen Considine in 2012 for a period of 4 years. The same contract has subsequently been extended and varied to include marketing and selling of the remaining properties. This request relates to a further proposed 24 month extension.</p>	01/07/2022	01/07/2024	60,000	<p>Aberdeen Considine has been acting as estate agent in relation to these properties for 10 years now, and the current agreement has expired. It is anticipated that the serviced properties will be cleared by Transport Scotland to go onto the open market in the next 6 months. At the time of the original tender there were 19 No. properties to be serviced and leased on the AWPR. Following advanced works demolitions in 2013 there are now only 12 No. properties remaining on the AWPR. Given that the Balmedie to Tippetty project was also included into the construction works for the AWPR/B-T project, an additional property has also been managed on the Balmedie to Tippetty leg. With the reduced number of properties it is estimated that the management fees for servicing and leasing the surviving properties is circa £10k per annum. If the remaining properties were to be sold within the next 24 months, this would incur a fee of around £33k - £40k. It should be borne in mind that the leased properties bring a surplus income into the project budget. It is proposed that the current contractual arrangement is extended until July 2024.</p>

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## ABERDEEN CITY COUNCIL

<b>COMMITTEE</b>	Finance And Resources
<b>DATE</b>	07 December 2022
<b>EXEMPT</b>	No - The report is not exempt but Appendix 6 of this report is exempt as per paragraph 6 of The Local Government (Access to Information) 1973 Act Schedule 7A.
<b>CONFIDENTIAL</b>	No – The report is not confidential but Appendix 6 of this report is confidential as it contains personal or sensitive personal information about a particular person(s), disclosure of which is likely to breach the terms of the UKGDPR
<b>REPORT TITLE</b>	Unrecoverable Debt
<b>REPORT NUMBER</b>	CUS/22/271
<b>DIRECTOR</b>	Andy MacDonald
<b>CHIEF OFFICER</b>	Jacqui McKenzie
<b>REPORT AUTHOR</b>	Wayne Connell
<b>TERMS OF REFERENCE</b>	1.1.13

### 1. PURPOSE OF REPORT

- 1.1 To advise numbers and values of Council Tax, Non-Domestic Rates, Housing Benefit Overpayments, Penalty Charge Notices, Bus Lanes Enforcement Charge Notices, Service Income and Council House Rent debts made unrecoverable during 2021/22 as required in terms of the Council’s Financial Regulations and approve Non-Domestic Rates write offs in excess of £25,000.

### 2. RECOMMENDATION(S)

That the Committee:-

- 2.1 Approve the listing of the Non-Domestic Rates debts in excess of £25,000 shown in Appendix 6 as unrecoverable and instruct the Chief Officer - Customer to write them off; and
- 2.2 Note that the Financial Regulations number, value and reasons for debts written off for Council Tax, Non-Domestic Rates, Housing Benefit Overpayments, Penalty Charge Notices, Bus Lanes Enforcement Charge Notices, Service Income and Council house rent during 2021/22.

### 3. CURRENT SITUATION

- 3.1 The figures included within this report relate to those debts treated as unrecoverable during the financial year 2021/22. These figures include where write offs have been reinstated or adjusted.

- 3.2 It must be emphasised that prior to completing the list, full advice, where appropriate, has been received from the Council's Debt Recovery Agents (Sheriff Officers) in determining that debts are indeed unrecoverable.
- 3.3 Despite a debt being deemed unrecoverable, should the debt become collectable, e.g., debtor subsequently located, the debt will be reinstated and pursued. Where a debt has been previously written off e.g., sequestration and a dividend from the Accountant in Bankruptcy is received, the write off amount will be adjusted accordingly.
- 3.4 Apart from Sequestrations, debts are not deemed unrecoverable where there is on-going liability. The sums mostly relate to previous years where all approved recovery procedures have been followed. Full bad debt provision has been made in the accounts.

#### Council Tax

- 3.5 In total 4,073 debts were deemed unrecoverable by the Chief Officer - Finance and Chief Officer – Customer Experience with a value of £690,304.43. This is compared with the previous year where 10,022 debts were deemed unrecoverable with a net value of £1,339,211.08. A breakdown over the years and reasons is shown in Appendix 1.

#### Housing Benefit Overpayments

- 3.6 In total 532 debts were deemed unrecoverable by the Chief Officer - Finance and Chief Officer – Customer Experience with a value of £142,924.19. This is compared with the previous year where 573 debts were deemed unrecoverable with a value of £158,435.57. A breakdown of the reasons is shown in Appendix 2.

#### Non-Domestic Rates

- 3.7 In total 199 debts were deemed unrecoverable by the Chief Officer - Finance and Chief Officer – Customer Experience with a value of £866,851.31. There were no debts written off during 2020/21 for Non-Domestic Rates. This was due to the Non-Domestic Rates Team processing Business Support Grants and applying new Covid Reliefs to customers. A breakdown of the reasons is shown in Appendix 3.
- 3.7.1 Appendix 6 shows 7 debts with values above £25,000 and reasons are shown. The Committee is asked to deem the value of £784,304.91 as unrecoverable (totals also included in Appendix 3).

#### Penalty Charge Notices and Bus Lanes Enforcement Charge Notices

- 3.8 In total 4,979 debts were deemed unrecoverable by the Chief Officer - Finance and Chief Officer – Customer Experience with a value of £266,270. This is compared with the previous year where 1,174 Penalty Charge Notices and Bus Lanes Enforcement Charge Notices with a value of £74,022 were deemed unrecoverable. The increase in write offs is due an audit recommendation to write off fines where the debt is no longer collectable rather than cancel. A cancelation is only now used where a fine should not have been issued. A breakdown of the reasons is shown in Appendix 4.



### Service Income

- 3.9 In total 7,839 debts were deemed unrecoverable by the Chief Officer - Finance and Chief Officer – Customer Experience with a value of £3,127,670,87.

### Council House Rents

- 3.10 The value of Council House Rent deemed by the Chief Officer – Early Intervention and Community Empowerment as unrecoverable during 2021/22 was £4,455,865.56. This is compared with the previous year where £266,528.45 was deemed unrecoverable. The increase in write offs is due to new ways of working and the identification of a large amount of debts to be written off due to no longer being able to legally pursue. A breakdown of the reasons is shown in Appendix 5.

## **4. FINANCIAL IMPLICATIONS**

- 4.1 There are no direct financial implications arising from the recommendations of this report as the sums deemed as unrecoverable are fully provided for in terms of bad debt provision.
- 4.2 To put the level of unrecoverable debt into context:
- Council Tax collected during 2021/22 (including water charges) was £163,352,425 (0.82% Write-Off).
  - NDR collected during 2021/22 was £177,095,600 (0.51% Write Off)

The sums deemed unrecoverable cover a number of financial years.

## **5. LEGAL IMPLICATIONS**

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

## **6. ENVIRONMENTAL IMPLICATIONS**

- 6.1 There are no direct environmental implications arising from the recommendations of this report.

## **7. RISK**

<b>Category</b>	<b>Risks</b>	<b>Primary Controls/Control Actions to achieve Target Risk Level</b>	<b>*Target Risk Level (L, M or H)</b>  <b>*taking into account controls/control actions</b>	<b>*Does Target Risk Level Match Appetite Set?</b>
<b>Strategic Risk</b>	No significant risks identified			

<b>Compliance</b>	Non-Compliance with Council's Financial Regulations and non-compliance with legal obligation to manage its financial affairs.	By writing off debts that are no longer collectable and reporting to committee compliance is met.	L	Yes
<b>Operational</b>	No significant risks identified			
<b>Financial</b>	Loss of income to the Council	The sums deemed as unrecoverable are fully provided for in terms of bad debt provision and debts are only written off where absolutely necessary.	L	Yes
<b>Reputational</b>	There is the possibility of a negative perception of the decision to write off debt due.	Communication to advise debts are pursued vigorously but there is no option but to class some debts as unrecoverable when businesses fail and when individuals are sequestrated (made bankrupt). This Council only writes-off debts in exceptional circumstances but reinstates amounts owed regularly when further information becomes available.	L	Yes
<b>Environment / Climate</b>	No significant risks identified			

## 8. OUTCOMES

8.1 The proposals in this report have no impact on the Council Delivery Plan.

## 9. IMPACT ASSESSMENTS

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

## 10. BACKGROUND PAPERS

10.1 None

## 11. APPENDICES

11.1 Appendix 1 Council Tax Write Offs 2021/22

Appendix 2 Housing Benefit Overpayments Write Offs 2021/22

Appendix 3 Non Domestic Rates Write Offs 2021/22

Appendix 4 Penalty Charge Notices and Bus Lanes Enforcement Charge Notices 2021/22

Appendix 5 Council House Rents 2021/22

Appendix 6 Non Domestic Rates Write Offs over £25,000 2021/22

## 12. REPORT AUTHOR CONTACT DETAILS

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Council Tax Write Offs 2021/22

Appendix 1

<u>Reason</u>	<u>Bills</u>	<u>Prior Years</u>	<u>2013/14</u>	<u>2014/15</u>	<u>2015/16</u>	<u>2016/17</u>	<u>2017/18</u>	<u>2018/19</u>	<u>2019/20</u>	<u>2020/21</u>	<u>2021/22</u>	<u>Total</u>
Unable to Trace	53	-1,770.83	79.28	-3.24			-0.01	-16.62	410.22	-700.08	-1,068.89	-3,070.17
Deceased	1,495	186,977.93	15,391.28	16,994.00	21,471.14	23,187.59	18,097.50	24,530.20	31,272.66	38,884.72	10,370.00	387,177.02
Insolvency, Receivership, Liquidation, Sequestration	1,141	48,607.97	10,566.50	11,819.24	15,858.95	19,715.52	25,432.28	41,927.29	54,952.49	89,277.96	34,189.59	352,347.79
Unrecoverable (Legally unable to pursue, no prospect of recovery)	1,186	6,812.76	-1,300.63	-2,595.76	-3,447.46	-818.14	-3,112.68	-1,321.07	1,071.36	-13,339.05	-28,405.82	-46,456.49
Uneconomical - Small Balance	198	73.89	214.52	192.30		4.32	27.74		-0.23	-76.97	-129.29	306.28
	<b>4,073</b>	<b>240,701.72</b>	<b>24,950.95</b>	<b>26,406.54</b>	<b>33,882.63</b>	<b>42,089.29</b>	<b>40,444.83</b>	<b>65,119.80</b>	<b>87,706.50</b>	<b>114,046.58</b>	<b>14,955.59</b>	<b>690,304.43</b>

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HOUSING BENEFIT OVERPAYMENT WRITE-OFFS 2021/22

Appendix 2

<u>Reason</u>		<u>Total</u>
Deceased	59	28,016.68
Insolvency, Receivership, Liquidation, Sequestration	92	82,426.19
Unrecoverable (Legally unable to pursue, no prospect of recovery)	381	32,481.32
		<u><u>142,924.19</u></u>

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Non-Domestic Rates Write Offs 2021/22

Appendix 3

<u>Reason</u>	<u>Cases</u>	<u>Prior Years</u>	<u>2016/17</u>	<u>2017/18</u>	<u>2018/19</u>	<u>2019/20</u>	<u>2020/21</u>	<u>2021/22</u>	<u>Total</u>
Insolvency, Receivership, Liquidation, Sequestration	22				236,178.67	174,195.41	118,350.97	44,450.53	573,175.58
Unrecoverable (Legally unable to pursue, no prospect of recovery)	2				1,517.59	4,171.02			5,688.61
Ceased Trading	23	17,119.04	1,051.21	192,986.64	42,882.40	26,996.92	7,949.06		288,985.27
Uneconomical - Small Balance (w/off and w/on total)	152	-51.35	-94.60	-463.75	-230.23	-67.26	-90.96		-998.15
	<b>199</b>	<b>17,067.69</b>	<b>956.61</b>	<b>192,522.89</b>	<b>280,348.43</b>	<b>205,296.09</b>	<b>126,209.07</b>	<b>44,450.53</b>	<b>866,851.31</b>

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Penalty Charge Notice Write Offs 2021/22

Appendix 4

<u>Reason</u>	<u>Cases</u>	<u>Value</u>
Unable to Trace	106	7,920.00
Deceased	23	1,620.00
Insolvency, Receivership, Liquidation, Sequestration	2	180.00
Unrecoverable (Legally unable to pursue, no prospect of recovery)	1091	76,020.00
	<b>1222</b>	<b>85,740.00</b>

Bus Lane Enforcement Charge Notice Write Offs 2021/22

<u>Reason</u>	<u>Cases</u>	<u>Value</u>
Unable to Trace	380	30,720.00
Deceased	13	1,110.00
Insolvency, Receivership, Liquidation, Sequestration	12	1,080.00
Ceased Trading	1	90.00
Unrecoverable (Legally unable to pursue, no prospect of recovery)	3351	224,700.00
	<b>3757</b>	<b>257,700.00</b>

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COUNCIL HOUSE RENT WRITE-OFFS 2021/22

Appendix 5

<u>Reason</u>	<u>Total</u>
Unable to trace	37,744.59
Insolvency, Receivership, Liquidation and Sequestration	270,547.72
Uneconomical - Small Balance	6,710.77
Unrecoverable (Legally unable to pursue, no prospect of recovery)	4,406,945.74
Deceased	35,209.85
Write Ons	-301,293.11
	<u><u>4,455,865.56</u></u>

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## ABERDEEN CITY COUNCIL

<b>COMMITTEE</b>	Finance and Resources
<b>DATE</b>	7 <sup>th</sup> December 2022
<b>EXEMPT</b>	No
<b>CONFIDENTIAL</b>	No
<b>REPORT TITLE</b>	Place Based Investment Programme and UK Shared Prosperity Fund
<b>REPORT NUMBER</b>	COM/22/277
<b>DIRECTOR</b>	Gale Beattie
<b>CHIEF OFFICER</b>	Richard Sweetnam
<b>REPORT AUTHOR</b>	Stuart Bews
<b>TERMS OF REFERENCE</b>	1.1.8, 1.1.11, 3.4

### 1. PURPOSE OF REPORT

- 1.1 The purpose of this report is to secure the Committee's approval for the allocation of grant funding from the Place Based Investment Programme (PBIP) Fund 2022/2023 and bids to the UK Shared Prosperity Fund 2022/25.

### 2. RECOMMENDATION(S)

That the Committee approves:-

#### Place Based Investment Programme 22/23

- 2.1 The award of up to £50,000 to the Ferryhill Railway Heritage Trust incorporating Ferryhill Men's Shed for the Restoration of historic Office Buildings and Water Tower project;
- 2.2 The award of up to £22,013 to the Fersands Fountain Community for the Nursery Garden Improvement Project with agreement to increase this up to the requested £33,000 should there be underspends in any of the previously approved projects;

#### UK Shared Prosperity Fund

- 2.3 The award of up to £70,000 to Aberdeen City Council Community Buildings Feasibility Studies project, subject to approval of the Aberdeen City Council Shared Prosperity Fund Investment Plan by the UK Government;
- 2.4 The award of up to £101,000 to Aberdeen City Council ClimateOS software project, subject to approval of the Aberdeen City Council Shared Prosperity Fund Investment Plan by the UK Government;
- 2.5 The award of up to £240,000 to Aberdeen City Council SPECTRA festival project subject to approval of the Aberdeen City Council Shared Prosperity Fund Investment Plan by the UK Government;

- 2.6 The award of up to £700,000 to Aberdeen City Council Tolbooth Museum Improvements and Structural Repairs project, subject to approval of a full business case by Finance and Resources Committee and subject to approval of the Aberdeen City Council Shared Prosperity Fund Investment Plan by the UK Government;
- 2.7 The award of up to £40,000 to Aberdeen City Council - Aberdeen Archives, Gallery and Museum for Reimagining the Cowdray Hall feasibility project subject to approval of the Aberdeen City Council Shared Prosperity Fund Investment Plan by the UK Government;
- 2.8 The award of up to £90,000 to Aberdeen City Council - Aberdeen Archives, Gallery and Museum for Aberdeen Archives Centre feasibility project subject to approval of the Aberdeen City Council Shared Prosperity Fund Investment Plan by the UK Government; and
- 2.9 The award of up to £150,000 to Aberdeen City Council – Aberdeen Archives, Gallery and Museum for Audience Evaluation & Acquisition feasibility project subject to approval of the Aberdeen City Council Shared Prosperity Fund Investment Plan by the UK Government.

### **3. CURRENT SITUATION**

- 3.1 The 2020-21 Programme for the Scottish Government announced the creation of a Place Based Investment Programme Fund with £275million of capital funding to support community led regeneration, town centre revitalisation, community wealth building and 20 minute neighbourhoods (neighbourhood location where people can access most of their basic needs within a 20-minute walk.) It is a multi-annual capital fund with the Scottish Government distributing £38 million this financial year to local government, of which £847,000 was allocated to Aberdeen City Council to be administered locally.
- 3.2 The main objectives of the Place Based Investment Programme Fund are:
- to link and align place-based initiatives and establish a coherent local framework to implement the Place Principle;
  - to support place policy ambitions such as town centre revitalisation, community led regeneration, 20-minute neighbourhoods and Community Wealth Building;
  - to ensure that all place-based investments are shaped by the needs and aspirations of local communities;
  - to accelerate ambitions for net zero, wellbeing and inclusive economic development, tackling inequality and disadvantage, community involvement and ownership.
- 3.3 The Place Based Investment Programme has been launched following the closure of the Scottish Government Town Centre Fund, however the focus within The Place Based Investment Programme fund is targeted at the Place Principle. The Place Principle was adopted by Scottish Government and COSLA as a basis for collaborative working to ensure that future local investment is relevant to local communities and for the benefit of local people.



Bringing relevant services, enterprise, and communities together to make our towns and neighbourhoods more viable. The Place Based Investment Programme, alongside the developing Place Framework, aim to embed the Place Principle.

- 3.4 Under the five-year Programme Councils will receive an annual share of the fund of the following values: £38m in 2021/22, £33m in 2022/23, £23m in 2023/24, £23m in 2024/25 and £23m in 2025/26. For 2022/23 Aberdeen City Council received an allocation of £847,000.
- 3.5 Officers promoted remaining funds on the Aberdeen City Council website including an application form and supporting guidance documents. Two applications were received and are summarised within the table below. Further detail on each project is also provided within Appendix 1 to this report. All applications have been assessed by officers against the fund criteria. Where a project is proposed to be unsuccessful, or only partially successful in their grant request, the reasons are summarised within the officer review outcome column of table 1.

**Table 1: Place Based Investment Fund.**

<b>Applicant</b>	<b>Project</b>	<b>Total Project Cost</b>	<b>Grant Requested</b>	<b>Officer Review Outcome</b>	<b>Grant Proposed to award from PBIP 22/23</b>
Ferryhill Railway heritage Trust incorporating Ferryhill Mens Shed	Restoration of Historic Buildings and Water Tower	£265,000	£50,000	Recommended for approval – Project supports PBIP aims and objectives net zero, community involvement, tackling inequality and disadvantage and 20 minute neighbour hood	£50,000
Fersands Fountain Community	Nursery Garden	£93,000	£33,000	Recommended for approval – This project shows great fit with PBIP objectives tackling inequality and disadvantage, net zero and community involvement. Due to limited funds available this project is recommended	£22,013

<b>Applicant</b>	<b>Project</b>	<b>Total Project Cost</b>	<b>Grant Requested</b>	<b>Officer Review Outcome</b>	<b>Grant Proposed to award from PBIP 22/23</b>
	Improvement Project			to be partially funded.	
	<b>Total</b>	<b>£1,558,000</b>	<b>£83,000</b>		<b>£72,013</b>

- 3.6 The UK Government published the UK Shared Prosperity Fund prospectus on 13th April 2022 alongside indicative funding allocations for each Local Authority within the United Kingdom based upon a methodology calculation. Based on this methodology Aberdeen City shall receive an indicative allocation of up to £7,156,832 covering an initial three-year period covering 22/23, 23/24 and 24/25. This is made up of £1,235,919 for Multiply and £5,920,913 for the core UK Shared Prosperity Fund. The Multiply element of funding is ringfenced for adult numeracy skills provision.
- 3.7 The core UK Shared Prosperity Fund element can be used across three priority areas: Community and Place; Supporting Local business; People and Skills.
- 3.8 In order to access the funding, Aberdeen City Council developed and submitted Investment Plan on 1st of August 2022 following instruction from City Growth and Resources Committee in June 2022. The Investment Plan outlined the key priority areas for investment of the fund. Following submission of the Investment Plan it will be considered by the UK Government prior to subsequent approval before the end of 2022.
- 3.9 Upon approval of the Investment Plan there are three routes to spending the fund: 'Challenge Funds', 'Procurement' or 'in-house'. All spend will require Committee approval prior to commencement.
- 3.10 At this time applications are being sought under the Communities and Place priority only through a challenge fund route. Officers promoted the challenge fund on the Aberdeen City Council website including an application form and supporting guidance documents. Eight applications were received in the first round and are summarised within the table below. Further detail on each project

is also provided within Appendix 2 to this report. All applications have been assessed by officers against the fund criteria. Where a project is proposed to be unsuccessful, or only partially successful in their grant request, the reasons are summarised within the officer review outcome column of table 2.

3.11 It should be noted that this fund covers multiple years and therefore funding can be allocated over more than just a single year, as outlined in the table below.

**Table 2: Shared Prosperity Fund**

Applicant	Project	Total Project Cost	Grant Request 2022/23	Grant Request 2023/24	Grant Request 2024/25	Officer Review Outcome and Proposed Award
Aberdeen City Council	Community Buildings Feasibility Study	£70,000	£70,000	£0	£0	Recommended for approval. Strong links to various UKSPF interventions- feasibility study to improve community assets, support for energy efficiency and decarbonisation will help to improve sustainability of vital community facilities  £70,000
Aberdeen City Council	ClimateOS software	£101,000	£101,000	£0	£0	Recommended for approval. Relevant to UKSPF interventions, most appropriate for local decarbonisation and energy transition goals.  £101,000
Aberdeen City Council	SPECTRA Scotland's Festival of Light	£990,000	£70,000	£85,000	£85,000	Recommended for approval. Strong support of UKSPF interventions – creative activities and development and promotion

Applicant	Project	Total Project Cost	Grant Request 2022/23	Grant Request 2023/24	Grant Request 2024/25	Officer Review Outcome and Proposed Award
						of wider campaigns to encourage people to visit Aberdeen  £240,000
Aberdeen City Council	Tolbooth Museum Improvements and Structural Repairs	£1,200,000	£100,000	£600,000	£0	Recommended for approval subject to committee approval of business case.  Relevant links to supporting important local heritage project.  £700,000
Aberdeen City Council - Aberdeen Archives, Gallery and Museums	Reimaging The Cowdray Hall - Feasibility Study	£40,000	£10,000	£30,000	£0	Recommended for approval.  UKSPF various interventions supported by conducting feasibility study to further development of the cultural/heritage venue to be more useful and accessible.  £40,000
Aberdeen City Council - Aberdeen Archives, Gallery and Museums	Aberdeen Archives Centre - Feasibility Study	£90,000	£10,000	£80,000	£0	Recommended for approval.  Conducting feasibility study to improve and preserve Aberdeen and Aberdeenshire's archives to help safeguarding city's heritage.  £90,000

<b>Applicant</b>	<b>Project</b>	<b>Total Project Cost</b>	<b>Grant Request 2022/23</b>	<b>Grant Request 2023/24</b>	<b>Grant Request 2024/25</b>	<b>Officer Review Outcome and Proposed Award</b>
Aberdeen City Council - Aberdeen Archives, Gallery and Museums	Audience Evaluation & Acquisition Feasibility Study	£150,000	£10,000	£70,000	£70,000	Recommended for approval.  Clear support of UKSPF intervention to conduct feasibility study helping culture and heritage organisations understand their own audiences and inform planning and delivery of their services and programmes  £150,000
Tillydrone Community Development Trust	Benholms Tower					Deferred till the next committee to ensure available route for compliance with Subsidy Control legislation coming into force from 4 <sup>th</sup> January 2023
	<b>Total</b>	<b>£2,641,000</b>	<b>£371,000</b>	<b>£865,000</b>	<b>£155,000</b>	<b>£1,391,000</b>

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

4.1 The Council has been allocated £847,000 of Place Based Investment Programme in 2022/23 from the Scottish Government. Further funds will be allocated for 2023/24 in due course by the Scottish Government. Up to £774,987 was previously approved with options to allocate the remaining £72,013 being brought forward in this report, ensuring the full funding is committed.

- 4.2 The full £847,000 must be committed by 31<sup>st</sup> March 2023 and this is considered to be a commitment of expenditure which can be evidenced by a fully awarded contract or commencement of works. The eligible costs for which the grant can be used are capital costs incurred by the local authority or third parties which are in line with the main objectives of the fund. These costs must be additional to that which is already or would otherwise be allocated to the 2022/23 budget. The Place Based Investment Programme is therefore not a substitute for existing or committed spend. All projects recommended to receive funds have demonstrated that they can achieve this.
- 4.3 The Council has provisionally been allocated £7.1m of UK Shared Prosperity Funds (UKSPF) by UK Government over the next two and a half years. The Core UKSPF allocations are: £718,557 in 2022/2023, £1,437,115 in 2023/2024, £3,765,241 in 2024/2025. The “Multiply” priority, to improve people’s numeracy skills, has been allocated £1,235,919 over two and a half years.
- 4.4 The full £718,557 for 22/23 must be committed by 31st March 2023 and this is considered to be a commitment of expenditure which can be evidenced by a fully awarded contract or commencement of works. The eligible costs for which the grant can be used are capital or revenue costs incurred by the local authority or third parties which are in line with the main objectives of the fund.
- 4.5 It is essential that the projects from both programmes comply with the set requirements to avoid issues around eligibility and potential repayment of grant to the Scottish Government or UK Government if conditions are not complied with.

## 5. LEGAL IMPLICATIONS

- 5.1 Grant Agreements will require to be put in place between Aberdeen City Council and those organisations which are awarded grant funding.
- 5.2 Officers will undertake Subsidy Control risk assessments for all external applicants.

## 6. ENVIRONMENTAL IMPLICATIONS

- 6.1 There are no direct environmental implications arising from the recommendations of this report.

## 7. RISK

Category	Risk	Primary Controls/Control Actions to achieve Target Risk level	Target Risks Level Low (L) Medium (M) High (H)	Does target Risk Level Match Appetite Set?
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<b>Strategic Risk</b>	No risks identified	None	L	Yes
<b>Compliance</b>	Non-compliance with grant conditions will require return of grant	External Funding team are familiar with the compliance requirements and will advise and monitor projects as required to ensure compliance	L	Yes
	Subsidy Control	To ensure all external grants awarded are compliant	L	Yes
<b>Operational</b>	No risks identified	None	L	Yes
<b>Financial</b>	As per the grant conditions the money must be committed by the end of Financial Year 2022/23 for all Place Based Investment Programme Projects	Projects recommended to be awarded funding have demonstrated their ability to deliver within the required timescales within the application.	L	Yes
	Any unspent, or unallocated funds will require to be returned to Scottish Government/UK Government	Close project monitoring will take place throughout to ensure these timescales will be met.	L	Yes
<b>Reputational</b>	Risk of reputational damage if funds are not spent in accordance to the grant conditions	Officers will work with projects to ensure proposals and applications meet the conditions of grant	L	Yes
<b>Environment / Climate</b>	No risks identified	None	L	Yes

## 8. OUTCOMES

<b><u>COUNCIL DELIVERY PLAN</u></b>	
	<b>Impact of Report</b>
<b>Aberdeen City Council Policy Statement</b>	All applicants were requested to detail the contribution of their project to Aberdeen City Council policy and strategies.

<a href="#"><u>Working in Partnership for Aberdeen</u></a>	<p>Work constructively with the Scottish Government to seek additional funding for Aberdeen.</p> <p>Aim to make Aberdeen a premier destination for festivals, productions, conferences, bands and events.</p> <p>Seek to gain the maximum benefits for Aberdeen's people and businesses from the Scottish Government's £500 million Just Transition Fund and their £100 million Green Jobs Fund</p>
<b>Aberdeen City Local Outcome Improvement Plan</b>	
Prosperous Economy Stretch Outcomes	All applicants were requested to detail the contribution of their project to the LOIP as part of the application process.
Prosperous People Stretch Outcomes	All applicants were requested to detail the contribution of their project to the LOIP as part of the application process.
Prosperous Place Stretch Outcomes	All applicants were requested to detail the contribution of their project to the LOIP as part of the application process.

## 9. IMPACT ASSESSMENTS

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

## 10. BACKGROUND PAPERS

- 10.1 COM/21/176 External Funding report to City Growth And Resources Committee on 21<sup>st</sup> June 2022.
- 10.2 COM/22/205 Place Based Investment Programme report to City Growth and Resources Committee on 21<sup>st</sup> September 2022

## 11. APPENDICES

- 11.1 Appendix 1 – Place Based Investment Programme – Summary of applications received



11.2 Appendix 2 – UK Shared Prosperity Fund – Summary of applications received

**12. REPORT AUTHOR CONTACT DETAILS**

<b>Name</b>	Stuart Bews
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**Ferryhill Railway Heritage Trust incorporating Ferryhill Mens Shed – Ferryhill Mens Shed for the Restoration of historic Office Buildings and Water Tower project**

The Trust is a multi-award-winning organisation in Ferryhill, Aberdeen. The buildings to be restored are located at the former Ferryhill Motive Power Depot, a derelict site adjacent to Duthie Park. The area is leased by the Trust. We will restore this derelict, listed, brick built Victorian buildings, previously used as railway offices, along with an attached granite-based building which originally had a water tank above, used to fill steam locomotives. They, together with the former Engine Shed, are Listed Grade "B" and these buildings are on the HES "At Risk" Register.

We will reinstate the office building to provide a museum space for smaller railway artefacts and a small joinery workshop where the repair of small items can be undertaken and where preparation for repair and preservation of larger objects can be done. The Ferryhill Men's Shed will occupy the workshop area, providing an important facility to overcome loneliness and isolation among older people in the community.

Contractors will be appointed to make the building wind and watertight by installing new roof trusses, a new slate roof, repairing the brickwork using lime mortar, installing new floors, windows and a new access door. The funds can be allocated incrementally to these scopes of work, depending upon the amount available.

**Evidence that local people support this project:**

The Trust was set up with the encouragement of The Community Council, Aberdeen City Council and local MPs, MSPs and Councillors. Large numbers of visitors have attended Open Days and generous support has been given by local companies through donations in kind. Local Trust Funds have generously supported the Trust with grants. The Trust has been awarded a number of UK-wide prizes, acknowledging their success.

**Endorsement from User Groups:**

\*\*\* Winner of the 2019 Rail Partnership Awards for Preserving the History of the Railway \*\*\*

\*\*\* Winner of the Stagecoach Volunteers Award at the National Railway Heritage Awards 2019 \*\*\*

\*\*\* Winner of the Aberdeen Civic Society Principal Award 2019 \*\*\*

The A1 Steam Trust, The SRPS, the LNERCA, local railway Societies including the GNSRA have all endorsed our project and have made generous contributions to the Trust.

Partners and Stakeholders: The Railway Heritage Trust has supported the Trust's work with two substantial grants. Historic Environment Scotland has supported the Trust with several substantial grants. Museums Galleries Scotland has supported the Trust with a number of grants. Age Scotland has supported the Trust with two grants.

**Planning Permission:**

The Trust has full planning permission and Listed Building Consent for this Project. Copies of the plans and views can be seen on Aberdeen City Council's Planning Portal under the following references:

APPLICATION REF NO. 220334/DPP

APPLICATION REF NO. 220335/LBC

Unusually for Aberdeen, these are brick-built buildings, except for the water tower base which is Freestone and Granite. They date from the dawn of the Railway Age and are the only remaining railway structures in the area from this period. They serve as a reminder of the social and working conditions for people in the 1850s. The water tower demonstrates how water was abstracted from the Den Burn, now largely culverted and invisible. The water was supplied to waiting steam locomotives on the adjacent railway tracks. The Office Buildings were used as a signing-on point for the locomotive drivers and firemen. The Trust has some historical records of the period including

signing-on records for some of these staff. There is evidence of firemen requiring to wash themselves down after their shift owing to the dirty operating conditions of the time. There is evidence of the Oil Store used for paraffin oil lamps used to light the railway carriages during this period. Workers would have to clamber up on top of up to 12 carriages and install the oil lamps in up to 5 compartments in each coach, this would have been repeated every night for every train departing during the hours of darkness.

#### Current building



#### Proposal



## **Fersands Fountain Community Project – Nursery Garden Improvement Project**

We are seeking to turn a disused concrete car park into a garden area for nursery Children from a disadvantaged area.

The Woodside Fountain Centre is home to Fersands Family Centre which offers Pre School Education to up to forty-six families each day, fifty weeks per year. All of the Families live in a regeneration area or are from families deemed as vulnerable. The families all live in tenement accommodation with little garden space.

The Family Centre moved to the accommodation thirteen years ago but has since increased services considerably and has outgrown the existing garden space. When they arrived at the centre they looked after far less children and for shorter periods of time.

Our existing space was not designed to accommodate so many children for so long periods. The Nursery is now encouraged to offer a “Free Flow” play system where children choose to play in or outside. Recently more and more value is given to outdoor learning and physical exercise for the wellbeing of small children.

We intend to erect a new boundary fence around part of the existing car park, resurface grounds with a range of materials; soft play surface, composite decking, bark etc.

Remove existing windows and install into Woodside Fountain Centre New Patio Doors in Nursery facing Marquis to form a new direct opening on to the new garden area. Above the new [patio doors we intend to erect a shelter to protect this new entrance with Canope .

(Full detailed drawings are available)

Application was submitted for planning permission in September 2022 and has recently been approved on 16<sup>th</sup> November 2022.

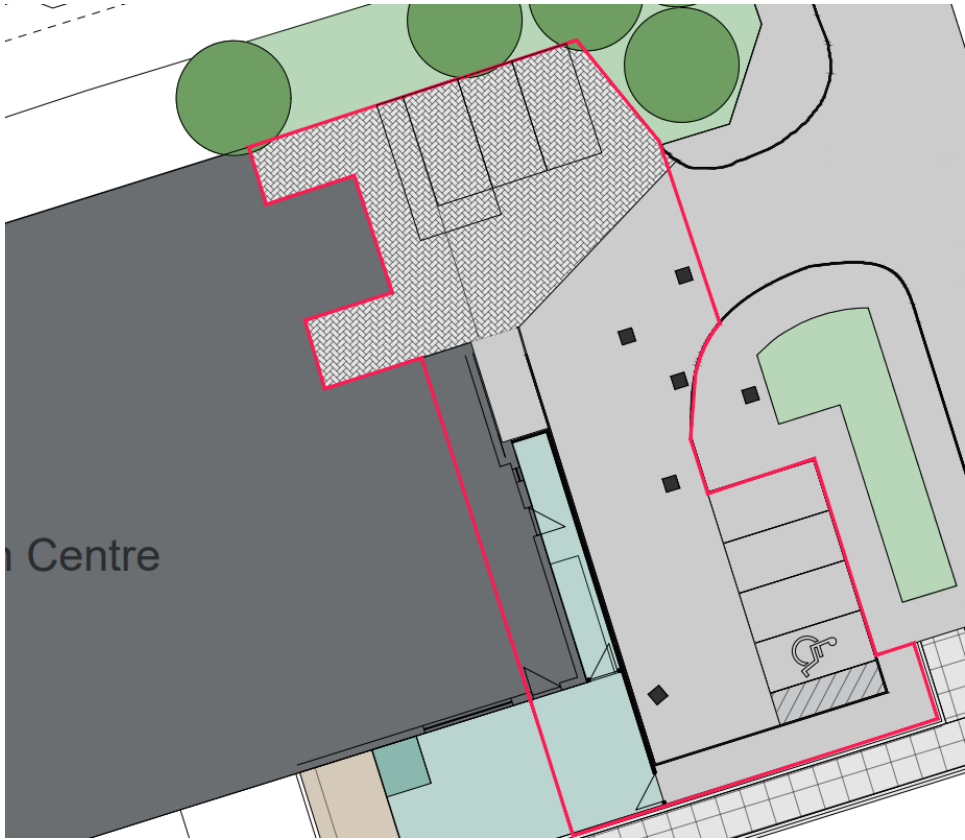
<https://publicaccess.aberdeencity.gov.uk/online-applications/applicationDetails.do?activeTab=documents&keyVal=RHHAPGBZJ9D00>

Partners include; Tinto Architects,

Sangsters (Structural Engineers & Quantity Surveying) Fairhurst (Building Warranty). Approval has been gained from

Aberdeen City Early Years Pre School advisors, Woodside Neighbourhood Network, Woodside Community Council.





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## Appendix 2 - UK Shared Prosperity Fund – Application Summary

### 1. Aberdeen City Council - Community Buildings Feasibility Study - £70,000 request

This project proposes multi-year feasibility work to investigate a pathway for energy efficiency upgrades of Council owned community centres in Aberdeen City, mapping out specific measures to bring identified buildings up to a certain EPC Band. By completing feasibility work prior to the capital project, the energy efficiency measures will be the most sustainable options considered, reflect value for money, and provide a consistent standard across the City region. Demonstrating the feasibility of transforming the energy efficiency of Council buildings will aid decision-making, refine future any delivery of the work, and provide a blueprint for other service areas and corporations to replicate.

The objective of the feasibility is to map out a pathway for these buildings to become net zero carbon buildings which are highly energy efficient and powered from on-site and/or off-site renewable energy sources, with any remaining carbon balance offset.

The feasibility will involve site survey visits to carry out a visual assessment of building fabric, analysis of energy usage, thermal imaging to determine air tightness, demand requirement, a detailed review of the existing mechanical and electrical services (M&E), collating of information on maintenance records and costs, reviewing of recent or proposed energy projects for the building, and whole life cycle assessment including carbon.

Studies will investigate Energy Efficiency Rating improvements (lower running costs) and Environmental Impact Rating improvements (lower CO2 emissions), including:

- Investigating heat pumps or connections to heat networks.
- Investigating passive design measures for any new construction works.
- Investigating fabric improvement works that reduce demand for energy.
- Consideration of construction carbon, embodied carbon and operational carbon.

A structured quantitative and qualitative assessment methodology will be used to inform decision making. A Total Performance Index (TPI) can be used to rank intervention options and looks wider than just zero carbon. This includes:

- Comfort (overheating and thermal comfort, CO2 and ventilation rates, air quality, daylighting)
- Lifecycle carbon (operational and embodied)
- Running costs (based on existing tariffs)
- Capital cost
- Heritage impact (conservation of heritage value)
- Fabric risk (minimised risk to fabric integrity)
- User disruption (minimised user disruption)

There are 24 Community/Day Centres which Aberdeen City Council owns. With 19 of these buildings having an EPC rating below D. Inchgarth Community centre has already undergone feasibility work so this will not be repeated and so 23 buildings will potentially be surveyed.

EPC rating B , 1

EPC rating C , 0

EPC rating D , 4

EPC rating E , 4  
EPC rating F , 5  
EPC rating G , 10

After the site surveys and assessments, the feasibility will outline a high-level pathway towards net zero by 2045, at the latest. The output of this feasibility work will be a report for each building containing the detailed information from the feasibility survey and assessment, a costed pathway for net zero, which can then be used to develop business cases for investment for energy efficiency improvement and long-term net zero decision making, for each of the buildings.

The priority list for feasibility will be developed prior to an agreed site survey plan. Options include to prioritise buildings by poorest EPC rating or by building usage.

## **2. Aberdeen City Council – ClimateOS Software - £101,000 request**

Aberdeen City has been working with multiple organisations across sectors to co-design and deliver a just transition to net zero in our local authority area. A problem which has been identified is a lack of consistent approach and data to back our climate-based decision making. The Carbon Scenario Tool Pathfinder Project: (Recommendations for building local authority decision-making capability to deliver area-wide net zero strategies) highlighted the challenges that local authorities face in taking the lead in reducing territorial emissions, and their need to build capability and capacity to deliver on area-wide emissions.

This proposal seeks funding for a license to access, test and share knowledge on the application of the existing online tool ClimateOS that supports informed decision making towards high impact new shared area wide strategies, policies, and project programmes for net zero.

Use of the tool aims to support collaborative local place-based climate planning and provide a platform for project management and monitoring against net zero targets, ensuring this information is documented, accessible and transparent to participating stakeholders. The tool also has emerging capacity to measure and monitor co-benefits of social, jobs and investment impacts.

As strengthened governance on net zero emerges in the local authority areas, work with stakeholders is starting to progress to the development of high impact project programmes for the net zero transition. Robust and consistent application of the tool aims to improve efficiency in project planning and monitoring across multiple themes and work programmes. As well as build new knowledge among stakeholders in scenario modelling, to inform the most appropriate net zero interventions at the right time.

Transition of the energy industry in the northeast will mean rapid structural change in the energy market, supply chain and skills required. There is a need to accelerate a just transition for the energy sector and have the means to navigate this change process, with oversight of the contributing transition elements to focus direction and avoid duplication. The tool has the capacity to identify co – benefits from net zero projects that can support a Just Transition.

Given the scale of work across all net zero themes, there is a complexity in monitoring that this tool can greatly simplify, in doing so freeing up capacity to focus on action. Use of the tool will establish a publicly accessible online system for net zero, that will help to build understanding, increase wide transparency and credibility on action for business, organisations and community partners involved in the transition.

This project supports deeper participation, co-creation and empowerment. The approach and tool will enable engagement and direct input by officers in building individual and collective understanding, testing and defining high impact projects, scenarios and investable programmes. This also includes those outside of the Council, e.g. community plans, etc. It is intended that further public and stakeholder engagement will take place using the tool and access to the tool will be provided to some stakeholders, including those of community interest, helping to bring wider perspectives into the discourse and ensure accountability towards the outcomes we seek and the investment we direct. Community access to the tool will also allow the 3rd sector to better direct their own investments towards higher impacts.

