

Public Document Pack



To: Councillor McLellan, Convener; Councillor Yuill, Vice-Convener; and Councillors Allard, Brooks, Cooke, Farquhar, Greig, Malik and Watson.

Town House,
ABERDEEN 30 July 2024

FINANCE AND RESOURCES COMMITTEE

The Members of the **FINANCE AND RESOURCES COMMITTEE** are requested to meet in **Committee Room 2 - Town House on WEDNESDAY, 7 AUGUST 2024 at 10.00 am**. 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>

ALAN THOMSON
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 8 May 2024 (Pages 5 - 20)

COMMITTEE PLANNER

- 6.1. Committee Planner (Pages 21 - 30)

NOTICES OF MOTION

- 7.1. Notice of Motion by Councillor Kuszniir

That the Committee:-

1. Notes the resignation of the Rt Hon Humza Yousaf MSP as First Minister of Scotland;
2. Considers that as First Minister Humza Yousaf spent little time in Aberdeen beyond attending SNP Conference and never formally met with the Council Co-Leaders; and
3. Therefore agrees to instruct the Chief Executive to write to the new First Minister of Scotland:-
 - (i) reconfirming the Council's willingness to work with the devolved administration in delivering projects of benefit to the people of Aberdeen;
 - (ii) outlining the contribution of Aberdeen to Scotland and the UK's economy;
 - (iii) noting the historic underfunding of Aberdeen City Council by Holyrood and calling for remedial action; and
 - (iv) asking them to meet with the Co-Leaders at the earliest opportunity, given the failure of both previous First Ministers to meet the Co-Leaders.

- 7.2. Notice of Motion by Councillor Kuszniir

That the Committee:-

1. Notes with concern Stagecoach's announcement on 13 June 2024 of the proposed cancellation of its 22A and 22B bus routes which service Torry and Lochside Academy with the 21A bus route from Cove to Lochside Academy also facing being scrapped;
2. Recognises that this follows on from Aberdeen City Council cutting its subsidy of the route for pupils; and
3. Instructs the Chief Executive to (a) write to Stagecoach's North Scotland Managing Director David Beaton noting the impact on local pupils; and (b) respond to the consultation noting the negative impact on the Torry community; and
4. Instructs the Executive Director of Families and Communities to prepare an impact report to be submitted to the Education and Children's Services Committee with proposed actions to ameliorate.

REFERRALS FROM COUNCIL, COMMITTEES AND SUB COMMITTEES

- 8.1. Referrals from Council, Committees and Sub Committees

BUDGETS

- 9.1. Council Financial Performance - Quarter 1, 2024/25 - CORS/24/223 (Pages 31 - 88)

- 9.2. UK Shared Prosperity Fund - CR&E/24/216 (Pages 89 - 102)

There is an exempt appendix in the Exempt Appendices Section below.

- 9.3. Tall Ships Aberdeen 2025 - CR&E/24/227 (Pages 103 - 150)

There is an exempt appendix in the Exempt Appendices Section below.

SERVICE DELIVERY

- 10.1. Performance Management Framework Report - CORS/24/214 (Pages 151 - 190)

- 10.2. Cluster Risk Registers and Assurance Maps - CORS/24/224 (Pages 191 - 252)

- 10.3. Contributing to Your Care and Support – Adult Social Care (Non-Residential) Charging Policy - ACHSCP/24/220 (Pages 253 - 266)

CITY GROWTH AND STRATEGIC PLACE PLANNING

- 11.1. Cultural Investment Framework - CR&E/24/214 (Pages 267 - 368)

- 11.2. Heritage and Place Programme - Governance - CR&E/24/208 (Pages 369 - 388)

- 11.3. Development Plan Scheme 2024 - CR&E/24/213 (Pages 389 - 426)

- 11.4. Visitor Levy - CR&E/24/225 (Pages 427 - 436)

PROPERTY AND ESTATES

- 12.1. Aberdeen City Council Historic Building Downtaking Policy - CR&E/24/210 (Pages 437 - 448)
- 12.2. Queen Street Update - CR&E/24/217 (Pages 449 - 480)
- 12.3. Castlegate Public Realm Update - CR&E/24/219 (Pages 481 - 490)
- 12.4. Site 16 Lang Stracht - Instruction to Dispose - F&C/24/222 (Pages 491 - 496)

WORK PLAN AND BUSINESS CASES

- 13.1. Work Plan and Business Cases - CORS/24/218 (Pages 497 - 510)

There are exempt appendices in the Exempt Appendices Section below.

EXEMPT/CONFIDENTIAL BUSINESS

- 14.1. Disposal of the Former Milltimber School - Options Appraisal - F&C/24/221 (Pages 511 - 526)

EXEMPT APPENDICES

- 15.1. UK Shared Prosperity Fund - Exempt Appendix (Pages 527 - 538)
- 15.2. Tall Ships Aberdeen 2025 - Exempt Appendices (Pages 539 - 552)
- 15.3. Work Plan and Business Cases - Exempt Appendices (Pages 553 - 618)

Integrated Impact Assessments related to reports on this agenda can be viewed [here](#)

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

Website Address: aberdeencity.gov.uk

Should you require any further information about this agenda, please contact Mark Masson, mmasson@aberdeencity.gov.uk or 01224 067556

FINANCE AND RESOURCES COMMITTEE

ABERDEEN, 8 May 2024. Minute of Meeting of the FINANCE AND RESOURCES COMMITTEE. Present:- Councillor McLellan, Convener; Councillor Yuill, Vice-Convener; and Councillors Allard, Brooks, Cooke, Farquhar, Greig, Malik and Watson.

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

Please note that if any changes are made to this minute at the point of approval, these will be outlined in the subsequent minute and this document will not be retrospectively altered.

DETERMINATION OF EXEMPT BUSINESS

1. The Convener proposed that the Committee consider item 14.1 (Proposed Sale of Land at Denwood/Hazlehead), item 15.1 (Work Plan and Business Cases - Exempt Appendices), item 15.2 (Ferryhill School Suitability Improvements: Outline Business Case – Exempt Appendix), item 15.3 (St Machar Grounds Improvements: Outline Business Case – Exempt Appendix) and item 15.4 (Harlaw Academy Suitability Improvements: Outline Business Case – Exempt Appendix) with the press and public excluded from the meeting.

The Committee resolved:-

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 items so as to avoid disclosure of information of the classes described in the following paragraphs of Schedule 7(A) to the Act:- article 18 (paragraphs 6 and 9) articles 19, 20, 21 and 22 (paragraph 8).

DECLARATIONS OF INTEREST AND TRANSPARENCY STATEMENTS

2. There were no Declarations of Interest or Transparency Statements intimated.

MINUTE OF PREVIOUS MEETING OF 13 MARCH 2024

3. The Committee had before it the minute of meeting of the Finance and Resources Committee of 13 March 2024.

The Committee resolved:-

- (i) to approve the minute, subject to the deletion of the wording 'Council appointed' at article 2(2) - Declarations of Interest and Transparency Statements; and
- (ii) in relation to article 8 (UK Shared Prosperity Fund), to instruct the Chief Officer - City Development and Regeneration to email the Committee members information regarding the applicants which were unsuccessful with their bids.

FINANCE AND RESOURCES COMMITTEE

8 May 2024

COMMITTEE PLANNER

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

The Committee resolved:-

- (i) to remove item 5 (Invest Aberdeen Update), item 6 (Events Plan) and item 55 (Sustainable Drainage System (SUDS) Section 7) from the planner, for the reasons outlined therein and the explanation provided at the meeting;
- (ii) to note the reason for deferral in relation to item 8 (Title to be Confirmed - Report relating to Councillor Thomson's Motion), item 10 (Financial Settlement from Transport Scotland for the De-trunking of the A92/A96 (Haudagain Improvement) and item 13 (Disposal of Former Offices at 1 Queens Gardens);
- (iii) in relation to item 56 (Urban Park at Queen Street - Outline Business Case) and item 57 (Castlegate Refurbishment – Full Business Case), to instruct the Director of City Regeneration and Environment to update the Planner with timescales for submitting the reports to Committee; and
- (iv) to otherwise note the Committee Business Planner.

TRANSPARENCY STATEMENTS

Following the moving of the Joint Amendment:-

the Vice Convener advised that he had a connection in relation to the following item by virtue of him being a Council appointed member of NHS Grampian Board. Having applied the objective test, he did not consider that he had an interest and would not be withdrawing from the meeting.

Councillor Cooke advised that he had a connection in relation to the following item by virtue of him being the Council appointed Chairperson of the Integrated Joint Board and that his father had died of Prostrate Cancer. Having applied the objective test, he did not consider that he had an interest and would not be withdrawing from the meeting.

Councillor Greig advised that he had a connection in relation to the following item by virtue of him being a Council appointed member of the Integrated Joint Board and a member of the Great Western Community Trust. Having applied the objective test, he did not consider that he had an interest and would not be withdrawing from the meeting.

Councillor Allard advised that he had a connection in relation to the following item by virtue of him being a Council appointed member of the Integrated Joint Board. Having applied the objective test, he did not consider that he had an interest and would not be withdrawing from the meeting.

FINANCE AND RESOURCES COMMITTEE

8 May 2024

COUNCIL FINANCIAL PERFORMANCE - QUARTER 4, 2023/24 - CORS/24/138

5. The Committee had before it a report by the Director of Corporate Services, which provided details of the full year actual financial position of the Council against budget for the financial year 2023/24, including:-

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

The report recommended:-

that the Committee –

- (a) note the unaudited final outturn position for financial year 2023/24 as detailed in Appendix 1;
- (b) note that the General Fund has recorded a balanced operational position for the year 2023/24. The uncommitted General Fund reserve remains in line with the approved Reserves Policy;
- (c) note that the Housing Revenue Account has recorded a deficit of £1.525m for the year, and this will have to be funded from the uncommitted HRA reserve;
- (d) note that the Common Good has recorded an operating surplus of £1.814m for the year, which is better than the approved use of cash reserves. After investment valuation changes and capital receipts are included, cash balances increased by £1.614m and remain in line with recommended levels;
- (e) approve the various transfers for 2023/24, between Council Reserves and Earmarked sums for the General Fund, Housing Revenue Account, Common Good and Statutory Funds as of 31 March 2024, as detailed in Appendix 1;
- (f) approve the reprofiling of the 2024/25 – 2027/28 capital programmes to take account of the year end position and that the outcome of this is incorporated into the 2024/25 Quarter 1 reporting; and
- (g) note that the unaudited Annual Accounts for 2023/24 will be presented to Audit, Risk and Scrutiny Committee on 9 May 2024, including the Annual Governance Statement and Remuneration Report for the year.

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

that the Committee approve the recommendations contained within the report.

Councillor Brooks, seconded by Councillor Malik, moved as a joint amendment:-

that the Committee –

- (1) note the available uncommitted funds in the General Revenue and Common Good as set out in (b) and (d) above;
- (2) note that on the 25th of April UCAN (Scottish Charity SC036638, and a company limited by guarantee with the Registrar of Companies as UCAN (Grampian), company number 286333) launched a second fundraising round to support the next chapter of its support for its ongoing provision of care for urological related cancers affecting those in in the NHS Grampian catchment area and further afield;

FINANCE AND RESOURCES COMMITTEE

8 May 2024

- (3) note that per the Scottish Public Health Observatory data, prostate cancer accounts for 22.6% of all cancers diagnosed in men and further that prostate cancer is the second most common cause of death from cancer in men;
- (4) commend the work of the Staff and Volunteers of UCAN;
- (5) having considered the Public Sector Equality Duty, agree to commit in principle an amount of £250,000 from the retained, cash balances of the Common Good as at 31 March 2024, referred to in point 1 of this amendment;
- (6) instruct the Chief Officer - Finance to carry out due diligence in line with the Council's Following the Public Pound Policy, and where satisfied, following consultation with all Political Group Leaders, make payment to UCAN as set out in point 5; and
- (7) instruct the Chief Executive to write to Council Chief Executives in Aberdeenshire, Moray, Highland, Orkney, Shetland and Western Isles confirming our grant and asking them to contribute to UCAN fundraising efforts recognising that cancer does not distinguish between local authority boundaries.

On a division, there voted:- for the motion (5) – the Convener, the Vice Convener and Councillors Allard, Cooke and Greig; for the joint amendment (4) – Councillors Brooks, Farquhar, Malik and Watson.

The Committee resolved:-

- (i) to adopt the motion; and
- (ii) to request the Chief Officer – Finance to circulate further details of the Fuel Poverty Assistance Fund, specifically clarifying why no money had been spent this year and whether this had been referred to the Anti-Poverty and Inequality Committee.

In terms of Standing Order 34.1, Councillor Malik intimated that he would like this matter to be referred to full Council in order for a final decision to be taken. Councillor Malik was supported by Councillors Brooks, Farquhar and Watson.

GRANT REVIEW - CR&E/24/126

6. With reference to article 6(A) of the minute of meeting of Council of 1 March 2023, the Committee had before it a report by the Director of City Regeneration and Environment which provided details of a review of grants allocated in 2023-24 in relation to the 3 Tier Prevention Approach and sought approval of recommendations to enable future grant delivery.

The report recommended:-

that the Committee –

- (a) note a commentary of grants awarded by the Council in 2023-24 in relation to the 3 Tier Prevention Approach; and

FINANCE AND RESOURCES COMMITTEE

8 May 2024

- (b) instruct the Chief Officer – City Development and Regeneration, following consultation with the Chief Officer – Finance, Chief Officer – Governance and Chief Officer – People and Citizen Services, to undertake a full grant review and report back to the Finance and Resources Committee on 5 November 2024 with recommendations for future grant activity.

The Committee resolved:-

- (i) to approve the recommendations contained within the report; and
 (ii) to agree, for the avoidance of doubt, that the UK Shared Prosperity Fund would be contained within the full review, within the context of the three tiered approach.

TRANSPARENCY STATEMENT

During discussion of the following item, the Vice Convener advised that he had a connection in relation to the following item by virtue of him being a Council appointed member of NHS Grampian Board. Having applied the objective test, he did not consider that he had an interest and would not be withdrawing from the meeting.

UK SHARED PROSPERITY FUND - CR&E/24/127

7. With reference to article 8 of the minute of the previous meeting of 13 March 2024, the Committee had before it a report by the Director of City Regeneration and Environment which sought approval for the proposed allocation of grant funding of the UK Shared Prosperity Fund (UKSPF).

The report recommended:-

that the Committee –

UKSPF Communities & Place

- (a) award up to £91,078.58 to Aberdeen Performing Arts for the Repointing and Exterior Restorations at His Majesty's Theatre project;
- (b) award up to £85,000 to Aberdeen City Council for Phase 2 of the Denis Law Trail, subject to final business case;
- (c) award up to £75,000 to Belmont Community Cinema for the Belmont Community Cinema project;
- (d) award up to £14,391.60 to Cairncry Community Centre for the Community Café Refurbishment project;
- (e) award up to £100,000 to Granite City Taekwondo for the Tillydrone Community Centre Upgrades project, on the condition that they receive permissions from ACC by 1st July 2024;
- (f) award up to £99,945 to SHMU for the Redevelopment to Station House project, on the condition of confirmation of match funding;
- (g) note that an additional 7 applications were received for the Communities and Place priority totalling £944,431.00 which were not recommended for approval;

FINANCE AND RESOURCES COMMITTEE

8 May 2024

- (h) note that if the above are approved then the Communities and Place priority is now fully allocated; and, as such
- (i) approve that any underspend which are returned from projects be reallocated to any other previously approved project supported by the UK Shared Prosperity Fund within the same priority, which may require additional resources, following consultation with the Convener and Vice Convener of the Finance & Resources Committee; and

UKSPF Local Business Support

- (j) award up to £40,000 to Aberdeen City Council for the Culture Aberdeen Network Coordination Service;

UKSPF People & Skills

- (k) award up to £161,970 to ABZWorks for the Startup Accelerator Programme Project in partnership with Robert Gordon's University;
- (l) award up to £133,887 to ABZWorks for the Sparking Change: Aberdeen Project in partnership with Aberdeen University;
- (m) note that if the above are approved then the People and Skills priority is now fully allocated; and, as such
- (n) approve that any underspend which are returned from projects be reallocated to any other previously approved project supported by the UK Shared Prosperity Fund within the same priority, which may require additional resources, following consultation with the Convener and Vice Convener of the Finance and Resources Committee.

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

- (1) approve the recommendations contained within the report; and
- (2) instruct the external funding team and estates team to support Cults Library to secure external funding in line with their timescales and instruct Chief Officer - City Development and Regeneration to provide an update by December 2024 to the Finance and Resources Committee.

Councillor Malik, seconded by Councillor Watson, moved as an amendment:-
that the Committee:-

- (1) note the contents of the report;
- (2) agree that the SNP Administration has been using the UK Shared Prosperity Fund Communities and Place to fund its revenue programme as to date £1,468,225 of the £3,339,887.82 allocation has been allocated to capital and revenue fund projects associated with Aberdeen City Council;

UKSPF Communities & Place

- (3) instruct the external funding team and estates team to support Cults Library to secure external funding in line with their timescales and instruct Chief Officer - City Development and Regeneration to provide an update by December 2024 to the Finance and Resources Committee.

UKSPF Local Business Support

FINANCE AND RESOURCES COMMITTEE

8 May 2024

- (4) instruct Chief Officer - City Development and Regeneration to explore options to ensure that Aberdeen retains its Purple Flag and to report back to Finance and Resources Committee in August 2024.

On a division, there voted:- for the motion (5) – The Convener, the Vice Convener and Councillors Allard, Cooke and Greig; for the amendment (4) – Councillors Brooks, Farquhar, Malik and Watson.

The Committee resolved:-
to adopt the motion.

FERRYHILL SCHOOL SUITABILITY IMPROVEMENTS: OUTLINE BUSINESS CASE - F&C/24/135

8. With reference to article 14 of the minute of meeting of the Education Operational Delivery Committee of 8 September 2022, the Committee had before it a report by the Director of Families and Communities which presented a completed Outline Business Case, setting out the findings of a recent feasibility study, to identify options for improving the suitability of Ferryhill School.

The report recommended:-

that the Committee –

- (a) approve in principle the recommended option within the outline business case at Appendix A, to refurbish and extend Ferryhill School and to provide a standalone nursery building, in line with the allocation of funding for this project within the Non-Housing Capital Programme, which was approved by Council on 6 March 2024;
- (b) approve the use of resources to take forwards detailed design development for the recommended option; and
- (c) instruct the Chief Officer - Corporate Landlord to report back to the Committee with a full business case, within the next 12 months.

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

that the Committee approve the recommendations contained within the report.

Councillor Malik, seconded by Councillor Watson, moved as an amendment:-

that the Committee –

- (1) note in principle the recommended option within the outline business case at Appendix A, to refurbish and extend Ferryhill School and to provide a standalone nursery building, in line with the allocation of funding for this project within the Non-Housing Capital Programme, which was approved by Council on 6 March 2024; and
- (2) agree the report should be referred in full to the Education and Children Services Committee for a decision on whether it is in the best interests of our children's education to relocate to Walker Road School in the short term.

FINANCE AND RESOURCES COMMITTEE

8 May 2024

On a division, there voted:- for the motion (7) – the Convener, the Vice Convener and Councillors Allard, Brooks, Cooke, Farquhar and Greig; for the amendment (2) – Councillors Malik and Watson.

The Committee resolved:-

to adopt the motion.

ST MACHAR GROUNDS IMPROVEMENTS: OUTLINE BUSINESS CASE - F&C/24/134

9. With reference to article 14 of the minute of meeting of the Education Operational Delivery Committee of 8 September 2022, the Committee had before it a report by the Director of Families and Communities which presented a completed Outline Business Case, setting out the findings of a recent feasibility study, to identify options for improving the grounds at St Machar Academy.

The report recommended:-

that the Committee –

- (a) approve in principle the recommended option within the outline business case at Appendix A, to improve the outside environment at St Machar Academy, in line with the allocation of funding for this project within the Non-Housing Capital Programme, which was approved by Council on 6 March 2024;
- (b) approve the use of resources to take the improvements detailed in the preferred option; and
- (c) instruct the Chief Officer - Corporate Landlord to report back to the Committee with a full business case, within the next 12 months.

The Committee resolved:-

to approve the recommendations contained within the report.

TRANSPARENCY STATEMENT

At this juncture, Councillor Malik advised that he had a connection in relation to the following item by virtue of him being a the Captain of Bon-Accord Cricket Club, which plays at Harlaw Playing Field. Having applied the objective test, he did not consider that he had an interest and would not be withdrawing from the meeting.

HARLAW ACADEMY SUITABILITY IMPROVEMENTS: OUTLINE BUSINESS CASE - CR&E/24/136

10. With reference to article 14 of the minute of meeting of the Education Operational Delivery Committee of 8 September 2022, the Committee had before it a report by the

FINANCE AND RESOURCES COMMITTEE

8 May 2024

Director of Families and Communities which presented a completed Outline Business Case, setting out the findings of a recent feasibility study, to identify options for improving the suitability of Harlaw Academy.

The report recommended:-

that the Committee –

- (a) approve in principle the preferred option within the outline business case at Appendix A, to improve the suitability of the Harlaw Academy building, in line with the allocation of funding for this project within the Non-Housing Capital Programme, which was approved by Council on 6 March 2024;
- (b) approve the use of resources to take forwards detailed design development for the preferred option;
- (c) give delegated powers to the Chief Officer - Capital, to award a contract for the refurbishment and extension of the pavilion at Harlaw Road Playing Fields, provided the cost of the works does not exceed the approved overall budget for this aspect of the project; and
- (d) instruct the Chief Officer - Corporate Landlord to report back to the Committee with a full business case within the next 12 months.

The Committee resolved:-

to approve the recommendations contained within the report.

A92 MURCAR NORTH – ACTIVE TRAVEL SCHEME DEVELOPMENT - CR&E/24/129

11. The Committee had before it a report by the Director of City Regeneration and Environment which provided information on the outcomes of the Outline Business Case undertaken for the A92 Murcar North Active Travel scheme.

The report recommended:-

that the Committee –

- (a) approve the Outline Business Case (Appendix 1);
- (b) instruct the Chief Officer – Capital to progress all necessary procurements, approvals, permissions, licenses, agreements and consents required to develop and implement the project within its budget;
- (c) note that available funding through the AWPR Non-Motorised User Fund is sufficient to fund the elements identified in (b), with the exception of implementation; and
- (d) instruct the Chief Officer – Strategic Place Planning to seek additional external funding to allow the implementation of the project.

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

that the Committee approve the recommendations contained within the report.

Councillor Malik, seconded by Councillor Watson, moved as an amendment:-

that the Committee –

FINANCE AND RESOURCES COMMITTEE

8 May 2024

- (1) note the recommendations in the report;
- (2) agree the report highlights that Aberdeenshire Council residents will gain significant benefits from the proposed changes;
- (3) instruct the Chief Executive to write to Aberdeenshire Council asking them to contribute to the proposed works; and
- (4) agree that if the SNP are serious about this proposal, it should be in their Capital Plan which it is not, and that waiting until 2030 shows that the SNP are window dressing at best.

On a division, there voted:- for the motion (7) – the Convener, the Vice Convener and Councillors Allard Brooks, Cooke, Farquhar and Greig; for the amendment (2) – Councillors Malik and Watson.

The Committee resolved:-

to adopt the motion.

ABERDEEN EBIKE HIRE SCHEME - CR&E/24/132

12. The Committee had before it a report by the Director of City Regeneration and Environment which provided an update on the current situation with regard to the existing bike hire scheme and sought approval to explore options around how a future scheme might operate.

The report recommended:-

that the Committee –

- (a) note that the existing bike hire scheme has ceased as a result of the pull-out of the operator, ShareBike, and the efforts of officers to continue the scheme under the existing contractual terms and conditions have been unsuccessful;
- (b) instruct the Chief Officer – Strategic Place Planning to formally terminate the existing bike hire contract; and
- (c) instruct the Chief Officer – Strategic Place Planning to explore options around how a future scheme might operate and report back findings to the Net Zero, Environment and Transport Committee in September.

The Committee resolved:-

- (i) to approve the recommendations contained within the report; and
- (ii) to agree that Sharebike pulled out of the UK market due to problems attracting funding and as reported in the media, the bikes had suffered vandalism.

INTERNATIONAL TRAVEL - CR&E/24/159

13. The Committee were advised that this report had been withdrawn.

FINANCE AND RESOURCES COMMITTEE

8 May 2024

ABZWORKS EMPLOYABILITY GRANT - CR&E/24/130

14. With reference to article 15 of the minute of meeting of the City Growth and Resources Committee of 21 June 2022, the Committee had before it a report by the Director of City Regeneration and Environment which sought approval to fund a Learning and Development Facilitator at Bon Accord Care to develop and lead on the Holistic Opportunities Program which would provide bespoke, personalised 1-2-1 and small group peer support and qualifications for carers.

The report recommended:-

that the Committee approve grant funding of £46,632 to Bon Accord Care to fund a Learning and Development Facilitator to develop and lead on the Holistic Opportunities Program.

The Committee resolved:-

to approve the recommendation contained within the report.

MARKS & SPENCER BUILDING, ST NICHOLAS STREET - CR&E/24/157

15. With reference to article 4 of the minute of meeting of the Council on 8 February 2024, the Committee had before it a report by the Director of City regeneration and Environment which provided an update on developments relating to the Marks and Spencer's building on St Nicholas Street, Aberdeen following the announcement that it would close in 2025.

The report recommended:-

that the Committee –

- (a) note the progress that has been made to date; and
- (b) instruct the Interim Chief Officer - City Development and Regeneration to provide a Service Update on progress should any new information become known, or where any decision be required, bring a report to a future Finance and Resource Committee meeting.

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

that the Committee approve the recommendations contained within the report.

Councillor Malik, seconded by Councillor Watson, moved as an amendment:-

that the Committee –

- (1) note the content of the report;
- (2) agree the decision by RBS to close its St Nicholas branch is another blow to Union Street;
- (3) agree that the previous administration's investment of £150m to support regeneration within the City Centre Masterplan including an Aberdeen Market was the right thing to do to help stimulate the City Centre;

FINANCE AND RESOURCES COMMITTEE

8 May 2024

- (4) agree that pedestrianisation is required if Union Street is to fully benefit from this huge investment; and
- (5) agree the Council as an adjoining landowner should be advised of progress with the sale and for this reason instruct the Chief Officer – Corporate Landlord to note a formal interest in the properties, and undertake a high-level option appraisal on potential uses for the site be reported to the next committee. The cost of this being met from General Fund contingencies.

On a division, there voted:- for the motion (5) – the Convener, the Vice Convener and Councillors Allard, Cooke and Greig; for the amendment (4) - Councillors Brooks, Farquhar, Malik and Watson.

The Committee resolved:-

to adopt the motion.

THE DEESIDE WAY AND PROPOSED INCHGARTH RETIREMENT VILLAGE, CULTS - F&C/24/133

16. The Committee had before it a report by the Director of Families and Communities which (1) provided details of a developer’s approach regarding the proposed development of Inchgarth Retirement Village, Cults and their requirement to obtain airspace over The Deeside Way to enable construction of a new bridge; and (2) advised that the bridge would form part of a new link road through the development connecting North Deeside Road and Inchgarth Road.

The report recommended:-

that the Committee –

- (a) approve the proposal to lease airspace rights over The Deeside Way to enable construction of a new bridge, subject to approval of its final technical design by the planning authority;
- (b) instruct the Chief Officer – Corporate Landlord to agree Terms for the proposed lease of the airspace based on the final approved technical design of the bridge; and
- (c) instruct the Chief Officer – Governance to conclude an agreement for the lease of the airspace rights incorporating conditions necessary to protect the Council’s interest in accordance with the Terms agreed at (b).

The Committee resolved:-

to approve the recommendations contained within the report.

WORK PLAN AND BUSINESS CASES - CORS/24/131

17. The Committee had before it a report by the Director of Corporate services which presented procurement work plans where expenditure was included for the Corporate

FINANCE AND RESOURCES COMMITTEE

8 May 2024

Services and Families and Communities Functions to Committee for review and sought approval of the total estimated expenditure for the proposed contracts as contained in the Procurement Business Cases appended to the report.

The Procurement Business Cases were for the following:-

- Scottish Qualification Authority;
- Seemis System;
- Parent Booking System;
- Parental Engagement Platform;
- Transport for AGS & Harlaw; and
- PEF Funded Contracts.

The report recommended:-

that the Committee –

- (a) review the workplan as detailed in the Appendices for the Corporate Services and Families and Communities Functions;
- (b) approve the procurement business cases, including the total estimated expenditure for the proposed contract;
- (c) approve the estimated expenditure on framework agreements as detailed in the Corporate Services workplan;
- (d) note the content of Appendix 3 – Technical Exemption Approvals.

The Committee resolved:-

- (i) to approve the recommendations contained within the report;
- (ii) that the Chief Officer - Commercial & Procurement seek to clarify the position in terms of the framework agreement for the purchasing of Library Books and Educational Textbooks to determine whether it could be extended for Community Groups who may wish to purchase books, and that confirmation in this regard be emailed to members of the Committee; and
- (iii) that in relation to the PEF funded Business Case, specifically work being undertaken by external organisations on behalf of the Council, to note that the Director of Corporate Services would liaise with Education colleagues to clarify the position on whether there was a knowledge transfer and/or whether the work could be undertaken by Council employees, and that details in this regard would be circulated to Committee members.

In accordance with the decision taken at Article 1 of this minute, the following items were considered with the press and public excluded.

PROPOSED SALE OF LAND AT DENWOOD/HAZLEHEAD - F&C/24/137

18. The Committee had before it a report by the Director of Families and Communities which provided details of a proposal received from the current tenant for them to

FINANCE AND RESOURCES COMMITTEE

8 May 2024

purchase part of their leased area, this being a greenfield site located between Denwood and Hazlehead extending to 5.50 hectares (13.58 acres).

The report recommended:-

that the Committee –

- (a) instruct the Chief Officer - Corporate Landlord to accept the proposal in principle; and
- (b) instruct the Chief Officer - Governance to conclude missives for the sale of the property, incorporating various qualifications as are necessary to protect the Council's interests, together with any other matters required to complete the transaction.

The Committee resolved:-

to reject the proposed offer to purchase and reaffirms the environmental and community value of the land as a crucial part of the public green space of Denwood and Hazlehead.

WORK PLAN AND BUSINESS CASES - EXEMPT APPENDICES

19. The Committee had before it exempt appendices relating to the Work Plan and Business cases report. (article 17 of this minute refers).

The Committee resolved:-

to note the information contained within the exempt appendices.

FERRYHILL SCHOOL SUITABILITY IMPROVEMENTS: OUTLINE BUSINESS CASE - EXEMPT APPENDIX

20. The Committee had before it an exempt appendix relating to the Ferryhill School Suitability Improvements: Outline Business Case report. (article 8 of this minute refers).

The Committee resolved:-

to note the information contained within the exempt appendix.

ST MACHAR GROUNDS IMPROVEMENTS: OUTLINE BUSINESS CASE - EXEMPT APPENDIX

21. The Committee had before it an exempt appendix relating to the St Machar Grounds Improvements: Outline Business Case report. (article 9 of this minute refers).

The Committee resolved:-

to note the information contained within the exempt appendix.

FINANCE AND RESOURCES COMMITTEE

8 May 2024

HARLAW ACADEMY SUITABILITY IMPROVEMENTS: OUTLINE BUSINESS CASE - EXEMPT APPENDIX

22. The Committee had before it an exempt appendix relating to the Harlaw Academy Suitability Improvements: Outline Business Case report. (article 10 of this minute refers).

The Committee resolved:-

to note the information contained within the exempt appendix.

- **COUNCILLOR ALEX MCLELLAN, Convener**

This page is intentionally left blank

FINANCE AND RESOURCES COMMITTEE BUSINESS PLANNER									
The Business Planner details the reports which have been instructed by the Committee as well as reports which the Functions expect to be submitting for the calendar year.									
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	
07 August 2024									
Work Plan & Business Cases	To seek approval of the estimated expenditure on the procurement business cases.		Mel Mackenzie	Commercial and Procurement	Corporate Services	1.1.5 1.1.6			
Council Financial Performance - Quarter 1, 2024/25	to present the Council Financial Performance - Quartely report to Committee for consideration.		Lesley Fullerton	Finance	Corporate Services	1.1			
Performance Management Framework Report	To present Committee with the status of key cluster performance measures and activity indicators relating to the Commissioning and Resources functions		Alex Paterson	Data Insights	Corporate Services	2.1.3			
Cluster Risk Registers and Assurance Maps	To present Cluster Risk Register and Assurance Maps in accordance with TOR		Vikki Cuthbert / Ronnie McKean	Chief Officers	Directors	2.1.4			
Cultural Investment Framework	Council on 07/02/24 agreed to instruct the Chief Officer - City Growth to begin work on an investment framework and application process for cultural funding, informed by the Culture Review recommendations and to report back to the Finance and Resources Committee in 2024 for approval		Mark Bremner	City Development and Regeneration	City Regeneration and Environment	1.1.11 3.4			
School Estate Plan: Sunnybank School relocation of additional services - Outline Business Case	To seek approval of an outline business case for relocation of additional services currently accommodated at Sunnybank School, as detailed in the School Estate Plan		Andrew Jones	Corporate Landlord	Families and Communities	1.1.4	R	The School Estate Plan identified a potential need to create additional capacity at Sunnybank School, and a proposal to achieve this by relocating services currently using space within the building. There is no longer pressure on classroom space at the school, so to avoid unnecessary disruption, the proposal to relocate services has not been taken forwards. Approval of an outline business case is therefore no longer required.	

	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									
10	Heritage and Place Programme - Governance	To obtain approval for the governance structure for the Heritage and Place Programme (H&PP) and H&PP , to allow the structure and terms of reference to form part of the second round (Delivery Phase) application to Historic Environment Scotland and the National Lottery Heritage Fund		Sian Loftus	Strategic Place Planning	City Regeneration and Environment	3.2 3.4		
11	UK Shared Prosperity Fund	The purpose of this report is to seek the Committee's approval for the proposed allocation of grant funding of the UK Shared Prosperity Fund (UKSPF).		Laura Paterson	City Development and Regeneration	City Regeneration and Environment	1.1.8 1.1.11 3.4		
12	Fair Tax Mark	Report relating to Councillor Thomson's Motion - The F&R Committee on 30/1/24 agreed to Instruct the Chief Officer - Finance following consultation with the Chief Officer – Corporate Landlord and the Head of Commercial and Procurement Services to bring a report back to the Finance and Resources Committee on 8 May 2024 on the implications of implementing the motion.		Michelle Pittendreich	Finance	Corporate Services	1.1	D	Work has been undertaken to establish if a Fair Tax Mark can be introduced within Council Tender processes. Unfortunately this has not been concluded to meet this Committee cycle but a full detailed report will be presented from Commercial & Procurement Services to this Committee on 12th Septmeber 2024
13	Disposal of Former Offices at 1 Queens Gardens	To Advise Committee of the outcome of the marketing of 1 Queens Gardens	The Committee on 8/5/24 noted that Officers had gone back to the bidder asking for clarification around the details of his offer so that they could more fully understand how the offer price would be affected by the suspensive conditions. The report would be taken back to Committee (at the next meeting) for approval once this was more fully understood	Cate Armstrong	Corporate Landlord	Families and Communities	4.1 4.4	R	The Report in relation to the disposal of 1 Queen's Gardens is not being brought back to Committee as it is considered that the offers received do not reflect best value for the Council. A Service Update will be circulated prior to the Committee Meeting
14	Contributing to Your Care and Support – Adult Social Care (Non-Residential) Charging Policy	Report will seek approval for the revised/updated version of our Charging Policy (last updated 2019)		Tracey McMillan & Kevin Toshney	Aberdeen City Health & Social Care Partnership	Aberdeen City Health & Social Care Partnership	2.1.5		
15	Development Plan Scheme 2024	To seek approval of the Development Plan Scheme (DPS). The Planning (Scotland) Act 2019 (the Act) requires all Councils to prepare a Development Plan Scheme annually. The first Development Plan Scheme for the 2028 Local Development Plan was approved by Finance and Resources Committee on 5 July, this report will be the first annual update.		Abigail Burrows	Strategic Place Planning	City Regeneration and Environment	3.3		

	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									
23			12 September 2024						
24	Work Plan & Business Cases	To seek approval of the estimated expenditure on the procurement business cases.	It may be the case that there are no Business Cases to consider and the report is withdrawn	Mel Mackenzie	Commercial and Procurement	Corporate Services	1.1.5 1.1.6		
25	Beachfront Masterplan – Progress Update – Phase A Projects	Council on 11/9/23 agreed to instruct the Chief Officer - Commercial and Procurement to proceed with the appointment of Hub North Scotland to deliver the Beachfront medium-term interventions, and to report progress to the Finance and Resources Committee on a 6 monthly basis from the date of this report		Craig Innes	Commercial and Procurement	Corporate Services	1.1		
26	District Heating – Network Expansion / Waste Heat Utilisation (City Centre Link)	The Committee on 13/9/23 agreed to instruct the Head of Commercial and Procurement to explore external funding sources to support the capital delivery of this project and to report the outcomes of recommendations 2.1 and 2.2 to this Committee during Q3 2024		Barry Davidson	Commercial and Procurement	Corporate Services	1.1.5		
27	Condition & Suitability 3 Year Programme (Annual Report)	This report seeks approval of an updated 3-year Condition and Suitability (C&S) Programme.		Alastair Reid	Corporate Landlord	Families and Communities	1.1.5, 1.1.8 4.1		
28	Performance Management Framework Report – Commissioning and Resources	To present Committee with the status of key cluster performance measures and activity indicators relating to the Commissioning and Resources functions		Alex Paterson	Data Insights	Corporate Services	2.1.3		
29	Fleet Replacement Programme (Annual Report)	To present the current position of the programme for Fleet Vehicles and Assets		John Weir/Derek Jamieson	Operations	City Regeneration and Environment	1.1.6		
30	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. Council on 13/12/23 agreed to instruct the Chief Officer - Capital to report back to a future meeting of the Finance and Resources Committee in 2024 with a progress update report in relation to St Peter's RC School Old Aberdeen House Development.	This report will include an update on the St Peter's RC School Old Aberdeen House Development.	John Wilson	Capital	City Regeneration and Environment	1.1		

	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									
31	Housing Revenue 30 Year Account Business Plan	Council on 13/12/23 agreed to instruct the Chief Officer - Finance, in consultation with the Chief Officers - Corporate Landlord and Early Intervention and Community Empowerment to prepare an updated 30-year HRA Business Plan, commissioning external support where necessary, and reporting back to the Finance and Resources Committee before the end of September 2024		Jonathan Belford	Finance	Corporate Services	1.1		
32	Common Good Budget Review	Council on 6/3/24 agreed to instruct the Chief Officer - Finance to carry out a review of the Common Good budget, and the grant application criteria, and report to the Finance and Resources Committee by September 2024		Helen Sherrit	Finance	Corporate Services	1.1		
33	School Estate Plan: Denominational Primary Schools	To seek approval of an outline business case for considering future arrangements for denominational primary school provision, as detailed in the School Estate Plan	The ECS Committee on 20/02/24 agreed a revised programme for implementing projects within the School Estate Plan. The revised programme includes an updated timescale for the submission of an outline business case (should this be required) for the Denominational Schools options, which would be expected to be submitted to the Finance and Resources Committee for approval on 12/09/24.	Andrew Jones	Corporate Landlord	Families and Communities	1.1.4		
34			05 November 2024						
35	Work Plan & Business Cases	To seek approval of the estimated expenditure on the procurement business cases.	It may be the case that there are no Business Cases to consider and the report is withdrawn	Mel Mackenzie	Commercial and Procurement	Corporate Services	1.1.5 1.1.6		
36	Council Financial Performance - Quarter 2, 2024/25	to present the Council Financial Performance - Quartely report to Committee for consideration.		Lesley Fullerton	Finance	Corporate Services	1.1		
37	Commercial Property Auctions Annual Report (Annual Report)	The Committee on 22/11/23 agreed to instruct the Chief Officer - Corporate Landlord to put an annual report to Committee advising which subjects were put forward to auction and the outcome of this action.		Cate Armstrong	Corporate Landlord	Families and Communities	4.1 4.4		
38	Annual Committee Effectiveness Report	The purpose of this report is to present the annual report of the Finance and Resources Committee to enable Members to provide comment on the data contained within (Reporting Period is 15 October 2023 to 15 October 2024)		Mark Masson	Governance	Corporate Services	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	Denis Law Trail	The F&R Committee on 5/7/23 agreed:- (1) to instruct the Chief Officer – City Growth to develop a business case for Phase 2 delivery of the murals, including identifying external funding opportunities, and report back to Finance and Resources Committee 22 November 2023; and (2) to instruct the Chief Officer – City Growth to obtain the necessary agreements from the Denis Law Legacy Trust as noted at 5.1 of the report before proceeding to spend public money on this project to include confirmation that appropriate intellectual property rights/licences for design of the trail and images licence have been agreed for phase 2 delivery of the murals, and including identifying external funding opportunities, and report back to the Finance and Resources Committee on 22 November 2023.	On 13/3/24, the Committee noted that the business case for phase 2 of the Denis Law Trail is further delayed due to the retirement of the officer leading the project and delays in replacing that resource. Following discussions with Denis Law Trust we have received suitable assurances in respect of the image licences and are moving forward to commission an artist for the trail and publish a prior information notice (PIN) for the provision of the two murals on the multi storey flats at Clifton Courts. Phase 1 commissioning of artists – 15th April with delivery of trail in Summer 2024. Phase 2 PIN for murals published mid March 2024, business case to follow by 5th November 2024	Jim Johnstone	City Development and Regeneration	City Regeneration and Environment	1.1.4		
39	School Estate Plan: Bucksburn and Dyce Secondary School Provision - Outline Business Case	To seek approval of an outline business case for future secondary school provision for Bucksburn and Dyce, as detailed in the School Estate Plan	The ECS Committee on 20/02/24 agreed a revised programme for implementing projects within the School Estate Plan. The revised programme includes an updated timescale for the submission of an outline business case (should this be required) for secondary school provision at Dyce and Bucksburn, which would be expected to be submitted to the Finance and Resources Committee for approval on 05/11/24.	Andrew Jones	Corporate Landlord	Families and Communities	1.1.4		
40	Grant Review	The F&R Committee on 8/5/24 agreed to instruct the Chief Officer – City Development and Regeneration, following consultation with the Chief Officer – Finance, Chief Officer – Governance and Chief Officer – People and Citizen Services, to undertake a full grant review and report back to the Finance and Resources Committee on 5 November 2024 with recommendations for future grant activity. To agree for the avoidance of doubt, that the UK Shared Prosperity Fund would be contained within the full review, within the context of the three tiered approach		Laura Paterson	City Development and Regeneration	City Regeneration and Environment	1.1.11 2.1.6		
41									
42			TBC						

A Report Title	B Minute Reference/Committee Decision or Purpose of Report	C Update	D Report Author	E Chief Officer	F Directorate	G Terms of Reference	H Delayed or Recommended for removal or transfer, enter either D, R, or T	I Explanation if delayed, removed or transferred
2 Newhills Additional Primary School	The F&R Committee on 17/5/23 agreed to instruct the Chief Officer – Corporate Landlord to report back to a future meeting of the Finance and Resources Committee in 2024 with the Full Business Case	The ECS Committee on 20/02/24 agreed a revised programme for implementing projects within the School Estate Plan. The revised programme indicates that there is no immediate requirement to undertake a consultation on a proposed new school at Newhills, which would be required prior to presenting a full business case. An update on likely timescales for the consultation and full business case for the new school will be included within the update to the School Estate Plan to be presented to the ECS Committee in September 2024, at which point a further update will also be provided to the F&R Committee.	Andrew Jones/Maria Thies	Corporate Landlord	Families and Communities	1.1, 1.1.4, 1.1.9 & 4.1		
43 Developer Obligations - Asset Plans	<p>The CG&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&R Committee on 3/2/22 agreed to defer this. 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 was just published in February 2023, officers are looking at the implications of that in relation to Developer Obligations and the yet to be defined Infrastructure Levy including in the planning Act. (update provided by David Dunne for the 29/3/23 meeting)	David Dunne/James Welsh	Strategic Place Planning	City Regeneration and Environment	3.2	R	This will now be taken forward through the Local Development Plan process which will also consider ongoing work on council asset plans and changes in national legislation.
44 Outline Business Case: Northfield Primary Schools Excess Capacity	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	The ECS Committee on 20/02/24 agreed to instruct the Chief Officer – Corporate Landlord to carry out further work to identify potential future options for improving and consolidating primary school provision in the Northfield ASG, alongside the planned review of the long term future of Northfield Academy, and to include an update on progress within the annual update to the School Estate Plan in September 2024. An update will therefore be provided to the F&R Committee in September 2024, on the likely timescale for reporting an outline business case (if required), on any proposed changes to the Northfield primary schools."	Andrew Jones	Corporate Landlord	Families and Communities	1.1.4		
45								

This page is intentionally left blank

ABERDEEN CITY COUNCIL

COMMITTEE	Finance and Resources
DATE	7 August 2024
EXEMPT	No
CONFIDENTIAL	No
REPORT TITLE	Council Financial Performance – Quarter 1, 2024/25
REPORT NUMBER	CORS/24/223
DIRECTOR	Andy MacDonald
CHIEF OFFICER	Jonathan Belford
REPORT AUTHOR	Lesley Fullerton
TERMS OF REFERENCE	1.1

1. PURPOSE OF REPORT

1.1 To provide the financial position of the Council as at Quarter 1 (30 June 2024) and the full year forecast position for the financial year 2024/25, including:

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

2. RECOMMENDATION(S)

That the Committee :-

- 2.1 Note the cash position that has been achieved for the General Fund and HRA to the end of Quarter 1 as detailed in Appendix 1;
- 2.2 Note the Common Good financial performance to the end of Quarter 1 as detailed in Appendix 3;
- 2.3 Note that the General Fund full year forecast position remains on track to achieve a full year outturn of 'on budget'. Continuing action, as outlined in Appendix 2 will remain in place for the financial year;
- 2.4 Note that the Council maintains financial resilience with the resources available on the Council Balance Sheet, the General Fund Reserves in particular. As at 31 March 2024 the uncommitted value of those reserves was £12m, the minimum that the Council Reserves Statement recommends and as approved by the Council;
- 2.5 Note that the HRA full year forecast position, as detailed in Appendix 2, is forecasting a deficit of £3.1m at this time and continues to face challenging cost pressures as outlined in Appendix 2 and the HRA Budget Report 24/25;

- 2.6 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, the Chief Officer – Finance has received assurance that the IJB does not expect to require additional funding from the Council for 2024/25; and
- 2.7 Note that the forecast for General Fund Capital budget has been updated to include agreed adjustments and carry forwards from 2023/24. Housing Capital expenditure is currently forecasting on budget for 2024/25.

3. CURRENT SITUATION

- 3.1 The Local Government Finance Act 1992 provides that the Council must set its Council Tax amount by 11 March each year for the next financial year. The amount set must be sufficient to meet total estimated expenditure. This means that having taken account of expenditure, agreed savings and income from other sources, the level of Council Tax must ensure that a balanced budget is set by the Council. Aberdeen City Council set the Council Tax for 2024/25 on 6 March 2024 to ensure a balanced budget for year ahead, in accordance with its statutory duty.
- 3.2 This report focuses on both the financial performance for the year to 30 June 2024 and the forecast financial position for the full year for the Council's General Fund, Housing Revenue Account and Common Good.
- 3.3 Across the General Fund the Housing Revenue Account the impact of global, national, and local conditions is having local implications for the financial position, and the need to address ongoing cost pressures remains a feature of the Quarter 1 position and forecasts for the remainder of the year.
- 3.4 The consequence of factors such as a 3 year period of high inflation, increased borrowing rates (compared to the last ten years) is that capital investment is more expensive and the Council needs to consider the choices it makes, to fund increasingly expensive capital works or to fund increasingly expensive service delivery. Taking opportunities to reduce or slow down the capital programme will have the benefit of reducing the financing costs as well as the revenue implications of assets becoming operational. The estimated cost of repaying borrowing for the General fund is approximately £60m (capital and interest) and represents 10.3% of revenue funding (GRG, NDR & Council Tax income); while for the Housing Revenue Account it is approximately £21.4m and represents 19.1% of the housing rental income for the year.
- 3.5 Population changes in the city over the last few years have had implications for education and homelessness services in the city, pushing pupil numbers up in our schools and homelessness presentations. These pressures alongside rising costs for the Council looking after children in need are all areas of the budget that officers are focused on managing and minimising across the remainder of the financial year.

- 3.6 The appendices show that the IJB is managing a significant financial challenge for 2024/25, while progress is being made to deliver a balanced budget is not yet forecast across the full year. The Board retain reserves to use to support operations and the Council continues to rely on the financial position of the IJB to mitigate any exposure the Council has to additional funding.
- 3.7 In Appendix 2 the challenges of balancing the General Fund budget across the year are explained in detail, however achieving a balanced position is not without a need for continued action. To mitigate this the Corporate Management Team have reiterated the need for increased scrutiny of all costs and continued controls put in place last year.
- 3.8 The Establishment Control Board (ECB) has implemented key controls:
- i. Robust Recruitment Freeze. This will mean that only essential posts are recruited to when a vacancy arises.
 - ii. Agency Freeze. The use of agency workers should only be used for a short-term need, on average up to 13 weeks. The ECB will implement tighter controls where all agency requests must be supported by the relevant Chief Officer and then passed to the ECB for consideration. People and Organisational Development (P&OD) will also undertake a review of current agency workers to seek assurance that the council is only using agency for short term essential need.
 - iii. Overtime Freeze. Overtime is currently approved at service manager level. Like (ii) above, all future overtime requests will require the support of Chief Officer. Overtime requests should only be used for emergency-type need where the resource requirement is not planned. Again, P&OD will review current overtime usage and work with the business to ensure that it is being used effectively.
- 3.9 Due to the continued uncertainty of the fiscal environment and the recognition of new service demand entering our system, further controls are in place to effectively manage non-essential spend and control additional spending resulting from unplanned demand. Demand Management Control Board controls and a review of authorisation and approval processes will focus attention on reducing expenditure on the goods and services we have to purchase.
- 3.10 The Council retains a contingency budget to address unexpected and unplanned expenditure, as well as costs that could arise as a result of the identified contingent liabilities coming to fruition or from risks included on the corporate and operational risks registers. The Risk Board routinely reviews the risk registers, and the Chief Officer - Finance tracks the contingent liabilities, and these are included in Appendix 1. The value of uncommitted contingencies is £2.25m
- 3.11 The Capital Programme budget has been adjusted to include slippage from 2023/24 and further adjustments and is currently forecasting to be slightly under budget for 2024/25.

- 3.12 The Housing Revenue Account (HRA) is forecasting a deficit of £3.1m in line with budgeted expectations, and the associated Housing Capital Programme is forecasting an underspend. It is likely that capital spending will be lower than forecast due to the prioritisation of work on voids shifting resources from capital to revenue works. It is notable that the contribution from rents towards the Capital Programme is reducing and in-year will be reduced against budget. This is a reflection of the additional and rising costs being experienced in the HRA.
- 3.13 Operationally the Common Good is expected to be in line with budget. The investment of cash balances in a Multi-asset Income Fund has been put in place with Fidelity as the fund manager since 2021. This continues to deliver the level of income the Common Good was expecting, however the value of the underlying investment has fallen by £6.4m since outset. The investment remains a long-term financial instrument and performance should be measured over a period of 3 to 5 years rather than for any single year.
- 3.14 Summary of Financial Statement Appendices

1. The financial statements reflect the income and expenditure of the General Fund and Housing accounts for the period to 30 June 2024 and, where the impact of statutory accounting adjustments can be calculated, these have been reflected in the financial statements as required by International Financial Reporting Standards (IFRS). The position at 30 June 2024 is positive as the profile of income from Scottish Government supports expenditure levels.

The Balance Sheet figures at 30 June 2024 show an overall net worth of the Council of £1.3 billion. The figures shown include statutory adjustments where these have been made, and where this is not possible the figure as at 31 March 2024 has been used.

2. This provides an overview of the forecast outturns for revenue and capital across the General Fund, Housing Revenue Account and Common Good. These financial statements provide a comprehensive summary of where the Council expects to be at the end of the financial year. These forecasts indicate that the General Fund will be on budget, subject to no financial shocks emerging and with instruction to budget managers to delay, reduce, stop expenditure where possible and ECB controls remaining tight. This aims to mitigate the risks however the use of earmarked reserves provides the assurance that the General Fund would have the in-year resilience to rely on. The Council will continue to manage cost pressures across the whole portfolio of services with all other revenue accounts expected to be on budget. Capital investment expenditure is forecast to be lower for the year, which will be funded by a mixture of Scottish Government Capital Grants, contributions from other partners and borrowing, as well as a contribution from Housing revenue to support the Housing Capital programme.
3. This presents the Common Good position as at 30 June 2024 and provides an overview of performance.

4. This provides information on the Group Entities. Due to the timing of this report not all performance reports are available in relation to Quarter 1 and in the absence of Quarter 1 information the latest 2024/25 data has been provided where appropriate.

4. FINANCIAL IMPLICATIONS

- 4.1 The full year financial position is provided in Appendix 2 to this report and the revenue positions are summarised below:

4.2

Revenue	2024/25 Budget £'000	2024/25 Forecast (Surplus) / Deficit exc. Group £'000	Variance (Under) / Over Budget £'000
General Fund	0	0	0
HRA	3,161	3,161	0
Common Good	0	330	330

- 4.3 The capital position can be summarised as follows:

Capital	2024/25 Budget £'000	2024/25 Forecast Expenditure £'000	Variance (Under) / Over Budget £'000
General Fund	298,157	296,164	(1,993)
HRA	123,050	123,050	0

- 4.4 Details of key variances for the capital budgets can be found in Appendix 2.

- 4.4 Appendix 1 includes a Management Commentary providing information on the 2024/25 financial position, including details of the movement between Reserves.

- 4.5 The usable reserves have moved as follows:

Usable Reserves	Balance at 31 March 2024 £'000	Balance at 30 June 2024 £'000	Movement £'000
General Fund	(94,430)	(175,998)	(81,568)
HRA	(14,190)	(16,337)	(2,147)
Statutory & Other	(50,024)	(49,086)	938
Total	(158,644)	(241,421)	(82,777)

5. LEGAL IMPLICATIONS

5.1 While there are no direct legal implications arising from the recommendations of this report, there are additional reporting requirements due to the London Stock Exchange listing, for example the requirement to notify them ahead of publication of the report.

6. ENVIRONMENTAL IMPLICATIONS

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

7. RISK

7.1 The risks detailed within Appendix 2 are reflected across the Council's risk registers and are managed in accordance with the Council's risk management arrangements. The risks are mitigated and managed by the establishment of control actions in addition to existing control measures and activities to achieve a risk score that is consistent with the Council's risk appetite.

7.2 The assessment of risk contained within the table below is considered to be consistent with the Council's Risk Appetite Statement.

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?
Strategic Risk	Failure to manage Council finance and resources could lead to failure to achieve strategic objectives.	Robust financial reporting and monitoring activities, combined with a rigorous financial planning process as part of the commissioning cycle prepare the Council for the years ahead. Financial resilience to address financial pressures arising in-year is maintained and monitored.	M	Yes
Compliance	There is the risk that the accounts do not comply with legal	Annual external audits are undertaken to review the financial transactions and controls. Ongoing	L	Yes

	and accounting legislation.	internal audits also review specific financial and service data.		
Operational	There is the risk that there may be an IT system failure.	Daily backups taken and held offsite for security purposes. Constant review and update of security systems for IT.	M	Yes
Financial	The main financial risk the Council is managing is the supply chain and inflation impact on costs.	Reviewing all areas of expenditure with a view to only incurring essential expenditure. Forecasts have taken account of known implications Regular reporting and action taken where appropriate.	M	Yes
	In relation to capital projects there is a risk that following the procurement process tendered costs will vary from that assumed at the time of project approval.	Quantification and review of indicative projects costs by suitable qualified staff or external body, where appropriate. The Capital programmes were reset at the Council Budget meeting on 6 March 2024.	M	Yes
	The risk that workforce management options are not affordable in the future, such as the cost of the VS/ER scheme described in	Having approved the implementation of the fiscal flexibility for service concessions, this will provide a source that will enable the funding of VSER costs.	H	Yes

	Appendix 2 (page 2).			
Reputational	There is a risk that through the reduction of expenditure the Council may be criticised that spending isn't in line with public expectation of service delivery.	The Council has continued to address priority spending areas, and to protect people. It is equally accountable for the use of public funds and to ensure that they are managed robustly. There are a wide range of unknown external factors that require to be balanced to deal with the current operating environment. Regular reporting during the year provides an ongoing description of the position the Council is in and the situations it faces.	M	Yes
Environment / Climate	None identified			

8. OUTCOMES

<u>COUNCIL DELIVERY PLAN</u>	
Impact of Report	
Aberdeen City Council Policy Statement	The proposals in this report have no impact on the Council Delivery Plan
<u>Aberdeen City Local Outcome Improvement Plan</u>	
Prosperous Economy Stretch Outcomes	The proposals in the report have no impact on the Local Outcome Improvement Plan
Prosperous People Stretch Outcomes	The proposals in the report have no impact on the Local Outcome Improvement Plan
Prosperous Place Stretch Outcomes	The proposals in the report have no impact on the Local Outcome Improvement Plan
Regional and City Strategies	The proposals in this report have no impact on Regional and City Strategies

9. IMPACT ASSESSMENTS

Assessment	Outcome
Integrated Impact Assessment	It is confirmed by Chief Officer- Finance that no Integrated Impact Assessment is required
Data Protection Impact Assessment	not required
Other	not required

10. BACKGROUND PAPERS

None

11. APPENDICES

Appendix 1 – Financial Statement for the period ending 30 June 2024

Appendix 2 – Forecast Financial Position for the year 2024/25

Appendix 3 – Common Good Financial Statement for the period ending 30 June 2024

Appendix 4 – Group Entities Forecast Financial Position for the year 2024/25

12. REPORT AUTHOR CONTACT DETAILS

Name	Jonathan Belford
Title	Chief Officer - Finance
Email Address	jbelford@aberdeencity.gov.uk

Name	Lesley Fullerton
Title	Finance Operations Manager
Email Address	lfullerton@aberdeencity.gov.uk
Tel	01224 346402

This page is intentionally left blank



**FINANCIAL STATEMENT
FOR THE PERIOD ENDING
30 JUNE 2024**

Contents

Management Commentary	2
Movement in Reserves Statement	7
Expenditure & Funding Analysis	8
Comprehensive Income and Expenditure Statement	10
Balance Sheet	11
Cash Flow Statement	14
Contingent Liabilities	15

Management Commentary

The purpose of the Management Commentary is to inform readers, helping them to assess how the Council is performing and understand our financial performance for the 3-month period to 30 June 2024.

Combined with Appendix 2, it also provides an insight into the expected financial performance for the financial year 2024/25, the challenges we face and how we will address these challenges to provide stability, financially, thus allowing our citizens to have confidence that we can continue to provide the diverse portfolio of services on which they rely. Appendices 3 and 4 present the latest information in relation to the Common Good and Group entities.

Background

The Council must comply with a wide range of legislation and regulation in the course of its work. The rigour of being an issuer of Bonds on the London Stock Exchange (LSE) has placed an increased level of regulation around council finances. Maintaining a credit rating, annually assessed, and compliance with the reporting and disclosure requirements of the LSE means an extra level of scrutiny is placed on the Council.

Moody's (the credit rating agency) published their latest credit rating assessment of the Council on 25 October 2023 with a rating of 'A2 with a stable outlook', which was a downgrade (from A1 with a negative outlook) of one 'notch'. This was the consequence of a review of the whole sub-sovereign sector on 25 October 2023, which had followed Moody's rating action on 20 October 2023 in respect of the UK Sovereign rating (Aa3, Stable outlook). The downgrade reflects Moody's view that, the fiscal flexibility of local authorities in both England and Scotland has materially deteriorated due to consistently high expenditure pressures and funding levels that do not keep pace with both cost inflation and demand. As substantial cuts have been implemented across the sector over the past decade, there is limited scope for further cuts without significant deterioration of services to a point that would be politically infeasible. At the same time, Moody's considers that more generous funding settlements for the sector are unlikely given the UK government's commitment to fiscal prudence. Consequently, Moody's anticipates that gross operating balances will decline over the medium term for most local authorities in the UK. The annual review meeting regarding the Council's credit rating last took place on 23rd February 2024, with no changes made to the credit rating at that time. The date for the next annual meeting will be advised in due course.

The Council's independent external auditors, Audit Scotland, finalised the audit of the 2023/24 Annual Accounts, and these were signed on 28 June 2024, following approval at a meeting of the Audit, Risk & Scrutiny Committee on 27 June 2024. As shown in the final accounts the outturn position achieved as at 31 March 2024 was in line with forecasts, carrying forward a number of earmarked reserves. While the balance sheet was therefore underpinned by substantial Usable Reserves most of this is allocated toward supporting specific activities and hence the importance of in-year recurring funding that underpins core services.

As at 1 April 2024 the Council held Usable Reserves of £159 million and had a Net Asset Value of £1.3 billion.

The Council set its 2024/25 budgets on 6 March 2024, approving for the General Fund a range of budget savings options to set a balanced budget for the year. This included a Council Tax freeze for 2024/25 funded, in part, by the Scottish Government, and agreement to use fiscal flexibilities, but fundamentally will rely on reducing staff costs, through voluntary processes – attrition and voluntary severance and early retirement opportunities.

The General Fund budget takes account of a range of pay and price inflation pressures, in particular a provision for a pay award of 3%, which while broadly in line with other Councils in Scotland is considerably lower than the claims submitted by the Trade Unions.

As well as pressure from Scottish Government to agree a Council Tax freeze for 2024/25, there were conditions attached to the Scottish Government financial settlement in relation to maintaining funding for the Community Health and Social Care Partnership, and expectations for taking on probationary teachers. In March 2024 a change to core funding was made by Scottish Government that saw £145.5m removed from the General Revenue Grant and converted into what can only be called a ring-fenced grant to support maintaining teacher and pupil support numbers across Scotland. This latest condition places over £5m of core funding at risk, and is receivable at the end of the financial year provided teacher numbers have not reduced

Since the budget was approved the spectrum of difficulty that our financial environment continues to face has increased further. While the impact of the Covid pandemic is less obvious, citizen and customer behaviour continues to result in lower income levels. Global factors, including the Russian invasion of Ukraine, energy inflation, commodity availability and price inflation, alongside the rising cost of borrowing has caused and is sustaining a cost of living crisis for those who live, work and visit the city, as well as for the Council.

Whilst the rate of inflation (CPI) fell to 2.0% in May 2024, the situation remains critical as 3 years of high inflation (CPI has been above 2% since August 2021, peaking at 11.1% in October 2022) has reset the costs of supplies and services, fuel, and energy for good.

As a result of the turmoil in the financial markets over the past 2 years, there have been increases in the cost of government borrowing, with local authorities also seeing significant increases in borrowing rates through the PWLB than in previous years. Borrowing rates appear to have now peaked towards the end of last year. It is hoped that interest rates will start to fall below 5% and beyond over the next 6 months, as they return to more "normal" and expected levels. On the other hand cash balances are securing additional interest from short term investments and this is helping to offset a proportion of in-year costs.

The city is hosting many individuals and families and welcomes them to Aberdeen. From Ukraine, in particular, resettlement schemes have developed over the past two years with funding of a one-off nature that has been provided by UK and Scottish Governments. Our costs have risen particularly in providing education, and children and families services. Further cost is being experienced from the rise in international students attending the two Universities, and their families, with over 2,500 children enrolling for the first time during the school session 2022/23. Figures for 2023/24 and 2024/25 to date indicate that the increase has stabilised to a large extent.

As the cost of new borrowing is rising and with inflation and construction inflation pushing up the cost of building assets, the Council must expect the future cost of capital investment to rise substantially for both the General Fund and the Housing Revenue Account. The revenue implications of bringing new assets into operation are not to be underestimated too.

The Housing Revenue Account budget was approved and at the Council meeting on 14 December 2023 there was a rent increase of 4.7% agreed.

Our Financial Performance: General Fund

Performance in Quarter 1

In March 2024, the Council set its General Fund and Housing Revenue Account (HRA) revenue and capital budgets for the financial year 2024/25. Performance for the year is measured against these budgets with the projected full year position considered in Appendix 2 of this report. This section focuses on the actual financial results for the period from 1 April to 30 June 2024 presented in the format of our Annual Accounts on pages 7 to 14.

Staffing Costs:

As part of our 2024/25 budget, it was recognised that our payroll bill needed to reduce. The levers to deliver this was mainly turnover and through our current Voluntary Severance and Early Retirement (VSER) policy. Importantly managers are supported to redesign services with a reduction of resources as well as looking at automation and process improvements to remove work.

To monitor this, an Establishment Control Board (ECB) oversees all recruitment and VSER requests and monitors the level of people leaving the council (turnover) and people newly joining the council (new starts). Through this monitoring it is evident that the turnover and new starts are almost balancing each other out meaning that we are not experiencing a reduction in our payroll. Furthermore, the number of staff seeking VSER, and subsequently being approved is less than was forecast or assumed in the budget.

In the first quarter the Council also engaged with staff on what a 35 hour working week could mean for individuals and the Council. The feedback from that engagement is being evaluated and further engagement and consultation with employees and trade unions will follow in quarter 2.

The Expenditure and Funding Analysis, below, provides details of the net expenditure or income position for each service based on actual transactions for the period and the statutory accounting adjustments processed to date.

i. Families & Communities

Although at 26% against the full year budget the service is forecasting a significant overspend for the full year. Pressure in respect of the cost of providing education to rising numbers of pupils and children's social work services, including Out of Authority placements (OOA) are being identified as ongoing challenges.

The Public Health restrictions of the last few years, downturn in the local economy and increased costs being experienced by families, is impacting on the needs of children and families. There is a notable rise in vulnerability and need, and this is increasing demand for more specialist services. As would be anticipated, there is a level of need apparent in those seeking sanctuary in the city.

It is exceptionally difficult to predict ongoing demand with any certainty. For example, hotels can be secured for asylum dispersal schemes at short notice with limited information about the age and stage of those being placed locally. Services continue to be proactive in their response.

Concern regarding the cost of temporary accommodation is of greatest significance as homelessness presentation continue to be high.

The Council receives a substantial income from the commercial tenanted non-residential property (TNRP) portfolio. The income to the TNRP portfolio is invoiced regularly but it is not in even quarters as timing depends on individual leases. The level of collection for 2024/25, and therefore provision for bad debt, in the current market conditions, is under review. This is

exacerbated by the energy and supply costs for commercial facilities, including the TECA energy centre and anaerobic digestion plant.

ii. City Regeneration & Environment

At 15% against the full year budget, the function's net expenditure for the year is below budget. The function has a budget where a significant proportion relates to capital projects therefore variances occur throughout the year depending on when project work is carried out.

iii. Corporate Services

At 23% against the full year budget, the function's net expenditure for the year to date is under budget. Across the function a number of services are showing small under/over spends at this stage of the year.

iv. Integration Joint Board (IJB) / Adult Social Care.

The function's net expenditure is 31% which is above budget due to higher demand for commissioned services and reflects the identified budget challenges carried forward from 2023/24, which the service is managing across the year.

v. Corporate

Includes the cost of councillors, contingencies, funding to Grampian Valuation Joint Board and the repayment of capital debt. Expenditure is generally in line with budget where expenditure is being incurred, but contingency budgets are held for the purpose of being used if, and when needed.

Contingencies are critical to the effective and resilient operation of the Council, risks over the winter months that might arise include weather events such as storms, flooding, and snow; pay negotiations; the impact of inflation may be greater than forecast; the crystallisation of contingent liabilities.

vi. Other Income and Expenditure

Includes interest payable and receivable, and income received through council tax, non-domestic rates and government grants.

Income from Non-Domestic Rates (NDR) is 21% of full year budget. As the Scottish Government hold the financial risk of NDR not delivering the total value across Scotland, a shortfall in cash against the amount has been guaranteed will be topped up at the end of the financial year. This is an adjustment to the Council's General Revenue Grant.

As at quarter 1 income from Council Tax is currently sitting at 38% of budget

Income from Scottish Government is above budget, which is due to the profiling of Grant and NDR across the year – the Council received £113m (46%) of the General Revenue Grant funding in the first quarter. The Scottish Government front load General Revenue Grant payments, before adjusting for NDR income estimates. Further adjustments will be made following the redeterminations advised by the Scottish Government, and this is paid in March 2025.

Our Financial Performance: Housing Revenue Account

• Performance in Quarter 1

vii. Housing Revenue Account (HRA) responsible for the provision of council housing to over 22,000 households with the most significant areas of expenditure being on repairs and maintenance and the servicing of debt incurred to fund capital investment in the housing stock. This is a ring-fenced account such that its costs must be met by rental income which at this stage in the year exceeds expenditure incurred. Rental income remains a regular source of funding. The HRA is over budget at Quarter 1 because there continues to be significant spending on

Repairs and Maintenance this year due to the level of voids work being undertaken which is constantly being reviewed to ensure the demand exists for the properties. The loss of income arising from voids continues to be a pressure, depriving the account of income. The rented housing market in Aberdeen remains competitive, offering more choice to prospective tenants. Tenant arrears remain a concern too, with the aged debt analysis showing that tenants are taking longer to pay their debts.

Due to the continued increase in repairs and maintenance officers have put in place additional spending controls and will continue to look at other controls and service standards for work carried out to, this will be reviewed by the Housing Board. Changes that may be necessary include the frequency of services, the quality of services and the timing of services.

Our Financial Performance: Full Year Forecasts

A comprehensive forecast of revenue and capital budget performance for the General Fund, Housing Revenue Account and the Common Good is provided in Appendix 2 to this report.

Conclusion

The balanced budget for 2024/25 was not easily achieved and the variances in spending that are highlighted above show the challenging financial environment that the Council is continuing to work in. The Quarter 1 results leave the Council with sufficient cash resource to fund expenditure however it is clear that there are costs to be borne later in the year that will use up those resources, e.g. the payment of a pay award being the largest single item.

There are risks of increasing demand for services that the Council has a duty to provide and there are a range of potential liabilities that the Council will have to respond to if circumstances change – these are described at the end of this Appendix in the Contingent Liabilities.

Evaluating the demand pressures it is clear that homelessness, out of authority placements for children and school rolls are the high risk areas for further spending and where management attention needs to be robust and proactive to mitigate costs that the Council cannot afford.

The HRA remains under significant pressure from repair and maintenance costs and also from lost income, and these areas are focus of attention from management.

During the remainder of the year the Council will continue to act to reduce spending to give greater certainty to our forecasts, shown in Appendix 2, while reviewing and assessing the changes that the local financial environment has brought about and will re-evaluate the position to ensure that expenditure and income is being monitored and managed as required, taking appropriate action when required. The next reporting period will be Quarter 2, which will be prepared for Finance & Resources Committee on 5 November 2024.

Movement in Reserves Statement

This statement shows the movement on the different reserves held by the Council analysed into usable reserves (those that can be applied to fund expenditure or reduce local taxation) and other reserves.

	General Fund	Housing Revenue Account	Statutory and Other Reserves	Capital Grants Unapplied	Total Usable Reserves	Total Unusable Reserves	Total Council Reserves
	£'000	£'000	£'000		£'000	£'000	£'000
Balance at 31 March 2024 brought forward	(94,430)	(14,190)	(39,517)	(10,507)	(158,644)	(1,191,062)	(1,349,706)
Movement in Reserves during 2024/25							
Total Comprehensive Income & Expenditure	(74,413)	(20,437)	0	0	(94,849)	0	(94,849)
Adjustments between accounting basis & funding basis under regulations	(4,519)	18,289	0	1,698	15,469	(15,469)	(0)
Net (Increase)/Decrease before Transfers to Reserves	(78,932)	(2,147)	0	1,698	(79,381)	(15,469)	(94,849)
Transfers to/from Reserves	(2,636)	0	938	0	(1,698)	1,698	0
(Increase)/Decrease in Year	(81,568)	(2,147)	938	1,698	(81,079)	(13,771)	(94,849)
Balance at 30 June 2024	(175,998)	(16,337)	(38,579)	(8,809)	(239,723)	(1,204,833)	(1,444,555)

Expenditure and Funding Analysis

The Expenditure and Funding Analysis shows how the net expenditure or income is allocated for decision making purposes between the Council's services. Income and expenditure accounted for under generally accepted accounting practices is presented more fully in the Comprehensive Income and Expenditure Statement.

Quarter 1 2024/25				
Services	Net Expenditure chargeable to General Fund & Housing Revenue Account £'000	Adjustments between funding & Accounting basis £'000	Net Expenditure in the CIES £'000	Notes
	£'000	£'000	£'000	
City Regeneration & Environment	4,433	0	4,433	1
Corporate Services	10,041	0	10,041	2
Corporate	2,031	0	2,031	3
Integration Joint Board	38,080	0	38,080	4
Families & Communities	79,109	(17,534)	61,575	5
Net Cost of General Fund Services	133,695	(17,534)	116,161	
Housing Revenue Account	(2,147)	(1,110)	(3,257)	6
Net Cost of Services	131,548	(18,644)	112,904	
Other Income and Expenditure	(212,627)	4,873	(207,754)	7
(Surplus) or Deficit on Provision of Services	(81,079)	(13,771)	(94,849)	
Opening General Fund and HRA Balance at 31 March 2024	(108,620)			
(Surplus) or Deficit on General Fund and HRA Balance in Year	(81,079)			
To/From Other Statutory Reserves	(2,636)			
Closing General Fund and HRA Balance at 30 June 2024	(192,335)			

Notes

1. See page 3 for information relating to Net Expenditure chargeable to the General Fund. There are no accounting adjustments relating to this service in this quarter.
2. See page 3 for information relating to Net Expenditure chargeable to the General Fund. There are no accounting adjustments relating to this service in this quarter.
3. See page 3 for information relating to Net Expenditure chargeable to the General Fund. There are no accounting adjustments relating to this service in this quarter.
4. See page 3 for information relating to Net Expenditure chargeable to the General Fund. There are no accounting adjustments relating to this service in this quarter.
5. See page 3 for information relating to Net Expenditure chargeable to the General Fund. The £17.534m accounting adjustment relates to the removal of Annual Service Payments for the 3R's schools and Lochside Academy which for accounting purposes are required to be split into its component parts, payment for services; repayment of capital; and financing costs.
6. See page 3 for information relating to Net Expenditure chargeable to the General Fund. The £1.110m accounting adjustment relates to CFCR.

7. See page 4 for information relating to Net Expenditure chargeable to the General Fund. The £4.873m adjustment comprises the following three elements, which realign costs from other parts of the budget:

- £7.449m is the element of the 3R's and Lochside Annual Service Payments which is reallocated as per note 1 above to bring together financing costs which flow into the Financing and Investment Income and Expenditure line in the CIES below.
- £5.343m that is the allocation of the Marischal Square finance lease interest.
- (£7.919)m that is the allocation of capital grant income which flows into the Taxation and Non-Specific Grant Income line in the CIES below

Comprehensive Income and Expenditure Statement

This statement shows the accounting cost in the year of providing services in accordance with International Financial Reporting Standards (IFRS).

Services	Quarter 1, 2024/25			Notes
	Gross Expenditure	Gross Income	Net Expenditure	
	£'000	£'000	£'000	
City Regeneration & Environment	38,898	(34,465)	4,433	
Corporate Services	24,099	(14,057)	10,041	
Corporate	2,689	(657)	2,031	
Integration Joint Board	51,159	(13,078)	38,080	
Families & Communities	91,592	(30,016)	61,575	
Cost of General Fund Services	208,435	(92,274)	116,161	
Housing Revenue Account	24,330	(27,587)	(3,257)	
Cost of Services	232,765	(119,861)	112,904	
Other Operating Expenditure	0	0	0	1
Financing and Investment Income and Expenditure	12,793	(11)	12,781	2
Taxation and Non Specific Grant Income	0	(220,535)	(220,535)	3
(Surplus) or Deficit on Provision of Services	245,558	(340,407)	(94,849)	
(Surplus)/deficit on revaluation of Property, Plant and Equipment assets			0	4
Impairment losses on non current assets charged to the Revaluation Reserve			0	4
(Surplus)/deficit on revaluation of available for sale financial assets			0	4
Actuarial (gains)/losses on pension losses/liabilities			0	4
Other (gains)/losses			0	4
Other Comprehensive Income and Expenditure			0	
Total Comprehensive Income and Expenditure			(94,849)	

Notes

1. This line will be used to reflect gains or losses on the disposal of assets which take place during the year.
2. This largely reflects interest payable and receivable.
3. Income in relation to Council Tax, Non-Domestic Rates collection and Scottish Government General Revenue and Capital Grant.
4. These lines are predominantly used for statutory accounting adjustments.

Balance Sheet

The Balance Sheet shows the value of the assets and liabilities recognised by the Council. The net assets of the Council are matched by the reserves held by the Council.

The values as at 31 March 2024 are based on the Council's audited Annual Accounts 2023/24.

31 March 2024 £'000		30 June 2024 £'000	Note
2,653,067	Property, Plant & Equipment	2,692,562	1
200,273	Heritage Assets	200,273	1
144,220	Investment Property	144,220	1
32,453	Long Term Investments	32,453	2
457	Long Term Debtors	447	3
3,030,470	Long Term Assets	3,069,955	
57,817	Cash and Cash Equivalents	94,335	4
10,035	Short Term Investments	2,132	5
192,143	Short Term Debtors	157,871	6
4,945	Inventories	13,221	7
9,650	Assets Held for Sale	9,650	8
274,590	Current Assets	277,209	
(409,806)	Short Term Borrowing	(385,904)	9
(147,086)	Short Term Creditors	(140,982)	10
(7,284)	Short Term Provisions	(6,410)	11
(4,308)	PPP Short Term Liabilities	(2,767)	12
(8,876)	Accumulated Absences Account	(8,876)	13
(4,944)	Grants Receipts in Advance - Revenue	(66)	14
(489)	Grants Receipts in Advance - Capital	(319)	14
(582,793)	Current Liabilities	(545,324)	
(1,146,348)	Long Term Borrowing	(1,134,313)	15
(56,011)	Finance Lease	(55,537)	16
0	Long Term Creditors	0	17
(50)	Long Term Provisions	(50)	11
(116,398)	PPP Long Term Liabilities	(113,631)	12
(53,754)	Pension Liabilities	(53,754)	18
(1,372,561)	Long Term Liabilities	(1,357,285)	
1,349,706	Net Assets	1,444,555	
	Usable Reserves:		
(94,430)	General Fund Balance	(175,998)	19
(14,190)	Housing Revenue Account	(16,337)	19
(39,517)	Statutory and Other Reserves	(38,579)	19
(10,507)	Capital Grants and Receipts Unapplied	(8,809)	19
(1,191,062)	Unusable Reserves	(1,204,832)	20
(1,349,706)	Total Reserves	(1,444,555)	

Balance Sheet Notes

1. Depreciation is calculated annually and therefore no depreciation has been applied in Quarter 1. Capital expenditure to the end of Quarter 1 totalling £39.495m has been applied to Property, Plant & Equipment (this includes £21.556m of general fund expenditure and £17.939m of HRA expenditure). Disposals, revaluations, and transfers have not been accounted for in Quarter 1.
2. Long Term Investments comprises the council's interest in Aberdeen Sports Village and Hydrogen Hub.
3. Long term debtors reflect the movement based on transactions for the period.
4. Cash and cash equivalents include short term investments of £19.353m (because they can be called up at short notice i.e. 0 to 35 days) and developer's contributions of £38.634m. See the cash flow statement for an analysis of how this is used.
5. Short term investments have been adjusted as described in Note 4.
6. Short term debtors reflect the movement based on transactions for the period.
7. Inventories are adjusted at year end for inter-related account balances.
8. Assets held for sale reflect the position at March 2024. This will be reviewed in Quarter 4.
9. Short term borrowing reflects the current position based on transactions for the period.
10. Short term creditors reflects the current position based on transactions for the period.
11. Short term provisions reflects the current position with an adjustment to split this total into long and short term provisions based on year-end figures. This split will be updated in future quarters.
12. Public Private Partnership (PPP) short and long-term liabilities has been adjusted to reflect the projected position at March 2025.
13. The accumulated absences account is reviewed annually and will therefore be updated in Quarter 4.
14. The grants received in advance totals reflect the position at the end of Quarter 1.
15. Long term borrowing reflects the current position based on transactions for the period.
16. Finance Lease reflects the closing position as at March 2025.
17. Long term creditors reflect the current position based on transactions for the period.
18. Pension liabilities are only reviewed annually and will therefore be updated in Quarter 4.
19. Usable Reserves reflects the current position based on transactions for the period. Usable Reserves includes uncommitted reserves and earmarked reserves, and due to

the positive cashflow have increased to a level that is higher than forecast for the end of the year, the cashflow being used to fund expenditure that will be incurred in the second half of the year.

20. Unusable reserves have been adjusted for statutory accounting adjustments as detailed above.

Cash Flow

The statement shows how the Council generates and uses cash and cash equivalents by classifying cash flows as operating, investing and financing activities.

	Quarter 1 2024/25
	£'000
Net Surplus or (Deficit) on the provision of services	94,849
Adjust net surplus or deficit on the provision of services for non cash movements	21,425
Adjust for items included in the net surplus or deficit on the provision of services that are investing and financing activities	(7,919)
Net cash flows from Operating Activities	108,355
Net cash flows from Investing Activities	(31,592)
Net cash flows from Financing Activities	(40,245)
Net increase or decrease in cash and cash equivalents	36,518
Cash and cash equivalents at the beginning of the reporting period	57,817
Cash and cash equivalents at the end of the reporting period	94,335
Cash held by the Authority	0
Bank current accounts	94,335
	94,335

Contingent Liabilities

In addition to amounts recognised on the Balance Sheet, the Council is aware of the following contingent liabilities at 30 June 2024:

Guarantees

Transition Extreme Sports Ltd

The Council has agreed to provide a guarantee to the Bank of Scotland in respect of a maximum overdraft facility of £125,000, as approved at Finance & Resources Committee on 30 January 2024. This guarantee will remain in force until 31 March 2025.

Sport Aberdeen

The Council agreed to provide a bank guarantee to Sport Aberdeen up to a maximum of £5 million as approved at the 7 June 2016 Finance, Policy and Resources Committee. There is currently a Revolving Credit Facility for £1.4 million in place.

External Organisations - Guarantor in relation to North East Scotland Pension Fund (NESPF)

As the administering authority, the Council may admit a body to the Pension Fund as an 'admitted body' provided (i) the organisation can confirm they have sufficient links with a Scheme employer for the body and the Scheme employer to be regarded as having a community of interest; and (ii) the Scheme employer is prepared to act as guarantor in the event the admitted body should cease to exist. If this situation was to occur and staff made redundant the staff over 50 years old would become entitled to immediate payment of their pension benefits. The Council has agreed several such guarantees to organisations that include Aberdeen Sports Village, Sport Aberdeen, Aberdeen Performing Arts, Aberdeen International Youth Festival, Aberdeen Heat and Power, Bon Accord Support Services and Bon Accord Care Ltd. The potential values guaranteed are subject to a range of actuarial assumptions.

SEEMIS Group LLP

The Council has agreed to fund any additional pension liability payments arising from its membership of the SEEMIS organisation (the provider of our schools' Management Information System). To date there has been no call on the guarantee.

Integration Joint Board (IJB)

The IJB is responsible for the strategic planning of the functions delegated to it by Aberdeen City Council and NHS Grampian. The Aberdeen City IJB Integration Scheme provides the framework in which the IJB operates including information on funding and what should happen if the IJB is projecting to overspend its budget at the year-end. Whilst steps will be taken to address this (through a Recovery Plan), ultimately the parties to the arrangement may be potentially liable should the IJB overspend.

Contractual

Waste Disposal

The Council has a long-term contract with an external contractor for the disposal of all relevant waste arising in the City and the operation and maintenance of waste transfer stations, recycling facilities and landfill sites. The contract commenced in September 2000 and is due to run until April 2029.

The fire at Altens East Recycling and Resource Facility on 8 July 2022 has resulted in business continuity plans being implemented and changes made to the processing of some waste streams. There have therefore been a wide range of the implications arising from the events. There will remain contractual matters to be addressed that will take time and the Council continues to work closely with the Contractor and representatives to determine the full extent of those.

The Energy from Waste (EfW) facility at Ness formally moved into operation on 12 December 2023 and will run for 20 years. The Council was the lead partner in a project carried out in collaboration with Aberdeenshire and Moray Councils, to procure an EfW facility that will deal with all residual waste from the three authorities.

Litigation in connection with the above

There are currently risks of adjudications regarding performance, delivery and delay of the energy from waste project and sums due under the contract as a result. Parties are currently trying to agree a settlement but it is too early to confirm an exact figure on any liability or quantum.

Decommissioning costs

The inter-authority agreement covering the EfW plant states that the parties will share any decommissioning costs not taken by the contractor at the end of the project in accordance with their project share percentages. The Council is currently seeking specialists to provide a valuation for these costs which will result in a future financial liability.

Landfill Allowance Scheme (LAS)

The Scottish Government had previously introduced a scheme under which Local Authorities were to be penalised for exceeding landfill tonnage targets. The Landfill Allowance Scheme in Scotland is currently suspended, and it is expected that the Waste (Scotland) Regulations 2012 will take over the requirement for the control of landfilling biodegradable municipal waste. However, until such a repeal is formalised there remains a potential liability on the Council.

Section 75 agreements

Section 75 agreements (developer obligations) are frequently sought by the Council in relation to the award of planning permission. The possibility of liabilities arises in cases where the developer is not adhering to the agreed payment schedule and the Council elects to proceed with a project where that developer obligation funding is due. In these cases, unless a resolution can be found with the developer, the Council may be exposed to additional costs due to higher levels of borrowing than originally anticipated to “cashflow” a legally committed project. Costs could apply to the short, medium, or long-term depending on the circumstances.

The Council's Risk Board agreed that the Developer Obligations working group would escalate to Corporate Management Team any developers who fall behind on payments, and where necessary this will be reported to Finance & Resources Committee. This is a risk which may crystalize in the current housing market conditions due to high supply costs and reduced supply of labour.

The inherent risk with all developer obligation funded projects is whether the build rate of the development is triggering financial contributions at the rate required to fund the Council projects involved. Where the Council project advances more quickly than the development, the Council may have to step in to “cashflow” the necessary funding requirement. Where a project has not been legally committed, a failure to receive the supporting developer obligation funding may require a discussion to determine whether the project should be paused, or even stopped completely. Continued detailed monitoring is therefore required by the Planning service to forecast expected build rates on developments and map out the timelines of expected trigger points for release of funding.

Impact of Covid on Working Practices, Global events and High inflation environment

All restrictions that were in place for the Covid-19 pandemic have now been lifted, and although the virus continues to circulate it no longer presents the health risk that previously existed. However, the consequences of the pandemic have been far reaching and recovery has been slow. The Council has prepared its 2024/25 budget to include taking cognisance of external environments, which could have an adverse impact on the price of commodities. There remains the possibility that further costs may arise that were not previously identified.

The emergence of Covid resulted in new working practice guidelines being issued by the Scottish Government, to set new standards to allow consultants, contractors, sub-contractors and their suppliers to work safely during the pandemic. These unforeseen changes resulted in the construction industry incurring additional costs for compliance with the risk of delays to projects. These measures also restricted numbers of staff on site which slowed down progress on works. These impacts have manifested in projects which were on site at the time of the initial lockdown, and discussions between the Council and the relevant contractors are on-going to determine liability for additional costs. It is noted that this impact is now constrained to a small number of large projects where the construction period extended over a number of years.

The Council are also aware that the construction industry is experiencing shortage of products, raw materials, staffing and logistical support which is impacting on current and future costs across the UK. Ordering lead times are extending across the sector with the risk of increased delay impacts to projects. Advance order of materials continues to be a project mitigation strategy where it can be applied.

The Russian invasion of Ukraine and resulting economic sanctions placed on Russia and Belarus has further exacerbated supply chain issues for some commodities e.g. bituminous materials, steel etc. which were sourced from eastern Europe. Now there is added risk of escalation in the Middle East due to the Palestine/Israel conflict.

Taken altogether,–these external factors continue to have a risk volatility on inflation rates. This creates risks around capital projects which continue to be present to the current day. A review of project timeline delivery and financial viability for programmes/projects is an ongoing task whereby any significant programme/project impacts continue to be updated through updates to the appropriate committee.

Reinforced Autoclaved Aerated Concrete (RAAC)

Following a published update regarding the risk of failure with Reinforced Autoclaved Aerated Concrete (RAAC) panels, the Council initially carried out and completed its

review of its public buildings where the presence of RAAC has been identified. RAAC was found in a small number of them, and mitigation is now in place.

Similarly, as reported previously a programme of work was conducted across the whole Council housing stock and this work is now complete. The outcome of this review across the whole housing stock has resulted in the identification of a housing type with RAAC, located to the south of the city in the Balnagask area.

The outcome of the above has been reported to Council and an options appraisal for the affected housing at Balnagask is now ongoing. This appraisal will consider mitigation options such as remedial works or demolition. It is proposed to report a recommended option to Council, for its consideration on 21 August 2024. However, whatever option is eventually recommended, it is expected to result in future financial liability to both the General Fund and the Housing Revenue Account.

Scottish Child Abuse Enquiry

The Redress for Survivors (Historical Child Abuse in Care) (Scotland) Act 2021 opened on 8 December 2021 to provide financial and non-financial redress to survivors of historical child abuse in care in Scotland. Fair and meaningful financial contributions are made from organisations historically involved in the care of children. The local government contribution is made on the basis that payments are made to survivors who enter into a waiver which means that litigation cannot then be pursued as a separate matter. The scheme is delivered by Redress Scotland and the Scottish Government (SG). Following negotiation between the COSLA Resources Spokesperson and the now First Minister Mr Swinney MSP, in October 2021 Leaders agreed Local Authorities will contribute £100m to the cost of the Redress Scheme over a 10-year period.

Civil Litigation claims continue, both as lead authority to the former Grampian Regional Council and Aberdeen District Council as well as claims solely against Aberdeen City Council. Any uninsured claims or associated costs in respect of these require to be met by Aberdeen City Council. The costs of these are unquantifiable at this time but will give rise to a future financial liability.

This page is intentionally left blank



**PROJECTED FINANCIAL POSITION
FOR THE YEAR 2024/25**

Contents

Management Commentary	2
- General Fund	3
- Housing Revenue Account	7
- General Fund Capital Programme	11
- Housing Capital Programme	13
- Common Good	14

MANAGEMENT COMMENTARY

This is the first reporting point in the year for the Council's finances, following approval of the budgets in December 2023 (Housing Revenue Account) and March 2024 (General Fund). The full year budgets reflected in the table below differ from those set by Council for a number of reasons. This is normal practice during the year as virements are identified and budget responsibilities change.

At this early stage of the year, the General Fund, Housing Revenue Account and Common Good are all forecast to deliver in line with budgets set for 2024/25, but this will not be without continued effort and action, including the expectation that some savings will only be delivered later in year.

In common with previous years there are pressures on the organisation that emerge during the year and this year the Council continues to be impacted by the longer-term effects of the Covid pandemic, such as customer and citizen behaviours resulting in lower than expected income streams in some services. Inflation has been at higher than Bank of England target levels for 3 years, having peaked at 11.1% in October 2022, and while CPI has been 2% for the last couple of months the cost base has been lifted for good.

Appendix 1 pointed out the financial turmoil that has led to our future costs for capital investment rising, and while bank borrowing rates have been steady for the last six months it is currently a much higher cost environment for borrowing money than the last ten years or so had provided. Combined with the challenges inflation and supply chain issues future capital investment will be more expensive.

Demand has continued to rise for our services this year, with attention being drawn to changes in our population, specifically rising school rolls, which are on the back of increased numbers of families in the city, whether through the dispersal and resettlement schemes, welcoming those fleeing harm and seeking sanctuary, and through the University schemes to attract international students to the City, with their families. Increased homelessness presentations are also affecting our finances with significant levels of temporary accommodation being needed.

At best there is a lag between rising population and funding, but with the core grant not increasing to take account of more demand or cost in the system then the redistribution of grant between local authorities means nobody receives what is needed to deliver the current level of services. Without the funding the alternative action, as seen over the last many years, is to reduce the cost of services and it is clear from the decisions made for 2024/25 budget that the savings are reducing services. They are also limiting the service standards that we can deliver and if the pressure described in Appendix 1 for the first quarter continues as expected for the foreseeable future, then this position will only get more difficult.

There is an underlying commitment from Senior Management to pursue options to mitigate cost pressures and to work with the Chief Officer – Finance to ensure the overall agreed budget is adhered to, however this is increasingly difficult.

Appendix 1 provides the Income and Expenditure Statement and Balance Sheet of the Council as at 30 June 2024. The forecast for the year is built on the information that was available at this time.

For the full year, 2024/25, the General Fund is forecast to be on budget however it must be noted that there are continuing actions and processes in place to support managers to continue to reduce, stop or delay expenditure that they can, in the remainder of the financial year.

Payroll / Staff Costs:

As part of our 2024/25 budget it was recognised that our payroll bill needed to reduce. The levers to deliver this was mainly turnover and through our current Voluntary Severance and Early

Retirement (VSER) policy. Importantly managers are supported to redesign services with a reduction of resources as well as looking at automation and process improvements to remove work.

To monitor this, an Establishment Control Board (ECB) oversees all recruitment and VSER requests and monitors the level of people leaving the council (turnover) and people newly joining the council (new starts). Through this monitoring it has been evident that the turnover and new starts are almost balancing each other out meaning that we are not experiencing a reduction in our payroll costs. Furthermore, the number of staff seeking VSER, and subsequently being approved is less than was forecast or assumed in the budget.

To improve this position the Establishment Control Board continues to maintain these key controls:

1. Robust Recruitment Freeze. This will mean that only essential posts are recruited to when a vacancy arises.
2. Agency Freeze. The use of agency workers should only be used for a short-term need, on average up to 13 weeks. The ECB has implemented tighter controls where all agency requests must be supported by the relevant Chief Officer and then passed to the ECB for consideration. People and Organisational Development (P&OD) continue to monitor previously approved agency contracts to seek assurance that the council is only using agency for short term essential need.
3. Overtime Freeze. Overtime is currently approved at service manager level. Like 2. above, all future overtime requests now requires the support of Chief Officer. Overtime requests should only be used for emergency-type need where the resource requirement is not planned. Again, P&OD review current overtime usage and work with the business to ensure that it is being used effectively.

These 3 controls will be continually monitored for effectiveness and to ensure the payroll bill is reducing in line with our budget commitment. In the first quarter the Council has engaged with staff and trade unions on what a 35 hour working week could mean for individuals and the Council. This engagement does underpin budget saving requirements and further engagement and consultation will be undertaken in the second quarter to progress the options.

The pay award for 2024/25 has not yet been agreed nationally, only 3% has been set aside by the Council to pay for any increase and to date a single year offer of 3.2% with effect from 1 April 2024 has been rejected by the trade unions. For every 0.1% over 3% there is an additional cost to the Council of approximately £350,000 so there is financially significant risk from this situation remaining uncertain. The Council has no additional funds available on a recurring basis that would fund a higher pay settlement therefore if more money is needed for pay then the Council would have to stop or reduce services.

Essential Spend:

The council has been operating in an environment of restricting discretionary spend for many months, if not years. This has been communicated to 'requisitioners' and 'approvers' at all levels within the organisation. Due to the continued uncertainty of the fiscal environment and the recognition of new service demand entering our system, further controls have been implemented to effectively manage non-essential spend and control additional spending resulting from unplanned demand.

To enable the Council to work towards achieving delivery of a balanced budget by 31 March 2025 the provisions are essential and necessary, in the face of the significance of the uncertainty arising from current known situational awareness and the continuing financial risks that exist.

General Fund

With reference to the table below, key areas of the budget that the Council is managing are as follows:

The high costs of gas and electric will affect all Council services to some degree. These forecasts are included in the table below.

As stated above, across the whole of the Council the planned reduction in the number of posts that are affordable is being managed through voluntary and natural turnover processes. The full value of the staff savings is still forecast to be below budget at this time however actions noted above continue to be implemented to continue to influence the full year position. Other savings are supporting balancing the budget, to counteract the situation, however the Council is relying on some of the revenue contingency budget not being required to help finance the cost pressures currently forecast.

Based on the forecasts for the year key highlights are as follow.

1. The main areas of pressure within Families & Communities are:
 - Higher than budgeted spend on Out of Authority Placements, spend continues to increase due to contract uplifts and increased number of placements. Kinship placements are relatively in line with last year which continues the added pressure on this budget.
 - Looking at demand, the Public Health restrictions of the last few years, downturn in the local economy and increased costs being experienced by families, is impacting on the needs of children and families. There is a notable rise in vulnerability and need and this is increasing demand for more specialist services. As would be anticipated, there is a level of need apparent in those seeking sanctuary in the city.
 - It is exceptionally difficult to predict ongoing demand with any certainty. Hotels can be secured for asylum dispersal schemes at short notice with limited information about the age and stage of those being placed locally. Services continue to be proactive in their response.
 - Commercial property trading account income has been revised to reflect current conditions, this will continue to be monitored closely. This includes the additional costs of energy for corporate facilities and, also the Energy Centre and AD Plant at The Events Complex Aberdeen, and related contracts.
 - In Building Services there is a risk that the level of capital works will not increase with the focus being on void properties and response repair and maintenance, then the budgeted surplus may not be achieved this year.
 - Facilities are experiencing significant staff overspend mainly in the cleaning service, with janitorial and catering also affected.
 - Temporary accommodation (hotels, and bed and breakfast) is experiencing a significant rise in demand due to the cost of living crisis and this is being exacerbated by fewer people moving into permanent accommodation.

For Education, the service is managing a substantial increase in the school rolls. This is driven by several factors: - the post-Covid increase of international students from other countries to the two Universities, who are bringing their families with them - there is evidence that this is now levelling off, the number of children (and families) in the city seeking refuge and the cost-of-living crisis meaning more parents are not opting for a private education.

- Also, within Education long-term absence spend is forecast to overspend based on costs for 2022/23 and 2023/24, this is being closely monitored and managed.
- There is a risk that Early Years will not achieve the budgeted income from Cross Boundary Charging as the difference in the number of children between local authority areas is not as significant as anticipated.

