

Public Document Pack



To: All Members of the Council

Town House,
ABERDEEN, 14 August 2024

COUNCIL

The Members of the **COUNCIL** are requested to meet in Council Chamber - Town House on **WEDNESDAY, 21 AUGUST 2024 at 10.30am**. This is a hybrid meeting therefore Members may also attend remotely.

ALAN THOMSON
INTERIM CHIEF OFFICER - GOVERNANCE

BUSINESS

ADMISSION OF BURGESSES

1.1 Admission of Burgesses

NOTIFICATION OF URGENT BUSINESS

2.1 No urgent business at this stage

DETERMINATION OF EXEMPT BUSINESS

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

DECLARATIONS OF INTEREST AND TRANSPARENCY STATEMENTS

4.1 Members are requested to declare any interests or connections

DEPUTATIONS

- 5.1 No deputations at this stage

MINUTES OF PREVIOUS MEETINGS OF COUNCIL

- 6.1 Minute of Meeting of Aberdeen City Council of 3 July 2024 - for approval (Pages 5 - 20)
- 6.2 Minute of Special Meeting of Aberdeen City Council of 16 July 2024 - for approval (Pages 21 - 24)
- 6.3 Minute of Special Meeting of Aberdeen City Council of 16 July 2024 - for approval (Pages 25 - 30)

REFERRALS FROM COMMITTEES

- 7.1 Council Financial Performance - Quarter 4, 2023/24 - Finance and Resources Committee of 8 May 2024 (Pages 31 - 62)
Carried forward from 3 July Council meeting
- 7.2 Public Sector Equality Duty - Audit, Risk and Scrutiny Committee of 9 May 2024 (Pages 63 - 72)
Carried forward from 3 July Council meeting
- 7.3 Accessing Money Advice Services - Anti-Poverty and Inequality Committee of 12 June 2024 (Pages 73 - 82)
Carried forward from 3 July Council meeting

BUSINESS PLANNER

- 8.1 Council Business Planner (Pages 83 - 88)

GENERAL BUSINESS

- 9.1 Reinforced Autoclaved Aerated Concrete (RAAC) - Outcome of Options Appraisal August 2024 - CORS/24/233 (Pages 89 - 364)
- 9.2 B999/Shielhill Road Junction Improvement - Compulsory Purchase Order - CR&E/24/211 (Pages 365 - 378)

- 9.3 Scheme of Governance Review - 2024 - CORS/24/234 (Pages 379 - 626)
- 9.4 City Centre and Beach Masterplan - Annual Update - CR&E/24/231 (Pages 627 - 644)
- 9.5 Aberdeen Market July 2024 Update - F&C/24/207 (Pages 645 - 656)
Carried forward from 3 July Council meeting
- 9.6 Performance Management Framework 2024/25 Update - CORS/24/232 (Pages 657 - 678)
- 9.7 Diversity in Recruitment Update - CORS/24/202 (Pages 679 - 696)
Carried forward from 3 July Council meeting

NOTICES OF MOTION

10.1 Councillor Boulton

To instruct the Executive Director of Families and Communities to investigate, with urgency, the opportunity for post offices that are closing to be set up in our local libraries and to report back to the Communities, Housing and Public Protection Committee as soon as possible. With the closure of both Culter and Cults post offices recently, this leaves a huge number of people without a post office facility.

EXEMPT / CONFIDENTIAL BUSINESS

- 11.1 Reinforced Autoclaved Aerated Concrete (RAAC) - Outcome of Options Appraisal August 2024 - CORS/24/233 - exempt appendices (Pages 697 - 710)

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

Website Address: www.aberdeencity.gov.uk

Should you require any further information about this agenda, please contact Martyn Orchard, tel 01224 067598 or morchard@aberdeencity.gov.uk

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ABERDEEN CITY COUNCIL

Town House,
ABERDEEN, 3 July 2024

MINUTE OF MEETING OF ABERDEEN CITY COUNCIL

Sederunt:

Lord Provost David Cameron, Chairperson;
Depute Provost Steve Delaney; and

COUNCILLORS

GILLIAN AL-SAMARAI
NURUL HOQUE ALI
CHRISTIAN ALLARD
ALISON ALPHONSE
KATE BLAKE
JENNIFER BONSELL
MARIE BOULTON
DESMOND BOUSE
RICHARD BROOKS
HAZEL CAMERON
DONNA CLARK
JOHN COOKE
NEIL COPLAND
WILLIAM CORMIE
BARNEY CROCKETT
SARAH CROSS
DEREK DAVIDSON
EMMA FARQUHAR
GORDON GRAHAM
ROSS GRANT
MARTIN GREIG
DELL HENRICKSON

RYAN HOUGHTON
MICHAEL HUTCHISON
MICHAEL KUSZNIR
GRAEME LAWRENCE
SANDRA MACDONALD
NEIL MacGREGOR
ALEXANDER McLELLAN
KEN McLEOD
CIARAN McRAE
M. TAUQEER MALIK
DUNCAN MASSEY
JESSICA MENNIE
ALEX NICOLL
MIRANDA RADLEY
MRS JENNIFER STEWART
KAIRIN VAN SWEEDEN
LYNN THOMSON
DEENA TISSERA
SIMON WATSON
and
IAN YUILL

Lord Provost David Cameron, in the Chair.

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

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

Council Meeting, Wednesday, 3 July 2024

ANNOUNCEMENT

1. The Lord Provost advised that he was reordering the agenda, as a result of the General Election being held on 4 July 2024, and that the referrals from committees (items 7.1 to 7.4) would be moved to the end of the agenda. The Lord Provost further advised that the meeting would conclude today and that any items which had not been considered would be carried forward to the Council meeting on 21 August 2024.

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

That the Council suspend Standing Order 36.9 to enable agenda item 7.3 (The Aberdeen City Council (City Centre, Aberdeen) (Traffic Management) (Experimental) Order 2023 - Statutory Public Consultation - Net Zero, Environment and Transport Committee - 11 June 2024) to be considered today.

On a division, there voted:-

For the procedural motion (20) - Councillors Ali, Bonsell, Boulton, Brooks, Crockett, Cross, Farquhar, Graham, Grant, Houghton, Kuszniir, Lawrence, Macdonald, McLeod, Malik, Massey, Mrs Stewart, Thomson, Tissera and Watson.

Against the procedural motion (22) - Lord Provost; Depute Provost; and Councillors Al-Samarai, Allard, Alphonse, Bouse, Hazel Cameron, Clark, Cooke, Copland, Davidson, Greig, Henrickson, Hutchison, MacGregor, McLellan, McRae, Mennie, Nicoll, Radley, van Sweeden and Yuill.

Absent from the division (1) - Councillor Blake.

The Council resolved:-

- (i) to reject the procedural motion; and
- (ii) to therefore reorder the agenda as advised by the Lord Provost.

In terms of Standing Order 32.8, Councillors Boulton, Crockett, Mrs Stewart and Tissera intimated their dissent against the foregoing decision.

DETERMINATION OF EXEMPT BUSINESS

2. The Council was requested to determine that the following item of business, which contained exempt information as described in Schedule 7(A) of the Local Government (Scotland) Act 1973, be taken in private:-

11.1 Culture Delivery and Funding Review - exempt appendices

The Council 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 item 11.1 so as to avoid disclosure of exempt information of the classes described in paragraphs 4 and 9 of Schedule 7A of the Act.

Council Meeting, Wednesday, 3 July 2024

DECLARATIONS OF INTEREST AND TRANSPARENCY STATEMENTS

3. Councillor Cooke advised that he had a connection in relation to agenda item 7.1 (Council Financial Performance - Quarter 4, 2023/24 - Finance and Resources Committee of 8 May 2024) by virtue of his position of Chairperson of the Integration Joint Board, however having applied the objective test he did not consider that he had an interest and would not be withdrawing from the meeting.

Councillor Yuill advised that he had a connection in relation to agenda items 7.1 and 9.7 (Refreshed Local Outcome Improvement Plan 2016-26 and Refreshed Locality Plans for North, South and Central 2021-26) as the Council's appointed member of the Board of NHS Grampian, however having applied the objective test he did not consider that he had an interest and would not be withdrawing from the meeting. Councillor Yuill further advised that he had a connection in relation to agenda item 7.3 by reason of his membership of Cycling UK and the AA (Automobile Association), however having applied the objective test he did not consider that he had an interest and would not be withdrawing from the meeting.

Councillor Houghton advised that he had a connection in relation to agenda item 7.1 by reason of his spouse being a doctor at Aberdeen Royal Infirmary, however having applied the objective test he did not consider that he had an interest and would not be withdrawing from the meeting.

Councillor Macdonald advised she had a connection in relation to agenda item 11.1 (Culture Delivery and Funding Review) as a member of Belmont Community Cinema Limited, however having applied the objective test she did not consider that she had an interest and would not be withdrawing from the meeting.

Councillor Grant declared an interest in relation to agenda items 7.3, 9.10 (Culture Delivery and Funding Review) and 11.1 by reason of his employment by Aberdeen Inspired and advised that he would leave the meeting for those items.

Councillor Grant advised that he had connections in relation to agenda item 9.12 (Aberdeen Market Update) by reason of his employment by Aberdeen Inspired and agenda item 10.4 (Joint Notice of Motion by Councillors Macdonald and Malik) as Aberdeen's Purple Flag Co-ordinator, however having applied the objective test he did not consider that he had an interest would not be withdrawing from the meeting for those items.

Councillor Boulton advised that she had a connection in relation to agenda items 9.10 and 11.1 as an observer to the Board of Peacock Visual Arts, however having applied the objective test she did not consider that she had an interest and would not be withdrawing from the meeting.

MINUTE OF SPECIAL MEETING OF ABERDEEN CITY COUNCIL OF 17 APRIL 2024

4. The Council had before it the minute of the special meeting of Aberdeen City Council of 17 April 2024.

Council Meeting, Wednesday, 3 July 2024

The Council resolved:-

to approve the minute.

MINUTE OF MEETING OF ABERDEEN CITY COUNCIL OF 17 APRIL 2024

5. The Council had before it the minute of meeting of Aberdeen City Council of 17 April 2024.

The Council resolved:-

to approve the minute.

MINUTE OF SPECIAL MEETING OF ABERDEEN CITY COUNCIL OF 14 MAY 2024

6. The Council had before it the minute of the special meeting of Aberdeen City Council of 14 May 2024.

The Council resolved:-

to approve the minute.

COUNCIL BUSINESS PLANNER

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

The Council resolved:-

- (i) to remove item 3 (Standards Commission for Scotland - Written Decision - Councillor Malik);
- (ii) to note the reasons for the delays to items 10 (Scheme of Governance Review), 11 (Nuclear Free Local Authorities) and 22 (North East Population Health Alliance Strategic Partnership Agreement) and that they would be reported to the subsequent Council meetings to which they were originally scheduled; and
- (iii) to otherwise note the business planner.

REINFORCED AUTOCLAVED AERATED CONCRETE (RAAC) UPDATE AT BALNAGASK - CORS/24/204

8. With reference to Article 3 of the minute of the meeting of the Urgent Business Committee of 29 February 2024, the Council had before it a report by the Chief Officers - Capital, Housing and Corporate Landlord which provided an update on the work underway and highlighted some of the key findings at this stage of the options appraisal.

The report recommended:-

that the Council -

- (a) note the information contained within the report about the various options under consideration;

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- (b) agree and approve that Option 1: Bearing Shelf Extension be ruled out as a viable remedial option (paragraphs 3.37 - 3.39);
- (c) approve that engagement on the remaining three options, be planned to be held during July 2024, which would be open to all Council tenants as required by the Housing Act 2021 (Appendix B: Proposed Stakeholder Engagement);
- (d) note that it was proposed that private owners/tenants should be invited to participate in that engagement as noted in recommendation (c) above;
- (e) note that the information collated from the tenant engagement as intimated in recommendations (c) and (d) above would be considered alongside the technical evaluation of options;
- (f) note that from a construction perspective, officers continued to reinforce the need for tenants to be rehomed irrespective of the outcome of the option consideration;
- (g) note that the intention was to come back with a recommended option to the next Council meeting which was scheduled to take place on 21 August 2024;
- (h) note the reference to the expected levels of consequential costs because of carrying out remedial measures for the options which retained the existing properties, as intimated in section 4 of the report;
- (i) note that intrusive surveys of RAAC impacted properties were still progressing as part of an ongoing mitigation strategy to allay any assurance concerns to existing Council tenants (paragraph 3.6);
- (j) note that 138 of the properties identified with RAAC in the Balnagask area were privately owned (Appendix A: Property Ownership and Housing Mix); and
- (k) note with regard to Private or Registered Landlord properties, 40 buildings were not adjoining any Council owned property, 61 building were adjoined and there were 33 addresses which shared a building with the Council (Appendix A: Property Ownership and Housing Mix).

Councillor Watson moved as a procedural motion, seconded by Councillor Malik:-

That the Council suspend Standing Order 14.1 to hear the deputation in relation to the report.

On a division, there voted:-

For the procedural motion (21) - Councillors Ali, Blake, Bonsell, Boulton, Brooks, Crockett, Cross, Farquhar, Graham, Grant, Houghton, Kuszniir, Lawrence, Macdonald, McLeod, Malik, Massey, Mrs Stewart, Thomson, Tissera and Watson.

Against the procedural motion (22) - Lord Provost; Depute Provost; and Councillors Al-Samarai, Allard, Alphonse, Hazel Cameron, Clark, Cooke, Copland, Cormie, Davidson, Greig, Henrickson, Hutchison, MacGregor, McLellan, McRae, Mennie, Nicoll, Radley, van Sweeden and Yuill.

Absent from the division (1) - Councillor Bouse.

The Council resolved:-

to reject the procedural motion.

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The Council received a presentation from the Chief Officer - Capital and the Chief Officer - Housing which was followed by an opportunity for questions on the presentation and the report.

The Council further resolved:-

- (i) to agree the addition of a 'demolition and consideration of future housebuilding' option for consideration by Council on 21 August 2024;
- (ii) to explain that 'demolition and consideration of future housebuilding', alongside the demolition costs, would detail (a) the future potential housebuilding options; and (b) estimated building costs range; and
- (iii) to approve the recommendations contained within the report.

SCHEME OF GOVERNANCE - BUDGET PROTOCOL - CORS/24/174

9. With reference to Article 14 of the minute of its meeting of 17 April 2024, the Council had before it a report by the Executive Director of Corporate Services which proposed revisions to the Budget Protocol in response to the lessons learned within the first year of operation.

The report recommended:-

that the Council approve the revised Budget Protocol at appendix A.

Councillor McLellan moved, seconded by Councillor Yuill:-

That the Council approve the recommendation.

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

That the Council approve the recommendation subject to the following proposed changes (as shown below in bold) being made to the Budget Protocol:-

1. **TEN** working days prior to the Council meeting, agenda papers (including the budget options) will be published. This is ahead of the statutory deadline for the publication of Council papers (e.g. for a Wednesday meeting, agenda papers must be published on the **Wednesday, fourteen** calendar days prior to the meeting).
2. By noon on the 4th working day prior to the date of the meeting (e.g. for a Wednesday meeting, such submission must take place by noon on the preceding Thursday), Elected Members will submit their **Draft** proposed budgets to the Chief Officer - Finance, complying with the requirements for a General Fund Budget listed below. This is referenced in Standing Order 29.2, **which may be subject to change following the August 2024 meeting.**
3. Elected Members will work with the Chief Officer - Finance to make adjustments required to ensure the competency of their budgets; and with the Chief Officer - People and Citizen Services to finalise equalities impact assessments.
4. Elected Members will provide their final competent budget and final sign-off for publication to the Chief Officer - Finance, complying with the requirements for a General Fund Budget listed below by no later than **12 noon** on the last working day before the meeting (e.g. for a Wednesday meeting, such sign-off will be given no later than **12 noon** on Tuesday).

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5. The Chief Officer - Governance will publish all competent budgets no later than noon on the last working day before the meeting (e.g. for a Wednesday meeting, such publication will take place no later than noon on Tuesday).
6. Only budgets published following these stages will be considered at the Budget Meeting.
7. Officers should ensure that press releases issued following budgets are accurate.

On a division, there voted:-

For the motion (23) - Lord Provost; Depute Provost; and Councillors Al-Samarai, Allard, Alphonse, Boulton, Hazel Cameron, Clark, Cooke, Copland, Cormie, Davidson, Greig, Henrickson, Hutchison, MacGregor, McLellan, McRae, Mennie, Nicoll, Radley, van Sweeden and Yuill.

For the amendment (20) - Councillors Ali, Blake, Bonsell, Brooks, Crockett, Cross, Farquhar, Graham, Grant, Houghton, Kuszniir, Lawrence, Macdonald, McLeod, Malik, Massey, Mrs Stewart, Thomson, Tissera and Watson.

Absent from the division (1) - Councillor Bouse.

The Council resolved:-
to adopt the motion.

WORKING IN PARTNERSHIP FOR ABERDEEN - SUPPORTING PEOPLE WITH THE COST OF LIVING - CORS/24/205

10. With reference to Article 11 of the minute of meeting of the Anti-Poverty and Inequality Committee of 12 June 2024, the Council had before it a report by the Executive Director of Corporate Services which sought approval for the allocation of funds by the Anti-Poverty and Inequality Committee to mitigate the ongoing cost of living crisis.

The report recommended:-
that the Council -

- (a) approve the allocation of funds agreed by the Anti-Poverty and Inequality Committee on 12 June 2024; and
- (b) agree that the remaining funding balance be allocated by the Anti-Poverty and Inequality Committee without the need for further approval from the Finance and Resources Committee or Council.

Councillor Allard moved, seconded by Councillor Greig:-
That the Council approve the recommendations.

Councillor Malik moved as an amendment, seconded by Councillor Grant:-
That the Council approve the recommendations subject to the addition of the following:-

1. to provide Aberdeen Cyrenians with £250,000 to help towards fuel poverty; and

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2. to provide AberNecessities with £100,000 to help towards winter clothes for children.

Councillor Kuszniir moved as a further amendment, seconded by Councillor Houghton:-

That the Council -

- (1) agrees the allocation of funds that do not include staffing costs;
- (2) believes that in general, staffing costs for arm's length charitable organisations should not be met by Aberdeen City Council; and
- (3) further agrees that officers will ask CFINE, SCARF and SHMU for the implications of not awarding staffing costs so that a future Anti-Poverty and Inequality Committee can decide.

There being a motion and two amendments, the Council first divided between the two amendments.

On a division, there voted:-

For the amendment by Councillor Malik (13) - Councillors Ali, Blake, Bonsell, Crockett, Graham, Grant, Lawrence, Macdonald, Malik, Mrs Stewart, Thomson, Tissera and Watson.

For the amendment by Councillor Kuszniir (8) - Councillors Boulton, Brooks, Cross, Farquhar, Houghton, Kuszniir, McLeod and Massey.

Declined to vote (22) - Lord Provost; Depute Provost; and Councillors Al-Samarai, Allard, Alphonse, Hazel Cameron, Clark, Cooke, Copland, Cormie, Davidson, Greig, Henrickson, Hutchison, MacGregor, McLellan, McRae, Mennie, Nicoll, Radley, van Sweeden and Yuill.

Absent from the division (1) - Councillor Bouse.

The Council then divided between the motion and the amendment by Councillor Malik.

On a division, there voted:-

For the motion (22) - Lord Provost; Depute Provost; and Councillors Al-Samarai, Allard, Alphonse, Hazel Cameron, Clark, Cooke, Copland, Cormie, Davidson, Greig, Henrickson, Hutchison, MacGregor, McLellan, McRae, Mennie, Nicoll, Radley, van Sweeden and Yuill.

For the amendment by Councillor Malik (13) - Councillors Ali, Blake, Bonsell, Crockett, Graham, Grant, Lawrence, Macdonald, Malik, Mrs Stewart, Thomson, Tissera and Watson.

Declined to vote (8) - Councillors Boulton, Brooks, Cross, Farquhar, Houghton, Kuszniir, McLeod and Massey.

Absent from the division (1) - Councillor Bouse.

The Council resolved:-

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to adopt the motion.

APPOINTMENT OF EXTERNAL ADVISERS TO THE ANTI-POVERTY AND INEQUALITY COMMITTEE - CORS/24/206

11. The Council had before it a report by the Executive Director of Corporate Services which sought approval of the appointment of new external advisers to the Anti-Poverty and Inequality Committee.

The report recommended:-

that the Council approve the appointment of two external advisers, as named in the report, to the Anti-Poverty and Inequality Committee.

The Council resolved:-

to approve the recommendation.

ABERDEEN LOCAL DEVELOPMENT PLAN 2028 - EVIDENCE REPORT - CR&E/24/187

12. The Council had before it a report by the Chief Officer - Strategic Place Planning which advised of the Evidence Report for the Local Development Plan 2028 and sought authority to carry out consultations and produce the Report.

The report recommended:-

that the Council -

- (a) instruct the Chief Officer - Strategic Place Planning to carry out engagement to inform the production of the draft Evidence Report and associated documents;
- (b) instruct the Chief Officer - Strategic Place Planning to carry out a formal consultation on the draft Evidence Report once produced; and
- (c) instruct the Chief Officer - Strategic Place Planning to report the results of the consultation (including any unresolved issues) and finalised Evidence Report back to Full Council in mid-2025, prior to being sent to the Scottish Ministers for Gate Check.

The Council resolved:-

to approve the recommendations.

VOLUNTEER CHARTER - CORS/24/179

13. The Council had before it a report by the Executive Director of Corporate Services which introduced the Volunteer Charter and recommended that Aberdeen City Council become a Charter Champion.

The report recommended:-

that the Council -

- (a) agree that Aberdeen City Council become a Volunteer Charter Champion; and

Council Meeting, Wednesday, 3 July 2024

- (b) agree that the Council Co-Leaders pledge their support for the Volunteer Charter.

The Council resolved:-

- (i) to note that the Chief Officer - People and Citizen Services would liaise with Councillor Lawrence following the meeting regarding his query about volunteers at community learning centres in Bucksburn and Dyce; and
- (ii) to approve the recommendations.

The Lord Provost advised that he was bringing forward agenda item 9.9 to be considered at this point.

REVIEW OF POLLING DISTRICTS AND POLLING PLACES - CORS/24/201

14. With reference to Article 13 of the minute of its meeting of 7 February 2024, the Council had before it a report by the Chief Officer - Governance which sought final approval of the list of polling districts and polling places following public consultation.

The report recommended:-

that the Council -

- (a) agree the recommended changes to polling districts outlined in the report to Council of 7 February 2024 (COM/24/033) without alteration;
- (b) agree the recommended changes to polling places outlined in the report to Council of 7 February 2024 (COM/24/033) with two alterations as described in section 3.6 of the report.

The Council resolved:-

- (i) to approve the recommendations; and
- (ii) to note that officers were continuing to search for an alternative polling place to use instead of Broomhill Primary School, and to welcome any suggestions in that regard.

REFRESHED LOCAL OUTCOME IMPROVEMENT PLAN 2016-2026 AND REFRESHED LOCALITY PLANS FOR NORTH, SOUTH AND CENTRAL 2021-26 - CORS/24/175

15. The Council had before it a report by the Executive Director of Corporate Services which presented the refreshed Local Outcome Improvement Plan (LOIP) 2016-26 and three underpinning Locality Plans for North, South and Central approved by the Community Planning Aberdeen (CPA) Board on 29 April 2024.

The report recommended:-

that the Council -

- (a) endorse the refreshed LOIP 2016-26 presented at Appendix 1; and
- (b) endorse the three refreshed Locality Plans for North, South and Central presented at Appendices 4, 5 and 6.

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The Council resolved:-

to approve the recommendations.

TREASURY MANAGEMENT STRATEGY - YEAR-END REVIEW - CORS/24/186

16. The Council had before it a report by the Chief Officer - Finance which provided an update on Treasury Management activities undertaken during the financial year 2023/24.

The report recommended:-

that the Council consider and note the Treasury Management activities undertaken in the 2023/24 financial year as detailed in the report.

The Council resolved:-

- (i) to note the Treasury Management activities undertaken in the 2023/24 financial year as detailed in the report; and
- (ii) to agree that the next report should include information about the service concession monies used in the 2024/25 budget.

In accordance with Article 3 of the minute, Councillor Grant left the meeting for the following item.

CULTURE DELIVERY AND FUNDING REVIEW - CR&E/24/207

17. With reference to Article 16 of the minute of its meeting of 7 February 2024, the Council had before it a report by the Chief Officer - City Development and Regeneration which presented the completed Culture Delivery and Funding Review with recommendations on issues identified.

The report recommended:-

that the Council -

- (a) note the findings and recommendations of the Cultural Funding and Delivery Review Report as detailed in Appendix 1;
- (b) note the progress in developing a Culture Investment Framework and application process, which would be presented to the August Finance and Resources Committee for approval; and
- (c) instruct the Chief Officer - City Development and Regeneration to undertake work to develop the Creative Industries Action Plan to build capacity and resilience within the creative sector and provide clarity of vision.

The Council resolved:-

to approve the recommendations.

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The Lord Provost advised that he was bringing forward the notices of motion (agenda items 10.1 to 10.4) to be considered at this point.

NOTICE OF MOTION BY COUNCILLOR GRAHAM

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

“Council notes the unprecedented housing and homelessness issues affecting tenants and potential tenants in Aberdeen.

Recognises the extreme pressures facing housing and homelessness services in Aberdeen today.

These pressures exist despite the best endeavours and professionalism of officers within the Council that have seen a number of positive achievements. These include:

The Aberdeen Labour decisions alongside our coalition partners 2017-2022 to build 2,000 new Council homes on top of procuring over 4,000 Affordable homes with Registered Social Landlords.

This has resulted in

- Dyce new Builds Completed
- Auchmill Road New Builds Completed.
- Summerhill New Build has now achieved Practical Completion for all blocks
- Tillydrone New Build has now achieved Practical Completion for all blocks
- Cloverhill New Build is progressing as planned
- Kaimhill New Build is nearing completion,
- Greenferns and Greenferns Landward are progressing to achieve RIBA 3 completion
- Craighill New Build is out to tender
- Kincorth New Build tender documentation is being finalised; and
- 206 Union Street works have commenced

However, the number of households assessed as homeless or in housing need waiting for a home to call their own remains of significant concern.

As detailed in the reports to the Communities, Housing and Public Protection Committee:

- Homeless applications are at a 13 year high at the end of March 2024, with levels recorded (1,481) not seen since the same period in 2010/11
- 442 Statutory Homeless Households Residing in Temporary Accommodation at end March 2024.
- Only 30% of Unintentional homeless decisions reached within 21 Days
- 161 days the Average length of journey in days for applicants assessed as unintentionally homeless at the end of March.

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- The Council are now breaching our duties in accordance with the Unsuitable Accommodation Order, by having households in unsuitable accommodation for longer than 7 days.
- 237.7 the YTD Average time taken to re-let all properties (Citywide - days) against a target of 125 days at the end of March 2024.
- The YTD Void Rent Loss figure for 2023/24 is £7,805,806 this equates to 7.91% of the gross debit (rent due) which is a significant increase when compared with the same period last year where the figure stood at £5,271,632 (5.70%).
- Planned maintenance projects such as in Summerhill have been put on hold.
- In April 2022, 4,750 applications were on the waiting list for housing, this has grown to 6,658 in May 2024

These issues have been exasperated by the following.

- We have 366 houses identified as uninhabitable due to RAAC and a massive transfer operation in place for Council tenants.
- Of the 366 houses, 138 are privately owned properties whose owners have been virtually neglected by ACC, The Scottish Administration and the UK Government, families face ruin and bankruptcy and this should not be allowed to happen in a Civil Society.
- The Housing Revenue Account is funding the majority of the costs currently being incurred and faces unprecedented financial pressures.

This a perilous situation and one that requires action today.

That the Council therefore agrees to:-

- Declare a **Housing Emergency** in Aberdeen today.
- Instruct the Executive Director - Families and Communities, working with key partners internally and externally, to bring forward a Housing Emergency Action Plan in two cycles. This plan will address how we will tackle homelessness and increase housing supply in the short and medium term, increase maintenance programmes on our housing stock and support the findings of the RAAC report due in August.
- Instruct the Chief Executive to write to both Scottish and UK Governments advising them of this grave situation and requesting immediate support.
- Request that the Scottish Government urgently review the decision to cut the Affordable Housing Supply Programme allocation to Aberdeen by 24% (£3.904m) for 2024/25."

Councillor Allard suggested that the notice of motion be referred to the Communities, Housing and Public Protection Committee.

Councillor Graham moved as a procedural motion, seconded by Councillor Grant:-
That the Council consider the notice of motion today.

Council Meeting, Wednesday, 3 July 2024

On a division, there voted:-

For the procedural motion (21) - Councillors Ali, Blake, Bonsell, Boulton, Brooks, Crockett, Cross, Farquhar, Graham, Grant, Houghton, Kusznr, Lawrence, Macdonald, McLeod, Malik, Massey, Mrs Stewart, Thomson, Tissera and Watson.

Against the procedural motion (22) - Lord Provost; Depute Provost; and Councillors Al-Samarai, Allard, Alphonse, Hazel Cameron, Clark, Cooke, Copland, Cormie, Davidson, Greig, Henrickson, Hutchison, MacGregor, McLellan, McRae, Mennie, Nicoll, Radley, van Sweeden and Yuill.

Absent from the division (1) - Councillor Bouse.

The Council resolved:-

- (i) to reject the procedural motion; and
- (ii) to refer the notice of motion to the Communities, Housing and Public Protection Committee.

NOTICE OF MOTION BY COUNCILLOR KUSZNIR

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

“That the Council:-

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.”

The Council resolved:-

to refer the notice of motion to the Finance and Resources Committee.

NOTICE OF MOTION BY COUNCILLOR KUSZNIR

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

Council Meeting, Wednesday, 3 July 2024

“That the Council:

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;
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.”

The Council resolved:-

to refer the notice of motion to the Finance and Resources Committee.

JOINT NOTICE OF MOTION BY COUNCILLORS MACDONALD AND MALIK

21. The Council had before it a joint notice of motion by Councillors Macdonald and Malik in the following terms:-

“That Aberdeen City Council:

1. notes that anti-social behaviour includes street drinking, fist fights, drug taking and dealing, aggressive begging and recognises that anti-social behaviour incidents in the city centre are causing increasing concern to residents, businesses and those who work, shop and visit the area;
2. notes that Aberdeen holds Scotland's only Purple Flag accredited city centre status and that efforts should continue to retain this accreditation; and
3. instructs the Chief Officer - Governance to co-ordinate a further report from the Community Safety Partnership to the Communities, Housing and Public Protection Committee on current efforts to manage anti-social behaviour in the city centre and on approaches to offering wider system awareness and understanding of the issues.”

The Council resolved:-

to refer the joint notice of motion to the Communities, Housing and Public Protection Committee.

In accordance with Article 2 of the minute, the Council considered the following item of business with the press and public excluded.

Council Meeting, Wednesday, 3 July 2024

CULTURE DELIVERY AND FUNDING REVIEW - CR&E/24/203 - EXEMPT APPENDICES

22. With reference to Article 17 of this minute, the Council had before it exempt appendices relating to the abovementioned report.

The Council resolved:-

to note the exempt appendices.

ANNOUNCEMENT

23. The Lord Provost advised that the meeting was approaching the six hour time limit as specified within Standing Order 40.2 and therefore the meeting would finish at this juncture, with items which had not been considered to be carried forward to subsequent Council meetings.

The Lord Provost noted that six Councillors were standing as candidates in the General Election on 4 July and wished them well.

- **DAVID CAMERON, Lord Provost.**

ABERDEEN CITY COUNCIL

Town House,
ABERDEEN, 16 July 2024

MINUTE OF SPECIAL MEETING OF ABERDEEN CITY COUNCIL

Sederunt:

Lord Provost David Cameron;
Depute Provost Steve Delaney, Chairperson; and

COUNCILLORS

GILLIAN AL-SAMARAI
NURUL HOQUE ALI
CHRISTIAN ALLARD
ALISON ALPHONSE
JENNIFER BONSELL
DESMOND BOUSE
RICHARD BROOKS
HAZEL CAMERON
DONNA CLARK
JOHN COOKE
NEIL COPLAND
WILLIAM CORMIE
BARNEY CROCKETT
DEREK DAVIDSON
EMMA FARQUHAR
GORDON GRAHAM
ROSS GRANT
MARTIN GREIG

DELL HENRICKSON
MICHAEL HUTCHISON
MICHAEL KUSZNIR
GRAEME LAWRENCE
SANDRA MACDONALD
NEIL MacGREGOR
ALEXANDER McLELLAN
KEN McLEOD
M. TAUQEER MALIK
JESSICA MENNIE
ALEX NICOLL
MIRANDA RADLEY
MRS JENNIFER STEWART
KAIRIN VAN SWEEDEN
LYNN THOMSON
SIMON WATSON
and
IAN YUILL

Depute Provost Steve Delaney, in the Chair.

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

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

Council Meeting, Tuesday, 16 July 2024

WRITTEN REQUEST FOR SPECIAL MEETING

1. The Council had before the wording of the written request for this special Council meeting which had been signed by 12 members in accordance with Standing Order 8.2.2:-

“The business to be transacted relates to the decision by the Standards Commission v Councillor Malik, its judgement and the appeal decision by the Sheriff Principal.”

Councillor Malik moved, seconded by Councillor Ali:-

That the Council -

- (1) notes the decision by the Sheriff Principal of Grampian Highland and Islands to quash the finding of the Standards Commission under Section 22 of the Ethical Standards in Public Life etc. (Scotland) Act 2000 following a complaint by SNP Councillor Cooke to the Ethical Standards Commissioner;
- (2) agrees the decision by the Standards Commission was draconian in nature and Councillor Malik served a one-month suspension unduly as the Panel did not properly take into consideration his rights under Article 10 of the ECHR;
- (3) agrees that the Ethical Standards Commissioner’s own solicitor pointed out to the panel Councillor Malik’s right of expression under article 10 of the ECHR but this was not properly taken into account by the Panel;
- (4) agrees that the Local Authority Pension Fund Forum’s Executive Committee (LAPFF) remains without ethnic minority representation, thanks to Councillor Cooke; and
- (5) notes that today is a very good day for the city of Aberdeen as the SNP Convener John Cooke’s complaint against Councillor Malik has been rejected by a Scottish Court, however it remains a bad day as well because LAPFF remains without ethnic minority representation and the Pensions Committee remains without Aberdeen Labour members thanks to Councillor Cooke’s actions.

Councillor Allard moved as an amendment, seconded by Councillor Greig:-

That the Council take no action.

Councillor Crockett moved as a further amendment, seconded by Councillor Mrs Stewart:-

That the Council -

- (1) notes the Pensions Committee agreed to delegate authority to the Chief Officer - Finance to nominate an appropriate officer as the Pensions Committee nominee;
- (2) agrees that Councillor Cooke should apologise to Councillor Malik for the way in which he handled LAPFF nomination in 2022;
- (3) agrees that should Councillor Cooke apologise to Councillor Malik then the Labour Group should re-join the Pensions Committee with immediate effect;

Council Meeting, Tuesday, 16 July 2024

- (4) notes that the Lord Provost of Aberdeen reported me to the Standards Commission which decided that I had ECHR Section 10.1 rights so therefore did not take the issue to a hearing unlike the case of Councillor Malik, where they agreed that he had ECHR Section 10 rights to book a hearing;
- (5) notes that Unite the Union has nominated me as a member of the Union to be its substitute member of the Pensions Board, as an employee representative;
- (6) notes that the Council has refused to accept the nomination; and
- (7) agrees that the Council should seek external legal advice on the situation at point 6.

There being a motion and two amendments, the Council first divided between the motion and the amendment proposing no action, in terms of Standing Order 29.20. If the amendment proposing no action carried, no further vote would take place. If the amendment proposing no action did not carry, a second vote would take place between the motion and the second amendment.

On a division, there voted:-

For the motion (15) - Councillors Ali, Bonsell, Brooks, Crockett, Farquhar, Graham, Grant, Kuszniir, Lawrence, Macdonald, McLeod, Malik, Mrs Stewart, Thomson and Watson.

For the amendment by Councillor Allard (22) - Lord Provost; Depute Provost; and Councillors Al-Samarai, Allard, Alphonse, Bouse, Hazel Cameron, Clark, Cooke, Copland, Cormie, Davidson, Greig, Henrickson, Hutchison, MacGregor, McLellan, Mennie, Nicoll, Radley, van Sweeden and Yuill.

The Council resolved:-

to adopt the amendment by Councillor Allard.

In terms of Standing Order 32.8, Councillors Crockett and Mrs Stewart intimated their dissent against the foregoing decision.

- STEVE DELANEY, Depute Provost.

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ABERDEEN CITY COUNCIL

Town House,
ABERDEEN, 16 July 2024

MINUTE OF SPECIAL MEETING OF ABERDEEN CITY COUNCIL

Sederunt:

Lord Provost David Cameron;
Depute Provost Steve Delaney, Chairperson; and

COUNCILLORS

GILLIAN AL-SAMARAI
NURUL HOQUE ALI
CHRISTIAN ALLARD
ALISON ALPHONSE
JENNIFER BONSELL
MARIE BOULTON
DESMOND BOUSE
RICHARD BROOKS
HAZEL CAMERON
DONNA CLARK
JOHN COOKE
NEIL COPLAND
WILLIAM CORMIE
BARNEY CROCKETT
DEREK DAVIDSON
EMMA FARQUHAR
GORDON GRAHAM
ROSS GRANT
MARTIN GREIG

DELL HENRICKSON
MICHAEL HUTCHISON
MICHAEL KUSZNIR
GRAEME LAWRENCE
SANDRA MACDONALD
NEIL MacGREGOR
ALEXANDER McLELLAN
KEN McLEOD
M. TAUQEER MALIK
DUNCAN MASSEY
JESSICA MENNIE
ALEX NICOLL
MIRANDA RADLEY
MRS JENNIFER STEWART
KAIRIN VAN SWEEDEN
LYNN THOMSON
SIMON WATSON
and
IAN YUILL

Depute Provost Steve Delaney, in the Chair.

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Council Meeting, Tuesday, 16 July 2024

DECLARATION OF INTERESTS AND TRANSPARENCY STATEMENTS

1. Councillor Grant declared an interest in relation to the item of business by virtue of his employment by Aberdeen Inspired and withdrew from the meeting.

Councillor McLellan advised that he had a connection in relation to the item as the Council's appointed observer to the Board of Our Union Street, however having applied the objective test he did not consider that he had an interest and would not be withdrawing from the meeting.

WRITTEN REQUEST FOR SPECIAL MEETING

2. The Council had before it the wording of the written request for this special meeting which had been signed by 14 members in accordance with Standing Order 8.2.2:-

"The business to be transacted relates to the business regarding THE ABERDEEN CITY COUNCIL (CITY CENTRE, ABERDEEN) (TRAFFIC MANAGEMENT) (EXPERIMENTAL) ORDER 2023 - STATUTORY PUBLIC CONSULTATION."

With reference to Article 15 of the minute of meeting of the Net Zero, Environment and Transport Committee of 11 June 2024, the Council had before it a report by the Executive Director of City Regeneration and Environment, which had been referred to it by three members of the Committee in accordance with Standing Order 34.1.

The report recommended:-

that the Net Zero, Environment and Transport Committee -

- (a) note the benefits highlighted, to date, by the bus operators, and recognise the measures would support continuing improvements. Similarly, noting the measures supported active travel by way of walking or cycling. Collectively, the measures were a vital component of the City Centre Masterplan for establishing an attractive and vibrant city centre, with an environment that was conducive to encouraging footfall. Furthermore, choice remained in terms of access, with car parks and on-street parking capacity unaffected, and a network of appropriate distributor roads available, whether for access or through traffic;
- (b) approve the making of "The Aberdeen City Council (City Centre, Aberdeen) (Traffic Management) Experimental Order 2023" as a permanent Order, albeit with continued monitoring in terms of the ongoing City Centre Masterplan; and
- (c) instruct the Chief Officer - Operations to commence the procedure for the Order to be made permanent.

The Net Zero, Environment and Transport Committee resolved:-

- (i) to agree the recommendations subject to (ii) and (iii) below;
- (ii) in the context of the ongoing construction works on Union Street and around the New Market development, to instruct the Chief Officer - Operations to introduce a Temporary Traffic Regulation Order (TTRO) to suspend the Bus Gates on Union Street (westbound only) / Market Street (southbound only), between its junctions with Adelphi and Hadden Street; this allowing all classes of vehicle to turn left

Council Meeting, Tuesday, 16 July 2024

- from Union Street onto Market Street, thereafter restricting general traffic to a left only turn at the bottom of Market Street onto Trinity Quay (Virginia Street), this to aid continued access and servicing of the businesses on Market Street and Shiprow throughout the remaining period of construction; and
- (iii) to instruct the Chief Officer - Operations to report to this Committee in 18 months' time on the operation and impact of this city centre traffic management regime and to make any recommendations for modifications he considers appropriate.

Following the conclusion of questions to officers, Councillor Yuill advised that he had a connection in relation to the item, in response to the Michie family having been mentioned, having worked for the Michie family many years ago and having maintained contact with them since then, however having applied the objective test he did not consider that he had an interest and would not be withdrawing from the meeting.

Councillor Malik moved, seconded by Councillor Watson:-

That the Council -

- (1) note that the Press and Journal's Common-Sense Compromise campaign was only possible thanks to Aberdeen Labour referring the matter to Full Council;
- (2) agree that businesses right across the city are angry and disappointed with the SNP Administration at Aberdeen City Council for killing footfall in our city by introducing bus gates without introducing pedestrianisation of the central part of Union Street;
- (3) agree that the report in June 2022 initiated by the previous Administration brought forward the economic impact assessment for pedestrianisation of Union Street middle section as noted [here](#);
- (4) agree that the SNP Administration chose to amend the recommendations and in doing so never brought forward an impact assessment of their proposals which has resulted in Union Street becoming a ghost town;
- (5) agree that the confidence of business is at rock bottom thanks to the inadequacy of the SNP Administration who once again have spectacularly failed our city;
- (6) agree with Bob Keiller, Chair of Our Union Street, who said in a letter to the Council *"From our discussions this afternoon (15.07.24), it is now clear that there is no legal obstacle to adopting the proposal; it simply requires political will. To be clear status quo will result in footfall further dwindling and business closing. We need significant change, and we need it quickly"*;
- (7) agree that pedestrianisation of the central section of Union Street is the way forward for our city;
- (8) instruct the Chief Officer - Operations to rescind The Aberdeen City Council (City Centre, Aberdeen) (Traffic Management) Experimental Order 2023, as soon as practicable, with budget of £100,000 for removing and reinstating roads infrastructure to come from the General Fund Capital Programme contingency;
- (9) note there is a risk that the specific grant funding of c.£8m, from the Bus Partnership Fund for the roads infrastructure on and around South College Street, may have to be returned to Transport Scotland. If this were to happen, that the Council will fund any repayment from the Uncommitted General Fund reserves; and

Council Meeting, Tuesday, 16 July 2024

- (10) thereafter instruct the Chief Officer - Strategic Place Planning to bring a report to the October Council meeting on setting up a connectivity Commission like Glasgow and the Clyde Valley to look at the following:-
- Phase One - report focuses on recommendations for Aberdeen City Council to improve connectivity within the city centre of Aberdeen.
 - Phase Two - outlines recommendations to reshape the strategic road network so as to improve connectivity in the Aberdeen City Region over the coming decades.

Councillor Yuill moved as an amendment, seconded by Councillor Allard:-

That the Council -

- (1) welcome the Co-Leaders' hosting of a round table meeting of business groups, bus operators, and others to discuss the city centre bus priority measures;
- (2) reaffirm the City Centre Masterplan objective of turning Union Street into a destination rather than a through route;
- (3) agree that successful businesses are vital to the future of Aberdeen city centre;
- (4) note that any changes to city centre traffic management arrangements would require equality impact assessments;
- (5) in the context of the ongoing construction works on Union Street and around the New Market development, instruct the Chief Officer - Operations to introduce a Temporary Traffic Regulation Order (TTRO) to suspend Bus Gates on Union Street (westbound only) / Market Street (southbound only), between its junctions with Adelphi and Hadden Street; this allowing all classes of vehicle to turn left from Union Street onto Market Street, thereafter restricting general traffic to a left only turn at the bottom of Market Street onto Trinity Quay (Virginia Street), this to aid continued access and servicing of the businesses on Market Street and Shiprow throughout the remaining period of construction, with the cost of this being met as part of the Capital budget for "City Centre & Beach Masterplans : Market Redevelopment";
- (6) instruct the Chief Officer - Strategic Place Planning, using funding from the Bus Lane Enforcement reserve, to report as soon as possible on:
 1. the feasibility and impact of reopening Bridge Street to all vehicles in one or both directions.
 2. the feasibility and impact of removing the ban on right turns from Union Terrace onto Rosemount Viaduct; and
- (7) recognise the importance of consistent messaging about Aberdeen's city centre being open for business and instruct the Chief Officer - City Development and Regeneration to work with partner organisations to promote this.

Councillor Brooks moved as a further amendment, seconded by Councillor Kuszniir:-

That the Council -

- (1) note that the findings of the bus operators are over a short period of time and do not show long term trends and are skewed by advertising campaigns, ticketing discounts, seasonal factors and emergence from the Covid downturn;

Council Meeting, Tuesday, 16 July 2024

- (2) acknowledge emerging trends in footfall decline with recent studies highlighting significant footfall decline with local businesses especially suffering customer decline and reduced sales;
- (3) acknowledge that the feedback in the form of public petitions and business surveys overwhelmingly rejects the current measures and requests that they are reversed;
- (4) acknowledge the Common Sense Compromise that has been proposed by the business community:
 - Keep the Guild Street bus gates, along with restrictions on Schoolhill and Upperkirkgate
 - Remove the bus gates at the Adelphi and Market Street, allowing access in both directions through Market Street
 - Remove the bus gates on Bridge Street, allowing full access in both directions
 - Remove the right turn ban on Union Terrace
 - Issue a warning rather than a fine to first offenders
 - Use fines to help city-centre businesses via transport initiatives;
- (5) agree that this is a pragmatic compromise that is the minimum requirement for business;
- (6) instruct the Chief Officers of Operations and Strategic Place Planning to use Bus Lane Enforcement monies to investigate the implications of the proposals listed in (4) above, including a legal review of the South College Street funding and financial impact, and report progress back to Full Council within 2 cycles and to keep business groups, the relevant community council and elected members regularly updated on progress; and
- (7) whilst the full review at (6) is undertaken, and in the context of the ongoing construction works on Union Street and around the New Market development, instruct the Chief Officer - Operations, using funding from the General Fund Capital Programme Contingency budget to introduce a TTRO to suspend:
 - the bus gates at the Adelphi and Market Street, allowing access in both directions through Market Street
 - the bus gates on Bridge Street, allowing full access in both directions
 - the right turn ban on Union Terrace

There being a motion and two amendments, the Council first divided between the two amendments.

On a division, there voted:-

For the amendment by Councillor Yuill (21) - Lord Provost; Depute Provost; and Councillors Allard, Alphonse, Bouse, Hazel Cameron, Clark, Cooke, Copland, Cormie, Davidson, Greig, Henrickson, Hutchison, MacGregor, McLellan, Mennie, Nicoll, Radley, van Sweeden and Yuill.

For the amendment by Councillor Brooks (7) - Councillors Boulton, Brooks, Crockett, Kuszniir, McLeod, Massey and Mrs Stewart.

Council Meeting, Tuesday, 16 July 2024

Declined to vote (8) - Councillors Ali, Bonsell, Graham, Lawrence, Macdonald, Malik, Thomson and Watson.

Absent from the division (3) - Councillors Al-Samarai, Farquhar and Grant.

The Council then divided between the motion and the amendment by Councillor Yuill.

On a division, there voted:-

For the motion (10) - Councillors Ali, Bonsell, Crockett, Graham, Lawrence, Macdonald, Malik, Mrs Stewart, Thomson and Watson.

For the amendment by Councillor Yuill (20) - Lord Provost; Depute Provost; and Councillors Allard, Alphonse, Bouse, Hazel Cameron, Clark, Cooke, Copland, Cormie, Davidson, Greig, Henrickson, Hutchison, McLellan, Mennie, Nicoll, Radley, van Sweeden and Yuill.

Declined to vote (5) - Councillors Boulton, Brooks, Kuszniir, McLeod and Massey.

Absent from the division (3) - Councillors Al-Samarai, Farquhar and Grant.

The Council resolved:-

- (i) to adopt the motion; and
- (ii) to note that the Chief Officer - Strategic Place Planning would confirm how much had been spent to date on Aberdeen Rapid Transit.

In terms of Standing Order 32.8, Councillor Mrs Stewart intimated her dissent against the foregoing decision.

- STEVE DELANEY, Depute Provost.

FINANCE AND RESOURCES COMMITTEE

8 MAY 2024

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.

COUNCIL FINANCIAL PERFORMANCE – QUARTER 4, 2023/24 – CORS/24/136

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;
- (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.

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ABERDEEN CITY COUNCIL

COMMITTEE	Finance and Resources Committee
DATE	8 May 2024
EXEMPT	No
CONFIDENTIAL	No
REPORT TITLE	Council Financial Performance – Quarter 4, 2023/24
REPORT NUMBER	CORS/24/138
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 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.

2. RECOMMENDATIONS

That the Committee :-

- 2.1 Note the unaudited final outturn position for financial year 2023/24 as detailed in Appendix 1;
- 2.2 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;
- 2.3 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;
- 2.4 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;
- 2.5 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;
- 2.6 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

- 2.7 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.

3. CURRENT SITUATION

- 3.1 This report focuses on the final financial position for the year to 31 March 2024 for the Council's General Fund, Housing Revenue Account and Common Good.
- 3.2 The actual position for the year is presented in Appendix 1.

4. FINANCIAL IMPLICATIONS

- 4.1 The full year financial position is provided in Appendix 1 to this report and the revenue positions are summarised below:

Revenue	2023/24 Budget £'000	2023/24 Actual £'000	Variance (Under) / Over Budget £'000
General Fund	576,205	576,205	0
HRA	(500)	1,525	2,025
Common Good	0	(1,614)	(1,614)

- 4.2 Appendix 1 also includes a Management Commentary providing information on the 2023/24 financial position, including details of the movement between Reserves.
- 4.3 The capital position can be summarised as follows:

Capital	2023/24 Budget £'000	2023/24 Actual Expenditure £'000	Variance (Under) / Over Budget £'000
General Fund	241,813	110,443	(131,370)
HRA	159,015	124,288	(34,727)

- 4.4 The underspending on Capital is in relation to a wide range of projects, which have been reported on during the course of the year. These figures remain unaudited and are subject to that process being completed. Capital budgets, as appropriate, will be updated to take account of the continuing nature of capital investment projects, and be reprofiled to enable projects to be completed.
- 4.5 As a number of key projects move forward at the start of 2024/25, it is expected that the profile (across individual projects) will require to be revised by viring

approved budget from one project to another. This is because the values against the individual projects had initially been estimated.

4.6 The usable reserves have moved as follows:

Council Usable Reserves	Balance at 31 March 2023 £'000	Balance at 31 March 2024 £'000	Movement £'000
General Fund	(85,928)	(91,279)	(5,351)
HRA	(15,715)	(14,190)	1,525
Statutory & Other	(29,635)	(39,517)	(9,882)

4.7 The General Fund balance and Statutory & Other Reserves have increased during the year, and the HRA has decreased. Appendix 1 also shows the change in the value of earmarked sums during the year. The value of these change due to the nature of the earmarked sum as they are set aside for funding specific projects, and this can influence when the funds are used. Larger earmarked sums include Joint Venture Revaluation Surplus, Covid Grant funding - to be used for a range of purposes, Ukraine refugee funding, there is also money from the Council Tax account to support the development of affordable housing, and the Service Concession Reserve. The uncommitted balance that remains on the General Fund is £12m and is in line with the Council approved Reserves Policy (March 2024).

4.8 The decrease in the HRA is as a result of the operational deficit for 2023/24. The Statutory and Other Usable Reserves include the Capital Fund, Insurance Funds and Capital Receipts Unapplied Account. Transfers have included capital receipts and contributions from revenue.

4.9 At the year end the Council has retained a significant value in usable reserves, and managed the overall budget through a difficult and volatile year. The strength of the reserves position provides the basis for financial resilience required into 2024/25, where funding was approved to support the General Fund budget. The first quarter report and initial forecast for the year will be considered at the Finance and Resources Committee on 7 August 2024.

4.10 The Common Good Cash Balances are as shown in the table below. The cash position has increased from the start of the year due to the surplus in operating activities that has been partially offset by the investment valuation decrease.

Cash Balances	Balance at 31 March 2023 £'000	Balance at 31 March 2024 £'000	Movement £'000
Common Good	(37,384)	(38,998)	(1,614)

5. LEGAL IMPLICATIONS

5.1 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, that have to be taken into account when preparing 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	There is a risk that if the financial resilience of the Council is not maintained that strategic priorities and outcomes have to be compromised in the future.	There is a comprehensive approach to financial management of the council budgets, quarterly reporting, Medium Term Financial Strategy in place to support future planning.	M	Yes
Compliance	There is the risk that the accounts do not comply with legal and accounting legislation.	A year end accounts process is in place to ensure compliance. Annual external audits are undertaken to review the financial transactions and controls. Ongoing internal audits also review specific financial and service data.	L	Yes
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 by Digital and Technology.	L	Yes
Financial	There is the risk that the external audit process	The year end and Annual Accounts have been prepared in the line with accounting	M	Yes

	identifies adjustments that have an impact on the usable reserves.	practice and standards and year end reviews have been carried out to ensure that the final position presented is comprehensive.		
Reputational	There is a risk that through the reduction of expenditure the Council may be criticised that spending is not 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			n/a

8. OUTCOMES

<u>COUNCIL DELIVERY PLAN</u>	
Impact of Report	
Aberdeen City Council Policy Statement	Financial planning, budget setting and resource allocation are all enablers for the delivery of the outcomes and regular performance reviews ensure that the Council's stewardship and financial management are robust.
Regional and City Strategies	The information within this report supports the Strategic Development Plan and Regional Transport Strategy by enabling financial planning, resource allocation and investment.

9. IMPACT ASSESSMENTS

Assessment	Outcome
Integrated Impact Assessment	No assessment required. I confirm this has been discussed and agreed with Jonathan Belford, Chief Officer Finance on 1 May 2024.
Data Protection Impact Assessment	Not required
Other	Not required

10. BACKGROUND PAPERS

None

11. APPENDICES

11.1 Appendix 1 – Financial Position for the Year 2023/24

12. REPORT AUTHOR CONTACT DETAILS

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**FINANCIAL POSITION
FOR THE YEAR 2023/24**

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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 year to 31 March 2024.

It also provides an insight into the challenges we face and how we will address these challenges to provide assurance in relation to our financial stability, thus allowing our citizens to have confidence that we can continue to provide the diverse portfolio of services on which they rely.

Background

The Council maintains a General Fund, for day to day Council operations, and also a Housing Revenue Account, for administering the Council housing stock. These statutory funds both feature revenue and capital expenditure and income, and accounting practice, statutory guidance and the legislation all play a part in determining the financial performance reporting.

The Council is also responsible for the Common Good.

In March 2023 the Council set balanced budgets for financial year 2023/24. This took account of obligations and duties placed upon it by legislation and national priorities alongside local political priorities, and was the sixth budget designed around our commissioning approach and first around the updated Target Operating Model 1.2 (TOM1.2). The financial conditions in which the budget was set remained challenging as continued resource constraint, settlement conditions and funding targeted on specific projects / priorities meant that less money was available to fund the core Council operations that it had in place. Savings and efficiencies were a familiar and ever-present requirement in setting the budget and pressures did not reduce during the year requiring the strong financial management the Council has demonstrated.

Since the budget was approved in March 2024 there have been significant changes to the financial environment. The enduring implications of the pandemic placed pressure on achieving service income targets, while the additional demand to meet the needs of an increasing population, particularly in respect of education services, was a direct consequence of resettlement schemes to support over 1,300 Ukrainians and Afghans during 2023/24, at the same time as an increased number of families in the city following admission to the city Universities. The continued high cost of energy has affected almost all the Council's services and inflation has remained at high levels throughout much of the year, only to fall below 4% in the final quarter of the year. This has impacted the costs of supplies and services, fuel and energy.

The cost of borrowing rose to a peak in December 2022 but remained well above the levels experienced over the last decade or more, added to the challenges of inflation and supply chain issues in construction projects it has pushed up the costs of individual projects. For many projects the capital budget has had to be revised upwards during the course of the year.

The cost of new borrowing has remained higher than recent years and with construction inflation too at high levels, the Council should expect the cost of future capital investment to rise substantially for both the General Fund and the Housing Revenue Account.

A multi-billion pound Balance Sheet supported continued capital investment in the city and the strength of the balance sheet remains a key feature of the Council's financial resilience framework to support its sustainability, and also to support its regulatory requirements of

maintaining its credit rating, following the issue of bonds on the London Stock Exchange (LSE) in 2016.

The Housing Revenue Account budgets were set based on a rent increase of 4% for 2023/24 following a rent freeze for two years (2021/22 and 2022/23) and ongoing pressure from housing waiting lists, which underpinned a commitment to build 2,000 new council homes.

The Common Good budget was set using the investment returns from the land, property and cash held. Additional income was forecast from a new investment of Common Good cash balances with an external fund manager, which was approved by the Council in March 2021. A distribution of approximately £4m for the year covered a range of Council run and externally organised projects and activities.

Financial Performance Reporting and Annual Accounts

This is the final quarterly financial performance report for 2023/24 which meets the requirements of the Council and of the LSE, and provides financial transparency for citizens of the City and beyond.

Having reached the end of the financial year the Council has delivered on its early reporting commitment for each quarter and has again worked to a faster closedown, and early production of the Council's unaudited Annual Accounts, that will be presented to Audit, Risk and Scrutiny Committee on 9 May 2024. This enables the external audit to start earlier than would ordinarily be the case. This has continued to be a challenging task, especially given the impact of the scarcity of resources in key areas and the substantial funding streams that continued to be distributed until the year end. To achieve this there has been a focus on ensuring that robust procedures and deadlines were in place and communicated early to staff. The process commenced with the issue of year end instructions in November 2023 and officers are working with the auditors to present reports and audited Annual Accounts by 27 June 2024.

2023/24 Financial Position

• General Fund Revenue

The Council has achieved a balanced budget for 2023/24, this is shown in the table presented on page 7. The statutory guidance provided by the Scottish Government to reprofile the accounting treatment of the service concession payments has been implemented as approved in the budget.

While a balanced operational budget was achieved there were variances, as highlighted throughout the year, explanations are provided below (from page 8) for the key variances from budget.