Options for project design

1 year license = 33,000

3 year license = 71,000

5 year license = 101,000

To support longer-term regional and cross sector testing, programme & investment planning and wider knowledge sharing, a 5-year software license is sought but we would be happy to amend this to 3 years if there is a pressure on funds.

### **3. Aberdeen City Council – SPECTRA Scotland’s Festival of Light - £240,000 request**

Spectra, Scotland’s Festival of Light, will be held for the 8th time in February 2023 and is a vital part of Aberdeen’s events calendar, directly contributing to the post-pandemic recovery of the city centre and shining a light on Aberdeen at a time when the evenings are cold and dark.

The long-term goals for this funding is to commission new works of art for the festival in collaboration with Aberdeen Art Gallery, creating a legacy piece for new employment opportunities while showcasing and interpreting the existing collection. However, Spectra has an immediate funding requirement to enable delivery of the event in 2023.

For 2023, the festival planning is already well underway, but facing budget pressures due to current inflation impacts making costs exceptionally high across the events sector and additional funding is required to deliver an event which meets the strategic aims of Aberdeen City Council socially, economically and culturally. As this will be the first major event held in Union Terrace Gardens once it has opened to the public, additional funding is needed to ensure the site has the scale and quality artworks required to meet expectations, as well as activating other city centre spaces such as Broad Street/Marischal College and Aberdeen Art Gallery. For 2023 the funding would secure large scale artworks which would be tailored for the site and to the Aberdeen visitor experience. Spectra has a track record of matching established works with opportunities for local artist to provide additional interpretation through the prism of North East culture, such as the inclusion of Doric elements which make the festival such a unique experience celebrating our communities heritage.

In addition, funding from the Shared Prosperity Fund would be used to deliver a bespoke tourism marketing campaign to drive weekend break visitors to Aberdeen during Spectra

For 2024 and 2025 funding will be used to:

Commission 2 new signature artworks for display as part of Spectra 2024 and 2025 respectively, showcasing items held by Aberdeen Art Gallery and Museums - £60,000 each year

Deliver a Spectra Ambassador training programme in partnership with Aberdeen Art Gallery to develop production and curatorial skills with recent graduates - £20,000 each year

Continue delivering a bespoke thematic tourism marketing campaign to drive weekend break visitors to Aberdeen during Spectra - £5,000 each year

Spectra has grown to be the largest urban light festival in Scotland and a firm fixture on Aberdeen's event calendar. The 2022 festival saw record numbers returning to Aberdeen city centre for the first time following the Coronavirus pandemic and brought confidence back to the city. Spectra is an ideal candidate for Shared Prosperity funding due to its status as a signature event, the catalyst impact it can have on city centre businesses, local communities and the cultural life of Aberdeen and the region as a whole.

#### **4. Aberdeen City Council – Tolbooth Museum external improvements and structural repairs - £700,000 request**

The Tolbooth Museum has been closed since the start of the pandemic. Unlike other cultural venues (such as Aberdeen Art Gallery and Maritime Museum) it has not reopened. The primary reason for this is due to a large crack to an internal archway on the ground floor, which is considered a potential risk to health and safety. Furthermore, there are extensive repairs required to external areas, including the roofs, stonework, parapets and pointing. These requirements have now been initially assessed and a scope of work has been established.

Parts of the Tolbooth Museum date back to 1615 and is one of the oldest buildings in Aberdeen. It is a grade A-listed building located on Castle Street. The Council has a duty to maintain Listed Buildings in its ownership. Failure to maintain the exterior would create a risk of falling masonry, slates and leadwork. The internal condition of the building is also being affected by the water penetration. Lack of action would see further deterioration of internal finishes. The work will protect a historically important asset and allow it to be brought back into use.

The proposed works to be completed are as follows:-

- Structural repairs to archway.
- Loose surfaces to stonework to be brushed down.
- Removal of rusting embedded metal in stonework.
- Removal of previous mortar repairs and replace with lime based mix.
- Repointing.
- Lead covered spire to be stripped and new sheeting installed.
- Repair or replacement of flat roof.
- Renewal of timber louvre infills.
- Refurbishment of clockfaces.

This work will require an extensive scaffolding system to be put in place for a number of months to allow the work to be carried out. Listed building consent will be required. Officers with Capital team have extensive experience of working with Historic Environment Scotland with regards to work on historic assets.

The museum is currently closed with contract acceptance and mobilisation set for January 2023. Work is to start in March 2023 and be completed in Autumn 2023. This will facilitate the reopening of the museum in 2024.

The key benefits of the project would be the protection of a Grade A listed building and the reopening of the museum. A reopened popular visitor venue enhances the heritage portfolio of the city, making the Broad Street end of the city centre a key location for visitor flow, advancing post-covid city centre economic recovery and the emerging cruise market offer, as well as increasing city dwell.

#### **5. Aberdeen City Council - Aberdeen Archives, Gallery and Museums – Reimagining The Cowdray Hall – Feasibility Study - £40,000 request**

The aim is to undertake a feasibility study to guide the future use and development of the Cowdray Hall.

The Cowdray Hall is a concert venue with its exceptional acoustic was funded by a gift from Annie, Viscountess Cowdray, whose family has strong links with Aberdeenshire. It was constructed to encourage “a taste for art and music in the city of Aberdeen.” The Cowdray Hall was opened on 25 September 1925 by King George V and Queen Mary. It continued the expansion of the Art Gallery site located at Schoolhill.

The redevelopment of Aberdeen Art Gallery 2015-19 placed the Cowdray Hall at the centre of the Art Gallery complex, a place which celebrates the inspiring power of art and music.

Works undertaken in the Cowdray Hall during the redevelopment project were light touch decoration, new carpets, rewiring, the installation of a small kitchenette, new green room facilities and the installation of Wi-Fi. As we start to see audiences return post-pandemic their expectations have changed and developed. We are also seeing an increased audience for events that require more IT and AV infrastructure.

As the Cowdray Hall was originally designed as an acoustic chamber-music performance space, it is not currently set up with integrated and seamless digital systems.

The proposed project would involve a tendering process to hire a consultant. They would be contracted to undertake a research, benchmarked feasibility study, working closely with Archives, Gallery & Museums staff and the Commercial Development team.

It is expected the consultant to test the market, consult with cultural partners and consider gaps in the market and market saturation. They would undertake industry/sector specific research and feasibility study; determine scope of our current offer and benchmark; recommend development opportunities and cost out.

The consultant will develop and lead audience consultations, research and analyse current audience demand, consult with companies and organisations who have hired the space, gather evidence of current demand / missed opportunities undertaking focus group studies with staff and users.

The Service Manager – Archives, gallery & Museum and Service manager – Commercial development will ensure the consultant has access to appropriate partners and internal staff, and share information as required.

With the recent closure of the Belmont Cinema there is potential for a greater variety of events to take place within the Cowdray Hall, as well as an anticipated increase in demand. This would be considered in the feasibility study.

#### **6. Aberdeen City Council - Aberdeen Archives, Gallery and Museums – Aberdeen Archives Centre – Feasibility Study - £90,000 request**

The collections of Aberdeen City and Aberdeenshire Archives contain a wealth of documents and records dating from the 12th century to present day, relating to the rich history and heritage of the City of Aberdeen and the three ancient counties of Aberdeen, Banff and Kincardine. The aim is to undertake a feasibility study and options appraisal to guide the future location, creation, development and funding for a co-located Aberdeen City and Aberdeenshire Archives, incorporating paper-based original-source material currently held in museum and library collections in the council, and opportunities for joint working with city and regional partners to create a “one stop shop” for ancestral tourism, research and access to the historic archives (UNESCO designated), and council records (statutory).

Currently the Archives are located at the Town House and Old Aberdeen. Aberdeen City and Shire Archives share the premises in Old Aberdeen with St. Peters Roman Catholic Primary School (St. Peters RC) and previously Aberdeen Scientific Services Laboratory (who recently vacated the premises). By 2025, St. Peters RC Primary School are expected to have relocated and the Archives team will be the sole occupant in the building.

To allow release of this asset, and with the future use of the Town House being explored, we must conduct a feasibility study now to determine our future options for a safe, secure and accessible location.

A new centre would be fit-for-purpose; safeguarding the heritage of the city, fully accessible, encourage more visitors/users and tourists to the city, provide facilities to increase the number of volunteers working with the collection and explore options to increase environmental sustainability of a traditionally plant-heavy storage requirement as part of BS 4971:2017. Current accommodation requires significant intervention for environmental control and pest management, but significantly underachieves.

Public access is limited and made more complex for the small team by operating two independent sites. The ability to expand storage is currently curtailed as the footprint cannot expand and as more businesses and organisations move to digital record keeping, more and more historic paper archives are passed to the officers for safe-keeping. We would expect this to accelerate as businesses close and/or downsize.

Following a feasibility study, it is expected to build a clear business case for internal and external funding to achieve the recommendations of the report and invest in the city and shire’s approach to its important heritage records and primary source material.

## **7. Aberdeen City Council - Aberdeen Archives, Gallery and Museums – Audience Evaluation & Acquisition – Feasibility Study - £150,000 request**

The aim is to deliver a transformative project which will have short, medium and long-term benefits not only for visitors Archives Gallery & Museums venues, also for the culture and heritage sector across Aberdeen. The project will provide essential baseline information for Aberdeen’s culture and heritage sector to build on. This is particularly important post-pandemic, at a time when work and leisure habits have changed significantly, alongside major events including the cost of living crisis, and the increased importance of wellbeing, equality, diversity and representation in the work of cultural and heritage organisations.

The project will help organisations understand their own audiences and inform planning and delivery of their services and programmes, it will also provide essential evidence to support a healthy ecosystem for culture and heritage in the city. Longer term, it will lead to an increase in city centre dwell time and return visits for local audiences, and increasing incoming tourism spend with overnight stays. Project’s stakeholders are Aberdeen City Council - Archives, Gallery & Museums (project lead); VisitAberdeenshire – the destination marketing organisation; Culture Aberdeen network – a partnership of the city’s cultural organisations with support from ACC; Aberdeen City Visitor Attraction Forum – a new network and North East Scotland Heritage Network – a recently-established network supported by Museums Galleries Scotland.

In summary the project will help to:

Take stock: Understand who our audiences are and what we already know about them.

Identify challenges: Identify where our offer could resonate better with audiences how to overcome engagement barriers.

Find new faces: Learn about untapped potential within audiences in our area and how to start engaging them.

Embrace differences: Consider how to cater for a broad range of communities / audiences / visitors with diverse needs.

Implement change: Develop a robust and resilient strategy for continuing to engage new audiences.

### Tasks:

1. Establish a paid post to support this project
2. Work with a consultancy such as The Audience Agency to scope out and agree a 2-year programme of research to include:
  - Data audit: benchmark local audiences across organisations in Aberdeen, identify opportunities for data capture and analysis
  - Engaging audiences: planning, training, delivery
  - Community consultation toolkit delivery
  - Drive time and distance report
  - Detailed local area and engagement reports
  - Digital engagement benchmarking and development
  - Identify, develop and delivery collaborative opportunities for cross promotion, testing and analysing campaign activity.
3. Deliver a programme of training and development through the lifetime of the project.
4. Deliver a final report and associated toolkit and action plan for audiences.

- Measures of success will include increases in:
- visitor figures at partner venues (counted admissions)
- city centre footfall (IOT)
- spend/head at venues (income generated during period/counted admissions)
- dwell time in city (surveys)
- levels of awareness of culture and heritage in Aberdeen
- levels of engagement and participation in culture and heritage activities



## ABERDEEN CITY COUNCIL

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<b>COMMITTEE</b>	Finance and Resources
<b>DATE</b>	7 December 2022
<b>EXEMPT</b>	No
<b>CONFIDENTIAL</b>	No
<b>REPORT TITLE</b>	Capital Programme Delivery: Projects Update
<b>REPORT NUMBER</b>	RES/22/281
<b>DIRECTOR</b>	Steve Whyte
<b>CHIEF OFFICER</b>	John Wilson
<b>REPORT AUTHOR</b>	John Wilson
<b>TERMS OF REFERENCE</b>	1.1

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### 1. PURPOSE OF REPORT

- 1.1 The purpose of this report is to summarise the general progress of delivery of key capital expenditure projects identified within the approved Capital Programme from the General Fund and Housing Revenue Accounts.
- 1.2 In addition, the report highlights those issues considered worthy of particular note which are specific to individual programmes/projects.

### 2. RECOMMENDATION(S)

the Committee:-

- 2.1 Note the current status of delivery of the Section 3 highlighted programmes/projects contained within the approved Capital Programme; and
- 2.2 Note that there is an on-going review of the approved Capital Programme to inform decision making when setting the new approved Capital Programme on Budget Day in March 2023.

### 3. CURRENT SITUATION

#### Background

- 3.1 At the Council meeting on Wednesday, 24 August 2022, the Committee considered the report Council Financial Performance – Quarter 1, 2022/23 RES/22/131, which contained within it an Appendix 5 – Reprofitting of Capital Programmes.
- 3.2 This report continues with that theme whereby the Chief Officer – Capital has continued to review the approved General Fund and Housing Capital programmes/projects in terms of timeline delivery and financial viability and has

considered the impact on service delivery as a result of revised delivery timelines.

### **General Fund Capital Programme (GFCP)**

- 3.3 The GFCP is divided into the following sections for budgeting purposes:
- Projects Due for Completion
  - Rolling Programmes
  - City Region Deal
  - Fully Legally Committed Projects
  - Partially Committed Legal Projects
  - Projects with Indicative Budgets
- 3.4 These headings reflect the legal status of the contracts involved in delivery of the projects. To an extent this dictates the level of flexibility that the Council has in terms of reprofiling, pausing or cancelling projects. This is explained in more detail in the following sections.
- 3.5 Projects Due for Completion: The projects listed within this section are expected to complete in the current financial year. In many cases, the works are already physically complete, and the budgets relate to payment of final fees or outstanding contractor claims. Projects within this section continue to be closed out.
- 3.6 Rolling Programmes: These programmes relate to the on-going investment in sustaining the Council's existing asset base i.e. investment in buildings, roads, fleet and ICT. To date these programmes of work continue to be delivered as planned however officers are experiencing an increase on costs as individual projects are brought forward.
- 3.7 What this means in practice is, given current market conditions and commodity cost inflation pressures, with the approved budgets being retained unchanged, it is likely the volume of work delivered under each project line is likely to be reduced.
- 3.8 City Region Deal: This section of the GFCP relates to the Council's funding commitment to the Aberdeen City Region Deal (£10m). It also includes those projects funded by the City Region Deal that the Council has been asked to lead on as they directly relate to investment in Council-owned infrastructure.
- 3.9 The current 5-year total of this section of the GFCP is just under £30m.
- 3.10 The key significant project within this section is delivery of the new External Transportation Link to the new Aberdeen South Harbour with an approved budget of £25m.
- 3.11 Delivery and governance of this project is being reported to the City Region Deal Joint Committee.

- 3.12 Fully Legally Committed Projects: This section contains those projects which have progressed to tender and subsequent engagement of a contractor. Most of these projects are “on site”, though a number have already progressed to Practical Completion; the budgets remaining relate to settlement of final claims from the contractor(s) involved.
- 3.13 The current 5-year total of this section of the GFCP approved in March 2022 is just under £100m. Having reviewed this section the only projects which merit an update are as follows;

#### **Aberdeen Art Gallery**

- 3.14 A financial settlement has been agreed with the Principal Contractor. Notwithstanding this, there are still a small number of actions which require to be closed out to enable financial close for the project. Officers are compiling what this means in terms of work and valuation, following which they will implement these works going forward in collaboration with the users of the facility.

#### **Union Terrace Gardens**

- 3.15 The project is nearing completion. Key items of work still outstanding are the cladding works to Walkways 2 & 3 and the preparation works necessary in advance of placing turfing to the central lawn. With regard to the cladding works the required materials are sourced, on site and being installed.
- 3.16 Leading up to the gardens opening, it has been decided that the central lawn area will not have grass turf placed. There are a couple of reasons for this decision:
1. The current time of year (wet and frosty) is not ideal for placing grass turf for lawn establishment purposes; and
  2. The forthcoming Spectra lightshow event in February 2023 will have exhibits located within the central lawn area. This in turn will attract a significant footfall across the lawn.
- 3.17 It is expected that with reference to point 1, combined with the expected installation and mitigation protective measures put in place, there will inevitably still be a high risk that there will be turf damage across the lawn if it were to be laid.
- 3.18 As the new turf will not be laid in December 2022, it is recommended that post the Spectra event and following any remedial ground works required, the final turf will be laid to complete the central lawn, assuming the weather conditions are favourable. The public will be advised to stay off the new turfed lawn for a number of weeks to enable the new turf to become established.

- 3.19 Bearing in mind the above, the expectation is that practical completion will be achieved prior to Christmas thereby allowing the garden to be open to the public.

#### **Countesswells Primary School**

- 3.20 Construction works are well advanced, and the expectation is for the new school to be open in Spring/Summer 2023.
- 3.21 There are existing developer obligations in accordance with an agreed Section 75 agreement, however members will be aware the developer Countesswells Development Limited went into administration. Officers are still seeking clarification on what this means in relation to funding and other related commitments.

#### **B999 Shielhill Road Junction**

- 3.22 In light of the reprofiled Capital Programme approved at the last Council meeting, officers have reviewed the delivery of this project within the current priority workload. The project's delivery timeline will be determined by the time taken to obtain the necessary land to build the scheme.
- 3.23 Since May 2022 alignment and junction design work has continued. Finalisation of the land footprint has been delayed due to complications arising from the existing culvert and SSE transmission apparatus. Issues should be resolved soon allowing the land footprint to be finalised and landowner negotiations to commence later this financial year.

#### **Torry Primary School and Hub**

- 3.24 The works are progressing with the construction circa 50% complete. The expectation is the school will be complete by Autumn 2023 as planned.

#### **Energy from Waste (EfW) Construction**

- 3.25 Works are progressing, but the completion date is now expected to be Summer 2023. The delivery of the project to date has been hampered by several issues, both internally and externally. It should be noted that there is still a significant risk that external impacts may continue to affect the anticipated delivery timeline and budget.
- 3.26 Under the Contract the Principal Contractor was obliged to receive and manage the three councils' waste from 29 October 2022. Alternative arrangements are currently in place and the Contractor is responsible for its management. Once hot commissioning starts at the NESS Energy facility, the Councils will begin to deliver waste to the site according to the needs of the commissioning programme.
- 3.27 For some of these reasons the Contractor is seeking recompense through the Contract.

- 3.28 The Contractor has notified Council Officers that it will be seeking adjudications to consider several contractual matters related to the Contract. These are in the form of claims for both time and money. To date these claims have been successfully defended, however further submissions are expected. As claims are submitted, they are being considered in accordance with the contract between the parties and as such additional expenditure will be incurred in protecting the Councils' position. At this stage these costs can be accommodated within the approved project budget.

### **Tillydrone Primary School**

- 3.29 Following the decision to retender the outstanding works, there were 8 expressions of interest registered from contracting organisations. The updated tender was issued on 11 November 2022. The tender return date is before Christmas 2022 which means the tender assessment will be carried out in early 2023.
- 3.30 The target date for completion within the tender documentation is Summer 2024, however achieving this may be dependent on the tender returns received given the current external factors affecting the construction sector; energy supplies, material availability and labour availability. Officers will clarify this following tender assessment.

### **New Mortuary at Aberdeen Royal Infirmary (ARI)**

- 3.31 Work commenced on the new Mortuary at Aberdeen Royal Infirmary (ARI) on Monday 10 October 2022. This new facility will be operated as a single integrated multi-partner, multi-purpose mortuary serving all providers including NHS Grampian, Aberdeen City Council, Aberdeenshire Council, Moray Council, Orkney and Shetland Island Councils, the University of Aberdeen, Crown Office Procurator Fiscal Service and Police Scotland.
- 3.32 The project will replace existing mortuary facilities, both at Aberdeen Royal Infirmary (ARI) and Queen Street.
- 3.33 The new integrated facility will be approx. 2,280m<sup>2</sup> and will include:
- Body Storage Facilities:
    - 155-175 storage spaces, including 20% bariatric (high BMI), 10% freezer and 4% bariatric plus
  - Post mortem services:
    - Multi-purpose Post Mortem (PM) suite
    - Paediatric PM suite
    - High risk PM suite
    - Forensic PM suite
  - CT/X-ray suite
  - Bereavement suite including:
    - Multiple viewing spaces
    - Ritual washing facility
  - Staff and support facilities
  - Teaching, training and research facilities

- Storage and display facilities for pathology & forensic museum collection

3.34 The appointed Contractor is Kier Construction Ltd and the project will be managed under the New Engineering Contract (NEC 3) form of contract. The gross budget for the project is £31m with partner funding of £25.864m made up as follows:

Scottish Government	£20.5m
NHS Grampian	£1.25m
Aberdeenshire Council	£3.93m
Moray Council	£0.184m
<b>Total</b>	<b>£25.864m</b>

3.35 The project is planned to be complete in Spring 2024.

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

3.36 In general, the Housing Capital programmes/projects are primarily rolling refurbishment/replacement programmes of works, such as, but not limited to, windows, doors, bathrooms, and kitchens. There are however other distinct projects/housing units that require more extensive works to make the safe and secure and habitable which are related to their structural integrity and external fabric e.g. in relation to multi storey tower blocks.

3.37 Notwithstanding this, the most significant project line within the Housing Capital programme is the budget for New Build/Former Council House Buy Back.

3.38 The budget line for this item, located within the Community Plan and LOIP section, is circa 85% - 95% of this section's expenditure, and more than 50% of the 5 Year Housing Capital programme.

3.39 At the Capital Programme Committee held on Thursday, 16 June 2022, the Chief Officer – Capital was instructed to review the planned delivery of the Council led sites at Craighill, Kincorth, Tillydrone and Kaimhill, in light of the current forecast increase in costs across the construction sector and to report the outcome of that review to the next appropriate meeting of the City Growth & Resources committee or the Council.

3.40 The outcome of that review is now being reported to this committee as set out below.

3.41 Members will recall that all four sites are at different stages of delivery:

- Craighill (99 units);
- Kincorth (212 units);
- Tillydrone (70 units); and
- Kaimhill (35 units).

3.42 An assessment has been made of indicative tender costs for all four sites and in light of the inflationary pressures and increased costs in the housing sector,

following consultation with the Chief Officer - Finance, it has been decided to complete Tillydrone and Kaimhill but suspend all works at Craighill and Kincorth.

- 3.43 The decision to complete the smaller two sites is driven by the simple fact that both sites have seen greater than 50% expenditure, therefore negotiations are on-going to conclude contract agreements to complete the outstanding works and bring them into use.
- 3.44 Suspending the outstanding works on both the Craighill and Kincorth sites means there will be on-going cost of security obligations of managing both building sites, until a future date is reached when it is considered appropriate to resume the outstanding construction works.
- 3.45 The Chief Officer – Capital will continue to monitor cost trends within the housing construction market and will recommend when to resume the outstanding works in consultation with the Chief Officer Finance and the Chief Officer Commissioning and Procurement.

#### **Summerhill New Build Housing**

- 3.46 The first phase handover of units commenced on 14 November with 58 units complete. The expectation is for another 70 units in early December 2022. Further phased handovers will then follow with another 128 units in Spring 2023 and the remaining 113 units complete in Autumn 2023.

#### **Auchmill New Build Housing**

- 3.47 All 92 units have now been handed over to the Council and tenants are moving in.

#### **Clinterty**

- 3.48 Works commenced in early October 2022 to upgrade the Gypsy Traveller site at Clinterty with a budget of £6.5m, which is circa 50% funded by the Scottish Government. The Contractor for the works is the Council's Building Services.
- 3.49 The works are at an early stage with site clearance and demolitions underway and the project is planned for completion in Summer 2023.

#### **Unable to be Relet (UTBR)**

- 3.50 Members will be aware that the city is currently supporting circa 1,000 individuals in Welcome Hub accommodation across a number of hotels, council properties and private host properties.
- 3.51 Recognising that hotel accommodation does not afford the security and comfort that settled accommodation does, council officers proposed bringing approximately 516 void Council properties back in to use through grant funded procurement of contractors to refurbish void properties.

3.52 Following a period of discussion and negotiation throughout Summer/Autumn 2022, Council Officers secured funding support grant of circa £6.15m from the Scottish Government.

3.53 Officers are presently progressing these works through the appointment of external contractors.

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

4.1 Notwithstanding all of the above, as alluded to in section 3.2, the Chief Officer – Capital continues to review the approved Capital Programme in light of external pressures, such as, but not limited to:

- Inflation;
- Energy supply and cost;
- Covid 19 impacts;
- War in Ukraine;
- Brexit; and
- forthcoming winter weather.

4.2 Cognisance of all of the above external factors will need to be considered for the forthcoming March 2023 budget.

4.3 In light of the current forecast of costs and increases in inflation, it is highly likely that projects which are not fully committed (construction award) will need to be reprofiled.

4.4 It should also be noted that there is still a significant risk that costs will increase for those projects under construction.

4.5 This review will also incorporate an awareness and expectation of projects which are not in the current approved capital programme, such as, but not limited to, the school estate review, depot review, along with a number of other distinct capital funded projects which are expected to be brought forward for consideration.

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

5.1 The approved Capital Programme review, referred to in Section 4 will incorporate a review by legal colleagues to assess whether there are any legal implications as part of any programme/project consideration.

5.2 If there are any legal implications arising from the exercise undertaken officers will seek to mitigate these where possible. This will be taken forward in consultation with officers within the Capital and Finance Clusters who will work closely with the Commercial and Procurement Services legal team to consider the best way forward.



## 6. ENVIRONMENTAL IMPLICATIONS

6.1 There are no direct environmental implications arising from the recommendations of this report. However, there may be implications as part of the wider Capital Programme review as noted in section 4. Any environmental implications, should they apply, will be considered as part of that review.

## 7. RISK

Category	Risks	Primary Controls/Control Actions to achieve Target Risk Level	*Target Risk Level (L, M or H)  *taking into account controls/control actions	*Does Target Risk Level Match Appetite Set?
<b>Strategic Risk</b>	Failure to manage Council finance and resources could lead to failure to achieve strategic objectives.	Regular financial reporting and monitoring activities, to incorporate financial resilience to address financial pressures arising in year is maintained and monitored.	M	Yes
<b>Compliance</b>	Failure to be able to comply with project requirements	Increase site visits and monitoring of the construction works. If required, review alternative options as soon as possible.	L	Yes
<b>Operational</b>	Balancing the pressures of finite resources both internal and external to the Council	Regular engagement between relevant Clusters within the Council along with ongoing engagement with Framework hosts, Suppliers, Procurement & Services re alternative products or delivery methods.	M	Yes
<b>Financial</b>	Escalation of costs	Development of suitable price mechanisms.  Use of Business Intelligence to predict market changes/trends.  Price Increase Request Process.	M	Yes

	Differing market conditions depending on commodity/service	Market engagement/use of business intelligence to assist in predicting market changes and trends.	M	
<b>Reputational</b>	Programmes/projects being delayed or stopped	As above.	M	Yes
<b>Environment / Climate</b>	Failure to consider sustainable options due to costs.	Ensure all contracts consider environmental considerations, and early market engagement is conducted to seek market intelligence.	M	Yes

## 8. OUTCOMES

<u><a href="#">COUNCIL DELIVERY PLAN 2022-2023</a></u>	
<b>Impact of Report</b>	
<b>Aberdeen City Council Policy Statement</b>  <u><a href="#">Working in Partnership for Aberdeen</a></u>	Reviewing the approved Capital Programme in light of the cost pressures resulting from external drivers, will enable the Council best to meet and prioritise the delivery of its capital funded programmes /projects.
<u><a href="#">Aberdeen City Local Outcome Improvement Plan 2016-26</a></u>	
Prosperous Economy Stretch Outcomes	The recommendations outlined within this report have included consideration of the current stage of programme/project delivery.
Prosperous People Stretch Outcomes	The recommendations outlined within this report have included consideration of the current stage of programme/project delivery.
Prosperous Place Stretch Outcomes	The recommendations outlined within this report have included consideration of the current stage of programme/project delivery.
<b>Regional and City Strategies</b>	Reviewing the approved Capital Programme in light of the cost pressures resulting from external drivers, will enable the Council best to meet and prioritise the delivery of its capital funded programmes /projects to align with its regional and city strategies.

## 9. IMPACT ASSESSMENTS

Assessment	Outcome
Integrated Impact Assessment	Not required
Data Protection Impact Assessment	Not required
Other	Not required

## 10. BACKGROUND PAPERS

- 10.1 City Growth and Resources Committee 21 June 2022: Supply Chain Volatility: report no RES/22/131.
- 10.2 Council 24 August 2022: Council Financial Performance - Quarter 1, 2022/23: report no RES/22/152.
- 10.3 Finance and Resources Committee 2 November 2022: Council Financial Performance – Quarter 2, 2022/23:report no RES/22/247.

## 11. APPENDICES

- 11.1 None

## 12. REPORT AUTHOR CONTACT DETAILS

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<b>COMMITTEE</b>	Finance and Resources Committee
<b>DATE</b>	7 <sup>th</sup> December 2022
<b>EXEMPT</b>	No
<b>CONFIDENTIAL</b>	No
<b>REPORT TITLE</b>	Performance Management Framework Report – Commissioning and Resources
<b>REPORT NUMBER</b>	CUS.22.275
<b>DIRECTOR</b>	Andy MacDonald
<b>CHIEF OFFICER</b>	Martin Murchie
<b>REPORT AUTHOR</b>	Alex Paterson/Louise Fox
<b>TERMS OF REFERENCE</b>	2.1.3

**1. PURPOSE OF REPORT**

- 1.1 To present Committee with the status of key cluster performance measures and activity indicators relating to the Commissioning and Resources functions.

**2. RECOMMENDATION**

- 2.1 That the Committee note the report and provide comments and observations on the performance information contained in the report Appendix.

**3. CURRENT SITUATION**

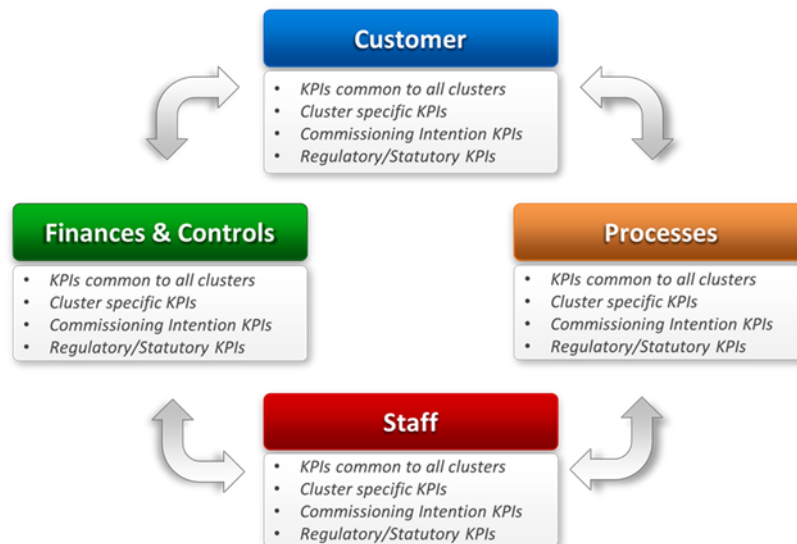
**Report Purpose**

- 3.1 This report is to provide members with key performance measures in relation to the Commissioning and Resources functions as expressed within the 2022/23 Council Delivery Plan (the Plan)

**Report Structure and Content**

- 3.2 Performance Management Framework Reporting against in-house delivery directly contributing to, or enabling delivery against the City’s Local Outcome Improvement Plan,(LOIP) has informed development of successive Council Delivery Plans, including the [2022-23 Council Delivery Plan](#) that was agreed by Council on the 7th March 2022.
- 3.3 The Council's Performance Management Framework, supporting Member scrutiny against progress of the Council Delivery Plan, and its key measures, establishes a robust performance management and reporting system which encompasses single and multi-service inputs, outputs and outcomes.
- 3.4 Reporting of Service Standards against each function/cluster, associated with Council Delivery planning, offers continuous insight into the effectiveness, and accessibility of core service provision to the Council’s stakeholders and City communities.

- 3.5 Where appropriate, data capture against these Standards is incorporated within the suite of measures contained within Appendix A, and will be reported against on either a monthly, quarterly or annual basis.
- 3.6 The Performance Management Framework provides for a consistent approach within which performance will be reported to Committees. This presents performance data and analysis within four core perspectives, as shown below, which provides for uniformity of performance reporting across Committee.



- 3.7 This report, details performance up to the end of September 2022 or Quarter 2 2022/23, as appropriate. The Appendix to this report contains an overview of performance across the functions within the remit of this Committee, with reference to trends and performance against target where appropriate.
- 3.8 Framework reporting to Committee also includes further analysis of performance measures which have been identified as of potential interest in terms of either performance implications, data trends or changes in these metrics.
- 3.9. This particular report contains specific data-led highlights on the City's Annual Participation Measure outcomes from 2021/22 released in late August and Members are asked to note the re-categorisation of metrics around Planning and Building Standards applications from a 'Performance Measure' to an 'Activity Indicator'.
- 3.10 Where relevant, Service Notes or Commentary is provided to inform Member scrutiny and/or to contextualise the metrics within the appendix.
- 3.11 Within the summary dashboard the following symbols are also used:

**Performance Measures**

Within the summary dashboard the following symbols are used

**Traffic Light Icon**



On target or within 5% of target/benchmarked outcome



Within 5% and 20% of target/benchmarked outcome and being monitored



Below 20% of target/benchmarked outcome and being actively pursued



Data only – target not appropriate/benchmarked outcome not available

### Children’s Rights

3.12 This report contains no recommendations or content that require for the direct accounting of impact on children’s rights.

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

4.1 There are no direct financial implications arising out of this report.

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

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

#### **6. ENVIRONMENTAL IMPLICATIONS**

6.1 There are no direct environmental implications arising out of this report

#### **7. RISK**

7.1 The assessment of risk contained within the table below is considered to be consistent with the Council’s Risk Appetite Statement”

<b>Category</b>	<b>Risks</b>	<b>Primary Controls/Control Actions to achieve Target Risk Level</b>	<b>*Target Risk Level (L, M or H)</b>  <small>*taking into account controls/control actions</small>	<b>*Does Target Risk Level Match Appetite Set?</b>
<b>Strategic</b>	None	NA	NA	NA
<b>Compliance</b>	No significant legal risks.	Publication of service performance information in the public domain ensures that the Council is meeting its legal obligations in the context of Best value reporting.	L	Yes

<b>Operational</b>	No significant operational risks.	Oversight by Elected Members of core employee health and safety/attendance data supports the Council's obligations as an employer	L	Yes
<b>Financial</b>	No significant financial risks.	Overview data on specific limited aspects of the cluster's financial performance is provided within this report	L	Yes
<b>Reputational</b>	No significant reputational risks.	Reporting of service performance to Members and in the public domain serves to enhance the Council's reputation for transparency and accountability.	L	Yes
<b>Environment / Climate</b>	None	NA	NA	NA

## 8. OUTCOMES

<b><u>COUNCIL DELIVERY PLAN</u></b>	
	<b>Impact of Report</b>
<p><b>Aberdeen City Council Partnership Agreement</b></p> <p>Improving Educational Choices</p> <p>Creating Better Learning Environments</p> <p>Caring for our young people</p>	<p>The provision of information on cluster performance will support scrutiny of progress against the delivery of the following Agreement Statements:</p> <ul style="list-style-type: none"> <li>- Work with the city's universities, North East Scotland College and businesses to increase educational and training options and the number of care experienced young people and young people from deprived communities, going onto positive destinations, including further and higher education, vocational training and apprenticeships.</li> <li>- Promote the number of apprenticeships on offer through the council.</li> <li>- Review and invest in our school estate, ensuring all of Aberdeen's schools are fit for the educational needs and the challenges of the 21st century.</li> <li>- Seek to make Aberdeen a UNICEF Child Friendly City.</li> </ul>



<p>City Centre and Beach</p>	<ul style="list-style-type: none"> <li>- Refresh our tourism and cultural strategies for the city.</li> <li>- Revitalise our beachfront, working with partners including Aberdeen FC with an aim to deliver new sports facilities and a new stadium, not using public funds except where collaborative working is mutually beneficial.</li> <li>- Expand the Beach Masterplan, extending the footprint from the River Dee to the River Don.</li> <li>- Bring forward plans to improve active travel links between the Castlegate and the beach.</li> <li>- Continue to move the City Centre and Beach Masterplans forward, expanding it to include George Street and ensuring it remains current with annual reviews.</li> </ul>
<p>The Arts Matter</p>	<p>Our city should become distinguished by the range and depth of active creative expression and artistic enjoyment experienced by those who live here and by visitors. By supporting and working with cultural partners, we will ensure there is richness and diversity of arts activities.</p> <ul style="list-style-type: none"> <li>- Work with partners to explore opportunities to develop heritage, museum and online services with a special emphasis on local history and stories of stories of our heritage.</li> </ul>
<p>Building a Greener and Sustainable City</p>	<ul style="list-style-type: none"> <li>- Declare a climate emergency.</li> <li>- Work with partners to deliver a just transition to net zero and plan to make Aberdeen a net-zero city by no later than 2037, and earlier if that is possible.</li> <li>- Support Aberdeen's continued pioneering of Hydrogen technologies and make the case to bring alternatively powered rail services to the City.</li> <li>- Continue to reduce the carbon footprint of the council's building estate and vehicle fleet and adopt an "environment first" approach to all new Council building projects, seeking to maximise the energy efficiency of, and minimise the carbon footprint of, new buildings</li> <li>- Delivering a revised Local Transport Strategy.</li> </ul>

Greener Transport, Safer Streets, Real Choices	<ul style="list-style-type: none"> <li>- Working with the Scottish Government and NESTRANS to improve the city's bus network, including considering options for an Aberdeen Rapid Transit network, with the support of the Scottish Bus Fund, and consider options for council-run services in the city.</li> <li>- Improving cycle and active transport infrastructure, including by seeking to integrate safe, physically segregated cycle lanes in new road building projects and taking steps to ensure any proposal for resurfacing or other long-term investments consider options to improve cycle and active transport infrastructure.</li> </ul>
Homes for the Future	<ul style="list-style-type: none"> <li>- Work with partners to produce a ten-year plan to increase the stock and variety of Council and social housing to meet the needs of Aberdeen's citizens and continue to deliver Council and social housing projects to tackle the Council house waiting lists and do everything in our power to end homelessness.</li> </ul>
A Prosperous City	<ul style="list-style-type: none"> <li>- Develop our economy in a genuine partnership with the private sector, third sector and residents.</li> <li>- Campaign for Aberdeen to be the home of a new Green Freeport and ensure that fair work conditions and Net Zero ambitions are central to any bid.</li> <li>- Work with partners to stimulate sustainable economic development, including a managed transition to a carbon neutral economy and work in partnership with the academic, business and other relevant sectors to ensure the long-term future of the energy industry.</li> <li>- Seek to buy goods, services and food locally whenever possible, subject to complying with the law and public tendering requirements.</li> </ul>
Empowering Aberdeen's Communities	<ul style="list-style-type: none"> <li>- Work with communities to establish trusts, community enterprises, charities or other entities that support community empowerment and community wealth building.</li> <li>- Support people to engage with Community Asset Transfers throughout the process.</li> </ul>

**[Aberdeen City Local Outcome Improvement Plan](#)**

<p><b>Prosperous Economy</b></p> <p>1.No one will suffer due to poverty by 2026</p> <p>2. 400 unemployed Aberdeen City residents supported into Fair Work by 2026</p> <p>3. 500 Aberdeen City residents upskilled/reskilled to enable them to move into, and within economic opportunities as they arise by 2026</p>	<p>The activities reflected within this report support the delivery of LOIP Stretch Outcomes 1 and 2 through the following Aims.</p> <p>Outcome 1 Improvement Aims:</p> <p>Reduce by 50% the number of homes with an EPC rating of F or G by 2026</p> <p>Increase support for those who have been most disadvantaged through the pandemic by 2023</p> <p>Outcome 2 Improvement Aims:</p> <p>Supporting 50 people to start a business in Aberdeen, migrating from or reducing reliance on benefits by 2023 and 100 by 2026</p> <p>Increase employer sign up to the Real Living Wage by 5% year on year to 2023 to achieve Real Living Wage City Status by 2026</p> <p>Support 15 care experienced young people to progress to employment through public sector funded employability programmes by 2023.</p> <p>Support 50 people into sustainable, good quality employment by 2023 and 100 by 2026 (priority neighbourhoods and over 50's)</p> <p>Outcome 3 Improvement Aims</p> <p>Improve the overall impact of partnership wide community benefits through raising the number of community co-designed activities from 0 to 5 by 2023.</p> <p>By December 2022, increase by 10% the number of people who have digital access, and are comfortable using digital tools</p>
<p><b>Prosperous People</b></p> <p>6. As corporate parents we will ensure that 95% of care experienced children and young people will have the same levels of attainment in education, health and emotional wellbeing, and positive destinations as their peers by 2026</p> <p>7. 95% of children living in our priority neighbourhoods will sustain a positive destination on leaving school by 2026</p>	<p>The delivery of services referred to within this report supports each of the Children &amp; Young People Stretch Outcomes 6,7 and 8 in the LOIP.</p> <p>This includes the following Improvement Aims:</p> <p>Outcome 6 Improvement Aim</p> <p>Increase the number of care experienced young people accessing a positive and sustained destination by 25% by 2022.</p> <p>Outcome 7 Improvement Aim</p>

<p>8. Child Friendly City where all decisions which impact on children are informed by them by 2026.</p>	<p>Increase the number of accredited courses directly associated with growth areas by 7% by 2023.</p> <p>Outcome 8 Improvement Aims</p> <p>Achieve UNICEF badge status in Place as part of wider Child Friendly City attainment</p> <p>Increase by 50% the number of communications which are accessible to children and young people by 2023.</p> <p>Increase to 100% the proportion of staff, working directly or indirectly with children, who have received Child Friendly City training</p>
<p>Prosperous Place Stretch Outcomes</p> <p>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> <p>14. 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>	<p>The report reflects on activity which contributes to Stretch Outcomes 13,14 and 15:</p> <p>Outcome 13 Improvement Aims</p> <p>Reduce public sector carbon emissions by at least 7% by 2023.</p> <p>Reduce the generation of waste in Aberdeen by 8% by 2023.</p> <p>Community led resilience plans in place for areas most vulnerable to flooding by 2023, leading to plans for all areas of Aberdeen by 2026.</p> <p>Outcome 14 Improvement Aims</p> <p>Increase % of people who walk as one mode of travel to 10% by 2023.</p> <p>Increase % of people who cycle as one mode of travel by 2% by 2023.</p> <p>Outcome 15 Improvement Aims</p> <p>Increase by a minimum of eight the number of community run green spaces that are self-managed for people and nature by 2023</p> <p>Number of organisations across Aberdeen pledging to manage at least 10% of their land for nature by 2023, and 26% by 2026</p>
<p><b>Regional and City Strategies</b></p>	<p>The report reflects outcomes aligned to the Regional Economic Strategy, Local and Regional Transport Strategies and Regional Skills Strategy, along with Local and Strategic Development Plans</p>

## 9. IMPACT ASSESSMENTS

Assessment	Outcome
<b>Integrated Impact Assessment</b>	A full impact assessment is not required for this report
<b>Data Protection Impact Assessment</b>	A Data Protection Impact Assessment is not required for this report.
<b>Other</b>	No additional impact assessments have been completed for this report.