2. The main areas of pressure within City Regeneration & Environment are:

- Car Parking income was severely affected by the pandemic, and whilst it is now recovering it is not expected that the budgeted income from parking permits will be achieved.
- The business continuity insurance for the fire at Altens East has now ceased – which had offered cost mitigation to the Council for a period of 18 months. The impact on the service and the potential costs for the Altens East Transfer Station are now reflected in forecasts.
- There is a risk that forecasts may be higher than budget within Fleet as a result of ongoing implementation issues of new software, Jaama.
- For commercial services, the Beach Ballroom are forecasting income to be lower than budget.

3. The main areas of pressure within Corporate Services are:

- Commercial and Procurement where staff costs are unlikely to deliver budgeted savings.

4. The main areas of pressure within Integrated Joint Board (IJB)/Adult Social Care are:

- An uplift of 6% for 23/24 was agreed for care home providers that run care homes under the national care home contract. This was higher than anticipated when the budget was set at the beginning of the year. There is a risk that care home costs will be overspent unless there is a reduction in client numbers.
- There is a risk that the commissioned services & direct client payment budgets might not be sufficient to cover any agreed contract uplifts.
- There is a risk that income from clients' care packages may not be received in full.
- The numbers of direct payments to clients may rise. Capacity has now stabilised because the IJB's chosen providers have gradually increased their capacity and taken on new clients. However, as demand for care services remains high, there is a risk that this situation could deteriorate. There is a risk that the number of new clients requiring care exceeds the financial capacity.

The 'on budget' forecast includes an uplift in funding for the IJB of approximately £9m, which is a requirement of the Local Government Settlement, and means that 100% of the funding allocated to Health & Social Care Partnership obligations by Scottish Government is being passported through to the Aberdeen City IJB by the Council.

It is clear from the Quarter 1 position for the IJB that achieving a balanced budget is extremely difficult, the expectation is that this will be managed and Council will not be called on for additional resources at year end.

5. Miscellaneous Services includes capital financing costs, the cost of repaying the borrowing received in the past for General Fund Capital Programme investment. Capital Financing Costs is the most significant budget within Miscellaneous Services and includes the impact

of accounting for loans fund repayments on a prudent basis, approved by the Audit Risk and Scrutiny Committee in April 2019.

As highlighted above, and in Appendix 1, the financial turmoil recently has only exacerbated the rising cost of borrowing. The cost of capital investment will rise from previous forecasts due to the current economic environment, with borrowing rates up at levels last seen a decade ago, the enduring effects of a 3 year period of high inflation – above Government and Bank of England targets – and supply chain volatility.

The bad debt provision has been updated to take account of latest data. This budget sits within Miscellaneous Services and is under regular review.

6. The corporate saving for a reduced teaching workforce is captured in the “Corporate Budgets”. The full value of the staff savings is forecast to be above budget, and mitigates the additional spending on non-teaching workforce in Children and Family Services.

Contingencies also holds the in-year revenue contingency for the General Fund and the forecast includes the use of some of that contingency in the remainder of the year – uncommitted contingencies amount to £2.5m for the year. That does not stop future unplanned events taking place or from implications arising from the risk registers and, where identified, contingent liabilities becoming more certain (see Appendix 1). It means at this stage that the Council relies on the strength of its balance sheet to address future unknown costs.

7. Council Expenses include the budgets for all councillors’ costs, including salaries and expenses. These are forecast to be on budget.
8. The Joint Boards budget and forecast outturn is based on the amount requisitioned by Grampian Valuation Joint Board.
9. The Non-Domestic Rates figure is set by the Scottish Government as part of its overall funding support package rather than the amount billed and receivable by the Council. The forecast amount receivable by the Council is in line with Government distribution information.
10. The General Revenue Grant is set by the Scottish Government as part of its funding support package for Local Government. This is regularly updated to account for the redeterminations that are allocated to Local Government after the approval of the Scottish Budget. Funding for these allocations is paid to Councils in March.
11. Council Tax income is forecast to be on budget for 2024/25 based on collection levels in 2023/24.
12. Use of Reserves. The Council approved in its 2024/25 budget that a sum of £7.569m will be used from Service Concession and other earmarked General Fund reserves to fund the budget.

Housing Revenue Account

13. The HRA budget in 2024/25 has a budgeted deficit of £3.1m, it is currently estimated to stay within budget however there are several areas of pressure. These are the potential increases in repairs and maintenance from the cost of materials, voids, and staff costs. The higher costs in these areas will be offset by a reduced contribution to Capital from Current Revenue (CFCR).

Earmarked Reserves

As at 1 April 2024 the Council held c.£82m of earmarked reserves across the General Fund and HRA and expenditure is estimated to be incurred over a period of years.

Expenditure in relation to the delivery of other specific projects, funded by the earmarked reserves is not included in the figures in the tables above, the expenditure being set against the finite reserves held at the start of the year. As an example, the Council expects to continue to incur expenditure from the Transformation Fund in 2024/25 progressing the digital programme of transformation.

The other significant earmarked reserves to draw attention to at this time are the Refugee Funding (£14.914m) to support the work and activities we deliver for through the dispersal and resettlement schemes; and the Joint Venture (ASV) Revaluation Surplus (£15.450m), which is not cash backed and reflects the increased value of the Council shares in the Sports Village following asset revaluation.

Also notable is the Second & Long-term Empty Properties (Affordable Housing) reserve (£7.613m), which is underpinned by legislation. Expenditure in 2024/25 will depend on the progress with a number of developments including Craighill, and the amount of Scottish Government funding and Section 75 income (developers' contributions) to be used as this funding is time limited, these funds support the delivery of additional social housing by the Council.

The earmarked Resilience fund, including former Covid-19 Grants (£8.794m) is for general support to Council services, income shortfalls and historically education services.

Balancing the Budget through Controls and Monitoring Structures

Drawing attention again to the points made in the introduction about Payroll/Staff Costs and Essential spend controls, specific actions that will continue, to manage spending and work towards reducing the operating deficit include:

- Further instruction to all budget holders to reduce, stop or delay expenditure wherever possible to reduce the outturn position.
- Ongoing review and analysis of the national dispersal and resettlement programmes on council budgets.
- Ongoing review and scrutiny of the out of authority placements for children by the Chief Officer – Integrated Children's Services.
- Specific work in relation to the Service Income policy to ensure full cost recovery is achieved from a range of services that the Council delivers, such as support services, housing services, accommodation and building services.
- Monitoring and management of council long-term debt in light of the agreed policy and capital spend forecasts for 2024/25.
- The voluntary severance / early retirement scheme (VSER) is how the Council has incentivised workforce reductions. The scheme has been recently promoted to staff in order to further reduce the ongoing cost of staff and to support the affordability of the Council's budget going forward. This is an expensive scheme, funding must be found and accounted for up front from revenue resources. The Council approved the use of the Service Concession earmarked sum as a source of funding for VSER.

To ensure tight controls are in place over expenditure, management have created the following control boards, through which requests to spend must be cleared:

The Demand Management Control Board captures the commissioning and procurement intentions for revenue expenditure as they arise and provides an environment for demand-based challenge – this is chaired by the Executive Director for Corporate Services.

Similarly, the Capital Board oversees the progress and emerging aspects of capital planning and delivery, but also connects to the asset elements of the revenue budget and capital financing requirements – this is chaired by the Chief Officer for Capital.

The Performance Board has oversight of the performance reporting, this is chaired by the Executive Director of Families & Communities and brings together the emerging and escalated issues from overall Council performance and agrees actions. The Corporate Management Team has oversight of the Council's financial performance.

Balancing the Budget through the monitoring and control of risks.

Risks are reviewed on a regular basis at a strategic level by the Risk Board on a monthly basis and at an operational level by Chief officers and their teams daily.

The emerging risks from demand and costs and the challenge to balance the budget should be having an impact on those operational risk registers and the corporate Management Team expect where appropriate that these risks are escalated to the Corporate Risk Register, along with the potential impacts and means of mitigation.

The spectrum of difficulty that has been described as widening signals that risks are going to change and that the likelihood and impact of those risk are going to rise. The Council should be expecting to see this and to be asked to take appropriate action to mitigate them as they are identified.

The main risks to the Council are now the cost of living crisis, the rise in the number of people in the city through resettlement and refugee schemes and studying in the city from abroad. Also, the impact of high inflation level and extremely high increases experienced in the cost of energy supplies remain significant risks as these will continue to have a substantial impact on Council services.

It is predicted that the increased cost of supplies and services in the trades maybe a significant risk in areas such as Building Services and Roads.

Contingent Liabilities are noted to capture potential liabilities which could result in costs being incurred in the future. As part of the budget process, contingent liabilities are reviewed and described within the budget pack presented to Council. The Corporate Management Team continues to monitor the status of these. A review of the contingent liabilities, listed in Appendix 1, has not established any significant shift in certainty or in the Council's ability to quantify the financial exposure, although the Council is due to consider a report on an options appraisal for RAAC in Council housing in August 2024. On that basis there is no adjustment included in the forecasts for the year, they will continue to be reviewed quarterly and any change reported as appropriate.

Conclusion

Based on the information available, and set out in this report, the forecast for the overall position of the General Fund is a balanced budget, with key actions continuing as described to reduce the payroll/staff costs across the Council and also the cost of our supplies and services during the remainder of this year. Any deficit that emerges later in the year, the Council will have to rely on unused contingencies and the availability of funding from the Balance Sheet in the form of earmarked reserves.

Pay negotiations remain the greatest single risk to the Council finances therefore while there is no certainty of the cost of this, the Council will remain on essential spending only status.

The Housing Revenue Account is also in a balanced position, and this is captured in the tables set out below.

General Fund Financial Reporting Summary 2024/2025 - Quarter 1

As at 30 June 2024	Budget 2024/2025	Outturn 2024/2025 Quarter 1	Variance from Budget		Notes
	£'000	£'000	£'000	%	
Families & Communities	308,658	325,938	17,280	5.6	1
City Regeneration & Environment	30,312	34,406	4,094	13.5	2
Corporate Services	43,487	42,761	(726)	(1.7)	3
Integrated Joint Board	130,575	130,575	0	0.0	4
Total Functions Budget	513,032	533,680	20,648	4.0	
Miscellaneous Services	69,604	69,689	84	0.1	5
Contingencies	32,399	11,666	(20,733)	(64.0)	6
Council Expenses	1,557	1,558	1	0.0	7
Joint Boards	1,947	1,947	0	0.0	8
Total Corporate Budgets	105,507	84,858	(20,648)	(64)	
Non Domestic Rates	(208,768)	(208,768)	0	0.0	9
General Revenue Grant	(262,474)	(262,474)	0	0.0	10
Government Support	(471,243)	(471,243)	0	0.0	
Council Tax	(139,727)	(139,727)	0	0.0	11
Local Taxation	(139,727)	(139,727)	0	0.0	
Contribution from Reserves	(7,569)	(7,569)	0	0.0	12
Contribution from Reserves	(7,569)	(7,569)	0	0.0	
Deficit/(Surplus)	0	(0)	(0)	0.0	

Housing Revenue Account Summary 2024/2025 - Quarter 1

Deficit/(Surplus)	3,161	3,161	(0)	(0)	13
--------------------------	--------------	--------------	------------	------------	-----------

General Fund Capital Programme

The Capital Programme also now includes additional projects following confirmation of funding awards from the Scottish Government:

- £0.128 million for continuing the Nature Restoration Fund into 2024/25;
- £0.019 million for Bairns Hoose 2024/25
- £1.557 million for the new Tier 1 Active Travel Infrastructure Fund, which has formally superseded the previous Cycling Walking Safer Routes programme
- An increased £0.451 million for capital grant in 2024/25.

As at Period 3 2024/25	2024/25					
	Original Approved Budget	Adjustments & Carry Forwards	Revised Budget for Year	Actual Expenditure for Year	Forecast Outturn	Outturn Variance from Revised Budget
	£'000	£'000	£'000	£'000	£'000	£'000
AECC Programme Board	3,000	3	3,003	13	3,003	0
Asset Management Programme Board	68,765	13,706	82,471	8,800	80,471	(2,000)
Asset Management Programme Board Rolling Programmes	26,936	2,649	29,585	7,493	29,585	0
City Centre Programme Board	82,519	(1,132)	81,387	1,926	81,387	0
Energy & Climate Programme Board	37,073	3,115	40,188	669	40,188	0
Housing and Communities Programme Board	2,429	298	2,727	7	2,727	0
Housing and Communities Programme Board Rolling Programmes	550	97	647	0	647	0
Transportation Programme Board	11,132	3,217	14,349	217	14,349	0
Transportation Programme Board Rolling Programmes	1,000	0	1,000	0	1,000	0
Strategic Asset & Capital Plan Board	15,824	1,327	17,151	628	17,151	0
Strategic Asset & Capital Plan Board Rolling Programmes	4,500	(59)	4,441	1,786	4,441	0
Developer Obligation Projects & Asset Disposals	0	0	0	16	6	6
Total Expenditure	253,728	23,222	276,950	21,554	274,956	(1,994)
Capital Funding:						
Income for Specific Projects	(43,243)	(18,839)	(62,082)	(2,161)	(62,082)	0
Developer Contributions	0	0	0	(12)	(6)	(6)
Capital Grant	(17,067)	(451)	(17,518)	(4,379)	(17,518)	0
Other Income e.g. Borrowing	(193,418)	(3,932)	(197,350)	(15,002)	(195,350)	2,001
Total Income	(253,728)	(23,222)	(276,950)	(21,554)	(274,956)	1,994

Profiling of project budgets and forecasting of outturns remains challenging given the wide range of factors continuing to affect construction supply chains. Cost inflation over the last year has been the highest experienced in several decades, and is only now beginning to show signs of reducing. As such the forecast outturns quoted above represent a point in time and there is a strong probability they will be subject to change as the financial year progresses and additional information becomes available. Opportunities exist to review the overall programme for affordability as business cases for new project budgets approved in March continue to be developed and presented to Capital Board.

Given the prevailing conditions and with a view to managing the capital programme with best value in mind, a more detailed report presenting the outcomes of a review conducted by the Chief Officer – Capital on projects included in the Capital Programme will be reported to this committee in September.

Expenditure for Quarter 1 2024/25 includes continued construction works related to progressing the New Schools programme, with significant expenditure on the new Tillydrone School. Works are also progressing well on the new shared mortuary at Foresterhill, and the City Centre Masterplan has also continued to develop the designs for Union Street and the Beachfront.

Housing Capital Programme

Due to the pause of the two Housing Capital Council led new build projects spend on New Build is low, it is anticipated this will increase as work starts on the Craighill site and potentially Kincorth.

Prioritisation of work on voids is continuing, this is shifting resources from capital to revenue works. This is resulting in lower than budgeted spend on lift maintenance, heating system replacement, kitchens and bathroom.

Paying for Capital [Expenditure] From Current Revenue (CFCR) out-turn has been amended to reflect the pressures experienced by the revenue account, this is balanced by an increase in borrowing.

The assumption at Quarter 1 is that budgeted expenditure will be achieved in 2024/25, this will be updated following a review during Quarter 2 and after a decision is made on the way forward for the RAAC properties at the Council meeting on 21 August 2024.

Housing Capital Programmes	Approved Budget	Expenditure to date	Forecast Expenditure
As at 30 June 24	£'000	£'000	£'000
Compliant with the tolerable standard	3,922	540	3,922
Free from Serious Disrepair	23,655	2,911	23,655
Energy Efficient	14,651	2,417	14,651
Modern Facilities & Services	15,260	2,081	15,260
Healthy, Safe and Secure	6,585	613	6,585
<i>Non Scottish Housing Quality Standards</i>			
Community Plan and Local Outcome Improvement Plan	9,034	5,296	9,034
Service Expenditure	8,720	125	8,720
2000 New Homes Programme	64,666	3,956	64,666
less 27% slippage	(23,443)	-	(23,443)
Net Programme	123,050	17,939	123,050

Capital Funding			
Borrowing	(96,423)	(15,406)	(101,031)
Other Income - Grants Affordable Homes etc	(17,579)	(1,423)	(17,579)
Capital Funded from Current Revenue	(9,048)	(1,110)	(4,440)
Total	(123,050)	(17,939)	(123,050)

Prudential Indicators

The Prudential Code For Capital Finance in Local Authorities - 2022/23 to 2028/29

From 1 April 2004, Councils are required by Regulation to have regard to the Prudential Code (the Code) when carrying out their duties under Part 7 of the Local Government in Scotland Act 2003.

In setting the revenue and capital budgets, members will be aware that under the Prudential Code, the level of capital investment is determined locally. Therefore, these indicators will be reviewed on an ongoing basis to ensure that the Council does not breach the indicators it sets.

The key objectives of the Code are to ensure: -

- The Council's capital programmes are affordable, prudent and sustainable.
- Treasury management decisions are taken in accordance with good professional practice.

The Code also has the objectives of being consistent with and supporting local strategic planning, local asset management planning and proper option appraisal.

In setting the indicators, cognisance should be paid to the level of capital investment looking ahead for a five-year period, for both the housing and non-housing capital programmes that the Council wishes to embark upon. The Code also requires that the underlying requirement to finance PPP projects and finance leases be included when setting the indicators.

The Code requires the following Prudential Indicators to be set for the Council:

	Capital Expenditure						
	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30
	£'000	£'000	£'000	£'000	£'000	£'000	£'000
	Actual	Estimate	Estimate	Estimate	Estimate	Estimate	Estimate
Gen Fund	112,343	253,728	210,924	159,991	108,005	81,636	81,636
HRA	119,903	123,050	119,592	97,780	72,752	74,105	74,105

	Ratio of Financing Costs to Net Revenue Stream						
	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30
	Actual	Estimate	Estimate	Estimate	Estimate	Estimate	Estimate
Gen Fund	6.7%	10.3%	11.5%	12.6%	13.3%	13.7%	13.4%
HRA	8.8%	19.1%	23.8%	26.8%	26.5%	27.4%	28.4%

	Capital Financing Requirement						
	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30
	£'000	£'000	£'000	£'000	£'000	£'000	£'000
	Actual	Estimate	Estimate	Estimate	Estimate	Estimate	Estimate
Gen Fund	1,249,775	1,426,283	1,583,798	1,686,240	1,736,077	1,762,422	1,788,693
HRA	454,531	547,217	639,357	723,362	785,331	847,974	910,617
Total	1,704,306	1,973,500	2,223,155	2,409,602	2,521,408	2,610,396	2,699,310

	Gross Borrowing						
	2023/24 £'000 Actual	2024/25 £'000 Estimate	2025/26 £'000 Estimate	2026/27 £'000 Estimate	2027/28 £'000 Estimate	2028/29 £'000 Estimate	2029/30 £'000 Estimate
Borrowing	1,533,960	1,832,770	2,085,666	2,278,198	2,396,613	2,492,483	2,588,353

The Prudential Code states:

“In order to ensure that over the medium term net borrowing will only be for a capital purpose, the local authority should ensure that net external borrowing does not, except in the short term, exceed the total of the capital financing requirement in the preceding year plus the estimates of any additional capital financing requirement for the current and next two financial years.”

The Chief Officer - Finance reports that the Council can meet this requirement in 2024/25, and it is expected to do so for the future years, as outlined, taking into account current commitments, existing plans, and the assumptions in this report.

	Authorised Limit for External Debt					
	2024/25 £'000	2025/26 £'000	2026/27 £'000	2027/28 £'000	2028/29 £'000	2029/30 £'000
Operational Boundary	2,005,179	2,254,834	2,441,281	2,553,087	2,642,075	2,731,063
10% Margin	200,518	225,484	244,129	255,309	264,208	273,107
Total	2,205,697	2,480,318	2,685,410	2,808,396	2,906,283	3,004,170

	Operational Boundary for External Debt					
	2024/25 £'000	2025/26 £'000	2026/27 £'000	2027/28 £'000	2028/29 £'000	2029/30 £'000
Borrowing	1,832,770	2,085,666	2,278,198	2,396,613	2,492,483	2,588,353
Other Long-Term Liabilities	172,409	169,168	163,083	156,474	149,593	142,710
Total	2,005,179	2,254,834	2,441,281	2,553,087	2,642,075	2,731,063

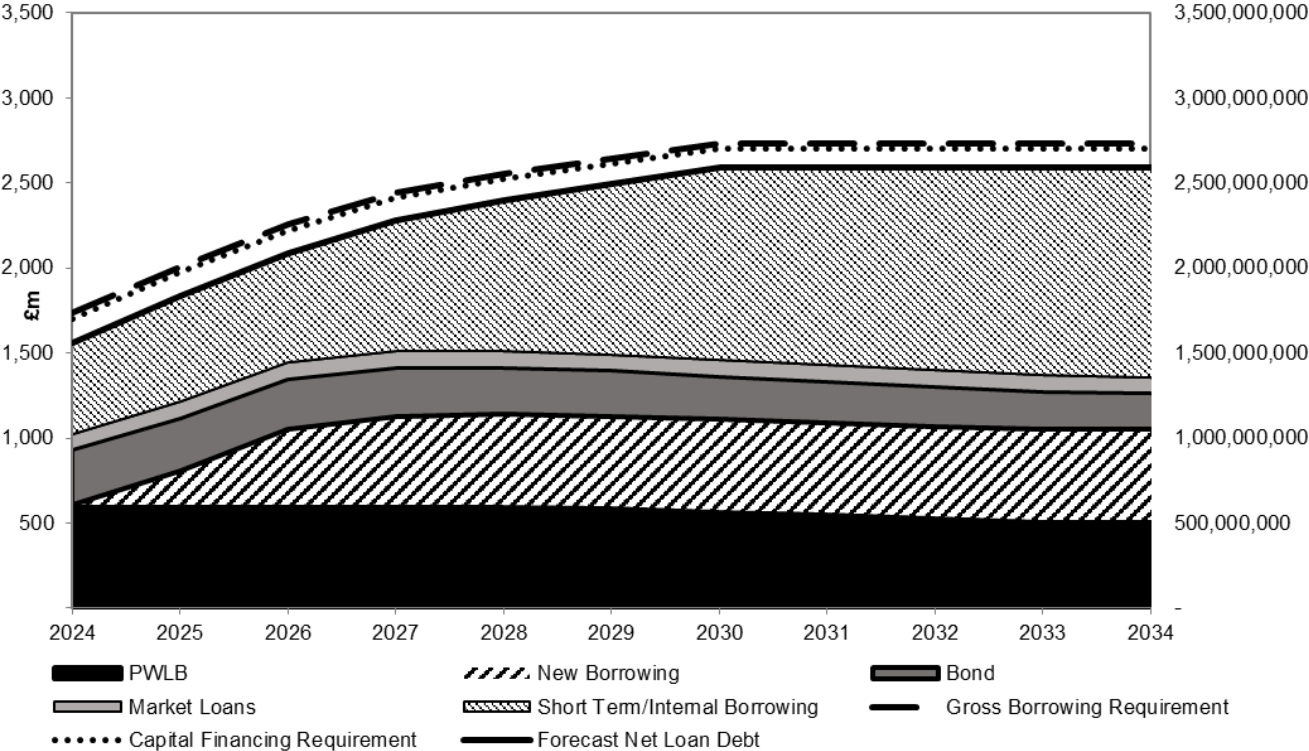
The latest version of the Prudential Code for Capital Finance in Local Authorities introduced a new indicator – the Ratio of Net Income from Commercial and Service Investments to Net Revenue Stream.

The Code defines Commercial Investments as investments taken or held primarily for financial return and not linked to treasury management activity and Service Investments as those directly involved in the delivery of a service, for example, loans to leisure providers, loans to trusts providing services, a shareholding in a shared service vehicle, and investments in local companies for regeneration.

As the Council has no investments that fall into these categories, there is no requirement to report this indicator.

The latest version of the CIPFA Treasury Management in the Public Services code requires the reporting of an additional treasury management indicator known as the Liability Benchmark.

The liability benchmark (shown below) is a comparison of existing borrowing levels against future capital financing requirements from both committed and planned future borrowing over the next ten years.



Common Good

As at June 2024	Full Year Budget 2024/25 £'000	Forecast Expenditure £'000	Variance from Budget £'000
Recurring Expenditure	5,132	5,132	0
Recurring Income	(5,370)	(5,370)	0
Budget after Recurring Items	(238)	(238)	0
Non Recurring Expenditure	238	238	0
Non Recurring Income	0	0	0
Net (Income)/Expenditure	0	0	0
Cash balances as at 1 April 2024	(42,201)	(42,201)	
Net Expenditure from Income & Expenditure	0	0	0
Investment Revaluation (Increase)/Decrease	0	330	330
Net Capital Receipt	0	0	0
Cash Balances as at 31 March 2025	(42,201)	(41,871)	330
Minimum cash balance requirement per budget report (Council February 2015)	(35,456)	(35,456)	

Notes

- Operationally the Common Good is forecast to be on budget as at 30 June 2024.
- The investment of cash balances in a multi-asset income fund, approved by Council on 10 March 2021 has now been implemented. The value of the investment may fall as well as increase, this will be reported quarterly. As at 30 June 2024 the value of the investments was £23.614m, a decrease in the quarter of £0.330m. Cash balances will be affected by this change as will the overall Net Value of the Common Good.
- The investment with Fidelity remains a long-term investment and should be measured over a 3 to 5 year period.
- Income levels expect to be maintained and the budgeted income achieved.
- Recurring expenditure is generally forecast to be on budget, with events proceeding as expected this year, and grants payable throughout the year to the wide range of approved organisations.



**COMMON GOOD
FINANCIAL STATEMENT
FOR THE PERIOD ENDING
30 JUNE 2024**

Contents


Movement in Reserves Statement	2
Comprehensive Income and Expenditure Statement	2
Balance Sheet	3

Common Good

The Common Good stands separate from other accounts and funds of the Council and could be said to originate in the grant of freedom lands by King Robert the Bruce in 1319. The Common Good is corporate property and must be applied for the benefit of the community as the Council thinks fit. It is invested in land and buildings, such as industrial estates and farms, with cash balances usually being held on deposit with other local authorities, building societies and the Council's Loans Fund.

Following the decision of Council to seek alternative investment opportunities for the cash balances, an investment of up to £30m has been placed in a Multi-Asset Income Fund with Fidelity. Returns on this investment are now reported on a quarterly basis in Appendix 2.

Movement in Reserves Statement

	Common Good Fund £'000	Reserves Fund £'000	Total Common Good £'000
Balance at 31 March 2024	(118,109)	(68)	(118,177)
Movement in Reserves during 2024/25			0
(Surplus) or Deficit on provision of services	40	0	40
(Surplus) or Deficit on revaluation of investment property	330	0	330
Total Comprehensive Expenditure and Income	370	0	370
Balance at 30 June 2024	(117,738) 	(68)	(117,806)

Comprehensive Income and Expenditure Statement

	<u>Quarter 1, 2024/25</u>			Notes
	Gross	Gross	Net (Income)	
	Expenditure £'000	Income £'000	Expenditure £'000	
Grants & Contributions to External Organisations	332		332	
External Organisations Rents	28		28	
Promoting Aberdeen	9		9	
Grants/Services Provided by Aberdeen City Council	390		390	
Civic Service Funding	254	0	254	
Duthie Park HLF	0		0	
Specific Projects	27	0	27	
Earmarked Reserves	18		18	
Cost Of Services	1,058	0	1,058	1
Sales Income			0	2
Cost of Sales			0	2
Other Operating Income/Expenditure			0	
Financing and Investment Income and Expenditure			(1,018)	3
(Surplus) or Deficit on Provision of Services			40	
(Surplus) or Deficit on revaluation of investment property			330	4
Total Comprehensive Income and Expenditure			370	

Notes

1. This includes project expenditure to 30 June 2024.
2. This reflects any gains or losses on the disposal of assets during the year.
3. This reflects income receivable from investments and land and properties net of associated expenditure.
4. This figure represents the decrease in value of the long term investment. The revaluation of investment property will be undertaken in Quarter 4.

Balance Sheet

31 March 2024 £'000		30 June 2024 £'000	Notes
23,945	Long Term Investments	23,615	1
75,975	Investment Property	75,975	1
99,920	Long Term Assets	99,590	
18,442	Investments in Aberdeen City Council Loans Fund	19,238	2
0	Investment Property Held for Sale	0	3
441	Short Term Debtors	116	4
18,883	Current Assets	19,354	
(626)	Short Term Creditors	(1,136)	5
(626)	Current Liabilities	(1,136)	
118,177	Net Assets	117,808	
(118,109)	Common Good Fund	(117,740)	6
(68)	Reserve Fund	(68)	6
(118,177)	Total Reserves	(117,808)	

Notes

1. This represents the long term investments as at 30 June 2024. The revaluation of investment property will be undertaken in Quarter 4, at which time this figure will be updated.
2. Reflects current cash balances held following transactions to 30 June 2024.
3. Will be reviewed and updated accordingly in Quarter 4.
4. Based on transactions to 30 June 2024.
5. Based on transactions to 30 June 2024.
6. Reflects the accounting value of the funds, based on transactions to 30 June 2024.

This page is intentionally left blank



**GROUP ENTITIES
PROJECTED FINANCIAL
POSITION FOR THE YEAR 2024/25**

Aberdeen City Council holds a financial interest in a number of Subsidiaries, Associates and Joint Ventures. The most significant of these, in terms of size of trading operations and other factors, are included in the Council's Group Accounts.

The table below outlines the entities to be consolidated into the Council's Group Accounts and details the Council's share of "ownership" of each of the entities.

For the Financial Year 2024/25	ACC Control	ACC Commitment to meet accumulated deficits	Annual Turnover
	%	%	£m
Subsidiaries			
Common Good	100	100	5
Trust Funds	100	100	0
Sport Aberdeen Limited	100	100	15
Bon Accord Care Limited	100	100	29
Bon Accord Support Services Limited	100	100	35
Aberdeen Heat and Power	100	100	7
Joint Ventures			
Aberdeen Sports Village Limited	50	50	6
BP Aberdeen Hydrogen Energy Ltd	50	50	
Aberdeen City Integration Joint Board	50	50	420
Associates			
Grampian Valuation Joint Board	39	39	5

The Council has agreed to include information only when it has been reported through a group entities governance structure.

For the Financial Year 2024/25	Reporting Date	Surplus/(deficit) attributable to the Council at Reporting date	Forecast Surplus/(Deficit)	Comment
		£'000	£'000	
Subsidiaries				
Common Good	30.06.24	(40)	(330)	
Trust Funds	31.03.24	175	-	Full year forecast not internally available at Q1
Sport Aberdeen Limited	30.06.24	241	0	Forecasting a Break Even position as at Q1
Bon Accord Care Limited and Bon Accord Support Services Ltd	30.06.24	39	-	Full year forecast not internally available at Q1
Aberdeen Heat and Power Ltd	30.06.24	(113)	(420)	
Joint Ventures				
Aberdeen Sports Village Limited	31.05.24	(439)	-	Full year forecast not internally available at Q1
BP Aberdeen Hydrogen Energy Ltd	30.06.24	(105)	-	Full year forecast not internally available at Q1
Aberdeen City Integration Joint Board	30.06.24	0	0	Forecasting a Break Even position as at Q1
Associates				
Grampian Valuation Joint Board	30.06.24	193	0	Forecasting a Break Even position as at Q1

The notes below summarise the latest financial position in respect of each of the group entities.

Subsidiaries

Common Good

The Common Good is corporate property and must be applied for the benefit of the community as the Council thinks fit. It is invested in land and buildings, such as industrial estates and farms, with any surplus being placed on cash deposit, with £30m of accumulated cash invested in a multi-asset income fund managed by Fidelity.

The Common Good is currently showing an operational deficit at the end of Quarter 1 of £40k, and a projected deficit of £330k for the financial year. The financial statements for the quarter are shown in Appendix 3.

Trust Funds

The Council is responsible for the administration of various trusts created by bequest or evolved through history or by public subscription which are utilised for a variety of benefits such as education and social work, charitable purposes, religious instruction, medical institutions, and the upkeep of public works. The money earned from the investments of the Trusts is used to provide grants and awards to trust beneficiaries, prizes and dux medals for school children and requisites for clients in Social Work homes.

At the end of March 2024, the Trusts reported a net surplus of £175k.

The Trusts are not expected to have a material impact on the Council's financial position for 2024/25.

Sport Aberdeen

Sport Aberdeen Limited is a charity and constitutes a limited company, limited by guarantee. The principal activity of the company is the provision of recreation leisure facilities and services on behalf of Aberdeen City Council in accordance with key priorities. Although Aberdeen City Council does not own the entity, it is considered that control representing power to govern exists through agreements in place and that Sport Aberdeen Limited operates as a structured entity of the Council.

The results for the period ended 30th June 2024 show net surplus of £241k. Sport Aberdeen is forecasting a break-even position for financial year 2024/25.

Bon Accord Care and Bon Accord Support Services

Bon Accord Care Limited (BAC) and Bon Accord Support Services Limited (BASS) are private companies limited by shares which are 100% held by Aberdeen City Council. Bon Accord Care provides regulated (by the Care Inspectorate) care services to Bon Accord Support Services which in turn delivers both regulated and unregulated adult social care services to the Council.

The consolidated position of Bon Accord Care and Bon Accord Support Services shows a surplus of £39k against budget for the period ended 30th June 2024.

The consolidated forecast position for BAC and BASS for 2024/25 is a balanced budget. However, this is based on the assumption that COSLA agrees a pay award for financial year 2024/25 with the Scottish Government of not less than 3%.

Aberdeen Heat and Power Ltd (AH&P Ltd)

AH&P Ltd is a company limited by guarantee and has no share capital. Aberdeen City Council is the sole member of AH&P which is a wholly owned subsidiary of the council guarantor. All AH&P board appointments are made by the Council as the sole member of AH&P Ltd.

For the period ended 30th June 2024, Aberdeen Heat and Power shows a deficit of £113k. The forecast for the financial year shows a deficit of £420k.

The forecast deficit is mainly due to AH&P from 2023/24 receiving a significantly lower income from electricity in 2024/25, while the costs of gas remain unchanged.

In addition the closure of the Beach Leisure Centre has led to a £150k reduction in income.

The forecast deficit is expected to be covered by the amount held in AH&P reserves.

Joint Ventures

Aberdeen Sports Village Limited (ASV Ltd)

ASV Ltd is a company limited by guarantee and registered as a charity. It is a joint venture company owned equally by the Council and The University of Aberdeen. ASV Ltd was incorporated in 2007 and its objectives are to provide sports and recreational facilities, including elite sports facilities for the use of both students and staff of the University of Aberdeen and the public, and the advancement of public participation in sport.

The financial year end for ASV Ltd is not aligned to the Council's with its year end being 31 July. The accounts for the period ended 31st May 2024 showed that ASV Ltd reported a deficit of £877k. The share of the deficit being attributed to the Council is £439k.

Aberdeen City Integration Joint Board (IJB)

The IJB was established by order of Scottish Ministers on 6 February 2016, becoming fully operational from 1 April 2016. The IJB is responsible for the strategic planning, resourcing and operational delivery of all integrated health and social care within the Aberdeen City area. This has been delegated by the partners, Aberdeen City Council and NHS Grampian.

As at 30th June 2024, the IJB is forecasting a break-even position for financial year 2024/25.

Further analysis of the IJB variance can be seen in Appendix 2.

BP Aberdeen Hydrogen Energy Ltd (BPAHE Ltd)

BPAHE Ltd is a 50:50 joint venture between Aberdeen City Council and BP International Ltd set up on 11 March 2022. The purpose of this company is to establish a commercial hydrogen production, storage and distribution infrastructure for green hydrogen utilising renewable power to service transport in the short term. This will have the potential to be further expanded in future phases for the delivery of hydrogen power for a wide range of sectors looking to decarbonise, including fleet, heat and industry.

As at 31st May 2024, BPAHE Ltd show a deficit of £210k against budget. The portion of this deficit attributed to ACC is £105k.

Associates

Grampian Valuation Joint Board

The Grampian Valuation Joint Board was created following Local Government Re-organisation on 1 April 1996, under the Local Government (Scotland) Act 1994 and covers the local government areas of Aberdeen City, Aberdeenshire, and Moray.

The Board has reported a surplus of £495k during the period ended 30th June 2024 mainly due to continued underspends in staffing and other supplies and services.

This is a favourable variance of £516k compared to the budgeted deficit of £21K.

The portion of the underspend attributable to ACC is £193k.

Non-Material Interest in Other Entities

On the grounds of materiality, the North East Transport Partnership (NESTRANS), Grampian Venture Capital Fund Ltd, Strategic Development Planning Authority and Scotland Excel have to date been excluded from the Group Accounts, and therefore are not disclosed in the quarterly monitoring.

More information on these relationships can be found in the Council's Annual Accounts for 2023/24.

This page is intentionally left blank

ABERDEEN CITY COUNCIL

COMMITTEE	Finance and Resources
DATE	07 August 2024
EXEMPT	The report is public but Appendix 2 is exempt under Paragraph 6 of the Act
CONFIDENTIAL	No
REPORT TITLE	UK Shared Prosperity Fund
REPORT NUMBER	CR&E/24/216
DIRECTOR	Gale Beattie
CHIEF OFFICER	Julie Wood
REPORT AUTHOR	Laura Paterson
TERMS OF REFERENCE	1.1.8, 1.1.11 & 3.4

1. PURPOSE OF REPORT

- 1.1 The purpose of this report is to seek the Committee's approval for the proposed allocation of grant funding for the Local Business Support priority of the UK Shared Prosperity Fund (UKSPF) and provide an update on all UKSPF projects funded to date.

2. RECOMMENDATION(S)

That the Committee:-

UKSPF Local Business Support

- 2.1 Notes that Committee have previously approved an in-house or procured delivery model for the Local Business Support strand, as outlined in 3.3, and subsequently;
- 2.2 Awards up to £137,592 to Aberdeen City Council for delivering the Energy Pilot Project in partnership with SCARF;
- 2.3 Awards up to £40,000 to Aberdeen City Council for the Learning Journey Support for SMEs in Tourism, Digital Tech and Food and Drink project;
- 2.4 Awards up to £48,740 to Aberdeen City Council for AI Upskilling for SMEs project;
- 2.5 Awards up to £55,000 to Aberdeen City Council for the Tall Ships Creative Makers Programme;
- 2.6 Awards up to £100,000 to Aberdeen City Council to deliver the Vibrant & Sustainable City Centre Pilot; and

- 2.7 Approves that any underspend from projects be reallocated to any other previously approved project supported by the UK Shared Prosperity Fund within the same priority, which may require additional resources, following consultation with the Convener and Vice Convener of the Finance & Resources Committee;

UK Shared Prosperity Fund Update

- 2.8 Notes that should the recommendations above be approved the full amount of £7.15m from the UK Shared Prosperity Fund is now fully allocated; and
- 2.9 Notes an update on all approved UK Shared Prosperity Fund projects to date.

3. CURRENT SITUATION

- 3.1 The UK Government published the UK Shared Prosperity Fund prospectus on 13 April 2022 alongside indicative funding allocations for each Local Authority within the United Kingdom. The Aberdeen City Council area received an indicative allocation of up to £7,156,831 for an initial three-year period covering 2022/23, 2023/24 and 2024/25. 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 activity to enhance adult numeracy skills provision.
- 3.2 The core UKSPF element can be used across three priority areas: Community and Place; Local Business Support; and People and Skills.
- 3.3 In order to access the funding, Aberdeen City Council developed and submitted an Investment Plan to the UK Government in August 2022. The Investment Plan outlined the key priority areas for investment. It was approved in December 2022 and is available on the Council’s UKSPF Website [UK Shared Prosperity Fund | Aberdeen City Council](#).
- 3.4 As approved within the Investment Plan, there are three routes to allocate the funding: ‘Challenge Funds’; ‘Procurement’; or ‘In-house’. The proposed expenditure requires Committee approval.
- 3.5 Applications are being sought under the Local Business Support priority through ‘Procurement’ and ‘In-house’ routes. Five internal complete applications are presented to the Committee for consideration, outlined in Table 1 and summarised within Appendix 1. Applications have been developed by the City Development and Regeneration Service, in consultation with SCARF, VisitAberdeenshire, ONETech Hub and ONE Food and Drink, to maximise the impact of the fund on the current city’s priorities.

Table 1. Local Business Support – Applications for consideration

Project	Beneficiary	Total Project Cost	Grant Request 2024/25	Officer Review Outcome and Proposed Award

Aberdeen City Council/SCARF – Energy Pilot	Small and Medium Enterprises	£137,592	£137,592	Award up to £137,592 to Aberdeen City Council. Project aligns with UKSPF priorities, through support for decarbonisation and climate adaptation.
Aberdeen City Council - Learning Journey Support for SMEs in Tourism, Digital Tech and Food and Drink project	Small and Medium Enterprises	£40,000	£40,000	Award up to £40,000 to Aberdeen City Council. The project aligns with UKSPF priorities by supporting the development of SMEs and enabling their growth.
Aberdeen City Council - AI Upskilling for SMEs project	Small and Medium Enterprises	£48,740	£48,740	Award up to £48,740 to Aberdeen City Council. The project aligns with UKSPF priorities by strengthening local entrepreneurial ecosystems and supporting businesses at all stages of their development.
Aberdeen City Council – Tall Ships Creative Makers programme	Small businesses and young entrepreneurs	£57,000	£55,000	Award up to £55,000 to Aberdeen City Council. The project aligns with UKSPF priorities by strengthening local

				entrepreneurial ecosystems and supporting businesses at all stages of their development.
Aberdeen City Council – Vibrant & Sustainable City Centre Pilot	Small and Medium Enterprises	£100,000	£100,000	Award up to £100,000 to Aberdeen City Council. This project aligns with UKSPF priorities by supporting SMEs at all stages of their development.
TOTAL		£383,332	£381,332	

UK Shared Prosperity Fund Update

- 3.6 Prior to this Committee a total of £6,641,609 of the £7,156,831 UK Shared Prosperity Fund has been allocated to projects.

Table 2. UK Shared Prosperity Fund Allocations to Date

Priority	Number of Projects	Total amount allocated from UKSPF	Total project investment (inc. match funding)
Communities & Place	40	£3,809,693.00	£6,889,916.60
Local Business Support	5	£824,639.00	£875,183.00
People and Skills	9	£1,179,504.00	TBC
Multiply	1	£827,773.00	£0

- 3.7 An update on all UKSPF funded projects is included in Appendix 2.

- 3.8 Notable outputs from the UK Shared Prosperity Fund include:

- From April 2023 to May 2024 Aberdeen Science Centre have engaged with 1447 children and 1211 adults through the Community Engagement Project in Aberdeen. These participants have been from a diverse range of backgrounds including areas of multiple deprivation, low-income

households, care homes, adults' support groups and additional support needs groups;

- Based on the feasibility report for Danestone Community Centre, upgrades have been approved by the Capital Board and will be delivered utilising developer obligation funds;
- Absafe has provided educational sessions to 43 groups, reaching over 1290 young people. All attendees have given positive feedback, with an average knowledge improvement of 79%. Additionally, 95% stated that they learned something that could potentially save their life, and 92% said they learned something that could potentially save someone else's life.

4. FINANCIAL IMPLICATIONS

- 4.1 The UK Government allocated £7,156,831 to the Council to support projects until 31st March 2025 through UKSPF. A full list of approved applications to date are available to view on the Aberdeen City Council webpage.
- 4.2 Funding for the Communities and Place, People and Skills, and Multiply priorities has been fully allocated.
- 4.3 The total amount of the Local Business Support funding proposed for this round is £381,332. If approved the Local Business Support priority funding will be fully allocated.
- 4.4 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 comply with the set requirements to avoid issues around eligibility and potential repayment of grant to the UK Government if conditions are not complied with.
- 4.6 The UK Government announced a threshold approach to carrying forward any unallocated funds to 24/25 in November 2023. An initial payment for Year 3 has been determined by previous spend over the first two years of the Fund. The end of year report was submitted to UKSPF in May 2024 and was subsequently approved. The Council will be paid 70% of Year 3 allocation on the 5th July 2024 with the remainder paid at the end of financial year 24/25. The Council will be expected to repay any underspend remaining as of March 31st 2025.

5. LEGAL IMPLICATIONS

- 5.1 Direct awards from these approvals are delivered through an In-House or Procured route. Any grants subsequently awarded from projects following approval at this committee will be issued grant agreements and have to comply with Following the Public Pound procedures, including subsidy control assessment.

6. ENVIRONMENTAL IMPLICATIONS

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

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?
Strategic Risk	No risks identified	None	L	Yes
Compliance	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
Operational	No risks identified	None	L	Yes
Financial	Any unspent, or unallocated funds will require to be returned to UK Government	Close project monitoring will take place throughout to ensure these timescales will be met.	L	Yes
Reputational	Risk of reputational damage if funds are not spent in accordance with the grant conditions	Officers will work with projects to ensure proposals and applications meet the conditions of grant	L	Yes
Environment / Climate	No risks identified	None	L	Yes

8. OUTCOMES

COUNCIL DELIVERY PLAN	
	Impact of Report
Aberdeen City Council Policy Statement	All applicants were requested to detail the contribution of their project to Aberdeen City Council policy and strategies, and these were assessed by officers to ensure clear links.
Aberdeen City Local Outcome Improvement Plan	
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
Integrated Impact Assessment	New Integrated Impact Assessment has been completed
Data Protection Impact Assessment	Not required
Other	Not required

10. BACKGROUND PAPERS

- 10.1 COM/21/176 External Funding report to City Growth And Resources Committee on 21st June 2022
- 10.2 COM/22/277 Place Based Investment Programme and UK Shared Prosperity Fund on 7th December 2022

11. APPENDICES

- 11.1 Appendix 1 – UK Shared Prosperity Fund – Summary of applications received
- 11.2 Appendix 2 – UK Shared Prosperity Fund – Update on all approved projects.

12. REPORT AUTHOR CONTACT DETAILS

Name	Laura Paterson
Title	Team Leader – External Funding
Email Address	LaPaterson@aberdeencity.gov.uk
Tel	+44 1224 067082

Appendix 1 - UK Shared Prosperity Fund – Application Summary

*These are extracts from the applications to provide additional information to Committee.

Local Business Support

Aberdeen City Council – Energy Pilot

The Energy Pilot is an initiative supporting the Net Zero Aberdeen Routemap and the Local Outcome Improvement Plan, aiming to transition Aberdeen to a net-zero carbon city by 2045 and enabling businesses to reduce greenhouse gas emissions. This aligns with the city's broader strategy to cut emissions across all sectors and promote a culture of sustainability within the companies.

The scheme is designed for small and medium-sized enterprises (SMEs) to co-finance energy and carbon-saving upgrades and support their efforts to achieve Net Zero targets. By supporting energy efficiency projects, this scheme helps to reduce energy consumption, directly lowering carbon emissions. This includes upgrading energy-efficient equipment, installing insulation, and adopting renewable energy sources.

The program would also address ongoing cost-of-living and energy price crises. A non-repayable grant of up to £10,000 will cover up to 50% of the project's total cost. This financial support is crucial for small businesses that might otherwise lack the resources to make significant energy efficiency upgrades.

Projects can include anything that helps businesses reduce their energy bills and make progress toward achieving net zero carbon emissions. Proposed eligible activities including improvements to building fabric and equipment such as:

- Upgrading the efficiency of heating, ventilation, and air condition
- Improving insulation, draught-proofing, or installing new doors, or double/triple glazing windows
- Installing LED lighting
- Improving the energy efficiency of business equipment or machinery
- Renewable heat technologies such as installing an air source heat pump, ground source heat pump or biomass boiler

After consulting with the ACC Energy Manager, it was determined that the best approach to promoting energy efficiency would be to focus on smaller, more affordable improvements. This strategy would allow us to reach a larger number of businesses. More significant investments, such as solar panels, would require various permissions and could be more time-consuming to complete.

The ACC officers will collaborate closely with SCARF to ensure the successful implementation of the scheme. SCARF is a charity/social enterprise delivering a range of services to householders, communities, and businesses throughout the North-East.

For over 35 years they have been offering free and impartial energy-saving advice to help people lower their fuel bills and carbon emissions. They work in close partnership with local and national governments and other third-sector organisations to help reach those in need of our services. They have extensive experience in delivering similar schemes.

Learning Journey Support for SMEs in Tourism, Digital Tech and Food and Drink

This proposal is for UK Shared Prosperity Funding for one-off grant awards to SMEs from targeted sectors, to enable them to begin or progress their 'learning journey' to support business resilience, business growth and export readiness, through attending relevant trade fairs, exhibitions or conferences.

In line with the Regional Economic Strategy, grant awards would be available to SMEs representing Digital Tech, Food and Drink and Tourism sectors. One-off awards of £500 to support attendance at UK events, or £1,000 to support attendance at overseas events, would be available. The funding can be used to support travel, accommodation or ticket costs, or as a contribution to exhibiting costs.

Working with regional partners including VisitAberdeenshire, ONETech Hub and ONE Food and Drink, a list of eligible industry events taking place between September 2024 – April 2025 will be compiled to ensure the award is going towards attending a worthwhile, relevant engagement. Example engagements include the International Food and Drink Event; Bread and Jam Festival; Scottish Golf Tourism Week. The same partners will also support promoting, engaging and actively targeting SMEs who would benefit from attendance. Where partner organisations are organising representation (for example at a 'Scotland' pavilion or similar), or wider trade missions or learning journey activity for cohorts, SMEs may apply for the grant award to support participating costs, as this will enable them to benefit from the increased networking, collaboration and visible presence of attending within a cohort.

The Regional Economic Strategy outlines the necessity of diversifying the region's economy away from oil and gas in order to ensure long-term success. Food and drink and tourism are key sectors performing well, with both having sizeable employment levels within the region (14.6% and 8.6% respectively) and a high GVA contribution (£65k and £12.5k per head). Support to grow the businesses from these sectors, enabling them to scale up, increase employment opportunities and realise ambitions to increase trade nationally and internationally should have a positive impact on these figures.

Within Food and Drink, approximately two thirds of North East businesses are not selling outside of the region. The market opportunity for many lies in London and the South of England, and therefore attending events and shows across the UK offers the opportunity to not only raise awareness and profile of their brands and product offerings, but to also better understand consumer demand and routes to market. Supporting attendance is therefore key in increasing ambition, knowledge and export opportunities for this sector.

2023 was a record year for tourism and hospitality businesses in the city, with over 1.85m overnight visitors (up 27% from the previous year) and an estimated economic impact from visitors of £700m. With increasing visitor numbers, both business and leisure, as well as regular cruise ship calls, there is capacity to grow the tourism sector further. To support this, city tourism and hospitality firms can engage with VisitAberdeenshire who offer advice, insights and training programmes including "Travel Trade Ready" – support to attend relevant trade fairs and exhibitions would be a valuable addition to this programme.

Digital Tech meanwhile is predicted to be one of the fastest growing sectors in Scotland by 2029. This is a significant opportunity for the NE economy, as well as the potential for digital to underpin growth in many other sectors. The number of digital tech companies in Aberdeen, based on 2023 figures, is 206. While this number isn't segmented, the majority are known to be small or medium sized enterprises. Many are working with partners including ONE TechHub, CodeBase, TechScaler, Scottish Enterprise and Baclays Eagle Labs who could support take-up of the grant awards. Some of these partners arrange overseas 'learning

journeys' to advanced digital cities and countries ie. Silicon Valley, Middle East, Singapore – the travel costs to which can be prohibitive for some SMEs so financial support is needed to ensure inclusive participation.

Subject to the finalised list of eligible engagements, the funding could support an estimated number of grant awards as below:

10 - 15 awards at £1000 = £10,000 - £15,000

50 - 60 awards at £500 = £25,000 - £30,000

AI Upskilling for SMEs

Supporting small and medium enterprises to develop the necessary digital skills, assets and processes is important to enable them to be competitive, innovate and address opportunities for growth. This proposal is for UK Shared Prosperity Funding to secure a training provider of AI Upskilling content for SMEs in Aberdeen city. The project would build on the offering of the UKSPF-funded Digital Support for Business project, fulfilling a skills gap in readiness for AI opportunities.

This project application proposes procurement of a training provider of online training modules covering related AI topics for SMEs, plus facilitation of an in-person networking event for participants to enable them to start to build a local community of interested SMEs to collaborate, share knowledge and mentor each other.

Similar to the Digital Support for Business programme, the objectives of the project would be to upskill SME owners and employees in AI topics, enabling them to grow competitively by benefitting from associated productivity and efficiency gains; enter new markets; and potentially increase staff employed. It could also raise ambition of local SMEs, providing free online AI training to satisfy curiosity and support the inclusion of AI technologies and opportunities in business forward-planning and strategy.

Aligning with Scottish Government policies, the 2021 strategy “A Changing Nation: How Scotland will Thrive in a Digital World” established the digital and data infrastructure foundations for an AI ecosystem – while the 2021 progress report on the 2017 strategy emphasised how crucial interventions targeting SMEs are due to these being “vital to Scotland’s business base, accounting for roughly 41% of turnover and employing 55% of Scottish private sector employees.” The Scottish Government also published its AI strategy in 2022 proposing action to “create the foundations for success” - raising awareness of AI and engaging a skilled and diverse workforce and innovative organisations.

Free-to-access online training will support take-up, by enabling business owners and employees of small and medium enterprises to undertake the training from their place of work, with no associated travel costs, at a time that suits themselves and their business. This will support bridging of the skills gap. The training should be sector-agnostic, recognising the opportunity for AI and digital expertise to underpin growth across all industries, and enabling upskilling which will support the local workforce across industries.

If successful in securing funding, the training will be offered by an external provider following procurement in line with Council regulations. The Procurement scope will outline expectation of a programme of 4-6 themed online modules, plus an in-person event for participants, to be facilitated within the project timeline.

Regional stakeholders and public sector partners including Business Gateway, Opportunity North East and CodeBase will support with promotion and engagement in the training offering.

Tall Ships Creative Makers Programme

This proposal will enable the creation of Tall Ships Aberdeen 2025 Makers Programme, supporting 10 small businesses/young entrepreneurs to develop new products centred on the themes of the Tall Ships Races, including local maritime history and heritage, environmental awareness of the issues facing our waters, marine biodiversity and Aberdeen's ongoing relationship with the sea. This work could be ceramics, jewellery, woodcraft, prints or other objects for sale.

Methodology:

- Tall Ships thematic brief developed
- Open call for makers using local channels and networks
- 10 Makers to receive grant funding will be selected by a judging panel. This will comprise industry experts from Gray's School of Art (RGU), Tea Green Markets and Aberdeen Art Gallery
- Makers will be awarded a £1500 grant to work on an object or collection that meets the brief in the open call
- Makers work will be assessed at the end of the project by the judging panel alongside two guest judges will decide the best product or collection. That maker will receive a £5000 prize toward costs of future product development e.g. studio, materials, equipment, etc They will also have their work stocked at Aberdeen Art Gallery until at least October 2025.

Maker Benefits:

- Two feedback events from the judging panel, the first during product development and prototype stages, and the second nearing completion of the new work – this will ensure that the work is fit for the commercial market
- Coverage of the programme and selected makers in Aberdeen Art Gallery and Museums social media channels
- Media releases about the project and makers and inclusion in the DC Thomson comms plan as part of the Tall Ships partnership
- A minimum of one dedicated Aberdeen Art Gallery podcast about the project and the makers
- All aspects of the project will be included in the relevant Aberdeen Archives, Gallery and Museums What's On guides and in-venue advertising
- A retail shop on the top floor of Aberdeen Art Gallery for the makers to present and sell their final pieces alongside their wider range in March 2025
- A Meet the Makers event at Aberdeen Art Gallery in which makers can talk about their work with the public and bring along items that show the development of their work e.g. prototypes, inspirational objects/images, raw materials – this will include the option to sell work and seek commissions
- A website which will showcase the programme alongside each of the selected makers and their work including: regular product development and work in progress blogs, video as appropriate, links to their social media or sales outlets e.g. Instagram, Etsy, etc

- An online shop for makers to sell their work directly to the public via collection from ACC venues – the makers will not pay any commission for this service
- The online shop will also support the wider retail aims for the Tall Ships project with the shop remaining live for the remainder of 2025 – this will drive additional traffic to the makers programme and maximise opportunities for makers to increase revenue until after Christmas 2025
- There will also be a retail stand at Tall Ships Races Aberdeen 2025 allowing makers time to hone their offer and present their work and business to a wider market

Vibrant & Sustainable City Centre Pilot

The Vibrant and Sustainable City Centre Pilot aims to strengthen the resilience of local businesses in the city centre through the creation of an autumn events programme and development of a business toolkit.

City centre activity is changing. Local businesses are having to adapt to evolving consumer habits and new national policy directives. The Vibrant & Sustainable City Centre Pilot intends to test interventions which increase footfall to the city centre and spend within local businesses. A support package to increase businesses resilience to an evolving city centre will be developed alongside the events programme which will support businesses to expand their offer and maximise their ability to benefit from City Centre transformation.

The Vibrant and Sustainable City Centre Pilot will deliver:

- BrickLive – This two week event in October will see Lego creations located in strategic locations throughout the city centre, encouraging increased footfall to the city centre during the school holiday period. A trail and event programme will be developed and engagement with local businesses will take place to ensure that these businesses can capitalise on the increased footfall to the area;
- Business Toolkit – This Toolkit will develop resources and deliver training to local businesses with the intention of creating a more resilient High Street. These resources intend to develop the skills and create materials to enable local businesses to maximise the impact of local events programmes and adapt to an evolving city centre landscape;
- Marketing & Communications – This campaign will actively target residents on the periphery of the City and in Aberdeenshire to highlight the vibrant events programme and diverse local business environment in the city centre through a variety of channels, including social media;
- Accessibility Campaign - Working with public transport operators, this intervention will maximise engagement opportunities with the local events programmes, including walking trails and creative art programmes, and will be supplemented by the Council offering free car parking at weekends in targeted city centre locations (Frederick Street and Denburn Multi Storey car parks) over a four week period;
- Improved City Centre Analytics – The procurement of a new system in the city centre will provide a more efficient and accurate method for recording footfall in the city centre by using mobile trace data and retail spend estimates, instead of cameras. This will enhance the resilience of local businesses by providing a more detailed and accurate study of footfall and consumer habits in the city centre, highlighting challenges and opportunities for local businesses.

Aberdeen City Centre has been a focal point for the local and neighbouring communities for generations. This project will deliver interventions to support a resilient Local Business Community and increase consumer confidence in visiting the city centre during a period of transition for high streets across the country.

ABERDEEN CITY COUNCIL

COMMITTEE	Finance and Resources
DATE	7 th August 2024
EXEMPT	The report is not exempt but appendix C is exempt under paragraph 8 of the Act
CONFIDENTIAL	No
REPORT TITLE	Tall Ships Aberdeen 2025
REPORT NUMBER	CR&E/24/227
DIRECTOR	Gale Beattie
CHIEF OFFICER	Julie Wood
REPORT AUTHOR	Matthew Williams
TERMS OF REFERENCE	1.1.2, 1.1.3, 1.1.8, 2.1.1

1. PURPOSE OF REPORT

- 1.1 The purpose of this report is to update Committee on progress regarding the Tall Ships Races, Aberdeen 2025, including opportunities and benefits for business and communities. It outlines the costs of the Core Contractual Programme, the income generating Commercial Entertainment Programme and a Culture and Education Programme which is mostly subject to external funding. It seeks approval for officers to proceed with the revised budget and income plan.

2. RECOMMENDATION(S)

That the Committee:-

- 2.1 Notes the City-wide opportunities for the Tall Ships Races, Aberdeen 2025, the progress made and the expected economic benefits;
- 2.2 Notes that the outline budget included in the Event Proposal agreed at the Urgent Business Committee on 21st October 2022 (COM/22/251, section 4) has been updated to reflect 2024 costs and is referred to as the Core Contractual Programme, and notes the two additional programmes Commercial Entertainment Programme and Culture and Education Programme;
- 2.3 Notes the Tall Ships Partners objective to raise income from sponsorships, grants, patron support and commercial activities, including the optional development and implementation of the Commercial Entertainment Programme at the event site;
- 2.4 Recognises the considerable time and effort already given by volunteers sitting on project working groups, as well as the support of staff from external agencies and organisations which has already contributed to the success of the Festival of the Sea 2024 as part of the wider Tall Ships programme, Appendix E
- 2.5 Notes the sponsorship packages in Appendix A with which officers, elected members, individuals, community groups and businesses can support fundraising;
- 2.6 Approves the revised budget for the Tall Ships Races Aberdeen 2025 Core Contractual Programme; and

- 2.7 Approves the budget for the Commercial Entertainment Programme;
- 2.8 Approves the Culture and Education Programme option to underwrite a high-quality Tall Ships Souvenir Programme from the Extended Programme Option set out in Table 4; and
- 2.9 Instructs the Chief Officer – City Development and Regeneration to implement other Culture and Education Programme options, subject to direct funding support from individuals, grants and sponsors.

3. CURRENT SITUATION

- 3.1 Objectives for the Tall Ships Races Aberdeen 2025 are to:

Stage a world-class event at the heart of the city.

Boosting Aberdeen’s reputation and people’s pride in the city

Recruit 100+ Aberdonian youth sail trainees to join the Tall Ships Races.

Focusing on young people aged 15-25 from all backgrounds.

Recruit 400+ Volunteers to help run the event.

Aligned with the city’s new Volunteer Charter (CORS/24/179)

Deliver a Tall Ships education programme in our schools.

Meeting curriculum aims and nurturing pupil interest in the event

Create a Discovery Zone on the Castlegate.

Three days of STEAM activities for children aged c.5-12. Delivered by partners.

Create high quality sport, culture and entertainment programmes.

Working with the city’s major venues, production companies and creative sector.

Drive Aberdeen’s economic growth.

By increasing visits to the city for the event, post-event tourism, and heightened economic activity by programme participants.

Governance Structure

- 3.2 The Governance Structure for the event is attached in Appendix B. The Local Organising Committee has ultimate oversight and is chaired by Cllr Martin Greig. A wider list of almost 40 participating organisations is also included in Appendix D.
- 3.3 Many people involved in the programme are doing so on a voluntary basis, bringing immeasurable skills and experience to bear, while staff from project partners and stakeholders continue to give generously of their time.

Arts, Culture and Sport Engagement

- 3.4 Two stakeholder engagement sessions were held in the Cowdray Hall. Over fifty organisations created ideas to develop a self-funded education and cultural programme, working on their own or in collaboration with each other and artists. A list of participating organisations is included in Appendix D.
- 3.5 Officers will continue to seek grant funding and sponsorship in order to build a memorable, high-quality Culture and Education Programme.

Legacy

- 3.6 A careers fair, tailored to project participants, will be held in October 2025, in association with ABZ Works existing programme. The aim is to increase economic activity and build on the skills opportunities created by the event.
- 3.7 Cultural and educational assets created as part of the wider programme will be used in future Festivals of the Sea as well as for further teaching in city schools.
- 3.8 Project partners will drive further STEM, arts, and careers engagement with their organisations and venues. Sea Cadets, Ocean Youth Trust Scotland, and Skills Development Scotland are among those engaged.
- 3.9 Sponsor and supporter relationships will provide a good base for future events. The online shop will be retargeted at Archives, Art Gallery and Museum commercial income generation as well as supporting the local maker community.
- 3.10 The event will prove the city's major event hosting capability to other rights holders and funding bodies. This will enable the city bid successfully for future events.

Economic and Social Benefits

- 3.11 Social benefits aligned to the LOIP include realising the full potential of youth sail trainees and volunteers. The event will aid participants in finding future education, volunteering and employment opportunities, thereby reducing economic inactivity.
- 3.12 Visitor attraction and tourism benefits include a direct positive impact on visitor spend, plus subsequent visits driven by media coverage. The event is predicted to boost visitor attraction attendance by 200% on 2024 benefiting our art gallery, museums, and other venues. VisitAberdeenshire's Scottish Tourism Economic Activity Model will be used to evaluate impact.
- 3.13 A Benefits Realisation Plan will measure impact alongside a final evaluation undertaken in-house by the Economics Team. Comprehensive evaluations stipulated by EventScotland and Sail Training International will also be conducted and involve residents, visitors, participants, stakeholders and businesses.
- 3.14 The Economics Team have reviewed the evaluation of the Tall Ships Races Hartlepool 2023, which hosted 37 ships and attracted 300,000 visits. 57% of Hartlepool's visitors came from outwith the city. Total funding was £3.5m supporting 96 FTE jobs and 203 residents volunteering 4,845 hours. The total economic impact was £12.5m, considering visitor numbers, spend, gross and net additional jobs created, deadweight, and displacement. The majority of the economic impact was from visitor spend at the event site at £8.3m, followed by £2.9m in pubs, bars, restaurants, and cafes, and £2.85m on accommodation, with 15% of visitors staying overnight. The economic social return on investment was £3.62 for every pound invested.
- 3.15 Aberdeen anticipates a larger event with 50-60 tall ships over four days. If the event attracts a similar number of visitors then a similar GVA and jobs might be expected. The projected economic impact of the event ranges from £12.5m to £20m. However, GVA would fall to the bottom end of the range if the event does not attract a high percentage of attendees from outside the city.

- 3.16 Direct benefits to the city's economy from the Council's investment, include the use of predominantly local traders and food suppliers at the event site, as well as venues, accommodation providers and transport in the city.

Strategic fit with Council health-centred prevention approach

- 3.17 In February 2024 Council agreed the Target Operating Model 1.2 which included a focus on a health-centred approach as key to our prevention agenda. This includes aligning Council strategic priorities with the social determinants of health.
- 3.18 The social determinants of health are the non-medical factors that influence people's health outcomes and are described as 'the causes of the causes' (Marmot, 2006). They are the conditions in which people are born, grow, work, live, and age, and the wider set of forces and systems shaping daily life.
- 3.19 Tall Ships Races Aberdeen 2025 will support this approach by creating jobs to host the event and stimulating tourism thereby supporting jobs in the sector and across the wider economy. The event will attract people to Aberdeen where they will participate in additional activities that are important in supporting physical and mental health. This will help with fostering community cohesion, participation in culture and active travel.

Budget - Costs

- 3.20 A proposal for Aberdeen City Council to bid to host the Tall Ships Races in July 2025 was approved at an Urgent Business Committee meeting on 21st October 2022 with a total cost of £2.99m. The Council contribution was £1.2m, with the remaining shortfall to be covered by event partners, external funding, sponsor support and commercial income linked to the event, but underwritten by the Council.
- 3.21 Project costs have risen due to Aberdeen's popularity among participating ships. The size of the expected fleet has grown from around 40 ships, with up to 60 now expected. Costs related to the ships and crew, as well as event security have risen, alongside above inflationary costs in the events sector. Contingency has increased in-line with this rise. Appendix C (Exempt) provides a comparative breakdown on page 1 with a full current budget from page 3.
- 3.22 Sponsor support and commercial income, alongside grants and donations remain key to the success of the event. The Tall Ships Partners Income Plan is projected to cover the additional responsibilities of the Council. A breakdown is included in Appendix C under Future Income Potential (Exempt).
- 3.23 Both the initial and revised budgets include a 15% contingency.
- 3.24 The revised budget has been tested against the 2023 Tall Ships that took place in Hartlepool. This was finalised at £3.87m, or £3.46m after income.

Core Contractual Programme

- 3.25 The costs outlined meet all contractual requirements for welcoming the ships, crew and trainees for the event. It includes the training and volunteer programme as integral to the event and the Council's aims. The obligations for Captain's Dinner, Crew Parade, Prizegiving Ceremony, Crew Party, Ship Departure Celebrations, and Captain's Briefing are also included. See Appendix C, Core Contractual Programme (Exempt)

Commercial Entertainment Programme

- 3.26 The event has fixed costs of £212k to deliver a Prizegiving Ceremony as part of the Core Contractual Programme. This includes the costs of creating a safe and secure large outdoor event space adjacent to the quaysides, a stage and associated technical requirements, stewarding, and public facilities. This space can also be utilised for elements of any cultural programme and will comfortably hold in excess of 7000 people.
- 3.27 The proposed Commercial Entertainment Programme has a range of benefits; it will offset the fixed costs above; add a potentially significant additional revenue stream for the event; add experiences for visitors, crew and trainees; increase the potential for the local cultural programme; drive repeat and multi-day visits by the general public; and will contribute significantly to the night-time economy.
- 3.28 To take advantage of this opportunity it is proposed to hold a multi-night ticketed programme of music gigs with nationally and internationally recognised headline acts. Table 1 outlines the plan for the concert space and programme.

Table 1: Proposed Daily Plan

Date	Daytime 11am- 4.30pm	Evening 7pm-11pm	Paid Tickets @ c.£50	Free Tickets	Projected Income @ 60- 100% capacity
Friday 18 th July	-	Opening Gig: Internationally-known Scottish/UK act plus support	7000	0	Tickets: £210k to £350k Food & Beverage: £50k to £100k
Saturday 19 th July	Free community and culture programme	Internationally-known Scottish/UK act plus support	5000	2000	Tickets: £150k to £250k Food & Beverage: £40k to £80k
Sunday 20 th July	Free community and culture programme	Nationally-recognised Scottish act and local support act(s)	0	7000	Tickets: Free Food and Beverage: £40k to £100k
Monday 21 st July	Free community and culture programme	Internationally-known Scottish/UK act plus support	5000	2000	Tickets: £150k to £250k Food and Beverage: £40k to £100k

- 3.29 One of UKs major music festival organisers and promoters will act as a booker on behalf of the event in order to secure high-profile acts and support bands which will be touring other UK festivals in 2025. This has been agreed in principle pending instruction on Recommendation in 2.6.
- 3.30 The booker will negotiate performance fees and give advice on ticket sales, with additional advice given by Aberdeen Performing Arts and P&J Live based on past experience. A breakdown of costs can be found in Appendix C under Commercial Entertainment Programme Budget (Exempt). Indicative costs are given in Table 2 below:

Table 2: Commercial Entertainment Programme Investment

Activity	Cost	Note
Music acts and associated costs	£522k	The upper estimate for acts needed to attract high-end sales
Additional staff, stewarding, box office and ticketing costs	£42.5k	Upper estimates with potential in-kind support from APA and P&J Live (saving c.£20k)
Additional technical, back-of-house and staging costs	£28.5k	Includes lighting and PA upgrades and a staff unit on site
TOTAL	£593k	
Optional addition of two large video screens with live camera operators	£42.2k	Added if sponsorship can be secured. Or when tickets 90% sold.

3.31 Table 3 (below) shows the income against costs, with both low, high and medium income projections showing a profit for the Programme.

Table 3: Projected Income Range

Item		
Cost of Programme	£593k	£593k
Live Video Screens	-	£42.2k
TOTAL COST	£593k	£635.2k
	Low Profit Projection	High Profit Projection
Tickets	£510k	£850k
Food and Beverage	£170,000	£380k
Sponsorship	£0	£40k
TOTAL INCOME	£680k	£1.24m
Contribution to Event	£87k	£605k

3.32 Assuming ticket sales are as advised by the contracted booker, the contribution from this Programme would at worst reduce the contractually required stage costs by £87k, but at best would cover the £212k stage costs and generate £393k to reduce overall budget pressure. The mid-point income projection would cover the stage costs and contribute £134k to the wider event.

Culture and Education Programme

- 3.33 The Culture and Education Programme opportunities in Table 4 (below) are not included in the current budget. This Programme would add value to the event for visitors and participants; include a wider arts, culture and sport programme; and add STEM activity for children, young people and families.
- 3.34 Officers will continue to seek sponsorship, patronage, grants or other funding opportunities in association with partners and stakeholders.

Table 4: Extended Programme Options

Activity	Cost	Description/Risk	Funding Source
1) Discovery Zone	£20,000	STEM programme from key sector partners, including family activity at the event site. Failure to deliver would increase crowding at the quaysides.	Sponsorship
2) Event Closing Celebrations – additional activities	Up to £50,000	This would add extra elements to the night before, and day of, departure e.g. music, performance, pyrotechnics, etc	Sponsorship or grant funding
3) Cultural Programme	Up to £200,000	Currently no funding for the development, commissioning and performance of cultural or community activities for the event.	Funding will be sought from Creative Scotland and other grants as appropriate, including by participants themselves. Sponsors will also be sought
4) Kids Play Beach	£3000	A quayside beach area for free play for younger children	Sponsorship or patron support
5) Dashing White Sergeant	£8000 fee Guinness World Records	World Record Attempt for biggest ever Dashing White Sergeant	Sponsorship or patron support in association with the external organiser
6) Souvenir Programme	£22,500 – underwrite purchase commitment to 4,500 copies @ £5 each.	A high-quality souvenir programme with £10. Break even at 2250 sales. £22,500 profit generated if all copies sold. An experience Scottish publisher will assume all costs of design, editing, production and distribution	Council to underwrite upfront investment. Income will help to fund the event.

		<p>through direct advertising sales.</p> <p>Advertising contacts will be shared with the Council for use in fundraising for future events (subject to a data sharing agreement)</p> <p>Useful pitch document for future events, and souvenir for public.</p>	
--	--	--	--

Tall Ships Partners Income Plan

- 3.35 The 2022 Report to Urgent Business Committee reviewed external funding sources and outlined around £819k of potential funding from a variety of public sources noting that 'no commitments have been made'. The Report noted that Council match-funding might be sourced from existing budgets including the Cultural Programme, VisitAberdeenshire SLA and Common Good Fund.
- 3.36 To date (1st July) external income from grants and sponsorship is £640k. Of which £180k from sponsorship (see 3.38 below) and £460k from grants.
- 3.37 Sponsorship has been actively pursued since February by Officers working alongside co-ordinators Mearns and Gill. There are specific packages available with defined benefits which are then tailored to potential sponsor needs. The sponsorship target is a minimum of of £850k with stretch targets of £1m and £1.2m. Current options are included in Appendix A.
- 3.38 The sponsorship plan has focused on major sponsors. The headline sponsor package has not yet been taken and one other top tier package remains. There are 70 currently active sponsorship leads.
- 3.39 Sponsors are secured through direct meetings, group presentations at Aberdeen Maritime Museum, and there are forthcoming sailing and dinner events. Work to actively pursue lower cost packages, patrons, crowd-funding and deck hires will begin in September, although some enquiries have already been received.
- 3.40 External Funding is estimated to bring in a further £525,000, this is partly dependent on a new funding round for UKSPF (or equivalent) being announced. See Appendix C under Future Income Projection (Exempt).
- 3.41 Likely returns from the Commercial Entertainment Programme have been outlined above.
- 3.42 Food and beverage sales are expected to be high during the event. Bars will be run by the Beach Ballroom team to ease budget pressures, while food vendors will pay a percentage of their daily takings – this ensures that smaller local traders are not excluded by a high upfront pitch rate. Conservative estimates are around £28k income from food and £90k from bars, this is based on experience from the European Pipe Band Championships and advice from hospitality sector partners. There are ongoing negotiations with potential beer partners to reduce costs or increase sponsorship.

- 3.43 Event retail is expected to generate around £25k in profit, (subject to UKSPF funding) through a business support programme for makers, an online shop, sales in the Maritime Museum and Art Gallery from October, and sales at the event. Ranges will include event branded merchandise. The online shop would continue to trade under the Tall Ships banner until January 2026.
- 3.44 Deck Hire catering for parties and events is expected to bring in a four figure sum and is currently open for tender.
- 3.45 A full projection of the Tall Ships Partners Income Plan can be found in Appendix C under Future Income Projection (Exempt).

4. FINANCIAL IMPLICATIONS

- 4.1 Aberdeen City Council previously agreed responsibility for £2.2m of the Core Contractual Programme budget, the 2024 Core Contractual Budget responsibility has risen to £2.5m. See Appendix C, pages 1 and 3 (Exempt)
- 4.2 If expectations in the Tall Ships Partner Income Plan are met the total Council budget allocation would reduce the original contribution outlined in 2022.
- 4.3 The budget includes lines for payment of Council services totalling £303k for Waste Management and Traffic Management.
- 4.4 There is currently no income projected from the Common Good Fund, this is a potential source which can be explored

5. LEGAL IMPLICATIONS

- 5.1 Aberdeen City Council are the sole signatory to the Tall Ships Races Host Port contract with Sail Training International which details the city's obligations, all of which are captured in the Core Contractual Budget. Appendix C (Exempt).
- 5.2 There are back-to-back agreements in place with Port of Aberdeen and Aberdeen Inspired which set-out their areas of responsibility in the contract with Sail Training International

6. ENVIRONMENTAL IMPLICATIONS

- 6.1 The Commercial Entertainment Programme option will increase electricity use around the Port. The project team need to ascertain if this is from the Port's green energy supply.
- 6.2 The Culture and Education Programme magazine, Table 4 option 6 (above), would use FSC papers from sustainably managed forests for paper stock. It will be a fully recyclable publication for those who don't wish to keep it on their shelves.

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?
Strategic Risk	Failure to deliver the centrepiece of the Event 365 plan	Project and budget monitoring ongoing with workload and costs shared between ACC and partners alongside the private sector and external funding bodies	L	Yes
Compliance	No risks identified	None	L	Yes
Operational	Staffing levels	Recruitment underway for freelance assistance. Monitoring ACC resource allocation	L	Yes
Financial	Revised budget allocation Failure of grant or commercial income to meet projection Costs exceed contingency	Close project monitoring will take place throughout to ensure that expenditure is within budget and income tracking to target. Current budget has been weighted toward high cost quotes or estimates and likely income projections.	M	Yes
Reputational	Risk of reputational damage if event does not meet public expectation	Officers will work to maximise effective use of budget. Comms strategy would be revised to manage expectations	M	Yes
Environment / Climate	No risks identified	None	L	Yes

8. OUTCOMES

<u>COUNCIL DELIVERY PLAN</u>	
	Impact of Report
Aberdeen City Council Policy Statement	All applicants were requested to detail the contribution of their project to Aberdeen City Council policy and strategies, and these were assessed by officers to ensure clear links.
Aberdeen City Local Outcome Improvement Plan	
Prosperous Economy Stretch Outcomes	The event will contribute towards the local economy supporting businesses and maintaining and growing local employment. Training and volunteering opportunities will grow skills and increase future employability.
Prosperous People Stretch Outcomes	Aids outcomes for young people feeling listened to, improves the chances of positive destinations for school leavers in priority neighbourhoods, supports those with additional needs.
Prosperous Place Stretch Outcomes	Will continue to promote active travel to, from and around event sites, working appropriately with Council teams as well as private and third sector partners.

9. IMPACT ASSESSMENTS

Assessment	Outcome
Integrated Impact Assessment	Full impact assessment completed
Data Protection Impact Assessment	A considerable amount of data will be collected as part of hosting the event which will require data protection impact assessments.
Other	Not required

10. BACKGROUND PAPERS

- 10.1 Tall Ships Project, Urgent Business Committee, 21st October 2022 (COM/22/251, section 4)
- 10.2 Volunteer Charter, Full Council, 3rd July 2024 (CORS/24/179)

11. APPENDICES

- 11.1 Appendix A: Tall Ships Sponsorship Opportunities
- 11.2 Appendix B: Tall Ships Organisational Structure
- 11.3 Appendix C: Tall Ships Budgets and Income Plan (EXEMPT)
- 11.4 Appendix D: Tall Ships Stakeholders
- 11.5 Appendix E: Festival of the Sea 2024 Highlights

12. REPORT AUTHOR CONTACT DETAILS

Name	Matthew Williams
Title	Service Manager – Commercial
Email Address	Matwilliams@aberdeencity.gov.uk
Tel	07813917388

THE TALL SHIPS RACES ABERDEEN 2025

19-22 July 2025



THE TALL SHIPS RACES, ABERDEEN 2025

BE PART OF EUROPE'S LARGEST FREE FAMILY EVENT.

We are excited to welcome the Tall Ships Races back to Aberdeen in July 2025. Hundreds of thousands of people will descend on the city for four days of celebrating, sharing culture, and international friendships.

Hosting a successful Tall Ships Races provides a wealth of opportunities to get involved in a spectacular, world-famous event.

Sponsorship will help us to stage the best event possible in Aberdeen and support the young sail trainees from the city to have a once-in-a-lifetime experience.

Your benefits will include everything from branding and media coverage, to parties on board the ships, as well as VIP access and volunteering opportunities.



EVENT OBJECTIVES

ABERDEEN 2025 EVENT OBJECTIVES

- Host a world-class event to raise the profile & reputation of Aberdeen as a tourism and event destination.
- Create a memorable experience for Aberdonians, growing pride in our city and region.
- Stage an outstanding entertainment, hospitality, social and cultural programme.
- Build once-in-a-lifetime opportunities for our young people to participate, grow their skills, experience true teamwork, increase international friendship and understanding, & develop environmental awareness.
- Involve all parts of the city: volunteers, youth groups, schools, third sector and businesses.

SAIL TRAINING INTERNATIONAL'S CHARITABLE OBJECTIVES

- Youth Development
- International friendship & understanding
- The protection of the environment and our oceans

SPONSORSHIP OPPORTUNITIES

SPONSORSHIP

- Multi-level packages
- Tailored to meet your aspirations
- Assists directly with the cost of staging the event, funding trainees, adding to the social programme and providing essential services

TIER 1

£30,000 to £150,000

TIER 2

£20,000 to £25,000

TIER 3

£2,000 to £10,000

SUMMARY

TIER 1		
Host Port Sponsor	1 package available	£150,000
Associate Sponsors	3 packages available	£50,000
Affiliate Sponsors	5 packages available	£30,000
TIER 2		
Trainee Sponsors	10 packages available	£25,000
Volunteer Sponsors	4 packages available	£25,000
Entertainment Sponsor	1 package available	£25,000
Sustainability Sponsor	1 package available	£20,000
Culture Sponsor	1 package available	£20,000
TIER 3		
Crew Parade Sponsor	1 package available	£10,000
Captains' Dinner Sponsor	1 package available	£10,000
Trainee Supporters	Multiple packages available	£10,000
Activation Zone Sponsors	Multiple packages available	£10,000
Culture Supporters	Multiple packages available	£5,000
Education Programme Sponsors	Multiple packages available	£5,000
Trainee Funders	Multiple packages available	£2,000

To discuss any of the opportunities available, please contact leanne.sinclair@mearns-gill.com

TIER 1

SPONSORSHIP PACKAGES

£30k - £150k



TIER 1

£150,000

HOST PORT SPONSOR

Limited to 1 Package

- **Named as Host Port Sponsor**
- **Headline and extensive event site, media and collateral branding**
- **Use of the Host Port Logo for promotional purposes**
- **Specific Tall Ship Partnership**
 - Evening Deck Hire (100 people)
 - Trainee Places (5)
 - Ship tours for guests (3 x 20 people)
- **VIP Access**
 - Quayside VIP hospitality for up to 20 guests
 - 12 Invitations to Art Gallery Private View
 - Private Reception at Maritime Museum
 - 4 Invitations to Captains' Dinner and Reception
 - 12 Invitations to Maritime Museum Launch
 - 20 Passes for Headline Events
 - 2 Tables at Fundraising Launch Event
- **Range of negotiable options with first refusal in all cases**

TIER 1

£150,000

HOST PORT SPONSOR (DETAILS)

Limited to 1 Package

- Massive brand exposure to approx. 400,000 visitors over 4 days
- Brand integration across all Host Port activities private and public, and options to use logo for own purposes (pre-approval needed)
- Media and PR inclusion with announcement photo-op, quotes, thanks from Lord Provost, etc Inclusion in promotional video and streaming material
- 100-word article on Tall Ships Aberdeen 2025 website
- Prominent branding on printed and online event material, inc. Captains' Handbook, site maps, trainee guides, DPS or OBC in official programme, event site entry/exit points, event signage, banners, flags, etc
- Partnership with a named Tall Ship to boost joint-working perception and maximise social responsibility gains. Support for 5 funded trainees, ship tours and a 2hr deck hire. All on an A-Class vessel (subject to vessel approval.)
- Quayside presence for information or sales stand throughout the event
- Opportunity for staff to participate in the volunteering programme
- First refusal to add further opportunities that arise as event planning evolves

TIER 1

£50,000

ASSOCIATE SPONSORS

Limited to 3 Packages

- **Named as Associate Sponsor**
- **Key event site and collateral branding**
- **Use of the Host Port naming conventions for promotional purposes**
- **Tall Ship Association**
 - Evening Deck Hire (100 people)
 - Trainee Places (2)
- **VIP Access**
 - Quayside VIP hospitality for up to 10 guests
 - 6 Invitations to Gallery Private View
 - 2 Invitations to Captains' Reception
 - 6 Invitations to Maritime Museum Launch
 - 20 Passes for Headline Events
 - 1 Table at Fundraising Launch Event
- **Range of negotiable options available**

TIER 1

£30,000

AFFILIATE SPONSORS

Limited to 5 Packages

- **Named as Affiliate Sponsor**
- **Event site and collateral branding**
- **Use of the Host Port naming conventions for promotional purposes**
- **Tall Ship Association**
 - Evening Deck Hire (20 people)
 - Trainee Places (1)
- **VIP Access**
 - Quayside VIP hospitality for up to 6 guests
 - 2 Invitations to Gallery Private View
 - 2 Invitations to Captains' Reception
 - 2 Invitations to Maritime Museum Launch
 - 12 Passes for Headline Events
 - 1 Table at Fundraising Launch Event
- **Range of negotiable options available**

TIER 2

SPONSORSHIP PACKAGES

£20k - £25k



TIER 2

£25,000

TRAINEE SPONSORS

Limited to 10 Packages

- **Named as Trainee Sponsor**
 - **Package funds 10 or more trainees**
 - **Prominent branding of trainee events including Parade of Sail and collateral and online content, including Parade of Sail**
 - **Inclusion of material in trainee-related media and PR**
 - **Award Presentation at public prize giving ceremony**
- **VIP Access**
 - 2 Invitations to Captains' Reception
 - 4 Invitations to Maritime Museum Launch
 - 6 Passes for Headline Events
 - 4 Places at Fundraising Dinner
 - **Negotiable Options for:**
 - Quayside or Event Site Stand
 - Staff volunteer programme
 - Promotion at fundraising dinner

VOLUNTEER SPONSORS

Limited to 4 Packages

- **Named as Volunteer Sponsor**
 - **Package funds volunteer training, certification and social event**
 - **Prominent branding of volunteer events, certificates and collateral**
 - **Inclusion of quotation in volunteer focused media and PR**
 - **Award Presentation at volunteer prize giving ceremony**
- **VIP Access**
 - 2 Invitations to Captains' Reception
 - 4 Invitations to Maritime Museum Launch
 - 6 Passes for Headline Events
 - 4 Places at Fundraising Dinner
 - **Negotiable Options for:**
 - Quayside or Event Site Stand
 - Staff volunteer programme
 - Promotion at fundraising dinner

TIER 2

£25,000

ENTERTAINMENT SPONSOR

Limited to 1 Package

- **Named as Entertainment Sponsor**
 - **Naming rights for Main Stage**
 - **Branding at entertainment sites, including main stages**
 - **Inclusion of quotation in entertainment-related media and PR**
 - **Pre-gig announcements at large-scale public audience entertainment events**
- **VIP Access**
 - 2 Invitations to Captains' Reception
 - 4 Invitations to Maritime Museum Launch
 - 6 Passes for Headline Events
 - 4 Places at Fundraising Launch Event
 - **Negotiable Options for:**
 - Quayside or Event Site Stand
 - Staff volunteer programme
 - Promotion at fundraising dinner

TIER 2

£20,000

SUSTAINABILITY SPONSOR

Limited to 1 Package

- **Named as Sustainability Sponsor**
 - **Branding at event sites with prominent branding at sustainability related components**
 - **Inclusion of quotation in sustainability-related media and PR**
- **VIP Access**
 - 2 Invitations to Captains' Reception
 - 4 Invitations to Maritime Museum Launch
 - 6 Passes for Headline Events
 - 4 Places at Fundraising Launch Event
 - **Negotiable Options for:**
 - Quayside or Event Site Stand
 - Staff volunteer programme

CULTURE SPONSOR

Limited to 1 Package

- **Named as Culture Sponsor**
 - **Package supports the related-exhibitions programme at Aberdeen Art Gallery, and the Maritime Museum for the duration of the event**
 - **Prominent branding at venues and on related collateral inc. online**
 - **Inclusion of quotation in volunteer focused media and PR**
- **VIP Access**
 - Art Gallery Private Reception
 - 2 Invitations to Captains' Reception
 - 12 Invitations to Maritime Museum Launch
 - 6 Passes for Headline Events
 - 4 Places at Fundraising Launch Event
 - **Negotiable Options for:**
 - Quayside or Event Site Stand
 - Staff volunteer programme
 - Promotion at fundraising dinner

TIER 3

SPONSORSHIP PACKAGES

£2k - £10k



TIER 3

£10,000

CREW PARADE SPONSOR

Limited to 1 Package

- **Named as Crew Parade Sponsor**
 - **Prominent branding during Crew Parade and on related collateral inc. online**
 - **Inclusion of quotation in Crew Parade focused media and PR**
- **VIP Access**
 - 2 Invitations to Captains' Reception
 - 4 Invitations to Maritime Museum Launch
 - 6 Passes for Headline Events
 - 4 Places at Fundraising Launch Event
 - **Negotiable Options for:**
 - Quayside or Event Site Stand
 - Staff volunteer programme
 - Promotion at fundraising dinner

TIER 3

£10,000

CAPTAINS' DINNER SPONSOR

Limited to 1 Package

- **Named as Captains' Dinner Sponsor**
 - **Prominent branding during Captains' Dinner and on related collateral inc. online**
 - **Inclusion of quotation in Captains' Dinner focused media and PR**
- **VIP Access**
 - 2 Invitations to Captains' Dinner
 - 4 Invitations to Maritime Museum Launch
 - 6 Passes for Headline Events
 - 4 Places at Fundraising Launch Event
 - **Negotiable Options for:**
 - Quayside or Event Site Stand
 - Staff volunteer programme
 - Promotion at fundraising dinner

TIER 3

£10,000

TRAINEE SUPPORTERS

Multiple Packages

- **Named as Trainee Supporter**
 - **Package funds 5 trainees**
 - **Branding of trainee collateral**
 - **Branding on trainee-related online content**
 - **10 tickets for trainee prize giving ceremony**
- **VIP Access**
 - 2 Invitations to Captains' Reception
 - 4 Invitations to Maritime Museum Launch
 - 6 Passes for Headline Events
 - 4 Places at Fundraising Launch Event
 - **Negotiable Options for:**
 - Quayside or Event Site Stand
 - Staff volunteer programme
 - Promotion at fundraising dinner

ACTIVATION ZONE SPONSORS

Multiple Packages

- **Naming rights to one of the activation zones**
 - Union Terrace Gardens, Beach, Marischal Street, Regent Quay
- **Prominent branding in Activation Zone and on related collateral inc. online**
- **Inclusion of quotation in Activation Zones focused media and PR**
- **VIP Access**
 - 2 Invitations to Captains' Reception
 - 4 Invitations to Maritime Museum Launch
 - 6 Passes for Headline Events
 - 4 Places at Fundraising Launch Event
- **Negotiable Options for:**
 - Quayside or Event Site Stand
 - Staff volunteer programme
 - Promotion at fundraising dinner

TIER 3

£5,000

CULTURE SUPPORTERS

Multiple Packages

- **Named as Culture Supporter**
 - **Package helps to support the culture programme, including art installations, sculpture trail, street parade, sea shanties, choirs, local bands, street theatre, dance performance, kids activities, and free gigs!**
 - **Branding at venues and on related collateral inc. online**
- **VIP Access**
 - 4 Invitations to Art Gallery Private View
 - 2 Invitations to Maritime Museum Launch
 - 4 Passes for Headline Events
 - 2 Places at Fundraising Launch Event
 - **Negotiable Options for:**
 - Quayside or Event Site Stand
 - Staff volunteer programme
 - Promotion at fundraising dinner

EDUCATION PROGRAMME SPONSORS

Multiple Packages

- **Named as Education Programme Sponsor**
 - **Package supports work with schools and libraries including treasure chests with books and activities, as well as work with youth community groups looking at environmental projects!**
 - **Branding at venues and on related collateral inc. online**
- **VIP Access**
 - 4 Invitations to Art Gallery Private View
 - 2 Invitations to Maritime Museum Launch
 - 4 Passes for Headline Events
 - 2 Places at Fundraising Launch Event
 - **Negotiable Options for:**
 - Quayside or Event Site Stand
 - Staff volunteer programme
 - Promotion at fundraising dinner

TIER 3

£2,000

TRAINEE FUNDERS

Multiple Packages

- **Named as Trainee Funder**
 - **Package funds 1 trainee**
 - **Branded thank you on website**
 - **Thank you in trainee collateral**
 - **2 tickets for trainee prize giving ceremony**
- **VIP Access**
 - 2 Invitations to Maritime Museum Launch
 - 4 Passes for Headline Events
 - **Negotiable Options for:**
 - Quayside or Event Site Stand
 - Staff volunteer programme
 - Promotion at fundraising dinner

SUMMARY

TIER 1		
Host Port Sponsor	1 package available	£150,000
Associate Sponsors	3 packages available	£50,000
Affiliate Sponsors	5 packages available	£30,000
TIER 2		
Trainee Sponsors	10 packages available	£25,000
Volunteer Sponsors	4 packages available	£25,000
Entertainment Sponsor	1 package available	£25,000
Sustainability Sponsor	1 package available	£20,000
Culture Sponsor	1 package available	£20,000
TIER 3		
Crew Parade Sponsor	1 package available	£10,000
Captains' Dinner Sponsor	1 package available	£10,000
Trainee Supporters	Multiple packages available	£10,000
Activation Zone Sponsors	Multiple packages available	£10,000
Culture Supporters	Multiple packages available	£5,000
Education Programme Sponsors	Multiple packages available	£5,000
Trainee Funders	Multiple packages available	£2,000

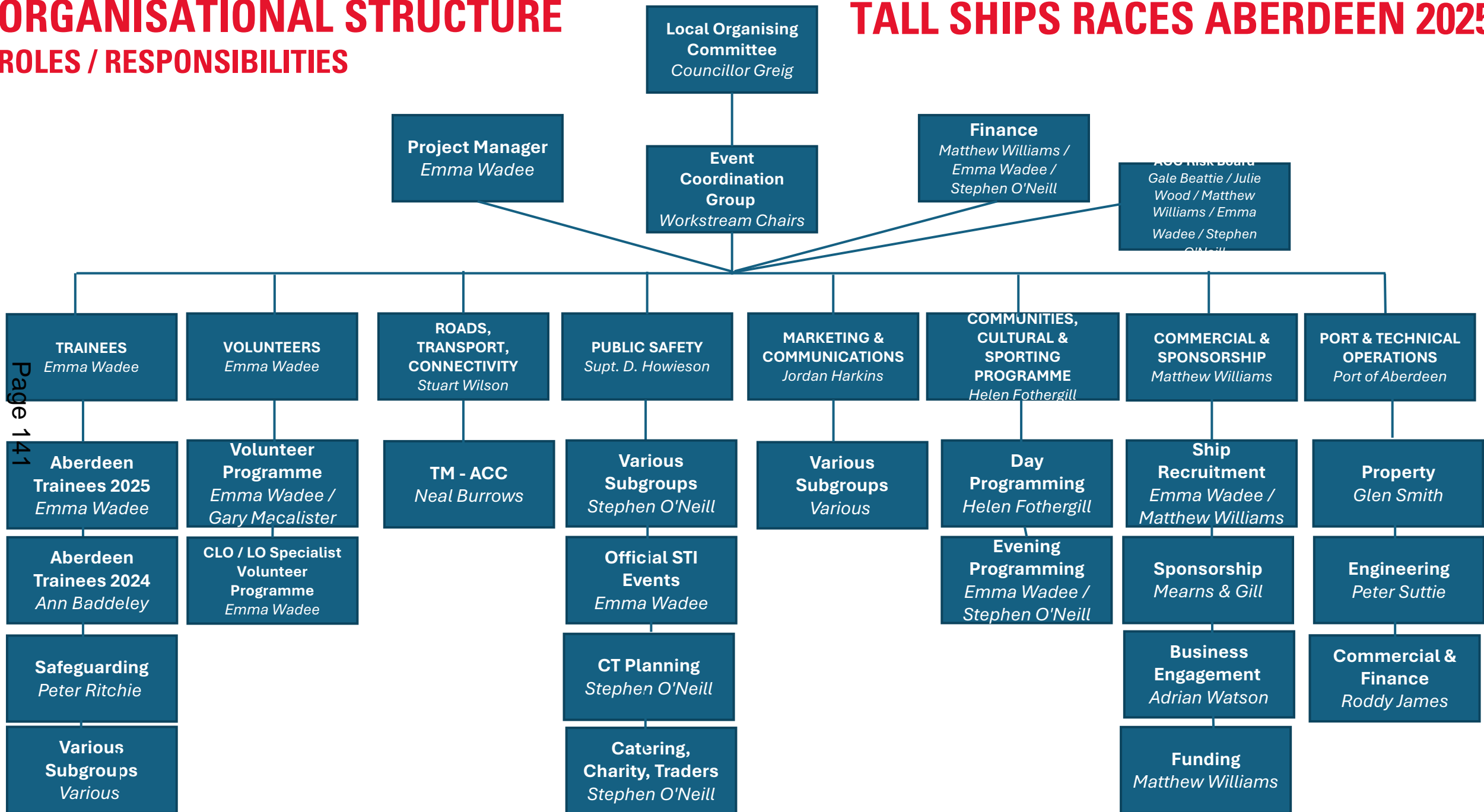
To discuss any of the opportunities available, please contact leanne.sinclair@mearns-gill.com

This page is intentionally left blank

ORGANISATIONAL STRUCTURE

ROLES / RESPONSIBILITIES

TALL SHIPS RACES ABERDEEN 2025



This page is intentionally left blank

Appendix D

Tall Ships Funding – Stakeholders and Engagement

Organisations currently sitting in the Working Group structure include:

- Aberdeen City Council (Education, Skills & Employability, Sustainability, etc)
- Port of Aberdeen
- Aberdeen Inspired
- Event Scotland
- VisitScotland
- VisitAberdeenshire
- Aberdeen and Grampian Chamber of Commerce
- Aberdeen City and Shire Hotels Association
- Police Scotland
- Transport Scotland
- Scotrail
- Stagecoach
- Northlink Ferries
- Aberdeen Airport
- First Bus
- Traffic Scotland National Control
- Scottish Ambulance Service
- Scottish Fire and Rescue Service
- HM Coastguard
- Special Projects
- Scotia Medical
- Live Events Management
- Showsec
- Ocean Youth Trust Scotland
- UK Sail Training
- University of Aberdeen (Careers & Employability, Events)
- Aberdeen Council of Voluntary Organisations
- Shmu
- Aberdeenshire Voluntary Action
- Aberdeen Cyrenians
- Skills Development Scotland
- Sea Cadets
- Royal Yachting Association
- UK Sail Training
- Sport Aberdeen
- Developing the Young Workforce (DWY) North East
- Aberdeen & Stonehaven Yacht Club
- Seven Trades and Guildry
- Scottish Maritime Academy – NESCOL

Plus a number of experienced individuals volunteering outside of their usual roles.