The financial position takes into account the need for the Council to earmark certain sums that are recommended to be earmarked for use in future years, as required by statute or having arisen from unspent/received in advance grant funding. In the Quarter 3 report the forecast outturn of a balanced budget included the use of earmarked reserves, it has been possible to release the uncommitted contingencies within the General Fund budget to avoid the need to drawdown those earmarked reserves. Further information on reserves and earmarked sums is included in pages 20-21.

• **Housing Revenue Account**

The HRA delivered a deficit of £1.525m for the year and made no contribution to capital from revenue. There has been significant spending on Repairs and Maintenance this year with the impact of inflation and pay awards being particularly prevalent. In addition the cost of having more void properties resulted in lost rental income and additional council tax payments. The deficit will be funded by the HRA uncommitted reserve. A summary of the HRA is shown on page 12.

• **General Fund Capital**

The final position on the General Fund capital programme is provided on page 13, with the final spend for 2023/24 reflecting interim valuations for projects that were on site at 31 March 2024. An underspend has been forecast throughout the year due mainly to a wide range of factors affecting the construction supply chain. Differences between actual spend and forecast outturn will result in a realignment of budgets in Quarter 1, 2024/25.

The capital programme has been funded through a number of project specific grants and contributions, the use of reserves, general Scottish Government capital grant, with the difference being funded by borrowing.

• **Housing Capital**

The final position on the Housing capital programme is provided on page 15, including key project indicators and financial details. The decision was taken by Council to pause, retender and delay some of the new housing sites due to the financial environment. The capital programme has been funded predominantly through borrowing and, for a fourth year in a row, grant funding to support the new homes programme.

• **Reserves**

Having reached the end of the financial year and as in previous years, a review of the overall position for both revenue and capital, in the context of the Council's Balance Sheet and Reserves Policy has been undertaken and action taken to ensure the Council is suitably prepared for future revenue and capital investment purposes. This has included taking account of the decisions that were made by the Council at the budget setting meeting for financial year 2024/25.

This review has taken cognisance of the impact of adjustments required to ensure compliance with accounting standards, applying new standards and including making judgements and estimates to ensure that the unaudited Annual Accounts represent a true and fair view of the Council finances.

Year-end adjustments consider the implications of certain conditions such as the statutory provisions of the Capital Fund, HRA, statutory guidance in relation to the Loans Fund, Voluntary Severance / Early Retirement costs and transactions required across the Group.

In certain circumstances, funds are required to be earmarked for use in future years. This can be to fulfil statutory obligations or where funding has been received but not yet been spent. The

most significant of these at the end of 2023/24 were the Service Concession Reserve, Bus Lane Enforcement funds, Joint Venture revaluation surplus, reserves approved for use in 2024/25 Budget and Council Tax second/long term empty homes (affordable homes) income. The Council is able to earmark General Fund reserves for purposes that it determines, a significant example is the commitment to the Transformation Fund.

As agreed by the Council, 6 March 2024, a large part of the Service Concession Reserve funding has been utilised towards the General Fund Capital Programme, and further monies allocated towards the General Fund approved as part of the 2023/24 budget. This is reflected in the General Fund Reserve.

The review of reserves is reflected in the table below that summarise the Council's Usable Reserves at the start and end of 2023/24, and is also shown in more detail in the Reserves section on page 20.

The uncommitted reserves have been maintained at the recommended minimum of £12m, in compliance with the Council approved Reserves 2024 policy.

Subject to any findings and/or adjustments arising from the audit of the Annual Accounts it is requested that committee approve the sums shown on pages 20 and 21 as transfers to and from earmarked reserves.

31 March 2023 £'000	Usable Reserves	31 March 2024 £'000
(85,928)	General Fund	(91,279)
(15,715)	Housing Revenue Account	(14,190)
(29,635)	Statutory and Other Reserves	(39,517)
(131,278)	Total Usable Reserves	(144,986)

• Common Good

The year end position shows an operational surplus of £1.814m, and details are provided on page 20. This underspend was achieved through increased investment income, generated from the long-term multi-asset income fund investment with Fidelity, cash on deposit with the Council loans fund and investment income received from the Lands of Skene and Lands of Torry Charitable Trusts, after taking account of budgeted and one-off costs. The value of the underlying investment with Fidelity fell by £2.453m during the year resulting in an additional charge to the Common Good. All of this means the Common Good has increased cash balances at 31 March 2024 of £1.614m compared to the value budgeted.

Conclusion

This has been, financially an extremely challenging year with costs rising alongside demand for our services, while service income in places has not reached the levels expected. The Council has responded to the challenges by keeping spending to a minimum wherever possible, whilst recognising the huge demand and cost increases that have been managed, including rising school rolls from the influx of families to the city

Active management of the capital programmes has meant that capital investment expenditure was substantially lower than budgeted in both the General Fund and Housing Programmes despite the ongoing restrictions on construction sites and supply chain volatility. The decisions taken in August 2022 to pause, retender, defer and stop some of the approved projects has made a positive impact on spending and borrowing requirements in 2023/24. That said, during the year construction activity has progressed on a wide range of capital projects with a number being completed during the year, including the Energy from Waste facility and the South College Street Junctions improvement (Phase 1), and more new build housing was handed over.

Throughout, the overall financial performance of the Council reflects strong financial management and timely and transparent reporting of the quarterly position and full year position.

General Fund Revenue

Notes	As at 31 March 2024	Budget 2023/24	Actuals 2023/24	Variance (Actual - Budget)	to Statutory Funds	to Earmarked Reserves	from Earmarked Reserves	Q4 Variance after earmarking
		£000s	£000s	£000s	£000s	£000s	£000s	£000s
1	Children & Family Services	240,568	255,569	15,001		997	(421)	15,577
2	Resources	58,835	57,735	(1,101)		3,116		2,015
3	Customer	47,068	44,447	(2,621)		166		(2,455)
4	Commissioning	20,141	22,176	2,035		0		2,035
5	Integrated Joint Board	121,483	121,483	0				0
	Total Functions Budget	488,096	501,410	13,314	0	4,279	(421)	17,172
6	Miscellaneous Services	74,458	61,818	(12,641)	5,640	74		(6,927)
7	Contingencies	10,150	(4,194)	(14,344)	900	5,627		(7,817)
8	Council Expenses	1,549	1,421	(129)				(129)
9	Joint Boards	1,952	1,844	(108)				(108)
	Total Corporate Budgets	88,109	60,889	(27,221)	6,540	5,701	0	(14,980)
10	Non Domestic Rates	(257,797)	(257,378)	420				420
11	General Revenue Grant	(165,778)	(166,897)	(1,119)				(1,119)
	Government Support	(423,575)	(424,275)	(700)	0	0	0	(700)
12	Council Tax	(137,908)	(141,475)	(3,566)		1,981		(1,585)
	Local Taxation	(137,908)	(141,475)	(3,566)	0	1,981	0	(1,585)
13	Contribution from Reserves	(14,722)	0	14,722			(14,629)	93
	Contribution from Reserves	(14,722)	0	14,722	0	0	(14,629)	93
14	Deficit/Surplus	0	(3,451)	(3,451)	6,540	11,961	(15,050)	0
15	Contribution to Statutory Funds	0	6,540	6,540				
16	Contribution from Earmarked Reserves	0	(15,050)	(15,050)				
16	Contribution to Earmarked Reserves	0	11,961	11,961				
17	Deficit/(Surplus) after movement in Earmarked Reserves and Statutory Funds	0	0	0				

Notes

It should be noted that the full year budgets reflected above differ from those set by Council in March 2023 for a number of reasons. It is normal practice during the year to make changes as variations are identified or additional funding is provided. The main changes in services relate to the allocation of inflation provisions for pay and procurement, staff vacancies and savings arising from changes to the staffing establishment as a result of voluntary severance/early retirement which were held within contingencies at the time the budget was set.

1. Children & Family Services is the largest function within Aberdeen City Council with responsibility for delivering key statutory and frontline services to children and young people, adults, families and communities of Aberdeen. This includes the delivery of early years, primary, secondary, special education and children's social work services.

A number of areas of pressure were highlighted throughout the year which have impacted on the final position for the service as follows:

- For Education the service is managing a substantial increase in children that have arrived in the city. This continues to be driven by two 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, and secondly the number of children (and families) in the city seeking refuge from Ukraine.
- Also, within Education there are increased costs of the 3R's Schools unitary charge due to the inflationary uplift (£658k) and long-term absence spend (£1.385m) was over budget for 2023/24.
- Early Years did not achieve the budgeted income from Cross Boundary Charging, a shortfall of £1.276m this is due to the difference in the number of children between local authority areas not being as significant as anticipated.
- Increased spend on Out of Authority Placements (£2.738m), spend was also higher than the previous year due to both a small increase in placements and an average contract price increase of 4.34% plus Kinship care costs (£573k) that have in part been offset by under spends in payments to private organisations by the fostering team of £1.065m.

Cost pressures were mitigated as far as possible by underspends and cost reductions in other areas of the service.

2. Resources is responsible for the financial planning, monitoring and reporting of the Council. They manage the development of design and delivery of all strands of capital including the city centre masterplan, the schools estates strategy, roads infrastructure and housing. The Corporate Landlord cluster is responsible for the commercial and non-commercial land and property assets, facilities management and council housing stock management. This function is also responsible for operational services such as waste collection and disposal, facilities management, fleet, building services, environmental services and roads and related infrastructure.

- Primarily the outturn for 2023/24 was affected by an under recovery of income within Commercial Property Trading Account (£5.69m). There continues to be challenging market conditions for the leasing of property in the City and with facilities, including P&J

Live, Marischal Square, and hotels achieving well below expected levels, such that the budget values during the year have not been met.

- Spend of £1.85m for hard facilities management (property repairs) was incurred by the service due to the price of materials and labour, despite 'wind and water tight' criteria continuing to be applied.
- Car Parking income was severely affected by the pandemic in each of the last 3 years, in 2023/24 total budgeted income was achieved, but this was largely due to fines being over recovered by £1.3m.
- Roads was impacted by winter maintenance costs which are ultimately covered by the Council's contingency budget (part of the Corporate budgets) while the pay award being greater than expected but fundamentally was agreed late in the year resulted in missed opportunities to recover some of the cost incurred.
- Capital cluster was £2.5m underspent, as a result of lower staffing costs and consultants fees and an over recovery of fee income.

3. Customer is responsible for managing all internal and external customer contact. It brings together housing, libraries, community learning and community safety to support the development of sustainable communities and enable individuals to manage their own lives. Data and Insight also sits within Customer, they are responsible for identifying social, economic and digital trends of the city in the future and how the Council meets these needs. The revenues and benefits teams handling key income streams for the Council, such as Council Tax and Non-Domestic Rates and process approximately £36m of housing benefit payments. There is a focus on creating digital services for customers that are easy to use and improving access to services. It is responsible for providing external communications, advice and support to ensure effective communications with external audiences, and to promote the reputation of the Council. This function is also responsible for the selection, retention and development of the Council's staff.

- As referenced in previous reports, 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, the overspend is £1.62m however this has been mitigated by underspends across the other aspects of the Housing Support service.
- Other savings achieved included training £370k, City Wardens £462k and Localities £115k.
- The Customer Experience cluster was £1.185m underspent, this mainly related to an underspend on staffing and an over recovery of income, mainly recharges.

4. Commissioning is responsible for both commissioning and procuring the best service/partner to deliver the agreed outcomes. City Growth represents the Council and the City of Aberdeen on local, regional, national and international stages with key responsibilities for outward trade, a diverse employability and skills base, and a focus on tourism, culture and the development of a city events programme. Strategic Place Planning focus is to enable, facilitate and deliver place planning for the City which includes all of the transport, environment, housing, building, planning (which includes community planning) and digital initiatives that will help to deliver major infrastructure projects. Governance includes Legal Services, Democratic Services, Audit, Policy, Emergency Planning and Corporate Health & Safety. Commercial and Procurement drives the shared service with Aberdeenshire and the Highland Councils, and this function is also responsible for managing and monitoring the service-level agreements with the Council's Arm's Length External Organisations (ALEOs).

- Challenges in 2023/24 included museums, galleries and archives reporting a £614k overspend, although there was an over recovery of income it did not match the level of increased costs.
- The Beach Ballroom are overspent which consists of both an overspend on staff and under recovery of income whilst supplies & services were underspent.
- Strategic Place Planning have been affected by market conditions which has seen an under recovery in building application fees of £415k however planning applications did achieve their budgeted income this year.

5. Integration Joint Board (IJB) / Adult Social Care is responsible for the provision of health and social care services to adults, with the expenditure incurred being on services which the IJB has directed the Council to deliver on its behalf such as the provision of care to the elderly, support to adults with support needs and criminal justice services.

The Integrated Joint Board is funded by the Council and NHS Grampian and the cost of services delivered by the Council is significantly more than the Council contributes, resulting from the funding being allocated through the NHS financial settlement in prior years for Social Care services and demands. This means that there is funding allocated by the IJB to the Council that has come from the NHS Grampian contribution to the IJB.

The cost pressures around demand and need, particularly in relation to reducing delayed discharges from hospital, supporting complex needs and accommodation for those with learning disabilities and needs led home care and accommodation for mental health and also substance misuse client, were managed by the IJB during the year and are met by IJB funds.

In 2023/24 there was an overspend on the Health and Social Care Partnership budget which was funded from IJB reserves.

6. Miscellaneous Services includes capital financing costs, the cost of repaying the borrowing required in the past for General Fund Capital Programme investment, audit costs and the provision for doubtful debts.

Capital Financing Costs is the most significant budget within Miscellaneous Services, and includes the impact of accounting requirements in relation to the Council's Bond Issue, and the annual changes in the level of external borrowing.

The actual charges for 2023/24 take account of the approved treasury and investment policy that delivers a prudent approach to capital financing, and the interest rate applicable to the debt. The significantly reduced capital expenditure in 2022/23 and 2023/24 assisted to reduce costs in 2023/24, with a transfer of money being made to the Capital Fund to fund capital expenditure that has been delayed.

The provision for doubtful debt was on budget for 2023/24, and continues to take action to reduce the non-collection of debts and to return to budget of pre-pandemic levels, which has been made more difficult by the cost of living crisis.

Annually the Council must make financial provision for circumstances that might arise from current operations and a full review has been carried out and suitable provisions made where there is likelihood of the event happening and there is the ability to estimate a value. The miscellaneous services budgets reflects the impact of the review and if the matter is less likely and the value cannot be estimated then these have been included in contingent liabilities.

7. Contingencies hold budgets that enable the Council to plan and address known/expected costs in-year without relying on the Usable Reserves held by the Council.

The value of contingencies not needed in the year – after covering costs such as additional winter maintenance costs, provided a positive variance for the overall Council position, and enabled the Council to retain reserves, which at Quarter 3 had been forecast to be needed to balance the budget.

8. Council Expenses this represents the cost of councillors. While it is not showing a significant variance, there has been less expenditure on travel during the year.

9. Joint Boards represents the amount requisitioned by Grampian Valuation Joint Board which is known during the year, the underspend was created as the Board agreed in Quarter 4 to refund the 2022/23 surplus to the three Councils.

10. Non-Domestic Rates this is the value guaranteed by the Scottish Government rather than the value collected by the Council, as this in line with the accounting practice. The cost to the council being the value of discretionary relief that is shared between the Scottish Government and the Council. The variance shown is due to the deduction of charity relief due by the Council for 2023/24.

11. General Revenue Grant in line with the Scottish Government Finance Circular which has been redetermined at the year end and funding paid in relation to announcements during the year. The total value is higher than had been budgeted due to an additional award received during the year that had not been identified as part of the budget.

12. Council Tax this takes account of the total value of council tax for the year, along with any adjustments for prior years that have to be accounted for. The total value is higher than had been budgeted, as collection rates were higher than anticipated.

From the value of Council Tax collected a sum (£1.981m) must be set aside for the purpose of funding affordable housing projects. This is then added to the earmarked sum in the General Fund Reserve.

13. Contribution from reserves this represents the sum of funding to be received from reserves to reflect a balanced budget approved at Council on 1 March 2023 and updated to take account of additional funding released from earmarked reserves. This also captures the funding (£10m) that was paid by Scottish Government as capital funding in 2023/24 that has been converted to revenue to support the funding of the pay award.

14. General Fund Deficit/(Surplus) before adjustments is the value of all expenditure and income incurred during the year that compares to budget. This is before the transfer of monies to Statutory Funds, and the transfer of funds to and from the General Fund Earmarked Reserves.

15. Contributions to Statutory Funds this represents the total value of sums transferred to funds such as the Capital Fund and Insurance Fund, which are reviewed annually to ensure appropriate value is retained at year end. In 2023/24 £5.640m was transferred to the Capital Fund, and £0.9m was transferred to the Insurance Fund.

16. Contributions to/from Earmarked Reserves are the values that have been used during the year, or are to be set aside for future years and are reviewed annually with reference to statutory and regulatory requirements, Council commitments and policy. Further information is included about which Earmarked Reserves are affected on page 21.
17. Deficit/(Surplus) after movement in Earmarked and Statutory Funds shows the overall operational position for the General Fund for the year, being a balanced budget.

Housing Revenue Account

The Housing Revenue Account (HRA) is responsible for the provision of council housing to over 20,000 households with the most significant areas of expenditure being on repairs and maintenance and the capital financing costs for debt borrowed to fund capital investment in the housing stock. This is a ring fenced account such that its costs must be met by tenants' rental income.

Housing Revenue Account As at 31 March 2024		Budget 2023/24	Actuals 2023/24	Variance
		£000s	£000s	£000s
(Surplus)/Deficit from Income & Expenditure		(500)	1,525	2,025

The HRA was in deficit for the year, against a budgeted surplus. There were variances during the year that together contributed to the deficit, which included higher spend on Repairs and Maintenance this took account of both response, planned and void repairs. Following the reports to Council of Reinforced Autoclaved Aerated Concrete (RAAC) in council homes a £2m provision was created on the Council Balance Sheet for some of the estimated costs arising from RAAC. In addition void rent loss continues to rise despite an increased level of spend on void repairs.

Due to the continued increase in repairs and maintenance in 2023/24 officers have put in place additional spending controls and will continue to look at other controls and service standards for work carried out to, that may need to be considered during the year. Changes that may be necessary include the frequency of services, the quality of services and the timing of services.

General Fund Capital Programme

As at Period 12 2023/24	2023/24		
	Revised Budget for Year	Actual Expenditure for Year	Actual V Budget
	£'000	£'000	£'000
AECC Programme Board	3,140	0	(3,140)
Asset Management Programme Board	77,357	29,435	(47,922)
Asset Management Programme Board Rolling Programmes	26,604	24,616	(1,988)
City Centre Programme Board	33,723	12,473	(21,250)
Energy & Climate Programme Board	48,234	23,096	(25,138)
Housing and Communities Programme Board	2,801	1,187	(1,614)
Housing and Communities Programme Board Rolling Programmes	754	657	(97)
Transportation Programme Board	21,936	9,484	(12,452)
Transportation Programme Board Rolling Programmes	1,335	1,335	0
Strategic Asset & Capital Plan Board	22,028	3,929	(18,099)
Strategic Asset & Capital Plan Board Rolling Programmes	3,901	3,959	58
Developer Obligation Projects & Asset Disposals	0	272	272
Total Expenditure	241,813	110,443	(131,370)
Capital Funding:			
Income for Specific Projects	(78,040)	(36,580)	41,459
Developer Contributions	0	(252)	(252)
Capital Grant	(26,038)	(19,801)	6,237
Other Income e.g. Borrowing	(137,735)	(53,809)	83,926
Total Income	(241,813)	(110,443)	131,370

The supply chain disruption which began during the Covid-19 Pandemic continued in 2023/24 and is reflected in the total £110 million investment recorded for the Capital Programme for the year. The Construction Industry continued to experience shortages of products, raw materials, staffing and logistical support across the UK, compounded by the largest increase in energy prices seen in recent years. The Red Sea disruption also exacerbated supply chain issues for some commodities.

Despite the continued and emerging challenges faced this year, progress was made on a range of projects;

- The Energy from Waste (EfW) facility achieved its Acceptance Certificate on 12 December 2023, and formally moved into the 20 year Services (operations) phase of the contract. This was a project being carried out in collaboration with Aberdeenshire and Moray Councils, to avoid waste being sent to landfill in future and use those resources for the production of electricity, and heat for the Torry Heat Network.
- South College Street Junction Improvements (Phase 1) as at the start of July 2023 all project roads and junctions reopened. The works are now complete with additional lanes on Palmerston Place and South College Street between its junctions with Wellington Place and Riverside Drive fully operational. The new North Esplanade West/ Palmerston Place junction is also in use.
- Construction commenced on the new North East Scotland Shared Mortuary in Aberdeen, a multi-agency project with local public sector partners in 2022/23. The project is currently expected to be complete in late Autumn/Winter 2024/25. The operating agreement between Partners is currently being drafted.

- Tillydrone Cruyff Court works have progressed with a completion date of Spring 2024 this is dependent on weather conditions for surfacing works..
- Work commenced on the Tolbooth roof and parapet works (Condition & Suitability Programme) in June 2023 with completion planned for Autumn 2024 however this is likely to be delayed due to the additional works being required as new areas of dilapidation are uncovered. This is typical with repairs works to the external fabric of a 17th century building
- The Council continued its commitment to its New Schools and Early Learning programmes. Greyhope School & Community Hub was completed in October 2023, Works on the Tillydrone Primary School (New Riverbank Primary School) is progressing on site despite some delays due to the weather. Bucksburn Temporary Accommodation is now in operation.
- The Council on 6 March 2024 renewed their commitment to the School Estate Plan, based on need and condition, and the commitment to build a new Hazlehead Academy, the building of a new school building for Riverbank Primary, create a refurbished and expanded home for St Peter's Primary and investment in Victorian school buildings.
- Design development work has continued across a portfolio of projects in and around the city centre and Financial Close is expected to be concluded soon with regard to the New Market, Union Street Central and Beach Phase A projects.

Ongoing scrutiny and monitoring is reported to the Finance and Resources Committee.

Housing Capital Programme

Housing Capital Programmes	Approved Budget	Expenditure to date	Variance from revised budget
As at 31 March 2024	£'000	£'000	£'000
Compliant with the tolerable standard	1,816	1,731	(85)
Free from Serious Disrepair	17,694	10,577	(7,117)
Energy Efficient	15,094	8,778	(6,316)
Modern Facilities & Services	15,268	11,132	(4,136)
Healthy, Safe and Secure	7,112	7,022	(90)
<i>Non Scottish Housing Quality Standards</i>			
Community Plan and Local Outcome Improvement Plan	9,648	10,980	1,332
Service Expenditure	7,544	494	(7,050)
2000 New Homes Programme	93,439	73,574	(19,865)
			-
less 11% slippage	(8,600)	-	8,600
Net Programme	159,015	124,288	(34,727)

Capital Funding			
Borrowing	(127,078)	(98,456)	28,622
Other Income - Grants Affordable Homes etc	(21,000)	(25,832)	(4,832)
Capital Funded from Current Revenue	(10,937)	0	10,937
Total	(159,015)	(124,288)	34,727

As detailed above in the General Fund Capital programme the Housing Capital programme experienced similar issues from the resulting supply chain challenges including delays and price increases.

Progress has been delayed in areas which involve mixed ownership within Free from Serious Disrepair such as structural improvements within the multi storeys and flat roofs (multis and general). Prioritisation of work on voids has continued which has shifted resources from capital to revenue works during the year. This has resulted in lower than budgeted spend on heating system replacement, kitchens and bathrooms, and the programme which wasn't delivered in 2023/24 has been rolled forward into 2024/25.

The 2,000 new homes programme is progressing well with further homes at the Tillydrone, Cloverhill and Summerhill sites being handed over to the Council in 2023/24. The programme in 2023/24 has included developer led projects such as Cloverhill in Bridge of Don, Council led projects such as Kaimhill, Tillydrone and Summerhill with work on Craighill and Kincorth currently being suspended, and buying former Council Homes. Grant funding of £18m was received from the Scottish Government for the Haudagain, Cloverhill, Uranian Voids and Clinterty redevelopment.

Prudential Indicators

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.

	Capital Expenditure						
	2022/23 £'000 Actual	2023/24 £'000 Actual	2024/25 £'000 Estimate	2025/26 £'000 Estimate	2026/27 £'000 Estimate	2027/28 £'000 Estimate	2028/29 £'000 Estimate
Gen Fund	128,126	108,451	253,728	210,924	159,991	108,005	81,636
HRA	114,447	124,288	123,050	119,592	97,780	72,752	74,105

	Ratio of Financing Costs to Net Revenue Stream						
	2022/23 Actual	2023/24 Estimate	2024/25 Estimate	2025/26 Estimate	2026/27 Estimate	2027/28 Estimate	2028/29 Estimate
Gen Fund	6.9%	9.6%	10.1%	11.1%	12.4%	13.4%	13.9%
HRA	10.7%	16.1%	18.6%	22.9%	26.1%	26.5%	27.6%

	Capital Financing Requirement						
	2022/23 £'000 Actual	2023/24 £'000 Estimate	2024/25 £'000 Estimate	2025/26 £'000 Estimate	2026/27 £'000 Estimate	2027/28 £'000 Estimate	2028/29 £'000 Estimate
Gen Fund	1,258,748	1,257,209	1,433,717	1,591,232	1,693,674	1,743,511	1,769,856
HRA	366,911	458,253	550,939	643,079	727,084	789,053	851,696
Total	1,625,659	1,715,462	1,984,656	2,234,311	2,420,758	2,532,564	2,621,522

	Gross Borrowing						
	2022/23 £'000 Actual	2023/24 £'000 Estimate	2024/25 £'000 Estimate	2025/26 £'000 Estimate	2026/27 £'000 Estimate	2027/28 £'000 Estimate	2028/29 £'000 Estimate
Borrowing	1,481,780	1,563,474	1,837,409	2,090,305	2,282,837	2,401,252	2,497,122

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 2023/24, 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					
	2023/24 £'000	2024/25 £'000	2025/26 £'000	2026/27 £'000	2027/28 £'000	2028/29 £'000
Operational Boundary	1,740,624	2,009,818	2,259,473	2,445,920	2,557,726	2,646,714
10% Margin	174,062	200,982	225,947	244,592	255,773	264,671
Total	1,914,686	2,210,800	2,485,420	2,690,512	2,813,499	2,911,385

	Operational Boundary for External Debt					
	2023/24 £'000	2024/25 £'000	2025/26 £'000	2026/27 £'000	2027/28 £'000	2028/29 £'000
Borrowing	1,563,473	1,837,408	2,090,304	2,282,837	2,402,251	2,497,121
Other Long-Term Liabilities	177,151	172,410	169,169	163,084	156,475	149,593
Total	1,740,624	2,009,818	2,259,473	2,445,920	2,557,726	2,646,714

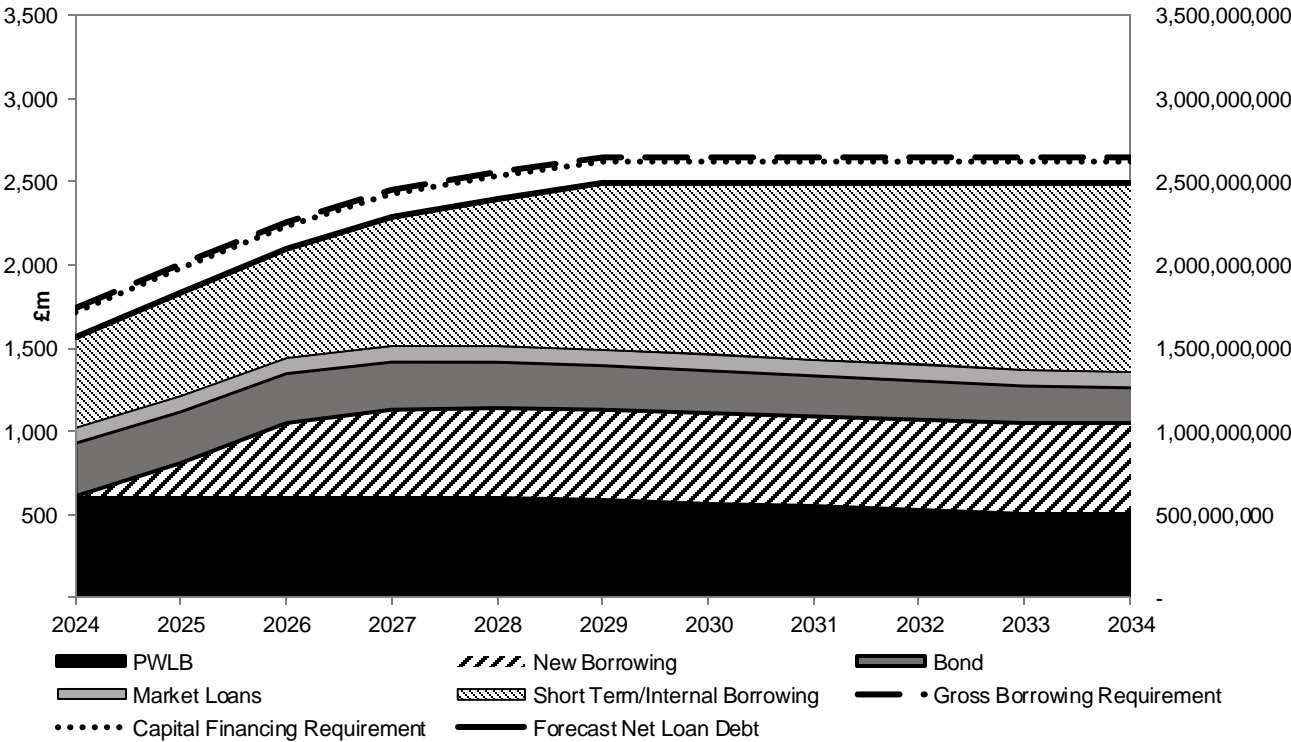
The latest version of the Prudential Code for Capital Finance in Local Authorities introduced a new indicator – the Ratio of Net Income from Commercial and Service Investments to Net Revenue Stream.

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 March 2024	Full Year Budget 2023/24	Actual Expenditure	Variance from Budget
	£'000	£'000	£'000
Recurring Expenditure	4,263	3,969	(294)
Recurring Income	(5,088)	(6,617)	(1,529)
Budget after Recurring Items	(825)	(2,648)	(1,823)
Non Recurring Expenditure	825	835	10
Non Recurring Income	0	(1)	(1)
Net (Income)/Expenditure	(0)	(1,814)	(1,814)
Cash balances as at 1 April 2023	(37,384)	(37,384)	
Net (Income)/Expenditure	(0)	(1,814)	(1,814)
Investment Revaluation (Increase)/Decrease	0	200	200
Net Capital Receipt	0	0	0
			(1,614)
Cash Balances as at 31 March 2024	(37,384)	(38,998)	

The Common Good Fund is showing an operating surplus of £1.814m for the year, a favourable variance from budget for the year to 31 March 2023.

This was due to increased income from investments, being investments with Fidelity, the Council's Loans Fund and the two Charitable Trusts.

Expenditure on a number of one-off projects and activities, where the approved expenditure has not been fully spent will be carried forward as an earmarked reserve to enable works to continue in the next year.

The investment of cash balances in a multi-asset income fund, approved by Council on 10 March 2021 was implemented in 2021/22. The fund manager, Fidelity, was selected as reported in the quarter 1 report and investment of £30m was made during Quarter 2. As an income fund it performed well, with cash received for the period to 31 March 2024 ahead of budgeted levels, producing a positive variance for recurring income.

Seeking increased annual income comes with additional risk and therefore there is volatility in the value of the fund into which the Common Good is invested. The value of the investment may fall as well as rise and should be measured over the medium to long term. With financial markets particularly volatile over the past year the value at the end of Quarter 4 of the Common Good investment fell by £2.453m to £23.945m. This is shown separately in the table above, where either the value of a rise or fall in value must be accounted for annually.

Reserves

General Fund Earmarked Reserves	Balance at 31 March 2023 £'000	Transfers In 2023/24 £'000	Transfers Out 2023/24 £'000	Balance at 31 March 2024 £'000
Devolved Education M'ment (Comm Centres)	(522)	0	0	(522)
Devolved Education M'ment (School Funds)	(274)	0	648	374
Energy Efficiency Fund	(1,275)	(61)	51	(1,285)
Bus Lane Enforcement	(294)	(4,448)	544	(4,198)
Service Concessions Reserve	0	(39,886)	34,629	(5,257)
Property Transfer	(102)	0	0	(102)
Second/Long Term Empty Homes	(10,733)	(1,981)	5,102	(7,612)
De-risk the Council	(5,614)	0	4,347	(1,267)
Transformation Fund	(3,887)	0	688	(3,199)
Repairs & Maintenance Fund	(339)	0	338	(1)
Rapid Rehousing Transition Plan	(270)	0	98	(172)
Co Op Business Development Fund	(75)	0	75	0
ADM - Education	(937)	0	571	(366)
Budgeted Use of Reserves	0	(3,241)	0	(3,241)
Care Experienced Y.P WIFI (CSW)	(13)	0	0	(13)
Neurodevelopment Specification (CSW)	(166)	0	166	0
Tree Works - Storm Damage	(143)	0	143	0
Implem of National Trauma Training Prog	(50)	(50)	50	(50)
Mental Health Recovery & Renewal	(107)	0	0	(107)
Seed Funding - Comm Bens Plan for H2 JV	(663)	0	56	(607)
Whole family wellbeing	(35)	0	30	(5)
FWES Employability	(1,685)	(501)	0	(2,186)
Afghan - Bridging Accomodation	(580)	(166)	0	(746)
Syrian Refugees (UKRS Scheme)	(654)	0	31	(623)
Income from Afghan resettlement scheme	(487)	0	0	(487)
Scottish Child Payment	(27)	0	27	0
Coastal Communities Fund	(134)	(94)	0	(228)
Family Wellbeing (Partnership)	(979)	(947)	455	(1,471)
Counsellors Through Schools	(485)	0	217	(268)
Easter in the City	(59)	0	11	(48)
Recycling and environmental initiatives in schools	(150)	0	0	(150)
Fuel Poverty Assistance Fund	(111)	0	0	(111)
Marischal Square	(1,700)	0	0	(1,700)
Corporate Landlord - Education Security Costs	(61)	0	34	(27)
20mph Road Assessment	(58)	0	58	0
Afghan Funding	(1,458)	0	421	(1,037)
Ukrainian Education Funding	(1,720)	0	1,720	0
Ukrainian Tariff	(13,146)	0	1,125	(12,021)
De Trunking Funding	(7,006)	0	889	(6,117)
Open Data Funding	(42)	0	10	(32)
Joint Venture revaluation surplus	(11,216)	(4,234)	0	(15,450)
Resilience inc. Covid Funding	(6,671)	(2,141)	18	(8,794)
Total General Fund Earmarked Reserves	(73,928)	(57,750)	52,552	(79,126)
Uncommitted General Fund Balance	(12,000)	(153)	0	(12,153)
Total General Fund Balance	(85,928)	(57,903)	52,552	(91,279)

HRA Earmarked Reserves	Balance at 31 March 2023 £'000	Transfers In 2023/24 £'000	Transfers Out 2023/24 £'000	Balance at 31 March 2024 £'000
<i>Projects:</i>				
Housing Repairs	(2,278)	(2,299)	2,278	(2,299)
House Sales - Non Right to buy	(308)			(308)
Support for Budget 2024/25	0	(3,161)		(3,161)
Total HRA Earmarked Reserves	(2,586)	(5,460)	2,278	(5,768)
Uncommitted HRA Balance	(13,128)	0	4,707	(8,421)
Total Housing Revenue Account	(15,714)	(5,460)	6,985	(14,189)
Common Good Reserves	Balance at 31 March 2023 £'000	Transfers In 2023/24 £'000	Transfers Out 2023/24 £'000	Balance at 31 March 2024 £'000
<i>Projects:</i>				
Grove Nursery	(27)			(27)
Culter Playing Fields	(5)			(5)
Smithfield Farm - Roof repairs	(18)			(18)
AWPR Drainage Issues for future issues	(35)			(35)
CPR Training	(4)			(4)
Denis Law Trail	(20)			(20)
Lord Provost Portrait	(10)		5	(5)
Friends of Jacobs Ladder	(4)		1	(3)
Ukraine Refugee Support	(25)		25	0
Winter Clothing Grant	(7)		0	(7)
Torry Development Trust	(3)		3	0
Total Common Good Earmarked Reserves	(158)	0	34	(124)
Total Uncommitted Common Good Balance	(37,226)	(1,648)		(38,874)
Total Common Good	(37,384)	(1,648)	34	(38,998)

AUDIT, RISK AND SCRUTINY COMMITTEE

9 MAY 2024

DECLARATION OF INTEREST

Following the moving of the Motion:-

Councillor Nicoll declared an interest due to the motion making reference to his previous role as Council Leader. He considered that the nature of his interest would require him to leave the meeting prior to consideration of the item. Councillor Clark joined the meeting as his substitute.

PUBLIC SECTOR EQUALITY DUTY - COM/24/005

14. With reference to article 4, resolution (i) and article 8 of the minute of its previous meeting, the Committee had before it a report by the Executive Director of Corporate Services which provided management assurance on the Council's compliance with its statutory duties under the Equality Act 2010, specifically in relation to our Public Sector Equality Duty.

The report recommended:

that the Committee -

- (a) note the management assurance on the controls in place for managing the Council's compliance with the Public Sector Equality Duty; and
- (b) note that the Annual Governance Statement, reported to this Committee as part of the annual accounts audited by Audit Scotland, will assess the effectiveness of our controls in this area, any residual risk and how we manage it, and that this will be reported here in April.

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

that the Committee -

- (1) agree the recommendations contained within the report; and
- (2) agree that the report has not fully explained why the Council was forced to defend itself at the Court of session on library closures and the proposed closure of Bucksburn Pool. Notes that a joint press release went out from Sport Aberdeen and the Council in the name of the leader of Aberdeen City Council stating that Bucksburn Pool was required for an extension to Bucksburn School. This was untrue. All of these factors require to be investigated therefore agree to instruct the Chief Internal Auditor to report back within 2 cycles.

Councillor Allard, seconded by Councillor Radley, moved as an amendment:-

that the Committee approve the recommendations contained within the report.

On a division, there voted:- for the motion (4) – the Convener, the Vice Convener and Councillors Bonsell and Tissera; for the amendment (5) – Councillors Allard, Clark, McLellan, McRae and Radley.

The Committee resolved:-

to adopt the amendment.

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 Bonsell, Houghton and Tissera.

ABERDEEN CITY COUNCIL

COMMITTEE	Audit, Risk and Scrutiny Committee
DATE	12 February 2024
EXEMPT	No
CONFIDENTIAL	No
REPORT TITLE	Public Sector Equality Duty
REPORT NUMBER	COM/24/005
DIRECTOR	Gale Beattie
CHIEF OFFICER	Vikki Cuthbert
REPORT AUTHOR	Vikki Cuthbert
TERMS OF REFERENCE	4.4

1. PURPOSE OF REPORT

To provide management assurance on the Council's compliance with its statutory duties under the Equality Act 2010, specifically in relation to our Public Sector Equality Duty.

2. RECOMMENDATION(S)

That the Committee –

- 2.1 note the management assurance on the controls in place for managing the Council's compliance with the Public Sector Equality Duty; and
- 2.2 note that the Annual Governance Statement, reported to this Committee as part of the annual accounts audited by Audit Scotland, will assess the effectiveness of our controls in this area, any residual risk and how we manage it, and that this will be reported here in April.

3. CURRENT SITUATION

- 3.1 This report responds to the following Convener statement in the Annual Effectiveness Report for this Committee in November 2023:

“I have instructed a management assurance report to the February meeting of the Committee on the Council's compliance with the requirements under the Equalities Act 2010 to meet our Public Sector Equality Duty. It is then the role of our auditors to undertake their own scrutiny through internal and external reports. Together, these will help us to understand the extent of any control weaknesses in relation to the closing of libraries and Bucksburn pool, and provide assurance to that we are transparent about lessons to be learned as a result.”

- 3.2 Local authorities have legal obligations under the Equality Act 2010 relating to the Public Sector Equality Duty (PSED), as part of which they must give due regard to the need to eliminate unlawful discrimination, victimisation and harassment, advance equal opportunity and foster good relations in respect of protected characteristics. They must also assess the equality impact of proposed and revised policies and practices.
- 3.3 For a number of years now, this duty, in regard to decision making, has been evidenced by the Council through the use of Integrated Impact Assessments (IIA). These accompany committee reports which recommend a decision requiring the “due regard” referred to above to be taken into account. Equality impacts, as well as impacts of the UN Convention on the Rights of the Child, Human Rights impacts and socio-economic impacts are all captured with the IIA, although the only requirement with a legislative duty is the equality duty and the socio-economic duty.
- 3.4 More recently, officers have reviewed the measures in place to support members to consider the possible impacts of recommendations on protected characteristics. This has been partly in response to the judicial review of Council decisions following the closure of libraries and Bucksburn Swimming Pool in the 2023 budget process, and ensures that we are satisfied that we are fully compliant with the Public Sector Equality Duty. In addition, it is clear that the financial challenges faced by local authorities place considerable pressure on our ability to deliver the services we are responsible for, the impacts of which must be understood and mitigated for in future annual budget decision making processes.
- 3.5 The Accounts Commission’s 2023 report *Local Government in Scotland: An Overview*, recommends that there is a need to “be open and clear with communities and staff about the need for change, what that means for future service delivery and involve communities in making difficult decisions”. Also, councils “should have a clear plan for strengthening their use of data to understand needs, make decisions and direct resources. This includes equalities data and learning from those with lived experience”. This has sharpened the focus of local authorities in refining the processes which support compliance with the Public Sector Equality Duty.
- 3.6 [Guidance for public authorities](#) has recently been updated by UK Government and replaces guidance from 2010. As well as providing practical advice on how to comply with the duty and how to demonstrate compliance, the guidance provides useful balance on when the duty should be met – including some operational decisions, strategic decisions – and when it is not likely to be required.
- 3.7 A Steering Group was established in July 2023 and chaired by the Interim Chief Officer – Governance (Assurance) to oversee an improvement plan, the primary purpose of which was to ensure that the full impacts of officer recommendations are clear to members at the point of decisions being taken. This would include the mitigations which officers propose to manage any risk of discrimination, victimisation or harassment.

- 3.8 As a Council that adopts a continuous improvement methodology, work to further improve our processes and ensure compliance with our Public Sector Equality Duty is both **structural** - having the right policies, templates and processes in place; and **cultural** – having the right mindsets, training, support and social pressure/expectations for our workforce. So to embed IIA compliance, improve quality of consultation and engagement and improve proposals/decision making, we are following our approved change management methodology.
- 3.9 Following this approach, and accompanying gap analysis, a comprehensive and holistic action plan has been developed and progress has been made at pace since July 2023. The main improvements already put in place over recent months are listed below, amongst others which are planned in the first quarter of 2024:

Cultural Improvements:



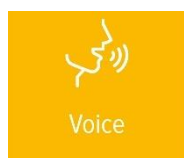
- Chief Officers have been trained in Public Sector Equality Duty by external legal specialists so that they understand the Equality, Diversity & Inclusion agenda and current best practice – and actively champion this within their own cluster and across the organisation.
- A Director hosted the Leadership Forum event for 120 senior leaders across the council to demonstrate corporate leadership of Public Sector Equality Duty.



- New Sharepoint site (Equality, Diversity and Inclusion Hub) has been established for officers and members including resources such as FAQs, worked case studies and guidance on how to engage with people with protected characteristics.
- Improved accessibility to online IIAs for elected members and the public.



- A Leadership Forum event delivered on the importance of the Public Sector Equality Duty and tools and guidance available for officers when developing proposals requiring an IIA.
- Committee Business Planners will prompt report authors well in advance of the drafting of reports as to the requirements for IIAs.

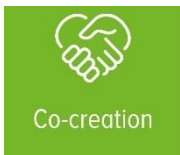


- A Budget Protocol was approved by Council in June 2023 which incorporates the need for stakeholder engagement on budget options as they are developed, with a clear requirement for these to be equality impact assessed from the very outset and updated throughout their development. External legal specialists were consulted in the development of the Protocol.
- Engagement sessions held with stakeholder groups to understand impact of budget options, and possible mitigations.



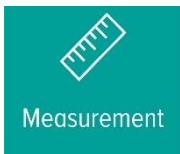
Training

- Self-learning resources developed and available through SharePoint site.
- Equality Ambassadors are identified to support the organisation in learning about protected characteristics groups and the Public Sector Equality Duty.
- Pitstop sessions scheduled for officers to learn more about the importance of and process for, assessing impacts and putting mitigations in place.
- Training for elected members on their responsibilities with PSED.
- We will continue the journey of improvement through training and comms to staff and members, to embed our understanding of these duties in our day-to-day approach to developing policies
- Using digital technology to transform the Integrated Impact Assessment process and governance, using design thinking methodology and co-design approaches.



Co-creation

- Workshops delivered with managers to understand current experience of IIA process. As a result a revised IIA template combining stage 1 and 2 and providing additional links to authors to support them with their assessment, has been effective since 1st January 2024. This will mean that officers need to identify mitigations at the same time as any impacts are identified.



Measurement

- It is intended to introduce a service standard for approval as part of the Council Delivery Plan and this will be monitored by the Performance Board and through the relevant Committee.
- An Equality, Diversity and Inclusion Policy will be presented to Staff Governance Committee in the first half of 2024, including measures for performance.

3.10 The Council was subject to four petitions for judicial reviews in 2023 relative to budget decisions on the closure of six libraries and Bucksburn swimming pool. These petitions have now been withdrawn following on from the consultation exercises undertaken and updated IIAs presented to Council in December. The process of legal challenge has provided valuable learning for us as a Council, and the improvements outlined above address the gaps which led us to judicial review. We will of course continue to monitor our journey. The Council's Annual Governance Statement, being reported as part of the annual accounts, will also assess the effectiveness of our controls in this area and any residual risk and how we manage it. This is scheduled to be reported to this Committee in April, and to a subsequent meeting, at the conclusion of the external audit process carried out by Audit Scotland and presentation of their Annual Audit Report for financial year 2023/24.

4. FINANCIAL IMPLICATIONS

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

4.2 The cost of defending the recent Judicial Reviews in relation to the libraries and Bucksburn Swimming Pool was £30,784 which includes external legal fees,

counsel fees, court outlays, met from contingencies for Council legal costs. Training fees were £624 plus VAT, met from the corporate training budget.

5. LEGAL IMPLICATIONS

- 5.1 The Public Sector Equality duty requires decision-makers to understand and take account of the consequences of their choices, having due regard to the aim of eliminating conduct prohibited by the act, advancing equality of opportunity and fostering good relations. At the same time, the duty is not a rubber stamp. It is a legal requirement. Making decisions without having due regard to the duty can be unlawful.
- 5.2 Responsibility for complying with the general duty falls on the decision-maker. It is therefore essential that the decision-maker is made aware of any work that others have done to comply with the duty.
- 5.3 The activities outlined should mitigate the risk of successful legal challenge against the authority. Provided the Council meets the requirement of “due regard”, including consideration of mitigations, it does not prevent members from making decisions which may impact negatively on some groups with protected characteristic. The Council has other legal duties that need to be met, and a decision that has some impacts can be proportionate, with appropriate mitigations, when balanced against the Councils other legitimate aims such as the duty to balance the budget each year.

6. ENVIRONMENTAL IMPLICATIONS

- 6.1 There are no environmental implications arising from the recommendations in 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	None.			Yes
Compliance	Risk that Equalities and Human Rights Commission can take enforcement action	Improvement plan to improve internal compliance.		Yes

	against the Council.			
Operational	None.			Yes
Financial	Risk that Council will be subject to further Judicial Reviews which incur additional costs.	Improvement plan to ensure robust IIAs are available to inform decision makers.		Yes
Reputational	Risk that the Council is not perceived as undertaking due diligence.	Improvement plan to ensure due diligence.		Yes
Environment / Climate	None.			Yes

8. OUTCOMES

<u>COUNCIL DELIVERY PLAN 2023-2024</u>	
	Impact of Report
Aberdeen City Council Policy Statement <u>Working in Partnership for Aberdeen</u>	<p>The proposals within this report support the delivery of the following aspects of the policy statement:-</p> <ul style="list-style-type: none"> Recognise that citizens and communities – rather than the City Council - are best placed to say what services they require and how these are provided and seek to give greater control over appropriate services and facilities to local communities.

9. IMPACT ASSESSMENTS

Assessment	Outcome
Integrated Impact Assessment	It is confirmed by the Interim Chief Officer – Governance (Assurance) that no Integrated Impact Assessment is required.

Data Protection Impact Assessment	Not required.
Other	None.

10. BACKGROUND PAPERS

10.1 [Public Sector Equality Duty: Guidance for Public Authorities – 18th December 2023](#)

10.2 [Public Sector Equality Duty: specific duties in Scotland | EHRC \(equalityhumanrights.com\)](#)

11. APPENDICES

None.

12. REPORT AUTHOR CONTACT DETAILS

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ANTI-POVERTY AND INEQUALITY COMMITTEE

12 JUNE 2024

The Committee had before it a report prepared by the Locality Manager on Accessing Money Advice Services.

The Executive Director, Corporate Services introduced the report and responded to questions from Members.

The report recommended:-

that the Committee note the recommendations at 3.12 of the report to support the development of access to money advice services in Aberdeen.

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

- (1) Instruct the Executive Director – Corporate Services to bring a report to a future committee to consider with partners the provisions of other advisory services in the city; and
- (2) otherwise approve the recommendation.

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

- (1) agree the recommendation contained within the report;
- (2) agree the SNP gives a whole new meaning to dither, delay and defer given the Committee instructed a report on 30th August 2023, with the report due no later than summer 2024, noting that there are no specific recommendations contained within the report on the actual issues faced by people in poverty in relation to accessing advice services and financial services and the impact this had; on the services available in Aberdeen; on the unmet need; and no specific recommendations for council services and other organisations to address this unmet need; and
- (3) instruct the Executive Director – Corporate Services to bring a report to the next committee detailing exactly what was asked for on 30 August 2023 in order to give confidence to those who may need help in this matter.

On a division, there voted:- for the motion (5) – the Convener, and Councillors Davidson, Henrickson, Hutchison and Mennie; for the amendment (4) – Councillors Brooks, Kusznr, Tissera and Watson.

The Committee resolved:-

to adopt the motion.

In terms of Standing Order 34.1, Councillor Kusznr intimated that he would like this matter to be referred to Full Council. Councillor Kusznr was supported by Councillors Brooks, Tissera and Watson.

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ABERDEEN CITY COUNCIL

COMMITTEE	Anti-Poverty and Inequality
DATE	12 June 2024
EXEMPT	No
CONFIDENTIAL	No
REPORT TITLE	Accessing Money Advice Services
REPORT NUMBER	CORS/24/149
EXECUTIVE DIRECTOR	Andy MacDonald
CHIEF OFFICER	-
REPORT AUTHOR	Paul Tytler
TERMS OF REFERENCE	1.12

1. PURPOSE OF REPORT

- 1.1 This report presents to the Committee work undertaken to determine issues faced by people in poverty in relation to accessing advice services and financial services, and to make recommendations on how that might be improved.

2. RECOMMENDATIONS

That the Committee:-

- 2.1 Note the recommendations at 3.12 to support the development of access to money advice services in Aberdeen.

3. CURRENT SITUATION

- 3.1 On 30 August 2023, the Committee resolved: to instruct the Chief Officer - Early Intervention and Community Empowerment, in partnership with the External Advisers, to report back to a future meeting of the Committee, no later than summer 2024, on the issues faced by people in poverty in relation to accessing advice services and financial services and the impact this had; on the services available in Aberdeen; on the unmet need; and specific recommendations for council services and other organisations to address this unmet need.
- 3.2 An initial meeting was held on 15 November 2023 with key advice providers in the City – Citizen's Advice Bureau, CFINE's SAFE team, Grampian Housing Association's SMART team and the Council's Financial Inclusion Team. Christians Against Poverty (CAP), a nationally funded advice service but with support staff based in Aberdeen, joined subsequent meetings of the group. The student led legal projects at both universities were invited to participate or contribute but were unable to do so.
- 3.3 The scope of the exercise was determined as:
- City-wide access to advice services
 - Assessing the extent of unmet need

- The potential for developing a place-based approach and working more collaboratively
- The impact of national services
- The role of community services providing first line advice and support

The scope included consideration of data that might be available around caseload levels, demand and waiting lists, targeting of the six priority groups of families at risk of child poverty and people presenting as homeless.

3.4 The initial meeting highlighted the following issues for further development:

- Some providers do have waiting lists, ranging from 2-3 weeks to 5-6 weeks (although initial triage will prioritise urgent need);
- There is a range of community-based outreach delivery that would benefit from being mapped more clearly;
- A number of providers use AdvicePro, which is a web-based case management system developed specifically for advice organisations, capturing client personal and socio-economic details and casework information. It's use is a requirement of bidding for Scottish Government funding. There is scope for improvements among providers including online referral forms and wider use of digital signatures to improve efficiency;
- Develop understanding of the reasons people don't engage and stop engaging with money advice provision;
- Support for first line advice services in use of eg benefit checkers;
- Review promotion of services and engagement with customers;
- Explore opportunities for Scottish Government [debt advice levy funding](#)

Place based approach

3.5 Developing a place-based approach to debt advice provision will involve tailoring debt advice and support services to specific geographical areas or communities. This approach recognises that different locations may have unique socio-economic characteristics, which can influence the types of debt issues individuals face and the resources available to help them. The key elements and benefits of a place-based approach to debt advice provision are:

- **Understanding Local Needs:** By developing better data, money and debt advisors will better understand prevalent debt issues within a community. This understanding helps in developing targeted interventions and support services.
- **Community groups:** Collaborating with community groups and third sector organisations will strengthen the effectiveness of debt advice provision, enabling more comprehensive support networks and outreach work, including financial education
- **Tailored Services:** Customising debt advice services to align with the specific needs and challenges of a community will help increase engagement.

- Community Engagement: Engaging with local residents through outreach work can increase awareness about debt management and available support services. This will help encourage individuals to seek assistance.
- Data: developing better data will help in identifying trends and patterns related to debt issues within a particular area. This information will ensure effective targeting of resources and tailoring of interventions. The development of local data

Access to advice services

- 3.6 There is no readily accessible information on accessing money and advice services in Aberdeen. The mapping of services is in development with an initial list of services on the [ACC Website](#). Providers are further developing the list and this will develop an interactive map. Consideration is being given to integrating this with other available maps for emergency food, free period products and warm spaces.
- 3.7 The Scottish Government have allocated £1.3m funding for the development of [advice in accessible settings](#) managed through Advice UK. The funds were announced on 18 April 2024, with a submission deadline of 30 April. Through the working group, CFINE led a bid with support from the Council's Financial Inclusion Team and Grampian Housing Association for funding to support the development of case management systems and the further development of outreach services. The bid was approved on 10 May 2024 and will deliver the following:
- Health settings will include outreach at the NHS Grampian Vaccination Hub, which CFINE already has a presence at, and build on existing relationships at Royal Aberdeen Children's Hospital where emergency food parcels are provided.
 - Community settings will include outreach sessions at local charities and community organisations including community and family centres. These sessions will focus on the priority areas within Aberdeen, ensuring that disadvantaged and vulnerable individuals can access support locally

Unmet Need

- 3.8 The assessment of unmet need is challenging, as [research](#) by the Scottish Government in 2018 highlighted. The UK [Money and Pensions Service](#) publish an annual [Need for Debt Advice](#) survey at local authority level. The 2022 survey, published in October 2023, showed that 16.47% of people in Aberdeen had a need for debt advice.
- 3.9 Some local providers do have waiting lists, at times ranging up to six weeks. However, initial triage of applications prioritises urgent cases. There are opportunities to improve this through the development of a place-based approach explained above.

National Providers

- 3.10 In addition, the Scottish Government allocates [debt advice levy funding](#) to national providers for the free debt advice sector in Scotland. The levy is applied to the financial services industry by the Financial Conduct Authority, based on the proportion of adults in each of the nations of the UK who are indebted in the previous year. The amount of funding available varies from year to year and there Scottish Government are currently exploring the availability of data at local authority level.

Community Providers

- 3.11 There are many community and third sector organisations that provide initial advice and support on benefits and money matters, but relatively few organisations are able to provide regulated debt advice.

Key Recommendations

- 3.12 It is proposed that the working group established to develop this report continues with the developments already started:
- Mapping of community money and benefits advice services. Consideration of development of an 'Aberdeen Hub' to improve access for people, improve efficiency of direct referrals to services
 - Continued development of outreach services following the success of the funding bid led by CFINE;
 - Development of consistent data to help quantify unmet need and the impact of services, including:
 - improved engagement with people and understand the reasons for non-engagement with services. This will include questions through Citizen's Voice and engagement with lived experience groups; and
 - measure the impact of financial gains in lifting people out of relative poverty.
 - Develop capacity of community organisations, building on work of [North East Scotland Advice Forum](#) (led by ACC FIT team) to build capability around use of online benefit checker, referrals to regulated money advice and possible development of [money guiders](#) training and standards, for first line advice.

The working group will continue to develop these action areas with a view to a further funding bid to the Advice in Accessible Settings fund in 2025/26 should the funding be available.