## 10. BACKGROUND PAPERS

Council Delivery Plan 2022/23 – CUS/22/059

## 11. APPENDICES





Appendix A – City Growth and Resources Performance Summary Dashboard

## 12. REPORT AUTHOR CONTACT DETAILS

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Appendix A - Performance Management Framework Report, 7<sup>th</sup> December 2022 – Commissioning and Resources Functions**COMMISSIONING FUNCTION****CITY GROWTH CLUSTER****1. Customer****Cluster Level Measures – Service Standards**

<b>Performance Measure</b>	<b>Current Status</b>
We will operate Aberdeen Art Gallery, Aberdeen Maritime Museum, and Provost Skene's House as free to enter visitor attractions within the advertised/specified opening hours for each venue*	
We will operate Aberdeen City and Shire Archives service from the Town House and Old Aberdeen House within the advertised/specified opening hours for each venue*	
Working with partners, we will provide a continuously updated investment prospectus of development opportunities in the City available through investaberdeen.co.uk	
We will support businesses through delivery of Business Gateway, city centre management, and the actions in the Socio-Economic Action Plan	

**Data Note**




\*These Standard relate to scheduled and advertised operating hours, The Status indicators are designed to measure variations from the standards set, resulting from 'service failure'. These parameters exclude situations where, for example, closure or restricted operating hours are programmed in advance to accommodate planned preventative maintenance, upgrading of facilities or known external influences e.g. advised utilities network downtimes.

## Corporate Measures – Cluster Level

Performance Measure	Quarter 3 2021/22	Quarter 4 2021/22	Quarter 1 2022/23	Quarter 2 2022/23	Quarterly Status	Target	Long Trend Quarterly
	Value	Value	Value	Value			
Total No. complaints received (stage 1 and 2) – City Growth	2	0	1	1			
% of complaints resolved within timescale stage 1 and 2) – City Growth	100%	N/A	100%	0%		75%	
% of complaints with at least one point upheld (stage 1 and 2) – City Growth	0%	N/A	0%	0%			
Total No. of lessons learnt identified (stage 1 and 2) – City Growth	0	N/A	0	0			

## 2. Processes

## Service Level Measures – Museums and Galleries

Performance Measure	Quarter 3 2021/22	Quarter 4 2021/22	Quarter 1 2022/23	Quarter 2 2022/23	Long Trend - Quarterly
	Value	Value	Value	Value	
Number of total visits/attendances at museums and galleries *	303,675	302,078	324,776	358,021	
Number of virtual visits/attendances at museums and galleries	256,845	259,926	258,878	267,038	
Number of visits at museums and galleries that were in person	46,474	61,599	64,748	90,555	

\* Includes outreach/enquiries and events-based visits







**Service Note**

The Quarter 2 outcome reflects the extent to which accessibility of, and visits to, Museums and Galleries venues, both in person and through Virtual Visits have recovered since the residual legislation and remaining restrictions around COVID-19 were lifted in March 2022. With total Visits of 328,021, the outcome is the highest quarterly figure achieved over the near three-year period that encompasses full re-opening of the Aberdeen Art Gallery and Museums AAGM) venue post-redevelopment in late 2019.

In terms of Visits in Person, Quarter 2 is only exceeded to date by the third quarter of 2019 (which saw the AAGM experience a re-opening uplift in admissions) whilst the lessening of restrictions on visits in person also appears to have consequentially driven up Virtual Visits to levels that are the highest since the revised national measure was introduced in April 2019.

**Strategic Level Measures ( shared with internal and external partners)**

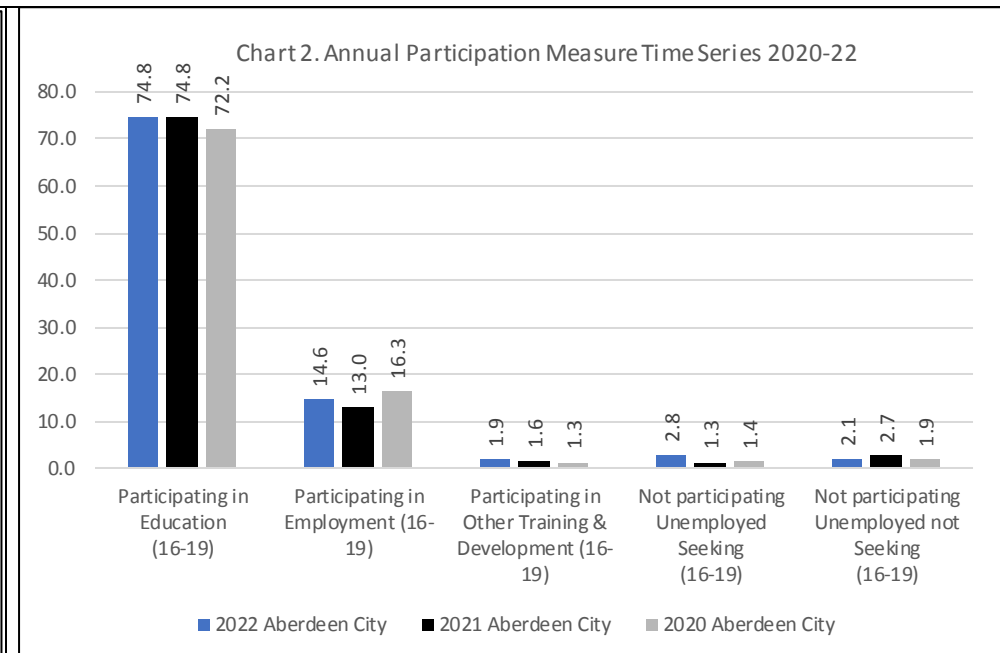
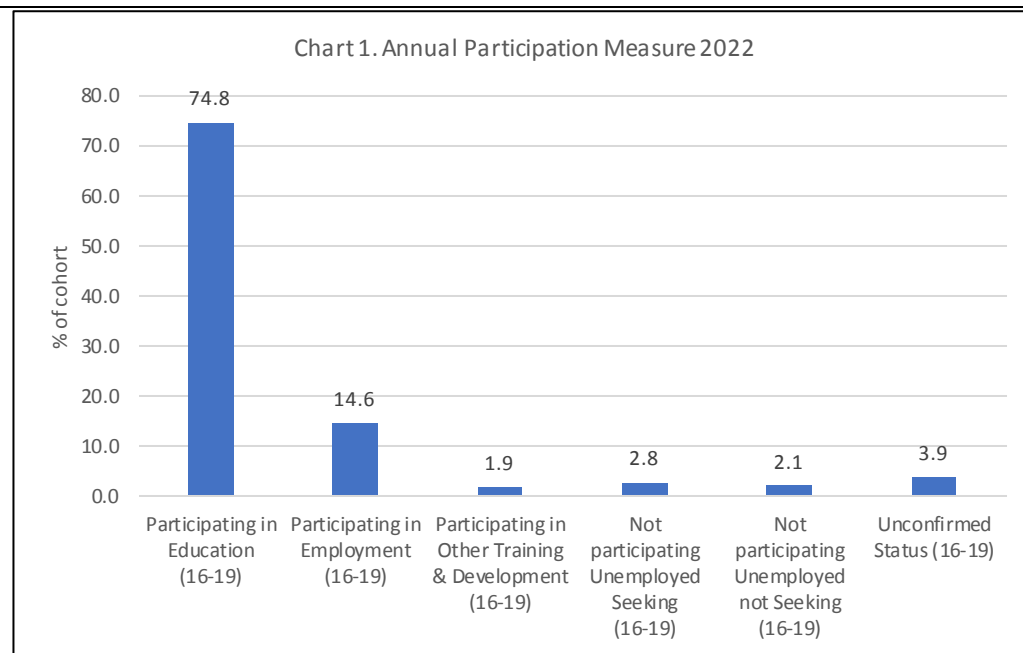
Performance Measure	2018-19		2019-20		2020-21		2021-22 National Figure	Long Trend - Annual
	Value	Status	Value	Status	Value	Status		
Annual Participation Measure - Proportion of 16-19-year olds in a positive destination.	89.9%		89.4%		91.2%		92.4%	

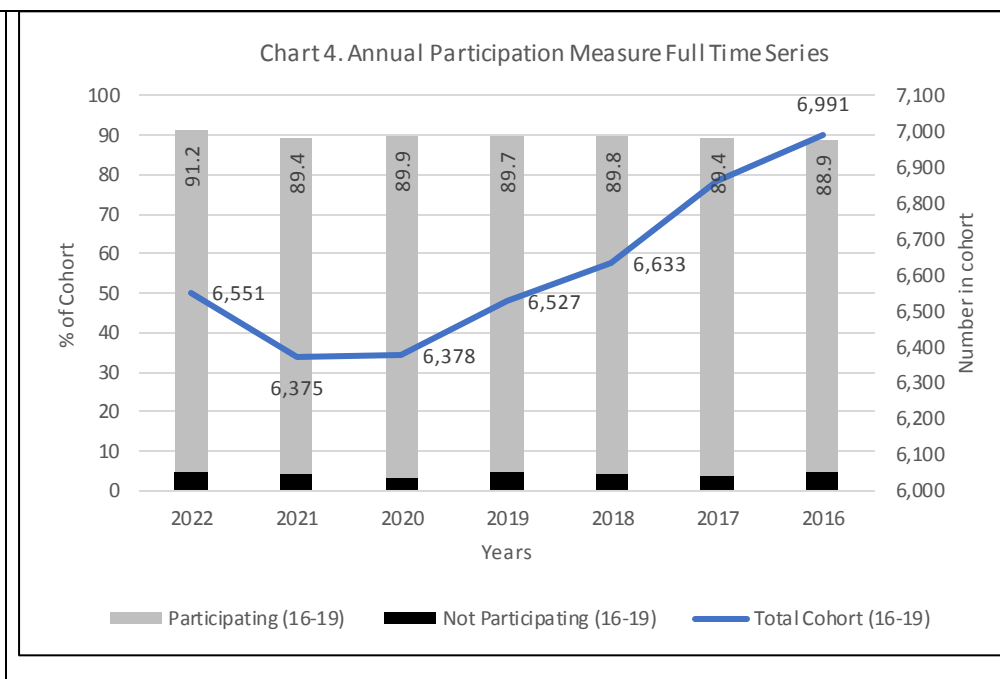
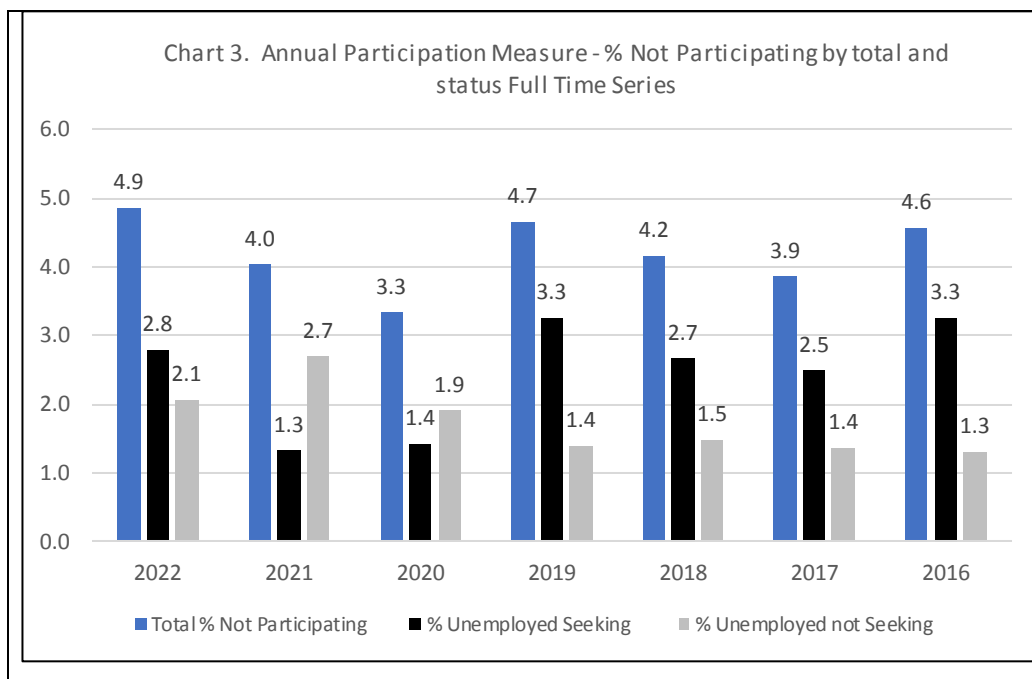
**Data Note**

The strategic level data above represents outcomes that are delivered in collaboration with a range of internal and external partners where Aberdeen City Council plays a direct or facilitation role. The figures above are drawn from sampling of the Skills Development Scotland Annual Participation Measure publication that links with Scottish Local Authority Economic Development (SLAED) Indicator reporting where the City Growth Service is a significant contributing partner, or materially supports delivery vehicles. The Annual Participation Measure relate to the outcomes of 16-19-year-olds across the full financial year ( April 2021 to March 2022) which is the most comprehensive dataset on this employment-based theme and aligns directly to the Scottish Government's Opportunities for All commitment

Data Source: [Skills Development Scotland Annual Participation Measure](#)

**Annual Participation Measure - Percentage of 16-19-year olds in a Positive Destination**





**Why is this important?**

The Annual Participation measures are critical indicators of the extent to which Council teams, working in collaboration, have enabled our young people to attain the skills necessary for a successful transition from statutory education provision.

**Benchmark Information:**

Benchmarking of this measure is provided through the publication of the Skills Development Scotland Annual Participation Measure and, subsequently, through inclusion in the annual Local Government Benchmarking Framework report compiled by the Improvement Service on behalf of COSLA and SOLACE, along with SLAED Indicator reporting noted above.

**Target:**

The target for this measure is linked to the Participation Indicators within Aberdeen City's Local Outcome Improvement Plan ( Stretch Outcome 7) which seek to achieve year-on-year improvement of greater than 1 percentage point annually from the 2018/19 baseline. On this basis, taking the impacts of COVID-19 into account, the target has been met.

#### **This is what the data is saying:**

The data tells us that an increased proportion of 16-19-year olds within the City have secured positive destinations and fewer are in a non-positive destination than has previously been recorded. This is in line with the data previously released around School Leaver Destination outcomes and indicates that Aberdeen is now more closely following the national pattern after a number of years where first, the oil and gas industry downturn and subsequently, COVID-19 materially impacted on employment and training options available to this age group.

#### **This is the trend:**

In 2021/22 Aberdeen City recorded an outcome of 91.2% for those in a positive destination within this age group, an advance of 1.8 percentage points on the prior year, a year-on-year improvement rate in advance of each of the City's benchmark Local Authorities and the Scotland figure ( +0.2%)

Having experienced a disproportionate impact as a result of the economic circumstances noted above in past years, the City's 2021/22 outcome is significantly closer to both the average of its natural benchmarks by geography ( 91.7%) and the Scotland data ( 92.4%) At this level, this is the highest value to date, and represents the lowest percentage point differential ( -1.2 p.p) to the national figure over the seven year lifetime of this measure.

The City is on a par with the average for the four large urban comparator grouping ( including Dundee, Edinburgh and Glasgow). and now sits in joint second position with Glasgow, with Edinburgh recording a marginally higher figure of 92.0%

More extensive benchmarking by Urban Rural Classification, demonstrates a similar pattern, with the average figure for this geographical cohort ( 9 local authorities) being 91.7% in a positive destination and the outcomes against each destination being a close match for those of the City with the exception of Employment where the benchmark average is above that in Aberdeen ( 15.6% as opposed to the City's 14.6%, and a national level of 17.5%)

At the same time, the combined percentage of those in combined Unemployed destinations ( both Seeking and Not Seeking Employment) has increased slightly from 4.0% to 4,9% between years, including a dynamic shift between the two categories, which appears to be associated with a rise in cohort size and may be linked with (a) improved tracking of individuals destinations and (b) a greater number of those who were Not Seeking Employment previously, entering the market as being available for employment.

The numbers encompassed within the Not Participating cohort have risen by 20 individuals year-on-year to 129 which is just above the seven year average for the City ( 122) with the number of those Seeking Employment being recorded at 63, again marginally above the extended average of 59, and higher than 2019/20 and 2020/21 levels which were 36 and 27 respectively.

This variance in Unemployed Destinations may be partly as a result of improvements in the SDS survey reach with the proportion of those who failed to engage with the surveying ( recorded as in an Unconfirmed Status ) falling from 6.5% in 2020/21 to its lowest level of 3.9% in 2021/22. Tracking across the age groups infers that the survey

'return rate' is lower amongst those in a negative destination so any improvement in reach may have the consequence of adding disproportionately to the two Unemployed categories.

**This is the impact:**

Securing a positive destination is a key indicator of long-term outcomes for young people which reflects pathway planning and support provided in collaboration by a variety of Council services and external partners.

**Last Updated:**

**Responsible officer:**

Jim Johnstone

November 2022

**3. Staff**

**Corporate Measures – Cluster Level**

Performance Measure	Quarter 3 2021/22	Quarter 4 2021/22	Quarter 1 2022/23	Quarter 2 2022/23	Status	Long Trend - Quarterly
	Value	Value	Value	Value		
H&S Employee Reportable by Cluster – City Growth	1	0	0	0		
H&S Employee Non-Reportable by Cluster – City Growth	2	1	1	1		

Performance Measure	April 2022	May 2022	June 2022	July 2022	August 2022	September 2022	Status	Corporate Figure Sept 2022	Long Trend - Monthly
	Value	Value	Value	Value	Value	Value			
Average number of total working days lost per FTE (12 month rolling figure) – City Growth	0.9	1	1	1	1	1		6.4	
Establishment actual FTE – City Growth	188.29	185.33	180.98	181.44	180.28	171.22			

**4. Finance & Controls**

## Corporate Measures – Cluster Level

Performance Measure	Quarter 1 2022/23		Quarter 2 2022/23		Quarter 3 2022/23		Quarter 4 2022/23	
	Value	Status	Value	Status	Value	Status	Value	Status
Staff Expenditure – % spend to full year budget profile – City Growth	31.3%		62.2%					

**Service Note**






The City Growth Cluster employs a significant number of staff, particularly in Employability, Business Support and Economic Recovery teams, that are "project" funded from the Scottish Government and other external funding sources, where the costs involved are claimed retrospectively on a quarterly basis so timing of these claims (and reimbursement timescales) heavily influences Year-to-Date outcomes.

As at financial period 6, 36.67 FTE posts were encompassed within the description above which equated to just over 21% of the total Cluster employee profile. These services, and Cluster management, keep in close contact with Finance colleagues around this issue to ensure that the budgets remain on track for the projected year-end out-turns.

**COMMISSIONING AND PROCUREMENT CLUSTER**

## Corporate Measures – Cluster Level




## 5. Customer

Performance Measure	Quarter 3 2021/22	Quarter 4 2021/22	Quarter 1 2022/23	Quarter 2 2022/23	Quarterly Status	Target	Long Trend Quarterly
	Value	Value	Value	Value			
Total No. complaints received (stage 1 and 2) – Commercial & Procurement	0	0	0	0			
% of complaints resolved within timescale stage 1 and 2) – Commercial & Procurement	NA	NA	NA	NA	NA	75%	
% of complaints with at least one point upheld (stage 1 and 2) – Commercial & Procurement	NA	NA	NA	NA			

Total No. of lessons learnt identified (stage 1 and 2) — Commercial & Procurement	NA	NA	NA	NA			
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## 6. Processes

### Cluster Level Measures – Service Standards

Performance Measure	Current Status	2022/23 Target
We will enable access to all internal procedural procurement information online.		100%
All procurement guidance/template documents are available via the Intranet.		
We will publish annual contract pipelines for each financial year online after the Council Budget is set.		100%
Annual procurement report published on Aberdeen City Council External Website, which includes a 24-month view of future procurement.		
We will ensure that all contracts above £50K have standard clauses to require providers to demonstrate commitments towards carbon reduction and efficiency.		100%
Specific evaluation criteria have been built into procurement templates for use by all procurers and would be used to evaluate commitment and proposed outcomes for Carbon Reduction and Efficiency, which would then be incorporated into contracts. Work is underway to develop a system for gathering data and reporting quarterly.		

## 7. Staff

### Corporate Measures – Cluster Level




Performance Measure	Quarter 3 2021/22	Quarter 4 2021/22	Quarter 1 2022/23	Quarter 2 2022/23	Status	Long Trend - Quarterly
	Value	Value	Value	Value		
H&S Employee Reportable by Cluster – Commercial & Procurement	0	0	0	0		

H&S Employee Non-Reportable by Cluster – Commercial & Procurement	0	0	0	0		
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Performance Measure	April 2022	May 2022	June 2022	July 2022	August 2022	September 2022	Status	Corporate Figure Sept 2022	Long Trend - Monthly
	Value	Value	Value	Value	Value	Value			
Average number of total working days lost per FTE (12 month rolling figure) – Commercial & Procurement	0.3	0.3	0.3	0.4	0.4	0.5		6.4	
Establishment actual FTE – Commercial & Procurement	42.64	42,66	43.47	42.34	43.3	42.25			

## 8. Finance & Controls

### Cluster Level Measures – Service Standards

Performance Indicator	Current Status	2022/23 Target
The annual Audits on internal control systems for procurement processes and systems, including delegated procurement and financial authority do not identify major rated issues.		100%
There are no outstanding audit recommendations relating to procurement.		
Demand management is embedded for all contracts above £50K contracts at strategy stage and throughout life of contract to ensure that the quantity and specification of goods and services match, but do not exceed, the actual needs of the Council.		100%
Demand Management Control Board reviews strategy documents pre-procurement at strategy stage. Review of contract management guidance and templates underway to ensure Demand Management is embedded across the life of all contracts.		
We will ensure that all contracts above £50K in value can be tracked to show community, local economic and environmental benefits.		100%
Data on outcomes from procurement activity (Community Benefits, Local Economic and Environmental Benefits) is gathered and reported on quarterly.		



**Corporate Measures – Service Level**

Performance Measure	Quarter 1 2022/23		Quarter 2 2022/23		Quarter 3 2022/23		Quarter 4 2022/23	
	Value	Status	Value	Status	Value	Status	Value	Status
Staff Expenditure – % spend to full year budget profile – Commercial & Procurement	25.1%		47.9%					

**GOVERNANCE CLUSTER**

9. Customer

**Corporate Measures -Cluster Level**

Performance Measure	Quarter 3 2021/22	Quarter 4 2021/22	Quarter 1 2022/23	Quarter 2 2022/23	Quarterly Status	2022/23 Target	Long Trend - Quarterly
	Value	Value	Value	Value			
Total No. complaints received (stage 1 and 2) – Governance	4	2	1	2			
% of complaints resolved within timescale stage 1 and 2) – Governance	75.0%	100.0%	100%	50.0%		75%	
% of complaints with at least one point upheld (stage 1 and 2) – Governance	25.0%	50.0%	0%	50.0%			
Total No. of lessons learnt identified (stage 1 and 2) – Governance	2	0	0	1			

10. Processes

**Cluster Level Measures – Service Standards**

Performance Measure	Current Status
Local Review Body – number of requests for review acknowledged within 14 days	

School Placing and Exclusion requests – hearings heard within 28 days of request	
% of Civic Licence Applications determined within 9 months of a valid application	
% of Hearings to determine a Premises Licence application or Variation application within 119 days of the last date for representations.	
% of Decision Letters for alcohol applications issued within 7 days of Board meeting	
Personal Licence issued within 28 days of date of grant	

**11. Staff**



**Corporate Measures - Cluster Level**

Performance Measure	Quarter 3 2021/22	Quarter 4 2021/22	Quarter 1 2022/23	Quarter 2 2022/23	Status	Long Trend - Quarterly
	Value	Value	Value	Value		
H&S Employee Reportable by Cluster – Governance	0	0	0	0		
H&S Employee Non-Reportable by Cluster – Governance	0	0	0	0		

Performance Measure	April 2022	May 2022	June 2022	July 2022	August 2022	September 2022	Status	Corporate Figure Sept 2022	Long Trend - Monthly
	Value	Value	Value	Value	Value	Value			
Average number of total working days lost per FTE (12 month rolling figure) – Governance	0.9	0.8	0.7	0.5	0.3	0.1		6.4	
Establishment actual FTE – Governance	59.11	57.44	56.99	58.24	58.17	58.92			

**12. Finance & Controls**









**Corporate Measures – Cluster Level**

Performance Measure	Quarter 1 2022/23		Quarter 2 2022/23		Quarter 3 2022/23		Quarter 4 2022/23	
	Value	Status	Value	Status	Value	Status	Value	Status
Staff Expenditure – % spend to full year budget profile – Governance	25.2%		48.4%					

## STRATEGIC PLACE PLANNING CLUSTER

### 13. Customer

#### Corporate Measures – Cluster Level

Performance Measure	Quarter 3 2021/22	Quarter 4 2021/22	Quarter 1 2022/23	Quarter 2 2022/23	Quarterly Status	Target	Long Trend - Quarterly
	Value	Value	Value	Value			
Total No. complaints received (stage 1 and 2) – Strategic Place Planning	2	3	0	2			
% of complaints resolved within timescale stage 1 and 2) – Strategic Place Planning	0%	33.3%	NA	50.0%		75%	
% of complaints with at least one point upheld (stage 1 and 2) – Strategic Place Planning	50%	66.7%	NA	50.0%			
Total No. of lessons learnt identified (stage 1 and 2) – Strategic Place Planning	0	0	NA	1			

#### Cluster Level Measures - Service Standards

##### Data Note

- (a) The Building Standards Service has recently experienced a back-office system fault which affects the capacity for reporting of the most recent quarterly application and approval processing timelines. Colleagues in Digital and Technology teams are liaising with the system supplier to resolve this issue in early course and this Standards information will be reported to the next meeting of this Committee

- (b) Information on the formal status of Planning Development measures, including processing times, is updated twice yearly on publication of the returns from the Scottish Government. The latest of these publications, covering 2021/22 quarters 3 and 4, along with full year outcomes was published on 31st August 2022, and reported to the meeting of the City Growth and Resources Committee in September 2022. The next Scottish Government return, covering outcomes from Q1 and Q2 of 2022/23 is expected in January 2023

#### 14. Processes

##### Service Level Indicator – Planning Development Management and Building Standards Applications


Activity Indicator	Quarter 3 2021/22	Quarter 4 2021/22	Quarter 1 2022/23	Quarter 2 2022/23	Long Trend- Quarterly
	Value	Value		Value	
Number of Development Management Applications received	325	320	330	247	↓
Number of Building Standards Applications received	390	386	404	345	↓

##### Service Note

The overall level of activity, in terms of applications received, shows a significant year-on year reduction with the number of cumulative planning management applications processed falling from 758 as at the end of Quarter 2 in 2020/21 to 577 in the current year. Building Standards applications show a lesser reduction with 749 applications processed, as opposed to 883 in 2021/22.

#### 15. Staff

##### Corporate Measures – Cluster Level

Performance Measure	Quarter 3 2021/22	Quarter 4 2021/22	Quarter 1 2022/23	Quarter 2 2022/23	Status	Long Trend - Quarterly
	Value	Value	Value	Value		
H&S Employee Reportable by Cluster – Strategic Place Planning	0	0	0	0		▬

Performance Measure	Quarter 3 2021/22	Quarter 4 2021/22	Quarter 1 2022/23	Quarter 2 2022/23	Status	Long Trend - Quarterly
	Value	Value	Value	Value		
H&S Employee Non-Reportable by Cluster – Strategic Place Planning	0	0	0	0		

Performance Measure	April 2022	May 2022	June 2022	July 2022	August 2022	September 2022	Status	Corporate Figure Sept 2022	Long Trend - Monthly
	Value	Value	Value	Value	Value	Value			
Average number of total working days lost per FTE (12 month rolling figure) – Strategic Place Planning	1.1	1.3	1.4	1.4	1.4	1.3		6.4	
Establishment actual FTE – Strategic Place Planning	93.47	91.59	92.43	88.13	87.94	88.99			


**16. Finance & Controls**

**Corporate Measures – Cluster Level**

Performance Indicator	Quarter 1 2022/23		Quarter 2 2022/23		Quarter 3 2022/23		Quarter 4 2022/23	
	Value	Status	Value	Status	Value	Status	Value	Status
Staff Expenditure – Spend to full year budget profile – Strategic Place Planning	23.8%		48.0					

**Service Level Measures**

Performance Measure	April 2022	May 2022	June 2022	July 2022	August 2022	September 2022	Status
	Value	Value	Value	Value	Value	Value	
YTD % of budgeted income received from Planning Application fees *	3.8%	9.8%	15.9%	24.0%	30.0%	32.4%	

Performance Measure	April 2022	May 2022	June 2022	July 2022	August 2022	September 2022	Status
	Value	Value	Value	Value	Value	Value	
YTD % of budgeted income received from Building Warrant fees	8.7%	14.8%	24.4%	30.2%	32.0%	39.9%	

\*Excludes fees generated from Pre-Application processing activity. As at 30<sup>th</sup> September 2022, the value of this activity was £11,300 from 79 applications

**Service Note**

Seasonality and the scale of applications received are significant demand influences around the fees received from planning and building standards application processing.

The circumstances around the easing of pandemic restrictions in March 2022, which might have been expected to produce the first quarter uplift experienced in previous years and a recovery in the number of applications, have been countered by the economic circumstances around raw materials costs and the availability of construction employee resource, which continues to influence the development landscape and the progression of pipeline works that might have been anticipated from first contacts with the respective management teams.

This challenging situation, from the perspective of continued inflationary pressures in the commercial and domestic sectors, and the extent to which this acts as a suppressing influence around both application numbers and fee generation, may continue to be reflected in future data.



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**RESOURCES FUNCTION**

**FINANCE CLUSTER**

17. Customer






**Corporate Measures – Cluster Level**

Performance Measure	Quarter 3 2021/22	Quarter 4 2021/22	Quarter 1 2022/23	Quarter 2 2022/23	Quarterly Status	2022/23 Target	Long Trend - Quarterly
	Value	Value	Value	Value			
Total No. complaints received (stage 1 and 2) – Finance	4	2	1	1			

Performance Measure	Quarter 3 2021/22	Quarter 4 2021/22	Quarter 1 2022/23	Quarter 2 2022/23	Quarterly Status	2022/23 Target	Long Trend - Quarterly
	Value	Value	Value	Value			
% of complaints resolved within timescale stage 1 and 2) – Finance	25%	50%	100%	0%		75%	
% of complaints with at least one point upheld (stage 1 and 2) – Finance	25%	0%	100%	0%			
Total No. of lessons learnt identified (stage 1 and 2) – Finance	0	0	0	0			





## 18. Processes




### Cluster Level Measures - Service Standards

Performance Measures	Current Status
We will deliver all relevant statutory financial requirements for the Council met on time – statutory accounts, quarterly monitoring, budget preparation data and reports, tax, and statutory returns	
We will provide budget holder meetings provided in accordance with risk schedule	
We will maintain an inbox query service during core hours (10am – 4pm) every working day.	
We will ensure that data systems with financial transactions are maintained, developed and up to date to comply with proper financial administration	
We will ensure that business advice is provided for all Committee decisions with financial implications to comply with proper financial administration	

## 19. Staff



### Corporate Measures – Cluster Level

Performance Measure	Quarter 3 2021/22	Quarter 4 2021/22	Quarter 1 2022/23	Quarter 2 2022/23	Status	Long Trend - Quarterly
	Value	Value	Value	Value		
H&S Employee Reportable by Cluster – Finance	0	0	0	0		
H&S Employee Non-Reportable by Cluster – Finance	0	0	0	0		

Performance Measure	April 2022	May 2022	June 2022	July 2022	August 2022	September 2022	Status	Corporate Figure Sept 2022	Long Trend - Monthly
	Value	Value	Value	Value	Value	Value			
Average number of total working days lost per FTE (12 month rolling figure) – Finance	2.5	2.2	1.9	1.6	1.3	1		6.4	
Establishment actual FTE – Finance	92.08	96.15	94.76	92.64	90.43	89.39			

## 20. Finance & Controls

### Corporate Measures – Cluster Level

Performance Measure	Quarter 1 2022/23		Quarter 2 2022/23		Quarter 3 2022/23		Quarter 4 2022/23	
	Value	Status	Value	Status	Value	Status	Value	Status
Staff Expenditure – % spend to full year budget profile – Finance	24.6%		48.9%					

## PEOPLE AND ORGANISATION CLUSTER

### Corporate Measures – Cluster Level

## 21. Customer



Performance Measure	Quarter 3 2021/22	Quarter 4 2021/22	Quarter 1 2022/23	Quarter 2 2022/23	Quarterly Status	2022/23 Target	Long Trend - Quarterly
	Value	Value	Value	Value			
Total No. complaints received (stage 1 and 2) – People and Organisation	0	0	0	0			
% of complaints resolved within timescale stage 1 and 2) – People and Organisation	N/A	N/A	N/A	N/A	N/A	75%	
% of complaints with at least one point upheld (stage 1 and 2) – People and Organisation	N/A	N/A	N/A	N/A			
Total No. of lessons learnt identified (stage 1 and 2) – People and Organisation	N/A	N/A	N/A	N/A			

**22, Processes**

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**Cluster Level Service Standards**

Performance Measure	Current Status	2022/23 Target
We will complete evaluation panels upon receipt of all completed and verified documentation within 10 working days for each individual job, in relation to Job Evaluation.		80%
We will allocate an Investigation Officer, when required, within 3 working days		90%
We will allocate a People and Organisation advisor to formal casework within 3 working days		80%
We will make initial contact with redeployees within 3 working days of redeployment confirmation		90%

**23. Staff**

**Corporate Measures – Cluster Level**

Performance Measure	Quarter 3 2021/22	Quarter 4 2021/22	Quarter 1 2022/23	Quarter 2 2022/23	Status	Long Trend - Quarterly
	Value	Value	Value	Value		
H&S Employee Reportable by Cluster – People and Organisation	0	0	0	0		
H&S Employee Non-Reportable by Cluster – People and Organisation	0	0	0	0		

Performance Measure	April 2022	May 2022	June 2022	July 2022	August 2022	September 2022	Status	Corporate Figure Sept 2022	Long Trend - Monthly
	Value	Value	Value	Value	Value	Value			
Average number of total working days lost per FTE (12 month rolling figure) – People and Organisation	0.2	0.2	0.2	0.2	0.2	0.2		6.4	
Establishment actual FTE – People and Organisation	31.81	31.67	29.91	30.21	30.31	30.31			

**24. Finance & Controls**

**Corporate Measures – Service Level**

Performance Indicator	Quarter 1 2022/23		Quarter 2 2022/23		Quarter 3 2022/23		Quarter 4 2022/23	
	Value	Status	Value	Status	Value	Status	Value	Status
Staff Expenditure – % spend to full year budget profile – People and Organisation	21.3%		41.7%					

**Data Note**








Management of the People and Organisation Cluster, including reporting of Performance outcomes/outputs, has recently transferred to the Customer Function as a result of recommendations captured in the Interim Organisational Structure report considered at Council on the 13<sup>th</sup> October 2022  
[CUS.22.216 Interim Organisational Structure, Council, 13th October 2022](#)

The data reflected in the above pre-dates this decision and incorporates the People and Organisation Cluster under the original Resources Function heading

## CAPITAL CLUSTER

## 25. Customer

## Corporate Measures – Service Level

Performance Measure	Quarter 3 2021/22	Quarter 4 2021/22	Quarter 1 2022/23	Quarter 2 2022/23	Quarterly Status	2022/23 Target	Long Trend - Quarterly
	Value	Value	Value	Value			
Total No. complaints received (stage 1 and 2) – Capital	2	5	1	4			
% of complaints resolved within timescale stage 1 and 2) – Capital	100%	40%	100%	50%		75%	
% of complaints with at least one point upheld (stage 1 and 2) – Capital	50%	80%	100%	50%			
Total No. of lessons learnt identified (stage 1 and 2) – Capital	1	1	0	0			

## 26. Processes

## Service Note

Performance related to the delivery of process is directly captured in detail within the project-based reports that were formerly provided to the Capital Programme Committee, now within the remit of this Committee, and will continue to be reflected against in these reports going forwards

## 27. Staff

## Corporate Measures – Cluster Level

Performance Measure	Quarter 3 2021/22	Quarter 3 2021/22	Quarter 1 2022/23	Quarter 2 2022/23	Status	Long Trend - Quarterly
	Value	Value	Value	Value		
H&S Employee Reportable by Cluster – Capital	0	0	0	0		
H&S Employee Non-Reportable by Cluster – Capital	0	0	0	0		

Performance Measure	April 2022	May 2022	June 2022	July 2022	August 2022	September 2022	Status	Corporate Figure Sept 2022	Long Trend - Monthly
	Value	Value	Value	Value	Value	Value			
Average number of total working days lost per FTE (12 month rolling figure) – Capital	1.6	0.9	1.1	1.4	1.6	1.7		6.4	
Establishment actual FTE – Capital	66.21	65.13	64.51	64.51	65.51	67.42			

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**28. Finance & Controls**








**Corporate Measures - Service Level**

Performance Indicator	Quarter 1 2021/22		Quarter 2 2021/22		Quarter 3 2021/22		Quarter 4 2021/22	
	Value	Status	Value	Status	Value	Status	Value	Status
Staff Expenditure – % spend to full year budget profile – Capital	16.8%		35.5%					

**CORPORATE LANDLORD CLUSTER**




**29. Customer**

**Corporate Measures - Service Level**

Performance Measure	Quarter 3 2021/22	Quarter 4 2021/22	Quarter 1 2022/23	Quarter 2 2022/23	Quarterly Status	2022/23 Target	Long Trend - Quarterly
	Value	Value	Value	Value			
Total No. complaints received (stage 1 and 2) – Corporate Landlord	20	12	5	12			
% of complaints resolved within timescale stage 1 and 2) – Corporate Landlord	70.0%	50.0%	60.0%	66.7%		75%	
% of complaints with at least one point upheld (stage 1 and 2) – Corporate Landlord	35.0%	16.7%	20.0%	50%			
Total No. of lessons learnt identified (stage 1 and 2) – Corporate Landlord	0	1	0	1			

### 30. Processes

#### Cluster Level Measures – Service Standards

Service Standards	Current Status
Cyclical maintenance works (statutory) on public buildings are completed in accordance with agreed programmes	
Cyclical maintenance works (statutory) on council houses are completed in accordance with agreed programmes	
Asset Valuations are provided within reported timescale	

### 31. Staff

#### Corporate Measures – Service Level

Performance Measure	Quarter 3 2021/22	Quarter 4 2021/22	Quarter 1 202/23	Quarter 2 202/23	Status	Long Trend - Quarterly
	Value	Value	Value	Value		
H&S Employee Reportable by Cluster – Corporate Landlord	0	0	0	0		
H&S Employee Non-Reportable by Cluster – Corporate Landlord	0	0	0	0		

Performance Measure	April 2022	May 2022	June 2022	July 2022	August 2022	September 2022	Status	Corporate Figure Sept 2022	Long Trend - Monthly
	Value	Value	Value	Value	Value	Value			
Average number of total working days lost per FTE (12 month rolling figure) – Corporate Landlord	5.3	4.7	4.1	3.5	2.9	2.4		6.4	
Establishment actual FTE – Corporate Landlord	47.4	48.65	48.07	48.85	54.56	55.6			

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**32. Finance & Controls**

**Corporate Measure - Service Level**





Performance Indicator	Quarter 1 2021/22		Quarter 2 2021/22		Quarter 3 2021/22		Quarter 4 2021/22	
	Value	Status	Value	Status	Value	Status	Value	Status
Staff Expenditure – % spend to full year budget profile – Corporate Landlord	21.2%		52.2%					




**Appendix Data Notes**

- Complaints data should be viewed in the round across each of the four measures in terms of the performance of individual Clusters. Any targets are set by the Ombudsman as reportable annualised measures for the Council as a whole without adjustment for seasonal operational, and external influences, and some

natural variation between quarterly outcomes can arise as a result of this. In terms of complaint resolutions within timescale, the number of complaints received can also be a significant influence in data movement as the proportional impacts of a small number of unresolved complaints can result in an ‘exaggerated’ statistical change from one period to the next. The provision of Long-Term Trend direction indicators serve to provide additional assistance to Member evaluation of performance, taking both of these factors into account.