Organisations currently engaged around the Education and Culture Programme, including the potential Discovery Zone are:

- Archives, Art Gallery and Museums
- Aberdeen Performing Arts
- Aberdeen Arts Centre
- Sport Aberdeen,
- Aberdeen Sport Village
- Aberdeen Science Centre
- Sea Cadets
- RNLI
- Royal Air Force
- Royal Navy
- First Bus Heritage Fleet
- Museum of Scottish Lighthouses
- Macduff Marine Aquarium
- Skills Development Scotland
- University of Aberdeen (inc. TechFest)
- Haddo Arts,
- Your Love Rara
- Open Road
- ACE Voices
- Greyhope Bay
- Music 4 U
- Shmu
- Small Stories
- Stonehaven Folk Festival
- Aberdeenshire Council Archaeology
- UofA Museums and Special Collections
- NESCAN Hub
- Aberdeen Ceramics Studio
- UofA Elphinstone Institute
- Gaelic in Aberdeen
- WayWORD Festival
- Sound Festival
- Fit Like Joggers
- Look Again
- Peacock Arts
- Aberdeen Jazz Festival
- Youth Music Service
- City Moves
- Clan Cancer Support

Plus a range of individual producers and creative professionals



FESTIVAL
OF THE SEA
ABERDEEN 15-28 JULY



Part of the build-up to Tall Ships Races Aberdeen 2025, and timed to coincide with the 'One Year To Go' campaign

Over 70 events, including 40 free or 'pay as you feel' events

2-day Stories of the Sea free festival weekend in Union Terrace Gardens

2-day Tall Ships experience at Port of Aberdeen

Partner organisations: Aberdeen Art Gallery, Aberdeen Maritime Museum, Open Road, Aberdeen Arts Centre, Aberdeen Science Centre, Aberdeen Sports Village, Port of Aberdeen, Beach Ballroom, Sea Cadets, Scottish Fisheries Museum Trust, The Swan Trust

Additional programme venues: Fittie Community Hall, Greyhope Bay Centre, Deemouth Artist Studios, Greyhope Community Hub

Funded by: Coastal Communities Fund

Full evaluation completed by end-August

Union Terrace Gardens Stories of the Sea

- Over 3000 attendees in 2 days



Postive Social Media Response:

‘This was awesome! The performances were magical! Thank you for organising and to all the performers!’

‘Was there just now with my 4 year old. Amazing! We were both impressed and enjoyed every minute’

‘Was super busy and both of my kids really enjoyed it’



Tall Ships Experience

2-days of quayside activity

2251 visitors, of which 1806 boarded tall ship, Reaper, visiting from the Scottish Fisheries Museum.

Part of the One Year To Go campaign for Tall Ships 2025

Tall Ship, Swan, in harbour for a fortnight, making potential youth trainees on day sail sessions

Sea Cadets flagship TS Royalist in Port with activities including a sailing trip for potential Tall Ships 2025 sponsors

Ahoy! 🚩 Three majestic ships are docking at our harbour as part of the Festival of the Sea and to mark 1 year until the 2025 Tall Ships Race. The tall ship Swan has sailed in today for youth training sessions, while the TS Royalist and sailing ship Reaper will both be available to view from the quayside. You'll also have the chance to board the Reaper on 19th & 20th July and explore its maritime past! Find out what else is happening during Festival of the Sea and plan your v... See more



FESTIVAL OF THE SEA
ABERDEEN 15-28 JULY

THE TALL SHIPS RACES
Aberdeen 2025

AHOY!
Climb aboard historic tall ship - The Reaper!

Fri 19 & Sat 20 July
Duthies Quay
11am - 5pm
Free admission

The Sea Cadets flagship TS Royalist will also be berthed nearby to view from the quayside!
aberdeencity.gov.uk/festivalofthesea

76 19 comments 45 shares



Tall Ships Experience

Reaper crew said:

‘We all thoroughly enjoyed our visit and were delighted by the very large turnout of members of the public who visited the Reaper [...] including the Group Big Noise Torry and the Torry Memories Group.

Our visit was made so much more pleasurable due to the level of support and positive attitude displayed by everyone that was involved’

Page 150



COMMITTEE	Finance and Resources Committee
DATE	7 th August 2024
EXEMPT	No
CONFIDENTIAL	No
REPORT TITLE	Performance Management Framework Report
REPORT NUMBER	CORS/24/215
DIRECTOR	Andy MacDonald
CHIEF OFFICER	Martin Murchie
REPORT AUTHOR	Alex Paterson
TERMS OF REFERENCE	2.1.3

1. PURPOSE OF REPORT

- 1.1 To present Committee with the status of key performance measures and activity indicators relating to those Functions and Clusters within the remit of the Finance and Resources Committee at conclusion of the 2023/24 financial year.

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

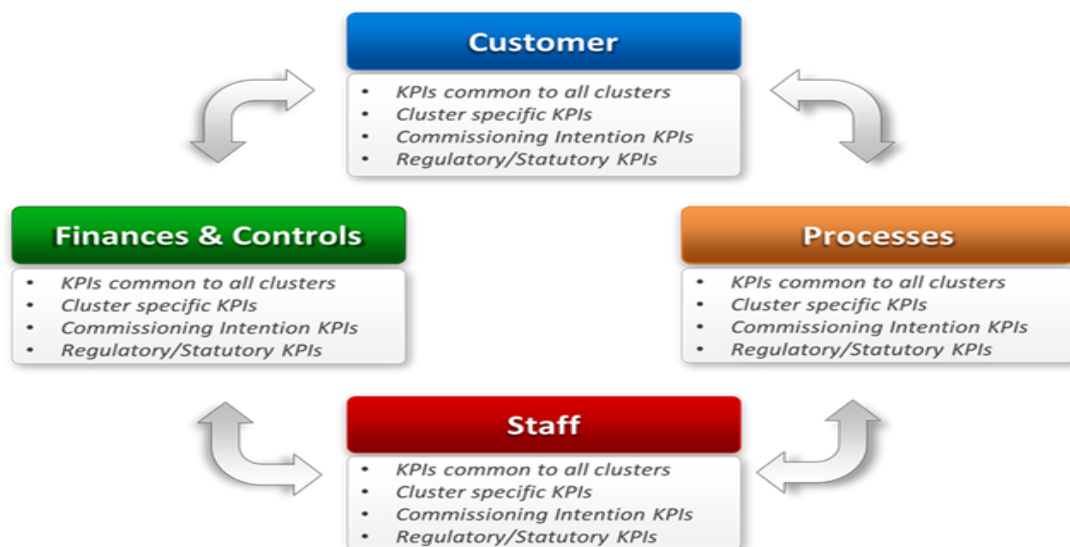
Report Purpose

- 3.1 This report is to provide members with key performance measures in relation to the Cluster based outputs and outcomes as expressed within the 2023/24 Council Delivery Plan (the Plan)

Report Structure

- 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 [2023-24.Council Delivery Plan](#) (the Plan) that was agreed by Council on the 1st March 2023.
- 3.3 Appendix A reflects the in-year content against this Plan, which was subsequently replaced by the 2024-25 Council Delivery Plan at the Budget meeting on 6th March 2024.
- 3.4 Reporting against the refreshed Plan, including updating of Service Standards agreed at that meeting, will be incorporated within future Performance Management Framework reports to each of the relevant Council Committees

- 3.5 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.



Report Content

- 3.6 Members are asked to note that the majority of measures reflected against in this report align with those Standards and corporate measures outlined in the 2023/24 Council Delivery Plan and Commissioning Intentions
- 3.7 A number of measures, relating to Annual Performance, linking to the Council's Statutory Performance Indicator (SPI) suite are included in this report. It is intended that the full suite of SPI data, across all services, will be reported to a future cycle of Council, on completion of the Audit process around this data.
- 3.8 Where appropriate, hard and soft data capture against these Standards is incorporated within the suite of measures contained within Appendix A and is reported against on either a quarterly or annual basis, as highlighted.
- 3.9 This report, details performance up to the end of March 2024 or Quarter 4, and for 2023/24, and reflects the organisational structures in place at the point where the 2023/24 Plan was agreed.

Performance Measures

- 3.10 Within the summary dashboard (Appendix A) 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

4. FINANCIAL IMPLICATIONS

4.1 There are no direct financial implications arising from the recommendations of this report.

5. LEGAL IMPLICATIONS

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

6. ENVIRONMENTAL IMPLICATIONS

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

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?
Strategic	None	NA	NA	NA
Compliance	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
Operational	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
Financial	No significant financial risks.	Overview data on specific limited aspects of the cluster's financial performance is	L	Yes

		provided within this report		
Reputational	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
Environment / Climate	None	NA	NA	NA

8. OUTCOMES

<u>COUNCIL DELIVERY PLAN</u>	
	Impact of Report
<p>Aberdeen City Council Partnership Agreement</p> <p>Improving Educational Choices</p> <p>Creating Better Learning Environments</p> <p>City Centre and Beach</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"> - 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. - Promote the number of apprenticeships on offer through the council. - 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. - Refresh our tourism and cultural strategies for the city. - 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. - Expand the Beach Masterplan, extending the footprint from the River Dee to the River Don. - Bring forward plans to improve active travel links between the Castlegate and the beach.

<p>The Arts Matter</p>	<ul style="list-style-type: none"> - Continue to move the City Centre and Beach Masterplans forward, expanding it to include George Street and ensuring it remains current with annual reviews. <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>
<p>Building a Greener and Sustainable City</p>	<ul style="list-style-type: none"> - Work with partners to explore opportunities to develop heritage, museum and online services with a special emphasis on local history and stories of our heritage. - Declare a climate emergency. - 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. - Support Aberdeen’s continued pioneering of Hydrogen technologies and make the case to bring alternatively powered rail services to the City. - 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 - Delivering a revised Local Transport Strategy.
<p>Greener Transport, Safer Streets, Real Choices</p>	<ul style="list-style-type: none"> - 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. - 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.

<p>Homes for the Future</p> <p>A Prosperous City</p> <p>Empowering Aberdeen's Communities</p>	<ul style="list-style-type: none"> - 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. - Develop our economy in a genuine partnership with the private sector, third sector and residents. - 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. - 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. - Seek to buy goods, services and food locally whenever possible, subject to complying with the law and public tendering requirements. - Work with communities to establish trusts, community enterprises, charities or other entities that support community empowerment and community wealth building. - Support people to engage with Community Asset Transfers throughout the process.
---	---

[Aberdeen City Local Outcomes Plan April 2024 Refresh](#)

<p>Prosperous Economy</p> <p>1. 20% reduction in the percentage of people who report they have been worried they would not have enough food to eat and/ or not be able to heat their home by 2026.</p> <p>2. 74% employment rate for Aberdeen City 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>Increase to 92% the number of homes that meet an EPC rating of C or better by 2026</p> <p>Outcome 2 Improvement Aims</p> <p>Supporting 100 people to start a business in Aberdeen who will be coming off the benefits</p>
---	--

	<p>system or significantly reducing their benefits through starting a business by 2026</p> <p>Support 40 young parents into training and / or employability provision by 2026.</p> <p>Upskill 50 individuals who are experiencing digital barriers to apply for employment opportunities by 2026</p>
<p>Prosperous People (Children)</p> <p>6. 95% of children, including those living in our priority neighbourhoods, will sustain a positive destination on leaving school by 2026</p> <p>8. 100% of our children with Additional Support Needs/Disability will experience a positive destination by 2026</p>	<p>The delivery of services referred to within this report supports each of the Children & Young People Stretch Outcomes 6 and 8 in the LOIP.</p> <p>Outcome 6 Improvement Aims</p> <p>Increase by 10% the rate of completion of NPA/FA/HNC courses available to young people across the city by June 2024</p> <p>Increase the % of learners entering a positive and sustained destination to be ahead of the Virtual Comparator for all groups by 2025.</p> <p>Increase by 20% the number of young people completing courses aligned to support the digital and tech sector by 2026.</p> <p>Outcome 8 Improvement Aims</p> <p>Increase by 5%, the percentage of young people with additional support needs/disability entering a positive destination by 2025.</p>
<p>Prosperous People (Adults)</p> <p>12. Reduce homelessness by 10% and youth homelessness by 6% by 2026</p>	<p>The report reflects on activity which contributes to Stretch Outcome 12</p> <p>Outcome 12 Improvement Aims</p> <p>Integrate housing, employment, employability and mental health support pathways for young people to support prevention of homelessness</p> <p>Increase accessibility to a wider range of housing options to people at risk of homelessness</p>
<p>Prosperous Place</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>Outcome 13 Improvement Aims</p> <p>Reduce public sector carbon emissions by at least 7% by 2026.</p>

<p>14. Increase sustainable travel: 38% of people walking; 5% of people cycling and wheeling as main mode of travel and a 5% reduction in car miles by 2026.</p> <p>15. 26% of Aberdeen's area will be protected and/or managed for nature and 60% of people report they feel that spaces and buildings are well cared for by 2026</p>	<p>To have Community led resilience plans in place for the most vulnerable areas (6) in the City by 2025 and increase by 10% the % of people who know where to find information and resources to help prepare for severe weather events by 2025.</p> <p>Outcome 14 Improvement Aims</p> <p>Increase % of people who walk and wheel as one mode of travel by 5% by 2026</p> <p>Increase % of people who cycle and wheel as one mode of travel by 2% by 2026</p> <p>Reduce car kms by 5% by 2026</p> <p>Outcome 15 Improvement Aims</p> <p>Increase to 65% the proportion of people who feel they can regularly experience good quality natural space by 2026.</p>
<p>Regional and City Strategies</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
<p>Integrated Impact Assessment</p>	<p>No assessment required, I confirm that this has been discussed and agreed with Martin Murchie, Chief Officer, HDRC, on 5th July 2024.</p>
<p>Data Protection Impact Assessment</p>	<p>A Data Protection Impact Assessment is not required for this report.</p>
<p>Other</p>	<p>No additional impact assessments have been completed for this report.</p>

10. BACKGROUND PAPERS

Council Delivery Plan 2023/24
Performance Management Framework 2023/24

11. APPENDICES

Appendix A – Finance and Resources Performance Summary Scorecard

12. REPORT AUTHOR CONTACT DETAILS

Alex Paterson
Strategic Performance and Improvement Officer
Data and Insights
apaterson@aberdeencity.gov.uk

01224 045324/07540 295159





This page is intentionally left blank

PERFORMANCE MANAGEMENT FRAMEWORK – APPENDIX A

CITY DEVELOPMENT AND REGENERATION CLUSTER

1. Customer

Cluster Level 2023/24 Service Standards – Annual Measures

Performance Measure	Current Status	2023/24 Target
We will, with partners, support established businesses and new business start-ups in the city through the Business Gateway service, and will aim for a satisfaction rating of 80% for our interactions.		80%
We will maintain and update Accreditation standards for Museums and Gallery venues and apply for Accredited status for Archives.		100%
We will make relevant, and up to date data, information and insights permanently available to stakeholders through a North East of Scotland Performs economic data observatory and the Aberdeen Economic Policy Report		100%
We will collaborate with Culture Partners to maximise opportunities and investment within the sector and submit a Culture Value Impact Report annually.		100%

Service Commentary








Business Gateway

Customer satisfaction levels for the Business Gateway in Aberdeen in 2023/24 was 93%, significantly above the national level of 80%, with the number of business start-ups, at 389 in the 12-month period, being marginally lower than the average for the previous two years.(see below)

Museums and Galleries Accreditation





Complimenting the continuation of accredited status achieved by both Aberdeen Art Gallery and Provost Skene in 2023, the Maritime Museum was awarded similar status in March of 2024. The Tolbooth has gained a 12-month Provisional Accreditation whilst it continues to be closed due to essential repairs. Seeking of accreditation against Archives is being held meantime, subject to the outcome of current proposals around the services longer term housing and development

Corporate Measures – Cluster Level

Performance Indicator	Quarter 1 2023/24	Quarter 2 2023/24	Quarter 3 2023/24	Quarter 4 2023/24	Annual Status	2023/24 Target	Long Trend Annual
	Value	Value	Value	Value			
Total No. complaints received (stage 1 and 2) – City Development	2	0	3	0			
% of complaints resolved within timescale stage 1 and 2) – City Development	100%	N/A	66.7%	N/A		75%	
% of complaints with at least one point upheld (stage 1 and 2) – City Development	0%	N/A	0%	N/A			
Total No. of lessons learnt identified (stage 1 and 2) – City Development	0	N/A	0	N/A			

2. Processes

Service Level Annual Performance Measure – Business Gateway Start-ups

Performance Indicator	2021/22	2022/23	2023/24	Annual Status	2023/24	Long Trend - Annual
	Value	Value	Value		Scotland Average	
Number of Business Gateway Start-ups	391	411	389		245	
Number of Business Gateway start-ups per 10,000 of population *	17.2	18.3	17.1		13.6	

Service Commentary

Overall, the number of Business Gateway start-ups as a value, and as a proportion of the City population, has remained relatively stable over the three-year period, with a marginal dip in 2023/24, but continuing to perform above the national picture, closely tracking the Scotland trend over this period, and maintaining the positive distance to the national outcomes of the past two years.

This has maintained the City's relative position in the 2nd Quartile of all Scottish Local Authorities, with a year-to-year rise in our relative standing from 15th to 12th ranked, equalling the City's prior high tide position in 2018/19.

* The NRS population denominators for this measure, based on City mid-year estimates, have recently been revised downwards for 2021/22 and 2022/23 as a result of cross-referencing with national 2022 Census outputs. On this basis, the start-up per 10,000 of population figures for these years (and for 2023/24, where a provisional figure was used) may under-represent the City's performance.

Service Level Annual Performance Measure – Visits to Museums and Galleries

Performance Indicator	2021/22	2022/23	2023/24	Long Trend - Annual
	Value	Value	Value	
Number of total visits/attendances at museums and galleries *	1,190,854	1,339,942	1,380,916	↑
Number of virtual visits/attendances at museums and galleries	1,064,328	1,035,614	1,044,182	↑
Number of visits at museums and galleries that were in person	152,862	299,291	330,495	↑

Service Commentary

The 2023-24 year-end outcome for this overall measure shows a small increase in visits to Museums and Galleries venues when compared to the previous year. This can be attributed, in part, to the closure of Aberdeen Maritime Museum between October 2023 and February 2024 to undergo a programme of improvements. The number of virtual visits has risen marginally due to continued use of digital applications and increased presence on social media platforms

Visitors continue to feel confident visiting Aberdeen Archives, Gallery and Museums venues and actively engage with our exhibitions and wider programme both in person and by digital means. The Service continues to contribute to wider city objectives outlined in the Council's Local Outcome Improvement Plan (LOIP) and Delivery Plan. Aberdeen Archives, Gallery and Museums venues remain at the forefront of places to visit in Aberdeen, enhancing the City's tourism offer and providing cultural engagement opportunities.

The Service has developed an engaging programme of exhibitions, talks, workshops and concerts for 2024-25 and we will continue to support the City's economic and tourism objectives. The service will also continue to promote digital engagement opportunities highlighting our collections through our website, virtual tours, podcasts and social media posts.

Service Level Annual Performance Measure – City Events and Museums and Galleries Exhibitions

Service Commentary

During the 2023/24 financial year, the City Events team facilitated over 50 events through their application process during the 2023/2024 financial period, several of which required input from the Safety Advisory Group and additional support and advice provided where necessary.

The City Events team delivered a core programme of eight events including Highland Games, Armed Forces Day and SPECTRA. The team also planned an additional event for The King's Coronation.

In this period Aberdeen Archives, Gallery & Museums hosted a programme of 12 special exhibitions and temporary displays at Aberdeen Art Gallery, one display at Aberdeen Maritime Museum and one at Aberdeen Treasure Hub. The programme featured major touring exhibitions and loans and partnership projects with local organisations and artists. It also highlighted a range of work from the collections of AAGM, which are recognised collections of national significance.

This was our second year of full trading post Covid in which we saw audience confidence continue to rebuild and an increasing number of visitors came to our venues. The exhibitions programme at Aberdeen Art Gallery was well received.

In the Spring we worked with Magnum Photos to bring the only Scottish showing of the exhibition, *Where Ideas Are Born*, to the city. It featured 70 photos portraits of internationally renowned artists by some of the world's best-known photographers. Our Summer offer saw us host two exhibitions celebrating the unique talent of Quentin Blake, the UK's best-loved illustrator. *A Quentin Blake Summer: Illustrating Verse and Book Covers* attracted 8,200 visitors. In Autumn we presented *Constructed Narratives*, a major exhibition of new work by three of Scotland's foremost artists – Lennox Dunbar, Ian Howard and Arthur Watson. The Aberdeen-born contemporaries attended Aberdeen Grammar School and as students were greatly influenced by weekly visits to the Art Gallery. A selected version of *Constructed Narratives* will be shown at the Royal Scottish Academy, Edinburgh in July 2024.

We continue to review exhibition materials and transport with a commitment to low-impact graphics and low-carbon travel. This complements our approach to borrowing and lending artworks and objects using virtual couriering when possible.

The exhibitions and display programme provided a platform for a wide range of events and activities within our venues including regular, talks and lectures, workshops, music and performance and tours for all ages including adults, young people and families plus a programme which supports visitors who have additional needs

3. Staff

Corporate Measures – Cluster Level

Performance Indicator	Quarter 1 2023/24	Quarter 2 2023/24	Quarter 3 2023/24	Quarter 4 2023/24	Status	Long Trend - Annual
	Value	Value	Value	Value		
H&S Employee Reportable by Cluster – City Development	0	0	0	0		
H&S Employee Non-Reportable by Cluster – City Development	0	1	1	0		

Performance Indicator	Quarter 1 2023/24	Quarter 2 2023/24	Quarter 3 2023/24	Quarter 4 2023/24	Annual Status	Corporate Figure Quarter 4	Long Trend - Annual
	Value	Value	Value	Value			
Average number of total working days lost per FTE (12 month rolling figure) – City Development	1.1	1.6	2.3	2.7		8.23	
Establishment actual FTE – City Development	174.1	154.3	142.8	142.72			

4. Finance & Controls

Corporate Measures – Cluster Level

Performance Indicator	Quarter 1 2023/24		Quarter 2 2023/24		Quarter 3		Quarter 4	
	Value	Status	Value	Status	Value	Status	Value	Status
Staff Expenditure – % spend to full year budget profile – City Development	35.1%		68.5%		107%		131%	








Service Commentary

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

This pattern of 'front-loading' of staff expenditure is one which is prevalent across all local authority economic development functions, the impact of which varies depending on the extent to which these authorities are able to develop additionality in their delivery programmes and attract inwards investment from external funding streams in support of this activity.

As at financial period 12, 32 FTE posts were encompassed within the description above which equated to just over 24% of the total Cluster employee profile, against which 'reimbursement' from the external funding sources is now complete. The greatest proportion of this reclaim related to expenditure around Employability programmes of £2,19m which, although not entirely attributable to staff costs, would provide for net staff expenditure within the original budget at year end.



STRATEGIC PLACE PLANNING CLUSTER**5. Customer****Corporate Measures – Cluster Level**

Performance Indicator	Quarter 1 2023/24	Quarter 2 2023/24	Quarter 3 2023/24	Quarter 4 2023/24	Annual Status	2023/24 Target	Long Trend - Annual
	Value	Value	Value	Value			
Total No. complaints received (stage 1 and 2) – Strategic Place Planning	3	4	6	3			
% of complaints resolved within timescale stage 1 and 2) – Strategic Place Planning	66.7%	75%	50%	100%		75%	
% of complaints with at least one point upheld (stage 1 and 2) – Strategic Place Planning	66.7%	25%	16.7%	0%			
Total No. of lessons learnt identified (stage 1 and 2) – Strategic Place Planning	0	1	0	0			

Service Commentary

Although Quarter 4 saw an improvement in outcomes across the Complaints handling suite, the full year result for complaints resolution fell marginally short of the corporate target at 68.75%, as a consequence of the reduction experienced in Quarter 3. At the same time, the proportion of complaints that were upheld, against an increase in the number received, although higher than in 2022/23, was the lowest recorded since 2019/20



Cluster Level 2023/24 Service Standards – Annual Measures

Performance Measure	Current Status	2023/24 Target
We will respond to building warrant applications within 20 working days (see detail below)		90%
We will respond to building warrant approvals within 10 working days (see detail below)		80%

Service Commentary

National data relating to Service Standards around Planning Development for 2023/24 will be released by the Scottish Government in August 2024 and be reflected in the next cycle of PMF reporting to this Committee.

6. Processes**Service Level Activity Indicator – Planning Development Management and Building Standards Applications**

Activity Indicator	Quarter 1 2023/24	Quarter 2 2023/24	Quarter 3 2023/24	Quarter 4 2023/24	Long Trend- Annual
	Value	Value	Value	Value	
Number of Development Management Applications received	329	312	326	316	
Number of Building Standards Applications received	381	347	317	328	

Service Commentary

Development Management Applications

Applications across the 2023/24 year (1,283) are slightly higher than in the previous year (1,200) but with a limited long-term trend in activity growth in comparison with the majority of previous years. Contextually, the extent of Pre-Application activity, has however continued to rise which in part off-sets this longer-term decline in applications.

The scheduled release of national Planning Performance data in August 2024, covering 2023/24, will enable further comparisons and benchmarking with the national trends. This information will be captured in the next cycle of PMF reporting to this Committee.





Building Standards Applications

Application levels in Quarter 4 were similar to the majority of prior years, although both the cumulative and long-term trends show a decline in activity in comparison with three of the four prior years, only exceeding the figures recorded against 2020/21, at the peak of the pandemic. Overall, there were 1,373 applications in 2023/24, in comparison with 1,444 the previous year and 1,659 in 2021/22.

Provisional data for Quarter 1 of 2024/25 is showing activity levels similar to that of the same quarter in 2023/24.

Page 168

Cluster Level 2023/24 Service Standard Measures (Building Standards) – Quarterly Measures

Activity Indicator	Quarter 1 2023/24	Quarter 2 2023/24	Quarter 3 2023/24	Quarter 4 2023/24	Annual Status	Long Trend-Annual
	Value	Value	Value	Value		
% of building standards applications responded to within 20 working days	97%	97%	99%	96%		
% of building warrant approvals responded to within 10 working days	80%	85%	83%	85%		

7. Staff

Corporate Measures – Cluster Level

Performance Measure	Quarter 1 2023/24	Quarter 2 2023/24	Quarter 3 2023/24	Quarter 4 2023/24	Status	Long Trend - Annual
	Value	Value	Value	Value		
H&S Employee Reportable by Cluster – Strategic Place Planning	0	0	0	0		
H&S Employee Non-Reportable by Cluster – Strategic Place Planning	1	0	0	0		

Performance Measure	Quarter 1 2023/24	Quarter 2 2023/24	Quarter 3 2023/24	Quarter 4 2023/24	Annual Status	Corporate Figure Quarter 4	Long Trend - Annual
	Value	Value	Value	Value			
Average number of total working days lost per FTE (12 month rolling figure) – Strategic Place Planning	1.2	1.4	1.8	1.8		8.23	
Establishment actual FTE – Strategic Place Planning	92.3	94.1	94.3	93.5			



Page 169

8. Finance & Controls

Corporate Measures – Cluster Level

Performance Measure	Quarter 1 2023/24		Quarter 2 2023/24		Quarter 3 2023/24		Quarter 4 2023/24	
	Value	Status	Value	Status	Value	Status	Value	Status
Staff Expenditure – Spend to full year budget profile – Strategic Place Planning	23.9%		47.9%		76.6%		96.4%	

Service Level Activity Indicator

Activity Indicator	Quarter 1 2023/24	Quarter 2 2023/24	Quarter 3 2023/24	Quarter 4 2023/24	Status
	Value	Value	Value	Value	
% of budgeted income received from Planning Application fees YTD *	26.1%	47.8%	93.6%	119.8%	
% of budgeted income received from Building Warrant fees YTD	17.3%	37.8%	57.1%	76.6%	

*Excludes fees generated from Pre-Application and Conditions processing activity. As at 31st March 2024, the value of this activity was £53,530 from 238 applications.

Service Commentary

Development Applications

Income levels from Development applications, was robust in comparison with the full year budget, with a rising trend in applications and values which suggested a level of anticipation among larger developers that some of the economic, materials and workforce issues presenting in pandemic and immediate post pandemic years, had eased sufficiently to justify moving forwards with new applications for developments,

Provisional information against Quarter 1 of 2024/25 suggests that both activity and income levels are similar to those recorded in Quarter 1 of the previous year, although the latter represents a slightly lower proportion of the full year budget recorded at the same point in the fiscal year as a result of an increased full year income expectation in 2024/25.

Building Warrant Applications








As reflected to previous in-year meetings of this Committee, the circumstances around budgeted income from Building Warrant fees were a result of various demand factors, including the extent to which the demand for new Warrants, has been impacted by cost-of-living pressures, inflationary construction costs and the accessibility of trades services. This was being evidenced in a fall in both Building Warrants application activity and income,

Provisional data covering Quarter 1 of 2024/25 is showing some improvement in terms of income relative to the same period in 2023/24, with £307,261 credited to the budget line. In 2023/24, the cumulative figure to date was £217,467 representing 17.3% of the full year budget, whilst this year's Quarter 1 figure represents just over 21% of the current year budget,

GOVERNANCE CLUSTER







Corporate Measures -Service Level



9. Customer

Performance Measure	Quarter 1 2023/24	Quarter 2 2023/24	Quarter 3 2023/24	Quarter 4 2023/24	Annual Status	2023/24 Target	Long Trend - Annual
	Value	Value	Value	Value			
Total No. complaints received (stage 1 and 2) – Governance	2	3	2	4			
% of complaints resolved within timescale stage 1 and 2) – Governance	50%	100%	100%	100%		75%	
% of complaints with at least one point upheld (stage 1 and 2) – Governance	0%	0%	0%	100%			
Total No. of lessons learnt identified (stage 1 and 2) – Governance	1	0	0	0			

10. Processes





Cluster Level 2023/24 Service Standards – Annual Measures




Performance Measure	Current Status	2023/24 Target
.% of requests for review acknowledged within 14 days (Local Review Body)		100%
% of Civic licensing complaints acknowledged within 24 hours.		95%
% of Civic licensing complaints investigated within 10 days		100%
School Placing and Exclusion requests – hearings heard within 28 days of request		100%
% of Civic Licence Applications determined within 9 months of a valid application		100%
% of Hearings to determine a Premises Licence application or Variation application within 119 days of the last date for representations.		100%

% of Decision Letters for alcohol applications issued within 7 days of Board meeting		100%
Personal Licence issued within 28 days of date of grant		100%

11. Staff

Corporate Measures - Service Level

Performance Measure	Quarter 1 2023/24	Quarter 2 2023/24	Quarter 3 2023/24	Quarter 4 2023/24	Status	Long Trend - Annual
	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	Quarter 1 2023/24	Quarter 2 2023/24	Quarter 3 2023/24	Quarter 4 2023/24	Annual Status	Corporate Figure Quarter 4	Long Trend - Annual
	Value	Value	Value	Value			
Average number of total working days lost to absence per FTE (12 month rolling figure) – Governance	1.7	2.4	2.7	2.3		8.23	
Establishment actual FTE – Governance	59.1	59.9	58.5	59.1			





Service Commentary

An element of caution requires to be applied around interpretation of the trend data relating to increases in absence data around those services with a smaller FTE complements as a minimal number of medium to long term absences can materially affect the average working days lost at Service levels.

Absence levels across services, and at a corporate level, is closely monitored by the Council’s Director led Performance Board and by individual Senior Management Teams within each service.







12. Finance and Controls

Corporate Measures – Service Level

Performance Indicator	Quarter 1 2023/24		Quarter 2 2023/24		Quarter 3 2023/24		Quarter 4 2023/24	
	Value	Status	Value	Value	Value	Status	Value	Status
Staff Expenditure – % spend to full year budget profile – Governance	24.6%		49.2%		78.7%		97.5%	


COMMERCIAL AND PROCUREMENT CLUSTER

13. Customer

Performance Measure	Quarter 1 2023/24	Quarter 2 2023/24	Quarter 3 2023/24	Quarter 4 2023/24	Annual Status	2023/24 Target	Long Trend - Annual
	Value	Value	Value	Value			
Total No. complaints received (stage 1 and 2) – C&P	0	0	0	0			
% of complaints resolved within timescale stage 1 and 2) – C&P	NA	NA	NA	NA	NA	75%	
% of complaints with at least one point upheld (stage 1 and 2) – C&P	NA	NA	NA	NA			
Total No. of lessons learnt identified (stage 1 and 2) – C&P	NA	NA	NA	NA			

14. Processes

Cluster Level Measures 2023/24 Service Standards – Annual Measures

Performance Measure	Status
We will ensure demand management is embedded for all revenue 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.	

We will enable access to all internal procedural procurement information online.	
We will publish annual contract pipelines for each fiscal year online after the Council Budget is set.	
We will ensure that all contracts above £50K in value can be tracked to show community, local economic and environmental benefits.	
We will ensure that all contracts above £50K have standard clauses to require providers to demonstrate commitments towards carbon reduction and efficiency.	

15, Staff

Corporate Measures - Service Level





Performance Measure	Quarter 1 2023/24	Quarter 2 2023/24	Quarter 3 2023/24	Quarter 4 2023/24	Status	Long Trend - Annual
	Value	Value	Value	Value		
H&S Employee Reportable by Cluster – C&P	0	0	0	0		
H&S Employee Non-Reportable by Cluster – C&P	0	0	0	0		

Performance Measure	Quarter 1 2022/24	Quarter 2 2023/24	Quarter 3 2023/24	Quarter 4 2023/24	Annual Status	Corporate Figure Quarter 4	Long Trend - Annual
	Value	Value	Value	Value			
Average number of total working days lost per FTE (12 month rolling figure) – C&P	0.8	1.5	1.4	1.3		8.23	
Establishment actual FTE – C&P	44.35	45.1	44.2	45.95			

16. Finance and Controls

Corporate Measures – Service Level

Performance Indicator	Quarter 1 2023/24		Quarter 2 2023/24		Quarter 3 2023/24		Quarter 4 2023/24	
	Value	Status	Value	Status	Value	Status	Value	Status

Staff Expenditure – % spend to full year budget profile – C&P	32.2%		58.9%		88.8%		110.7%	
---	-------	---	-------	---	-------	---	--------	---







Service Commentary

Reported data does not take account of subsequent re-charges into and out of the Staff Expenditure budget line which may result in revisions to the projected trajectory to year-end financial forecasts as each periodic re-charge exercise is concluded

As noted at the January meeting of this Committee, Aberdeen City Council acts as a 'lead employer' in the context of the shared procurement network with Aberdeenshire and Highland Council's and proportional re-charges of Staff Expenditure to these authorities are confirmed and levied at the conclusion of the fiscal year.

This process has now been completed and the adjusted full year service expenditure to budget figure is within target.

DATA AND INSIGHTS CLUSTER**17. Customer**

Performance Measure	Quarter 1 2023/24	Quarter 2 2023/24	Quarter 3 2023/24	Quarter 4 2023/24	Annual Status	2023/24 Target	Long Trend - Annual
	Value	Value	Value	Value			
Total No. complaints received (stage 1 and 2) – D&I	0	0	0	0			
% of complaints resolved within timescale stage 1 and 2) – D&I	NA	NA	NA	NA	NA	75%	
% of complaints with at least one point upheld (stage 1 and 2) – D&I	NA	NA	NA	NA			
Total No. of lessons learnt identified (stage 1 and 2) – D&I	NA	NA	NA	NA			

18. Processes

Performance Measure	Quarter 1 2023/24	Quarter 2 2023/24	Quarter 3 2023/24	Quarter 4 2023/24	Status	Long Trend - Annual
	Value	Value	Value	Value		

% Reported Data Protection incidents receiving an initial response within 24 business hours	100%	100%	100%	100%		
---	------	------	------	------	--	--

19, Staff

Performance Measure	Quarter 1 2023/24	Quarter 2 2023/24	Quarter 3 2023/24	Quarter 4 2023/24	Status	Long Trend - Annual
	Value	Value	Value	Value		
H&S Employee Reportable by Cluster – D&I	0	0	0	0		
H&S Employee Non-Reportable by Cluster – D&I	0	0	0	0		

Performance Measure	Quarter 1 2023/24	Quarter 2 2023/24	Quarter 3 2023/24	Quarter 4 2023/24	Status	Corporate Figure Quarter 4	Long Trend - Annual
	Value	Value	Value	Value			
Average number of total working days lost per FTE (12 month rolling figure) – D&I	1.7	1.7	2.1	2.7		8.23	
Establishment actual FTE – D&I	32.49	32.49	32.49	31.49			



20. Finance and Controls

Performance Indicator	Quarter 1 2023/24		Quarter 2 2023/24		Quarter 3 2023/24		Quarter 4 2023/24	
	Value	Status	Value	Value	Value	Status	Value	Status
Staff Costs - % Spend to full year budget Profile	23.7%		44.6%		74.5%		93.3%	








FINANCE CLUSTER

21. Customer

Performance Measure	Annual Status	2023/24 Target
1% of the Council's annual revenue budget is subject to participatory budgeting		100%




We will ensure that the treasury strategy is prepared and implemented annually to comply with statutory requirements; credit rating updated annually.		100%
We will deliver, and meet in time, all relevant statutory financial requirements for the Council.		100%

Corporate Measures – Cluster Level


Performance Indicator	Quarter 1 2023/24	Quarter 2 2023/24	Quarter 3 2023/24	Quarter 4 2023/24	Annual Status	2023/24 Target	Long Trend - Annual
	Value	Value	Value	Value			
Total No. complaints received (stage 1 and 2) – Finance	3	2	0	2			
% of complaints resolved within timescale stage 1 and 2) – Finance	66.7%	100%	NA	50.0%		75%	
% of complaints with at least one point upheld (stage 1 and 2) – Finance	0%	0%	NA	0%			
Total No. of lessons learnt identified (stage 1 and 2) – Finance	0	2	NA	0			

22. Processes

Cluster Level 2023/24 Service Standards – Annual Measures





Performance Measure	Annual Status	2023/24 Target
Business advice delivery – We will provide budget holder meetings in accordance with risk schedule		100%
We will process care income assessments within 28 days once all relevant information is received from Care Management.		100%
We will pay creditor invoices within 30 days YTD		90%




Annual Performance Measure

Performance Indicator	2021/22	2022/23	2023/24	Annual Status	2023/24 Target
	Value	Value			
Percentage of invoices sampled that were paid within 30 days	84.8%	87.5%	90.9%		90%

23. Staff

Corporate Measures – Cluster Level

Performance Indicator	Quarter 1 2023/24	Quarter 2 2023/24	Quarter 3 2023/24	Quarter 4 2023/24	Status	Long Trend - Annual
	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 Indicator	Quarter 1 2023/24	Quarter 2 2023/24	Quarter 3 2023/24	Quarter 4 2023/24	Annual Status	Corporate Figure Quarter 4	Long Trend - Annual
	Value	Value	Value	Value			
Average number of total working days lost per FTE (12 month rolling figure) – Finance	0.3	0.4	0.4	0.7		8.23	
Establishment actual FTE – Finance	93.75	93.86	92.39	92.1			

24. Finance & Controls

Corporate Measures – Cluster Level

Performance Indicator	Quarter 1 2023/24		Quarter 2 2023/24		Quarter 3 2023/24		Quarter 4 2023/24	
	Value	Status	Value	Status	Value	Status	Value	Status
Staff Expenditure – % spend to YTD budget profile – Finance	23.8%		47.7%		76.1%		95.3%	

CAPITAL CLUSTER

25. Customer

Corporate Measures – Service Level


Performance Indicator	Quarter 1 2023/24	Quarter 2 2023/24	Quarter 3 2023/24	Quarter 4 2023/24	Annual Status	2023/24 Target	Long Trend – Annual
	Value	Value	Value	Value			
Total No. complaints received (stage 1 and 2) – Capital	1	9	16	7			
% of complaints resolved within timescale stage 1 and 2) – Capital	0%	66.7%	68.75%	71.4%		75%	
% of complaints with at least one point upheld (stage 1 and 2) – Capital	100%	33.3%	18.75%	28.6%			
Total No. of lessons learnt identified (stage 1 and 2) – Capital	0	3	0	1			

Service Commentary

Although there was an increase in the number of complaints received in Quarter 3 (which led to response times falling short of the target), a significant proportion of this increase resulted in outcomes where the complaint was not upheld, The proportion of complaints which had at least one point upheld was amongst the lowest of all services across the Council for this period and below the corporate figure of 34.0%.

26.Processes

Cluster Level 2023/24 Service Standards – Annual Measures





Performance Measure	Annual Status	2023/24 Target
We will ensure the specification on new builds meet the required environmental and building performance standards		100%




Service Commentary

Performance and progress related to delivery against Capital projects, including new builds, is directly captured within a separate report within the remit of this Committee.

27.Staff

Corporate Measures – Cluster Level

Performance Indicator	Quarter 1 2023/24	Quarter 2 2023/24	Quarter 3 2023/24	Quarter 4 2023/24	Quarterly Status	Long Trend - Annual
	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 Indicator	Quarter 1 2023/24	Quarter 2 2023/24	Quarter 3 2023/24	Quarter 4 2023/24	Annual Status	Corporate Figure Quarter 2	Long Trend - Annual
	Value	Value	Value	Value			
Average number of total working days lost per FTE (12 month rolling figure) – Capital	3.8	3.0	2.6	1.7		8.23	
Establishment actual FTE – Capital	64.84	64.67	64.22	65.43			

28.Finance & Controls

Corporate Measures - Service Level

Performance Indicator	Quarter 1 2023/24		Quarter 2 2023/24		Quarter 3 2023/24		Quarter 4 2023/24	
	Value	Status	Value	Status	Value	Status	Value	Status
Staff Expenditure – % spend to YTD budget profile – Capital	18.6%		34.8%		58.1%		75.2%	

CORPORATE LANDLORD CLUSTER

29.Customer

Cluster Level 2023/24 Service Standards – Annual Measures

Performance Measure	Annual Status	2023/24 Target
We will complete cyclical maintenance works on public buildings in accordance with agreed programme		100%
We will complete cyclical maintenance works on council houses in accordance with agreed programme		100%
We will undertake required annual gas safety checks on council owned properties within twelve months of the previous safety check		100%

Corporate Measures - Service Level

Performance Indicator	Quarter 1 2023/24	Quarter 2 2023/24	Quarter 3 2023/24	Quarter 4 2023/24	Annual Status	2023/24 Target	Long Trend - Annual
	Value	Value	Value	Value			
Total No. complaints received (stage 1 and 2) – Corporate Landlord	12	6	11	16			
% of complaints resolved within timescale stage 1 and 2) – Corporate Landlord	33.3%	16.7%	81.1%	43.8%		75%	

Performance Indicator	Quarter 1 2023/24	Quarter 2 2023/24	Quarter 3 2023/24	Quarter 4 2023/24	Annual Status	2023/24 Target	Long Trend - Annual
	Value	Value	Value	Value			
% of complaints with at least one point upheld (stage 1 and 2) – Corporate Landlord	33.3%	33.3%	45.5%	18.8%			
Total No. of lessons learnt identified (stage 1 and 2) – Corporate Landlord	1	0	0	0			

Service Commentary

The Corporate Landlord cluster, in common with those services which have a substantive contract management function, experience a greater number and proportion of complaints relating to the performance of contractor teams than the delivery of service by Aberdeen City Council directly. This can significantly influence and create fluctuations in quarterly resolution times as responses from contractors can be delayed.

A significant proportion of these contractor related complaints are around delays to/changes in notified or proposed attendance or commencement of works which the Service is seeking to improve, although it is difficult for both the Council and contractors to entirely mitigate against unforeseen delays which may, in the case of scheduled works to multi-occupancy buildings, generate a number of received complaints arising from a single point of failure.

Positively, the number of in year complaints has fallen for the second year running and the number of complaints that were upheld has reduced similarly to a four-year low. and although the proportion of responses provided within timescale has fallen from 51% to 46.7% in 2023/24, the Performance Board in June had noted a significant improvement trend in the proportion of complaints being resolved within timescale from its continuous review of monthly data since the start of the new fiscal period.

30.Processes

Cluster Level 2023/24 Annual Measures

Performance Indicator	2021/22	2022/23	2023/24	Status	2023/24 Target
	Value	Value	Value		
We will work to make all our public buildings meet accessibility requirements under the Equalities Act, where this is feasible	81.6%	81.0%	82.4%		82%
We will prioritise our resource to make all of our public buildings achieve a condition rating of at least “B”.	92.0%	96.0%	91.2%		91%
We will work to make our buildings suitable for their use. Operational buildings will be a minimum “B” standard.	77.4%	75.4%	76.7%		76%

Service Commentary

Accessibility

The minor increase in the percentage of accessible buildings, compared with last year, is due primarily to the opening of two new buildings which are designed to be fully accessible, whilst one accessible building and one inaccessible building have been closed this year. The buildings which are not accessible are predominantly historic or listed buildings which can't be easily upgraded due to budget or statutory constraints. Any improvement works undertaken to improve accessibility will also reflect Net Zero aspirations where possible.

The total number of buildings assessed for accessibility stayed the same this year at 125 properties. The percentage of accessible buildings remain consistent which is in line with the target. There is limited benchmarking data available but what there is suggests the Council performs reasonably well. The portfolio will continue to change as the Property & Estates Strategy is implemented, which could have both positive and negative impact on this SPI. At this stage it is not possible to determine what that impact will be. As such the target for next year remains at 82%.

Any works to the external fabric of a building to improve its accessibility, for example the replacement of access doors, should also improve the thermal performance of the building, contributing to our Net Zero aspirations.

Condition and Suitability

Ongoing surveys have identified a slight increase in the number of buildings at a satisfactory level of suitability and a slight decrease in buildings in satisfactory condition. However, both figures remain above the targets set last year. A number of buildings have been moved from a B condition rating to a C condition rating this year, which has contributed to the slight decrease in the condition figure.

There are two education buildings within the portfolio which have been found to contain Reinforced Autoclaved Aerated Concrete (RAAC) – this is likely to affect their condition rating when they are next surveyed and will be reflected in future SPI reporting.

Airyhall Community Centre and Denburn Car Park dropped from a B to C rating for suitability this year, while two assets rated C for suitability, Store 44 - 56 Portal Crescent, and Torry Library were removed, and one C rated asset was added at Garthdee Depot, giving a slight increase in the suitability figure.

The addition of Greyhope School and Community Hub as a new educational asset with a considerably large floor area, has also contributed to the changes in this year's figures. All assets added to this year's SPI were A or B rated for both condition and suitability.

The asset portfolio will continue to change, making predictions difficult. However, the Property & Estates Strategy identifies a likely decline. Our service standards previously targeted a condition rating of B for all properties; this has reduced in 2024/25 to a C rating. This reflects a static repair and maintenance budget over a number of years and a policy to only undertake essential repairs.

Taking all of this into account, the targets set for next year are 90% for condition and 75% for suitability.

31. Staff

Corporate Measures – Service Level

Performance Indicator	Quarter 1 2023/24	Quarter 2 2023/24	Quarter 3 2023/24	Quarter 4 2023/24	Status	Long Trend - Annual
	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	1	0	0	0		


Performance Indicator	Quarter 1 2023/24	Quarter 2 2023/24	Quarter 3 2023/24	Quarter 4 2023/24	Annual Status	Corporate Figure Quarter 4	Long Trend - Annual
	Value	Value	Value	Value			
Average number of total working days lost per FTE (12 month rolling figure) – Corporate Landlord	1.1	1.0	0.7	0.2		8.23	
Establishment actual FTE – Corporate Landlord	60.3	59.2	57.2	55.2			

32. Finance & Controls

Corporate Measure - Service Level

Performance Indicator	Quarter 1 2023/24		Quarter 2 2023/24		Quarter 3 2023/24		Quarter 4 2023/24	
	Value	Status	Value	Status	Value	Status	Value	Status
Staff Expenditure – % spend to YTD budget profile – Corporate Landlord	20.7%		37.5%		59.8%		76.7%	

Cluster Level 2023/24 Annual Measures

Performance Indicator	2021/22	2022/23	2023/24	Status	2023/24 Target
	Value	Value	Value		
The required maintenance cost of operational assets per square metre	£93.77	£132.67	£132.47		£130.00

Service Commentary

The overall required maintenance has increased by £765,371. The overall floor area has increased significantly by 6,565sqm, primarily due to the opening of a new school. The continued decline in condition of many properties has been identified during the condition survey programme. This was notable at Northfield Academy, Kittybrewster School and at Tullos Swimming Pool, where significant increases in required maintenance have been recorded. Overall, these combined factors have resulted in no significant change to the SPI figure.

Construction costs continue to rise with impact of inflation not fully accounted for in the figures. Planned investment figures represent a number of large-scale projects which in the longer term will help to improve the overall condition of buildings and impact positively on the figures, however these are unlikely to be completed within the next year, so the target for next year has been kept unchanged at £130 per sqm.

It is important to note that the figures above capture a specific point in time, in terms of the information currently held on required works and likely costs. It is acknowledged that the actual cost of all required works is subject to ongoing survey work, and likely to be significantly higher than the figure shown above.

The C&S Programme will continue to allow for targeted capital spend. This will result in improvements to specific buildings, but buildings not included in the programme will decline. Projects within the capital programme such as refurbishment / improvements for Harlaw Academy, Ferryhill School and the replacement Hazlehead Academy will positively contribute over the next 2 to 4 years.

PEOPLE AND ORGANISATIONAL DEVELOPMENT CLUSTER**33.Customer**

Cluster Level 2023/24 Service Standards – Annual Measures

Performance Measure	Annual Status	2023/24 Target
---------------------	---------------	----------------

We will deliver biannual absence review meetings for each Cluster		80%
We will deliver annual workforce planning meetings for each Cluster		90%
All people development courses will have an average 80% take up rate		80%
All people development courses receive an average of at least 80% satisfaction rate from learners		90%

Corporate Measures – Cluster Level

Performance Indicator	Quarter 1 2023/24	Quarter 2 2023/24	Quarter 3 2023/24	Quarter 4 2023/24	Annual Status	2023/24 Target	Long Trend - Annual
	Value	Value	Value	Value			
Total No. complaints received (stage 1 and 2) – People and Organisational Development	0	0	0	0			
% of complaints resolved within timescale stage 1 and 2) – People and Organisation Development	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 Organisational Development	N/A	N/A	N/A	N/A			
Total No. of lessons learnt identified (stage 1 and 2) – People and Organisational Development	N/A	N/A	N/A	N/A			

Page 186

34.Processes

Cluster Level 2023/24 Service Standards – Annual Measures

Performance Measure	Annual Status	2023/24 Target
We will complete job evaluation panels upon receipt of all completed and verified documentation – within 10 working days for each individual job		80%
We will allocate an Investigation Officer, when required, within three working days.		90%

We will allocate a People and Organisational Development advisor to formal casework within three working days.		80%
We will make initial contact with redeployees within three working days of redeployment confirmation.		90%

35, Staff

Corporate Measures – Cluster Level

Performance Indicator	Quarter 1 2023/24	Quarter 2 2023/24	Quarter 3 2023/24	Quarter 4 2023/24	Status	Long Trend - Annual
	Value	Value	Value	Value		
H&S Employee Reportable by Cluster – People and Organisational Development	0	0	0	0		
H&S Employee Non-Reportable by Cluster – People and Organisational Development	0	0	0	0		

Performance Indicator	Quarter 1 2023/24	Quarter 2 2023/24	Quarter 3 2023/24	Quarter 4 2023/24	Annual Status	Corporate Figure Quarter 4	Long Trend - Annual
	Value	Value	Value	Value			
Average number of total working days lost per FTE (12 month rolling figure) – People and Organisation	0.7	0.8	1.5	2.4		8.23	
Establishment actual FTE – People and Organisation	30.76	31.18	31.18	32.18			

Service Commentary

An element of caution requires to be applied around interpretation of the trend data relating to increases in absence data around those services with a smaller FTE complements as a minimal number of medium to long term absences can materially affect the average working days lost at Service levels.

36. Finance & Controls

Corporate Measures – Service Level

Performance Indicator	Quarter 1 2023/24		Quarter 2 2023/24		Quarter 3 2023/24		Quarter 4 2023/24	
	Value	Status	Value	Status	Value	Status	Value	Status
Staff Expenditure – % spend to full year budget profile – People and Organisational Development	18.2%		38.5%		62.6%		85.2%	

Appendix Data Notes




- Complaints: Complaints data should be viewed in the round across each of the four measures in terms of the performance of individual Clusters. Targets are set in line with Ombudsman guidance 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.
- Absence Management: As reflected in reports to the Staff Governance Committee, there are currently two distinct corporate improvement streams that are designed to gain a better understanding of the influences behind rising levels of local government absence which mirror the experience at a national level. It is anticipated that these workstreams will enable some reduction in absence levels in the medium term where the influences are within the control of the Council’s policies. An initial focus on cleansing and improving the analysis of sickness absence data is now showing some improvements in absence levels overall.

An element of caution requires to be applied around interpretation of the trend data relating to increases in absence data around those services with a smaller FTE complements as a minimal number of medium to long term absences can materially affect the average working days lost at Service levels. Absence levels across services, and at a corporate level, are closely monitored by the Council’s Director led Performance Board and by individual Senior Management Teams within each service.

- 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, 8 quarterly periods and 4 annual periods respectively

PI Status	
	Alert – more than 20% out with target/national figure
	Warning – more than 5% out with target/national figure

Long Term Trends	
	Improving/Increasing
	No or Limited Change

	OK – within limits of target/national figure		Getting Worse/Decreasing
	Data Only		

This page is intentionally left blank

ABERDEEN CITY COUNCIL

COMMITTEE	Finance and Resources Committee
DATE	7 th August 2024
EXEMPT	No
CONFIDENTIAL	No
REPORT TITLE	Cluster Risk Registers and Assurance Maps
REPORT NUMBER	CORS/24/224
DIRECTOR	Andy Macdonald, Executive Director – Corporate Services
CHIEF OFFICER	Vikki Cuthbert, David Dunne, Julie Wood, Jonathan Belford, Craig Innes, John Wilson, and Stephen Booth
REPORT AUTHOR	Chief Officers
TERMS OF REFERENCE	2.1.4

1. PURPOSE OF REPORT

- 1.1 To present the Cluster Risk Registers and Assurance Maps to provide assurance that risks are being managed effectively within each Cluster.

2. RECOMMENDATION(S)

That the Committee note the Cluster Risk Registers and Assurance Maps set out in appendices A to N.

3. CURRENT SITUATION

- 3.1 The Audit, Risk and Scrutiny Committee is responsible for overseeing the system of risk management and for receiving assurance that the Extended Corporate Management Team (ECMT) are effectively identifying and managing risks. Reviewing the strength and effectiveness of the Council's system of risk management as a whole is a key role for the Committee.

- 3.2 The Risk Management Policy Framework states that all other committees should receive assurance on the risk management arrangements which fall within their terms of reference. This is provided through the risk registers for the relevant Clusters which fall within the remit for this Committee as detailed below:

- Governance (excluding Protective Services and Community Safety & Enforcement)
- Strategic Place Planning
- City Development & Regeneration
- Finance

- Commercial and Procurement
- Capital
- Corporate Landlord

Risk Registers

- 3.3 The Council's Risks Registers are tools used by Functions and Clusters to capture and manage the risks which could prevent achievement of organisational outcomes and service delivery.
- 3.4 The Council's Corporate Risk Register (CRR) captures the risks which pose the most significant threat to the achievement of the Council's organisational outcomes and have the potential to cause failure of service delivery. The CRR is scrutinised annually by the Audit, Risk and Scrutiny Committee.
- 3.5 The Cluster Risk Registers are set out in appendices A to F and reflects the risks which may prevent each Cluster from delivering on organisational outcomes and services, these risks may be escalated to the CRR where deemed necessary.
- 3.6 The risks contained within the Risk Register for each Cluster are grouped by risk category in appendix N and show the Council's corresponding risk appetite for each category as set within the Council's Risk Appetite Statement (RAS) which was approved by the Audit, Risk and Scrutiny Committee in February 2024.

The Clusters are working towards a target risk score which aligns with the risk appetite.

- 3.7 The Cluster Risk Registers provides the organisation with the detailed information and assessment for each risk identified including;
- **Current risk score** – this is current assessment of the risk by the risk owner and reflects the progress percentage of control actions required in order to achieve the target risk score.
 - **Target risk score** – this is the assessment of the risk by the risk owner after the application of the control actions. This is aligned with the risk appetite for this particular category of risk.
 - **Control Actions** – these are the activities and items that will mitigate the effect of the risk event on the organisation.
 - **Risk score** – each risk is assessed using a 4x6 risk matrix as detailed below.

The 4 scale represents the impact of the risk and the 6 scale represents the likelihood of the risk event.

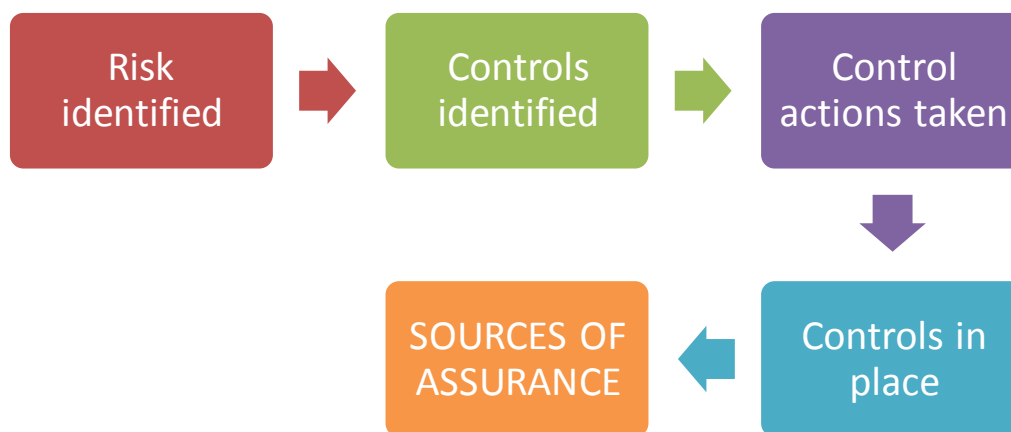
Impact	Score						
Very Serious	4	4	8	12	16	20	24
Serious	3	3	6	9	12	15	18
Material	2	2	4	6	8	10	12
Negligible	1	1	2	3	4	5	6
Score		1	2	3	4	5	6
Likelihood		Impossible	Almost Very Low	Low	Significant	High	Very High

3.8 Development and improvement of the Cluster Risk Registers and associated risk management processes has continued since the Cluster Risk Register was last reported to Committee:

- The Council's Risk Appetite Statement (RAS) was reviewed and updated.
- On-going improvements and updates to the "Managing Risk" pages published on the Council's intranet pages which contains information and links for officers and elected members on the Council's RAS, Risk Management Policy, Guidance and Training. This supports the further embedding of our risk management culture and ensures that everyone knows the part they play in managing risks within the wider system.
- Risk owners and leads continue to review and update risk registers to improve monitoring and reporting across the organisation. These are mechanisms which reflect the day-to-day business of assessing and mitigating the risks and opportunities inherent in delivering public services.

Assurance Maps

3.9 The risk registers which are reviewed by the Council's Committees detail the risks identified within each of the relevant Functions and Clusters and provide detail of the risk, the potential impact and consequence of the risk materialising and the control actions and activities required to manage and mitigate the risk. Assurance Maps provide a visual representation of the sources of assurance associated with each Cluster so that the Committee can consider where these are sufficient. Sources of assurance are controls which are fully effective, following the completion of control actions. Presentation of each Cluster's assurance map provides full sight of the defences we have in place as an organisation to manage the risks facing local government.



3.10 The Assurance Map provides a breakdown of the sources of assurance within “three lines of defence”, the different levels at which risk is managed. Within a large and complex organisation like the Council, risk management takes place in many ways. The Assurance Map is a way of capturing the sources of assurance and categorising them, thus ensuring that any gaps in sources of assurance are identifiable and can be addressed:

First Line of Defence “Do-ers”	Second Line of Defence “Helpers”	Third Line of Defence “Checkers”
The control environment; business operations performing day to day risk management activity; owning and managing risk as part of business as usual; these are the business owners, referred to as the “do-ers” of risk management.	Oversight of risk management and ensuring compliance with standards, in our case including ARSC as well as CMT and management teams; setting the policies and procedures against which risk is managed by the do-ers, referred to as the “helpers” of risk management.	Internal and external audit, inspection and regulation, thereby offering independent assurance of the first and second lines of defence, the “do-ers” and “helpers”, referred to as the checkers” of risk management.

Risk Overview

City Development & Regeneration

3.11 The previous committee risk and assurance map from City Growth focussed on Concurrent Economic Events and the impact on our economy. In the past year, we have analysed data and adapted to a new policy environment. Through consultation with partners and stakeholders we have developed a new Regional Economic Strategy. As a result, this risk has been updated to emphasize the main area of focus and mitigation for inclusive economic growth.

Governance Cluster

3.12 At the present time, there are no Cluster level risks in the Legal and Assurance teams within Governance. The Cluster level risks relating to Protective Services

within Governance falls into the remit of the Communities, Housing and Public Protection Committee and will therefore be reported to that committee.

Strategic Place Planning

- 3.13 SPP's risk register was last reviewed in by committee in July 2023 with the key risks remaining *Climate Change (Place)* at a corporate level, *Climate Duties – Council* and *Strategic Plan Delivery* at a Cluster level. The Climate Change risks, at both a Place and Council level are challenging. They represent long term risks and require long term concerted effort across all facets of council and place activities. Significant work is underway to address these challenges as set out in the risk register and the assurance statement, with ongoing refinement of governance arrangements and the recent introduction of carbon budgeting.
- 3.14 Strategic Plan Delivery is also highlighted as a cluster risk but recent progress on the Local Development Plan is welcomed in helping to address this. Concern is noted over the increasing complexity associated with the development of strategic plans and the budgetary constraints faced by the Council and SPP in developing and delivering them.

Finance

- 3.15 The Finance Cluster risk register was last reviewed by Committee in July 2023. A redesign of both Accounting and the Transactions teams is ongoing this will reflect the changing requirements of the Council and ensure succession planning. Digital improvements to financial systems continue to be rolled out, and the upgrade of the Council's financial ledger system now scheduled for this financial year. The transfer to a cloud-based system is expected to improve system performance and reliability.

Commercial and Procurement

- 3.16 The C&PSS Risk Register was last reviewed by committee in July 2023. At the time of the last report the Supply Chain Commodity Risk was escalated from a Cluster Level Risk to a Corporate Risk due to the global market situation, growing inflation rates and pricing increases. As a result, impacts to the Council have been closely monitored and there has been success through the control actions implemented in limiting the exposure across a number of price increase requests to the Council through a robust process of scrutiny and negotiation with suppliers.
- 3.17 The United Kingdom (UK) inflation rate fell to the Bank of England's (BoE) target rate of 2% in May 2024, for the first time in almost 3 years. After reaching a high of 11% in 2022, the slowing rate of inflation will provide some relief to businesses. However although the rate of price increases has slowed, businesses continue to be impacted by high interest rates and rising employee, import and energy costs. Rising costs and high interest rates are continuing to impact the sustainability of businesses and it would be prudent to continue to monitor industry inflation exposure ratings and to monitor this risk as a corporate risk until such time as markets further stabilise.

- 3.18 Progress has continued to be made on control actions relating to Procurement Compliance, Climate Change, Procurement Fraud, Delivery of KPI's and benefits of Scotland Excel Membership. Work has commenced on reviewing processes for potential automation to support greater assurance in Procurement Compliance. Guidance and training is under review to support increased assurance around Climate Change in Procurement and Procurement Fraud. A pilot is underway to support KPI reporting specifically around Sustainable Procurement. Commercial and Procurement are engaging with Scotland Excel on national savings projects to secure further benefits through our membership with areas such as Microsoft Licence aggregation and Purchase Card cluster agreements in progress.

Capital

- 3.19 The Capital Cluster risk register was last reviewed by Committee on 5 July 2023. Over the last financial year, the most significant risk impacts continue to be those risks which are external to the Council. These are impacts derived from the Covid 19 pandemic, EU-Exit and the Russia/Ukraine war.
- 3.20 In particular these events have led to labour and materials shortages across the sector whereby the issues were compounded with a dramatic rise in the cost of fuel and energy. Although the increases in costs of fuel and energy have abated a little, we are still in a period where these events are having an inevitable impact on the timeline for project delivery, and it is likely that this will prevail in the short term (few years look ahead).
- 3.21 In practice these impacts have had an adverse impact on construction costs whereby the cost of raw materials and manufactured products have increased, however there is some evidence that prices are stabilising but are currently not returning to the price level prior to the start of the Covid pandemic.
- 3.22 This has led to the following;
1. Officers are continuing to experience requests and the need for an extension of lead-in times for the ordering of materials.
 2. In general, there continues to be a shorter period for the acceptance of any tender offers.
 3. Officers are continuing to monitor published advice related to procurement, inflation and the supply chain.

In light of all of the above the Chief Officer – Capital continues to review the approved Capital Programme and maintains a close dialogue with the Finance Cluster for reporting purposes. Consideration is also ongoing on how best to mitigate these impacts now, and in the future.

Corporate Landlord

- 3.23 The risks around the delivery of the asset valuations continues to be active, however the recruitment of two new appointments to the Estates Team has somewhat alleviated this risk. The recruitment issue continues to be experienced across Scotland, leaving the risks to delivering capital receipts and rental income on the Corporate register.
- 3.24 Corporate Landlord is currently undergoing a restructure, integrating Building Services and Facilities Management to the Service. Once this is in place, The Senior Management Team will re-evaluate the risk environment to consider the additional services.
- 3.25 The Reinforced Autoclaved Aerated Concrete (RAAC) risk was escalated to the Corporate Risk register following consideration of a paper submitted to the Risk Board. This risk was reviewed earlier this year at Audit, Risk and Scrutiny Committee.

4. FINANCIAL IMPLICATIONS

- 4.1 There are no direct financial implications arising from the recommendations of this report. This report deals with risk management at Cluster level and this process serves to identify controls and assurances that finances are being properly managed.

5. LEGAL IMPLICATIONS

- 5.1 There are no direct legal implications arising from the recommendations of this report. The Council's Risk Registers serve to manage many risks with implications for the legal position and statutory responsibilities of the Council.

6. ENVIRONMENTAL IMPLICATIONS

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

7. RISK

- 7.1 There are no risks arising from the recommendations in this report. The Committee is provided with assurance that the risks presented within the Cluster Risk Register are those that may affect achievement of organisational outcomes and delivery of services for each Cluster are identified, appropriately managed and that the Council's activities are compliant with its statutory duties.

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?
----------	-------	---	---	---

Strategic Risk	The council is required to have a management system in place to identify and mitigate its risks.	The council's risk management system requires that risks are identified, listed and managed via Risk Registers.	L	Yes
Compliance	As above.	As above.	L	Yes
Operational	As above.	As above.	L	Yes
Financial	As above.	As above.	L	Yes
Reputational	As above.	As above.	L	Yes
Environment / Climate	As above.	As above.	L	Yes

8. OUTCOMES

8.1 The recommendations within this report have no direct impact on the Council Delivery Plan however, the risks contained within the Council's risk registers could impact on the delivery of organisational outcomes.

9. IMPACT ASSESSMENTS

Assessment	Outcome
Integrated Impact Assessment	It is confirmed by the Interim Chief Officer – Governance that no Integrated Impact Assessment is required.
Data Protection Impact Assessment	Not required
Other	Not applicable

10. BACKGROUND PAPERS

10.1 None

11. APPENDICES

11.1 Appendix A to F - Cluster Risk Registers for Strategic Place Planning, CityDevelopment & Regeneration, Finance, Commercial and Procurement, Capital, and Corporate Landlord.

11.2 Appendix G to M - Cluster Assurance Maps for Governance, Strategic Place Planning, CityDevelopment & Regeneration, Finance, Commercial and Procurement, Capital, and Corporate Landlord.

11.3 Appendix N – Cluster Risks grouped by category

12. REPORT AUTHOR CONTACT DETAILS

Name	Vikki Cuthbert
Title	Interim Chief Officer – Governance (Assurance)
Email Address	vcuthbert@aberdeencity.gov.uk
Tel	07470363810

This page is intentionally left blank

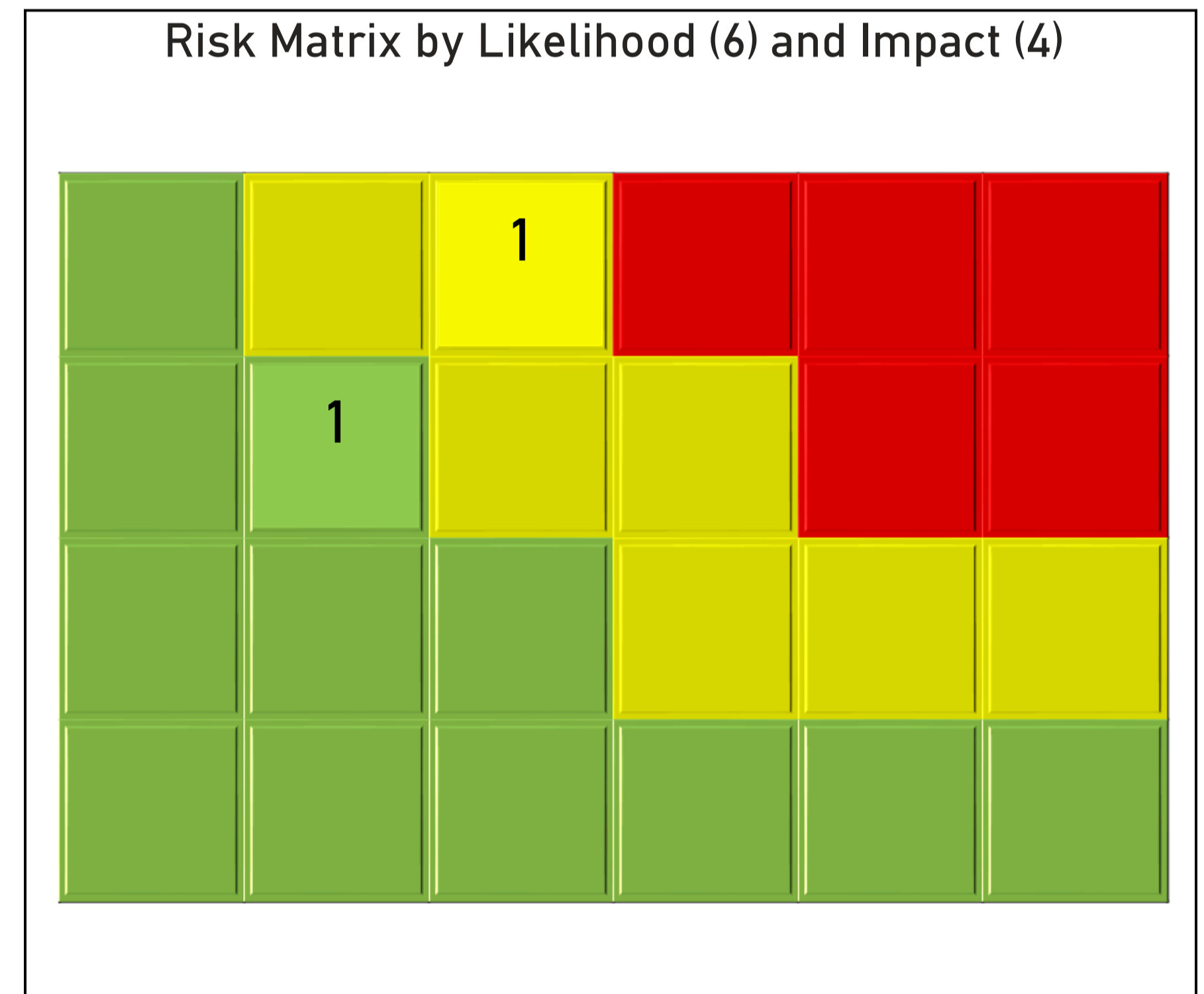


Strategic Place Planning Risk Register

CURRENT CLUSTER RISKS	CURRENT RISK SCORE
Climate, Natural Environment and Biodiversity duties - Council Compliance	12
Strategic Plan Delivery - SPP	6

Number of Cluster Risks

2



FUNCTION	CLUSTER	RISK OWNER	RISK LEAD
City Regeneration & Environment	Strategic Place Planning	David Dunne	Claire McArthur/Sinclair Iain/Daniel Lewis

RISK TITLE	RISK DESCRIPTION	CONTROL ACTIONS	% COMPLETE	TARGET RISK SCORE	CURRENT RISK SCORE	CURRENT LIKELIHOOD	CURRENT IMPACT	TARGET COMPLETION DATE
Strategic Plan Delivery - SPP	Failure to deliver key strategic plans – staff and process restructuring risks	1. Review service plan/delivery plans against agreed budget and council priorities and seek approval where changes occur. 2. Identify further opportunity training and development through partners agencies and by setting up a service wide Continuous Professional Development (CPD) programme. Opportunities for secondment service wide to help smooth work pressures. 3. Inclusion of climate mitigation and adaption risks in planning decisions, policy ,strategy and programmes. Build staff understanding and capacity around climate projections, risks and emerging legislative drivers. Training/ guidance for SPP staff, partners, developers.	75	6	6	2	3	31 March 2025

FUNCTION	CLUSTER	RISK OWNER	RISK LEAD
City Regeneration & Environment	Strategic Place Planning	David Dunne	Alison Leslie

RISK TITLE	RISK DESCRIPTION	CONTROL ACTIONS	% COMPLETE	TARGET RISK SCORE	CURRENT RISK SCORE	CURRENT LIKELIHOOD	CURRENT IMPACT	TARGET COMPLETION DATE
Climate, Natural Environment and Biodiversity duties - Council Compliance	<p>Risk of non compliance with duties under:</p> <p>The Climate Change (Scotland) Act 2009 – public bodies climate change duties require the Council to reduce emissions to contribute to national emission targets; adapt to climate change in contribution to the national adaptation programme; act sustainably and report annually on this work.</p> <p>the Nature Conservation Act 2004 and the Wildlife and Natural Environment (Scotland) Act 2011 require the Council to consider and further biodiversity whilst carrying out its duties and to report every three years on actions to fulfil our Biodiversity duty. The Council is also required to contribute to targets set nationally in the Scottish Biodiversity Strategy</p>	<p>1.Update templates to enable Business Continuity Plans to reflect risks from climate change.</p> <p>2. Put in place processes and methodologies to assess and determine the carbon impact of projects (by October 2024).</p> <p>3. Put in place processes and to improve emission data collation and recording. Establishing a Data Forum to review and mature carbon data (by December 2024).</p> <p>4. Establish an emissions data platform to support monitoring and project planning (by September 2024).</p> <p>5. Staff climate training in place, to embed climate change in the organisation/ culture, including specialised training needs.</p> <p>6. Produce staff information, guidance for the 2024/25 carbon budget (July 2024).</p>	70	12	12	3	4	20 December 2024

This page is intentionally left blank



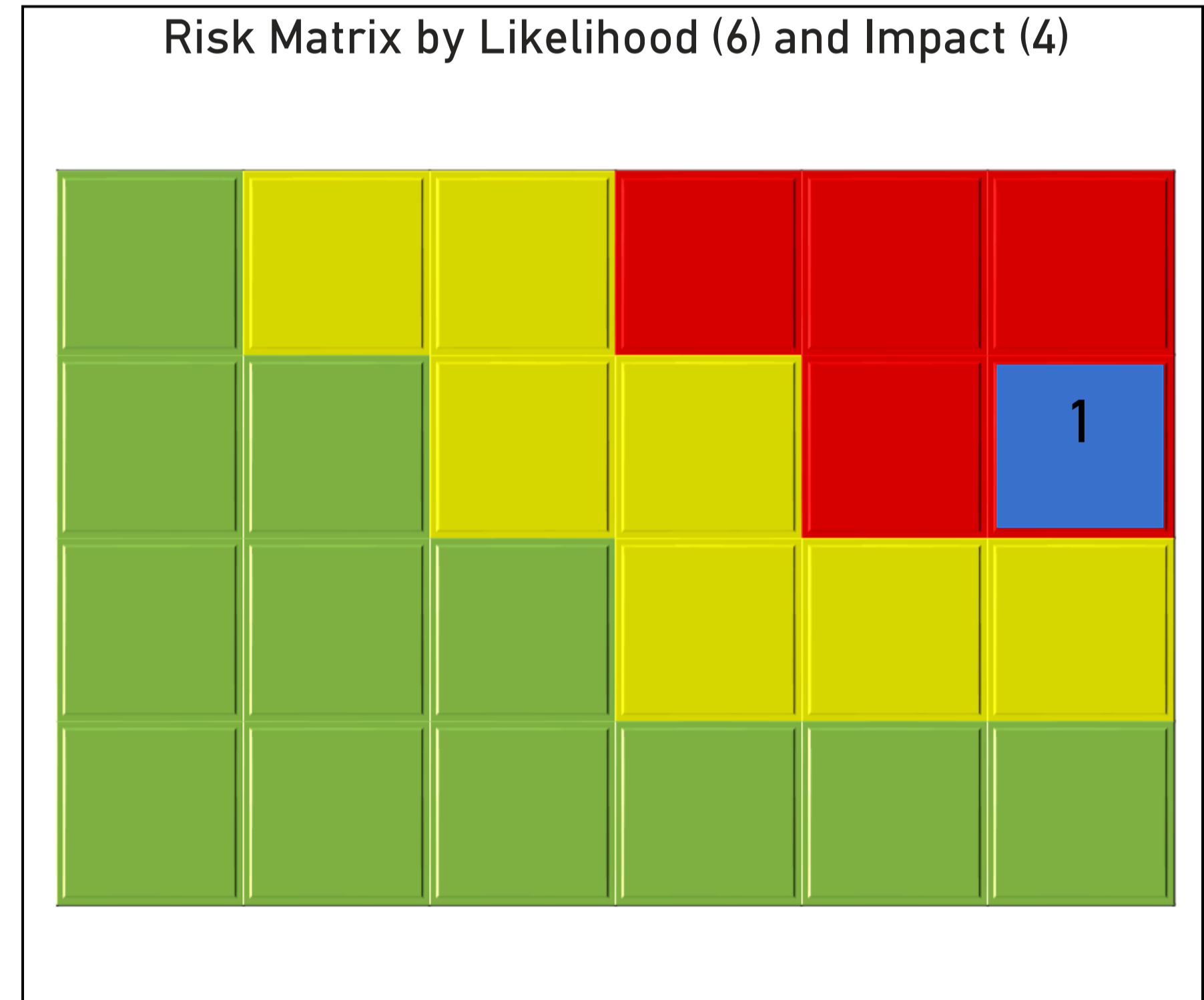
City Development & Regeneration Risk Register

CURRENT CLUSTER RISKS	CURRENT RISK SCORE
-----------------------	--------------------

Relocation of City Archives (Old Aberdeen House)	18
--	----

Number of Cluster Risks

1



FUNCTION	CLUSTER	RISK OWNER	RISK LEAD
City Regeneration & Environment	City Development & Regeneration	Julie Wood	Helen Fothergill

RISK TITLE	RISK DESCRIPTION	CONTROL ACTIONS	TARGET RISK SCORE	CURRENT RISK SCORE	CURRENT LIKELIHOOD	CURRENT IMPACT	TARGET COMPLETION DATE
Relocation of City Archives (Old Aberdeen House)	<p>There is a risk that a permanent home will not be identified within the 3 year period that temporary storage is funded for through St. Peter's School Capital Programme with additional risks including:</p> <ul style="list-style-type: none"> - A reduction in the ability to meet statutory obligations - Historical documentation is removed from the City's custody 	<ol style="list-style-type: none"> 1. Undertaking options appraisal for new location funded by UKSPF – 15/07/24 2. Writing OBC for Capital Board and Council by 15/02/24 3. Start consultation with potential funders, partners and future users – 01/08/24 4. FBC to be developed in FY 2025/26 	12	18	6	3	30 March 2026

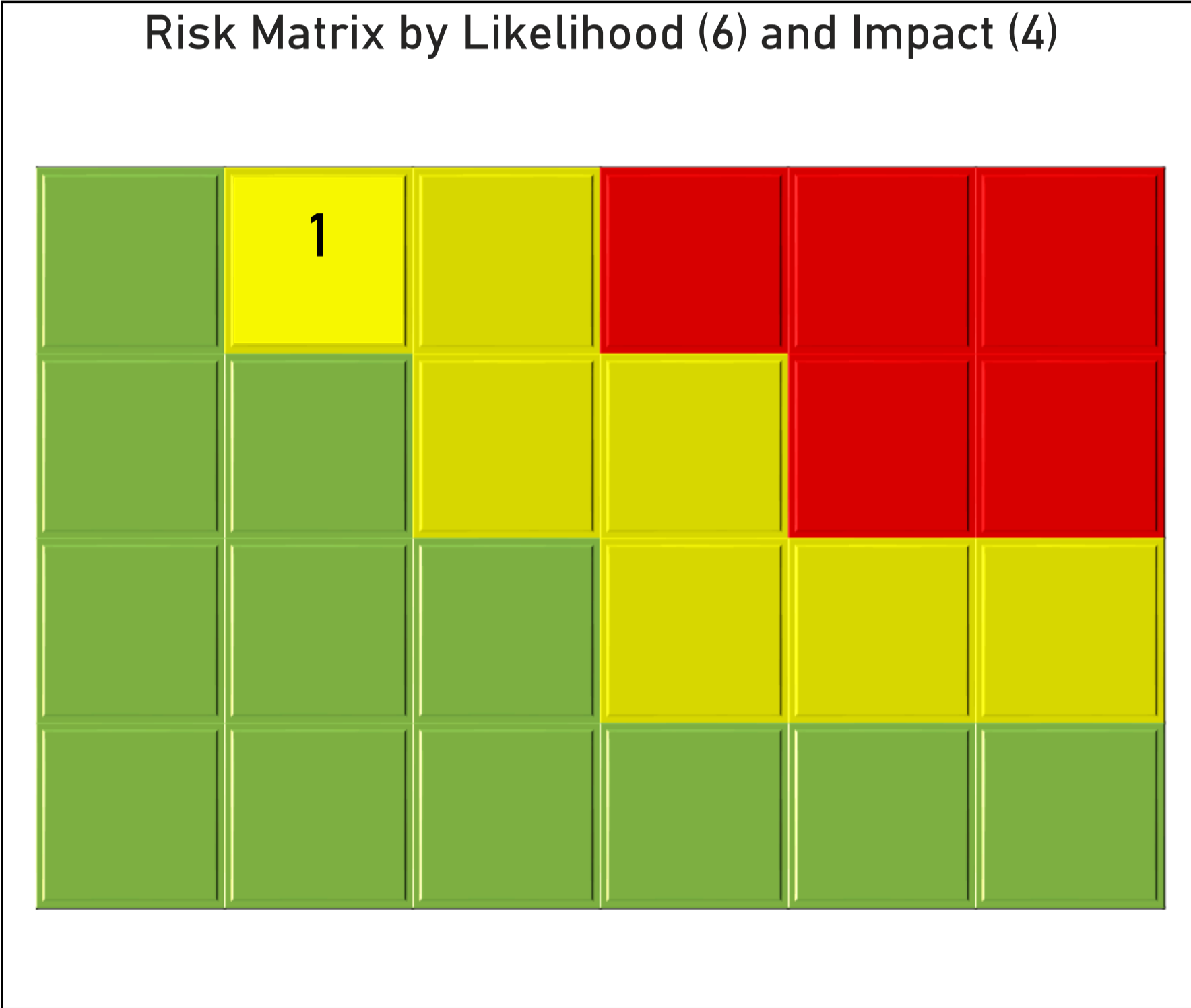


Finance Services Risk Register

CURRENT CLUSTER RISKS	CURRENT RISK SCORE
Failure to deliver key financial services in the event of the failure of plans, capabilities, systems and processes	8

Number of Cluster Risks

1



FUNCTION	CLUSTER	RISK OWNER	RISK LEAD
Corporate Services	Finance	Jonathan Belford	Lesley Fullerton, Angela Crawford and Laura

RISK TITLE	RISK DESCRIPTION	CONTROL ACTIONS	TARGET RISK SCORE	CURRENT RISK SCORE	CURRENT LIKELIHOOD	CURRENT IMPACT	TARGET COMPLETION DATE
Failure to deliver key financial services in the event of the failure of plans, capabilities, systems and processes	Failure to deliver statutory monitoring Failure to administer NESPF Failure to provide business advice and financial implications of change Inability to deliver key service standards and customer service System failure Failure of financial policies and controls, loss of income, poor management of council finances Failure to make benefits of technology and best practice Reputational damage and poor relationship management	1. Review the Accounting design and succession planning in order to reflect the recent retirements in the team and financial support required within the Council. Recruitment and redesign by 31.03.25 2. Strengthen succession planning by streamlining teams and providing sustainable resourcing in transaction team. Complete 3. Digital improvements for systems with financial data embedded into digital programme and real time data development by 31.03.25 4. Introduce financial controls and resource planning in transaction team. Complete	8	8	2	4	30 March 2025

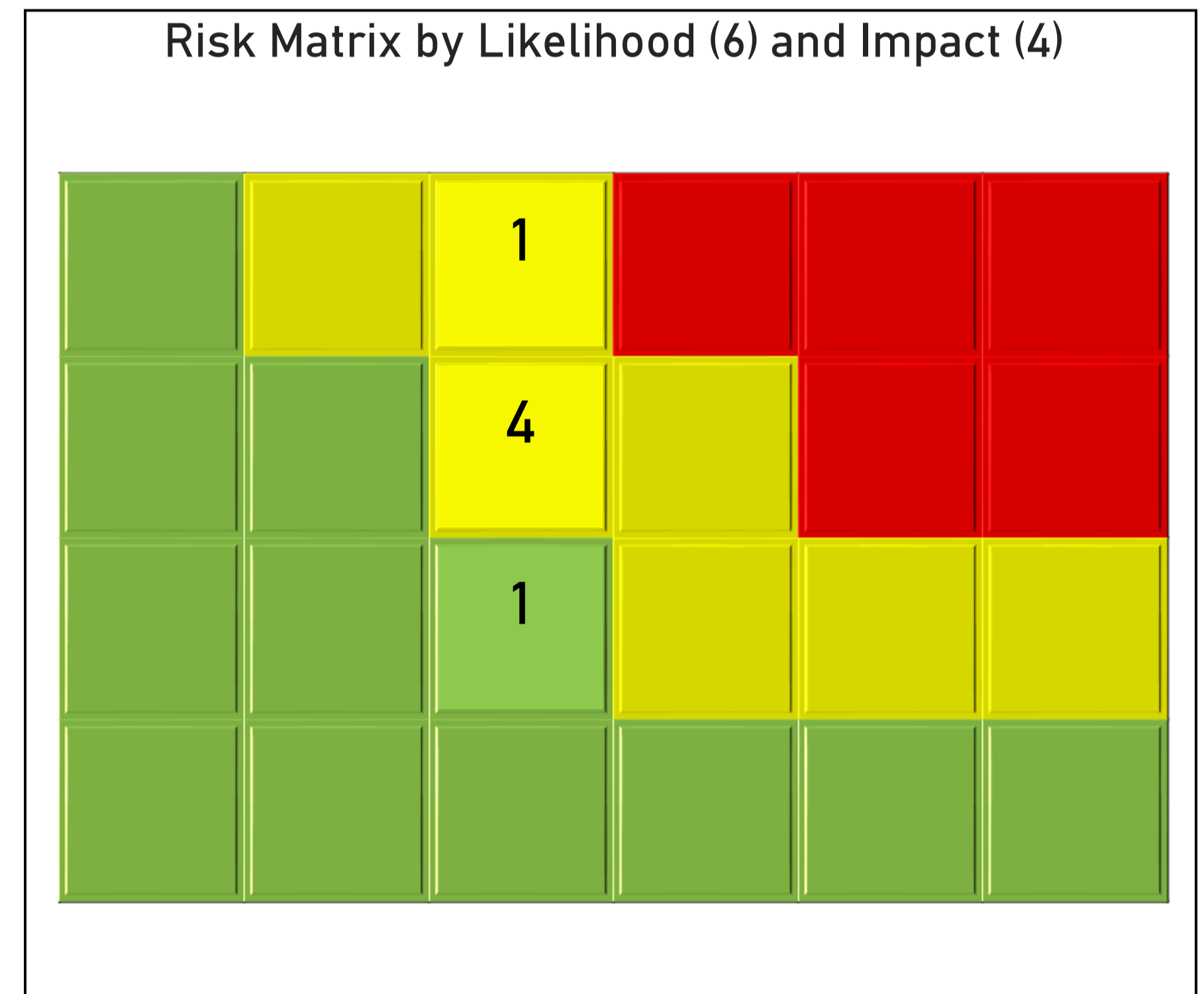


Commercial & Procurement Services Risk Register

CURRENT CLUSTER RISKS	CURRENT RISK SCORE
Climate Change and severe weather affect the costs and availability of goods and services	9
Non-Compliance with Procurement Regulations	12
Procurement Fraud	9
Scotland Excel - Membership does not deliver anticipated benefits	9
Shared Procurement Service Partner Withdrawal	6
Shared Service - Service Level Agreement - Delivery of KPI's	9

Number of Cluster Risks

6



FUNCTION	CLUSTER	RISK OWNER	RISK LEAD
Corporate Services	Commercial & Procurement	Craig Innes	Melanie McKenzie

RISK TITLE	RISK DESCRIPTION	CONTROL ACTIONS	TARGET RISK SCORE	CURRENT RISK SCORE	CURRENT LIKELIHOOD	CURRENT IMPACT	TARGET COMPLETION DATE
Climate Change and severe weather affect the costs and availability of goods and services	<p>Failure to embed climate change procurement policy, processes and to consider climate risks in the design life of procurements.</p> <p>Production or supply chain disruptions impact critical services</p> <p>Increase in flooding, heavy rainfall, storms, higher temperatures, a rise in sea level and drought cause damage to supplier stock, result in delivery disruptions and cause depletion of resources, affecting the price of products and the availability of goods.</p>	<p>1. Climate Change/Circular Economy weighting has been incorporated into procurement documents, additional training and guidance is to be developed for Delegated Procurers and rolled out by 30.09.24</p> <p>2. Sustainable Procurement and Community Benefit Policy renewal to take place in 2023, following review of Joint Procurement Strategy - review current considerations within the strategy and the policy on Climate change to support mitigation of risk by 31.12.24</p>	6	9	3	3	29 September 2024

FUNCTION	CLUSTER	RISK OWNER	RISK LEAD
Corporate Services	Commercial & Procurement	Craig Innes	Melanie McKenzie

RISK TITLE	RISK DESCRIPTION	CONTROL ACTIONS	TARGET RISK SCORE	CURRENT RISK SCORE	CURRENT LIKELIHOOD	CURRENT IMPACT	TARGET COMPLETION DATE
Non-Compliance with Procurement Regulations	<p>1. Contract Management - Risk that Strategic & Critical contracts and associated supplier relationships are not managed effectively,, which can have a detrimental impact on the achievement of required outcomes to support commissioning intentions/delivery of LOIP outcomes/achievement of best value.</p> <p>2. Non-Compliance with Procurement Regulations: Governance Arrangements are not fully complied with by Delegated Procurers including seeking approval to go out to market, following procurement procedures correctly and ensuring contracts are recorded on the Contract Register, which could lead to the Council being in breach of Procurement Legislation.</p>	<p>1. Implementation of effective contract management procedures (Supplier Relationship Management) across the organisation clearly stating the need for proper contract administration, relationship management, negotiation and review of contract performance by 30.09.24 (this will include ensuring that all Chief Officers/Service Managers have access to the Contract Register Platforms to enable ease of access to contract information which will support contract administration and management).</p> <p>2. Development/Roll-out of CPSS website which will cut down on maintenance requirements for CPSS/Ensure information is more easily kept up to date, roll out by 30.09.2024</p> <p>3. Issue of a communication to Services with a reminder on key responsibilities relating to procurement and contract management to be shared with Heads of Service, Service Managers and DPA's, C&PSS regularly engage with Services and will continue to do so and use such engagement to further encourage good practice and compliance. Engagement will be conducted through a variety of communication channels. (Communication to be issued by 31.07.24)</p> <p>4. Review and relaunch of Procurement Checklist which will be made mandatory for all regulated procurement to provide greater assurance that processes are being followed correctly by 31.07.24</p> <p>5. Review of all Procurement Documents, Guidance and Procedures to simplifv (where possible) and provide clarifv for</p>	6	12	3	4	29 September 2024

FUNCTION	CLUSTER	RISK OWNER	RISK LEAD
Corporate Services	Commercial & Procurement	Craig Innes	Melanie McKenzie

RISK TITLE	RISK DESCRIPTION	CONTROL ACTIONS	TARGET RISK SCORE	CURRENT RISK SCORE	CURRENT LIKELIHOOD	CURRENT IMPACT	TARGET COMPLETION DATE
Procurement Fraud	Public procurement is vulnerable to fraud and corruption because of the level of expenditure, the volume of transactions, the complexity of the process and the number of stakeholders involved, these vulnerabilities can also make public procurement a target for Serious & Organised Crime.	<p>1. Revised procurement guidance to be issued based upon horizon scanning, and incorporating best practice from sources such as Red Flags Public Procurement (Audit Scotland/Police Scotland) - to incorporate information recently taken from session delivered by Competition and Markets Authority (CMA) and Scotland Excel by 30.09.24</p> <p>2. Delegated procurer training to be updated with procurement fraud assessment requirements by 30.09.24</p>	6	9	3	3	29 September 2024

FUNCTION	CLUSTER	RISK OWNER	RISK LEAD
Corporate Services	Commercial & Procurement	Craig Innes	Melanie McKenzie

RISK TITLE	RISK DESCRIPTION	CONTROL ACTIONS	TARGET RISK SCORE	CURRENT RISK SCORE	CURRENT LIKELIHOOD	CURRENT IMPACT	TARGET COMPLETION DATE
Scotland Excel - Membership does not deliver anticipated benefits	The ability of Scotland Excel to deliver against their objectives and demonstrate value to the Councils as members during challenging financial, environmental and socio-economic times in relation to: - provision of Framework Agreements which deliver value for money/financial efficiencies - delivery of Community Benefits & Sustainable Procurement on behalf of the Shared Service Partner Authorities	<ul style="list-style-type: none"> • Work at national level (Solace) delivery of further savings through collaboration i.e. Microsoft Licences, Purchase Cards - C&PSS engagement with SXL on potential opportunities - Ongoing input and assessment on opportunities. • To work with SXL on provision of data on opportunities with detail at a Council level to inform participation in saving initiatives. • Continuing focus on added Core Value delivered for all member councils. •Ongoing robust market testing in relation to existing FWA's and also of all new shared service propositions. •Ongoing robust business model is in place for all new services (cost to serve, funding/uptake forecasts). •Regular engagement with Chief Execs, Finance Directors, Corporate Procurement Leads and Elected Members demonstrating the value added by Scotland Excel. 	6	9	3	3	31 December 2024

FUNCTION	CLUSTER	RISK OWNER	RISK LEAD
Corporate Services	Commercial & Procurement	Craig Innes	Melanie McKenzie

RISK TITLE	RISK DESCRIPTION	CONTROL ACTIONS	TARGET RISK SCORE	CURRENT RISK SCORE	CURRENT LIKELIHOOD	CURRENT IMPACT	TARGET COMPLETION DATE
Shared Procurement Service Partner Withdrawal	<p>Partner to the Shared Service decides to withdraw, which would have potential for impacts below:</p> <ul style="list-style-type: none"> •Potential impact on number of staff required •Employment Claims •Withdrawal Costs •Loss of experienced staff and expertise •Decrease in volume negotiating benefit to remaining councils 	1. Signature of SLA by Highland Council confirming commitment to the Shared Service arrangement by 30.09.24	3	6	3	2	29 September 2024

FUNCTION	CLUSTER	RISK OWNER	RISK LEAD
Corporate Services	Commercial & Procurement	Craig Innes	Melanie McKenzie

RISK TITLE	RISK DESCRIPTION	CONTROL ACTIONS	TARGET RISK SCORE	CURRENT RISK SCORE	CURRENT LIKELIHOOD	CURRENT IMPACT	TARGET COMPLETION DATE
Shared Service - Service Level Agreement - Delivery of KPI's	Risk that Commercial & Procurement Shared Service are unable to deliver against agreed KPI's within Service Level Agreement due to capacity/resource limitations, lack of stakeholder engagement and/or limited uptake and engagement with delegated procurer training/guidance. The impacts on the KPI's could include: 1. Decreased Local Supplier Spend/Lack of engagement with local supply chain 2. Missed opportunities to seek Community Benefits/Fair Work/Carbon Reduction Outcomes 3. Efficiency savings not achieved as per targets set	1. Review with Community Benefit Manager in Highland approach and develop a Communication programme and provide further support to DPA's by 31.12.24 2. Refresh of Sustainable Procurement & Community Benefit Policy by 31.12.24 (Adoption by Shire/Highland or alternative policy as appropriate) 3. SustainIQ Pilot - reporting on Community Benefits, Sustainable Procurement Outcomes to support reporting and identification of target areas, pilot now underway for period up until 31.07.24	6	9	3	3	31 December 2024