4. FINANCIAL IMPLICATIONS

4.1 There are no financial implications arising from this report

5. LEGAL IMPLICATIONS

5.1 There are no legal implications arising from this report

6. ENVIRONMENTAL IMPLICATIONS

6.1 There are no environmental implications arising from 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	Failure to deliver address increasing levels of debt	The proposals in the paper will help improve engagement and efficiency of delivery of services to meet people needs	L	Yes
Compliance Operational	n/a	n/a	n/a	Yes
Operational	Insufficient resources allocated to tackle debt levels	Improved efficiency of services and further development of outreach provision	L	Yes
Financial	Increasing levels of debts to the Council	The proposals in the paper will help improve engagement and efficiency of delivery of services to meet people needs		Yes
Reputational	Failure to deliver address increasing levels of debt	The proposals in the paper will help improve engagement and efficiency of delivery of services to meet people needs		Yes
Environment / Climate	n/a	n/a	n/a	Yes

8. OUTCOMES

Council Delivery Plan 2024	
Aberdeen City Council Policy Statement	Impact of Report
<u>Working in Partnership for Aberdeen</u>	<p>The proposals within this report contribute to the delivery of the following aspects of the policy statement:-</p> <p>Investigate how Aberdeen City Council could support the provision of fair and affordable banking, insurance and financial services, and the expansion of credit unions and advice services.</p>
<u>Local Outcome Improvement Plan</u>	
Prosperous Economy Stretch Outcomes	<p>The proposals within this report contribute to the delivery of stretch outcome 1:</p> <p>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>

9. IMPACT ASSESSMENTS

Assessment	Outcome
Integrated Impact Assessment	No assessment required. I confirm this has been discussed and agreed with Andy MacDonald, Executive Director Corporate Services 13 May 2024.
Data Protection Impact Assessment	Not required
Other	n/a

10. BACKGROUND PAPERS

10.1 None

11. APPENDICES

11.1 None

12. REPORT AUTHOR CONTACT DETAILS

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	A	B	C	D	E	F	G	H	I
1	COUNCIL BUSINESS PLANNER The Business Planner details the reports which have been instructed by the Council as well as reports which the Functions expect to be submitting for the calendar year.								
2	Report Title	Minute Reference/Committee Decision or Purpose of Report	Update	Report Author	Chief Officer	Director	Terms of Reference	Delayed or Recommended for removal or transfer, enter either D, R, or T	Explanation if delayed, removed or transferred
3	21st August 2024								
4	City Centre and Beach Masterplan - Annual Update	At its meeting of 23 August 2023, the Council instructed the Chief Officer - Strategic Place Planning to keep the Masterplan report under review, and to provide another progress report to Full Council after 12 months.	A report is on the agenda	Claire McArthur	Strategic Place Planning	City Regeneration & Environment	21		
5	Medium Term Financial Strategy	At its meeting of 6 March 2024, the Council instructed the Chief Officer - Finance to (1) refresh the Medium Term Financial Strategy and report to the Council by the end of September 2024 in line with the requirements of the Budget Protocol; and (2) build a long-term outlook model for the Council and submit it, alongside the Medium Term Financial Strategy, to the Council by the end of September 2024.		Jonathan Belford	Finance	Corporate Services	21	D	The Council last received an update on the MTFS at the budget meeting in March. It was expected the Scottish Government would have published its latest MTFS by the end of May 2024 however due to the announcement of a general election the timescale for the issue of this was delayed. Delaying the report until October provides the opportunity for better information to be available on which to base assumptions.
6	B999/Shielhill Road Junction Improvement - Compulsory Purchase Order	To update Council on the progression of the B999/Shielhill Road Junction Improvements project and request that the Council approve the recommendation to make the Compulsory Purchase Order to facilitate the project.	A report is on the agenda	Suzanne Duncan	Capital	City Regeneration & Environment	Introduction 6		
7	Aberdeen Market - Project Update	At its meeting of 11 September 2023, the Council instructed the Chief Officer - Corporate Landlord to report to the July 2024 Council meeting with an update on the capital project.	Carried forward from July Council meeting.	Stephen Booth	Corporate Landlord	Families and Communities	21		
8	Diversity in Recruitment	At its meeting of 7 February 2024, the Council instructed the Chief Executive to report back no later than July 2024 to advise on the work that had been done to date to improve diversity in recruitment, including leadership and management roles, and what further options there may be.	Carried forward from July Council meeting.	Sandie Scott	People & Citizen Services	Corporate Services	21		

	A	B	C	D	E	F	G	H	I
	Report Title	Minute Reference/Committee Decision or Purpose of Report	Update	Report Author	Chief Officer	Director	Terms of Reference	Delayed or Recommended for removal or transfer, enter either D, R, or T	Explanation if delayed, removed or transferred
2									
9	Reinforced Autoclaved Aerated Concrete (RAAC) Update at Balnagask	At its meeting of 3 July 2024, the Council noted that it was the intention to come back with a recommended option to the Council meeting on 21 August 2024.	A report is on the agenda	John Wilson	Capital	City Regeneration & Environment	21		
10	Performance Management Framework (2024/25)	To present a revised Performance Management Framework reflecting the Local Outcome Improvement Plan and the Council's commissioning intentions, as set out within the Council Delivery Plan 2024/25.	A report is on the agenda	Alex Paterson	Data and Insights	Corporate Services	24.12		
11	Scheme of Governance Review	At its meeting of 7 February 2024, the Council noted that the annual review of the Scheme of Governance would be reported back to Council in July 2024 with the exception of the Committee Terms of Reference which would be reviewed and reported as part of the annual review of the Scheme of Governance in February/March 2025.	A report is on the agenda	Martyn Orchard	Governance	Corporate Services	7 and 21		
12	Nuclear Free Local Authorities	At its meeting of 7 February 2024, the Council instructed the Chief Officer - Governance to report back to Council on the implications of joining 'Nuclear Free Local Authorities' in response to the petition.	Incorporated within the Scheme of Governance report.	Martyn Orchard	Governance	Corporate Services	21		
13	Council Diary 2025	To approve the Council Diary for 2025.	Incorporated within the Scheme of Governance report.	Martyn Orchard	Governance	Corporate Services	18		
14	2nd October 2024								
15	North East Population Health Alliance Strategic Partnership Agreement	At its meeting of 23 August 2023, the Council agreed that Aberdeen City Council be a signatory to the strategic partnership agreement and requested the Chief Executive to provide Council with an annual progress report on the strategic partnership agreement.		Martin Murchie	Data Insights	Corporate Services	21		

	A	B	C	D	E	F	G	H	I
	Report Title	Minute Reference/Committee Decision or Purpose of Report	Update	Report Author	Chief Officer	Director	Terms of Reference	Delayed or Recommended for removal or transfer, enter either D, R, or T	Explanation if delayed, removed or transferred
2									
16	Annual Performance Reports - 2023/24 for Tier 1 ALEOs	To present the annual performance reporting of the Council's four Tier One Arm's Length External Organisations (ALEOs) covering financial year 2023/24: Aberdeen Performing Arts, Aberdeen Sports Village, Bon Accord Care and Sport Aberdeen.		Craig Innes	Commercial and Procurement	Corporate Services			
17	Beach Connectivity Project - Full Business Case	At the adjourned Council meeting of 4 May 2023, the Council instructed the Chief Officer - Commercial and Procurement in conjunction with the Chief Officer - Capital to join Justice Street, Beach Boulevard and Commerce Street/Beach Boulevard junction projects into a single Beach Connectivity Project and to progress detailed design and other preparatory work for the Beach Connectivity Project and provide a Full Business Case within an indicative timeline of 12-18 months.		Craig Innes	Commercial and Procurement	Corporate Services	21		
18	11th December 2024								
19	101-103 Union Street	At its meeting of 14 December 2022, the Council noted the content of the Strategic Outline Case Upper Floor use options at 101-103 Union Street and instructed the Chief Officer - Corporate Landlord to continue to review and report back by August 2023.	Due to continued uncertainty over development costs and returns there has been no significant change to the risk in the development appraisal. On this basis officers would seek authority to delay any further reporting until December 2024.	Stephen Booth	Corporate Landlord	Families and Communities	21		
20	Beach Masterplan - Phase 2 Development Framework	At its meeting of 23 August 2023, in relation to Phase 2 of the Beach area, the Council noted the summary of comments received on the initial public consultation exercise on how people currently use these areas, and instructed the Chief Officer - Strategic Place Planning to prepare a Development Framework for the Phase 2 areas, which would be reported back to Full Council before the end of 2024.		Claire McArthur	Strategic Place Planning	City Regeneration & Environment	21		
21	Treasury Management Mid-Year Review	To update the Council on Treasury Management activities undertaken to date, during financial year 2024/25.		Neil Stewart	Finance	Corporate Services	5 and 6		

	A	B	C	D	E	F	G	H	I
	Report Title	Minute Reference/Committee Decision or Purpose of Report	Update	Report Author	Chief Officer	Director	Terms of Reference	Delayed or Recommended for removal or transfer, enter either D, R, or T	Explanation if delayed, removed or transferred
2									
22	Council Annual Effectiveness Report and Committee Annual Effectiveness Reports	To present the annual effectiveness report for Council, as well as the annual effectiveness reports of the various committees, which have been considered by those committees.		Martyn Orchard	Governance	Corporate Services	14		
23	Date to be confirmed								
24	Beachfront Masterplan - Castlegate	At the adjourned Council meeting of 4 May 2023, the Council noted that "Working in Partnership for Aberdeen" included the objective of making the Castlegate a gateway to our city's beachfront and instructed the Chief Officer - Strategic Place Planning to carry out consultation with key stakeholders on creating an active travel and public transport link through the Castlegate to deliver this objective as part of the Beach Connectivity Project and to report to a future Council meeting on this.	This work is being advanced as part of the Bus Partnership Fund work and the Active Travel Network Review but reporting back to Council or Committee will be dependant on decisions with regard to the Union Street East and the roundabout at the end of Beach Boulevard.	David Dunne	Strategic Place Planning	City Regeneration & Environment	21		
25	Revised Council Climate Change Plan	At the Council meeting on 3 March 2021, the Council, amongst other things, instructed the Chief Operating Officer to report back to Full Council with a revised 5 year plan in 2025, or earlier if required.	The next update on the plan was due to be March 2025, however Environmental Standards Scotland are due to publish their new Framework for Local Authorities Climate Change Plans in March 2025 once the work of the new Climate Intelligence Unit is completed. While work can be done in advance of the March 2025 date, it is likely that the reporting will have to be done some time in Q3 2025.	David Dunne	Strategic Place Planning	City Regeneration & Environment	21		

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ABERDEEN CITY COUNCIL

COMMITTEE	Council
DATE	21 August 2024
EXEMPT	Appendices F1 and F2 under paragraph 12 of the 1973 Act. This report refers to legal advice received in relation to legal process.
CONFIDENTIAL	No
REPORT TITLE	Reinforced Autoclaved Aerated Concrete (RAAC) – Outcome of options appraisal August 2024
REPORT NUMBER	CORS/24/233
DIRECTOR	Andy MacDonald/Eleanor Shepperd/Gale Beattie
CHIEF OFFICER	Stephen Booth/Jacqui McKenzie/John Wilson
REPORT AUTHOR	John Wilson
TERMS OF REFERENCE	1

1. PURPOSE OF REPORT

- 1.1 This report follows on from reports to the Urgent Business Committee (UBC) on 29 February 2024 (RES/24/086) and the meeting of Council on 3 July 2024 (RES/24/204) in relation to the impact of RAAC being present within houses at Balnagask in Torry.
- 1.2 This report presents the completed options appraisal, an overview of feedback from the recent engagement with council tenants, homeowners, private tenants and the wider community and associated survey work, and wider contextual information used to help formulate a recommendation for consideration by Council.
- 1.3 An update on the ongoing discussions that have taken place between the Council and Scottish Government is also provided.
- 1.4 The Report also provides Members with an update on progress with the council tenants rehoming programme as approved at the above Urgent Business Committee.

2. RECOMMENDATION(S)

That the Council:

Recommendations in relation to Option appraisal

- 2.1 Note the engagement undertaken over the summer period and thank the community for their participation and contributions to the online engagement and drop-in sessions. In addition, note the planned follow-on engagement with RAAC impacted owners and residents. Refer to paragraphs 3.11 - 3.12.
- 2.2 Agrees that the optimum option is the demolition and rebuild of homes on site and instructs the Chief Officer - Capital to proceed with the demolition aspect of this (Option 4a), and to report back to the next appropriate meeting of Communities, Housing and Public Protection Committee on the initial phasing of demolition and landscape details.
- 2.3 Instruct the Chief Officer Corporate Landlord in consultation with the Chief Officer Capital, Chief Officer - Housing, and the Chief Officer – Finance, to assess the ‘building new homes’ option as alluded to in Option 4b with consideration towards undertaking a detailed masterplanning exercise assuming the site is vacant to determine future redevelopment proposals. For the wider site give consideration to creation of appropriate greenspace, preferred housing mix, opportunities to extend tenure mix and provision for housing for varying need and report this to a future meeting of Communities, Housing and Public Protection Committee in 2025 (as early as possible).
- 2.4 To approve the funding noted within the Financial Implications section of these recommendations and instruct the Chief Officer - Capital, following consultation with the Convener of the Finance and Resources Committee, and the Chief Officer - Procurement, to procure appropriate works and services, and enter into any contracts necessary for the delivery of the demolition, masterplanning and landscaping works without the need for further approval from any other Committee of the Council subject to due diligence, consistency with the financial model and affordability and regular update on progress of project delivery to the Communities, Housing and Public Protection Committee.
- 2.5 To instruct the Chief Officer-Corporate Landlord to look at a range of delivery options for new housing on the site including opportunities to work with partners to meet the masterplan aspirations, and the requirement of the Housing Revenue Accounts 30 year business plan; reporting this in as part of 2.2.

Recommendations with an Impact on Owners

- 2.6 Instruct the Chief Officer - Corporate Landlord in consultation with the Chief Officer Finance to take forward negotiations with private owners to acquire their properties voluntarily at Market Value, noting that this will be a valuation of the property at the current date and be on the same basis as the CPO process. In addition to Market Value the council will be willing to meet reasonable legal and professional costs along with home loss and disturbance payments.
- 2.7 Instruct the Chief Officer Corporate Landlord in consultation with the Chief Officer Housing as part of the negotiations with private owners to assess the housing options available for each individual owner to identify any support that can be offered in rehoming.

- 2.8 Instruct the Chief Officer Corporate Landlord in consultation with the Chief Officer Governance to bring back a report to Council in late 2024/ early 2025 on options available to the Council to compulsorily acquire private properties to assist the delivery of the recommended option where required. .

Recommendations with an impact on Council tenants

- 2.9 Instruct the Chief Officer Housing to continue the re-homing process and report progress to the Communities, Housing and Public Protection Committee on a regular basis, noting that there may be requirements to commence legal proceedings under the Scottish Tenancy Agreements, where tenants have refused to move to alternative accommodation having received reasonable offers of alternative accommodation to ensure that tenant safety remains the Council's primary objective.
- 2.10 Note that the Chief Officer – Housing ensures a continued offering of support to impacted individuals and families as they go through the rehoming process, and settle into their new homes and communities.
- 2.11 Note that the Chief Officer – Housing and Chief Officer Corporate Landlord will continue to engage with the Scottish Housing Regulator regarding progress with the delivery of the preferred option to ensure that any impact on our wider housing performance standards is taken into account, during regulation and consideration of the Council's performance.

Recommendations with an impact on Private tenants

- 2.12 Note that any private tenants (as well as private owners) can be added to the RAAC Impact housing list as per decision of the Urgent Business Committee held on 29 February 2024.

Recommendations with Finance Impact.

- 2.13 Note the approved £3m budget as reported at the Urgent Business Committee on 29 February 2024 including but not limited to, additional staffing costs, specialist consultant fees, contractors costs for access and works, rehoming costs, temporary accommodation, school transport, utilities connections and security costs for the wider site. Note the spend to date in relation to the rehoming programme as identified within paragraph 4.2.
- 2.14 Approve the virement of £4m within the HRA Capital Programme Budget as described in Section 4 to set aside the initial funds needed to progress the approved works.
- 2.15 Instruct the Chief Officer - Finance to include the financial consequences of this Report within the 30 year business plan for the HRA, which is due to be reported in September 2024.
- 2.16 Note that ongoing dialogue with Scottish Government Officials and Housing Minister regarding financial implications, including financial flexibilities, and

future housing need, means the Council may request that the Scottish Government consider a statutory dispensation to permit the Council certain flexibilities, and instruct the Chief Officer – Finance to request that dispensation, where required.

- 2.17 Note the Chief Officer – Finance will determine the accounting treatment for any expenditure incurred to address the RAAC situation, taking account of legislation, proper accounting practice, statutory guidance issued by Scottish Ministers, flexibilities proved by Scottish Ministers and, in the event of funding being made available to the Council, how that will be treated. Early engagement with external audit will take place as part of determining the accounting treatment to be applied.

3. CURRENT SITUATION

Background

- 3.1 As previously reported the presence of RAAC panels within roofs has been confirmed at circa 504 addresses in the Balnagask area of Aberdeen. This is the only area where RAAC has been identified across the Council's housing estate.
- 3.2 The 504 addresses are made up of 372 individual buildings which are a mix of houses and ground/first floor flats. In the case of the flats, although it is only the top flat which has the RAAC panels in the roof, it is evident and accepted that the bottom flat will also be impacted in terms of any potential planned remedial works.
- 3.3 Our records show that the RAAC impacted properties are a mix of council ownership (366) and private ownership (138). Of the privately owned properties we have identified 22 properties which have a landlord on the Landlord Register.
- 3.4 A Report was taken to the Urgent Business Committee (UBC) on 29 February 2024 (RES/24/086). Within the recommendations the Committee agreed the following
- (i) note that an options appraisal was being prepared to consider the future options for the properties affected by RAAC, and instruct the Chief Officer - Capital to present the preferred option to members in a further report within the next six months;
- 3.5 As investigatory and option development work progressed an Update Report outlining potential mitigation options was provided to Council on 3 July 2024 (RES/24/204). On the 3 July Council: Amongst the recommendations the council resolved
- (ii) to agree and approve that Option 1: Bearing Shelf Extension be ruled out as a viable remedial option (refer to paragraphs 3.37 - 3.39);

- (iii) to agree the addition of a 'demolition and consideration of future housebuilding' option for consideration by Council on 21 August 2024;
- (v) to approve that engagement on the remaining options, was planned to be held during July 2024, which would be open to all Council tenants as required by the Housing Act 2001 (refer to Appendix B: Proposed Stakeholder Engagement);
- (vi) to note that it was proposed that private owners/tenants would be invited to participate in that engagement as noted in (v) above;
- (vii) to note that the information collated from the tenant engagement as intimated in (v) and (vi) above would be considered alongside the technical evaluation of options;
- (xiii) to note with regard to Private or Registered Landlord properties, 40 buildings were not adjoining any Council owned property, 61 buildings were adjoined and there were 33 addresses which shared a building with the Council.

Progress with Council Tenant Re-homing Programme

- 3.6 The programme of re-homing Council tenants from RAAC affected properties continues to progress, with officers targeting having this complete by the end of 2024.

As of 13 August 2024, officers can advise that:

- 151 leases have been signed, 144 for homes with Aberdeen City Council and 7 with Registered Social Landlords in the city.
- 3.7 As previously reported, officers recognise the wider impact of moving home, on individuals and families, the disruption to support networks, sense of community, and links to existing education and health services. A person/family centred approach, is being adopted to support the most appropriate outcome for the individual/family within the scope of available options.
- 3.8 However as difficult as this is, the condition of the RAAC roof panels is categorised as high-risk. This categorisation has been confirmed following an extensive intrusive investigation and inspection survey programme covering circa 130 of the affected Council owned properties. This is in accordance with guidance by The Institution of Structural Engineers (IStructE) within their publication 'Reinforced Autoclaved Aerated Concrete (RAAC) Investigation and Assessment - Further Guidance - April 2023'. Officers would advise members that the Council tenants need to move as their safety is paramount.
- 3.9 Members are also asked to note that our independent structural engineers have advised that given the number of properties inspected, it is envisaged that the same level of risk is applicable to the uninspected privately owned properties.

Options forming part of the Option Appraisal

3.10 The full list of mitigation options which have been considered at various stages in the options appraisal are as follows;

Option 1: Adding timber runners to extend the bearing length at the support walls.

(Option 1 was ruled out as being non-viable at the Council meeting held on 3 July 2024, but has still been included as a useful comparator for the remaining viable options)

Option 2: Install a support timber frame under existing RAAC roof panels.

Option 3a: Removal of RAAC panels and replace roof only.

Option 3b: Remove RAAC panels and replace roof and refurbish the homes to modern energy efficient standards.

(For ease of understanding the purpose of this report, officers have introduced a new option, refer to paragraph 3.18 below for explanation)

Option 4a: Demolition only

Option 4b: Demolition and building new homes.

Engagement on the options considered viable

3.11 Following on from the engagement carried out prior to the 3 July Council meeting, further engagement with key stakeholders (Including council tenants, homeowners and private renters) has been conducted to inform decision - making. This has included letters, information packs, on line surveys and four drop-in sessions, to which all stakeholders could attend. Refer to Balnagask RAAC Options Appraisal - Appendix D: Stakeholder & Community Engagement Documents.

3.12 The 4 drop-sessions attracted 59 people of which circa 63% indicated that they were homeowners. This level of interest by homeowners is an important factor to note as it shows their deep concern and interest in the Council's RAAC mitigation decision. The impact of the Council decision on their homes will be dependent on their own particular circumstances, and to various degrees, as each mitigation option will have a different personal impact both in terms of their financial status and well-being.

Option Appraisal

- 3.13 As the development of the options has progressed a scoring criteria for options was identified. The detail for the scoring is contained within Balnagask RAAC Options Appraisal - Appendix G: Scoring Matrices, however an 'Easy Read Version Options Appraisal Summary' document has been prepared (Refer to Appendix C). The principle behind the evaluation was to consider both the financial and non-financial aspects of each option predominantly based on a net present value model but also considering energy and carbon impact, socio economic indicators, capital requirement, whole life costs, deliverability and delivery programme and associated timeline.
- 3.14 For each option, in addition to the technical and financial consideration as intimated above, it was important to continue to consider the social impact on stakeholders and the wider impact across the community.
- 3.15 The scoring of the alternative options was quantified by an internal Council Project Team of Chief Officers supported by independent Technical Advisors. In addition, it is important to note the qualitative consideration of the various options takes into account the information collated through the engagement survey. Refer to Balnagask RAAC Options Appraisal - Appendix D: Stakeholder & Community Engagement Documents and Appendix G Scoring Matrices
- 3.16 All options taken forward in the appraisal have their own individual merits in relation to the key criteria established and a summary tabled is noted below;

Factors for consideration	Option 2	Option 3a	Option 3b	Option 4a	Option 4b		
	Passive fail safe	Roof replacement	Roof replacement with energy efficiency works (ESSH)	Demolition	Demolition and rebuild		
Is RAAC removed	NOT VIABLE	NOT VIABLE	Yes	Yes	Yes		
Indicative Budget			£60m - £70m	£20m - £25m	£150m+		
Delivery Timeline (indicative range)			5-8years	3-4years	5-15 years		
Compensation exposure			None	High	High		
Investment Value			Very Poor	Poor	Very poor		
Is a management strategy required			No	No	No		
Will significant capital interventions be required?					Yes, likely high risk due to age of properties	No, but provides future flexibility for a phased delivery of new buildings.	No, new properties as and when affordable
Private Ownership impact					RAAC risk remains. Legal steps to enforce	Need for negotiated agreement, risk of future CPO.	Need for negotiated agreement, risk of future CPO.
Impact for flats					Possible agreement and cost contribution where roofs and building fabric are shared. Funding considerations Legal implications	Funding consideration Legal implications	Funding consideration Legal implications
Impact for terraced, end terraced and semi-detached houses					Possible agreement and cost contribution where roofs and building fabric have common boundaries. Funding considerations Legal implications	Funding consideration Legal implications	Funding consideration Legal implications
Ease of construction			Complex	Straight Forward	Straight Forward		

Figures and timescales indicative for summary table. Further narrative on each option is noted below.

Option 2

- 3.17 The appraisal recommends that that Option 2: 'Install a support timber frame under existing RAAC roof panels' **should be discounted at this stage** as this provides only a temporary solution and would introduce cost and uncertainty to the Council's ability to invest in the future of its housing stock across the city. The option identified that a roof replacement and likely decant of the properties would be required in the future. In addition, living in a property which retained the RAAC panels was seen as still having a very negative impact on residents' wellbeing. It was also considered that this option would be likely to involve ongoing difficulties for private owners in relation to the future sale, insurance and mortgaging of their properties.

Option 3 (a and b)

- 3.18 As the workstream of Option 3 developed it became clear that whilst the option appraisal initially considered removing and replacing the RAAC roof panels, this would not fit wider objectives of future-proofing the homes to enable them to meet future environmental and other quality standards. Consideration has therefore been given to an Option 3a, solely concerning roof replacement and Option 3b which would also involve an environmental retro-fit and de-carbonising of the units.
- 3.19 Option 3b considers current guidance on the Energy Efficiency Standard for Social Housing (EESH2) which requires properties to be brought to an EPC B standard by 2032 or the properties will be unable to be re-let. EESH2 is currently suspended and a consultation is currently underway to develop guidance for a Social Housing Net Zero Standard (SHNZS). Advice on this is expected during 2024. In order to progress this option it assumes that all properties would be brought to an EPC B standard. There is also the option to connect each property to the District Heating Network. Given the proposed times that properties will be vacant, and the incredibly disruptive nature of works it is likely that prior to re-occupation, each property will require bathroom and kitchen renewal.
- 3.20 Given that it would be necessary and prudent to do any EESH2 works (or equivalent) to future proof the properties **Option 3a: 'Removal of RAAC Panels and Replace Roof' has been discounted** for the Council house stock at this stage.
- 3.21 *Option 3b: 'Remove RAAC panels and replace roof and refurbish the homes to modern energy efficient standards'* carries significant cost. However the principle of removing the RAAC roof, replacing it with a modern day roof and carrying out refurbishment to meet impending energy efficiency standards has merit. The positives of the option are noted within the Option Appraisal and include the retention of stock, particularly stock that meets family housing requirements. The challenge is determining if it is financially viable, affordable and deliverable. It should also be noted that the properties are in the region of 60 years old and encounter a variety of further challenges in meeting housing

for varying needs standard and there are other design aspects that create challenges.

- 3.22 This option would also create significant challenges for owners in being able to find the funds to undertake roof replacement works as a minimum, but also making contributions to environmental improvements and costs around decanting whilst works are undertaken.

Option 4 (a and b)

- 3.23 *Option 4a: Demolition Only* would remove the RAAC risk within the shortest timescale and at the lowest cost. It would however also remove the stock altogether which would impact on Housing Revenue Account income and having stock to meet housing demand.
- 3.24 In order to deliver demolition across the entire site it is considered that the majority of owner occupied properties would require to be included in the scheme as there would be significant deliverability issues of alternatives in isolation. It has been accepted that there would need to be detailed negotiation and agreement reached with private owners to deliver this option due to the complexity of the tenure arrangements across the affected area. This said there are some 'pockets', within the wider site where there is no council interest and owners may be able to pursue their own solutions.
- 3.25 This option will create significant issues for owners which are highlighted further within the report as in order to meet 'best value' criteria the council would only be able to offer 'Market value' for properties which will be significantly below the property value prior to the RAAC presence being identified.
- 3.26 Notwithstanding the tenure complexity challenge noted above, *Option 4b: 'Demolition and Building New Homes'* is considered to be a deliverable option, however at the present time, a very significant capital funding investment would be required to deliver it. The principle of re-build and the wider regeneration opportunities it provides has merit when considered in the context of the extensive construction of new homes which has been underway across the city in recent years.
- 3.27 Recognising that only a limited amount of design development has been carried out to date, further feasibility and design development work will be required to provide more detail on this option. This feasibility should involve the local community and involve masterplanning of the site to ensure that any future housing redevelopment of the site was appropriately masterplanned to give due cognisance to the creation of appropriate greenspace, opportunities to create the correct housing mix, a review of tenure mix, housing for varying need requirements for the city and an affordable delivery timetable. Given the potential for mixed use, the scale of the site in terms of units and the funding challenges there may be opportunities to consider the site being delivered in partnership with other housing providers.

Recommendations from the Option Appraisal.

- 3.28 The Option Appraisal concludes that when considering all factors Options 2 and 3a could not be recommended.
- 3.29 The Option Appraisal identifies the highest scoring option from a non-financial basis as the demolition and rebuild of properties. The financial appraisal shows that all options have challenges around affordability to the Housing Revenue Account returning significant negative net present value calculations which would make the options unaffordable.
- 3.30 It is acknowledged that there is not a do-nothing option given the health and safety implications previously highlighted relating to RAAC. As such the recommendation is to progress site assembly and site clearance works in early course whilst further work is taken forward to masterplan the site for future housing development and consider a variety of delivery mechanisms in the context of the long term impact on the financial planning for the Housing Revenue Account.

Impact of Preferred Option on Individual Stakeholder Groups

Balnagask Council Tenants

- 3.31 The programme to rehome Council tenants is well advanced as highlighted within the report. The preferred option will have no additional impact on current tenants at this time.
- 3.32 At the Communities Housing and Public Protection committee on 28th March 2024 - Reinforced Autoclaved Aerated Concrete (RAAC) Update - RES/24/103 The Committee resolved:-
- 3.33 (i) to agree that, in the event that the recommended option arising from the future options appraisal resulted in remedial works to the impacted homes, any existing Council tenant rehomed due to the impact of RAAC, should have first refusal of returning to one of the homes with the remedial works completed that met their housing needs;
- (ii) to agree that, in the event that the recommended option arising from a future options appraisal resulted in demolition of the impacted homes and future rebuilding on the same sites, recognising that this would take several years, any existing Council tenant rehomed due to the impact of RAAC should have first refusal of returning to one of the replacement homes that met their housing needs;
- 3.34 This option is consistent with this recommendation.

3.35 As noted in paragraphs 3.6 – 3.9 the rehoming programme is continuing, however with a decision now being made on the future of the properties there is a need now to progress this at a quicker pace. Officers would advise that if some residents continue to refuse reasonable offers of accommodation, then officers will be required to use legal powers to ensure residents vacate the property. Further advice on next steps are noted within Section 5 of this report.

Owners including owner occupiers

3.36 As highlighted above in order to deliver the preferred option a demolition and redevelopment of the site, properties that are interlinked would have to be acquired from private owners to deliver the option. There is an economy of scale in works being taken forward across the site at the same time and efficiencies from a construction perspective along with complications that derive from works being undertaken around properties that make this the least disruptive option. However some stand-alone property owners may wish to move forward with their own solution.

3.37 It is proposed that Aberdeen City Council will make efforts to purchase all the RAAC affected private properties to ensure ease of demolition delivery and a degree of equity and equality for all homeowners. Initially efforts would be made to acquire properties on a voluntary basis at their current Market Value this reflecting the principles of a compulsory acquisition process.

3.38 It is proposed that Officers;

- Take adequate steps to identify all those with an interest in the properties that the Council are seeking to purchase;
- Communicate with all owners and private tenants in a clear and accessible way and provide information on what owners and private tenants can do to represent their interests and what compensation they may be entitled to;
- Explain why the Council are seeking to purchase the property, when and how the Council intend to carry out demolition works; and
- Help affected homeowners relocate wherever possible.

3.39 Officers recognise that each owner will have their own personal and financial circumstances. However, it is proposed that a future report is brought to Council to advise on the options open to the council to acquire properties compulsorily and what other actions may be required to address the health and safety concerns around the property if owners are unable or unwilling to engage.

3.40 The Council should note that in purchasing properties they would require to demonstrate the principles of best value and accordingly would follow a CPO style process given that this is being considered as part of this report and a further report is likely. As such the Council would offer to meet reasonable professional costs, home loss and disturbance payments if acquiring voluntarily at Market value.

3.41 The Council should also be aware that Market Value would be at the Date of Valuation and any Market Valuation would therefore reflect the presence of

RAAC in the property and the cost of remediation solution. In some circumstance this will be less than the price paid for properties and will create negative equity situations for owners and their mortgage providers. There is no national scheme of support available for owners in these circumstances.

Wider Community

- 3.42 As the project is advanced there are potential impacts on residents in the wider Balnagask area and within the Torry community. As the number of void properties increases the risks around anti-social behaviour and vandalism will need to be carefully managed. A programme is in place to manage properties as they become empty.
- 3.43 This aspect is particularly sensitive to the people who reside in properties which are located in close proximity to the RAAC affected properties. Hence officers are seeking options which may enable a phased methodology for carrying out demolition works of the surrounding RAAC affected properties. This will assist mitigating the risks associated with anti-social behaviour and vandalism.
- 3.44 The reduction in the numbers of people living in the area in the short to medium term will also have a detrimental potential impact on local businesses and well as the healthcare and school facilities in the area.

Next Steps

- 3.45 The Council will continue to engage with key stakeholders, and work to facilitate collaboration, across all stakeholders.

4. FINANCIAL IMPLICATIONS

Short Term Funding review and requirements

- 4.1 Members will recall that at the Urgent Business Committee, held on 29 February 2024, they approved a budget of £3m within the Housing Capital budgets to create an initial budget to address the matters raised at that time, to cover all associated costs including but not limited to, additional staffing costs, specialist consultant fees, contractors costs for access and works, rehoming costs, temporary accommodation, school transport, utilities disconnections/connections and security costs for the wider site.
- 4.2 Following on from the Urgent Business Committee, officers can advise that the current financial position is as follows;

Gross Budget	Spend to Date
£3.0m	£0.81m

- 4.3 Consideration of the above budget with regard to the layers of expenditure envisaged suggests that this does not need to be changed at this time to accommodate the costs for the on-going rehoming programme as intimated in paragraph 4.1.

- 4.4 The report recommends that the initial demolition works should proceed and as intimated in Balnagask RAAC Options Appraisal – 9.2 the indicative cost has been initially estimated to cost £20m-£25m.
- 4.5 Financing the costs involved is challenging and complex, considerations include whether the costs are revenue or capital in nature, where the money will come from and in which Council account the costs should be accounted for.
- 4.6 The costs associated with option 4a, for example, demolition of Council properties and landscaping would be attributable to the Housing Revenue Account, while the careful consideration will have to be given to the purchase of properties from owners, the position is less certain and a judgement will have to be made on how the Council acquires the properties. There are potentially two options, the Housing Revenue Account or the General Fund, acknowledging that retaining the land in the Housing Revenue Account would bring the whole site together for the purposes of the master-planning and future development.
- 4.7 The Council has considered different funding options, and confirmed through the discussions with Scottish Government officials that there is no specific grant funding available to support these costs at this time. The cost is therefore going to be additional to the current budget plans that were approved by Council, whichever Council account is used.
- 4.8 The Council has limited options, that include making use of existing resources, borrowing more for capital expenditure than had been planned provided this is within the Prudential Indicator operational limits, or change / reduce the volume of work and/or services that will be carried out (for example, reducing the delivery of projects from the current capital programme).
- 4.9 With limited uncommitted reserves both in the General Fund and the Housing Revenue Account there is little scope to fund the level of estimated expenditure for the completion of option 4a notwithstanding the need to look ahead to the 'building new homes' element of Option 4b. Therefore Officers have held discussions with the Scottish Government officials on the financial impact of RAAC in terms of what costs mean for the Council and rents, and have concluded that it is important to secure flexibility around how costs could be paid for and over what time scales these could apply to assist the Council to manage the financial implications.
- 4.10 The conclusion of our discussions, mean that Aberdeen City Council officers may request that the Scottish Government consider a statutory dispensation to permit the Council to utilise General Fund income, borrowing and/or other reserves to meet Housing Revenue Account (HRA) RAAC remediation costs. This dispensation would be provided for a specific term, aligned with the remediation option chosen, and would be likely to require the HRA to reimburse

the General Fund / other funds over time. Any repayment obligations would have to be incorporated into the HRA 30-year Business Plan and rent setting reports to Council. Before any such decision could be considered, Ministers would require detailed proposals of the combination of resources to be utilised to meet the RAAC costs, along with adequate assurance of the prudence, affordability and sustainability of the proposal.

- 4.11 Obtaining flexibility would provide the Council with the greatest number of options to meet costs, that are unavoidable. It will be for the Chief Officer - Finance to determine the accounting treatment for any expenditure incurred to address the RAAC situation, taking account of legislation, proper accounting practice, statutory guidance issued by Scottish Ministers, flexibilities proved by Scottish Ministers and, in the event of funding being made available to the Council, how that will be treated.
- 4.12 Recognising that the majority of the cost is likely to arise in future financial years, the proposal is for a sum of £4m to be made available to support the initial expenditure expected in 2024/25. The types of cost that are expected to be met from this sum would include, but not be restricted to, project management, surveys, demolition preparation, project design and masterplanning, property acquisition and associated legal costs.
- 4.13 The Chief Officer – Finance has made an initial judgement that these costs would be met from the Housing Capital Programme budget, and will be reviewed as the project progresses, including engagement with the Council’s external auditor. To minimise the cost of borrowing additional money in the short term, viring this from other Capital Programme budgets is the preferred option. The total cost implications will have to be incorporated into the 30-year HRA Business Plan and 2025/26 Budget reports due to be presented to Council later this year.
- 4.14 The recommendation is to vire £4m from three Capital Programme budgets, as note in the table below:

Approved HRA Capital Programme 24/25	Current Approved Spend 24/25 £'000	New Proposed Spend 24/25 £'000	Vired Amount £'000
Free from Serious Disrepair	23,655	20,715	-2,940
Energy Efficient	14,651	12,746	-1,905
Modern Facilities & Services	15,260	14,625	-635
Total	53,566	48,086	-5,480
27% Slippage Allowance	-14,463	-12,983	-1,480
New: RAAC Remediation Option 4a	0	4,000	4,000
Net Impact	39,103	39,103	0

The figures in the above table includes allowance for slippage as per the approved Housing Capital Programme Budget 2024/25 to 2028/29.

5. LEGAL IMPLICATIONS

Option 2 – Install Passive Fail-Safe Support Frame

- 5.1 The Council will require to complete a title examination of all affected properties to establish the ownership and title position before commencement of any option.
- 5.2 All necessary building regulations and approvals must be obtained before commencing the installation. This includes; Building Warrants, Planning Permissions (where necessary) and compliance with building standards.
- 5.3 Where a property is entirely held in private ownership, the Council may exercise the following statutory powers if required:
- Where the Council consider the house to be sub-standard the Council may, under section 30 of the Housing (Scotland) Act 2006, require the owner to carry out the work necessary to bring it into, or keep it in, a reasonable state of repair.
 - Designate the area as a Housing Renewal Area ('HRA') under the 2006 Act, where it is considered that a significant number of houses in the locality are sub-standard, or where the state of repair of any houses in the locality is adversely affecting the amenity of the locality.
 - Under Sections 28 and 29 of the Building (Scotland) Act 2003, the Council can issue Defective Building Notices requiring owners to rectify defects and Dangerous Building Notices for buildings posing a risk to public safety.

Option 3 – Removal of RAAC Panels and replace with a new roof structure

- 5.4 This option involves legal considerations similar to Option 2 but with additional complexities due to the scope of work, and environmental compliance, ownership and title issues. The legal remedies available to enforce works where agreement cannot be reached with private owners is as outlined at option 2 above. Option 3 specifically involves the disposal of RAAC panels, which may be classified as hazardous waste under the Environmental Protection Act 1990.

Option 4a – Demolition only

- 5.5 Option 4a involves extensive legal considerations, including the need for acquisition of 3rd party properties. There are a number of options available to advance this on a compulsory basis including Compulsory Purchase Orders and the designation of a Housing Renewal Area. This will be considered in a future Report to Council during 2024/early 2025.

- 5.6 There was also be further legal advice required in relation to tenant relocation, health and safety compliance, stakeholder consultation, statutory consents, and environmental regulations.
- 5.7 If a HRA action plan is in place the Council, under the provisions of the 2006 Act, can issue a demolition notice in relation to any house within the HRA which the Council considers to be in a state of serious disrepair and ought to be demolished.
- 5.8 If voluntary acquisition of privately owned properties is not feasible the Council may need to initiate CPOs under its statutory powers and in accordance with the Acquisition of Land (Authorisation Procedure) (Scotland) Act 1947. There are significant timescales involved in the making of a CPO, and the taking of title to CPO land.
- 5.9 The Council has statutory obligations under the Housing (Scotland) Act 1987 to rehouse displaced tenants. This includes providing suitable alternative accommodation and financial compensation where appropriate. Where necessary, the Council may also be required to remove tenants from their properties under an eviction order from the Court, in accordance with the relevant statutory provisions. There are statutory obligations placed upon the Council in respect of the provision of alternative housing to owners when exercising CPO powers.
- 5.10 Effective consultation with tenants, private owners, and the community is legally necessary to mitigate disputes and comply with the Council's statutory duties. The consultation process for demolition is likely to be more extensive due to the significant impact on stakeholders.
- 5.11 The demolition process involves significant environmental considerations, including the disposal of debris and hazardous materials in accordance with the Environmental Protection Act 1990

Option 4b – Demolition and Rebuild

- 5.12 Option 4b involves similar legal considerations as option 4a with additional legal considerations relating to title issues, planning, and procurement in relation to the construction of new houses.
- 5.13 The rebuild phase requires planning permission under the Town and Country Planning (Scotland) Act 1997 and compliance with the Building (Scotland) Act 2003.
- 5.14 All options will require the council to consider its duty to secure best value under the Local Government in Scotland Act 2003.

6. ENVIRONMENTAL IMPLICATIONS

6.1 The Option Appraisal consider the Environmental impact of each option.

7. RISK

7.1 The primary risk for RAAC panels at Balnagask is whether or not a RAAC panel within the roof of the property will fail.

7.2 When considering the condition of the RAAC panels there are a number of risk factors that need to be examined;

- End bearing;
- Anchorage reinforcement;
- Cut panels;
- Cracking;
- Builder's works / building modifications;
- Water ingress;
- Deflection measurements;
- Adverse or changes in loading;

Further explanation of the above risk factors was contained in Appendices B and C, which were submitted as support documents to the Urgent Business Committee held on 29 February 2024.

7.3 Taking account of the above, 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 of a RAAC panel.	Continue to carry out further surveys to manage risk. Current findings have advised that the council owned void and council owned occupied properties surveyed will require remedial action. To mitigate the risk of failure in occupied properties, affected tenants are being rehomed.	M	Yes

		Communication with all stakeholders and sharing of relevant reports. Updating of the FAQ.		
Compliance	Failure of a RAAC panel.	This is a health and safety issue. As above, affected tenants are being rehomed. A short-term management strategy has been applied to properties containing RAAC panels until such time as the property is decanted. Communication with all stakeholders and sharing of relevant reports. Updating of the FAQ. ACC has powers under the Building (Scotland) Act 2003 where there is the potential enforcement in regard to a dangerous and defective building - ACC are acting responsibly following advice of the independent structural engineering advice and are rehoming tenants	L	Yes
	Legal process and housing regulator	Legal advice is being taken at all parts of the process. Officers have written to the Housing Regulator advising them of the impact of the identification of RAAC within our housing stock and the subsequent steps required to manage it, will have on our wider housing performance standards. Officers will have engaged with the Housing Regulator on our proposed approach and will keep them informed around all decisions (as appropriate). ACC have written to private owners reminding them of their responsibility and shared structural reports.	L	Yes
Operational	Failure of a RAAC panel.	This is a health and safety issue. As above, affected tenants are being rehomed. A short-term management	L	Yes

	Wider pressure on housing stock.	strategy has been applied to properties containing RAAC panels until such time as the property is decanted. Housing team to manage and monitor and report to the Board where there is significant change.	M	Yes
Financial	The current financial burden to mitigate the RAAC impact is currently unknown and still to be quantified.	Work with housing, legal, finance and external advisor teams to understand and address the RAAC impacts and inform the Options Appraisal Report to inform the decision making process of potential future remedial options.	M	No
Reputational	Failure of a RAAC panel.	This is a health and safety issue. As above, affected tenants are being rehomed. A short-term management strategy has been applied to properties containing RAAC panels until such time as the property is decanted.	L	Yes
	Failure to engage effectively with tenants and owners	Implement communication and engagement plan.	L	Yes
Environment / Climate	Targeting Net Zero	Mitigating climate risks requirements by ensuring consideration is given to targeting net zero requirements within the forthcoming Options Appraisal report.	L	Yes

8. OUTCOMES

- 8.1 The Option Appraisal considers how each option relates to social and economic outputs and this forms part of the appraisal.

<u>Council Delivery Plan 2024</u>	
	Impact of Report
Aberdeen City Council Policy Statement <u>Working in Partnership for Aberdeen</u>	The issues arising with the occurrence of RAAC in our housing stock requires us to work collaboratively across clusters to ensure the housing stock is safe and meets the varying needs of our citizens. The goal is to ensure that our current housing stock is fit for the future and brought up to the highest standards where possible.
<u>Local Outcome Improvement Plan</u>	
Prosperous Economy Stretch Outcomes	The actions from this report will help mitigate the immediate impact on affected tenants ensuring that they are prioritised for rehoming and are supported financially throughout the process but within the capped limits set by current legislation.
Prosperous People Stretch Outcomes	Taking early intervention action as outlined within this report will help mitigate any negative impact on people's physical and mental wellbeing.
Prosperous Place Stretch Outcomes	This report makes recommendations on the viability of the affected housing stock along with any wider implication this may have on the place.
Regional and City Strategies	This report has collated information from various workstreams including stakeholder engagement sessions to inform recommendations to mitigate the occurrence of RAAC in Council housing stock at Balnagask. Future reports and actions will take account of the Regional and City Strategies to formulate any further recommendations.

9. IMPACT ASSESSMENTS

Assessment	Outcome
Integrated Impact Assessment	An Integrated Impact Assessment has been completed and is attached as Appendix B.
Data Protection Impact Assessment	Required and completed.
Other	A screening exercise will be carried out to inform whether an Environmental Impact Assessment is required to inform future works and next steps. This will form part of the masterplanning considerations.

10. BACKGROUND PAPERS

- 10.1 Report to Urgent Business Committee on 29 February 2024 - Reinforced Autoclaved Aerated Concrete (RAAC) Update, RES/24/086
- 10.2 Report to Communities, Housing and Public Protection on 30 May 2024 - RAAC Funding Update - May 2024, F&C 24/154
- 10.3 Council on 3 July 2024 (RES/24/204)

11. APPENDICES

- A. Aberdeen City Council Balnagask RAAC - Options Appraisal Report
- B. Integrated Impact Assessment

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**Balnagask RAAC
Options Appraisal**

Aberdeen City Council

August 2024

**ABERDEEN CITY
COUNCIL
BALNAGASK
RAAC- OPTIONS
APPRAISAL**

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1. Introduction

AtkinsRéalis (AR) have been appointed by Aberdeen City Council (ACC) to provide a review and appraisal of the options available to address the issues relating to the presence of Reinforced Autoclaved Aerated Concrete (RAAC) that has been identified as a potentially major safety issue within the Balnagask estate in Torry, Aberdeen.

ACC has identified that there are 504 affected properties within the estate, with a mix of tenure across these. ACC own 366 of the properties. The remaining 138 properties are either owner occupied or owned by private sector landlords, held as investment properties and rented out to tenants.

The Balnagask Estate was developed in the 1960s when ACC gave the go ahead for a large housing estate to be built at Balnagask. The estate was developed on land on the southern slopes of Torry Hill. The first phase of the housing scheme was completed in 1967 and the second phase in 1969. The properties were initially all within the ownership of ACC, but over time with changes in legislation, the tenure arrangements within the area were impacted as a result. In particular, the “Right to Buy” introduced in Scotland through the Tenants’ Rights, Etc. (Scotland) Act 1980 had a substantial impact on the tenure arrangements within the area. Over the period from the early 1980’s through to 2016 (when the “Right to Buy” was ended by further legislation), around 138 of the units were purchased. The properties are circa 60 years old.

As well as a mix of tenure types, the estate provides a mix of property types, including two-storey one-bedroom flats, and a mix of terraced houses. Along with the change in tenure, repair and maintenance obligations have also changed. Owners of the properties will have taken on these liabilities and where there is joint ownership around common walls and roofs this liability will be shared. Therefore, where there is ACC ownership and private ownership within a single building, then consideration will need to be given as to how this interaction between tenure types will work. The mix of tenure types across the units adds to the complexity of managing and mitigating the RAAC issue.



Figure 1: Balnagask Area Affected by RAAC

Given the complexities involved, ACC appointed various consultants to review “Technical Workstreams” to better understand the options available and to consider the most appropriate next steps and way forward. These have been undertaken by independent consultants in each of the individual fields considered. The Technical Workstreams are as follows:

- Structural Engineering Workstream
- Building Condition Surveying Workstream
- Energy Workstream
- Design Workstream

- Stakeholder and Community Workstream
- Commercial Workstream
- Legal Workstream
- Health and Safety Workstream

Each Technical Workstream involved in-depth review of areas that impacted on the relevant Workstream. Site visits were undertaken, surveys carried out and various workshops took place in order for full consideration to be given to each key element of the options appraisal.

All options considered the possibility of retention of the buildings with interventions to make the buildings safe, along with options to remove any threat to health and safety via demolition, followed by new build properties to replace the existing stock. Each Workstream reviewed the impact of these options on their technical merits relative to the Technical Workstream.

Upon conclusions of the technical review, two key areas were considered and scored, Societal and Capital Expenditure. Each key area utilised took cognisance of various items relevant to each and sought to provide an overall assessment of the most viable solution to the imminent health and safety RAAC issues.

Along with considerations for the mitigation of the impact of RAAC, the opportunity to enhance existing units to meet the Second Energy Efficiency Standard for Social Housing (ESSH2) requirements was also considered. Second Energy Efficiency Standard for Social Housing (ESSH2) looks to ensure that energy efficiency is significantly improved across housing to reduce fuel poverty and ensure use of sustainable heating sources. The current deadline set by the Scottish Government for meeting ESSH2 is December 2032. By this date, all social housing should meet an Energy Performance Certificate (EPC) Band B rating or be as energy efficient as practically possible. Additionally, no social housing below EPC Band D should be re-let from December 2025. Given this requirement, it is considered prudent to undertake ESSH2 upgrades in conjunction with RAAC mitigation works where possible.

This report seeks to demonstrate the process undertaken in reviewing and scoring the options available to ACC and provides an outline of next steps and recommendations that should be considered in full by ACC in order to reach the most suitable outcome, given existing health and safety risks, along with budgetary constraints.



2. Context, Background and Current Status

2.1 Rationale – Reason for Intervention

RAAC is a lightweight concrete which was widely used in construction between the 1950s and mid-1990s. RAAC is typically characterised by its aerated structure, which makes it much lighter than traditional concrete. RAAC is predominantly used in pre-cast panel form, especially in roofs, although it can also be found in other structural elements.

RAAC panels can suffer from structural weaknesses as they age. The material is inherently less robust than traditional concrete, making it more susceptible to damage and deterioration. Over time, RAAC panels can develop significant cracks and deflections, which weaken the overall structure and can lead to partial or complete collapses.

With RAAC present at Balnagask, damage and deterioration pose a risk to ACC tenants and private homeowners. The potential for debris to fall from roofs presents a significant health and safety hazard. As a landlord, ACC are responsible for preventing such incidents. RAAC compromises the structural integrity of the houses as it weakens over time, becoming brittle and less able to support loads. This degradation can lead to severe structural failures, including the collapse of roofs and walls. Consequently, ACC must intervene as soon as possible to mitigate these risks and ensure the safety of all residents.



Figure 2: 2018 Roof Slab Collapsing (SCOSS)

2.2 RAAC Background

Following the collapse of flat roof RAAC panels in 2018, the Standing Committee on Structural Safety (SCOSS) issued an alert in May 2019 targeting building owners, consultants and contractors. The Institution of Structural Engineers (IStructE) subsequently released the following documents, which have been utilised in the assessment of ACC Balnagask:

- Reinforced Autoclaved Aerated Concrete (RAAC) Panels - Investigation & Assessment - February 2022
- Reinforced Autoclaved Aerated Concrete (RAAC) - Investigation and Assessment - Further Guidance - April 2023

RAAC panels are generally 600mm wide, though this dimension can vary. Their length usually extends up to 6 metres. A characteristic feature of these panels is a chamfer along their edge, creating a distinctive V-shaped groove at 600mm intervals between the panels. The below images show typical RAAC panel construction.

Reinforced Autoclaved Aerated Concrete (RAAC)

Autoclaved aerated concrete (AAC) differs from conventional dense concrete in that it contains no coarse aggregate. Instead, it is produced in factories using fine aggregate, chemicals to create gas bubbles, and heat to cure the mixture. AAC is relatively weak and has a low capacity for bonding with embedded reinforcement. It is utilised primarily in two forms of structural elements: lightweight masonry blocks and structural units such as roof planks, wall panels, and floor units.

When reinforced (Reinforced AAC or RAAC) to create structural units, the reinforcement is protected against corrosion by applying a bituminous or cement latex coating before casting. After coating, the reinforcement mesh is placed into the formwork, and the liquid AAC mix is poured in.

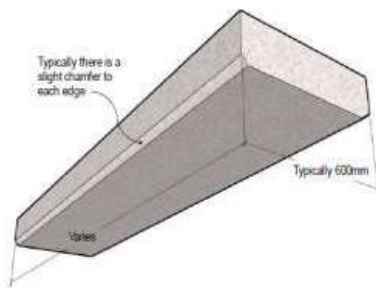


Figure 3: RAAC Panel drawing detail



Figure 4: RAAC lump sample

2.3 Condition of RAAC at Balnagask

To determine the condition of RAAC at Balnagask, Fairhurst (Structural Engineers) were instructed to carry out an intrusive inspection of the RAAC panels. This inspection was carried out in line with guidance provided by The Institution of Structural Engineers (IStructE) in their document Reinforced Autoclaved Aerated Concrete (RAAC) Investigation and Assessment - Further Guidance published in April 2023. The inspection focused on examining several risk factors, including:

- End bearing
- Anchorage reinforcement
- Cut panels
- Cracking
- Builder's work/building modifications
- Water ingress
- Deflection
- Potential for adverse loading

During the intrusive and visual surveys, the following areas of concern were identified:

- End bearing less than 75mm on internal supports
- Excessive cracking of slab panels
- Excessive deflection
- Historic water ingress (prior to roof replacement contracts)
- Builder's works/building modifications



Figure 5: Typical RAAC Panel Condition observed from surveys

Defects were classified using the IStructE Risk Assessment approach. Red items are classified as high risk, amber as medium risk and green as low risk.

Risk Factors	Assessment
End bearing	External wall supports all exceeded 75mm bearing
	Internal wall supports ranged between 40mm - 60mm bearing, with 1No. panel noted to be as low as 10mm – This slab is RED CRITICAL and was propped.
Anchorage/longitudinal reinforcement	Anchorage reinforcement missing to at least 1No. panel
Cut panels	None
Cracking	Transverse cracking found along full length of panel and within 500mm of the support. Spalling and corrosion of rebar also observed
Builder's works / building modifications	Damaged units from cable conduits and SVPs
Water ingress	Dampness has been noted to underside of panels
Deflection measurements	Up to span / 133, but with major cracking and spalling
Adverse or changes in loading	Replacement roofing systems with additional insulation

Fairhurst have classified the RAAC defects at Balnagask as follows:

End Bearing

The central support wall, being only 100mm wide, did not meet the required 75mm minimum bearing as per IStructE guidance. Despite this, inspections confirmed the presence of both longitudinal and transverse bars at the slab bearings along the central wall. One slab in an unoccupied property was found to have a bearing of 10mm, classified as RED Critical, and was temporarily propped. This element of the properties was assigned a Red High Risk classification in the Risk Assessment. It should be noted that the missing reinforcement may not be in every property.

Cracking

All slabs in both occupied and void properties exhibited transverse cracking. This defect was assigned a RED High Risk classification.

Deflection

Deflections were generally consistent across all inspected slabs. This defect was assigned a RED High Risk classification.

Builder's Works/Modifications

All inspected properties showed evidence of service penetrations or modifications by builders. This defect was also assigned a RED High Risk classification.



Fairhurst carried out inspections to over 100 properties and the findings are the condition of the RAAC slabs are similar throughout the development. Given the number of properties inspected, there is no reason to believe that uninspected properties will show any meaningful improvement on general condition of RAAC panels.

2.4 Work Undertaken to date

Surveys

Over 100 properties have now been surveyed by independent structural engineers. These surveys confirmed the condition of RAAC within the roofs of homes in the Balnagask area.

This subsequently led to the proposal of options to mitigate or remove the RAAC risk in the affected properties.

Using guidance published by the Institution of Structural Engineers (IStructE) the surveys identified a high-risk to health and safety and structural integrity. This is due to a number of risk factors, including:

- **End bearing:** There is limited internal wall width, leading to the end bearing length being below current guidance.
- **Cracking:** All of the roof panels in the inspected homes exhibit cracking.
- **Deflection:** All of the roof panels in the inspected homes are sagging

In order to carry out a full evaluation of the current situation, a number of Technical Workstreams have been established to review the technical options across various scenarios. This work has included input from Structural Engineers, Building Surveyors, Architects, Health and Safety Consultants, Solicitors, Quantity Surveyors and General Practice Surveyors. This work has focused on the technical aspects of the various options considered.

Societal Impact Assessment

In order to provide a method to assess the societal impact of the options presented, AR aligned with the principles contained within The Green Book (2022) on the Quality Adjusted Life Year, which is a measure of the state of health of a person or group in which the benefits – in terms of length of life – are adjusted to reflect the quality of life. This involves reviewing the impact key stakeholders believe each option would have on their household and community and calculate the change in Quality of Life accordingly. Various workshops have been undertaken to review and assess the societal impact of the options and to provide an overall scored comparison based on these key metrics.

Commercial Impact Assessment

A feasibility review of the options for intervention has been undertaken to understand the likely initial capital expenditure required. Along with a review of the initial capital expenditure of each option, AR have also assessed lifecycle costs, rental income impacts, and other financial implications such as debt charges etc. This provides details of the likely impact on ACC budgets overall, and the Housing Revenue Account (HRA) in particular, both immediately and in the longer term. A 60-year review has been undertaken across each option, with a calculation of Net Present Value applied to demonstrate the cost of each option across the whole 60-year lifecycle in today's monetary terms. This allows a direct comparison across each option.

Public Engagement

An extensive engagement programme has been undertaken through a mix of online surveys and drop-in sessions with residents and affected parties to gauge their views on the various options.

ACC has engaged with key stakeholders including:

- Residents living in RAAC affected homes.
- Residents who have recently moved from RAAC affected homes.
- Private landlords of RAAC affected homes.
- The local community.
- All council tenants across the city.

Key stakeholders will be given the opportunity to inform the Council on how each viable option may impact residents, the local community and the future HRA spend.

This extensive exercise has allowed a detailed review of all options, and the findings are considered within this report.

A statement of Community Involvement has been prepared and covers three stages of engagement. The first stage involved issuing an information pack. The information pack and cover letter were delivered to all residents living in, or who have lived in RAAC-affected homes, and the local community (within a 30m radius of RAAC affected homes). The cover letter set out the contents of the information pack, key engagement dates, and how residents can provide feedback on the impact the viable options may have on their household, community and wider HRA account.

The information pack included an A5 booklet providing information on the three viable options and the one non-viable option. For the three viable options, information was presented on the works to be done, as well as advantages and disadvantages of each option. Information was also provided on indicative cost and timeline. Information was written in plain English, jargon-free and designed in an engaging format.

Drop-in sessions were arranged to allow in person discussions. The drop-in sessions gave key stakeholders the opportunity to meet the Council Officers and project team to have 1-1 support and conversations around costs, programme and strengthen their overall understanding on the options. They were also able to meet with the Council's community team and health and wellbeing team.