- Where no target is applied against Service Standards, the Business As Usual objective is that these will be delivered consistently, which would equate to a metrics target of 100%
- Staff Costs: Staffing costs referred to throughout this Appendix exclude adjustments for the corporate vacancy factor.
- Long Term Trends are based on the average of 12 monthly or 4 quarterly periods respectively

PI Status	
	Alert – more than 20% out with target/national figure
	Warning – more than 5% out with target/national figure
	OK – within limits of target/national figure
	Data Only

Long Term Trends	
	Improving/Increasing
	No or Limited Change
	Getting Worse/Decreasing

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## ABERDEEN CITY COUNCIL

<b>COMMITTEE</b>	Finance and Resources Committee
<b>DATE</b>	7th December 2022
<b>EXEMPT</b>	No
<b>CONFIDENTIAL</b>	No
<b>REPORT TITLE</b>	Public Art Guidance and Panel
<b>REPORT NUMBER</b>	COM/22/268
<b>DIRECTOR</b>	Gale Beattie
<b>CHIEF OFFICER</b>	Richard Sweetnam
<b>REPORT AUTHOR</b>	Elspeth Winram
<b>TERMS OF REFERENCE</b>	2.1.2

### 1. PURPOSE OF REPORT

- 1.1 To approve the improvement/transformation of service delivery and to establish the Public Art Panel Aberdeen (PAPA), which will be guided by the Public Art document to respond to all matters regarding public art the Council receive.

### 2. RECOMMENDATION(S)

That the Committee:-

- 2.1 Approves the establishment of the Public Art Panel Aberdeen (PAPA), and the delegated power to the Chief Officer- City Growth develop appropriate Terms of Reference for the panel; and
- 2.2 Approves the Public Art (PA) document provided in Appendix 1 to this report as the Council's guidance and process on the matter of public art requests, commissions and caretaking.

### 3. CURRENT SITUATION

- 3.1 Public art projects, permanent and temporary have been part of Aberdeen's civic space for many years. For example, Marischal College Quad, Marischal Square and other city centre sites have been locations for Andy Scott's Poised, Robert the Bruce, Denis Law's statues and temporary installations.
- 3.2 Currently there is no single resource to provide advice to anyone developing a public art project, and enquiries are sent to multiple services who may have responsibility for providing permissions or approvals for aspects of a proposal. This requires coordination as information, advice and guidance is gathered and provided to the persons who made the initial enquiry.
- 3.3 At the same time, there has been an increase in the number of community areas, groups and individuals that would like to develop public art projects.

- 3.4 It is also important that as proposals are developed, responsibility and the legal, reputational or maintenance costs of the artwork once installed is considered.
- 3.5 In response, officers are proposing a guide that the Council can draw on when considering the commissioning and caretaking of public art in Aberdeen, by setting out clear objectives for public art, a clarification of policies, process, and advice on implementation. Officers have developed the Guidance (included in Appendix 1 to this report).

### **Consultation**

- 3.6 Officers from City Growth, Strategic Place Planning and the Council’s Equalities team developed the draft guidance, it was sent to Culture Aberdeen, Creative Scotland, Aberdeen Inspired and to the public, for further consultation using Citizen Space. The document had 202 views and 19 anonymous comments were received (comments provided in Appendix 2 to this report).
- 3.7 Based on the feedback, officers are also recommending the establishment of a ‘public art panel’ that would be comprised of relevant officers and the point of contact to public art enquiries. Separate, and where appropriate, planning applications will still be required.

## **4. FINANCIAL IMPLICATIONS**

- 4.1 There are no direct financial implications arising from the recommendations of this report. While there are implications in relation to staffing, the proposals are designed to improve the efficiency of the process and reduce the time spent currently.

## **5. LEGAL IMPLICATIONS**

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

## **6. ENVIRONMENTAL IMPLICATIONS**

- 6.1 There are no direct environmental implications arising from the recommendations of this report.

## **7. RISK**

<b>Category P</b>	<b>Risks</b>	<b>Primary Controls/Control Actions to achieve Target Risk Level</b>	<b>*Target Risk Level (L, M or H)</b> <small>*taking into account controls/control actions</small>	<b>*Does Target Risk Level Match Appetite Set?</b>
<b>Strategic Risk</b>	No risks identified.	None	L	Yes

<b>Compliance</b>	<p>A public art project progresses and there has been no consideration made in regard to planning permission, licences or permits.</p> <p>Through the public art application process there is risk re data protection and GDPR compliance.</p>	<p>The PAPA panel and PA guidance would recommend that proposals comply with the required planning permission, licences or permits.</p> <p>PAPA panel would carry out a data assessment to ensure there is data protection and GDPR compliance.</p>	<p>L</p> <p>L</p>	<p>Yes</p> <p>Yes</p>
<b>Operational</b>	<p>Staff time if more applications are received and there is not a coordinated approach.</p>	<p>The PAPA panel and PA guidance will ensure that applicants receive a response in a clear timely way. The guidance will support applicants to make sure all aspects of a project has been considered.</p>	<p>L</p>	<p>Yes</p>
<b>Financial</b>	<p>A public art project progresses and there has been no consideration made in regard to maintenance and repair.</p>	<p>The PAPA panel and PA guidance would recommend that proposals consider the costs associated with the maintenance and repair of the artwork.</p>	<p>L</p>	<p>Yes</p>
<b>Reputational</b>	<p>A public art application is approved and at a later date</p>	<p>The PA Guidance informs the good practice, and the</p>	<p>L.</p>	<p>Yes</p>

	the Public Artwork is deemed unsuitable.	panel, that applicants should undertake consultations, alongside their application, to receive feedback from the public.		
<b>Environment / Climate</b>	Public art projects are progressed without consideration of impact on the environment.	The PAPA panel and PA guidance would recommend that proposals consider the impact on the environment.	L	Yes

## 8. OUTCOMES

<u><b>COUNCIL DELIVERY PLAN</b></u>	
<b>Impact of Report</b>	
<b>Aberdeen City Council Policy Statement</b>  <b>Aberdeen City Council's Partnership Statement Art Matters</b>	<p>The proposals within this report will ensure that the Public Art Panel and Guidance can contribute to increasing footfall through delivery of the City Centre Masterplan, Economy, Policy Statement 2.</p> <p>Our city should become distinguished by the range and depth of active creative expression and artistic enjoyment experienced by those who live here and by visitors.</p>
<u><b>Aberdeen City Local Outcome Improvement Plan</b></u>	
Prosperous Economy Stretch Outcomes	NA
Prosperous People Stretch Outcomes	NA
Prosperous Place Stretch Outcomes	NA
<b>Regional and City Strategies</b> <b>Regional Economic Strategy 2018-2023</b>	<p>The proposals within this report will support the; Regional Economic Strategy 2018-23, Internationalism via the Delivery and marketing of cultural, heritage and tourism attractions.</p>

<b>Culture Aberdeen strategy 2018-28</b>	Culture Aberdeen strategy 2018-28. Ambition 3, empowering through culture. Celebrating culture as part of every community is essential to our lives and wellbeing.
<b>The City Centre Masterplan</b>	Aberdeen City Council's City Centre Masterplan, Public Realm Strategy Light the North, Places for People.
<b>Local Development Plan</b>	The Local Development Plan, 3 Delivering Sustainable Communities, Quality Placemaking by Design. 3.2 Quality placemaking is about creating development that sustains and enhances the social, economic, environmental and cultural attractiveness of the city as a place to be and is a material consideration in determining applications.

## 9. IMPACT ASSESSMENTS

Assessment	Outcome
<b>Integrated Impact Assessment</b>	Full impact assessment not required (Pre-screening document Appendix 3)
<b>Data Protection Impact Assessment</b>	Not required.
<b>Other</b>	

## 10. BACKGROUND PAPERS

10.1 None

## 11. APPENDICES

11.1 Public Art Guidance

11.2 Comments from Public Consultation

11.3 Pre-Screening Integrated Impact Assessment

## 12. REPORT AUTHOR CONTACT DETAILS

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# Aberdeen City Council – Public Art Guidance

September 2022





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# 1. Introduction and summary

## What is the purpose of this document?

This document aims to guide the Council when considering the commissioning and caretaking of public art in Aberdeen by setting out clear objectives for public art, a clarification of policies, process, and the means of implementation. It also contains information about how the Council intends to consider public art proposals in the future, through the Public Art Panel Aberdeen. (See Section 8 page 21).

It provides guidance for elected members, designers, developers, creative practitioners, individuals, organisations and communities who have an interest in developing temporary and \*permanent public art work, or a decision making role in approving proposals with a relevance to public art.

This document does not seek to provide guidance on the development, investment priorities and funding sources for Aberdeen’s cultural and artistic infrastructure. This is steered broadly by the City’s cultural strategy, which will compliment this document and may indeed identify opportunities within which public art can be created.

This guidance has been produced by Aberdeen City Council and links to existing visions and plans adopted by the Council such as the Aberdeen City Centre Masterplan (CCMP), Culture Aberdeen 2018-28, the Regional Economic Strategy, Scotland’s National Strategy for Economic Transformation, Local Outcome Improvement Plan 2016-26, (LOIP), and Local Development Plan. As planning policy and implementation is a local authority statutory responsibility, the Council can, through planning legislation, positively influence the investment in, and quality of public art.

\* Ref: ‘Permanent’ public artwork throughout the document means, the artwork is installed for the longer-term, it may need to be relocated for the reasons set out in 10 &12.

[Civic Government \(Scotland\) Act 1982 \(legislation.gov.uk\)](http://legislation.gov.uk)

### Large print

This publication is available in a large print format on request. Please contact the Public Art Panel Team [publicart@aberdeencity.gov.uk](mailto:publicart@aberdeencity.gov.uk)



Tillydrone Gateway Feature, David A Ammand 2022  
Photographer Donside Village Community SCIO

Tillydrone Gateway Swan project



David A Ammand, Tillydrone Gateway Feature Project Team along with the fabricators (CAM Welding and Fabrication) and installers (A&S Contractors)



Artist Engagement Consultations for Tillydrone Gateway Feature  
Artist- Svetlana Kordikova





Call, Pete Stollery Sound Festival 2021, Photographer Colin Black



Helen Bur, Nuart Aberdeen 2021, Photographer Clarke Joss Photography

Sound

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Nuart

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DanceLive



Reckless Sleepers, Clymnoes Dance Agency, DanceLive Festival 2018, Photographer Grant Anderson

## 2. What is Public Art?

Public Art refers to a work of art in any media that has been planned with the intention of being sited or staged in the physical public realm. This means outside spaces but can also at times refer to inside spaces that are accessible to the public, although not a gallery, museum, designated exhibition or performance space. Public art is usually, but not always, commissioned specifically for the site in which it is situated. Public art can take many forms, it can be permanent or transitory, large scale placemaking works or small intimate works which blend into the fabric of their surroundings.

Public art can be, but is not limited to:

- Designed features that are part of the built or natural environment.
- Permanent features as part of buildings.
- Landscaping or street furniture.
- Landmark sculptures.
- Trails and wayfinding features.
- Temporary installations.
- A creative process that invites public participation or interaction.
- A spectacle, part of a festival or event.
- A spontaneous creative act or 'happening'.



A House in the Woods, James Rigler, Look Again Festival 2018, Photographer Grant Anderson

Look Again

Spectra



Together, Lucid Creates, Curated Place, Spectra, Aberdeen's Festival of Light 2022



## 3. Vision and context

This guidance has been developed at a time when Aberdeen is going through a period of significant change economically, socially and environmentally, as the city seeks to transition from its reliance and perception as an 'Oil and Gas' city and reposition itself as a sustainable city at the heart of a vibrant and inclusive city region.

The vision for public art is conceived in the context of Aberdeen's cultural aspirations as set out in the Culture Aberdeen Strategy 2018-28, and the City Centre Masterplan, (CCMP) the broader vision for the City.

The CCMP is a regeneration blueprint that is transforming the city centre while conserving its proud heritage. The CCMP vision is Aberdeen: A city centre for a global city *"The city centre will reassert itself as the confident hub of a prosperous and liveable metropolitan city region"*.

The CCMP's Public Realm Strategy 'Light of the North' speaks to the City's unique qualities and desire for cultural distinction *'acknowledges the geographic position and microclimate of Aberdeen, making a virtue of this and positioning the city alongside other established cultural and visitor destination cities in the northern latitudes.*

*It is important that improvements to the urban realm are designed to create a distinctive visual environment that is clearly of Aberdeen and references its history and culture. This visual language should be based on the key periods of change that the city has seen and involve the following layers of history- the Medieval, the 19th century that embraces Georgian and Victorian and finally a new, contemporary style.'*



Aberdeen Skyline, VisitAberdeenshire

### Culture Aberdeen

This document aligns with the Culture Aberdeen Strategy 2018-28 vision for the City:

#### Our vision for Aberdeen is a city...

- opening doors: where everyone can be transformed and inspired through engagement in the arts and culture; a place releasing our creativity.
- to experiment in: a home, a place, a destination and testing ground for artists, creative enterprises and new ideas; a place which has become Scotland's creative lab.
- which inspires: where exciting cultural experiences are around each and every corner and where there are no creative boundaries; a place where all the city is a stage.
- like no other: where we celebrate and promote our culture and heritage, the things we make and create, a place where culture connects us to the world.

People are at the heart of any development and the Aberdeen Local Outcome Improvement Plan's vision for Aberdeen is to be a place where everyone can prosper, regardless of their background or circumstance, it aims to improve outcomes for, and with, people in the city especially those most in need.

Public art should be enjoyed by locals and visitors alike and should enhance Aberdeen's reputation as a cultural destination bringing people together to celebrate our heritage and shape our future.

For the purpose of this guidance, Aberdeen takes an expansive view of what public art is: and describes public art as the ways that artists work in, and creatively respond to the public realm. The breadth of public art approaches is as varied and far-reaching as the people, places, and materials involved and the outcomes can be both permanent or temporary.

[Culture Aberdeen updated.pdf \(aberdeencity.gov.uk\)](#)

## 4. Best Practice principles

This document does not prescribe or seek to define ‘artistic’ quality in respect to public art but it does set out what the Council defines as best contemporary practice in public art commissioning and project management which it would expect to see in any public art proposals coming forward. The success of public art in Aberdeen is dependent on clear objectives for the works, the effectiveness of the commissioning, its context in built form and social/place, and putting the artist at the heart of the process.

The principal characteristics of public art are, public process, public accessibility and artistic/aesthetic quality:

**A public process:** the public and/or the public’s representatives must, formally or informally, sanction the work as public art and its presence in the public realm.

**Broad accessibility:** the public must be able to physically experience the work.

**Aesthetic quality:** it must have artistic significance.

Public art projects must strive to show that:

- Works are of high artistic quality either through the physical work or the community legacy of the experience in the case of temporary and process-led work;
- An artist or artists with the appropriate level of experience relevant to the proposal is engaged and supported through the process;
- Innovation is present in the intention and intended impact of the work;
- The work is sensitive and appropriate to its location and relevant community;
- The art works are integrated into a broad design policy that supports its context;
- Public benefits for the community are clearly defined;
- The project is technically and financially feasible for delivery;
- The local and natural environment is able to absorb any additional visitors.
- The materials used are considered for their robustness and suitability for the intended lifespan, their ongoing maintenance and in the context of the setting;
- There is a clear plan in place for handover including insurance, ownership or custodianship, appropriate maintenance, care and conservation;
- There is a risk management plan, an assurance statement for public safety guarantee during install and for the lifespan of the work (public liability insurance with the artist or organisation) and consideration of insurance against theft or damage for the life span of the art work.

## 5. What are the benefits of Public Art?

Public art can deliver a wide range of benefits to communities and developers. These benefits can be significant when well-managed, adequately funded and successfully executed. Public art can impact through:

- Placemaking - Enhancing the public realm.
- Community engagement and cohesion.
- Diversity and inclusion, developing a feeling of belonging and civic pride.
- Creating a stronger identity for the site/area.
- Education and skills development.
- Highlighting local history and heritage.
- Creating opportunities and investment.
- Creating a safer environment.
- Developing a cultural destination, and enhanced tourism offer.

Where public art is delivered through development there are benefits for:

### The Developer and the Development

- Public art adds place value and distinctiveness in a new development.
- It enhances the quality of the development and hence its market attractiveness, signalling care and attention to detail.
- It can reinforce the developer's profile and reputation.
- It provides an opportunity to engage with communities, share skills, offer awareness for training and to shape better places.





## 6. Public Art, considerations, and requirements

### Permanent' Sculptural Work and 3D Work

Sculptural work is the artform most people think about when it comes to public art. The artwork can have a big impact on a space or site and also can have future consequences as to how an area is used. Sculptures may include 3D representations of figures from the city's history, or representations of former industries which were important to the social and economic history of the area. At their best they can provide a space with a strong identity, instil civic pride and act as visual markers and expressions of the heritage and personality of the area.

**Considerations:** *Permanent work can be expensive and there are various cost implications to be considered, not least the long-term maintenance commitments. Permanent work, especially historic and representative works can divide opinions and are not always perceived as bringing value to a site. The importance of a transparent selection process, good communication and community consultation cannot be understated when it comes to commissioning this type of work successfully.*

*Demand for new statues and monuments continues today at a level unequalled since the Victorian period. While statues have occasionally been repositioned or decommissioned, finding new sites for free standing memorials within the city centre is challenging, where demand is greatest, and means our historic legacy is not evenly spread across the city.*



Detail, Fishing Memorial, David Williams-Ellis, 2018. Photographer: Sandra McKay

### Requirements to be demonstrated in Public Art applications

- An artist or artists with the appropriate level of experience and reputation relevant to the proposal is engaged at the earliest stage;
- The work is sensitive in its approach to subject matter and appropriate to its location;
- Consultation, communication and transparency is embedded within the commissioning processes;
- The art works are integrated into a broad design policy that supports its context;
- The project is technically and financially viable with a clear plan in place for handover; including insurance, ownership or custodianship, appropriate maintenance, care and conservation;
- The materials used are considered for their robustness and suitability for the intended lifespan, their ongoing maintenance and in the context of the setting;
- There is a risk management plan, an assurance statement for public safety guarantee during install and for the lifespan of the work (public liability insurance with the artist or organisation) and consideration of insurance against theft or damage for the life span of the art work;
- In terms of sculptures which are representative of a specific person, it is advised that the person should have died at least 20 years ago before proceeding to commission a commemorative sculpture. This is to ensure that the decision whether to erect a statue is made with a sufficient degree of hindsight (this is consistent with the Council's Commemorative Plaque policy).



Fishing Memorial, David Williams Ellis, 2018. Photographer Sandra Mckey



Robert the Bruce, Alan Herriot, 2011

Permanent' Sculptural Work and 3D Work



Royal Aberdeen Children's Hospital, Ally Wallace 2004, Photographer Mike Davidson



## Street Furniture, Streetscape and Lighting

As an alternative to commercially available products, commissioning street furniture developed by artists can give an area a unique look and feel, creating a distinct destination and sense of place. This can include everything from seating, fencing, paving, lighting, or shelters through to soft landscaping and planting arrangements or creating communal areas. The engagement approaches an artist can provide with the community offers additional benefits adding to the sense of local pride and feelings of ownership, leading to reduced vandalism through increased guardianship.

**Considerations:** *Unlike commercially available products these unique works will not be as readily replaceable and may carry a higher maintenance cost. The artwork needs to be properly risk assessed and tested to ensure long-term durability and safety. Contracts should clearly state where maintenance responsibilities lie and should ensure that contingency funding is in place to support any associated repair costs which may occur.*

*It is important for an artist to consult with disability groups as to what their requirements are for new street furniture or streetscapes and what they want to be addressed.*

### Requirements to be demonstrated in Public Art applications

- The process must engage an artist in the creation or production, as commercially produced work does not constitute public art;
- The art works are integrated into a broad design policy that supports its context;
- There is a risk management plan, an assurance statement for public safety guarantee during install and for the lifespan of the work (public liability insurance with the artist or organisation) and consideration of insurance against theft or damage for the life span of the art work;
- The materials used are considered for their robustness and suitability for the intended lifespan, their ongoing maintenance and in the context of the setting;
- There is a clear plan in place for handover including insurance, ownership or custodianship, appropriate maintenance, care and conservation.



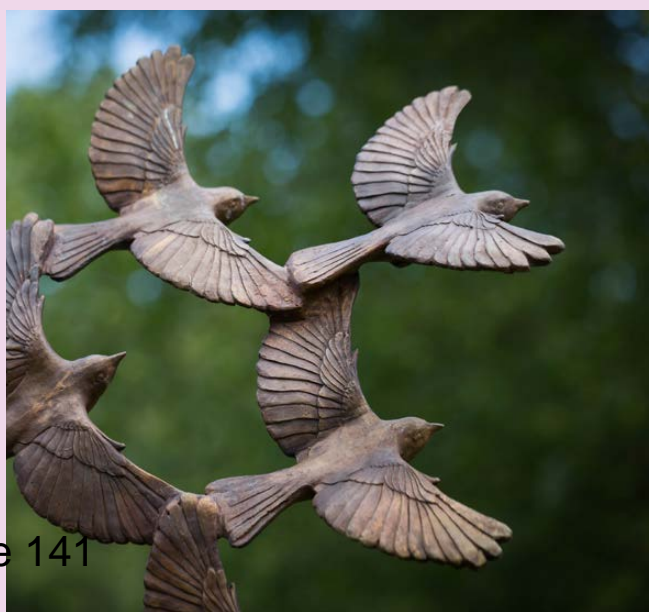
Hazelhead Memory Path

### Hazelhead Memory Path

### Infant Memorial



Infant Memorial, Fleeting, Maja Quille 2019. Photographer by Ditte Solgaard Dunn



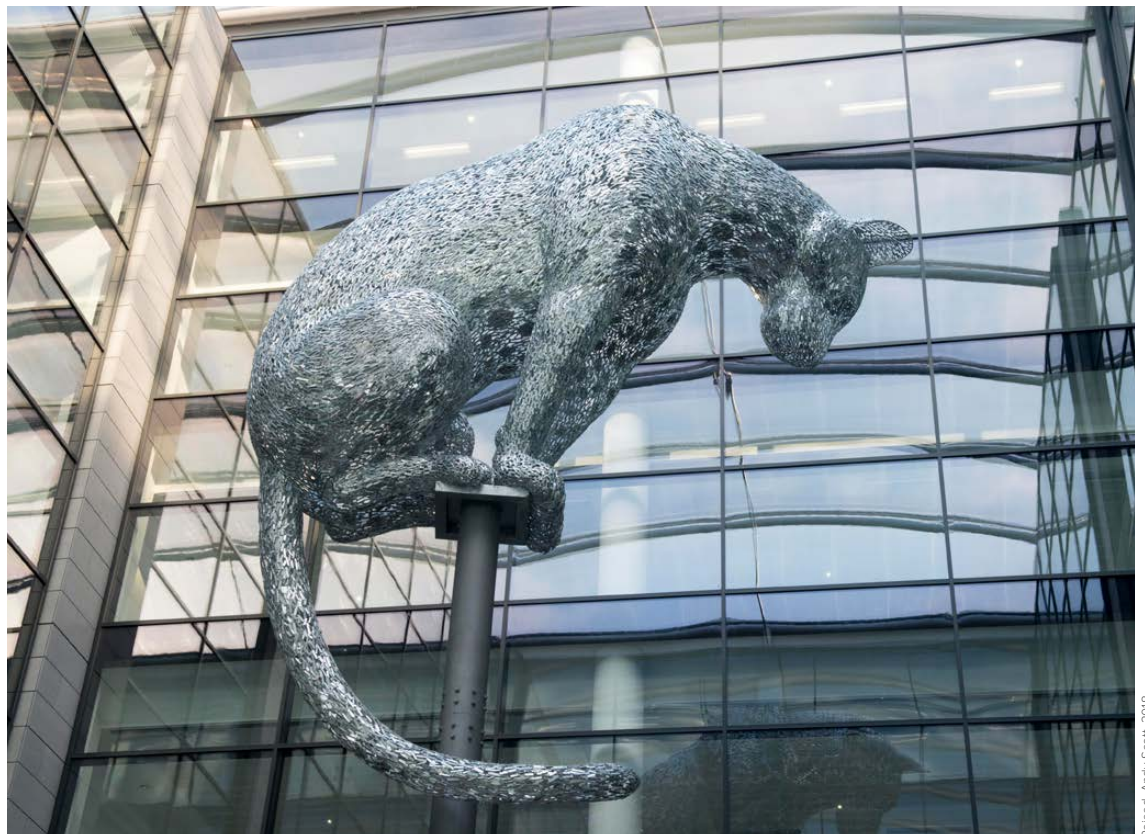
Detail of Fleeting





Wind, Rosemount Square Aberdeen, Thomas Bayliss Huxley-Jones 1948

Landmark and Architectural Features



Polised, Andy Scott, 2018

## Landmark and Architectural Features

As part of a major development or regeneration programme artists may be commissioned to work on a larger scale development in the public realm. This can range from engagement in masterplans to producing major landmark works for open spaces or plazas. An artist may also work closely with an architect to design significant physical features within a town or landscape.

Located within an open courtyard area of Marischal Square internationally renowned sculptor Andy Scott created a world-class public artwork in Aberdeen in the shape of a five-metre tall leopard called 'Poised.' The work was inspired by symbols on Aberdeen City Council's historic coat of arms. It weighs just over two tons and sits proudly on top of a 10 metre high steel column.

Situated on Rosemount Square at Leaside Road and South Mount Street there are two carved granite bas-relief sculptures by Thomas Bayliss Huxley-Jones FRBS, ARCA (1908-1969). The artist was also Head of Sculpture at Gray's School of Art, 1938.

**Considerations:** *These major development projects can take many years to complete and are subject to regular planning changes. With any major capital project there are risks of timescales lengthening, costs increasing and requirements varying. The types of works can often involve specialist fabrication and installation contractors. Therefore, good project management and clear responsibilities are essential, contracts need to be clear about expectations of the artist and include a degree of flexibility for all parties involved.*

## Requirements to be demonstrated in Public Art applications

- An artist or artists with the appropriate level of experience and reputation relevant to the proposal is engaged at the earliest stage;
- Innovation is present in the intention and intended impact of the work;
- The art works are integrated into a broad design policy that supports its context;
- Public benefits for the community are clearly defined and engagement opportunities are in place for the community and stakeholders;
- The setting can absorb the footfall of additional visitors;
- The project is technically and financially feasible for delivery;
- There is a risk management plan, an assurance statement for public safety guarantee during install and for the lifespan of the work (public liability insurance with the artist or organisation) and consideration of insurance against theft or damage for the life span of the art work;
- The materials used are considered for their robustness and suitability for the intended lifespan, their ongoing maintenance and in the context of the setting;
- There is a clear plan in place for handover including insurance, ownership or custodianship, appropriate maintenance, care and conservation.



Green Public Engagement Project, Aberdeen War Memorial Lion under construction, 1924. Mr George Cooper Clark Mason on right with James Philip, Aberdeen Archives Gallery & Museums





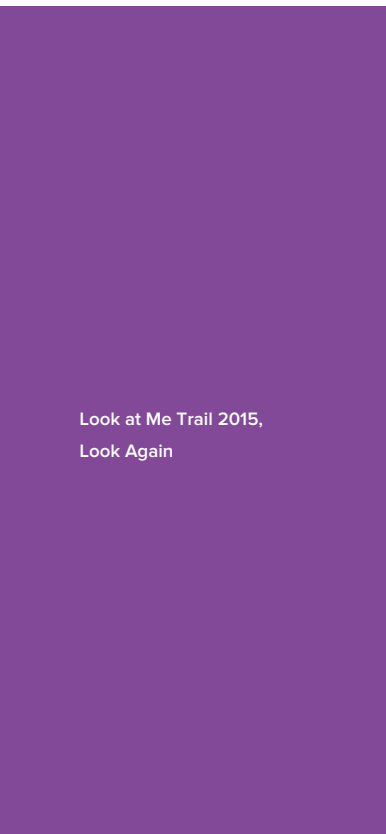
Look at Me, Robbie Burns, Above and Beyond, Gordon Burnett collaborating with Rosy Wood of Deeside Knitters, 2015  
Photographer: Look Again Festival team



Look at Me, General Charles Gordon, Salmerna Cerválho, collaborating with RGU students and Jenny McHardy, Caitlin Hynes and Anna Cunn, Tyree Hill & Siobhan Thomson, 2015. Photographer: Look Again Festival team



Our Mannie, Philip Thomson, Look Again Festival 2015. Photographer: Look Again Festival team



Look at Me Trail 2015,  
Look Again



Look at me, Albert, The Prince Consort, #blueskythinker, Collin Priest, 2015. Photographer: Look Again Festival team



## Trails, Routes and Wayfaring

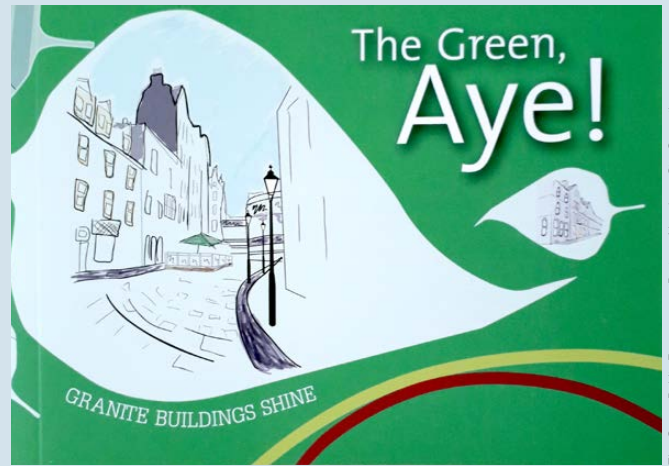
Public art can play a role in increasing footfall in cities, encouraging residents and visitors alike to explore areas they would not otherwise engage with. For established routes it can elevate practical infrastructure to a space cherished by the community. Public art in this context can vary from permanent works to temporary interventions to provide sight markers to highlight a route as well as an interpretation of a site and its heritage.

There are a variety of mediums that can be used as interventions in this context, from permanent sculptural reliefs, markers and signs, through to the use of technology such as augmented reality apps and sound walks that can include the potential for interpretation in different languages and formats that will make the artwork more accessible and will reach a wider audience.

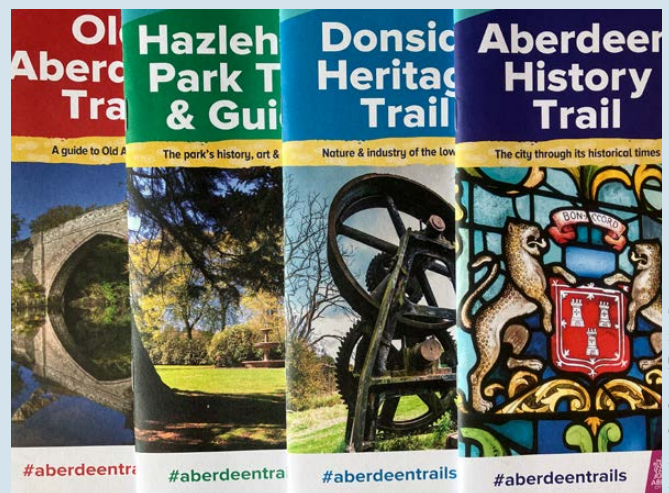
**Considerations:** *There is an important difference between 'Information' and 'Interpretation,' nevertheless, care needs to be taken to ensure that the historical interpretation of a site or trail is checked prior to installation for both sensitivity and accuracy. For example, consideration of the historical references to the past in relation to the slave trade or gender issues. And if technology is used for wayfaring, it is kept up to date and does not become outdated or unreliable. Also, that any installed art works are well maintained for health and safety reasons, and don't lose relevance due to environmental changes, usage of space or route developments.*

## Requirements to be demonstrated in Public Art applications

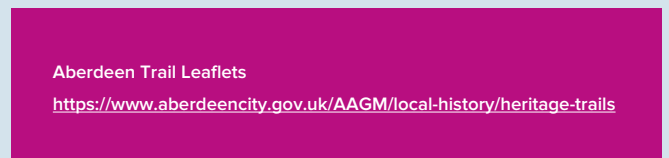
- An artist or artists with the appropriate level of experience relevant to the proposal is engaged and supported through the process;
- Work which is interpretive has been appropriately checked for sensitivity and accuracy;
- The work is sensitive and appropriate to its location, and consideration has been given for the environments ability to absorb additional visitors;
- Best practice policies are upheld such as equal opportunities and environment responsibility, etc.;
- There is a clear plan in place for handover including insurance, ownership or custodianship, appropriate maintenance, care and conservation.



The Green Public Engagement Project, Aberdeen City Council, Creative Learning 2011



Aberdeen City Council Trail Leaflets



### 28 The Japanese Garden

The Japanese Garden at Duthie Park was designed by the Japanese-born landscape architect Takashi Sawano. It was officially opened by His Excellency Toshi Yamazaki the Japanese Ambassador to Britain in June 1987.



Mr Sawano has created a peace garden to commemorate the many thousands of people who died in 1945 from the effects of the atom bombs dropped on Hiroshima and Nagasaki at the end of World War II. The design of the garden has as a focal point a stream, crossed by stone bridges, which meanders slowly over rock formations until it flows into the pond. The outline of the water feature represents the Chinese character 'Kokoro', which means 'heart'. There is a snow-viewing lantern 'yukimi', whose wide roof catches the snow as it falls. All of the materials are used in the traditional Japanese way including the bamboo fences and wisteria trellis.

Apart from the stone lantern, everything, including the stone, rocks and plants were obtained in Scotland. The plants are of Japanese origin and include pine, which represents longevity, and bamboo for endurance; there is also azalea, camellia and cherry, all of which are used in traditional Japanese gardens.

Mr Sawano returned in 2000 and 2014 for further work to the

### 29 Glass Mosaic

Fused glass mosaic (above) by 2017 Artist in Residence Shelagh Swanson in collaboration with the local community.

### 30 Regensburg Männchen

Richard Ross Robertson, Aberdeen, 1914-2007. Student and tutor at Gray's School of Art. Replica of the Regensburger Brückenmännchen – Bridge Man of Regensburg – which stands on the bridge over the Danube at Regensburg. Presented by the Scottish/German Association in 1973 in recognition of Aberdeen's twinned city link.



### 31 Gargoyle

Artist unknown. This water spouting gargoyle was formerly sited in the Victoria Park, Rosemount in a section known locally as Tom's Castle. A miniature castle once stood on the summit of a small knoll and children believed that it was inhabited by little Tom Thumb himself! The gargoyle was part of a well at the base of the knoll.

### 32 Trade and Finance

Sydney Boyes 1878-1931, Southampton, England. This bronze panel in high relief, was designed by Boyes and cast in Burton on Trent between 1905-1908. Originally set into the cast iron parapet or balustrade, formerly on the south side of Union Bridge. This side was removed when shops were built in 1962. The figures represent: trade, finance, fishing, shipbuilding, engineering and agriculture. The original balustrade is in the park at the Linked Lakes (see entry 15), as are the Kelly's Cats (36) which were arranged along the top.



Aberdeen City Council Trail Leaflets

## Signage and Plaques

Commissioning original signage can give a sense of distinctiveness and character to a street, building or neighbourhood. While there are regulations to follow for public signage there is a multitude of opportunities for this form of public art within an urban environment, from street signs, directional signs, entrance gateways, through to location markers and street maps.

Commemorative Plaques are another popular signage feature within Aberdeen's built environment, celebrating significant individuals who have lived or worked in Aberdeen or to mark places or events of historic importance. The Council has a separate policy and process for commemorative plaques, and they are not subject to the Public Art Panel Aberdeen process.

**Considerations:** *Public signage is covered by regulations and will require planning consent. Signage works must still fulfil their utilitarian purpose and be legible for the general public.*

### Requirements to be demonstrated in Public Art applications

- The process must engage an artist in the creation/production, as commercially produced work does not constitute public art;
- Best practice to be followed in respect to signage regulation;
- The art works are integrated into a broad design policy that supports its context;
- There is a risk management plan and an assurance statement for public safety guarantee;
- The materials used are considered for their robustness and suitability for the intended lifespan, their ongoing maintenance and in the context of the setting;
- There is a maintenance and decommissioning plan.



Jeannie Robertson plaque, Aberdeen Archives Gallery & Museums, 2003



Nan Shepherd plaque, Aberdeen Archives Gallery & Museums, 2019



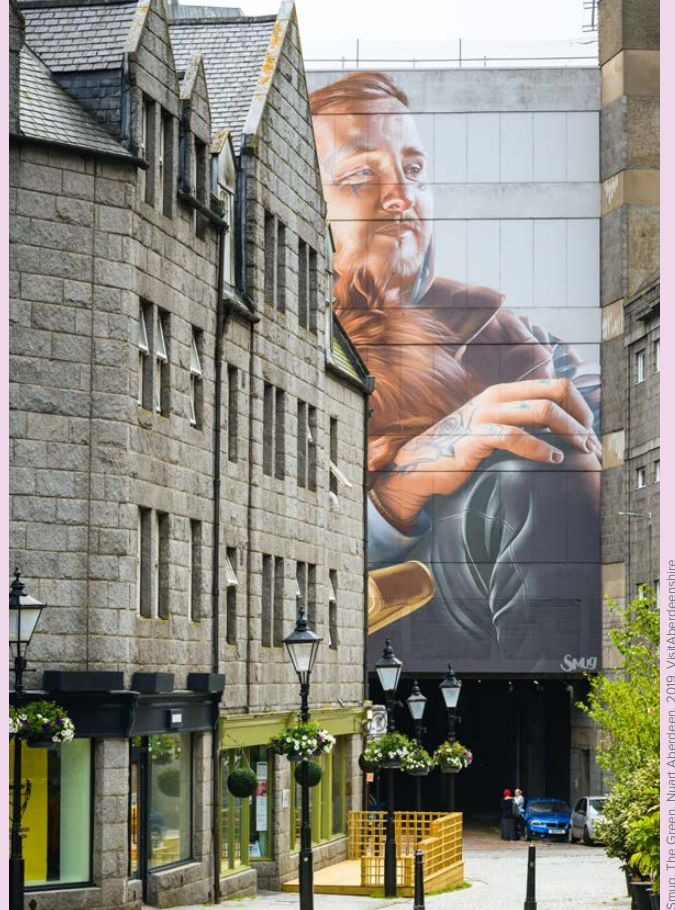
## Working with existing built environment, Walls and Murals

There are a multitude of ways artists can work with existing buildings, transforming run down or vacant spaces, highlighting distinctive architectural or historical qualities as well as being a canvas for communities to express themselves and create a sense of ownership in a respectful considered way.

**Considerations:** *These types of commissions can be expensive, large wall surfaces may require preparation work to make surfaces secure before artwork designs begin. Production may require the use of scaffolding, cherry pickers or lifts on site. It can be difficult to get the appropriate landowner's consent and may require planning permission. Commissioners should have a good understanding of the building's future use to ensure they can be clear on the intended lifespan of the work and any maintenance plans required.*

### Requirements to be demonstrated in Public Art applications

- An artist or artists with the appropriate level of experience relevant to the proposal is engaged and supported through the process;
- The setting can absorb the footfall of additional visitors;
- The work is sensitive, safe and appropriate to its location and relevant community;
- Consideration has been given as to whether planning permission, listed building consent and/or advertisement consent is required. Please contact the Council's Planning Service at [pi@aberdeencity.gov.uk](mailto:pi@aberdeencity.gov.uk) or call 01224 523470 to enquire if unsure;
- The materials used are considered for their robustness and suitability for the intended lifespan, their ongoing maintenance and in the context of the setting. Note: painting onto granite walls will not generally be supported, where permission is required;
- Landowner permission has been secured and the project is technically and financially feasible for delivery;
- The materials used are considered for their robustness and suitability for the intended lifespan, their ongoing maintenance and in the context of the setting;
- There is a production methodology statement, a risk management plan, an assurance statement for public safety guarantee and well being of artists and public during install and for the lifespan of the work (public liability insurance with the artist or organisation). Also, consideration of insurance against theft or damage for the life span of the artwork;
- There is a clear plan in place for handover including insurance, ownership or custodianship, appropriate maintenance, care and conservation;
- The lifespan and decommissioning plans are in place.



Smug, The Green, Nuart Aberdeen, 2019, V&A Aberdeenshire



Henrik Ugalien, Nuart Aberdeen 2021, Photographer Clarke Joss Photography

Nuart

GHAT – Projection



Life After Covid, Graeme Rogers, GHAT 2021  
Still photograph of projection





Aberdeen Jazz Festival 2018. Photographer Alastair Robb



Aberdeen Jazz Festival 2018. Photographer Stewart Mitchell



My Friends Take Care of Me, Fleur Dakin, Citymoves Dance Agency SCIO, DanceLive 2021. Photographer Beth Hopkins

Aberdeen Jazz Festival

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Citymoves Dance Agency  
SCIO



Aberdeen Jazz Festival 2016. Photographer Stewart Mitchell



## Temporary Installations, Festivals and Performances

Aberdeen has developed a reputation for its innovative festivals and temporary interventions, which are a highly engaging experience for the public, animating under-utilised spaces, revealing stories and reflecting on our sense of place in ways that can be fun, challenging as well as surprisingly moving. Work can vary from performances and installations to interventions which transform our connection to a location, and for many onlookers who have never stepped foot in a gallery or theatre this might be their first exposure to contemporary art which encourages them to explore the City's cultural offer further.