This page is intentionally left blank



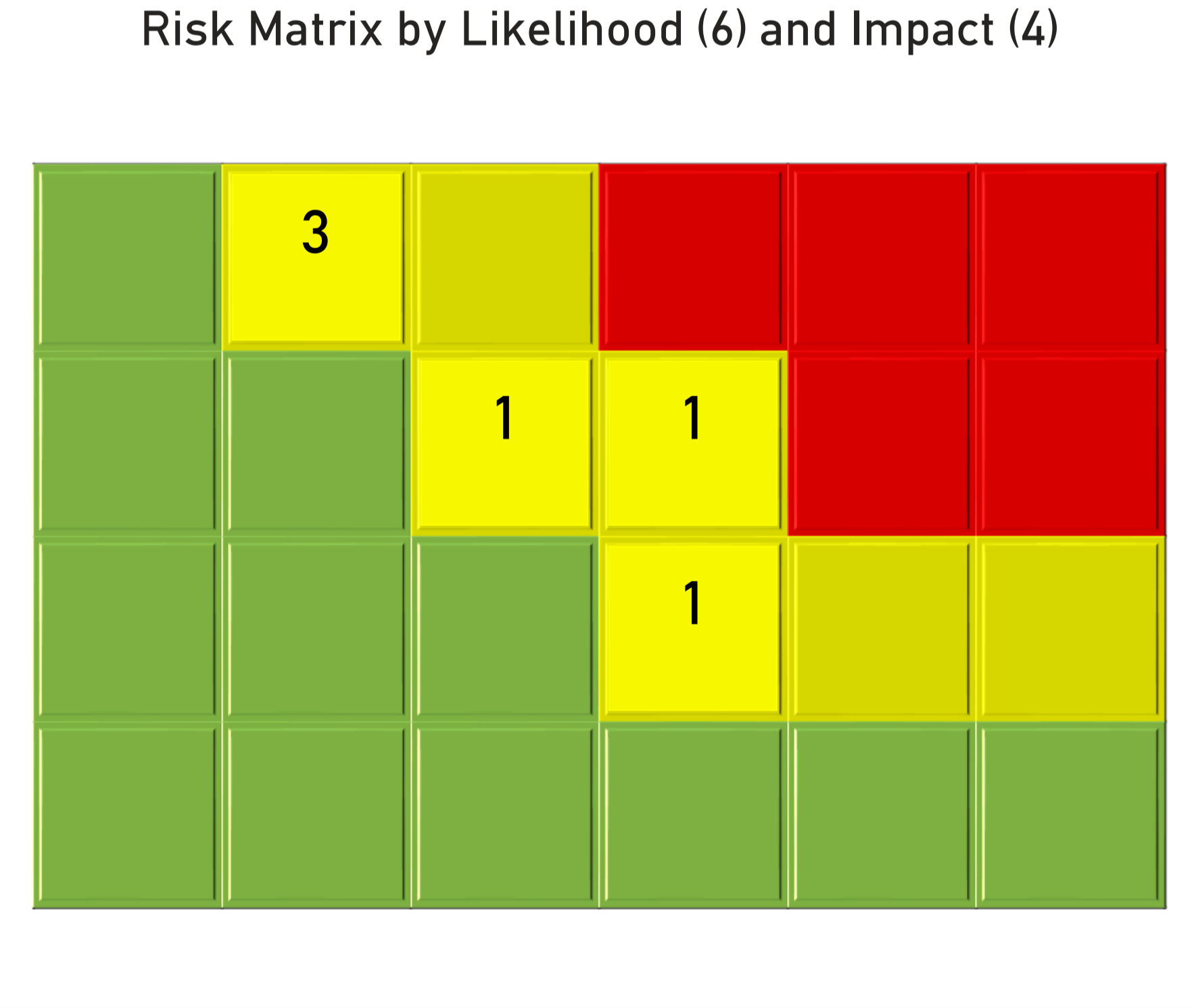
Capital Risk Register

CURRENT CLUSTER RISKS	CURRENT RISK SCORE
Capital Project - Budget Allocations	8
Capital Projects - Developer Obligations Income	8
Capital Projects - Financial Stewardship	8
Capital Projects - Resource	8
Concurrent Risks; External Impacts (Covid, Brexit, War, etc)	12
Construction delays due to interruption to supplies of materials	9

Page 21

Number of Cluster Risks

6



FUNCTION	CLUSTER	RISK OWNER	RISK LEAD
City Regeneration & Environment	Capital	John Wilson	John Wilson

RISK TITLE	RISK DESCRIPTION	CONTROL ACTIONS	TARGET RISK SCORE	CURRENT RISK SCORE	CURRENT LIKELIHOOD	CURRENT IMPACT	TARGET COMPLETION DATE
Capital Project - Budget Allocations	Budget allocations within approved Outline Business Cases of projects are insufficient for project development/construction and any associated future maintenance obligations.	<ul style="list-style-type: none"> . Cost estimates for key projects to be reviewed at key stages of delivery. . Regular progress meetings. . Regular reporting to other Chief Officers . Close collaboration with named project sponsor and Chief Officer- Corporate Landlord. . Regular reporting to Chief Officer - Finance . Regular reporting to Director of Resources . Quarterly update of approved Capital Programme to Finance and Resources Committee. 	8	8	2	4	30 March 2025

FUNCTION	CLUSTER	RISK OWNER	RISK LEAD
City Regeneration & Environment	Capital	John Wilson	John Wilson

RISK TITLE	RISK DESCRIPTION	CONTROL ACTIONS	TARGET RISK SCORE	CURRENT RISK SCORE	CURRENT LIKELIHOOD	CURRENT IMPACT	TARGET COMPLETION DATE
Capital Projects - Developer Obligations Income	The income from Developer Obligations is less than expected.	<p>Cost estimates for key projects to be reviewed at key stages of delivery.</p> <p>Close collaboration with Developer Obligations Team Leader (Strategic Place Planning).</p> <p>Regular progress meetings by project managers of expected developer obligations.</p> <p>Close collaboration with other Chief Officers.</p> <p>Ensure independent internal cost estimate review check is carried out, prior to approving OBC.</p> <p>Regular reporting to Finance Officers, monthly.</p>	8	8	4	2	30 March 2025

FUNCTION	CLUSTER	RISK OWNER	RISK LEAD
City Regeneration & Environment	Capital	John Wilson	John Wilson

RISK TITLE	RISK DESCRIPTION	CONTROL ACTIONS	TARGET RISK SCORE	CURRENT RISK SCORE	CURRENT LIKELIHOOD	CURRENT IMPACT	TARGET COMPLETION DATE
Capital Projects - Financial Stewardship	Risk that management failures / slippage in the delivery of capital projects /failure to secure and or retain funding from external sources, impacts negatively on the Council's financial stewardship.	Alignment of risk at project and directorate levels with specific regard to allocated budgets Effective project management with risk management training for key managers in relation to the Capital Programme Project delivery reviews Have open communication channels and effective sharing of information within the Cluster Effective communication channels maintained with contractors/developers to minimise disruption Regular reporting to Director and wider CMT Monthly review with Capital Finance Officer Quarterly update of approved Capital Programme to Finance and Resources Committee.	8	8	2	4	30 March 2025

FUNCTION	CLUSTER	RISK OWNER	RISK LEAD
City Regeneration & Environment	Capital	John Wilson	John Wilson

RISK TITLE	RISK DESCRIPTION	CONTROL ACTIONS	TARGET RISK SCORE	CURRENT RISK SCORE	CURRENT LIKELIHOOD	CURRENT IMPACT	TARGET COMPLETION DATE
Capital Projects - Resource	Lack of staff resources which impacts on the delivery of capital projects.	<ul style="list-style-type: none"> Key projects to have their own risk register Regular risk register reviews for key projects Regular progress meetings for key projects Regular reporting to key Chief Officers Regular reporting to Director of Resources and wider CMT for key projects Significant risks reported to Finance & Resources Committee for key projects Meetings to be held with Cluster Managers as part of review of 24/25 budget. 	8	8	2	4	30 March 2025

FUNCTION	CLUSTER	RISK OWNER	RISK LEAD
City Regeneration & Environment	Capital	John Wilson	John Wilson

RISK TITLE	RISK DESCRIPTION	CONTROL ACTIONS	TARGET RISK SCORE	CURRENT RISK SCORE	CURRENT LIKELIHOOD	CURRENT IMPACT	TARGET COMPLETION DATE
Construction delays due to interruption to supplies of materials	Construction projects delayed due to interruptions to supplies of construction materials due to Covid, Brexit, climate events or industrial action.	<p>Give consideration to ordering materials in advance of construction start.</p> <p>Give consideration to making more/better use of local materials and suppliers.</p> <p>Give consideration to making more use of recycled and re-usable materials.</p>	6	9	3	3	30 March 2025

FUNCTION	CLUSTER	RISK OWNER	RISK LEAD
City Regeneration & Environment	Capital	John Wilson	John Wilson

RISK TITLE	RISK DESCRIPTION	CONTROL ACTIONS	TARGET RISK SCORE	CURRENT RISK SCORE	CURRENT LIKELIHOOD	CURRENT IMPACT	TARGET COMPLETION DATE
Concurrent Risks; External Impacts (Covid, Brexit, War, etc)	There are a number of significant concurrent external factors such as, but not limited to, the Covid - 19 pandemic, Brexit, the Russia invasion of Ukraine (war) and unrest in the Middle East, all of which are having a current and direct impact on the deliverability of projects/programmes contained within the approved Capital Programme. The principle risks are increased costs, shortage of materials, shortage of labour and inflation.	Cost estimates for key projects to be reviewed at key stages of delivery. Strong focus on achieving cost certainty prior to contract commitment. Close collaboration with Developer Obligations Team Leader (Strategic Place Planning) Regular review of costs at design development and construction progress meetings. Close collaboration with other Chief Officers. Ensure independent internal cost check is carried out where required. Regular reporting to Finance Officers. There may be a requirement to review the approved Capital Programme.	8	12	4	3	30 March 2025

This page is intentionally left blank



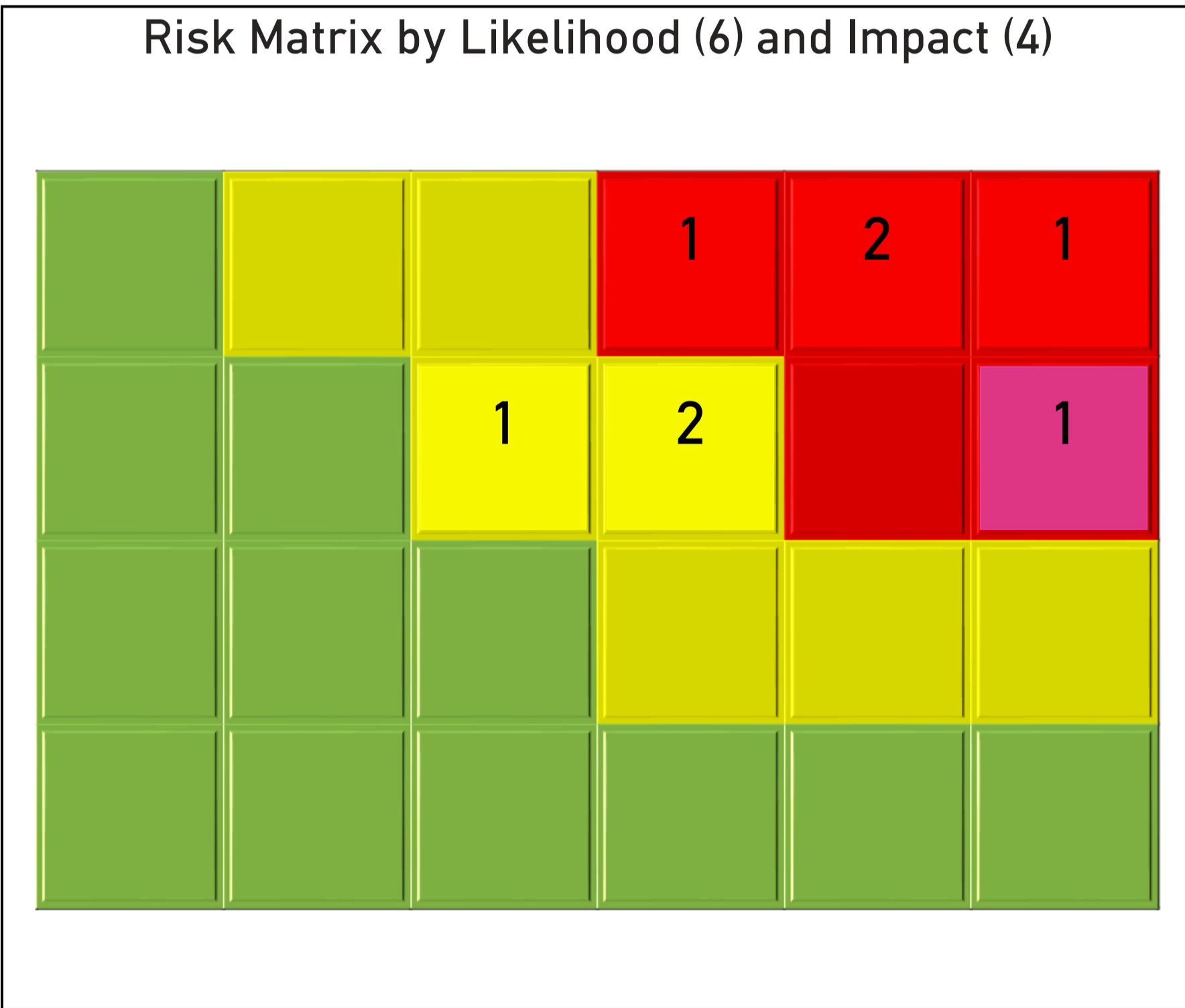
Corporate Landlord Services Risk Register

CURRENT CLUSTER RISKS	CURRENT RISK SCORE
Declining condition of operational property estate, with impact on repair, maintenance and management costs along with higher risk of building failure.	9
Failure to deliver asset valuations	12
Inadequate Asset Management Planning	12
Overspend on Cleaning Service Staffing	18
Primary Free School Meals Expansion	20
Risk of non compliance with Statutory Compliance with Council Properties	20
Risk to the delivery of Capital and Revenue Income	24
School Catering Service Compliance	16

Page 225

Number of Cluster Risks

8



FUNCTION	CLUSTER	RISK OWNER	RISK LEAD
Families and Communities	Corporate Landlord	Stephen Booth	David Marshall

RISK TITLE	RISK DESCRIPTION	CONTROL ACTIONS	TARGET RISK SCORE	CURRENT RISK SCORE	CURRENT LIKELIHOOD	CURRENT IMPACT	TARGET COMPLETION DATE
Declining condition of operational property estate, with impact on repair, maintenance and management costs along with higher risk of building failure.	<p>1) Aging portfolio - both fabric and M and E installation.</p> <p>2) Lack of replacement parts. increase in costs. longer to get parts. building non operational for longer periods. (decant risks)</p> <p>3) Higher obsolescence with replacement cost required.</p> <p>4) Impact on budget profile. consistent overspend in area.</p> <p>5) Impact of works being restricted to wind and watertight/ health and safety for a number of years.</p> <p>6) Lack of preventative/ planned maintenance works.</p> <p>7) Lack of standard parts to be able to retain stock parts.</p>	<p>1) 5 yr high level condition and suitability assessments (complete)</p> <p>2) Annual m and e inspection and cyclical maintenance programme - on-going</p> <p>3) C+S programme review to identify assets that require immediate attention and identify priorities - 04/07/24</p> <p>4) BCP's in place.</p>	4	9	3	3	30 March 2025

FUNCTION	CLUSTER	RISK OWNER	RISK LEAD
Families and Communities	Corporate Landlord	Stephen Booth	David Marshall

RISK TITLE	RISK DESCRIPTION	CONTROL ACTIONS	TARGET RISK SCORE	CURRENT RISK SCORE	CURRENT LIKELIHOOD	CURRENT IMPACT	TARGET COMPLETION DATE
Failure to deliver asset valuations	Risk of failure to complete the asset valuation which is required for the council financial accounts.	<p>Resource plan developed on annual basis although there are vacant posts.</p> <p>Regular meetings with Finance Team.</p> <p>Staff CPD and training.</p> <p>Options around alternative delivery models regularly reviewed.</p> <p>Recruitment of 2 FT Estate Surveyors (complete)</p> <p>Outsourcing of the valuation of agricultural assets and the HRA portfolio.</p>	6	12	4	3	30 March 2025

FUNCTION	CLUSTER	RISK OWNER	RISK LEAD
Families and Communities	Corporate Landlord	Stephen Booth	David Marshall

RISK TITLE	RISK DESCRIPTION	CONTROL ACTIONS	TARGET RISK SCORE	CURRENT RISK SCORE	CURRENT LIKELIHOOD	CURRENT IMPACT	TARGET COMPLETION DATE
Inadequate Asset Management Planning	Risk that resources will not be allocated appropriately and efficiently if asset management plan is not in place and is not robust.	<p>Better engagement with public sector partners and ALEO's.</p> <p>Asset Management Teams pulled together under Corporate Landlord in 2019. Awaiting revised structure.</p> <p>Business cases around asset rationalisation.</p> <p>Programme being managed through Transformation Group.</p> <p>Engagement with other Chief Officers on future and current requirements.</p> <p>School Estates Plan and implementation plan approved by committee and work is ongoing.</p>	2	12	4	3	30 March 2025

FUNCTION	CLUSTER	RISK OWNER	RISK LEAD
Families and Communities	Corporate Landlord	Andrea Jones-Wood	Andy Campbell

RISK TITLE	RISK DESCRIPTION	CONTROL ACTIONS	TARGET RISK SCORE	CURRENT RISK SCORE	CURRENT LIKELIHOOD	CURRENT IMPACT	TARGET COMPLETION DATE
Overspend on Cleaning Service Staffing	The staffing budget lines for Cleaning Services (D04001) are inadequate to fund the 'budgeted' FTE. At the end of P1 for 2024/25, despite established FTE in the service being 10.19 under budgeted FTE, the actual spend on salaries is £39,662 over budget, actual spend on Superannuation is £7,737 over budget and actual spend on NI is £6,465 over budget. In addition to this, there is no budget to cover the cost of Non-Standard Working Week hours which are a necessity. Spend in 2023/24 on this pay element was £284,105. This would suggest that on the current trajectory, the staffing budget lines will overspend by approximately £935k in 2024/25.	Discuss position as a matter of urgency with Finance colleagues. Highlight as a Risk in the Cluster Risk Register.	1	18	6	3	30 March 2025

FUNCTION	CLUSTER	RISK OWNER	RISK LEAD
----------	---------	------------	-----------

RISK TITLE	RISK DESCRIPTION	CONTROL ACTIONS	TARGET RISK SCORE	CURRENT RISK SCORE	CURRENT LIKELIHOOD	CURRENT IMPACT	TARGET COMPLETION DATE
------------	------------------	-----------------	-------------------	--------------------	--------------------	----------------	------------------------

FUNCTION	CLUSTER	RISK OWNER	RISK LEAD
Families and Communities	Corporate Landlord	Andy Campbell	John Landragon

RISK TITLE	RISK DESCRIPTION	CONTROL ACTIONS	TARGET RISK SCORE	CURRENT RISK SCORE	CURRENT LIKELIHOOD	CURRENT IMPACT	TARGET COMPLETION DATE
Primary Free School Meals Expansion	That capital funding will not be sufficient to undertake all property improvements which are required to fully deliver the Scottish Governments commitments on Universal Primary School meals (P1 - 7).	<p>Submission of data templates which detail the estimated funding ACC require to upgrade all school kitchens and dining spaces to the standards required to deliver on the commitment have been submitted to Scottish Futures Trust.</p> <p>Ongoing dialogue between Scottish Government, Scottish Futures Trust, CoSLA and ACC.</p> <p>Implementation of P6/7 fsm will be phased, commencing with those who are entitled to the Scottish Child Payment, of which there are approximately 1050 in Aberdeen City.</p>	1	20	5	4	30 March 2025

FUNCTION	CLUSTER	RISK OWNER	RISK LEAD
Families and Communities	Corporate Landlord	Stephen Booth	David Marshall

RISK TITLE	RISK DESCRIPTION	CONTROL ACTIONS	TARGET RISK SCORE	CURRENT RISK SCORE	CURRENT LIKELIHOOD	CURRENT IMPACT	TARGET COMPLETION DATE
Risk of non compliance with Statutory Compliance with Council Properties	The Council is required to safeguard its employees and members of the public to ensure their health and safety through effective implementation of statutory maintenance and compliance checks such as asbestos management plans, gas safety certification, legionella testing etc.	<p>Statutory compliance policy in place which defines roles, responsibilities and arrangements (complete)</p> <p>Sufficient resource in place across the Council to fulfill legal requirements.- albeit outsourced in many areas -reviews on-going</p> <p>Regular management meetings to discuss compliance.</p> <p>Regular monthly meetings with contractors to review compliance with contract.</p> <p>Monitoring of KPI's in place (on-going)</p>	6	20	5	4	30 March 2025

FUNCTION	CLUSTER	RISK OWNER	RISK LEAD
Families and Communities	Corporate Landlord	Stephen Booth	David Marshall

RISK TITLE	RISK DESCRIPTION	CONTROL ACTIONS	TARGET RISK SCORE	CURRENT RISK SCORE	CURRENT LIKELIHOOD	CURRENT IMPACT	TARGET COMPLETION DATE
Risk to the delivery of Capital and Revenue Income	The Cluster has income targets for capital and revenue income.	<p>Staff have appropriate training, qualifications and engage with market and like professionals.</p> <p>Regular contract management, marketing and income meetings.</p> <p>Use of external property and other consultants, management agreements and managing agents as appropriate.</p> <p>Revised surplus procedure to streamline process.</p> <p>Partnership arrangements in a number of areas to reduce risk, introduce experience.</p> <p>Current projections are being fed into medium term financial plan.</p>	6	24	6	4	30 March 2025

FUNCTION	CLUSTER	RISK OWNER	RISK LEAD
Families and Communities	Corporate Landlord	Andy Campbell	John Landragon

RISK TITLE	RISK DESCRIPTION	CONTROL ACTIONS	TARGET RISK SCORE	CURRENT RISK SCORE	CURRENT LIKELIHOOD	CURRENT IMPACT	TARGET COMPLETION DATE
School Catering Service Compliance	<p>A 'below the line' budget option for the Cessation of the Catering Service Quality Management System (QMS) for school meals has been taken and the £4k value has been removed from the Catering Service baseline budget for 2024/25.</p> <p>The ISO 9001:2015 accredited QMS sees a bi-annual external audit undertaken by the British Standards Institute (BSI), with the QMS only just being re-accredited to the standard in March 2024. Accreditation gives customers peace of mind that processes and procedures that are in place are effective and compliant with food safety and nutritional requirements for food and drink served within our schools. There is a risk that without external audit, the service may fall outside of compliance.</p>	<p>The service would continue to operate within the scope of the QMS, but external scrutiny will not be applied to it.</p> <p>The service will investigate the potential adoption of the 'SALSA' accreditation scheme.</p>	1	16	4	4	30 March 2025

Assurance Map		
Governance		
Corporate Risk Register Risks:		
<ol style="list-style-type: none"> 1. Civil Contingencies - Risk of non-compliance with the Council's responsibilities as a Category 1 responder under the civil contingencies legislation and guidance 2. Health & Safety Compliance - Risk of non-compliance with Health and Safety legislation and practices resulting in harm to the workforce and/or members of the public 		
Cluster Risk Register Risks:		
<ol style="list-style-type: none"> 1. Loss of UKAS Accreditation – Risk of The Laboratory losing, temporarily, its external UKAS accreditation. 2. Non-Compliance - Interventions / Food Law Code of Practice – The Risk of non-compliance with Interventions/Food Law code of practice due to lack of qualified officers. 		
First Line of Defence (Do-ers)	Second Line of Defence (Helpers)	Third Line of Defence (Checkers)
<ul style="list-style-type: none"> • Mandatory health and safety training requirements included in training needs analyses for Clusters • Trained and qualified staff • Training and exercising plan for DERCS, Council Incident Officers, ALEOs and operational staff on the components of emergency response. • Risk assessments and project risk registers • RIDDOR reporting (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) • Investigations into incidents and breaches of H&S policy or legislation. • Protocols, Plans & Guidance to implement policies • Protest Management Plans and procedures • Duty Emergency Response Coordinators (DERCS) 	<ul style="list-style-type: none"> • CMT Boards • Council Committees • Corporate Management Team • Scheme of Governance • Local Code of Corporate Governance • Annual Governance Statement • Risk Appetite Statement • Risk Registers • Legislation and Consultation Trackers • Risk Horizon Scanning Tracker • Generic Emergency Plan and Activation Packs • Fulltime EPR&C Lead and Officer post • DERC, Council Incident Officer and Support Centre Manager rota • Cadre of trained volunteer ACC Loggists 	<ul style="list-style-type: none"> • Health and Safety Executive • Scottish Fire and Rescue Service Audits • Care Inspectorate inspections • Education Scotland inspections • Traffic Commissioner Scotland • External Audit • North Regional Resilience Partnership • Grampian Local Resilience Partnership (GLRP) and GLRP Working Group • GLRP TECA Liaison Group • GLRP Harbour Liaison Group • Local Authority Resilience Group Scotland (LARGS) • North East CONTEST Multi-Agency Group • Information Commissioner's Office (regarding data protection)

<ul style="list-style-type: none"> • Council Incident officers to support DERCs with emergency response • Housing and Flooding rotas to support emergency response • RCC, with Page One process to support emergency activation of DERC. • Increased Council Incident Officer cadre for rota (12) • Rota with 15 ACC Volunteer Support Centre Managers available to open up rest centres in emergencies and support the DERC & CIO • Team of trained ACC Volunteer Loggists to support DERC • ACC staff (90) volunteers for activation during an emergency if required • Business Continuity Plan for Governance • Civil Contingency Incident De-Briefs • Corporate Procedure: CCTV • Bond Governance Protocol • Implementation of a Radio system across City Centre ACC buildings for managing security incidents and response. • Representation from across ACC emergency response team members at the monthly Bridge Calls arranged by Police Scotland Crime and Counter Terrorism Unit. Covering all CONTEST strands updates, training opportunities and awareness raising • ACC EPRL chair of Protect and Prepare sub group on behalf of North East Contest Multi Agency Group • Community Resilience Groups (Bridge of Don/Danestone, Culter, Cults, Milltimber & Bieldside) 	<ul style="list-style-type: none"> • TEAMS Site 'Resilience Hub' including Emergency Response Handbooks, Partner information and useful materials and updates • DERC, Council Incident Officer, Support Centre manager and Loggist annual Training and exercising • Resilience huddles across three Grampian local authorities including Scottish Govt rep. • SCORDS Training Hub (Scottish Resilience Development Service) • Downloading of Protect UK app promotion throughout organisation and with ALEOs • Promotion of eLearning module ACT throughout organisation and with ALEOs • Community Resilience Framework • ALEO Assurance Hub • Committee Effectiveness Reports • Revised Corporate H&S Policy approved by Staff Governance Committee including inventory of H&S procedures. • Process for approval of H&S procedures (CO-G approves corporate, relevant CO approves Cluster specific). • H&S Management System setting out roles and responsibilities • Document management system detailing corporate and local H&S procedures and documents, including review dates and responsible officers. • First Aid training and E-Learning including: Intro to health and safety, Fire safety, Managing Safety, Manual Handling, asbestos awareness, Fire Marshall and warden responsibilities, working at height, displays screen equipment. • Face to face H&S training sessions on: risk assessment, lone working, COSHH risk assessment, Investigation, Incident reporting • Guidance on incident and near miss reporting. • Asbestos Working Group Terms of Reference, to monitor actions arising from breaches or HSE interventions. 	<ul style="list-style-type: none"> • Office of the Scottish Information Commissioner (regarding freedom of information) • Investigatory Powers Commissioner's Office • Credit Rating Agency • Accounts Commission • Audit Scotland • CIPFA • Standards Commission for Scotland • Commission for Ethical Standards in Public Life in Scotland • Law Society of Scotland • Office of the Scottish Charity Regulator (relevant where ACC itself is a charity trustee) • Financial Conduct Authority (regarding Stock Exchange bonds) • External competent bodies (regarding statutory inspection of plant and equipment) • Electoral Commission • Electoral Management Board for Scotland
---	---	--

	<ul style="list-style-type: none"> • Reporting to external bodies (HSE, Scottish Fire and Rescue Service and the Care Inspectorate) • Risk Assessment Guidance and templates (including COVID-19) • Compliance checks for COVID-19 risk assessments • Process for COVID-19 individual risk assessments • Guidance on homeworking during COVID-19 • Process for review of Scottish Government guidance on COVID-19 to update internal guidance • Trades Union/Director Group • Health and Safety Trade Union meeting • Commissioning, Customer, Resources and Trades Unions Health and Safety Group • Operations and Trade Unions Health and Safety Group • Information Governance Group • Public Protection Committee • Risk Management Policy • Business Continuity Policy • International Twinning Grant Criteria Policy • Appointment of Elected Members to Outside Bodies Policy • Licensing Policies • Licensing Committee • Licensing Board • Organisational Resilience Group • Business Continuity Sub-Group • Policy Group • Occupational Health Provider 	
--	--	--

This page is intentionally left blank

Assurance Map
Strategic Place Planning

Corporate Risk Register Risks:

1. **Climate Change (Place)** - Failure (where ACC has scope to influence), to contribute to a reduction in city-wide emissions and to address strategic climate risks for the city. These include heavy winter rainfall, flooding, a rise in sea level, reduction summer rainfall, higher temperatures.

Cluster Risk Register Risk:

1. **Climate, Natural Environment and Biodiversity duties - Council Compliance.** Risk of non-compliance with public bodies duties under the Climate Change (Scotland) Act 2009, the Nature Conservation Act 2004 and the Wildlife and Natural Environment (Scotland) Act 2011.
2. **Strategic Plan Delivery – SPP** - Failure to deliver key strategic plans – staff and process restructuring risks

First Line of Defence (Do-ers)	Second Line of Defence (Helpers)	Third Line of Defence (Checkers)
<ul style="list-style-type: none"> • Trained and qualified staff. • Team Managers oversight of finances for teams. • All staff involved in risk assessment process. • Team Business Continuity Plans in place. • Operational plans and guidance including surveys, monitoring, committee reporting. • Contract Management Guidance, policies and Procurement Regulations. • Environmental risks/ implications (including climate) incorporated in project plans, business cases, policy templates, committee reporting and guidance. • Emergency plans. • Community involvement. • Agreed health and safety procedures – all staff supported to familiarise as part of induction. • Cross Service protocols and training. • Joint working with internal/external resources and services. • Internal/ external communication and networking. • Committee reporting. • LOIP objectives. • Maintain an awareness of current statutory requirements. • Respond to internal and external consultation. 	<ul style="list-style-type: none"> • CMT Boards. • Council Committees. • Council Climate Change Plan: Towards a Net Zero and Climate Resilient Council in place. • Council Climate Change Plan dashboard in place for monitoring. • Oversight Group for the Council Climate Change Plan meets monthly. • Carbon budget and monitoring in place. • Updated Aberdeen Adapts: Climate Adaptation Framework in place. • Net Zero Aberdeen Routemap: Towards becoming a net zero emissions city by 2045 in place. • 6 Net Zero (Place) enabling strategies: Mobility, Buildings & Heat, Circular Economy, Energy Supply, Natural Environment, Empowerment in place. • Approved terms of Reference for climate (Place) governance. Multi organisation Aberdeen Net Zero and Adaptation Board in place. • Senior Management Team review of Cluster Operational Risk Register and monthly budget and contract management. • Oversight on service KPIs. • Contract review by Demand Management Board. • Plans, programmes, strategies including those for flooding, Aberdeen Local Development Plan, Local Transport Strategy, Local Housing Strategy, Aberdeen Open Space Strategy, Aberdeen Food Growing Strategy. • Customer Service Excellence accreditation. • Local Resilience Partnership undertaking resilience planning and preparedness across all partners. • Climate on the agenda for the City Resilience Group. 	<ul style="list-style-type: none"> • Annual Climate Change report (Public Bodies Climate Change Duties) submitted to Scottish Government. • Regional and National reports from Scottish Government, UK Government and SEPA. • Scottish Government performance review and reports. • Environmental Standard Scotland. • Scottish Climate Intelligence Service. • NatureScot reports. • Monitoring of current/ future climate risks affecting Aberdeen, in line with UK Climate Projections, UK Climate Risk Assessment. • Annual review against the Public Sector Adaptation Capability Framework. • Audit Scotland and National Audit reports. • Community Planning Aberdeen Board. • Local Outcome Improvement Plan (LOIP). • Participation in external quality system inspection programme Customer Service Excellence. • Annual reporting of Risk Registers to Committee. • Economic Policy Panel. • APSE benchmarking.

<ul style="list-style-type: none">• Planning applications, project proposals reviewed for implications on the natural environment and biodiversity.• Develop approved outline plans for Citywide Nature Awareness Campaign.	<ul style="list-style-type: none">• Emergency plans eg flooding and storms.• Staff online climate training module and a Taking Action on Climate Change training course in place.• Aberdeen Climate and Nature Pledge in place, microsite established.	
--	--	--

Assurance Map		
City Development & Regeneration		
Cluster Risk Register Risk:		
<p>1. Relocation of City Archives (Old Aberdeen House) – There is a risk that a permanent home will not be identified within the three-year period.</p>		
First Line of Defence (Do-ers)	Second Line of Defence (Helpers)	Third Line of Defence (Checkers)
<p>Programme Management</p> <ul style="list-style-type: none"> • Governance of the Regional Economic Strategy via a Regional Economic Partnership including terms of references for Boards and delegated authority • Execution of an agreed regional Investment plan • Data capture and analysis to measure progress and inform decision making. • Alignment with relevant policies and procedures • Income Generation (to support permanent posts and events) and resource costs are incorporated into future business cases. <p>Stakeholders</p> <ul style="list-style-type: none"> • Collaboration with internal and external teams to achieve shared outcomes and benefits. • Engaging with communities to empower positive change. <p>Communications</p> <ul style="list-style-type: none"> • Development of communication plans and protocols in coordination with regional partners and ACC teams, including advocacy of the region. 	<p>ACC Management Boards</p> <ul style="list-style-type: none"> • ACC Risk Monitoring and Assurance • ACC Strategies and Plans • ACC Service Plans • ACC Personal Objectives through CR&D <p>ACC Committees</p> <ul style="list-style-type: none"> • Political Priorities • Committee Remits <p>Observers/ members on Partners Boards</p> <ul style="list-style-type: none"> • Alignment to governments strategies and plans • Coordination with partners organisations strategies and plans <p>Networks</p> <ul style="list-style-type: none"> • Utilising national and regional networks to develop innovative programmes and optimise resources for shared objectives. 	<p>Report progress to:</p> <ul style="list-style-type: none"> • UK and SG • Committees • Partners • Management Teams <p>Reviewing progress and process</p> <ul style="list-style-type: none"> • Audit • Economic Policy Panel • Health & Safety <p>Provide Economic Data and Analysis to:</p> <ul style="list-style-type: none"> • Community Planning Aberdeen (LOIP) • Funders • Inform future strategies. • National Networks including alliances, partners, and collaborators. <p>Best Practice</p> <ul style="list-style-type: none"> - Recognition through awards, ranking tables and achieving status.

This page is intentionally left blank

Assurance Map		
Finance		
Corporate Risk Register Risk:		
<p>1. Financial Sustainability - Failure to deliver financial sustainability due to:</p> <ul style="list-style-type: none"> • Failure to align resources to commissioning intentions and service standards • Inadequate financial reporting and planning • Failure to respond to external factors • Failure of partners, businesses or the 3rd sector • Failure of transformation plans, projects or service redesigns • Inadequate financial stewardship or capability 		
Cluster Risk Register Risk:		
<p>1. Failure to deliver key financial services in the event of the failure of plans, capabilities, systems and processes</p> <ul style="list-style-type: none"> • Failure to deliver statutory monitoring • Failure to administer NESPF • Failure to provide business advice and financial implications of change • Inability to deliver key service standards and customer service • System failure • Failure of financial policies and controls, loss of income, poor management of council finances • Failure to make benefits of technology and best practice • Reputational damage and poor relationship management 		
First Line of Defence (Do-ers)	Second Line of Defence (Helpers)	Third Line of Defence (Checkers)
<ul style="list-style-type: none"> • Annual statements of accounts and quarterly reporting including valuations and balance sheet • Medium Term Financial Strategy, Budget Protocol and Budget setting • Monthly and Quarterly monitoring and reporting of budget including contingent liabilities 	<ul style="list-style-type: none"> • Finance and Resources Committee scrutiny of all financial decisions • Pensions Committee scrutiny of pensions decisions • Audit, Risk and Scrutiny Committee oversight of risk management system • Audit Risk and Scrutiny oversight of Internal and External Audit reports 	<ul style="list-style-type: none"> • Annual External Audit and report of ACC Accounts, Pension Funds and Group Accounts • Annual Internal Audit Plan based on risk and approved and overseen by Audit, Risk and Scrutiny Committee • Internal Audit – Lease Financing – 03/02/23 • Internal Audit – Following the Public Pound – 13/02/23

<ul style="list-style-type: none"> • Financial protocols in Scheme of Governance, Financial Regulations and associated financial procedures and practices • Financial policies and procedures including Counter Fraud, Following the Public Pound and Service Income • Finance Business Continuity Plan • Financial Implications review of all committee reports • Treasury Management reviews with our treasury consultants • Monitoring of Finance Cluster and Institutional risks • FM Code Self Assessment • Pension fund management protocols and procedures • Task plans, CR&D and Succession Plans • Horizon Scanning reviews • Embedding new impacts into BAU e.g. refugee costs, Monitoring and grant claims • Budget holder training 	<ul style="list-style-type: none"> • Council and specific Charitable Trust Boards • Other Committees as applicable • Finance SMT • CMT and ECMT • Risk Board • Strategy Board • Transformation Board • Performance Board • ALEO assurance hub • IJB Risk Audit and Performance Board 	<ul style="list-style-type: none"> • Internal Audit – Revenue Budget Setting and Financial Strategy - 2024 • Annual credit rating review • London Stock Exchange compliance checks • National Audit reports and Best Value Audit • His Majesty’s Revenue and Customs Inspections • Treasury, Directors of Finance and other bodies reports and advice • Charities Commission (OSCR) reports and advice and reports on Trust Accounts • Scottish Government Returns e.g. budget and out-turn data, grant claim criteria • Data required by other grant funders and stakeholders of ACC • ICAS and CIPFA trainer accreditations • The Pensions Regulator • Bond Trustee
--	--	---

Assurance Map
Cluster – Commercial & Procurement Services

Corporate Risk Register Risks:

1. Supply Chain - Commodity Risks

1. Impacts on Supply Chain due to ongoing market impacts/volatility from Brexit/Covid/Invasion of the Ukraine and inflation continuing to affect key commodities such as Utilities, Construction & Construction Materials, Food, Waste, Transport, Fuel, and Manufacturing i.e. Vehicle Purchase

Cluster Risk Register Risks:

1. Non-Compliance with Procurement Regulations

1. Contract Management - Risk that Strategic & Critical contracts and associated supplier relationships are not managed effectively, which can have a detrimental impact on the achievement of required outcomes to support commissioning intentions/delivery of LOIP outcomes/achievement of best value.
2. Non-Compliance - Governance Arrangements are not fully complied with by Delegated Procurers including seeking approval to go out to market, provision of Annual Procurement Workplans and ensuring contracts are recorded on the Contract Register, which could lead to the Council being in breach of Procurement Legislation.

2. Shared Service - Service Level Agreement - Delivery of KPI's - Risk that Commercial & Procurement Shared Service are unable to deliver against agreed KPI's within Service Level Agreement:

1. Local Supplier Spend (Aberdeenshire)
2. Community Benefits/Fair Work (Highland)
3. Climate Change (3 Councils)

3. Shared Procurement Service Partner Withdrawal - Partner to the Shared Service decides to withdraw.

4. Scotland Excel - Membership does not deliver anticipated benefits - The ability of Scotland Excel to deliver against their objectives in relation to Financial Savings/Delivery of Community Benefits & Sustainable Procurement on behalf of the Shared Service Partner Authorities

5. Climate Change and severe weather affect the costs and availability of goods and services.

1. Failure to embed climate change procurement policy, processes and to consider climate risks in the design life of procurements.
2. Production or supply chain disruptions impact critical services
3. Increase in flooding, heavy rainfall, storms, higher temperatures, a rise in sea level and drought cause damage to supplier's stock, result in delivery disruptions and cause depletion of resources, affecting the price of products and the availability of goods.

6. Procurement Fraud - Public procurement is vulnerable to fraud and corruption because of the level of expenditure, the volume of transactions, the complexity of the process and the number of stakeholders involved, these vulnerabilities can also make public procurement a target for Serious & Organised Crime.

First Line of Defence
(Do-ers)

Second Line of Defence
(Helpers)

Third Line of Defence
(Checkers)

<ul style="list-style-type: none"> • Online Staff Training & Development • Operational procedures and guidance including Procurement Manual, Contract Management Guidance and Procurement Regulations • Procedures to implement contract management policies • CPSS Communication Plan – Regular communication with CO's/Service Managers/DPA's with updates/guidance • Procurement Fraud Risk Assessment • Price Increase Review Process/Tracker • Inflation Monitoring/Tracker • Scotland Excel Supply Chain Reports (Quarterly) 	<ul style="list-style-type: none"> • CMT Boards • Council Committees • Senior Management Team (SMT) undertakes review of Cluster Operational Risk Register • Procurement/Contract review by Demand Management Board • Strategic Procurement Board (Senior management representation from other Shared Service Partners) • Joint Procurement Strategy 2023-2026 • Policy documentation including Sustainable Procurement and Community Benefits Policy 	<ul style="list-style-type: none"> • Internal Audits on Procurement <ul style="list-style-type: none"> ○ Contract Management – 21/04/23 ○ Procurement Compliance (End 2023/Early 2024) • Annual External Audit and report • External reports from Scotland Excel including <ul style="list-style-type: none"> ○ Procurement Capability and Improvement Plans (PCIP) - Completed May 2024 • Scottish Government performance review and reports (Annual Procurement Report)
--	--	--

Assurance Map		
Capital		
Cluster Risk Register Risks:		
<ol style="list-style-type: none"> 1. Capital Project: Budget Allocations - Budget allocations within approved Outline Business Cases of projects are insufficient for project development/construction and any associated future maintenance obligations. 2. Capital Projects: Developer Obligations Income - The income from Developer Obligations is less than expected. 3. Capital Projects: Financial Stewardship - Risk that management failures / slippage in the delivery of capital projects / failure to secure and or retain funding from external sources, impacts negatively on the Council's financial stewardship. 4. Capital Projects: Resource – Lack of staff resources, which impacts negatively on the delivery of capital projects. 5. Concurrent Risks: External Impacts (Covid, Brexit, War, etc) - External factors such as Covid - 19 pandemic, Brexit, Ukraine (war), having a direct impact on the deliverability of projects/programmes contained within the approved Capital Programme. 6. Construction delays due to interruption to supplies of materials: Construction projects delayed due to interruptions to supplies of construction materials due to Covid, Brexit, climate events or industrial action. 		
First Line of Defence (Do-ers)	Second Line of Defence (Helpers)	Third Line of Defence (Checkers)
<ul style="list-style-type: none"> • Trained and qualified staff. • Follow Project Management protocols for project delivery. • Ensure project/programme risk register review meetings include consideration of any financial impact on the wider capital portfolio and any implications this may have across the Council. • Ensure key/sensitive projects allocated to managers with appropriate skills. • Review risk management training programme for key staff. • Seek guidance from Project Management Office. • Plan for good communication across Clusters. • Consider availability to utilise ACC staff with appropriate skill out with the Capital team to deliver the capital programme of projects. 	<ul style="list-style-type: none"> • CMT Boards. • Council Committees. • City Regeneration and Environment Senior Management Team (SMT) undertakes review of Cluster Operational Risk Register. • Review by Chief Officer Capital and provide any key updates to Executive Director City Regeneration and Environment and other Chief Officers. • Review by Capital Board. • Report any issues by exception to the Performance Board. • Policy Documentation. 	<ul style="list-style-type: none"> • External Audit.

<ul style="list-style-type: none">• Consider availability of using consultant/contractor frameworks to facilitate the delivery of the capital programme of projects .• Ensure consultation with other key Chief Officers .• Cost estimates for key projects to be reviewed at key stages of delivery.• For significant/key projects ensure an independent cost estimate review check is carried out, prior to approving OBC.• Regular progress meetings.• Where appropriate maintain close collaboration with other Chief Officers throughout delivery.• Regular reporting to Finance Officers, monthly.		
--	--	--

Assurance Map Corporate Landlord		
Corporate Risk Register Risk:		
1. Reinforced Autoclaved Aerated Concrete Panels and Planks (RAAC) - RAAC was a commonly used material in the 50's 60's, 70's and early 80's. There have a small number of incidents where roof planks have failed leading to the collapse to elements of the roof. RAAC has been confirmed as present in 5 non housing buildings. With RAAC present in 362 Council Houses and 142 former Council houses. Investigations are ongoing.		
Cluster Risk Register Risks:		
<ol style="list-style-type: none"> 1. Declining condition of operational property estate 2. Failure to deliver asset valuations - Risk of failure to complete the asset valuation which is required for the council financial accounts. 3. Inadequate Asset Management Planning - Risk that resources will not be allocated appropriately and efficiently if asset management plan is not in place and is not robust. 4. Overspend on Cleaning Service Staffing – Risk of overspend in staffing budget. 5. Primary School Meals Expansion – Risk that capital funding will not be sufficient to undertake all property improvements required to fully deliver the Scottish Governments commitments on Universal Primary School meals (P1 - 7). 6. Risk of non-compliance with Statutory Compliance with Council Properties - The Council is required to safeguard its employees and members of the public to ensure their health and safety through effective implementation of statutory maintenance and compliance checks such as asbestos management plans, gas safety certification, legionella testing etc. 7. Risk to the delivery of Capital and Revenue Income - The Cluster has income targets for capital and revenue income. 8. School Catering Service Compliance – Risk that the cessation of the Catering Service Quality Management System (QMS) may increase non compliance risks with food safety and nutritional requirements. 		
First Line of Defence (Do-ers)	Second Line of Defence (Helpers)	Third Line of Defence (Checkers)
<ul style="list-style-type: none"> • Trained and qualified staff • Operational procedures and guidance including those set out in the Business Continuity Plans in the event of a system or process failure. • Risk Assessments. • Staff training and development on business continuity arrangements. • Analysis following activation of Customer Experience Cluster Senior. 	<ul style="list-style-type: none"> • CMT Boards • Council Committees • Policy Documentation. • Resources Senior Management Team (SMT) undertakes review of Cluster Operational Risk Register. • Executive Board Structure • Assurance Team. • Business Continuity Group Sub-Group. 	<ul style="list-style-type: none"> • External Audit. • RICS Registration. • Internal Audit – Corporate Asset Management – 13/09/23

<ul style="list-style-type: none"> • Management Team (SMT) undertakes review of Cluster Operational Risk Register. • Staff have appropriate training, qualifications and engage with market and like professionals. • Regular marketing and income meetings. • Use of external property consultants, management agreements and managing agents as appropriate. • Resource plan developed. • Use of external advisors in specialised areas. • Participation in national networks (CIPFA/ ACES/ RICS/ SHoPs etc.) • Programmes of inspections for property portfolio. • Contract management meetings. 	<ul style="list-style-type: none"> • Annual reporting of Function / Cluster Risk Register to Operational Delivery Committee • Monthly budget print outs. • Capital Board – post project reviews and post occupancy evaluations. 	
--	--	--

Strategic Place Planning

Risk Title	Risk Category	Target Risk Appetite	Aligned with RAS?
• Climate Duties - Council Compliance	Climate/Environmental	Open	No
• Strategic Plan Delivery - SPP	Operational	Averse	No

City Development & Regeneration

Risk Title	Risk Category	Target Risk Appetite	Aligned with RAS?
• Relocation of City Archives (Old Aberdeen House)	Reputational	Open	No

Finance

Risk Title	Risk Category	Target Risk Appetite	Aligned with RAS?
• Failure to deliver key financial services in the event of the failure of plans, capabilities, systems and processes	Operational	Cautious	Yes

Commercial and Procurement

Risk Title	Risk Category	Target Risk Appetite	Aligned with RAS?
• Climate Change and severe weather affect the costs and availability of goods and services	Climate/Environmental	Averse	Yes
• Procurement Fraud	Compliance	Averse	Yes
• Non-Compliance with Procurement Regulations	Compliance	Averse	Yes
• Shared Service - Service Level Agreement - Delivery of KPI's	Strategic	Averse	No
• Scotland Excel - Membership does not deliver anticipated benefits	Strategic	Averse	No
• Shared Procurement Service Partner Withdrawal	Strategic	Averse	No

Capital

Risk Title	Risk Category	Target Risk Appetite	Aligned with RAS?
• Concurrent Risks; External Impacts (Covid, Brexit, War, etc)	Operational	Cautious	Yes
• Construction delays due to interruption to supplies of materials	Operational	Averse	No
• Capital Project - Budget Allocations	Operational	Cautious	No
• Capital Projects - Developer Obligations Income	Operational	Cautious	No
• Capital Projects - Financial Stewardship	Operational	Cautious	No
• Capital Projects - Resource	Operational	Cautious	No

Corporate Landlord

Risk Title	Risk Category	Target Risk Appetite	Aligned with RAS?
• Risk of non-compliance with Statutory Compliance with Council Properties	Compliance	Averse	Yes
• School Catering Service Compliance	Compliance	Averse	Yes
• Failure to deliver asset valuations	Financial	Averse	Yes
• Risk to the delivery of Capital and Revenue Income	Financial	Averse	Yes
• Overspend on Cleaning Service Staffing	Financial	Averse	Yes
• Declining condition of operational property estate	Operational	Averse	No
• Inadequate Asset Management Planning	Operational	Averse	No
• Primary Free School Meals Expansion	Operational	Averse	No

ABERDEEN CITY COUNCIL

COMMITTEE	Finance and Resources
DATE	7 th August 2024
EXEMPT	No
CONFIDENTIAL	No
REPORT TITLE	Contributing to Your Care and Support – Adult Social Care (Non-Residential) Charging Policy
REPORT NUMBER	ACHSCP/24/220
EXECUTIVE DIRECTOR	Fiona Mitchellhill
CHIEF OFFICER	Claire Wilson
REPORT AUTHOR	Tracey McMillan
TERMS OF REFERENCE	2.1.5

1. PURPOSE OF REPORT

- 1.1 The purpose of this report is to present to Committee a revised Charging Policy for adult non-residential social care services for its approval.

2. RECOMMENDATION

That the Committee:-

- 2.1 Approve the Contributing to Your Care and Support – Adult Social Care (Non-Residential) Charging Policy and agree that this should be implemented as of 8th August 2024.

3. CURRENT SITUATION

- 3.1 The current Contributing to Your Care and Support Charging Policy was approved by the City Growth and Resources Committee in 2019. The impact of the Covid pandemic and the introduction of the new Social Work information management system (D365) requires this policy to be updated.
- 3.2 The Charging Policy provides a fair and transparent framework for the application of charges that an individual may be subject to depending on the social care services that they use, their personal circumstances, their income and any assets that they might have. The proposed local Policy is underpinned by national strategy and guidance produced by COSLA which is refreshed on an annual basis.
- 3.3 The Charging Policy revision will ensure that current and future system improvements and working practices are aligned with published policy .
- 3.4 Significant changes in the revised Policy include:

- Removal of references to Individual Budgets as our information systems are not yet configured to implement these;
 - Greater clarification of chargeable services;
 - Updating of exemption categories;
 - Strengthening of financial assessment review and appeal processes;
 - Greater clarification of Income Disregards, Disability-related Expenditure and Tariff Income elements; and
 - Streamlining the contribution calculation process.
- 3.5 Approval of this revised Charging Policy will provide a continuation of a fair and transparent charging framework for our social work and finance colleagues to implement consistently.
- 3.6 During the policy revision there has been significant engagement with social work and finance colleagues to highlight the need to treat all individuals fairly and to raise awareness of the importance of benefit maximisation as well as how to signpost and support appropriately. Internal Audit has also been consulted on the proposed policy in the context of addressing recommendations flowing from a recent Internal Audit report relating to financial assessments.
- 3.7 This revised policy applies to adult non-residential social care services only. It will impact on certain young people as and when they transition to adult social work services. Effective planning and preparation will ensure that these individuals and their families have a positive transition experience and that all known and potential impacts have been highlighted and explained to them. A multi-service working group to help improve the transition experience continues to meet regularly.
- 3.8 Given the significance of this revised policy to those people who use or access adult social care services a wide range of engagement has taken place with key agencies such as Advocacy Service Aberdeen, Quarriers – who are commissioned by Aberdeen City Health and Social Care Partnership (ACHSCP) to support unpaid carers - and the Council's Financial Inclusion Team to prepare them to support anyone who has queries or concerns about the impact of this revised policy.
- 3.9 A number of engagement sessions have been undertaken with sheltered housing tenants, Granite City Consortium service users and the wider public. Staff engagement has also been facilitated through briefings, presentations at the weekly social work forum and attending individual staff meetings.

4. FINANCIAL IMPLICATIONS

- 4.1 The consistent implementation of this revised Charging Policy should ensure that all eligible adults who use a chargeable non-residential social care service are asked to make a financial contribution (flat rate or assessed amount) towards the cost of providing that service.

5. LEGAL IMPLICATIONS

5.1 The Social Work (Scotland) Act 1968 section 87 provides the statutory authorisation for social care charges to be put in place.

6. ENVIRONMENTAL IMPLICATIONS

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

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?
Compliance	i) Risk that this revised policy is not fully implemented.	i) Engagement with staff to raise awareness of new revised policy with improved processes.	L	Yes
Operational	As above	As above	L	Yes
Financial	i) Risk to individuals of the affordability of care. ii) Risk to social work income generation.	i) Local policy developed in line with national Guidance. ii) Financial Assessment has significant mitigations in place.	L	Yes

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	Integrated Impact Assessment has been completed
Data Protection Impact Assessment	Not Required.
Other	N/A

10. BACKGROUND PAPERS

- 10.1 COSLA National Strategy and Guidance; [Charges Applying to Social Care Support for People at Home 2024/25](#)

11. APPENDICES

- 11.1 Contributing to Your Care and Support – Adult (Non-Residential) Social Care Charging Policy (2024).

12. REPORT AUTHOR CONTACT DETAILS

Name	Tracey McMillan
Title	Transformation Programme Manager
Email Address	TMcMillan@AberdeenCity.gov.uk
Tel	

Contributing to your care and support Adult Social Care (Non-residential) Charging Policy

Approved by XX Committee or Board on
20XX with an implementation date of August 2024

Document Control

Approval Date	07/08/24
Implementation Date	08/08/24
Policy Number	POL-AHSCP-0001
Policy Author/s and Owner	Tracey McMillan / Chief Finance Officer ACHSCP
Approval Authority	Finance & Resources Committee
Scheduled Review	Annual
Date and Changes:	
<p>Appendix re actual social care charges to be updated annually following Aberdeen City Council budget meeting. Policy subject to review when system change created to deliver individual budgets.</p> <p>06/06/2019 Contributing to Care Policy agreed by Finance and Growth committee, predates Policy Committee formation.</p> <p>27/06/24 – Previous policy document updated to reflect Corporate Template</p> <p>02/07/2024 – Contributing your care policy 2024 Policy presented to ACC Policy Group would replace 2019 Contributing to Care Policy – Revised policy aligns to practice in terms of mixture of flat charges and means testing depending on service type as opposed to individual budget model described in 2019 Policy. The change in policy reflects a procedural change not a policy intent.</p>	

Table of Contents

1	Why does the Council need this Policy?	Page 4
2	Application and Scope Statement	Page 4
3	Responsibilities	Page 5
4	Supporting Procedures and Documentation	Page 6
5	About this Policy	Page 7
6	Risk	Page 7
7	Environmental Considerations	Page 7
8	Policy Performance	Page 7
9	Design and Delivery	Page 8
10	Housekeeping and Maintenance	Page 8
11	Communication and Distribution	Page 8
12	Information Management	Page 9
13	Definitions and Understanding this Policy	Page 9

1. Why does the Council need this Policy?

- 1.1 Aberdeen City Health and Social care partnership aim to help people live at home independently and safely. To enable this to continue and to provide services to people with a range of different social care needs a charging policy has been developed which means that some people who use and access chargeable care and support services will be required to contribute towards the cost of these services.
- 1.2 The policy explains the basis and types of charging that an individual may be subject to depending on their personal circumstances, which may vary depending on age, income, and assets and which social care services they use.
- 1.3 The policy provides an overview, with legal context for charging alongside providing specifics re process of how charges are applied, how calculations are undertaken, how to pay and how to appeal.

2. Application and Scope Statement

- 2.1 Individuals (adults) using non-residential social care services are impacted by this policy.
- 2.2 Within policy, there are flat charges that apply to everyone using non-residential, social care services. Flat charges are applied to meals provision in day care and very sheltered accommodation, sessional charges for day care and day opportunity attendance, transport costs and community alarms / TEC (Technology Enabled Care) equipment.
- 2.3 Means testing applies to a range of social care services, including housing support in all variants of delivery from community, supported living, sheltered housing, and very sheltered housing. Completion of a financial assessment will create an individualised contribution to support based on personal and financial circumstances. Failure to complete a financial assessment causes a full-service cost to be levied.
- 2.4 Some services notably personal care, medication management and meal preparation provided when someone has been assessed by Social Work staff are free. Whilst services arranged to deliver carer support are free by eligibility assessment has been completed by social work staff
- 2.5 The identification of potential charges forms part of assessment processes undertaken by social work staff. Support will be offered to complete financial assessment paperwork when required for means tested services.

- 2.6 Aberdeen City Council process all financial assessments, the confirmation of outcome of the assessment is provided in writing. Information around criteria for review requests and assessment appeals are outlined in communication provided.
- 2.7 Invoices will be generated by Aberdeen City Council for all services received. Where appropriate social work support will support with benefit maximisation and signposting for financial support as required.
- 2.8 There are a number of individuals in the following categories or circumstance who are exempt from being asked to contribute towards their care and support.
- People who have a progressive disease that can reasonably be expected to cause their death (as evidenced through consultation with a health care professional e.g. BASRiS/SR1/DS1500 forms as appropriate or letter). people who have been assessed as requiring the delivery of personal care in their own home.
 - People receiving new, intermediate, or additional reablement services in their own home following a one-off hospital discharge for 42 days.
 - People with a mental illness whose social care is mandated by a Compulsory Treatment Order under the Mental Health (Care and Treatment) (Scotland) Act 2003.
 - People in receipt of Criminal Justice Social Work services, including those who are subject to Compulsion Orders under the Criminal Procedure (Scotland) Act 2003.
 - Services for people who are subject to the conditions of a Short Scottish Secure Tenancy (SSST).
 - Outreach/Floating Housing Support services to people in receipt of support as a result of the Housing Support Duty (Scotland) 2012 where the support is likely to last under two years.
 - Carers who are eligible, following the development of an Adult Carer Support Plan, for the provision of services to give them a break from their caring roles.
 - Children and Young adults potentially up to 26 years old dependent upon their educational and legal status to the point that they transition to adult social work services.

3. Responsibilities

- 3.1 This policy is the responsibility of the Chief Finance Officer within Aberdeen City Health and Social Care Partnership. The charges are set and reviewed by the Chief Finance officer as part of annual budget setting process with Aberdeen City Council.
- 3.2 Aberdeen City Integration Joint Board (IJB) in line with Public Bodies (Joint Working) (Scotland) Act 2014 operates a number of services through Directions to Aberdeen City Council and NHS Grampian. The setting of charges is not delegated to the Integrated Joint Board and remains a power held by Aberdeen City Council
- 3.3 The policy will be adopted by ACC and ACHSCP staff as a policy to inform working practice to ensure that all individuals using services are aware of the potential charges arising from using social care services. Promotion of the completion of financial assessments to ensure compliance and equity from use of policy.
- 3.4 The policy requires individuals using means tested services to complete financial assessment forms. This ensures that individuals contribute what they are assessed to afford.
- 3.5 Any non-compliance surrounding policy use should be highlighted to the Chief Finance Officer to action.
- 3.6 Any feedback or suggestions for improving the policy can be made directly through communication with the Chief Finance Officer, this will be considered as part of regular review of the policy.

4. Supporting Procedures and Documentation

- 4.1 This policy adheres to current best practice of co design of policy as presented by COSLA (Convention of Scottish Local Authorities).
- 4.2 Associated Policies – [Contributing to Care non – residential charging policy 2019](#)
[Contributing to Care non – residential charging policy 2024](#)
- 4.3 In addition to the Social Work (Scotland) Act (1968) referenced earlier, other relevant legislation includes.
 - [Social Care \(Self-directed Support\) \(Scotland\) Act 2013](#)
 - [Mental Health \(Scotland\) Act 1984](#)
 - [Mental Health \(Care and Treatment\) \(Scotland\) Act 2003](#)
 - [Housing Support Duty – Housing \(Scotland\) Act 1987 as amended.](#)
 - [Human Rights Act 1998](#)
 - [Equality Act 2010](#)

- [Community Care and Health \(Scotland\) Act 2002](#)
- [Carers \(Waiving of Charges for Support\) \(Scotland\) Regulations 2014](#)

4.4 National Strategy and Guidance in respect of Social Care Charging has been produced by COSLA ([COSLA Charging Guidance](#)).

5. About this Policy

5.1 The charging policy provides a framework to describe which social care charges will be deemed as requiring either a flat payment or a contribution towards based upon income.

5.2 This policy has a unit-based model of charging, which means that contribution is required per session of support per service. This means that an individual may have a mixture of both flat and means tested charges which they are invoiced for. Social work staff will offer benefit checks and financial signposting through process to ensure equity.

6. Risk

6.1 Strategic Risk -The policy creates an assurance that income can be generated fairly to meet wider strategic objectives. Failure of policy to be actioned could create disparate systems in operation. The usage and implementation of policy ensures greater equity for all individuals in receipt of social care supports.

6.2 Financial Risk – Without a fair and equitable charging policy in place, there is a risk to income and affordability of care and support services to individuals. Financial risk extends to the wider organisation if the Charging Policy is not applied with equity and with robust systems that demonstrate consistency.

6.3 Reputational Risk – The policy and supporting documentation sets out principles and processes to reduce risk of inconsistent decision making that could lead to reputational damage. Regular monitoring of theme and volume of customer complaints re application of the policy will enable feedback to be reviewed to further improve content and application of policy.

7. Environmental Implications

7.1 There are no environmental implications arising from this policy.

8. Policy Performance

- 8.1 ACC and ACHSCP staff will utilise policy as part of daily operational delivery, using policy consistently by ensuring that all clients in receipt of non-residential care out with free personal care or carer support complete a financial assessment form.
- 8.2 Demonstration of a consistent approach could be reviewed by a continuous return of financial assessments for processing, in line with services and budgets allocated.
- 8.3 Individuals understanding of their requirement to contribute towards care and support costs.
- 8.4 ACHSCP will utilise review of customer complaints along with staff feedback as an opportunity to learn and will review and modify the policy accordingly.

9. Design and Delivery

- 9.1 The policy provides a framework from Aberdeen City Council to exercise statutory obligations, in particular those afforded through Sec 85, Social Work (Scotland) Act 1968.
- 9.2 All local authorities require a charging policy for social care, to inform service users and carers of the charging structures for social care services they use, of processes to access financial assessment and how charges are levied. The policy outlines stage by stage role of ACC and ACHSCP staff in assessment and in providing support to complete financial paperwork.
- 9.3 The revised policy has supported the development of improved assessment processes and increased understanding via staff engagement. Guidance re application of charging policy forms part of Core skills training for all Adult Social work staff

10. Housekeeping and Maintenance

- 10.1 This policy replaces the Contributing to Your Care and Support – Adult (non-residential) Charging Policy (2019).
- 10.2 The development of revised policy has revised financial assessment documentation to support implementation and has developed a more comprehensive form enabling greater opportunity to highlight household costs and disability related expenditure.

11. Communication and Distribution

- 11.1 This policy will feature on both Aberdeen City Council and Aberdeen City Health and Social Care Partnership websites for public access.
- 11.2 A communication plan has been developed and will ensure that all social work staff receive an update once policy has been approved, from a staff access perspective, the policy will then reside on Adult Social Work Teams information with regular reinforcement through Core skills training.
- 11.3 Animation with voice and text with easy read versions of core themes of the policy have been created and will be displayed on websites of both Aberdeen City Council and ACHSCP as a means of engagement and explanation for individuals and carers.
- 11.4 A training plan for staff has included revised policy as part of core training to emphasise policy and its application. Additional training to support practical delivery of the policy has been scheduled.

12. Information Management

- 12.1 Any information generated in relation to this policy will be managed in accordance with the Council's Corporate information policy and supporting procedures.
- 12.2 All financial assessment paperwork utilised in determining levels of contribution have appropriate declaration, transparency information and privacy notices

13. Definitions and Understanding this Policy

Means testing:

The 2024 policy and financial assistance form highlights the thresholds of income and savings that someone can need to elicit a contribution towards their care. Means testing is a model of assessing how much someone pays as a contribution towards their care based upon their financial circumstances, which would include benefits, income, savings, and assets.

Unit based model:

Cost of service based on individual rate, i.e. per session / per journey / per meal and is not calculated on a sum of all services received.

Non – Residential:

Non-residential services include all social care supports that are provided in the community to maximise independence and support wellbeing.

This page is intentionally left blank

ABERDEEN CITY COUNCIL

COMMITTEE	Finance and Resources
DATE	7 th August 2024
EXEMPT	No
CONFIDENTIAL	No
REPORT TITLE	Culture Investment Framework
REPORT NUMBER	CR&E/24/214
EXECUTIVE DIRECTOR	Gale Beattie
CHIEF OFFICER	Julie Wood
REPORT AUTHOR	Mark Bremner
TERMS OF REFERENCE	1.1.11 & 3.4

1. PURPOSE OF REPORT

- 1.1 The purpose of this report is to present the new Culture Investment Framework for approval, replacing the Council's existing grant giving processes for externally delivered cultural activity from 2025 onwards.

2. RECOMMENDATIONS

That Committee:-

- 2.1 Note the process of developing the Culture Investment Framework, including stakeholder engagement and public consultation;
- 2.2 Approves the new Culture Investment Framework, its principles, priorities and criteria;
- 2.3 Note the current levels of funding allocation to external cultural delivery sourced through the Common Good Fund; and
- 2.4 Agree with respect to the Common Good Fund, that future proposals for non-capital creative projects and cultural funding support are directed through the Culture Investment Programme.

3. CURRENT SITUATION

- 3.1 At the meeting of the Council on 7th February 2024, the following instruction was given, ' to instruct the Chief Officer - City Growth to begin work on an investment framework and application process for cultural funding, informed by the Culture Funding and Delivery Review (The Review) recommendations and to report back to the Finance and Resources Committee in 2024 for approval.
- 3.2 The Review recommended the establishment of a new Culture Investment Framework (The Framework) with clear objectives and transparent approach

to funding decisions and shift away from short-term budget cycle uncertainty. Other areas to be addressed included;

- The Review has identified the need for a clearer decision-making framework and criteria for making investment decisions, ensuring better value and greater transparency.
- As a city we are not leveraging in the level of national public funding which we should be achieving, risking further dependency on Council support. The funding relationship with the sector should foster resilience rather than reliance.
- That there remains socio-economic and geographic variances in levels of engagement with publicly funded cultural activity and the opportunities to experience creativity and culture are not always equal.
- Recognise the increasing diversity within our society and ensure it is represented across the creative opportunities and in the makeup of our publicly funded cultural organisations.
- Data collection and analysis continues to be a challenge for culture due to a variety of factors. However, as funding becomes less readily available there is a requirement to improve the quality and robustness of data gathered long term, as well as improving how we interpret and use data to evidence impact to deliver against Prevention principles.

3.3 The Council currently invests £1,633,075 towards externally delivered cultural activities through the General Revenue budget and Common Good Fund. The investment is distributed through historic service level agreements to venue operators and festivals and through the Creative Funding open application project grant scheme. Due to the range of schemes managed by different services across The Council there is inconsistency in the monitoring and impact assessment of current investment.

CULTURE INVESTMENT FRAMEWORK

3.4 The Framework has been developed to replace the current grant programmes for culture and make improvements in the areas identified by the Review. In accordance with The Review recommendations the Framework will be aligned to the refreshed Local Outcome Improvement Plan's (LOIP) Stretch Outcomes and Key Drivers. The priorities for investment will be informed under the principles of participation in culture being a preventative measure against harm, supporting positive socioeconomic outcomes.

3.5 The Framework and the subsequent investment programme have been developed through a combination of internal engagement with relevant services, best practice learning from other established funding programmes including Arts Council England, Creative Scotland and The Leeds Culture Investment Programme, stakeholder engagement with current recipients and

equalities groups through workshops and online surveys. The draft priority themes, principles and objectives have been tested with the general public through an online consultation which received 409 responses, Appendices 3 and 4 provide summaries and analysis of the feedback provided.

INVESTMENT AIMS, PRIORITIES AND CRITERIA

3.6 The purpose of the Framework is to modernise the Council’s approach to cultural investments and relationships with the independent cultural sector in the city in order to enable the sector to play a full role in delivering prosperity for Aberdeen. The aims are;

- We will continue to offer a range of support including grants to support one-off projects as well as for longer programmes and core running costs;
- we propose that all our future investment will share a common set of priorities and principles for the next three years from April 2025– March 2028.
- We aim to use this investment to strategically leverage in more national funding to the city to support cultural delivery and diversification.

The above aims received a 82% strongly agree/agree response through public consultation.

3.7 The following table outlines the Framework’s key priority themes. The initial 5 themes were developed in alignment to those of The LOIP. These themes were tested through consultation and received a 77% approval rating. In response to the feedback on the initial themes, a further two themes, ‘Experience’ and ‘Celebrate’ have been developed to recognise that the utility of culture for social, economic and environmental good must at first be rooted in a core artistic and cultural experience, otherwise the desired outcomes are less feasible. The themes are further underpinned by a series of principles detailed in Appendix 1 which received an 85% approval rating through consultation.

Theme	Description	Outcome
Experience	Recognising the intrinsic value of creativity and removing barriers to experiencing culture.	Everyone who calls Aberdeen home has the opportunity to engage in high quality creative and cultural activity.
Celebrate	Creating a clearer/ stronger identity and cultural narrative	The creative diversity of our people and communities is celebrated, we use culture and creativity to share and celebrate our stories to the world.
Our Economy	Economic resilience and diversity through Increased creative industries employment, people in sustained fair employment and reduction in reported skills gaps.	Aberdeen’s economy and workforce is resilient and diverse, through our skills support and cultural employment opportunities
Our Children & Young People	Increased sense of confidence, safety and wellbeing in children and young people, reducing need for Tier 3 services.	Our children and young people’s physical, mental and emotional health and wellbeing is improved and have access to cultural education experiences and post-school opportunities.
Our citizens	Increased healthy life expectancy through cultural engagement	Our citizens benefit from healthy life expectancy, mental wellbeing and positive life choices through cultural intervention.

Our Place	Addressing climate change by reducing Aberdeen's carbon emissions, protecting our natural and built environment	Our cultural assets are well cared for and cultural sector is contributing to climate change resilience .
Our Community	building strong personal and community resilience, enabling people to participate in decisions that help change things for the better.	Culture provides a voice for community capacity building and decision making.

Table 1. Culture Investment Framework themes

3.8 To evidence impact new monitoring and data gathering processes are being developed with support from Data and Insight, using the standardised metrics that are applied to The Population Needs Assessment and National Performance Framework and can therefore feed into the Council Delivery Plan, LOIP and Regional Economic Strategy. This will make for more consistent and effective benchmarking for demonstrating value and impact of investment but also streamline data gathering, reporting obligations and alignment with other funding opportunities for investment recipients. The level of reporting and data gathering will be proportionate to the overall level of investment and nature of activities.

3.9 The Culture Investment programme will be open to Aberdeen based, not-for-profit organisations and groups who meet the following criteria;

- Cultural activities and programmes delivered in Aberdeen for the benefit of its residents.
- Revenue and project expenditure in relation to direct delivery of cultural activities delivering against the priorities.
- An ability to deliver high quality creative activity within Aberdeen.
- Must have relevant safeguarding policies in place.
- An equal opportunities statement or policy, applications from under-represented groups encouraged.
- Must be financially sustainable and have relevant accounting procedures in respect to the level of activity and investment.
- For funding over £15,000 Council Investment must represent no more than 25% annual income, 10% for applications over £100,000
- Must be able to demonstrate activity would not happened without Council support.
- Environmental sustainability policy and action plan (as applicable to the organisation and nature of activities)

APPLICATION PROCESS

3.10 The application process will build on the practice established through the Creative Funding programme. Application forms and financial proformas will be designed to tier the level of information requested in accordance with current Following the Public Pound policy. Guidance and supplementary support resources such as Frequently Asked Questions, application writing support is being informed and developed in response to stakeholder feedback to make the process clear and concise.

- 3.11 Officers will provide a series of in-person and online workshops and information sessions to walk applicants through the process of researching and preparing an application. To understand the level of demand and nature of requests a simple Expression of Interest (EOI) process has been introduced and was launched in July 2024. At this time EOI process has identified demand of £1,838,403 for 2025 Culture Investment, with a potential match funding of £16,634,671.
- 3.12 Following the submission deadline applications will be assessed through a scoring matrix against the agreed priorities and principles, by a review panel made up of Officers and external assessors. Recommendations for award will be submitted through report in compliance with budget protocol for final decision in March 2025. Unsuccessful applicants will be provided with feedback and support to identify alternative funding sources.

Culture Investment 2025 Programme timeline	
<ul style="list-style-type: none"> Register scheme for subsidy control EOI reopened Finalise application form and guidance design Translation of grants guidance into a range of accessible formats, including 'easy read' and FAQ. Finalise Monitoring Template 	August
<ul style="list-style-type: none"> Launch of Culture Investment Programme 	26 th August
<ul style="list-style-type: none"> Advise sessions/ 1-2-1's/workshops 	September-October
<ul style="list-style-type: none"> Application Deadline 	4 th November
<ul style="list-style-type: none"> Application Panels/ Reviewed Recommendations checked against Common Good requirements Funding profile for budget process and Common Good request Subsidy Control and FTTP assessment 	November-December
<ul style="list-style-type: none"> Recommendations for Award 	February 2025
<ul style="list-style-type: none"> Budget Meeting/ Awards approved for 2025/26 	March 2025
<ul style="list-style-type: none"> Culture Investment begins 	April 2025

Table 2 Culture Investment Programme timeline

FINANCIAL IMPLICATIONS

- 4.1 Investment to external cultural organisations is budgeted in 2024/25 at £1,633,075 (£1,241,000 contributed through Common Good). In respect to Common Good funding this is through a mix of historical allocations, distribution through contribution to Council general revenue budgets and the Common Good application process. As identified through the Culture Review the current processes lead to inconsistency in respect to eligibility and monitoring processes as well as risk of duplication. Officer recommendation is that all proposals for externally delivered cultural activity (non-capital) go through the Culture Investment process and not to the Common Good application process.

- 4.2 A report will be submitted with recommendations for award for 2025/26 with 'in-principle' funding forecast for 2026/27 and 2027/28. Multi-year funding does not mean standstill, an approach would be to align The Framework to the Council's Medium Term Financial Strategy Forecast and TOM, providing a gradual reduction and dependency. The report would put forward a recommended allocation of Common Good Funding for 2025/26, subject to the budget setting process. All recommendations for Common Good support will be assessed against the Common Good criteria which has been built into the Culture Investment Framework eligibility.
- 4.3 The costs to the Council related to its buildings operated by cultural partners are retained by those partners if liabilities remain with them through current lease. However, should possession fall back to the Council, annual Non-Domestic Rates liabilities equating to ratable value of £724,950 would revert to the Council. This figure does not include associated costs for repairs for wind & watertight as well as plant equipment, energy costs, water, security and insurance premiums.

5. LEGAL IMPLICATIONS

- 5.1 The report recommends the Common Good funding allocation to cultural activity is assessed and distributed through the Culture Investment Programme. Section 15(4)(b) of the Local Government etc. (Scotland) Act 1994 requires the Council to "have regard to the interests of all the inhabitants of their areas" when administering common good property. Therefore, the following two basic principles are followed in determining the appropriate use of the Common Good fund:
- (1) That the Common Good must be applied for the benefit of the community; and
 - (2) That the Council must in each case use reasonable judgement in allocating Common Good funding.
- 5.2 Under section 14 of the Local Government and Planning (Scotland) Act 1982, the Council has a duty to "ensure that there is adequate provision of facilities for the inhabitants of their area for recreational, sporting, cultural and social activities". The Council also has a duty under section 1(3) of the Education (Scotland) Act 1980 to secure for pupils in attendance at schools in their area "The provision of adequate facilities for social, cultural and recreative activities and for physical education and training".
- 5.3 The review makes reference to Scottish Government plans to introduce a new Human Rights Bill. The Bill will incorporate a range of economic, social and 'cultural rights' into Scots law for the first time, including the 'right to take part in cultural life and enjoy the benefits of scientific progress'. The definition of culture will be broad and will include artistic expression, cultural heritage and participation in cultural life which are recognised within the UN treaty definitions. These changes could have significant impacts for Local Authorities as Duty

bearers and therefore the principles have been built into the Framework approach.

5.4 Grant Agreements will be required between Aberdeen City Council and the successful applicants allocated grant funding.

5.5 To ensure compliance with the Subsidy Control Act 2022, officers will establish a subsidy control scheme for the Culture Investment Programme on launch. All awards will be uploaded to the UK Government's Subsidy Control database for transparency.

6. ENVIRONMENTAL IMPLICATIONS

6.1 The majority of the sector are working in or operating listed historic venues, many of which form part of the Council cultural estate. The revised priorities and criteria for culture investment will include targets and metrics to support reducing Aberdeen's carbon emissions and adapting to the impacts of our changing climate.

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?
Strategic Risk	Council investment in culture is misaligned to Council Delivery plan and priorities.	Culture Review considers this in the recommendations to make a case for strong alignment.	L	Yes
Compliance	Risk of not complying with legislative duties concerning provision of cultural services.	Full IIA undertaken for new Framework. Further information is required to understand Human Rights Bill implications, but risk is being mitigated by working to identify options which will enable the provision of services to continue longer term within a smaller funding envelope.	L	Yes

Operational	Reduction in funding would impact staffing, buildings and programmes, having implications for Council services.	Multi-year recommendations and any savings options presented to minimise long term impact.	L	Yes
Financial	Framework multiyear approach does not align to Council saving targets.	Framework budget would be aligned to medium term financial forecast, providing more stability for leveraging, impact data gathering and reducing overall dependency.	M	Yes
Reputational	Risk of citizens perceiving a reduction in services and support for culture.	Revised principles and priorities has been tested with citizens favourably. Framework criteria and metrics is being designed to improve focus and evidencing impacts and benefits.	M	Yes
Environment / Climate	Risk that decisions taken do not contribute to Net Zero targets.	Under new Framework applicants will need to evidence positive contributions to Net-Zero targets and climate change action.	L	Yes

8. OUTCOMES

<u>COUNCIL DELIVERY PLAN 2024-25</u>	
	Impact of Report
<p>Aberdeen City Council Policy Statement</p> <p><u>Working in Partnership for Aberdeen</u></p>	<p>The proposals within this report support the delivery of the following aspects of the policy statement: -</p> <p>Vibrant City- We will work tirelessly to make Aberdeen a more attractive place to live, work, report and visit with a vibrant cultural offering.</p> <p>Arts Matter - Our city should become distinguished by the range and depth of active creative expression</p>

	<p>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"> • Refresh our tourism and culture strategies for the city. • Aim to make Aberdeen a premier destination for festivals, productions, conferences, bands and events. • Support Aberdeen Performing Arts and other cultural providers to offer the widest possible arts programme for all across our communities. • Seek to make Aberdeen a UNICEF Child Friendly City.
<p><u>Aberdeen City Local Outcome Improvement Plan 2016-26</u></p>	
Prosperous Economy Stretch Outcomes	The recommendations within this report support the delivery of LOIP Stretch Outcome 2 – 74% employment rate for Aberdeen City by 2026 and key drivers, supporting labour market to recover from impact of Covid-19 on employment, Increasing the number of people in Aberdeen in sustained, fair work and Fewer employers reporting skills gaps.
Prosperous People (Children and Young People) Stretch Outcomes	The proposals within the report support the delivery of Stretch Outcome 6. 95% of all our children, including those living in our priority neighbourhoods (Quintiles 1 & 2), will sustain a positive destination upon leaving school by 2026/
Prosperous People	The report references evidence of arts and culture being able to support the delivery of Stretch Outcome 10. Healthy life expectancy (time lived in good health) is five years longer by 2026.
Prosperous Place Stretch Outcomes	The proposals within the report support the delivery of LOIP Stretch Outcome 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
Community Empowerment Stretch Outcome	50% of people report they feel able to participate in decisions that help change things for the better by 2026 and key driver social connections and networks working together is supported and encouraged.
Regional and City Strategies	This report support Culture Aberdeen, the City's Ten-Year Cultural Strategy and its five key objectives.

	Regional Economic Strategy - Programme 4 Support development of projects and delivery of Culture Aberdeen Plan and Support and promote the arts and cultural venues of the North-East to attract and promote national and international exhibitions and programmes.
--	---

9. IMPACT ASSESSMENTS

Assessment	Outcome
Integrated Impact Assessment	New Integrated Impact Assessment has been completed Previous Integrated Impact Assessment relating to Culture Investment Framework has been reviewed and no changes required.
Data Protection Impact Assessment	Not required
Other	Not required

10. BACKGROUND PAPERS

10.1 Culture Delivery and Funding Review, COM/24/040, Council 7th February 2024

10.2 Culture Delivery and Funding Review, CR&E/24/203, Council 3rd July 2024

11. APPENDICES

11.1 Appendix 1 Culture Investment Framework overview

11.2 Appendix 2 Stakeholder engagement report

11.3 Appendix 3 Consultation summary

11.4 Appendix 4 Consultation analysis

11.5 Appendix 5 Culture Investment monitoring Impact logic model

12. REPORT AUTHOR CONTACT DETAILS

Name	Mark Bremner
Title	Cultural Policy and Partnerships Team Leader
Email Address	markbremner@aberdeencity.gov.uk
Tel	

Aberdeen Culture Investment Programme



Introduction

We want Aberdeen to be a city in which the creativity of each of us is valued and given the chance to flourish, and where everyone, regardless of background, has access and opportunity to diverse range of high-quality culture experiences. We recognise that culture delivers a wide range of social, economic and cultural benefits and are integral to Aberdeen's prosperity.

The Aberdeen Culture Investment Programme has been designed to support organisations which want to contribute to that goal by delivering sustained programmes of creative or culture activity. It is intended for Aberdeen based organisations which wish to enter into a strategic partnership with Aberdeen City Council (The Council) to deliver culture activities which meet our outcome priorities.

Summary

At a glance

- The Aberdeen Culture Investment Programme will offer support to Aberdeen based culture organisations, supporting core costs and programmes of activities from April 2025 onwards.
- The Programme will replace The Council's current funding arrangements for culture activity and introduce a new application process.
- The programme is open to Aberdeen based not-for-profit culture organisations. Further information on criteria is provided in the document.
- Application will be through a two-stage process, including a registered expression of interest to inform overall demand.
- Expression of interest process will open in June 2024; Application process will be open Autumn 2024.
- Applicants will be required to meet 'Following the Public Pound' criteria, our code of practice requirements for grant giving of public monies. Applicants which cannot satisfy these requirements will not be eligible to progress to full application.
- Applicants will need to submit a business plan with their final application, applicants who fail to do so will be excluded.
- All applications will be assessed against the published criteria and priorities, the process will include an independent review panel assessment. Panel recommendations will be presented to Council Committee for final approval.
- Successful applicants will be notified early 2025 with funding approved at the March Council budget meeting.

- Unsuccessful applicants will be provided with support to identify alternative sources of funding and feedback to improve future applications.
- While the programme will be competitive, we will commit to ensuring the process is as consistent and transparent as possible by providing clear guidance about how we will assess and how final decisions will be made. It is therefore essential that applicants take the time to read and fully understand the detail of the guidance before committing to the process.

Culture Review

In 2023 the Council commissioned a review of its funding and delivery model for culture in order to inform future approaches. The review aimed to evaluate the effectiveness of current Council funding for the delivery of culture initiatives, examining the current funding structure to identify areas for improvement and strategies to optimise the allocation of resources and for more effective impact against Council priorities.

The review identified the current funding model was no longer fit for purpose in reflecting the challenges on public finances but also in respect to support the growth and resilience of the culture sector in Aberdeen.

This document provides guidance on the new framework and how the recommendations from the review have been implemented in the design and delivery of the programme.

Our case for change

The Council invests yearly through its revenue budget and the Common Good Fund on average £12m on culture and heritage, with around £1.5m on average allocated as grants to external organisations to deliver culture activity. The investment for externally delivered culture activity falls within 3 strands-

Core/ Development Funding: Investment in Aberdeen's core independent culture organisations. The list of beneficiaries is historic, and funding has remained flat or reducing on annual basis through Council budget meeting.

Creative Funding: Council open application grant programme to support culture projects delivered in Aberdeen by individuals, not for profit organisations and community groups.

Commissioned Events, festivals, services and activities: Investment in headline events as well as one-off activities and services to support the development of the culture sector.

The need for change was identified through a review of culture delivery and funding, analysis of feedback through the 2024/25 Budget Consultation and the most recent Aberdeen City Population Needs Assessment (PNA).

- Consultation has shown there remains significant differences in how 'culture' is defined, understood and valued. Many people are uncomfortable with the label 'the arts' and perceive it being for someone else while in reality they may in fact lead very active culture lives and value opportunities to experience and be creative.
- While culture is referenced in both Council and regional plans and strategies, currently there is no clear 'golden thread' linking objectives and measures, nor specific actions or budgets to support interconnectivity.

- The Review has Identified the need for a clearer decision-making framework or criteria for making investment decisions. Who the beneficiaries are off investment and the level received are based on historic arrangements and budget saving decisions over multiple years and not tied to specific measurable outcomes.
- The restriction on the public purse means that The Council must take an increasingly more strategic approach to ensures that resources are targeted to the area in which they make the most impact – at the prevention stage.
- That there are still widespread socio-economic and geographic variances in levels of engagement with publicly funded culture and the opportunities to experience creativity and culture are not always equal, in particular for children and young people.
- Recognise the increasing shift diversity within our society but that is shift is not always well represented across the creative opportunities our in the makeup of our publicly funded culture organisations.
- That the business models of publicly funded culture organisations are often fragile, and generally lack the flexibility to address emerging challenges and opportunities, especially around the decline of public funding and the growth of new technologies.
- As a city we are not leveraging in the level of national public funding which we should be achieving, leading to a higher dependency on Council support than is potentially the case in other areas.
- Current economic uncertainty is creating barriers to innovation, risk-taking and sustained talent development which ultimately impacts opportunities and pathways for growth and talent retention.
- Data collection and analysis continues to be a challenge for culture due to a variety of factors. However, as funding becomes less readily available there is need to improve the quality and robustness of data gathered long term as well as improving how we interpreted and used data to evidence impact, shape policy and inform new approaches and solutions.

Strategic Context

At present a number of key long-term local, regional and national strategies and action plans for social and economic development are currently being refreshed and revised, taking into account the global shocks of the Pandemic, The Climate emergency and subsequent inflation pressure. Culture is no different in that respect, with Culture Aberdeen, the City’s ten-year culture strategy currently undergoing a refresh, following on the heels of the Events 365 which was refreshed last year.

Key Local Strategic Priorities	
---------------------------------------	--

Culture Aberdeen 2018-2028 Action Plan Ambitions			Regional Economic Strategy Strong Communities and Culture Identity	LOIP 2024 refresh (2016-26)/Aberdeen City Council Delivery Plan priorities – Stretch Outcomes	“Working in Partnership for Aberdeen”
Releasing our Creativity - <i>Our vision for Aberdeen is a city opening doors, where everyone can be transformed and inspired through engagement in the arts and culture.</i>	Fostering a strong sense of culture identity and belonging in the region	2. Working towards a 74% employment rate for Aberdeen City by 2026. 4. 90% of children and young people report they feel listened to all of the time by 2026.	<p>Refresh our tourism and culture strategies for the city.</p> <p>Aim to make Aberdeen a premier destination for festivals, productions, conferences, bands and events.</p> <p>Support Aberdeen Performing Arts and other culture providers to offer the widest possible arts programme for all across our communities.</p> <p>Continued delivery of Events 365 and The Aberdeen City Centre and Beach Masterplan</p>		
Becoming Scotland’s Creative Lab - <i>Our vision for Aberdeen is a city to experiment in, a home, a place, a destination and testing ground for artists, creative enterprises and new ideas</i>	Increasing the number of jobs in the creative industries	10. Healthy life expectancy (time lived in good health) is five years longer by 2026. 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.			
Making All the City a Stage - <i>Our vision for Aberdeen is a city which inspires, where exciting culture experiences are around each and every corner and where there are no creative boundaries.</i>	Increasing the number of assets held by communities across the region. Creating a clearer/stronger identity and culture narrative	15. 26% of Aberdeen’s area will be protected for nature and 60% of citizens report they feel that spaces and buildings are well cared for by 2026.			
Connecting Us to the World - <i>Our vision for Aberdeen is a city like no other, where we celebrate and promote our culture and heritage, the things we make and create.</i>	Creating a clearer/stronger identity and culture narrative	16. 50% of citizens report they feel able to participate in decisions that help change things for the better by 2026.			
Shaping our Future - <i>Our vision for Aberdeen is a city whose culture sector is growing in ambition and confidence with a strong collective of culture leaders collaborating to realise the city’s potential.</i>	Increasing the number of jobs in the creative industries				
External Strategies and Policies (National Context)					
A Culture Strategy for Scotland	Scotland Outlook 2030	Creative Scotland- Strategic Framework	The National Performance Framework		
Net Zero 2045	Scotland The Perfect Stage	Scotland's Museums and Galleries Strategy 2023 - 2030	2023 National Improvement Framework and Improvement Plan		
National Strategy for Economic Transformation	Levelling Up the UK	Our Past, Our Future: The Strategy for Scotland's Historic Environment			

Sitting behind the LOIP and Council Delivery Plan is the [Population Needs Assessment](#) (PNA), which brings together a very broad range of data covering the people, place and economy of Aberdeen and explores how this can be related to the services and interventions that are being provided by the Council and its partners. At a headline level the PNA tells us that life expectancy and healthy life expectancy in the city has either stalled or is in decline. It also tells us that whilst the long-term trend in many factors relating to the determinants of health and wellbeing has been positive, this should be viewed in context of two important issues:

1. that increasing poverty in the city is clearly shown in the data, but the impact of this on many related indicators is not yet fully evident, since these indicators have a time lag; and
- 2 where there are general positive trends, in many cases these mask very significant differences and inequalities across the city's geographical communities and communities of interest.

The challenges described in the Population Needs Assessment, and summarised above, make it imperative that the Council acts to prevent demand, where possible, and take targeted action to avoid the escalation of both harm and costs through preventative measures and early intervention.

Prioritising scarce financial resources inevitably means that some of the activity the Council has previously undertaken will have to stop in order to free up capacity to drive more impactful upstream activity and targeted support.

Investment in culture must therefore meet the prevention and early intervention objectives, providing measurable impacts to reduce demand and occurrence of harm within our economy, society and environment.

The role of Aberdeen City Council

Aberdeen City Council is responsible for providing political leadership and governance for a comprehensive range of services across the city. Local authorities are in many ways custodians of both national and local culture, supporting delivery of activity both directly and through fund distribution, maintaining heritage sites, local history and encouraging public celebrations and festivals as well as monitoring and ensuring activities are safely delivered, meets legislation and provide best value.

The Council has various roles, connections, and responsibilities across the cultural sector. In some cases, it is a venue owner and/or programmer (for example; Aberdeen Art Gallery, Maritime Museum and City Events programme); in some cases it is the landlord (for example; His Majesty's Theatre and Aberdeen Music Hall); sometimes it is a financial supporter or advocate.

Due to a range of factors the Council's role within the cultural ecology is shifting from that of primary funder to more of an advisor, facilitator, supporter and most importantly a partner.

Objectives of Culture Investment Framework

We recognise that culture activity has the potential to deliver against a wide range of local priorities and public policy objectives. There is an increasing evidence base to show culture can have real impact on priorities for health and wellbeing, education, the economy and poverty reduction.

Our Culture Impact 2023 report has highlighted some of these impacts as socioeconomic returns, but we recognise there is an opportunity to expand and refine these metrics to better demonstrate the transformative impacts culture can have on our City and its residents.

We also recognise that the culture sector has faced its own perfect storm of challenges, from the impacts of Covid-19 through to the Cost-of-Living Crisis and higher inflation, leading to changes in audiences and higher operating costs. Culture Investment Framework ambition is to empower better partnership working between The Council and the culture sector, providing clarity on objectives and clear funding terms, allowing recipients to focus on delivering real outcomes for Aberdeen.

Our Priorities

Theme	Description	Outcome
Experience	Recognising the intrinsic value of creativity and removing barriers to experiencing culture.	Everyone who calls Aberdeen home has the opportunity to engage in high quality creative and cultural activity.
Celebrate	Creating a clearer/ stronger identity and cultural narrative	The creative diversity of our people and communities is celebrated, we use culture and creativity to share and celebrate our stories to the world.
Our Economy	Economic resilience and diversity through Increased creative industries employment, people in sustained fair employment and reduction in reported skills gaps.	Aberdeen's economy and workforce is resilient and diverse, through our skills support and cultural employment opportunities
Our Children & Young People	Increased sense of confidence, safety and wellbeing in children and young people, reducing need for Tier 3 services.	Our children and young people's physical, mental and emotional health and wellbeing is improved and have access to cultural education experiences and post-school opportunities.
Our citizens	Increased healthy life expectancy through cultural engagement	Our citizens benefit from healthy life expectancy, mental wellbeing and positive life choices through cultural intervention.
Our Place	Addressing climate change by reducing Aberdeen's carbon emissions, protecting our natural and built environment	Our cultural assets are well cared for and cultural sector is contributing to climate change resilience .
Our Community	building strong personal and community resilience, enabling people to participate in decisions that help change things for the better.	Culture provides a voice for community capacity building and decision making.

Our principles

Ambition - Encourage creative ambition and excellence in delivery.

Public benefits - Ensure Council investment is used for public benefit, demonstrating impacts to evidence and investment is delivering on our priorities.

Local Impact - to support the local culture economy to develop capacity and capability to be more sustainably and successful.

Diversity- Reflect the growing diversity of the city and foster creativity in every community.

Collaboration- Encourage organisations to work mutually and in collaboration and to support grass roots organisations and individual practitioners, ensuring fair pay and opportunities to develop their activities and careers in Aberdeen.

Grow investment – To foster the conditions for the culture sector to maximise opportunity and grow inward investment for culture and creativity in Aberdeen.

Inclusive - Make funding guidance clear, easy to understand, accessible and inclusive. To make monitoring consistent and proportionate to the levels of investment.

Open - Make decisions based on open applications, share data on decisions openly and use monitoring data collected to inform future investment choices.

Timeline

Stage 1 Development and Expression of Interest	
<ul style="list-style-type: none"> • Workshop with current recipients • Wider culture sector engagement • Public Consultation • Launch Expression of Interest Register 	May -June
<ul style="list-style-type: none"> • Finalise Criteria and Application Process • Integrated Impact Assessment • Deadline for EOI (phase 1) 	July
<ul style="list-style-type: none"> • Framework approved by Committee 	7 th August
Stage 2 Delivery	
<ul style="list-style-type: none"> • Register scheme for subsidy control • EOI reopened • Finalise application form and guidance design • Translation of grants guidance into a range of accessible formats, including 'easy read' and FAQ. • Finalise Monitoring Template 	August
<ul style="list-style-type: none"> • Launch of Culture Investment Programme 	26 th August
<ul style="list-style-type: none"> • Advise sessions/ workshops 	September- October
<ul style="list-style-type: none"> • Application Deadline 	4 th November

<ul style="list-style-type: none"> • Application Panels/ Reviewed • Funding profile for budget process and Common Good request • Subsidy Control and FTTP assessment 	November-December
<ul style="list-style-type: none"> • Committee Report/recommendations for funding 	February 2025 (TBC)
<ul style="list-style-type: none"> • Budget Meeting/ Funding approved 	March 2025
<ul style="list-style-type: none"> • Culture Investment begins 	April 2025

Our Investment Programmes

The Culture Investment Programme will replace the previous support for Core and Development organisations as well as our Creative Funding Awards. The new Programme will build on the strengths of these long running programmes, retaining support for project funded and for revenue funded activity but will open up opportunities to a more diverse range of organisations to support development and capacity building.

The independent culture sector in the city is an important part of what makes Aberdeen great and, alongside the Council's own directly delivered culture services, makes significant contribution to our City's social, economic and culture wellbeing.

Key to this will be clearer criteria priorities and outcome measures, challenging preconception on support for arts and culture, less dependency and more delivery, resilience not reliance, essential not luxury. Investment in culture is integral to the successful delivery of The Council's prevention objectives.

Our Programme

The new Programme has been structured to reflect both the level of demand for investment as well as the Council's financial projections.

The new programme will provide more flexibility and agency to artists and arts organisations. Access to the investment funds will empowering greater equity and growth in the sector, promoting and improving the positive qualities of Aberdeen as a place to live, work, and visit.

Overview

Acorn
Investment: £500 - £2,500
Match funding: 10% match in cash exclusively for project activity
Period – Up to 1 year (annual grants)
Applications Open: April 2025
Who is it for: Individuals, Culture and creative organisations, Community/voluntary groups and partnerships

<p>What is it for:</p> <ul style="list-style-type: none"> • New, one-off large scale ambitious non-profit culture projects in Aberdeen • To support and test new culture activity (this can be as part of a reoccurring event – e.g., an annual festival) • To support the retention of emerging talent and development of established organisations to pilot new projects. • To provide leverage to enable you to draw in additional funding to your project and to Aberdeen. • To support activities that, on balance for each funding round, deliver opportunities and benefits across all areas of the city • Activities that reflect the creative and culture diversity of Aberdeen. This includes activities by, with or for those with protected characteristics and those living in the most disadvantaged areas of the city. Data on applicants, audiences and participants will be captured through this programme to identify gaps in provision across the investment framework and inform future allocation.
<p>What will not be supported:</p> <ul style="list-style-type: none"> • Repeat activity – your project activity must be new. • Activity that does not involve work by creative practitioners or can be considered culture (further criteria available) • Core costs, which are not directly related to the delivery of the project, including general running costs, which are already covered by other funding or that should be covered by your own resources. • Ongoing overheads relating to equipment or buildings, such as salaries, insurance, building repairs and maintenance costs. • Activities that provide no benefit or engagement opportunity to people in Aberdeen <i>Further criteria apply.</i>
<p>What you will need to supply:</p> <ul style="list-style-type: none"> • Completed Application Form • An Equality, Diversity and Inclusion Monitoring form (download template) • Budget for your project showing income and expenditure and balanced outcome (download template) • Copy of Articles of Association (if applicable) • Most recent set of end of year or audited accounts (if you are an organisation) • Copies of relevant policies in respect to project/nature of work • Web Links to examples of your creative work

Catalyst
Investment: £5,000 - £15,000
Match funding: 25% match in cash exclusively for project activity.
Period- projects that take place over 1 to 2 years.
Applications Open: Autumn 2024
Who is it for: Aberdeen based not for profit culture organisations, producers, festival and event organisers, collectives, consortiums and community groups

What is it for:

Development and Project funding

- New, one-off large scale ambitious non-profit culture projects in Aberdeen
- To support and test new activity (this can be as part of a reoccurring event – e.g., an annual festival)
- To encourage and retain Aberdeen artists, producers, co-producers, promoters, and creative partners to deliver ambitious programmes of work.
- To provide leverage to enable you to draw in additional funding to your project and to Aberdeen.
- To support activities that, on balance for each funding round, deliver opportunities and benefits across all areas of the city.
- Activities that reflect the creative and culture diversity of Aberdeen. This includes activities by, with or for those with protected characteristics and those living in the most disadvantaged areas of the city. Data on applicants, audiences and participants will be captured through this programme to identify gaps in provision across the investment framework and inform future allocation.