Engagement boards were displayed on the information for each option, along with advantages, disadvantages, indicative costs and programme timeline.

Key stakeholders were encouraged to fill out the surveys to note their concerns and the impact each of the options would have on their household and community.

The drop-in sessions were held in various locations to enable all three key stakeholder groups to attend, including residents living in homes affected by RAAC, the local community, the wider Torry community and council tenants across Aberdeen City Council.

Four sessions were undertaken:

- Session 1: Thursday 18 July 10am-1pm at Balnagask Community Centre, 6 Balnagask Road AB11 8HX
- Session 2: Thursday 18 July 4pm-7pm at Marischal College (Main Entrance), Broad Street, AB10 1AB
- Session 3: Saturday 20 July 10am-1pm at Greyhope Community Hub, Tullos Circle, AB11 8HD
- Session 4: Monday 22 July 4pm-7pm at The Bridge Centre, 258 North Balnagask Road, AB11 8LQ

Surveys were made available to key stakeholders online. There were three parts of the survey including feedback on options, equalities and demographics.



Options survey questions: provided key stakeholders with the opportunity to provide both quantitative and qualitative responses on the impact each option would have on their household, local community and general housing programme.

Equalities survey questions: provided key stakeholders with the opportunity to inform on how the options would affect circumstances including age, disability, pregnancy and maternity.

Demographic survey questions: provided key stakeholders with the opportunity to set out information around tenancy and background.

The survey opened on Friday 12th July 2024 and closed on Friday 2nd August 2024. 244 key stakeholders provided feedback, 75 owned their own home, 46 were part of the wider community, 40 were council tenants living in a property affected by RAAC, 8 private tenants living in a property affected by RAAC, 28 were residents or business owners in the local community near properties affected by RAAC, 29 were Council tenants (living out with a property affected by RAAC). There was a total of 18 key stakeholders who did not answer this question.

Of the residents who live in RAAC-affected homes, 80% have lived in their property for more than 10 years.

The survey results are detailed within Appendix 4.6.

This was seen as being the first stage of engagement and the Statement of Community Involvement outlines the further steps to be taken.



2.5 Qualifications, Assumptions and Exclusions

As part of the Options Appraisal, ACC's brief was to assess the options presented to help mitigate RAAC defects within the affected property and technically appraise the options on their viability, taking cognisance of the deliverability, technicality, societal and budgetary impact.

This report includes a technical, commercial, lifecycle and societal evaluation based on the proposed viable options.

Societal Evaluation – Assumptions, qualifications and exclusions

Assumptions

When scoring the societal piece, AR aligned with the principles of the contained within The Green Book (2022) on the Quality Adjusted Life Year, which is a measure of the state of health of a person or group in which the benefits – in terms of length of life – are adjusted to reflect the quality of life. This involves reviewing the impact key stakeholders believe each option would have on their household and community and calculate the change in Quality of Life accordingly.

Qualification

Use of methodology principles set out by The Green Book (2022) on the Quality Adjusted Life Year.

Specific Exclusions – Societal Evaluation

A list of further consequential costs that have not been included comprise of, but is not restricted to:

- Cost on loss of council housing (though value adjusted to include RAAC)
- Housing waiting list demand and associated costs
- Cost of providing temporary accommodation once works are completed
- Loss of rent due to long term vacant properties (this is allowed for within the commercial review)
- Potential homelessness amongst residents living in RAAC affected homes
- Potential costs associated to increase in anti-social behaviour and crime
- Opportunity costs related to not having properties available for let and potential costs from housing waiting lists
- Costs for securing empty properties, both short-term and long-term.

Commercial Evaluation - Assumptions, qualifications and exclusions

Assumptions

Financial model utilised in the commercial evaluation allows for the following items and basis as noted:

- Capital costs as detailed in AR Feasibility Report
- Inflation allowances based on Retail Price Index (RPI) of 1.5%
- Void rate of 2.5%
- Bad debt rate of 5%
- Rent yearly increase based on RPI plus 1.5% (3% per annum overall)
- Capital Grant of £78k per unit allowed currently (only applicable to new build units)
- Capital Grant receipt allowed for in line with phased handover of units
- Management costs based on per unit basis
- Management costs yearly increase based on RPI
- Management costs commence in line with phased handover of units
- Maintenance costs commence 1 year post phased handover of units to allow for Making Good Defects Period



- Maintenance costs yearly increase based on RPI
- Maintenance costs are based on lifecycle cost allowances along with standard planned and statutory maintenance requirements
- Residual value based on an allowance of £10k per unit including RPI allowance and included as income at end of 60yr lifecycle
- As residual value has been utilised there is no final maintenance allowed post year 60
- Scoring applied to NPV with lowest NPV utilising 5% discount rate over 60 years obtaining full marks
- Scoring is based on 100 marks awarded to the lowest NPV with a pro rata score awarded based on difference between NPV at 5% over 60 years
- Management Cost based on managing housing units only with no allowance for managing any commercial units
- Any management costs for amenity spaces are excluded within this model
- Loss of rent allowance has been included where units are not occupied in each model
- Option 3b allows for full demolition and rebuild of units at year 30 of the 60-year review, including adjustments for loss of rent, full debt charge etc. The cost of this does not form part of the initial construction cost allowance
- Options 4a and 4b include the following allowances for third party costs:
 - Cost to purchase private units – an allowance has been made to cover cost of purchase (assuming adjustment for RAAC) and cost for loss of home payments
 - 5% allowance on cost to purchase total to cover Land and Building Transaction Tax costs
 - £5k per unit legal fees allowance
 - £10k per unit disturbance costs allowance. Both 3b and 4b allow for 367nr units to be rebuilt - this is based on utilising existing plot layouts and size availability for new build 3- and 4-bedroom houses
- Each model contains debt charge allowance based on the following:
 - 2024-25 4.35% (Estimated)
 - 2025-26 3.82% (Estimated)
 - 2026-27 3.77% (Estimated)
 - 2027-28 3.78% (Estimated)
 - 2028-29 3.84% (Estimated)
 - Then from 2029-30 onwards 3.84%

Qualifications

60-year study periods for life cycle costs

Use of methodology principles set out by The Green Book (2022)

Specific Exclusions

A list of further consequential costs not included comprise of, but is not restricted to:

- Opportunity costs for other actions excluded and impact on wider Housing Revenue Account (HRA)
- Not accounting for impact on supply and demand of council house types across city
- Decant costs not included as properties assumed empty prior to any works

There has been no request to consider any insurance options for the buildings, and this is a specific exclusion. The structural engineer's report that has been used was commissioned by Aberdeen City Council and AR have not undertaken their own surveys to verify the information. It was agreed with ACC to rely on this report and its findings to formulate the options appraisal.



An economic appraisal that covered the wider impact on the city over a number of years of needing to resolve the RAAC issue was excluded from the Brief.

In addition, there are additional assumptions, qualifications and exclusions that specifically apply to a number of the individual reports included within the appendices. Please refer to these appendices for further details.

Within this report there is reference to the second Energy Efficiency Standard for Social Housing (ESSH2). This standard looks to ensure that energy efficiency is significantly improved across housing to reduce fuel poverty and ensure use of sustainable heating sources. At the end of 2023 the Scottish Government opened consultation on seeking Social Housing Net Zero Standard (SHNZS) in Scotland as an amendment to ESSH2. While the consultation has closed there is no formal update on the outcome. Therefore, for the purposes of this report, ESSH2 is used as the benchmark for future upgrade works to Social Housing. Where possible, works to meet ESSH2 requirements have been allowed for in conjunction with RAAC mitigation works in order to minimise disruption to tenants that would be witnessed by undertaking the required works at separate times.



3. Methodology and Approach

3.1 Options Generation and Longlist Appraisal

The longlist options generation was conducted by ACC and considered by Committee in July 2024. Following this review, a shortlist of options was directed by ACC. These options were reviewed and analysed, taking into account items such as buildability, commercial impact, societal impact, etc. Each Technical Workstream reviewed the options presented to determine suitability. The following option was deemed non-viable at the committee meeting in July 2024:

Option 1 – Adding timber runners to extend the bearing length at the support walls – Non-Viable

Independent Structural Engineers have advised that adding timber runners to extend the bearing length at the support walls does not resolve the RAAC risk factors such as cracking and deflection. This option involves cutting out plasterboard on either side of the load-bearing wall and inserting more timber to increase the bearing distance. It is noted, however, that this proposal still leaves the RAAC panels categorised as high-risk, as extending the central support bearing distance does not improve or mitigate the cracking and deflection observed in all RAAC roof slabs. Additionally, an extra cost allowance would be required for a new robust roof membrane, and annual inspections would be necessary as the RAAC panels would remain in place. The mitigation provided by this option would only last a short time compared to other options before further interventions would be necessary. Therefore, this option is not considered viable, and the RAAC panels would still be categorized as high-risk, leading to its exclusion from the shortlist of options.

Removing Option 1 as non-viable, the remaining shortlist options appraised by this report are:

Option 2 – Install a support timber frame under existing RAAC roof panels

Installing a support timber frame under existing RAAC roof panels involves placing a timber frame beneath the RAAC roof panels to support their weight. This includes installing a new timber support grillage frame, removing and disposing of existing lowered ceilings and installing a new roof covering where required. This will be placed tightly to the underside of the existing RAAC roof panels.

Option 3

For the purposes of a more detailed review of options, Option 3 has been split into two distinct options. One option involves removing and replacing the RAAC panels with a new roof structure. The second option involves further EESSH2 upgrade works to be undertaken concurrently with the works to remove and replace the RAAC panels.

Option3a – Removal of RAAC panels and replace roof

Independent Structural Engineers have advised that removing RAAC panels and replacing the roof is the most effective solution to address the risk factors associated with RAAC within retaining existing buildings, such as cracking and deflection. This option involves the complete removal of the existing RAAC panels and the installation of a new roof structure. By eliminating the RAAC panels entirely, this proposal fully mitigates the risk of cracking and deflection observed in all RAAC roof slabs as the RAAC panels will be removed completely. Replacing the roof also ensures a long-term solution with no need for the frequent inspections required if the RAAC panels were to remain.



Option 3b – Removal of RAAC panels and replace roof and EESSH2 works

In addition to replacing the RAAC panels in line with Option 3a above, there is the opportunity to undertake upgrade works internally to allow the units to meet EESSH2 requirements. This option minimises the disruption to tenants that would be witnessed if the works were undertaken at separate times.

Option 4a – Demolition Only

The option of demolishing the houses affected by RAAC and landscaping over the area is a viable technical solution as it completely removes all RAAC, thereby resolving the associated risk factors such as cracking and deflection. This option allows for purchasing existing private units and associated cost, along with an allowance for landscaping to be undertaken to vacant plots whilst retaining existing hard standing areas and road areas within the estate.

Option 4b: Demolition and building new homes

Independent Structural Engineers have advised that demolishing the existing buildings and constructing new homes is an effective solution to address the issues associated with RAAC. This option involves the complete demolition of the current structures and the construction of new homes built to modern standards, tailored to meet projected housing needs. The new homes will fully comply with sustainability requirements, ensuring long-term energy efficiency and reduced environmental impact. The allowance for the number of homes that can be built under this option is based on utilising the existing housing estate layout and road structures and replacing the existing units with a mix of 3 and 4-bedroom units. The area of existing units has been measured and a general layout of the new housing units utilised to assess the maximum number of new units that can be constructed in these areas.

3.2 ACC Strategic Objectives

All options have taken into account ACC's Local Housing Strategy. The Local Housing Strategy is as follows:

To reflect the city's core vision in the Local Outcome Improvement Plan (LOIP), "A place where all people can prosper", the local housing strategy sets out our strategic vision and priorities for the future delivery of housing and housing related services. It identifies the specific commitments made by the council and its key partners to deliver the strategic outcomes within the local housing strategy. The vision for the local housing strategy is: People in Aberdeen live in good quality sustainable homes, which they can afford and that meet their needs. The local housing strategy is supported by a comprehensive assessment of housing need and demand.

The local housing strategy aims to deliver 6 overarching strategic outcomes:

1. There is an adequate supply of housing across all tenures, and homes are the right size, type and location that people want to live in with access to suitable services and facilities.
2. Homelessness is prevented and alleviated.
3. People are supported to live, as far as is reasonably practicable, independently at home or in a homely setting in their community.
4. Consumer knowledge, management standards and property condition is improved in the private rented sector.
5. Fuel poverty is reduced which contributes to meeting climate change targets.
6. The quality of housing of all tenures is improved across the city.

The local housing strategy recognises its' role in enhancing economic growth and social mobility. It links with Community Planning and Health and Social Care Partnership priorities and strategies to strengthen communities, improve health, reduce inequalities and support independent living.

Within the Aberdeen City Locality Plan for Torry 2017-2027 is Our Place, which includes Priority 4 and 5.



Environment and Facilities

The Council will work together to improve access to community services, greenspaces and promote our local heritage by making sure our community is safe, clean and we can move around easily.

The Council will achieve this together:

- The Council will work together to create different ways to get around our community and access services.
- The Council will reduce traffic congestion, improve air quality, decrease litter and promote recycling and up cycling.
- The Council will identify and support opportunities for community ownership and improve and maintain local parks, allotments and local heritage sites.

What the Council will achieve together:

- Reduced waste in the community.
- More local residents are satisfied with ways to get around the community and access services.
- Local spaces are used and enjoyed by the whole community.

Housing

The Council will work together to improve access to affordable, fit for purpose and well-maintained housing which will be long lasting.

How the Council will achieve this together:

The Council will work together with tenants to improve access for residents in Torry to high quality homes through providing local-based housing support and services for local tenants.

What the Council will achieve together:

Improve number of longer lasting tenancies, customer satisfaction and quality of new and existing housing stock.

It is clear that the options considered will need to reflect the strategic objectives outlined above.

3.3 Selecting the Preferred Option

In selecting the preferred option, full consideration needs to be given to not only the societal impact in the local and wider area, but also the commercial impact on ACC budgets both in the short and long term. This is particularly key in considering the HRA and impact on capital and revenue, and the impact across the wider city. To this end, both the societal impact and commercial impact have been scored separately to determine which options are best aligned to these key areas.



4. Workstreams

4.1 Workstream Overview

A number of Technical Workstreams have been undertaken to help better understand the options that are open for ACC to consider the most appropriate next steps and way forward. These have been undertaken by independent professionals in each of the individual fields considered.

4.2 Structural Engineering Workstream

Aberdeen City Council appointed Fairhurst to review the technical aspects once the problem of RAAC had been identified within the roofs of the properties in Balnagask. Fairhurst have assessed the condition of the roof panels and have worked through a number of potential solutions. The options and outcomes are fully discussed in Appendix A1.

4.3 Building Condition Surveying Workstream

As part of the technical workstream, comprehensive surveys were executed to evaluate the present condition of the properties. These surveys uniformly identified the existence of Reinforced Autoclaved Aerated Concrete (RAAC) panels in the roofing structure. Given the inherent risk of abrupt failure associated with RAAC, it is strongly advised that a certified structural engineer be instructed to evaluate their current condition, potential repairs, and/or replacement of these panels. Given that we have not had access to pertinent asbestos surveys or reports, it is strongly recommended that refurbishment and demolition (R&D) surveys be conducted. These surveys are crucial to determine the presence of asbestos within the properties, especially as the majority were found to contain Artex ceilings, which may contain asbestos. This work will only be undertaken on Council owned properties. Extra caution is advised in determining whether any asbestos may have been historically encapsulated. This is a significant consideration for the safety and health of the occupants and the broader public. Moreover, the condition surveys highlighted fire safety and health concerns related to ceilings and intermediary floors containing polystyrene beading. This material has potentially been used as insulation or soundproofing between floors. In general, the properties were deemed to be in a satisfactory condition for their age excluding the RAAC problem. However, it was observed that all properties require redecoration and maintenance work, both internally and externally. While the properties are currently serviceable, future upgrades should be anticipated. It was also noted that the windows and flat roof coverings are approaching the end of their expected lifespan. This underscores the need for proactive maintenance and potential replacement planning. Full existing survey condition reports, EPCs and Home Reports for selected property types can be found in Appendix A2.

4.4 Energy Workstream

This workstream will focus on the likely carbon impact associated for each of the proposed options, which is detailed in Appendix C. The main decision factor for the option will be embodied carbon, however some consideration has also been given for the potential to carry out retrofit interventions to the properties. This is to comply with ACC's statutory obligation to meet the Energy Efficiency Standard for Social Housing 2 (ESSH2), which requires all social housing stock to have an Energy Performance Certificate (EPC) rating of B or above (a SAP score of 81). This is also an opportunity to improve thermal performance and tenant comfort, address any associated issues such as damp and mould, and ultimately reduce energy usage and bills for tenants, which in turn can help to alleviate fuel poverty.

It is an important factor that the properties meet the targets of ESSH2. The Scottish Government have set an initial target of 2032 for all social housing to meet these requirements. While this may be reviewed or changed pending

future decisions by the Scottish Government, the appraisal must be based on this standard at this time. Currently this is being reviewed by Scottish Government so final standards may change.

4.5 Design Workstream

As part of the overall technical workstream, a pre-feasibility report was commissioned to look into how the site could be re-developed if a decision was taken to demolish the estate. This approach looked at a phased development, over a number of years to create a new community in line with current planning policy and building standards for high quality housing. Whilst this type of development will incur a high capital cost, it can be phased over a number of years and will provide homes with a lifecycle expectancy in excess of 60 years. The overall site, including the properties held in private ownership, extends to 11.5 Ha. For the purposes of this high-level feasibility report, it was assumed that all the properties are demolished. A similar range of mix of unit types has been used. However, should this option be taken forward into a more detailed design development, then the exact housing mix can be reviewed and amended in line with the Council's housing requirements at the time.

The detailed report shown in Appendix A3 demonstrates that a new high-quality community can be developed on the site and how the new development will adhere to both the current national and local planning guidelines. The sketch layouts show an option of how the area can be re-developed, bringing in new green and blue infrastructure and creating the sense of community that is important to create a modern vibrant environment.

4.6 Stakeholder and Community Workstream

To ensure that there was sufficient stakeholder and community engagement, ACC commissioned a survey and drop-in sessions with affected stakeholders in July 2024 to consider the impact of the shortlisted options. The Statement of Community Involvement in Appendix D1 sets out how and when the Council engaged with key stakeholders.

The Survey Results in Appendix D2 outlines the theory behind the survey questions and summarises data analysis of the quantitative responses.

In addition to the multiple-choice questions of the survey, there was an opportunity for stakeholders to voice concerns and comments on the impact the options will have on their households and community. The Survey Results, Qualitative Responses in Appendix D3 sections the qualitative responses under identified protective characteristic groups, each viable option, and the key stakeholders' groupings.

Lastly, the Qualitative appraisal in Appendix D4 outlines how the results of the stakeholder and community engagement have been appraised for each option, including a breakdown of the societal scoring for each option.

4.7 Commercial Workstream

Project Outline:

The purpose of this commercial feasibility estimate is to give an indication of the capital cost to ACC and the Net Present Value (NPV) for the proposed options to address the RAAC issue within their existing residential estate.

Benchmark against similar projects:

When pricing the document, we have used available 'live' cost information from similar type projects, where available. It should be highlighted that appropriate allowances have been made for elements of the works which are not yet developed.

Risk allowances:



The Design Development and Risk Contingency has been included at 15% to reflect the low level of project information available at this stage. We envisage the majority of contingency will be utilised for Design Development – changes relating to design intent including, but not limited to, impact of condition surveys, etc. The residual contingency value is likely to be used to account for potential changes which may come to light during the construction stage. This will be managed via a change control process.

Key Inputs into the **NPV**:

- Maintenance cycle
- Loss of rent
- Inflation
- Annual rental growth
- Finance costs
- Legal costs
- Professional fees
- Where relevant, EESSH2 works
- Where relevant, third-party purchase and associated costs

Note this list is not exhaustive, and further assumptions and clarifications can be found in the Commercial report in Appendix B.

4.8 Legal Workstream

As part of considering the options for the overall area, it is imperative to understand the legal framework that can be used to address the key issues. With around a third of the properties now being in private ownership, it is important to establish what has been included within title documentation around owners' responsibilities for repairs, particularly where there are joint or common areas such as roofs and walls. While it is not possible to check all the titles at this time, a sample of different addresses and house types have been checked by an independent third-party law firm. An instruction was provided to examine the title deeds to ten properties within the Estate, which were selected by AR on a sample basis.

The more detailed findings can be found in Appendix F to this report, but as a general comment, the firm advised that the title provisions were uniform and consistent across the various properties. The firm evidenced that a disciplined approach was taken by the Council's solicitors (and those of its statutory predecessors) when conveying the individual properties for the first time. However, when dealing with any given property, it will still be prudent and often necessary to specifically check the actual title deeds to that property.

4.9 Health and Safety Workstream

AtkinsRéalis Health & Safety Services have conducted a review of the proposed options for mitigating the risk from RAAC within the housing at Balnagask, Aberdeen. This review consisted of; an appraisal of existing available information provided by Aberdeen City Council with a review of the four options explored, discussions with Fairhurst (Structural Engineers) on potential methodology, and consideration of the potential health and safety risks and implications of each option. A summary of the main considerations is outlined in Appendix E.



5. Options Appraisal

5.1 Introduction

Advantages and Disadvantages

Below are the advantages and disadvantages for each viable short-listed option. This is not an exhaustive list but takes into consideration key factors of societal, technical and commercial advantages and disadvantages. Note that in order to assess the options for these key factors, it was essential to split Option 3 into Option 3a without EESSH2 works, and Option 3b with EESSH2 Works. As such, advantages and disadvantages have been detailed for the following options:

- Option 1: Extend end bearing was deemed non-viable This was discounted earlier in the process see 3.1
- Option 2: Install a support timber frame under existing RAAC roof panels
- Option 3a: Removal of RAAC panels and replace roof
- Option 3b: Removal of RAAC panels and replace roof and EESSH2 works
- Option 4a: Demolition only
- Option 4b: Demolition and build new homes

Societal Background including Place-Based Analysis

Place-based analysis has been undertaken in assessing the societal impact of each option. This has included considering impact on key stakeholders, including residents living in RAAC affected homes, the local community (within 30m from RAAC affected homes), and the wider community of council tenants across Aberdeen City Council. For each viable option, its assessment assumes council tenants will have vacated their properties and focuses on the impact of the proposed option to the local community and council tenants returning to RAAC affected homes. For residents vacating their RAAC affected homes, there will be displacement and loss of existing community. There will also be unintended consequences for the wider community such as empty properties, resulting in a potential increase in crime rates and anti-social behaviour. The societal evaluation was based on the results from the surveys carried out.

Commercial Background

The commercial assessment of each viable option included analysis of capital costs as well as modelling the NPV over 60 years at 5% to understand the ongoing impact on the Council's finances, particularly in relation to the HRA.

5.2 Option 2 Assessment

The key advantages are as follows:

- This is a cost-effective short-term solution that can be delivered quickly without too much disruption internally to the home. Depending on available funding, this work can be programmed in quickly, and the works to make the houses low risk in terms of RAAC can be undertaken.
- This will allow tenants to be moved back into the properties quicker and assist the Council with their requirements of reducing the Housing Waiting List and provide housing for those who need it.
- There will be limited wider impact to the residents and wider community in terms of construction works.
- There will be staggered displacement of residents, however this is likely to be short-term.
- The costs of the full upgrade works to replace the roof and undertake the requirements to meet EESSH2 standards will be deferred, giving the Council more opportunity to review budgets and plan funding for this work.



- This option does not reduce the quantity of available units from ACC Housing register and reduces void periods.
- The Built Environment community of Balnagask is not fundamentally altered.

The key disadvantages are as follows:

- RAAC is still prevalent within each property and while this becomes a low risk, the risk remains and there will be a need for an ongoing inspection regime to ensure that the risk of RAAC is continually monitored.
- From a tenant's point of view, the property still contains RAAC. If there is further deterioration in the status of the RAAC units within the property, tenants will likely need to move out again.
- The continued presence will have a deleterious impact upon tenants' mental wellbeing.
- Given that the homes have been vacated for health and safety reasons, new tenants moving in may potentially need to relocate again. Additionally, there is a chance that people will not want to move into a property with RAAC, which may result in many of the properties remaining void.
- The roof system proposed ensures the properties move to low risk from a RAAC perspective, this is only a temporary solution given the age of the roof panels.
- The EESSH2 requirements mean that by 2032, these properties will be required to meet the EPC B standards. This means that the properties will require a comprehensive upgrade and tenants will be required to move out while this work is done. It is likely that the roof will need to be permanently upgraded or replaced at this time.
- In particular for tenants, this means that they are likely to be moved again which is not a desirable outcome. For the Council, they will need to look at moving tenants around the existing housing stock. It may be that until all the works are completed to bring the properties up to EESSH2 standards that these properties could only be considered as "temporary accommodation".
- The costs of the full upgrade are only postponed, and it means that temporary costs are incurred up-front to carry out the repair works. The costs of the major refurbishment will still be required within future Council programme moving forward.
- As a result of undertaking the construction works, it is highly likely that further damage to property will occur, and consequential repairs / cost will manifest.
- The Council will need to ensure properties are secure during the time they are empty, limiting opportunity for anti-social behaviour, vandalism and other crime taking place. The estate will temporarily lose around 60% of the occupants, resulting in the area having a different feel for those who remain with large swathes of streets having empty homes.

Non-Viable Conclusion:

This option only provides a temporary solution. The roof panels have a finite life span, and thus a roof replacement will be required in the future, along with the EESSH2 upgrade works. This would lead to significant disruption to tenants again, and thus was not considered a viable option for the commercial assessment.

5.3 Option 3a Assessment

The key advantages are as follows:

- The properties will be free of RAAC, eliminating the need for ongoing inspections and alleviating tenants' concerns about the presence of RAAC in their homes.
- Removing RAAC is a permanent solution, and tenants can move into the properties, confident that there is unlikely to be a need for a move later.
- The works to be undertaken will be both internal and external to the property. However, this may prove to be a challenge around common areas such as roofs and party walls.
- The built environment of the community will not fundamentally change, although the displacement will be longer as tenants move back in, and the properties are re-occupied.



The key disadvantages are as follows:

- The costs are significant to carry out these works and will only address the removal of RAAC. The significant repair costs will not address any building fabric costs or improvements. For properties that are more than 50 years old, it is a large cost to be funded by existing Council budgets, but does not provide an increase the properties' market value or increase in rents for ACC. The large impact on the HRA will impact other Council services across the city.
- The disruptive nature of the works means that the properties cannot be occupied until all the works are carried out. The EESSH2 works are not carried out until a later date so there will be further significant cost to the Council and disruption to the tenants, potentially needing to move out again at a later date.
- This Option will take longer, and it means the properties are empty for longer than Option 2, with the issues of anti-social behaviour, vandalism and security needing to be managed for a longer period.
- Where there are adjacent and neighbouring third-party owners, there will be significant interface issues, likely requiring legal agreements to engage with them to undertake the works. If they are unwilling or unable to participate, then works will be delayed or not undertaken. From the Council's point of view, this may lead to a long-term void.
- This option may be unaffordable or undesirable to the homeowners and the third-party owners.
- The properties will take longer to be available putting pressure on the other housing stock within the city.

Non-Viable Conclusion:

This option only provides a temporary solution. The EESSH2 upgrade works will still need to be carried out at a later date. This would lead to significant disruption to tenants again along with significant cost to the Council, and thus was not considered a viable option for the commercial assessment.

5.4 Option 3b Assessment

The key advantages are as follows:

- The properties will be free of RAAC, eliminating the need for ongoing inspections and alleviating tenants' concerns about the presence of RAAC in their homes.
- Removing RAAC is a permanent solution, and tenants can move into the properties, confident that there is unlikely to be a need for a move later.
- There is the option to carry out the requirements to bring these properties up to EESSH2 standards at the same time. This will provide the properties with a comprehensive upgrade and provide a long-term solution to assist housing needs for tenants in Aberdeen and benefit from economies of scale / efficiencies of concurrent works.
- The works to be undertaken will be both internal and external to the property. However, this may prove to be a challenge around common areas such as roofs and party walls.
- The built environment of the community will not fundamentally change, although the displacement will be longer as tenants move back in, and the properties are re-occupied.

The key disadvantages are as follows:

- The costs are significant, much more so than in Option 3a to carry out the RAAC removal works and EESSH2 upgrade works. This will be funded from within the existing Council budget, and thus the costs will have an impact on the HRA and the other Council services across the city.
- The disruptive nature of the works means that the properties cannot be occupied until all the works are carried out. It is likely that the best approach is to carry out the EESSH2 works at the same time to ensure the properties meet the medium-term requirements, thus prolonging the programme.
- This Option will take longer, and it means the properties are empty for longer than Option 2, with the issues of anti-social behaviour, vandalism and security needing to be managed for a longer period.



- Where there are adjacent and neighbouring third-party owners, there will be significant interface issues, likely requiring legal agreements to engage with them to undertake the works. If they are unwilling or unable to participate, then works will be delayed or not undertaken. From the Council's point of view, this may lead to a long-term void.
- This option maybe unaffordable or undesirable to the homeowners and the third-party owners.
- The properties will take longer to be available, putting pressure on the other housing stock within the city.

5.5 Option 4a Assessment

The key advantages are as follows:

- This is a cost-effective solution that removes the issue of RAAC from these properties. In addition, the removal of properties reduces ongoing maintenance costs and resource and removes requirement for further upgrading to meet EESSH2 standards.
- Although there is still a cost associated with this option, it will not impact ACC budget as much as other shortlisted options. Thus ACC will be able to utilise their financial resources for other priorities within the Council, including upgrading other housing stock or providing other new homes across the city.
- Furthermore, this option provides additional landscape amenity and mitigates potential anti-social issues that may arise from part-derelict communities.

The key disadvantages are as follows:

- The Council will need to find a suitable alternative finish to the site in agreement with the local community as well as engaging statutory authorities such as planning and building control.
- Secondly, there will be a loss of a large number of homes out of the Council's portfolio. This may restrict the ability to find suitable housing for those people on the current Housing Waiting List.
- Thirdly, there will be a loss of both rental income from the Council which will impact the HRA budget. Additionally, there will be a loss of Council Tax revenue.
- Fourthly, the whole community will be changed completely. Services, shops and businesses that rely on the local community are likely to be adversely affected. There will be people left on the fringes and there will be challenges where there is private ownership and Council ownership to reach agreement on next steps forward. Once the demolished properties are removed, Balnagask will see the entire community dramatically changed.
- Fifthly, for those properties where there is private ownership, an agreement on purchasing their property will require to be negotiated. This will take time and can have the impact of delaying the whole process.
- While this negotiation process is ongoing, there will be an ongoing management and maintenance liability to prevent dereliction, anti-social behaviour and a general decline in the area for those residents who remain.
- Finally, for the owners and private renters who will be displaced, consideration will need to be given as to how their lives are impacted and how this can be mitigated.

5.6 Option 4b Assessment

The key advantages are as follows:

- This Option enables the Council to provide modern standard homes that meet current building standards and will have a lifetime similar to all other new build properties.
- Secondly, the older homes which are closer to the end of their economic life are replaced with new homes.
- Thirdly, the design of the new properties will meet the current ACC policies relating to Place Making and Regeneration, providing an opportunity to create a modern vibrant environment for people to live in. The mix of unit types can be changed to reflect the current requirements of the Council's Housing Waiting List.
- Finally, this option will positively contribute to the regeneration of the wider the area in and around Balnagask and the Torry area in line with broader Council policies and initiatives.

The key disadvantages are as follows:

- Firstly, on top of the demolition costs, there is the high capital cost of the new build properties. This is highlighted in the commercial appraisal which shows this to be by far the most expensive option.
- Secondly, as with Option 4a, for those properties where there is private ownership, an agreement on purchasing their property will require to be negotiated. This will take time and can have the impact of delaying the whole process.
- While this process is ongoing, there will be an ongoing management and maintenance liability to prevent dereliction, anti-social behaviour and a general decline in the area for those residents who remain.
- Thirdly, the need to engage with design consultants and statutory colleagues to develop a masterplan for a new estate will incur time and cost which will delay the process. It will likely be several years before the new housing is completed.
- Fourthly, and certainly in the short-medium term, the whole community will be changed with services, schools, shops and businesses that rely on the local community being adversely affected. There will be people left on the fringes of the demolished properties who will see their entire community change dramatically.
- Finally, for the owners and private renters who will be displaced, consideration will need to be given as to how their lives are impacted and how this can be mitigated.



6. High Level Programme Assessment

High level programmes have been developed for all viable options. Note the following clarifications:

General:

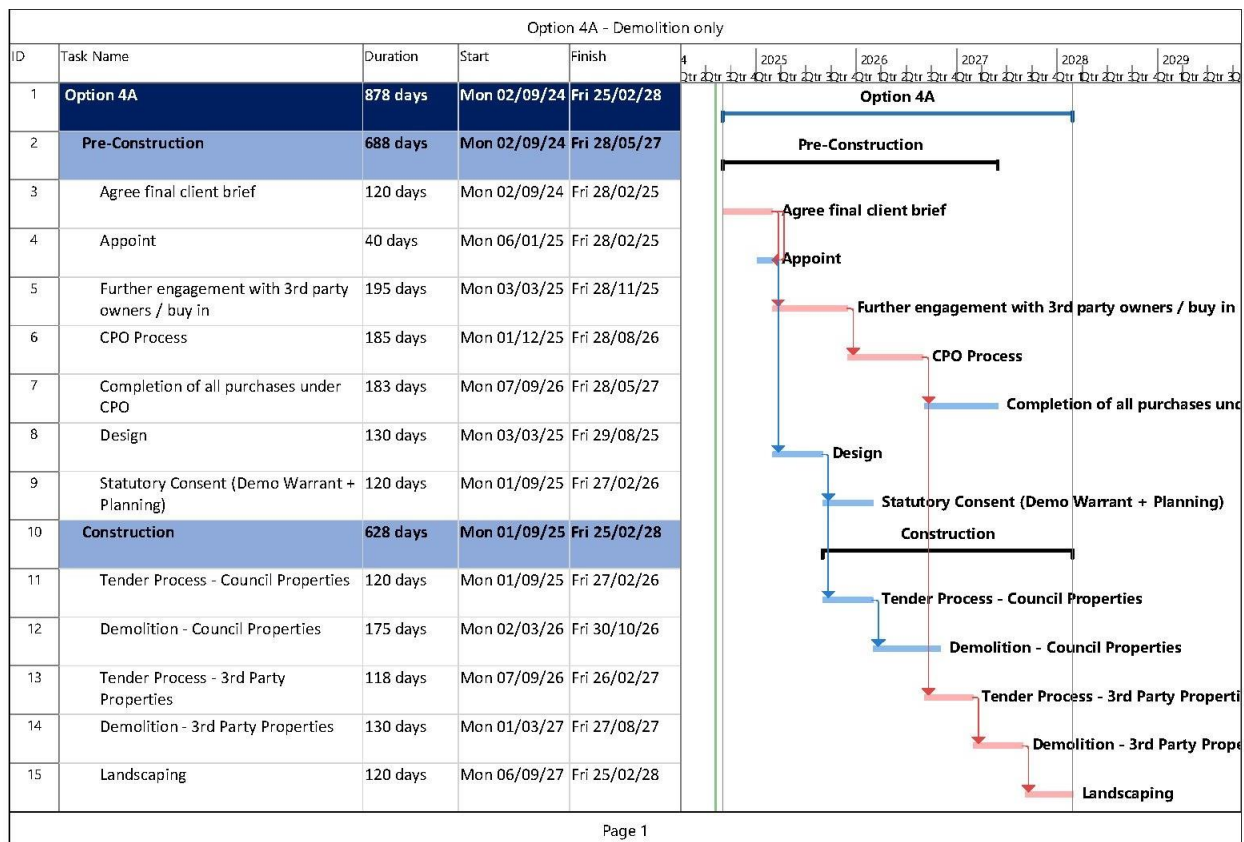
- Dates and durations are indicative and subject to change. Following selection of preferred options, there will be a detailed review of required tasks, resources and respective timescales. The programme will be expanded and updated accordingly.
- To simplify tasks and their durations, start dates have been shown as the beginning of the month and finish dates have been shown as the end of the month.
- Tasks have generally been assumed to be consecutive, with start dates dependent on their predecessor's conclusion. A more detailed review of the preferred option could result in greater overlapping of tasks and thus shorter overall duration.
- For all options, a more thorough understanding of the limitations around third-party ownership will be required to develop and detail the programme.

Specific:

- For Option 3b, it was assumed that the RAAC remedial works and the EESSH2 works would be undertaken concurrently, with a slightly longer construction duration overall than Option 3a.
- For Option 4a, it was assumed that demolition can progress in two stages, first as demolition of the council properties which have already been voided, and second as demolition of the third-party properties once legal processes have concluded.
- For Option 4b, it was assumed that demolition would form part of a longer-term project, and as such was not phased. In addition, phased demolition and accompanying new build could be phased depending on the agreed outcome.



6.2 Option 4a Programme



7. Risk Summary

The project has a number of key risks that will require to be considered no matter what option is chosen. Throughout the project there will be reputational risk if whatever actions taken, and decisions made, are not seen to be properly explained and carried through in an orderly and professional manner. It is accepted that this is a high-profile issue that will face strong scrutiny at all points in the process with local, national and online social media holding in what is happening.

It is likely that as part of the process, a communication strategy should be put in place from day one and constantly reviewed.

In the short term, the two major risks that will need to be managed are as follows:

Firstly, with all the Council tenants being moved out by the end of the year, ensuring the estate is secure and anti-social behaviour does not develop is a key issue. Large areas of the estate will be empty, and this is likely to cause issues. The longer the properties lie empty, the more likely the issue is to increase. There will still be people living in and around the estate, so their safety and security will need to be taken into consideration.

Secondly there will be the interaction with the third-party owners, private tenants and owner occupiers. This will be a key ongoing interface and will need to be managed appropriately. An action plan for managing this key interface will need to be put in place. Again, this will be scrutinised potentially in the public eye, and we will need strict protocols in place for engagement.

In the medium term, whatever option is chosen will require a detailed Risk Assessment and Risk register prepared for the chosen option.

8. Scoring

8.1 Introduction

The scoring has been split into two distinct sections, societal and commercial. The societal element has been collated from the results of the engagement plan and the survey results. The survey results have assisted in informing the way forward. The commercial element has been prepared, taking account of current costs on each of the preferred options and NPV at 5% inflation per annum to discount future costs to return a value at today's money.

8.2 Scoring Matrices

Societal Scoring Matrix

The societal evaluation considers the impact of each option on the immediate community as well as the broader impacts across the wider community in the city.

The Strategic Objectives were agreed with ACC in evaluating the societal impacts, which is detailed in Appendix G.

Commercial Scoring Matrix

The commercial scoring matrix has only considered three options. Option 2 and option 3a have been discounted from scoring as these are only considered to be temporary solutions that would require further Council commitment to future costs to complete the works following commitment to the temporary works. This would mean a future commitment to costs further down the line which would impact the budgets. There would be a significant element of double costs to move back to the properties to undertake permanent solutions. While this relates to the scoring, there will be further costs incurred at a later date to manage the disruption to tenants if there is a need to move out and be re-housed temporarily.

The commercial evaluation assessed the capital costs and modelled the NPV over a 60 year period based on 5%, which is detailed in Appendix G.

9. Conclusion & Recommendations:

9.1 Conclusions

In conclusion, the programme's goal is not only to address any public safety concerns and structural issues posed by RAAC panels, but also to enhance the overall living standards and sustainability of the Balnagask properties. The council's commitment to a thorough and transparent decision-making process will be key to achieving a solution that is safe, cost-effective, and aligned with the community's long-term interests.

Upon reviewing the remaining three shortlisted options, according to the Commercial scoring, none of the options yield a positive NPV over the 60-year review period. Option 4a has the lowest capital expenditure. This option would permit in the short-term demolition of the units and potentially enable the development of various Council and other types of affordable housing in the medium term, subject to the availability of funding sources. It is noted that Option 4a did not receive a score within the Commercial scoring, as no income is generated through demolition alone, resulting in a consistently negative cash flow.

Option 3b is not commercially viable due to the high capital costs and large negative result in the NPV. However, the decision-making process within the Council will need to consider the impact of removing 366 Council houses from the portfolio, if there is demand for these units, and whether the capital resource can be best spent elsewhere within the Council. Regarding the requirements to upgrade the Council Housing stock across the city, this location is likely to necessitate significant expenditure. It should be noted that these properties were constructed in the 1960s, making them approximately 60 years old. The Council will need to evaluate whether investing substantial sums of money now and in the future represents a prudent use of their capital. This type of assessment will need to be carefully considered.

Option 4b to demolish and provide new build units, while attractive as an option, is not considered to be financially viable given the significant capital costs involved and the likely impact this will have on the Council budgets across a wide range of services and projects at a time where there is extreme pressure on the Council budget. This is not considered to be viable in the short term unless the Council have the funding available. It is potentially part of the solution to look at the medium-term option of future re-development of the area to include new housing through some direct provision, partnership working and other Social Housing providers being sold sites to undertake their own development.

We are not aware of the wider Council policies, requirements and priorities which will need to be taken into account when deciding the next steps and preferred option. We would note that from a health and safety perspective and to limit the risk to tenants and ACC liability, the immediate removal of tenants and demolition of the units appears to be the most logical solution. This takes into account that, whilst Option 3b allows for works to mitigate RAAC issues, the capital expenditure for this intervention on 60-year-old properties does not represent best value, nor does it align to ACC's strategic objectives. The Housing Revenue Account (HRA) is under considerable stress due to the recent and ongoing demands of maintaining, upgrading, and renewing the current housing stock across the city. Therefore, in terms of costs and impacts on the Council's budget, Option 4a has the least commercial impact in the short term, provided it aligns with the broader Council policies, requirements, and priorities. It is crucial that the needs of the tenants and their housing requirements are integral to this review and a key consideration in the decision-making process. Ensuring that tenants are adequately housed and their needs are met should be a priority, alongside financial and strategic considerations.

9.2 Recommendations

Through assessing each option against ACC Strategic Objectives via engagement with the community and key stakeholders, and as documented within this Paper, it is evident that all Options have a deleterious impact upon the financial resources of ACC. All dwellings have lifespans and those constructed at the time of Balnagask have exceeded their initial life expectancy. Although RAAC is evident, with housing stock of this age, significant maintenance and investment is required with the addition of new energy requirements proposed under the EESSH2 proposals to ensure such stock is able to be rented. Any further investment in the current stock will need to take account of the remaining lifespan of these units and the potential need for further costly intervention to either maintain or replace this stock in the coming decades.

The key driver is safety and the duty ACC have to their citizens, which in this instance is the safety and wellbeing of their Council Tenants. It is evident that the majority of Council Tenants have been vacated and are in the process of being vacated and re-homed, demonstrating that ACC is actively addressing this objective.

ACC have a responsibility to manage the budget within ever increasing financial demands and via reduced resources. As a consequence, the obligation is consideration of which option is the optimum use of capital.

ACC have advised that there is already significant pressure on the HRA in future budgets, although capital is identified for future maintenance of void properties. With all options, ACC are prioritising the safe refuge of Council Tenants. With all Council Tenants rehomed, this will displace a significant portion of the population of Balnagask. As such, there is concern of ever increasing societal and security issues which are currently arising. The least costly option is demolition as this would have the least impact to ACC capital budget and therefore least impact upon the service delivery duties across the city. It is clear that in the short- to mid-term, this would have an impact to Balnagask and the wider communities of Torry and surrounding areas. However, currently without an alternative route of funding the other options, whilst not addressing the societal issues remains a viable alternative to re-development.

It is recommended that the Council consider the next steps at Balnagask within the wider context of the current Council house stock across the city, the demand for this type of property and how it can best spend its limited resources. As part of making this decision, we would recommend that the Council consider what best to do with the units at Balnagask given their age and condition within the context of the broader and competing priorities that they have.

To maintain the units and ensure they have an extended economic life means undertaking both the replacement of the roofs and the EESSH2 works at Balnagask, which will require expenditure in excess of £60m.

Provided that Option 4a and Option 4b are in line with the Council's broader policies and Strategic objectives, the least impact on the HRA would be to demolish the affected housing and to work through a plan to bring new high quality affordable housing to Balnagask that is in line with the Council's requirements to provide high quality social housing that meet current standards and Housing for Varying Needs.

Despite the loss of Council house units and the need to purchase properties from private owners, demolition appears be a more suitable option as it will allow the Council to focus on other priorities and allow the Council to consider the medium- to long-term future of the Balnagask area and the requirements for new housing. There is still a continuing need for social housing to be provided within the city and the recent developments that have been undertaken across the city to provide new Council housing at Tillydrone, Kaimhill, Summerhill and Cloverhill provide new high-quality accommodation that is in line with Housing for Varying Needs and Gold standards. By looking at a medium-term strategy for the site, the Council can look at current and future likely housing need, modern design criteria for the homes and the overall estate, and consider future funding options and partnership arrangements.

9.3 Further Considerations & Next Steps

Once the outcome of The Council Committee is known, there will be a requirement for a more detailed review of the preferred option supported by a detailed action plan and programme. Our recommendation is provided in Section 9.2 of the report.

There is likely to be a requirement for further consultation to go along with this to provide the key stakeholders with further rationale behind the decision taken and the likely timescales.

The primary driver for demolition being the preferred option is the budgetary impact upon the Council's finances and the consequential impact to the wider citizens of Aberdeen, loss of services and reduction in amenities across the city. Option 4a does not address the societal objectives. It is therefore recommended that a greater focus on a mid- to long-term, triple bottom line sustainable solution is developed through the provision of new social and affordable housing in the area. A masterplan will need to be prepared to establish what replaces the existing house units within the area. This should consider the future housing needs for both the local area and for Council / affordable housing in Aberdeen. A medium-term plan to regenerate with new modern housing that meets both the needs of Council Tenants and potentially that of private owners and other partnership organisations can provide a good outcome.

Consideration could be given to looking at partnership arrangements for further housing development with joint venture partners for providing some mixed tenure accommodation. This would be considered as part of the master planning exercise.

The Council should scenario plan each option in terms of budget and time for delivery to provide a clearer understanding on the consequential impact.

A specific strategy should be developed for private owners. This should be developed in consultation with the Council's Legal & Procurement department as well as specialist legal support. There are clear sensitivities associated with such owners, so prior to any consultation, it is recommended that this is fully developed.

For this approach, a full detailed masterplan should be considered that will involve the Council and a full design team of architects, engineers, landscape architects, and quantity surveyors to provide a comprehensive plan that covers both the short term and longer terms options for the site. This can be brought back for future consideration for the Council including fully costed options for short-term works and those in the medium term. A more detailed review of the potential approach to the use of CPO powers as a last resort should also be included to ensure that there is a detailed plan that can be fully considered by Committee.

AR are not privy to ACC's future capital commitments or the broader strategic objectives and policies. Ensuring the future redevelopment of the area is in line with these broader objectives will be a key part of the next steps.

APPENDICES

A – Technical Documents

A1 – Engineer Appraisal Report

A2 – Building Surveying-Fabric Assessment of Void Properties & EPCs

A3 – Architectural Assessment Report

B – Commercial Documents

B1 – Commercial Report including Capital Costs and Net Present Value

C – Energy Documents

C1 – Carbon Assessment Report and Modelling

D – Stakeholder & Community Engagement Documents

D1 – Statement of Community Involvement

D2 – Survey Results

D3 – Survey Results, Qualitative responses

D4 – Qualitative Appraisal of Options

E – Health & Safety Documents

E1 – H&S Report

F – Legal Documents

F1 – Guidance Note on CPO / Legal Obligations

F2 – Site Layout indicating Tenure

G – Scoring Matrices

G1 – Societal and Commercial Scoring Matrices



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Balnagask

**Outline RAAC Business
Case Review**

July 2024

Issue 1



FAIRHURST

CONTROL SHEET

CLIENT: Aberdeen City Council
PROJECT TITLE: Balnagask RAAC Review
REPORT TITLE: Balnagask Outline RAAC Business Case Review
PROJECT REFERENCE: 160260
DOCUMENT REFERENCE **160260/01**

Issue & Approval Schedule			Name	Signature	Date	
	Prepared by	K Browne		Held on File	17-07-2024	
	Checked by	D Holmes		Held on File	17-07-2024	
	Approved by	A Scott-Kiddie		Held on File	17-07-2024	
Update Record	Iss.	Date	Status	Description	Signature	
	1				Prepared By	
					Checked	
					Approved	
	2				Prepared By	
					Checked	
					Approved	

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Background and Objectives

Fairhurst have been appointed by Aberdeen City Council to undertake an Outline Business Case to consider options to address issues relating to the presence of Reinforced Autoclaved Aerated Concrete (RAAC) roof panels at Balnagask Aberdeen.

This report will set out the following:

- Project background and objectives
- Scope of Works
- Evaluation Criteria
- Design Requirements
- Stakeholder engagement
- Timelines and deliverables

2. RAAC Background

Following the sudden collapse of flat roof RAAC panels in 2018, the Standing Committee on Structural Safety (SCOSS) issued an alert in May 2019 aimed at building owners, consultants and contractors.

The Institution of Structural Engineers (IStructE) have since issued the following documents, which we have based our assessment on:

- Reinforced Autoclaved Aerated Concrete (RAAC) Panels - Investigation & Assessment - February 2022
- Reinforced Autoclaved Aerated Concrete (RAAC) - Investigation and Assessment - Further Guidance - April 2023

RAAC is a lightweight, 'bubbly' form of concrete, commonly used in construction between the 1950s and mid-1990s. It is predominantly found as pre-cast panels in roofs (commonly flat roofs, sometimes pitched).

RAAC panels are typically 600mm wide, although this has been known to vary. Their length will vary, typically up to 6m. They typically have a chamfer along their edge meaning there is a distinctive V-shaped groove at 600mm centres between the panels. See Figure 1 showing typical RAAC panel construction.

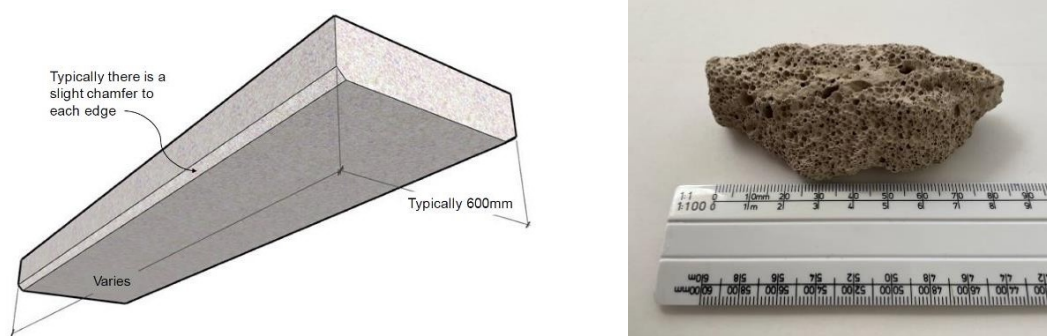


Figure 1: Typical RAAC construction

3. Existing Construction

The properties at Balnagask are two-storey buildings with traditional cavity blockwork wall construction and mono-pitched 125mm (5") thick RAAC roof panels spanning front to back, bearing onto external walls and a 100mm thick central concrete brickwork partition. See Figures 2 - 5 showing typical existing building construction. Figure 6 shows the typical RAAC panels condition observed during structural surveys.

Panels span approx. 3.5m at the rear of the property (typically above the living room and bedroom) and approx. 2.5m at the front of the property (typically above the kitchen and bathroom). These are relatively short spans, as RAAC panels can typically span up to 6m.

The mono-pitched roof construction is typically concealed behind a timber frame and plasterboard ceiling, some of which was retro-fitted (and was removed prior to inspections).

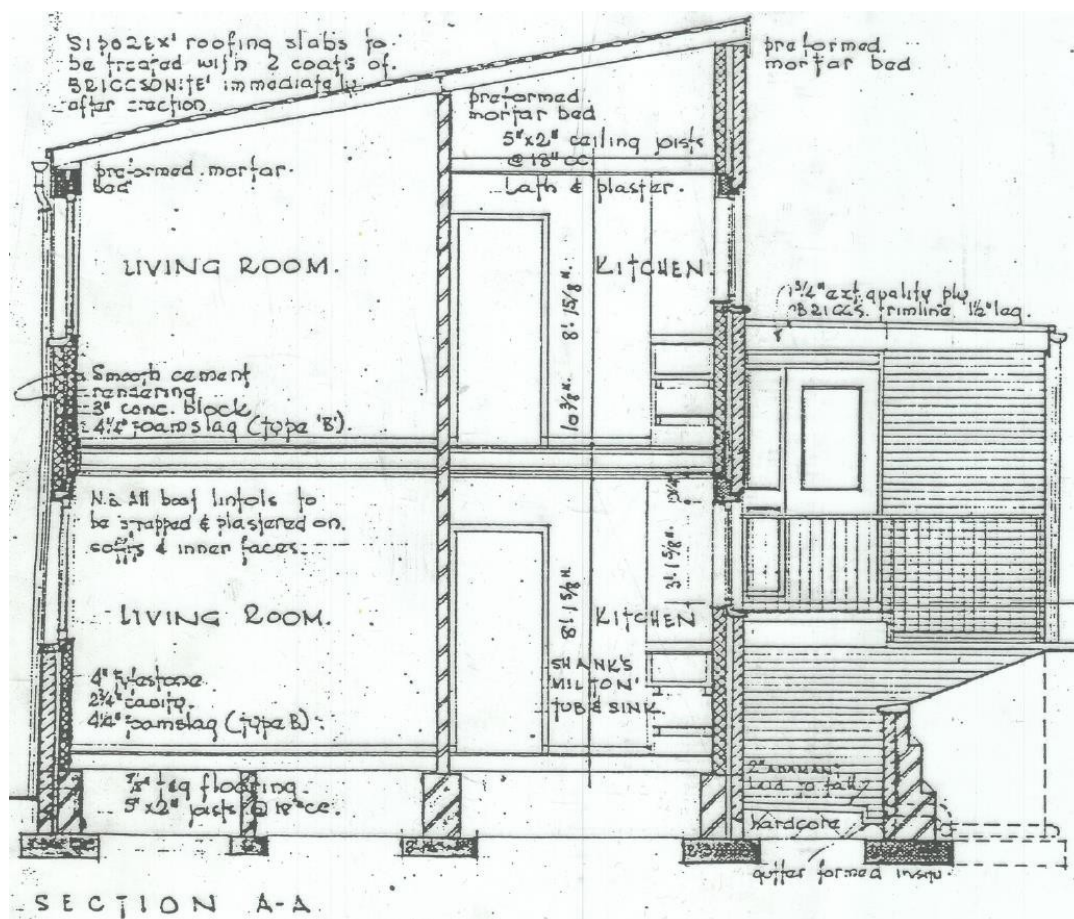


Figure 2: Original section drawing through flatted property

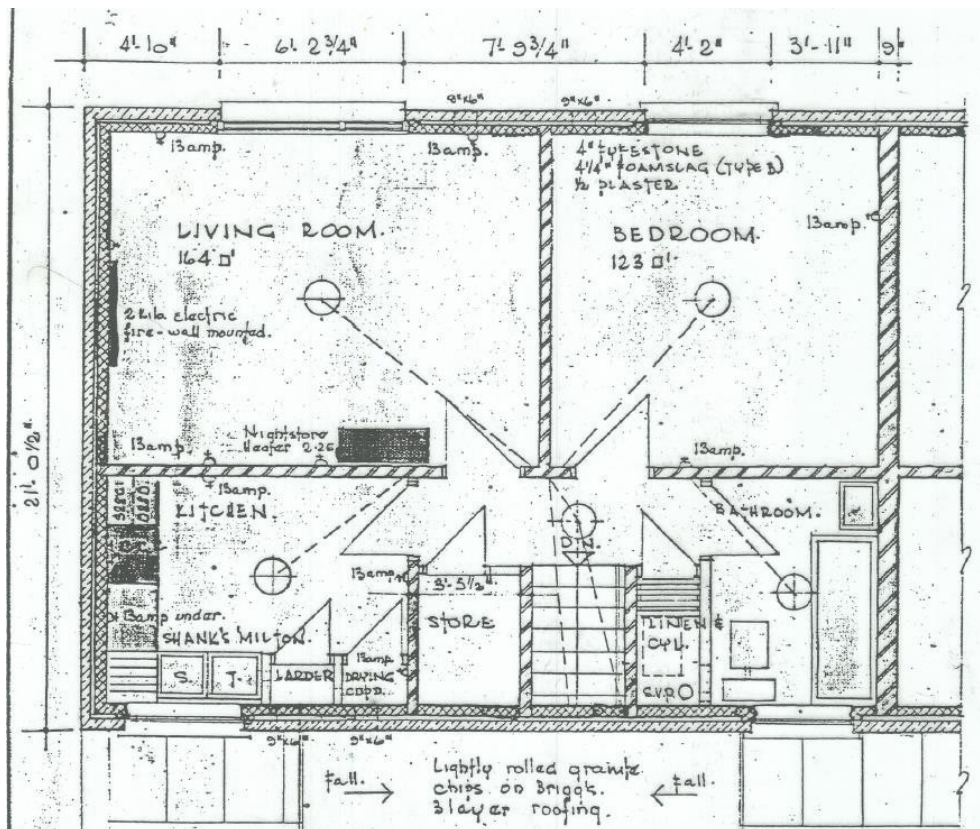


Figure 3: Original floor plan drawing of first floor flat

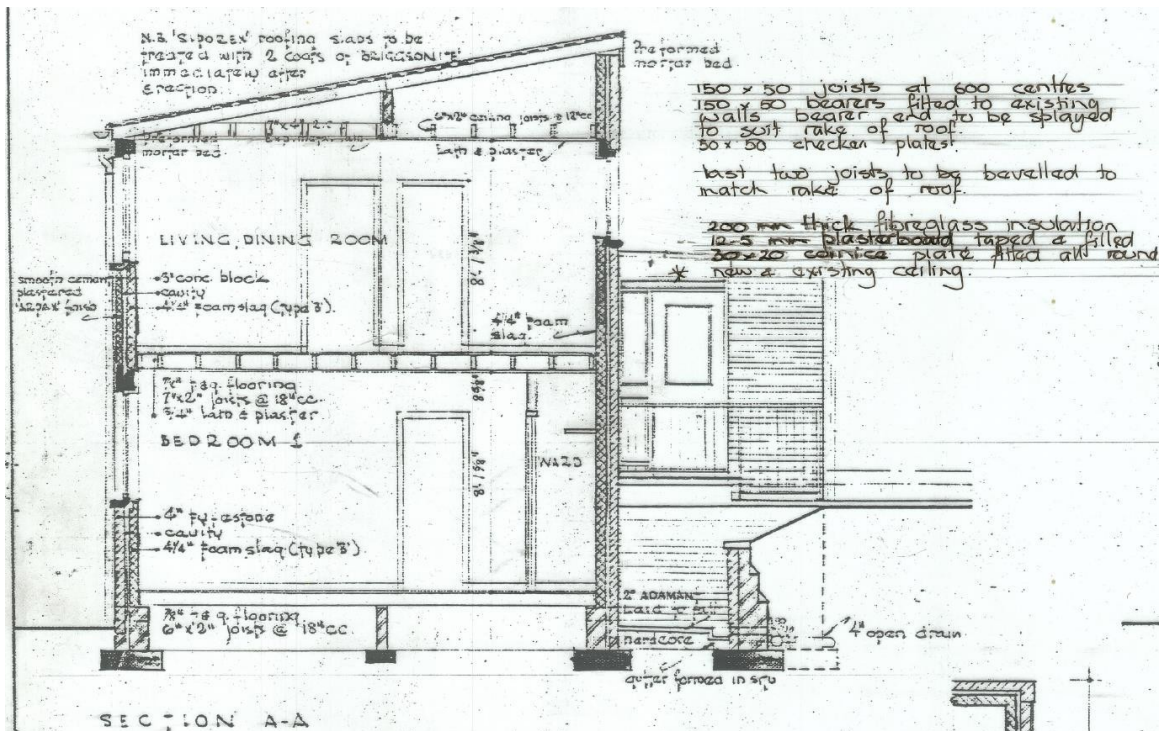


Figure 4: Original section drawing through 2-storey house

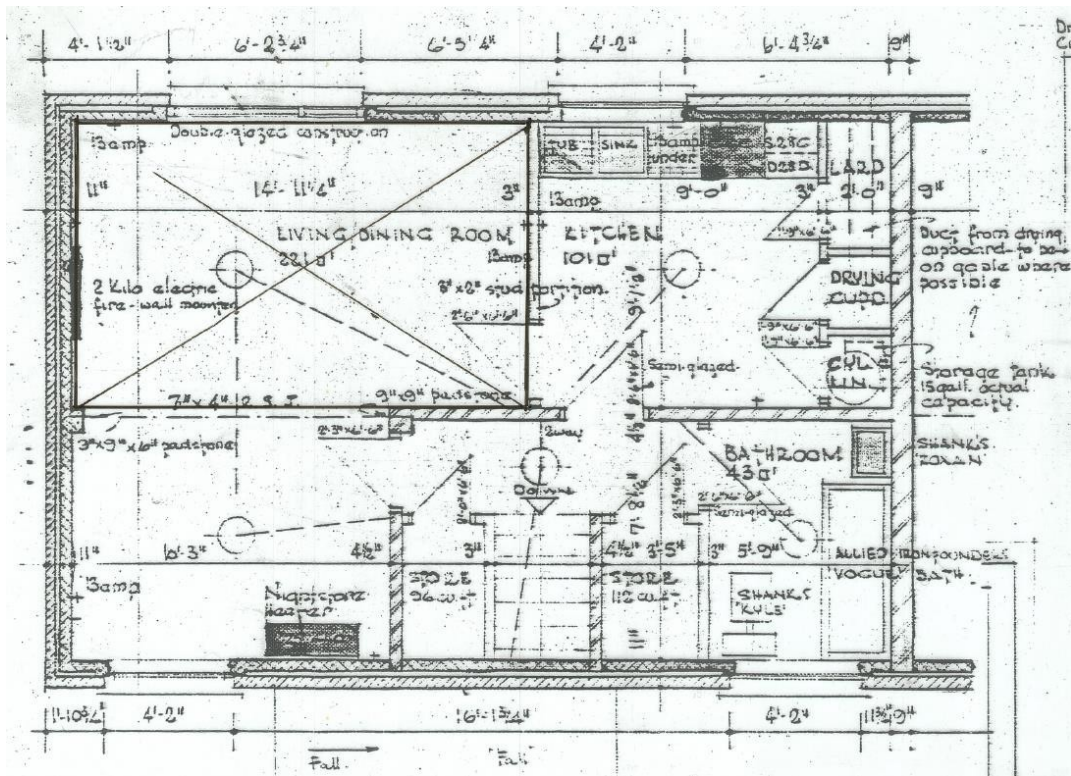


Figure 5: Original floor plan drawing of 2-storey house



Figure 6: Typical RAAC panels condition observed during surveys

4. Methodology of RAAC Panel Assessment

The intrusive inspection scope and procedure was based on guidance by The Institution of Structural Engineers (IStructE) - Reinforced Autoclaved Aerated Concrete (RAAC) Investigation and Assessment - Further Guidance - April 2023.