**Considerations:** *Safety is paramount when devising these types of projects for both audiences and artists alike. Consideration needs to be given as to how the activities impact on residents and surrounding businesses. Depending on the scale and location of the event organisers would need to submit a parks and open spaces application and present the activity to Aberdeen's Safety Advisory Group (SAG). With temporary works organisers need to have clear plans for evaluating success and impacts, and ensure the intervention is documented.*

### Requirements to be demonstrated in Public Art applications

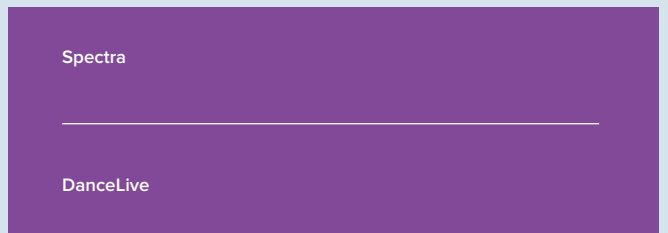
- An artist or artists with the appropriate level of experience relevant to the proposal is engaged and supported through the process;
- There is a production methodology statement, a risk management plan, an assurance statement for public safety guarantee and well-being of artists and public during install and for the lifespan of the work (public liability insurance with the artist or organisation).
- Innovation is present in the intention and intended impact of the work;
- The work is appropriate and safe for the intended location and the site is appropriate for any additional footfall from visitors;
- Public benefits for the community are clearly defined;
- Best practice policies are upheld such as equal opportunities and environment responsibility, etc;
- Where there is/are physical object(s) there must be a decommissioning plan in place.



Cloud, Caitlin Brown and Wayne Garrett, Curated Place, Spectra Aberdeen's Festival of Light 2017. Dancers from Cilymores Dance Agency youth dance company Fusion. Photographer Wullie Marr



Double Take Projections, Face of Innovation, Curated Place, Spectra Aberdeen's Festival of Light 2016. Photographer Wullie Marr



Just Us, Cilymores Dance Agency SCIO, DanceLive 2021. Photographer Beth Hopkins

## 7. Key Areas and Opportunities in Aberdeen

Aberdeen's waterfronts, its varied topography, historic skyline, the underlying medieval fabric, the consistent use of granite and the magnificent urban set location of Union Street forms a very distinctive sense of place which provides unique settings and opportunities for public art to expand on the City's story, challenge perceptions, reveal hidden details or enhance pride.

The City Centre Masterplan and Local Development Plan sets out opportunities in the transformative regeneration of Aberdeen's city centre, its former market, and beach front. These multi-million projects include a transformation of the place qualities of Union Street, the creation of a new city market, a café culture on Belmont Street, the redesign of Castlegate as an urban plaza and the revitalisation of the beach area.

These improvements will build on place making opportunities, will create investment and will enhance the public realm.

The Scottish Government's National Strategy for Economic Transformation sets out plans to develop a wellbeing economy, thriving across economic, social and environmental dimensions, one that delivers economic prosperity for all Scotland's people and places.

The post-covid recovery for Aberdeen city and its communities also presents an opportunity for public art to help reconnect people with their communities and the changing ways in which they live, work and travel within them, while reflecting on the impact of covid and their future.

The Culture Strategy for Scotland, speaks to the opportunities for public art under Ambition 3, Empowering through culture, celebrating culture as part of every community is essential to our lives and wellbeing.

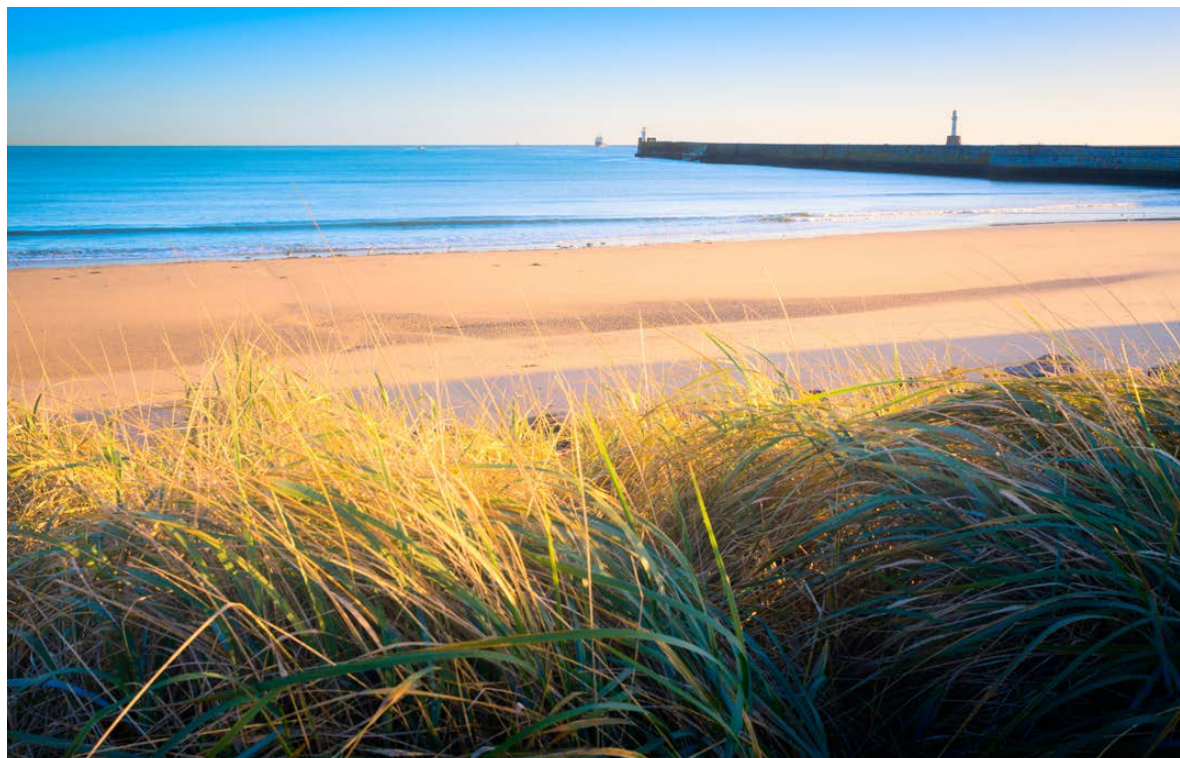
<https://www.aberdeencity.gov.uk/services/people-and-communities/equality-and-diversity/equality-outcomes-and-mainstreaming-report>

[LDP\\_WS\\_20170328.pdf \(aberdeencity.gov.uk\)](#)

[City Centre Masterplan | Aberdeen City Council](#)

[Aberdeen City Local Outcome Improvement Plan 2016-26 – Community Planning Aberdeen](#)

[The Vision - Scotland's National Strategy for Economic Transformation: summary - gov.scot \(www.gov.scot\)](#)



Aberdeen Beach, VisitAberdeenshire



## 8. Public Art Panel Aberdeen process

The Public Art Panel Aberdeen\* (PAPA) shall support the City Council in upholding the Council's Public Art Guidance, to ensure the commissioning of work be it led by a developer, community group or the Council itself meet the core principles of public process, public accessibility and artistic/aesthetic quality. \*Appendix: Terms of Reference for Public Art Panel Aberdeen.

This refers to any applicant (Council, community or individual), who wishes to commission public artwork intended for Aberdeen City Council land, buildings, spaces or adopted roads need to apply to the PAPA panel and follow the process laid out which is to follow the recommendations by the panel.

The PAPA panel will also provide guidance on any development proposals submitted to the planning authority which include public art provision.

In addition, any party wishing to deliver public art in the urban realm in Aberdeen City can be given advice and guided by the PAPA panel.

Public art proposals which request common good funding from the Council will go through the PAPA process prior to application, the applications will be considered at the full budget meeting. And, Public art proposals which request funding from the Council, other than Common Good Funding, will go through the PAPA process and a report will go to the Aberdeen City Council Finance and Resources Committee.

### Stages of PAPA Process

1. Contact us as soon as you start planning your project using a Public Art enquiry form which is available online at [publicart@aberdeencity.gov.uk](mailto:publicart@aberdeencity.gov.uk).
2. The Public Art enquiry form will be reviewed, initial feedback provided, and advice given on next steps, which may include submitting a full application form.
3. The submission of the Public Art application and supporting documents.
4. The application is reviewed by the Panel.
5. Panel decision notification is sent, which includes feedback on the proposal and any specific requirements for progressing.

### Details to be set out in a Public Art application:

- A description of the proposed public art project, including its main aims.
- The specific objectives which have been set.
- How the success of the project will be measured.
- The process for selecting and appointing the artist(s).
- How artists have been/will be involved in the commissioning process and delivery of the project.
- A description of the work that will be realised through the involvement of artist(s).
- A statement of how the project will have local benefit. This should refer to any consultation, research undertaken, or community involvement. This may include those areas that the proposed project will have a positive impact on.
- How the project will be managed and by whom.
- The programme for implementing the project including key stages and timescales.
- The risks associated with the implementation of the project and how they will be minimised.
- The anticipated life span of the completed work.
- A statement on the public safety aspects of the project in implementation and on completion.
- How the project will be maintained and by whom.
- The threats to the future survival of the artwork and how its future maintenance will be supported.
- A budget for the art project including its overall cost, a detailed breakdown of cost elements and the finance allocated for maintenance (if not a temporary work and/or decommission).
- Details of the ownership of the completed work.
- How the project will be recorded, and the artist's work archived.
- How the project will be publicised.

## 9. How to Commission Public Art

This section sets out cross-cutting step by step guidance on the commissioning process and project management of public art projects. It is not exhaustive, but it does provide an overview of all the key stages and considerations for a successful project.

We would advise at the earliest stage anyone seeking to develop a public art project should complete the Public Art Enquiry Form to provide a short overview of the proposal. This will be reviewed by Officers from the Cultural Policy and Partnership Team who will be able to advise if your project should go through the Public Art Panel process and provide advice as appropriate.

### Public Art Commissioning Process Management and Governance

When commissioning a project, a lead person with the relevant experience should be nominated or appointed to manage the process, this could be internal staff, a community representative or an independent consultant appointed to undertake the project management/ coordination responsibilities. Depending on the size of the commission, it would be advisable to establish a project group made up of relevant stakeholders to have overview and/or manage the project. Representation on such a group may include, members of the community, funding bodies, local authority representatives as well as those with expertise in arts, finance or design and planning. In most circumstances, the project group would be advisory and will participate in approving artist briefs, however there may be projects where the group lead will have oversight of the process and even assist in aspects of delivery.

### Equality, Diversity and Inclusion

In-line with Aberdeen City Council's commitment to equality, diversity, and inclusion the Council aims to encourage good practice and ensure that public art projects, be they commissioned by the Local Authority, the community or external bodies are undertaken in-line with the Equality Act 2010. Ultimately, the aim is to make public art projects inclusive and representative of all sections of our society and to enhance the civic participation and pride. As part of this commitment, to highlight what good practice is, any open call opportunities should be widely advertised, and the project lead should work to:

- Ensure intentions and actions to promote equality and diversity are embedded into planning and reach underrepresented groups effectively.
- Identify opportunities, where possible, to engage and work with artists and participants from underrepresented groups.
- Make sure that communities in Aberdeen are consulted and engaged with, for better representation and participation.
- Ensure that the public artwork and any information, goods and services are accessible to people with disabilities.
- Make available opportunities for people with socio-disadvantage to participate by mitigating participatory costs (those with low or no income, older people and younger people).
- Consider how they might adapt and develop their programme to increase engagement from people with protected characteristics.
- Explore new approaches to commissioning to ensure greater diversity.

Spectra



Creatures from the Deep, Designs in Air, Curated Place, Spectra, Aberdeen's Festival of Light 2020

## Artist Briefs

Defining a clear and robust project brief from the outset is essential. The brief should include:

- Contextual information
- Vision
- Aims, objectives and desired outcomes
- Details of proposed locations, any issues/restrictions
- Context of site
- Consultation and engagement requirements
- Budget and associated project stages (concept, design, fabrication, installation etc.)
- Ownership and copyright
- Production schedule
- Liabilities
- Contract, schedule of payments
- Maintenance and decommissioning
- Health and safety
- Documentation
- Accessibility information
- Decision making process.

## Setting Project Budgets

Budgets should be realistic and take the following into account.

- **Artist fees** - This should include all stages of involvement: concept and detailed design, fabrication and installation, attendance at opening events, press coverage and costs for those who are socially or economically disadvantaged. Guidance issued by Creative Scotland and the Scottish Artist Union show sample day rates to guide arts budgeting and help artists negotiate a fair rate of pay for short-term contracts such as commissions, residencies and community projects. A link to the Creative Scotland Guidance document is available here. [Guidance-on-Industry-Standards.pdf \(creativescotland.com\)](#).
- **Travel and Accommodation** - Depending on the artists location these costs may be in addition to the artists day rate.
- **Additional Expertise** - Depending on the nature of the project the budget should allow for any other expense required such as public art consultants, structural engineers, marketing, evaluation etc.
- **Permissions** - allowance for planning permissions, temporary event licence etc.
- **Costs for community engagement and consultation** - This could potentially include materials, costs for translation or alternative communication, accessibility costs, refreshments, design and print, volunteer expenses, venue hire etc.
- **Exhibition** - If the artist is expected to exhibit their proposals an allowance for design and print of exhibition boards, maquettes/models and promotional materials should be included.
- **Fabrication, delivery, and installation costs** - this may also need to include security costs if installation takes place over more than one day.
- **Maintenance, care and decommission costs** - see point 10 and 12 in this document.
- **Documentation** - it is always preferable to allow a budget for photography and/or filming and when relevant an allowance for a project brochure or leaflet should be in place.
- **Opening Events, Promotion and Interpretation costs** - an allowance should be included for any opening events, publicity costs and interpretation plaques or materials.
- **Contingency** - 10% contingency should be in place during the fabrication and installation stages.
- **Insurances** - Insured for Public Liability whilst the artwork is being developed and insured for damage, fire, theft and public liability for the lifespan of the work once the artwork has transferred to the client or site owner.
- **VAT and/other tax** - Payment schedules should be negotiated with the artist to ensure that the payment milestones are in line with the funding required during the fabrication and installation stages.

## Promoting Opportunities

In order to reach a diverse range of artists it is important to engage partners and organisations in helping to promote commission opportunities. This can include reaching out to partners to invite them to share information via their traditional marketing channels and e-communications, websites and sharing via social media channels. There are also national networks, journals and forums that you can pay for to advertise commissions.

- Creative Scotland Opportunities <https://opportunities.creativescotland.com/>
- Culture Aberdeen Culture Round Up Email [creativelearningteam@aberdeencity.gov.uk](mailto:creativelearningteam@aberdeencity.gov.uk)
- ArtQuest <https://artquest.org.uk/opportunities/>
- Artist News <https://www.a-n.co.uk/>
- Arts Hub UK [Opportunities | ArtsHub UK - Arts Industry News, Jobs & Career Advice](#)

## Artist Appointment

There are several approaches to take when appointing an artist for your public art project. The most appropriate method will depend on the scale and nature of the project. The three main methods are:

- Open competition
- Limited competition
- Direct invitation.

To ensure a fair process, any assessment should be undertaken against the criteria set out in the artist brief alongside consideration of the quality, success, relevance and the scale of the artist's previous work. For permanent commissions it is essential to establish that the artist has trusted fabricators and installation experts. At least two references should be sought before appointment.

## Obtaining Additional Investment

Funding for public art, whether it is temporary or permanent is normally drawn down from multiple sources. If a partnership approach is adopted not only can the commission support multiple agendas, but it can also make the project more deliverable by spreading the cost across those partners.

It should be noted that funding for permanent artworks is limited.

The following options can be explored when looking for additional funding for a public art project: -

- Existing Design Budgets (e.g., landscaping, lighting, street furniture).
- Creative Scotland various budgets.

- Trusts like Esmee Fairbairn Foundation etc.
- Local Trusts [Grant funding support | Aberdeen City Council](#)
- National Lottery Funding
- Health and Wellbeing – like the Wellcome Trust
- Digital/Innovation - NESTA
- Landfill Tax Credits
- Private Donation, Business sponsorship, Business Improvement District's
- Individuals – Crowdfunding.

## Minimising Environmental Impact

During the concept and design phase, the artist and the Project group should consider how to minimise impact on the environment. This could include:

- Encouraging the use of public transport for artists. The Project group involved could utilise video calls if a site visit is not necessary.
- Encouraging use of more local fabricators/contractors and locally sourced materials as appropriate.
- Careful consideration of materials used for temporary and permanent works including any foundations required.
- Consideration of any damage to the environment through any foundations required during the installation process.
- Works including lighting should be sensitive to the impacts on local bird and animal life and should mitigate impacts.
- Power use for lighting and sound should wherever possible use renewable energy, kinetic, clockwork or solar power.
- Consultation with landscape architects and local conservation groups to ensure that invasive species are not included in any complementary planting and that any planting is appropriate to the site.

## Embedding Learning and Engagement

Opportunities for learning, mentoring, co-creation, co-production and engagement should be embedded from the outset of each project to maximise value and could be open to members of the community, local artists and creatives, students, local arts and cultural organisations, local authority Councillors and officers.

Possible approaches could include:

- Mentoring opportunities within artist commissions.
- Embedding artist talks.
- Embedding community engagement within commissions to include workshops and events.
- Embedding opportunities for children and young people to work with commissioned artists.
- Documenting commissions and sharing lessons learnt through online case studies.
- Student Placement on the Project group to support commissioned artists deliver engagement programmes.
- Opening up learning to wider creative sector through the artist or the project lead delivering talks as part of regional or national events.

## Event Guide for Temporary Events in Public Spaces

There is a guide to support anyone organising an event that has been created by Aberdeen City Council [Event management guides | Aberdeen City Council](#) or organisers can contact [cityevents@aberdeencity.gov.uk](mailto:cityevents@aberdeencity.gov.uk) for advice.

## Communication and Interpretation

A transparent process should be adopted to ensure clear communication about the commission from start to finish. This will support public engagement throughout, build audience and encourage local ownership of temporary and permanent commissions. Interpretation of the work should be included whether in the form of a plaque, leaflet, website etc. To acknowledge the artist, client, funder and provide some detail about the inspiration behind the work to enable people to gain better understanding.

## Evaluation

Each commission will have its own targets and timeline, and evaluation meetings should be arranged at key milestones with the project group and the appointed artist to monitor progress against original aims. It may be appropriate to engage external expertise to lead this process.

Evaluation should be considered and planned alongside the design of the commission, so that it reflects and measures the purpose of the project and any outcomes the project is intended to deliver.

It is important that the Public Art project group:

- Ensures that all user groups are consulted and involved in the evaluation process.
- Gathers baseline information to establish the effectiveness of what subsequently takes place.
- Gathers data that links, where appropriate, to local plans and strategies ensuring it is GDPR compliant.
- Decides if it is the process or the product, or both, which are being evaluated.
- Uses a combination of quantitative and qualitative data gathering.

## Maintenance, Decommission and Insurance Considerations

The following points should be taken into consideration into maintenance requirements:

- Maintenance, care and conservation of public artworks should be considered from the outset and built into any future plans.
- An ongoing maintenance budget should be in place for any works especially those that include use of water, electricity, digital or moving parts.
- Artists should provide a maintenance schedule including contact details for the artist and any fabricators used, detail of any colour palettes materials used as well as detailed instructions for caring for the work plus a decommissioning plan.
- Consider the need for and how works could be moved in future e.g., consider placement, fixings etc.
- Seek advice from the artist about the shelf life of any digital works and potential costs for regular updates.

Once the ownership of the work has been transferred to the client the responsible organisation should ensure that the adopted works are properly insured for damage, fire, theft and public liability insurance for the lifespan of the artwork.

It is essential to keep a central record of public artworks and associated details and maintenance plans to avoid future problems if key personnel move on. A copy of the record of the work should be provided to Aberdeen City Council (see section 11).

## 10. Maintenance

Where a statue or monument is located within the public realm the Council will need to be satisfied of the arrangements for future maintenance. The Council will want to ensure that the applicant can fund the entire project costs and that provision is made for the artwork, along with any associated landscaping, to be maintained into perpetuity, and to the specification of the City Council.

Artists may expect that if a work is commissioned for a public site, it will remain there permanently. This is hard to guarantee. It is better to agree that the work will remain in the proposed location for a specific period and its location will be reviewed, in conjunction with the artist, after that time. Any decision to relocate the work should involve the artist, or the artists estate and maintain the integrity of the work.

To ensure that the issues of maintenance and longevity of the artwork are addressed a plan should form part of the contract with consideration given to:

- The intended life of the work.
- Clarification of who owns the work.
- The materials to be used and their durability.
- The financial implications for routine cleaning and minor repairs.
- The environment where the work will be located (dampness, extreme wear and tear etc.).
- Clarification of who is responsible for checking the condition of the artwork or item and how often, and responsibilities for maintenance.
- Who is responsible for repairing the work if it is damaged (vandalism etc.).
- Decommissioning protocol: what happens in the event that the work deteriorates or becomes damaged beyond reasonable repair.
- Relocating: who needs to be consulted if it is proposed that the artwork is moved to another site.

Insurance of a statue or monument is also recommended for damage, fire, theft and public liability insurance for the lifespan of the work.

The cost of maintenance and decommissioning must be factored into the public art proposal and submitted to the Council for approval. A percentage of the production budget for the artwork must be put aside for its maintenance, up to 25 years, or for its decommissioning. This applies to public art in both the public realm and on private land. The specified period for maintenance is over 25 years, but the Council recognises that the maintenance period will vary depending on the type of proposed artwork, e.g., embedded artwork may require maintenance in perpetuity, whereas artist designed street furniture may have a life of up to 10 years. Maintenance Plans will be agreed with the Council on a case-by-case basis.

The maintenance of a public artwork within the private boundary of a site provided through a Section 75 agreement will be the responsibility of the developer or landowner.

The maintenance of a public artwork in the public realm will be the responsibility of the Council:

- Where this is a Council initiative, the maintenance will be funded by the Council;
- Where it is funded through a Section 75 agreement funding must be from the developer through a commuted sum within that agreement; and
- Where the Council supports public art works on the highway, they will be the responsibility of the Council, not the Highway Authority.



# 11. Documentation

Next to the original physical work itself, good documentation is essential for the return of investment and success of the public artwork, be that to ensure detailed records for maintenance, high quality photography to support promotion, project management records to support future commissioning or in the case of temporary works to provide essential documentation for legacy.

For general documentation we would recommend the following:

- Details of artist credit, title, year of production, medium, commissioner/ ownership, duration (if applicable).
- Information about the artist including qualifications, experience, and relevance for the project.
- Artist's concept and historical references (if any), relationship to the building design and the surrounding area, location, size, materials, life span/decommission date, and accessibility to the public.
- The commissioner should retain copies of the artist brief, the response proposals, consultation documentation, any associated planning documents, notarised artists contract including details on concept, fabrication, and installation.
- High quality photography, video or audio (as appropriate) should be used to document the artwork as well as the process of its development and fabrication.

Depending on the scale or type of work, supply of documentation may be a set requirement of the Public Art Panel process for approval.

The City Collection records in respect to public art are currently under development but it is the Council's plan to create a more comprehensive database of both permanent and temporary public art.

<https://www.aberdeencity.gov.uk/AAGM/collections/browse>



Paste It Up, Nuart Aberdeen Festival 2021  
Photographer: Clarke Joss Photography



Ben Eire, Nuart Aberdeen Festival 2019, Photographer: Brian Tallman

Nuart



Martin Watson, Nuart Aberdeen Festival 2022  
Photographer: Connor Gault

## 12. Decommissioning

Good practice when commissioning new work is to consider a decommissioning framework at the outset. A clearly written Decommissioning Plan should include an agreed assessment criteria, process and timescale for decommissioning. The artist, with those who commission new work should, as part of their role, produce a maintenance plan with all the technical specifications and other relevant issues, clearly considered through all stages of the commission, including a budget for the artwork's life expectancy.

Being outdoors exposed to all weathers, public art is subject to daily wear and tear, as well as vulnerable to such issues as vandalism or site redevelopment. Consequently, public artworks, clocks, monuments, fountains and other designed public realm features (such as significant signs or street furnishings) can begin to look tired, out of context or lose meaning or relevance for a site. Much care and thought goes into the original commissioning and positioning of such items but inevitably circumstances change, therefore it may be necessary to relocate or temporarily/permanently remove an item through a decommissioning or relocation process.

For example, one or more of the following conditions may apply:

- The work has physically deteriorated, and the physical condition of the work is no longer of an acceptable quality.
- The work possesses faults in its construction or materials, that are un-repairable or to an extent where the repair is unreasonable or impractical.
- It represents an unacceptable risk to public safety due to deterioration.

- It requires excessive or unreasonable ongoing maintenance.
- The work is not on display, rarely exhibited or there is no longer a suitable place to display the work.
- The work is a duplicate, or is considered "excess," in a large holding of work of that type or of that artist(s).
- It is no longer considered to be the original work of art; it is fraudulent or stolen.
- A written request from the artist(s) has been received, that seeks removal of the work, the return of the work to the artist, or for extensive repair of the work.
- Changes to the environment impact on the integrity of the work, affecting the artist's original intent or moral rights.
- The work no longer fulfils its purpose and is therefore not appropriate for continued public display (i.e., a historic monument where the context of the artwork is no longer relevant or appropriate to its community and its surrounds etc.).

A decommissioning plan allows for changing circumstances to be taken into account, such as the change of use of a site, or user, which necessitates the decommissioning (removal, re-siting or storage) of a work. In the case of temporary artworks, the Decommissioning Plan forms an important part of the public artwork proposal submission.

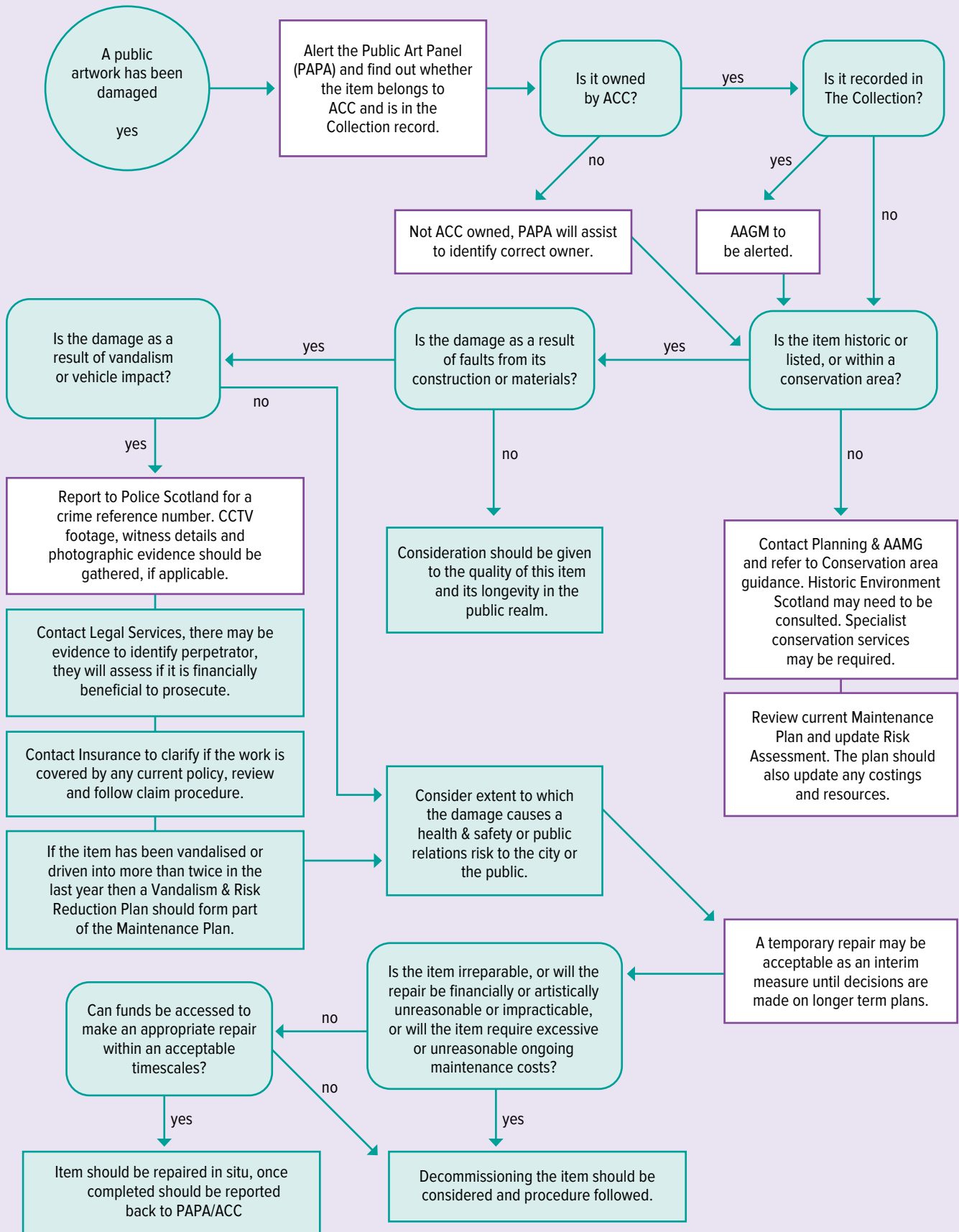
The process for decommissioning should be transparent and involve the Public Art Panel with experts, artists and interested parties.

Nuart



Elisa, Nuart Aberdeen Festival 2022. Photographer Conor Gault

### Decommissioning/ Repair Decision flowchart





## Decommissioning Checklist

### Heritage considerations apply when:

- The artwork is historic or listed.
- The artwork is placed on, or within a listed building.
- The artwork sits within a conservation area, the grounds of a listed building or in a registered park or garden.

For assistance contact Conservation Team and/or search Historic Environment Scotland's database:

<https://www.historicenvironment.scot/advice-and-support/listing-scheduling-and-designations/>

Also, if artwork is listed or within a conservation area then permission may be required to remove it. Contact the Aberdeen City Council Planning Service at [pi@aberdeencity.gov.uk](mailto:pi@aberdeencity.gov.uk) or call 01224 523470 if unsure.

### Relocation Considerations

Is there another Aberdeen public or public/private environment where the item could be relocated?

Whether it is a public space owned by ACC, or a 'public' space owned by a private corporation, consideration should be given to the materials of the item and its change in environment (the character of the public realm; site lines; exposure to sunlight; footfall and potential for public interaction etc) and whether it will:

- Impact on the artistic integrity of the piece.
- Affect the artist's original intent or moral rights.
- Increase the potential for the item to be damaged or vandalised.

It is good practice to contact the artist and commissioner to seek guidance on relocation suggestions. PAPA should be able to assist with this.

Ideally the recommended site should be unaffected by redevelopment in the next ten years.

If the site for relocation is within a conservation area, an environment surrounded by listed buildings or on a listed building, seek advice from ACC Conservation Team. Planning consent is likely to be required and these timescales should be considered at the start of the relocation process.

### Points to weigh up for decommission or relocation

- Is the artwork of significant artistic, cultural or historical importance?
- Is the artwork authentic or a duplicate?
- Are there many works by this artist; regionally, nationally or internationally?
- Does the artwork display skilled workmanship and good quality?
- Is the financial value of the artwork significant?
- What were the circumstances in which the item was commissioned or made, e.g., does it commemorate or celebrate a significant event?
- Does the artwork celebrate an important figure from the City and/or wider region?
- Has the artwork been adopted as a recognised landmark by residents and/or visitors?

### Considerations for moving items into temporary storage

Putting items into storage should be a last resort due to the inefficient high costs in transportation and logistical requirements in reassembling and reinstalling the item from storage. It is therefore important to obtain full costings for this process and ensure costs are covered prior to the item being stored. The recommendation for this course of action should include the estimated time it will stay in storage before a suitable development or alternative display option can be arranged.

It may be appropriate for some items to be stored at the Aberdeen Treasure Hub Collections Centre. Where the item is not ACC owned or has not been gifted to the City, there may be options for storing the item in private storage facilities. Contact PAPA for guidance, [publicart@aberdeencity.gov.uk](mailto:publicart@aberdeencity.gov.uk).

## Types of Decommissioning

Decommissioning refers to the process of removing an item from display permanently. Options include long-term storage, gifting, selling, loaning or destroying items.

The following are not preferred options for decommissioning: destruction; long-term storage (see note 5) and sale of an artwork, due a) to the public nature of the item and b) the appropriation of funds from the sale of the item. A policy decision is required to confirm if these funds could be ring-fenced to support maintenance costs for other items, or to support new commissions.

Recipients of gifted items could include: the original artist or their family, schools, other museum and art collections, arts organisations or local authorities.

Justification will need to be made as to why one of these above options have been recommended and/or the decision-making process used to recommend to whom an item is being gifted, loaned or sold, and on what terms and conditions.

Costs for deinstallation, transport, insurance and destruction of an item need to be taken into account, including the cost of quality repair work on the highways/ public realm once the item is removed.

Before an item is decommissioned, it should be documented, and a record kept by ACC - contact PAPA for guidance, [publicart@aberdeencity.gov.uk](mailto:publicart@aberdeencity.gov.uk).

It is good practice to contact the artist and commissioner to notify them of the reasons for this decision, and to undertake a good depth of public consultation as further options could arise as a result.

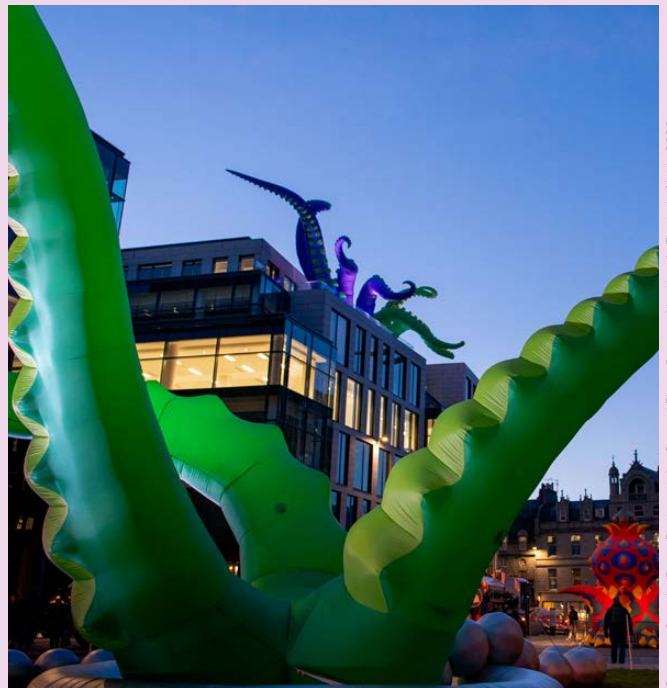
## Stakeholder and Public Consultation

Consultation is a key part of the decision making process. It is a statutory requirement in respect to matters of planning consent.

However, not all artworks will require planning consent. It is recommended to consult on all artworks that may affect a particular area or community, stakeholder events and workshops can also be used to help to raise awareness and provide other methods of consultation. Contact PAPA for guidance, [publicart@aberdeencity.gov.uk](mailto:publicart@aberdeencity.gov.uk).



Dolphin Watch Curated Place, Spectra, Aberdeen's Festival of Light, 2020  
Photographs: Ian Georgeson



Creatures from the Deep, Designs in Air, Curated Place, Spectra, Aberdeen's Festival of Light, 2020  
Photographs: Ian Georgeson

Spectra



Trumpet Flowers Amigo & Amigo, Curated Place, Spectra, Aberdeen's Festival of Light, 2022



Love at First Sight, Morag Myerscough, Look Again Festival 2019, Photographer Grant Anderson

## Consultation

There were 19 comments received by the public, some were positive about the Public Art Guidance. 'This is a comprehensive and clear document', some felt that there was more consideration needed about where to place public art in the city. 'Need to do more in regeneration areas regarding art projects.' Other comments highlighted that the document had made them aware of the public artworks throughout the city and consider the planning that went into the process of installing artwork in the public realm.

These comments can be reviewed and considered by the PAPA panel, once the panel is established.

1.I think that the survey is very good.
2.It would be good if there was more support for local street art. Whether this was in the form of more legal art wall spaces, or commissions for local artists to brighten up our urban environment.
3.I found the information in the guidance very informative and interesting to hear about the various forms considered as public art. I think public art is great and allows designers/ architects to show their creative ideas whether through festivals or sculptures as long as they reflect the values and cultural history of the areas also made in a sustainable way by using local materials.
4.Public Art in Aberdeen is fantastic, however there seems to be too much reliance on short term festivals which are very restrictive to access, particularly when the weather in Aberdeen is so unreliable. If public funds are being spent on a project, it should be in place long term to allow everyone the opportunity to see it. Events which require excessive staffing and security should be minimalised. Longer term pieces also attract tourists as word of mouth will attract people in from across Scotland and further afield. As a resident of Aberdeen, I still enjoy finding sculptures scattered across the city for example Mother Earth at Grandholm and the Tillydrone Gateway project. There should be more of these outside of the city centre. Events such a Spectra are particularly restrictive. Despite taking part in February you are not allowed to access them until 6pm. There is very little to do between 5pm and 6pm, yet you continue to pay security for doing nothing. The first year of spectra was possibly one of the best when you brought the buildings of Aberdeen to life using light and sound rather than more expensive installations. Nuart and the Painted Doors Project are a fantastic addition to the city, although when it was first launched it came with it that all unofficial graffiti in the city would be removed. This hasn't happened for the past two years, and the graffiti makes the city centre look neglected. Some graffiti/unofficial street art is even glorified by the Nuart social media accounts which then makes it seem like this is acceptable. There should also be an inclusion around the city to create more living art. I'm sure Union Terrace Gardens will be an example of this, however looking around the world with Highline in New York, the M8 Grass pyramids, and vertical gardens bring life and interest to what would be very grey and boring areas. Large planters which double up as litter bins dumped on Broad Street is not the way to do it! Done properly the running costs of these

<p>would be minimal compared to short-term pop-up events and much better for the environment.</p>
<p>5. Nuart looks like vandalism, it's awful.</p>
<p>6. Great care must be taken not to impose the councils' views upon the people. Sometimes consultations are ignored. The council will, be under great financial pressure for years and there is already a treasure trove in the University Special Collections and Aberdeen Art Gallery</p> <p>There should be no more liberal spending as was with Aberdeen Art Gallery renovations and HMT and in terrace gardens. The citizens will be paying for these projects for years to come. Why buy or commission art when we cannot heat our homes.</p>
<p>7. This is a comprehensive and clear document. Much needed at a time when we are re-evaluating artistic work created for public spaces and if everything still in the public realm represents a modern, inclusive city.</p> <p>The information is clear and detailed with a few things that could be highlighted earlier or expanded upon.</p> <p>Environmental: can the document include benchmarked criteria with a minimum and maximum of what's expected. Similar to the Theatre Green Book:  <a href="https://theatregreenbook.com">https://theatregreenbook.com</a>  A clear statement of access - to include neurodiversity  A clear statement on inclusivity  Ways in which a community has its say and is involved in the creation of work and trails, artworks etc sited within their geographical footprint and not have work imposed upon them, could be highlighted earlier in the document.</p>
<p>8. It's a good plan and gives really clear guidance on what is required ahead of public art installations or performances.</p> <p>A couple of things:  Resource and expertise - smaller arts organisations or individual artists/recent graduates (with BIG ideas) may not have the skills or expertise to undertake the steps required (example PAPA committee. How will these groups be supported?  The city may miss out on some fabulous ideas or have the same two or three organisations presenting work if less resourced orgs or individuals don't have the required skills to get a project off the ground.</p> <p>Early engagement with public - this is specialist (and time consuming) work, engaging with communities, local business, and other stakeholders. Will training and support be available for practitioners who need it?</p> <p>Digital - suggest investing in up to four large scale digital sites that can be used, switched out regularly all year (especially dark nights) to present work and offer a sense of place. Expensive investment but worth it for the flexibility and adds to feeling of 'something always going on' Also, very flexible medium and can trail and support other artworks/events coming up.</p>
<p>9. Bring back floral art and attractive green spaces. Art is subjective, you won't please everyone but make commissions classical and timeless. Modern Art has a short shelf life....Aberdeen's classical statues have stood the test of time so stick to the bronzes.</p>



10. This will prove helpful for organisations commissioning public art. There are a lot of steps in the process and many questions arise. These are answered piecemeal after chasing around. This guidance will help to have many of these questions addressed in advance.

Where ACC are providing funding to external bodies to commission public art, it would be helpful if ACC could take on direct financial responsibility. This would allow the VAT on the work to be reclaimed by ACC and allow the funding to go further and purchase a greater volume of art or more impressive pieces. Many of the commissioning organisations may be small charitable organisations who are not VAT registered.

11. Waste of money. More local history

12. The intention is understood, but as I read it, I couldn't help thinking that since art, by definition, is received differently by everyone how do we begin to judge words like innovation, quality, sensitivity? Then I couldn't help wondering if there wasn't a risk of being safe in our public art when some may argue that's not the reason for art. Presumably, we're not aiming for "democratic" art, by commission the most popular, or avoiding art which might unsettle some.

I also wonder since ACC has a policy of community benefit for all its procurement, does this extend to engaging local artists and performers?

13. Need to do more in regeneration areas regarding art projects. Seaton has lots of potential for artworks around the area.

The bland city centre multi-storeys could be painted bright colours and patterns to make them stand out for the right reasons.