What will not be supported:

- Repeat activity – your project activity must be new.
- Activity that does not involve work by creative practitioners or can be considered culture (further criteria available)
- Core costs, which are not directly related to the delivery of the project, including general running costs, which are already covered by other funding or that should be covered by your own resources.
- Ongoing overheads relating to equipment or buildings, such as salaries, insurance, building repairs and maintenance costs.
- Activities that provide no benefit or engagement opportunity to people in Aberdeen
Further criteria apply.

What you will need to supply:

- Completed Application Form
- An Equality, Diversity and Inclusion Monitoring form (download template)
- Budget for your project showing income and expenditure and balanced outcome (download template)
- Copy of Articles of Association (if applicable)
- Most recent Business Plan (if you are an organisation)
- Most recent set of end of year or audited accounts (if you are an organisation)
- Child Protection Policy (if applicable)
- Risk Register
- Environmental Sustainability Plan
- Data Protection policy /GDPR compliance (if applicable)
- Web Links to examples of your creative work

Cultivate
Investment: £15,000 - £100,000
Match funding: Investment must represent no more than 25% annual income
Period: Up to 3 years (In principle)
Applications Open: Autumn 2024

<p>Who is it for: Aberdeen based organisations and venue operators who deliver year-round programmes of culture activity for the benefit of the people of Aberdeen. Organisations who have received Council culture support previously (revenue or project based)</p>
<p>What is it for:</p> <p>To support organisations working year-round to deliver exceptional programmes of culture activity for, by and with the people of Aberdeen.</p> <ul style="list-style-type: none"> • To contribute to ongoing core revenue costs and overheads where it directly enables delivery of the funded programme of activity. • To act as leverage to support organisations to draw in additional funding for culture programmes. • To support culture organisations which have the capacity to contribute and deliver against our key local strategic priorities. • To support activities that, on balance for each funding round, deliver opportunities and benefits across all areas of the city • Increase access to culture activity within education and through outreach. • Activities that reflect the creative and culture diversity of Aberdeen. This includes activities by, with or for those with protected characteristics and those living in the most disadvantaged areas of the city. Data on applicants, audiences and participants will be captured through this programme to identify gaps in provision across the investment framework and inform future allocation.
<p>What will not be supported:</p> <ul style="list-style-type: none"> • Individuals • Educational establishments (schools, colleges, universities) • Commercial (for-profit) organisations or the commercial wings of charity organisations • Activity that does not involve work by creative practitioners or can be considered culture (further criteria available) • Activities that provide no benefit or engagement opportunity to people in Aberdeen • Capital costs. <p><i>Further criteria apply</i></p>
<p>What you will need to supply:</p> <ul style="list-style-type: none"> • Completed application form. • Completed Equality, Diversity and Inclusion Monitoring form (download template) • Your current business plan, business plan must cover the period of Investment being proposed. • A Financial Pro-Forma (based on a template we provide) to give us consistent financial information covering the period 2022-2028. The totals should line up with those in the Business Plan budgets. • Governance documents e.g., articles of association • Your most recent set of end of year or audited accounts. If your organisation does not publish its annual statutory accounts with Companies House, or OSCR the Scottish Charity Regulator, then you need to provide us with the latest document as one of your supporting documents. • Your latest monthly management accounts • Child Protection Policy • Risk Register • Environmental Sustainability Plan • Data Protection policy /GDPR compliance • Web Links to examples of your creative work

Cornerstone Partnership
Investment: £100,000 plus per a year
Match Funding: Investment must represent no more than 10% annual turnover
Period: Up to 3 years (in principle)
Application Open: Autumn 2024
Who is it for: Large scale Aberdeen based culture organisations or consortiums with a track record of culture delivery.
<p>What is it for:</p> <p>Cornerstone Partnerships recognise organisations for their capacity to generate significant inward investment into the city and to facilitate them in creating original year-round programmes of work which deliver local and national impact.</p> <ul style="list-style-type: none"> • To contribute to ongoing core revenue costs and overheads where it directly enables delivery of the funded programme of activity. • To act as leverage to support organisations to draw in additional funding for culture programmes. • To support culture organisations which have the capacity to make significant contributions in delivering against our key local strategic priorities. • To support organisations which have the structure and capacity to develop other Aberdeen established and emerging culture organisations and creative practitioners, through commissioning, mentoring, showcasing, hosting or other development programmes. • Support the culture sector supply chain. • Increase access to culture activity within education and through outreach. • Capacity to develop training, apprenticeships, employability and work experience programmes to support more pathways into employment within the creative sector. • Organisations who are already committed to improving the quality of evidence and data gathering around the value and impacts of Culture. • Organisations who can make significant differences in increasing access to opportunities for activity that reflect the culture diversity of Aberdeen. This includes activities by, with or for those with protected characteristics and those living in the most disadvantaged areas of the city. Data on applicants, audiences and participants will be captured through this programme to identify gaps in provision across the investment framework and inform future allocation.
<p>What will not be supported:</p> <ul style="list-style-type: none"> • Individuals • Educational establishments (schools, colleges, universities) • Commercial (for-profit) organisations or the commercial wings of charity organisations • Activity that does not involve work by creative practitioners or can be considered culture (further criteria available) • Activities that provide no benefit or engagement opportunity to people in Aberdeen • Capital costs. <p><i>Further criteria apply</i></p>
<p>What you will need to supply:</p> <ul style="list-style-type: none"> • Completed application form. • Completed Equality, Diversity and Inclusion Monitoring form (download template) • Your current business plan, business plan must cover the period of Investment being proposed. • A Financial Pro-Forma (based on a template we provide) to give us consistent financial information covering the period 2022-2028. The totals should line up with those in the Business Plan budgets.

- Governance documents e.g., articles of association
- Your most recent set of end of year or audited accounts. If your organisation does not publish its annual statutory accounts with Companies House, or OSCR the Scottish Charity Regulator, then you need to provide us with the latest document as one of your supporting documents.
- Your latest monthly management accounts
- Child Protection Policy
- Risk Register
- Environmental Sustainability Plan
- Data Protection policy /GDPR compliance
- Web Links to examples of your creative work

How to Apply Process

Expression of interest

For Officers to gauge the level of demand and financial support for the Culture Investment Programme we will be undertaking an Expression of Interest exercise over the Summer of 2024. This information will be used as evidence of demand when seeking approval for the Framework and respective budget at Council Committee.

Completing an Expression of Interest will be a requirement as registration for submitting applications to the Cornerstone Partnership, Cultivate and Catalyst programmes.

Application form

Application form and guidelines will be published on the Council website, along with a financial proforma.

Completed applications and support materials are to be submitted to creativefunding@aberdeencity.gov.uk

Advice Sessions

All applications to the Culture Investment Programme must arrange an advice session with the Culture Policy and Partnerships Team prior to application. Advice Session time and format will vary depending on level of investment being sought. Sessions will be available in person and online through Microsoft Teams.

Deadlines

4th November – Cornerstone, Cultivate and Catalyst

Acorn will be open from April 2025 with deadlines to be confirmed.

Review and Decision Making

- Completed applications will be assessed by a panel of Aberdeen City Council officers and/or external assessors.
- Incomplete applications cannot be assessed.

- While recommendations will be made based on the application received, we may also take references from other relevant funders and seek clarification in respect to any named partners.
- Following assessment, we will balance applications to ensure that there is a spread of investment across the city, a broad representation of the diversity of our city and a range of activity in different art forms. Balancing means that you may make a strong application but still not be successful.
- We will make recommendations and decisions based on the funds available. We anticipate that Culture Investment Programme will be heavily oversubscribed which means that organisations might receive a grant offer which is less than the amount applied for.
- It is possible that we will not invest in an organisation if you did not follow previous funding requirements or complete the monitoring within the agreed timescales or if your organisation does not meet the Following the Public Pound guidelines for grant giving.
- Panel recommendations will be presented to the appropriate Council Committee who will have final say on the levels of investment granted.

Notification

Recommendations for investment will go to Council Committee for approval early 2025 but final decision on investment levels will be taken at the Council Budget setting meeting in March 2025.

Once approved successful applicants will be notified through a funding letter and will be required to complete a declaration and monitoring agreement before any funds are released.

Unsuccessful applicants will be provided with advice and support to identify alternative support where applicable. In the instance this applies to current funding recipients (2024/25) consideration will be given for transition support on case-by-case basis.

Multi-Year Funding

In the case of multiyear investment will only be guaranteed for the first year of support on the basis all condition requirements are met. Funding beyond 2025/26 will be in principle and the Council reserves the right to withdraw investment under written notice on the following basis:

- Insufficient funding available through the Council general revenue fund and Common Good Fund to maintain the Culture Investment Programme.
- The applicant's financial situation significantly changes from what has been submitted through the application.
- Organisation becomes insolvent or subject to any criminal proceedings.
- Failure to meet deliverables set out in application form.
- Failure to meet your reporting and monitoring obligations.

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

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

Business Plan

For the Business Plan, it is not necessary to create a new document specifically for the Culture Investment Programme. If you already have an existing document, you can use that, but it should cover the period of investment you be applying for, for example Cultivate would need a business plan covering 1 April 2025 to 31 March 2028.

When we refer to the 'Business Plan', we understand that organisations use different terms. Therefore, you should provide the main corporate plan or statement of organisational strategic objectives.

We expect your Business Plans to be concise, clear and specific, demonstrating you understand the market/environment you operate within and have a clear understanding of your finances. While Business Plan structures will vary, we would anticipate the following points are covered within plans submitted to the Culture Investment Framework.

- Executive Summary
- Company Vision, objectives and strategy
- Company Description
- Your programmes of activities and services
- Market analysis
- Equalities and Sustainability plans and objectives
- Implementation plan
- Organisation and Management Team
- Financial plan and projections

Your Business Plan should align to the information presented in your application and financial pro-forma.

A Business Plan must be submitted for Cornerstone Partnership and Cultivate programmes and strongly encouraged for submissions to Catalyst. It is not requirement for the Acorn programme.

Not-for-Profit

'Not-for-profit' is a broad term for organisations that do not generate profit for their owners. All money generated by a not-for-profit business must be reinvested back into running it to meet its overall objectives. There are a wide range of legal structures which can constitute as 'not-for-profit' but we would anticipate most applying to the Culture Investment Programme will follow under one or more of the following:

- Companies Limited by Guarantee with no Share capitals registered at Companies House
- Community Interest Companies (CICs) registered with the CIC regulator.
- Charitable Incorporated Organisations (CIOs) registered with the Charity Commission

- Charitable companies or charitable trusts registered with OSCR or the Charity Commission
- Limited Liability Partnerships (LLPs) registered at Companies House
- Community benefit and co-operative societies regulated by the Financial Conduct Authority (FCA)
- Groups of organisations (one group will need to take the lead and have the main responsibility for managing the application and being accountable for any grant given)
- Unincorporated Associations or constituted volunteer groups

Following the Public Pound

Following the Public Pound' means ensuring that there is proper accountability for public funds (both revenue and capital) used in delivering services, irrespective of the means of service delivery. This is the name of Aberdeen City Council's code of practice in respect to grant giving to external organisations.

When agreeing to transfer funds to an external body the Council must be clear about its reasons for doing so and proper consideration should always apply. The prime purpose of involvement with an external body should be the achievement of the Council's objectives in the most effective, efficient, and economic manner, not the avoidance of controls or legal restrictions, which are designed to secure probity and regularity in the use of public funds.

The concept of 'Following the Public Pound' applies when the Council decides to fund external organisations which deliver services that might otherwise be delivered by the Council itself. In these arrangements, the Council agrees to provide funds and other resources to companies and organisations for the delivery of specified services. The Council has a number of such arrangements, and these companies / charities are collectively defined as being Arm's Length External Organisations (ALEO's).

Governance of public funds does not end when the payment is made, it continues at a number of levels, including risks that may damage the Council's reputation, that statutory obligations are not met and that public funds are misused wasted or lost. The level of assurance that is therefore required about the organisations' ability to deliver the services the Council has funded must reflect the risks that exist. This Code follows the principle that different levels of scrutiny are required depending on the level of risk posed by each, the control exercised over the organisation by the Council and/or the level of funding given to each organisation. This approach is proportionate and will minimise the risks posed by organisations to our reputation, finances and statutory obligations and ensure that the requirements of small organisations are not too onerous.

Good Governance: Financial and Organisational Checks

Aberdeen City Council has a responsibility protect public finances and therefore must ensure that all the organisations and individuals we support use our investment for the purposes it was intended. We also expect our grant recipients to use their grants efficiently and effectively to maximise benefits to the people of Aberdeen.

One of the characteristics of a 'well run' organisation is that it has a board or oversight group that is independent of the operational day-to-day management and can take responsibility for ensuring the efficient and effective delivery of the organisation's funding agreement with

us. This responsibility will include ensuring that the organisation's executive is being held to account for progress against the targets and success measures that are mutually agreed as part of the funding agreement, and that Aberdeen City Council receives regular reports on that progress as per the monitoring agreement.

We recognise that not all organisations will have a board as per the case of Companies, Trusts and Charities, where that is not applicable then an 'oversight group' may be applicable. Oversight Groups can take the form of a small advisory group for a collective, or a steering committee for a project, or a subcommittee of the board of a parent company of a large venue group. We will be open to consider whatever suggestions you wish to make that you believe are appropriate for your organisation, but it must have independence from day-to-day management and meets regularly (at least 4 times a year).

Key checks include:

- Organisation has a board or oversight group to oversee the direction, service delivery and financial stability of the organisation.
- Organisation holds a risk register to mitigate any strategic, operational or financial risks.
- If the organisation is a registered charity, they are complying with guidance from OSCR and filing on time.
- If the organisation a registered company, they are complying with their requirements under the Companies Act.
- The organisation has a clear statement of purpose and organisational objectives.
- The organisation is able to provide evidence or other support to demonstrate the achievement of its objectives and purpose.
- There are no known reasons that would result in a risk to the Council's reputation through association with an external body if financial or service delivery problems emerge.
- If financial statements are available then a copy of the most recent financial statements should be obtained, if not, the organisation must provide an annual income and expenditure account and statement of cash balance which has been approved by a person independent of the day-to-day operational running of the organisation.
- In the case of the organisation being recognised as a charity, the organisation will have to follow the guidance from the Office of the Scottish Charity Regulator (OSCR) to confirm if an audit or an independent examination is required.
- Organisation has adequate policies and procedures in place to govern the way their finances are handled.
- At time of application sufficient cash exists to enable the organisation to meet its financial obligations for the foreseeable future (at least 3 months)

Subsidy Control

The UK subsidy control regime began on 4 January 2023. It enables public authorities, including devolved administrations and local authorities, to give subsidies that are tailored to their local needs, and that drive economic growth while minimising distortion to UK competition and protecting our international obligations.

A subsidy is where a public authority provides support to a business in a way that gives them an advantage over a competitor. Without controls though, subsidies could give an unfair advantage to some businesses over their competitors.

Aberdeen City Council considers that some grant funding from its Culture Investment Programme will be a subsidy as defined under the Subsidy Control Act 2022 (“the Act”) and will be subject to the conditions in the Act. The application form will request confirmation of any previous subsidy over the past three financial years. The Culture Investment Programme will be registered as a scheme.

If your application is successful, it may be awarded under the Minimal Financial Assistance (MFA) exemption of the Act; the MFA exemption permits an organisation to receive up to £315,000 total MFA funding from all sources, within any three financial year period. In this case you will be sent a declaration form to notify us of any previous MFA funding you have received so far in the current financial year and the preceding two financial years, and to confirm that the proposed grant from Aberdeen City Council will not take you over your £315,000 MFA limit. If the grant would take you over the MFA limit, then Aberdeen City Council will have to carry out a further assessment of your eligibility under the Act to receive this funding.

Equality, Inclusion and Diversity – Removing barriers and making Impacts.

We have a legal requirement as a public sector organisation to assess the impact of our work on equality groups and assess against human rights, children's rights and socio-economic impacts, this extends to the Council's approach to investment in culture.

people build a stronger sense of identity and wellbeing and have better education and career outcomes when their diverse strengths, abilities, interests and perspectives are understood and supported.

Organisations that Make opportunities accessible to a broader range of people can only enrich our sense of cultural identity. Small, reasonable adjustments and an understanding that not everyone has the same resources can make a huge difference to the number of people who can access opportunities, and that can only be mutually beneficial.

Applicants will need to consider how their activities are open and encourages diversity, and how they remove potential barriers, allowing for equal opportunity. organisation should consider and seek to improve the impact on the people connected with their activity. This could include employees, customers, suppliers, and the wider community.

Protected Characteristic
Age – Addressing barriers and underrepresented in certain age groups i.e., over 74’s, under 5s, Young people etc.
Disability
Gender Reassignment
Pregnancy and Maternity
Race
Religion or Belief
Sex
Sexual Orientation
Socio-Economic Impacts

Low income / income poverty – those who cannot afford regular bills, food, clothing payments.
Low and/or no wealth – those who can meet basic living costs but have no savings for unexpected spend or provision for the future
Material deprivation – those who cannot access basic goods and services, unable to repair/replace broken electrical goods, heat their homes or access to leisure or hobbies
Area deprivation – consider where people live and where they work (accessibility and cost of transport)
Socio-economic background – social class, parents’ education, employment, income.
Human Rights Impacts
The Human Rights Act 1998
Children and Young People’s Rights Impacts
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

Environmental Sustainability Planning – Net Zero Aberdeen

Aberdeen City Council, along with all other public sector organisations, have a statutory duty to:

- Reduce greenhouse gas emissions.
- Put in place measures to adapt to a changing climate.
- Work in a sustainable way.

To deliver on these duties The Council and its partners have developed The Net Zero Aberdeen Routemap, setting out a pathway towards Aberdeen becoming net zero by 2045. It is a collaborative piece which was developed by Net Zero Leadership Board and Net Zero Delivery Unit. Under the Routemap sit a number of enabling strategies with a focus on change, adaptation and resilience.

Delivery of the route map will require a collective citywide effort for all of Aberdeen. Partnership activity is now driving forward plans and actions, combining local knowledge, resources, and expertise for the most appropriate solutions for the city.

This approach will extend to the cultural organisations Invest in, the arts and cultural sector has the power to amplify efforts in climate change adaption and mitigation, through its ability to engage communities, shape and influence trends, foster collaboration and innovations and share values with the wider public.

Applicants to the Cultural Investment Programme (excluding Acorn) will need to demonstrate:

- They have an environmental plan and policy that is specific to the organisation or practice.
- Sets targets that are appropriate to the scale of the organisation and there plans and policies.
- The projects and initiatives being undertake highlight and contribute towards their environmental commitment.
- Demonstrate leadership and commitment through their actions.
- Commitment to environmental responsibilities runs through the presentation of work, practice, programming or plans.

- Sign up to The Aberdeen Climate and Nature Pledge
- Relevant training or learning experiences for organisation staff, governing body, stakeholders and audiences.
- Profile and celebrate excellence in environmental practices.
- Committed to gathering and measuring carbon emissions and be transparent about our targets and performance.

Safeguarding Policy – Protection of Children and vulnerable Adults

Aberdeen City Council has a statutory duty to protect children and young people, and vulnerable adults from harm.

Safeguarding is the term for measures that are put in place to ensure that people such as participants or employees, are protected from harm, abuse and exploitation.

Organisations undertaking any work with children, young people or vulnerable adults (either in-person or online), should have a safeguarding policy in place. Further information, guidance and resources are available at the [Aberdeen Protects](#) site.

Organisations applying for activity involving children, young people or vulnerable adults should ensure all individuals involved are members of the PVG scheme run by Disclosure Scotland.

A Vulnerable Adult or 'adult at risk' is someone aged 16 or over who:

- can't look after their own well-being, property, rights or other interests
- is at risk of harm from themselves or someone else
- is disabled, or has a mental disorder, illness or physical or mental infirmity that means they are more vulnerable to being harmed than other adults.

Being disabled or having a condition does not automatically mean that an adult is at risk. A person can be disabled but able to look after their own well-being. Their circumstances as a whole should be considered and all 3 elements of the definition must be met in order for them to be classed as an adult at risk.

Safeguarding online

As interaction with audiences and participants moves online, it is essential that organisations processes and policies are kept up to date in relation to child protection and working with vulnerable adults.

The following websites can provide a range of safeguarding advice and resources for organisations or individuals who plan to use digital tools to deliver their work, livestream events, or deliver online workshops, lessons and courses

[CEOP](#)

[NSPCC](#)

[SCVO – safeguarding and privacy](#)

DRAFT

This page is intentionally left blank

Aberdeen City Council

Aberdeen Culture Funding Framework – Stakeholder Engagement

Cultural Policy and Partnerships Team, City Growth

Charlotte Wilson, Mark Dobson, Dr Caroline Murphy

Report

July 2024

Contents

1	Introduction	3
1.1	Background to the Cultural Investment Framework.....	3
1.2	Stakeholder engagement: purpose and potential benefits	3
2	Approach and Methodology	4
2.1	Key Concepts and Our Approach to Stakeholder Engagement Objectives	4
2.2	Engagement Methods	5
2.3	Stakeholder Participation	6
2.4	Workshop Design.....	6
2.5	Survey Design.....	7
3	Detailed Findings	8
3.1	Aberdeen Culture Investment Programme (ACIP) and the LOIP	8
3.1.1	Vision and Ultimate Measures of Success.....	9
3.1.2	Priorities	9
3.1.3	Stretch Outcomes	13
3.1.4	Drivers of the LOIP	14
3.1.6	LOIP Priorities as a focus for ACIP	16
3.1.7	Future of LOIP and culture	18
3.2	A fair and equitable Cultural Investment Framework.....	18
4	Recommendations.....	23

1 Introduction

1.1 Background to the Cultural Investment Framework

Aberdeen City Council (ACC) recognises the fundamental role that culture plays in the city's economic and social well-being. Culture is not just an enhancer of quality of life; it is a crucial component of the city's recovery and revitalisation efforts. Aberdeen has a rich cultural landscape that includes museums, galleries, libraries, music services, and a variety of festivals and events. The Council's investment in cultural activities, approximately £12 million in 2022, underscores this commitment. This investment supports not only internal city services but also extends to external cultural organisations through grants and funding from both the Council revenue budget and the Common Good Fund.

The impetus for developing a new Cultural Investment Framework arose from the need to evaluate and optimise this investment. The Culture Funding and Delivery Review, conducted in 2023 and 2024, aimed to assess the effectiveness of current funding mechanisms and recommend improvements. The Review highlighted several objectives: ensuring a transparent and accountable investment process, maximising the impact of limited resources, leveraging the Council's investment for sector growth, and continuing to provide residents and visitors with rich cultural experiences.

The Council's directive on 7th February 2024, instructed the Chief Officer of City Growth to create a new investment framework based on the Review's recommendations. This directive also marked 2024/25 as a transition year, with cultural investment maintained at standstill levels to allow for the development of new criteria and application processes. The ultimate goal is to launch the new funding framework for the 2025/26 financial year.

In order to progress this work, Aberdeen City Council contracted Charlotte Wilson Research Services to plan, design and implement a series of stakeholder engagement workshops and consultation exercises to seek views and to inform its new Cultural Investment Framework. The Stakeholder Engagement process took place during June 2024.

This report presents our approach and methodology; stakeholder engagement participation data; findings and feedback on priorities and principles; challenges and proposed mitigations; and practical considerations for the framework.

1.2 Stakeholder engagement: purpose and potential benefits

As part of the development of the new Cultural Investment Framework, the engagement process with stakeholders was identified as a critical step. Following on from the Culture Funding and Delivery Review, stakeholder engagement enables the Council to address a number of priorities, and to pursue potential benefits which we outline below.

Firstly, it aims to ensure that the framework is grounded in the realities and needs of the cultural sector in Aberdeen. By actively involving those who are directly affected by cultural policies the framework can be designed to address their specific challenges and opportunities effectively.

Moreover, stakeholder engagement fosters a sense of ownership and buy-in among participants. When stakeholders feel that their voices are heard and their input is valued, they are more likely to support and advocate for the framework. This collective endorsement is essential for the successful implementation and sustainability of the cultural investment framework.

Engaging stakeholders also enhances the transparency and accountability of the process. By opening up discussions and consultations, the Council demonstrates a commitment to openness and responsiveness, which helps build trust and credibility with the community. This transparency ensures that the decision-making process is seen as fair and equitable, reducing potential conflicts and resistance.

Furthermore, the diverse perspectives and insights gathered through stakeholder engagement can lead to more effective solutions. Stakeholders bring unique experiences and ideas that can challenge conventional thinking and inspire new approaches to cultural investment. This collaborative environment encourages creativity and shared problem-solving, which is vital for addressing complex cultural and economic issues.

In summary, stakeholder engagement enhances the potential of creating a Cultural Investment Framework that is inclusive, effective, and supported by the community. It aims to ensure that the framework is not only aligned with the strategic goals of the Council but also resonates with the needs and aspirations of Aberdeen's cultural sector.

2 Approach and Methodology

2.1 Key Concepts and Our Approach to Stakeholder Engagement Objectives

The brief set out 4 priorities for engagement: Define Cultural Investment Priorities, Build Trust and Understanding, Ensure Sector Wide Engagement, and Provide Clarity on the Council's priorities and innovative thinking on how culture can deliver the right outcomes.

Our interpretation of these priorities provided a foundation for how we approached a robust methodology for stakeholder engagement.

Define Cultural Investment Priorities

We have interpreted this as enabling stakeholders to contribute to identifying the areas of culture that will have the most significant impact on Aberdeen. This required a clear understanding of the cultural landscape, current gaps, and potential alignment with key strategic initiatives, in particular the Local Outcome Improvement Plan (LOIP) themes of Economy, People, Place and Community Empowerment. Comprehensive research undertaken as part of the Culture Funding and Delivery Review provided a clear understanding of the existing cultural ecosystem in Aberdeen. This foundational knowledge enabled us to facilitate focused discussions with stakeholders to gather insights and consensus not only on Priorities but on the Principles that could inform the new framework. We ensured that the process was data-driven and aligned with both local needs and broader strategic goals.

Building Trust and Understanding

Building trust and understanding among stakeholders is essential for effective collaboration and successful implementation of any new framework. Trust is built through transparency, consistent communication, and inclusive practices that ensure all voices are heard and respected. Understanding, on the other hand, involves stakeholders comprehending the purpose, benefits, and processes of the new framework. We adopted a transparent and open communication strategy, sharing information about the Cultural Investment Framework and its development stages. We organised workshops that encouraged open dialogue, characterised as both 'safe spaces' and 'brave spaces'. This enabled stakeholders to voice their concerns and suggestions. Our knowledge of the cultural landscape in Aberdeen and the wider cultural sector, along with responsiveness to feedback, fostered an

environment of mutual respect and trust. We carried out workshops online and face to face, and we utilised surveys to reach a wider audience, ensuring that as many stakeholders as possible had an opportunity to voice their opinions and ideas.

During the period in which stakeholder workshops were taking place, it was brought to our attention that an Expression of Interest process (application form and guidance) had already been circulated by the Council to organisations currently in receipt of grant funding prior to going live within a few days to the wider sector. This was a concern for the stakeholder engagement process, as the EOI outlined the priorities and principles for future funding – which was of course at the heart of the consultation and engagement process. We addressed this issue by including the EOI principles and priorities in the survey that went to stakeholders on completion of the workshops.

We acknowledge that the EOI was developed to meet internal deadlines and recognise that such pressures are sometimes unavoidable. However, we believe that the process of building trust and respect with stakeholders can be compromised if it appears that decisions about funding priorities and principles have been made before the consultation is complete.

Sector Wide Engagement

Inclusive engagement ensures that the stakeholder consultation process is accessible to all relevant parties, regardless of their status or organisational size. It emphasises diversity, equity, and inclusivity, aiming to gather a broad range of perspectives and experiences to inform the new framework. We designed the engagement process to be as inclusive as possible. This involved reaching out to a diverse array of cultural organisations, including those that had not previously received funding. We scheduled workshops at various times and locations to accommodate different stakeholders' schedules and used both in-person and digital formats to increase accessibility. A list of participants is included in Appendix 1.

Clarity and Innovation

Our approach to the engagement process invited stakeholders to share their perspectives on opportunity and challenge within the sector, whilst also providing clarity on the scale of the financial challenge that lies ahead for the Council. We encouraged stakeholders to think creatively about alignment of sector objectives with those of the Council and used workshops as an opportunity to clearly articulate the objectives, processes, and expected outcomes (stretch outcomes) of the LOIP. This aimed to encourage participants to consider how new approaches to cultural investment could align with their own cultural objectives and maximise and amplify the impact of investment.

In summary, our approach to the stakeholder engagement methodology was underpinned by principles of inclusivity, transparency, collaboration, and innovation. By focusing on these key concepts, we aimed to develop a Cultural Investment Framework that is responsive to the needs of Aberdeen's cultural sector and capable of driving sustainable growth and positive change.

2.2 Engagement Methods

The following methods were applied to gather the required information and undertake the engagement process as outlined above. This included both qualitative and quantitative information gathering and engagement in the form of:

- Stakeholder engagement workshops – 4 in person workshops and 1 online workshop
- Stakeholder engagement survey – 42 responses

2.3 Stakeholder Participation

A stakeholder list was provided by the Council. Those identified as key stakeholders were invited by email to participate in the workshops. This list consisted of those who are currently funded by the Council and those who have been funded in the last 2 years as well as wider sector representatives e.g. universities and tourism.

A total of 6 workshops were planned during the second week in June (June 11th, 12th and 13th) however response to the workshops was initially poor and as such one of the workshops did not go ahead. The tight deadlines to turnaround the project was partly responsible for this as many stakeholders were not available to participate on the planned dates. In addition, some stakeholders did not respond to the invitations sent and others simply did not turn up to the workshops. In total 71 stakeholders were invited to attend the workshops, 16 stakeholders attended the workshops, and a further 4 accepted the invitation but did not turn up.

A further stakeholder list was provided which included the wider sector including community groups. This was used to circulate survey invites following the workshops. This list was updated to include all those who were invited to attend the workshops but could not attend or had not responded to the workshop invitation.

The survey which followed the workshops was sent to a total of 216 stakeholders. 42 responses were achieved, representing a response rate of 19%. The average response to an e-survey is generally between 15% and 20%.

Just under a third of those surveyed (29%) were currently funded by the Council. A further 45% had received funding in the past but no longer did. The remaining respondents had never applied for funding to the Council.

Just over a quarter of respondents were funded by Creative Scotland at present (26%). A third (33%) were currently in receipt of funding from Trusts and Foundations.

2.4 Workshop Design

The workshops were designed in order to get a free flow of information and unprompted response in terms of cultural Principles and Priorities for the city. To achieve this effectively, we introduced the context for the workshops, providing background relating to the Cultural Funding Review outputs as well as the basis for aligning with the LOIP priorities of place, adults, children and young people, economy and community empowerment. We asked specifically how stakeholders believed they currently aligned with these priorities in terms of their activities. In addition, we discussed how well they addressed the priorities and how they currently evidenced their impact against them.

In addition to this we discussed the practical aspects of a funding programme. What should a good funding programme look like? At this point, we introduced IVAR principles¹ and asked stakeholders to rank these in terms of their importance to them.

¹ IVAR is a foundation which works with a number of trusts, foundations and organisations to develop best practise in the delivery and administration of grant funding through its self-funding research centre at Aston Business School (previously known as the Centre for Voluntary Action Research, CVAR).

Lastly, we focussed on the specifics of a funding programme in terms of types of funding, addressing the LOIP, multi-year funding, the likelihood of reduced investment, and other support from the Council.

During the workshops a number of techniques were used to elicit the best discussion and response from stakeholders. This included paired work and discussion, individual exercises and group discussions. Throughout all of this, consensus and agreement was gained at all stages and discussion summarised to ensure that those participating felt happy with the feedback provided and that it was representative of their points of view.

A copy of the workshop discussion template is provided in Appendix 2.

2.5 Survey Design

As outlined in section 2.1 above, we adapted our survey approach to take account of the circulation of the EOI for the new framework during the engagement process. To achieve this, we replaced the unprompted approach to gathering cultural priorities with testing respondents' agreement to those priorities that had been circulated in the EOI.

The survey gathered evidence about respondents' current relationship with the Council and other national funders as well as their preferences relative to a new funding programme and additional support that would be useful. Like the workshops, the survey questioned current alignment with the LOIP priorities and how these are measured against.

A copy of the questionnaire used is shown in Appendix 3. Survey results when presented may not equate to 100% due to rounding. A summary of the results is presented in this report. Full results are shown in Appendix 4.

3 Detailed Findings

3.1 Aberdeen Culture Investment Programme (ACIP) and the LOIP

The 2024 Cultural Funding Review noted the plethora of council policies and strategies with no single overarching vision. It also noted the lack of Council ownership of the sector-led cultural strategy. The Review proposed that Aberdeen City Council needs to measure the impact of all of its investments against its priorities for the city.

Of all the various measures, the LOIP seems to have the most consistent and influential impact. The Council has asked cultural organisations to report against some of the LOIP outcomes in the past, but this has been in addition to outcomes for the cultural strategy and the specific requirements of the funding scheme concerned.

To try to rationalise and streamline this and to ensure the Council can more clearly see the benefits of its cultural investment against the measures it cares about, the LOIP has been proposed as the key policy document for the new investment programme. Ideally the recently refreshed version of the LOIP would have included a cultural dimension. Unfortunately, this does not seem to have been possible and there is still no direct cultural element to the new LOIP, although the activity of the sector does have measurable impact against it.

The intention to take a LOIP focussed direction was announced to the sector through the Culture Investment Programme 2025 Expression of Interest Guidance which was issued by ACC on 7 June 2024. It included the following information on the focus of the future investment:

Investment Focus Themes

The new Culture Investment Programme will be aligned to the Aberdeen Local Outcome Improvement Plan (LOIP). The LOIP is a document which sets out how Aberdeen public sector partners will improve outcomes for and with local people and communities. The vision set out in the LOIP is that Aberdeen will be 'a place where all people can prosper' by 2026.

The plan has 16 stretch outcomes that we are working to achieve by 2026. They cover four themes: Economy, People, Place and Community Empowerment.

Economy: Diversify Aberdeen's economy and developing our workforce through skills support and employment opportunities.

People (Children and Young People): improve our children and young people's physical, mental and emotional health and wellbeing. Improving education experience and post-school opportunities.

People (Adults): increasing healthy life expectancy, reducing adult convictions, substance abuse and homelessness.

Place: Addressing climate change by reducing Aberdeen's carbon emissions, protecting our natural and built environment.

Community Empowerment: building strong personal and community resilience, enabling people to participate in decisions that help change things for the better.

Sitting behind the LOIP is the Population Needs Assessment (PNA), which brings together a broad range of data covering the people, place and economy of Aberdeen and explores how this can be related to the services and interventions that are being provided by the Council and its partners.

Our Programme recognises culture's role as a change maker and its ability to have real impact on people's lives and opportunities, be it socially, economically or sense of community and place.

Our engagement with stakeholders assessed the suitability of the LOIP for investment in culture, and addressed the context of financial challenge set out in the Target Operating Model (TOM).

The majority of consultees understand the Council position and the challenge this poses for all future funding, not just cultural funding. They also understand the importance of the Council being able to see measurable impact against its core objectives from any investment it makes.

Our consultation revealed that many cultural stakeholders do not currently have a high level of awareness of the LOIP, and struggle to understand the strategic engagement of culture in how the LOIP is developed and managed. Comments included:

'What is the LOIP? Need to understand more about it'

'If culture is to fit in then it needs a seat at the table'

'Where does Culture Aberdeen sit in all this?'

'No presence for sector in the LOIP'

We addressed four levels of the LOIP in our consultation:

- Vision and ultimate measures of success
- Priorities – the critical LOIP themes of People (Adults), People (Children & Young People), Place, Economy and Community Empowerment
- Stretch Outcomes that seek to break down the overall vision into manageable thematic programmes of work.
- Key Drivers, expressing the motivators behind the outcomes and associated programmes of work

3.1.1 Vision and Ultimate Measures of Success

LOIP Vision is for Aberdeen to be “A place where all people can prosper.” The LOIP’s ultimate measures of success are that by 2026:

- *We still have highest GVA per head in Scotland*
- *Fewer than 10% of our children live in poverty*
- *We live in good health for at least 5 years longer*
- *Our carbon emissions are 61% lower*

While these outcomes – to address economy, child poverty, wellbeing and net zero - are fairly generic to Local Authority plans the length of the land, they set ambition for what Aberdeen can achieve. There was no disagreement with the importance of these to the city and its population and consultees can readily see and explain how their work contributes to these measures.

They also agreed that it is important that the city can see exactly how culture does make a difference and can help to achieve the success of these outcomes.

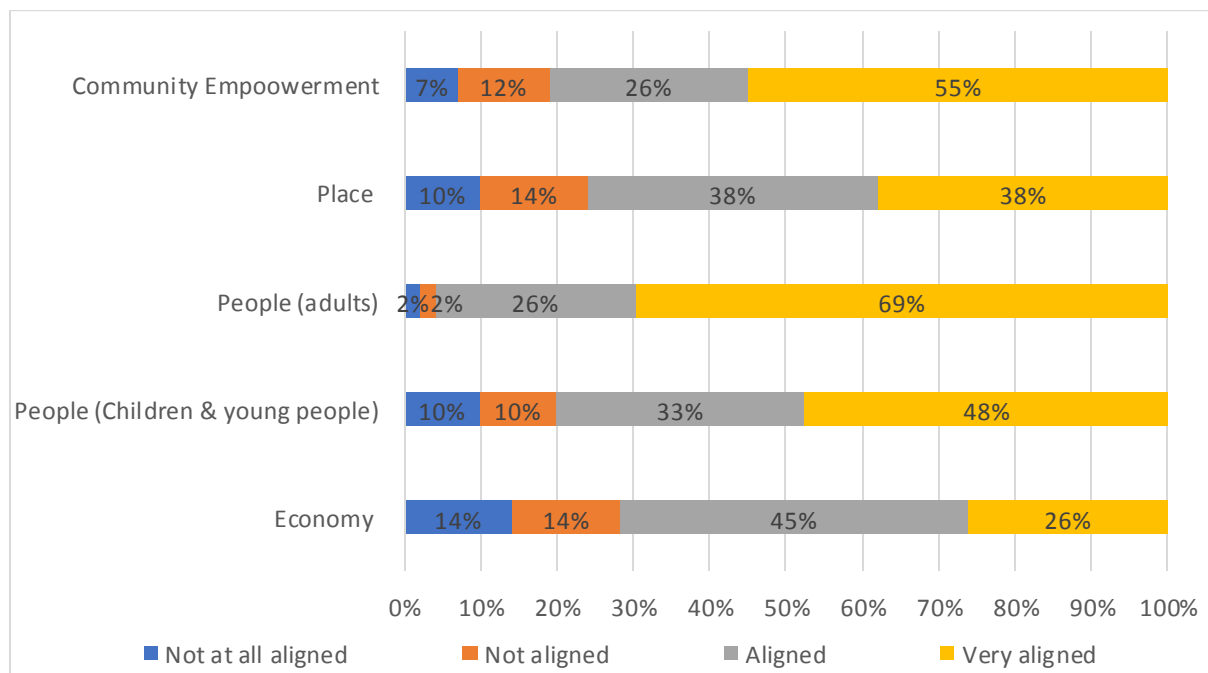
3.1.2 Priorities

The LOIP has 5 priorities as noted above:

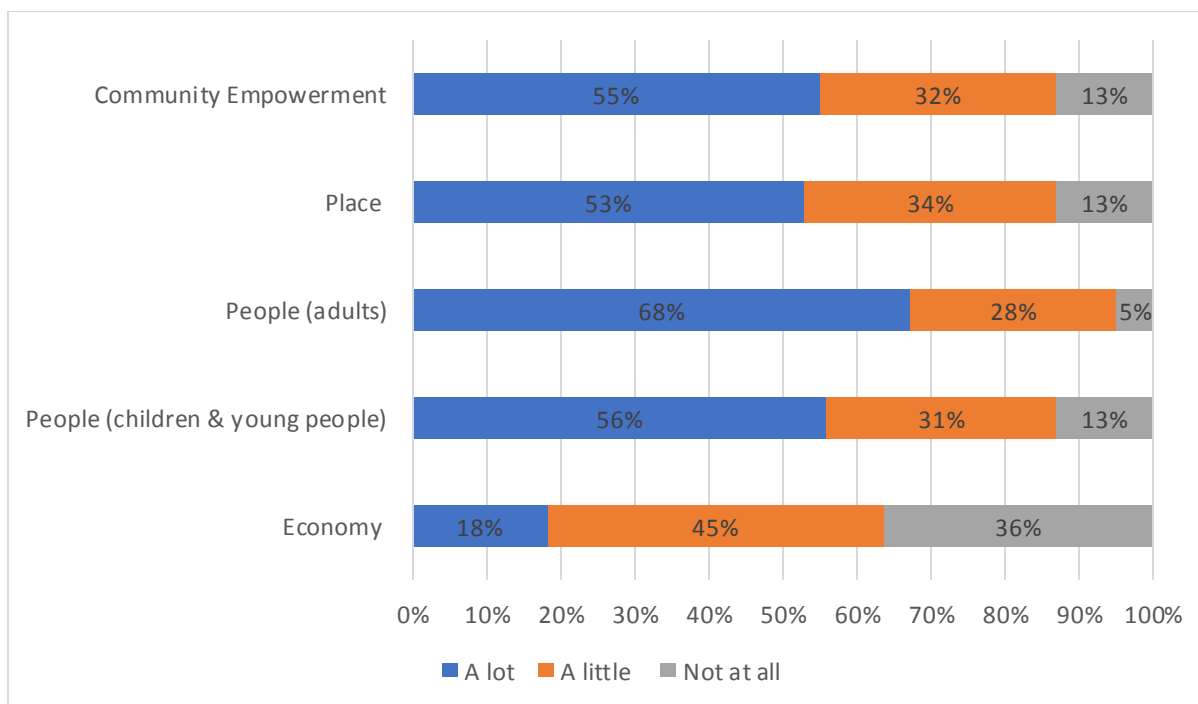
- Economy: Diversify Aberdeen’s economy and developing our workforce through skills support and employment opportunities.
- People (Children and Young People): improve our children and young people’s physical, mental and emotional health and wellbeing. Improving education experience and post-school opportunities.

- People (Adults): increasing healthy life expectancy, reducing adult convictions, substance abuse and homelessness.
- Place: Addressing climate change by reducing Aberdeen's carbon emissions, protecting our natural and built environment.
- Community Empowerment: building strong personal and community resilience, enabling people to participate in decisions that help change things for the better.

The majority of those responding to the survey felt that they aligned to the LOIP priorities. They felt more aligned some priorities than others, particularly people (adults) (95%), community empowerment (81%) and people (children and young people) (81%). Although they felt less aligned to place (76%) and economy (71%), the figures still show a significant majority. The figures also show that the sector generally is delivering across all priorities.



Survey respondents were also asked how they currently measured their impact against the LOIP priorities. Encouragingly many are already measuring themselves against these. 87% or more are measuring at least “a little” against Community Empowerment, Place, People (adults) and People (children and young people). 63% are measuring at least a little against economy. This is positive for the new framework as it shows that any measurement and impact requirements will be unlikely to be seen as an additional burden as it is already part of regular practise.



A small number (18%) of focus group participants struggled to see strong alignment with LOIP priorities and disagreed with the instrumentalism of this approach. They simply want to be funded to make art and measured on that basis.

Others also observed that addressing these wider priorities may open opportunities for cultural organisations to access other funds across the Council by evidencing the impact culture can have on other agendas or to explore the potential for commission and contracts in the way that has proved so effective for Station House Media Unit (SHMU).

We asked each group to consider how their existing work addresses each of the priorities and the groups quickly generated extensive and relevant lists of examples:

Economy	<ul style="list-style-type: none"> Provide opportunities for interns to upskill Provide opportunities at every level of the skill set Provide opportunities for outside organisations to come into the city Provide £ for £ growth – return on investment Provide some projects for free but get partners in to run – links to communities Business startups – creative industries Economic impact multipliers – providing economic impact to the city Consider use of Brand Aberdeen Increase Tourism – culture is a key attraction Provide opportunities for work in the cultural sector Provide opportunities for freelancers Careers Sector provides opportunities Culture increases spend in local economy Job creation Place making – pride Skills and training for those in cultural sector Employment
---------	---

	<p>Creating commercial opportunities for creatives</p> <p>Fair work</p> <p>Using local workforce</p> <p>Using local artists</p> <p>Using local materials in production and activities</p> <p>Connecting with further education sector to encourage training, development and career progression</p> <p>Bringing visitors to the city</p>
Adults	<p>Decreasing loneliness and isolation</p> <p>Bringing people together</p> <p>Providing intergenerational activities</p> <p>Opportunities for audiences – social time</p> <p>Opportunities for participation – increasing confidence, developing skills, increasing networks</p> <p>Enhancing quality of life</p> <p>Creating engagement and connection</p> <p>Encourage and creating nostalgia</p> <p>Providing a sense of belonging</p> <p>Overcoming loneliness</p> <p>Encouraging creativity</p> <p>Teaching and learning</p> <p>Activities supporting those with additional needs</p> <p>Encouraging volunteering</p> <p>Community adhesion</p> <p>Empowerment</p> <p>Building communities</p> <p>Recreation</p> <p>Recuperation</p> <p>Using culture as a transformational tool</p> <p>Connecting with other departments to deliver positive change</p>
Young People	<p>Providing life skills</p> <p>Empowerment</p> <p>Supporting good mental health</p> <p>Opportunities for career development</p> <p>Opportunities for skills development</p> <p>Signposting to education, training and opportunities</p> <p>Overcoming barriers to participation which also links to place</p> <p>Increasing confidence</p> <p>Personal, career and professional development</p> <p>A sense of identity</p> <p>Providing opportunities for learning and development</p> <p>Schools activities</p> <p>Achievement</p> <p>Creative problem solving</p> <p>Embedding culture in education</p>
Place*	<p>Building and brand of Aberdeen</p> <p>Taking product to people</p> <p>Not all about the city centre</p> <p>Engaging with communities</p> <p>Investment in communicating</p> <p>Telling the stories</p>

	Promoting the brand – Aberdeen Encouraging and supporting connections Heritage Supporting environmental priorities Facilitating and supporting festivals and events Activating public spaces Building civic pride Cultural Centre beyond council buildings Creating Aberdeen as an attractive destination Fostering a sense of place Creating a sense of welcome Improving the image of Aberdeen Making it more attractive An exciting place to be Celebrating the heritage of the city Buildings fit for purpose Using culture to capture stories
Community Empowerment	Communities are not just place based they are subsets of people with similar characteristics Helping overcoming isolation Creating a voice for communities Developing a sense of pride in communities Creating connections Linking organisations with community groups and projects Linking communities Multicultural communities Reducing isolation Positivity making Developing positive change

* The sector consultees interpreted the intent of the ‘Place’ priority in the LOIP to be placemaking, whereas the current LOIP Place Priority is actually about environmental issues. It is therefore probably better to consider the sector Place contributions listed above as further examples of how they contribute to economic impact.

3.1.3 Stretch Outcomes

The stretch outcomes of the LOIP are very granular and specific. For example, under the Economy priority the two stretch outcomes are:

- 1) 20% reduction in the percentage of people who report they have been worried they would not have enough food to eat and/ or not be able to heat their home by 2026.
- 2) 74% employment rate for Aberdeen City by 2026

Unsurprisingly sector consultees began to struggle to see their fit with stretch outcomes. While they felt strong alignment with the ultimate measures of success and priorities of the LOIP, the stretch outcomes were felt to be too narrow in focus to form an effective bridge between the two.

The comment was made more than once that these very narrow stretch outcomes are representative of the specific interests of the organisations and agencies that make up the Community Planning Aberdeen board. None of these are cultural projects and culture has no seat at this table (see below).

This runs the risk of Aberdeen City Council missing the opportunity for culture to make a powerful contribution to the ultimate measures of success in the LOIP.

3.1.4 Drivers of the LOIP

The Drivers may offer a halfway house between LOIP priorities and stretch outcomes, providing potential connection to cultural activity. While some consultees still found the drivers problematic and potentially reductive, most could see alignment with their core cultural activity.

We asked consultees to highlight which Drivers they felt their work contributes too (or could contribute to). The results are highlighted below.

Economy
Mitigating the causes of poverty and supporting those experiencing poverty.
Supporting labour market to recover from impact of Covid-19 on employment.
Increasing the number of people in Aberdeen in sustained, fair work.
Fewer employers reporting skills gaps

People – Young People		People – Adults	
Ensuring that families receive the parenting and family support they need.	Improving pathways to education, employment and training for all our children	Those who are convicted are supported to engage with relevant services and reduce re-offending.	Supporting Recovery from alcohol and drug issues.
Improving health and reducing child poverty inequalities.	Young people receive the right help at the right time to improve outcomes for young people at risk of becoming involved in the Justice System.	Taking targeted interventions to reduce the impact of crime on communities.	Reframing perceptions of homelessness
Improving timely access to support.	More people appropriately diverted from Justice System to effective interventions aimed at reducing the likelihood of reoffending, where appropriate.	Changing attitudes about domestic abuse in all its forms and ensuring victims receive access to the right support.	Universal prevention of homelessness and addressing root causes

Increasing children's knowledge and understanding of their own physical and mental wellbeing and take an early intervention and prevention approach.	Tackling antisocial behaviour in problem areas with appropriate and effective interventions.	Supporting vulnerable and disadvantaged people, families and groups.	Ensuring adequate supply of housing across all tenures and homes are the right size, type and location
improving education and health outcomes for care experienced children and young people.	Improving pathways to education, employment and training for our children with ASN/disabilities	Provide individuals and communities with the social resources needed to reduce feelings of loneliness and social isolation.	
Supporting attainment of balance of care where children are able to remain more often at home and or with kin.	Ensuring young carers receive the support they need.	Encouraging adoption of healthier lifestyles through a whole family approach.	
Supporting children and young people to understand and access multiagency throughcare and aftercare services.	Ensuring our children with ASN/disabilities and their families receive the support they need	Whole family approach to prevention of young people developing alcohol and drug problems	
	Improving timely access to support	Reducing harm, morbidity and mortality caused by alcohol and drugs.	

Place	
Reducing emissions across the city through delivery of Aberdeen's Net Zero Vision & Route-map.	Supporting and empowering communities to care for their neighbourhoods to make all feel positive and secure and support their wellbeing.
Contributing to the delivery of Aberdeen Adapts by developing a bottom-up approach to community resilience to encourage greater ownership and independent action	

towards understanding communities' risks from climate change and adapting to them	
Supporting different ways for active travel in everyday journeys, using partners and volunteers to address safety, infrastructure, fitness, wellbeing and confidence.	
Increasing the diversity, quality and use of the Aberdeen's green spaces by facilitating community participation in them to restore nature and increase people's satisfaction, health, and wellbeing.	
Increasing the area of public, private and community land managed for nature, in recognition of the nature crisis and in alignment with global and national ambitions to protect 30% of land and 30% of water by 2030 (30-30-30).	

Community Empowerment
Conditions for collaboration enable delivery of shared objectives and a focus on action rather than hierarchy
Social connections and networks working together is supported and encouraged.
Capacity building to support people and communities to work together.

3.1.6 LOIP Priorities as a focus for ACIP – Application and Monitoring processes

It is clear that the LOIP Priorities resonated and felt relevant for consultees, and it is recommended that LOIP Priorities are the key area of focus for the ACIP. Below, we consider how this can be approached with applicants.

Application Process

To keep the ACIP relevant, simple and accessible key questions (and assessments and monitoring) could be framed around each of the Priorities, inviting applicants to explain how they will deliver in their own terms.

Questions could be written in plain language and in such a way that an applicant does not have to have in depth knowledge of all aspects of the LOIP, making the application process more inclusive and accessible. For example:

1. Tell us how your work will make a contribution to the economic success of Aberdeen. How will you measure this and let us know about it? Who will benefit from this activity?

2. How will your work help Aberdeen to ensure a greener future and reduced carbon emissions. How will you measure your impact and tell us know about it?

Relevant examples of Drivers, as detailed in the examples above, could be included in ACIP guidance as a prompt for what applicants might consider addressing in regard to each Priority.

ACC should consider whether the ACIP should require every applicant to be able to address all of the Priorities. Whilst a large award of revenue funding to a well-resourced organisation would likely expect to see return on investment against all five priorities, we would suggest that a project grant to a single artist or more modest revenue support to smaller companies would require an applicant to choose one priority where they can have the greatest impact and talk about that in detail.

It could also be reasonable to ask everyone to address any cross-cutting themes relevant to the LOIP or Council priorities. In regard to the LOIP priorities this may be that everyone should respond to the environmental issues of Place. This may also be where a cross-cutting question about EDI might sit.

It is also recommended that Aberdeen City Council does not lose sight of the artistic, cultural and creative practice that is at the core of activity funded through the investment programme. The ACIP application form should give applicants the chance to explain what they will do artistically and why. We would suggest this question is a good opportunity to enable applicants to discuss the purpose of their work and any evidence of demand for it.

Evidencing Impact and Measurement

To ensure an accessible and effective workflow for the new ACIP it is vital that the application process, assessment process and evaluation and monitoring processes are conceived simultaneously.

The current reporting is regarded as overly complex and demanding, especially in relation to more modest investment levels.

Using the metrics recommended as part of the Cultural Funding Review, which are already being readily collected across the sector will ensure effective impact measurement without being onerous in terms of data required.

In the past the Council has tried to lead on how the sector collects data and has reported struggles in doing so. The suggestions for question formats made earlier puts the onus on the applicant to explain how they will measure and report and is one option for how a very diverse sector may best handle its reporting obligations.

The survey suggests the sector may be least confident in reporting on its economic impact, but the Council has previously commissioned a tool from EKOS for awardees to do this and this tool is used by some existing awardees and could be tested with others and rolled out as part of ACIP.

Consultees recommended a core and consistent set of data capture requirements across all strands of the ACIP and wherever possible alignment with the data requests and formats made by Creative Scotland for instance matching age bands and EDI formats.

They also advocate for the collection of case studies and softer more qualitative information. This is now common amongst trusts and foundations and is often important in bringing funded activity to life for stakeholders and councillors.

Consultees also suggest a core set of monitoring information common to all strands of ACIP but that the level of discretionary reporting should be proportional to the funds awarded and the capacity of awardees to respond. (the same is true of the application process as noted earlier).

The sector wants to understand why things are being measured and what will happen to the data. Ideally, they would like access to the data to plan their future work (e.g. considering gaps in community delivery) or to be able to lobby and apply for leverage funds.

3.1.7 Future of LOIP and culture

Part of the job of ACIP guidance and any roadshows about the new programme will be to raise awareness and inform the sector about the LOIP as a critical plank of Council policy. This will be particularly important for smaller organisations and individual practitioners.

Ideally and looking forward to the next revision of the LOIP in 2026, it seems imperative that culture – perhaps through the leadership of a refreshed Culture Aberdeen – has a place at the Community Planning Aberdeen board and that the benefits of culture can be made manifest in future LOIP Stretch Outcomes and Drivers, which can then be reflected in future iterations of the ACIP.

3.2 A fair and equitable Cultural Investment Framework

We explored with the consultees what a good cultural funding programme in Aberdeen would look like.

Lessons from the IVAR principles

As previously noted, IVAR is a foundation which works with a number of trusts, foundations and organisations to develop best practise in the delivery and administration of grant funding.

We asked consultees to rank the principles to help ACC consider the design of the ACIP.

Ranking	IVAR Principle
1	Priorities are communicated clearly
2	Application form/criteria is clear and jargon free
3	Funding is flexible, unrestricted if possible
4	Reporting is proportionate
5	Transparency of decisions
6	Speed of decisions
7	Feedback is provided, including reason for rejection

In addition to this, consultees also suggested the qualities of the ACIP should also include:

Stability

84% of those responding to the survey felt that the availability of multi-year funding was important. When asked why, planning, security and sustainability were key reasons given.

Multi-year funding (2 or 3 years at a time) as recommended in the report, was considered vital to give organisations time to plan – even though consultees accept that council funding can only ever be confirmed on an annual basis and therefore may be subject to change.

When probed on the possibility of future reductions to council funding in line with achieving TOM outcomes, multi-annual funding agreements where the most quoted example of how the sector can plan and take action to cope with such changes. The prospect of tapered reductions in funding over a 3-year horizon, though not welcome, was felt to be most manageable in the context of multi-annual support.

A city and regional priority

Consultees favoured funding prioritising the artists and organisations of Aberdeen over funding imported culture. Providing space for artists and new organisations as well as established organisations in the design of the ACIP was also a priority.

Many consultees asked for the opportunity to have a conversation / advice session with the Council before making an application². Several advocated for support to upskill the sector in writing applications not just to the Council but to other agencies.

Types of funding

The majority of those responding to the survey felt that the options for both project and core/revenue funding was important (55%).

Should both strands be affordable, there was no clear majority view on if the ACIP should have linear progression built into it, e.g. should a new organisation be moved through project funds, to larger projects and then to see revenue support as the end goal.

*'The end point is different for everyone could be project to core or project to project'
'Lots of entry and access points'*

Leeds and Bristol city councils have recognised that organisation and project needs are often not linear and have recently experimented with offering choice and agency to applicants through the availability of either 2-year revenue or project grants depending on need.

Award levels

The Aberdeen Culture Delivery and Funding Review Pt1 and 2 noted:

'Awards to some of the core cultural independents (Aberdeen Jazz festival and Sound) are now almost as low as the project grant awards made available via the Creative Funding programme where single projects can receive up to £8,000 (this was £10,000 or £15,000 in previous years). Any future grants programmes need to address this anomaly.'

We would recommend that this question is revisited and settled in the development of the ACIP.

Festivals

Given the prominence of festivals in Aberdeen and that the festival 365 strategy is a council-led cultural plan, we explored with consultees if they felt festivals should be treated differently in the ACIP³.

³ Belfast City Council's cultural strategy and funding review led to the creation of dedicated strands of funding to develop and support major festivals.

Opinions varied. It was pointed out that festivals are not just projects but their success rests on year-round resourcing, development and then delivery.

It was felt very strongly that the Council should stop outsourcing and parachuting in events and should instead prioritise the development of embedded and relevant festivals.

'Stop buying in projects, allow the sector to thrive'

The Aberdeen Culture Delivery and Funding Review Pt1 and 2 noted:

Common Good – The Aberdeen Culture Delivery and Funding Review Pt1 and 2 noted:

A significant amount of the Council's external investment in the city's culture and in the core independent cultural providers comes through the Common Good Fund. Whilst the process of fund allocation remains opaque, cultural activity is a strong fit to the remit of the Common Good, particularly festivals in the Promoting Aberdeen strand. This fund could be an obvious future location for Spectra alongside Nuart (already funded via Common Good) and perhaps also for the festivals delivered by APA, Jazz Scotland, Sound and City Moves.

This would alleviate some of the budget pressures on the Council's core culture budget however consideration must be given to assessment, monitoring and reporting of activity as well as the connectivity to the culture team and whatever clear priorities the Council sets for cultural investment.

An ideal solution would be for parts of the Common Good to be ringfenced for appropriate cultural activity and managed through a single coordinated cultural grants programme.

Heritage

Consultees asked that ACIP should be clear if it is there to support heritage activity as well as arts.

Eligibility Criteria

There was a feeling that significant funding should require some evidence of track record and experience, financial and corporate competence and resilience; but that ACIP should also have light touch funds to seed new activity and artists.

Windfall funds

Consultees would like to see funds which come into the authority like UKSPF being processed using the same ACIP systems and reporting as far as possible and distributed via transparent open calls.

Other support from the Council

Survey respondents were also asked about the additional support that they would benefit from that could be provided by the Council. This is in light of the potential of cuts and that not all support necessarily needs to be financial. Many here mentioned access to venues and spaces owned by the Council or help with venues (including rates support). Training and networking opportunities were highlighted as being useful as well as signposting to other funding sources.

Consultees had similar opinions on support, but also noted that support could include facilitating increased collaboration in the sector and with other sectors, increased communication with the sector as to council plans, and communicating about the sector across the city.

Priorities and Principles

As noted earlier, 'Principles' and 'investment focus themes' for ACIP were published as part of the Culture Investment Programme 2025 Expression of Interest Guidance issued by ACC on 7 June 2024.

Our principles

Ambition - Encourage creative ambition and excellence in delivery.

Public benefits - Ensure Council investment is used for public benefit, demonstrating impacts to evidence investment is delivering on our priorities.

Local Impact - to support the local cultural economy to develop capacity and capability to be more sustainable and successful.

Diversity - Reflect the growing diversity of the city and foster creativity in every community.

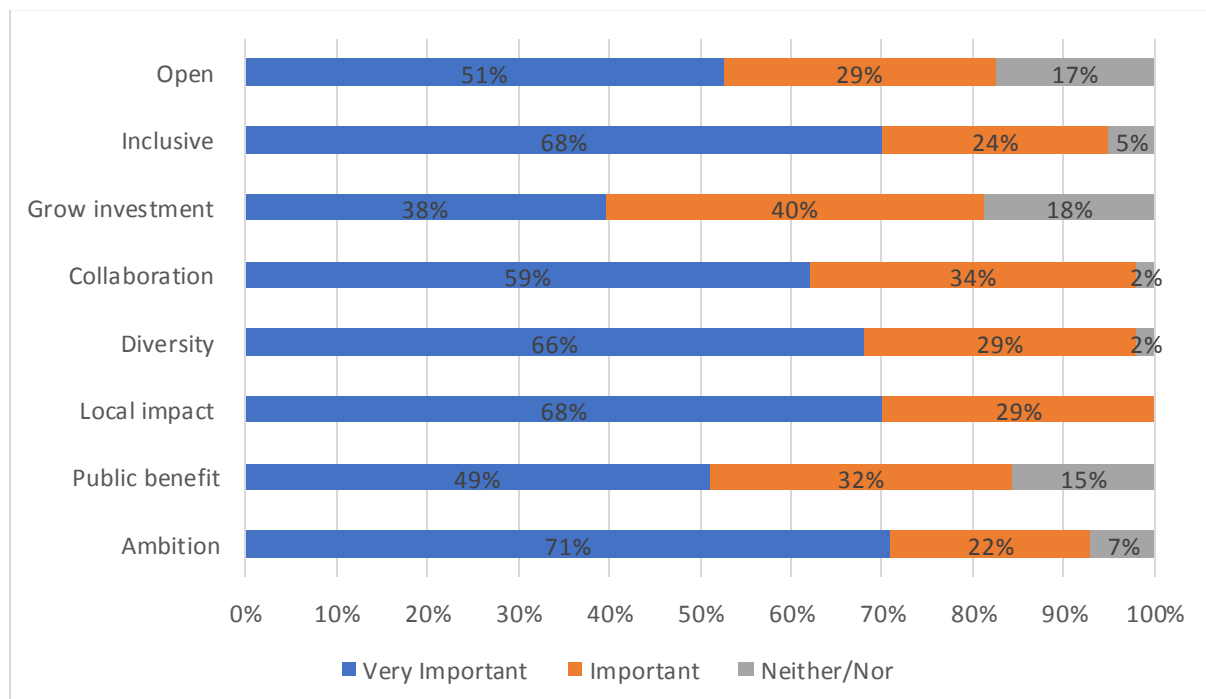
Collaboration - Encourage organisations to work mutually and in collaboration and to support grass roots organisations and individual practitioners, ensuring fair pay and opportunities to develop their activities and careers in Aberdeen.

Grow investment – To foster the conditions for the culture sector to maximise opportunities and grow inward investment for culture and creativity in Aberdeen.

Inclusive - Make funding guidance clear, easy to understand, accessible and inclusive. To make monitoring consistent and proportionate to the levels of investment.

Open - Make decisions based on open applications, share data on decisions openly and use monitoring data collected to inform future investment choices.

The survey asked respondents to rate these principles which had been circulated in the EOI relative to their importance to them.



When asked, the majority felt that most of the potential principles for culture were important. Highest importance was placed with Ambition (93%) and Inclusive (92%). Least importance was placed with Grow Investment (78%) and Public Benefit (81%).

It will be important in launching and advocating for the ACIP that the reason for investment - addressing council priorities – is made clear to applicants and recipients. As noted earlier for many in

the sector this connecting is clearly understood. The survey suggests that for smaller organisations and individuals this reality needs to be communicated clearly.

Given that ACIP principles have already been published and met with reasonable approval as above there may be little need to modify them.

To drive home the connection between cultural investment and council objectives, a supporting set of over-arching ACIP Aims (currently absent from the EOI) could be developed:

- To support the ambitions of Aberdeen City Council to make Aberdeen a 'place where all people can prosper' and to ensure that everyone has 'the right to take part in a cultural life'⁴
- To encourage exceptional cultural activity in the city
- To contribute to the success measures of the Local Output Improvement Plan by making tangible contribution to its 5 priorities:
 - Economy: Diversify Aberdeen's economy and developing our workforce through skills support and employment opportunities.
 - People (Children and Young People): improve our children and young people's physical, mental and emotional health and wellbeing. Improving education experience and post-school opportunities.
 - People (Adults): increasing healthy life expectancy, reducing adult convictions, substance abuse and homelessness.
 - Place: Addressing climate change by reducing Aberdeen's carbon emissions, protecting our natural and built environment.
 - Community Empowerment: building strong personal and community resilience, enabling people to participate in decisions that help change things for the better.
- To leverage cultural investment into Aberdeen from business, trusts and regional and national funders.

⁴ In reference to article 15 Scottish Human Rights Bill

4 Summary of Key Recommendations

The consultation and engagement exercise has resulted in a number of key recommendations that have been communicated in this report.

The summary below highlights the key recommendations which we propose should be critical in influencing the development of the cultural investment framework.

1. The Council should develop the Cultural Investment Programme to address the LOIP at Priority level. The Drivers, or some of them at least, could be included in ACIP guidance as example of what applicants might consider addressing with regard to each Priority. Part of the job of ACIP guidance and any roadshows about the new programme will be to raise awareness and inform the sector about the LOIP as a critical plank of Council policy. This will be particularly important for smaller organisations and individual practitioners.
2. At the next revision of the LOIP in 2026, it is imperative that culture – perhaps through the leadership of a refreshed Culture Aberdeen – has a place at the Community Planning Aberdeen board and that in future the benefits of culture can be made manifest in LOIP Stretch Outcomes and Drivers, which can then be reflected in future iterations of the ACIP.
3. The Council should ensure that expectations and obligations on recipients are commensurate with the level of award. While it would be reasonable to expect larger, well-resourced organisation in receipt of substantial funding to address all 5 priorities, it is recommended that support to smaller organisations and individuals at a more modest level should require the applicant to choose one priority where they can achieve the greatest impact.
4. Key questions in the application should be framed around each of the Priorities of the LOIP, inviting applicants to explain how they will deliver in their own terms. Questions should be written in plain language and in such a way that an applicant does not have to have detailed knowledge of the LOIP. The application form should give applicants the chance to explain what they will do artistically and why. We would suggest this question is a good opportunity to enable applicants to discuss the purpose of their work and any evidence of demand for it.
5. The Council should balance the need for significant funding to be awarded to those with a clear track record and appropriate financial and governance structures in place, with a light touch approach that can support new activity and artists.
6. To ensure an accessible and effective workflow for the new ACIP it is vital that the application process, assessment process and evaluation and monitoring processes are conceived simultaneously. Using the metrics recommended as part of the Cultural Funding Review, which are already being readily collected across the sector will ensure effective impact measurement without being onerous in terms of data required. A core set of monitoring information common to all strands of ACIP should be developed but that the level of discretionary reporting should be proportional to the funds awarded and the capacity of awardees to respond.
7. A core and consistent set of data capture requirements across all strands of the ACIP and wherever possible alignment with the data requests and formats made by Creative Scotland for instance matching age bands and EDI formats are recommended. The collection of case studies and softer more qualitative information is also recommended which is important in

bringing funded activity to life for stakeholders and councillors. Communicating with the sector about what will happen to the data provided by them is also recommended.

8. Multi-year funding agreements (2 or 3 years at a time) are recommended as the best way for the sector to plan and take action to cope with reductions. The prospect of tapered reductions in funding over a 3-year horizon, are most manageable in the context of multi-annual support.
9. The options of both core and project funding should be made available to organisations.
10. Funding should be directed at supporting the artists and organisations of Aberdeen.
11. The opportunity to have a conversation / advice session with the Council before making an application is welcomed and recommended. The availability of support to upskill in writing applications not just to the Council but to other agencies is also recommended.
12. As noted in the Cultural Funding Review an ideal solution for festival funding would be for part of the Common Good to be ringfenced for appropriate cultural activity and managed through a single coordinated cultural grants programme. This would then align with the new ACIP and allow for application and monitoring through this.
13. The currently published principles via the EOI have been met with approval and as such it is not recommended that these are modified. To drive home the connection between cultural investment and council objectives, a supporting set of over-arching ACIP Aims (currently absent from the EOI) could be developed:
 - To support the ambitions of Aberdeen City Council to make Aberdeen a 'place where all people can prosper' To provide for everyone to have the right to take part in a cultural life⁵
 - To encourage exceptional cultural activity in the city
 - To contribute to the success measures of the Local Output Improvement Plan by making tangible contribution to its 5 priorities:
 - Economy: Diversify Aberdeen's economy and developing our workforce through skills support and employment opportunities.
 - People (Children and Young People): improve our children and young people's physical, mental and emotional health and wellbeing. Improving education experience and post-school opportunities.
 - People (Adults): increasing healthy life expectancy, reducing adult convictions, substance abuse and homelessness.
 - Place: Addressing climate change by reducing Aberdeen's carbon emissions, protecting our natural and built environment.
 - Community Empowerment: building strong personal and community resilience, enabling people to participate in decisions that help change things for the better.
 - To leverage cultural investment into Aberdeen from business, trusts and regional and national funders.

⁵ In reference to article 15 Scottish Human Rights Bill

Cultural Investment Framework Consultation 2024: Summary report

This report was created on Monday 22 July 2024 at 08:46 and includes **409** responses.

The activity ran from 17/06/2024 to 21/07/2024.

Contents

Question 1: What is your name?	2
Name	2
Question 2: What is your email address?	2
Email	2
Question 3: What is your postcode?	2
Postcode	2
Question 4: How much do you agree or disagree with the following draft aims?	3
Aims Agreement	3
Please tell us why you agree or disagree?	3
Question 5: How much do you agree or disagree with the following draft priorities?	3
Priorities Agree	3
Please tell us why you agree or disagree?	3
Question 6: How much do you agree with the following draft principles?	4
Principles Agree	4
Please tell us why you agree or disagree?	4
Question 7: Do you have any additional comments to add regarding the purpose, aims and principles?	4
Additional Comments	4
Question 8: In the last 12 months which of the following events have you attended in person in Aberdeen?	5
12 month event attendance	5
Other - Please Specify	6
Question 9: How often in the last 12 months have you attended?	6
Attendance Frequency	6
Question 10: Thinking about the last event you attended what were the main benefits or impacts for you?	7
Attendance Impacts	7
Other - Please Specify	8
Question 11: In the last 12 months, which of these things have you done in Aberdeen either at home or away from home?	9
Home Activities	9
Other - Please Specify	9
Question 12: How often in the last 12 months have you participated in cultural activities?	10
Activity Participation	10
Question 13: What are the reasons you haven't personally attended cultural activities or participated in arts or culture in the last 12 months?	11
Null Attendance Reasons	11
Other - Please Specify	12
Question 14: What are your reasons for not being interested in cultural or arts activities?	13
Disinterest Reasons	13
Other - Please Specify	14
Question 15: Have you ever, or do you currently, volunteer for an arts, cultural or community organisation?	14
Volunteer	14
If yes, what did you do as a volunteer with that organisation?	14
Question 16: Thinking about when you have volunteered with an arts, cultural or community organisation, what were the main benefits or impacts for you?	15
Volunteer Impacts	15
Question 17: Do you have children under-16 years old?	16
Children	16
Question 18: Do you have any further comments to add regarding engagement or participation in Culture?	16
Additional Comments	16
Question 19: Have your children attended or participated in any of the following in the last 12 months in Aberdeen?	17
Children Events	17
Other - Please Specify	18
Question 20: How often in the last 12 months have your children attended?	18

Children Attendance Frequency	18
Question 21: Thinking about the last event your children attended, what were the main benefits or impacts?	19
Children Impacts	19
Other - Please Specify	20
Question 22: In the last 12 months, which of these things have your children done in Aberdeen either at home or away from home?	21
Children Activity	21
Other - Please Specify	21
Question 23: How often in the last 12 months have your children participated in these activities?	22
Children activity frequency	22
Question 24: Would you like to submit information regarding your background for this consultation?	22
Demographic confirmation	22
Question 25: What is your date of birth?	22
Date of Birth	22
Question 26: What is your highest level of education?	23
Education	23
Question 27: What is your sexual orientation?	23
Sexuality	23
Question 28: What is your gender?	24
Gender Identity	24
Question 29: What is your marital status?	24
Marital Status	24
Question 30: Do you have any of the following which have lasted, or are expected to last, at least 12 months?	25
Disability and accessibility	25
Other - Please Specify	26
Question 31: What is your employment status?	26
Employment Type	26
Question 32: What is your ethnic group?	27
Ethnicity	27
Question 33: What religion, denomination or body do you belong to?	29
Religion	29

Question 1: What is your name?

Name

There were **400** responses to this part of the question.

Question 2: What is your email address?

Email

There were **395** responses to this part of the question.

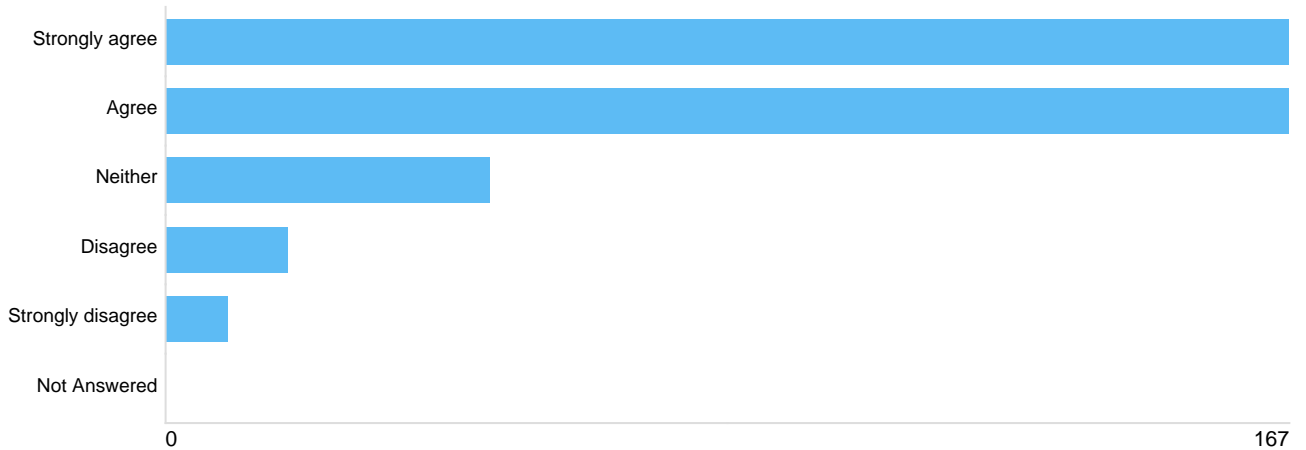
Question 3: What is your postcode?

Postcode

There were **400** responses to this part of the question.

Question 4: How much do you agree or disagree with the following draft aims?

Aims Agreement



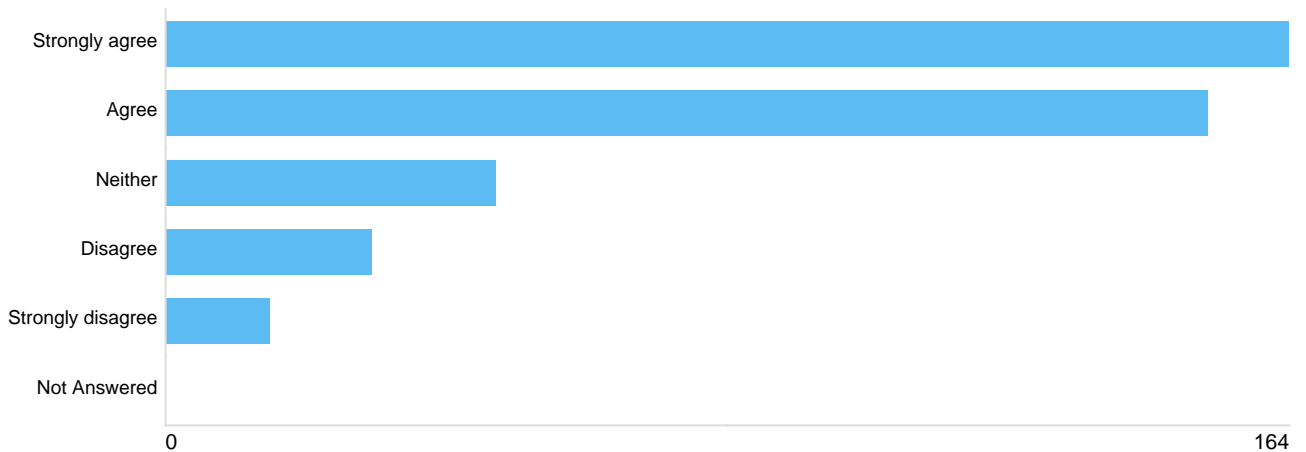
Option	Total	Percent
Strongly agree	167	40.83%
Agree	167	40.83%
Neither	48	11.74%
Disagree	18	4.40%
Strongly disagree	9	2.20%
Not Answered	0	0.00%

Please tell us why you agree or disagree?

There were **201** responses to this part of the question.

Question 5: How much do you agree or disagree with the following draft priorities?

Priorities Agree



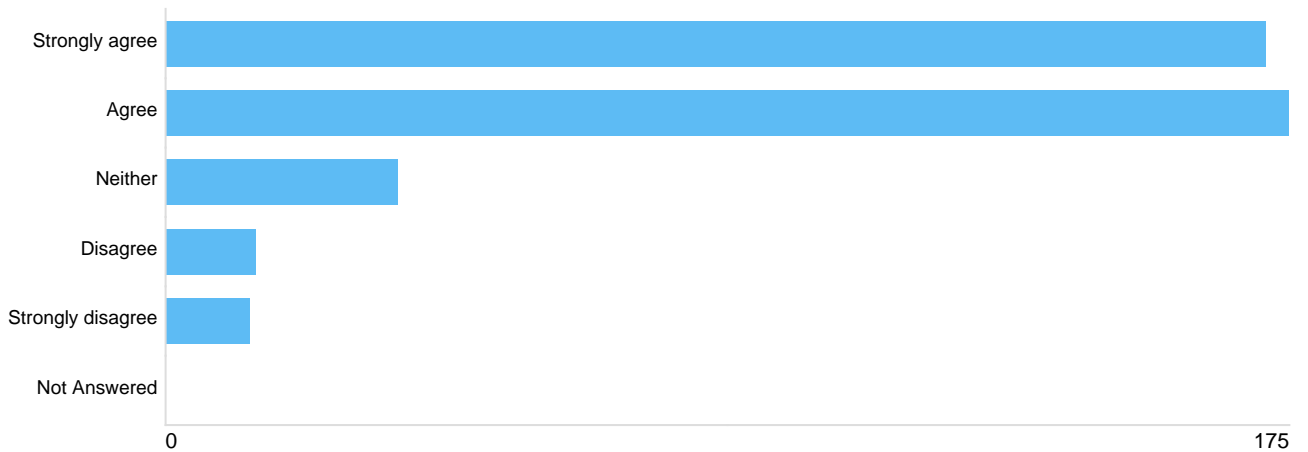
Option	Total	Percent
Strongly agree	164	40.10%
Agree	152	37.16%
Neither	48	11.74%
Disagree	30	7.33%
Strongly disagree	15	3.67%
Not Answered	0	0.00%

Please tell us why you agree or disagree?

There were **193** responses to this part of the question.

Question 6: How much do you agree with the following draft principles?

Principles Agree



Option	Total	Percent
Strongly agree	171	41.81%
Agree	175	42.79%
Neither	36	8.80%
Disagree	14	3.42%
Strongly disagree	13	3.18%
Not Answered	0	0.00%

Please tell us why you agree or disagree?

There were **163** responses to this part of the question.

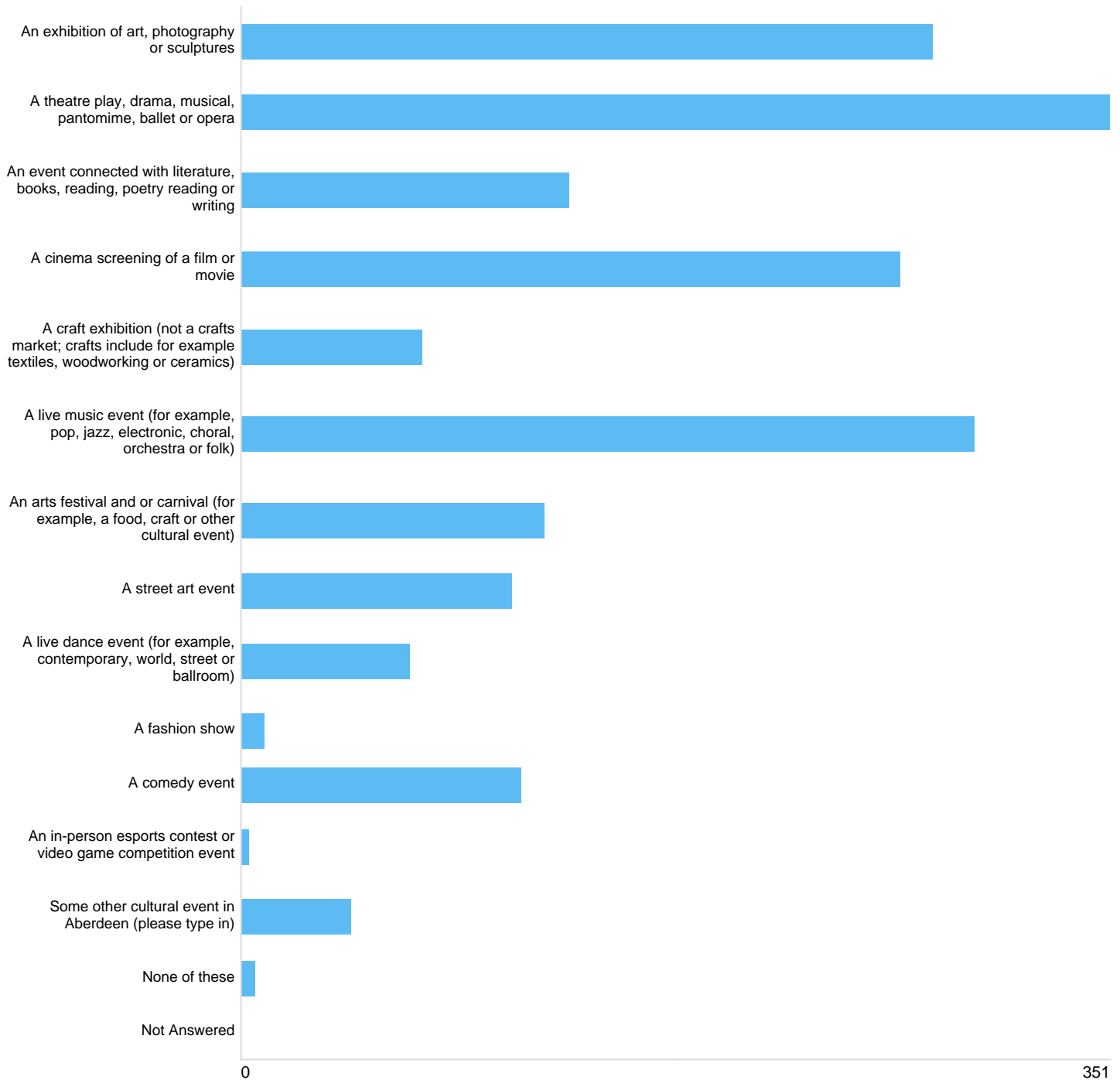
Question 7: Do you have any additional comments to add regarding the purpose, aims and principles?

Additional Comments

There were **139** responses to this part of the question.

Question 8: In the last 12 months which of the following events have you attended in person in Aberdeen?

12 month event attendance



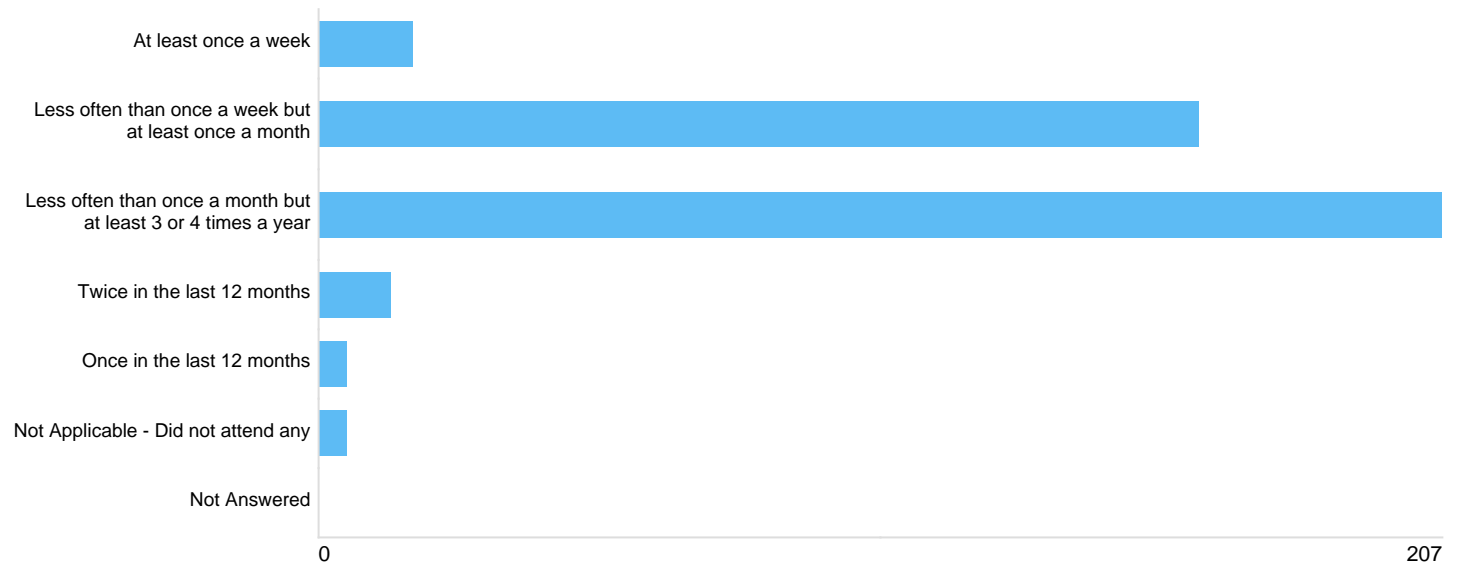
Option	Total	Percent
An exhibition of art, photography or sculptures	279	68.22%
A theatre play, drama, musical, pantomime, ballet or opera	351	85.82%
An event connected with literature, books, reading, poetry reading or writing	132	32.27%
A cinema screening of a film or movie	266	65.04%
A craft exhibition (not a crafts market; crafts include for example textiles, woodworking or ceramics)	73	17.85%
A live music event (for example, pop, jazz, electronic, choral, orchestra or folk)	296	72.37%
An arts festival and or carnival (for example, a food, craft or other cultural event)	122	29.83%
A street art event	109	26.65%
A live dance event (for example, contemporary, world, street or ballroom)	68	16.63%
A fashion show	9	2.20%
A comedy event	113	27.63%
An in-person esports contest or video game competition event	3	0.73%
Some other cultural event in Aberdeen (please type in)	44	10.76%
None of these	5	1.22%
Not Answered	0	0.00%

Other - Please Specify

There were **47** responses to this part of the question.

Question 9: How often in the last 12 months have you attended?

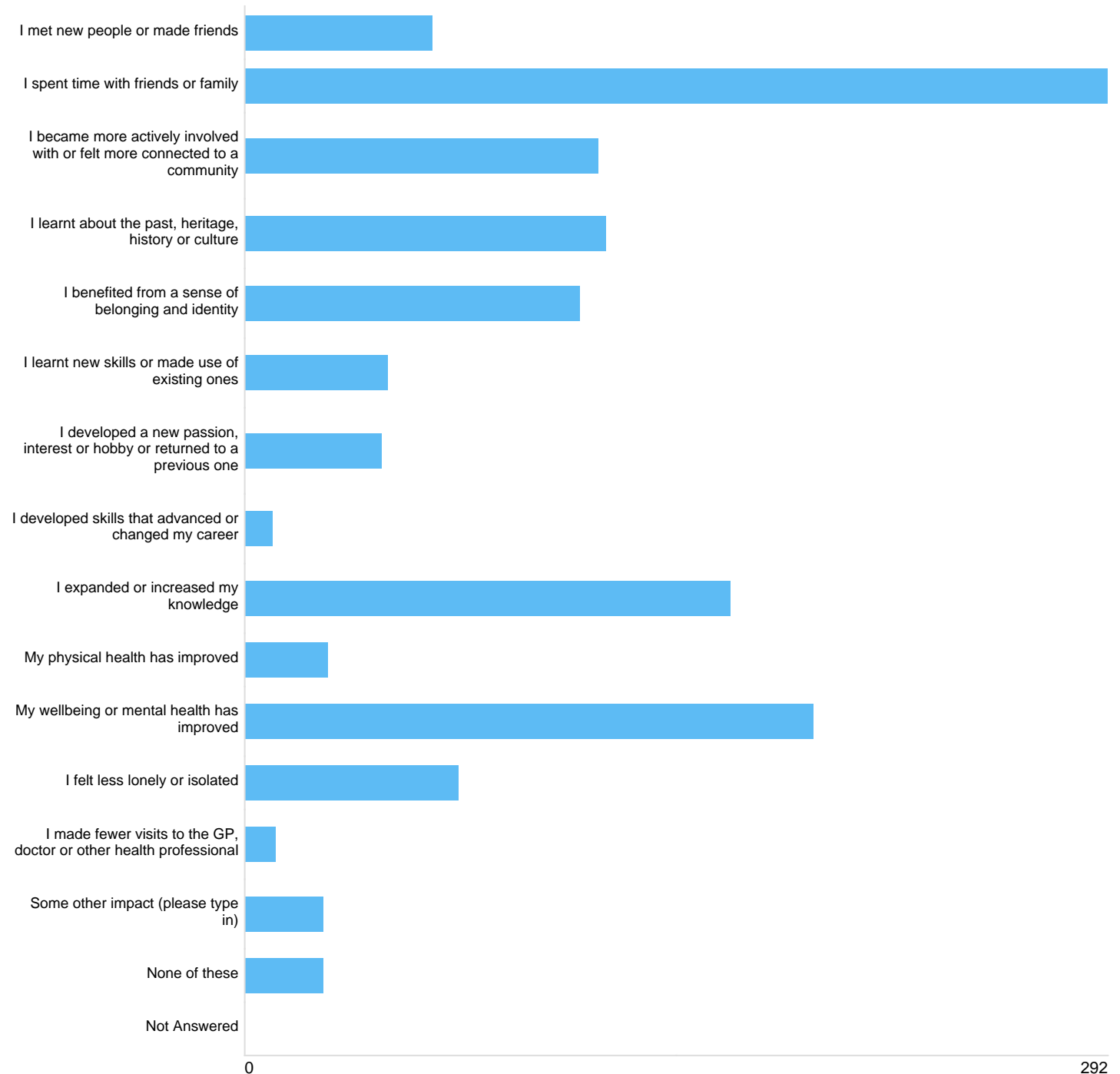
Attendance Frequency



Option	Total	Percent
At least once a week	17	4.16%
Less often than once a week but at least once a month	162	39.61%
Less often than once a month but at least 3 or 4 times a year	207	50.61%
Twice in the last 12 months	13	3.18%
Once in the last 12 months	5	1.22%
Not Applicable - Did not attend any	5	1.22%
Not Answered	0	0.00%

Question 10: Thinking about the last event you attended what were the main benefits or impacts for you?

Attendance Impacts



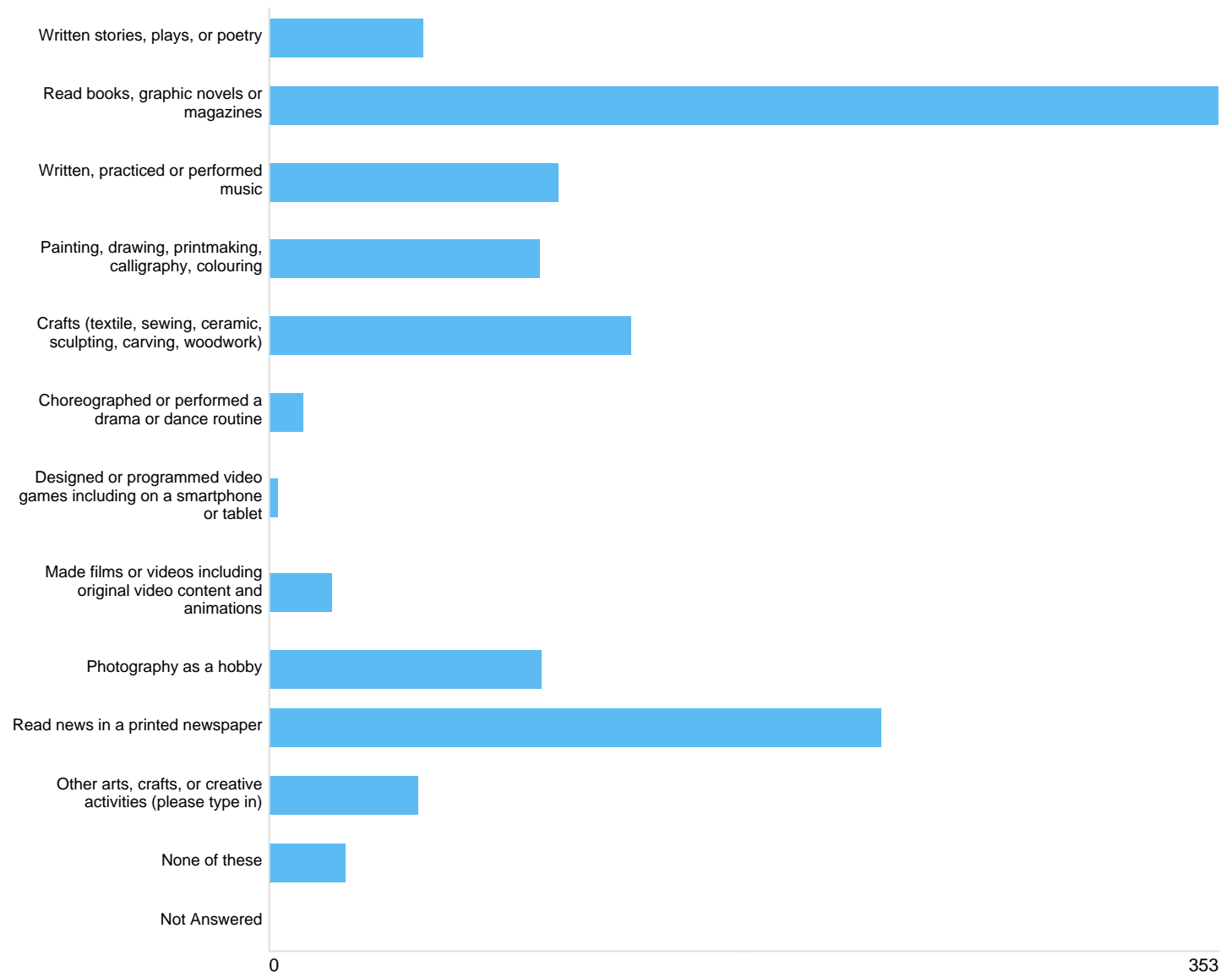
Option	Total	Percent
I met new people or made friends	63	15.40%
I spent time with friends or family	292	71.39%
I became more actively involved with or felt more connected to a community	119	29.10%
I learnt about the past, heritage, history or culture	122	29.83%
I benefited from a sense of belonging and identity	113	27.63%
I learnt new skills or made use of existing ones	48	11.74%
I developed a new passion, interest or hobby or returned to a previous one	46	11.25%
I developed skills that advanced or changed my career	9	2.20%
I expanded or increased my knowledge	164	40.10%
My physical health has improved	28	6.85%
My wellbeing or mental health has improved	192	46.94%
I felt less lonely or isolated	72	17.60%
I made fewer visits to the GP, doctor or other health professional	10	2.44%
Some other impact (please type in)	26	6.36%
None of these	26	6.36%
Not Answered	0	0.00%

Other - Please Specify

There were **53** responses to this part of the question.

Question 11: In the last 12 months, which of these things have you done in Aberdeen either at home or away from home?