We examined the following risk factors:-

- End bearing
- Anchorage reinforcement
- Cut Panels
- Cracking
- Builder's work / building modifications
- Water ingress
- Deflection
- Potential for adverse loading

The aspects identified during our intrusive and visual surveys that gave concern were:-

- Less than 75mm bearing on internal supports
- Excessive cracking of slab panel
- Excessive deflection
- Historic water ingress (prior to roof replacement contracts over the lifetime of the properties)
- Builder's works/builder modifications

Using the IStructE Risk Assessment approach defects were classified as per Table 1 detailed below.

Risk Factors	Assessment
End bearing	External wall supports all exceeded 75mm bearing
	Internal wall supports ranged between 40mm - 60mm bearing, with 1No. panel noted to be as low as 10mm – This slab is RED CRITICAL and was propped.
Anchorage/longitudinal reinforcement	Anchorage reinforcement missing to at least 1No. panel
Cut panels	None
Cracking	Transverse cracking found along full length of panel and within 500mm of the support. Spalling and corrosion of rebar also observed
Builder's works / building modifications	Damaged units from cable conduits and SVPs
Water ingress	Dampness has been noted to underside of panels
Deflection measurements	Up to span / 133, but with major cracking and spalling
Adverse or changes in loading	Replacement roofing systems with additional insulation

Table 1: IStructE risk assessment approach to defects

Red – High Risk
 Amber – Medium Risk
 Green – Low Risk

5. Principal Observations from Property Inspections

Using the Institution of Structural Engineers (IStructE) Risk Assessment approach we have classified the following RAAC defects;

End Bearing:

By virtue of the fact that the central support wall is only 100mm wide, none of the slabs supported on the central wall achieve the required 75mm minimum bearing, required by the IStructE guidance. Notwithstanding the fact that as part of the overall Risk Assessment we have undertaken and proven in all but one of our inspections that both longitudinal and transverse bars exist at the slab bearings along the central 100mm wide wall. Of all the slabs inspected to date, one slab within an unoccupied property was found to have a bearing of 10mm. This slab was considered **RED Critical**. Propping was put in place to temporarily address this defect.

Red High Risk Classification was assigned in the Risk Assessment for this element of the properties.

Cracking:

All of the slabs in the occupied and void properties inspected have transverse cracking, along the full length of the panel, including potential shear cracks within 500mm of the bearings. These cracks also typically travel through the full depth of the panels.

RED High Risk Classification in the Risk Assessment for this element of the properties.

Deflection:

All of the slabs in the properties inspected have deflections generally similar.

RED High Risk Classification in the Risk Assessment for this element of the properties.

Builder's works / modification:

All of the slabs in properties inspected found service penetrations/builder modifications.

RED High Risk Classification in the Risk Assessment for this element of the properties.

6. Conclusion & Recommendations

The inspections of 101 properties, to date, have shown the condition of the RAAC slabs are similar throughout the development. Given the number of properties inspected we have no reason to believe that uninspected properties will show any meaningful improvement on general condition of RAAC panels. Where there has been historic water ingress the condition of the RAAC slab and reinforcement will be measurably worse.

As a result of these findings and associated risk assessment Aberdeen City Council requested an Engineering Assessment of the following options:

Proposed Assessment Options:

1. Extending bearing supports
2. Install a timber support frame under existing RAAC roof panels
3. Removal of RAAC panels and replace with a new timber roof cassette system
4. Demolition and rebuild of properties within same footprint

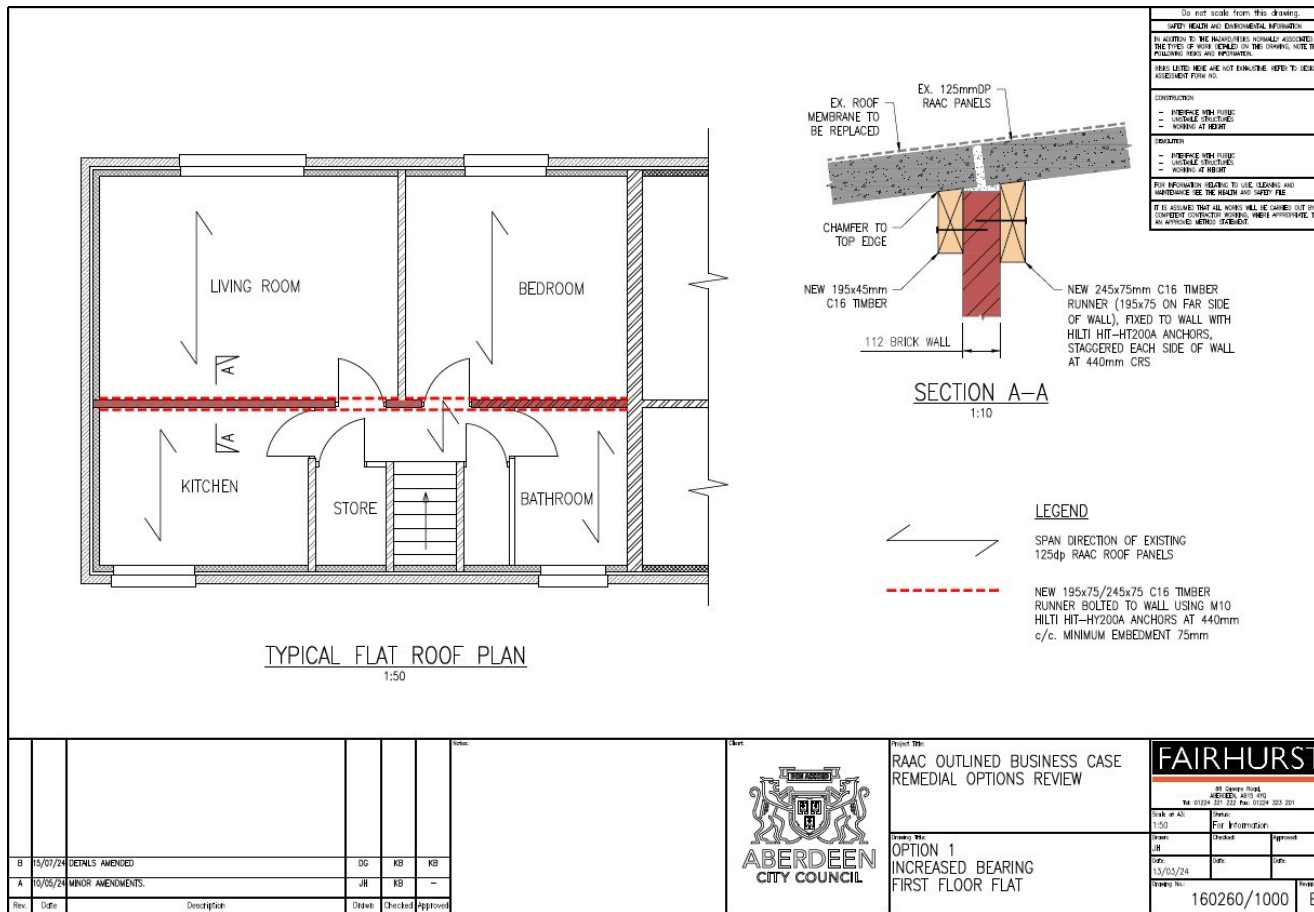
The proposed assessment options were assessed against the following criteria:

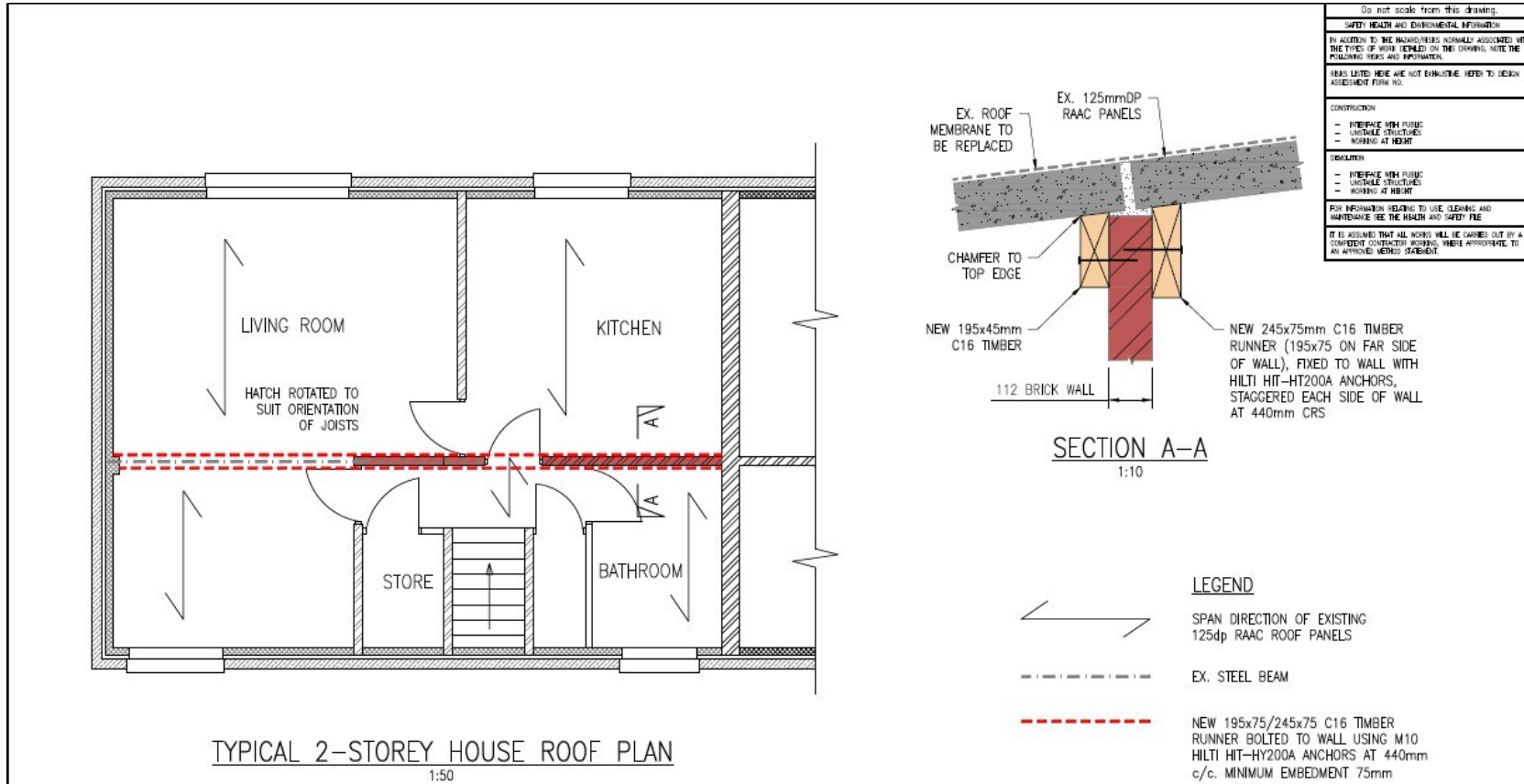
1. Remedial Assessment Review
2. Scope of Works:
 - a) Method to Install
 - b) Cost to install RAAC remedial works and undertake limited refurbishment works i.e. replace ceilings and repainting of walls/room where the repairs were carried out.
 - c) Cost for full property refurbishment and installation of RAAC remedial options
 - d) Timeline to install RAAC remedial works and undertake limited property refurbishment works
 - e) Timeline for full property refurbishment and installation of RAAC remedial options
 - f) Advantages and Disadvantages
3. Carbon footprint / environmental impact option review
4. EPC Rating option review and cost review

7. Remedial Assessment Review

Option 1: Extending Bearing Supports

This option would involve fixing timber runners to the face of internal 100mm brick walls thus increasing bearing to satisfy the minimum bearing requirement of 75mm. See drawings 160260/1000/1001 for proposed remedial details for both the 2 storey house and flatted property. Refer to **Table 2** for a risk category assessment for each of the remedial option.





Do not scale from this drawing.

SAFETY, HEALTH AND ENVIRONMENTAL INFORMATION

IN ADDITION TO THE HAZARD/ RISKS NORMALLY ASSOCIATED WITH THE TYPES OF WORK DETAIL ON THE DRAWING, NOTE THE FOLLOWING RISKS AND INFORMATION.

REMS LISTED HERE ARE NOT EXHAUSTIVE. REFER TO DESIGN ASSESSMENT FORM NO.

CONSTRUCTION

- INTERFACE WITH PUBLIC
- UNSTABLE STRUCTURES
- WORKING AT HEIGHT

DEMOLITION

- INTERFACE WITH PUBLIC
- UNSTABLE STRUCTURES
- WORKING AT HEIGHT

FOR INFORMATION RELATING TO LICE CLEANING AND MAINTENANCE SEE THE HEALTH AND SAFETY FILE

IT IS ASSUMED THAT ALL WORKS WILL BE CARRIED OUT BY A COMPETENT CONTRACTOR WORKING WHERE APPROPRIATE TO AN APPROVED METHOD STATEMENT.


LEGEND

← SPAN DIRECTION OF EXISTING 125dp RAAC ROOF PANELS

--- EX. STEEL BEAM

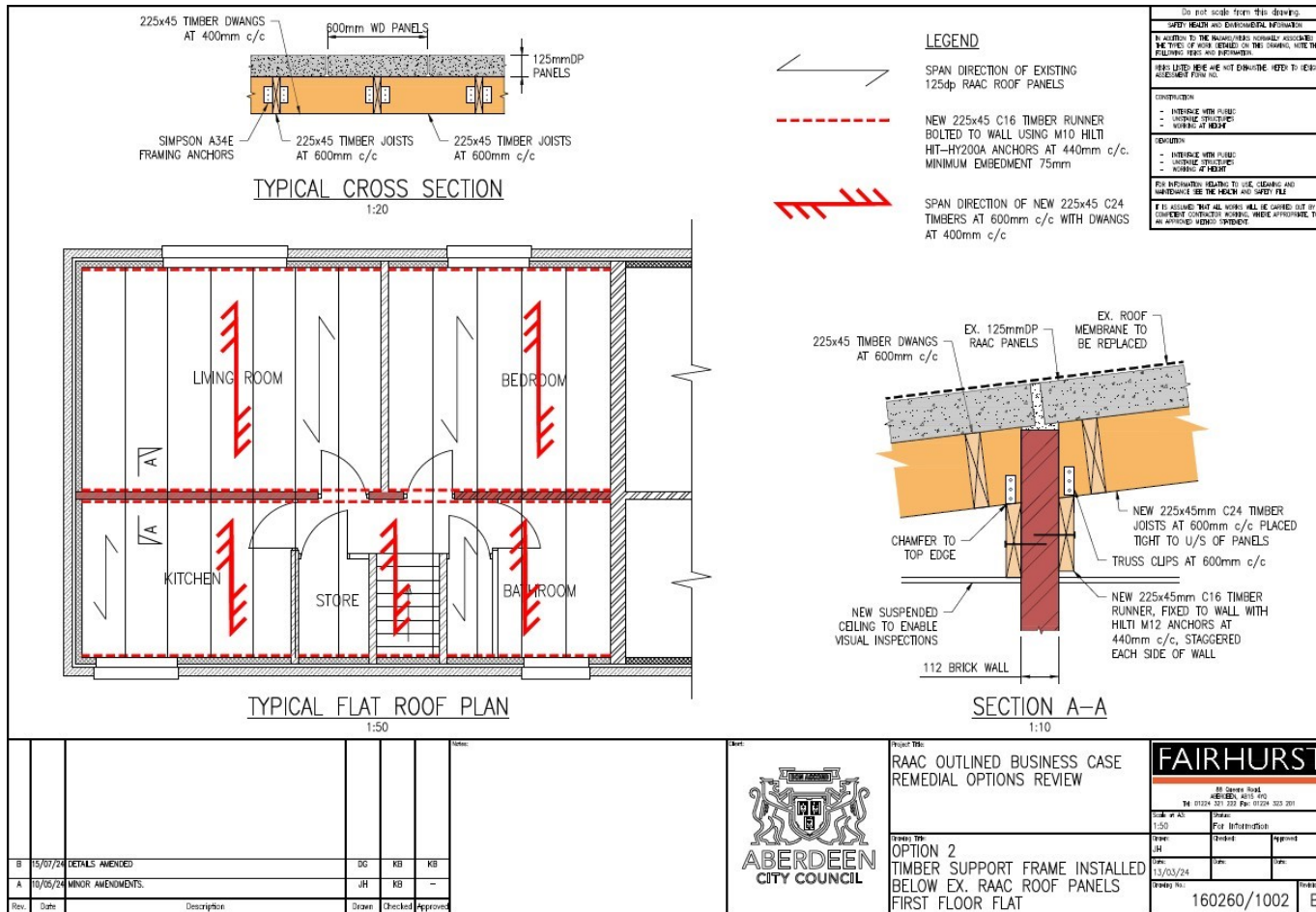
--- NEW 195x75/245x75 C16 TIMBER RUNNER BOLTED TO WALL USING M10 HILTI HIT-HY200A ANCHORS AT 440mm c/c. MINIMUM EMBEDMENT 75mm

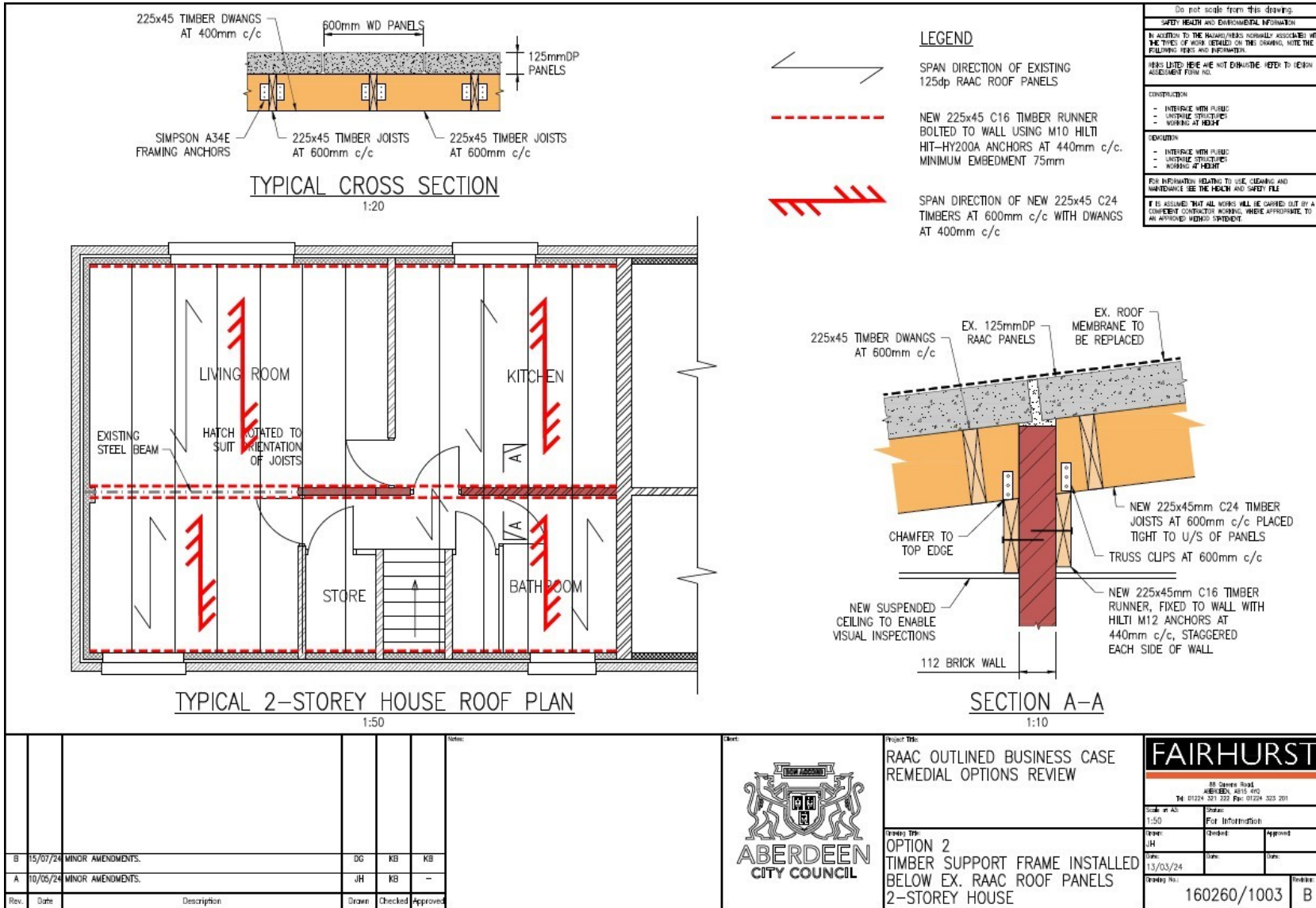
Page 161

<table border="1"> <tr> <td>Rev</td> <td>Date</td> <td>Description</td> <td>Drawn</td> <td>Checked</td> <td>Approved</td> </tr> <tr> <td>B</td> <td>15/01/24</td> <td>DETAILS AMENDED</td> <td>DG</td> <td>KB</td> <td>KB</td> </tr> <tr> <td>A</td> <td>10/05/24</td> <td>MINOR AMENDMENTS</td> <td>JH</td> <td>KB</td> <td>-</td> </tr> </table>			Rev	Date	Description	Drawn	Checked	Approved	B	15/01/24	DETAILS AMENDED	DG	KB	KB	A	10/05/24	MINOR AMENDMENTS	JH	KB	-	<p>Notes:</p>		<p>Client:</p>  <p>ABERDEEN CITY COUNCIL</p>		<p>Project Title:</p> <p>RAAC OUTLINED BUSINESS CASE REMEDIAL OPTIONS REVIEW</p> <p>Drawing Title:</p> <p>OPTION 1 INCREASED BEARING 2-STOREY HOUSE</p>		<p>FAIRHURST</p> <p>83 Cairns Road ABERDEEN, AB15 4FD Tel: 01224 323 322 Fax: 01224 323 321</p> <p>Scale or As: 1:50 Date: 13/03/24 Drawing No: 160260/1001</p> <p>For Information</p> <p>Drawn: JH Checked: [] Approved: []</p> <p>Rev: [] Date: [] Date: []</p> <p>Rev: [] Date: [] Date: []</p>	
Rev	Date	Description	Drawn	Checked	Approved																							
B	15/01/24	DETAILS AMENDED	DG	KB	KB																							
A	10/05/24	MINOR AMENDMENTS	JH	KB	-																							

Option 2: Install a timber support frame under the existing RAAC roof panels

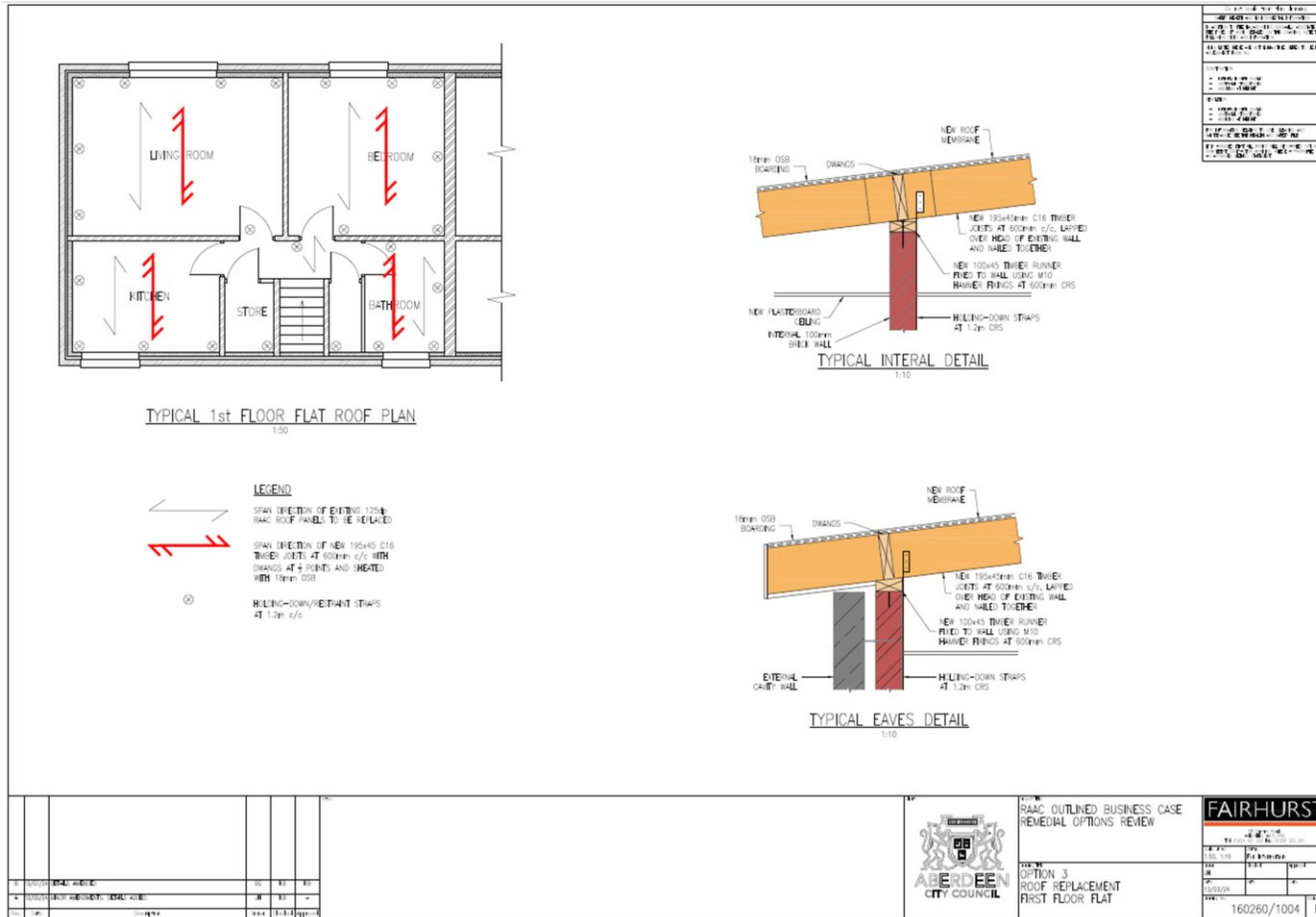
This option would involve installing a timber support frame under the existing roof panels which significantly reduces spans of the RAAC panels to 600mm. See drawings 160260/1002/1003 for proposed remedial details for both the 2 storey house and flatted property. Refer to **Table 2** for a risk category assessment for each of the remedial options.





Option 3: Removal of RAAC panels and replace with a new roof cassette system

This option would involve removing the RAAC roof panels and replacing with a new timber roof structure. See drawings 160260/1004/1005 for proposed remedial details for both the 2 storey house and flatted property. Refer to **Table 2** for a risk category assessment for each of the remedial option.



RAAC Panels Party Wall Support Remedial Detail

Observations and Proposed Measures

During our surveys existing RAAC panels were found to be bridging over party walls between properties. The 215mm party wall was also found to be built tight to underside of panels. Please see adjacent drawing showing the typical as built panel arrangement. To minimise disruption to adjacent properties during the removal of RAAC panels the following has been proposed:

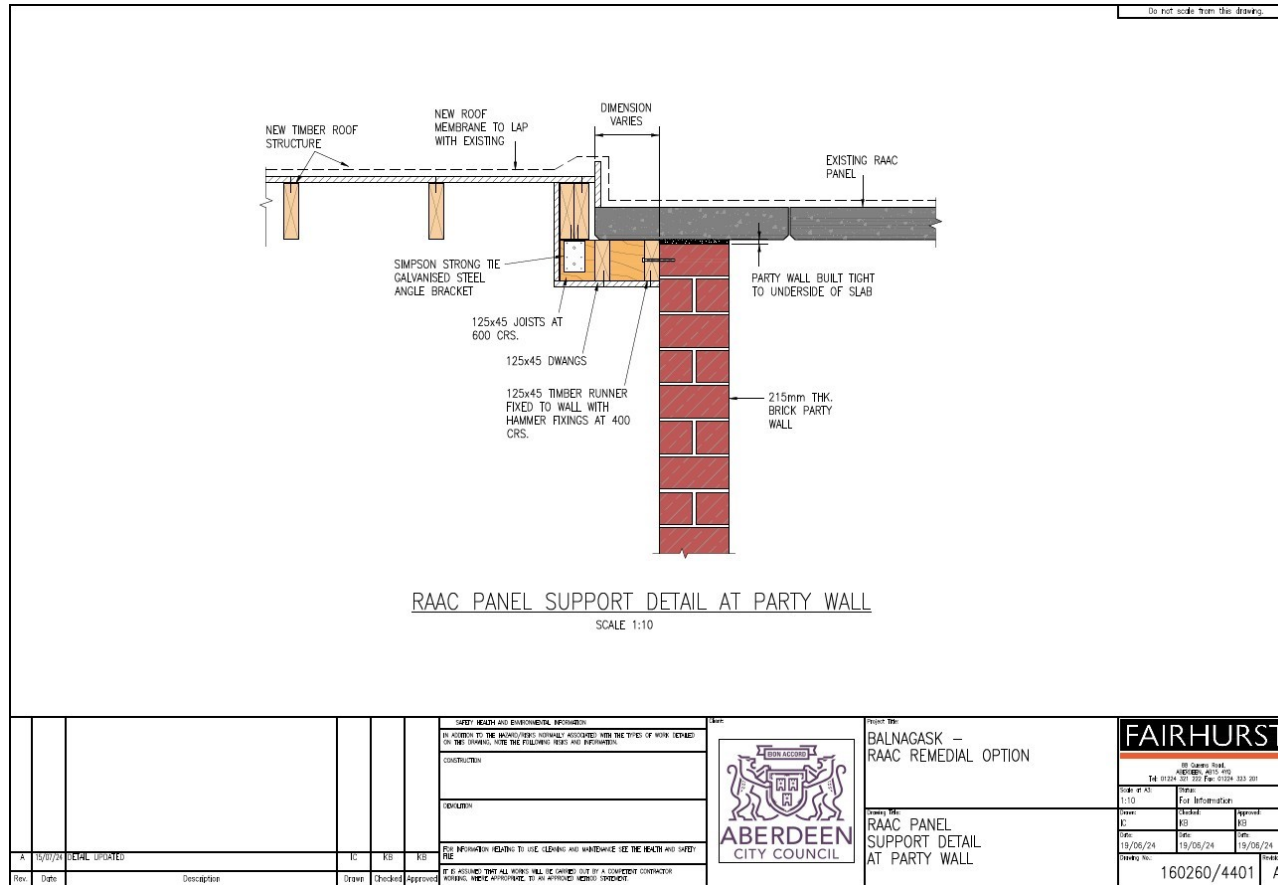
Panels Over Party Wall: Panels that are directly over the party wall will remain in place. This ensures stability and avoids unnecessary disturbance to adjacent properties.

Timber Support Frame: A timber support frame will be installed under the overhang of the RAAC panel. By doing so, a small section of the RAAC panel becomes structurally redundant. This approach allows for safer removal without compromising the adjacent property.

Sequencing of Works: The removal process will be carefully sequenced to minimise both disruption and vibration to neighbouring properties during the construction.

New Roof Membrane Flashing: As part of the process, new roof membrane flashing will be installed up to the external face of the party wall. This ensures proper waterproofing and protects against any potential leaks.

For further detailed information, please refer to the proposed Architectural drawing D01.



A3

REVISIONS

No.	Date	Description
A	12/07/24	Detail revised to suit Fairhurst comments.
B	15/07/24	Roof flashing extended.

Notes

- Adjacent property assumed to have no lowered ceiling or insulation to roof.
- RAAC roof panel overhang of party wall shown indicatively. Overhang 300mm max on site.
- Roof finish of existing RAAC roof panels TBC.
- Internal wall finish of separating wall assumed as plaster on hand. Exact finish TBC on site.
- Flashing detail between existing roof and proposed roof TBC once existing roof finish has been determined.
- Roof finish shown indicatively. Detail to be reviewed once roof membrane manufacturer has been confirmed.
- Compliance with current Technical Standards cannot be demonstrated without a building warrant application.
- Wall insulation to be fixed in accordance with manufacturer's installation guidance.
- Roof membrane to achieve 'A1' suitability in accordance with BS 476 Part 3: 2004 or achieve a 'Bose' classification in accordance with BS EN 13501-5: 2016.
- Proposed roof substrate to achieve a European Classification of A1 or A2 for a distance of at least 1.7m from the centreline of the separating wall.
- Roof to be ventilated with ventilators which provide minimum 25,000mm²/m ventilation at eaves level and 5,000mm²/m ventilation at ridge level.
- Boards fixed around existing RAAC panels to be achieved a European classification of A1, providing short duration fire resistance.
- Ceiling build-up to achieve a U-value of 0.12 W/m²K.

Client: Fairhurst
Project: Roof Replacement - Balnagask, Aberdeen
Drawing title: Roof Replacement @ Party Wall Head Detail

Drawn by:	FA
Checked by:	GJB
Scale:	1:30
Date:	08/07/2024
Ref:	199/2023
Dwg No:	D01
Rev:	B

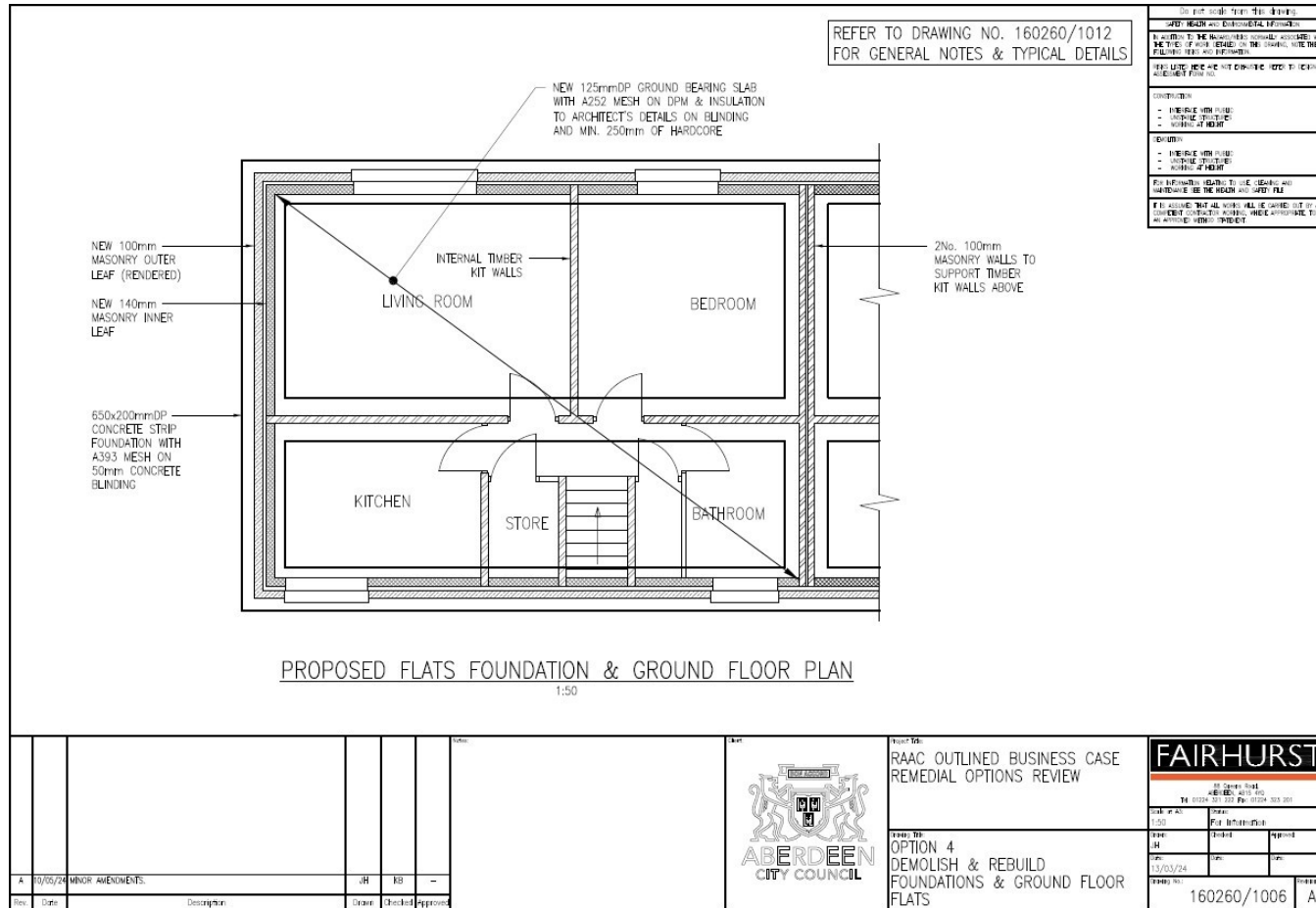
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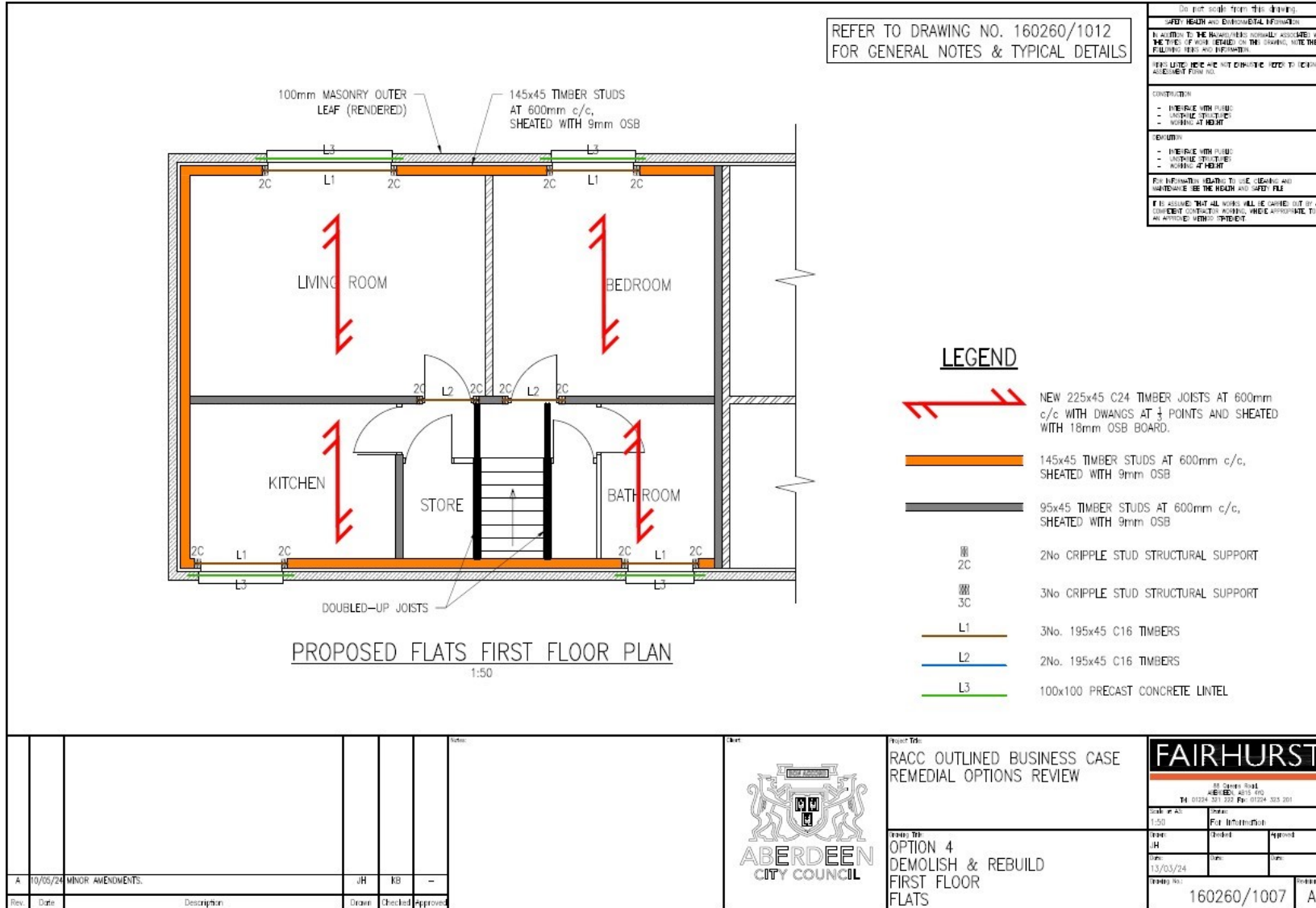
Roof Replacement @ Party Wall Head Detail @ 1:10

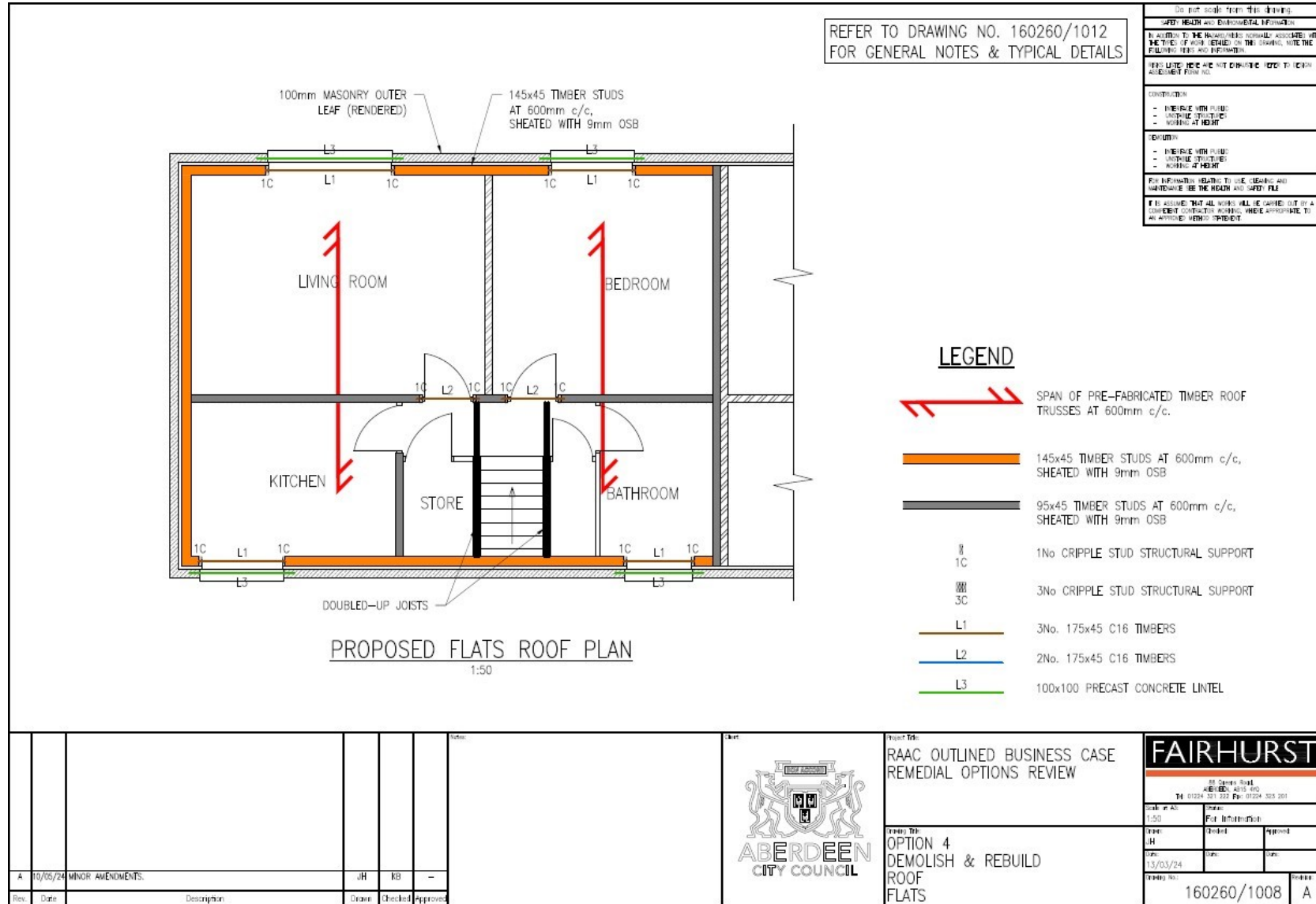
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Option 4: Demolition and rebuild of properties within same footprint

This option would involve full demolition of the properties and rebuilding to modern standards using traditional timber frame construction, timber suspended 1st floor, timber roof trusses and concrete ground bearing slab supported on concrete strip footing. See drawings 160260/1006/1007/1008/1012 for proposed details for both the 2 storey house and flatted property. Refer to **Table 2** for a risk category assessment for each of the remedial option.







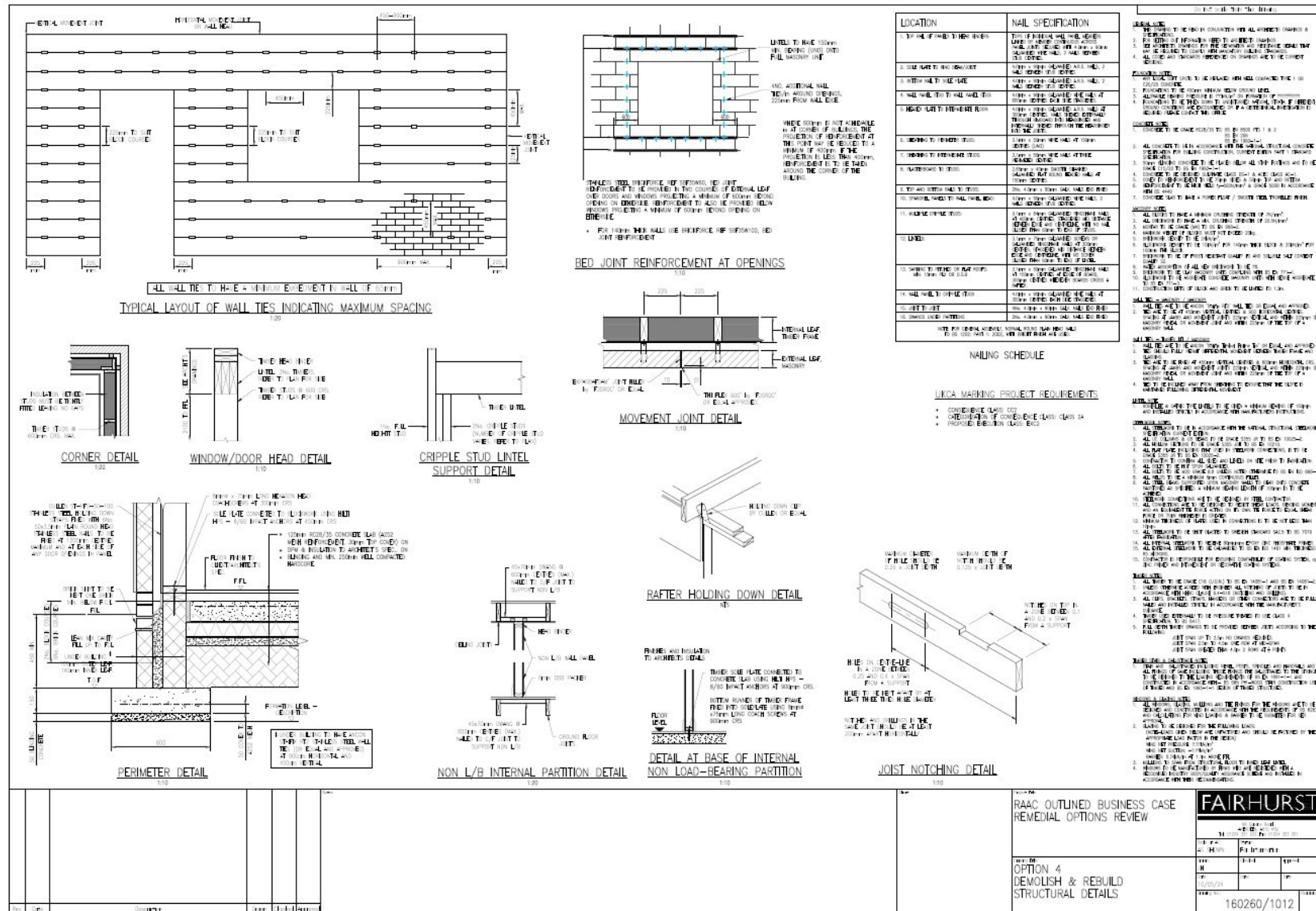


Table 2: RAAC Risk Category Assessment for Each Remedial Options

Using the IStructE risk assessment approach table 2 compares the remaining critical risks associated with RAAC against each of the remedial options and evaluates them as High risk, Low risk and where the risks are removed.

Critical Risks Items	End bearing	Anchorage Reinforcement	Cut Panels	Cracking	Builder Works /Modification	Water Ingress	Deflection	Adverse or Change in Loading
Option 1: Bearing enhancement	Yellow	Yellow	Red	Red	Red	Red	Red	Red
Option 2: RAAC Panel Timber Support Frame	Yellow	Yellow	Yellow	Yellow	Yellow	Yellow	Yellow	Yellow
Option 3:Roof Replacement	Green	Green	Green	Green	Green	Green	Green	Green
Option 4: Demolish and rebuild	Green	Green	Green	Green	Green	Green	Green	Green

Legend

Red	RAAC Remains a High Risk Item
Yellow	RAAC Becomes a Low Risk Item
Green	RAAC Risk Removed

Appendix A: Proposed Remedial Drawing Options

Option 1:
Extending Bearing Supports

Do not scale from this drawing

SAFETY HEALTH AND ENVIRONMENTAL INFORMATION

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CONSTRUCTION

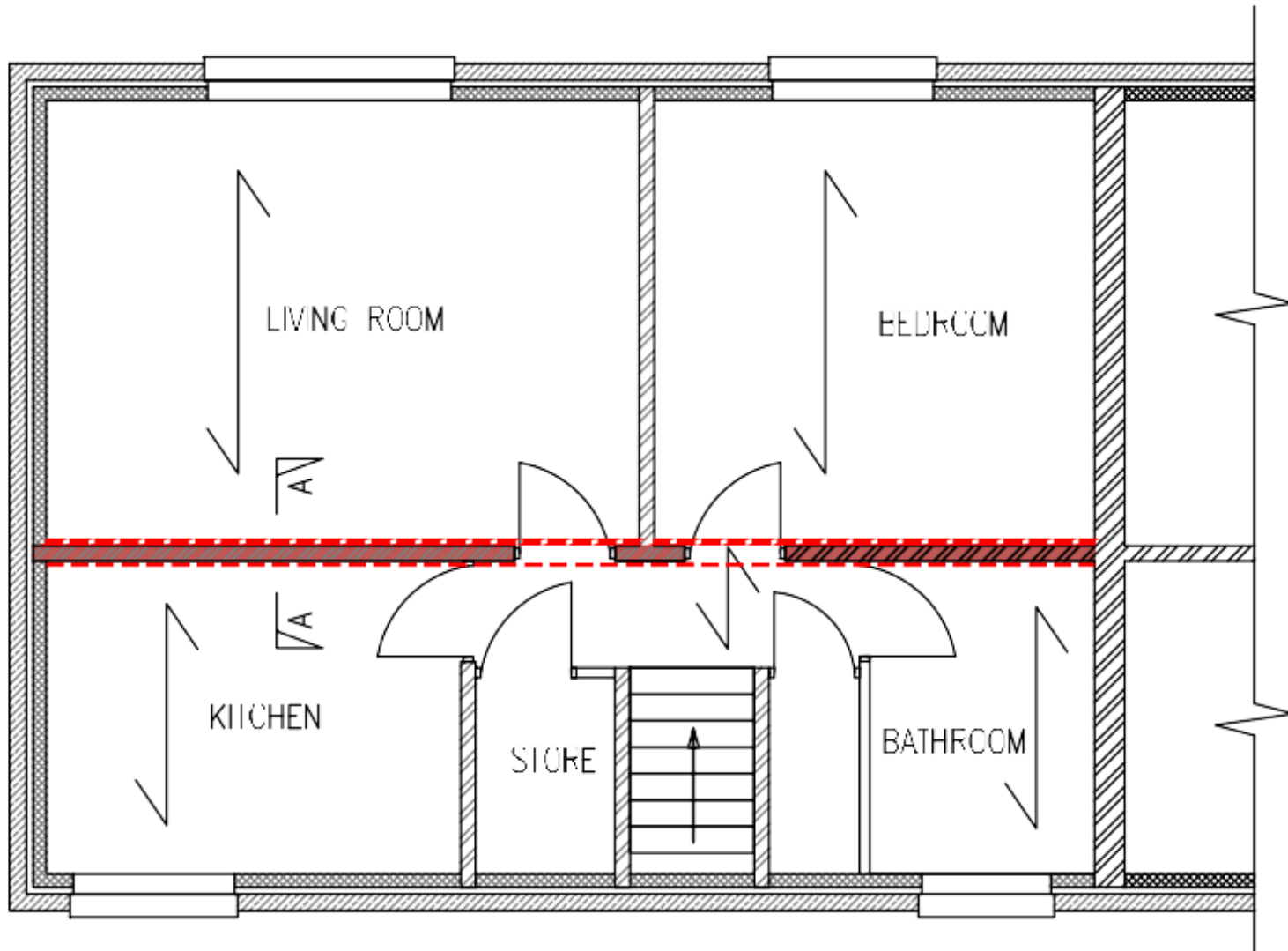
- INTERFACE WITH PUBLIC
- UNSTABLE STRUCTURES
- WORKING AT HEIGHT

DEMOLITION

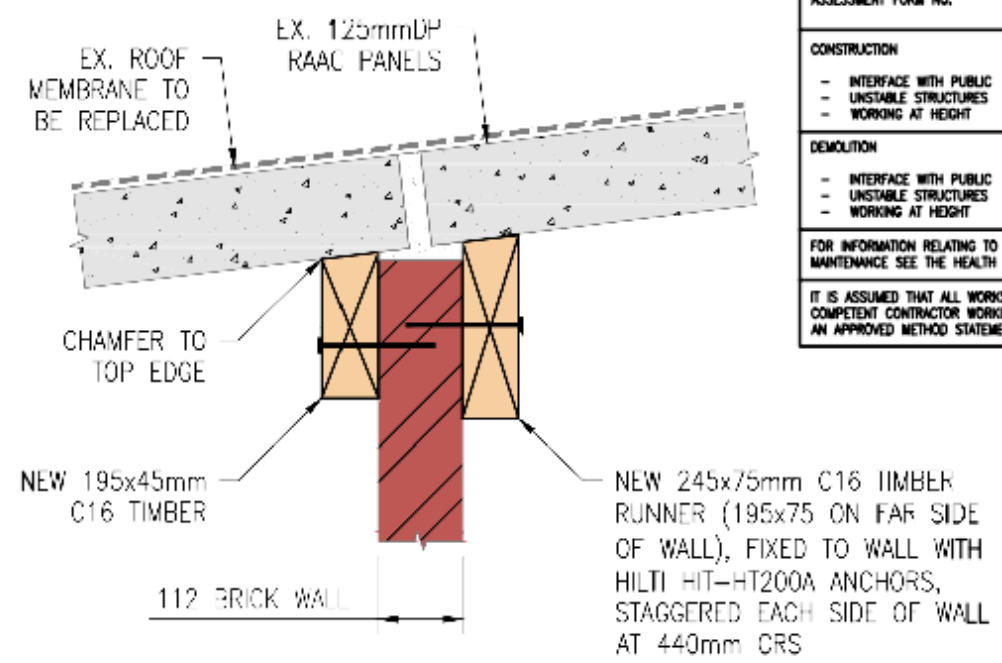
- INTERFACE WITH PUBLIC
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IT IS ASSUMED THAT ALL WORKS WILL BE CARRIED OUT BY A COMPETENT CONTRACTOR WORKING, WHERE APPROPRIATE, TO AN APPROVED METHOD STATEMENT.