14. It was interesting to read about all the considerations that need to be taken into account when deciding on commissioning any piece of public art. It did make me realise that, where permanent artworks are concerned there is a great deal of work that must go in to ensure the money for the artwork is being spent wisely, and whether it is something that will benefit the community, the city and the environment in which it is to be located, and still do so over time.

I do like sculptures a lot and agree that they give pleasure and a sense of civic pride. I like the Tillydrone Swans which give me a 'lift' each time I drive over the bridge. I love the leopard 'poised' in the Marischal Square development; and it was good to be reminded of the wonderful Rosemount Square bas-relief Art Deco sculptures, part of the housing. I love the sculptures at Pitmedden Gardens, and the one on the roof of the Art Gallery. The Hazlehead Baby memorial sculpture and the memory path are also lovely. But I now appreciate the thought and in fact the expense etc that goes into commissioning a sculpture.

Lighting artworks around Marischal Square and Schoolhill look great, and I like the water fountains outside Marischal College. It is good to see artworks which children can play on/in so they can be part of it. More of this would be good in the city.

I have walked across the area between the Theatre and Union Terrace Gardens this week and I think the 2 statues now look amazing in their 'new' setting where we can relax and

walk around them. The water feature is also relaxing, and the space is very inviting and attractive. So I do enjoy the traditional statues too.

I walked in High Street the other day and was very pleased to see the new plaque beside the Powis Gates, explaining clearly how the Gates were paid for from the proceeds of slavery and compensation to the Leslie family following abolition.

I think the idea of walks or trails where local interests and landmarks are highlighted is a great idea, and I imagine these can be updated and changed from time to time.

Dance, music, drama and performance art all seem a great addition to public spaces in the city to benefit citizens and visitors to the city.

15. We need more public art commemorating ethnic minority communities of Aberdeen, their contribution in the World War 2 and also shed light into the maritime history of Aberdeen.

We need more art and installations that reminds us of the history of Aberdeen's hidden communities and also its tartan history and the history of William Dyce, the artist, who also was credited with drawing the plans for Aberdeen.

16. Indoors in an empty retail unit is best.

17. One of the unique and wonderful things about Aberdeen is the Nuart street art around the city.

It brings the city to life and adds character. My London team who come to visit love being taken around the city and seeing the art around our city centre - this should absolutely be encouraged.

18. Wonderful that there is consultation on this - thank you, and please keep up such consultation!

Perhaps I've missed this (apologies if yes!) but I'd love to see a reference - or separate document - mentioning something like a 'sensory impact assessment' (for example, related to safety).

For disability-related reasons (mainly but not exclusively autism), I can find some public art difficult from a sensory perspective, and I'm not sure whether this is always properly considered by artists from health, safety and wellbeing perspectives. (Public art can feel quite unavoidable sometimes, and loud volumes can be a particular issue for me, depending on circumstances.) If the guidance could somehow explicitly encourage artists to reflect and comment on this - and respond to comments - during project applications and development, I think this could be incredibly helpful.

Would love to hear about the results of the consultation, if possible, so please do make public! Thanks again!

19. When Nuart began, the arrangement was that the artwork would be temporary, and removed after a specified time. For many years, however, it has been the arrangement that they remain permanently. I know that I am not alone in being prepared to countenance the temporary expressions of someone's artistic notions, displayed across huge area of buildings of our city, but being very unhappy about these becoming permanent.

Even though these artworks are often plastered over buildings of no particular merit in themselves, they often ruin the setting of adjacent and nearby buildings, as well as the character of the surrounding streetscape. The artwork at Holburn Junction, for instance, is at the heart of an important Conservation Area, and adjacent to the handsome St. James Episcopal Church. It completely ruins the setting of all these aspects of the West End of the City Centre. It would significantly detract from this even if it were an attractive painting, but over the many years it has been there, I have yet to meet one person who does not think it extremely ugly and depressing in character.

Art is, of course, very much a matter of personal taste, which is why any really large-scale artworks such as these are a bad idea. I know so many people who hate to see our streetscape being intruded upon by works of art which have been put up without any consultation, and with the artist having a free hand to produce anything they like. Some, I expect, are more welcome than others, and clearly a few are beautiful, but they nevertheless completely dominate the streetscape, and thereby detract from the general views all around. Buildings are an important component of the character of an area, whether of particular interest in themselves or not, and their relationship to the immediate area gives coherence to the whole. Plastering a giant picture over one elevation destroys this coherence.

An important legal question is surely to be addressed with regard to some of these artworks. If the building is situated in a Conservation Area, then any proposal to paint a huge picture on it must require a planning application in every case, as it will, without any doubt, have an effect on the character and appearance of the Conservation Area. This is a legal requirement. Further to this, even if the building concerned is not within the boundary of a Conservation Area, any proposal to cover its elevation with eye-catching artwork must be the subject of a planning application if it could affect the appearance and character of the adjoining Conservation Area.

It is not clear if this legal process, required by the Planning Act, is being observed by the Council. It would appear, from newspaper reports, that the buildings and artists are selected at very short notice, and with no time for planning applications or public consultation.

The public should be consulted on such proposals. These are substantial and permanent interventions in the character of our city, and for every person who enthuses about them there is another who finds them unwelcome and intrusive.

Their massive scale means that their usurpation of the streetscape cannot be ignored, and for many people, they are an unwanted imposition.

To return to the original point, the answer is surely to ensure that the artwork works are all purely temporary. Whether temporary or permanent, however, I would hope that the Council's Conservation Department will be consulted on each and arrange for the necessary statutory consultation for any that are proposed for buildings in, or adjacent to, a Conservation Area.

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# Integrated Impact Assessment Pre-screening Stage 1

The Integrated Impact Assessment (IIA) supersedes the previous Equality and Human Rights Impact Assessment (EHRIA) form.

The pre-screening (Stage 1) will determine if your proposal requires a full impact assessment (Stage 2). Stage 2 will look at details of your proposals, the impact and any mitigations in place.

**Note:** This form should be completed using the guidance contained in the document: 'Guide to Completing an Integrated Impact Assessment'. Please read the guidance before completing this form.

This assessment and accompanying guidance use the term 'policy' for any activity within Aberdeen City Council. Therefore 'policy' should be understood broadly to embrace the full range of your policies, provisions, criteria, functions, practices and activities including the delivery of services – essentially everything you do.

## Purpose:

Aberdeen City Council wants Aberdeen to be a place where all people can prosper. We want everyone in Aberdeen to have fair opportunities regardless of their background and circumstances. The aim of this assessment is to allow you to critically assess:

- the impact of the policy / proposal on different communities.
- whether Aberdeen City Council is meeting its legal requirements in terms of [Public Sector Equality Duty](#), [Equality Outcomes](#) and [Human Rights](#);
- whether [Children's Rights](#) have been impacted;
- whether [Socio-economic disadvantage](#) is reduced;
- whether any measures need to be put in place to ensure any negative impacts are eliminated or minimised which will be covered in Stage 2.

Title* Name your business case, policy, strategy or proposal (including budget proposals)	Public Art Guidance and Panel
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Is this a new or existing policy/proposal?	New proposal							
Brief description of policy / proposal (including intended outcomes and purposes)	To approve the improvement/transformation of service delivery and to establish the Public Art Panel Aberdeen (PAPA), which will be guided by the Public Art document to respond to all matters regarding public art the Council receive.							
Do you consider this proposal to have an impact on the:								
a. Human Rights of people?	Yes	No	Unsure					
b. Rights of Children and Young people?		No, the PA panel will be able to give clear guidance and assess all applications, in some cases community consultation will be required. It can also support some groups and protected characteristics to complete applications, so could have a positive influence but as this has not been tested the impact highlighted is no impact.						
	Yes	<b>No</b>	Unsure					
What is your assessment of the impact on groups with: a. Protected characteristics b. Children and young people c. Other  For example –consider the impact of your policy on people and how they will be able to access goods, services and information with no barriers.	<b>H</b>	High negative impact	<b>H</b>	<b>M</b>	<b>L</b>	<b>N</b>	<b>P</b>	<b>U</b>
	<b>M</b>	Medium negative impact						
	<b>L</b>	Low negative impact						
	<b>N</b>	No impact						
	<b>P</b>	Positive impact						
	<b>U</b>	Unsure						
	Age						X	
	Disability						X	
	Gender Reassignment						X	
	Marriage and Civil partnership						X	
	Pregnancy and Maternity						X	
	Race						X	
Religion or Belief						X		
Sex						X		
Sexual Orientation						X		
Children and young people						X		
Other								
Socio-Economic Inequalities	Yes	No	Unsure					

<p>Not every person / family has access to regular income or savings. Will your proposal have an adverse or high impact on them?</p>		<p>The proposal will not have an adverse effect impact. The panel will follow guidelines to ensure that public art proposals do not negatively affect those who are impacted by socio-economic inequalities.</p>	
<p>What considerations did you have when making the above selections?</p>			
<p>Internal or existing data Please detail your sources</p>			
<p>Consultations with officers or partner organisations Please list your sources</p>	<p>Consultation with the Public, Culture Aberdeen, Creative Scotland, Aberdeen Inspired.</p>		
<p>Other: Please list your sources</p>			
<p>Does this proposal contribute to the <a href="#">Public Sector Equality Duty</a> to eliminate discrimination, harassment and victimisation, advance equality of opportunity and foster good relations?</p>	<p>Yes – please explain The Public Art panel and guidance will ensure that some proposals consider public consultation which will result in fostering good relations.</p>	<p>No</p>	<p>Unsure</p>
<p>Does this proposal contribute to the Council's <a href="#">Equality Outcomes 2021-25</a>?</p>	<p>Yes – please explain EO1 The Public Art panel will ensure that when reviewing applications will make sure that barriers are removed for those making applications. EO2 Through proposals that have consultations will impact on diverse communities, which in turn, will have an increased sense of safety and belonging in their city.</p>	<p>No</p>	<p>Unsure</p>



<b>Please note for any high negative or medium negative impacts identified (red or amber), a full Integrated Impact Assessment will be required (stage 2).</b>			
Please provide a brief high-level summary that your policy will bring about: The report will bring about, the establishment of a Public Art Policy Panel that will be guided by a clear process to consider and assess all public art queries and matters in relation in public art the Council receive.			
Will a full assessment be required?	Yes	No No ( no red or amber negative impacts identified).	Unsure
Assessment completed by: Name and job title	Elspeth Winram Cultural Planning Officer		
Date:	3/11/2022		
Signed and approved by Chief Officer (Name and signature)			

If you have any queries or require this form in an alternative format, please contact [equality\\_and\\_diversity@aberdeencity.gov.uk](mailto:equality_and_diversity@aberdeencity.gov.uk)

A fully completed and signed form should be mailed as a PDF to the above email address for publishing your assessment.



## Integrated Impact Assessment Stage 2

This stage should be completed following Stage 1 of the Integrated Impact Assessment where required.

In this stage, focus is on assessments that have a high or medium negative impact and the proposed mitigations. Please tick which areas it might affect and provide a summary of your mitigating actions for the negative impacts identified. You do not need to give a mitigation for each article.

### Human Rights

Does the proposal have an impact on [Human Rights](#)? Identify the relevant Article and record the relevant impact and describe as a summary the mitigating steps proposed.

	<b>High / Medium Negative impact</b>	<b>Mitigations</b> Please state/summarise your mitigating actions for the negative impact(s) identified in stage 1
<b>Article 6</b> Right to a fair and public hearing		
<b>Article 7</b> No punishment without law		
<b>Article 8</b> Right to respect for private and family life, home and correspondence		
<b>Article 9</b> Freedom of thought, conscience and religion		
<b>Article 10</b> Freedom of expression		
<b>Article 11</b> Freedom of assembly and association		
<b>Article 12</b> Right to marry and to found a family		
<b>Article 14</b> Right not to be subject to discrimination		
<b>Article 1 of Protocol 1</b> Protection of property		

<b>Article 2 of Protocol 1</b> Right to education		
<b>Article 3 of Protocol 1</b> Right to free elections		

## Children and Young People’s Rights

The United Nations Convention has 54 articles that cover all aspects of a child’s life and set out the civil, political, economic, social and cultural rights that all children everywhere are entitled to. It also explains how adults and governments must work together to make sure all children can enjoy all their rights.

Children’s rights apply to every child/young person under the age of 18 and to adults still eligible to receive a “children’s service” (e.g. care leavers aged 18 – 25 years old).

Identify all Articles of the United Nations Convention on the Rights of the Child ([UNCRC](#)) and [Optional Protocols](#) which are relevant to your proposal and record the relevant impact and describe the mitigating steps.

Please tick which areas it might affect and provide a summary of your mitigating actions. You do not need to give a mitigating step for each article.

	<b>High / Medium Negative impact</b>	<b>Mitigations</b> Please state/summarise your mitigating actions for the negative impact(s) identified in stage 1
<b>Article 1</b> definition of the child		
<b>Article 2</b> non-discrimination		
<b>Article 3</b> best interests of the child		
<b>Article 4</b> implementation of the convention		
<b>Article 5</b> parental guidance and a child's evolving capacities		
<b>Article 6</b>		

life, survival and development		
<b>Article 7</b> birth registration, name, nationality, care		
<b>Article 8</b> protection and preservation of identity		
<b>Article 9</b> separation from parents		
<b>Article 10</b> family reunification		
<b>Article 11</b> abduction and non-return of children		
<b>Article 12</b> respect for the views of the child		
<b>Article 13</b> freedom of expression		
<b>Article 14</b> freedom of thought, belief and religion		
<b>Article 15</b> freedom of association		
<b>Article 16</b> right to privacy		
<b>Article 17</b> access to information from the media		
<b>Article 18</b> parental responsibilities and state assistance		
<b>Article 19</b> protection from violence, abuse and neglect		
<b>Article 20</b>		

children unable to live with their family		
<b>Article 21</b> adoption		
<b>Article 22</b> refugee children		
<b>Article 23</b> children with a disability		
<b>Article 24</b> health and health services		
<b>Article 25</b> review of treatment in care		
<b>Article 26</b> social security		
<b>Article 27</b> adequate standard of living		
<b>Article 28</b> right to education		
<b>Article 29</b> goals of education		
<b>Article 30</b> children from minority or indigenous groups		
<b>Article 31</b> leisure, play and culture		
<b>Article 32</b> child labour		
<b>Article 33</b> drug abuse		
<b>Article 34</b> sexual exploitation		
<b>Article 35</b> abduction, sale and trafficking		

<b>Article 36</b> other forms of exploitation			
<b>Article 37</b> inhumane treatment and detention			
<b>Article 38</b> war and armed conflicts			
<b>Article 39</b> recovery from trauma and reintegration			
<b>Article 40</b> juvenile justice			
<b>Article 41</b> respect for higher national standards			
<b>Article 42</b> knowledge of rights			
<b>Optional</b> Protocol on a Communications Procedure			

### Protected Characteristics

Aberdeen City Council wants to ensure everyone is treated fairly. Identify the [protected characteristics](#) that your policy/ proposal affects and record the relevant impact and describe the mitigating steps.

	<b>High / Medium Negative impact</b>	<b>Mitigations</b> Please state/summarise your mitigating actions for the negative impact(s) identified in stage 1
<b>Age</b> A person belonging to a particular age (for example 32-year-olds) or range of ages (for example 18 to 30year olds).		
<b>Disability</b>		

people with disabilities / long standing conditions		
<b>Race (including Gypsy / Travellers)</b> people from minority ethnic communities and different racial backgrounds		
<b>Religion or belief</b> people with different religion and belief to include those with no beliefs		
<b>Sex - Gender identity</b> men or women, boys and girls		
<b>Pregnancy and maternity</b> women who are pregnant and / or on maternity leave		
<b>Sexual orientation</b> lesbian, gay, bisexual, heterosexual / straight		
<b>Gender reassignment</b> anybody whose gender identity / expression is different to the sex assigned to them at birth		
<b>Marriage and civil partnership</b> people who are married or in a civil partnership		

### **Socio-Economic Inequalities**

Not every person / family has access to regular income or savings. You should therefore consider the impact of your proposal on people who might be unemployed, single parents, people with lower education or literacy, looked after children, those with protected characteristics are just some examples.



Identify the group that your policy/ proposal affects and record the relevant impact and describe the mitigating steps.

	<b>High / Medium Negative impact</b>	<b>Mitigations</b> Please state/summarise your mitigating actions for the negative impact(s) identified in stage 1
<b>Low income / income poverty</b> – those who cannot afford regular bills, food, clothing payments.		
<b>Low and/or no wealth</b> – those who can meet basic living costs but have no savings for unexpected spend or provision for the future		
<b>Material deprivation</b> – those who cannot access basic goods and services, unable to repair/replace broken electrical goods, heat their homes or access to leisure or hobbies		
<b>Area deprivation</b> – consider where people live and where they work (accessibility and cost of transport)		
<b>Socio-economic background</b> – social class, parents' education, employment, income.		

### Consultation and monitoring

Have you undertaken any of form of consultation with any of the affected groups?	<b>Yes</b>	<b>No</b>
Describe the consultation processes/methods undertaken and the number of participants/respondents		
Summarise the changes or improvements that have been made to the policy because of the consultation.		
Set out what suggested changes or improvements that have not been made and why		
What impact(s) has the consultation had upon your proposal?		

How will this policy be monitored	
Use this section to justify why your proposal should go ahead despite the negative impacts identified.	

**Authorisation and sign off: for Stage 2:**

<b>Title of Policy / proposal:</b>		
<b>Directorate and Cluster:</b>		
<b>Policy and assessment author (s)</b>	Name: Job title: Date:	Name: Job title: Date:
<b>Authorised and approved by Director or Chief Officer</b>	Name: Job title: Date:	Name: Job title: Date:

Following completion and approval, please email your completed assessment to:  
[equality\\_and\\_diversity@aberdeencity.gov.uk](mailto:equality_and_diversity@aberdeencity.gov.uk)

## ABERDEEN CITY COUNCIL

<b>COMMITTEE</b>	Finance and Resources
<b>DATE</b>	7 December 2022
<b>EXEMPT</b>	No
<b>CONFIDENTIAL</b>	No
<b>REPORT TITLE</b>	Local Authority Bus Services
<b>REPORT NUMBER</b>	OPE/22/278
<b>DIRECTOR</b>	Steve Whyte
<b>CHIEF OFFICER</b>	Mark Reilly
<b>REPORT AUTHOR</b>	Chris Cormack
<b>TERMS OF REFERENCE</b>	2.1.1

### 1. PURPOSE OF REPORT

- 1.1 The purpose of this report is to advise members on the steps that would be necessary to establish the setting up by the Council of a municipal bus company or Local Authority operated bus services.

### 2. RECOMMENDATION(S)

That the Committee: -

- 2.1 Note the requirements for introduction of a municipal bus company and Local Authority operated bus services;
- 2.2 Instructs the Chief Officer - Strategic Place Planning to continue to develop Bus Service Improvement Partnerships through the North East of Scotland Bus Alliance; and
- 2.3 Instructs the Chief Officer - Operations and Protective Services to include assessment of Local Authority operated bus services when implementing supported bus services.

### 3. CURRENT SITUATION

#### Background

- 3.1 The City Growth and Resources Committee on 26 September 2019 agreed: *“to instruct the Director of Resources to monitor the sale position of First Aberdeen Limited and report back to the City Growth and Resources Committee on 6 February 2020 with an update on the proposed sale and recommended next steps for the Council.”* Subsequently on 28 October 2020 the Committee agreed: *“that given that First Bus has indicated it is no longer for sale, instruct the Chief Officer – Strategic Place Planning to report back to the City Growth and Resources Committee in February 2022 with the steps that would be necessary to establish the setting up by the Council of a municipal bus company as part of the Council’s commitment to green energy and net zero and in order*

*to fulfil any obligations under any low emission zone that the Council may wish to implement.”*

- 3.2 Section 34 of the Transport (Scotland) Act 2019 (“the 2019 Act”) enables Local Transport Authorities (LTAs) to provide local bus services, using vehicles that require a Public Service Vehicle (PSV) operator’s licence to do so. To do this, the LTA must be satisfied that the provision of such will contribute to the implementation of their relevant general policies, as defined in the Transport (Scotland) Act 2001 (“the 2001 Act”).
- 3.3 In February 2022 the provision for LTA bus services under the 2019 Act had not come into force and as such it was recommended, prior to reporting back to Committee, to await the outcome of the Scottish Government consultation on guidance to Local Transport Authorities in relation to providing bus services which were anticipated to provide a clearer position as to what would be required in setting up municipal bus services. On 24 June 2022 the Transport (Scotland) Act 2019 (Commencement No.5) Regulations 2022 came into force. This means that authorities are now able to operate local bus services using a Public Service Vehicle (PSV) operator licence. Transport Scotland have produced an information note summarising obligations that should be considered, this does not go as far in terms of guidance as Officers had requested through the consultation process but provides the opportunity for this matter to be reported back to Committee.
- 3.4 The 2019 Act refers to the requirement to be satisfied that implementation of LTA operated local bus services would contribute to the implementation of the LTAs relevant general policies. Section 48 of the 2001 Act, defines these as the LTAs local transport strategy. The current [Local Transport Strategy](#) sets out to *‘increase public transport patronage by making bus travel an attractive option to all users and competitive with the car in terms of speed and cost’*. Prior to implementing any LTA operated local bus services, the Council would need to be satisfied that the provision of such would contribute to that objective or the Council’s commitment to Net Zero.
- 3.5 When the proposition of a LTA municipal bus company was first considered by the Council, First Bus in the UK was being prepared for sale. At the current time, First Aberdeen is not for sale and there is no indication of any immediate intention of First Group PLC looking to sell the Aberdeen bus division. As such, the current most appropriate local bus service opportunities for the Council would be to operate our own service in place of supported services or to operate services alongside the existing commercial bus services in the city.

## Aberdeen City Council Bus Company / Services

- 3.6 The 2019 Act is not restrictive on how an LTA can run their own buses, the LTA may choose to provide services directly, meaning they are the owner of any associated assets (e.g. vehicles), or through an arm's length external organisation. Under the latter scenario, the LTA can provide bus services through an independent commercial organisation with its own management board where the LTA is the main shareholder but is not involved in the day-to-day running of the buses. This would be broadly like the model under which Lothian Buses currently operates.
- 3.7 A PSV bus operator's licence would be required to register a local bus service. The requirements are set out in the Public Passenger Vehicles Act 1981, as amended. The Council would be required to meet rigorous conditions to ensure suitability and demonstrate that it is willing and able to operate vehicles in accordance with the demanding standards set out in legislation. A Transport Manager is required and consideration would have to be given as to whether the Council should have a further Transport Manager, in addition to the existing resource, to manage any increase in vehicles. A PSV licence application costs £209.00 and the Council would need to satisfy the Traffic Commissioner that it has:
- an effective and stable establishment.
  - good repute.
  - appropriate financial standing and resources.
  - professional competence.
- 3.8 A local bus service must be registered with the Traffic Commissioner for Scotland, at a cost of £60.00 per registration. Before registering a local bus service, the Council should consider if:
- the route is suitable.
  - it has the right type of vehicles.
  - it can keep to the timetable given the traffic conditions on route.
  - it has enough drivers to cover absences through sicknesses, holidays, etc.
  - it has replacement vehicles if other vehicles are off-road.
- 3.9 There are several primary considerations which would need to be considered and further appraised for operating bus services and these have been addressed in turn below:
- **Vehicles / Depot:**
    - Provision of suitable vehicles would be required. As an example, an electric single deck bus would cost in the region of £340k. As such, considerable capital outlay would be required from the outset.
    - The Council does have the potential to utilise the existing Hydrogen bus fleet, however there are contractual arrangements in place with First Aberdeen for lease and fuelling of the existing buses.
    - Vehicles would need to be fitted with ticket machines and these would need to be procured along with the required back-office systems to allow ticket sales and passenger management.

- The operation of bus services would require vehicles to be secured safely out with operational times; vehicles to be fuelled, cleaned and maintained, which would require suitable depot facilities including cleaning and maintenance workshops. Further investigation would be required to consider if this could be delivered within the existing portfolio.
- **Staffing:**
  - There would need to be PSV licenced bus drivers to drive the buses. The council currently does not recruit PSV drivers. As such posts would need to be created and a training scheme implemented to train drivers as part of the recruitment process, as most bus companies are required to train employees. Also, holders of such licences are required to undertake ongoing competency training, consideration would be required as to whether this is delivered in-house or tendered for. The staffing and training requirements would incur considerable expenditure. It is estimated that it would cost in the region of £2-3k for each driver to be trained and gain a PSV licence and the estimated annual salary for each driver, including oncosts, would be approximately £32k.
  - There is currently an ongoing shortfall of PSV bus drivers across the UK and bus operators are experiencing difficulties in recruiting sufficient volume of drivers to provide services and this may also be reflected for the Council.
  - Consideration would also be required into the operation of such services, i.e. timetabling, crew scheduling, management, etc. It is not anticipated that this could be delivered within existing staff resources and as such further posts would be required to be created and funded.
  - The operation of bus services would require vehicles to be fuelled, cleaned, maintained, fares to be collected and secured, etc. all of which would require a workforce to undertake these activities, as such further consideration would have to be given to creating posts and funding these.
- **Maintenance:**
  - As aforementioned vehicles would need to be serviced and maintained and this would require suitable facilities. It would also require the appropriate expertise and level of staffing to meet demand, which would ultimately require considerable changes for fleet services which would need to be further explored.
- **Cost:**
  - As can be identified, there would be considerable costs involved in setting up a council operated bus company/service, which is not currently budgeted for. The full costs of which would be dependent on the level of operation to be implemented and the costing of such would require a significant appraisal to be undertaken. Given there is considerable existing commercial coverage in the City it is not anticipated that passenger fares would be sufficient to offset operational costs at this time.

- 3.10 A key consideration of the provision of LTA operated bus services would be ensuring compliance with subsidy control rules under the forthcoming UK Subsidy Control Regime. This would not likely apply where the Council operate a service in place of contracting for a supported bus service but would be relevant if the Council were to run a commercial service as any subsidy to such a service would provide an economic advantage. Any proposed commercial LTA run service would need to make an entry into the market just as any commercial operator would. In addition, the 2019 Act does not provide LTAs with protection against competition should a competitor run against them, so feasibly an LTA could build a successful service and a competitor could compete and larger companies could potentially operate at lower cost. Any subsidy provided to the Council service would need to comply with subsidy control rules. This means the subsidy would need to be carefully justified in terms of the public benefit and on the absence of market provision on suitable terms.
- 3.11 The 2019 Act also provides Councils with further tools for the delivery of bus services. These include:
- Bus Service Improvement Partnerships (BSIPs), which are currently being progressed through the [North East of Scotland Bus Alliance](#) and the implementation of measures under the ongoing transport corridor studies and Bus Partnership Funding (<https://www.transport.gov.scot/public-transport/buses/bus-partnership-fund/>). BSIPs are a new type of statutory partnership between LTAs and bus operators. As part of a partnership, a range of service standards, including on the frequency or timing of services, the vehicles used, maximum fares charged for particular journeys, and the pricing of multi-operator travel cards are established.
  - Franchising, which is a system that allows a local authority to award exclusive rights to run certain bus services to the most competitive bidder for a set period under certain conditions. During this period, no other operator can run those services.
- 3.12 Additional capital and revenue funding is required to implement any of the bus service provisions from the 2019 Act and it is recommended that given the significant costs, that the Council does not, at this time, proceed with further appraisal for LTA operated bus services. It is recommended that the Council continues to pursue Bus Service Improvement Partnerships (BSIPs) through the North East of Scotland Bus Alliance and in line with the awarded Bus Partnership Funding from Transport Scotland, which will drive significant improvements and transformation in public transport in the city.

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

- 4.1 There are no direct financial implications arising from the recommendations of this report. Financial implications with regards to Bus Service Improvement Partnerships, the Bus Partnership Fund and Supported Bus Services are already considered or will be reported separately.

## 5. LEGAL IMPLICATIONS

5.1 There are no direct legal implications arising from the recommendations of this report. Legal implications with regards to Bus Service Improvement Partnerships, the Bus Partnership Fund and Supported Bus Services are already considered or will be reported separately.

## 6. ENVIRONMENTAL IMPLICATIONS

6.1 There are no direct environmental implications arising from the recommendations of this report. At the same time, in Aberdeen there is an exceptionally high level of car ownership and usage and reducing reliance on private transport is the best way to improve air quality. A high-quality public transport network is critical to this and, for this to be successful, an accessible public transport system is required.

## 7. RISK

Category	Risks	Primary Controls/Control Actions to achieve Target Risk Level	*Target Risk Level (L, M or H)  *taking into account controls/control actions	*Does Target Risk Level Match Appetite Set?
<b>Strategic Risk</b>	No significant risks identified	Officers will continue to engage through the North East of Scotland Bus Alliance to ensure that the public transport network in Aberdeen meets the needs of the city in line with the local transport strategy and that the delivery of public transport is meeting the Council's green energy and net zero targets.	L	Yes
<b>Compliance</b>	No significant risks identified	Any significant risks, as a result of the recommendations of this report will be reported separately as BSIPs are brought forward.	L	Yes
<b>Operational</b>	No significant risks identified	Any significant risks, as a result of the recommendations of this report will be reported separately as BSIPs are brought forward.	L	Yes



<b>Financial</b>	No significant risks identified	Any significant risks, as a result of the recommendations of this report will be reported separately as BSIPs are brought forward.	L	<b>Yes</b>
<b>Reputational</b>	No significant risks identified	Any significant risks, as a result of the recommendations of this report will be reported separately as BSIPs are brought forward.	L	<b>Yes</b>
<b>Environment / Climate</b>	No significant risks identified	Any significant risks, as a result of the recommendations of this report will be reported separately as BSIPs are brought forward.	L	<b>Yes</b>

## 8. OUTCOMES

<u><a href="#">COUNCIL DELIVERY PLAN 2022-2023</a></u>	
	<b>Impact of Report</b>
<p><b>Aberdeen City Council Policy Statement</b></p> <p><u><a href="#">Working in Partnership for Aberdeen</a></u></p>	<p>The proposals within this report support the delivery of the following aspects of the policy statement:-</p> <p><i>Working with the Scottish Government and NESTRANS to improve the city's bus network, including considering options for an Aberdeen Rapid Transit network, with the support of the Scottish Bus Fund, and consider options for council-run services in the city.</i></p> <p><i>Improving the provision of bus services across the city, through investment in new supported services, to enable bus services to be provided to areas and at times which are not economically viable.</i></p>
<u><a href="#">Aberdeen City Local Outcome Improvement Plan 2016-26</a></u>	
<p>Prosperous Economy Stretch Outcomes</p> <p>1. <i>No one will suffer due to poverty by 2026.</i></p> <p>2. <i>400 unemployed Aberdeen City residents</i></p>	<p>The proposals within this report support the delivery of LOIP Stretch Outcomes 1 to 3 as a good transport network means anyone regardless of their social status/economic means can choose a sustainable mode of travel for commuting.</p>

<p><i>supported into Fair Work by 2026.</i></p> <p><i>3. 500 Aberdeen City residents upskilled/ reskilled to enable them to move into, within and between economic opportunities as they arise by 2026</i></p>	
<p>Prosperous Place Stretch Outcomes</p> <p>13. <i>Addressing climate change by reducing Aberdeen's carbon emissions by at least 61% by 2026 and adapting to the impacts of our changing climate.</i></p> <p>14. <i>Increase sustainable travel: 38% of people walking and 5% of people cycling as main mode of travel by 2026.</i></p>	<p>The proposals within this report support the delivery of Place Stretch Outcomes 13 and 14 in the LOIP.</p> <p>A robust and reliable public transport network will encourage public transport uptake and patronage and subsequently contribute towards reducing transport carbon emissions given the move towards alternative forms of fuel by bus operators in the region.</p>
<p><b>Regional and City Strategies</b></p>	<p>The proposals within this report support Regional and Local Transport Strategies, which all aim to deliver a sustainable transport system as well as enhance the connectivity of the existing transport network.</p>

## 9. IMPACT ASSESSMENTS

Assessment	Outcome
<b>Integrated Impact Assessment</b>	Full impact assessment not required.
<b>Data Protection Impact Assessment</b>	Not required.
<b>Other</b>	N/A

## 10. BACKGROUND PAPERS

10.1 [Information note: The local authority run services provision in the Transport \(Scotland\) Act 2019 | Transport Scotland](#)

10.2 Aberdeen City, [Local Transport Strategy](#)

## 11. APPENDICES

11.1 N/A

## 12. REPORT AUTHOR CONTACT DETAILS

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## ABERDEEN CITY COUNCIL

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<b>COMMITTEE</b>	Finance and Resources Committee
<b>DATE</b>	7 December 2022
<b>EXEMPT</b>	No
<b>CONFIDENTIAL</b>	No
<b>REPORT TITLE</b>	Community Wealth Building
<b>REPORT NUMBER</b>	COM/22/279
<b>DIRECTOR</b>	Gale Beattie
<b>CHIEF OFFICER</b>	Richard Sweetnam
<b>REPORT AUTHOR</b>	Jim Johnstone
<b>TERMS OF REFERENCE</b>	2.1.2; 3.2; 3.4

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### 1. PURPOSE OF REPORT

- 1.1 The purpose of this report is to provide an update on Community Wealth Building as a local place based economic development approach and to seek approval of the proposed actions to develop a community wealth building approach.

### 2. RECOMMENDATION(S)

That the Committee:

- 2.1 Notes the proposed short, medium and long-term actions for Community Wealth Building in Aberdeen (provided in Appendix 1 of this report); and
- 2.2 Instructs the Chief Officer - City Growth to work with other relevant Chief Officers to implement the proposed actions.

### 3. CURRENT SITUATION

- 3.1 At the City Growth & Resources Committee on 10 November 2021, the Chief Officer – City Growth was instructed to present details in respect of an Aberdeen Community Wealth Building (CWB) approach to maximise local economic impact, and an integrated approach by the Council to supporting businesses and the delivery of investment opportunities.
- 3.2 In response, this report provides information on CWB as a place based economic development approach and proposes short, medium and long-term actions for implementation which would embed a CWB approach across council services.

#### **Community Wealth Building**

- 3.3 CWB is an internationally recognised approach to local economic development. By harnessing the levers of local ‘anchor’ organisations, it aims to tackle inequalities within communities to create resilient, inclusive and sustainable economies. The principles are that local communities own, have a stake in, access and benefit from the wealth generated by local economies.
- 3.4 Anchor organisations are those rooted to an area with real purchasing and spend powers such as local councils, health, universities, colleges housing associations or large local private sector employers.
- 3.5 The Council has a key role to play as an anchor and as a strategic partner of other anchor organisations (who may already be a part of local community planning structures). In this role the Council would seek to influence and encourage other anchors to adopt CWB pillars, thereby maximising the local economic impact and outcomes.
- 3.6 CWB provides a framework around five interlinked pillars:
- *Spending* – maximising community benefits through procurement and commissioning by anchor institutions, developing good enterprises, fair work and shorter supply chains;
  - *Workforce* – ensuring the employment practices by anchor institutions and their suppliers are fair; providing opportunities for disadvantaged workers and communities; committing to paying the real living wage and building progression routes for workers;
  - *Land and Property* – supporting equitable land development and the development of under-utilised anchor institution assets for community use and positive community outcomes.
  - *Financial Power* – seeks to increase flows of investment within local economies by harnessing the wealth that exists locally.
  - *Inclusive Ownership* – encouraging plural and democratic models of business ownership to build wealth that stays in local communities e.g., co-operatives, mutually owned businesses, municipally owned companies.

### **CWB in Scotland**

- 3.7 The Scottish Government has adopted a CWB approach to economic development as a key means to achieve its wellbeing economy objectives outlined in the National Strategy for Economic Transformation (NSET).
- 3.8 To build on this, the Programme for Government 2021-22 sets out a commitment to *“take forward a Community Wealth Building Bill in this Parliament, to enable more local communities and people to own, have a stake in, access and benefit from the wealth our economy generates.”*
- 3.9 To date, the Scottish Government has supported five CWB pilot areas (Clackmannanshire, Fife, Glasgow City Region, South of Scotland and the

Western Isles) and its Covid Recovery Strategy commits to supporting all Councils to develop their own CWB action plans.

3.10 In developing the actions in Appendix 1, officers conducted desktop research and gathered case studies through attendance at Scotland's First CWB Conference and CWB webinars. Officers have also consulted with Scottish Government officials, and officers from relevant Council service areas.

3.11 From this research and engagement, several key lessons have emerged:

- It is a long-term commitment;
- Setting a vision with buy-in from across the local authority is key;
- Multi-disciplinary approach - working across local authority services is important to success;
- Collaboration with other anchor institutions and embedding the approach is needed to maximise impact;
- Plans should be ambitious, but must be practical

### **CWB in Aberdeen**

3.12 An internal, cross-service working group of Council officers has been established. The purpose of the group is to ensure service-wide understanding of CWB, raise awareness of current and potential activities, and to achieve buy-in and bottom-up engagement to embed the pillars and approach across relevant Council services. The group includes representation from City Growth, Early Intervention and Community Empowerment and Community Planning with representatives from other services to be brought in as actions develop.

3.13 An approach to Community Wealth Building will help us to achieve the priorities of this committee in relation to city growth as well as the newly established Anti-Poverty and Inequality Committee. As noted below several Partnership Priorities within a prosperous city, supporting people with the cost of living and empowering Aberdeen's communities, include many outcomes which a CWB approach would directly address.

3.14 It will also support improvement in wider priority outcomes within the Council Delivery Plan and the Aberdeen City Local Outcome Improvement Plan (LOIP) which was developed with Community Planning Partners, many of which are City anchor organisations. Community Wealth Building is a key lens to understand how we work as a Council and with wider partners, communities and businesses to deliver improved outcomes for people across the City.

3.15 Key activities that currently align to the CWB pillars at paragraph 3.6 include:

- *Spending* - the Sustainable Procurement and Community Benefits Policy sets out how securing positive local outcomes can maximise social, economic and environmental benefits in public procurement, adding value that is good for the local area;
- *Workforce* - Business Gateway has a dedicated member of staff working in the city's locality areas to support new and existing businesses;

- *Workforce* - provision of seed finance for people of employability programmes seeking to set up in business.
- [Aberdeen Responsible Business](#) – through Community Planning Aberdeen we are engaging anchor businesses across the City to support better outcomes for communities through shared delivery of the LOIP. From becoming a Real Living Wage employer, to providing employability opportunities for priority groups to becoming net zero to mitigate against climate change, businesses are taking forward a range of projects which add value to the City.
- *Community Empowerment* – through Community Planning Aberdeen we are working with anchor organisations and communities to improve outcomes by working together to maximise community assets to deliver shared priorities within the Community Empowerment Strategy, LOIP and Locality Plans
- *Land and Property* – Promotion and support for Asset Transfer Request Processes with communities, including the current community asset transfer of Tillydrone Family Centre and Library to the Lighthouse Support Centre.

3.16 Where impacts of the proposed actions in Appendix 1 can be subsumed with established performance reporting this will be identified and incorporated accordingly, in line with the given timescales.

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

4.1 There are no direct implications on the Council's budget. The anticipated cost of proposed actions and the potential source/s of funding identified for these are included in Appendix 1, and the intention is that officers would seek to deliver the actions by leveraging in external funding. Staff costs indicated can be met through reallocation of existing budgets or by successful applications for external funding.

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

5.1 There are no direct legal implications arising from the recommendations of this report at this time although CWB legislation from the Scottish Government is anticipated in this Parliamentary session.