Home Activities



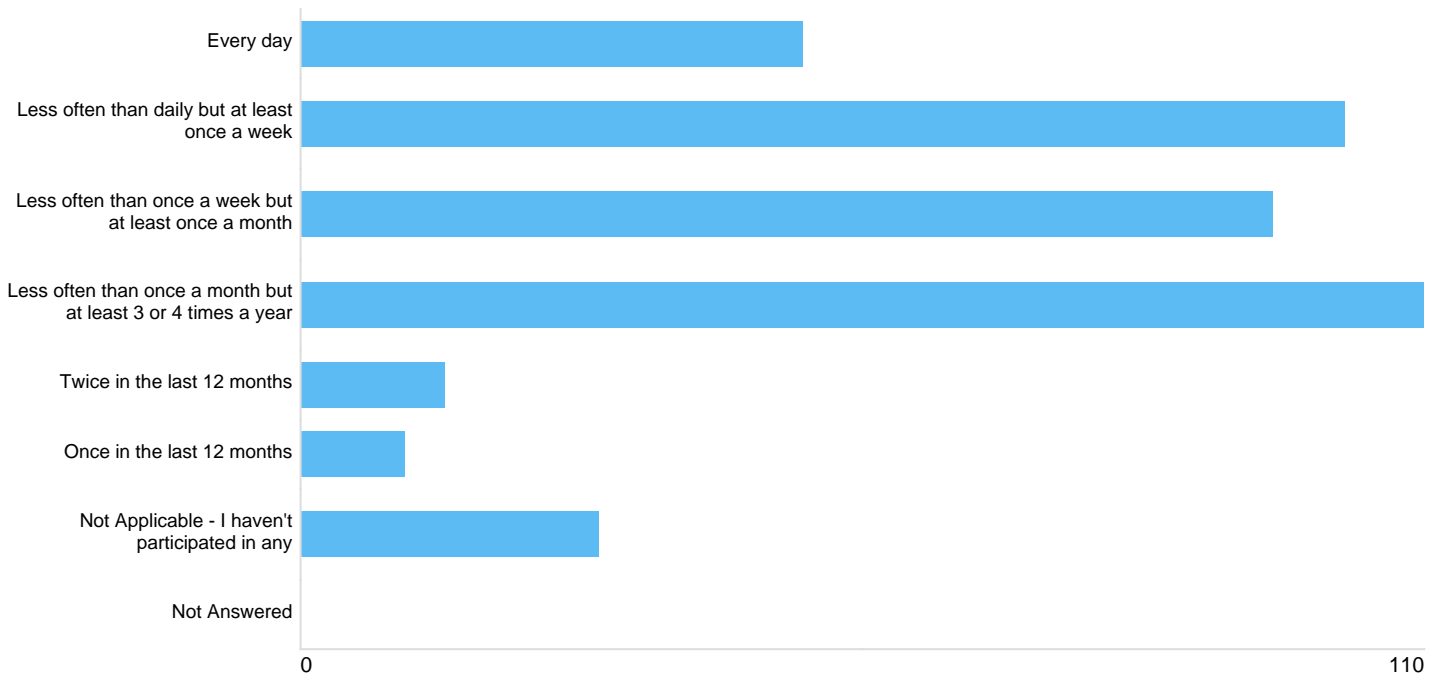
Option	Total	Percent
Written stories, plays, or poetry	57	13.94%
Read books, graphic novels or magazines	353	86.31%
Written, practiced or performed music	107	26.16%
Painting, drawing, printmaking, calligraphy, colouring	100	24.45%
Crafts (textile, sewing, ceramic, sculpting, carving, woodwork)	134	32.76%
Choreographed or performed a drama or dance routine	12	2.93%
Designed or programmed video games including on a smartphone or tablet	3	0.73%
Made films or videos including original video content and animations	23	5.62%
Photography as a hobby	101	24.69%
Read news in a printed newspaper	227	55.50%
Other arts, crafts, or creative activities (please type in)	55	13.45%
None of these	28	6.85%
Not Answered	0	0.00%

Other - Please Specify

There were **61** responses to this part of the question.

Question 12: How often in the last 12 months have you participated in cultural activities?

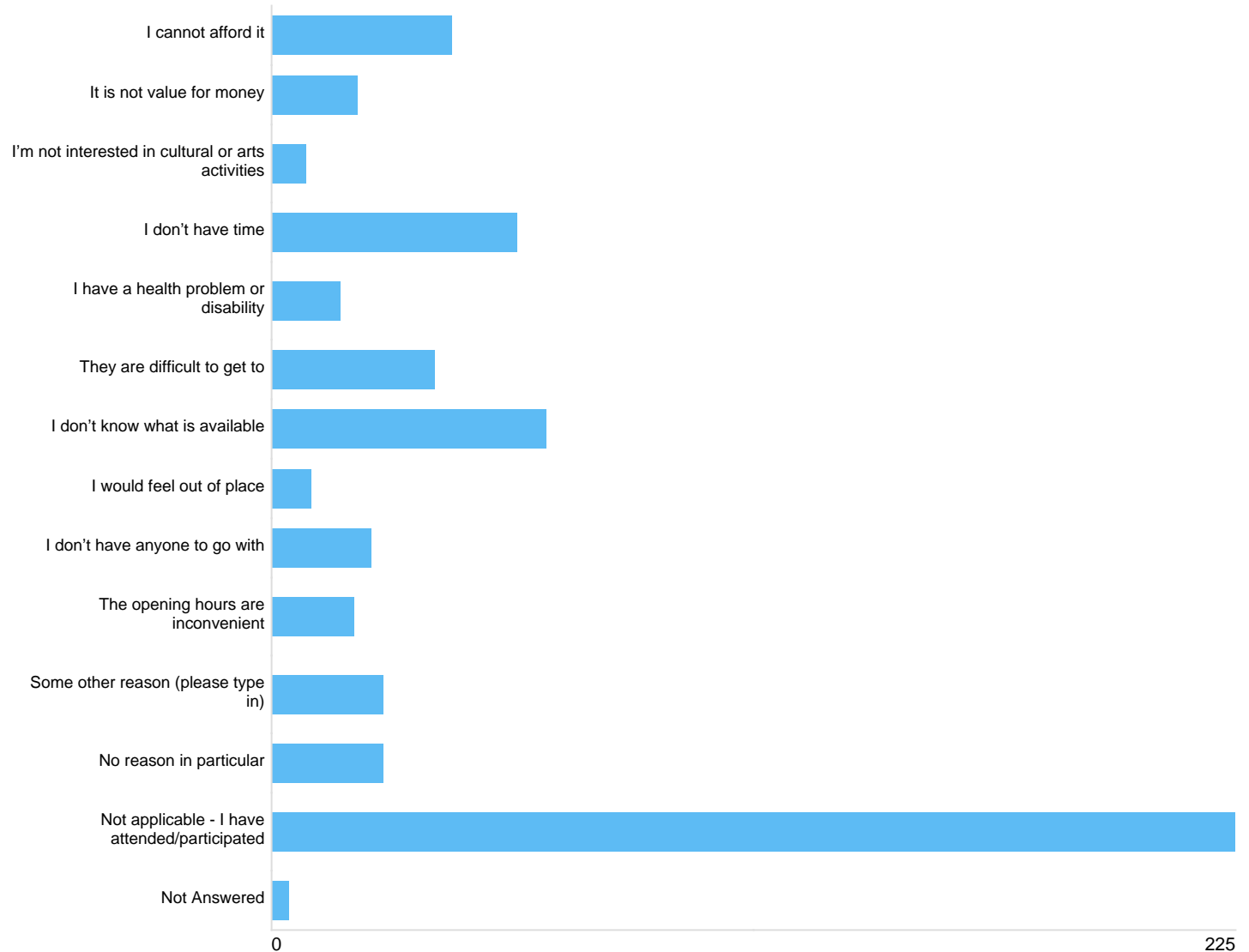
Activity Participation



Option	Total	Percent
Every day	49	11.98%
Less often than daily but at least once a week	102	24.94%
Less often than once a week but at least once a month	95	23.23%
Less often than once a month but at least 3 or 4 times a year	110	26.89%
Twice in the last 12 months	14	3.42%
Once in the last 12 months	10	2.44%
Not Applicable - I haven't participated in any	29	7.09%
Not Answered	0	0.00%

Question 13: What are the reasons you haven't personally attended cultural activities or participated in arts or culture in the last 12 months?

Null Attendance Reasons



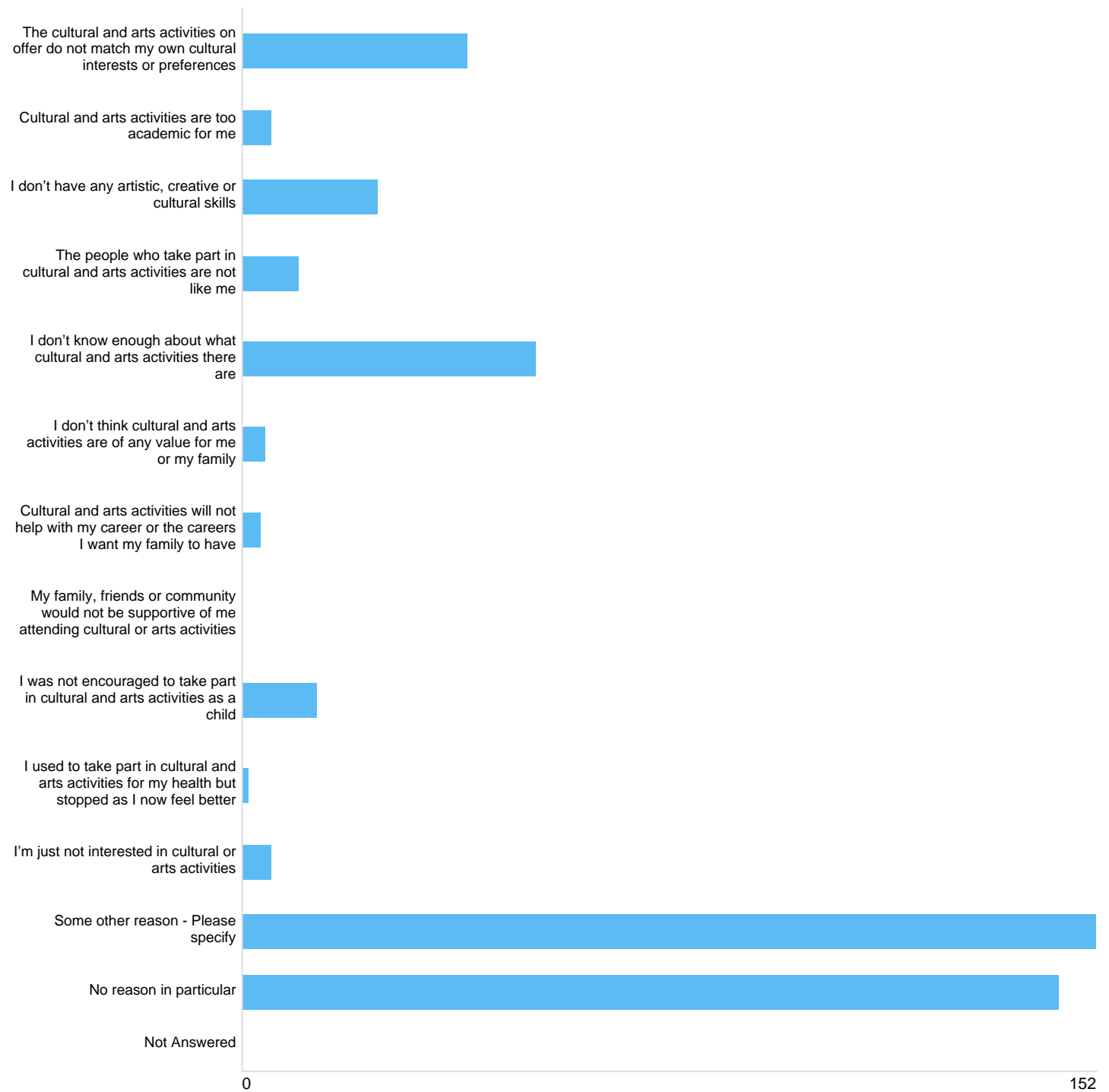
Option	Total	Percent
I cannot afford it	42	10.27%
It is not value for money	20	4.89%
I'm not interested in cultural or arts activities	8	1.96%
I don't have time	57	13.94%
I have a health problem or disability	16	3.91%
They are difficult to get to	38	9.29%
I don't know what is available	64	15.65%
I would feel out of place	9	2.20%
I don't have anyone to go with	23	5.62%
The opening hours are inconvenient	19	4.65%
Some other reason (please type in)	26	6.36%
No reason in particular	26	6.36%
Not applicable - I have attended/participated	225	55.01%
Not Answered	4	0.98%

Other - Please Specify

There were **58** responses to this part of the question.

Question 14: What are your reasons for not being interested in cultural or arts activities?

Disinterest Reasons



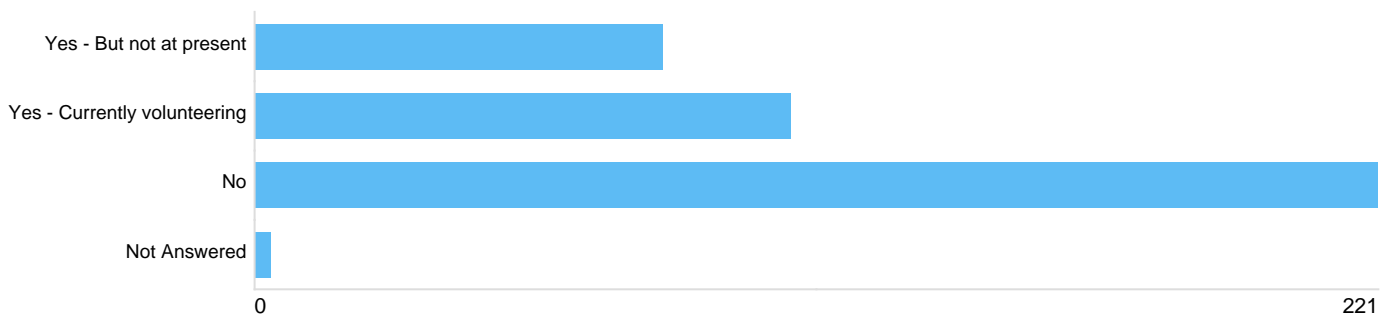
Option	Total	Percent
The cultural and arts activities on offer do not match my own cultural interests or preferences	40	9.78%
Cultural and arts activities are too academic for me	5	1.22%
I don't have any artistic, creative or cultural skills	24	5.87%
The people who take part in cultural and arts activities are not like me	10	2.44%
I don't know enough about what cultural and arts activities there are	52	12.71%
I don't think cultural and arts activities are of any value for me or my family	4	0.98%
Cultural and arts activities will not help with my career or the careers I want my family to have	3	0.73%
My family, friends or community would not be supportive of me attending cultural or arts activities	0	0.00%
I was not encouraged to take part in cultural and arts activities as a child	13	3.18%
I used to take part in cultural and arts activities for my health but stopped as I now feel better	1	0.24%
I'm just not interested in cultural or arts activities	5	1.22%
Some other reason - Please specify	152	37.16%
No reason in particular	145	35.45%
Not Answered	0	0.00%

Other - Please Specify

There were **199** responses to this part of the question.

Question 15: Have you ever, or do you currently, volunteer for an arts, cultural or community organisation?

Volunteer



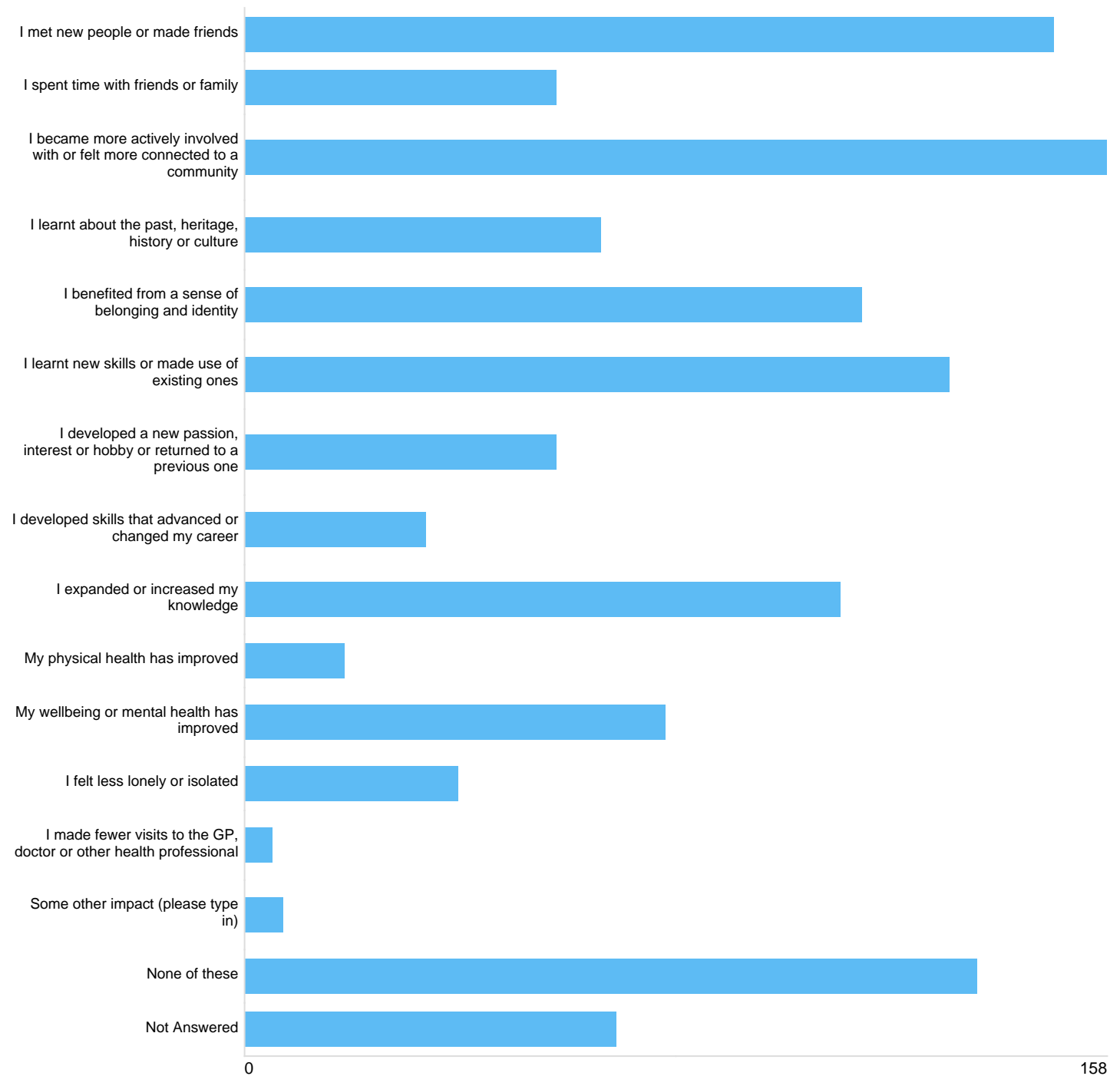
Option	Total	Percent
Yes - But not at present	80	19.56%
Yes - Currently volunteering	105	25.67%
No	221	54.03%
Not Answered	3	0.73%

If yes, what did you do as a volunteer with that organisation?

There were **160** responses to this part of the question.

Question 16: Thinking about when you have volunteered with an arts, cultural or community organisation, what were the main benefits or impacts for you?

Volunteer Impacts



Option	Total	Percent
I met new people or made friends	148	36.19%
I spent time with friends or family	57	13.94%
I became more actively involved with or felt more connected to a community	158	38.63%
I learnt about the past, heritage, history or culture	65	15.89%
I benefited from a sense of belonging and identity	113	27.63%
I learnt new skills or made use of existing ones	129	31.54%
I developed a new passion, interest or hobby or returned to a previous one	57	13.94%
I developed skills that advanced or changed my career	33	8.07%
I expanded or increased my knowledge	109	26.65%
My physical health has improved	18	4.40%
My wellbeing or mental health has improved	77	18.83%
I felt less lonely or isolated	39	9.54%
I made fewer visits to the GP, doctor or other health professional	5	1.22%
Some other impact (please type in)	7	1.71%
None of these	134	32.76%
Not Answered	68	16.63%

Question 17: Do you have children under-16 years old?

Children



Option	Total	Percent
Yes	63	15.40%
No	346	84.60%
Not Answered	0	0.00%

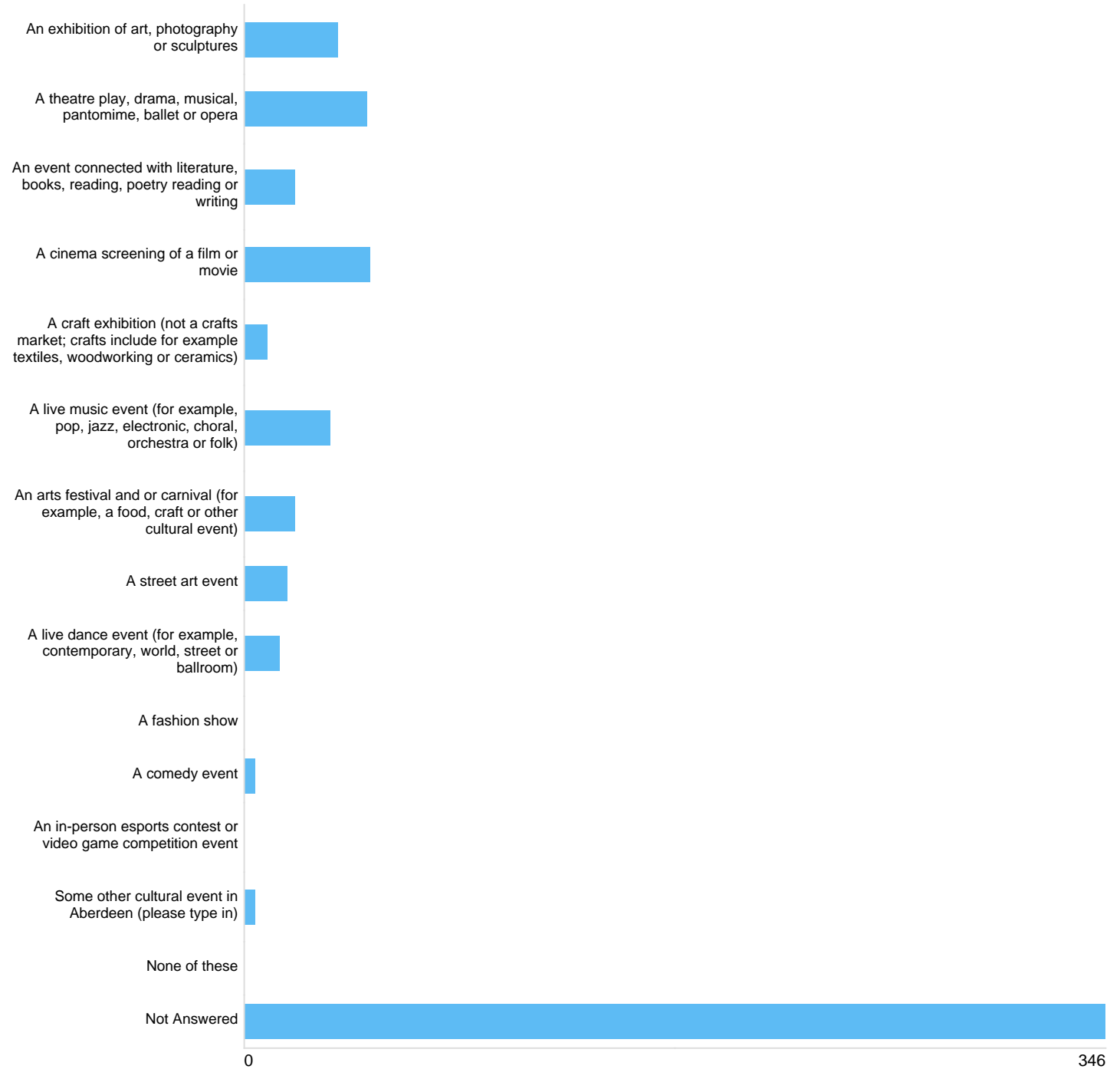
Question 18: Do you have any further comments to add regarding engagement or participation in Culture?

Additional Comments

There were 114 responses to this part of the question.

Question 19: Have your children attended or participated in any of the following in the last 12 months in Aberdeen?

Children Events



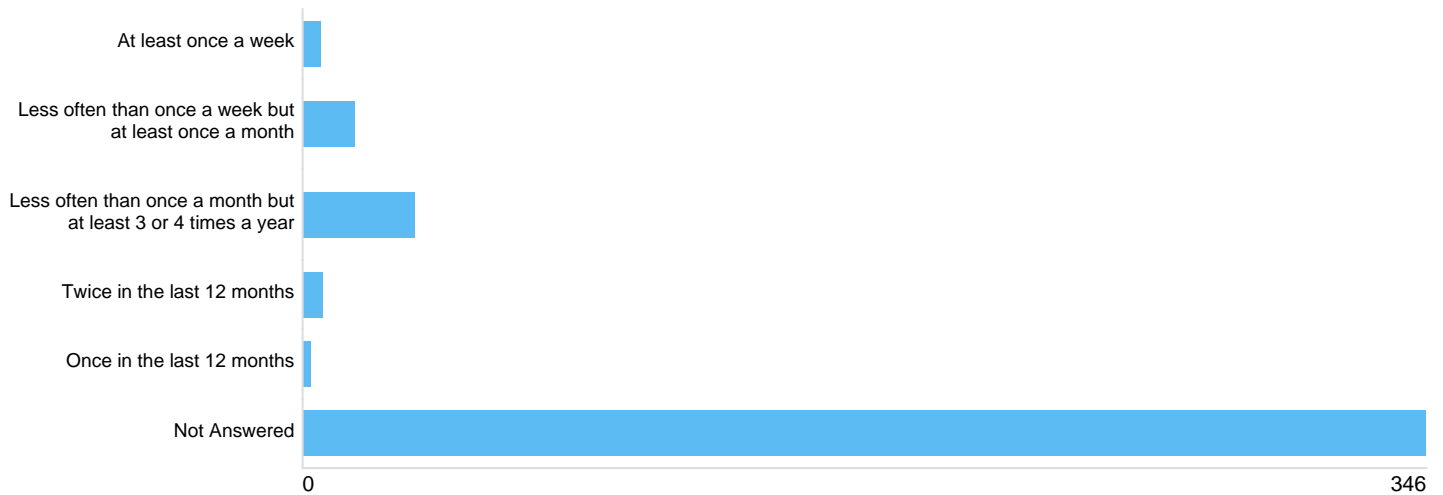
Option	Total	Percent
An exhibition of art, photography or sculptures	37	9.05%
A theatre play, drama, musical, pantomime, ballet or opera	49	11.98%
An event connected with literature, books, reading, poetry reading or writing	20	4.89%
A cinema screening of a film or movie	50	12.22%
A craft exhibition (not a crafts market; crafts include for example textiles, woodworking or ceramics)	9	2.20%
A live music event (for example, pop, jazz, electronic, choral, orchestra or folk)	34	8.31%
An arts festival and or carnival (for example, a food, craft or other cultural event)	20	4.89%
A street art event	17	4.16%
A live dance event (for example, contemporary, world, street or ballroom)	14	3.42%
A fashion show	0	0.00%
A comedy event	4	0.98%
An in-person esports contest or video game competition event	0	0.00%
Some other cultural event in Aberdeen (please type in)	4	0.98%
None of these	0	0.00%
Not Answered	346	84.60%

Other - Please Specify

There were 2 responses to this part of the question.

Question 20: How often in the last 12 months have your children attended?

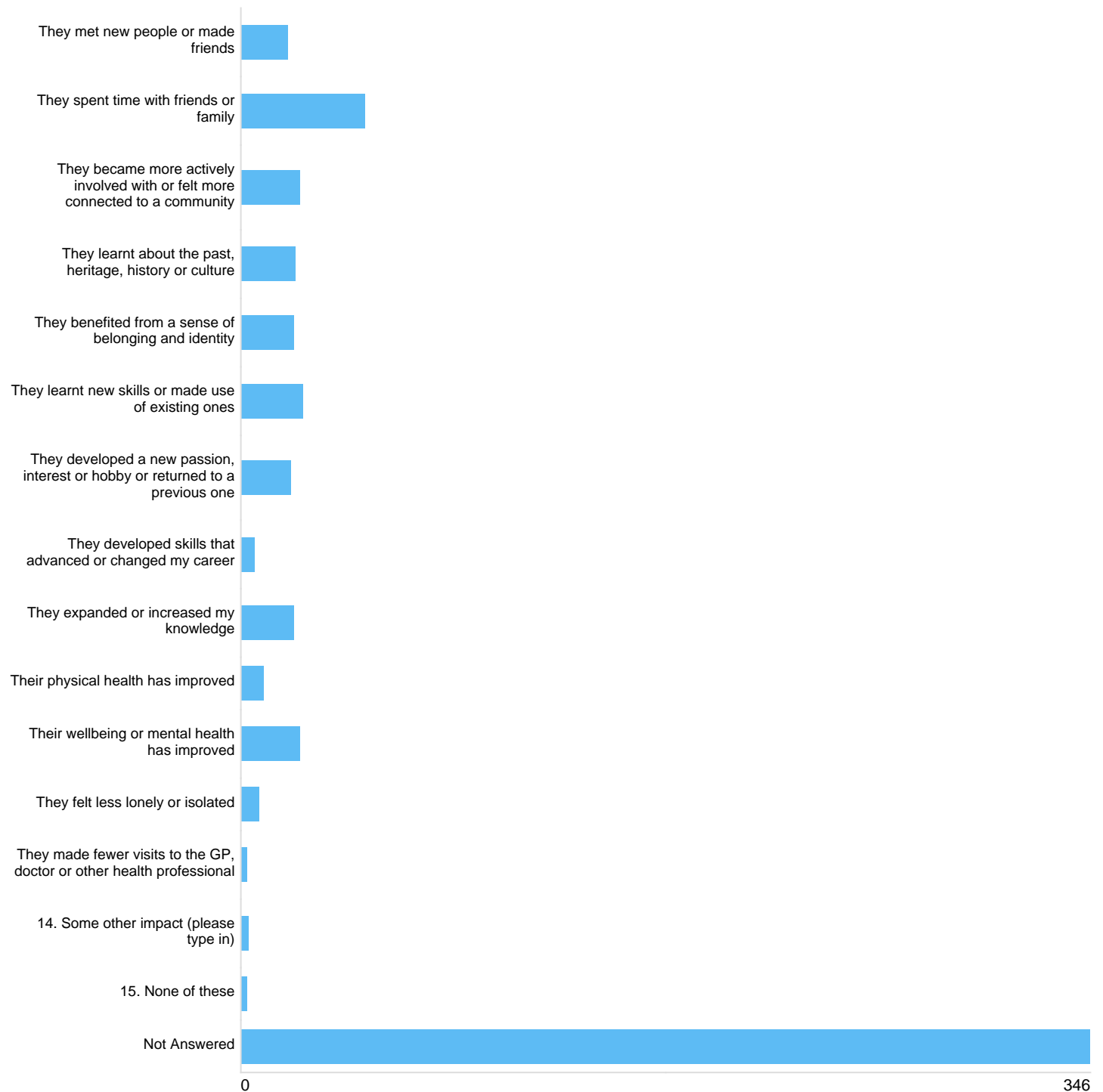
Children Attendance Frequency



Option	Total	Percent
At least once a week	5	1.22%
Less often than once a week but at least once a month	16	3.91%
Less often than once a month but at least 3 or 4 times a year	34	8.31%
Twice in the last 12 months	6	1.47%
Once in the last 12 months	2	0.49%
Not Answered	346	84.60%

Question 21: Thinking about the last event your children attended, what were the main benefits or impacts?

Children Impacts



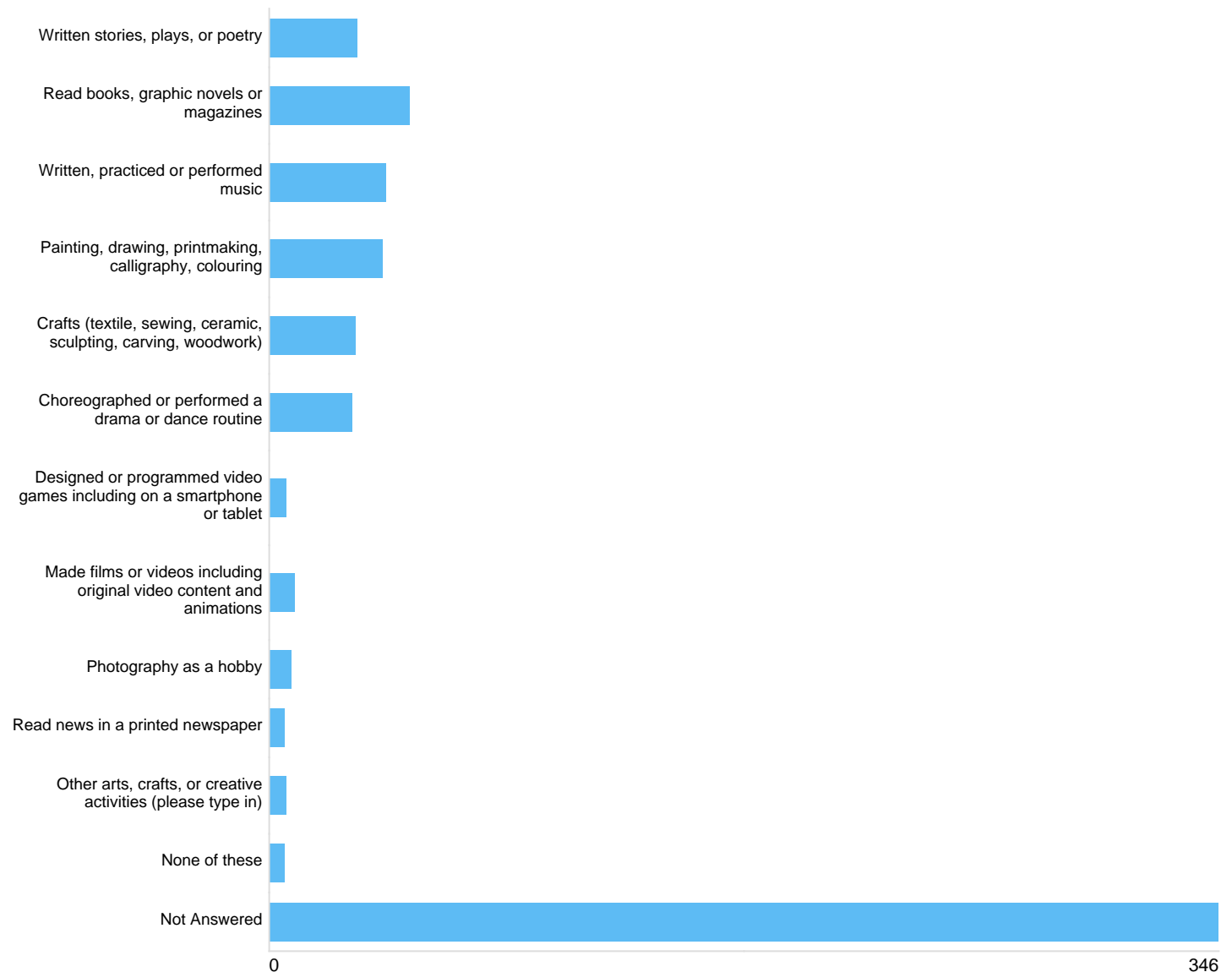
Option	Total	Percent
They met new people or made friends	19	4.65%
They spent time with friends or family	50	12.22%
They became more actively involved with or felt more connected to a community	24	5.87%
They learnt about the past, heritage, history or culture	22	5.38%
They benefited from a sense of belonging and identity	21	5.13%
They learnt new skills or made use of existing ones	25	6.11%
They developed a new passion, interest or hobby or returned to a previous one	20	4.89%
They developed skills that advanced or changed my career	5	1.22%
They expanded or increased my knowledge	21	5.13%
Their physical health has improved	9	2.20%
Their wellbeing or mental health has improved	24	5.87%
They felt less lonely or isolated	7	1.71%
They made fewer visits to the GP, doctor or other health professional	2	0.49%
14. Some other impact (please type in)	3	0.73%
15. None of these	2	0.49%
Not Answered	346	84.60%

Other - Please Specify

There were 5 responses to this part of the question.

Question 22: In the last 12 months, which of these things have your children done in Aberdeen either at home or away from home?

Children Activity



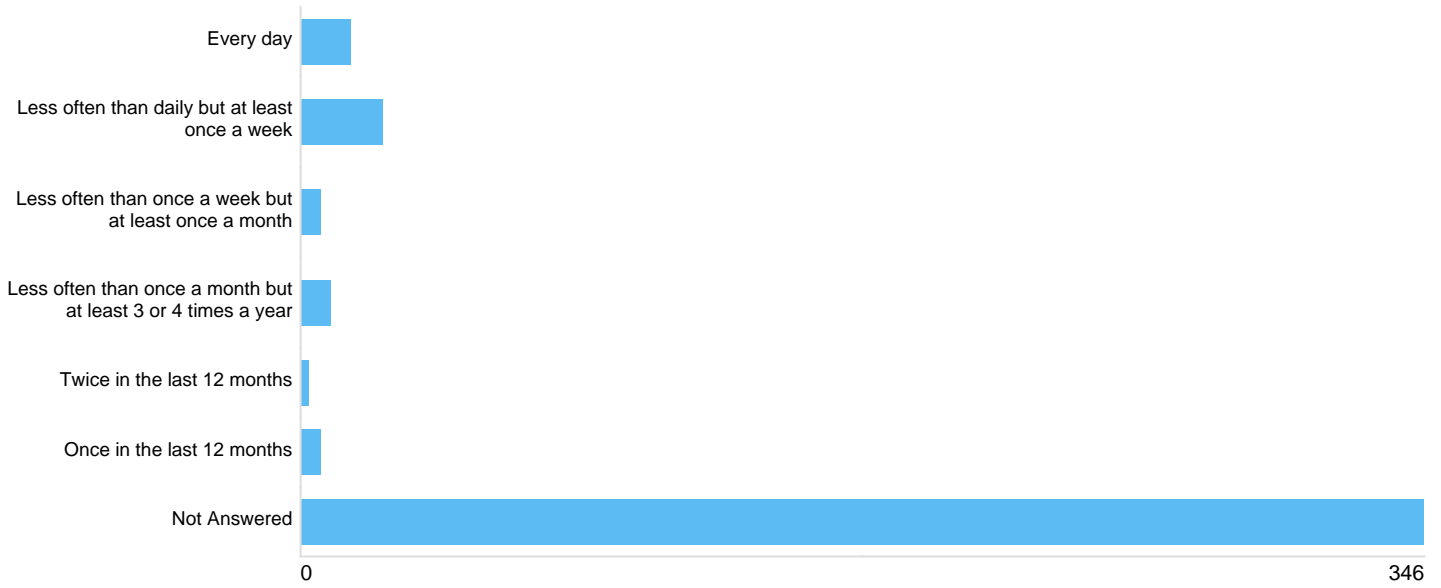
Option	Total	Percent
Written stories, plays, or poetry	32	7.82%
Read books, graphic novels or magazines	51	12.47%
Written, practiced or performed music	42	10.27%
Painting, drawing, printmaking, calligraphy, colouring	41	10.02%
Crafts (textile, sewing, ceramic, sculpting, carving, woodwork)	31	7.58%
Choreographed or performed a drama or dance routine	30	7.33%
Designed or programmed video games including on a smartphone or tablet	6	1.47%
Made films or videos including original video content and animations	9	2.20%
Photography as a hobby	8	1.96%
Read news in a printed newspaper	5	1.22%
Other arts, crafts, or creative activities (please type in)	6	1.47%
None of these	5	1.22%
Not Answered	346	84.60%

Other - Please Specify

There were 5 responses to this part of the question.

Question 23: How often in the last 12 months have your children participated in these activities?

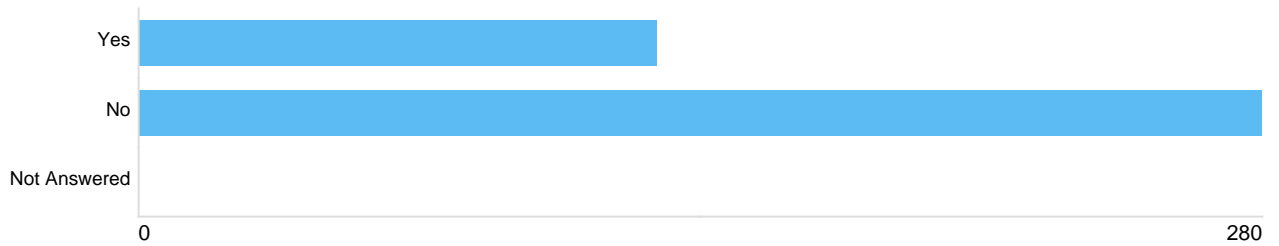
Children activity frequency



Option	Total	Percent
Every day	15	3.67%
Less often than daily but at least once a week	25	6.11%
Less often than once a week but at least once a month	6	1.47%
Less often than once a month but at least 3 or 4 times a year	9	2.20%
Twice in the last 12 months	2	0.49%
Once in the last 12 months	6	1.47%
Not Answered	346	84.60%

Question 24: Would you like to submit information regarding your background for this consultation?

Demographic confirmation



Option	Total	Percent
Yes	129	31.54%
No	280	68.46%
Not Answered	0	0.00%

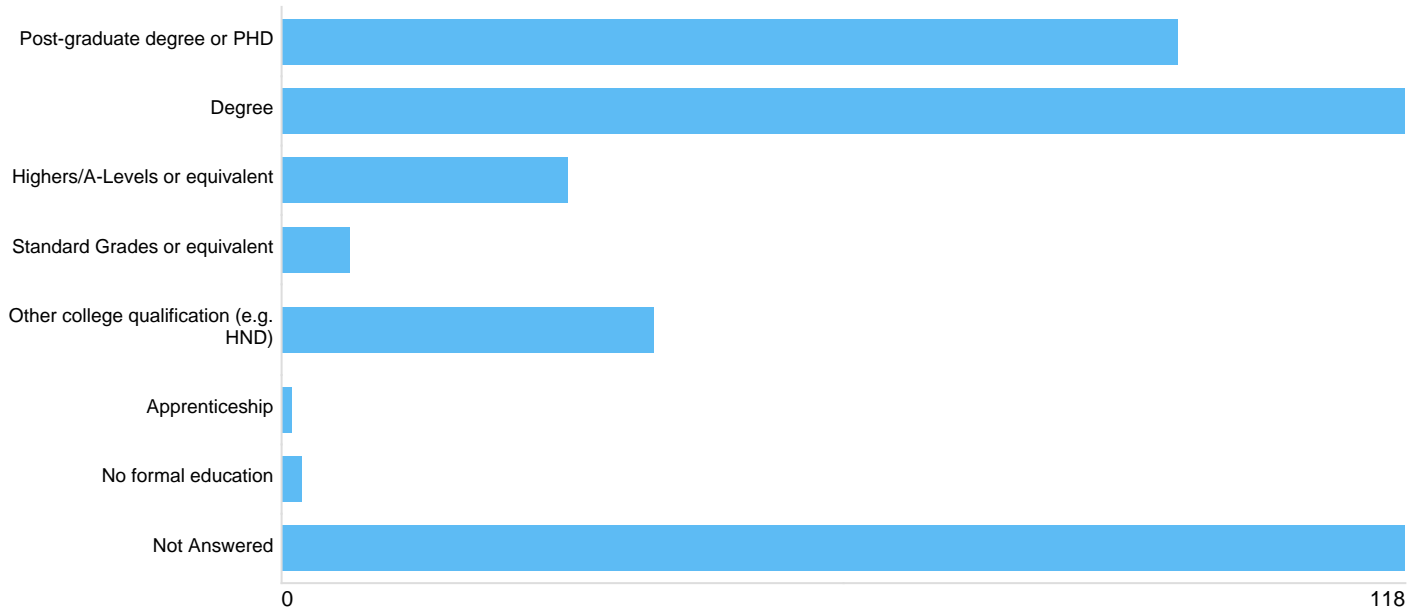
Question 25: What is your date of birth?

Date of Birth

There were **274** responses to this part of the question.

Question 26: What is your highest level of education?

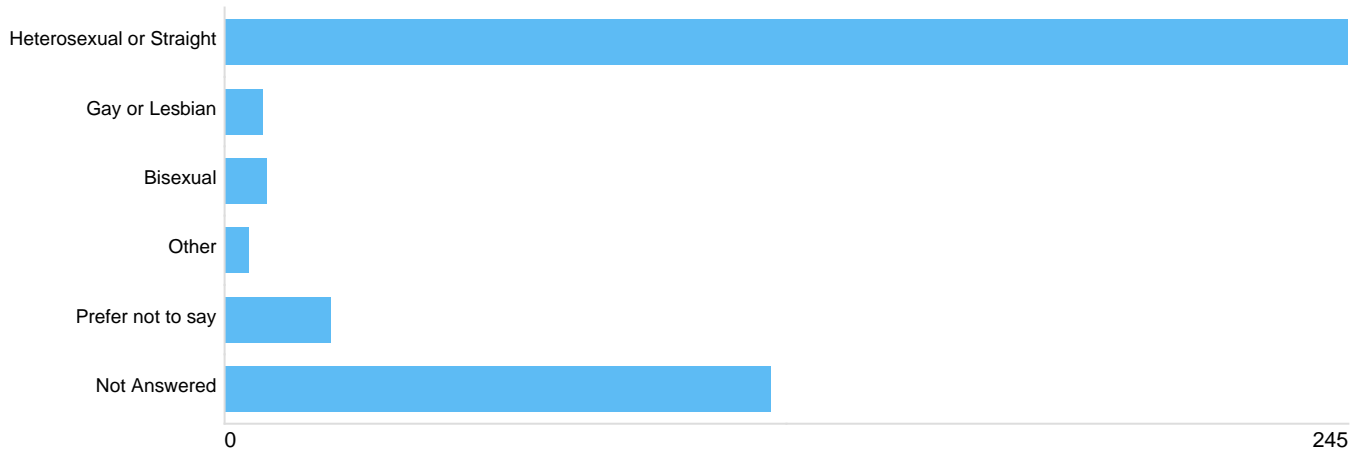
Education



Option	Total	Percent
Post-graduate degree or PHD	94	22.98%
Degree	118	28.85%
Highers/A-Levels or equivalent	30	7.33%
Standard Grades or equivalent	7	1.71%
Other college qualification (e.g. HND)	39	9.54%
Apprenticeship	1	0.24%
No formal education	2	0.49%
Not Answered	118	28.85%

Question 27: What is your sexual orientation?

Sexuality



Option	Total	Percent
Heterosexual or Straight	245	59.90%
Gay or Lesbian	8	1.96%
Bisexual	9	2.20%
Other	5	1.22%
Prefer not to say	23	5.62%
Not Answered	119	29.10%

Question 28: What is your gender?

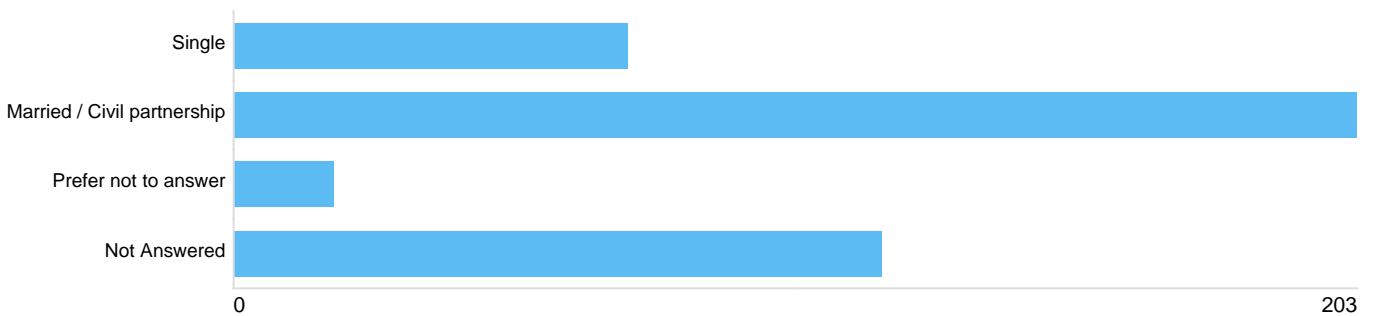
Gender Identity



Option	Total	Percent
Male	118	28.85%
Female	161	39.36%
Non-binary	4	0.98%
Trans Male	0	0.00%
Trans Female	0	0.00%
Other	0	0.00%
Prefer not to say	9	2.20%
Not Answered	117	28.61%

Question 29: What is your marital status?

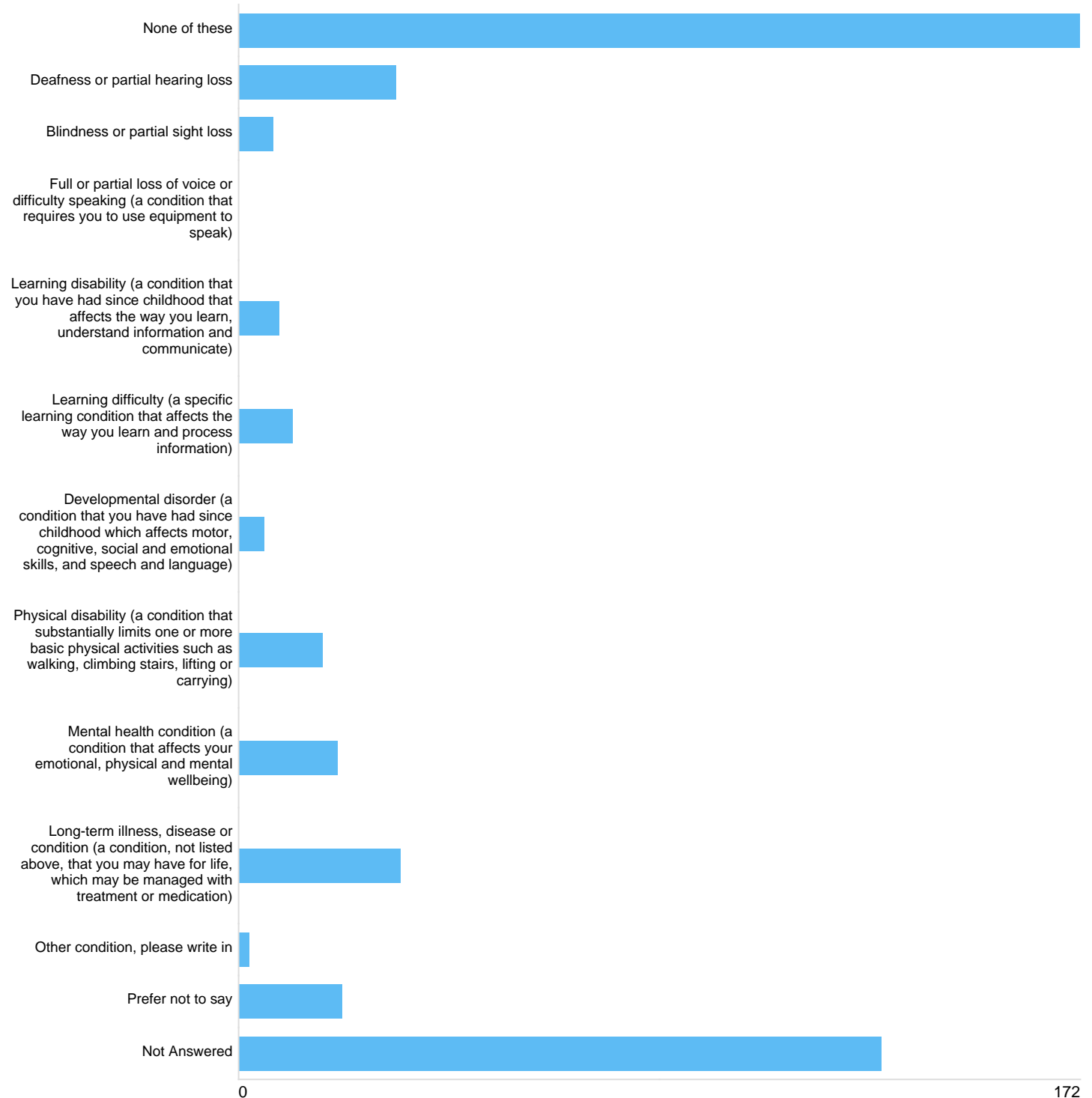
Marital Status



Option	Total	Percent
Single	71	17.36%
Married / Civil partnership	203	49.63%
Prefer not to answer	18	4.40%
Not Answered	117	28.61%

Question 30: Do you have any of the following which have lasted, or are expected to last, at least 12 months?

Disability and accessibility



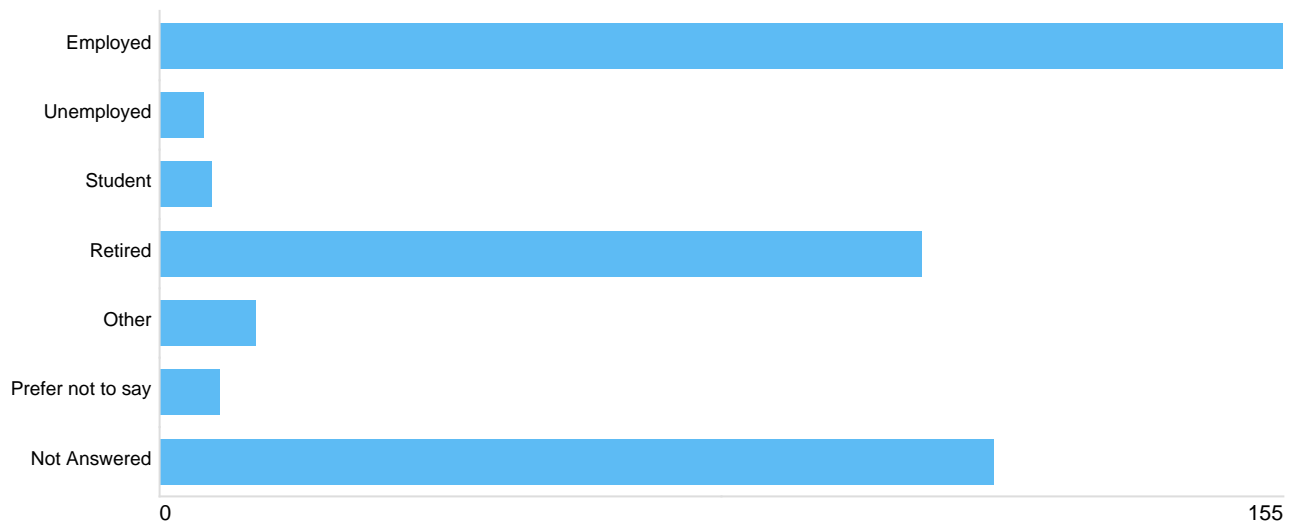
Option	Total	Percent
None of these	172	42.05%
Deafness or partial hearing loss	32	7.82%
Blindness or partial sight loss	7	1.71%
Full or partial loss of voice or difficulty speaking (a condition that requires you to use equipment to speak)	0	0.00%
Learning disability (a condition that you have had since childhood that affects the way you learn, understand information and communicate)	8	1.96%
Learning difficulty (a specific learning condition that affects the way you learn and process information)	11	2.69%
Developmental disorder (a condition that you have had since childhood which affects motor, cognitive, social and emotional skills, and speech and language)	5	1.22%
Physical disability (a condition that substantially limits one or more basic physical activities such as walking, climbing stairs, lifting or carrying)	17	4.16%
Mental health condition (a condition that affects your emotional, physical and mental wellbeing)	20	4.89%
Long-term illness, disease or condition (a condition, not listed above, that you may have for life, which may be managed with treatment or medication)	33	8.07%
Other condition, please write in	2	0.49%
Prefer not to say	21	5.13%
Not Answered	131	32.03%

Other - Please Specify

There were 12 responses to this part of the question.

Question 31: What is your employment status?

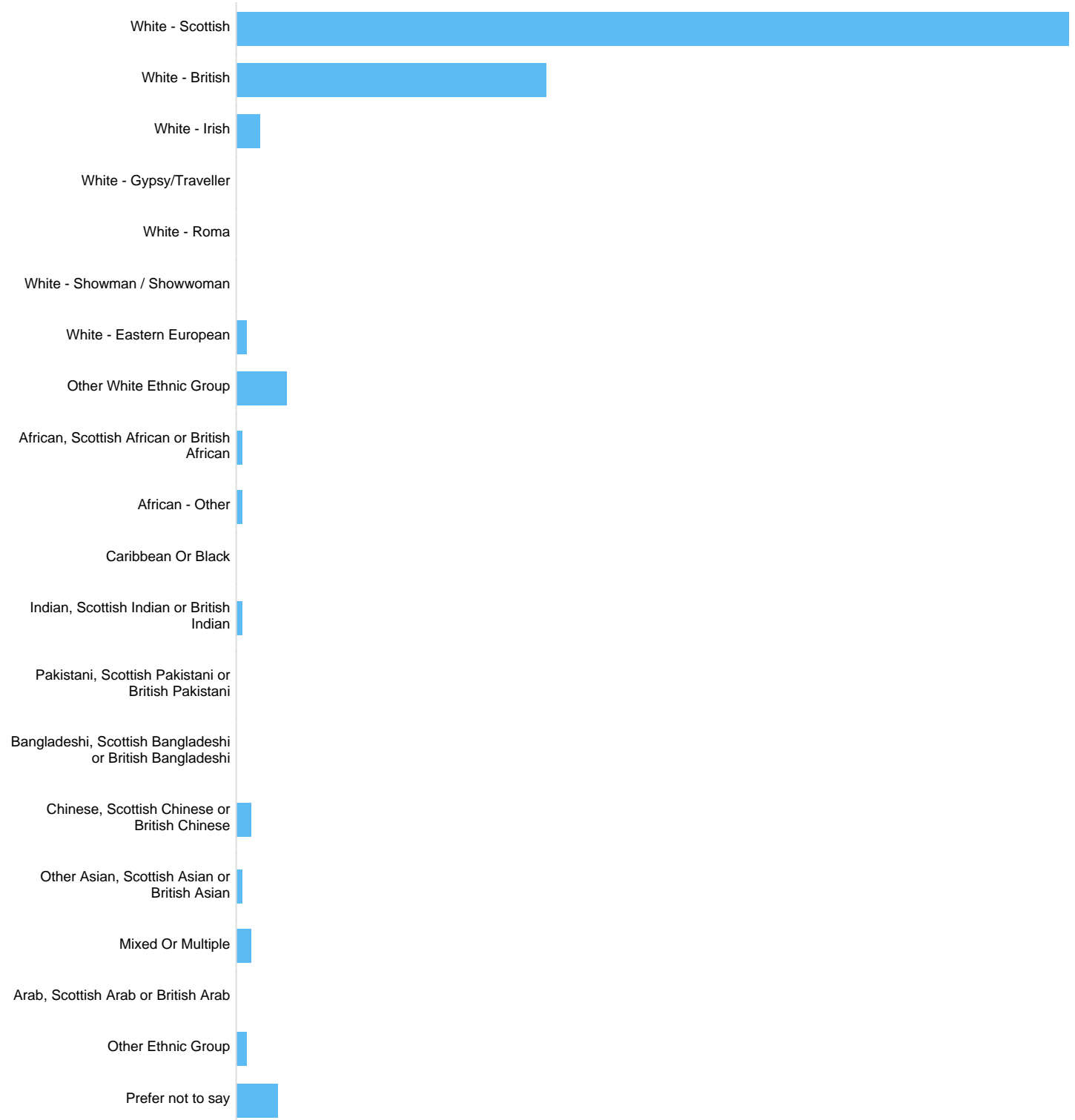
Employment Type



Option	Total	Percent
Employed	155	37.90%
Unemployed	6	1.47%
Student	7	1.71%
Retired	105	25.67%
Other	13	3.18%
Prefer not to say	8	1.96%
Not Answered	115	28.12%

Question 32: What is your ethnic group?

Ethnicity

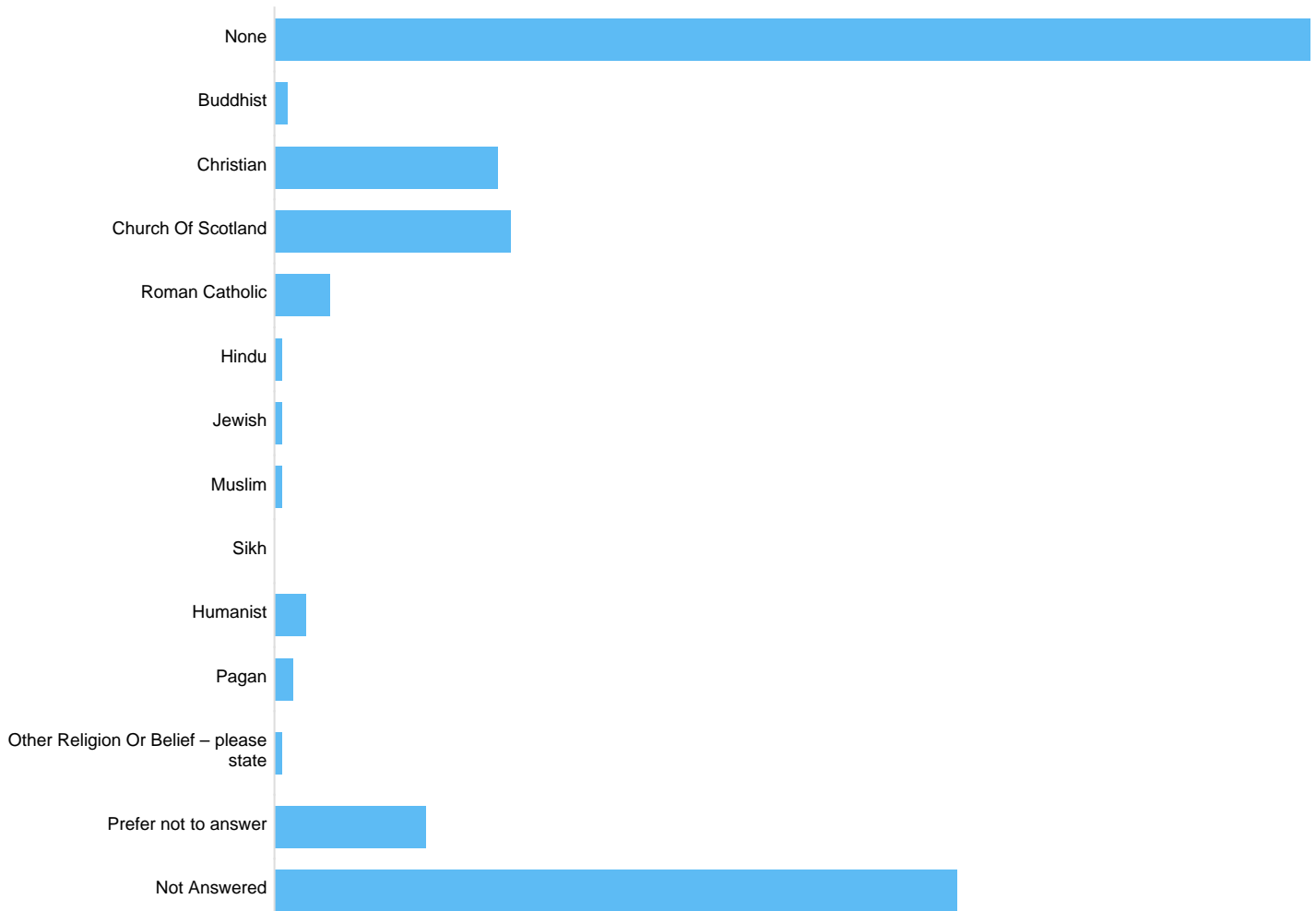




Option	Total	Percent
White - Scottish	186	45.48%
White - British	69	16.87%
White - Irish	5	1.22%
White - Gypsy/Traveller	0	0.00%
White - Roma	0	0.00%
White - Showman / Showwoman	0	0.00%
White - Eastern European	2	0.49%
Other White Ethnic Group	11	2.69%
African, Scottish African or British African	1	0.24%
African - Other	1	0.24%
Caribbean Or Black	0	0.00%
Indian, Scottish Indian or British Indian	1	0.24%
Pakistani, Scottish Pakistani or British Pakistani	0	0.00%
Bangladeshi, Scottish Bangladeshi or British Bangladeshi	0	0.00%
Chinese, Scottish Chinese or British Chinese	3	0.73%
Other Asian, Scottish Asian or British Asian	1	0.24%
Mixed Or Multiple	3	0.73%
Arab, Scottish Arab or British Arab	0	0.00%
Other Ethnic Group	2	0.49%
Prefer not to say	9	2.20%
Prefer to self-identify – please state	2	0.49%
Not Answered	113	27.63%

Question 33: What religion, denomination or body do you belong to?

Religion



Option	Total	Percent
None	172	42.05%
Buddhist	2	0.49%
Christian	37	9.05%
Church Of Scotland	39	9.54%
Roman Catholic	9	2.20%
Hindu	1	0.24%
Jewish	1	0.24%
Muslim	1	0.24%
Sikh	0	0.00%
Humanist	5	1.22%
Pagan	3	0.73%
Other Religion Or Belief – please state	1	0.24%
Prefer not to answer	25	6.11%
Not Answered	113	27.63%

Culture Investment Framework - Public Consultation Analysis – Interim

At the meeting of The Council on the 7th February 2024, instruction was given to revise Council cultural funding processes to ensure the priorities and objectives of funding was more clear and the decision making process more transparent. Around the same time the refreshed Aberdeen Local Outcome Improvement Plan (LOIP) was published setting out the collective vision for all Aberdonians to thrive, regardless of background and circumstances.

As part of the process the Council commissioned an independent facilitator to lead on a series of consultation workshops with stakeholders, the purpose of these sessions were to-

- Define what the Cultural Investment priorities will be and how they will benefit Aberdeen.
- Bring the whole cultural sector together to build trust in process and understand the purpose of the Cultural Investment Framework.
- Ensure that the process engages sector wide, not just current funding recipients.
- Provide clarity on the Council's priorities and provide opportunities for innovative thinking on how culture could deliver the right outcomes.

In total 46 organisation representatives engaged in the stakeholder sessions and report has been provided by Charlotte Wilson Research Services on the feedback and recommendations which will be incorporated into the final framework as appropriate.

Alongside the stakeholder engagement, an online public consultation exercise was undertaken to seek feedback and endorsement of Culture Investment Framework's aims, priorities and principles. In total there was 409 responses to the survey.

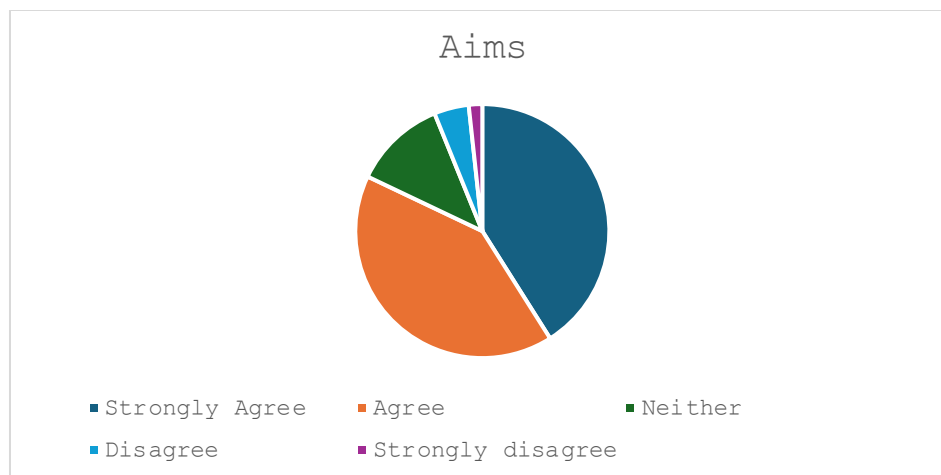
Consultation Analysis Format

General comments which **support** the content of the draft Framework; - **Issues /clarifications** in the draft Framework which respondents felt needed further expansion in the final document; - **Problems or gaps** identified by respondents which they felt could hinder the delivery of the Framework; - Suggested **actions and best practice** which could be considered to support the delivery of the Framework;

Draft Aims

Our Aims

- *We will continue to offer a range of support including grants to support one-off projects as well as for longer programmes and core running costs;*
- *we propose that all our future investment will share a common set of priorities and principles for the next three years from April 2025– March 2028.*
- *We aim to use this investment to strategically leverage in more national funding to the city to support cultural delivery and diversification.*

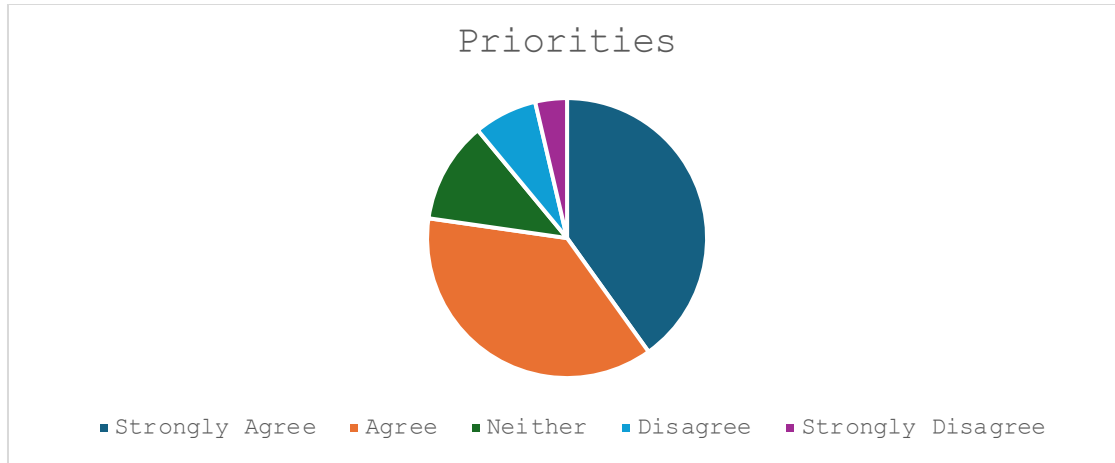


Category	Commentary Themes	Response/ Follow up Action
Support	<p>Proposal sounds inclusive and achievable.</p> <p>It is important to individuals' well-being/mental health to have access to cultural facilities</p> <p>It makes sense if the funding available to use can bring in additional funding nationally as this will benefit the city and its residents</p> <p>The benefits of a vibrant cultural environment are far reaching in the community and the monetary value in wellbeing and growth can far exceed the investments made</p> <p>3 year plan with common priorities ensures continuity and predictability for organisations.</p>	
Issues/clarifications	<p>Could be slightly more specific. Too vague.</p> <p>Not sure clear what the actual aims are</p>	The aim's are set out in the context of the priorities and ambitions rather than stand alone.
Problems or gaps	<p>Sharing a common set of priorities and principles could block some worthy projects</p> <p>common priorities is surely going to lead to a lack of diversity?</p> <p>Some organisation/groups get preference. Some area given more support than others</p> <p>You don't really offer much at present</p> <p>not the council's job to define artistic priorities or principles</p> <p>It's a small group deciding what these priorities and principles are</p>	<p>Priorities and Principles have been worded to avoid specifying artforms or type of activities to avoid ending up with a prescriptive cultural offer.</p> <p>Comments demonstrate some longstanding negative perceptions remain and there is a need for transparency and</p>

		<p>better communication to highlight current levels of investment.</p> <p>Cultural Investment Framework has been drawn through active sector engagement beginning with the 2023 Culture Review.</p>
Actions and best practice	<p>I agree with the aims - but would like to see some flexibility included in the investment strategy to allow for good opportunities that might be more unexpected rather than fit with a pre-determined set of priorities which might stifle opportunities</p> <p>Private funding support should also be a priority rather than just seeking national funding.</p>	<p>These points will be reflected in the subsequent strategy/ framework development.</p>

Draft Priorities

- *Economy: Diversify Aberdeen's economy and developing our workforce through skills support and employment opportunities.*
- *People (Children and Young People): improve our children and young people's physical, mental and emotional health and wellbeing. Improving education experience and post-school opportunities.*
- *People (Adults): increasing healthy life expectancy, reducing adult convictions, substance abuse and homelessness.*
- *Place: Addressing climate change by reducing Aberdeen's carbon emissions, protecting our natural and built environment.*
- *Community Empowerment: building strong personal and community resilience, enabling people to participate in decisions that help change things for the better.*

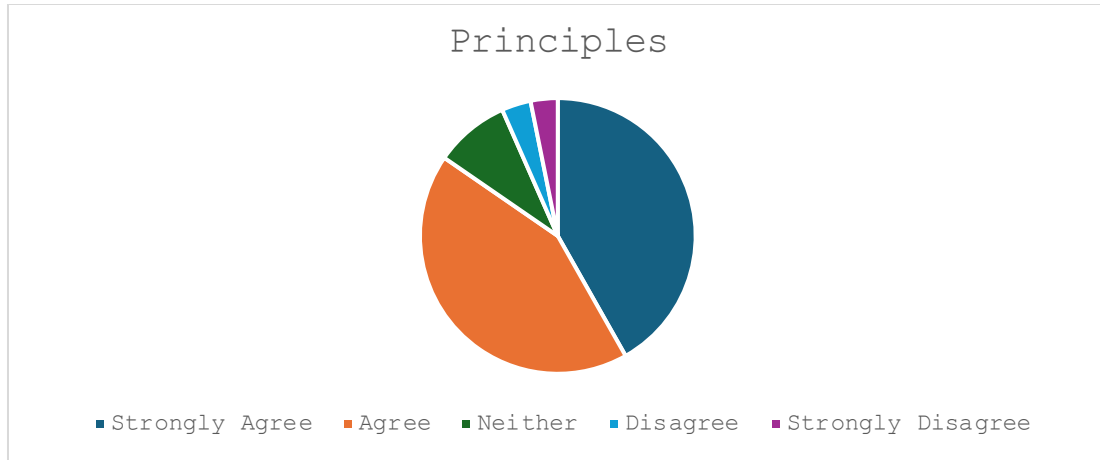


Category	Commentary Themes	Actions
Support	<p>All the above points are important to enjoying life All of these sound like excellent aims. I personally would like to see brave and bold actions towards their achievement.</p> <p>Culture growing from the grassroots in Aberdeen indeed ought to be a golden thread. It is necessary to ensure that opportunities are nurtured within the city so that locally-based artists and locally-organised and -managed projects can grow and expand within the area.</p> <p>Culture as a golden thread that everyone can follow, benefit from, and contribute to resonates strongly with me.</p>	
Issues/Clarifications	<p>Priorities don't really focus on the value of cultural experience, core benefits and impacts are missing.</p> <p>The LOIP ends in 2026 and this survey is about culture 2025 - 2028 so why tie it to an expired plan?</p> <p>It deals mainly with consequences rather than prevention.</p> <p>agree in principle that these are sensible high-level outcomes towards which we should work, but knowing the specific targets that lie underneath them in the LOIP, it feels like very little room has been made for cultural orgs to act. The targets have been set by non-cultural/arts/heritage bodies like the police, housing charities etc. Without meaningful participation in the Community Planning process, and the setting of culture-specific targets within the higher-level outcomes, I worry that the sector will never be seen by the LOIP/Council as effectively delivering on what has been agreed through the CP process. This risks further entrenching the idea that our activities are</p>	<p>Culture Review highlighted the lack of overarching cultural priorities or connection with the Council's other plan's and principles. The alignment with the LOIP is a starting point and one that was valued by the culture sector who have been engaged in the process. The framework of</p> <p>The additional priority themes of 'experience' and 'celebrate' have</p>

	luxury, never tackling the 'real' issues at hand. In a sense, we're running the risk of getting into a game where the rules have been set by others - often actors with very different agendas.	been developed to reflect the intrinsic value
Problems or gaps	There is an aging population with many people living alone and for longer feeling isolated and lonely, above does not specifically address this group in society which I feel I are often ignored.	This is captured in the Framework metrics around participation and engagement in respect to tackling feelings of loneliness as well as improved self-confidence.
Actions and best practice	How this is measured against the LOIP is key as sometimes positive cultural impact cannot be easily translated into these impacts. It's the endeavour to achieve these aims that matters Frankly the above list feels like a minimum - a base starting point for what we should be aiming for and achieving. We should be looking to the unique opportunities Aberdeen has to maximise these further - location, experience, history, etc. It is crucial there is joined-up thinking (and working) between different disciplines. Nothing can or should exist in isolation, oblivious to everything else going on.	These points are being captured in the Framework approach to impact monitoring.

Draft Principles

- *Ambition - Encourage creative ambition and excellence in delivery.*
- *Public benefits - Ensure Council investment is used for public benefit, demonstrating impacts to evidence investment is delivering on our priorities.*
- *Local Impact - to support the local cultural economy to develop capacity and capability to be more sustainable and successful.*
- *Diversity - Reflect the growing diversity of the city and foster creativity in every community.*
- *Collaboration- Encourage organisations to work mutually and in collaboration and to support grass roots organisations and individual practitioners, ensuring fair pay and opportunities to develop their activities and careers in Aberdeen.*
- *Grow investment – To foster the conditions for the culture sector to maximise opportunities and grow inward investment for culture and creativity in Aberdeen.*
- *Inclusive - Make funding guidance clear, easy to understand, accessible and inclusive. To make monitoring consistent and proportionate to the levels of investment.*
- *Open - Make decisions based on open applications, share data on decisions openly and use monitoring data collected to inform future investment choices.*



Category	Commentary Themes	Actions
Support	<p>Investment in the local and further arts is vital to nurture a multi-cultural approach to the arts. Inclusion and diversity are key components in developing and growing cultural opportunities in Aberdeen, and the principles outline have the potential to bring about investment from the national level and to encourage investment at the local level from community members. This reflects well on your commitment to the arts.</p> <p>People need to understand that the population of Aberdeen is changing and supporting arts in this way will help.</p> <p>These are all very important principles. Why are they in draft? They should be in place right now!</p> <p>It is so important to support the Arts and Culture in a city. I have lived in another city with a similar sized population where there was little investment in the Arts and the city definitely suffered from lack of this important offering.</p>	
Issues/Clarifications	<p>While we agree with the sentiment of the draft principles, we believe that they could be more succinct without losing their essence.</p> <p>Open category could be stronger re full public transparency.</p> <p>In 'Public Benefit' I would like to see 'lasting public benefit' a requirement for council investment to cement long-term strategic funding.</p>	<p>Respondent put forward good suggestions but they did generalise/weaken 'open' and 'grow investment' – agree point of being more succinct.</p> <p>With transparency there is limits on what the Council will be able to publish without risking breaching the personal</p>

		<p>data or commercial sensitivity of applications, Framework proposes to be transparent on process and decisions without going into sensitive information.</p> <p>Public benefits legacy expectation will be proportionate to level of funding/nature of activity.</p>
Problems or gaps	<p>this doesn't actually mean anything. It would be good if we start paying Aberdeen artists. There is an extremely high proportion of 'cultural' activities bought in. We aren't showcasing anything Creative opportunities and industries are continuously struggling in Aberdeen. I don't see much evidence that council investment is being used for public benefit, especially when it comes to the arts.</p> <p>ACC needs to have a wider, more ambitious plan for culture.</p> <p>I can't disagree with any of that, but I'd like to see something more about Aberdeen as a cultural/arts destination to draw in outside benefits</p> <p>Probably needs something about environmental sustainability. I'd also strongly suggest creating a principle around everyday culture and creativity. We have the 'professional' world covered with principles around 'excellence', 'economy', 'investment', but there isn't much explicit space for the more everyday cultural/creative expressions of 'non-professionals'.</p>	<p>Review and Framework recognises this sense that the public and sector feel the cultural offer is 'bought in' rather than developed locally, this is being addressed in the priorities and principles.</p> <p>Culture plan and Creative Industries plans as part of the Regional Economic Strategy are also being developed to address some of the points.</p> <p>'everyday participation' is captured in the new 'experience' theme.</p>
Actions and best practice	<p>Aberdeen has had some fantastic trailblazing cultural initiatives in the past, but has failed to exploit this to the full or value these programs. I would love to see cultural activities given a higher prominence and be more valued in the city.</p> <p>In principle I find it very difficult to disagree with any of the aims and principles here outlined.</p> <p>What I feel is missing from this survey is the road map of how they will be achieved; and I do not know without the road map if I would agree with the methods, I would like to see them and I would like to find that I am in agreement with them.</p>	<p>This will be picked up in the impact metrics and the range of funding programmes.</p> <p>Culture Investment Framework logic model</p>

Key Lessons

- Majority of the respondents agreed with the draft aims, priorities and principles, although the priorities did get slightly lower approval at 75%.
- There was some critical feedback from both the public survey and stakeholder engagement around the priorities adopting the themes of the current LOIP which is due to end in 2026 and currently has minimal reference to culture. Stakeholders were more supportive of this as many are already measuring their activity against the LOIP and saw the value of being more alignment. The alignment to the LOIP should be viewed as a starting point and opportunity to come together with the next LOIP post 2026.

- Another criticism was the value of culture engagement as an audience member and/or participants was not being recognised or valued in its own right. To address this the 'Experience' and 'Celebrate' themes have been developed to ensure the intrinsic values of culture engagement are at the heart of the Framework.
- Many commented on the need for a 'road map' or action plan to ensure delivery of the culture ambitions, these will be addressed through the Creative Industries Action Plan.
- Growing inward investment scored higher with the public than the stakeholder groups, with additional comments on the need to ensure value and to expand this into attracting private investment.
- Overall the public feedback on Culture Investment Framework aligned to those of the stakeholder group.

Respondents Information

- Bulk of respondents identified as white Scottish/British (64%), 29% did not or preferred not to respond and only 6.58% from an ethnic minority background which is lower than the 15% population demographic.
- Around 33% stated they had a disability lasting 12 months or more which impacted their life
- 99% respondents had attended some form of cultural event in the past 12 months, with 38% attending an event once a month and further 53% attend 3 to 4 events a year.
- 47% reported an improved sense of wellbeing and mental health as an outcome of attendance, a further 71% as an opportunity to spend time with friend and family, highlighting the communal benefits of culture.
- Participation in cultural activities in the last 12 months amongst the respondents was higher than the national average of 75%, with 93% reporting they have participated in cultural activities,
- 19% of respondents live within The most deprived 20% data zones in Aberdeen City according to submitted postcode data. 29% of respondents resided out with the city, (mainly Stonehaven and Banchory).
- For those that had not attended events or stated they are less interested in culture the majority cited a lack of awareness and promotion of what was on as being the primary factor.

Culture Investment Framework Monitoring Logic Model

Theme: Experience

Current State	Goal	Culture Investment Monitoring Objectives	Activity outputs	Output Metrics	Improvement measures
<p>Cost of Living impacting attendance.</p> <p>Cultural audiences not reflective of shift in demographic.</p> <p>Protected characteristic groups under-represented in funded organisation and sector make up.</p> <p>Level of engagement lower in SIMD priority areas.</p>	<p>Experience - Recognising the intrinsic value of creativity and removing barriers to experiencing culture.</p>	<p>-Demonstrates total cultural engagement through funding</p> <p>-Demonstrates diversity of cultural participation and audiences, identifies existence of barriers</p> <p>-Demonstrates diversity within cultural organisations, in positions of influence and secure employment</p> <p>-Demonstrates impact of cultural participation in expression of cultural identity</p>	<p>Audience and Participant numbers (reflective of Aberdeen demographic make up.)</p> <p>Events, exhibits, festivals, programmes and workshops.</p> <p>Targeted activities working with protected characteristic groups</p> <p>Free and concessionary tickets/places.</p> <p>Paid artist opportunities</p> <p>Community groups supported.</p>	<p>1.No Audience & No Participants (With demographic breakdowns including postcode).</p> <p>2.Protected characteristic representation within grant recipients organisations.</p> <p>3.No of organisations with EDI plans and evaluations.</p> <p>4. % participants feeling of being able express themselves through cultural engagement.</p> <p>5.No of free to attend/participate and concessionary opportunities.</p>	<ul style="list-style-type: none"> • No of applications from communities/groups/people with protected characteristics increases • Engagement and participation rate for cultural activity from minority ethnic population increases towards share of Aberdeen population. • % of population reporting they feel represented by/within cultural activity in Aberdeen increases. • % of population with protected characteristics reporting they have opportunities to participate or engage with cultural activity rises. • % of funding awarded to minority ethnic applicants or organisation led by minority ethnic people increases. • % of funded activity delivered in areas of multiple deprivation increases.
Outcomes					
Everyone who calls Aberdeen home has the opportunity to engage in high quality creative and cultural activity.					

Theme: Celebrate

Current State	Goal	Culture Investment Monitoring Objectives	Activity outputs	Output Metrics	Improvement measures
<p>Reduced footfall in city centre.</p> <p>Barriers, real and perceived to culture participation.</p> <p>Observation majority of culture programming is bought in.</p> <p>Challenges in retaining talent within the area.</p> <p>Level of funded activity is lower in SIMD priority areas.</p>	<p>Celebrate - Creating a clearer/ stronger identity and cultural narrative</p>	<p>Demonstrates impact of funding in facilitating new productions</p> <p>Demonstrates impact of funding in delivering events and festivals</p> <p>Demonstrates impact of funding enabling collaboration across communities</p> <p>Demonstrates impact of funding in enabling under-represented communities to deliver or engage in cultural projects</p> <p>Demonstrates funding impact on organisation/region reputation</p> <p>Demonstrates effect that cultural activity delivered through funding has on cultural identity</p>	<p>Audience and visitor numbers (with demographic data)</p> <p>New production developed and premiered in and from Aberdeen.</p> <p>Projects delivered by/with underrepresented communities.</p>	<p>6.No new productions</p> <p>7.No events, shows and festivals</p> <p>8.No of projects, events or productions collaborating across cultural communities.</p> <p>9.No. of projects, events, or productions from under-represented communities</p> <p>10.Increase footfall to city centre linked to events and festivals.</p> <p>11. % sense of cultural identity and pride through engagement</p>	<ul style="list-style-type: none"> • % of visitors to events in Aberdeen from outwith Aberdeen/Aberdeenshire increases • % of visitors to Aberdeen/Aberdeenshire reporting cultural activity as reason for visit increases • % of visitors reporting funded activity increased pride in Aberdeen increases • % of funded activity produced in other languages increases • Satisfaction rating of funded activity from audiences and participants increases • % of funded activity delivered in areas of multiple deprivation increases • % of new applicants in receipt of funding increases
Outcomes					
<p>The creative diversity of our people and communities is celebrated, we use culture and creativity to share and celebrate our stories to the world.</p>					

Theme: Our Economy

Current State	Goal	Culture Investment Monitoring Objectives	Activity outputs	Output Metrics	Improvement measures
Employers reporting skills gaps. Creative Industries sector. Levels of living wage employers is low. Inward investment for culture is lowest per-head in Scotland.	Our Economy - Economic resilience and diversity through Increased creative industries employment, people in sustained fair employment and reduction in reported skills gaps.	Demonstrates funding impact on employment within funded entities Demonstrates how funding contributes towards freelance employment Demonstrates how funding enables delivery of cultural events Demonstrates how funding impacts total number of creative businesses in region Shows ACC awarding funding to employers paying living wage and adhering to fair work first Demonstrates contribution towards upskilling priority groups Demonstrates additional investment brought into region as a result of funding	Secure employment opportunities New productions Freelance opportunities Resilience support for creative start ups and established businesses Creative employment pathways/ apprenticeships/placements Skills programmes Application and fundraising training Support to market	12.No. people employed. 13.No, of freelance opportunities and commissions. 14.Support for creative start-ups. 15.No. employers registered as living wage employers. 16.No of people from priority area/ communities of interest in employability training. 17.Additional external funding leveraged	<ul style="list-style-type: none"> • Number of people employed in Creative Industries increases • Percentage of Creative Industry employment within wider region employment increases • Percentage of Creative Industry employment within total above Scotland avg • Percentage of CI roles meeting living wage is above Scotland avg and/or increasing • Value of regional CI economic activity increases and/or above Scotland avg • Churn rate of CI businesses improving and/or above Scotland avg • Number of people transitioning to employment in CI from unemployment increases • F/T jobs supported by funding increasing • Funded entities report fewer skills gaps within organisation • Amount of funding obtained from external sources increases
Outcomes					
Aberdeen’s economy and workforce is resilient and diverse, through our skills support and cultural employment opportunities					

Theme: Our Children and Young People

Current State	Goal	Culture Investment Monitoring Objectives	Activity outputs	Output Metrics	Improvement measures
<p>Children and young people reporting low self-confidence and sense of wellbeing.</p> <p>Increased demand for tier 3 services.</p> <p>Levels of cultural engagement in curriculum dropped.</p>	<p>Our Children and Young People- Increased sense of confidence, safety and wellbeing in children and young people, reducing need for Tier 3 services.</p>	<p>Funding contributes to – education opportunities participation opportunities for young people community activity upskilling and preparing for work social/health impact</p>	<p>school based cultural activity</p> <p>training and work experience placements</p> <p>Outreach participatory activity (targeted by need)</p> <p>Cultural activity co-creation opportunities</p>	<p>18.No education and learning programmes.</p> <p>19.No. Children and Young People participation in culture.</p> <p>20.No school visits</p> <p>21.No outreach activities</p> <p>22.No of training and work experience placements</p> <p>23.% reporting feeling confident/safe/well through participation.</p>	<ul style="list-style-type: none"> • % increase in sense of confidence, safety and wellbeing reported by children and young people across Aberdeen who engaged/participated with culture • % of children engaging or participating in culture regularly (to be defined) increases • % of children in need of Tier 3 services decreases • Satisfaction rating of funded education and outreach activity by participants increases or above agreed benchmark
Outcomes					
<p>Our children and young people’s physical, mental and emotional health and wellbeing is improved and have access to cultural education experiences and post-school opportunities.</p>					

Current State	Goal	Culture Investment Monitoring Objectives	Activities	Output Metrics	Improvement measures
<p>Significant variation in healthy life expectancy across SIMD ward areas.</p> <p>Percentage of adults with long-term illnesses increasing.</p> <p>Volunteer base is not reflective of City demographics</p>	<p>Our Citizens-Increased healthy life expectancy through cultural engagement</p>	<p>Funding provides participation opportunities Funding contributes to volunteering opportunities Demonstrates social/health impact of funding Demonstrates link between cultural participation and health/social metrics</p>	<p>training and work experience placements</p> <p>Outreach participatory activity (targeted by need)</p> <p>Cultural activity co-creation opportunities</p> <p>Prescription based cultural activity and workshops</p> <p>Targeted volunteer training opportunities</p>	<p>24.No. targeted workshops/ participants 25. No Volunteers. 26.% reporting improved sense of wellbeing 27. benchmarking cultural participation in target areas against health social impacts.</p>	<ul style="list-style-type: none"> • % increase in adults with a history of or risk of adult conviction, substance abuse and/or homelessness engaged with or participating in Culture • % decrease in rates of convictions, substance abuse, and homelessness in adults in Aberdeen • Satisfaction rating of adults participating in funded activity • Increase in defined opportunities for at risk adults to engage with or participate in culture
Outcomes					
Our citizens benefit from healthy life expectancy, mental wellbeing and positive life choices through cultural intervention					

Current State	Goal	Culture Investment Monitoring Objectives	Activities	Output Metrics	Improvement measures
<p>Target to reduce the generation of waste in Aberdeen by 8% by 2026.</p> <p>Aging cultural venues which may no longer meet carbon emission targets.</p> <p>Need to encourage more active travel to city centre.</p>	<p>Our Place- Addressing climate change by reducing Aberdeen's carbon emissions, protecting our natural and built environment</p>	<p>Good governance in-line with climate commitments - funding going to orgs/projects reducing carbon impact</p> <p>Good governance in-line with climate commitments - funding going to orgs/projects reducing waste</p> <p>Funding contributes to climate action</p> <p>Good governance in-line with climate commitments</p>	<p>Development/delivery/monitoring of effective carbon reduction plans for cultural activity and venues</p> <p>Best proactive Events, programmes, workshops etc of reducing waste and raising awareness of climate change.</p> <p>Promotion of sustainable and active travel to all events and venues</p> <p>Training and development in carbon reduction</p>	<p>28.%Reduce carbon emissions from cultural estate</p> <p>29.Reduce waste in event delivery</p> <p>30.No. events and activities raising awareness on climate change action</p> <p>31.No of organisations signed up to The Aberdeen Climate and Nature Pledge</p>	<ul style="list-style-type: none"> • Carbon impact from funded entity is reduced • Carbon impact as a result of administering funding is reduced • Energy efficiency of cultural buildings improving
Outcomes					
Our cultural assets are well cared for and cultural sector is contributing to climate change resilience .					

Current State	Goal	Culture Investment Monitoring Objectives	Activities	Output Metrics	Improvement measures
<p>Perception that culture is only for certain communities.</p> <p>Demand for more activity to be led and happen within communities.</p> <p>Perceived barriers to participate /volunteer in culture.</p>	<p>Our Community-building strong personal and community resilience, enabling people to participate in decisions that help change things for the better.</p>	<p>demonstrates funding benefiting additional organisations/projects/wider sector</p> <p>Funding contributes towards participation opportunities</p> <p>Funding contributes towards volunteering opportunities</p> <p>Demonstrates funding impact in providing opportunities in priority communities</p> <p>Demonstrates impact on health/wellbeing</p>	<p>Training and work experience placements</p> <p>Community led/ codesigned programmes of activities</p> <p>Outreach participatory activity (targeted by need)</p> <p>Employment and freelance opportunities</p> <p>Volunteer opportunities</p> <p>Community groups and assets supported</p>	<p>32.No. partnerships and codesigned programmes</p> <p>33.No, events and workshops in community settings.</p> <p>34.No volunteer opportunities in community settings.</p> <p>35.No. of participants from target communities</p> <p>36 % participants sense of pride/confidence increased through engagement.</p>	<ul style="list-style-type: none"> • Satisfaction rating of volunteer programmes increases • Percentage of volunteers moving into employment using skills and experience from volunteering increases • Community satisfaction with delivery and design of cultural activity increases
Outcomes					
Culture provides a voice for community capacity building and decision making					

This page is intentionally left blank

ABERDEEN CITY COUNCIL

COMMITTEE	Finance and Resources
DATE	7 August 2024
EXEMPT	No
CONFIDENTIAL	No
REPORT TITLE	Heritage & Place Programme - Governance
REPORT NUMBER	CR&E/24/208
EXECUTIVE DIRECTOR	Gale Beattie
CHIEF OFFICER	David Dunne
REPORT AUTHOR	Sian Loftus
TERMS OF REFERENCE	3.2, 3.4

1. PURPOSE OF REPORT

- 1.1 This report seeks approval of the proposed governance structure for the Heritage & Place Programme; the Heritage and Place Programme Area Partnership Board Terms of Reference and approvals process for grants and awards; and the Heritage and Place Programme Area Partnership Advisory Group Terms of Reference. The intended governance structure and Terms of Reference must be included as part of the funding applications to the National Lottery Heritage Fund (NLHF) and Historic Environment Scotland (HES) for the next stage of the project.

2. RECOMMENDATION(S)

That the Committee:-

- 2.1 Note the projected end date of the current Union Street Conservation Area Regeneration Scheme (CARS) project in September 2024 (with final reporting to HES up to one quarter after the project end date) and note the disestablishment of the Conservation Area Regeneration Scheme (CARS) Board at the completion of the project; and
- 2.2 Approve the proposed Heritage and Place Programme Area Partnership Board Terms of Reference and approvals process for grants and awards (as detailed in Appendix 1), the Heritage and Place Programme Area Partnership Advisory Group Terms of Reference (as detailed in Appendix 2), and the Heritage and Place Programme governance structure (as detailed in Appendix 3), and instruct the Chief Officer – Strategic Place Planning to submit the Heritage and Place Programme governance structure and Terms of Reference as part of the second round (Delivery Phase) applications to Historic Environment Scotland (HES) and the National Lottery Heritage Fund (NLHF) in February 2025.

3. CURRENT SITUATION

- 3.1 As Committee has previously been advised, the Union Street Conservation Area Regeneration Scheme (CARS) is soon due to conclude, and Historic Environment Scotland (HES) has launched a replacement funding programme for CARS, entitled the Heritage & Place Programme (H&PP). In May 2023 the Council was informed that its bid to the first-round application to the Heritage & Place Programme had been successful.
- 3.2 In line with Committee approval of 29 March 2023 (COM/23/100), offers of grant from HES and the National Lottery Heritage Fund (NLHF) for the development phase of Aberdeen Heritage and Place Programme (H&PP) were accepted in June 2023 with the NLHF 'Permission to Start' issued 15 August 2023, triggering the start of the 12-month development phase.
- 3.3 Due to delays in procuring experienced consultants to support the development of the H&PP project, the development phase has been extended to 28 February 2025. Other H&PP schemes in the same cohort round have also experienced delays and a number of the template documents necessary for the second round (delivery phase) application submission remain to be issued by HES.
- 3.4 The governance structure for the Heritage and Place Programme, along with the Terms of Reference for the H&PP Area Partnership Board and H&PP Area Partnership Advisory Group, need to be submitted as part of the second-round applications to HES and NLHF. A summary of the proposed governance arrangements can be seen in Figure 1 below, with further detailed provided in Appendices 1-3. All strategic decisions will be made by the Finance & Resources Committee with other decisions delegated to the relevant Chief Officers and Director.