TYPICAL FLAT RCCF PLAN
1:50



SECTION A-A
1:10

LEGEND

→ SPAN DIRECTION OF EXISTING 125dp RAAC ROOF PANELS

--- NEW 195x75/245x75 C16 TIMBER RUNNER BOLTED TO WALL USING M10 HILTI HIT-HY200A ANCHORS AT 440mm c/c. MINIMUM EMBEDMENT 75mm

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Rev.	Date	Description	Drawn	Checked	Approved
B	15/07/24	DETAILS AMENDED	UC	Kb	Kb
A	10/05/24	MINOR AMENDMENTS.	JF	Kb	-

Notes:



Project Title: RAAC OUTLINED BUSINESS CASE REMEDIAL OPTIONS REVIEW

Option Title: OPTION 1 INCREASED BEARING FIRST FLOOR FLAT

FAIRHURST

88 Queens Road, ABERDEEN, AB10 4DQ
Tel: 01224 321 222 Fax: 01224 233 207

Scale of A3: 1:50
Status: For Information

Drawn: J-
Date: 13/03/24

Checked:
Date:
Approved:
Date:
Revision: 160260/1000 E

Do not scale from this drawing

SAFETY HEALTH AND ENVIRONMENTAL INFORMATION

IN ADDITION TO THE HAZARD/RISKS NORMALLY ASSOCIATED WITH THE TYPES OF WORK DETAILED ON THIS DRAWING, NOTE THE FOLLOWING RISKS AND INFORMATION.

RISKS LISTED HERE ARE NOT EXHAUSTIVE. REFER TO DESIGN ASSESSMENT FORM NO.

CONSTRUCTION

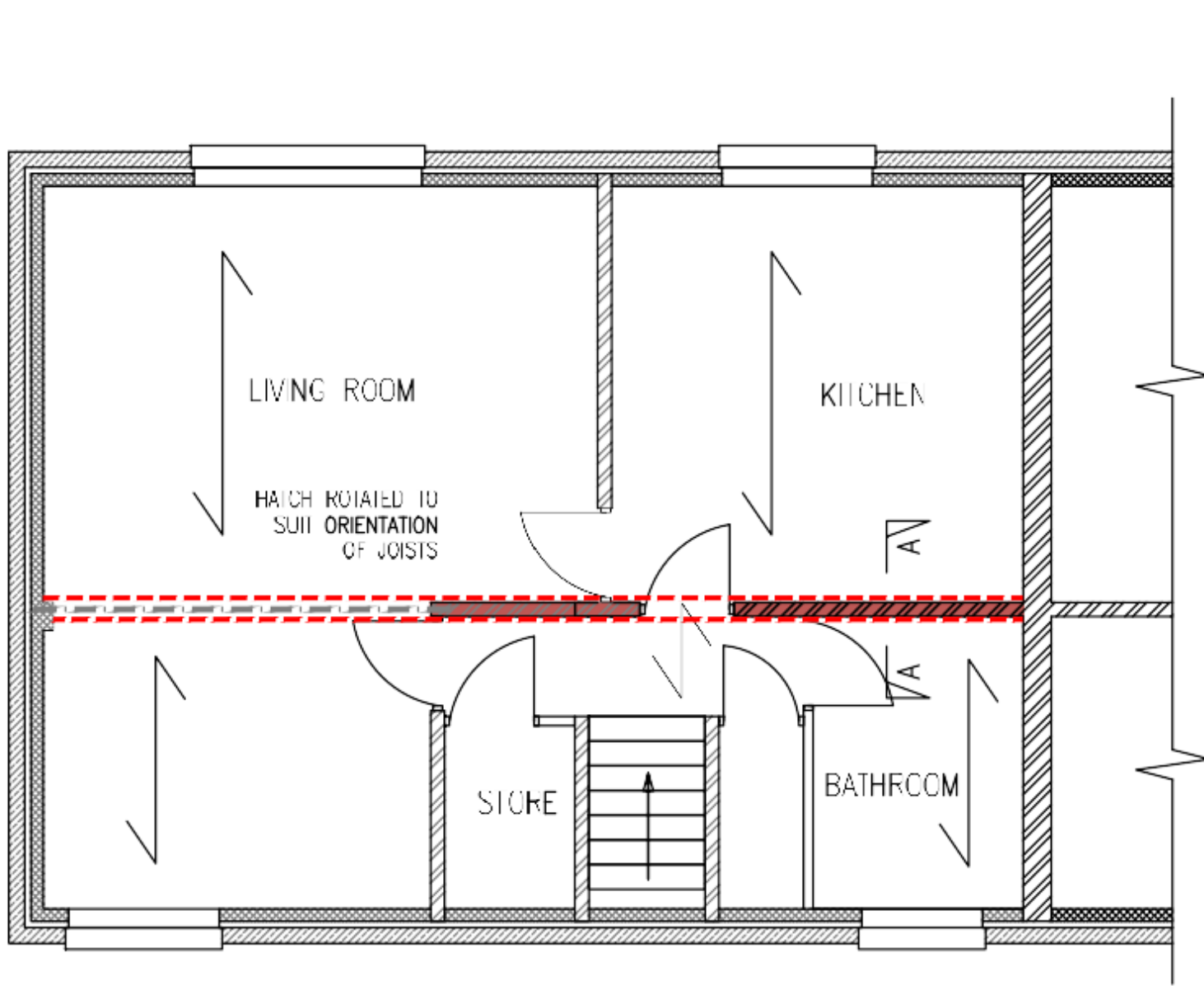
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- UNSTABLE STRUCTURES
- WORKING AT HEIGHT

DEMOLITION

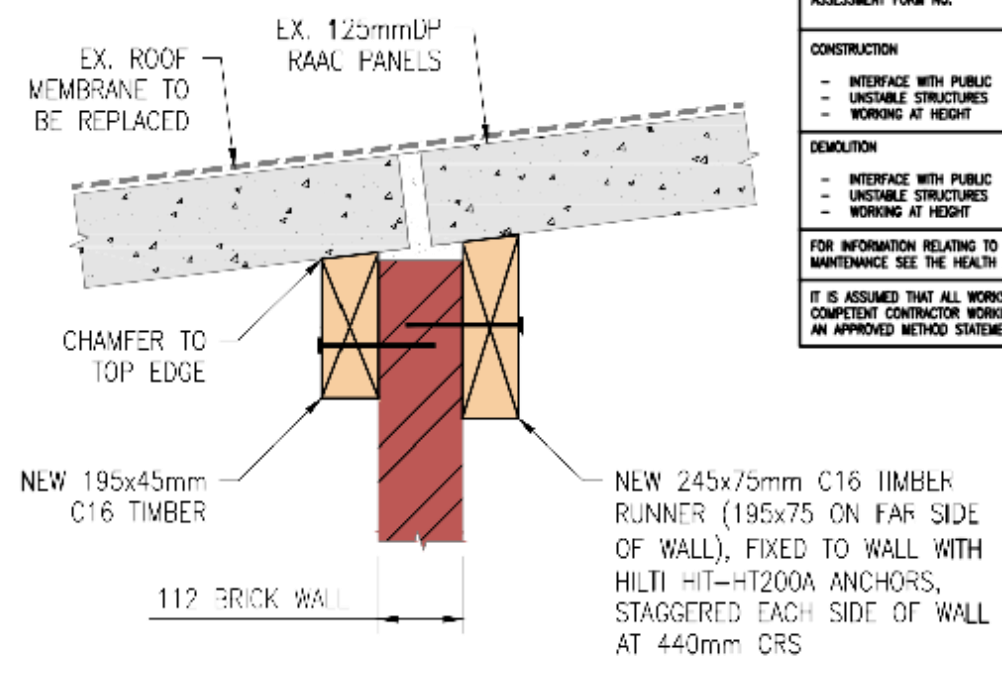
- INTERFACE WITH PUBLIC
- UNSTABLE STRUCTURES
- WORKING AT HEIGHT

FOR INFORMATION RELATING TO USE, CLEANING AND MAINTENANCE SEE THE HEALTH AND SAFETY FILE

IT IS ASSUMED THAT ALL WORKS WILL BE CARRIED OUT BY A COMPETENT CONTRACTOR WORKING, WHERE APPROPRIATE, TO AN APPROVED METHOD STATEMENT.



TYPICAL 2-STOREY HOUSE ROOF PLAN
1:50



SECTION A-A
1:10

- LEGEND**
- SPAN DIRECTION OF EXISTING 125dp RAAC ROOF PANELS
 - EX STEEL BEAM
 - NEW 195x75/245x75 C16 TIMBER RUNNER BOLTED TO WALL USING M10 HILTI HIT-HY200A ANCHORS AT 440mm c/c. MINIMUM EMBEDMENT 75mm

Page 177

Rev.	Date	Description	Drawn	Checked	Approved
B	15/07/24	DETAILS AMENDED	UC	Kb	Kb
A	10/05/24	MINOR AMENDMENTS.	JF	Kb	-

Notes:



Project Title
RAAC OUTLINED BUSINESS CASE REMEDIAL OPTIONS REVIEW

Option Title
OPTION 1 INCREASED BEARING 2-STOREY HOUSE

FAIRHURST

88 Queens Road,
ABERDEEN, AB10 2DQ
Tel: 01224 321 222 Fax: 01224 233 207

Scale of A3: 1:50
Status: For Information

Drawn: JF
Date: 13/03/24

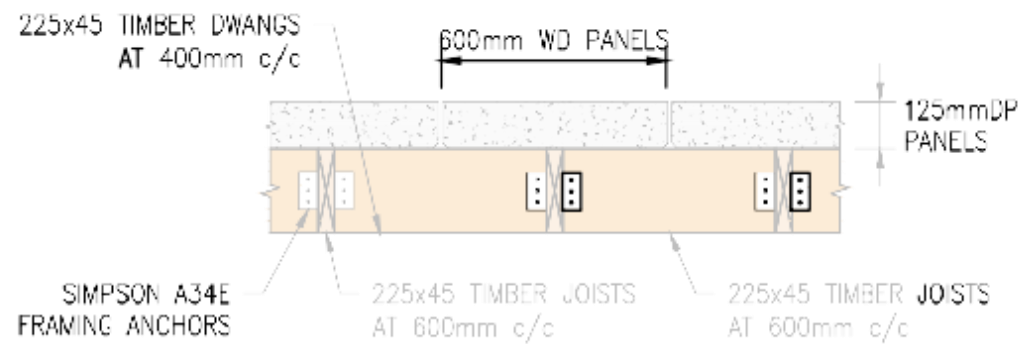
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Approved: []
Date: []

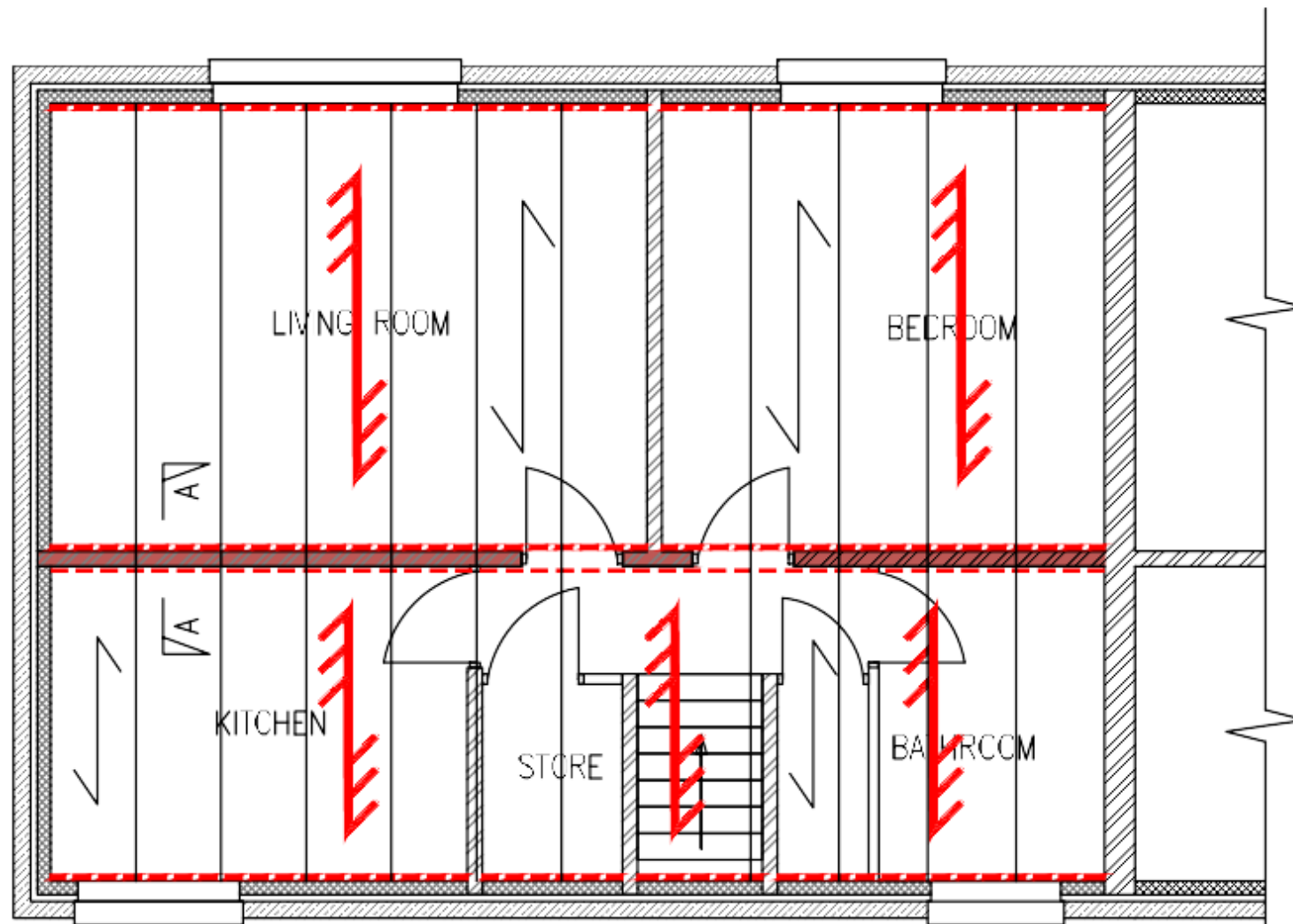
Project No.: 160260/1001
Revision: E

Option 2:

Installation of secondary support frame under existing RAAC roof panels



TYPICAL CROSS SECTION
1:20



TYPICAL FLAT ROOF PLAN
1:50



LEGEND

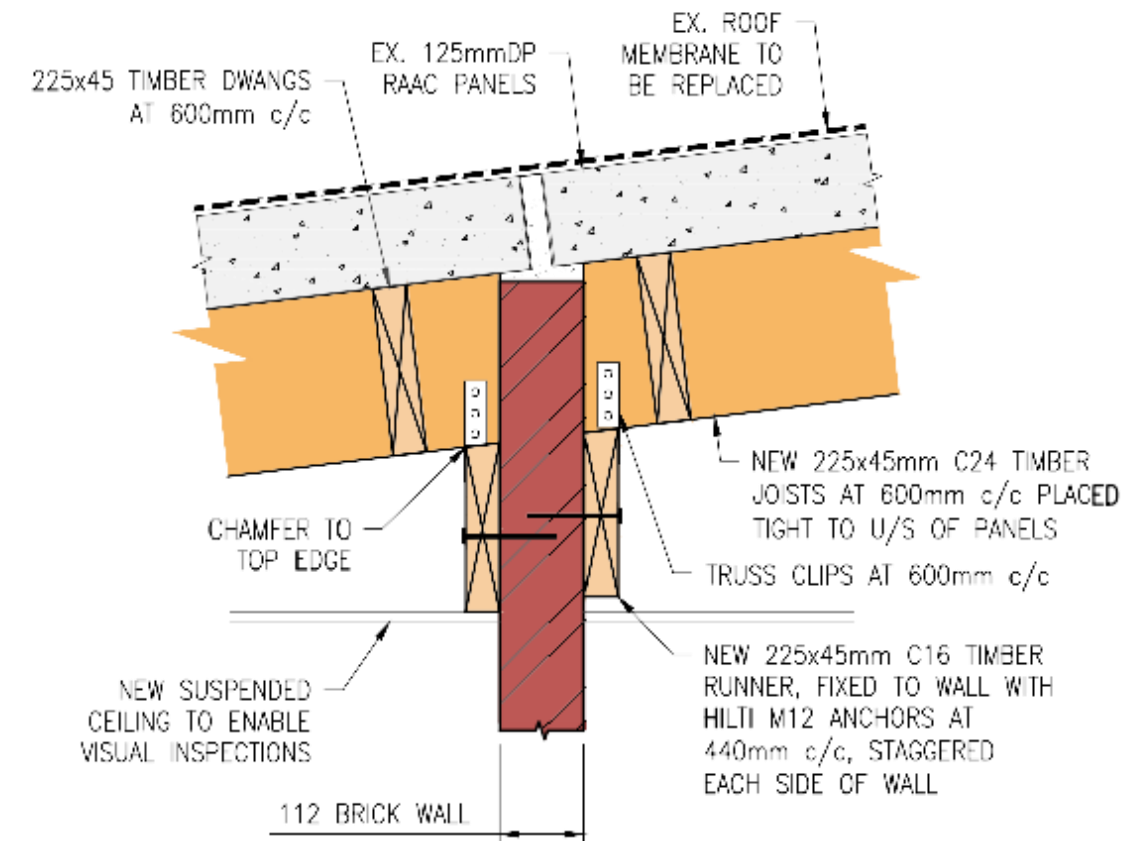
SPAN DIRECTION OF EXISTING 125dp RAAC ROOF PANELS



NEW 225x45 C16 TIMBER RUNNER BOLTED TO WALL USING M10 HILTI HIT-HY200A ANCHORS AT 440mm c/c MINIMUM EMBEDMENT 75mm



SPAN DIRECTION OF NEW 225x45 C24 TIMBERS AT 600mm c/c WITH DWANGS AT 400mm c/c



SECTION A-A
1:10

Do not scale from this drawing
SAFETY HEALTH AND ENVIRONMENTAL INFORMATION
IN ADDITION TO THE HAZARD/RISKS NORMALLY ASSOCIATED WITH THE TYPES OF WORK DETAILED ON THIS DRAWING, NOTE THE FOLLOWING RISKS AND INFORMATION.
RISKS LISTED HERE ARE NOT EXHAUSTIVE. REFER TO DESIGN ASSESSMENT FORM NO.
CONSTRUCTION
- INTERFACE WITH PUBLIC
- UNSTABLE STRUCTURES
- WORKING AT HEIGHT
DEMOLITION
- INTERFACE WITH PUBLIC
- UNSTABLE STRUCTURES
- WORKING AT HEIGHT
FOR INFORMATION RELATING TO USE, CLEANING AND MAINTENANCE SEE THE HEALTH AND SAFETY FILE
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Rev.	Date	Description	Drawn	Checked	Approved
B	15/07/24	DETAILS AMENDED	DG	Kc	KB
A	10/05/24	MINOR AMENDMENTS.	JH	Kc	-

Notes:



PROJECT Title
RAAC OUTLINED BUSINESS CASE REMEDIAL OPTIONS REVIEW

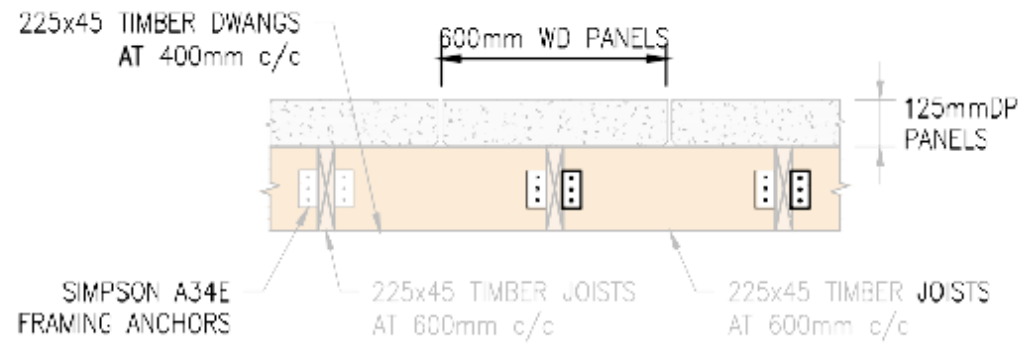
OPTION 2
TIMBER SUPPORT FRAME INSTALLED BELOW EX. RAAC ROOF PANELS FIRST FLOOR FLAT

FAIRHURST

88 Queens Road, Aberdeen, AB10 4DQ
Tel: 01224 321 222 Fax: 01224 223 207

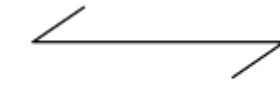


Scale of A3: 1:50
Status: For Information

Drawn: J-
Checked:
Approved:
Date: 13/03/24
Date:
Date:
Drawing No: 160260/1002
Revision: E

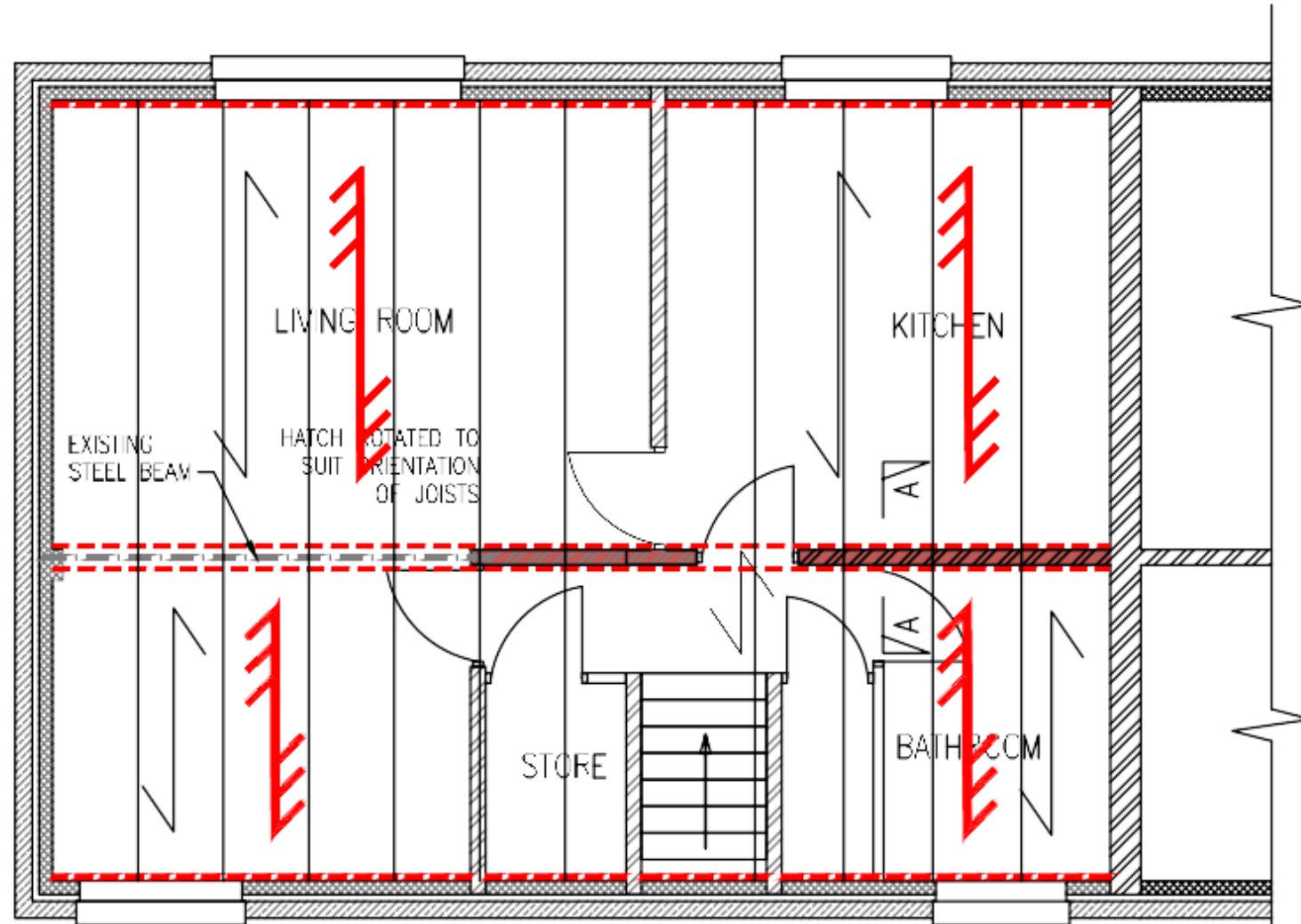


TYPICAL CROSS SECTION
1:20

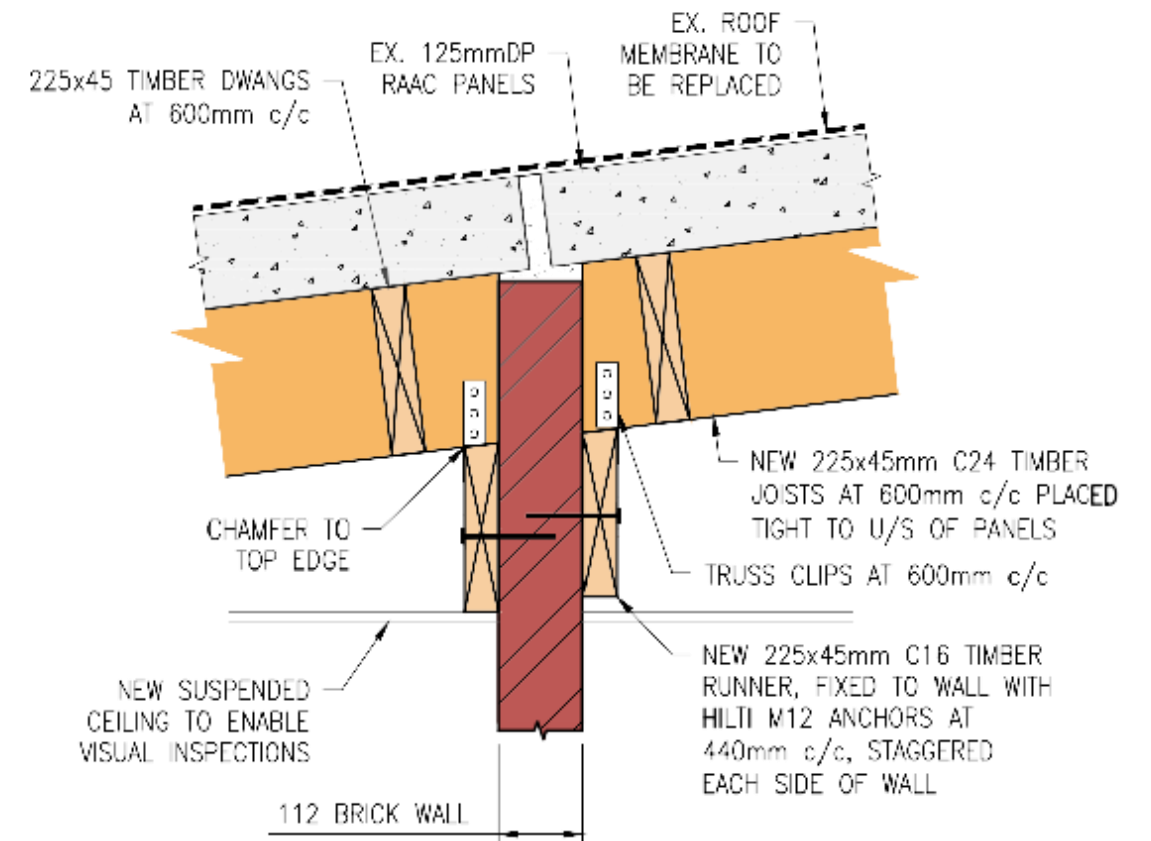
LEGEND

-  SPAN DIRECTION OF EXISTING 125dp RAAC ROOF PANELS
-  NEW 225x45 C16 TIMBER RUNNER BOLTED TO WALL USING M10 HILTI HIT-HY200A ANCHORS AT 440mm c/c MINIMUM EMBEDMENT 75mm
-  SPAN DIRECTION OF NEW 225x45 C24 TIMBERS AT 600mm c/c WITH DWANGS AT 400mm c/c

Do not scale from this drawing
SAFETY HEALTH AND ENVIRONMENTAL INFORMATION
IN ADDITION TO THE HAZARD/RISKS NORMALLY ASSOCIATED WITH THE TYPES OF WORK DETAILED ON THIS DRAWING, NOTE THE FOLLOWING RISKS AND INFORMATION.
RISKS LISTED HERE ARE NOT EXHAUSTIVE. REFER TO DESIGN ASSESSMENT FORM NO.
CONSTRUCTION
- INTERFACE WITH PUBLIC
- UNSTABLE STRUCTURES
- WORKING AT HEIGHT
DEMOLITION
- INTERFACE WITH PUBLIC
- UNSTABLE STRUCTURES
- WORKING AT HEIGHT
FOR INFORMATION RELATING TO USE, CLEANING AND MAINTENANCE SEE THE HEALTH AND SAFETY FILE
IT IS ASSUMED THAT ALL WORKS WILL BE CARRIED OUT BY A COMPETENT CONTRACTOR WORKING, WHERE APPROPRIATE, TO AN APPROVED METHOD STATEMENT.



TYPICAL 2-STOREY HOUSE ROOF PLAN
1:50



SECTION A-A
1:10

Rev.	Date	Description	Drawn	Checked	Approved
B	15/07/24	MINOR AMENDMENTS.	DG	Kc	KB
A	10/05/24	MINOR AMENDMENTS.	JH	Kc	-

Notes:

Client:



PROJECT Title
RAAC OUTLINED BUSINESS CASE
REMEDIAL OPTIONS REVIEW

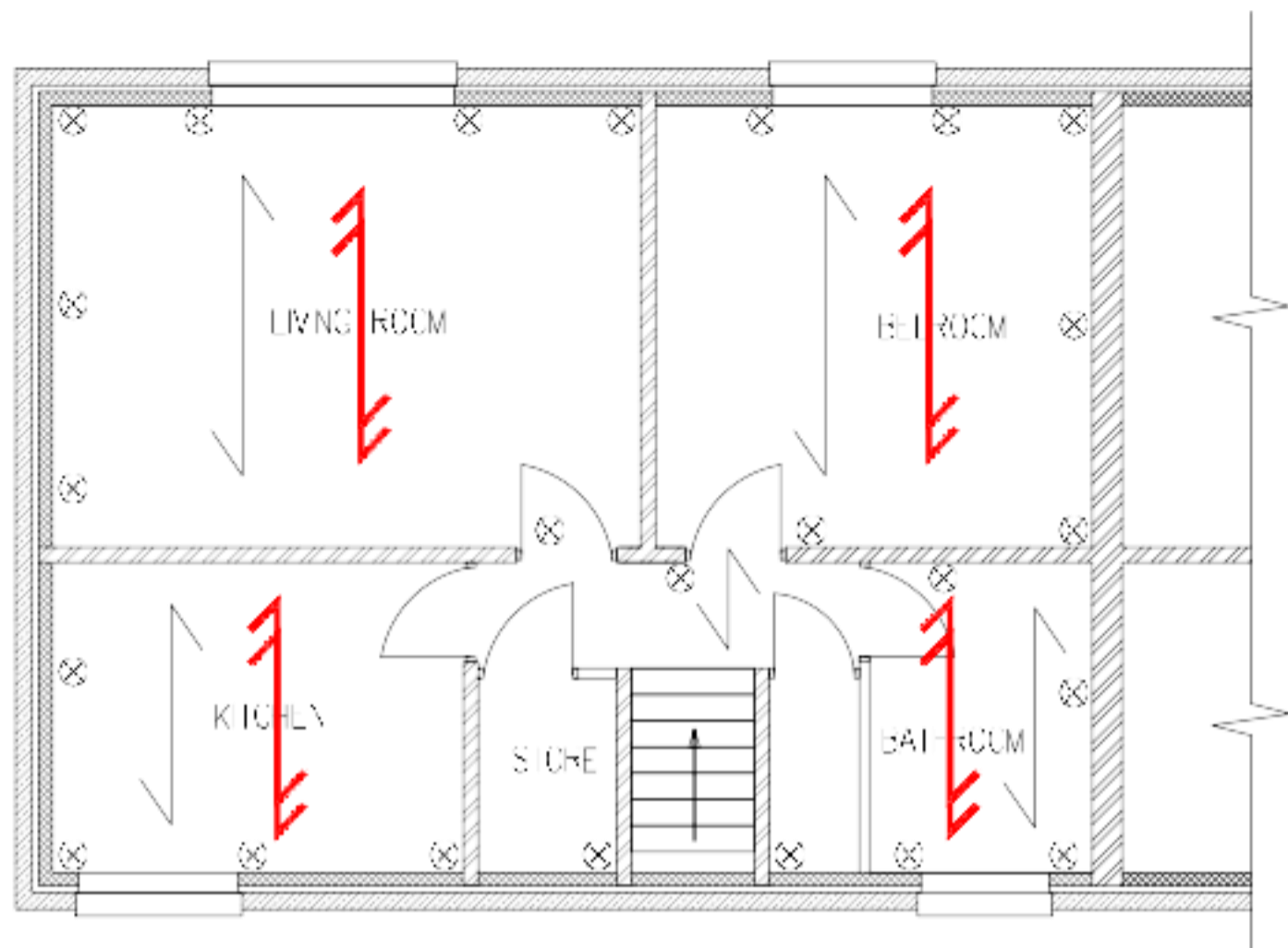
OPTION 2
TIMBER SUPPORT FRAME INSTALLED
BELOW EX. RAAC ROOF PANELS
2-STOREY HOUSE

FAIRHURST			
88 Queens Road, ABERDEEN, AB11 6DQ Tel: 01224 321 222 Fax: 01224 323 207			
Scale of A3:	Status:		
1:50	For Information		
Drawn:	Checked:	Approved:	
J-			
Date:	Date:	Date:	
13/03/24			
Drawing No:	Revision:		
160260/1003	E		

Option 3:

Removal of RAAC panels and replace with a new timber roof cassette system

<p>SEE THE DRAWING FOR THE DRAWING</p> <p>SAFETY HEALTH AND ENVIRONMENTAL INFORMATION</p> <p>IN ADDITION TO THE INFORMATION NORMALLY ASSOCIATED WITH THE TYPES OF WORK DETAILED ON THIS DRAWING, NOTE THE FOLLOWING RISKS AND INFORMATION:</p> <p>RISKS LISTED HERE ARE NOT EXHAUSTIVE, REFER TO DESIGN ASSESSMENT FORM NO.</p> <p>CONSTRUCTION</p> <ul style="list-style-type: none"> - INTERFERE WITH PUBLIC - UNSTABLE STRUCTURE - WORKING AT HEIGHT <p>DEMOLITION</p> <ul style="list-style-type: none"> - INTERFERE WITH PUBLIC - UNSTABLE STRUCTURE - WORKING AT HEIGHT <p>FOR INFORMATION RELATING TO USE, CLEANING AND MAINTENANCE SEE THE HEALTH AND SAFETY FILE</p> <p>IT IS ASSUMED THAT ALL WORKS WILL BE CARRIED OUT BY A COMPETENT CONTRACTOR WORKING WHERE APPROPRIATE TO AN APPROVED NOTICE SYSTEM.</p>



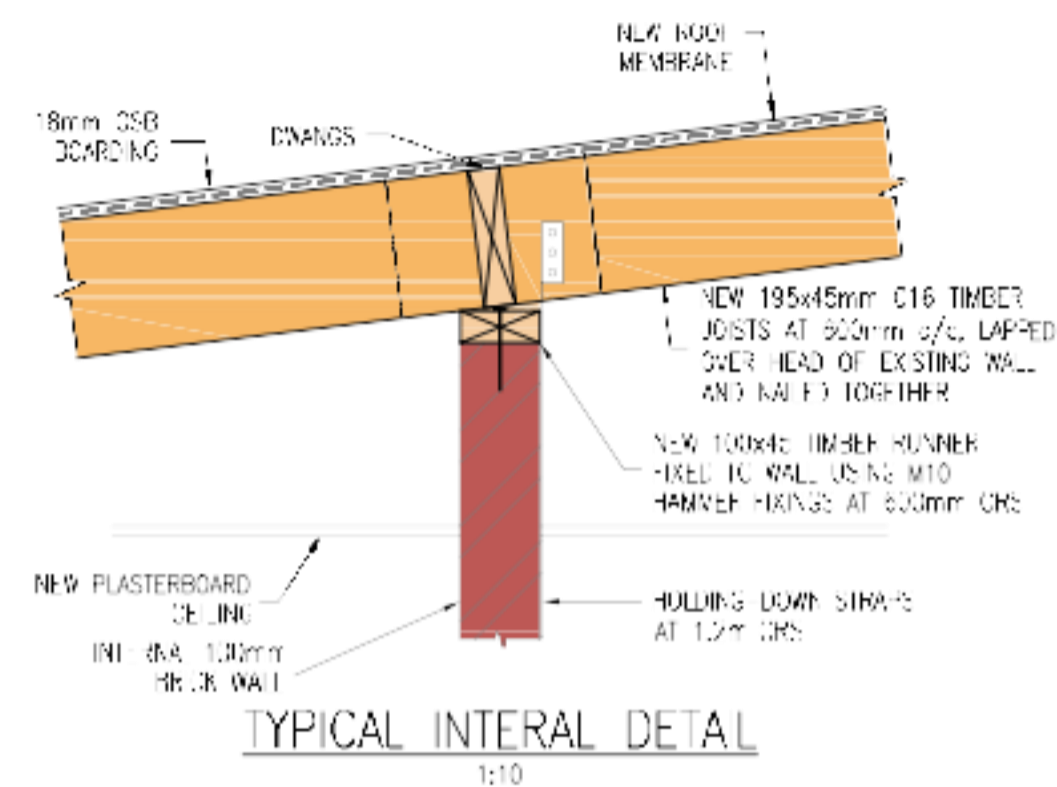
TYPICAL 1st FLOOR FLAT ROOF PLAN
1:50

LEGEND

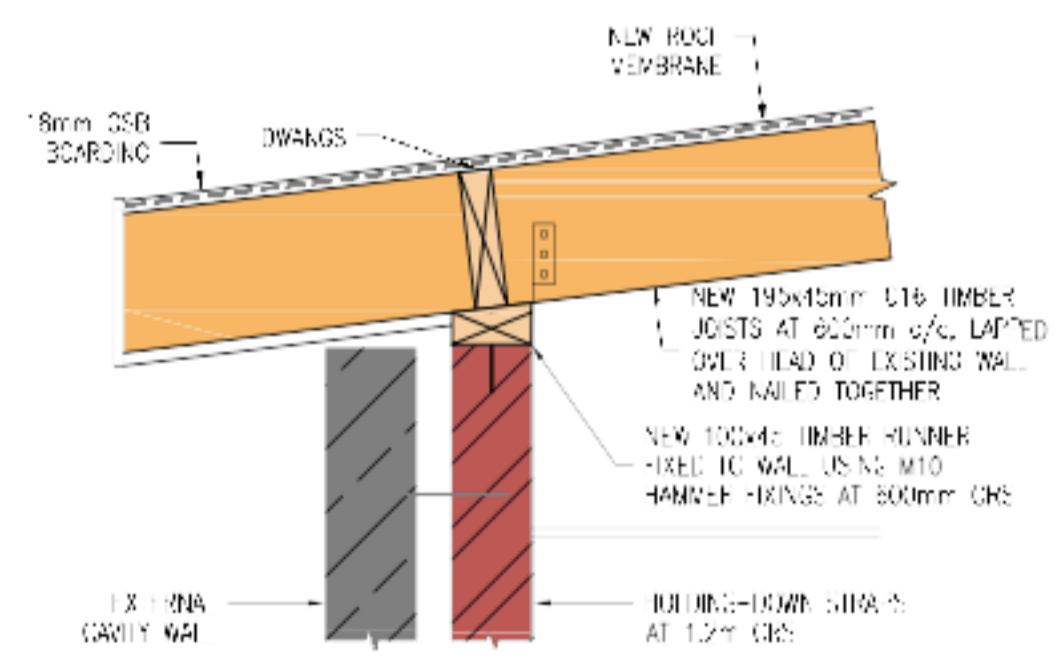
SPAN DIRECTION OF EXISTING 125dp RAAC ROOF PANELS TO BE REPLACED

SPAN DIRECTION OF NEW 195x45 C16 TIMBER JOISTS AT 600mm c/c WITH DWANGS AT 1/3 POINTS AND SHEATHED WITH 18mm OSB

HOLDING-DOWN/RESTRAINT STRIPS AT 1.2m c/c



TYPICAL INTERNAL DETAIL
1:10



TYPICAL EAVES DETAIL
1:10

Rev	Date	Description	Drawn	Checked	Approved
B	15/03/24	DETAILED REVISION	UL	KC	KE
A	15/03/24	WORK AGREEMENTS DETAILS ADDED	JP	KE	-



RAAC OUTLINED BUSINESS CASE REVEALATION OPTIONS REVIEW

OPTION 3
ROOF REPLACEMENT
FIRST FLOOR FLAT

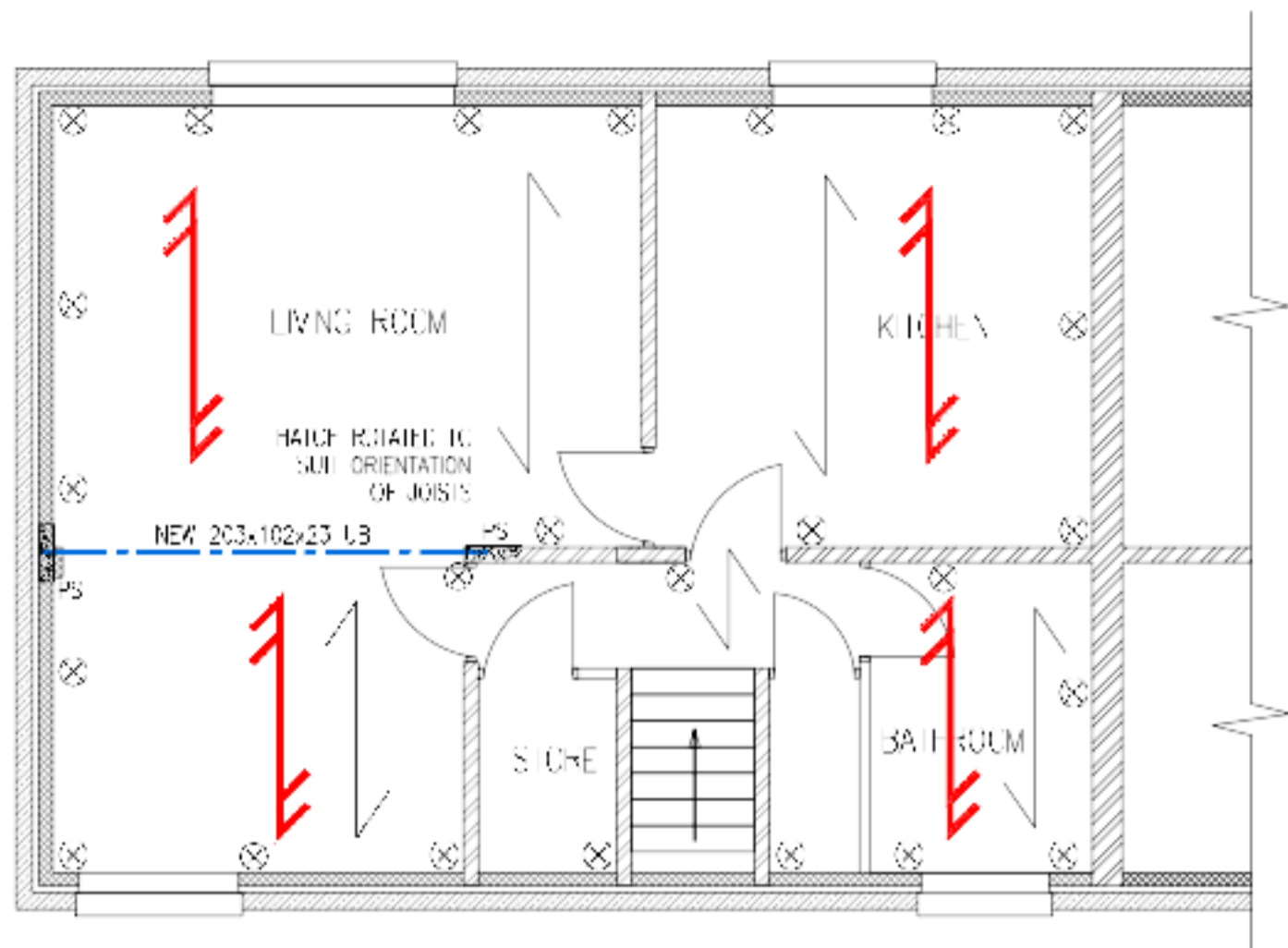
FAIRHURST

100 South Street
Aberdeen, Scotland
Tel: 01224 21 211 Fax: 01224 274 761

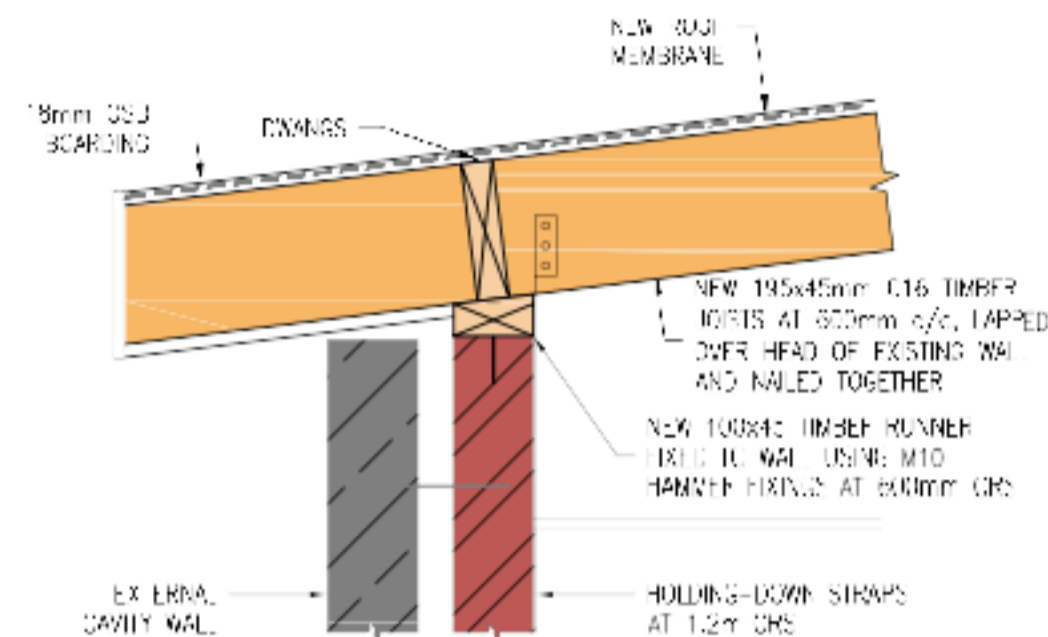
Scale: 1:50
1:50 1:10
1:10 1:20
1:20 1:50
1:50 2:00

160260/1004 E

<p>JK 101 2024 TOP TO DRAWING</p> <p>SAFETY HEALTH AND ENVIRONMENTAL INFORMATION</p> <p>IN ADDITION TO THE INFORMATION NORMALLY ASSOCIATED WITH THE TYPES OF WORK DETAILLED ON THIS DRAWING, NOTE THE FOLLOWING RISKS AND INFORMATION:</p> <p>RISKS LISTED HERE ARE NOT EXHAUSTIVE, REFER TO DESIGN ASSESSMENT FORM NO.</p> <p>CONSTRUCTION</p> <ul style="list-style-type: none"> - INTERACT WITH PUBLIC - UNSTABLE STRUCTURES - WORKING AT HEIGHT <p>DEMOLITION</p> <ul style="list-style-type: none"> - INTERACT WITH PUBLIC - UNSTABLE STRUCTURES - WORKING AT HEIGHT <p>FOR INFORMATION RELATING TO USE, CLEANING AND MAINTENANCE SEE THE HEALTH AND SAFETY FILE</p> <p>IT IS ASSUMED THAT ALL WORKS WILL BE CARRIED OUT BY A COMPETENT CONTRACTOR WORKING WHERE APPROPRIATE TO AN APPROVED METHOD STATEMENT.</p>	
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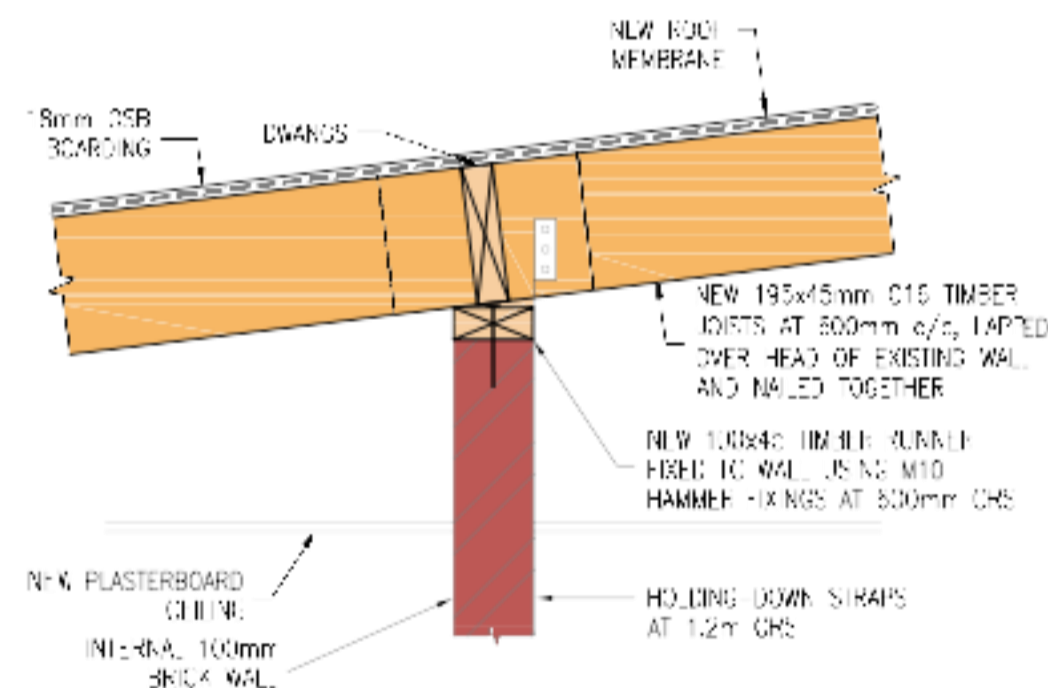


TYPICAL 2-STOUREY HOUSE ROOF PLAN
1:50

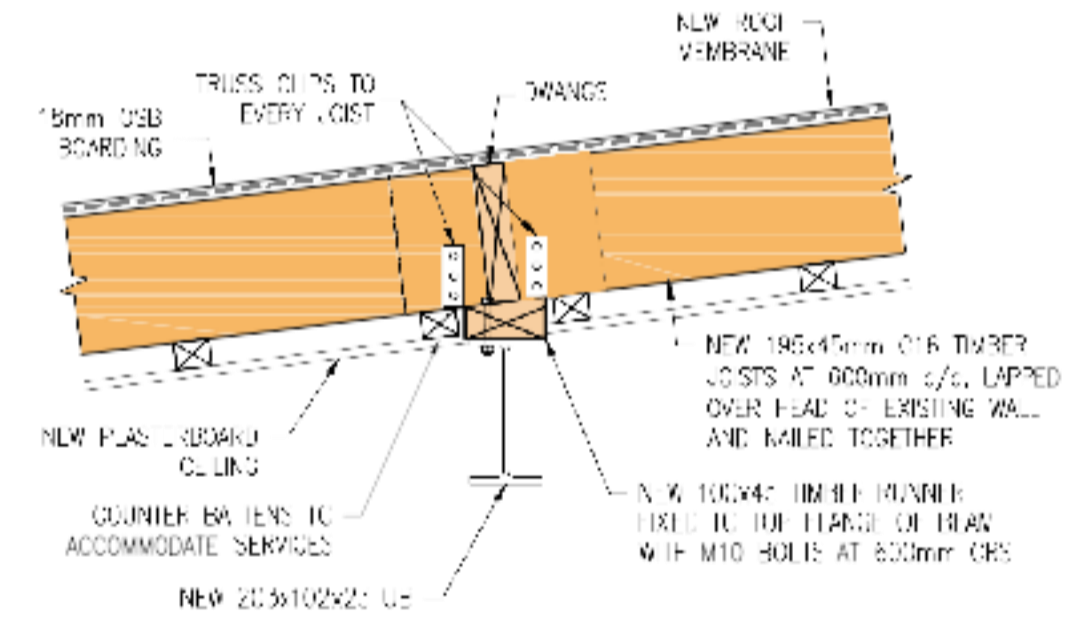


TYPICAL EAVES DETAIL
1:10

- LEGEND**
- SPAN DIRECTION OF EXISTING 125dp RAAC ROOF PANELS TO BE REPLACED
 - NEW 203x102x23 UB TO REPLACE EXISTING STEEL BEAM
 - SPAN DIRECTION OF NEW 203x102x23 UB TO REPLACE EXISTING STEEL BEAM
 - NEW CONCRETE PADSTONE, 100x115x440mm
 - HOLDING DOWN/RESTRAINT STRAPS AT 1.2m c/c



TYPICAL INTERNAL DETAIL
1:10



TYPICAL BEAM DETAIL
1:10

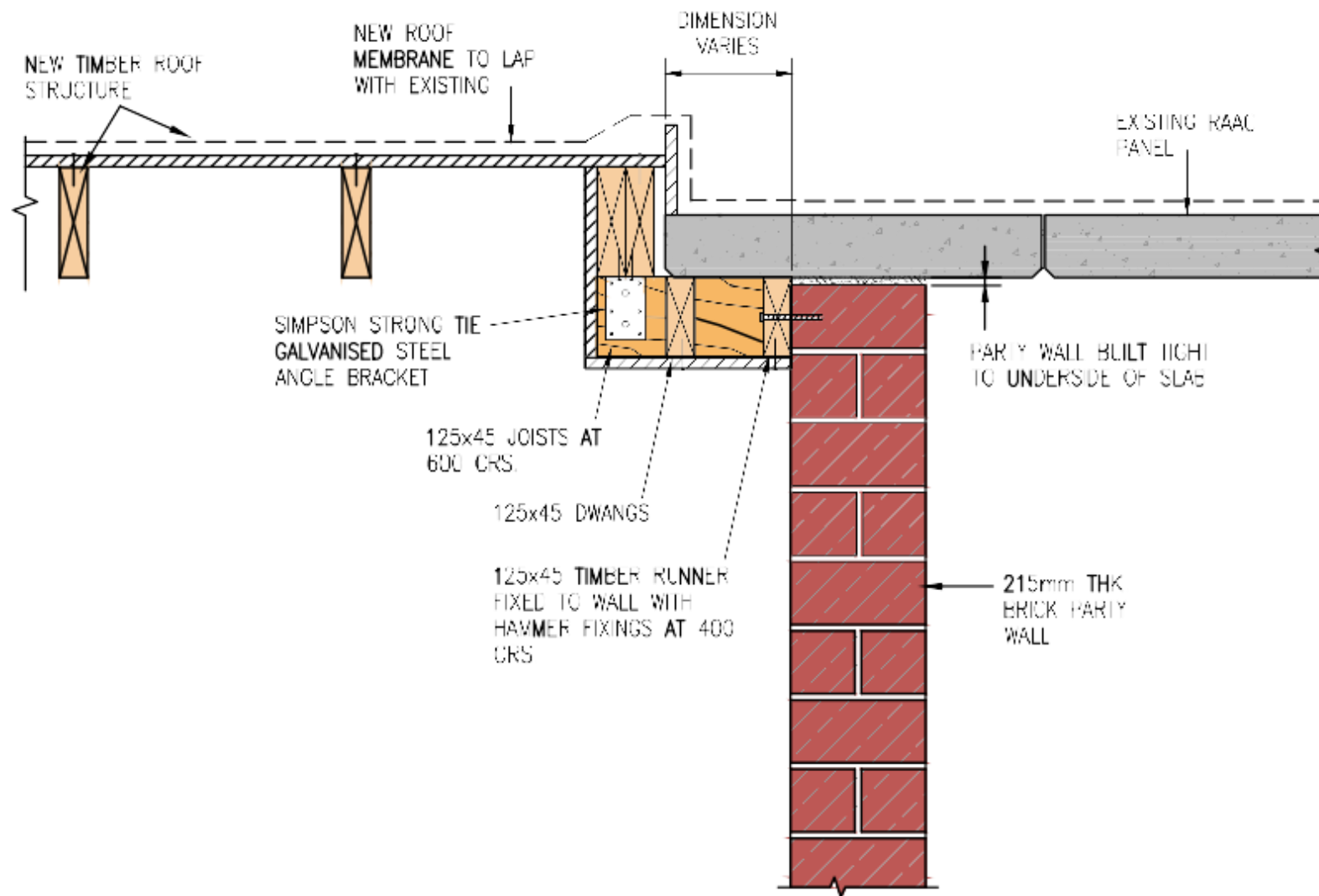
Rev	Date	Description	Drawn	Checked	App'd
B	10/07/24	DECK AREA	JK	KE	KE
A	07/07/24	REPLACE WITH RAAC DECK AREA	JK	KE	KE