#### **6. ENVIRONMENTAL IMPLICATIONS**

6.1 There are no direct environmental implications arising from the recommendations of this report.

#### **7. RISK**

Category	Risks	Primary Controls/Control Actions to achieve	*Target Risk Level (L, M or H)	*Does Target Risk Level
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		Target Risk Level	*taking into account controls/control actions	Match Appetite Set?
<b>Strategic Risk</b>	Expected Scottish Government legislation around CWB is passed and the Council cannot demonstrate adherence.	Implement actions proactively; awareness raising to capture all actions which demonstrate a CWB approach.	L	<b>Yes</b>
<b>Compliance</b>	None	N/A	L	<b>Yes</b>
<b>Operational</b>	None	N/A	L	<b>Yes</b>
<b>Financial</b>	None	N/A	L	<b>Yes</b>
<b>Reputational</b>	Failure to be seen to deliver policies and activities that serve the local community and economy	High-profile, cohesively 'branded' CWB action plan	L	<b>Yes</b>
<b>Environment / Climate</b>	None	N/A	L	<b>Yes</b>

**\*Note – if there are inconsistencies between the target risk level and the risk appetite level set, please provide rationale for your proposals.**

## 8. OUTCOMES

<b><u>COUNCIL DELIVERY PLAN 2022-2023</u></b>	
	<b>Impact of Report</b>
<b>Aberdeen City Council Policy Statement</b>  <u><a href="#">Working in Partnership for Aberdeen</a></u>	<p>The proposals within this report support the delivery of the following from the policy statement: Supporting People with the Cost of Living</p> <ul style="list-style-type: none"> <li>Investigate how Aberdeen City Council could support the provision of fair and affordable banking, insurance and financial services, and the expansion of credit unions and advice services.</li> </ul> <p>A Prosperous City</p>

	<ul style="list-style-type: none"> <li>• Develop our economy in a genuine partnership with the private sector, third sector and residents</li> <li>• Work with partners, including Scottish Enterprise, to explain the support available for new start-ups, including investigating access to microfinance and affordable leases on workspaces for start-ups and replicating the success of the Torry Rocks scheme</li> <li>• Seek to buy good, services and food locally whenever possible, subject to complying with the law and public tendering requirements</li> </ul> <p>Empowering Aberdeen's Communities</p> <ul style="list-style-type: none"> <li>• Work with communities to establish trusts, community enterprises, charities or other entities that support community empowerment and community wealth building</li> <li>• Support people to engage with Community Asset Transfers throughout the process</li> </ul>
<b><u><a href="#">Aberdeen City Local Outcome Improvement Plan</a></u></b>	
Prosperous Economy Stretch Outcomes	<p>The proposals within this report support the delivery of</p> <p>SO1. No one will suffer due to poverty by 2026.</p> <p>SO2. 400 unemployed Aberdeen City residents supported into Fair Work by 2026</p> <p>SO3. 500 Aberdeen City residents upskilled/ reskilled to enable them to move into, within and between economic opportunities as they arise by 2026</p>
Prosperous People Stretch Outcomes	<p>SO6. As corporate parents we will ensure 95% of care experienced children and young people will have the same levels of attainment in education, health and emotional wellbeing, and positive destinations as their peers by 2026.</p> <p>SO7. 95% of children living in our priority neighbourhoods will sustain a positive destination upon leaving school by 2026.</p>
Prosperous Place Stretch Outcomes	<p>SO13. 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> <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 the Regional Economic Strategy with inclusive economic growth</p>

	They also support the Community Planning Aberdeen Community Empowerment Strategy and Locality Plans.
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## 9. IMPACT ASSESSMENTS

Assessment	Outcome
<b>Integrated Impact Assessment</b>	Not required
<b>Data Protection Impact Assessment</b>	Not required
<b>Other</b>	No

## 10. BACKGROUND PAPERS

- 10.1 City Growth and Resources Committee – Socio-Economic Rescue Plan Update – COM/21/279, 10 November 2021
- 10.2 City Growth and Resources Committee – Director of Commissioning Update, 21 June 2022

## 11. APPENDICES

- 11.1 Appendix 1 – Actions to Support an Aberdeen Community Wealth Building Approach

## 12. REPORT AUTHOR CONTACT DETAILS

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## Appendix 1: Actions to Support an Aberdeen Community Wealth Building Approach

Action	Anticipated Outcomes	Lead Service	Anticipated Cost	Potential Funding Source	Timeline
<i>'Enabling Activities' to facilitate CWB</i>					
1 - CWB Officer to lead on the development of CWB within the Council and with key stakeholders and partners	Integration of a CWB approach across Council services, interconnectivity of activities under CWB pillars and CWB policy development	City Growth	N/A	Incorporated within an existing role	Short-term (Jan 2024)
2 - Present CWB to the Community Planning Board and seek support for implementation in their anchor organisations	City-wide awareness and engagement in CWB as an approach	City Growth/Community Planning	N/A		Short-term (Jan 2024)
3 – Present to Aberdeen Responsible Business Network and seek support from anchor businesses for key initiatives	Strengthen and deepen connections with anchor responsible businesses to deliver on key areas	City Growth/Community Planning	NA		Short-term (Jan 2024)
4 - Establish a North East cross-Anchor Institution Working Group to enhance scope of CWB	Objectivised workstreams across CWB pillars; governance of regional CWB activity; collaborative approach to delivery of CWB across the North East, including funding bids	City Growth	N/A		Short-term (Jan 2024)
<i>Spending Pillar</i>					
5 - Recruitment of a Procurement Adviser	Targeted support to enhance capacity of local businesses to bid successfully for public sector contracts	City Growth/Procurement	Anticipated to be Grade 13 role - £49,000	UK Shared Prosperity Fund or Business Gateway	Short-term (Jan 2024)
6 - Ongoing delivery of Community Benefits	Securing additional value through major contracts led by the Council to provide a range of benefits	City Growth/Procurement	N/A		Long-term (Jan 2026)

<i>Action</i>	<i>Anticipated Outcomes</i>	<i>Lead Service</i>	<i>Anticipated Cost</i>	<i>Potential Funding Source</i>	<i>Timeline</i>
7 – Continue to grow and strengthen Aberdeen Responsible Business Network and Partners	Support anchor businesses to contribute corporate social responsibility efforts towards areas of greatest need for the City.	Community Planning Aberdeen	>£500 for annual networking event pa	Community Planning Budget	Ongoing
<i>Workforce Pillar</i>					
8 - Provision of seed funding to employability programme participants	Encourage and support creation of small businesses by those who could not otherwise afford to do so	City Growth	£5k max per new business	Scottish Government Employability No One Left Behind	Short-term (Jan 2024)
9 - Development of employability pilot projects in priority areas	To develop and test employability pilot projects, which could be scaled up and rolled out across the city	City Growth	£70,000	Scottish Government Employability No One Left Behind	Short-term (Jan 2024)
10 - Creation of small employability grants scheme	Support small grass-roots community organisations to develop, build-on, and deliver employability projects in priority areas	City Growth	£200,000	Scottish Government Employability No One Left Behind	Short-term (Jan 2024)
11 - Employer Recruitment Incentive Schemes	Support growth of SMEs by providing funding to offset some costs of taking on new members of staff, with a premium paid to those paying the Real Living Wage staff	City Growth	Max £6k per new employee, with a max of £18k per annum per employer	Scottish Government Employability No One Left Behind	Short-term (Jan 2024)
12 – Paid Work Experience Scheme	Support individuals to move into paid employment through a supported work experience placement, paid at Real Living	City Growth	Up to £4,500 per person	Scottish Government Employability	Short-term (Jan 2024)

Action	Anticipated Outcomes	Lead Service	Anticipated Cost	Potential Funding Source	Timeline
	Wage rate, simultaneously supporting employers to offset initial employment costs.			No One Left Behind	
<i>Land and Property Pillar</i>					
13 - Improve marketing and online promotion of properties from Council portfolio which are available for Community Asset Transfer	Increased interest from community groups, community empowerment and fewer surplus assets for the Council	Corporate Landlord	N/A		Short-term (Jan 2024)
14 - Make available Council-owned vacant spaces in the city centre for small business and social enterprises to test market products or services	Increased vibrancy and population in city centre; reduced vacancy rates in line with Empty Shops Plan under development; 'testbed' for entrepreneurship	Corporate Landlord	To be confirmed		Short-term (Jan 2024)
<i>Financial Power Pillar</i>					
15 - Encourage use of the Aberdeen Gift Cards by Anchor Institutions to encourage staff to shop locally	Revenue for local businesses	Aberdeen Inspired supported by City Growth	N/A		Medium-term (Jan 2025)
16 - Explore the development of a microfinance scheme, including related financial management advice, targeting people considering self-employment.	Targeted, accessible financial support and management advice to achieve inclusive economic growth	City Growth/Community Development	To be established	Just Transition Fund/Shared Prosperity Fund	Medium-term (Jan 2025)
17 - Commission a feasibility study with partners to consider the establishment of a Northeast Scotland Community Bank	Provision of ethical and local financial solutions, harnessing of local wealth for reinvestment	CWB Cross-Anchor Working Group	Study cost (£30,000)	Just Transition Fund/Shared Prosperity Fund	Long-term (Jan 2026)
18 - Identify and promote local investment projects to the North	Increased flow of investment within local economy	City Growth	N/A		Long-term (Jan 2026)

<i>Action</i>	<i>Anticipated Outcomes</i>	<i>Lead Service</i>	<i>Anticipated Cost</i>	<i>Potential Funding Source</i>	<i>Timeline</i>
East Scotland Pension Fund through linkage with Invest Aberdeen					
<i>Inclusive Ownership Pillar</i>					
19 - Enhanced delivery of business start-up and growth support activity which targets social enterprises, co-ops and community groups in priority areas. As well as acting as a locality CWB adviser supporting wider CWB actions by Council and other Anchor Institutions	Increased number of social enterprises, co-ops and community groups which serve the interests and benefit the local community	City Growth via Business Gateway	£200,000 pa	Business Gateway/UK Shared Prosperity Fund	Short-term (Jan 2024)



## ABERDEEN CITY COUNCIL

<b>COMMITTEE</b>	Finance and Resources
<b>DATE</b>	7 December 2022
<b>EXEMPT</b>	No
<b>CONFIDENTIAL</b>	No
<b>REPORT TITLE</b>	Wallace Tower
<b>REPORT NUMBER</b>	RES/22/276
<b>DIRECTOR</b>	Steven Whyte
<b>CHIEF OFFICER</b>	Stephen Booth
<b>REPORT AUTHOR</b>	Cate Armstrong
<b>TERMS OF REFERENCE</b>	4.1 & 4.4

### 1. PURPOSE OF REPORT

- 1.1 To advise committee of the outcome of the consultation regarding the proposed disposal of this Common Good property following the amendment to the original asset transfer request for the purchase of the Wallace Tower by the Tillydrone Community Development Trust and to request approval to petition the Court, under section 75 of the Local Government (Scotland) Act 1973, to receive authority to dispose of this Common Good Property under section 74 of the Local Government (Scotland) Act 1973 and the Land Disposal (Scotland) Regulations 2010.

### 2. RECOMMENDATION(S)

That the Committee: -

- 2.1 Note the representations received during the Consultation period;
- 2.2 Instruct the Chief Officer - Governance to lodge a petition with the Courts under Section 75 (2) of the Local Government (Scotland) Act 1973 for authority to dispose of the Wallace Tower and associated Common Good land within Seaton Park extending to circa 435sq.m; and
- 2.3 If the requested authority is granted by the Court, instruct the Chief Officer - Corporate Landlord, to progress the asset transfer request under section 74 of the Local Government (Scotland) Act 1973 and the Disposal of Land by Local Authorities (Scotland) Regulations 2010.

### 3. CURRENT SITUATION

- 3.1 The background information for this report is contained in our Report (Wallace Tower) that went before the City Growth & Resources Committee on 21<sup>st</sup> September 2022.

- 3.2 To allow the proposed disposal of Wallace Tower to progress the Council must be satisfied that it has fulfilled its obligations under the terms of Section 104 of the Community Empowerment (Scotland) Act Part 8 to publicise the details about the proposed disposal of this Common Good property and ensure that it has notified, and invited representation from the community councils, community bodies known to have an interest in the property, and any other interested parties.
- 3.3 As noted in the previous report the Tillydrone Community Development Trust (TCDT) asked that the site area originally requested be amended to include a larger area of ground. They have confirmed that they would like the site to be increased by circa 34sq.m. extending to a total site area of circa 435sq.m. (Appendix 1)
- 3.4 Following confirmation of the site required the Council started a renewed 8-week consultation process to publicise the revised proposal and allow a representations regarding it.
- 3.5 Notices publicising the request were erected at the Wallace Tower and in the nearby Tillydrone Library in accordance with the legislation requirements. Copies of the Proposal document (Appendix 2) were issued to all the Community Councils within the City and were also available to other interested parties at every library within the City. The Proposal was, published on the Council website and on its social media platforms, and was, also, sent directly to a number of Community Bodies who were known to the Council to have shown interest in the property.
- 3.6 A public survey was also put up on the Aberdeen City Council's Citizen Space to allow members of the public an opportunity to indicate to what extent they agreed with the proposed sale of the Wallace Tower to TCDT and explain the reason for their choice.
- 3.7 The consultation closes on 29<sup>th</sup> November 2022, with a 12.00pm deadline for representations to be received by.
- 3.8 The representations received from the local community are summarised within Appendix 3.
- 3.9 At Committee of 21 September 2022, it was resolved that a Report be brought back to Committee if any adverse representations were made.
- 3.10 At this time 1 negative representation has been received and 3 representations in support.
- 3.11 The Citizen Space consultation survey had received 222 responses as of 28 November 2022. The table below provides a summary of the responses. A full list of the responses is shown in Appendix 4.

	No	%	
Strongly agree	97	43.69%	67.11%
Agree	52	23.42%	
Neither agree nor disagree	10	4.50%	4.50%
Disagree	20	9.01%	28.38%
Strongly disagree	43	19.37%	
	222	100%	100%

- 3.12 As noted above just under 5% of respondent neither agree or disagree with the proposal, just under 29% either disagree or strongly disagree with the proposal and almost 65% responded positively to the proposal.
- 3.13 Of the respondents who disagreed or strongly disagreed 55.56% (15.77% of total respondents) commented that the property should not be sold as it was Common Good Land and should be kept in Council ownership.
- 3.14 14.29% of respondents thought that the property should be leased to TCDT, this equates to 4.05% of the total respondents; 8 of these 9 respondents had also noted that Common Good Land should be retained by the Council.
- 3.15 67.11% of the respondents felt that the disposal of the Wallace Tower by the City Council to TCDT should be progressed as they wanted to see the Tower restored and back into daily use, as a thriving enterprise that was open to the public to visit and use on a regular basis.
- 3.16 Whilst the feedback received indicated that not all respondents are comfortable with ownership of the Wallace Tower no longer being with the Council, it is clear that the majority feel that they would like to see the property restored and back in use.
- 3.17 Approximately one third of the comments received from respondents to the survey published on ACC's Citizen's Space indicated that they felt the Wallace Tower should not be sold as it was Common Good and should be retained by the Council. However, the majority want to see the building restored and back in regular use.
- 3.18 To allow the Council to dispose of the Common Good property the Council need to first petition the Courts for authority so that the proposed sale to TCDT can be progressed and their plans to restore this historic building can be actioned.
- 3.19 TCDT have secured funding of £253,974 which should be committed for spending before the end of the financial year. This funding will allow the group to get a significant amount of the required works completed to get the Wallace Tower back into use.
- 3.20 Given that TCDT have already secured a significant amount of funding for the restoration works it is considered that a sale of this surplus / mothballed property for £1.00 to the TCDT would be seen to demonstrate Best Value for the Council.

- 3.21 While this disposal, if allowed, would be at less than best consideration the wider public benefits that will be gained through the proposed disposal are considered to justify the proposed discount.
- 3.22 By bringing the building back into use as a community facility TCDT will promote both economic development and regeneration within the locality through the works to the conserve and restore the building and bring in back into economic use as well as the on-going operation of a café for the local community and visitors in the area.
- 3.23 They will also be restoring a historic well-loved building for the benefit of the local Tillydrone community and the wider community throughout the City.
- 3.24 It is expected that the social wellbeing of the local community will also be promoted through having a community facility to visit / use / meet up with other members of the community. It is intended that the café operations will be contracted out to 3<sup>rd</sup> sector organisation who will provide training and employment for local people.

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

- 4.1 The disposal of this Common Good property would relieve the Council from the responsibility holding this vacant building within its property infs. A transfer at £1.00 would show best value for the Council as it will remove the liability for the building from the Council
- 4.2 While the holding costs for this historic Common Good property are not substantial there will be ongoing liability due to the threat of vandalism and any associated costs if the recommendations are not approved.

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

- 5.1 Under Part 8 of the Community Empowerment (Scotland) Act 2015 a local authority is required to consult with the local community when considering any disposal under Section 74 and 75 of the Local Government (Scotland) Act 1973, whether that is by sale, lease, (or other disposal), or change of use of Common Good property. The legislation requires that the Council publish details of the proposed disposal or the change of use of the Common Good property and notify and invite representations from Community Councils and community bodies that are known to the Council to have an interest in the property.
- 5.3 Authority from the Court is required to sell Common Good property under section 75 of the Local Government (Scotland) Act 1973.

5.3 Approximately one third of the comments received from respondents to the survey published on ACC's Citizen's Space indicated that they felt the Wallace Tower should not be sold as it was Common Good and should be retained by the Council. However, the majority want to see the building restored and back in regular use.

## 6. ENVIRONMENTAL IMPLICATIONS

6.1 If this historic building continues to sit unoccupied and uninhabitable it will have a negative impact of the surrounding area, as it sits in a prominent position on the main route coming into Aberdeen City over the Diamond Bridge.

6.2 If the recommendations are approved the restoration and re-occupation of this iconic building can only benefit the local environment.

## 7. RISK

Category	Risks	Primary Controls/Control Actions to achieve Target Risk Level	*Target Risk Level (L, M or H)  *taking into account controls/control actions	*Does Target Risk Level Match Appetite Set?
<b>Strategic Risk</b>	No significant risks identified			
<b>Compliance</b>	No significant risks identified			
<b>Operational</b>	The liability of managing a vacant property	The risk to the Council will be mitigated by the Council getting authority to dispose of the property.	Low	<b>Yes</b>
<b>Financial</b>	The responsibility of on-going holding costs and repairs to a vacant building	The risk to the Council is mitigated but the disposal of the property is authority to dispose of the property is granted.	Low	<b>Yes</b>
<b>Reputational</b>	The council's reputation may be negatively	The risk to the Council will be mitigated if the disposal of the property is authorised and the	Low	<b>Yes</b>

	affected if the building continues to deteriorate under council ownership	transfer of ownership approved.		
<b>Environment / Climate</b>	No significant risk identified			

## 8. OUTCOMES

<b><u>COUNCIL DELIVERY PLAN 2022-2023</u></b>	
	<b>Impact of Report</b>
<b>Aberdeen City Council Policy Statement</b>  <b><u>Working in Partnership for Aberdeen</u></b>	The Proposals in this report have no impact on the Council Delivery Plan
<b><u>Aberdeen City Local Outcome Improvement Plan</u></b>	
Prosperous Economy Stretch Outcomes	The proposals in this report have no impact on the Prosperous Economy Stretch Outcomes
Prosperous People Stretch Outcomes	The Proposals in this Report may improve prosperous People Stretch outcomes by delivering training and help people within the community back into employment.
Prosperous Place Stretch Outcomes	The proposals in this report have no impact on the Prosperous Place Stretch Outcomes
<b>Regional and City Strategies</b>	The proposals in this report have no impact on the Regional and City Strategies.

## 9. IMPACT ASSESSMENTS

<b>Assessment</b>	<b>Outcome</b>
<b>Integrated Impact Assessment</b>	Full impact assessment required / not required (Please note that the Equalities Team have introduced an Integrated <u>Impact Assessment form</u> which replaces the old EHRIA form)

<b>Data Protection Impact Assessment</b>	Not required
<b>Other</b>	

## 10. BACKGROUND PAPERS

- 10.1 Finance & Resources – 21 April 2011 –Wallace Tower, Tillydrone Road – Future Use
- 10.2 City Growth & Resources – 21 September 2022 - Wallace Tower

## 11. APPENDICES

- 11.1 Appendix 1 – Site Plan
- Appendix 2 – Amended Proposal Document
- Appendix 3 – Representations
- Appendix 4 – Comments from Survey Respondents

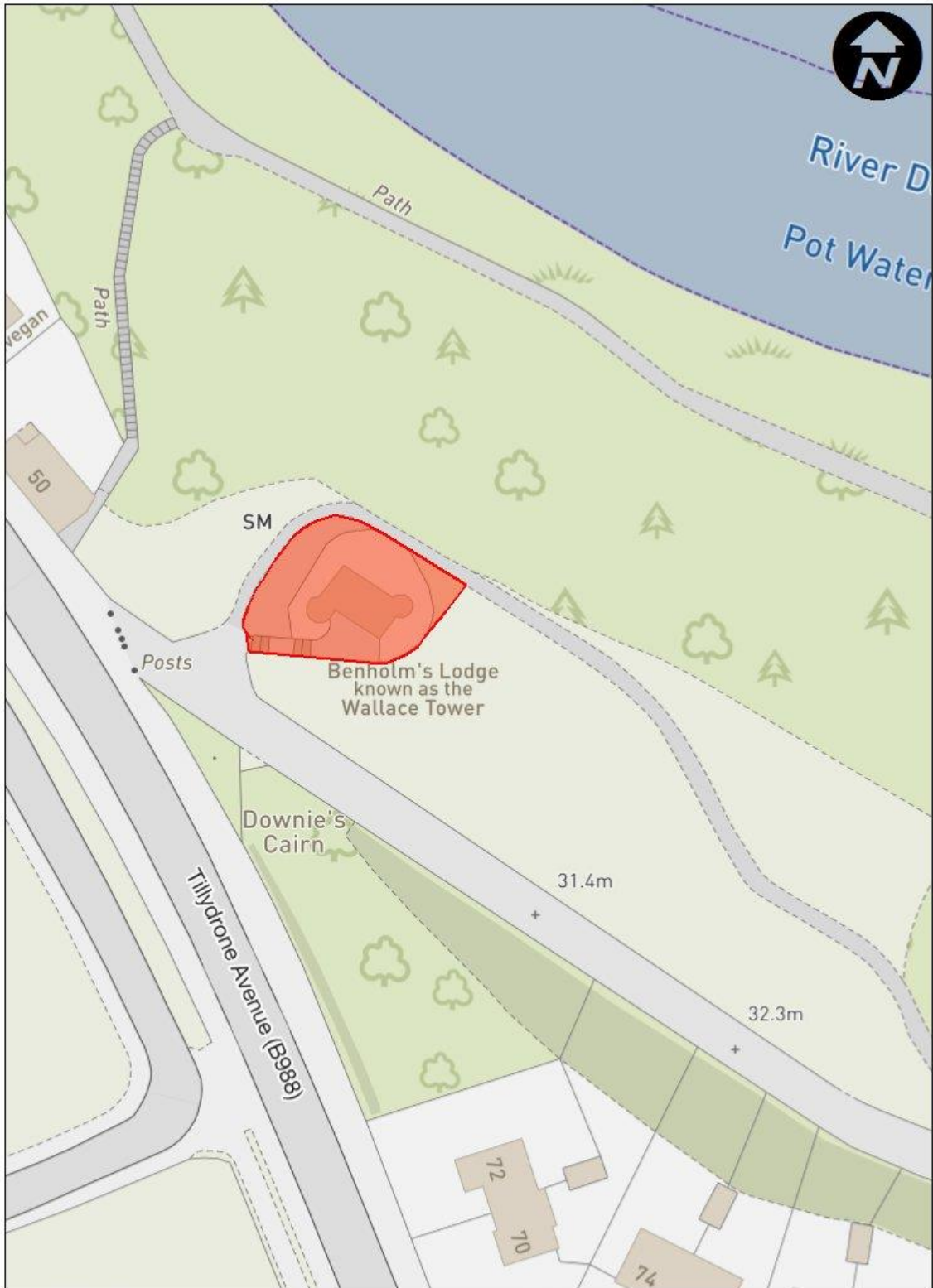
## 12. REPORT AUTHOR CONTACT DETAILS

<b>Name</b>	Cate Armstrong
<b>Title</b>	Estates Surveyor
<b>Email Address</b>	CArmstrong@aberdeencity.gov.uk
<b>Tel</b>	01224 523332

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Appendix 1 – Wallace Tower Site Plan



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## **Statutory Consultation with the Local Community under Part 8 of the Community Empowerment (Scotland) Act 2015 for the Disposal of Common Good Land – Transfer of Ownership of the Tower and surrounding garden ground at The Wallace Tower, also known as Benholm’s Lodge, Tillydrone Road, Tillydrone, Aberdeen**

**The Consultation will close at 12.00pm 29 November 2022**

### **Common Good Land**

There are specific regulations governing the management of Common Good. This is to ensure protection of the assets held. This includes property that is considered ‘inalienable’. This means that there is a restriction regarding the property, its purpose is clearly stated in the deed or gift to the Common Good Fund, or it has to be used in a beneficial way for a lengthy period of time (time immemorial).

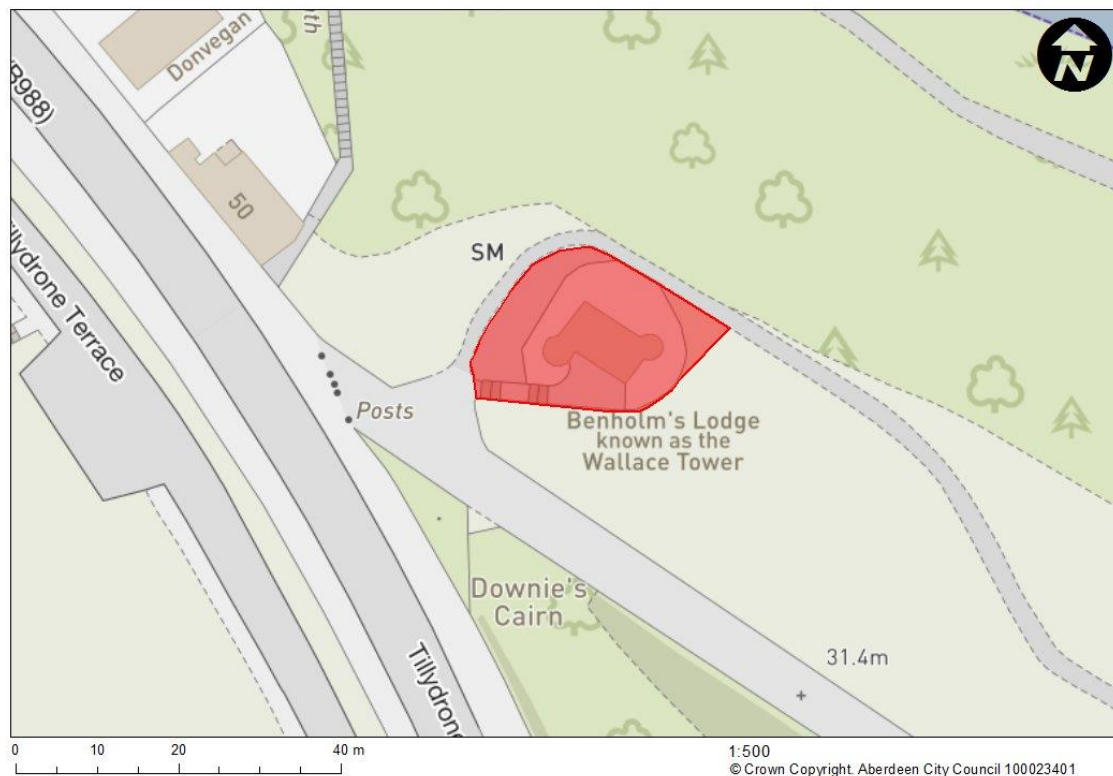
The piece of land that is the subject of this proposal was purchased by the City in 1950, and thereafter transferred “free of all costs and burdens to the Links and Parks Department for use as a public park and pleasure ground.” The Park is considered to be inalienable by the Council and therefore it will be necessary to seek consent of the Courts regarding any disposal of land within the park.

Any application to the Court will include information about this consultation and the responses received. It will also have an impact on any likely timescales involved in selling the property should a decision be made to proceed with the proposal.

### **What land is being consulted on?**

The building and ground at Seaton Park, Tillydrone, Aberdeen outlined in red on the plan below.

Benholm’s Lodge was relocated from its original site in Aberdeen City Centre to a location within Seaton Park. Seaton Park is considered to be Common Good Land. A request to take ownership of the property has been received from the Tillydrone Community Development Trust (TCDT) to purchase the Tower and adjacent ground which extends to approximately 435sq.m.



## What is being Proposed?

That Aberdeen City Council should sell the Wallace Tower to TCDT at a nominal price so they can build an extension to the original building and restore the existing building and in so doing utilise the property for the good of the local communities, visitors to Seaton Park and for tourists and the wider community of Aberdeen through this development of a Community Café, and ancillary Community Hall and Office Space.

## Why are we Consulting?

TCDT have made a request to purchase the property, which forms part of Seaton Park. Seaton Park was purchased by the Common Good Fund, therefore is part of the Common Good Lands is owned by Aberdeen City Council and as such cannot be sold without the Courts consent. The Wallace Tower has been vacant for a number of years and needs a significant amount of money spent on it to bring it back in to a viable use.

TCDT have a considerable amount of support within the local Community for their proposal, however the Council is required to undertake this consultation to find out if this support is prevalent across the City and to take account of the land being part of the Common Good.

This Consultation forms part of the Community Empowerment (Scotland) Act 2015 Part 8 which requires the Council to publish details and consider representations from the public prior to selling common good land.

If the Council decides to progress the disposal following the Consultation, then Court approval will be sought as per s75 of the Local Government (Scotland) Act 1973

**The information provided in the remainder of the document has been provided by Tillydrone Community Development Trust as part of their request for ownership of property.**

## **Tillydrone Community Development Trust**

Tillydrone Community Development Trust (TCDT) was established in 2012 securing status as a registered charity in September 2020. The organisation's purposes are:

- The advancement of community development, the arts, heritage and culture, provision of recreational facilities and the relief of the needs of the inhabitants of Tillydrone in the City of Aberdeen and in furtherance of these by;
  - Promoting projects of all kinds in the area of Tillydrone which will benefit the public there.
  - Promoting the interest of the people of Tillydrone in relation to development of the area.
  - Encouraging the community of Tillydrone to participate in decision-making which affects them.
  - Acting as a vehicle by which the community of Tillydrone can exercise its rights under the Community Empowerment Act.
  - Accepting the undertakings of the former unincorporated association known as the Tillydrone Community Development Trust.
  - Working in partnership with other bodies to achieve the purposes.

Tillydrone is defined for these purposes as the area bounded by the River Don, including Seaton Park to The Chanonry, to its junction with St Machar Drive, from there to the railway line and along the railway line to Don Terrace and from there back to the River Don.

### **Project Objectives**

The main objective of this is to return life and dignity to a recognised historic monument and in so doing utilise the building for the good of the local communities, visitors to Seaton Park and for tourists and the wider community of Aberdeen.

- Each floor of the building will have a different purpose and hence differing objectives and benefits.
- The ground floor is intended to be outfitted and extended as a cafe – the only one in Seaton Park – and this will be run in conjunction with a capability building organisation to develop skills and provide training
- The first floor will be created as a multi purpose hall for let, to allow a flexible open space to be used by the community however people would desire it. The only other facility with this sort of space in Tillydrone is the Community Campus and while there is some overlap, there is sufficient demand for another facility and a difference in layout as the hall here would be large enough to hold functions and exhibitions.

The building itself needs urgent work to prevent further degradation and as the only serious interest in taking on the running of the tower for the past several years, there is a need for the project from that view alone.

The interior of all three floors of the tower have been heavily vandalised so redevelopment will be a necessity for any planned purpose. In this case, the outfitting of the top floor into the described office/workshop spaces, the clearing of the middle floor to provide a hall and development of a cafe for the ground floor and a proposed glass extension to the rear of the building.

This has previously been the subject of a successful planning application ( both ACC and Historic Environment Scotland) and there is on-going work to renew this permission currently being progressed.

In terms of the multiple uses, described above, which are intended for our use of the building – then these are not widely available in the area and even where other such facilities do exist (such as room space) they are not common enough prevent more being beneficial.

This will provide an asset to the local community and will provide a range of uses that will nurture both economic and social development of the community. We have carried out consultation with the community and many people are keen to see the building brought back into use, with a café being a popular idea for use.

Cafe, Hiring of facilities and exhibition space for public of interest groups and business/artistic activity as planned by those looking to lease the facilities. All such activities will be vetted by hall management committee to ensure they fall within any conditions set by authorities.

Disabled access to the ground floor will be accommodated through alterations (ramp) to the front door and provision of a disabled door in the rear of the planned extension. Unfortunately, due to the age and construction of the tower it is not possible to plan wheelchair access to the upper floors as the construction of lifts in the building is not currently feasible.

## **The Benefits of the Proposal**

The prospective cafe franchise holders that TCDT have taken expressions of interest from are both intent on employing locally and ensuring there are elements of skills training and disability positive practices within their day-to-day business.

The upper floor development of flexible office/workshop space is designed to help boost small startup businesses and artists within the community and this will be provided at low to cost rates to ensure greatest economic benefit.

The venue will be available for the community to use at affordable rates, or free of charge.

By returning a currently derelict building to community life, this project will have a direct, positive effect on the regeneration of the Tillydrone area. This and the linked Benholm's Gateway project ([www.TCDT.co.uk/benholms-gateway/](http://www.TCDT.co.uk/benholms-gateway/)) will create an attraction and along with other projects such as the Tillydrone Gateway, help to develop Tillydrone as a destination within Aberdeen rather than being regarded as somewhere simply to drive past.

For the local community it will provide new facilities and by showing that the area is 'worth investing in' help to nurture a sense of local pride. The building has been unused and at risk for around 20 years and throughout that time its dereliction has been regarded with great sadness in the community and the news of planned redevelopment has been a noted high point and uplift to the local mood.

The employment and business development options inherent in the café and office space are discussed elsewhere, and more facilities, both social (i.e., café) and meeting/exhibition space will be of benefit to the local communities mental and social health.

Tillydrone and Seaton are both residential areas with high density of social housing and a lack of outdoor space and gardens. A café facility will encourage the local community to walk and use the surrounding outdoor space.

The proposal will provide a facility for learning and creative activities. While there are existing facilities in Tillydrone and Seaton, we hope to offer additional benefits such as availability in the evenings and weekends. We aim to improve pride in the area and build community capacity, with the facility being run by and for local people

The tower development should have no significant impact on the environment. The works themselves will focus either within the building or the (currently) tarmac covered area to the rear of the structure and apart from some potential temporary damage to the surrounding grass surface will not affect the surrounding parkland. Once in operation the building will benefit from a higher level of insulation, maintenance and energy saving technology than its previous use and this will be of benefit moving forwards.

This project will help to reduce inequality and drive regeneration within the local community, The facilities will be available to hire at affordable rates for whatever use members of the community would put them to, and the café will be available for all, to enjoy both the building and the surroundings of Seaton Park.

In particular the project will align with several LOIP priorities; Creation of opportunities for employment and development of skills; Maximise use of spaces in communities to create opportunities for people to connect; and improve mental health and well-being of the population.

## **Representations**

If you would like to make a representation in relation to this proposal for the Council to sell the Wallace Tower to TCDT please do so in writing either via email to:

**CAT@aberdeencity.gov.uk** and copied to: **Estates@aberdeencity.gov.uk** or via post to:

**Estates**

**FAO Cate Armstrong**

**Business Hub 10**

**Second Floor South**

**Marischal College**

**Broad Street**

**Aberdeen**

**AB10 1AB**

**Please submit any representation by 12.00pm on 29 November 2022.**

## **What happens next?**

Aberdeen City Council will consider all representations. The Council's final response will be published on the Aberdeen City Council website, along with details of all representations to this consultation (excluding address, postcode and email of respondent). The Council will then take a decision having regard to the outcomes of this Consultation as to whether to proceed with the disposal.



Appendix 3 – Wallace Tower Consultation - Representations submitted

To all concerned,

I am greatly in favour of the restoration of Wallace Tower as a building of real significance in Aberdeen's history.

Given that the building was purchased and managed with Aberdeen's Common Good Fund, I am of the opinion that such responsibility rightly lies with Aberdeen City Council.

Without being afforded access to architectural development plans it is difficult to make fair representation either for or against the proposals set out by (TCDT).

However, the guidance given on the consultation, in essence details a community cafe, community hall for hire and office space.

I am sceptical that such community facilities will serve or benefit many tourists or locals visiting Seaton Park and Old Aberdeen. Or that there is further need for such investment.

An Aberdeen City Council report published in October 2012, titled: Tillydrone Regeneration... no.H&E/12/086, article 5.2.3. states; It has a good provision of community facilities, with centers for young and old distributed around the neighbourhood.

The report pointed to a lack of use and need for regeneration. And as stated by (TCDT), Tillydrone now has a new purpose built Community Campus opened in 2019 at a cost of £6 million which incorporates a cafe and in addition, a Library and Learning Centre.

I consider office space an unsuitable and inappropriate use of the Wallace Tower building.

The Wallace Tower site sits on the fringe of the Seaton Park area. Somewhat apart from the main draws of interest and accessibility for visitors to Seaton Park and Old Aberdeen.

If it was developed as a historic visitor centre attraction in its own right with a cafe then it would attract visitor traffic. But no indication of such development has been given.

The sites location also requires significant amount of car parking provision which does not currently appear to be catered for.

Considering these points and the issue that Aberdeen City Council plans to sell an asset to a private organisation not accountable to the public, the people of Aberdeen.

I do not currently support the transfer of ownership of Wallace Tower. Rather, I would prefer to see Aberdeen City Council with its professional resources undertake this redevelopment as part of a wider plan to develop Aberdeen as a tourist centre destination.

Sincerely,

Karen McDonald

5th October 2022

Dear Cate,

**Re-consultation with the Local Community regarding the Disposal of Common Good Land - Wallace Tower**

On behalf of Donside Village Community SCIO we would like to express our support for the proposal to transfer the Wallace Tower to Tillydrone Community Development Trust. We agree with the aims of the project as outlined by the trust and consider that the transfer will bring considerable amenity to the communities of Tillydrone and Seaton.

In particular we believe that the transfer will

- Bring a previously neglected building back into use. Specifically, a building with historical significance.
- Bring external investment to the community of Tillydrone.
- Stimulate economic growth in the area.
- Provide a much-needed facility to users of the park and encourage greater usage.
- Provide opportunities for people to learn about the history of the city.
- Help to encourage people to see Tillydrone as a vibrant community.
- Compliment other organisations and activities within the community.
- Provide space for artists which along with the existing Gateway Art Project will assist in creating a reputation for Tillydrone as an area where art flourishes.

Yours sincerely,

Angela Morrison, Secretary/Vice Chair

Donside Village Community SCIO

Good afternoon, Cate

As a resident of Tillydrone for 50 years a Trustee member of TCDT and co-opted member of Tillydrone Community Council I fully support the transfer of Common Good Land and transfer of The Wallace Tower to Tillydrone Community Development Trust for their plans to add the extension to The Tower to facilitate Cafe Space. This project is vital to supporting the Benholms Gateway project and visitors to Seaton Park, a much-needed outdoor Sensory Trail in the Northeast of Scotland for all age groups and those who are physically challenged.

The land is required for the proposed extension of the Wallace Tower ensuring it meets with the necessary Planning Approval from the local authority and Heritage Scotland.

Regards

Linda Barclay

To Whom it May Concern.

We, Tillydrone Community Council, would like to offer our full support to Tillydrone Community Development Trust (TCDT) in regards to their Benholm Tower & Gateway projects.

We hope that TCDT are successful in all their plans to bring this beautiful historic building & surrounding area back to life.

We receive regular updates from TCDT & we are confident that their plans will enhance & improve our community.

We would also like to note our concerns – Benholm Tower has laid empty for a number of years and has, in the past, been a target for vandalism. The building has not been maintained over the years & is now an empty/derelict building. We believe that, with involvement from TCDT, this is a fantastic opportunity for the building to be put to good use.