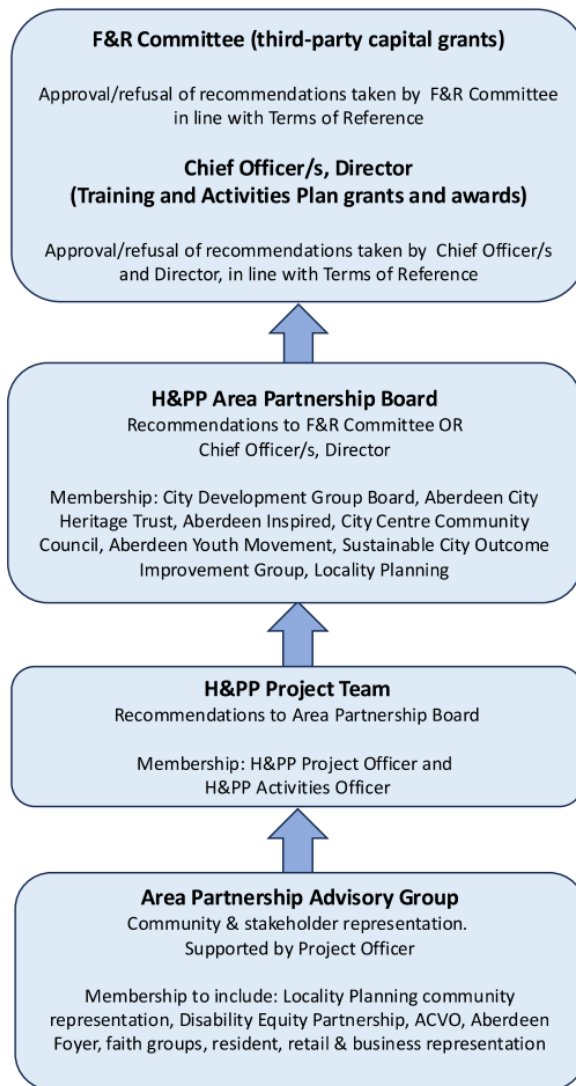


Figure 1- H&PP Governance Structure

- 3.5 The H&PP (development phase) currently reports to the CARS Board, which it is suggested will continue until such time as the future arrangements of the Heritage & Place Programme are known.
- 3.6 The outcome of the second-round H&PP applications are anticipated by 31 May 2025. It is therefore recommended that a new H&PP Area Partnership Board be established for Q2 of the 2025-26 financial year should the applications be successful.
- 3.7 Subject to the outcome of the HES and NLHF grant applications and acceptance of grant offers, by the Chief Officer- Strategic Place Planning (following consultation with the Convenor of the Finance and Resources Committee) the Heritage & Place Programme Area Partnership Board would commence at that time.
- 3.8 Community engagement is currently being carried out during the H&PP development phase as part of the development and codesign of the Heritage Activities Plan (with external evaluation consultants) and to support the wider programme's outcomes and ensure the community voice in the H&PP

governance structure. Engagement has identified a breadth of groups and organisations with a stake in the outcomes and outputs of the H&PP, with the proposed H&PP governance structure representing the outcome of engagement and cognisant of funder guidelines and Council requirements.

4. FINANCIAL IMPLICATIONS

- 4.1 The proposed H&PP governance structure differs from the CARS Project Board in that there is broader representation on the Board and the Project Team are supported by an Area Partnership Advisory Group. The delivery phase would involve input from Council Officers in coordinating and participation in the Board and Support Group.
- 4.2 The H&PP Project Team would draw on the support of colleagues from across a number of Council services in the delivery of the project. There are resource implications to this, though opportunities too for coordinating efforts and ensuring the H&PP activity contributes to and supports wider Council outcomes, particularly around the City Centre Masterplan.
- 4.3 Where specific services are required in support of the H&PP project which might be commissioned from external suppliers, such as legal services, architectural support and evaluation reporting, these will be costed into the H&PP delivery phase budget.
- 4.4 The above financial implications are only relevant if the Council accept any offered delivery phase grant, and therefore enter into the 5-year delivery phase.

5. LEGAL IMPLICATIONS

- 5.1 In approving the proposed H&PP governance structure, H&PP Area Partnership Board Terms of Reference and approvals process for grants and awards and the H&PP Area Partnership Advisory Group Terms of Reference (Appendices 1-3) the Council would not be committing to the delivery phase at this time, as there is no guarantee that the funding application will be successful. The implementation of the H&PP governance structure and establishment of the H&PP Area Partnership Board and H&PP Area Partnership Advisory Group could only happen after the acceptance of any H&PP delivery phase grant offers from the funders. Approval to accept any grant offers are delegated to Chief Officers, following consultation with the Convenor of the Finance and Resources Committee, and provided that any terms and conditions of such funding have been approved by the Chief Officer - Finance and the Head of Commercial and Procurement.
- 5.2 As such, there are no direct legal implications arising from the recommendations of this report beyond an agreement from this Committee that the proposed H&PP governance structure, the H&PP Area Partnership Board Terms of Reference and approvals process for grants and awards and the H&PP Area Partnership Advisory Group Terms of Reference are appropriate to

be included in the grant applications to HES and the NLHF, which will be made early 2025.

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	*Target Risk Level (L, M or H) *taking into account controls/control actions	*Does Target Risk Level Match Appetite Set?
Strategic Risk	N/A	N/A	N/A	N/A
Compliance	N/A	N/A	N/A	N/A
Operational	In not having an approved governance structure for H&PP the grant applications would be incomplete, jeopardising the opportunity for H&PP funding	Approve the governance structure and Terms of Reference, in support of the grant applications	L	Yes
Financial	If grant applications are not completed and submitted the investment in the development phase will have not realised a direct return.	Approve the governance structure and Terms of Reference, in support of the grant applications	L	Yes

Reputational	If the Council does not apply for H&PP delivery phase grant then it could be seen to be failing to care for and value Aberdeen's historic built environment and opportunities for broader community engagement in heritage will be lost	Approve the governance structure and Terms of Reference, in support of the grant applications	L	Yes
Environment / Climate	If the Council does not apply for H&PP delivery phase grant then opportunities to protect and enhance the built and natural environment, as well as engaging with the community in support of these outcomes, will be lost.	Approve the governance structure and Terms of Reference, in support of the grant applications	L	Yes

8. OUTCOMES

<u>COUNCIL DELIVERY PLAN 2023-2024</u>	
	Impact of Report
Aberdeen City Council Policy Statement	The governance structure supports greater partnership working and community participation in

<u>Working in Partnership for Aberdeen</u>	protecting and enhancing the historic environment and pride in place.
<u>Local Outcome Improvement Plan</u>	
Community Empowerment Stretch Outcomes	<p>The governance structure for H&PP aims to support Stretch Outcome 16, specifically;</p> <p>16.1 100% of decisions which impact on children and young people are informed by them by 2026.</p> <p>16.4 10% increase in amount of funding distributed by local funders across Aberdeen City using non-traditional methods by 2026.</p> <p>16.5 Increase the number of community led projects promoted and celebrated across the City, and increase by 20% the proportion of policy and decision makers who feel they have a good awareness of community-led initiatives in the City by 2025.</p> <p>16.6 Increase the number of people (staff and communities) who state that they have the skills, tools and support they need to work together to make improvements in the community to 50% by 2025.</p>
Prosperous Economy Stretch Outcomes	<p>The outcomes of the project aim to support the stretch outcome 2, specifically;</p> <p>2.1 Support 25 people from ethnic minorities into sustained, good quality employment by 2026</p> <p>2.3 Increase employer sign up to the Real Living Wage by 5% year on year to 2026 to achieve Real Living Wage City Status by 2026.</p> <p>2.4 Support 100 people into sustained, good quality employment by 2026, with a particular focus on those from priority neighbourhoods and people over 50.</p> <p>2.6 Support 40 young parents into training and / or employability provision by 2026.</p> <p>2.8 Support 25 individuals to gain employability skills through volunteering opportunities by 2026.</p>
Prosperous People Stretch Outcomes	<p>The outcomes of the project aim to support stretch outcomes 4, 6, 7, 9, 10 and 12 specifically:</p> <p>4.4 Increase by 5% the number of S1-S6 pupils who report that they feel confident by 2025.</p> <p>4.5 Increase by 10% the % of children living in areas of deprivation who feel safe in their communities by 2025.</p> <p>6.3 Increase by 10% the rate of completion of NPA/FA/HNC courses available to young people across the city by June 2024.</p> <p>6.4 Increase the % of learners entering a positive and sustained destination to be ahead of the Virtual Comparator for all groups by 2025.</p>

	<p>7.5 Reduce by 15% the number of instances of youth anti-social behaviour calls to Police Scotland by 2025.</p> <p>9.9 Reduce by 10% the number of adult anti-social behaviour calls to Police Scotland by 2026</p> <p>10.4 To support 50 low-income families in priority neighbourhoods to improve healthy eating behaviours and adopt good life choices to support healthy weight by 2026.</p> <p>12.9 Increase accessibility to a wider range of housing options to people at risk of homelessness</p>
Prosperous Place Stretch Outcomes	<p>The outcomes of the project aim to support stretch outcome 15, specifically;</p> <p>15.1 Increase to 65% the proportion of people who feel they can regularly experience good quality natural space by 2026</p> <p>15.3 25% of people report that they understand the importance of nature on both their neighbourhood and individual wellbeing by 2026</p> <p>15.4 At least 23 organisations across all sectors in Aberdeen pledging to manage at least 10% of their land for nature by 2024 and at least 26% by 2026</p> <p>15.5 Increase by 50% the number of community groups delivering local environmental improvements in their neighbourhoods by 2026</p>
Regional and City Strategies	<p>The report seeks approval for the governance structure for a programme which will help conserve Aberdeen's historic built environment which supports policy D6- Historic Environment of Aberdeen Local Development Plan 2023</p>

9. IMPACT ASSESSMENTS

Assessment	Outcome
Integrated Impact Assessment	<i>New Integrated Impact Assessment has been completed</i> The assessment shows a positive impact on the protected groups and on children and young people.
Data Protection Impact Assessment	Not required
Other	Not required

10. BACKGROUND PAPERS

10.2 Finance and Resources Committee (29 March 2023) – COM/23/100,

11. APPENDICES

- 11.1 Appendix 1 - Heritage and Place Programme Area Partnership Board Terms of Reference and approvals process for grants and awards
- 11.2 Appendix 2 -Heritage and Place Programme Area Partnership Advisory Group Terms of Reference
- 11.3 Appendix 3 - Heritage and Place Programme Governance Structure

12. REPORT AUTHOR CONTACT DETAILS

Name	Sian Loftus
Title	Senior Project Officer (Heritage and Place Programme)
Email Address	Siloftus@aberdeencity.gov.uk
Tel	01224 4069246

This page is intentionally left blank

Heritage and Place Programme Area Partnership Board

Terms of Reference and approval process for grants and awards

The Heritage and Place Programme Area Partnership Board (hereafter 'the Project Board') has been established to ensure that processes are in place to manage the day-to-day activities of the Heritage and Place Programme (hereafter H&PP).

1 Membership

1.1 The Project Board is comprised of a representative of each of the following:

- City Development Group Board;
- Aberdeen City Heritage Trust;
- Aberdeen Inspired;
- Aberdeen Youth Movement;
- City Centre Community Council
- Sustainable City Outcome Improvement Group
- Locality Planning

2 Duties

The Project Board will:

2.1 Be supported by the following parties:

- Project Officer;
- Activities Officer;
- The Finance Service;
- Legal Services
- Commercial & Procurement Services
- Committee Services
- Employability and Skills Team
- Roads Team
- Environmental Team

The above Council teams and services will provide guidance to the H&PP Project Officers and Board to ensure compliance with Council procedures and processes and to support the coordination of H&PP activities with wider Council activities and outcomes. This includes guidance with framework agreements and appointment of external suppliers to support the project delivery (e.g. the appointment of external legal services to advise and support contractual requirements for grant awards).

2.2 Hold quarterly meetings chaired by the representative of the City Development Group Board whose vice chair will be the representative of Aberdeen City Heritage Trust.

2.3 Only make **recommendations** in regards to applications for third party grant offers and third party training awards in relation to the H&PP. Approval of the third-party

capital grant offers and third-party Training and Activities Plan awards will be made by the F&R Committee or the various Aberdeen City Council Chief Officers, Director and the Project Officer (in limited circumstances), as detailed in para 4 'Decision making process' below.

- 2.4 Ensure compliance with the approved project, as well as the policies and procedures as set out in the Historic Environment Scotland and National Lottery Heritage Fund grant contracts.

3 Proceedings

- 3.1 The Project Officer will call meetings of the Project Board on a quarterly basis. The meetings provide the Project Board with an update on project progress and recommendations for approval. A meeting of the Project Board may be held in person or by suitable electronic means agreed in which all participants are able to communicate with all other participants.
- 3.2 A quorum of the Project Board is two members.

4 Decision making process- Material changes to the approved project

- 4.1 The Project Board makes recommendations regarding any material changes (e.g. changes to the Priority Projects list, reallocation of budgets between headings and programme extensions) to the approved Heritage and Place Programme project (as approved and awarded grant by HES and NLHF) which will be determined as follows:

Material changes to the approved H&PP project	<ol style="list-style-type: none"> 1. The recommendation from the Project Board is passed to the Chief Officer – Strategic Place Planning and Chief Officer- Finance for those two Chief Officers to decide if the change/s are approved/refused. 2. Approval by the Chief Officer- Strategic Place Planning and Chief Officer- Finance is required (if one or both Chief Officers refuse the change/s then the change will not be approved)
---	---

- 4.2 Changes to the approved H&PP project as determined under 4.1 above will be reported to Historic Environment Scotland and the National Lottery Heritage Fund (i.e. “the funders”) by the Project Officer, no later than the next quarterly funder reports, for funder approval.
- 4.3 Changes to the approved project as determined under 4.1 above and approved by the funders will be reported to the F&R Committee by the Project Officer in the next biannual report and to the Project Board at the next Board meeting.

5. Decision making process- Third-party grants and awards approvals

5.1 The Project Board makes recommendations regarding the third-party capital grant applications which will then be determined as follows:

Third-party capital grants	<ol style="list-style-type: none"> 1. The recommendation from the Project Board is passed to the Finance & Resources Committee to decide if the third-party capital grant application is approved/refused.
----------------------------	---

5.2 The Project Board make recommendations regarding third-party Training and Activities Plan grant and awards applications which will then be determined as follows:

Training and Activities Plan grants and awards under £50,000	<ol style="list-style-type: none"> 1. The recommendation from the Project Board is passed to the Chief Officer- Strategic Place Planning and Chief Officer- Finance for those two Chief Officers to decide if the third-party Training and Activities Plan grant or award application is approved/refused. 2. Approval by the Chief Officer- Strategic Place Planning and Chief Officer- Finance is required (if one or both Chief Officers refuse the third-party Training and Activities Plan grant or award application it will not be successful and the applicant will not receive the grant or award).
Training and Activities Plan grants and awards £50,000 and above	<ol style="list-style-type: none"> 1. The recommendation from the Project Board is passed to the Chief Officer- Strategic Place Planning and Chief Officer- Finance and Director of City Regeneration & Environment for those three officers to decide if the third-party Training and Activities Plan grant or award application is approved/refused. 2. Approval by the Chief Officer- Strategic Place Planning and Chief Officer- Finance and Director of City Regeneration & Environment is required (if any of the aforementioned Chief Officers and/or the aforementioned Director refuse the third-party Training and Activities Plan grant or award application it will not be successful and the applicant will not receive the grant or award).

5.3 When, in the opinion of the Chief Officer – Strategic Place Planning, there are exceptional circumstances (e.g rare opportunities that arise for which a decision is required outwith the standard programme for decision making, as set out in 5.1 and 5.2 above, **and** which present clear scope to meet project outcomes), the Chief Officer Strategic Place Planning will approve grants and awards up to £10,000 (to individuals) and grants up to £30,000 (to organisations). The Chief Officer Strategic Place Planning may delegate the authority to approve grants and awards up to £10,000 (to individuals) and grants up to £30,000 (to organisations) to the Project

Officer. Applications in these exceptional circumstances will be determined as follows:

<p>Third-party capital grants up to £10,000 (to individuals) and up to £30,000 (to organisations) (exceptional circumstances, between biannual F&R Committee reporting)</p>	<p>1. When, in the Chief Officer – Strategic Place Planning’s opinion, exceptional circumstances exist, the Chief Officer- Strategic Place Planning (or the Project Officer if the Chief Officer- Strategic Place Planning delegates authority to approve grants and awards to the Project Officer) approves the making of grants up to £10,000 (to individuals) and up to £30,000 (to organisations) following consultation with the Chief Officer – Finance. The third-party grant application can only be approved where sufficient budgetary provision exists and the grant is made subject to terms and conditions approved by the Chief Officer - Commercial and Procurement Services. The approval must also be in line with the requirements of 5.8.</p>
<p>Training and Activities Plan grants and awards up to £10,000 (to individuals) and Training and Activities Plan grants up to £30,000 (to organisations) (exceptional circumstances, between Project Board quarterly meetings)</p>	<p>1. When, in the Chief Officer – Strategic Place Planning’s opinion exceptional circumstances exist, the Chief Officer- Strategic Place Planning (or the Project Officer if the Chief Officer- Strategic Place Planning delegates authority to approve grants and awards to the Project Officer) approves the making of grants and awards up to £10,000 (to individuals) and grants up to £30,000 (to organisations) following consultation with the Chief Officer – Finance. The third-party Training and Activities Plan award application can only be approved where sufficient budgetary provision exists and the award is made subject to terms and conditions approved by the Chief Officer - Commercial and Procurement Services. The approval must also be in line with the requirements of 5.8.</p>

- 5.4 The Project Board recommendations for third-party grants will be passed to the Finance & Resources Committee at the first Committee meeting following the Board meeting.
- 5.5 The Project Board recommendations for Training and Activities Plan awards will be passed to the relevant Chief Officers and Director within 14 calendar days of the Project Board meeting. The Chief Officer/s, Director (where applicable) will make a decision within 28 days of the Project Board meeting.
- 5.6 In making delegated approvals for grants and awards the Chief Officer Strategic Place Planning/ Project Officer will follow the policies and procedures, as set out in the Historic Environment Scotland and National Lottery Heritage Fund grant contracts and ensure that the criteria set out in 5.8 have been met.

- 5.7 The grant or award is made **subject to terms and conditions as stipulated by the funders and as approved by the Chief Officer - Commercial and Procurement Services.**
- 5.8 In making their decisions on third-party grants or awards, the decision makers (e.g. F&R Committee, Chief Officers, Director, Project Officer) must ensure that:
- for capital grants:
 - the buildings, structures or public realm/green spaces fall within the geographical boundaries of the Project scheme;
 - the buildings, structures or public realm/green spaces are considered to be of sufficient architectural historic interest and the applications meet (at the least) the minimum essential criteria under the Heritage and Place Programme grant assessment criteria;
 - the grant is for works that are grant eligible
 - sufficient budgetary provision exists
 - for Training and Activities Plan grants and awards:
 - the award is supported in the Heritage and Place Programme Heritage Activities Plan or Training Plan
 - sufficient budgetary provision exists
- 5.9 All grant and award applications determined will be reported promptly to the Project Board at the following quarterly meeting.

6 Reporting requirements of the Project Officer

- 6.1 The Project Officer will:
- Report to the Project Board quarterly on the progress of the approved third-party grants and training awards.
 - Following input from the Board, provide biannual (twice a year) reports to the Finance and Resources Committee using Aberdeen City Council's Corporate Committee Reporting Process & Templates. The reports will, amongst other things, include grant applications recommended for the approval by the Committee and details of project progress.
 - Provide quarterly reports to Historic Environment Scotland (HES) and the National Lottery Heritage Fund (NLHF).
 - Following input from the Board, arrange for an accountant's report to be prepared and submitted to Historic Environment Scotland and the National Lottery Heritage Fund as required by the funders.
 - Report to the City Development Group Board on a quarterly basis.

This page is intentionally left blank

Heritage and Place Programme Area Partnership Advisory Group

Terms of Reference

The Heritage and Place Programme Area Partnership Advisory Group (hereafter 'the Project Advisory Group') has been established to ensure that there is community representation in the delivery of the Heritage and Place Programme (hereafter H&PP).

1 Membership

1.1 The Project Advisory Group comprises representation from third sector organisations, residents, retail/businesses and faith groups based and/or active within the project geographic boundary. It includes representatives of the following:

- Locality Planning community representation
- Disability Equity Partnership
- ACVO;
- Aberdeen Foyer;
- Residents' groups;
- Retail & business groups; and
- Faith groups

2 Duties

The Project Advisory Group will:

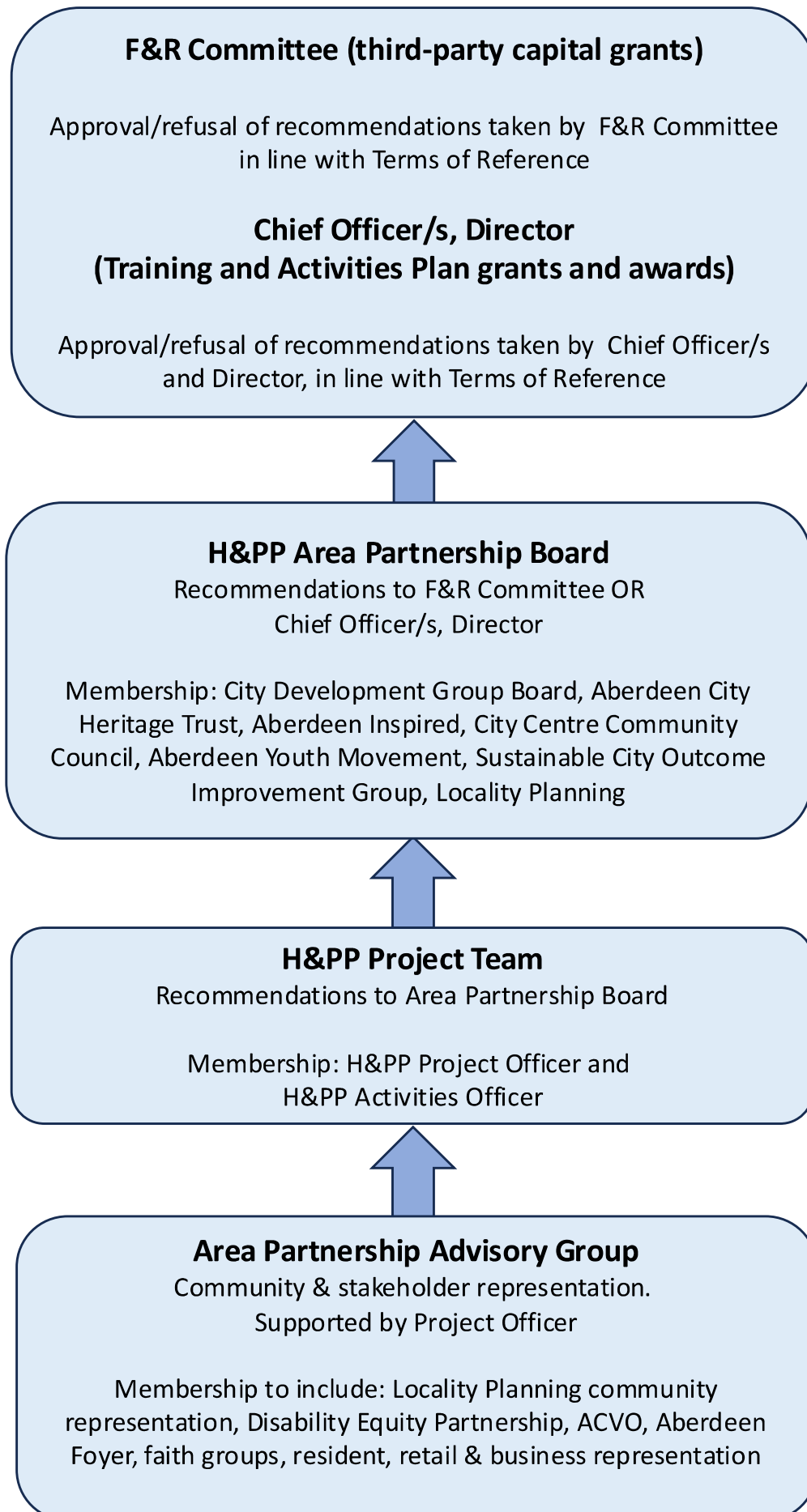
- 2.1 Hold twice yearly meetings chaired by the Project Officer whose vice chair will be the Activities Officer.
- 2.2 Represent local community views on the outcomes of the Project and progress against these.
- 2.3 Support the project activities to deliver the agreed project outcomes, through providing advice and representing community views.
- 2.4 Provide advice and support on specific project activities as relevant to the Project Advisory Group members' expertise, and at the invitation of the Project Officer.

3 Proceedings

- 3.1 The Project Officer will call meetings of the Project Advisory Group on a twice-yearly basis. A meeting of the Project Advisory Group may be held in person or by suitable electronic means agreed in which all participants are able to communicate with all other participants.
- 3.2 A quorum of the Project Advisory Group is representation from three member groups.

This page is intentionally left blank

Heritage and Place Programme Governance Structure



This page is intentionally left blank

ABERDEEN CITY COUNCIL

COMMITTEE	Finance and Resources
DATE	07 August 2024
EXEMPT	No
CONFIDENTIAL	No
REPORT TITLE	Development Plan Scheme 2024
REPORT NUMBER	CR&E/24/213
DIRECTOR	Gale Beattie
CHIEF OFFICER	David Dunne
REPORT AUTHOR	Abigail Burrows
TERMS OF REFERENCE	3.3

1. PURPOSE OF REPORT

- 1.1 This report seeks approval of the first annual update to the Development Plan Scheme for the Aberdeen Local Development Plan 2028.

2. RECOMMENDATION

That the Committee:-

- 2.1 Approve the content of the Development Plan Scheme 2024 (Appendix 1) and instruct the Chief Officer – Strategic Place Planning to, subject to any minor drafting changes, publish it in accordance with relevant legislation.

3. CURRENT SITUATION

- 3.1 A Development Plan Scheme is a document setting out a planning authority's programme for preparing and reviewing their Local Development Plan. Within the Development Plan Scheme a participation statement is required which the Town and Country Planning (Scotland) Act 1997, Section 20B (4) (c), sets out as '*an account of when consultation is likely to take place and with whom and of its likely form and of the steps to be taken to involve the public at large in the stages of preparation or review.*'
- 3.2 The Planning Service is required to update its Development Plan Scheme every year. The initial Development Plan Scheme for the next Aberdeen Local Development Plan (anticipated for adoption in 2028) was approved by the Finance and Resources Committee on 06 July 2023 (COM/23/193). The Development Plan Scheme 2024 attached as Appendix 1 represents the first annual update to the initial Development Plan Scheme.
- 3.3 The Development Plan Scheme sets out and explains each stage of preparing the next Local Development Plan. The first stage concerns production of an Evidence Report, and the Development Plan Scheme outlines in greater detail how the Planning Service will organise and consult upon the Evidence Report in the coming year. Members instructed the Chief Officer – Strategic Place

Planning to undertake the steps necessary to prepare the Evidence Report at the Council meeting on 03 July 2024.

- 3.4 The Town and Country Planning (Development Planning) (Scotland) Regulations 2023, Regulation 22 (2), states that if the timetable included in a Development Plan Scheme for a Local Development Plan differs from that identified within its previous Development Plan Scheme, the Local Authority must identify these changes and set out the reasons for them.
- 3.5 The initial Development Plan Scheme aimed to have the next Local Development Plan in place by circa Q1 2028/29 (Apr-Jun 2028). It included timescales for the first stage of the process (production of the Evidence Report) which, based on experience of the amount of work involved in compiling all of the necessary evidence during the intervening period, did not allow sufficient time for this important stage of plan production. Conversely, it included timescales for later stages of the process which, on reflection, are considered to have been more generous than is likely to be necessary.
- 3.6 Having taken account of these factors, the main change from the initial Development Plan Scheme 2023 is that the updated Development Plan Scheme 2024 allows approximately 6 additional months to produce the Evidence Report. However, it then aims to recover this time by shortening later stages of plan production. This means that the intended adoption date for the new Local Development Plan remains unchanged at circa Q1 2028/29 (Apr-Jun 2028). This is in line with Scottish Government expectations for all local authorities to have a new style Local Development Plan in place by 2028.

4. FINANCIAL IMPLICATIONS

- 4.1 The cost of preparing the Development Plan Scheme and the Local Development Plan will be met through existing budgets.

5. LEGAL IMPLICATIONS

- 5.1 The Town and Country Planning (Scotland) Act 1997, Section 20B (2) (b), requires that a Development Plan Scheme is to be prepared by each planning authority within one year after last preparing such a scheme. The last Development Plan Scheme was published just under one year ago, and the proposed Development Plan Scheme 2024 therefore complies with this requirement.

6. ENVIRONMENTAL IMPLICATIONS

- 6.1 There are no significant environmental implications with regards to the Development Plan Scheme. The Local Development Plan itself will be subject to Strategic Environmental Assessment.

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?
Strategic Risk	If the Development Plan Scheme is not timeously adopted then a new plan process will begin without the publication of a document that sets out the processes and methods of engagement. This directly conflicts with the Local Outcome Improvement Plan - Stretch Outcome 5 which seeks to ensure that children and young people feel listened to in terms of the consultation process in the preparation of a new Local Development Plan.	Approve the updated Development Plan Scheme in order for the Council to comply with legislation prior to the new plan process beginning.	L	Yes
Compliance	Ensuring that the Development Plan Scheme can be adopted at the earliest opportunity in order to comply with the Planning (Scotland) Act 2019.	Approve the updated Development Plan Scheme in order for the Council to comply with legislation in a timeous manner.	L	Yes
Operational	Ensuring that the Development Plan Scheme can be timeously published in order to support the new plan process.	Approve the updated Development Plan Scheme in order for the Council to comply with legislation in a	L	Yes

		timeous manner which allows for the smooth and transparent operation of the new local development plan process.		
Financial	It is important that the planning authority complies with legislation and publishes a Development Plan Scheme in a timeous manner prior to the beginning of the new plan process otherwise it leaves the Council open to complaint and possible legal challenge in the future with respect to whether proposed consultation has been sufficiently set out in advance.	Approve the updated Development Plan Scheme in order for the Council to comply with legislation in a timeous manner which allows for the smooth and transparent operation of the new Local Development Plan process.	L	Yes
Reputational	The planning authority has consistently published a Development Plan Scheme each year to allow for clarity and transparency of the development plan process. Failure to continue this could damage the Council's reputation as a planning authority.	Approve the updated Development Plan Scheme in order for the Council to comply with legislation in a timeous manner which allows for the smooth and transparent operation of the new local development plan process.	L	Yes
Environment / Climate	Ensuring that the Development Plan Scheme is in place as it includes provisions for consultation with bodies, groups and individuals who wish	Approve the updated Development Plan Scheme in order for the Council to comply with	L	Yes

	to protect the natural environment and reduce carbon emissions.	legislation in a timeous manner which allows for the smooth and transparent operation of the new local development plan process.		
--	---	--	--	--

8. OUTCOMES

<u>COUNCIL DELIVERY PLAN 2022-2023</u>	
	Impact of Report
<p>Aberdeen City Council Policy Statement</p> <p><u>Working in Partnership for Aberdeen</u></p>	<p>The proposals within this report support the delivery of the following aspects of the policy statement:-</p> <ul style="list-style-type: none"> • Empowering Aberdeen’s Communities – the Development Plan Scheme sets out the Council’s commitment to working with communities and other stakeholder in the preparation of a new Local Development Plan. This includes collaboration with Community Councils with regards Local Place Plans which may include aspirations of community, wealth building and other community assets. • A Transparent, Accessible and Accountable Council - the Development Plan Scheme sets out in Plain English how we will work with communities to develop the next Local Development Plan.
<u>Aberdeen City Local Outcome Improvement Plan 2016-26</u>	
Prosperous People Stretch Outcomes	The proposals within this report support the delivery of LOIP Stretch Outcome 5 by ensuring that children and young people feel listened to in terms of the consultation process in the preparation of a new Local Development Plan.
<p>Regional and City Strategies</p> <p>Local Development Plan</p>	The proposal within this report supports the production of a future Aberdeen Local Development Plan which will eventually replace the Aberdeen Local Development Plan 2023.

9. IMPACT ASSESSMENTS

Assessment	Outcome
Integrated Impact Assessment	New Integrated Impact Assessment has been completed.
Data Protection Impact Assessment	Not required.
Other	N/A

10. BACKGROUND PAPERS

10.1 None

11. APPENDICES

Appendix 1 – Development Plan Scheme

12. REPORT AUTHOR CONTACT DETAILS

Name	Abigail Burrows
Title	Planning Trainee
Email Address	aburrows@aberdeencity.gov.uk
Tel	+441224045025



ABERDEEN LOCAL DEVELOPMENT PLAN 2028

DEVELOPMENT PLAN SCHEME 2024

Aberdeen City Local Development Plan Scheme 2024

What is a Local Development Plan?

The Local Development Plan is at the heart of the planning system. It sets out policies to guide development and manages spatial land use. The plan sets out the vision and framework for an area and covers a range of topics including housing, placemaking, the economy, infrastructure, community facilities, environmental assets and climate change.

At the time of writing the 2023 Aberdeen Local Development Plan is currently in use.



Current Status of Planning Documents

Strategic Development Plans and Scottish Planning Policy no longer have materiality in the decision-making process. Local Development Plans now sit alongside the National Planning Framework 4 as the core documents which are material to planning decisions. Other plans, strategies and guidance documents are interlinked.

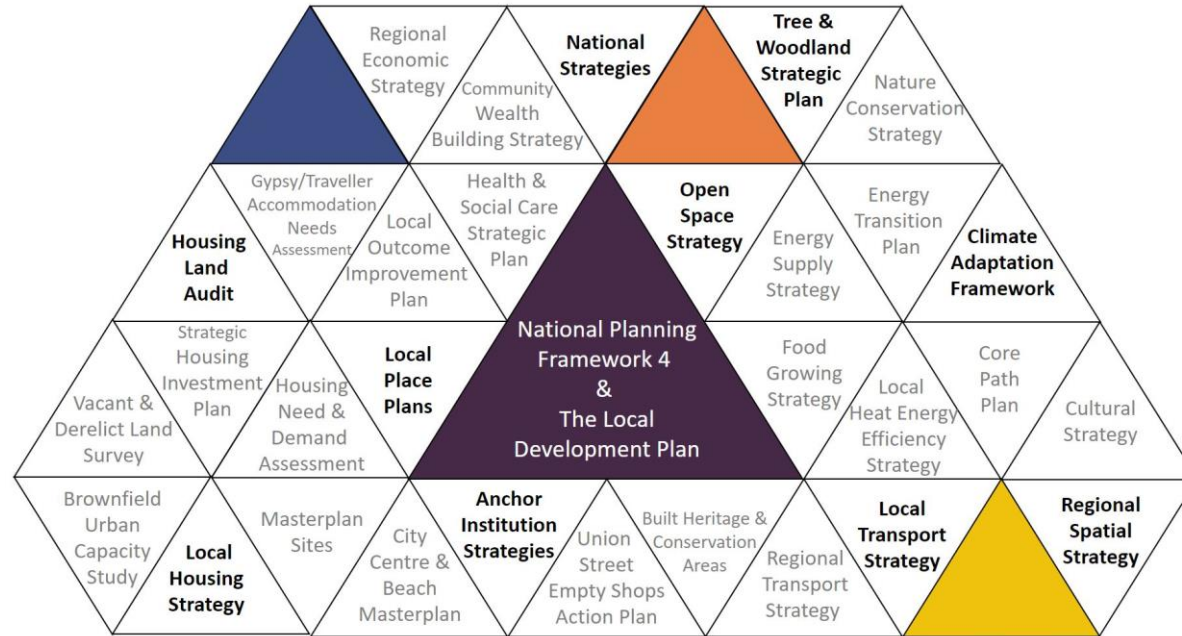


Diagram 1 showing the Local Development Plan and National Planning Framework 4 at the heart of decision making in the planning system.

The Local Development Plan 2023 is accompanied by non-statutory Aberdeen Planning Guidance which offers additional guidance to support its interpretation. There is a single statutory guidance document which outlines Developer Obligations.

What is a Development Plan Scheme?

This document is the Development Plan Scheme. The Planning (Scotland) Act 2019 (the Act) requires all Councils to prepare one at least annually.

As the 2023 Local Development Plan has now been formally adopted, work begins on the preparation of the next Local Development Plan to be adopted in 2028 and this Development Plan Scheme sets out the timetable.

This document provides information on the following issues:

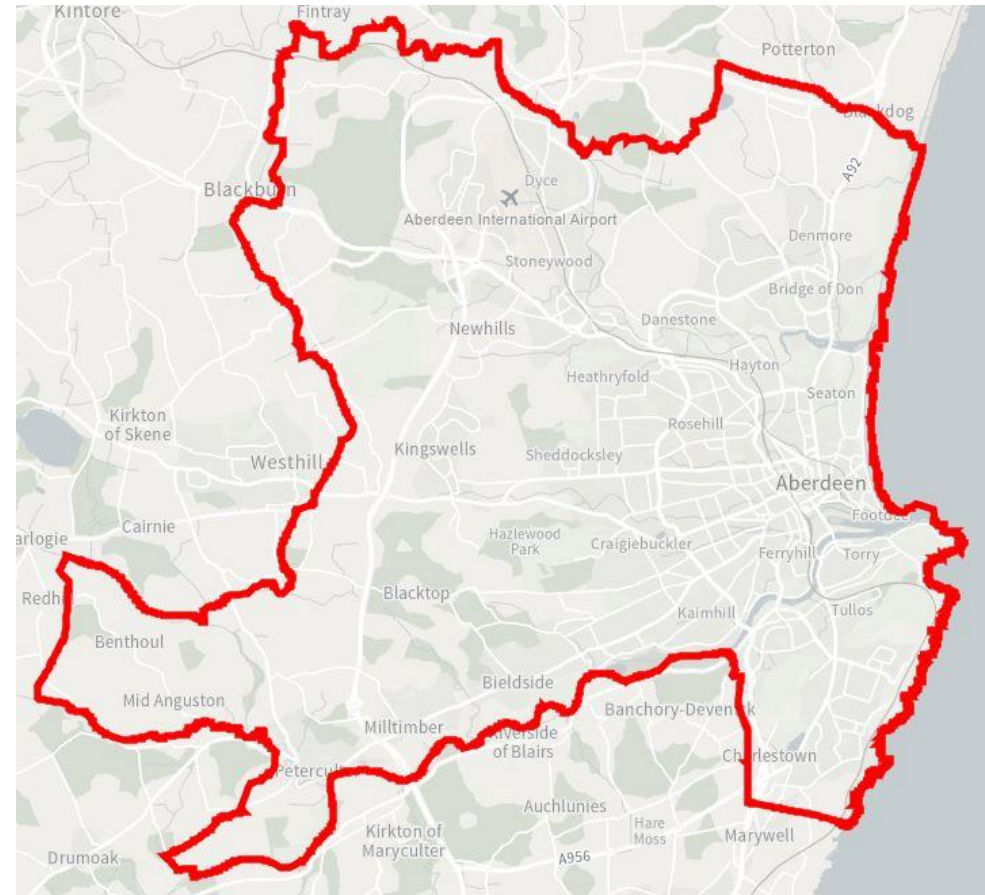
- Why we need to progress a new Local Development Plan (LDP)
- Stages of the new plan process
- The timetable for preparing and adopting the 2028 Plan
- Evidence report contents
- Stages of the evidence report
- The timetable for the evidence report

A Participation Statement is included at the end of the document, and this sets out how consultation and engagement will be undertaken.

Why We Need to Progress a New Local Development Plan

There have been a number of changes to the way in which Local Development Plans are produced since the Scottish Government introduced its planning reform agenda. The current Local Development Plan follows a different process to the Plans that have preceded it. Previously Planning Authorities were required to prepare a new plan every 5 years. The Planning (Scotland) Act 2019 (the Act) now requires plans to be refreshed every 10 years.

The Scottish Government has acknowledged that the transition to the new planning system will have implications for LDP timescales. It expects that every Local Authority will have a new plan developed under the new system within around 5 years of the new development plan regulations coming into force in spring 2023.



The boundary of the Aberdeen City Council area.

Stages of the New Plan Process

The passing of the Planning (Scotland) Act 2019 (the Act) by the Scottish Parliament invoked a number of changes to the way in which Local Development Plans are produced.

- Main Issues Reports are no longer a part of plan making. Instead, an Evidence Report is required to inform the proposed LDP.
- The Evidence Report is subject to a Gate Check examination.
- There is to be a ‘call for ideas’ to inform the proposed LDP.



Diagram 2 showing the 5 stages of plan development.

Stage 1 Evidence Report: Q2 2024/25 (Jul–Sep ‘24) to Q1 2025/26 (Apr–Jun ‘25)

An Evidence Report is the first formal stage in plan preparation. It is required to set out robust data in order to inform the planning authority on its approach to specific issues prior to a proposed plan which sets out where development should take place. It will include a range of information including research, early engagement and technical reports on a range of topics including;

- economic, cultural and social characteristics of an area
- built heritage, environmental issues, infrastructure
- city demographics
- housing, education and healthcare needs
- site appraisal methodology
- scoping for strategic environmental assessments (SEA)

The Evidence Report must include a statement on the steps the planning authority have taken in preparing the report to seek the views of the public and in particular other specific groups such as disabled persons, gypsy/travellers and children and young people.

Stage 2 Gate Check/Call for Ideas: Q2 2025/26 (Jul–Sep ‘25)

The Evidence Report undergoes a ‘gate check’ examination, undertaken by a Reporter from the Directorate of Planning and Environmental Appeals. The Reporter will ascertain whether the planning authority has adequate information to prepare a proposed Local Development Plan. They will assess the outcomes that are sought from the plan (e.g. housing numbers), proposed departures from national policy (if relevant), and methods for plan preparation including engagement, alignment with community planning and scope of environmental assessments. In considering any disputes that have arisen from engagement, the Council may be asked to present additional information.

The Scottish Government has set out a ‘call for ideas’ stage to inform the proposed plan. The public would be invited to submit ideas for any aspect of the plan such as proposed policies or development sites. Submissions should support the outcomes from the Evidence Report otherwise there may be no justification for considering them further. Local Place Plans that communities have prepared would ideally be shared with the planning authority by this stage so that they can be considered for integration within the proposed plan.

Assessments will be undertaken by the Council on all considered proposals during the analysis of the call for ideas stage. This may include equalities assessment, environmental assessment, flood risk assessment etc.

Stage 3 Preparation of Proposed Local Development Plan: Q3 2025/26 (Oct–Dec ‘25) to Q2 2026/27 (Jul–Sep ‘26)

The Proposed Local Development Plan will include proposals that will achieve the objectives that are set out in the Evidence Report. It will identify areas where significant change is required that the planning system can support. It is anticipated that Local Development Plans will have an emphasis on maps, site briefs and masterplans to set out a spatial strategy and they will have minimal wording to reflect the new role of National Planning Framework 4 as a parallel primary document. New sites for development will have to be confirmed as deliverable and free from constraints as far as possible.

Stage 4 Formal Consultation, Summarise Responses and Modifications: Q3 2026/27 (Oct–Dec ‘26) to Q2 2027/28 (Jul–Sep ‘27)

The proposed Local Development Plan and Evidence Report will then be published, and a formal consultation will take place. The Council will decide whether it wishes to make modifications to the proposed plan and publishes a Modification Report. The Council will also prepare its response to unresolved issues prior to submission to Scottish Ministers.

Stage 5 Examination and Adoption: Q3 2027/28 (Oct–Dec ‘27) to Q1 2028/29 (Apr–Jun ‘28)

Scottish Ministers will then instruct the Directorate of Planning and Environmental Appeals to conduct an examination of the modified proposed Local Development Plan which is expected to take between 6 and 9 months to complete. Aberdeen

City Council will then adopt the plan in accordance with any findings of the examination. Only in exceptional cases will there be scope to decline a Reporter's recommendations.

Other Responsibilities

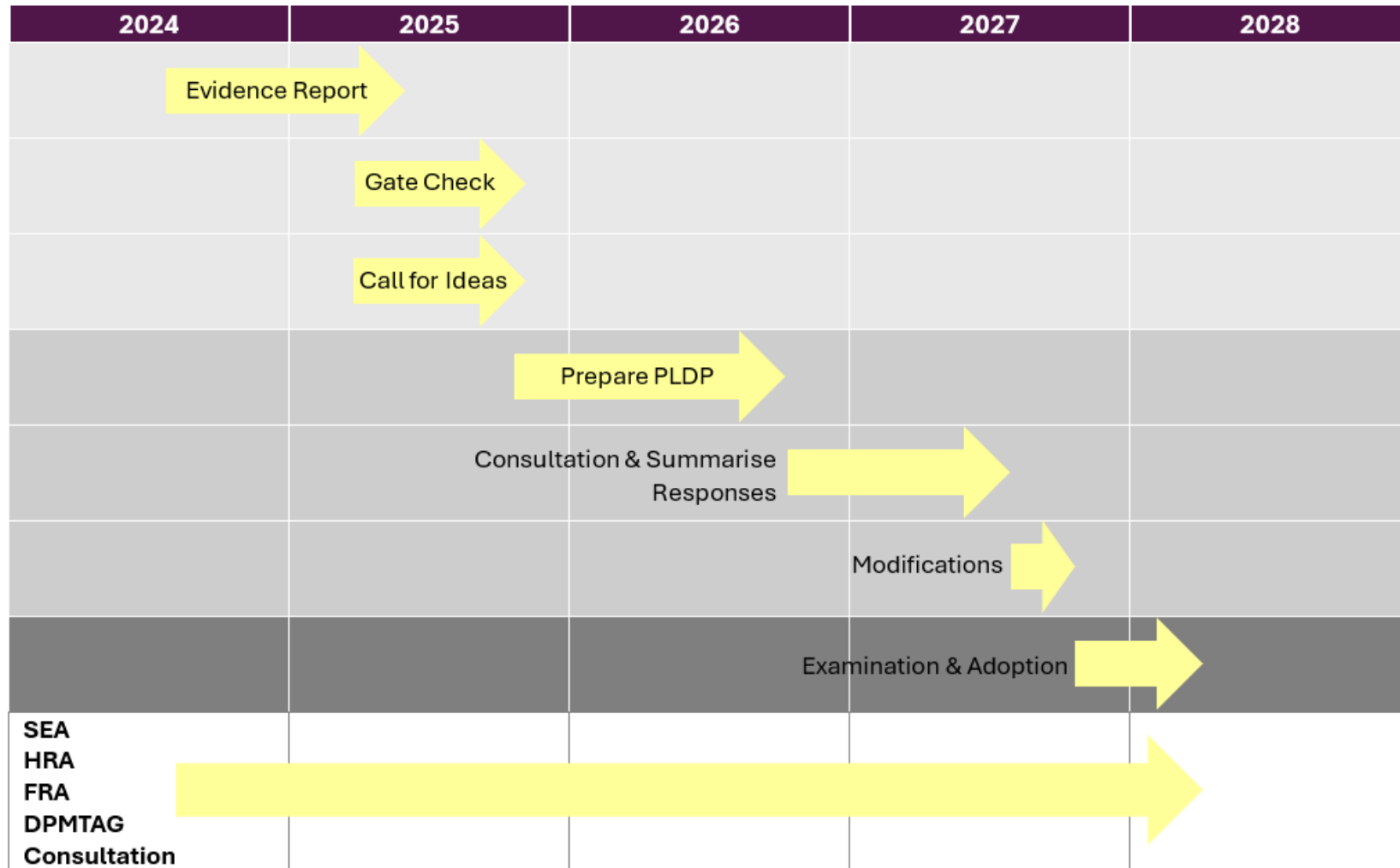
Other Responsibilities to be undertaken in parallel are as follows:

- Strategic Environmental Assessment (SEA)
- Habitats Regulations Appraisal (HRA)
- Transport Appraisal (DPMTAG)
- Flood Risk Assessment (FRA)

All of these Assessments/Appraisals will run from July 2024 to June 2028

A Delivery Programme will be worked upon in parallel to the preparation of the plan. It is required to achieve an outcome-based approach to development planning and will support the delivery of the LDP. The programme will outline a clear timetable for delivery of sites and proposals by managing the timing of the authority's financial investment and any co-ordination with private or other funding identified as being needed to deliver intended plan outcomes.

Timetable for Preparing and Adopting the 2028 Plan



Evidence Report Contents

The new plan process begins with the preparation of the Evidence Report which will be the focus of Aberdeen City Council between Summer 2024 and Summer 2025. The Evidence Report will be made up of several chapters covering a range of different topics. Producing the Evidence Report involves gathering and presenting data from a wide range of stakeholders. It sets out the baseline data available for Aberdeen and identifies any areas where there are gaps in information availability.

National Planning Framework 4 and the Local Development Plan are now the primary documents by which planning decisions must be assessed in Scotland. Beyond the planning system, Aberdeen City Council's Local Outcome Improvement Plan provides the blueprint for how community planning partners will work with people to improve outcomes for individuals, families and communities in Aberdeen.

The Local Development Plan has a role to play in ensuring the outcomes of the Local Outcome Improvement Plan are met. There is some cohesion between the main 3 themes of the National Planning Framework 4 and the Local Outcome Improvement Plan. The next Local Development Plan will also set out 3 main themes which seek to continue this alignment. Definitions are set out for clarity in tables 1 and 2 that follow.

Table 1: Cohesion between themes in the National Planning Framework 4 and the Local Outcome Improvement Plan.

Document	Theme 1	Theme 2	Theme 3
National Planning Framework 4 (NPF4)	Sustainable Places – where we reduce emissions, restore and better connect biodiversity (NPF4 definition)	Liveable Places – where we can all live better, healthier lives (NPF4 definition)	Productive Places – where we have a greener, fairer and more inclusive wellbeing economy (NPF4 definition)
Local Outcome Improvement Plan (LOIP)	Prosperous Place – addressing climate change and the nature crisis (interpreted definition)	Prosperous People – supporting health and wellbeing (interpreted definition)	Prosperous Economy – inclusive economic growth agenda (interpreted definition)

Table 2: The themes and interpretations we have chosen for the forthcoming Local Development Plan.

Document	Theme 1	Theme 2	Theme 3
Local Development Plan (LDP)	Climate Change and Nature Crisis - addressing climate change and restoring nature and biodiversity	Place and People – supporting places that put the health and wellbeing of people first	Equality and Economy – promoting a sustainable and inclusive economy

Table 3 on the next pages sets out the 8 topic groups for the evidence report, the NPF4 policy subject papers that each group covers and highlights which of the themes each NPF4 policy focuses upon. **Appendix 1** at the end of this document outlines the LDP content for each of the NPF4 policy subject papers.

Table 3. Topic Groups and NPF4 policy contents (LDP context of policies in appendix 1)

Topic Group	NPF4 Policies	Themes	NPF4 Theme	Related LOIP Theme/s	Related Topic Groups
1. Spatial Strategy	Green Belt		Sustainable Places	<ul style="list-style-type: none"> Prosperous Place Prosperous People Prosperous Economy 	<ul style="list-style-type: none"> All other Topics
	Brownfield, Vacant & Derelict Land & Empty Buildings		Sustainable Places		
	Coastal Development		Sustainable Places		
	Business & Industry		Productive Places		
2. Delivery of Homes	Quality Homes		Liveable Places	<ul style="list-style-type: none"> Prosperous Place Prosperous People 	<ul style="list-style-type: none"> Spatial Strategy Infrastructure, Transport and Communication Energy and Resources
3. Infrastructure, Transport and Communication	Sustainable Transport		Sustainable Places	<ul style="list-style-type: none"> Prosperous Place Prosperous People Prosperous Economy 	<ul style="list-style-type: none"> Spatial Strategy Delivery of Homes Wellbeing of Community Climate Change, Mitigation and Adaptation Energy and Resources Centres of Business and Culture
	Infrastructure First		Liveable Places		
	Blue & Green Infrastructure		Liveable Places		
	Digital Infrastructure		Liveable Places		

4. Wellbeing of Community	Design, Quality & Place				Liveable Places	<ul style="list-style-type: none"> • Prosperous Place • Prosperous People • Prosperous Economy 	<ul style="list-style-type: none"> • Spatial Strategy • Delivery of Homes • Infrastructure, Transport and Communication • Climate Change, Mitigation and Adaptation • Energy and Resources • Centres of Business and Culture
	Local Living & 20 Minute				Liveable Places		
	Play, Recreation & Sport				Liveable Places		
	Health & Safety				Liveable Places		
	Community Wealth Building				Productive Places		
	Historic Assets & Places				Sustainable Places		
5. Climate Change, Mitigation and Adaptation	Climate & Nature Crisis				Sustainable Places	<ul style="list-style-type: none"> • Prosperous Place 	<ul style="list-style-type: none"> • Spatial Strategy • Delivery of Homes • Infrastructure, Transport and Communication • Nature & Biodiversity • Energy and Resources • Centres of Business and Culture
	Climate Mitigation & Adaptation				Sustainable Places		
	Flood Risk & Water Management				Liveable Places		

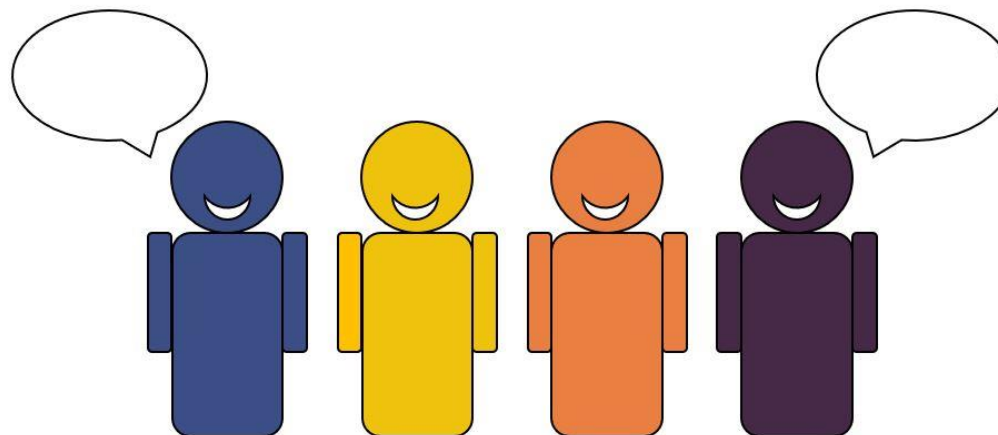
6. Nature & Biodiversity	Biodiversity				Sustainable Places	<ul style="list-style-type: none"> • Prosperous Place • Prosperous People 	<ul style="list-style-type: none"> • Spatial Strategy • Infrastructure, Transport and Communication • Wellbeing of Community • Climate Change, Mitigation and Adaptation
	Natural Places				Sustainable Places		
	Forestry, Woodland & Trees				Sustainable Places		
	Soils				Sustainable Places		
7. Energy and Resources	Energy				Sustainable Places	<ul style="list-style-type: none"> • Prosperous Place • Prosperous People • Prosperous Economy 	<ul style="list-style-type: none"> • Spatial Strategy • Delivery of Homes • Wellbeing of Community • Climate Change, Mitigation and Adaptation
	Zero Waste				Sustainable Places		
	Heating & Cooling				Liveable Places		
	Minerals				Productive Places		
8. Centres of Business and Culture	City, Town, Local & Commercial Centres				Productive Places	<ul style="list-style-type: none"> • Prosperous Place • Prosperous People • Prosperous Economy 	<ul style="list-style-type: none"> • Spatial Strategy • Delivery of Homes • Infrastructure, Transport and Communication • Wellbeing of Community • Climate Change, Mitigation and Adaptation
	Retail				Productive Places		
	Tourism				Productive Places		
	Culture & Creativity				Productive Places		

Stages of the Evidence Report

Early Engagement with Communities

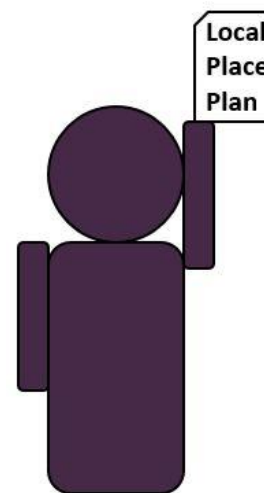
The Evidence Report is split into 8 different topic groups which allows members of the public to focus on any particular subject that they have an interest in, avoiding stakeholders from becoming overwhelmed by a document so wide in scope that meaningful consultation becomes difficult.

Meetings with Community Councils and other key groups will also take place.



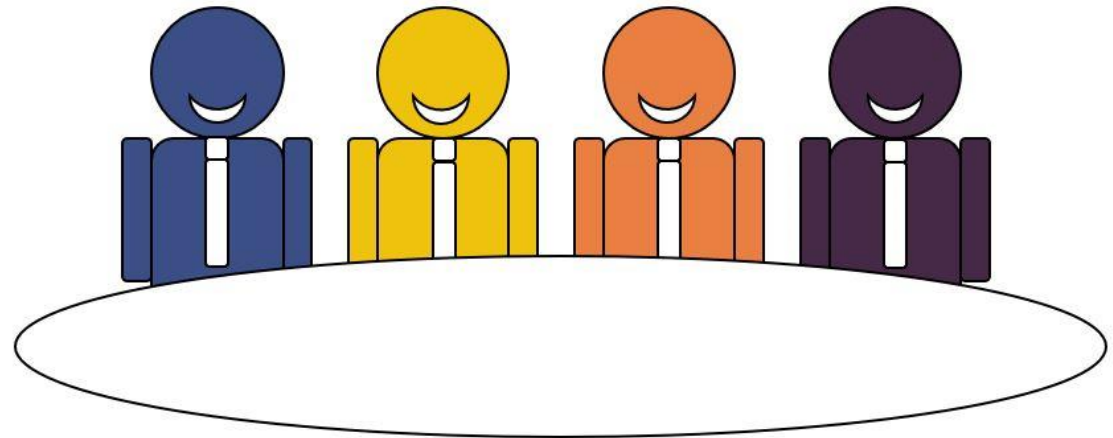
Engage with Communities to Include Local Place Plans

Local Place Plans were introduced by the Planning (Scotland) Act 2019. These plans are to be produced by communities setting out their ambitions for development and use of land within their area. These may be led by Community Councils, but other Community groups are eligible to create their own Local Place Plans. For Local Place Plans to be considered in the preparation of the proposed Local Development Plan, it is necessary for communities to submit them to the planning authority by **30th September 2025**.



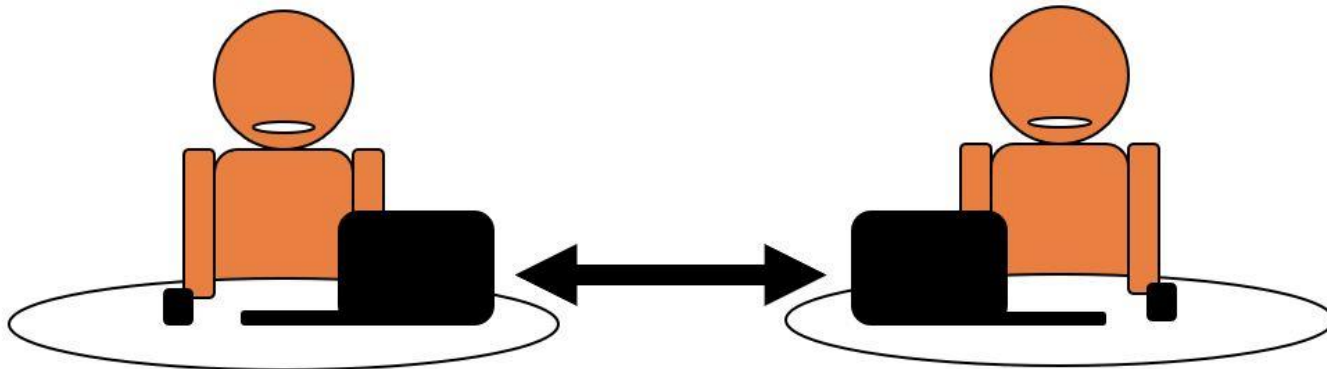
Review Group

There will be Review Groups for each of the 8 topic groups. These groups will be focussed and will involve Individuals who have expressed an interest, and who have relevant expertise. The aim of the review group is to look over and discuss draft topic papers and provide focused insight which the Local Development Plan team can utilise to make improvements.



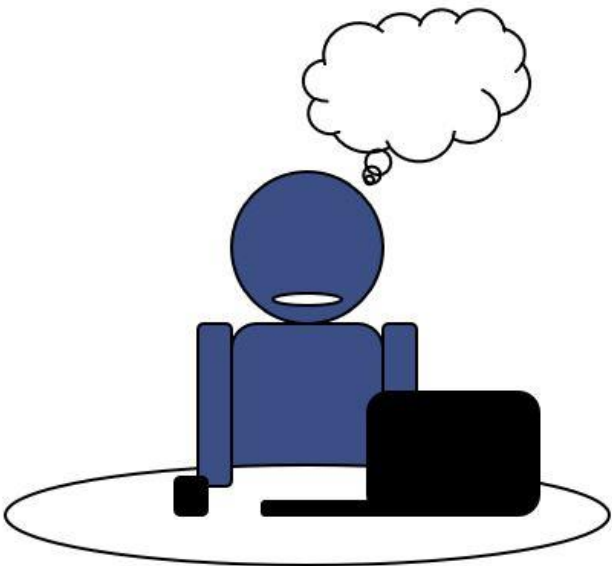
Internal Consultations

Internal consultations with other Council services will take place in order to inform the Evidence Report. As the Evidence Report will inform the Proposed Local Development Plan, it is important that there is alignment between the evidence base and the visions and strategies that other services have.



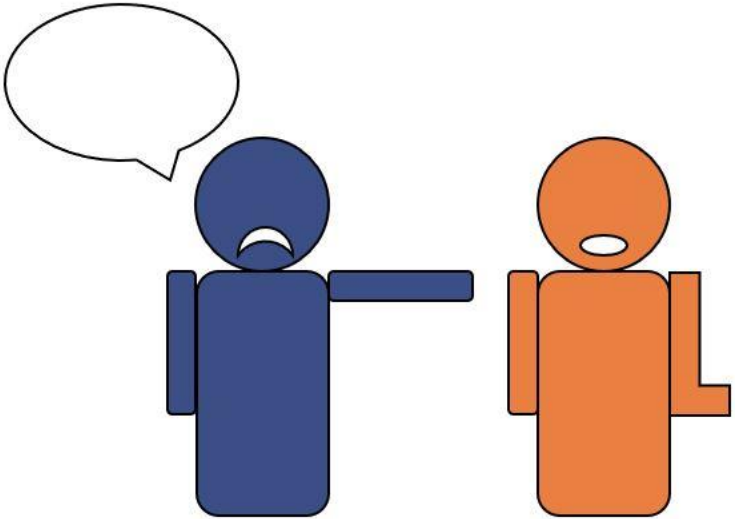
Public Feedback

There will be a 6 week formal consultation period where the public and other stakeholders have the opportunity to comment upon the Evidence Report Topic Papers. Again, this will occur online via the consultation hub. We will also accept postal correspondence.



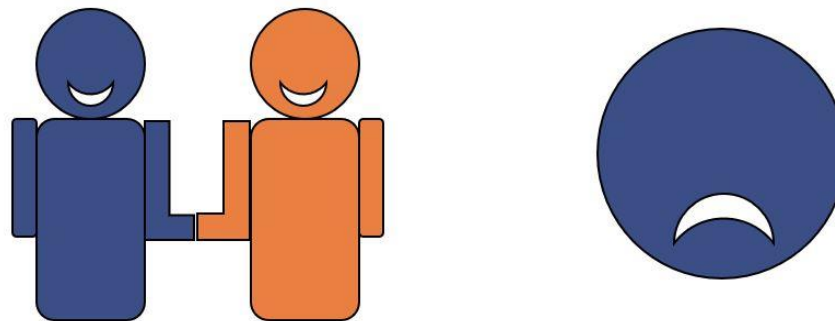
Identify Disputes

‘Dispute’ is a term used in the Guidance on Local Development Planning where people disagree with the evidence collected, consider that there are alternative sources of information that should be used, or disagree with the conclusions made.



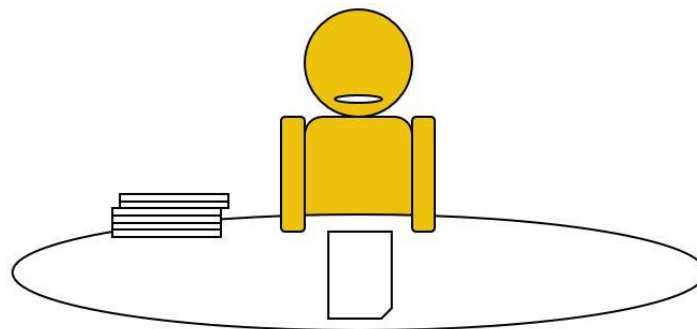
Resolve or Unresolved Disputes

Disputes will either be resolved, and the topic paper modified, or remain unresolved and passed on to the Scottish Government at the Gate Check. Elected Members will have the opportunity at Committee to discuss and debate any disputes and request modification to resolve should they see fit.



Gate Check

A Reporter from the Directorate of Planning and Environmental Appeals will determine whether the Council is required to provide any further information with respect to the submitted Evidence Report and the attached unresolved disputes.



Evidence Report Programme

Q2 and Q3 2024/25 (Jul-Dec '24)	<ul style="list-style-type: none"> - Advertisement for early engagement - Early engagement meetings with communities - Community engagement to include Local Place Plan invitations - Internal consultations - Draft of evidence report topic papers - Review groups review the topic papers
Q4 2024/25 (Jan-Mar '25)	<ul style="list-style-type: none"> - Advertisement for formal consultation - Formal consultation - Identify disputes - Targeted discussion relating to disputes
Q1 2025/26 (Apr-Jun '25)	<ul style="list-style-type: none"> - Proposed evidence report finalised - Final evidence report prepared and unresolved disputes identified - Evidence report to Full Council
Q2 2025/26 (Jul-Sep '25)	<ul style="list-style-type: none"> - Gate Check

Participation Statement

We are strongly committed to encouraging interest and wide public involvement in the preparation of the new Local Development Plan, beginning with the Evidence Report. This Participation Statement explains how local communities and other stakeholders will be engaged and how they will have an opportunity to be involved in the preparation of a new Local Development Plan.

The participation statement will include the following:

- **Consultation partners**
- **National Standards for Community Engagement**
- **Advertisement and awareness of consultations**
- **Consultation engagement**

Consultation partners

Planning legislation sets out the requirement for community engagement. It has been enhanced by the Planning (Scotland) Act 2019 which includes specific provisions for children and young people, gypsy/travellers, and disabled people. The Scottish Government published a draft document titled 'Effective Community Engagement in local development planning guidance' on 24 May 2023. The document informed the Council's approach.

Engagement and consultation of the new Local Development Plan will be based upon a collaborative approach. This will include the following bodies and groups:

- Community Councils
- Other Community Groups
- Landowners and Developers
- Businesses and business groups
- Children and young people
- Disabled persons
- Elderly persons
- Gypsy/Travellers
- Minority groups

- Nature Scot
- SEPA
- Historic Environment Scotland
- NHS Grampian
- Scottish Forestry
- Scottish Water
- Transport Scotland
- NESTRANS
- Scottish Enterprise
- Marine Scotland
- Aberdeenshire Council

National Standards for Community Engagement

Our approach to engagement for our next Local Development Plan will adopt the following principles as set out by the National Standards for Community Engagement.



Diagram 3. Principles from the National Standards for Community Engagement.

Advertisement and awareness of consultations

The local development plan newsletter, found on the Council's website, will include details of all upcoming public consultation events. This will also be emailed directly to interested parties. The planning service will raise awareness of public consultations by advertising on social media (Facebook and Twitter). Key stakeholders and those on our mailing list will be informed directly by email, or letter if sought instead. Anybody can be added to our mailing list or subscribe to our newsletter upon request by contacting:

ldp@aberdeencity.gov.uk

With regards to final consultation upon the evidence report final draft, the call for ideas stage consultation and consultation upon the proposed Local Development Plan, these will also be advertised in the local newspaper.

Stakeholders and the general public who have made representations in response to a consultation event will be notified for future consultation events in relation to the proposed local development plan.

Statutory notification will take place of owners, lessees or occupiers of land of neighbouring sites (within 20 meters) which the proposed plan specifically sets out to be developed and which would have a significant effect on the use and amenity of the neighbouring land. Notification is only required where there are premises on the site or neighbouring land.

Copies of the evidence report final draft and the proposed local development plan will be available to examine at Marischal College and every Council library across the city.

Consultation Engagement

Table 4 below sets out the purpose and methods for consultation at each stage of the next plan process.

Table 4. Stages of the plan process and engagement.

Plan Stage	Engagement Purpose	Engagement Methods
Evidence Report early consultation: July-December 2024	To make the public aware that a new Local Development Plan process has begun and to gather information to inform the evidence report draft.	<p>There will be meetings with community council groups with a particular focus on the inclusion of elements from prepared local place plans. Events conducted in person and/or online will take place to engage with the gypsy/traveller community, disability groups and children and young people. The place standard tool may be utilised where it is deemed appropriate.</p> <p>We will engage with key agencies and organisations to gather evidence.</p> <p>We will also engage with Councillors on the planning issues facing their communities.</p> <p>We will consult the relevant authorities upon the scope of the Strategic Environmental Assessment.</p> <p>Once an early draft of the evidence report is finished, review groups will feed back opinion upon each of the 9 topic groups.</p>
Evidence Report consultation on	To identify any areas of dispute for the purposes	The public will have the opportunity to feedback upon the final draft of the evidence report online via the consultation hub. The key agencies, councillors, gypsy/traveller community, disability groups and children and young people will

final draft: January-March 2025	of preparing for the gate check. Attempting to resolve disputes where appropriate.	specifically be notified to feed back into the process. Circular 2/2021 provides guidance on the promotion and use of mediation in the planning system, and there may be opportunities to use such techniques when attempting to resolve disputes at this stage.
Gate Check: July-September 2025	To inform the public and stakeholders	The Council will publicise the submission of the Evidence Report to Scottish Ministers and the outcome of the Gate Check in our newsletter which will be available on the Council website.
Proposed Plan call for ideas: July-September 2025	To provide an opportunity for people and organisations to put forward ideas and sites for inclusion in the Proposed Plan and to shape its content	The public will be invited to feed back into the process during the 'call for ideas' stage of the plan. This will primarily be conducted online via the consultation hub or by postal submission. Meetings will be held with key agencies and other significant groups.
Finalised Proposed Plan consultation: January-September 2027	To publicise and explain the content of the Proposed Plan and allow people to make formal	A minimum 12 week period of consultation on the Proposed Plan, the Proposed Delivery Plan and the Environmental Report will take place. This will primarily be conducted online via the consultation hub or by postal submission. A summary of all comments will be produced and published alongside the Council's response to the comments and any proposed modifications that the Council seeks to make in response.

	representations to it.	
Examination and adoption of plan: January-May 2028	To inform the public and stakeholders	The submission of the plan for examination will be publicised in our newsletter on the Council website. All parties with unresolved representations to the Proposed Plan will be notified that the plan has been submitted for examination.

Appendix 1. Local Development Plan definitions for subject papers is abridged from National Planning Framework 4.

Topic Group	Content	Subject papers
1. Spatial Strategy	The subjects in this topic group have a particularly strong spatial focus – they concern decision making or allocation upon a map. These subject areas may also include elements which are not spatial.	<ul style="list-style-type: none"> ● Green belt – A management tool to restrict development around the city, green belts should be identified or reviewed as part of the preparation of LDPs. Boundary changes may be made to accommodate planned growth, or to extend, or alter the area covered as green belt. Detailed green belt boundaries should be based on evidence and should be clearly identified in plans. ● Brownfield, Vacant & Derelict Land & Empty Buildings - LDPs should set out opportunities for the sustainable reuse of brownfield land including vacant and derelict land and empty buildings. ● Coastal Development - LDP spatial strategies should consider how to adapt coastlines to the impacts of climate change. They should identify areas of developed and undeveloped coast, explore opportunities to use nature-based solutions to improve resilience and should align with national, sectoral and regional marine plans. ● Business and Industry - LDPs should use land audits to inform the allocation of a range of sites (location, size and quality in terms of accessibility and services) for business and industry. Allocation should take account of local economic strategies and support broader sustainability and wellbeing objectives.
2. Delivery of Homes	The subject in this topic group concerns housing land allocations.	<ul style="list-style-type: none"> ● Quality homes - LDPs are expected to identify a Local Housing Land Requirement (10 year minimum all tenure housing land requirement) in locations that create quality places for people to live taking into account local living, 20 minute neighbourhoods and an infrastructure first approach. Areas that may be suitable for new homes beyond 10 years are also to be identified.
3. Infrastructure, Transport and Communication	The subjects in this topic group have a focus upon travel, connections	<ul style="list-style-type: none"> ● Sustainable Transport - LDPs should prioritise locations for future development accessible by sustainable modes. The spatial strategy should make best use of existing infrastructure and services. LDPs should promote a place-based approach to consider how to reduce car-dominance. Consideration should be given to the type, mix and use of development and the accessibility for users of all abilities. LDPs should be informed by an appropriate transport appraisal.

	and communication.	<ul style="list-style-type: none"> • Infrastructure first - LDPs and delivery programmes should be based on an integrated infrastructure (schools, roads, community assets etc) first approach. Plans should be informed by evidence on infrastructure capacity, condition, needs and deliverability. LDPs should set out infrastructure requirements needed to deliver the spatial strategy and indicate the type of financial or in kind contribution required. Plans should align with relevant national, regional and local infrastructure plans. • Blue & Green Infrastructure - LDPs should be informed by audits and/or strategies, covering the multiple functions and benefits of blue and green infrastructure. The spatial strategy should identify and protect blue and green infrastructure assets and identify enhancement and expansion priorities. LDPs should encourage the permanent or temporary use of unused or under-used land as green infrastructure. LDPs should safeguard access rights and core paths, including active travel routes, and encourage new and enhanced opportunities for access linked to wider network. • Digital Infrastructure - LDPs should support the delivery of digital infrastructure, including fixed line and mobile connectivity, particularly in areas with gaps in connectivity and barriers to digital access.
4. Wellbeing of Community	The subjects in this topic group all concern matters which directly affect the wellbeing of local communities	<ul style="list-style-type: none"> • Design, Quality & Place - LDPs should be place-based, created in line with the Place Principle. The spatial strategy should be underpinned by the six qualities of successful places. LDPs should provide clear expectations taking account of the local context, characteristics and connectivity of the area. They should identify where design frameworks, briefs, masterplans and design codes are required. The Place Standard tool should be used in preparing LDPs and guidance to engage with communities and other stakeholders. Its use in early design discussions on planning applications should be promoted. • Local Living & 20 Minute - LDPs should support local living through the spatial strategy, associated site briefs and masterplans. The approach should take into account the local context, consider the local settlement pattern and reflect the particular characteristics and challenges faced by each place. Communities and businesses will have an important role to play in informing this process. • Play, Recreation & Sport - LDPs should identify sites for sports, play and outdoor recreation for people of all ages. This should be based community consultation and informed by the planning authority's Play Sufficiency Assessment and Open Space Strategy. These spaces can be incorporated as part of enhancing and expanding blue and green infrastructure, taking account

		<p>of relevant agencies' plans or policy frameworks, such as flood risk and/or water management plans. New provisions should be well-designed, high quality, accessible and inclusive.</p> <ul style="list-style-type: none"> • Health & Safety - LDP spatial strategies should seek to tackle health inequalities particularly in places which are experiencing the most disadvantage. They should identify the health and social care services and infrastructure needed in the area, including potential for co-location of complementary services, in partnership with Health Boards and Health and Social Care Partnerships. LDPs should create healthier places for example through opportunities for exercise, healthier lifestyles, land for community food growing and allotments, and awareness of locations of concern for suicide. Spatial strategies should maintain appropriate distances between sites with hazardous substances and areas where the public are likely to be present and areas of particular natural sensitivity or interest • Community Wealth Building - LDPs should be aligned with any local strategy for community wealth building. Spatial strategies should address community wealth building priorities; identify community assets; set out opportunities to tackle economic disadvantage and inequality; and seek to provide benefits for local communities • Historic assets and places - LDPs, including through their spatial strategies, should support the sustainable management of the historic environment. They should identify, protect and enhance valued historic assets and places.
5. Climate Change, Mitigation and Adaptation	The subjects in this topic group are all directly related to managing and mitigating climate change and its impacts.	<ul style="list-style-type: none"> • Climate & Nature Crisis - LDPs must address the global climate emergency and nature crisis by ensuring the spatial strategy will reduce emissions and adapt to current and future risks of climate change by promoting nature recovery and restoration in the area. • Climate Mitigation & Adaptation - The LDP spatial strategy should be designed to reduce, minimise or avoid greenhouse gas emissions. The six spatial principles help to guide development to, and create, sustainable locations. LDPs should support adaptation to the current and future impacts of climate change by taking into account climate risks, guiding development away from vulnerable areas, and enabling places to adapt to risks. • Flood Risk & Water Management - LDPs should account for probability of flooding from all sources and use flood risk and river basin management plans. Resilience should also be supported by managing the need to bring previously used sites in built up areas into positive use; planning for adaptation measures; and identifying opportunities to implement improvements to the water environment through natural flood risk management and blue green infrastructure. A precautionary approach should be taken, regarding the calculated probability of flooding as a best estimate, not a precise forecast. For areas where climate change is likely to result in

		increased flood exposure that becomes unmanageable, consideration should be given to alternative sustainable land use.
6. Nature & Biodiversity	The subjects in this topic group are all directly related to managing and mitigating the nature crisis.	<ul style="list-style-type: none"> • Biodiversity - LDPs should protect, conserve, restore and enhance biodiversity in line with the mitigation hierarchy. Nature recovery and nature restoration should be promoted alongside nature networks and connections, restoring and creating habitats and incorporating measures to increase biodiversity, including populations of priority species. • Natural Places - LDPs will identify and protect locally, regionally, nationally and internationally important natural assets, on land and along coasts. Spatial strategies should also better connect nature rich areas by establishing and growing nature networks to help protect and restore the biodiversity, ecosystems and natural processes in their area. • Forestry, Woodland & Trees – The LDP spatial strategy should identify and set out proposals for forestry, woodlands and trees in the area, including their development, protection and enhancement, resilience to climate change, and the expansion of a range of types to provide multiple benefits. This will be supported and informed by a Forestry and Woodland Strategy. • Soils - LDPs should protect locally, regionally, nationally and internationally valued soils, including land of lesser quality that is culturally or locally important for primary use.
7. Energy and Resources	The subjects in this topic group are concerned with energy and resources.	<ul style="list-style-type: none"> • Energy - LDPs should seek to realise their area’s full potential for electricity and heat from renewable, low carbon and zero emission sources by identifying a range of opportunities for development. • Zero Waste - LDPs should identify appropriate locations for new waste management infrastructure to support the circular economy and meet identified needs in a way that moves waste as high up the waste hierarchy as possible. • Heating & Cooling - LDPs should take into account the area’s Local Heat & Energy Efficiency Strategy (LHEES). The spatial strategy should take into account areas of heat network potential and any designated Heat Network Zones (HNZ). • Minerals - LDPs should support a landbank of construction aggregates of at least 10-years at all times in the relevant market areas, whilst promoting sustainable resource management, safeguarding important workable mineral resources, which are of economic or conservation value, and take steps to ensure these are not sterilised by other types of development.
8. Centres of Business and Culture	The subjects in this topic group are concerned	<ul style="list-style-type: none"> • City, Town, Local & Commercial Centres - LDPs should support sustainability and enhancements for the city centre and local and commercial centres. LDPs should identify a network of centres that reflect the principles of 20 minute neighbourhoods and the town centre vision. LDPs should be informed by evidence on where clustering of non-retail uses may be adversely impacting on

	with centres of business and culture.	<p>the wellbeing of communities. They should also consider, and if appropriate, identify any areas where drive-through facilities may be acceptable where they would not negatively impact on the principles of local living or sustainable travel.</p> <ul style="list-style-type: none"> • Retail - LDPs should consider where there may be a need for further retail provision. This should be informed by a retail study. There may be need for new centres to support new housing allocations. LDPs should identify areas where proposals for healthy food and drink outlets will be supported. • Tourism - LDPs should support the recovery, growth and long-term resilience of the tourism sector. The spatial strategy should identify locations for tourism development by taking full account of the needs of communities, visitors, the industry and the environment. Relevant national and local sector driven tourism strategies should be taken into account. The spatial strategy should identify areas of pressure where existing tourism provision is having adverse impacts and where further development is not appropriate • Culture and Creativity -LDPs should recognise and support opportunities for jobs and investment in the creative sector, culture, heritage and the arts.
--	---------------------------------------	--

ABERDEEN CITY COUNCIL

COMMITTEE	Finance and Resources
DATE	7 August 2024
EXEMPT	No
CONFIDENTIAL	No
REPORT TITLE	Visitor Levy
REPORT NUMBER	CR&E/24/225
DIRECTOR	Gale Beattie
CHIEF OFFICER	Julie Wood
REPORT AUTHOR	Jamie Coventry
TERMS OF REFERENCE	1.1.9, 2.1.2, 3.2, 3.4

1. PURPOSE OF REPORT

- 1.1 This report provides an overview of the recently passed Visitor Levy Bill that allows Local Authorities in Scotland to charge a fee or tax on overnight stays, describes the various activities that Aberdeen City Council would have to carry out to introduce a visitor levy and the costs and benefits of doing so.

2. RECOMMENDATION(S)

That the Committee:-

- 2.1 Note the Visitor Levy Bill has become law as the Visitor Levy (Scotland) Act 2024 having received Royal Assent on 5 July 2024;
- 2.2 Note the various stages including the outline proposal, consultation, and public report that local authorities are required to engage in prior to a decision on whether to proceed;
- 2.3 Note the absolute earliest a VL scheme can come into effect is Spring 2026, with a proposed timeline that Aberdeen could introduce a visitor levy in paragraph 3.9;
- 2.4 Note the estimated costs and revenues of implementing a Visitor Levy scheme in Aberdeen and the benefits for both city residents and tourists; and
- 2.5 Instruct the Chief Officer - City Development and Regeneration to develop the Visitor Levy scheme proposal with key stakeholders and report back to Finance and Resource Committee in Autumn 2024 with plans for wider consultation.

3. CURRENT SITUATION

- 3.1 The Visitor Levy (Scotland) Bill, introduced on 24 May 2023, was passed on 28 May 2024. This legislation allows local authorities in Scotland to charge a fee or tax on overnight stays in some types of accommodation. The levy would be calculated as a percentage of the chargeable transaction for accommodation,

after deducting any commission costs. The main purpose of the bill is to enable councils to invest more in local tourism facilities and services that benefit visitors and residents.

- 3.2 The local authority has the discretion to set what the rate is. The legislation allows for local authorities to set different rates for different purposes or areas meaning that a local authority could, for example, set different rates in relation to particular events, such as arts festivals or special conferences and that local authorities can vary the area in which the levy applies within a local authority. However, the local authority cannot vary the type of accommodation that it applies to.
- 3.3 Such accommodation includes hotels, bed and breakfasts, hostels, guest houses, self-catering accommodation, camping sites, caravan parks, accommodation in a vehicle, or on board a vessel, which is permanently or predominantly situated in one place and any other place at which a room or area is offered by the occupier for residential purposes otherwise than as a visitor's only or usual place of residence.
- 3.4 Cruise ships and motor homes are not subject to the levy. The levy is not payable where the visitor or any other person utilising the right to reside in the overnight accommodation is in receipt of benefits, payments or allowances for a disability.
- 3.5 Two or more local authorities may act jointly to implement a Visitor Levy scheme (VL scheme). In this case each local authority should retain the revenue generated from the visitor levy in its own area. Officers could explore a joint visitor levy option with officers in Aberdeenshire Council to gauge interest and follow up with colleagues nationally on the potential impact of costs to local authorities of a joint visitor levy across two local authorities.
- 3.6 Accommodation providers will be responsible for its collection, recording it and remittance to Council. Councils will have enforcement powers, will need to corroborate the amount collected and provide penalties for non-payment and further guidance is expected at a national level in due course. An estimate of the costs of doing this is provided in the administration costs of the financial implications section.

Implementing a Visitor Levy Scheme

- 3.7 The Bill also sets out some general principles and requirements for councils that choose to apply a visitor levy (VL). Before a local authority can introduce a VL scheme, they must take the following steps:
 - Outline the Scheme: The authority needs to prepare and publicise a clear outline of the proposed scheme. This outline should explain who won't have to pay the levy or can get a refund, the objectives of the proposal and include how the authority intends to measure and report on the achievement of those objectives. It should also include an assessment of the impact of the proposal on persons living within the scheme area and other persons likely to be affected.

- Consultation: The Bill requires a local authority to consult representatives of communities and businesses engaged in tourism, and tourist organisations, in its area, along with any other people or bodies who will be affected by the proposal.
- Public Report: The local authority will be required to prepare and publicise a report which summarises the consultation responses received, its response to the consultation, and its reasons for continuing, modifying, or abandoning a visitor levy proposal.
- Publishing: If a local authority formally decides to introduce a visitor levy scheme, the Bill requires it to notify the Scottish Ministers of its decision, to publicise that it is introducing a visitor levy scheme with the proposed date on which it is to come into effect.

Implementation Timeline

3.8 The lead in time for commencing a local visitor levy scheme will be **18 months after the completion of these consultations and published intent to proceed**. This is to allow time for accommodation providers to ensure they have the necessary systems to administer the levy. This means that the absolute earliest a VL scheme can come into effect is Spring 2026.

3.9 A proposed timeline for Aberdeen (subject to consultation and approvals) to introduce a visitor levy on **1 January 2027**:

Time	Action
July–Sept 2024	Prepare (in consultation) and publicise outline report for consultation subject to committee approval of report
Nov 2024–Feb 2025	Consultation process
Mar–April 2025	Public report to Committee on consultation and proposed reporting and benefits realisation
May–June 2025	Committee to agree/abandon visitor levy, Governance (including forum nominations, and reporting)
July 2025	Notice given to Scottish Ministers that the visitor levy would come into effect on 1 January 2027
Aug 2025 – Feb 2026	Establish a Visitor Levy Forum
Aug 2025 – Dec 2026	Accommodation providers obtain the necessary systems to administer the levy

Visitor Levy Forum

3.10 A local authority operating a VL scheme must by no later than 6 months after the date of its decision to introduce a VL scheme, establish a Visitor Levy forum for the scheme. The Visitor Levy forum must be maintained for the duration of the scheme, meet at least two times a year and discuss and advise the authority and any other person or body consulting the forum on matters having to do with the VL scheme including the use of net proceeds of the VL scheme.

3.11 The local authority appoints the membership of the forum and must ensure that the membership of the Visitor Levy forum includes such persons as the

authority considers to be representative of communities, businesses engaged in tourism and tourist organisations in its area.

Use of net proceeds of the scheme

- 3.12 The contents of the Bill represent potentially significant revenue-raising powers for Local Government, with local authorities able to allocate additional investment to services and facilities based on local needs and circumstances, to the mutual benefit of residents, overnight visitors, and stakeholders associated with the local visitor economy. The collected funds will be directed towards various initiatives aimed at promoting Aberdeen as a tourist destination. This includes destination promotion and marketing, specific marketing campaigns, support for international and national events, cultural development, and the development of new tourism infrastructure.
- 3.13 A local authority operating a VL scheme must use the net proceeds of the scheme for the purposes of facilitating the achievement of the scheme's objectives as set out in outlining the VL scheme.
- 3.14 In using the net proceeds of the VL scheme, a local authority must from time to time, consult representatives of communities, businesses and organisations engaged in tourism in its area including the Visitor Levy forum.

Post-Implementation Monitoring and Evaluation

- 3.15 The policy intention is that it is transparent to all concerned what amount of money has been collected under a visitor levy scheme; how those funds have been used; and how a scheme has performed against the objectives set out for it. The Bill therefore requires a local authority to publish a report setting out this information within 18 months of a scheme being introduced, and then every 12 months.
- 3.16 The Bill requires a local authority operating a VL scheme to review the scheme every three years.

Ongoing work

- 3.17 Council officers are engaging with officials in the Scottish Government, SLAED and in other local authorities to ensure we are fully informed of further developments.
- 3.18 Work remains ongoing in the development of a national digital platform to be shared by local authorities who are planning to introduce local Visitor Levy schemes. COSLA officers have been working closely with the Digital Office and Improvement Service in the development of this platform.
- 3.19 COSLA officers have also been involved in the drafting of statutory guidance, as part of the Visitor Levy Expert Group. Chaired by Visit Scotland, this Group contains Local Government representation from SOLACE, Directors of Finance, the IRRV and officers from City of Edinburgh Council. This guidance

was tested with a wider selection of Local Government representatives on Tuesday 18 June prior to expected finalisation in July 2024.

- 3.20 The Council hasn't carried out a audit of all available rooms in the City in recent years. The Council will carry out a new survey as part of this process to ensure we have the best data to inform estimates for revenues and for monitoring.

Visitor Levies Elsewhere

- 3.21 In the UK, as of April 1st 2023 Manchester became the first city to enact a tourism levy on visitors of £1 a night per room in the city centre. The new tax is being implemented to fund a business improvement district group to 'improve the visitor experience' to Manchester city centre and 'support the growth of the visitor economy' during the next five years.
- 3.22 In Scotland, Aberdeen, Edinburgh and Highland (Skye) have expressed an interest in introducing a tourism levy. The City of Edinburgh Council already approved plans in 2022 for a levy of £2 per person per night. Elsewhere in the UK, in recent years Birmingham, Bath, Liverpool and London have all expressed an interest while the Welsh Government is considering introducing one.
- 3.23 Many European cities and a number of global cities have tourism levies which are levied via the hotel sector. These include Paris, Berlin, Vancouver, New York, Barcelona, Amsterdam and Rome. Levies in these countries are typically a devolved issue so tend to be set and administered locally by the relevant municipal authority.

Consultations to Date

- 3.24 The Scottish Government held a consultation on the Bill provisions in September 2023 and Aberdeen City Council submitted a response. Most local authorities who responded were in favour of the Bill and welcome the flexibilities which would allow councils to implement a levy if they so choose. Business organisations and larger accommodation providers were less enthusiastic. Before the Bill was announced by the Scottish Government, the Scottish Tourism Alliance (STA) was consistent in its opposition to plans for the introduction of a levy or tax on visitors to Scotland. Indeed, the STA's submission acknowledges that the introduction of a visitor levy remains contentious for the tourism and hospitality sector, with a significant proportion of the business community still strongly opposed to its introduction. Accepting that the Bill has now been introduced, the STA's submission focusses on ensuring money raised through any levy is used to support and grow the country's valuable tourism asset while arguing that the burden of collecting the levy is kept to a minimum for businesses. Over two-thirds of accommodation providers were opposed to the Bill.
- 3.25 Aberdeen City Council launched a two-part public consultation to inform Elected Members to set the 2024/25 Budget and future spending plans. Included in this was a specific question regarding implementing a tourism levy. There were 2,654 respondents to the consultation exercise. 54% of respondents to the

consultation chose to not implement the levy as currently set, with 46% deciding to indicate that at least some levy should be considered.

Strategic fit: Regional Economic Strategy

- 3.26 The VL scheme supports the ambitions and targets in the Regional Economic Strategy and also the Regional Destination Strategy. The 2023 Regional Economic Strategy ambition is to be widely recognised as a leading Scotland destination by 2035 delivering high quality visitor experiences.
- 3.27 Within the Culture Identity theme the ambition is to support development and attract international events and festivals in the Events 365 Plan and support and invest in arts and cultural sector. Targets include significantly increasing the proportion of people participating in a cultural activity in the last 12 months, visitor numbers and the numbers visiting visitor attractions by 2029.

Strategic fit: Council health-centred prevention approach

- 3.28 In February 2024 Council agreed the Target Operating Model 1.2 which included a renewed focus on a health-centred approach as an important element of our prevention agenda. Specifically, this includes aligning Council strategic priorities with the social determinants of health.
- 3.29 The social determinants of health are the non-medical factors that influence people’s health outcomes and are described as ‘the causes of the causes’ (Marmot, 2006). They are the conditions in which people are born, grow, work, live, and age, and the wider set of forces and systems shaping daily life.
- 3.30 The proceeds from a visitor levy would support this agenda by stimulating tourism which supports jobs in the sector and across the wider economy. The proceeds could also be spent on initiatives to support tourism including development of green spaces, active travel routes and the attraction of events to Aberdeen. These are important in supporting physical and mental health including fostering community cohesion, participation in culture and supporting the local environment.

4. FINANCIAL IMPLICATIONS

- 4.1 The Scottish Government published estimates in its consultation in 2023 of the size of costs to local authorities and businesses to administer the scheme. They have consulted with local authorities and from officials involved in administering these internationally and have identified the following costs:

	Cost Type	Amount
Implementation Costs to the Local Authority	Consultation costs	£10k-£20k
	Set Up Costs (one-off)	£100k-£460k
	Administration Costs	£145k-£245k per annum
Implementation Costs per Business	Set Up Costs (one-off)	£150-£7,000
	Administration Costs	£200-£850 per annum

4.2 These figures are extremely broad brush, are based partly on the experience of international tourist destinations and consequently the costs may be very different for Aberdeen. The development of the ongoing national digital platform work may reduce these costs and should provide more information on their likely scale for Aberdeen. We will continue to pursue this further and come back with more concrete estimates for Aberdeen in advance of any decision to introduce a VL scheme.

Financial Benefits: Visitor Levy Revenues

4.3 Costar UK Limited, a commercial property company, provides data on occupancy rates, average daily room rates and the total number of rooms. Using this data, in 2023, a 1.5% levy on the occupied rooms would have generated around **£1.6m per annum** in gross revenue in the Aberdeen City Council area (before administration costs).

4.4 Noting the fiscal challenges facing public services and the sector, this could provide, this could provide much needed investment to services and facilities to the benefit of residents, overnight visitors, and stakeholders associated with the local visitor economy.

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

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?
Strategic Risk	Levy Impacts further the recovery of fragile hospitality sector	We will consult with stakeholders on the rate any levy should be set at with a view to not setting excessive costs on overnight tourists. The revenue stream will be used to invest in tourism infrastructure to attract more tourists in the	Low	Yes

		future which would otherwise be at risk.		
Compliance	Accommodation Providers don't pay the levy	The Council employs an administration of the levy team that monitors, verifies and enforces the payment of the levy.	Low	Yes
Operational	Resources to set up and administer the levy increase	The Council will do a resource assessment of what is required to implement and enforce a levy for Aberdeen, The results from the ongoing national digital platform work may reduce these costs and provide more information on their likely scale.	Low	Yes
Financial	Tourism services may not continue if projected income from external venues is not realised and/or there is a further reduction to both Council staffing and budgets resources.	A ring-fenced budget to support tourism in this way mitigates this risk.	Low	Yes
Reputational	Failure to deliver tourism related services could damage Aberdeen and ACC reputation	A ring-fenced revenue stream will mitigate this risk.	Low	Yes
Environment / Climate	N/A			

8. OUTCOMES

<u>COUNCIL DELIVERY PLAN 2023-2024</u>	
	Impact of Report
Aberdeen City Council Policy Statement <u>Working in Partnership for Aberdeen</u>	The proposals within this report support the delivery of the following aspects of the policy statement:- <ul style="list-style-type: none"> • Delivery of Support delivery of and attraction of new Events, • Aim to make Aberdeen a premier destination for festivals, productions, conferences, bands and events
<u>Local Outcome Improvement Plan</u>	

Prosperous Economy Stretch Outcomes	The proposals within this report support the delivery of LOIP Stretch Outcome 1 and 2 – No one will suffer due to poverty by 2026 and 400 unemployed Aberdeen City residents supported into Fair Work by 2026. The paper seeks approval to consult on the introduction of a visitor levy scheme to provide a ringfenced funding stream to support tourism services in the city. This will provide employment opportunities for people in the sector and stimulate the Aberdeen economy by attracting tourists to the city.
Prosperous Place Stretch Outcomes	The proposals within this report support the delivery of LOIP Stretch Outcome 14 and 15 – Increase sustainable travel: 38% of people walking and 5% of people cycling as main mode of travel by 2026 and Addressing the nature crisis by protecting/ managing 26% of Aberdeen’s area for nature by 2026. The paper seeks approval to consult on the introduction of a visitor levy scheme to provide a ringfenced funding stream to support tourism services in the city. This could include active travel services and policies protecting green areas.
Regional and City Strategies	<p>The proposals support the economic and environmental objectives of the Regional Economic Strategy to diversify the economy increasing the share of the economy from the region’s growth sectors including tourism, maintaining a healthy, sustainable, working age population through increasing economic participation rates and reducing emissions and protecting the natural capital of the region. They also the objectives of the Regional Transport Strategy and Regional Transport Strategy.</p> <p>It supports the Net Zero Routemap for the City and the Council’s Medium Term Financial Strategy.</p> <p>The proposals would ensure wider engagement with stakeholders ensuring that the ambitions within the Regional Destination Strategy can be supported</p>

9. IMPACT ASSESSMENTS

Assessment	Outcome
Integrated Impact Assessment	<p>An IIA was completed for the Visitor Levy as part of the 2024/25 Budget setting process, this is referenced below in background papers. An updated IIA will be completed for the Scheme Proposal and Consultation.</p> <p>I confirm this has been discussed and agreed with Julie Wood, Chief Officer, City Regeneration and Development on 01 July 2024</p>
Data Protection Impact Assessment	Not required

10. BACKGROUND PAPERS

- 10.1 Visitor Levy (Scotland) Bill (as passed 28 May 2024)
- 10.2 COSLA Visitor Levy Update 21 June 2024 for Environment and Economy Board
- 10.3 Introduction of a Tourism Levy after 2026/27 for Aberdeen City Stage 1 Integrated Impact Assessment (for public consultation to inform Elected Members to set the 2024/25 Budget and future spending plans)
- 10.4 Visitor Levy (Scotland) Bill Spice Briefing 04 September 2023

11. REPORT AUTHOR CONTACT DETAILS

Name	Jamie Coventry
Title	Economic Adviser
Email Address	JCoventry@Aberdeencity.gov.uk

ABERDEEN CITY COUNCIL

COMMITTEE	Finance and Resources
DATE	7 August 2024
EXEMPT	No
CONFIDENTIAL	No
REPORT TITLE	Aberdeen City Council Historic Building Downtaking Policy
REPORT NUMBER	CR&E/24/210
EXECUTIVE DIRECTOR	Gale Beattie
CHIEF OFFICER	David Dunne
REPORT AUTHOR	Sepideh Hajisoltani
TERMS OF REFERENCE	4.1 & 4.4

1. PURPOSE OF REPORT

- 1.1 This report seeks approval of the “Aberdeen City Council Historic Building Downtaking Policy” as a new Aberdeen City Council policy.

2. RECOMMENDATION

That the Committee :-

- 2.1 Approve “Aberdeen City Council Historic Building Downtaking Policy” as a new Aberdeen City Council policy; and
- 2.2 Notes that responsibility for the approval of the sale of any historic building downtakings above the value of £10,000 would be with the Finance and Resources Committee.

3. CURRENT SITUATION

- 3.1 Aberdeen City Council has a supply of salvaged reusable building materials and architectural elements from historic buildings that have been demolished, renovated, or dismantled. These historic building downtakings from previous Council projects are kept in Aberdeen City Council storage facilities. An example of these downtakings is salvaged granite from Council projects.
- 3.2 There is currently no written policy on the storage and future management of reclaimed historic materials and architectural salvage. There have been various enquiries about the storage and sale of these materials in the past.
- 3.3 This new policy document aims to mitigate reputational risk by providing clarity and transparency on the storage and future use of existing stored materials, as well as future downtakings from Aberdeen City Council projects, and providing guidance for their storage, removal, donation and sale.