RAAC CONTROLLED BUSINESS CASE
REMEDIAL OPTIONS REVIEW


OPTION 3
ROOF REPLACEMENT
2-STOUREY HOUSE

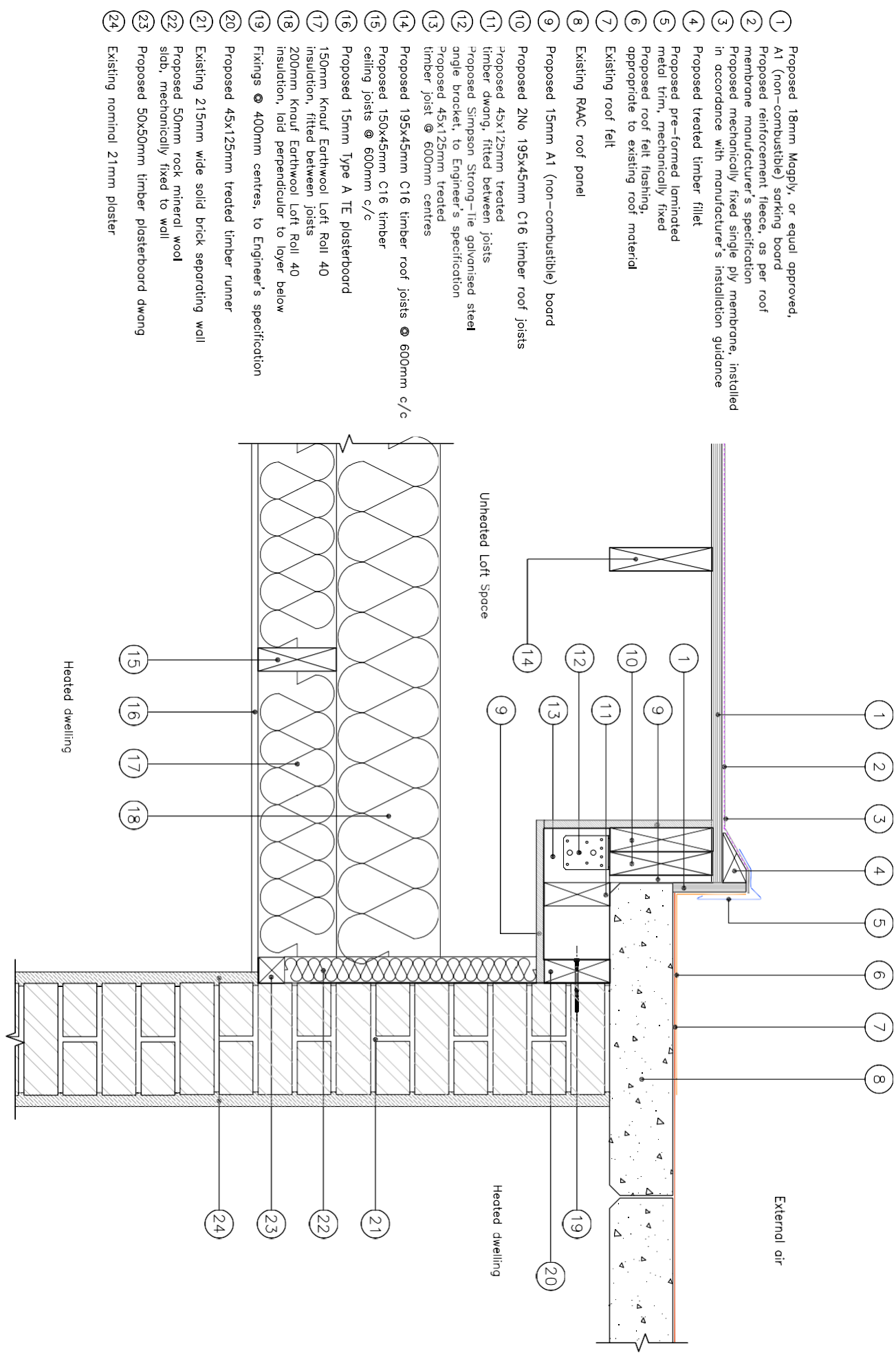
<p>FAIRHURST</p> <p>1000 GARDEN STREET GLASGOW G4 0JF</p>	
Scale of All:	Not Applicable
Scale of This:	1:50, 1:10
Drawn:	JK
Checked:	KE
Date:	10/07/24
Drawing No.:	160260/1005
Revision:	E



RAAC PANEL SUPPORT DETAIL AT PARTY WALL

SCALE 1:10

			<p>SAFETY HEALTH AND ENVIRONMENTAL INFORMATION</p> <p>IN ADDITION TO THE HAZARD/RISKS NORMALLY ASSOCIATED WITH THE TYPES OF WORK DETAILED ON THIS DRAWING, NOTE THE FOLLOWING RISKS AND INFORMATION.</p> <p>CONSTRUCTION</p> <p>DEMOLITION</p> <p>FOR INFORMATION RELATING TO USE, CLEANING AND MAINTENANCE SEE THE HEALTH AND SAFETY FILE</p> <p>IT IS ASSUMED THAT ALL WORKS WILL BE CARRIED OUT BY A COMPETENT CONTRACTOR WORKING, WHERE APPROPRIATE, TO AN APPROVED METHOD STATEMENT.</p>			<p>Client</p>  <p>ABERDEEN CITY COUNCIL</p>		<p>PROJECT Title</p> <p>BALNAGASK – RAAC REMEDIAL OPTION</p> <p>WORK Title</p> <p>RAAC PANEL SUPPORT DETAIL AT PARTY WALL</p>		<p>FAIRHURST</p> <p>88 Queens Road, ABERDEEN, AB10 4QG Tel: 01224 321 222 Fax: 01224 323 201</p>		
<p>Scale of A3: 1:10</p>			<p>Status: For Information</p>			<p>Drawn: IC</p>		<p>Checked: KE</p>		<p>Approved: KE</p>		
<p>Date: 19/06/24</p>			<p>Date: 19/06/24</p>			<p>Date: 19/06/24</p>		<p>Date: 19/06/24</p>		<p>Revision: A</p>		
<p>Drawn No: 160260/4401</p>												
Rev.	Date	Description	Drawn	Checked	Approved							
A	15/07/24	DETAIL UPDATED	IC	KE	KE							



- 1 Proposed 18mm Magply, or equal approved, A1 (non-combustible) sarking board
- 2 Proposed reinforcement fleece, as per roof membrane manufacturer's specification
- 3 Proposed mechanically fixed single ply membrane, installed in accordance with manufacturer's installation guidance
- 4 Proposed treated timber fillet
- 5 Proposed pre-formed laminated metal trim, mechanically fixed
- 6 Proposed roof felt flashing, appropriate to existing roof material
- 7 Existing roof felt
- 8 Existing RAAC roof panel
- 9 Proposed 15mm A1 (non-combustible) board
- 10 Proposed 2No 195x45mm C16 timber roof joists
- 11 Proposed 45x125mm treated timber dwang, fitted between joists
- 12 Proposed Simpson Strong-Tie galvanised steel angle bracket, to Engineer's specification
- 13 Proposed 45x125mm treated timber joist @ 600mm centres
- 14 Proposed 195x45mm C16 timber roof joists @ 600mm c/c
- 15 Proposed 150x45mm C16 timber ceiling joists @ 600mm c/c
- 16 Proposed 15mm Type A TE plasterboard
- 17 150mm Knauf Earthwool Loft Roll 40 insulation, fitted between joists
- 18 200mm Knauf Earthwool Loft Roll 40 insulation, laid perpendicular to layer below
- 19 Fixings @ 400mm centres, to Engineer's specification
- 20 Proposed 45x125mm treated timber runner
- 21 Existing 215mm wide solid brick separating wall
- 22 Proposed 50mm rock mineral wool slab, mechanically fixed to wall
- 23 Proposed 50x50mm timber plasterboard dwang
- 24 Existing nominal 21mm plaster

Notes

1. Adjacent property assumed to have no lowered ceiling or insulation to roof.
2. RAAC roof panel overhang of party wall shown indicatively. Overhang size may vary on site.
3. Roof finish of existing RAAC roof panels: TBC.
4. Internal wall finish of separating wall assumed as plaster on hard. Exact finish: TBC on site.
5. Flashing detail between existing roof and proposed roof: TBC once existing roof finish has been determined.
6. Roof finish shown indicatively. Detail to be reviewed once roof membrane manufacturer has been confirmed.
7. Compliance with current Technical Standards cannot be demonstrated without a building warrant application.
8. Wall insulation to be fixed in accordance with manufacturer's installation guidance.
9. Roof membrane to achieve 'Low' vulnerability in accordance with BS 4776: Part 3: 2004 or achieve a 'Broof' classification in accordance with BS EN 13501-5: 2016.
10. Proposed roof substrate to achieve a European Classification of A1 or A2 for a distance of at least 1.7m from the centreline of the separating wall.
11. Roof to be ventilated with ventilators which provide minimum 25,000mm²/m ventilation at eaves level and 5,000mm²/m ventilation at ridge level.
12. Boards fitted around existing RAAC panels to be achieve a European classification of A1, providing short duration fire resistance.
13. Ceiling build-up to achieve a u-value of 0.12 W/m²K.

Roof Replacement @ Party Wall Head Detail @ 1:10

This drawing is copyright, all rights reserved.

REVISIONS

#	Date	Description
A	12/07/24	Detail revised to suit Fairhurst comments.
B	15/07/24	Roof flashing extended.

<p>Client: Fairhurst</p> <p>Project: Roof Replacement - Balnagask, Aberdeen</p> <p>Drawing Title: Roof Replacement @ Party Wall Head Detail</p>	<p>Design Studio, 27 Ewan St, Stonhaven, AB39 2EQ ML1 1XA</p> <p>01569 /64183 mgi@odd-ltd.co.uk</p>	<p>Required by RICS</p> <p>CIAT</p>	<p>inspired design & development ltd</p>	<p>Ref: 199/2023</p> <p>Dwg No: D01 Rev: B</p> <p>Drawn by: FA</p> <p>Checked by: GJB</p> <p>Scale: 1:10</p> <p>Date: 08/07/2024</p> <p style="text-align: right;">DRAFT</p>
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ACC BALNAGASK RAAC OPTIONS APPRAISAL

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1.	Introduction.....	4
1.1	Limitations	5
1.2	Glossary of Terms	6
2.	General Findings	7
2.1	Externals	7
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	469 Balnagask Road	10
	471 Balnagask Road	12
	481 Balnagask Road	14
	6 Pentland Crescent.....	16
	8 Pentland Crescent.....	18
	196 Farquhar Road	20
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1. Introduction

AtkinsRealis were appointed by Aberdeen City Council to undertake and prepare a condition survey of 10no. residential properties in the Balnagask area of Aberdeen City. The properties included 1-bedroom, 3-bedroom and 4-bedroom properties, as listed below.

Address	Property	Position	No. bedrooms
469 Balnagask Road	Flat	Mid Terrace	1
471 Balnagask Road	Flat	Mid Terrace	1
481 Balnagask Road	Flat	End Terrace	1
483 Balnagask Road	Flat	End Terrace	1
6 Pentland Crescent	Flat	Mid Terrace	1
8 Pentland Crescent	Flat	Mid Terrace	1
196 Farquhar Road	Flat	End Terrace	1
198 Farquhar Road	Flat	End Terrace	1
28 Farquhar Road	House	Mid Terrace	3
88 Farquhar Road	House	End Terrace	3
5 Burnbank Terrace	House	Mid Terrace	4

In accordance with the brief, inspections of the existing properties were undertaken to ascertain their current condition including non-intrusive surveys of the building fabric, and associated life cycle costings.

The surveys were carried out on 9no. of the properties on the 20th June 2024 by Suzanna Lynch (MRICS) and Anthony Alexander (BSc) with the final property surveyed on the 8th July 2024 by Oliver Richards (BSc Hons). Periods of very dry weather prior to the survey and both survey days continued with clear and dry weather.

This report provides an overview of the condition of the buildings for key issues, which require attention to enable the Council to consider future options. Note: access was not available to 88 Farquhar Rd during either visit, as such, this property does not form part of the report.

Following our inspection, we have identified a series of areas and elements requiring remedial work and improvements to bring the condition of the building to a satisfactory standard. These recommended remedial work and improvements will likely involve an average investment of about £19,100 per property spread over the next ten years.



Address	Year 0-1	Year 2-5	Year 6-10	Total
469 Balnagask Road	£8,710.00	£6,670.00	£2,440.00	£17,820.00
471 Balnagask Road	£8,510.00	£12,850.00	£ 0.00	£21,360.00
481 Balnagask Road	£6,020.00	£11,050.00	£1,050.00	£18,120.00
6 Pentland Crescent	£6,880.00	£7,030.00	£130.00	£14,040.00
8 Pentland Crescent	£9,290.00	£5,360.00	£2,420.00	£17,070.00
196 Farquhar Road	£11,510.00	£8,600.00	£10.00	£20,120.00
198 Farquhar Road	£1,590.00	£850.00	£ 0.00	£2,440.00
28 Farquhar Road	£9,820.00	£19,380.00	£920.00	£30,120.00
5 Burnbank Terrace	£13,950.00	£12,150.00	£4,540.00	£30,640.00

The above costs do not include for VAT, professional fees, building consent fees, nor any access costs i.e. costs for working at height, scaffolding, etc or structural work. Instead, these have been included within the whole life cycle costings. It does however, included a 15% fee of the total works for the preliminary contractor costs. The costs have been based on works being procured via a competitive tender process and undertaken on a wholesale basis. Should works be completed on an isolated basis the costs should be revised to reflect this.

1.1 Limitations

The following limitations/assumptions apply to our inspection:

- Inspections were limited to a non-intrusive visual inspection of the accessible areas.
- Where reasonable assumptions have been made these are stated within the report.
- No allowance has been made for relocating or removing operational machinery, stored items, or personal belongings.
- Our surveyors carried out their inspections diligently, but they did not undertake any actions that risk damage or injury to the building, themselves, or any other party.
- Where access could not be provided, this has been noted and no commentary has been made on the condition.
- High level access was not provided and therefore assessment of the external elements at high level were undertaken from ground level.
- No testing of M&E installations has been undertaken.
- Tests on the building fabric have not been undertaken. Further investigation has been recommended where deemed appropriate to confirm the extent of issues identified within the report.
- No comment has been made on the structural soundness of the property. Any concerns have been raised within the report. Where appropriate further investigations by structural engineers have been recommended.
- No commentary on the presence of asbestos and no costs in association with addressing asbestos has been allowed for within this report. However, an allowance has been made to undertake the surveys.



1.2 Glossary of Terms

Condition Ratings

The condition ratings within this report which describe the overall condition of the element is expressed as one of four categories:

Grade	Expression	Definition
A	Good	As new and performing as intended and with regular maintenance will continue to operate efficiently.
B	Satisfactory	Performing as intended but exhibiting minor deterioration.
C	Fair	Exhibiting major defects and/or not operating as intended and will require attention in the short term, although not immediate.
D	Poor	Life expired and/or serious risk of imminent failure.



2. General Findings

The properties were constructed in the late 1960's as two-storey buildings from brick cavity wall construction, with Reinforced Autoclaved Aerated Concrete (RAAC) roof panels. The two-storey buildings either form individual houses or single-storey flats comprising of a ground- and first floor flat.

2.1 Externals

Roof

The roof varies between building types, and includes felted flat roofs, tiled mono-pitched, and tiled mansard roofs.

The survey viewed the properties from ground level and vantage points only. As such, a complete survey of the properties was not possible. However, from what could be observed, the flat roofs to the single storey entrances were in fair condition, with vegetation and staining noted. This reflects the condition of the main roofs, it is advised that a fuller investigation is undertaken in the first instance, with the advice that the roof may have to be replaced/resealed within in the next 10 years. The tiled roofs were covered in heavy vegetation and require cleaning. There were no noted slipped or missing tiles, however, without a thorough survey, this cannot be guaranteed for the entire roof.

The rainwater goods are either cast-iron or PVC, with evidence of vegetation within the gutters at high-level. Some algae staining was noted, evidencing leaks within the downpipes.

All of these properties are known to contain RAAC panels. Access to view the RAAC was only possible in two of the properties, as the ceiling was in place at the time of inspection. This report can only provide a description of the RAAC, and as such, will not comment on the structural stability or any remedial works that should be undertaken. A Structural Engineer must be engaged to undertake a full assessment

External Walls and Rainwater Goods

Externally, the properties have a combination of exposed brickwork and rendered panels, with either metal or timber fascias and soffits. 5 Burnbank Terrace has a timber clad section to the top floor where the additional bedroom creates an undercroft/walkway for pedestrians at ground level. The walls are in satisfactory condition, with evidence of boss and missing render and isolated instances of graffiti.

Grounds

The properties generally have a front garden with private access to the front door. Two of the properties have 6ft fences, however, most have open access. To the rear, the properties sit within a grassed communal area, which runs the length of the dwelling creating a boundary to the road.

Windows and External Doors

The windows throughout are Nordan double glazed tilt and turn units with metal ironmongery. The front doors comprise of a solid timber door, with metal ironmongery and space for a recessed self-closure, with a half-height glazed side lights with timber infill.



2.2 Internals

Internally the properties follow the same layout between the three property types. With the living spaces to the 1no. bedroom properties spanning over a single floor, with the circulation space leading upstairs or downstairs depending on if it is a ground floor or first floor property. The 3no. and 4no. bedroom properties span over two floors, with an intermediary circulation space at the entrance.

Ceilings

The ceiling is generally plasterboard attached to timber joists, with artex finish. Note: due to the age of the building, the artex on the ceiling could be an asbestos containing material (ACM). We have not seen an asbestos refurbishment and demolition (R&D) survey, nor an Asbestos Management Plan, as such, we cannot comment if asbestos is present. Additionally, a couple of the properties had a painted plasterboard finish. From previous work with the ACC, AtkinsRealis are aware that ACMs were encapsulated, and therefore, it cannot be assumed that a plasterboard finish means there is no artex and therefore no ACMs.

It is a legal requirement that all properties have an R&D survey undertaken prior to any intrusive works.

Where damage was seen to the ceiling to the ground floor of one property and where the ceiling had been removed in two properties, polystyrene beads were noted within the ceiling void. It is likely these beads were used as insulation and sound deadening at roof level and between the intermediate floors. These beads pose a fire risk as they are highly flammable and once ignited will escalate the spread of the fire through the floor and ceiling voids, whilst releasing toxic fumes, making it difficult to fire fight.

Due to the properties surveyed being built at a similar time, it is fair to suggest that there is a high probability that this type of insulation will be common throughout all the properties. It is our recommendation that the roof and floor voids are exposed, all polystyrene insulation is removed and replaced with an appropriate insulation that meets fire safety regulations, as well as energy requirements.

Walls

The walls are plaster on hard throughout, with the exception of the kitchen which has been framed out. Plaster-on-hard construction is susceptible to thermal bridging, which has led to black mould seen throughout the properties; however, the extent of the black mould varies between each property.

Flooring

Due to the requirements of the Tenant's lease agreement, most properties did not contain flooring in the kitchen and bathroom. In general, the flooring was aged in fair to poor condition, with evidence of wear and ingrained dirt through normal use commensurate with age.

Internal Joinery Work

Some damage to the joinery was noted in all of the properties, with the most damage to internal doors, skirting and timber trims within the kitchen. Where possible these should be repaired, however, replacement has been suggested for the heavily damaged items, where patch repair would not be appropriate.



Sanitaryware

White sanitaryware throughout the properties was in satisfactory condition, other than requiring basic maintenance such as cleaning and resealing. All but one property has a bath, with a wet room shower to the other property.

Building Services

The properties are served by way of gas for heating and electric for lighting and cooking. No investigations as to the condition of these were undertaken.



3. Building Fabric Condition & Findings

469 Balnagask Road

The property comprises of a mid-terrace first floor flat within a two-storey apartment block constructed circa/in 1966. The rear of the property faces South onto Balnagask Road, while the front of the property looks North onto a communal footpath between the apartments of Balnagask Road and Pentland Road. The property is currently experiencing a few defects which require immediate attention, with the remainder of the works largely requiring general maintenance.

Externals



To the front entrance, concrete slabs are damaged and displaced presenting potential trip hazards, which should be replaced and re-bedded to align with the surrounding footpath, patio, and retaining wall. Fascia and soffits are in fair condition but show signs of cut edge corrosion, which requires cleaning and cut edge protection.

The door is in satisfactory condition, however, the mechanical door closer is missing. The decoration of the front door and side light is fair condition but requires redecoration, including the removal of historic fixings. The timber window frames exhibit worn decoration with minor damage, requiring repair and redecoration.

The front garden is overgrown with vegetation, with debris and rubbish within the garden. This should be maintained especially whilst vacant to reduce potential vandalism to the property. The galvanized handrails and retaining wall void grid are stained, requiring cleaning. Additionally, the perimeter timber fence requires redecoration.

Internals



The timber boxing-in of bathroom services within the bathroom is water damaged and should be repaired. The boxing-in above the front door is suffering from damp and mould and should be cleaned of all mould and redecorated.

There are several visible holes in the plaster wall within the boiler cupboard and service penetrations lack fire stopping. It is advised all penetrations and holes are properly infilled and adequately fire stopped between floors. Cupboard doors and electrical access hatches catching on the floor require easing and adjustment.

The timber window frames, including the timber surround and sills, show signs of age and damage, and require repair and redecoration. Additionally, the mastic to the window frames is missing and perished and should be replaced. The associated ironmongery is loose and should be adjusted or replaced as necessary. To the bathroom, the vanity unit handles, and the bath panel requires replacing due to damage. The silicone sealant on the wet wall panels are perished or missing should be removed and replaced.

The flooring has not been removed in this property. However, the vinyl flooring in the kitchen is grubby and there is water damage to the bathroom vinyl.

General maintenance items should also be undertaken. This includes redecoration of all the painted and wall papered surfaces, timber trims/skirting and doors, infilling previous fixing holes, and removing the wallpaper and relining prior to decoration. All door ironmongery should be inspected and adjusted or replaced as necessary. Wet wall panels, although in fair condition, are expected to require replacement within the next ten years and should be monitored.



Lastly, a deep clean of the entire flat, including all sanitary ware, is necessary due to the general condition of the property.

471 Balnagask Road

The property comprises of a mid-terrace first floor flat within a two-storey apartment block constructed circa/in 1966.. The rear of the property faces South onto Balnagask Road, while the front of the property faces North onto a communal footpath between the apartments of Balnagask Road and Pentland Road. The property is currently experiencing various defects which require immediate attention, with the remainder of the works requiring general maintenance.

Externals



Debris is visible at the lower roof level, and it is presumed that the upper level is similar, requiring routine clearance. The soffit and fascia decoration is in fair condition, as well as the decoration to the rainwater goods, however, all require redecoration.

The door is in satisfactory condition, however, the seals to the doors are loose and the mechanical door closer is missing. The decoration of the front door and side light is fair condition but requires redecoration, including the removal of historic fixings. The timber window frames exhibit worn decoration with minor damage, requiring repair and redecoration.

To the front entrance, the concrete steps are loose presenting a potential trip hazard, with visible gaps to the footpath. Furthermore, the concrete slabs are damaged and displaced presenting potential trip hazards, which should be replaced and re-bedded to align with the surrounding footpath.

The front garden is overgrown with vegetation, with debris and rubbish present within the garden. This should be maintained especially whilst vacant to reduce vandalism to the property. The galvanized handrails and retaining wall void grid are stained, requiring cleaning. Additionally, the perimeter timber fence needs redecoration.



Internals



Within the kitchen, the sink appears blocked and is holding water. Plumbing to the sink should be investigated and repaired so the water is left free flowing. The worktop is damaged and generally worn and is advised to be replaced.

In the living room, the plaster wall and cornice have damp and mould issues, especially to the windows, with damage noted around the vent grille. Architraves are also damaged in areas and require repair. The bedroom wall shows similar signs of historic damp damage, necessitating repairs to the wall surface and surrounding areas. The bedroom door is stiff and unable to close properly and requires adjustment. The metal door thresholds to a number of rooms are warped and require replacement.

Furthermore, the services boxing-in above the entrance door is damaged requiring repair and redecoration and the mastic to wet wall panels is missing or perished, particularly around the bath where black mould is present.

The timber window frames, including the timber surround and sills, show signs of age and damage and require repair and redecoration. Additionally, the mastic to the window frames is missing and perished and should be replaced.

All carpeted flooring has been retained. This is usually removed by the Tenants in social housing. However, the carpet is tired and worn and therefore should be removed. The vinyl flooring in the kitchen is grubby and unlikely to be salvageable and should be replaced.



General maintenance items should also be undertaken. This includes redecoration of all the painted and wall papered surfaces. Including removing the wallpaper and relining prior to decoration, infilling previous fixing holes and decoration to all timber trims, architrave, skirtings and doors. The grout to the kitchen tiles is worn and discoloured and should be re-grouted. All door ironmongery should be inspected and adjusted or replaced as necessary. Wet wall panels, including the metal trims, although in fair condition, are expected to require replacement within the next ten years and should be monitored.

Lastly, a deep clean of the entire flat, including all sanitary ware, is necessary due to the general condition of the property

481 Balnagask Road

The property comprises of a mid-terrace first floor flat within a two-storey apartment block constructed circa/in 1966. The rear of the property faces South onto Balnagask Road, while the front of the property faces North onto a communal footpath between the apartments of Balnagask Road and Pentland Road. The property is currently experiencing various defects which require immediate attention, with the remainder of the works requiring general maintenance.

External



To the front entrance and external areas of the property the felt roof above the entrance exhibits signs of wear and staining, warranting replacement. The aluminium fascia and soffits are stained and grubby, necessitating a thorough clean-down. The door is in satisfactory condition, however, the mechanical door closer is missing.

The decoration of the front door and side panel is fair condition but requires redecoration, including the removal of historic fixings. The timber window frames show signs of fading and minor damage; therefore, repairs should be undertaken, followed by surface preparation and redecoration. The front garden is overgrown with vegetation, which should be maintained especially whilst vacant to reduce potential vandalism to the property.

Internal



The cavity wall above the living room window is exposed and infilled with newspaper. This must be made safe by removing the paper and the area made good and draft proofed.

There is damage at low-level to the kitchen plasterboard wall near the kitchen door. The timber trimmer behind the kitchen sink is discoloured and rotten, requiring replacement with a suitable plastic or metal alternative, and in the bathroom, the silicone sealant on the wet wall panels where perished or missing should be removed and replaced.

The door to the bathroom is damaged and should be replaced with new ironmongery. A new door blank has been installed to the bedroom without ironmongery, therefore, all ironmongery including the clasp and strike plate should be attached. Isolated damage to the skirting boards was also noted in the living room and in need of replacement. Kitchen unit doors are hanging loose, must be realigned with the hinges adjusted as necessary. The timber window frames, including the timber surround and sills, show signs of age and damage and require repair and redecoration. The ironmongery, showing signs of age and stiffness, should be eased and adjusted or replaced if beyond repair. Additionally, the mastic to the window frames is missing and perished and should be replaced.

The flooring has been removed other than to the bathroom and kitchen. However, the vinyl flooring in the kitchen is grubby and unlikely to be salvageable and therefore should be replaced. White melamine tiles are installed in the bathroom, which are unsuitable and have begun to swell around the edges. These tiles should be replaced with a more appropriate flooring type, such as vinyl.

General maintenance items should also be undertaken. This includes re-decoration of all the painted and wall papered surfaces, timber trims/skirting and doors, infilling previous fixing holes, and removing the wallpaper and relining prior to decoration. The grout to the kitchen tiles is worn and discoloured and should be re-grouted. All door ironmongery should be inspected and adjusted or replaced as necessary. Wet wall panels, although in fair condition, are expected to need replacement within the next ten years and should be monitored.



Lastly, a deep clean of the entire flat, including all sanitary ware, is necessary due to the general condition of the property

6 Pentland Crescent

The property is a one-bedroom mid-terrace first floor flat of a two-storey apartment block constructed 1967. The front of the property faces North onto Pentland Crescent, while the rear of the property faces South onto a communal footpath between the apartments of Pentland Crescent and Pentland Place. The property is currently experiencing a few defects which require immediate attention, with the remainder of the works requiring general maintenance..

Externals



Vegetation and moss is visible on the upper and lower roofs. Render is missing on the rear wall below the first-floor window. The aluminium fascia and soffits are stained and grubby, requiring a thorough clean. Significant vegetation growth was seen in the rear gutter. All gutters and downpipes should be inspected and cleared of any debris, allowing water to flow freely. Furthermore, the rainwater goods, particularly the downpipes, are in poor condition and require redecoration.

The front door is damaged and in disrepair, necessitating the installation of a new external door, including new ironmongery. The mechanical door closer to the front entrance is missing and should be replaced with a new metal one. The timber window frames show signs of fading and minor damage; therefore, repairs should be undertaken, followed by surface preparation and redecoration.

The area below the retaining wall void is full of debris and should be cleared out.

Internals



The ceiling has been fully removed to view the RAAC above. The RAAC ceiling has fine line cracks, and evidence of patch repairs. The RAAC to the living room and bedroom has been painted, and it is likely these were exposed without a flat ceiling. Once any remedial works are finalised with the RAAC, the ceiling should be replaced with plasterboard and suitable insulation complying with modern standards.

The vinyl flooring in the kitchen is unlikely to be salvageable and should be replaced. The bathroom flooring has been removed and should be replaced with a new vinyl sheet. Silicone to wet wall panels is missing or perished, with black mould present, indicating a need for removal and replacement of silicone sealant around the bath.

The hallway cupboard door has been removed from its hinges and should be re-hung and the entrance cupboard door has a cat-shaped hole cut into it and will require replacement.

The timber window frames, including the timber surround and sills, show signs of age and damage and require repair and redecoration. Additionally, the mastic to the window frames is missing and perished and should be replaced. Window ironmongery is pitted and stiff, necessitating adjustment or replacement if as necessary.

General maintenance items should also be undertaken. This includes re-decoration of all the painted and wall papered surfaces, timber trims/skirting and doors, infilling previous fixing holes, and removing the wallpaper and relining prior to decoration. The grout to the kitchen tiles is worn and discoloured and should be re-grouted. All door ironmongery should be inspected and adjusted or replaced if beyond repair. Wet wall panels, although in fair condition, are expected to need replacement within the next ten years and should be monitored.

Lastly, a deep clean of the entire flat, including all sanitary ware, is necessary due to the general condition of the property



8 Pentland Crescent

The property is a one-bedroom mid-terrace ground floor flat of a two-storey apartment block constructed 1966. The front of the property faces North onto Pentland Crescent, while the rear of the property faces South onto a communal footpath between the apartments of Pentland Crescent and Pentland Place. The property is currently experiencing various defects which require immediate attention, with the remainder of the works requiring general maintenance.

Externals



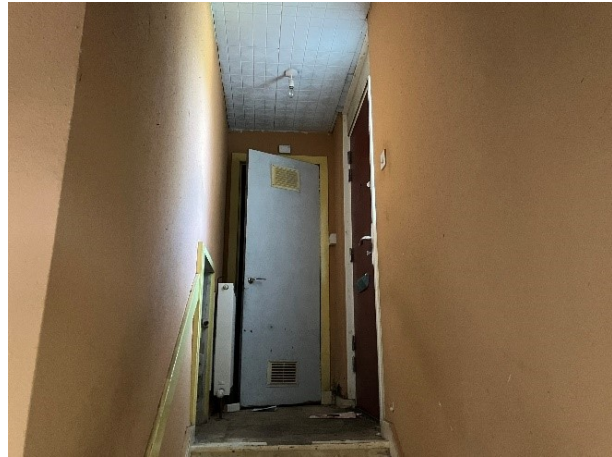
Vegetation and moss are visible on the upper and lower roofs. The aluminium fascia and soffits are stained and grubby, requiring a thorough clean. Significant vegetation growth was seen in the rear gutter. All gutters and downpipes should be inspected and left free and clear of any debris, allowing water to flow freely. Furthermore, the rainwater goods, particularly the downpipes, are in poor condition and require redecoration.

To the front elevation 1 no. window has a smashed pane to the outer pane only. The timber window frames show signs of fading and minor damage; therefore, repairs should be undertaken, followed by surface preparation and redecoration. The door is in satisfactory condition. The decoration of the front door and side panel is fair condition but requires redecoration, including the removal of historic fixings.

To the front entrance, the concrete step is loose presenting a potential trip hazard. Additionally, the concrete slabs are damaged and displaced presenting a trip hazard, which should be replaced and re-bedded to align with the surrounding footpath. The galvanized handrails and retaining wall void grid are stained, requiring cleaning. The area below the retaining wall void is full of debris and should be cleared out.

The front garden should be maintained especially whilst vacant to reduce vandalism to the property.

Internals



Evidence of black mould throughout the property, which is likely due to a lack of insulation, this should be addressed by cleaning affected surfaces with a stiff bristle brush and allowing walls to fully dry prior to redecoration. Where the mould cannot be removed, the plaster should be hacked off and the area relined.

Mastic to wet wall panels is missing or perished, with black mould present, indicating a need for removal and replacement of mastic sealant around the bath.

Historic water ingress above the living room window, which appears dry, needs making good. Potentially due to blocked rainwater goods above, in turn damaging wall area below and allowing water ingress. There is impact damage to the wall area adjacent to the front door and damage to the living room door, which need replacing. Furthermore, there are sections of skirting board missing, as well as a missing access hatch to the electrical meter cupboard.

The timber window frames, including the timber surround and sills, show signs of age and damage and require repair and redecoration. The ironmongery, showing signs of age and stiffness, should be eased and adjusted or replaced if beyond repair. Additionally, the mastic to the window frames is missing and perished and should be replaced.

The flooring has been removed throughout the property including the bathroom and kitchen. The bathroom and kitchen flooring should be replaced with new.



General maintenance items should also be undertaken. This includes re-decoration of all the painted and wall papered surfaces, timber trims/skirting and doors, infilling previous fixing holes, and removing the wallpaper and relining prior to decoration. The grout to the kitchen tiles is worn and discoloured and should be re-grouted. All door ironmongery should be inspected and adjusted or replaced if beyond repair.

196 Farquhar Road

The property is a one-bedroom end-terrace ground floor flat of a two-storey apartment block constructed 1967. The front of the property faces northwest onto Farquhar Road, while the rear of the property looks southeast onto Lochnager Road. The property is currently experiencing a few defects which require immediate attention, with the remainder of the works requiring general maintenance items.

Externals



Vegetation and moss is visible on the upper and lower roofs. Significant vegetation growth around rainwater goods needs to be removed. All gutters and downpipes should be inspected and left free and clear of any debris, allowing water to flow freely. Furthermore, the rainwater goods, particularly the downpipes, are in poor condition and require redecoration. Aluminium fascia and soffits are stained and grubby and require cleaning.

The kitchen and bathroom. window both have a smashed pane. The timber window frames show signs of fading and minor damage; therefore, repairs should be undertaken, followed by surface preparation and redecoration. The door is in satisfactory condition. The decoration of the front door and side panel is fair condition but requires redecoration, including the removal and making good previous fixings.

To the front entrance, the concrete doorstep, is severely cracked and requires renewal. The steel handrails are showing signs of corrosion beneath the flaking paint. The handrail should be cleaned down, remove all flaking paint and redecorate. Debris and vegetation have accumulated around the front garden. This should be maintained especially whilst vacant to reduce vandalism to the property

Internals



The ceiling has been fully removed to view the RAAC above. The RAAC ceiling has fine line cracks, and evidence of patch repairs. The RAAC to the living room and bedroom has been painted, and it is likely these were exposed without a flat ceiling. Once any remedial works are finalised with the RAAC, the ceiling should be replaced with plasterboard and suitable insulation complying with modern standards.

The vinyl flooring in the kitchen and bathroom is unlikely to be salvageable and should be replaced with new vinyl sheet. Flooring has been left in other parts of the property which should be removed. Silicone to the wet wall panels is missing or perished, with black mould present, indicating a need for removal and replacement of mastic sealant around the bath. The wet wall has also been damaged during the dountaking of the ceiling. These panels will need to be replaced. Furthermore, the bath panel has been dislodged and requires

Damage was also noted to the kitchen light switch and door. The timber trimmer behind the kitchen sink is discoloured and rotten, requiring replacement with a suitable plastic or metal alternative. Kitchen worktops are chipped and damaged. The bedroom door is missing, so a new door is required.

There was evidence of black mould throughout the property. This will be an ongoing issue due to lack of insulation within the property. Black mould should be removed by cleaning affected surfaces with a stiff bristle brush and allowing walls to fully dry prior to redecoration.

The timber window frames, including the timber surround and sills, show signs of age and damage and require repair and redecoration. The ironmongery, showing signs of age and stiffness, should be eased and adjusted or replaced if beyond repair. Additionally, the mastic to the window frames is missing and perished and should be replaced. It is advised all penetrations and holes are properly infilled and properly fire stopped between floors.

General maintenance items should also be undertaken. This includes re-decoration of all the painted and wall papered surfaces by removing the wallpaper and relining prior to decoration, infilling previous fixing holes and decorating the timber trims, skirting, architraves and doors, all door ironmongery should be inspected



and adjusted or replaced if beyond repair. Wet wall panels, although in fair condition, are expected to need replacement within the next ten years and should be monitored.

Lastly, the property has leftover tenant's belongings and debris. A deep clean of the entire flat, including all sanitary ware, is necessary due to the general condition of the property.

198 Farquhar Road

The property is a one-bedroom end-terrace ground floor flat of a two-storey apartment block constructed 1967. The front of the property faces Northwest onto Farquhar Road, while the rear of the property faces Southeast onto Lochnager Road. The property is currently experiencing various defects which require immediate attention, with the remainder of the works requiring general maintenance items.

Externals



Vegetation and moss is visible on the upper and lower roofs. Significant vegetation growth around rainwater goods needs to be removed. All gutters and downpipes should be inspected and left free and clear of any debris, allowing water to flow freely. Furthermore, the rainwater goods, particularly the downpipes, are in poor condition and require redecoration. Aluminium fascia and soffits are stained and grubby and require cleaning.



Algae staining below the front entrance light should be cleaned off. A loose brick at the rear of the property created a hole allowing visual access to the underside of the building. The access showed that the cavity wall is infilled with fibre glass insulation and polystyrene beads and fibreglass is installed to the underside of the flats. As the properties are located on a slope, the rear of the property has a deeper void than the front. It also confirmed that the floor to the underside is insulated, as far as was visible. The brick should be re-bedded and secured into the wall.

The front door is damaged and in disrepair, necessitating the installation of a new external door, including new ironmongery. The mechanical door closer to the front entrance is missing and should be replaced with a new metal one. The front doorstep is also in poor decorative order. The timber window frames show signs of fading and minor damage; therefore, repairs should be undertaken, followed by surface preparation and redecoration.

To the front garden, two missing service box lids should be replaced. These could cause a trip hazard and allow for debris and small animals to get into the pipework. Debris in the void area created by the retaining wall should be cleared out. The front garden should be maintained especially whilst vacant to reduce vandalism to the property

Internals



Evidence of black mould throughout the property, which is likely due to a lack of insulation, should be addressed by cleaning affected surfaces with a stiff bristle brush and allowing walls to fully dry prior to redecoration. Historic water ingress above the living room window, which appears dry, needs making good. Damage to wet wall panels from previous fixtures means that it is no longer watertight and the damage panels should be replaced before use.

The timber window frames, including the timber surround and sills, show signs of age and damage and require repair and redecoration. The ironmongery, showing signs of age and stiffness, should be eased and adjusted or replaced if beyond repair. Additionally, the mastic to the window frames is missing and perished and should be replaced.



The flooring has been removed other than to the bathroom and kitchen. However, the vinyl flooring in the kitchen is unsanitary and unlikely to be salvageable and therefore should be replaced. White melamine tiles are installed in the bathroom, which are unsuitable and have begun to swell around the edges. These tiles should be replaced with a more appropriate flooring type, such as vinyl.

General maintenance items should also be undertaken. This includes re-decoration of all the painted and wall papered surfaces, timber trims/skirting and doors, infilling previous fixing holes, and removing the wallpaper and relining prior to decoration. The grout to the kitchen tiles is worn and discoloured and should be re-grouted. All door ironmongery should be inspected and adjusted or replaced if beyond repair.

28 Farquhar Road

The property is a 3-bedroom mid-terrace house of a two-storey apartment block constructed 1967. The front of the property faces North onto Farquhar Road, while the rear of the property faces South onto a communal footpath between the apartments of Farquhar Road and Girdleness Road. The property is currently experiencing various defects which require immediate attention, with the remainder of the works requiring general maintenance items.

Externals



Debris is visible on the lower roof level and is presumed to be the same on the upper roof, necessitating routine clearance from both roof levels. Timber fascias are detaching from the wallhead in areas, requiring repairs. All gutters and downpipes should be inspected and cleared of any debris, allowing water to flow freely. Furthermore, the rainwater goods are in fair condition and require redecoration.

Redundant fixings are visible on the front elevation roughcast. These should be removed and the holes infilled.

The timber window frames show signs of fading and minor damage; therefore, repairs should be undertaken, followed by surface preparation and redecoration. The front door and its side panel are in fair condition but require redecoration, including the removal of historic fixings. The loose entrance door handle should be repaired. The decoration to the access hatch adjacent to the door is worn and requires redecoration.

To the front entrance, debris and vegetation has accumulated and should be removed. The concrete steps are loose presenting a potential trip hazard, with visible gaps to the footpath. Furthermore, the concrete slabs are damaged and displaced presenting a potential trip hazard, which should be replaced and re-bedded to

align with the surrounding footpath. The galvanized handrails and retaining wall void grid are stained, requiring cleaning.

Damaged and discoloured concrete surrounding the drying pole should be replaced. Timber fence decorations need redecoration. The damaged and bossed boundary wall roughcast at a low level should be hacked off and replaced with new roughcast. Lastly, the corroded cast-iron gate bolt needs replacement.

Internals



The timber window frames, including the timber surround and sills, show signs of age and damage and require repair and redecoration. The ironmongery, showing signs of age and stiffness, should be eased and adjusted or replaced if beyond repair. Additionally, the mastic to the window frames is missing and perished and should be replaced. It is advised all penetrations and holes are properly infilled and properly fire stopped between floors.

The flooring has been removed other than to the bathroom and kitchen. However, the vinyl flooring in the kitchen is unsanitary and unlikely to be salvageable and therefore should be replaced. White melamine tiles are installed in the bathroom, which are unsuitable and have begun to swell around the edges. These tiles should be replaced with a more appropriate flooring type, such as vinyl.

General maintenance items should also be undertaken. This includes re-decoration of all the painted and wall papered surfaces, timber trims/skirting and doors, infilling previous fixing holes, and removing the



wallpaper and relining prior to decoration. The grout to the kitchen tiles is worn and discoloured and should be re-grouted. All door ironmongery should be inspected and adjusted or replaced if beyond repair. Wet wall panels, although in fair condition, are expected to need replacement within the next ten years and should be monitored.

Lastly, the property has leftover tenant's belongings and debris. A deep clean of the entire flat, including all sanitary ware, is necessary due to the general condition of the property

5 Burnbank Terrace

The property is a 4-bedroom mid-terrace house of a two-storey apartment block constructed 1967. The front of the property faces Northwest onto a communal footpath between Farquhar Road and Burnbank Terrace, while the rear of the property faces Southeast Burnbank Terrace. The property is currently experiencing various defects which require immediate attention, with the remainder of the works requiring general maintenance items.

Externals



Debris is visible on the lower roof level the felt is also aged, showing signs of wear. It is presumed to be the same on the upper roof, necessitating routine clearance from both roof levels and potentially the need to re-cover. The rear gutter has significant vegetation growth. All gutters and downpipes should be inspected and cleared of any debris, allowing water to flow freely. Furthermore, the rainwater goods, particularly the downpipes, are in poor condition and require redecoration. Aluminium fascia and soffits are stained and grubby and require cleaning.

Minor cracks were noted around the brickwork of the front door opening, and two large holes in the cavity wall were seen to the undercroft created by the 4th bedroom. The holes were insufficiently large enough to determine any construction information but was large enough for debris to be discarded. All debris must be removed and brick re-bedded and secured. Graffiti was also observed on the front elevation of the property, which should be cleaned off, and the area repainted if required. The painted timber cladding to the bedroom that forms the undercroft is in satisfactory condition, but has an open grain in the timber, which could lead to water ingress, therefore, this should be redecorated.

The timber window frames show signs of fading and minor damage; therefore, repairs should be undertaken, followed by surface preparation and redecoration. The front door and its side panel are in fair condition but require redecoration, including the removal of historic fixings.

The galvanized handrails and retaining wall void grid are stained, requiring cleaning. The coping stones to the boundary block walls are loose and need lifting and re-bedding. The front garden should be maintained especially whilst vacant to reduce vandalism to the property



Internals



The ceiling in the 4th bedroom on the ground floor shows cracking throughout, with a section to the plasterboard to the rear of the room hanging loose. It was unclear what caused this, and there were no signs of water ingress, however the bath sits directly above this damage. Furthermore, this is one of the floor voids where polystyrene beads were noted. It is advised the ceiling is carefully removed, investigate the potential cause for the damage, and remove all polystyrene beads. Thereafter, infill with new insulation and install new plasterboard ceiling.

Black mould was observed throughout the property, likely due to poor insulation; affected surfaces should be cleaned with a stiff bristle brush and allowed to dry before redecoration. There was also mould particularly around the bath. The silicone to wet wall panels is also missing or perished.

The larger bedroom on the ground floor had impact damage at low level on the door, the door should be replaced with new. Kitchen unit doors are hanging loose, which must be realigned with the hinges adjusted as necessary. The flooring has been removed other than to the bathroom and kitchen. However, the vinyl flooring in the kitchen is unsanitary and unlikely to be salvageable and therefore should be replaced.

The timber window frames, including the timber surround and sills, show signs of age and damage and require repair and redecoration. Additionally, the mastic to the window frames is missing and perished and should be replaced, and the loose window handles should be adjusted or replaced as necessary.

General maintenance items should also be undertaken. This includes re-decoration of all the painted and wall papered surfaces. Including removing the wallpaper and relining prior to decoration, infilling previous fixing holes and decoration to all timber trims, architrave, skirting and doors. All door ironmongery should be inspected and adjusted or replaced if beyond repair. Wet wall panels, including the metal trims, although in fair condition, are expected to need replacement within the next ten years and should be monitored.

Lastly, a deep clean of the entire flat, including all sanitary ware, is necessary due to the general condition of the property.



Appendices



Appendix A Data Sheets



**5 Burnbank Terrace - RAAC Programme
Aberdeen
United Kingdom, AB11 8RS**

Component No.	Defect	Recommended Remedial Works	Estimated Useful Life or Replacement Cycle (Yrs)	Quantity	Unit of Measurement	Rates	Unit Cost	0-1 Years	2-5 Years	6-10 Years
External Defects										
1	Mechanical door closer to the front entrance door is missing.	Undertake replacement of missing metal mechanical door closer to front door.	1	1	nr	£ 150.00	£ 150.00	£ 150.00		
External Maintenance										
1	Vegetation is overgrown within the front garden and requires removal including their roots.	Undertake cyclical removal of vegetation from garden area.	2	27	m²	£ 5.00	£ 135.00		£ 135.00	
2	Significant vegetation growth to rear gutter.	Remove all vegetation and confirm gutters and downpipes are free flowing.	1	11	lm	£ 10.00	£ 110.00	£ 110.00		
3	Aluminium fascia and soffits are stained and grubby.	Clean down	7	11	lm	£ 10.00	£ 110.00			£ 110.00
4	Decoration to timber window frames have faded, with minor damage visible.	Undertake repairs, prepare all surfaces and decoration.	5	8	nr	£ 100.00	£ 800.00		£ 800.00	
5	Decoration to front door and side panel is in fair condition, however requires cyclical redecoration.	Undertake cyclical redecoration to front entrance door. Include for removal of historic fixings.	4	1	nr	£ 150.00	£ 150.00		£ 150.00	
6	Felt covered roof. To the areas visible from a vantage point showed signs of wear and staining.	Replace felt roof with new.	8	40	m2	£ 96.00	£ 3,840.00			£ 3,840.00
7	Graffiti noted to the front of the property.	Clean off and if required repaint	1	1	sum	£ 125.00	£ 125.00	£ 125.00		
8	Coping stones loose	Lift and rebed loose coping stones	5	1	sum	£ 75.00	£ 75.00	£ 75.00		
9	Minor cracking to the brickwork around the front door opening.	Clear out any debris and repoint	5	1	sum	£ 50.00	£ 50.00	£ 50.00		
10	To the undercroft, 2no. holes into the cavity wall are open. Hole is large enough for debris/rubbish to be put inside, along with the possibility of nesting birds.	Remove all debris and rubbish, check for nesting birds and replace missing bricks.	1	1	sum	£ 175.00	£ 175.00	£ 175.00		
11	Painted timber cladding is in good decorative order, however, the grain is open and could lead to water ingress. Requires cyclical decoration	Undertake repairs, prepare all surfaces and decoration.	5	7.5	m2	£ 20.00	£ 150.00		£ 150.00	
12	Galvanised metal handrail is stained in areas.	Undertake cyclical cleaning of metal handrail.	2	1	SUM	£ 50.00	£ 50.00		£ 50.00	
13	Galvanised metal retaining wall mesh grid is stained in areas.	Undertake cyclical cleaning of retaining wall cage.	2	1	SUM	£ 50.00	£ 50.00		£ 50.00	
Internal Defects										
1	Due to the age of the property, asbestos suspected within property. No asbestos register has been provided.	Undertake asbestos R&D survey of the property prior to works commencing.	1	1	SUM	£ 300.00	£ 300.00	£ 300.00		
2	NOTE: No cost has been provided for the removal of any asbestos. Please note that in similar ACC properties asbestos had been sheeted over.									
3	Polystyrene beads have historically been used as ceiling insulation above plasterboard, with panels exposed in several areas. These panels present a H&S hazard due to their poor fire resistance.	Undertake removal of polystyrene beads throughout the property. Replace with plasterboard and a suitable insulation which complies with modern standards.	1	94	m²	£ 95.00	£ 8,930.00	£ 8,930.00		
4	Vinyl flooring within the kitchen and bathroom is grubby and aged. Unlikely to clean up.	Undertake flooring replacement, allowance made for vinyl.	1	16	m²	£ 50.00	£ 800.00	£ 800.00		
5	Kitchen unit doors hanging loose.	Realign kitchen doors. Replace hinges where required.	1	1	SUM	£ 65.00	£ 65.00	£ 65.00		

**5 Burnbank Terrace - RAAC Programme
Aberdeen
United Kingdom, AB11 8RS**

Component No.	Defect	Recommended Remedial Works	Estimated Useful Life or Replacement Cycle (Yrs)	Quantity	Unit of Measurement	Rates	Unit Cost	0-1 Years	2-5 Years	6-10 Years
6	Mastic to wet wall panels is missing/perished in areas, with evidence of black mould to mastic present.	Undertake removal and replacement of mastic sealant to panelling incl. around the bath.	2	1	SUM	£ 80.00	£ 80.00	£ 80.00		
7	Evidence of black mould throughout the property. This will be an ongoing issue due to lack of insulation within the property.	Clean down affected surfaces with a stiff bristle brush. Allow wall to fully dry prior to redecoration.	1	1	sum	£ 500.00	£ 500.00	£ 500.00		
8	Impact damage to door at low level to bedroom 2.	Replace door with new.	1	1	nr	£ 150.00	£ 150.00	£ 150.00		
9	Damage to ceiling in 4th Bedroom. Plasterboard cracked and hanging loose.	Remedial action accounted for in Internal Defects Item 2.	-	-	-	-	-	-		
Internal Maintenance										
1	The property is grubby and requires a thorough clean, incl. all sanitaryware.	Undertake a deep clean of the entire flat, including the removal of debris.	1	1	SUM	£ 500.00	£ 500.00	£ 500.00		
2	New Ceiling surfaces will require decoration	Undertake cyclical redecoration to ceiling surfaces.	5	94	m²	£ 10.00	£ 940.00		£ 940.00	
3	Decoration to plaster wall surfaces is aged, with damage from previous fixings holes.	Undertake cyclical repair, incl. infilling all existing fixing holes and redecoration to decorated plaster wall surfaces.	2	258	m²	£ 10.00	£ 2,580.00		£ 2,580.00	
4	Wallpapered wall surfaces are peeling at their joints.	Undertake repair and redecoration to wallpapered wall surfaces. Include for removal of wallpaper, reline and redecorate using paint as above plaster wall surfaces.	2	22	m²	£ 30.00	£ 660.00		£ 660.00	
5	Decoration to timber window frames is aged.	Undertake repair and redecoration to timber framed windows, timber surround and sills as necessary.	2	8	nr	£ 125.00	£ 1,000.00		£ 1,000.00	
6	Window ironmongery is pitted, showing signs of age and stiff.	Range over ironmongery and ease and adjust. Where beyond repair, replace with new.	5	1	sum	£ 120.00	£ 120.00	£ 120.00		
7	Decoration to timber architrave surfaces is aged.	Undertake cyclical redecoration of timber architraves (cornices, dado rail and skirting).	2	124	lm	£ 10.00	£ 1,240.00		£ 1,240.00	
8	Door ironmongery is aged and stiff or too loose.	Range over ironmongery and ease and adjust. Where beyond repair, replace with new.	2	1	sum	£ 150.00	£ 150.00		£ 150.00	
9	Decoration to timber door faces and frames is aged.	Undertake cyclical redecoration to timber door faces and frames.	5	10.0	nr	£ 150.00	£ 1,500.00		£ 1,500.00	
10	Mastic to window frames is missing/perished in areas.	Undertake removal and replacement of perished sealant to window surrounds.	2	1	SUM	£ 200.00	£ 200.00		£ 200.00	
11	Decoration to radiators is in fair condition, however will require cyclical redecoration.	Undertake redecoration of radiators.	5	8	nr	£ 20.00	£ 160.00		£ 160.00	
12	Wet wall panels appear in fair condition, however will require replacement in 10 years.	Undertake replacement of wet wall panels including metal trims.	3	4	nr	£ 200.00	£ 800.00		£ 800.00	

NOTES:							Required Cost (Present Worth)	£ 26,645.00	£ 12,130.00	£ 10,565.00	£ 3,950.00
1. Costs are exclusive of VAT and Professional Fees							Contractor's Preliminaries (@ 15%)	£ 3,996.75	£ 1,819.50	£ 1,584.75	£ 592.50
DRAFT V1.0							Total Cost	£ 30,641.75	£ 13,949.50	£ 12,149.75	£ 4,542.50

**6 Pentland Crescent - RAAC Programme
Aberdeen
United Kingdom, AB11 8RS**

Component No.	Defect	Recommended Remedial Works	Estimated Useful Life or Replacement Cycle (Yrs)	Quantity	Unit of Measurement	Rates	Unit Cost	0-1 Years	2-5 Years	6-10 Years
External Defects										
1	Mechanical door closer to the front entrance door is missing.	Undertake replacement of missing metal mechanical door closer to front door.	1	1	nr	£ 150.00	£ 150.00	£ 150.00		
2	Door is damaged and in disrepair.	Replace external door with new incl. all new ironmongery	1	1	nr	£ 250.00	£ 250.00	£ 250.00		
3	Missing render to rear wall	Replace with new	1	4	m2	£ 130.00	£ 494.00	£ 494.00		
External Maintenance										
1	Significant vegetation growth to rear gutter.	Remove all vegetation and confirm gutters and downpipes are free flowing.	1	11	lm	£ 10.00	£ 110.00	£ 110.00		
2	Aluminium fascia and soffits are stained and grubby.	Clean down	7	11	lm	£ 10.00	£ 110.00			£ 110.00
4	Decoration to timber window frames have faded, with minor damage visible.	Undertake repairs, prepare all surfaces and decoration.	5	4	nr	£ 100.00	£ 400.00		£ 400.00	
5	Decoration to rainwater goods esp. downpipes are in poor condition.	Redecorate	5	21	lm	£ 10.00	£ 210.00		£ 210.00	
6	Area below retaining wall void is full of debris	Clear out any debris	5	1	SUM	£ 50.00	£ 50.00	£ 50.00		
Internal Defects										
1	Due to the age of the property, asbestos suspected within property. No asbestos register has been provided.	Undertake asbestos R&D survey of the property prior to works commencing.	1	1	SUM	£ 300.00	£ 300.00	£ 300.00		
2	NOTE: No cost has been provided for the removal of any asbestos. Please note that in similar ACC properties asbestos had been sheeted over.									
3	Ceiling has been fully removed, to view the RAAC above.	Replace with plasterboard and a suitable insulation which complies with modern standards.	1	44	m²	£ 60.00	£ 2,640.00	£ 2,640.00		
4	Vinyl flooring within the kitchen. Unlikely to clean up.	Undertake kitchen vinyl flooring replacement.	1	7	m²	£ 50.00	£ 365.00	£ 365.00		
5	Bathroom flooring has been removed.	Replace flooring with new - allowance for vinyl sheet	1	4	m²	£ 50.00	£ 185.00	£ 185.00		
6	Mastic to wet wall panels is missing/perished in areas, with evidence of black mould to mastic present.	Undertake removal and replacement of mastic sealant to panelling incl. around the bath.	2	1	SUM	£ 80.00	£ 80.00	£ 80.00		
7	Evidence of black mould throughout the property. This will be an ongoing issue due to lack of insulation within the property.	Clean down affected surfaces with a stiff bristle brush. Allow wall to fully dry prior to redecoration.	1	1	sum	£ 500.00	£ 500.00	£ 500.00		
8	Hallway cupboard door off it's hinges.	Re-hang door	1	1	sum	£ 50.00	£ 50.00	£ 50.00		
9	Entrance cupboard door has cat shaped hole cut into the door.	Replace door with new.	1	1	nr	£ 150.00	£ 150.00	£ 150.00		
Internal Maintenance										
1	The property is grubby, and full of construction dust and debris.	Undertake a deep clean of the entire flat, including the removal of debris.	1	1	SUM	£ 300.00	£ 300.00	£ 300.00		
2	Decoration to plaster wall surfaces is aged, with damage from previous fixings holes.	Undertake cyclical repair, incl. infilling all existing fixing holes and redecoration to decorated plaster wall surfaces.	2	154	m²	£ 10.00	£ 1,540.00		£ 1,540.00	
3	New Ceiling surfaces will require decoration	Undertake cyclical redecoration to ceiling surfaces.	5	45	m²	£ 10.00	£ 450.00	£ 450.00		
4	Wallpapered wall surfaces are peeling at their joints.	Undertake repair and redecoration to wallpapered wall surfaces. Include for removal of wallpaper, reline and redecorate using paint as above plaster wall surfaces.	2	22	m²	£ 30.00	£ 660.00		£ 660.00	
5	Decoration to timber window frames is aged.	Undertake repair and redecoration to timber framed windows, timber surround and sills as necessary.	2	4	nr	£ 125.00	£ 500.00		£ 500.00	