Yours sincerely,

Lynn Cunningham

Secretary

Tillydrone Community Council

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## Appendix 4 – Comments from Survey Respondents

<b>Disagree</b>
The idea itll be turned into a community area is laughable. There are community areas already. It belongs to the city and for the Tilly folk to buy it and stick what would basically be a greenhouse on the side of it would be monstrous. Someone should be living in it again.
This should be kept as an amenity for all residents of Aberdeen
The building is a neglected part of the heritage of the city of my birth. It should be retained by the city council as intended under the Common Good arrangement, and restored to its original condition as a tourist attraction, and without modern additions or extension s.
Common land should not be sold to a private charity/company. However they should be given cheap rent of the tower.
Common Good Land should not be sold!!
I feel the council should still own it while the TCDT put proposals forward on what they have planned the use of the building for. Become its caretaker sort of thing after the building is sorted out re deterioration and vandalism.
The tower should remain a public owned building or at least there be a clause stating it will revert to public ownership if the trust folds.
It should be preserved by ACC, lease it out and look after the building. It is not your property to sell, shame on ACC once again!
It's not right it's common good land not to be sold
It's a historic building that belongs to all the people of aberdeen so selling it to a single community group would seem inappropriate. Would they consider a long lease or agree to have regular free open days for residents of other areas to visit the building?
It okay in short term but I foresee it being sold of to private developers in future and lost forever for the people of Aberdeen. My father worked on the transfer of the Tower from St Nicholas Street to Seaton Park and I feel strongly that it should remain in Council ownership
The building should be restored not altered
Should be rented not sold
Common good land is not for sale, surely the clue is in the title. Can this not be leased?
Not sold but gifted to local community with it not to be resold unless back to council

<b>Strongly Disagree</b>
Why can't it just be rented out but ownership still stays within the Common Good ownership. This building isn't of significant value but is of large historical interest so should still remain in ownership of the Common Good Fund but allow usage by the Development Trust
It is part of Aberdeen's history. Shouldn't be getting sold off.
I'm at Seaton park every day and love this old building , would hate to see anything bad happen to it. Would love to see it restored for the community to use x
It's a historical monument should not be for sale in 1st place
Not for sale. It belongs to the people of aberdeen. Not for adding to councilers pensions.
This is COMMON GOOD not for the council to rape to waste the money on mismanagement.
This is a lovely building and a part of history i guess.
It should stay common
It should not be sold as it belongs to the citizens of the city however why can it not be handed over on a long term lease. This wouldTCDT to utilise it as required but it would remain the property of the City.
Public property should not be for sale!
Common good land should not be sold to anyone.
The tower is part of the common good fund/land and removing this is poor management and would be difficult to be replaced. The tower is historically important to Aberdeen and the council should bring it back to use but have it remain as part of the common good fund/land. The tower could be rented out and managed separately but still owned bu the council.
The council should preserve our history in old aberdeen and not sell it off..
It needs to remain owned by the city.
It is part of my childhood growing up in that area ,and it's such a recognisable building that's is known ,and should be kept .
Yet again Aberdeen council if it's not knocking down our old buildings it's selling our heritage
Part of Aberdeens heritage
Not there's to sell
It's not for the Aberdeen city council to sell off the land. It belongs to the people of the city, not the crooks in marischal so they can line they're own pockets
No Common Good land should be sold - It belongs to the people of Aberdeen - I have no problem with it being leased to the Tillydrone Community Development Trust
Depends on what they do with it after they restore it. I do not want to see this monument sold to someone that could possibly renovate the Wallace tower then sell on again to some random that'll try move it else where. If the council were to set a cause in a deal/contract stating that if for any reason they cannot keep up with the up keep of the property then it would be sold back to the council and no one else. This is an important part of our Scottish history and a part of many communities adjoined to seaton park, also people regard this place with memories and special times, growing up in seaton myself this place is a childhood memory and many a happy time. And still to this day go by weekly. I also think it should only be repaired as to how it looks now and it should not be changed in any way

<p>It should be retained by the Council in my view. Who is behind the Tillydrone Community Trust? How much is it being sold for ... market rate? What sort of an extension - it's a lovely building and it should be retained in its original condition and renovated!</p>
<p>What purpose has been given for selling? Why? Where is that in these questions?</p>
<p>This is a public building and belongs to all the citizens of Aberdeen. I would have serious doubts that the group wanting to purchase could sustain the long term future of the building. Surely a nominal rent and keeping it in the ownership of the council is the sensible way to allow them the group to utilise the building with an element of repairing lease.</p>
<p>Common good land should not be allowed to be sold</p>
<p>Tillydroners can't be trusted with an asset like this.</p>
<p>Not yours to sell....it belongs to all of Aberdeen</p>
<p>I think it is an area that could bring tourists to the area if you were able to go inside the tower and discover the history of it</p>
<p>It will be wrecked</p>
<p>It belongs to the people of Aberdeen</p>
<p>Lack of guarantee that this community asset will be maintained and preserved for the good of the citizens of Aberdeen.</p>
<p>This is land for everybody to use. Not to be sold off for a selected few.</p>
<p>Publicly owned and enjoyed property will become available only to those with the money to buy homes there. Another asset for everyone falling into the hands of a few.</p>

<b>Agree</b>
If there is an opportunity to restore the building and use it in a beneficial way then it should be taken, although ideally the Marks & Spencer food hall should be demolished and the building restored to its original site to undo the historical crime committed by ACC when they allowed it be demolished.
I believe that ACC have an appalling track record of maintaining historic assets (e.g. Westbourne house, Bon Accord Baths etc) I believe that if the correct measures are implemented to ensure the long-term maintenance and upkeep of the Wallace Tower. Then I believe that the community trust will be the better custodians of the building.
Action on this is well past due. While it saddens me to think that the Lodging might never return to the Netherkirkgate, I'll still be very excited to see the community bring those auld steens back to life.
A community led initiative would see the tower in greater use and the development trust will be able to access sources of funding that may not otherwise be available to ACC
The sale will bring the building in to use now and for future generations improving the local area and Aberdeen for locals and visitors.
The sale should be entirely dependant on maintaining the building and developing it for public use. Measures should be taken to prevent damage and major changes to the building; additionally the building should not be allowed to become into a damaged state. The sale should only go ahead if the building will be maintained and it will serve the public.
It is so neglected in the ownership of the council. It was a ba decision to move in the first place.
Hopefully it will be in the hands of a group of people who actually care about that area.
Nothing being done with the tower at the moment - being wasted!
If it is to be restored can't be sold for building development any monies go back into common hood fund
We be good for the community
I want to see the Wallace Tower restored and treated with respect
If council not prepared for whatever reason to fund restoration and ongoing costs better for any interested parties to be given a chance providing they have a viable and profitable plan for its use.
Good to develop places for the community
It currently is being under used. It will be going to a group who will hopefully take it forward. If this also frees up funds for the council to out to good use then it will be a win win scenario
To bring land and buildings back into use snd up to standards that ACC have failed to do with our common good fund
They have the desire and money too improve the Wallace tower site and it is for the benefit of the community
It's sitting empty and will only deteriorate further . Tillydrone appear to have plans
Hopefully they can utilise the building for various events etc and make it an attraction for people to visit
Will be an asset to Tillydrone, Seaton Park and ultimately all of Aberdeen, being great for locals and tourists



It's good that there is a body of people, willing to restore the building, but only if the land is sold at the current market rate, the people of Aberdeen should not have their land undersold
Currently derelict and this proposal would make it more attractive and useful.
Hopefully the Wallace Tower will be developed and opened up to the public.
It is falling into disrepair at present
It has been idle and rundown for years at least this way it will be restored and used by citizens of Aberdeen and tourists
at the moment the building is disused a mess and falling into disrepair
The building needs to be used and not left to fall into disrepair (like Westburn House)
This lovely building deserves to be restored and looked after so it doesn't disappear.
Prime location that has been sitting unused for too long.
The only realistic option for the property but sale must include a buy back option if plans fail
It is just sitting doing nothing - at least they will give it new life as a community centre/cafe
I agree for the sale so that some good can be made of the building by restoring it. For the local area and wider city, it would be beneficial to restore this building.
The plan for the site is a bit vague, but sounds better than the current situation.
Fabulous to think after all these years someone wants to redevelop the tower
The building is wasted in its current state not being used
It needs to be used and of benefit to area

<b>Strongly Agree</b>
A historic building which should be preserved
If community groups can bring elements of the city's history alive I'm all for that!
The building has sat empty for as long as I can remember. It would be fantastic to see the building restored and utilised instead of being left to rot away.
It belongs to Tillydrone
It gets it back in use for the community
They will get it done faster and cheaper than acc, and in line with the wishes of the community
A great opportunity to showcase the area around the heart of the community
I have read their proposal and it sounds great better than the tower sitting empty
The building has been neglected by Aberdeen City Council for many years. TCDT will have access to funding not available to Aberdeen City Council. TCDT has a lock which means the asset can only be used for the residents of the area, if it were to be sold in the future the funds raised would require to be used for the benefit of the residents of Tillydrone and no other.
Its an abandoned building being put to no use so much better being used to benefit the local community
The Wallace Tower has fallen into a state of disrepair and the council have no plans to maintain it
Because the council are just leaving it to rot away.
It needs a community use and income to fund maintenance
Selling gives this money grabbing more money foe their free meals.
Because I believe the TCDT will retain and maintain the property unlike ACC
Protect it for the city
The proposal would being life back into the tower and provide Serin park with a much needed cafe.
The building appears to have been abandoned by the council. It should have been developed into something useful years ago.
The building is lying empty and must be deteriorating. Let's see it brought back to life and part of the community and history of the city.
Better than letting another building going into disrepair.
Anything that preserves and proposes to utilise an historic gem deserves to be encouraged.
The building has fallen into disrepair and would be put to good use by the TCDT for the benefit of the local population
It will be good to have the building brought back into community use.
Derilict building being brought back into use with a good purpose to improve the area. Please ensure terms of sale exclude resale away from the stated proposal.
simply because they will put it to good use for the common good
It's an icon which should be available to everyone.
The tower has been left to stagnate for a decade, the Community Development Trust have already delivered on projects, let them have a go.
It's such a shame that this building has sat empty for so long / it would be great to see it used by the community
They have a plan for the Tower.
The Wallace Tower needs to be saved from ruin like menu other buildings in Aberdeen.
The community council will improve it which saves it for the future.

The building is not being maintained by the council and could fall into a ruin , it is part of Aberdeen heritage and need to be saved , the local community seem to have the money and the knowledge to save the building and use it for public use again.
They are interested in its preservation and will actively work to keep it safe
At present the Wallace Tower is falling into disrepair due to neglect. It is a missed opportunity for it to become a tourist attraction and somewhere the residents of Aberdeen can enjoy. I have always felt that such an iconic building should have been looked after. The Tillydrone Community Trust have plans to bring the building back to life and I fully agree with this.
All efforts to restore and maintain old and important historic buildings should be made. They are part of the country's past and we need to recognise the importance and teach our children of the events in the countries past.
Funds and willingness to improve area
Pointless piece of history, badly lit and place unsafe at night
Great to see the community want to develop an unused site
It can only be a good thing to bring this historic building back into use and utilise it's beautiful setting
It's wasted at present so would be good to see it put to good use
Will conserve and bring the building back into the community's use
Will conserve and bring the building back into the community's use
Anything that is out of the councils hands has got to be good for the community
The trust has already provided good work in the area proving they are capable of this project.
It makes sense, let people who care and want to develop the tower have it as it will just fall apart otherwise.
A chance to save the monument and expand locally available facilities within the community
Preservation and good for the community
Great to restore something with historical value in the local community.
Building sitting rotting unloved and uncared for and in used
Will be put back into the community
Tcdt sale will ensure the asset is cared for and utilised in the community for the community
The building would be brought back into use which will benefit all
Tillydrone Community are doing finework for their community and I fully support anything that allows them a chance for more facilities for their community. I also like the idea of ghd Walkace
It would make it more available to the area
It's sitting lying empty and deteriorating so if people want to spend time and money on it I think it's only a good thing. City council are just letting the building go to waste.
I would like to see the tower restored and used for the good of the community.
The Tower needs to be restored after such a long time of neglect. It will be redeveloped for the good of the community and provide Seaton Park with a much needed cafe. If it is not sold to the TCDT then it risks being lost forever which would be an avoidable loss.
It's an iconic structure that should be put back into use for the visitors and the community
This needs transferred ownership so the building can be brought back to life again, not left to rot under acc stewardship
Their plans are good
The Wallace Tower has been left to decay for 20 years and as a 45 year resident of Tillydrone it would be good to see the Tower handed over to the trust so that work can begin on updating the building and getting life back into her.
For a community to have ownership of a treasured piece of history engenders pride.

It is unlikely to be saved from current deterioration otherwise
It is for community good. Your asset transfer process is ridiculously long!
They will do more to improve than ACC ever will.
Sounds like a sensible way of saving and restoring a historic building and bringing it into a state of good repair, with many advantages for the local area and park visitors.
The plans previously put forward for the future development of the tower by TCDT would provide a sustainable community resource
Would be great to see the building being used and benefit the community
The proposed renovation of the tower would benefit the surrounding area and improve Seaton Park.
It would be good to see the building restored
It has been left to decay for many years, TLC required and as it is one of Aberdeen's few remaining medieval buildings, every level of support should be provided for it to be an important part of the local community - sharing it's history and being given a new lease of life
Bringing an empty unused space I to community owner ship is a great thing
If the council do not have funds to invest in its restoration then let the CDT do the fundraising

## ABERDEEN CITY COUNCIL

<b>COMMITTEE</b>	Finance & Resources
<b>DATE</b>	7 December 2022
<b>EXEMPT</b>	No
<b>CONFIDENTIAL</b>	No
<b>REPORT TITLE</b>	Tolbooth Museum External Improvements and Structural Repairs
<b>REPORT NUMBER</b>	RES/22/274
<b>DIRECTOR</b>	Steve Whyte
<b>CHIEF OFFICER</b>	Stephen Booth
<b>REPORT AUTHOR</b>	Alastair Reid
<b>TERMS OF REFERENCE</b>	4.1

### 1. PURPOSE OF REPORT

- 1.1 This report seeks approval of the Full Business Case associated with the Tolbooth Museum External Improvement and Structural Repairs project. In addition approval is sought to award the contract.

### 2. RECOMMENDATION(S)

That the Committee:-

- 2.1 Approves the Full Business Case for the Tolbooth Museum as shown in Appendix A; and
- 2.2 Approves the award of the contract for the Tolbooth Museum to Building Services for the amount detailed in this report.

### 3. CURRENT SITUATION

- 3.1 The Tolbooth Museum has been closed since the start of the pandemic. Unlike other cultural venues it has not been reopened. The primary reason for this is there is a large crack to an internal archway on the ground floor, considered a potential risk to health and safety. Furthermore, there are extensive repairs required to external areas. Including the roofs, stonework, parapets and pointing. These requirements have now been fully assessed and a scope of work has been established. Tolbooth is a grade A listed building and located in a very prominent location. The Council has a duty to maintain Listed Buildings in its ownership. Failure to maintain the exterior would create a risk of falling masonry, slates and leadwork. The work will protect an historically important asset and allow it to be brought back into use. Furthermore completion of the work would create an opportunity for the museum to reopen.
- 3.2 An Outline Business Case (OBC) for the project was approved at the City Growth & Resources Committee Meeting of 21 September 2022. The OBC formed part of the Condition & Suitability (C&S) 3 Year programme report. The

Committee also resolved to allocate £1.2m to the project from the C&S programme.

3.3 The next stage in the governance process of a project of this scale is the completion and subsequent approval of a Full Business Case (FBC). The completed FBC is shown in **Appendix A**. Within the FBC four options are considered. Option 3 is recommended, which would see the completion of comprehensive works to the external areas and structural repairs to an internal arch.

3.4 The FBC identifies that the agreed contract sum is £1,356,435 including fees. For ease of budgeting this is rounded up to £1.36m, with the balance of £3,565 added to the contingency. There is currently funding of £1.2m which leaves an additional budget requirement of £160k. However, funding has been sought from both the UK Shared Prosperity Fund (UKSPF) and the Place Based Investment Fund (PBIF). With £700k requested from the UKSPF and £50k from the PBIF. The UPSPF will be considered at this Committee with the PBIF scheduled for February 2023. Should they be approved then there would be no requirement to seek additional funds from the C&S Programme to cover the additional budget requirement.

#### 4. FINANCIAL IMPLICATIONS

4.1 Expenditure will be in accordance with the Council's approved General Fund Capital budget. Any successful grant funding would be used to cover the additional budget requirement with the remainder becoming available for allocation to new or existing C&S projects. This would mean that the C&S budget requirement would be reduced from £1.36m to £610k. Should grant funding not be approved then the £160k would have to be funded from the C&S contingency. That contingency currently sits at £325k.

#### 5. LEGAL IMPLICATIONS

5.1 All contracts to be tendered shall be done so in accordance with the ACC Procurement Regulations and the applicable legislation.

#### 6. ENVIRONMENTAL IMPLICATIONS

6.1 Construction work has negative implications in terms of transportation, material creation and waste. Existing materials and components will be retained as far as possible. With those no longer useable being recycled or responsibly disposed of. Consideration will be given to improving the thermal performance of components. That will be limited by the listed status of the building.

#### 7. RISK

Category	Risks	Primary Controls/Control Actions to achieve Target Risk Level	*Target Risk Level (L, M or H)  *taking into account	*Does Target Risk Level Match
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			controls/control actions	Appetite Set?
<b>Strategic Risk</b>	n/a			
<b>Compliance</b>	Contractor and sub-contractor compliance with health & safety legislation.	Health & Safety documentation checked. Clerk of Works assigned to project.	L	<b>Yes</b>
<b>Operational</b>	Project takes longer than programme.	Programme has been reviewed. Clerk of Works assigned to project.	L	<b>Yes</b>
<b>Financial</b>	Total cost of projects is greater than allocated budget.	Appropriate budget monitoring. Contingency built into costs.	L	<b>Yes</b>
<b>Reputational</b>	Interruption to adjacent paths and visual appearance of scaffolding may be negatively perceived by the public.	Issue appropriate communications.	L	<b>Yes</b>
<b>Environment / Climate</b>	Investment in the Tolbooth may not positively impact on the environment.	Careful specification of equipment, materials and components.	L	<b>Yes</b>

## 8. OUTCOMES

<a href="#"><u>COUNCIL DELIVERY PLAN 2022-2023</u></a>	
	<b>Impact of Report</b>
<b>Aberdeen City Council Policy Statement</b>	The proposals in this report have no impact on the Council Delivery Plan
<a href="#"><u>Aberdeen City Local Outcome Improvement Plan</u></a>	

Prosperous Economy Stretch Outcomes	The completed work would pave the way for the reopening of the Tolbooth Museum, which would contribute to Prosperous Economy: increase city centre footfall. A reopened popular visitor venue enhances the heritage portfolio of the city, making the Broad Street end of the city centre a key location for visitor flow establishing a tourism package; advancing post-covid city centre economic recovery and the emerging cruise market offer, as well as increasing city dwell.
Prosperous People Stretch Outcomes	The proposals in this report have no impact on the Prosperous People Stretch Outcomes.
Prosperous Place Stretch Outcomes	The proposals in this report have no impact on the Prosperous People Stretch Outcomes Prosperous Place Stretch Outcomes
<b>Regional and City Strategies</b>	The proposals within this report supports the draft Council Property and Estates Strategy strategic outcomes in particular 'Assets will be fit for purpose, in appropriate condition and with appropriate utilisation' and 'Assets will be environmentally and economically sustainable'.

## 9. IMPACT ASSESSMENTS

Assessment	Outcome
<b>Integrated Impact Assessment</b>	Not required
<b>Data Protection Impact Assessment</b>	Not required
<b>Other</b>	None

## 10. BACKGROUND PAPERS

- 10.1 Condition & Suitability 3-year programme [report](#) to City Growth & Resources Committee 21 September 2022 (item 17).

## 11. APPENDICES

- 11.1 Appendix A – Tolbooth Museum Full Business Case

## 12. REPORT AUTHOR CONTACT DETAILS

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# Full Business Case

## Appendix A

<b>Project Name</b>	Tolbooth Museum External Improvements and Structural Repairs		
<b>Author</b>	Alastair Reid	<b>Date</b>	24 Nov 2022
<b>Sponsoring Cluster</b>	Corporate Landlord	<b>Version</b>	5

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## 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 Tolbooth Museum has been closed since the start of the pandemic. Unlike other cultural venues it has not been reopened. The primary reason for this is there is a large crack to an internal archway on the ground floor, considered a potential risk to health and safety. Furthermore, there are extensive repairs required to external areas. Including the roofs, stonework, parapets and pointing. These requirements have now been fully assessed and a scope of work has been established. Tolbooth is a grade A listed building - a building of special architectural or historic interest which is outstanding examples of a particular period, style or building type. It is also located in a very prominent location. The Council has a duty to maintain Listed Buildings in its ownership. Failure to maintain the exterior would create a risk of falling masonry, slates and leadwork. The work will protect an historically important asset and create the opportunity for it to be brought back into use.

Funding of £1.2m is currently allocated in the Condition & Suitability (C&S) Programme for a project which covers major roof, parapet works, other external works and structural repairs to an internal arch. A tender has been submitted by Building Services, which gives a revised figure of £1.36m including fees. Grant funding applications have been submitted which if successful would see £750k awarded to the project. That grant funding would cover the additional budget requirement.

## 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 the total spend is significant it is good practice to follow the business case process to justify this large capital spend. This Full Business Case seeks approval to award a contract to Building Services to carry out improvements to the building.

The works to be completed are as follows:-

- Structural repairs to archway.

- Loose surfaces to stonework to be brushed down.

- Removal of rusting embedded metal in stonework.

- Removal of previous mortar repairs and replace with lime based mix.

- Repointing.

Lead covered spire to be stripped and new lead sheeting installed.

Repair or replacement of flat roof.

Renewal of timber louvre infills.

Refurbishment of clockfaces.

Service ducting to improve connectivity of welcoming desk.

This work will require an extensive scaffolding system to be put in place for a number of months to allow the work to be carried out. This adds significant costs to the project.

The total development cost including fees is £1,356,435 (rounded to £1.36m). An allocation of £1.2m is currently in place within the C&S Programme. That creates an additional budget requirement of £160k.

Grant applications to the Place Based Investment (PBIF) and UK Shared Prosperity (UKSPF) Funds have been submitted and will be considered by the Finance & Resources Committee. If approved they would contribute a combined figure of £750k and would cover the additional budget requirement of £160k. The C&S allocation would be reduced to £610k. If grant funding is not approved then the gap of £160k would require to be funded from the C&S contingency, which currently has an allocation of £325k.

Works will start in March 2023 and take 60 weeks to complete. A high level programme is shown in section 12.2.

The key benefits of the project would be the protection of a Grade A listed building and the opportunity for the museum to reopen. The scaffolding will appear unsightly and there will be minor disruption to the access through the adjacent lane. The scaffolding will also encroach on to the pavement. These are only short term issues.

The Project Sponsor will be the Chief Officer Corporate Landlord. The Capital Board will have an overview of the project.

### 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

This project is not directly identified within the LOIP. A reopened museum would contribute to Prosperous Economy: increase city centre footfall.

This popular visitor venue enhances the heritage portfolio of the city, making the Broad Street end of the city centre a key location for visitor flow (adding to Provost Skene's House, Marischal College, Maritime Museum, Peacock's Close, Mercat Cross, and connecting through to St Nicholas Kirk and the Art Gallery) establishing a tourism package; advancing post-covid city centre economic recovery and the emerging cruise market offer, as well as increasing city dwell.

#### 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.

Corporate Landlord – The service has overall responsibility for the Council’s assets including property assets. It will support other services in reviewing assets used for service delivery and provide strategic direction. It is also leads on investment decisions related to operational assets.

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.

The Tolbooth has now been shut for a number of years and reopening is not an option whilst there are any concerns regarding the structural stability of the internal arch. The museum remains part of the City’s cultural offering and regular enquiries from the public are received regarding its reopening.

The building has an overall condition grade of B:Satisfactory, when assessed in 2018. However, the roof and associated drainage were assessed as C:Poor at that time. There has almost certainly been further deterioration since then and the roof may well now be considered to be D:Bad. That would push the overall condition of the building into C:Poor. The internal condition of the building is also being affected by the water penetration. Lack of action would see further deterioration of internal finishes and features with historic interest.

Parts of the Tolbooth date back to 1615 and is one of the oldest buildings in Aberdeen. It forms part of Category A listing for the Town House. The Statement of Special Interest reads “Aberdeen Town House, including municipal offices, court house, Tolbooth and city chambers, is a significant example of civic architecture and is of outstanding importance because of its fine and influential Scots baronial design with exceptional interior scheme, conceived by the highly respected architects Peddie and Kinnear. The imposing scale of the building with its landmark tower and its striking grey and white 1975 extension, dominates the east end of Union Street in Aberdeen city centre. It incorporates an early 17th century Tolbooth, one of the oldest buildings in Aberdeen and its integration with the newer Municipal buildings provides a connection between the old burgh of Aberdeen and the new-found confidence and wealth of the 19th and 20th centuries. It is the embodiment of civic affairs in Aberdeen”.

The completion of extensive work to the exterior fabric and internal arch will contribute significantly to protecting a Grade A listed building. Furthermore it creates the opportunity to reopen the museum to staff and visitors. The level of capital investment required to complete the structural repairs offers the opportunity to identify external funding to match, contribute to or enhance the required investment.

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.

Listed building consent will be required. Officers with Capital have extensive experience of working with Historic Environment Scotland with regards to work on historic assets.

There is a need to start the work as soon as possible. That is to reduce the risk of any further deterioration in the building fabric. As such works on site will commence in March 2023.

State what impact the project will have on business as usual, e.g. temporarily reduce capacity or divert resources.

As the Museum is already closed there would be no additional impact on the delivery of that service. The Capital Team do have multiple projects to progress but is recognised that this would be a priority. So resources would be available to deliver the project.

## 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.

External Areas assessed as A-Good for condition

Grade A Listed Building Protected

## 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 will produce a structurally sound building that is in good condition externally. That work would provide long term protection for the building. On completion of the work the museum could be reopened following museum operations being re-established.

A successful project would see the external areas assessed as A condition, the arch being made structurally sound, the removal of unsympathetic historic repairs and an improvement in the overall visual appearance.

### 6.1 Out of Scope

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.

Consideration has been given to using grant funding to make improvements to the internal areas of the museum. However, the funding timescales don't align and the external works need to be progressed quickly. There is still the potential to seek grant funding for a subsequent project at a later date.

## 7. Options Appraisal

### 7.1 Option 1 – Do Minimum

<b>Description</b>	Carry out reactive repairs only when absolutely necessary.
<b>Expected Costs</b>	<u>Capital</u> Construction works - £0 Corporate fees - £0 Grant funding – £0 <u>Revenue</u> Ongoing repairs – Unknown. Anticipate increased frequency.
<b>Expected Benefits</b>	None
<b>Risks Specific to this Option</b>	Deterioration in building condition and risk of falling debris. Increased costs if full scope of work eventually carried out.
<b>Advantages &amp; Disadvantages</b>	<u>Advantages</u> No capital outlay. <u>Disadvantages</u> Project objectives not met. Grant funding may not be available in the future.
<b>Viability</b>	Viable in the short term.
<b>Other Points</b>	None

### 7.2 Option 2 – Carry Out Reduced Scope of Works

<b>Description</b>	Carry out most urgent work. Patch repair, rather than replace leadwork. Retain existing temporary props to balustrade.
<b>Expected Costs</b>	<u>Capital</u> Construction works - £765,000 (high level estimate). Corporate fees - £115,000 Grant funding – £750,000 <u>Revenue</u> Ongoing repairs – Unknown. Anticipate reduced frequency.
<b>Expected Benefits</b>	Archway made structurally sound. Grade A Listed Building protected to some extent.
<b>Risks Specific to this Option</b>	Deterioration in building condition still possible. Increased costs if full scope of work eventually carried out.

<b>Advantages &amp; Disadvantages</b>	Carry out most urgent work. Patch repair, rather than replace leadwork. Retain existing temporary props to balustrade.
<b>Viability</b>	<u>Capital</u> Construction works - £765,000 (high level estimate). Corporate fees - £115,000 Grant funding – £750,000 <u>Revenue</u> Ongoing repairs – Unknown. Anticipate reduced frequency.
<b>Other Points</b>	Archway made structurally sound. Grade A Listed Building protected to some extent.

<b>7.3 Option 3 – Carry Out Full Scope of Works.</b>	
<b>Description</b>	Carry out full scope of works with work commencing in March 2023.
<b>Expected Costs</b>	<u>Capital</u> Construction works - £1,183,074 Corporate fees - £176,926 Grant funding – £750,000 (subject to approval) <u>Revenue</u> Ongoing repairs – Anticipate reduced frequency.
<b>Expected Benefits</b>	Archway made structurally sound. Grade A Listed Building protected. Unsuitable historic repairs removed.
<b>Risks Specific to this Option</b>	Cost increases. Mitigation – Have sufficient contingency. Complete full suite of surveys.
<b>Advantages &amp; Disadvantages</b>	<u>Advantages</u> Project objectives met. Grant funding potentially available. <u>Disadvantages</u> Large capital cost. Some local disruption to path network.
<b>Viability</b>	Viable subject to funding being made available.
<b>Other Points</b>	None

## 7.4 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	7	8
External Areas assessed as A-Good for condition	0	2	3					
Grade A Listed Building Protected	0	2	3					
<b>Total</b>	0	4	6					
(use F9 function key on each total to add the numbers in the column <highlight 0 in Total column before pressing to update>)								
<b>Ranking</b>	3	2	1					

### 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



## 7.5 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. Note, if an option fails to deliver any essential objective then it must be discounted as unsuitable. 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

The do minimum option is only viable in the short term. That will almost certainly lead to significant deterioration of a category A listed building if that was to become a long-term option. Creating the potential for falling debris and a subsequent health & safety risk to pedestrians. Furthermore, the Council would be failing in its duty to look after a listed building. If in the future the work was eventually to be completed it would cost more due to further deterioration and construction inflation. The scoring reflects that this option is not one that should be recommended.

Option 2 is a cheaper investment option in the short term and does deliver on the objectives to an extent. However, it does mean essentially pushing some of the condition issues further down the line. Bringing with it ongoing risks associated with the building condition and almost certainly resulting in a greater cost when a phase 2 of work becomes essential. It is therefore not an option that Officers would recommend.

The only viable option is to carry out the work as described in Option 3, which will achieve the desired project objectives. Although the cost is significant there is funding available through the C&S Programme and grant funding also potentially available. Carrying out the work now would be less costly than deferring until some unknown timeline.

## 8. Benefits

In the tables below, 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
Grade A Listed Building Protected	External Areas assessed as A-Good for condition	Condition Survey	Roof and drainage C:Poor	Roof and drainage A:Good	Spring 2024	Once
	Unsuitable historic repairs removed	Specialist survey	Historic repairs in place	Historic repairs replaced	Spring 2024	Once
	Archway made structurally sound	Structural Engineer	Archway not considered sound	Archway structurally sound	Spring 2024	Once
Building made available for potential reopening	Works Completed	Contract Administrator	Work not started	Work completed	Spring 2024	Once

**8.2 Staff Benefits**

Benefit	Measures	Source	Baseline	Expected Benefit	Expected Date	Measure Frequency
n/a						

**8.3 Resources Benefits (Financial)**

Benefit	Measures	Source	Capital or Revenue?	Baseline (£'000)	Saving (£'000)	Expected Date	Measure Frequency
Reduced ongoing maintenance	Budget spend	Confirm System	Revenue	6	1	Spring 2025	Once

**9. Costs**

Use the tables below to provide cost information. 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](#)

[The Green Book 2022 \(HM Treasury Guidance\)](#)

To improve the design development process for capital projects there is a need to consider full life cycle costs, including maintenance. Therefore, 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.

**9.1 Project Capital Expenditure & Income**

(£'000)	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10	Total
<b>Staffing Resources</b>	n/a										
<Add cost items under each heading>											

<b>Land Acquisitions</b>	n/a										
<b>New Vehicles, Plant or Equipment</b>	n/a										
<b>Construction Costs</b>											
Construction work	100	897	100								1,097
Contingency	0	46	40								86
Professional fees	100	56	21								177
<b>Capital Receipts and Grants</b>											
UK Shared Prosperity Fund	(120)	(580)	0								(700)
Place Based Investment Fund	(30)	(20)	0								(50)
<b>Sub-Total</b>	<b>50</b>	<b>399</b>	<b>161</b>								<b>610</b>

<b>9.2 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>	n/a										
<Add cost items under each heading>											
<b>Non-Staffing Resources</b>	n/a										
<b>Revenue Receipts and Grants</b>	n/a										
<b>Sub-Total</b>											

9.3 Post- Project Capital Expenditure & Income											
(£'000)	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10	Total
<b>Staffing Resources</b>	n/a										
<Add cost items under each heading>											
<b>Land Acquisitions</b>	n/a										
<b>New Vehicles, Plant or Equipment</b>	n/a										
<b>Construction Costs</b>	n/a										
<b>Capital Receipts and Grants</b>	n/a										
<b>Sub-Total</b>											

9.4 Post- Project Revenue Expenditure & Income											
(£'000)	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10	Total
<b>Staffing Resources</b>	n/a										
Add cost items under each heading											
<b>Non-Staffing Resources</b>	n/a										
<b>Revenue Receipts and Grants</b>	n/a										
<b>Sub-Total</b>											

<b>10. Key Risks</b>	
<b>Description</b>	<b>Mitigation</b>
Fully explain any significant risks to the project that you are aware of, especially those which could affect the decision on whether and in what form the project goes ahead. Append your full Risk Log if available.	Details of any mitigating action already taken or suggested.
Cost overrun	Include appropriate contingency. Regular cost reporting.
Construction risks to vehicles and pedestrians	Contractor to provide full details of work practices. Checked by Council Officers. Clerk of Works appointed.

<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. The Design Teams must conduct a check on the Health & Safety track record on tender documentation and submission prior to award and confirm this has been done.
Building Service's are to be the lead contractor for the work. When appointing sub-contractors Building Service's will comply fully with procurement regulations. Having recently completed works at Provost Skene's House they have direct experience of working on high profile listed buildings.

<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.
There are no specific timescales but given the issues with the external fabric it would be a case of starting as soon as possible within 2023.

<b>12.2 Key Milestones</b>	
<b>Description</b>	<b>Target Date</b>
Outline Business Case Approval – City Growth & Resources	Completed
Full Costed Plan Submitted and Checked	Completed
Full Business Case Approval – Capital Board	Completed

Statutory consent approvals	December 2022
Full Business Case Approval – Finance & Resources	December 2022
Contract acceptance and mobilisation	January 2023
Start on site	March 2023
Construction Completion	Spring 2024

13. Governance		
Include any plans around the ownership and governance of the project and identify the people in the key project roles in the table below.		
Role	Name	Service
Project Sponsor	Chief Officer Corporate Landlord	Resources – Corporate Landlord
Project Manager	Asset Management Officer – Corporate Landlord	Resources – Corporate Landlord
Contract Administrator	Architect – Design Team	Resources - Capital
Contract Manager	Contract Manager – Building Services	Operations & Protective Services – Building Services

14. Resources			
List the staff resources and expertise required to implement the project. Ensure support services are included, such as Project Management, Legal, Procurement and Communications.			
Task	Responsible Service/Team	Start Date	End Date
Project management	Corporate Landlord	In progress	Spring 2024
Contract administration	Capital	In progress	Spring 2024
Cost plan	Building Services	In progress	November 2022
Mobilisation and Construction	Building Services	January 2023	Spring 2024

15. Environmental Management
Fully explain any impacts the project will have on the environment (this could include, eg, 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.

Positive

Existing materials and components will be retained as far as possible. With those no longer useable being recycled or responsibly disposed of. Consideration will be given to improving the thermal performance of components. That will be limited by the listed status of the building.

Negative

The construction and refurbishment works will impact in terms of transportation, material creation and waste. This will be minimised where possible.

<b>Is a Buildings Checklist being completed for this project?</b>	<b>Yes</b>	<b>No</b>
	<input type="checkbox"/>	<input checked="" type="checkbox"/>

**If No, what is the reason for this?**

The extent of the refurbishment of the Tolbooth does not constitute a 'Complete Refurbishment' and therefor does not require the completion of a checklist.

**16. Preserving Our Heritage**

Describe fully any impacts the project will have on the heritage of the city or more widely in the region or nationally. This could include but is not exclusive to the following examples:

- Specific historical items of interest;
- Features of significant local or regional importance/interest;
- Granite elements of existing structures.

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.

As an A listed building in a highly visible location this project would contribute significantly to the preserving the City's heritage. This investment would be a long term solution and is anticipated that no major investment to the external areas would be required for decades. All work will comply with the listed building consent.



## 17. 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.

City Growth  
Corporate Landlord  
Strategic Place Planning  
Elected Members  
General public  
Museum visitors  
Historic Environment Scotland  
Local heritage societies  
Scottish Courts and Tribunals Service

## 18. 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](#)

Statutory consents will be required. These can take time to be obtained but there is nothing to suggest these would be refused.

Reopening of the asset will likely be a condition of the grants. It is assumed that there is a desire for the Tolbooth will be reopened but noting that reviews across the portfolio are ongoing in line with Tom 1.2.

## 19. 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 does not rely on any other projects to be progressed/completed. It will require availability of Building Services and any sub-contractors they appoint

## 20. Constraints

Document any known pressures, limits or restrictions associated with the project.

The demand on the C&S Programme outstrips the available budget. Therefore once a budget is approved, it will be important that the spending envelope is not broken.

### 21. ICT Hardware, Software or Network infrastructure

List any new ICT systems or changes likely as a result of the project. If there are no ICT changes, then record as 'none'.

Description of change to Hardware, Software or Network Infrastructure	Approval Required?	Date Approval Received
n/a		

### 22. Change Controls Issued by the Project

Date	Change Ref ID	Approval Route	Change Description
n/a			

### 23. Support Services Consulted

The minimum **consultation period for Outline/Full Business Cases is 10 working days** unless the Programme Board Chair agrees there are exceptional circumstances that require a shorter turnaround time.

**Note:**

- **It is mandatory for Capital projects to consult with the full list below.**
- If any services are not consulted, this should be indicated in the Comments section, along with the reason why. All comments received should also be noted, or reasons given for discounting them.
- It is a legal requirement for the Council to carry out an [Equality and Human Rights Impact Assessment \(EHRIA\)](#) to evaluate the impact our decisions have on our customers.

**Note:** There is a copy and paste version of the consultation list below which you can use for circulating your Business Case – [Support Services Consulted Circulation List](#)

Service	Consultee	Comments	Date
Resources	Chief Officer, Finance <a href="mailto:jbelford@aberdeencity.gov.uk">jbelford@aberdeencity.gov.uk</a>		

Service	Consultee	Comments	Date
Resources	Chief Officer, Corporate Landlord <a href="mailto:stbooth@aberdeencity.gov.uk">stbooth@aberdeencity.gov.uk</a>		
Governance	Chief Officer, Governance (tbc)		
Place	Chief Officer, Strategic Place Planning <a href="mailto:DDunne@aberdeencity.gov.uk">DDunne@aberdeencity.gov.uk</a>	Amendments to content incorporated into document.	11/11/2022
Place	Chief Officer, City Growth <a href="mailto:rsweetnam@aberdeencity.gov.uk">rsweetnam@aberdeencity.gov.uk</a>		
Operations	Chief Officer, Operations and Protective Services <a href="mailto:mareilly@aberdeencity.gov.uk">mareilly@aberdeencity.gov.uk</a>		
Operations (Facilities)	Andy Campbell, Facilities Manager <a href="mailto:AnCampbell@aberdeencity.gov.uk">AnCampbell@aberdeencity.gov.uk</a>	Supportive of proposal. And encouraging to see intention to award to Building Services, who with the recent PSH refurbishment, have proven they have the capacity and expertise to carry out work successfully in listed buildings.	03/11/2022
PMO	PMO Programme Manager <a href="mailto:RMacTaggart@aberdeencity.gov.uk">RMacTaggart@aberdeencity.gov.uk</a>	No further comment. Support recommended option.	9/11/2022
Finance	Scott Paterson, Finance Partner <a href="mailto:spaterson@aberdeencity.gov.uk">spaterson@aberdeencity.gov.uk</a>		
Asset Management	Alastair Reid, Team Manager <a href="mailto:alareid@aberdeencity.gov.uk">alareid@aberdeencity.gov.uk</a>	n/a – FBC author	
Legal (Property/ Planning & Environment)	Ross Campbell <a href="mailto:roscampbell@aberdeencity.gov.uk">roscampbell@aberdeencity.gov.uk</a>	No comments	07/11/2022
Legal (Property/ Planning & Environment)	Alan Thomson <a href="mailto:alathomson@aberdeencity.gov.uk">alathomson@aberdeencity.gov.uk</a>	FBC can be heard in public part of committee as not exempt or confidential.	11/11/2022
Legal (Commercial & Procurement)	Michele Pittendreigh, Team Leader <a href="mailto:MPittendreigh@aberdeencity.gov.uk">MPittendreigh@aberdeencity.gov.uk</a>		
Procurement	Boguslaw Symonowicz <a href="mailto:BSymonowicz@aberdeencity.gov.uk">BSymonowicz@aberdeencity.gov.uk</a>		
ICT – Digital & Technology	Steve Robertson, Digital & Transformation Manager <a href="mailto:sterobertson@aberdeencity.gov.uk">sterobertson@aberdeencity.gov.uk</a>		
Design – Public Buildings	Neil Esslemont, Team Leader <a href="mailto:nesslemont@aberdeencity.gov.uk">nesslemont@aberdeencity.gov.uk</a>		
Grounds Maintenance	Steven Shaw, Environmental Manager <a href="mailto:stevens@aberdeencity.gov.uk">stevens@aberdeencity.gov.uk</a>	Not consulted.	
Communications	tbc	Not consulted.	
HR	Lindsay MacInnes, People & OD Manager <a href="mailto:lmacinnnes@aberdeencity.gov.uk">lmacinnnes@aberdeencity.gov.uk</a>	Not consulted.	
Transportation Strategy and Programmes	Joanna Murray, Team Leader <a href="mailto:joannamurray@aberdeencity.gov.uk">joannamurray@aberdeencity.gov.uk</a>	Not consulted.	
Place – TSAP	Nicola Laird, Senior Project Officer <a href="mailto:NLaird@aberdeencity.gov.uk">NLaird@aberdeencity.gov.uk</a>		

Service	Consultee	Comments	Date
Roads Management	Stuart Allan, Team Leader Technical <a href="mailto:StuAllan@aberdeencity.gov.uk">StuAllan@aberdeencity.gov.uk</a> Vycki Ritson, Team Leader Engineering <a href="mailto:vritson@aberdeencity.gov.uk">vritson@aberdeencity.gov.uk</a>		
Roads Projects	Alan McKay, Team Leader <a href="mailto:AlanMcKay@aberdeencity.gov.uk">AlanMcKay@aberdeencity.gov.uk</a>	Not consulted.	
Emergency Planning Officer	Fiona Mann <a href="mailto:FioMann@aberdeencity.gov.uk">FioMann@aberdeencity.gov.uk</a>		
Gallery & Museums	Helen Fothergill <a href="mailto:HFothergill@aberdeencity.gov.uk">HFothergill@aberdeencity.gov.uk</a>		
External Funding	Rowan Stewart <a href="mailto:RoStewart@aberdeencity.gov.uk">RoStewart@aberdeencity.gov.uk</a>		

You can attach a link to your document to the list above but will need to attach a **copy of your document** to the consultees below as the link function doesn't work for generic addresses:

Service	Consultee	Comments	Date
Estates	Property Estates Manager <a href="mailto:Estates@aberdeencity.gov.uk">Estates@aberdeencity.gov.uk</a>	Not consulted.	
Environmental Policy	<a href="mailto:EPConsultations@aberdeencity.gov.uk">EPConsultations@aberdeencity.gov.uk</a>		
Equalities	Baldeep McGarry/ Faiza Nacef <a href="mailto:equality_and_diversity@aberdeencity.gov.uk">equality_and_diversity@aberdeencity.gov.uk</a>		
Planning	Local Development Plan Team <a href="mailto:LDP@aberdeencity.gov.uk">LDP@aberdeencity.gov.uk</a> Development Management <a href="mailto:PI@aberdeencity.gov.uk">PI@aberdeencity.gov.uk</a>	No comments from LDP Team.	7/11/2022

#### 24. Document Revision History

Version	Reason	By	Date
1	Consultation	A.Reid	2/11/2022
2	Update following consultation	A.Reid	15/11/2022
3	Version for Capital Board	A.Reid	16/11/2022
4	Updated version for Capital Board	A.Reid	18/11/2022
5	Updated following Capital Board feedback	A.Reid	24/11/2022

#### 25. Decision by Capital Board

	Date
* Approved to: take FBC to Finance & Resources Committee for consideration.	25 Nov 2022

\* Insert approval decision from Capital Board.

Exempt information as described in paragraph(s) 9 of Schedule 7A of the Local Government (Scotland) Act 1973.

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Exempt information as described in paragraph(s) 8 of Schedule 7A of the Local Government (Scotland) Act 1973.

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Exempt information as described in paragraph(s) 6 of Schedule 7A of the Local Government (Scotland) Act 1973.

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