- 3.4 The policy is complementary to existing planning policies and consent processes relating to the historic buildings and the historic built environment.
- 3.5 The policy has been approved by Aberdeen City Council Policy Group and Risk Board on 05 June 2024.

4. FINANCIAL IMPLICATIONS

- 4.1 There are no direct financial implications arising from the recommendations of this report. Any implications will be covered by existing staff resources.

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 approving this policy. The indirect environmental impact would be the reuse of reclaimed materials resulting in reduced energy consumption and a decrease carbon footprint when compared to extracting and producing new materials.

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?
Strategic Risk	Non identified.	N/A	N/A	Yes/No
Compliance	Failure to comply with internal financial regulations.	Finance have been consulted regarding the potential sale and donation of items.	M	Yes
Operational	None identified.	N/A	N/A	Yes/No
Financial	Failure to comply with internal financial regulations.	Finance have been consulted regarding the potential sale and donation of items.	L	Yes
Reputational	Making sure the future management of	Approval of the new policy document ensures	L	Yes

	historic building duntakings owned by ACC are transparent.	transparency of the storage and future management of ACC owned duntakings.		
Environment / Climate	Failing to store and manage the historic building duntakings could result in an increased carbon footprint.	Approval of the new policy document will facilitate the reuse of ACC owned reclaimed materials resulting in reduced energy consumption.	L	Yes

8. OUTCOMES

<u>Council Delivery Plan 2024</u>	
Impact of Report	
Aberdeen City Council Policy Statement <u>Working in Partnership for Aberdeen</u>	<i>The proposals in this report have no impact on the Council Delivery Plan.</i>
<u>Local Outcome Improvement Plan</u>	
Prosperous Economy Stretch Outcomes	The proposals in the report have no impact on the Local Outcome Improvement Plan
Prosperous People Stretch Outcomes	The proposals in the report have no impact on the Local Outcome Improvement Plan
Prosperous Place Stretch Outcomes	The proposals in the report have no impact on the Local Outcome Improvement Plan
Regional and City Strategies	The proposal in this report have no impact on Regional and City Strategies.

9. IMPACT ASSESSMENTS

Assessment	Outcome
Integrated Impact Assessment	New Integrated Impact Assessment has been completed (see Appendix 2) – The assessment shows a neutral impact on the protected groups.
Data Protection Impact Assessment	Not Required.
Other	Not required.

10. BACKGROUND PAPERS

10.1 N/A

11. APPENDICES

- 11.1 Appendix 1- Aberdeen City Council Historic Building Downtaking Policy.
- 11.2 Appendix 2- Aberdeen City Council Historic Building Downtaking Integrated Impact Assessment.

12. REPORT AUTHOR CONTACT DETAILS

Name	Sepideh Hajisoltani
Title	Planner (Conservation)
Email Address	SHajisoltani@aberdeencity.gov.uk
Tel	01224 069192

Aberdeen City Council Historic Building Downtaking Policy



Document Control

Approval Date	XX XX 2024
Implementation Date	XX XX 2024
Policy Number	POL-CRE-001
Policy Author/s and Owner	Sepideh Hajisoltani/ Strategic Place Planning/ City Regeneration and Environment
Approval Authority	Policy Group
Scheduled Review	Annual
Date and Changes: 21/05/2024 – New policy created.	

Table of Contents

1	Why does the Council need this Policy?	Page 4
2	Application and Scope Statement	Page 4
3	Responsibilities	Page 4
4	Supporting Procedures and Documentation	Page 5
5	About this Policy	Page 5
6	Risk	Page 6
7	Environmental Considerations	Page 6
8	Policy Performance	Page 7
9	Design and Delivery	Page 7
10	Housekeeping and Maintenance	Page 7
11	Communication and Distribution	Page 7
12	Information Management	Page 7
13	Definitions and Understanding this Policy	Page 7

1. Why does the Council need this Policy?

- 1.1 Aberdeen City Council has a supply of salvaged reusable building materials and architectural elements from historic buildings that have been demolished, renovated, or dismantled. These historic building duntakings from previous Council projects are kept in Aberdeen City Council storage facilities. Examples of these duntakings are salvaged granite from Council projects.
- 1.2 There is currently no written policy on the storage and future management of reclaimed historic materials and architectural salvage. There have been various enquiries about the storage and sale of these materials in the past.
- 1.3 This policy document aims to mitigate reputational risk by providing clarity and transparency on the storage and future use of existing stored materials, as well as future duntakings from Aberdeen City Council projects, and providing guidance for their storage, removal, donation and sale.
- 1.4 This policy is complementary to existing planning policies and consent processes relating to the historic buildings and the historic built environment.
- 1.5 This policy only relates to duntakings from Aberdeen City Council projects.

2. Application and Scope Statement

- 2.1 This policy applies to the storage, removal, donation and sale of historic building duntakings, including reclaimed materials and architectural salvage from Aberdeen City Council projects.

3. Responsibilities

- 3.1 Overall responsibility for managing this policy is held by the Chief Officer - Strategic Place Planning and Chief Officer - Operations.
- 3.2 Any instances of non-compliance with the policy should be reported to the Chief Officer - Strategic Place Planning and Chief Officer - Operations.

- 3.3 Feedback on the policy should be communicated to the Chief Officer - Strategic Place Planning and Chief Officer - Operations.
- 3.4 Responsibility for the approval of the sale of any goods above the value of £10,000 would be with the Finance and Resources Committee.

4. Supporting Procedures and Documentation

- 4.1 There is no supporting document related to this policy.

5. About this Policy

- 5.1 Storage of all new historic building duntakings in any of the Aberdeen City Council storage facilities needs to be approved in writing by a Senior Planner within the Masterplanning, Design and Conservation team within Strategic Place Planning in advance of the material moving to storage. The request for storage must be accompanied by a detailed inventory of the items to be stored.
- 5.2 All requests for removal or alternative storage of historic building duntakings being stored by the Council, including removal of duntakings to be used on Aberdeen City Council projects, needs to be communicated in writing , and approved in writing by, a Senior Planner within the Masterplanning, Design and Conservation Team. The criteria for what types of duntakings might be considered suitable would be based on type, condition, quality, historic value, demand and scarcity of the item.
- 5.3 All requests for donation and/or sale of duntakings for reuse in non-council projects needs to be communicated in writing to a Senior Planner within the Masterplanning, Design and Conservation team, and subsequently approved in writing by, the Chief Officer - Strategic Place Planning and Chief Officer - Finance.
- 5.4 All sales must be in line with the [Council Financial Regulations](#) - Section 5.8 Sale of Surplus Assets and Section 1 General Delegations to Chief Officers in the [Powers Delegated to Officers \(2023\)](#). The sale of goods under the value of £10,000 will require the approval of the Chief Officer – Strategic Place Planning and the Chief Officer – Finance, following consultation with the Convenor of the Finance and Resources Committee. Sale of any goods above the value of £10,000 would need Finance and Resources Committee approval.

- 5.5 In the event of a sales request by an interested party, a Senior Planner within the Masterplanning, Design and Conservation Team will estimate the value of the item by comparing the items proposed for sale with similar items for sale elsewhere (e.g. reviewing architectural salvage and reclamation websites).
- 5.6 Unless agreed otherwise by Committee or the Chief Officer – Strategic Place Planning and Chief Officer – Finance, the monies from the sale of the items will be credited to the Council’s Capital Budget.
- 5.7 All access to the Council’s storage facilities must be coordinated through the Roads Supervisor of the Operations cluster.

6. Risk

- 6.1 This policy will manage the following risks:

Compliance Risks - This policy aims to ensure that future management of the historic building downtakings complies with internal financial regulations. Storage of historic Building Downtakings and their future reuse results in reduced energy consumption and a decreased carbon footprint.

Reputational Risks - This policy aims to improve the transparency of the future management of the historic building downtakings owned by Aberdeen City Council (e.g. incorrect reuse or disposal of historic building downtakings, loss of historic building downtakings).

Environmental/ Climate Risks - The policy ensures that these historic building downtakings can be reused.

7. Environmental Implications

- 7.1 There are no direct environmental implications arising from this policy. The indirect environmental impact would be the reuse of reclaimed materials resulting in reduced energy consumption and a decreased carbon footprint when compared to extracting and producing new materials.

8. Policy Performance

- 8.1 Effectiveness of this policy will be monitored through monthly team meetings in Masterplanning, Design and Conservation Team. A record of the historic building materials being removed and deposited will be maintained.

9. Design and Delivery

- 9.1 This policy is aligned to support delivery of the strategic objectives contained within the LOIP and the Council's Strategic Priority of Energy Transition and Net Zero by contributing towards reduction of Aberdeen's carbon emissions.

10. Housekeeping and Maintenance

- 10.1 This policy is the first drafted policy relating to the storage and future management of historic building dismantlings. This policy will be reviewed annually with relevant dates updated.

11. Communication and Distribution

- 11.1 This policy will be shared and communicated to the Finance and Operations clusters, Capital cluster and Corporate Landlord cluster via Aberdeen City Council Intranet and will be available for citizens and interested parties on the Aberdeen City Council external website.

12. Information Management

- 12.1 The information generated by the application of the Policy will be managed in accordance with the Council's Corporate Information Policy and supporting procedures.

13. Definitions and Understanding this Policy

- 13.1 Historic building dismantlings are salvaged reusable building materials and architectural elements from historic buildings that are being demolished, renovated, or dismantled.

This page is intentionally left blank

ABERDEEN CITY COUNCIL

COMMITTEE	Finance and Resources
DATE	07 August 2024
EXEMPT	No
CONFIDENTIAL	No
REPORT TITLE	Queen Street Update
REPORT NUMBER	CR&E/24/217
EXECUTIVE DIRECTOR	Gale Beattie
CHIEF OFFICER	John Wilson
REPORT AUTHOR	Sandy Beattie
TERMS OF REFERENCE	1.1

1. PURPOSE OF REPORT

- 1.1 This report provides Members with a progress update on the City Centre Masterplan's Queen Street project.

2. RECOMMENDATIONS

That Committee:

- 2.1 Note the progress made to advance the design concept for an urban park, as part of the wider City Centre Masterplan Queen Street project;
- 2.2 Instruct the Chief Officer – Capital to develop the detailed and technical design for the Urban Park and, following consultation with the Chief Officer – Commercial & Procurement Services, to proceed with the negotiation and execution of contracts for delivery of the construction programme in line with the previously approved total project budget as detailed in paragraph 4.1, reporting progress through the Chief Officer – Capital's regular capital programme monitoring reports; and
- 2.3 Note progress regarding the internal strip-out programme elsewhere on the Queen Street site, and instruct the Chief Officer– Capital to fully scope and cost the demolition of the former Police headquarters, reporting progress through the Chief Officer – Capital's regular capital programme monitoring reports.

3. CURRENT SITUATION

- 3.1 Council at its meeting in September 2023 agreed the Queen Street business case and instructed officers to progress with Option 5: Urban Park with landscaping to north-west of the development area and development to south-east on site of former Police headquarters.

- 3.2 Council, at their budget meeting in March 2024, included Queen Street Urban Park in the future years capital programme. In conjunction with the approvals and instructions from the September 2023 Council meeting, the Chief Officer - Capital will monitor projects through the capital planning process.
- 3.3 Officers were instructed to proceed with the design, consultation and engagement, obtain necessary consents, negotiate parking and access changes and develop a detailed cost and delivery programme required to deliver Phase 1 of the Urban Park. This report provides an update on progress.
- 3.4 Officers were also instructed to update the business case for the site of the former Police HQ on Queen Street to determine suitability for refurbishment, rebuild, or as Urban Park Phase 2, depending on the outcome of market testing and report back progress. Again, an update is incorporated in this report.

Progress Report 2024: Urban Park

- 3.5 City Centre Masterplan Project CM02 sets the ambition for a mixed use development opportunity on Queen Street, created in part by the relocation of existing public sector land uses. The redevelopment of the street creates the opportunity to introduce new uses into the area, as well as new public spaces. The project will improve the amenity of the area and encourage economic and environmental sustainability in this key City Centre location. The Council’s investment in this space should also help stimulate investment from surrounding private building and land owners.
- 3.6 The outline design for the Urban Park is presented in Appendix A of this report. The appointed design team has undertaken key stakeholder engagement to understand the various access and operational requirements and a summary report of this is included in Appendix B.
- 3.7 The Urban Park concept includes provision for outdoor seating and informal performance areas, a sensory garden, terraced garden and enhanced street greening.
- 3.8 Each space within the new urban park will perform a range of environmental and social functions. These uses can be categorised into the overarching themes of Urban Nature, Community, Heritage, and Arts and Culture.
- 3.9 The scheme will have a single recognisable identity as Queen Street Urban Park. However, within the park a series of subspaces are proposed, allowing for different uses and each with a subtly different character.

- 3.10 The next stages of the project

Q3 2024	Detailed and Technical Design and Stakeholder Engagement
Q2 2025	Market Testing, Financial Close and Advanced Works
Q3 2025	Site Start (Phase 1)

- 3.11 A rolling construction programme is expected to deliver phase 1 by spring 2026. The summary programme is included in Appendix C. The project will now proceed with the negotiation and execution of contracts for delivery of the construction

programme in line with the previously approved total project budget as detailed in paragraph 4.1 below, reporting progress through the Chief Officer – Capital’s regular capital programme monitoring reports to Finance and Resources Committee.

Progress Report 2024: Former Police HQ

- 3.12 Progress continues with the first phase of works. Internal strip out and asbestos removal is well underway and expected to be complete by Q4 2024. Contingency has been made to ensure both the Scottish Courts and Tribunal Services Civil & Commercial Court on Queen Street and the city mortuary remain operational throughout.
- 3.13 A market testing exercise has been undertaken to engage with potential development partners regarding the future development of the site. Advice received from development surveyors is that at this stage there is little interest in refurbishing the existing building.
- 3.14 Developers feedback to date has indicated a preference to demolish the current office building and prepare the site ready for future development. This is an expected position given potential holding costs, challenges of working around existing structures and potential concerns over future delivery.
- 3.15 It is recognised a new build development is likely to have a higher future investment value/investor demand, than conversion of an older office building. The existing building is restrictive in terms of floor plates, floor to ceiling heights and general arrangement.
- 3.16 Given that there are significant holding costs, together with the risk of a decaying building in a prominent city centre site, it would be considered prudent to demolish the current building and clear the site for future development whilst dialogue continues with potential development partners and potential end users.
- 3.17 Demolition of the existing building requires to be considered in the context of National Planning Framework 4 and the Council’s net zero targets. There are, however, precedents for sustainable demolition and it is recommended that such an approach be taken to fully develop the scope of demolition and report back to this committee. Dialogue would also take pace with the Planning Authority. Such a process is outlined in Appendix D.
- 3.18 Pending site clearance, it is envisaged that a temporary use for the site, such as an extension to the urban park with limited landscaping and planting, be considered in order to maintain the site as a future development opportunity.
- 3.19 Such an approach will allow the site to be ‘development ready’ whilst continuing to engage with the market to explore future development opportunities. Should the building remain on site, there are risks around site security, annual service costs to the Council and demolition would likely still occur in future years. Expediting that process now aids in ‘de-risking’ the site and reducing future delivery timescales. Ideally demolition costs would be met by the existing

project budget, however this would need to be fully scoped and market tested to confirm.

4. FINANCIAL IMPLICATIONS

- 4.1 The updated financial modelling approved by the Council Budget meeting in March 2024 approved a total project budget of £16.8M to year 2027/28. Project scope has been developed to reflect that budget, including optimism bias. Adjustment of phasing of the urban park for future years may allow inclusion of demolition costs, however this will require to be fully scoped before confirmation.

5 LEGAL IMPLICATIONS

- 5.1 There are several access rights to properties, lanes and pends which will require to be taken into consideration during any construction work.
- 5.2 As project proposals progress, they will be examined and managed within the professional scope of property / conveyancing industry accepted standards, ensuring all due diligence exercises and pre-contract enquiries are complete and satisfactory.
- 5.3 Any work that is recommended to a property not owned by the Council will require effective dialogue and the owner's consent before it can commence. Other local authority consents, such as planning permission and listed building consent, may also be required for works to buildings.
- 5.4 All changes to vehicular movement on the road network are subject to statutory processes.
- 5.5 All demolition work will be subject to necessary statutory consents.

6 ENVIRONMENTAL IMPLICATIONS

- 6.1. The City Centre and Beach Masterplan, from which this project emerges, has been screened through the Strategic Environmental Assessment (SEA) process and the consultation authorities have confirmed that no Environmental Report specific to this overarching Masterplan is required. Individual plans, programmes and strategies falling out of the Masterplan will be considered individually, as will any requirements for project-specific Habitat Regulations Appraisals (HRAs).

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.

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?
Strategic Risk	Not delivering projects	Full programme of works developed, funding approvals in place at key stages	M	Yes
Compliance	Statutory consents	Manage through ongoing programme	M	Yes
Operational	Sufficient capacity of resources within Council teams to meet programme objectives	Forward planning through project delivery programme Resource review ongoing and augmented support through the Hub NS Project Management Office	M	Yes
Financial	Budget pressures due to current market volatility	Robust budgets established. Independent monitoring process established. With PMO early supply chain mitigations action plan established across the programme	M	Yes
Reputational	Continued empty building on site	Agree demolition and temporary park use until market picks up	M	Yes
Environment / Climate	Air quality improvement Active travel Local material supply	Incorporated into project proposals. Early engagement underway with material suppliers	M	Yes

8. OUTCOMES

<u>COUNCIL DELIVERY PLAN</u>	
Impact of Report	
Aberdeen City Council Policy Statement	Supports the delivery of Economy Policy Statement 4 – Increase city centre footfall through delivery of the City Centre Masterplan. 1. – Continue to maximise community benefit from major developments.
<u>Aberdeen City Local Outcome Improvement Plan</u>	
Prosperous Economy Stretch Outcomes	Supports Outcome 1 - 10% increase in employment across priority and volume growth sectors by 2026.
Prosperous People Stretch Outcomes	Supports Outcome 7 - Child Friendly City which supports all children to prosper and engage actively with their communities by 2026.
Prosperous Place Stretch Outcomes <i>To be updated</i>	Supports Outcome 14 - Addressing climate change by reducing Aberdeen's carbon emissions by 42.5% by 2026 and adapting to the impacts of our changing climate Supports Outcome 15 38% of people walking and 5% of people cycling as main mode of travel by 2026.
Regional and City Strategies <i>To be updated</i>	The report supports the priorities in the Regional Economic Strategy (RES) investment in infrastructure, regenerating our city centre, unlock development potential, improve the deployment of low carbon transport, to enable Aberdeen to realise development opportunities in the City Centre Masterplan.

9. IMPACT ASSESSMENTS

Assessment	Outcome
Integrated Impact Assessment	New Integrated Impact Assessment has been completed
Data Protection Impact Assessment	N/A
Other	Strategic Environmental Assessment

10. BACKGROUND PAPERS

Full Council September 2023

http://councilcommittees/documents/s149095/RES_23_242%20Council%20Queen%20Street%20August.pdf

Budget Meeting March 2024: approved budgets

<http://councilcommittees/documents/b26553/Approved%20Budgets%2006th-Mar-2024%2010.30%20Council.pdf?T=9>

11. APPENDICES

Appendix A: Queen Street Urban Park Design concept

Appendix B: Engagement report

Appendix C: Delivery programme

Appendix D: Queen Street Sustainable Demolition

12. REPORT AUTHOR CONTACT DETAILS

Name	Sandy Beattie
Title	Masterplan Manager
Email	sbeattie@aberdeencity.gov.uk

This page is intentionally left blank

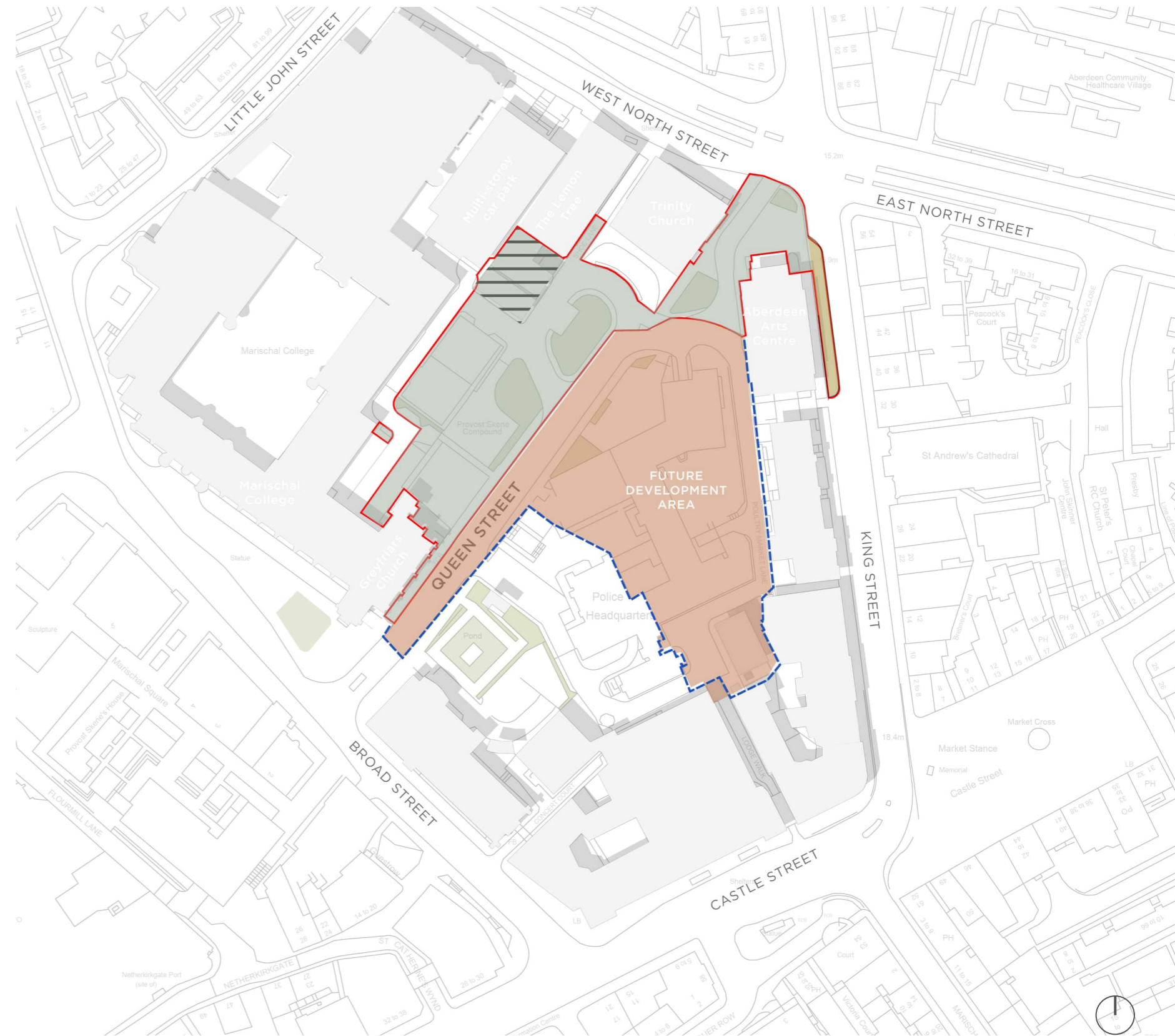
Queen Street Urban Park

June 2024



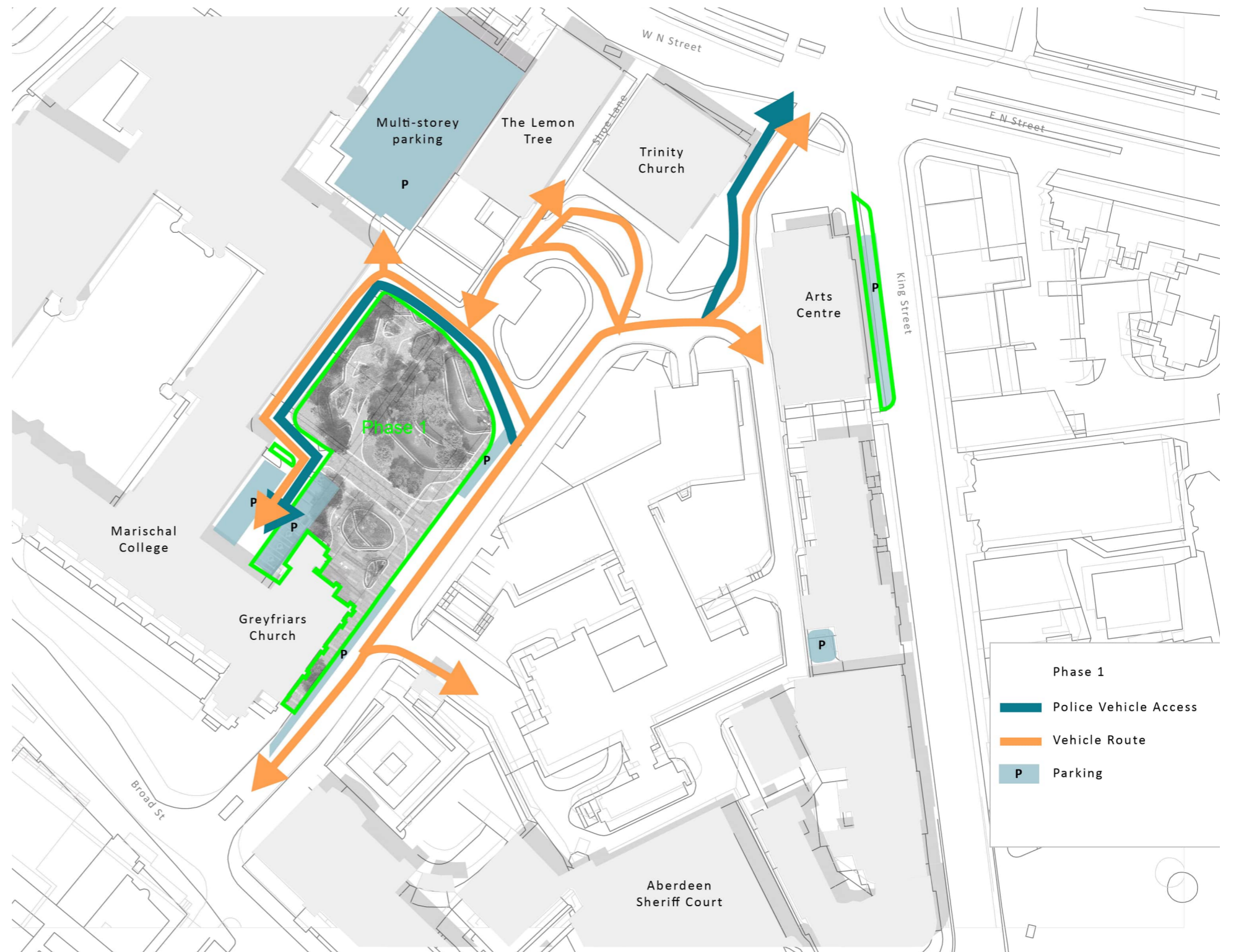
Extent of Urban Park

- Queen Street and adjacent site of the existing former Police Scotland HQ is excluded from the study area



Movement - Phase 1

- Movement remains as existing



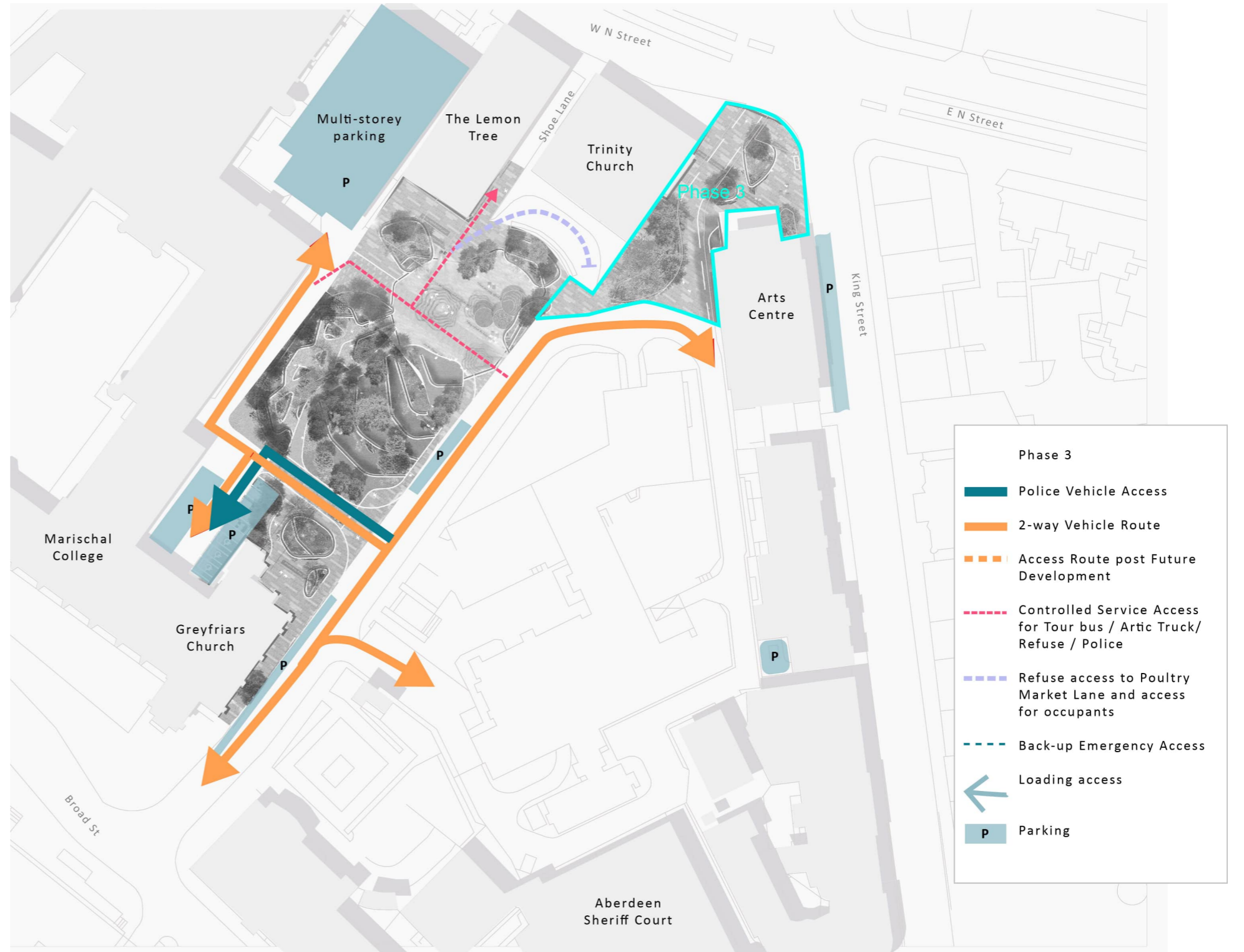
Movement - Phase 2

- Queen St. movement remains as existing
- New route into multi-storey parking
- New route for Police parking
- No vehicle access to Lemon Tree



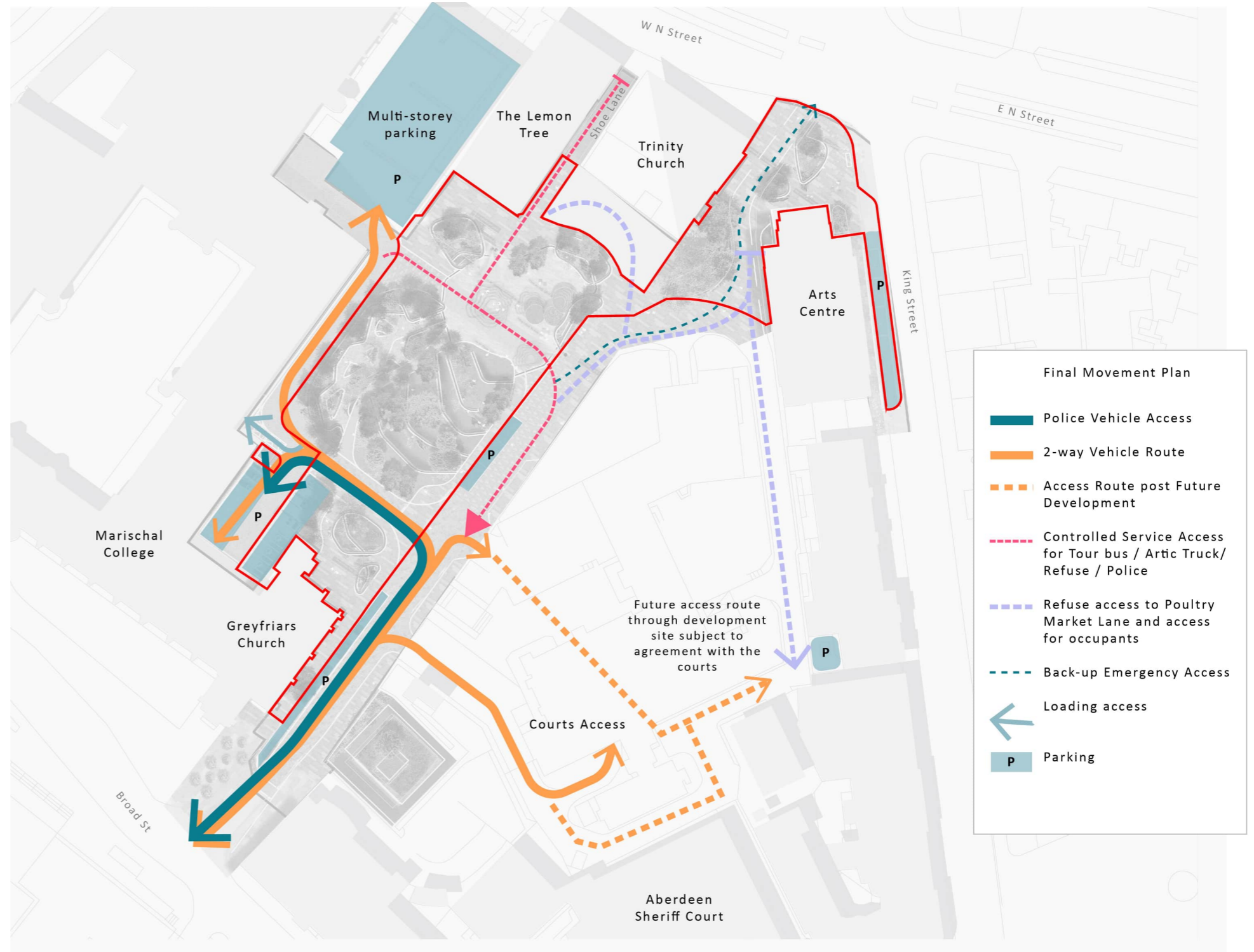
Movement - Phase 3

- Queen St. movement remains as existing
- Central park access restricted to service and occupant access only
- Exit onto W. N Street no longer available during works



Movement - Final Design

- Queen St. becomes part of the park
- Vehicle access with defined limitations



Illustrative Masterplan

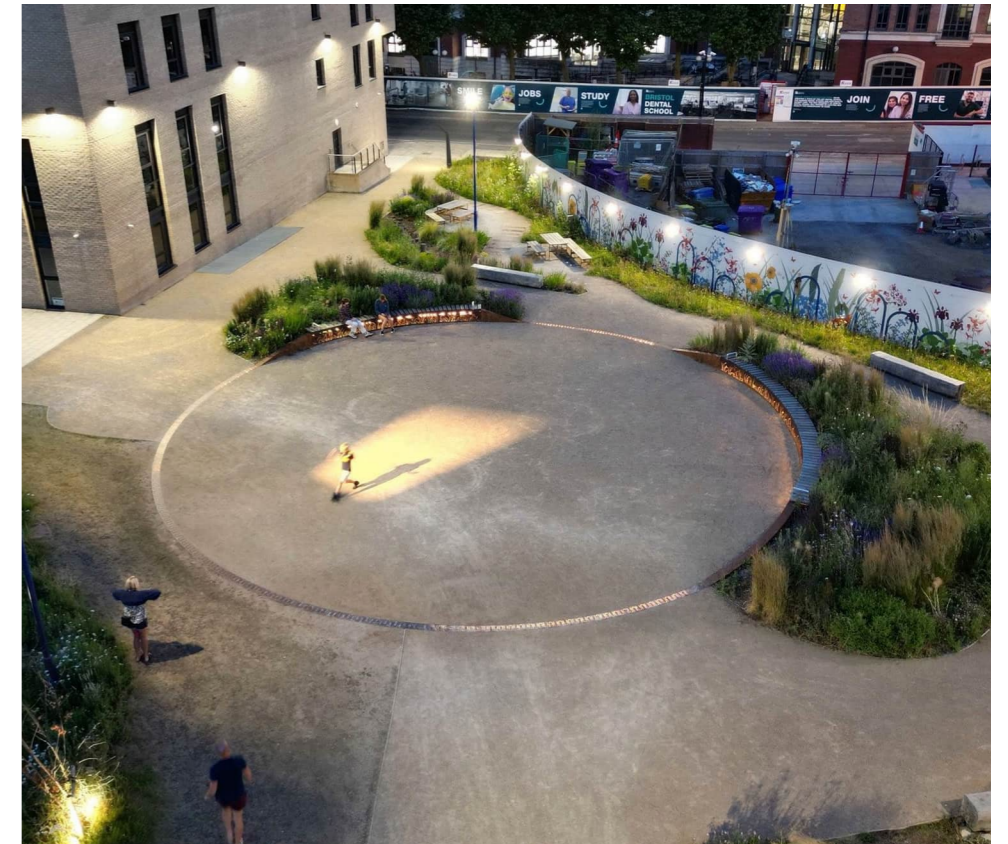


Undergoing
update



Performance

- Flexible paved space for informal performances, small-scale events and exhibitions
- Enclosed by seating walls, planting and trees
- Future spill out space for surrounding venues





Sensory Gardens

- Variety of planting types
- Community growing space
- Education space
- Quieter reflective seating areas
- Art and interpretation
- Restorative space



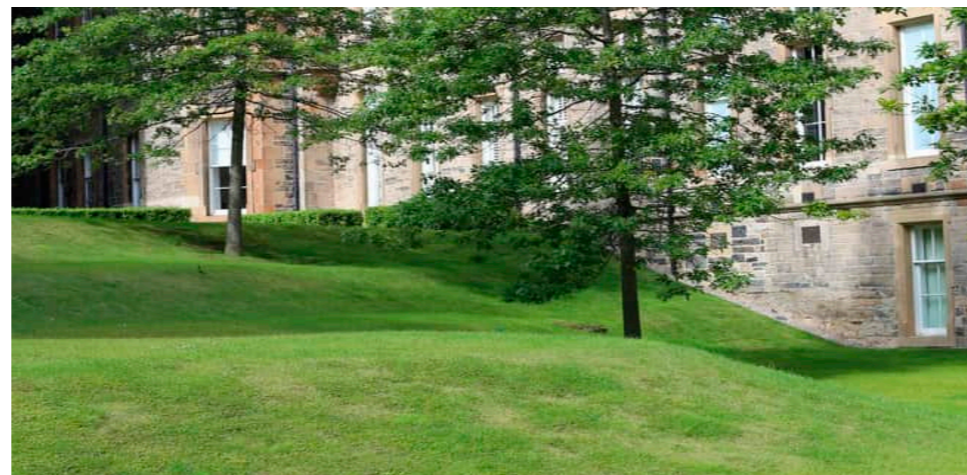
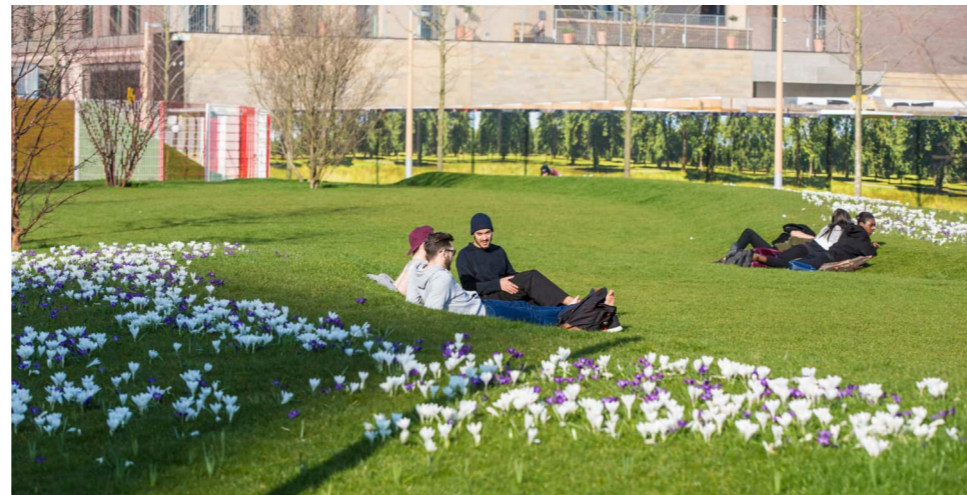
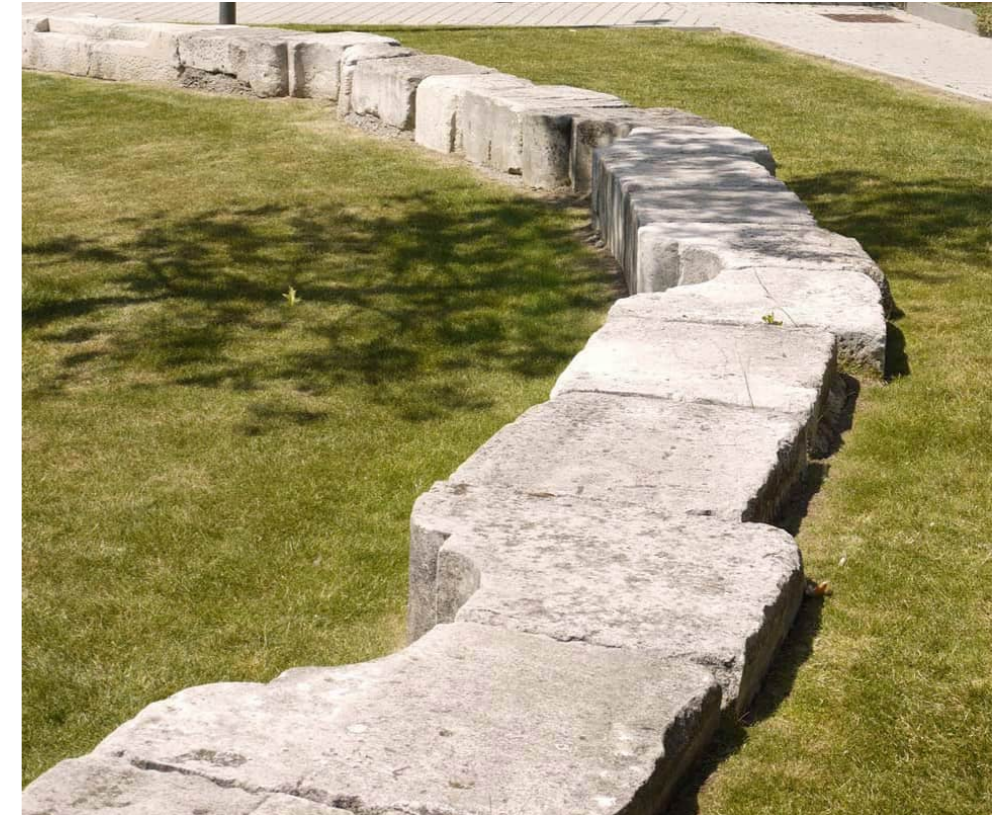


But adorn the landscape and purify the air

"Trees not only afford shade and shelter"

Terraces

- Large open park space
- Species-rich mown grass with scattered trees
- Some existing trees retained
- Sculpted landform and grass terraces
- Overlooking performance and events space





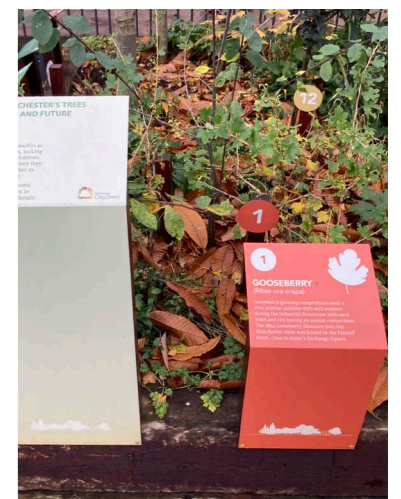
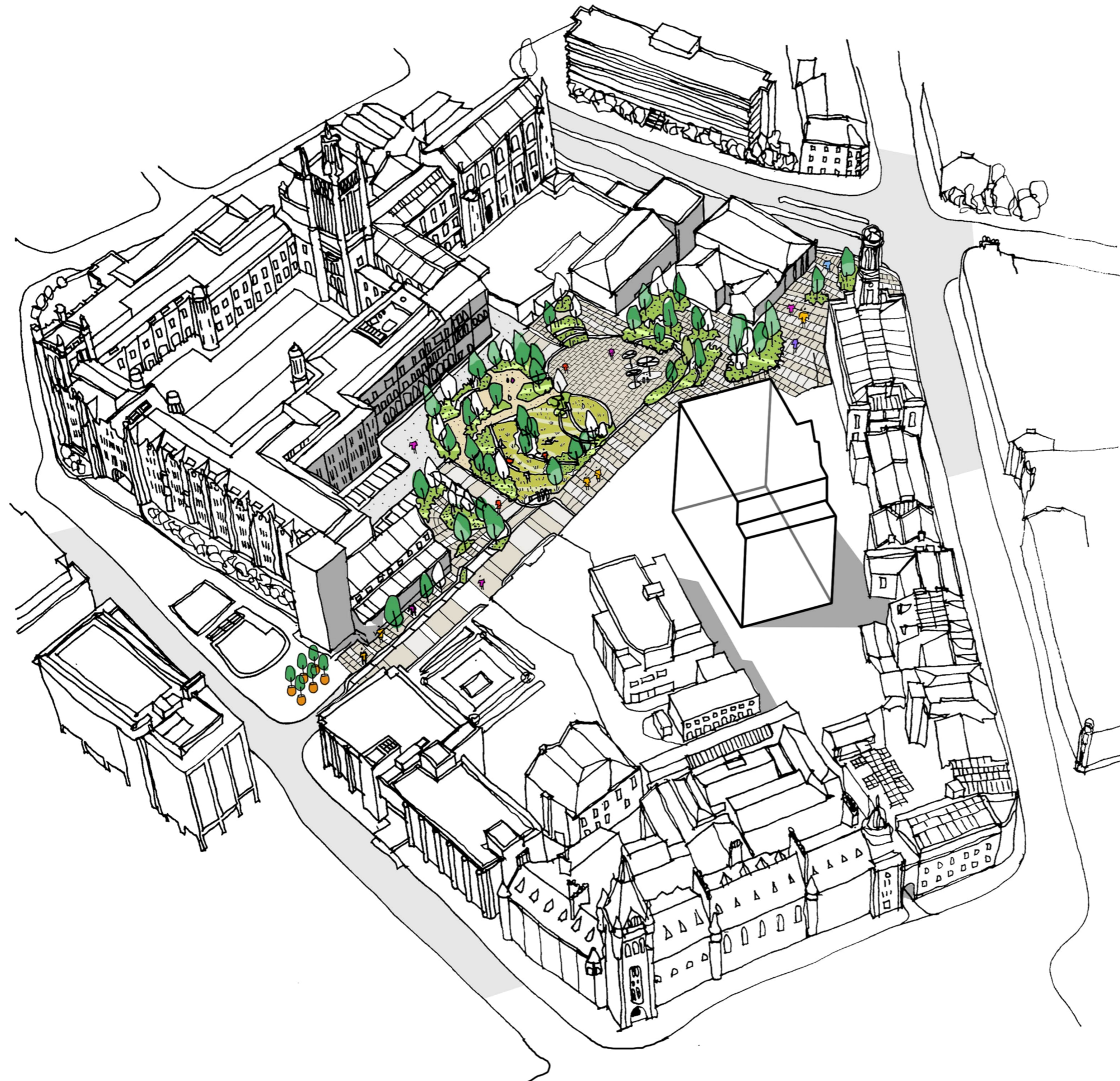
Gateways & Connecting Public Realm

- Inviting arrival space that signals the character of the park
- Clear and legible movement routes
- Pedestrian priority
- Wayfinding and signage
- Street trees and planting
- Improved frontages to buildings and potential for spill out space





Concept Sketch



Queen Street Urban Park Hub Stage 1 - Concept Design

Stakeholder Engagement Report July 2024

Page 473

streets-uk



david.brown@streets-uk.com

Queen Street Urban Park

Key Stakeholders

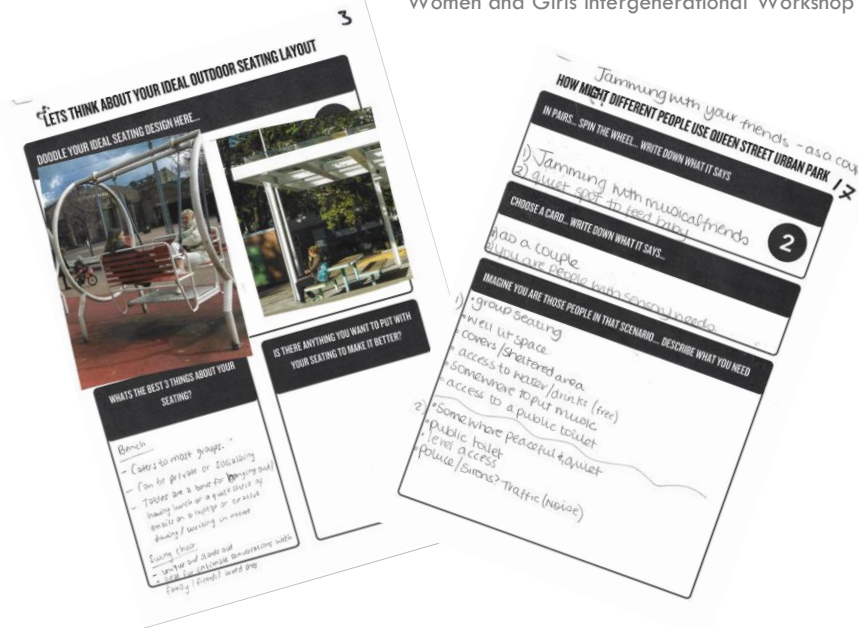
Workshops have been held with the Council Leadership Group and DEP and presentations provided to ACTUP, the Community Council Forum, Culture Aberdeen and Castlehill and Pittodrie Community Council. The City Centre Community Council is not currently operational. Technical engagement meetings have also taken place with all the relevant services within ACC.

Women and Girls

There is an increasing evidence base that girls and young women are being designed out of city centres in general and parks in particular. In attempting to ensure the urban park is as inclusive as possible, ACC and the design team strongly believed that a female-led engagement session would help identify the key priorities for women and girls and thereby help create a more accessible and inclusive space for all. With the help of Creative Learning's Young Ambassadors and Aberdeen Youth Movement, a wide selection of women and girls of all ages came together, mostly from Aberdeen Arts Centre and Citymoves. Hugely valuable feedback around topics including safety, lighting, seating, accessibility, inclusivity, feel and 'vibe' was gathered through a range of creative activities.



Women and Girls Intergenerational Workshop



Queen Street Urban Park



Next Steps

Following approval of the concept design report in August the planning application process will commence. Engagement activities during August and September will be expanded to involve;

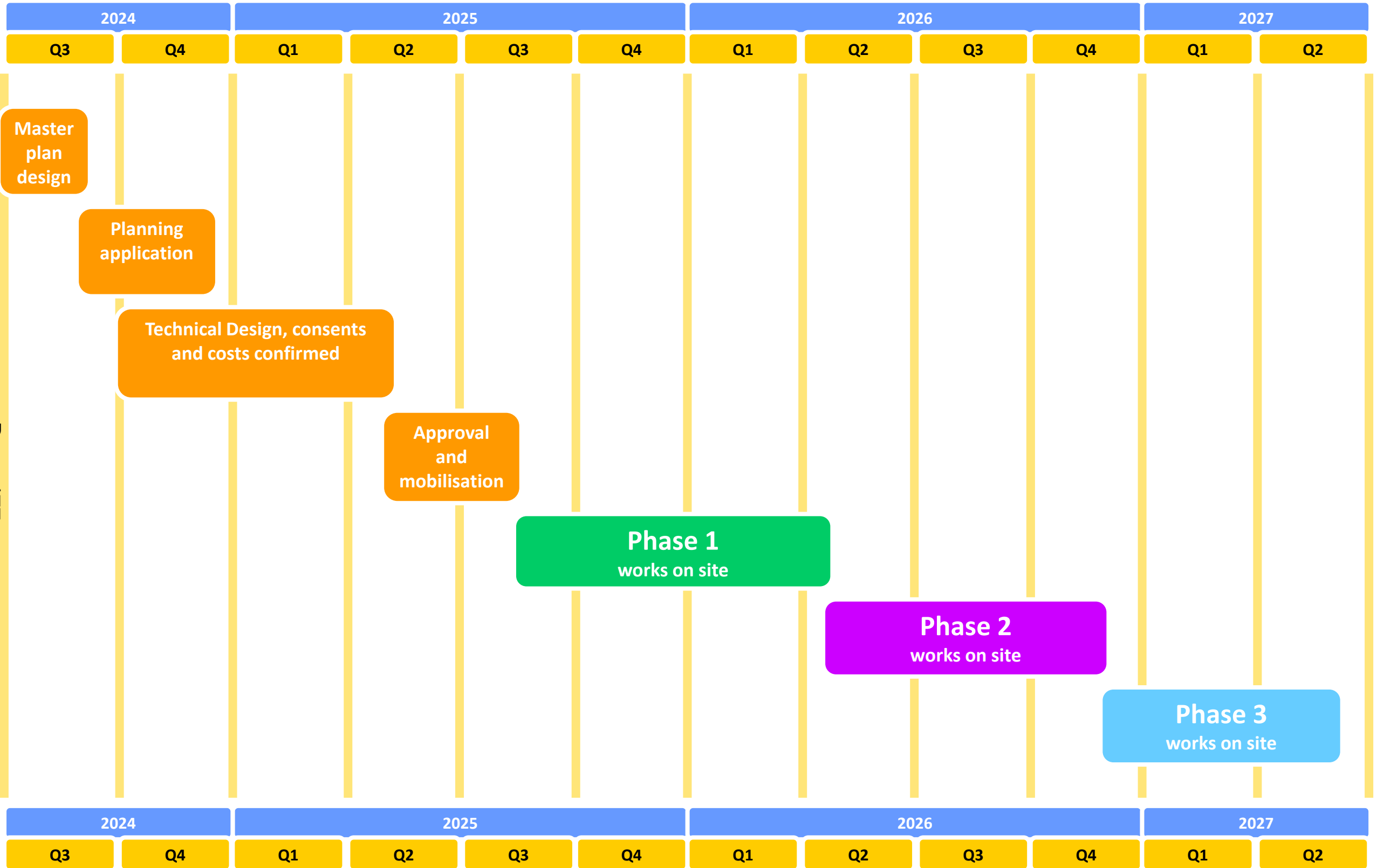
- The general public – local residents and businesses, the arts and culture community, students and young people and other visitors to the City Centre will be encouraged to view the proposals online and provide their views through a survey. In addition, a public consultation event will be organised once the schools are back. This event will include a workshop involving representatives of all the above communities of interest to drill down into the finer detail of how the park should ‘feel’ and function.
- Key Stakeholders – Further sessions on the progressed designs will be organised with all the key stakeholders highlighted above and some of the stakeholders may also be involved in the charette.
- Neighbouring Organisations - Engagement will continue with all of the organisations with a presence on Queen Street. There will be a continued emphasis both on operational requirements and future use and curation of the different zones of the park, especially the performance space.
- Neighbouring Workforce – Sessions will be organised through ACC to engage will the workforce within Marischal College to understand the potential impacts of an adjacent urban park on working habits and preferences and how it could become a valuable amenity.

Reporting and Feedback

A Community Engagement Report will form part of the planning application and will capture all the engagement activities detailed above and the outputs. A ‘You Said, We Did’ section will highlight how the engagement feedback has influenced the design.



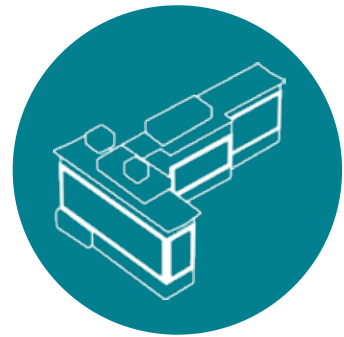
GENERATIONABERDEEN
OUR CITY OF OPPORTUNITY



This page is intentionally left blank

QUEEN STREET, POLICE HQ - THE SEQUENTIAL APPROACH

UNDERSTANDING THE BUILDING(S)

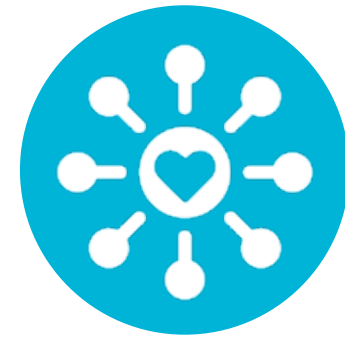


Understand the historic, context and its place within the City's urban fabric. Understand the physical building in terms of:

- **STRUCTURE**
- **FIRE SAFETY**
- **UTILITIES & ENERGY**
- **ENVELOPE**
- **HISTORY / BUILT HERITAGE**
- **CONTEXT / PLAN**

STEP 1

MARKET USES



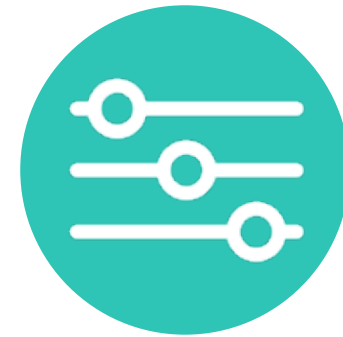
Understand the requirements of the market. Identify potential viable uses for the building and the site.

These could include:

- **OFFICE**
- **RESIDENTIAL**
- **PBSA**
- **COMMUNITY**
- **GROUND FLOOR ACTIVITY**

STEP 2

OPTIONS



Taking account of any market and community requirements, prepare Site Strategies based on:

- **EXISTING**
- **EXISTING ADAPT**
- **NEW BUILD**

Technical Appraisal of initial strategies and settle on key Site Strategies to test further.

STEP 3

ANALYSE



Analysis and testing of Site Strategies to establish deliverability and viability:

- **WHOLE LIFE CARBON**
- **PLACEMAKING & TOWNSCAPE**
- **OPERATIONAL**
- **COST**

STEP 4

AGREE & DEVELOP



Consultation with

- **ACC PLANNING**
- **HISTORIC ENVIRONMENT SCOTLAND**
- **STRATEGIC & EMERGING POLICY**

AGREED PREFERRED SITE STRATEGY

To be developed to detailed design and planning application.

STEP 5

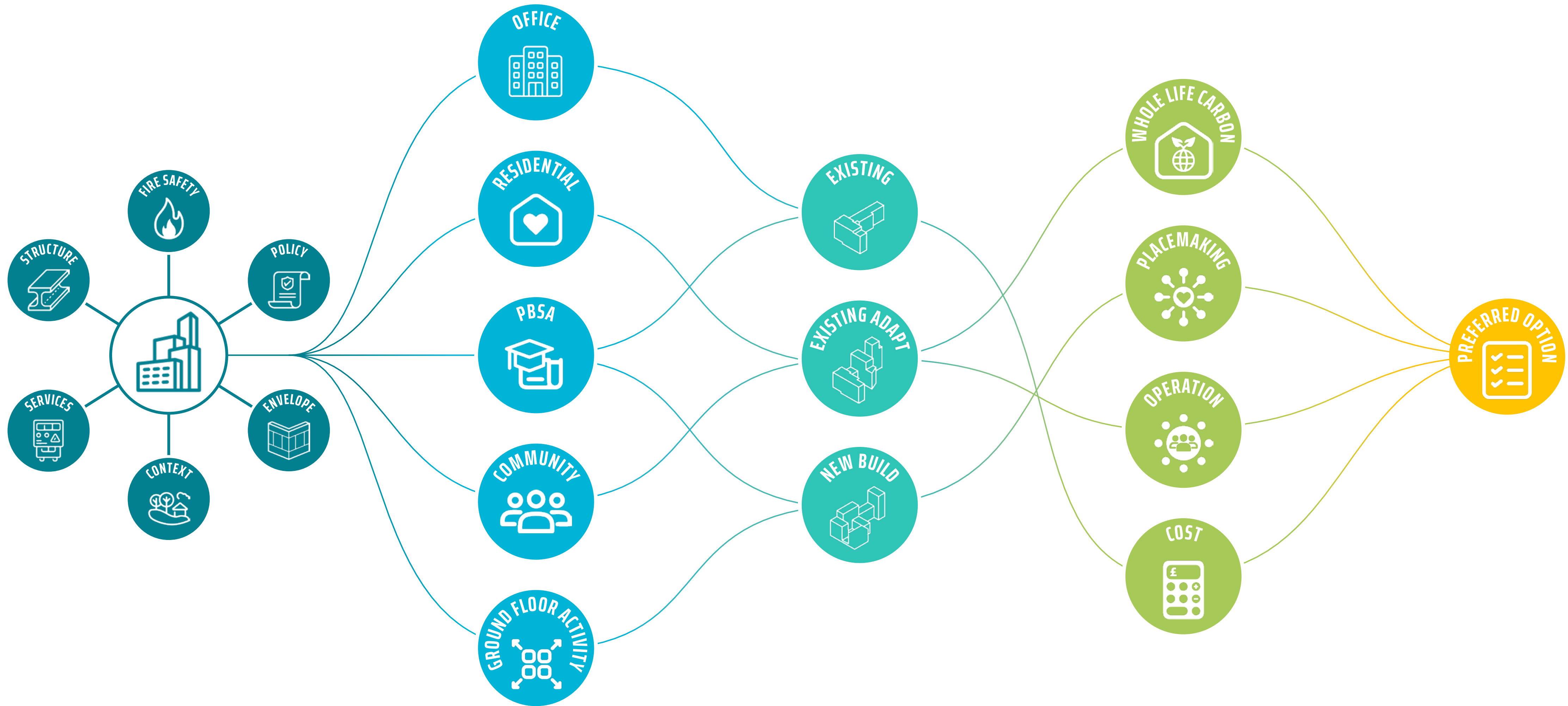
UNDERSTANDING THE BUILDING

MARKET USES

OPTIONS

ANALYSE

AGREE & DEVELOP



ABERDEEN CITY COUNCIL

COMMITTEE	Finance and Resources
DATE	07 August 2024
EXEMPT	No
CONFIDENTIAL	No
REPORT TITLE	Castlegate Public Realm Update
REPORT NUMBER	CR&E/24/219
EXECUTIVE DIRECTOR	Gale Beattie
CHIEF OFFICER	John Wilson
REPORT AUTHOR	Sandy Beattie
TERMS OF REFERENCE	1.1

1. PURPOSE OF REPORT

- 1.1 This report provides Members with an update on the programme for redeveloping the public realm in the Castlegate.

2. RECOMMENDATIONS

That Committee:

- 2.1 Instruct the Chief Officer - Capital to develop the detailed and technical design for the Castlegate element of the City Centre Masterplan Streetscape programme and, following consultation with the Chief Officer – Commercial & Procurement Services, proceed with the negotiation and execution of contracts for delivery of the construction programme in line with the previously approved total project budget as detailed in paragraph 4.1, reporting progress through the Chief Officer – Capital’s regular capital programme monitoring reports.

3. CURRENT SITUATION

- 3.1 Council at its meeting in February 2024 agreed the City Centre Streetscape Update and referred projects, including the Castlegate and its associated business case, to the capital planning process.
- 3.2 Council, at their budget meeting in March 2024, included the Castlegate in the future years capital programme. In conjunction with the approvals and instructions from the February Council meeting, the Chief Officer - Capital will monitor projects through the capital planning process reporting progress to this Committee.

Progress Report 2024

- 3.3 City Centre Masterplan Project EN07 sets the ambition to reestablish Castlegate as a central civic location, providing a high quality space that creates a destination at the end of Union Street and encourages sustainable economic activity. The space also provides an important gateway to the beach and the proposals currently being taken forward through the Beachfront Development Framework. As well as a focus for visitors and tourists, the space will play an important part in delivery of the city's events programme, capable of hosting a range of events that will provide a much needed sense of vibrancy and animation. Tied to the Council's bid to the national Heritage & Place Programme, it is expected that proposals for the Castlegate will also help stimulate interest from surrounding building owners to invest more in the area.
- 3.4 The scope of work and programme for the redevelopment of the Castlegate public realm has been developed and is summarised below. The Project comprises public realm and streetscaping improvements to the Castlegate including street furniture, public art, improved lighting, enhanced street greening. An active travel route will be included through the Castlegate towards the Beachfront, combined with consideration given to vehicular access for servicing businesses. Design work has previously been reported and a summary of the spatial arrangements is included in Appendix A.
- 3.5 Previous reporting included an option for bus routing through the Castlegate, however the limited demand for such services, combined with the significant amount of space required to accommodate a workable route, presents significant challenges to both the pedestrian realm and the potential for hosting future events. This option has therefore been removed.
- 3.6 The project boundary will be the existing pedestrianised area. Given the Castlegate will be a focus for the Tall Ships race event in July 2025, future construction works will be programmed to follow the Tall Ship race event to ensure the event can proceed at this location without any disruption.
- 3.7 Members should note that there are trials for temporary repair works currently underway. Any repair works necessary will include provision to undertake site investigation tests whilst slabs are lifted in order to reduce future impact on programme and minimise disruption.
- 3.8 The approach to engagement has been developed to encourage a consensus of opinion by bringing together stakeholders in a collaborative workshop process. This brings efficiency, allowing all stakeholders to understand their respective views and considerations as part of a collaborative exercise.

Q3 2024 Concept Design, Costing and Engagement

Q4 2024 Detailed and Technical Design and Stakeholder Engagement

Q2 2025 Market Testing, Financial Close and Advanced Works

Q3 2025 Site Start (following completion of Tall Ships event)

- 3.9 The project will now proceed with the negotiation and execution of contracts for delivery of the construction programme in line with the previously approved total project budget as detailed in paragraph 4.1 below, reporting progress through the Chief Officer – Capital's regular capital programme monitoring reports to Finance and Resources Committee. At present it is anticipated that an estimated 12-month construction programme will be undertaken, although this will be confirmed pending financial close

4. FINANCIAL IMPLICATIONS

- 4.1 The updated financial modelling approved by the Council Budget meeting in March 2024 approved a total project budget of £15.5M to year 2027/28. Project scope has been developed to reflect that budget, including building 44% optimism bias.

5. LEGAL IMPLICATIONS

- 5.1 There are likely to be several access rights to properties, lanes and pends which will require to be taken into consideration during construction work.
- 5.2 As project proposals from the Masterplan report progress, they will be examined and managed within the professional scope of property / conveyancing industry accepted standards, ensuring all due diligence exercises and pre-contract enquiries are complete and satisfactory.
- 5.3 Any work that is recommended to property not owned by the Council will require effective dialogue and the owner's consent before it can commence. Other local authority consents, such as planning permission and listed building consent, may also be required for any necessary works to buildings.
- 5.4 All changes to vehicular movement on the road network are subject to statutory processes, although it is not envisaged that any will be required as the project will be delivered within existing pedestrian boundaries.

6. ENVIRONMENTAL IMPLICATIONS

- 6.1. The City Centre and Beach Masterplan has been screened through the Strategic Environmental Assessment (SEA) process and the consultation authorities have confirmed that no Environmental Report specific to this overarching Masterplan is required. Individual plans, programmes and strategies falling out of the Masterplan will be considered individually, as will any requirements for project-specific Habitat Regulations Appraisals (HRAs).

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.

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?
Strategic Risk	Not delivering CCMP and Beach projects	Full programme of works will be developed, project funding included in capital programme	L	Yes
Compliance	Statutory approvals will be sought where necessary	Manage through ongoing delivery programme	L	Yes
Operational	Sufficient capacity of resources within Councils teams to meet programme objectives	Forward planning through CCMP and Beach project delivery programme Resource review ongoing and augmented support through the PMO	M	Yes
Financial	Budget pressures due to current market volatility	Robust budgets established including significant optimism bias and inflation risk. Independent monitoring process established. With PMO early supply chain mitigations action plan established across the programme	M	Yes
Reputational	Delivery	Agree and implement projects, clear communications, articulate vision	M	Yes
Environment / Climate	Air quality improvement Active travel	Incorporated into project proposals. Early engagement	M	Yes

	Local material supply	underway with material suppliers		
--	-----------------------	----------------------------------	--	--

8. OUTCOMES

<u>COUNCIL DELIVERY PLAN</u>	
Impact of Report	
Aberdeen City Council Policy Statement Working in Partnership for Aberdeen	<p>Supports the delivery of Economy Policy Statement 4 – Increase city centre footfall through delivery of the City Centre Masterplan. 1. – Continue to maximise community benefit from major developments.</p> <p>Vibrant City- We will work tirelessly to make Aberdeen a more attractive place to live, work, report and visit with a vibrant cultural offering.</p> <ul style="list-style-type: none"> • Aim to make Aberdeen a premier destination for festivals, productions, conferences, bands and events.
<u>Aberdeen City Local Outcome Improvement Plan</u>	
Prosperous Economy Stretch Outcomes	Supports Outcome 1 - 10% increase in employment across priority and volume growth sectors by 2026.
Prosperous People Stretch Outcomes	<p>Supports Outcome 7 - Child Friendly City which supports all children to prosper and engage actively with their communities by 2026.</p> <p>The report references active travel and cultural participation which support the delivery of Stretch Outcome 10. Healthy life expectancy (time lived in good health) is five years longer by 2026.</p>
Prosperous Place Stretch Outcomes <i>To be updated</i>	Supports Outcome 14 - Addressing climate change by reducing Aberdeen's carbon emissions by 42.5% by 2026 and adapting to the impacts of our changing climate Supports Outcome 15 38% of people walking and 5% of people cycling as main mode of travel by 2026.
Regional and City Strategies <i>To be updated</i>	The report supports the National, Regional and Local Transport Strategies, particularly the Sustainable Travel Hierarchy, which prioritises the needs of those walking, wheeling and cycling above other road users, and the 4 pillars identified in the recent Regional Transport Strategy, Nestrans 2040: Equality, Climate, Prosperity and Wellbeing.

	It also supports the Aberdeen Active Travel Plan and Sustainable Urban Mobility Plan, both of which seek to improve conditions for people walking and cycling in Aberdeen, particularly to, from and within the City Centre, through the provision of more and safer infrastructure.
--	--

9. IMPACT ASSESSMENTS

Assessment	Outcome
Integrated Impact Assessment	New Integrated Impact Assessment has been completed
Data Protection Impact Assessment	N/A
Other	N/A

10. BACKGROUND PAPERS

RES/24/039 City Centre Streetscape Update

<http://councilcommittees/documents/s153355/240207%20City%20Centre%20Update%20report%20to%20Council%20RES%2024%20039.pdf>

11. APPENDICES

Appendix A Castlegate Spatial Principles

12. REPORT AUTHOR CONTACT DETAILS

Name	Sandy Beattie
Title	Masterplan Manager
Email	sbeattie@aberdeencity.gov.uk

Castlegate

Spatial principles

Existing conditions - current servicing requirements








This diagram highlights existing servicing requirements, access, refuse/delivery points, and existing cycle access along Union and Justice Street.

Service vehicles and motorists accessing Brebner's Court can move through Castlegate currently via a one way system, with both entrance and exit on Castle Terrace. A lack of definition within the square means currently service vehicles park informally within the space.

Cycling provision is currently limited to advisory cycle lanes and thermoplastic markings on Union Street and Justice Street.

Legend

- ① One-way access for service vehicles within Castlegate and motorists accessing Brebner's Court.
- ② Waste / recycling bins
- ③ service vehicle drop off / informal parking

	Servicing route		Cycle access
	Vehicle access		Bin storage
	Public parking (on-street/pay and display)		Delivery points
	Private parking (residential/business)		



↑ existing servicing requirements for ground floor units on Castlegate

Emerging spatial principles


“An iconic space steeped in history, re-imagined for the here and now, and set up for a prosperous future”

The spatial principles for Castlegate create the foundations for a flexible civic space in the heart of Aberdeen city centre.

The proposed spatial arrangement is inherently flexible, and designed with future proofing in mind. By designing to current requirements and considering how the space may work day-to-day and throughout the year allows for the development of a spatial hierarchy that is considered and simple.

6m 

The Promenade - spaces for people, spill out and connectivity

5.5m  

Castle Street - an embedded route for vehicular access

5.5m   

Castle Street - a shared space for cyclists & vehicles

21m 

Castlegate Square - a space for events, nature, play and people



↑ Spatial principles of Castlegate

Spatial principles - typical section

The Promenade

The Promenade provides a space for pause, meandering and rest, as well as designated spill-out spaces for businesses within the Castlegate to occupy. Seating and planting may be incorporated at key locations in order to further enhance the setting within the Castlegate.

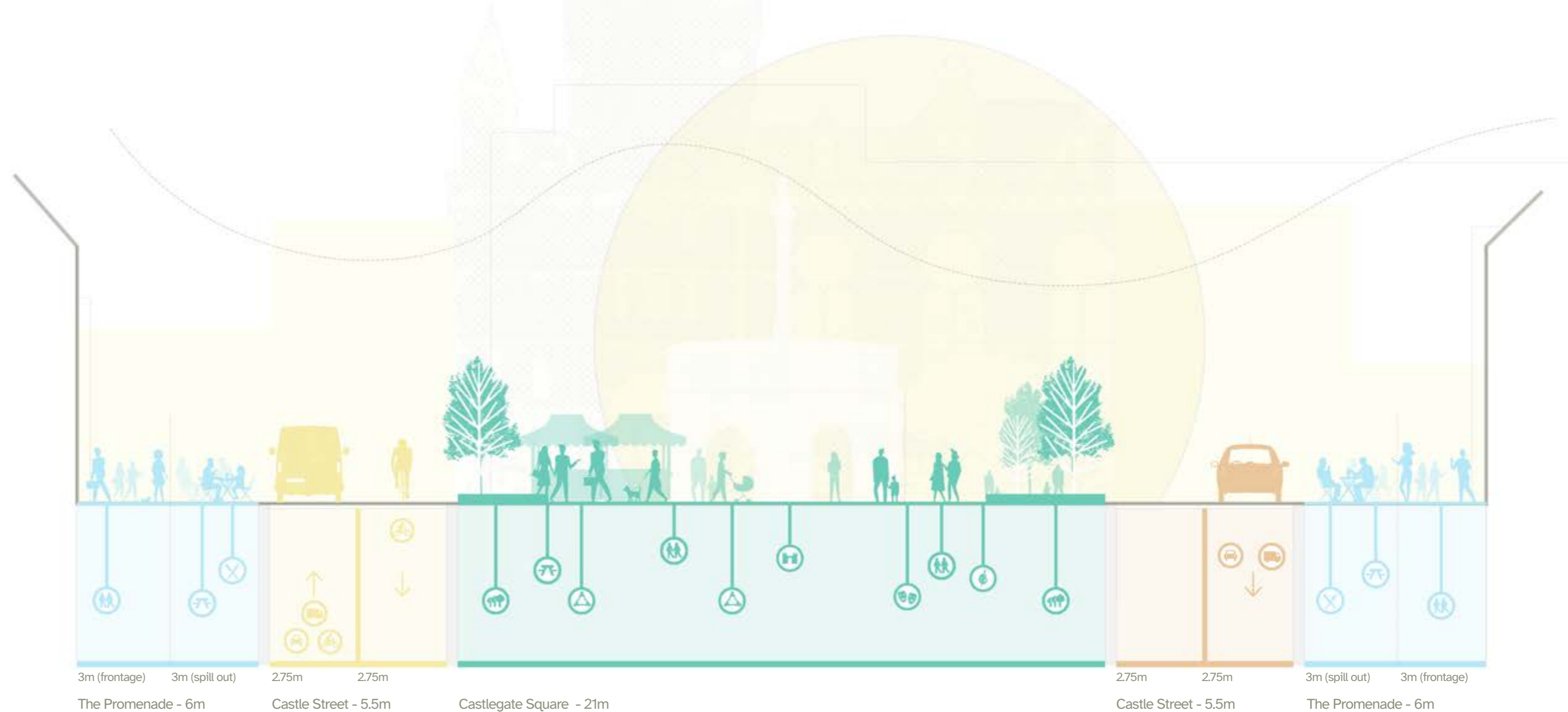
Castle Street

Castle Street will retain its function as a service route and will be carefully blended into the surrounding public realm proposals. Service vehicles, cyclists and motorists will utilise this dedicated zone to move around the space, bringing clarity to the spatial hierarchy.

Castlegate Square

The inner square within Castlegate will be designed to be highly flexible and adaptive. The setting of the Mercat Cross will be enhanced and the space further enriched with the inclusion of lighting, art, seating and appropriate greening.

Section B-BB'



ABERDEEN CITY COUNCIL

COMMITTEE	Finance and Resources
DATE	7 August 2024
EXEMPT	No
CONFIDENTIAL	No
REPORT TITLE	Site 16 Lang Stracht - Instruction to Dispose.
REPORT NUMBER	F&R/24/222
EXECUTIVE DIRECTOR	Eleanor Shepherd
CHIEF OFFICER	Stephen Booth
REPORT AUTHOR	Cate Armstrong
TERMS OF REFERENCE	4.1 & 4.4

1. PURPOSE OF REPORT

- 1.1 To seek Committee approval to start a process to dispose of Common Good land property at Lang Stracht and upon its completion, to seek instruction to advertise the Site for sale.

2. RECOMMENDATIONS

That the Committee:-

- 2.1 Instruct the Chief Officer - Corporate Landlord to undertake the consultation process as required under the terms of the Community Empowerment (Scotland) Act 2015 for this Common Good site; and
- 2.2 Instruct the Chief Officer - Corporate Landlord on completion of the above, providing he considers it to be appropriate in the circumstances, to advertise the property seeking offers to purchase or enter into a long lease and to report the outcome of the process to a future meeting of the Finance and Resources Committee.

3. CURRENT SITUATION

- 3.1 At the City Growth and Resources Committee of 11 May 2021 Committee had before it a report, relating to Site 16, Lang Stracht. At the meeting the Committee agreed that the site not be sold or marketed without further committee approval.
- 3.2 A further report RES/22/108 - Proposed Disposal of Lang Stracht Site was put before Committee on 21 June 2022, this recommended acceptance of an unsolicited offer to purchase, received from Lidl GB Ltd (LIDL), Site 16, Lang Stracht. This proposed purchase was progressed but did not conclude when LIDL withdrew.
- 3.3 The Site sits within the Mastrick Industrial Estate, see Appendix 1, and is zoned for B1 – Business and Industrial Land; Lidl submitted a pre-application planning

enquiry for a retail store to the Planning Authority. The response of the planning authority noted that although the principle of retail use was not ruled out, it would need to be demonstrated, by advertising the site on the open market, that the site was no longer required for a use falling within Class 4, 5 or 6.

- 3.4 There has been some recent interest in the site and given that it is surplus to the Council's requirements and is no longer generating an income for the Common Good Account, it is recommended that the Site be marketed for sale.
- 3.5 The Site is held on the Common Good Account, however the historic long-term lease granted to Aberdeen Journals Ltd constituted a disposal from the Common Good in accordance with the Local Government (Scotland) Act 1973 Part VI. Accordingly, the site is considered to be alienable for the purposes of sale, and there is no requirement to apply to the Courts for authority to sell.
- 3.6 The Council must follow the legislation provided under Part 8 of the Community Empowerment (Scotland) Act 2015 and the guidance provided by Scottish Ministers on disposal of Common Good and publish the details regarding the proposed disposal prior to putting it on the market. This consultation will last for 8 weeks.

4. FINANCIAL IMPLICATIONS

- 4.1 By taking the site to the market the Council can ensure that it will achieve Best Value.

5. LEGAL IMPLICATIONS

- 5.1 The disposal of the site must adhere to all relevant statutory requirements for disposal of land, including the Local Government (Scotland) Act 1973 and the Community Empowerment (Scotland) Act 2015.
- 5.2 Under Part 8 of the Community Empowerment (Scotland) Act 2015 the Council 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 (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 When deciding whether or not to dispose of Common Good property, the Council must have regard to the representations received from the responses received in respect of the proposals published.
- 5.4 Following completion of the consultation process and consideration of all representations received in respect of the proposals published, the Council will be in a position to determine if it should proceed with the proposed disposal.

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	*Target Risk Level (L, M or H) *taking into account controls/control actions	*Does Target Risk Level Match Appetite Set?
Strategic Risk	No significant risks identified			
Compliance	If the consultation is not progressed there is a risk of non-compliance with Community Empowerment legislation		L	Yes
Operational	No significant risks identified			
Financial	No significant risks identified			
Reputational	There is reputational risk if the consultation process is not carried out		L	Yes
Environment / Climate	No significant risks identified			

8. OUTCOMES

<u>COUNCIL DELIVERY PLAN</u>	
	Impact of Report
Aberdeen City Council Policy Statement	The proposals in this report have no impact on the Council Delivery Plan
<u>Aberdeen City Local Outcome Improvement Plan</u>	
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 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
Regional and City Strategies	The proposals in this report have no impact on the Regional and City Strategies

9. IMPACT ASSESSMENTS

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

10. BACKGROUND PAPERS

10.1 Finance Policy and Resources Committee

- 7 June 2016 CH/16/122 - Site 10 Whitemyres Avenue and Site 16 Lang Stracht
- 7 December 2016 CH/16/260 - Sale - Site 16 Lang Stracht
- 29 June 2017 CH/17/171 Site 16 – Lang Stracht – Demolition of Buildings

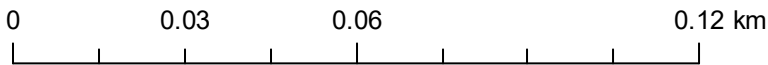
City Growth and Resources Committee

- 11 February 2021 RES/21/015 Site 16 – Lang Stracht – Demolition and disposal update
- 11 May 2021 RES/21/107 Site 16, Lang Stracht – Demolition and Disposal Update
- 21 June 2022 RES/22/108 – Proposed Disposal of Lang Stracht Site

11. APPENDICES

12. REPORT AUTHOR CONTACT DETAILS

Name	Cate Armstrong
Title	Team Leader Estates
Email Address	CArmstrong@AberdeenCity.gov.uk
Tel	01224 045519



This page is intentionally left blank

ABERDEEN CITY COUNCIL

COMMITTEE	Finance and Resources
DATE	07 August 2024
EXEMPT	This report is not exempt, but Appendices 2 and 5-12 are (paragraph 8)
CONFIDENTIAL	No
REPORT TITLE	Work Plan & Business Cases
REPORT NUMBER	CORS/24/218
DIRECTOR	Andy MacDonald
CHIEF OFFICER	Craig Innes
REPORT AUTHOR	Mel Mackenzie
TERMS OF REFERENCE	1.1.5 & 1.1.6

1. PURPOSE OF REPORT

- 1.1 The purpose of this report is to present procurement work plans where expenditure is included for the City Regeneration & Environment and Families and Communities Functions to Committee for review and to seek approval of the total estimated expenditure for the proposed contracts as contained in the Procurement Business Cases appended to the report.

2. RECOMMENDATIONS

That the Committee: -

- 2.1 reviews the workplan as detailed in the Appendices for the City Regeneration & Environment and Families and Communities Functions;
- 2.2 approves the procurement business cases, including the total estimated expenditure for the proposed contract; and
- 2.3 notes the content of Appendix 3 – 3.10 Memo Approvals and Appendix 4 – Technical Exemption Approvals.

3. CURRENT SITUATION

- 3.1 The ACC Procurement Regulations 2023 require that authority to incur expenditure must be sought prior to any invitation to tender or contract entered into. 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, committee approval is required prior to the procurement being undertaken.

3.2 Committee is asked to review the City Regeneration & Environment and Families and Communities Functions work plans and to approve the expenditure detailed in the Procurement Business Cases 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.

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, legal commentary has been sought and is included within each Business Case.

6. ENVIRONMENTAL IMPLICATIONS

6.1 Consideration is included within each 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?
Strategic Risk	Contract expectations not being monitored or managed.	Contract Management consideration in business cases, guidance and training available for officers.	M	Yes
Compliance	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

Operational	Unable to control demand	Robust process and focus on demand reduction strategies, contract terms developed to be more flexible.	L	Yes
Financial	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
Reputational	Insufficient information provided by officers, lack of transparency.	Robust process for review of individual business cases and proposed approach to procurement.	L	Yes
Environment/ Climate	Failure to consider sustainable options.	Environmental consideration within business cases and environmental clauses within tender documents.	L	Yes

8. OUTCOMES

<u>COUNCIL DELIVERY PLAN</u>	
	Impact of Report
Aberdeen City Council Policy Statement	The ability to have an overview of contract expenditure is aligned to Core Outcomes of the LOIP and the whole systems commissioning cycle approach.
Aberdeen City Local Outcome Improvement Plan	
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.
Regional and City Strategies	Details of anticipated outcomes and how they support key strategies are contained within the business case attached.
UK and Scottish Legislative and Policy Programmes	Details of the legislative and policy programmes to be complied with is contained within the business case attached.

9. IMPACT ASSESSMENTS

Assessment	Outcome
Integrated Impact Assessment	N/A - IIA screening and assessment will be conducted where required for individual business cases.
Data Protection Impact Assessment	Not required
Other	Not required

10. BACKGROUND PAPERS

None

11. APPENDICES

Public

Appendix 1- Final Revenue Work Plans- PUBLIC_FR_070824

Appendix 3 – 3.10 Memo Approvals_PUBLIC_FR_070824

Appendix 4 – Technical Exemption Approvals_PUBLIC_FR_070824

Private

Appendix 2 - Final Revenue Work Plans PRIVATE_FR_070824
Appendix 5 - Temporary Homeless Accommodation_PRIVATE_070824
Appendix 6 - Firework Display Services_PRIVATE_070824
Appendix 7 - ELC Funded Provider Extension_PRIVATE_070824
Appendix 8 - Residential and Aftercare - Clifton Road_PRIVATE_070824
Appendix 9 - Residential Care - Linksfield_PRIVATE_070824
Appendix 10 – Denis Law Mural_PRIVATE_070824
Appendix 11 – NEC Licences-_PRIVATE_070824
Appendix 12 - Skip Hire Extension_24-26_PRIVATE_070824

11. REPORT AUTHOR CONTACT DETAILS

Name	Melanie Mackenzie
Title	Strategic Commercial Manager
Email Address	MeMackenzie@aberdeencity.gov.uk
Tel	07795 316388

This page is intentionally left blank

City Regeneration & Environment Work Plan	Committee: Finance & Resources	Date of Committee: 07 August 2024
--	--------------------------------------	--------------------------------------

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
CRN00036038	City Reperation & Environment	City Development & Regeneration	Firework Display Services	Revenue / Common Good	01/12/2024	30/11/2028	0	30/11/2028	This contract will encompass the supply of all of Aberdeen City Council's fireworks display requirements, including the annual 5th November display, Tall Ships Grand Finale, as well as any additional or associated lighting or laser display requirements. This will include the scoping, risk assessing, site design, show design, set up and firing of the council's displays.
TBC	City Reperation & Environment	City Development & Regeneration	Denis Law Mural	Revenue / Common Good	31/08/2024	On Completion	0	On Completion	This contract will allow the Council to appoint a designer, artists or organisation to develop and create a series of murals which will form part of the overall trail to promote Denis Law's childhood roots.

Families & Communities Work Plan	Committee: Finance & Resources	Date of Committee: 07 August 2024
----------------------------------	--------------------------------	-----------------------------------

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-UYXNI329	Families & Communities	Housing	Temporary Homeless Accommodation	Revenue	07/06/2025	06/06/2028	12	06/06/2029	The Council has a statutory duty to provide accommodation for those who have presented as homeless, this framework agreement for the Provision of Temporary Homelessness Accommodation provides a vital safety net should other resources be exhausted.
CPCC017003	Families & Communities	Education	Early Learning and Childcare (ELC) – Funded Provider Contracts	Revenue	01/08/2024	31/07/2025	0	31/07/2025	The Contract for the provision of ELC by Funded Providers will ensure the Council can meet its statutory duty to deliver funded ELC provision in line with the Children and Young People (Scotland) Act 2014. The proposed procurement is to extend our current contract with ELC Funded Providers to ensure that parents/ carers in Aberdeen can continue to access high-quality, fully-flexible ELC for their children. The one-year extension will bring us into line with Aberdeenshire Council so we can consider a collaborative approach for the development of this service across North East Scotland.
CPCC016995	Families & Communities	Children's Social Work	Residential Care and Aftercare (Clifton Road)	Revenue	29/01/2025	28/01/2028	24	28/01/2030	This contract will allow Aberdeen City Council to meet its statutory obligation as corporate parent to support the children currently in the service as well as those children who may need to be supported in the coming years.
CPCC016709	Families & Communities	Children's Social Work	Residential Care - Linksfield Residential Children's Home	Revenue	01/10/2024	30/09/2027	24	30/09/2029	This contract will allow Aberdeen City Council to meet its statutory obligation as corporate parent to support the children currently in the service as well as those children who may need to be supported in the coming years.

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
CONH024	Families & Communities	Corporate Landlord	NEC Licences, Support and Maintenance for Repairs & Maintenance etc.	Revenue	02/09/2024	01/09/2027	24	01/09/2029	This contract awarded under the Crown Commercial Services for Vertical Application Solutions will allow for expansion of the current contract to include housing repairs and housing asset management capability and to retire the current housing repairs product.
CRN00026997	Families & Communities	Corporate Landlord	Skip Hire - Contract Extension	Revenue / HRA	01/10/2022	25/09/2024	24	29/09/2026	The Council is extending it's contract for Skip Hire to provide a mechanism for disposal of waste material produced as a result of work carried out in Council properties e.g. timber, plasterboard, glass, household appliances, paint, carpets, kitchen units, bathroom appliances etc.

This page is intentionally left blank

Appendix 3 - 3.10 Memo's (Exemption Urgency)

Function	Cluster	Description of Contract	Estimated Start date of Contract	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:
City Regeneration & Environment	City Development & Regeneration	<p>Context: There is currently a hydrogen refuelling station delivered, owned and operated by BOC on Council-owned land adjacent to the ACC Kittybrewster depot. This plant is coming to the end of its initial operational lifespan and now requires upgrade and investment to allow it to continue to play an ongoing role in the city's Hydrogen aspirations. The current owners are not minded to make that investment without longer term contractual/operational commitments from the Council. ACC did not feel in a position to commit to the proposed level of opex cost in summer 2023 when this was proposed and therefore sought to put in place a solution that reduced opex costs in exchange for capital investment. It was also perceived that the direct use of public funds, either ACC or external grant, to invest in the improvement of a third party, privately-owned asset may not be fully compliant or appropriate. As such, the principle has been agreed with the current owners of ACC taking on ownership of the plant which would remain on the ACC land and the Council and the current owner, would then work together to life-extend and upgrade the plant with public investment then going into a publicly-owned asset.</p>			£621,600 (to purchase the plant and equipment on site)	<p>The current operational contract for the plant expires at the end of April 2024 after which BOC (current owner) have the option (and contractual default) of shutting the plant down and clearing the site. In addition, ETF capital grant funding can potentially be drawn down for the plant purchase cost (£621.6k) if fully committed and concluded before 28 March 2024. If the transaction is not completed by this date, it will need to be fully funded by ACC. The life extension work to the plant, if purchased, also need agreed and committed at the earliest possible opportunity to minimise the period of plant closure in Autumn 2024 while these works are undertaken which will cause some unavoidable disruption to bus operations.</p>
		<p>Contract: The agreement would cover the acquisition of the elements of civils infrastructure, plant and equipment forming the current refuelling station along with any appropriate software or IP licences to operate the equipment safely and effectively for a reasonable additional period of operational lifespan and the current owner's proposed 'life-extension' scope and operations for a period of up to three years.</p>	28/03/2024	<p>Re-Life works by September 2024</p> <p>O & M contract 1st May 2024 to 30 April 2027</p>	£1,160,000 (to life-extend the plant to ensure operations for an agreed period)	
Corporate Services	Digital & Technology	<p>Lightspeed Systems Safeguarding Tools: The investment in devices for Education will see learners in school receive a device on a 1-2-1 basis. These devices will be used in school and outside of school. Tools are required to safeguard learners using these devices both inside and outside of school</p>	29/02/2024	27/02/2029	£307,800.00	<p>This is now urgently required to support the programme for a 5 year period. A business case was previously submitted but the budget at that time had not been identified, budget has now been identified and agreement between D & T and Education on how this should be delivered. There is now insufficient time to take this through the committee approval hence this request.</p>

This page is intentionally left blank

Appendix 4 - 4.1.3 Forms (Technical Exemption)

Function	Cluster	Description of Contract	Estimated Start date of Contract	Estimated End date of Contract	Total Estimated Contract Value £	Reason for seeking approval under 4.1.3 Technical Exemption:
City Regeneration & Environment	Strategic Place Planning	I Bike Schools Extension - I Bike Schools is a project run in both primary and secondary schools by Sustrans Scotland. The aim of the I Bike Schools project is to encourage children and young people to travel actively during their commute to school and in their free time. The I Bike Schools Officer is employed by Sustrans Scotland and works as an embedded officer within Aberdeen City Council (ACC).	01/07/2024	30/06/2025	£115,097.00	<p>The I Bike Schools Officer delivers activities such as scooter skills, led walks, led cycles, active travel breakfasts, bike maintenance, smoothie bike and many more. Recently I Bike Schools has brought its 'And She Cycles' project to Aberdeen City schools, to encourage girls, traditionally a hard to reach audience, to cycle more. The 'And She Cycles' project has been very well received. The I Bike Schools Officer works intensively with an Associated School Group (ASG) for up to two academic years and will still support that ASG for a further year once they move on to work intensively with the next one.</p> <p>It is envisaged that ACC's I Bike Schools project will be funded using 100% external funding. No internal Council budgets will be used to cover the cost of the I Bike Schools project. People and Place 2024/25 funding will be used to cover the costs of ACC's I Bike Schools project.</p> <p>For the 2025/26 portion of the I Bike Schools project, although it is intended to use People and Place funding, the availability of this will not be confirmed until later in 2024. However, Transport Scotland (the funder) has confirmed that the risk of the 2025/26 People and Place funding not being available is extremely low. As a backup, to minimise that risk, it is proposed to use Sustrans Active Travel Infrastructure (SATI) funding, which is held by the Council, to cover this 2025/26 portion. This is external funding made up of underspend from a grant award that Sustrans gave the Council for the Third Don Crossing project to enable active travel aspects which Sustrans have then allowed the Council to keep and spend on active travel measures.</p>
Corporate Services	Digital and Technology	Microsoft Unified Support - Microsoft Unified Support is a modern support solution designed to match the needs covering Microsoft Cloud platforms in a single comprehensive support contract.	31/05/2024	30/05/2025	£341,387.00	<p>Microsoft Unified Support is only available from Microsoft and can be sourced on the G-Cloud I3 Framework Service ID 8911 8800 6968 506.</p>
Corporate Services	Finance	Opentext Content Suite Platform - Extension of the contract with the current provider for one year	01/04/2024	31/03/2025	£105,875.00	<p>The continuing support and maintenance service will ensure the council's core purchase to pay system remains fully functional and is updated timeously as required to fix any problems arising. This product continues to support financial efficiencies made in the AP team over the period 2010-2023, enabling the centralisation and automation of the invoicing function and enabling electronic record keeping to support Accounting, Budget Holders and Auditors. This is essential spend to ensure the Council receives vendor support when required to enable delivery of services as highlighted above. Community benefit: continued functionality of all critical systems that allow the running of core council services. As this is for support and maintenance only of systems provided by a specific supplier it is highly unlikely that any other supplier would have the intellectual property capability to provide this service. Therefore, it is considered that direct award under the existing contract is justifiable in this case.</p> <p>It is proposed that having to re-tender would be exempt under the national Procurement Regulations – as competition is absent for technical reasons (they are the only supplier with the intellectual property capable of continued maintenance of the system and the element of integration designed for ACC with the E Financials system).</p>

This page is intentionally left blank

Exempt information as described in paragraph(s) 9 of Schedule 7A of the Local Government (Scotland) Act 1973.

Document is Restricted

This page is intentionally left blank

Exempt information as described in paragraph(s) 9 of Schedule 7A
of the Local Government (Scotland) Act 1973.

Document is Restricted

This page is intentionally left blank

Exempt information as described in paragraph(s) 6 of Schedule 7A of the Local Government (Scotland) Act 1973.

Document is Restricted

This page is intentionally left blank

Exempt information as described in paragraph(s) 8 of Schedule 7A of the Local Government (Scotland) Act 1973.

Document is Restricted

This page is intentionally left blank

Exempt information as described in paragraph(s) 8 of Schedule 7A of the Local Government (Scotland) Act 1973.

Document is Restricted

This page is intentionally left blank

Exempt information as described in paragraph(s) 8 of Schedule 7A
of the Local Government (Scotland) Act 1973.

Document is Restricted

This page is intentionally left blank

Exempt information as described in paragraph(s) 8 of Schedule 7A of the Local Government (Scotland) Act 1973.

Document is Restricted

This page is intentionally left blank

Exempt information as described in paragraph(s) 8 of Schedule 7A of the Local Government (Scotland) Act 1973.

Document is Restricted

This page is intentionally left blank

Exempt information as described in paragraph(s) 8 of Schedule 7A
of the Local Government (Scotland) Act 1973.

Document is Restricted

This page is intentionally left blank

Exempt information as described in paragraph(s) 8 of Schedule 7A of the Local Government (Scotland) Act 1973.

Document is Restricted

This page is intentionally left blank

Exempt information as described in paragraph(s) 8 of Schedule 7A
of the Local Government (Scotland) Act 1973.

Document is Restricted

This page is intentionally left blank

Exempt information as described in paragraph(s) 8 of Schedule 7A of the Local Government (Scotland) Act 1973.

Document is Restricted

This page is intentionally left blank

Exempt information as described in paragraph(s) 8 of Schedule 7A of the Local Government (Scotland) Act 1973.

Document is Restricted

This page is intentionally left blank