**6 Pentland Crescent - RAAC Programme
Aberdeen
United Kingdom, AB11 8RS**

Component No.	Defect	Recommended Remedial Works	Estimated Useful Life or Replacement Cycle (Yrs)	Quantity	Unit of Measurement	Rates	Unit Cost	0-1 Years	2-5 Years	6-10 Years	
6	Window ironmongery is pitted, showing signs of age and stiff.	Range over ironmongery and ease and adjust. Where beyond repair, replace with new.	5	1	sum	£ 60.00	£ 60.00	£ 60.00			
7	Decoration to timber architrave surfaces is aged.	Undertake cyclical redecoration of timber architraves (cornices, dado rail and skirting).	2	65	lm	£ 10.00	£ 650.00		£ 650.00		
8	Door ironmongery is aged and stiff or too loose.	Range over ironmongery and ease and adjust. Where beyond repair, replace with new.	2	1	sum	£ 105.00	£ 105.00		£ 105.00		
9	Decoration to timber door faces and frames is aged.	Undertake cyclical redecoration to timber door faces and frames.	5	7	nr	£ 150.00	£ 1,050.00		£ 1,050.00		
10	Mastic to window frames is missing/perished in areas.	Undertake removal and replacement of perished sealant to window surrounds.	2	1	SUM	£ 100.00	£ 100.00		£ 100.00		
11	Decoration to radiators is in fair condition, however will require cyclical redecoration.	Undertake redecoration of radiators.	5	5	nr	£ 20.00	£ 100.00		£ 100.00		
12	Wet wall panels appear in fair condition, however will require replacement in 10 years.	Undertake replacement of panels including metal trims.	3	4	nr	£ 200.00	£ 800.00		£ 800.00		
NOTES:											
1. Costs are exclusive of VAT and Professional Fees							Required Cost (Present Worth)	£ 12,209.00	£ 5,984	£ 6,115	£ 110
							Contractor's Preliminaries (@ 15%)	£ 1,831.35	£ 898	£ 917	£ 17
DRAFT V1.0							Total Cost	£ 14,040.35	£ 6,882	£ 7,032	£ 127

**8 Pentland Crescent - RAAC Programme
Aberdeen
United Kingdom, AB11 8TJ**

Component No.	Defect	Recommended Remedial Works	Estimated Useful Life or Replacement Cycle (Yrs)	Quantity	Unit of Measurement	Rates	Unit Cost	0-1 Years	2-5 Years	6-10 Years
External Defects										
1	Outer layer of glazing to kitchen window is smashed.	Undertake removal and replacement of damaged double-glazing to kitchen window. Include for remedial works to timber frame.	1	1	nr	£ 500.00	£ 500.00	£ 500.00		
2	Concrete slabbing to footpath is displaced and damaged in areas, presenting a potential tripping hazard. In areas this is due to the proximity of a tree, which is disrupting the footpath with its roots.	Undertake repair/replacement to footpath 600x900mm concrete slabbing, leaving the area smooth and flush with surrounding footpath. Include for remedial works to adjacent tree causing footpath disruption upon approval.	1	1	SUM	£ 1,000.00	£ 1,000.00	£ 1,000.00		
3	Vegetation build-up is visible to metal eaves-gutters.	Undertake removal of vegetation/debris from rainwater goods, leaving them clear and free flowing.	1	11	lm	£ 10.00	£ 110.00	£ 110.00		
4	Precast concrete step is loose and uneven with surrounding footpath, presenting a potential tripping hazard.	Undertake repair to loose concrete step joint, leaving it flush with surrounding footpath.	1	1	SUM	£ 200.00	£ 200.00	£ 200.00		
5	Bedroom window is currently unopenable.	Ease and adjust bedroom window, leaving it in smooth and operable condition.	1	1	nr	£ 50.00	£ 50.00	£ 50.00		
6	Vegetation build-up is visible to tiled roof at lower level and the upper level roof is presumed the same.	Undertake cyclical removal of alge/moss to tile coverings at both roof levels.	1	50	m²	£ 10.00	£ 500.00			
External Maintenance										
1	Finish to rainwater goods is in fair condition, however requires cyclical redecoration.	Undertake cyclical redecoration of metal rainwater goods.	5	21	lm	£ 10.00	£ 210.00		£ 210.00	
2	Timber window frames have aged decoration, with minor damage visible.	Undertake repair and redecoration to timber framed windows as necessary.	3	4	nr	£ 100.00	£ 400.00	£ 400.00		
3	Decoration to front door is in fair condition, however requires cyclical redecoration.	Undertake cyclical redecoration to front entrance door. Include for removal of historic fixings.	7	1	nr	£ 150.00	£ 150.00			£ 150.00
4	Aluminium fascia and soffits are stained and grubby.	Clean down	7	7	lm	£ 10.00	£ 70.00			£ 70.00
6	Debris has accumulated in the front garden area and requires removal.	Undertake removal of debris within the front garden area.	2	1	SUM	£ 50.00	£ 50.00	£ 50.00		
7	Metal handrail has a build-up of dirt in areas.	Undertake cyclical cleaning of metal handrail.	3	1	SUM	£ 10.00	£ 10.00		£ 10.00	
6	Area below retaining wall void is full of debris	Clear out any debris	5	1	SUM	£ 50.00	£ 50.00	£ 50.00		
9	Front door hinges and strikeplate are corroded.	Undertake removal and replacement of front door hinges and strikeplate.	2	1	SUM	£ 100.00	£ 100.00	£ 100.00		
Internal Defects										
1	Due to the age of the property, asbestos suspected within property. No asbestos register has been provided.	Undertake asbestos R&D survey of the property prior to works commencing.	1	1	SUM	£ 300.00	£ 300.00	£ 300.00		
NOTE: No cost has been provided for the removal of any asbestos. Please note that in similar ACC properties asbestos had been sheeted over.										
2	Service penetrations lack firestopping in areas.	Undertake remedial works to infill gaps to service penetrations.	1	1	SUM	£ 150.00	£ 150.00	£ 150.00		
3	Polystyrene beads have historically been used as ceiling insulation above plasterboard, with panels exposed in several areas. These panels present a H&S hazard due to their poor fire resistance.	Undertake removal of polystyrene beads throughout the property. Replace with plasterboard and a suitable insulation which complies with modern standards.	1	50	m²	£ 95.00	£ 4,750.00	£ 4,750.00		
4	Evidence of black mould throughout the property. This will be an ongoing issue due to lack of insulation within the property.	Clean down affected surfaces with a stiff bristle brush. Allow wall to fully dry prior to redecoration.	1	1	SUM	£ 500.00	£ 500.00	£ 500.00		
5	Water damaged wall areas visible within living room. Presumably due to blocked rainwater goods above, in turn damaging wall area below.	Remove all wallpaper finishes (costed elsewhere). Clean down affected surfaces with a stiff bristle brush. Allow wall to fully dry prior to redecoration.	1	1	SUM	£ 125.00	£ 125.00	£ 125.00		
6	Wall area damaged adjacent to front door.	Make good damaged wall area and redecorate.	1	1	SUM	£ 400.00	£ 400.00	£ 400.00		

**8 Pentland Crescent - RAAC Programme
Aberdeen
United Kingdom, AB11 8TJ**

Component No.	Defect	Recommended Remedial Works	Estimated Useful Life or Replacement Cycle (Yrs)	Quantity	Unit of Measurement	Rates	Unit Cost	0-1 Years	2-5 Years	6-10 Years
7	Timber living room door surface is damaged.	Remove and replace timber door and associated ironmongery.	1	1	nr	£ 150.00	£ 150.00	£ 150.00		
8	Living room wall vent grille is damaged.	Undertake removal and replacement of damaged wall vent grille within the living room.	1	1	nr	£ 40.00	£ 40.00	£ 40.00		
9	Section of skirting is missing within the hallway.	Undertake replacement of missing skirting/architrave sections.	1	2	lm	£ 30.00	£ 60.00	£ 60.00		
10	Timber access hatch to electrical meter cupboard is missing.	Supply and install timber access hatch door to electrical meter cupboard at entrance landing, include for fixings and decoration.	1	1	nr	£ 75.00	£ 75.00	£ 75.00		
11	Mastic to window frames is missing/perished in areas.	Undertake removal and replacement of perished sealant to window surrounds.	2	1	SUM	£ 100.00	£ 100.00	£ 100.00		
12	Mastic to wet wall panels is missing/perished in areas.	Undertake removal and replacement of mastic sealant to panelling as necessary.	2	1	SUM	£ 80.00	£ 80.00	£ 80.00		
Internal Maintenance										
1	The property is grubby and filled with debris.	Undertake a deep clean of the entire flat, including the removal of debris.	1	1	SUM	£ 200.00	£ 200.00	£ 200.00		
2	New Ceiling surfaces will require decoration	Undertake cyclical redecoration to ceiling surfaces.	5	45	m ²	£ 10.00	£ 450.00		£ 450.00	
3	Decoration to plaster wall surfaces is aged, with damage from previous fixings holes.	Undertake cyclical repair, incl. infilling all existing fixing holes and redecoration to decorated plaster wall surfaces.	2	80	m ²	£ 10.00	£ 800.00		£ 800.00	
4	Wallpapered wall surfaces are peeling at their joints.	Undertake repair and redecoration to wallpapered wall surfaces. Include for removal of wallpaper, relime and redecorate using paint as above plaster wall surfaces.	2	78	m ²	£ 30.00	£ 2,325.00		£ 2,325.00	
5	Decoration to timber window frames is aged, with historic perforations visible in areas.	Undertake repair and redecoration to timber framed windows, timber surround and sills as necessary.	4	5	nr	£ 125.00	£ 625.00			
6	Decoration to timber architrave surfaces is aged.	Undertake cyclical redecoration of timber architraves (cornices, dado rail and skirting).	2	65	lm	£ 10.00	£ 652.00		£ 652.00	
7	Door ironmongery is aged and stiff.	Range over ironmongery and ease and adjust. Where beyond repair, replace with new.	2	1	sum	£ 90.00	£ 90.00		£ 90.00	
8	Decoration to timber door faces and frames is aged.	Undertake cyclical redecoration to timber door faces and frames.	3	6	nr	£ 150.00	£ 900.00			£ 900.00
9	Decoration to radiators is in fair condition, however will require cyclical redecoration.	Undertake redecoration of radiators.	10	9	m ²	£ 20.00	£ 180.00			£ 180.00
10	Loose window handles require repair.	Undertake repair of loose window handles.	5	2	nr	£ 60.00	£ 120.00		£ 120.00	
11	Wet wall panels appear in fair condition, however will require replacement in 10 years.	Undertake replacement of panels including metal trims.	10	4	nr	£ 200.00	£ 800.00			£ 800.00
12	No vinyl floor covering provided to kitchen.	Supply and install vinyl flooring to kitchen.	1	7	m ²	£ 50.00	£ 350.00	£ 350.00		
13	No vinyl floor covering provided to bathroom.	Supply and install vinyl flooring to bathroom.	1	4	m ²	£ 50.00	£ 200.00	£ 200.00		
NOTES:						Required Cost (Present Worth)	£ 15,462.00	£ 8,080.00	£ 4,657.00	£ 2,100.00
1. Costs are exclusive of VAT and Professional Fees						Contractor's Preliminaries (@ 15%)	£ 2,319.30	£ 1,212.00	£ 698.55	£ 315.00
DRAFT V1.0						Total Cost	£ 17,781.30	£ 9,292.00	£ 5,355.55	£ 2,415.00

**28 Farquhar Road - RAAC Programme
Aberdeen
United Kingdom, AB11 8SA**

Component No.	Defect	Recommended Remedial Works	Estimated Useful Life or Replacement Cycle (Yrs)	Quantity	Unit of Measurement	Rate	Unit Cost	0-1 Years	2-5 Years	6-10 Years
External Defects										
1	Timber fascias are detaching from the wallhead in areas.	Undertake repair to timber fascias which are currently detaching from the wallhead. Include for applying mastic sealant.	1	10	lm	£ 50.00	£ 500.00	£ 500.00		
2	Historic rotary washing pole is damaged and protruding from the ground, presenting a potential H&S hazard.	Remove rotary washing line pole and leave ground flush with surrounding.	1	1	nr	£ 45.00	£ 45.00	£ 45.00		
3	Cast-iron bolt to gate is corroded.	Replace corroded cast-iron gate bolt.	1	1	nr	£ 50.00	£ 50.00	£ 50.00		
4	Mechanical door closer to the front entrance door is missing.	Undertake replacement of missing metal mechanical door closer to front door.	1	1	nr	£ 150.00	£ 150.00	£ 150.00		
External Maintenance										
1	Debris is visible to the lower roof level and the upper level is presumed to be the same.	Undertake routine clearance of debris from both roof levels.	3	30	m²	£ 10.00	£ 300.00		£ 300.00	
2	Decoration to rainwater goods is in fair condition, however requires cyclical redecoration.	Undertake cyclical redecoration of metal rainwater goods.	5	33	lm	£ 20.00	£ 660.00		£ 660.00	
3	Timber window frames have worn decoration, with minor damage visible.	Undertake cyclical repair and redecoration to timber/aluminium framed windows as necessary.	2	9	nr	£ 100.00	£ 900.00		£ 900.00	
4	Decoration to front door is in fair condition, however requires cyclical redecoration.	Undertake cyclical redecoration to front entrance door and frame. Include for removal of historic fixings.	5	1	nr	£ 150.00	£ 150.00		£ 150.00	
5	Entrance door handle is loose.	Undertake repair of loose entrance door handle.	3	1	nr	£ 50.00	£ 50.00		£ 50.00	
6	Access hatch decoration is worn.	Undertake cyclical redecoration to front access hatch.	5	1	m²	£ 20.00	£ 20.00		£ 20.00	
7	Redundant fixings are visible to the front elevation roughcast.	Undertake removal of redundant fixings from roughcast and brickwork elevations and infill.	5	1	sum	£ 300.00	£ 300.00		£ 300.00	
8	Decoration to timber soffit/fascias is in fair condition, however requires cyclical redecoration.	Undertake cyclical redecoration to timber soffit and fascias.	5	23	m²	£ 20.00	£ 460.00		£ 460.00	
9	Vegetation is overgrown within the front garden and requires removal including their roots.	Undertake cyclical removal of vegetation from garden area.	2	15	m²	£ 5.00	£ 75.00		£ 75.00	
10	Debris has accumulated in the front garden area and requires removal.	Undertake removal of debris/redundant slabbing within the front garden area.	2	1	SUM	£ 50.00	£ 50.00		£ 50.00	
11	Mortar joint is missing from between concrete slab and step on the footpath.	Repoint precast concrete step joint upon removal of vegetation to front garden area, including within retaining wall void.	2	1	sum	£ 75.00	£ 75.00		£ 75.00	
12	Galvanised metal handrail is stained in areas.	Undertake cyclical cleaning of metal handrail.	2	1	SUM	£ 50.00	£ 50.00		£ 50.00	
13	Galvanised metal retaining wall mesh grid is stained in areas.	Undertake cyclical cleaning of retaining wall cage.	2	1	SUM	£ 50.00	£ 50.00		£ 50.00	
14	Concrete is damaged surrounding the rodding eye cover.	Undertake repair of concrete surround to rodding eye cover.	3	1	SUM	£ 125.00	£ 125.00		£ 125.00	
15	Decoration is worn to the perimeter timber fence.	Undertake cyclical redecoration to timber front perimeter fence and gate.	5	26	m²	£ 20.00	£ 520.00	£ 520.00		
16	Minor damage is visible to the roughcast to the gate pier at low level.	Undertake repair to damaged roughcast boundary wall area.	3	1	SUM	£ 200.00	£ 200.00		£ 200.00	
17	Damaged concrete slabbing is visible, although not currently presenting a tripping hazard.	Undertake replacement of damaged 600x900mm concrete slabbing to footpath, leaving the footpath surface flush.	5	1	nr	£ 75.00	£ 75.00	£ 75.00		
Internal Defects - General										
1	Due to the age of the property, asbestos suspected within property. No asbestos register has been provided.	Undertake asbestos R&D survey of the property prior to works commencing.	1	1	SUM	£ 300.00	£ 300.00	£ 300.00		

**28 Farquhar Road - RAAC Programme
Aberdeen
United Kingdom, AB11 8SA**

Component No.	Defect	Recommended Remedial Works	Estimated Useful Life or Replacement Cycle (Yrs)	Quantity	Unit of Measurement	Rate	Unit Cost	0-1 Years	2-5 Years	6-10 Years
NOTE: No cost has been provided for the removal of any asbestos. Please note that in similar ACC properties asbestos had been sheeted over.										
2	Service penetrations lack firestopping in areas.	Undertake remedial works to infill gaps to service penetrations.	1	1	SUM	£ 150.00	£ 150.00	£ 150.00		
3	Polystyrene beads have historically been used as ceiling insulation above plasterboard, with panels exposed in several areas. These panels present a H&S hazard due to their poor fire resistance.	Undertake removal of polystyrene beads throughout the property. Replace with plasterboard and a suitable insulation which complies with modern standards.	1	50	m ²	£ 95.00	£ 4,750.00	£ 4,750.00		
4	Protruding fixings within bedroom 2 cupboard present a potential H&S hazard.	Undertake repair to bedroom 2 cupboard shelving fixings, leaving the area flush with surrounding surfaces.	1	2	nr	£ 15.00	£ 30.00	£ 30.00		
5	Timber door is damaged at its base to Bedroom 2.	Undertake replacement the door. Include for associated fixings and ironmongery.	1	1	nr	£ 250.00	£ 250.00	£ 250.00		
6	Sliding door to bedroom cupboard has come detached.	Undertake repair to currently set aside sliding cupboard door as necessary, leaving it in smooth operable condition.	1	1	SUM	£ 30.00	£ 30.00	£ 30.00		
7	Vinyl flooring within the kitchen is damaged and grubby.	Undertake kitchen vinyl flooring replacement.	1	10	m ²	£ 50.00	£ 500.00	£ 500.00		
8	Skirting/architrave sections are missing in areas.	Undertake replacement of missing skirting/architrave sections.	1	5	lm	£ 30.00	£ 150.00	£ 150.00		
9	No vinyl floor covering provided to bathroom.	Supply and install vinyl flooring to bathroom.	1	4	m ²	£ 50.00	£ 200.00	£ 200.00		
10	Timber window sill within the bathroom is water damaged.	Undertake replacement of water damaged bathroom timber window sill.	1	1	SUM	£ 180.00	£ 180.00	£ 180.00		
11	Historic oven remains within the property.	Undertake service assessment of oven provided to property.	1	1	SUM	£ 100.00	£ 100.00	£ 100.00		
12	Doorstop provided to kitchen is inadequate and resulting in the door hitting the adjacent radiator on operation.	Undertake removal of doorstop within kitchen, infill fixing holes before redecoration and install new doorstop onto adjacent 90° skirting return, ensuring the door no longer hits adjacent radiator during operation.	1	1	SUM	£ 50.00	£ 50.00	£ 50.00		
Internal Maintenance										
1	The property is grubby and filled with debris.	Undertake a deep clean of the entire flat, including the removal of debris.	1	1	SUM	£ 450.00	£ 450.00	£ 450.00		
2	New Ceiling surfaces will require decoration	Undertake cyclical redecoration to ceiling surfaces.	5	84	m ²	£ 10.00	£ 840.00		£ 840.00	
3	Decoration to plaster wall surfaces is aged, with damage from previous fixings holes.	Undertake cyclical repair, incl. infilling all existing fixing holes and redecoration to decorated plaster wall surfaces.	3	82	m ²	£ 10.00	£ 815.00		£ 815.00	
4	Wallpapered wall surfaces are peeling at their joints.	Undertake repair and redecoration to wallpapered wall surfaces. Include for removal of wallpaper, reline and redecorate using paint as above plaster wall surfaces.	3	187	m ²	£ 30.00	£ 5,595.00		£ 5,595.00	
5	Decoration to timber architrave surfaces is aged.	Undertake cyclical redecoration of timber architraves (cornices, dado rail and skirting).	2	268	lm	£ 10.00	£ 2,684.00		£ 2,684.00	
6	Decoration to timber door faces and frames is aged.	Undertake cyclical redecoration to timber door faces and frames.	4	11	nr	£ 150.00	£ 1,650.00		£ 1,650.00	
7	Decoration to timber window frames is aged.	Undertake repair and redecoration to timber framed windows, timber surround and sills as necessary.	2	8	nr	£ 125.00	£ 1,000.00		£ 1,000.00	
8	Window ironmongery is pitted, showing signs of age and stiff.	Range over ironmongery and ease and adjust. Where beyond repair, replace with new.	5	1	sum	£ 60.00	£ 60.00	£ 60.00		

**28 Farquhar Road - RAAC Programme
Aberdeen
United Kingdom, AB11 8SA**

Component No.	Defect	Recommended Remedial Works	Estimated Useful Life or Replacement Cycle (Yrs)	Quantity	Unit of Measurement	Rate	Unit Cost	0-1 Years	2-5 Years	6-10 Years	
9	Mastic to window frames is missing/perished in areas.	Undertake removal and replacement of perished sealant to window surrounds.	2	1	SUM	£ 200.00	£ 200.00		£ 200.00		
10	Decoration to radiators is in fair condition, however will require cyclical redecoration.	Undertake redecoration of radiators.	5	11	nr	£ 20.00	£ 220.00		£ 220.00		
11	Loose window handles require repair.	Range over ironmongery and ease and adjust. Where beyond repair, replace with new.	2	1	sum	£ 120.00	£ 120.00		£ 120.00		
12	Cornice and dado rail are damaged in areas.	Undertake repair to damaged/missing architraves.	2	5	lm	£ 20.00	£ 100.00		£ 100.00		
13	Door ironmongery is aged and stiff.	Range over ironmongery and ease and adjust. Where beyond repair, replace with new.	2	1	sum	£ 165.00	£ 165.00		£ 165.00		
14	Wet wall panels appear in fair condition, however will require replacement in 10 years.	Undertake replacement of panels including metal trims.	10	4	nr	£ 200.00	£ 800.00			£ 800.00	
NOTES:							Required Cost (Present Worth)	£ 26,194.00	£ 8,540.00	£ 16,854.00	£ 800.00
1. Costs are exclusive of VAT and Professional Fees							Contractor's Preliminaries (@ 15%)	£ 3,929.10	£ 1,281.00	£ 2,528.10	£ 120.00
DRAFT V1.0							Total Cost	£ 30,123.10	£ 9,821.00	£ 19,382.10	£ 920.00

**196 Farquhar Road - RAAC Programme
Aberdeen
United Kingdom,**

Component No.	Defect	Recommended Remedial Works	Estimated Useful Life or Replacement Cycle (Yrs)	Quantity	Unit of Measurement	Rates	Unit Cost	0-1 Years	2-5 Years	6-10 Years
External Defects										
1	Front entrance concrete door step was observed to be severely cracked.	Undertake replacement of concrete front door step.	1	1	nr	£ 400.00	£ 400.00	£ 400.00		
2	Front entrance door shows signs of various previous fixings which extend to the door jams.	Undertake replacement of lock-side door jams, fill door holes and redecorate.	2	1	nr	£ 250.00	£ 250.00		£ 250.00	
3	External rotary airer was found to be damaged and collapsed.	Remove rotary washing line pole and leave ground flush with surrounding.	1	1	nr	£ 45.00	£ 45.00	£ 45.00		
4	Bathroom and Kitchen window glazing cracked.	Remove cracked glazing and replace. Include for mobile scaffold.	1	2	nr	£ 1,000.00	£ 2,000.00	£ 2,000.00		
5	External beads to living room window were observed to be loose and showing signs of rot	Remove and reinstate beads as required.	1	1	SUM	£ 250.00	£ 250.00	£ 250.00		
External Maintenance										
1	Vegetation is overgrown within the front garden and requires removal including their roots.	Undertake cyclical removal of vegetation from garden area.	2	21	m²	£ 5.00	£ 105.00		£ 105.00	
2	Significant vegetation growth to front and rear gutters.	Remove all vegetation and confirm gutters and downpipes are free flowing.	1	17	lm	£ 10.00	£ 170.00			£ 10.00
3	Decoration to timber window frames have faded, with minor damage visible.	Undertake repairs, prepare all surfaces and decoration.	5	4	nr	£ 100.00	£ 400.00		£ 400.00	
4	Decoration to front door and side panel is in fair condition, however requires cyclical redecoration.	Undertake cyclical redecoration to front entrance door. Include for removal of historic fixings.	4	1	nr	£ 150.00	£ 150.00		£ 150.00	
5	Flaking paint and signs of corrosion to front entrance access handrail	Remove all corrosion and undertake cyclical redecoration.	4	1	lm	£ 10.00	£ 10.00		£ 10.00	
Internal Defects										
1	Due to the age of the property, asbestos suspected within property. No asbestos register has been provided.	Undertake asbestos R&D survey of the property prior to works commencing.	1	1	SUM	£ 300.00	£ 300.00	£ 300.00		
NOTE: No cost has been provided for the removal of any asbestos. Please note that in similar ACC properties asbestos had been sheeted over.										
2	Ceiling has been fully removed, to view the RAAC above.	Replace with plasterboard and a suitable insulation which complies with modern standards.	1	50	m²	£ 60.00	£ 3,000.00	£ 3,000.00		
3	Vinyl flooring within the kitchen is grubby and unlikely to clean up.	Undertake kitchen vinyl flooring replacement.	1	4	m²	£ 50.00	£ 200.00	£ 200.00		
4	Damage to wall by the light switch and kitchen door.	Make good damage to the wall	1	1	m²	£ 30.00	£ 30.00	£ 30.00		
5	Timber trimmer to the back of the sink is discoloured and rotten.	Replace with a suitable alternative - plastic/metal trimmer	1	3	lm	£ 25.00	£ 75.00	£ 75.00		
6	Vinyl flooring within the bathroom is grubby and unlikely to clean up.	Undertake kitchen vinyl flooring replacement.	1	3	m²	£ 50.00	£ 150.00	£ 150.00		
7	Wet wall in bathroom damaged from removal of ceiling.	Undertake removal and replacement of panels as necessary, make good plasterboard and re-seal with sanitary silicone.	1	4	nr	£ 200.00	£ 800.00	£ 800.00		
8	Bath panel dislodged from bath.	Reinstate bath panel as required and re-seal with sanitary silicone.	1	1	SUM	£ 50.00	£ 50.00	£ 50.00		
9	Bedroom door missing.	Replace with new incl. for ironmongery	1	1	SUM	£ 250.00	£ 250.00	£ 250.00		
10	Evidence of black mould throughout the property. This will be an ongoing issue due to lack of insulation within the property.	Clean down affected surfaces with a stiff bristle brush. Allow wall to fully dry prior to redecoration.	1	1	SUM	£ 500.00	£ 500.00	£ 500.00		
11	Kitchen worktops chipped and damaged.	Replace with new	1	1	SUM	£ 1,000.00	£ 1,000.00	£ 1,000.00		

**196 Farquhar Road - RAAC Programme
Aberdeen
United Kingdom,**

Component No.	Defect	Recommended Remedial Works	Estimated Useful Life or Replacement Cycle (Yrs)	Quantity	Unit of Measurement	Rates	Unit Cost	0-1 Years	2-5 Years	6-10 Years	
12	Vinyl flooring within the hall is grubby and unlikely to clean up.	Uplift and leave ready to receive new flooring from Tenant.	1	3	m ²	£ 20.00	£ 60.00	£ 60.00			
13	Bath tap was observed to be running and unable to be turned off.	Repair bath tap accordingly.	1	1	SUM	£ 50.00	£ 50.00	£ 50.00			
14	Toilet seat displayed a large crack upon the lid.	Replace toilet seat accordingly.	1	1	SUM	£ 50.00	£ 50.00	£ 50.00			
Internal Maintenance											
1	The property is grubby and requires a thorough clean, incl. all sanitaryware.	Undertake a deep clean of the entire flat, including the removal of debris.	1	1	SUM	£ 300.00	£ 300.00	£ 300.00			
2	New Ceiling surfaces will require decoration	Undertake cyclical redecoration to ceiling surfaces.	5	50	m ²	£ 10.00	£ 500.00	£ 500.00			
3	Decoration to plaster wall surfaces is aged, with damage from previous fixings holes.	Undertake cyclical repair, incl. infilling all existing fixing holes and redecoration to decorated plaster wall surfaces.	2	258	m ²	£ 10.00	£ 2,580.00		£ 2,580.00		
4	Wallpapered wall surfaces are peeling at their joints.	Undertake repair and redecoration to wallpapered wall surfaces. Include for removal of wallpaper, reline and redecorate using paint as above plaster wall surfaces.	2	29	m ²	£ 30.00	£ 870.00		£ 870.00		
5	Decoration to timber window frames is aged.	Undertake repair and redecoration to timber framed windows, timber surround and sills as necessary.	2	4	nr	£ 125.00	£ 500.00		£ 500.00		
6	Decoration to timber architrave surfaces is aged.	Undertake cyclical redecoration of timber architraves (cornices, dado rail and skirting).	2	124	lm	£ 10.00	£ 1,240.00		£ 1,240.00		
7	Door ironmongery is aged and stiff or too loose.	Range over ironmongery and ease and adjust. Where beyond repair, replace with new.	2	1	sum	£ 105.00	£ 105.00		£ 105.00		
8	Decoration to timber door faces and frames is aged.	Undertake cyclical redecoration to timber door faces and frames.	5	7	nr	£ 150.00	£ 1,050.00		£ 1,050.00		
9	Mastic to window frames is missing/perished in areas.	Undertake removal and replacement of perished sealant to window surrounds.	2	1	SUM	£ 100.00	£ 100.00		£ 100.00		
10	Decoration to radiators is in fair condition, however will require cyclical redecoration.	Undertake redecoration of radiators.	5	6	nr	£ 20.00	£ 120.00		£ 120.00		
NOTES:							Required Cost (Present Worth)	£ 17,660.00	£ 10,010.00	£ 7,480.00	£ 10.00
1. Costs are exclusive of VAT and Professional Fees							Contractor's Preliminaries (@ 15%)	£ 2,649.00	£ 1,501.50	£ 1,122.00	£ 1.50
DRAFT V1.0							Total Cost	£ 20,309.00	£ 11,511.50	£ 8,602.00	£ 11.50

**198 Farquhar Rd - RAAC Programme
Aberdeen
United Kingdom, AB11 8RS**

Component No.	Defect	Recommended Remedial Works	Estimated Useful Life or Replacement Cycle (Yrs)	Quantity	Unit of Measurement	Rates	Unit Cost	0-1 Years	2-5 Years	6-10 Years
External Defects										
1	Mechanical door closer to the front entrance door is missing.	Undertake replacement of missing metal mechanical door closer to front door.	1	1	nr	£ 150.00	£ 150.00	£ 150.00		
2	Door is damaged and in disrepair.	Replace external door with new incl. all new ironmongery	1	1	nr	£ 250.00	£ 250.00	£ 250.00		
3	Service box lids (to the front of the front garden) are missing	Replace lids with new	1	2	nr	£ 20.00	£ 40.00	£ 40.00		
4	1no. Brick is loose to the rear of the property. The hole created when the brick is removed allows visual access to the underside of the building.	It is advised any debris is removed and the brick is rebedded and fixed in place	1	1	sum	£ 50.00	£ 50.00	£ 50.00		
External Maintenance										
1	Debris is visible to the lower roof level and the upper level is presumed to be the same.	Undertake routine clearance of debris from both roof levels.	3	80	m²	£ 10.00	£ 800.00	£ 800.00		
2	Significant vegetation growth to rainwater goods.	Remove all vegetation and confirm gutters and downpipes are free flowing.	1	11	lm	£ 10.00	£ 110.00	£ 110.00		
3	Aluminium fascia and soffits are stained and grubby.	Clean down	7	11	lm	£ 10.00	£ 110.00		£ 110.00	
4	Decoration to timber window frames have faded, with minor damage visible.	Undertake repairs, prepare all surfaces and decoration.	1	4	nr	£ 100.00	£ 400.00	£ 400.00		
5	Vegetation is overgrown within the front garden and requires removal including their roots.	Undertake cyclical removal of vegetation from garden area.	2	15	m²	£ 5.00	£ 75.00	£ 75.00		
6	Door step is in poor decorative order	Redecorate	2	1	sum	£ 75.00	£ 75.00	£ 75.00		
7	Algae staining to render below front entrance light.	Clean down	5	1	sum	£ 40.00	£ 40.00		£ 40.00	
8	Decoration to rainwater goods esp. downpipes are in poor condition.	Redecorate	5	9	lm	£ 20.00	£ 180.00	£ 180.00		
9	Debris within void area created by retaining wall.	Clear out any debris	5	1	sum	£ 50.00	£ 50.00	£ 50.00		
Internal Defects										
1	Due to the age of the property, asbestos suspected within property. No asbestos register has been provided.	Undertake asbestos R&D survey of the property prior to works commencing.	1	1	SUM	£ 300.00	£ 300.00	£ 300.00		
2	NOTE: No cost has been provided for the removal of any asbestos. Please note that in similar ACC properties asbestos had been sheeted over.									
3	Polystyrene beads have historically been used as ceiling insulation above plasterboard, with panels exposed in several areas. These panels present a H&S hazard due to their poor fire resistance.	Undertake removal of polystyrene beads throughout the property. Replace with plasterboard and a suitable insulation which complies with modern standards.	1	50	m²	£ 95.00	£ 4,750.00	£ 4,750.00		
4	Vinyl flooring within the kitchen and bathroom is grubby and aged. Unlikely to clean up.	Undertake flooring replacement, allowance made for vinyl.	1	11	m²	£ 50.00	£ 550.00	£ 550.00		
6	Damage to wet wall panels from previous fixtures.	Replace wet wall with new	1	8	m2	£ 240.00	£ 1,920.00	£ 1,920.00		
7	Evidence of black mould throughout the property. This will be an ongoing issue due to lack of insulation within the property.	Clean down affected surfaces with a stiff bristle brush. Allow wall to fully dry prior to redecoration.	1	1	sum	£ 500.00	£ 500.00	£ 500.00		
8	Historic water ingress noted above the living room window. however, now looks to be dry.	Make good damage to the ceiling.	1	1	sum	£ 50.00	£ 50.00	£ 50.00		
Internal Maintenance										

**198 Farquhar Rd - RAAC Programme
Aberdeen
United Kingdom, AB11 8RS**

Component No.	Defect	Recommended Remedial Works	Estimated Useful Life or Replacement Cycle (Yrs)	Quantity	Unit of Measurement	Rates	Unit Cost	0-1 Years	2-5 Years	6-10 Years	
1	The property is grubby and requires a thorough clean, incl. all sanitaryware.	Undertake a deep clean of the entire flat, including the removal of debris.	1	1	SUM	£ 300.00	£ 300.00	£ 300.00			
2	New Ceiling surfaces will require decoration	Undertake cyclical redecoration to ceiling surfaces.	5	50	m²	£ 10.00	£ 500.00		£ 500.00		
3	Decoration to plaster wall surfaces is aged, with damage from previous fixings holes.	Undertake cyclical repair, incl. infilling all existing fixing holes and redecoration to decorated plaster wall surfaces.	2	117	m²	£ 10.00	£ 1,170.00		£ 1,170.00		
4	Wallpapered wall surfaces are peeling at their joints.	Undertake repair and redecoration to wallpapered wall surfaces. Include for removal of wallpaper, reline and redecorate using paint as above plaster wall surfaces.	2	45	m²	£ 30.00	£ 1,350.00		£ 1,350.00		
5	Decoration to timber window frames is aged.	Undertake repair and redecoration to timber framed windows, timber surround and sills as necessary.	2	4	nr	£ 125.00	£ 500.00		£ 500.00		
6	Window ironmongery is pitted, showing signs of age and stiff.	Range over ironmongery and ease and adjust. Where beyond repair, replace with new.	5	1	sum	£ 60.00	£ 60.00	£ 60.00			
7	Decoration to timber architrave surfaces is aged.	Undertake cyclical redecoration of timber architraves (cornices, dado rail and skirting).	2	65	lm	£ 10.00	£ 650.00		£ 650.00		
8	Door ironmongery is aged and stiff or too loose.	Range over ironmongery and ease and adjust. Where beyond repair, replace with new.	2	1	sum	£ 105.00	£ 105.00		£ 105.00		
9	Decoration to timber door faces and frames is aged.	Undertake cyclical redecoration to timber door faces and frames.	5	7.0	nr	£ 150.00	£ 1,050.00		£ 1,050.00		
10	Mastic to window frames is missing/perished in areas.	Undertake removal and replacement of perished sealant to window surrounds.	2	1	SUM	£ 100.00	£ 100.00		£ 100.00		
11	Decoration to radiators is in fair condition, however will require cyclical redecoration.	Undertake redecoration of radiators.	5	5	nr	£ 20.00	£ 100.00		£ 100.00		
							Required Cost (Present Worth)	£ 16,285.00	£ 10,610.00	£ 5,675.00	£ -
							Contractor's Preliminaries (@ 15%)	£ 2,442.75	£ 1,591.50	£ 851.25	£ -

NOTES:
1. Costs are exclusive of VAT and Professional Fees

**469 Balnagask Road - RAAC Programme
Aberdeen
United Kingdom, AB11 8RS**

Component No.	Defect	Description	Estimated Useful Life or Replacement Cycle (Yrs)	Quantity	Unit of Measurement	Rates	Unit Cost	0-1 Years	2-5 Years	6-10 Years
External Defects										
1	Concrete slabbing is damaged/displaced in areas and presenting a potential tripping hazard.	Undertake replacement/repair of damaged/displaced concrete slabs and stone slabs, leaving them flush with surrounding footpath, patio and adjacent retaining wall as necessary.	1	1	SUM	400	£ 400.00	£ 400.00		
2	Mechanical door closer is missing from the front door.	Undertake replacement of missing metal mechanical door closer to front door.	1	1	nr	150	£ 150.00	£ 150.00		
External Maintenance										
3	Timber window frames have worn decoration, with minor damage visible.	Undertake repair and redecoration to timber framed windows as necessary.	5	5	nr	100	£ 500.00		£ 500.00	
4	Decoration to front door is in fair condition, however requires cyclical redecoration.	Undertake cyclical redecoration to front entrance door. Include for removal of historic fixings.	7	1	nr	150	£ 150.00		£ 150.00	
5	Finishes to soffits/fascias is in fair condition.	Some evidence of finishing lifting at the cut edge. Clean down and consider cut edge protection.	7	16	lm	50	£ 800.00		£ 800.00	
6	Vegetation is overgrown within the front garden and requires removal including their roots.	Undertake cyclical removal of vegetation from garden area.	2	21	m ²	5	£ 105.00		£ 105.00	
7	Debris has accumulated in the front garden area and requires removal.	Undertake removal of debris within the front garden area.	1	1	SUM	50	£ 50.00	£ 50.00		
8	Galvanised handrail is stained in areas.	Undertake cyclical cleaning of metal handrail.	3	1	SUM	15	£ 15.00	£ 15.00		
9	Galvanised retaining wall void grid is stained in areas.	Undertake cyclical cleaning	5	1	SUM	15	£ 15.00	£ 15.00		
	Debris has accumulated within the retaining wall void	Clear all debris	5	1	SUM	50	£ 50.00	£ 50.00		
10	Decoration is worn to the perimeter timber fence.	Undertake cyclical redecoration to timber front perimeter fence and gate.	2	3	m ²	20	£ 60.00		£ 60.00	
Internal Defects										
1	Due to the age of the property, asbestos suspected within property. No asbestos register has been provided.	Undertake asbestos R&D survey of the property prior to works commencing.	1	1	SUM	300	£ 300.00	£ 300.00		
2	Service penetrations lack firestopping in areas.	Undertake remedial works to infill gaps to service penetrations.	1	1	SUM	150	£ 150.00	£ 150.00		
3	Polystyrene beads have historically been used as ceiling insulation above plasterboard, with panels exposed in several areas. These panels present a H&S hazard due to their poor fire resistance.	Undertake removal of polystyrene beads throughout the property. Replace with plasterboard and a suitable insulation which complies with modern standards.	1	50	m ²	95	£ 4,750.00	£ 4,750.00		
4	Vinyl flooring within the kitchen is damaged and grubby.	Undertake kitchen vinyl flooring replacement.	1	7	m ²	50	£ 350.00	£ 350.00		
5	Previous occupant's carpet floor covering remains in areas.	Remove existing flooring.	1	17	m ²	20	£ 330.00	£ 330.00		
6	Timber boxing-in to services behind bathroom WC is water damaged.	Undertake removal and replacement of damp stained timber boxing-in to services behind WC within bathroom.	1	1	SUM	200	£ 200.00	£ 200.00		
7	Timber boxing-in above front door is suffering from damp and mould.	Clean down boxing-in removing all mould and decorate.	1	1	SUM	75	£ 75.00	£ 75.00		
8	Circa 100mm diameter hole is visible to the plaster wall within a cupboard.	Undertake infill of hole to wall within cupboard.	1	1	SUM	75	£ 75.00	£ 75.00		
9	Bathroom vinyl floor covering is water damaged.	Undertake removal and replacement of water damaged bathroom vinyl flooring.	1	4	m ²	50	£ 200.00	£ 200.00		
10	Bathtub panel is damaged.	Undertake removal and replacement of damaged bath panel.	1	1	nr	110	£ 110.00	£ 110.00		
11	Bathroom vanity unit handles are damaged.	Undertake removal and replacement of WC vanity unit handles.	2	2	nr	50	£ 100.00	£ 100.00		
12	Loose window handles.	Range over ironmongery and ease and adjust. Where beyond repair, replace with new.	2	1	sum	75	£ 75.00		£ 75.00	

**469 Balnagask Road - RAAC Programme
Aberdeen
United Kingdom, AB11 8RS**

Component No.	Defect	Description	Estimated Useful Life or Replacement Cycle (Yrs)	Quantity	Unit of Measurement	Rates	Unit Cost	0-1 Years	2-5 Years	6-10 Years	
13	Mastic to wet wall panels is missing/perished in areas.	Undertake removal and replacement of mastic sealant to panelling as necessary.	5	1	SUM	80	£ 80.00		£ 80.00		
14	Mastic to window frames is missing/perished in areas.	Undertake removal and replacement of perished sealant to window surrounds.	5	1	SUM	125	£ 125.00		£ 125.00		
15	Cupboard door and electrical cupboard access hatch are both catching on the flooring during operation.	Ease and adjust/trim base of 1no. hallway hatch door and 1no. cupboard door.	1	1	SUM	50	£ 50.00	£ 50.00			
Internal Maintenance											
1	The property contains tenants previous items, is grubby and requires a thorough clean, incl. all sanitaryware.	Undertake a deep clean of the entire flat, including the removal of debris.	1	1	SUM	200	£ 200.00	£ 200.00			
2	New Ceiling surfaces will require decoration	Undertake cyclical redecoration to ceiling surfaces.	5	45	m ²	10	£ 448.00		£ 448.00		
3	Decoration to plaster wall surfaces is worn.	Undertake cyclical repair and redecoration to decorated plaster wall surfaces.	2	144	m ²	10	£ 1,440.00		£ 1,440.00		
4	Wallpapered wall surfaces are peeling at their joints.	Undertake cyclical repair and redecoration to wallpapered wall surfaces.	4	9	m ²	30	£ 255.00		£ 255.00		
5	Decoration to timber window frames is aged, with historic perforations visible in areas.	Undertake repair and redecoration to timber framed windows, timber surround and sills as necessary.	4	5	nr	125	£ 625.00		£ 625.00		
6	Decoration to timber architrave surfaces is aged.	Undertake cyclical redecoration of timber architraves (cornices, dado rail and skirting).	4	101	lm	10	£ 1,012.00		£ 1,012.00		
7	Door ironmongery is aged and stiff.	Range over ironmongery and ease and adjust. Where beyond repair, replace with new.	2	1	sum	120	£ 120.00		£ 120.00		
8	Decoration to timber door faces and frames is aged.	Undertake cyclical redecoration to timber door faces and frames.	7	8	nr	150	£ 1,200.00			£ 1,200.00	
9	Decoration to radiators is in fair condition, however will require cyclical redecoration.	Undertake redecoration of radiators.	8	6	m ²	20	£ 120.00			£ 120.00	
10	Wet wall panels appear in fair condition, however will require replacement in 10 years.	Undertake replacement of panels including metal trims.	10	4	nr	£ 200.00	£ 800.00			£ 800.00	
NOTES:							Required Cost (Present Worth)	£ 15,485.00	£ 7,570.00	£ 5,795.00	£ 2,120.00
1. Costs are exclusive of VAT and Professional Fees							Contractor's Preliminaries (@ 15%)	£ 2,322.75	£ 1,135.50	£ 869.25	£ 318.00
DRAFT V1.0							Total Cost	£ 17,807.75	£ 8,705.50	£ 6,664.25	£ 2,438.00

**471 Balnagask Road - RAAC Programme
Aberdeen
United Kingdom, AB11 8RS**

Component No.	Defect	Recommended Remedial Works	Estimated Useful Life or Replacement Cycle (Yrs)	Quantity	Unit of Measurement	Rates	Unit Cost	0-1 Years	2-5 Years	6-10 Years
External Defects										
1	Concrete steps are loose and presenting a potential tripping hazard, with gaps visible to joints.	Undertake repair to loose concrete steps at joints, leaving them stable and flush with surrounding footpath.	1	1	SUM	£ 300.00	£ 300.00	£ 300.00		
2	Concrete slabbing is damaged/displaced in areas.	Undertake replacement/repair of damaged/displaced concrete slabs and stone slabs, leaving them flush with surrounding footpath, patio and adjacent retaining wall as necessary.	1	1	SUM	£ 400.00	£ 400.00	£ 400.00		
3	Front door gasket is blown and stormguard is coming loose.	Undertake removal and replacement of damaged gasket to front door and refit aluminium stormguard.	1	1	SUM	£ 80.00	£ 80.00	£ 80.00		
4	Mechanical door closer to the front entrance door is missing.	Undertake replacement of missing metal mechanical door closer to front door.	1	1	nr	£ 150.00	£ 150.00	£ 150.00		
External Maintenance										
1	Debris is visible to the lower roof level and the upper level is presumed to be the same.	Undertake routine clearance of debris from both roof levels.	1	60	m²	£ 10.00	£ 600.00		£ 600.00	
2	Decoration to rainwater goods is in fair condition, however requires cyclical redecoration.	Undertake cyclical redecoration of metal rainwater goods.	5	21	lm	£ 20.00	£ 420.00		£ 420.00	
3	Timber window frames have worn decoration, with minor damage visible.	Undertake repair and redecoration to timber framed windows as necessary.	5	5	nr	£ 100.00	£ 500.00		£ 500.00	
4	Decoration to front door is in fair condition, however requires cyclical redecoration.	Undertake cyclical redecoration to front entrance door. Include for removal of historic fixings.	4	1	nr	£ 150.00	£ 150.00		£ 150.00	
5	Decoration to timber soffit/fascias is in fair condition, however requires cyclical redecoration.	Undertake cyclical redecoration to timber soffit and fascias.	7	16	lm	£ 20.00	£ 320.00			£ 320.00
6	Vegetation is overgrown within the front garden and requires removal including their roots.	Undertake cyclical removal of vegetation from garden area.	2	21	m²	£ 5.00	£ 105.00		£ 105.00	
7	Debris has accumulated in the front garden area and requires removal.	Undertake removal of debris within the front garden area.	2	1	SUM	£ 50.00	£ 50.00		£ 50.00	
12	Galvanised metal handrail is stained in areas.	Undertake cyclical cleaning of metal handrail.	2	1	SUM	£ 50.00	£ 50.00		£ 50.00	
13	Galvanised metal retaining wall mesh grid is stained in areas.	Undertake cyclical cleaning of retaining wall cage.	2	1	SUM	£ 50.00	£ 50.00		£ 50.00	
10	Decoration is worn to the perimeter timber fence.	Undertake cyclical redecoration to timber front perimeter fence and gate.	2	3	m²	£ 20.00	£ 60.00		£ 60.00	
Internal Defects										
1	Due to the age of the property, asbestos suspected within property. No asbestos register has been provided.	Undertake asbestos R&D survey of the property prior to works commencing.	1	1	SUM	£ 300.00	£ 300.00	£ 300.00		
2	Service penetrations lack firestopping in areas.	Undertake remedial works to infill gaps to service penetrations.	1	1	SUM	£ 150.00	£ 150.00	£ 150.00		
3	Polystyrene beads have historically been used as ceiling insulation above plasterboard, with panels exposed in several areas. These panels present a H&S hazard due to their poor fire resistance.	Undertake removal of polystyrene beads throughout the property. Replace with plasterboard and a suitable insulation which complies with modern standards.	1	50	m²	£ 95.00	£ 4,750.00	£ 4,750.00		
4	Kitchen sink appears blocked.	Undertake remedial works to kitchen sink which appears blocked.	1	1	SUM	£ 65.00	£ 65.00	£ 65.00		
5	Countertop is damaged and generally worn.	Undertake replacement of kitchen countertop.	4	4	m²	£ 1,000.00	£ 4,000.00		£ 4,000.00	
6	Plaster wall and cornice within the living room is damaged around the wall vent grille.	Undertake repair to plaster wall surface and timber cornice at the vent grille.	1	1	SUM	£ 500.00	£ 500.00	£ 500.00		
7	Architraves are damaged in areas.	Undertake repair to damaged/missing architraves.	2	10	lm	£ 30.00	£ 300.00		£ 300.00	

**471 Balnagask Road - RAAC Programme
Aberdeen
United Kingdom, AB11 8RS**

Component No.	Defect	Recommended Remedial Works	Estimated Useful Life or Replacement Cycle (Yrs)	Quantity	Unit of Measurement	Rates	Unit Cost	0-1 Years	2-5 Years	6-10 Years
8	Mastic to wet wall panels is missing/perished in areas, with evidence of black mould to mastic present.	Undertake removal and replacement of mastic sealant to panelling incl. around the bath.	2	1	SUM	£ 80.00	£ 80.00		£ 80.00	
9	Bathroom toilet roll holder is corroded.	Undertake replacement of bathroom toilet roll holder including associated fixings.	1	1	nr	£ 15.00	£ 15.00	£ 15.00		
10	Bathroom towel ring is corroded.	Undertake replacement of bathroom towel ring including associated fixings.	1	1	nr	£ 15.00	£ 15.00	£ 15.00		
11	Water damage (presumed historic damp issues which have now been addressed) is visible to bedroom wall surfaces either side of the window.	Undertake repair to bedroom wall either side of window where presumed historic damp issue has caused damage to the wall surface. Include for making good surrounding surfaces as necessary.	1	1	SUM	£ 500.00	£ 500.00	£ 500.00		
12	Bedroom door is stiff to operate and unable to close.	Undertake ease and adjustment of bedroom door, leaving it in smooth operable condition.	1	1	nr	£ 25.00	£ 25.00	£ 25.00		
13	Mastic to window frames is missing/perished in areas.	Undertake removal and replacement of perished sealant to window surrounds.	2	1	SUM	£ 125.00	£ 125.00		£ 125.00	
14	Services boxing in above entrance door is damaged.	Undertake repair and redecoration to timber services boxing in above entrance door.	1	1	SUM	£ 100.00	£ 100.00	£ 100.00		
12	Metal door thresholds are warped.	Undertake removal and replacement of metal door thresholds.	1	2	nr	£ 25.00	£ 50.00	£ 50.00		
Internal Maintenance										
1	The property contains tenants previous items, is grubby and requires a thorough clean, incl. all sanitaryware.	Undertake a deep clean of the entire flat, including the removal of debris.	1	1	SUM	£ 250.00	£ 250.00	£ 250.00		
2	New Ceiling surfaces will require decoration	Undertake cyclical redecoration to ceiling surfaces.	5	45	m ²	£ 10.00	£ 450.00		£ 450.00	
3	Decoration to plaster wall surfaces is aged, with damage from previous fixings holes.	Undertake cyclical repair and redecoration to decorated plaster wall surfaces.	2	125	m ²	£ 10.00	£ 1,247.50		£ 1,247.50	
4	Wallpapered wall surfaces are peeling at their joints.	Undertake repair and redecoration to wallpapered wall surfaces. Include for removal of wallpaper, reline and redecorate using paint as above plaster wall surfaces.	2	17	m ²	£ 30.00	£ 502.50		£ 502.50	
5	Decoration to timber window frames is worn, with historic perforations visible in areas.	Undertake repair and redecoration to timber framed windows, timber surround and sills as necessary.	2	5	nr	£ 125.00	£ 625.00		£ 625.00	
6	Decoration to timber architrave surfaces is aged.	Undertake cyclical redecoration of timber architraves (cornices, dado rail and skirting).	2	101	lm	£ 10.00	£ 1,012.00		£ 1,012.00	
7	Decoration to timber door faces and frames is aged.	Undertake cyclical redecoration to timber door faces and frames.	5	8.0	nr	£ 150.00	£ 1,200.00		£ 1,200.00	
8	Decoration to radiators is in fair condition, however will require cyclical redecoration.	Undertake redecoration of radiators.	5	6	m ²	£ 20.00	£ 120.00		£ 120.00	
9	Wet wall panels appear in fair condition, however will require replacement in 10 years.	Undertake replacement of panels including metal trims.	10	4	nr	£ 200.00	£ 800.00		£ 800.00	
10	Loose window handles.	Range over ironmongery and ease and adjust. Where beyond repair, replace with new.	2	1	sum	£ 75.00	£ 75.00		£ 75.00	
11	Door ironmongery is aged and stiff or too loose.	Range over ironmongery and ease and adjust. Where beyond repair, replace with new.	2	1	sum	£ 120.00	£ 120.00		£ 120.00	
13	Vinyl flooring within the kitchen is damaged and grubby.	Undertake kitchen vinyl flooring replacement.	1	7	m ²	£ 50.00	£ 350.00	£ 350.00		

**471 Balnagask Road - RAAC Programme
Aberdeen
United Kingdom, AB11 8RS**

Component No.	Defect	Recommended Remedial Works	Estimated Useful Life or Replacement Cycle (Yrs)	Quantity	Unit of Measurement	Rates	Unit Cost	0-1 Years	2-5 Years	6-10 Years	
14	Vinyl flooring within the bathroom is damaged and grubby.	Undertake removal and replacement of bathroom vinyl flooring.	2	4	m ²	£ 50.00	£ 200.00		£ 200.00		
15	Previous occupant's carpet floor covering remains in areas.	Undertake removal of existing carpet flooring.	1	17	m ²	£ 20.00	£ 330.00	£ 330.00			
NOTES:							Required Cost (Present Worth)	£ 18,572.00	£ 7,400.00	£ 11,172.00	£ -
1. Costs are exclusive of VAT and Professional Fees							Contractor's Preliminaries (@ 15%)	£ 2,785.80	£ 1,110.00	£ 1,675.80	£ -
DRAFT V1.0							Total Cost	£ 21,357.80	£ 8,510.00	£ 12,847.80	£ -

**481 Balnagask Road - RAAC Programme
Aberdeen
United Kingdom, AB11 8RS**

Component No.	Defect	Recommended Remedial Works	Estimated Useful Life or Replacement Cycle (Yrs)	Quantity	Unit of Measurement	Rate	Unit Cost	0-1 Years	2-5 Years	6-10 Years
External Defects										
1	Mechanical door closer to the front entrance door is missing.	Undertake replacement of missing metal mechanical door closer to front door.	1	1	nr	£ 150.00	£ 150.00	£ 150.00		
External Maintenance										
1	Vegetation is overgrown within the front garden and requires removal including their roots.	Undertake cyclical removal of vegetation from garden area.	2	21	m²	£ 5.00	£ 105.00		£ 105.00	
2	Aluminium fascia and soffits are stained and grubby.	Clean down	7	11	lm	£ 10.00	£ 110.00			£ 110.00
3	Decoration to timber window frames have faded, with minor damage visible.	Undertake repairs, prepare all surfaces and decoration.	5	4	nr	£ 100.00	£ 400.00		£ 400.00	
4	Decoration to front door and side panel is in fair condition, however requires cyclical redecoration.	Undertake cyclical redecoration to front entrance door. Include for removal of historic fixings.	4	1	nr	£ 150.00	£ 150.00		£ 150.00	
5	Felt covered roof. Signs of wear and staining.	Replace felt roof with new.	8	33	m2	£ 96.00	£ 3,168.00		£ 3,168.00	
Internal Defects										
1	Due to the age of the property, asbestos suspected within property. No asbestos register has been provided.	Undertake asbestos R&D survey of the property prior to works commencing.	1	1	SUM	£ 300.00	£ 300.00	£ 300.00		
NOTE: No cost has been provided for the removal of any asbestos. Please note that in similar ACC properties asbestos had been sheeted over.										
2	Polystyrene beads have historically been used as ceiling insulation above plasterboard, with panels exposed in several areas. These panels present a H&S hazard due to their poor fire resistance.	Undertake removal of polystyrene beads throughout the property. Replace with plasterboard and a suitable insulation which complies with modern standards.	1	50	m²	£ 50.00	£ 2,500.00	£ 2,500.00		
3	Vinyl flooring within the kitchen is grubby and unlikely to clean up.	Undertake kitchen vinyl flooring replacement.	1	7	m²	£ 50.00	£ 350.00	£ 350.00		
4	Damage to wall at low level by the kitchen door.	Make good damage to the wall	1	1	SUM	£ 150.00	£ 150.00		£ 150.00	
5	Timber trimmer to the back of the sink is discoloured and rotten.	Replace with a suitable alternative - plastic/metal trimmer	2	2	m	£ 75.00	£ 150.00		£ 150.00	
6	Kitchen doors hanging loose.	Realign kitchen doors. Replace hinges where required.	1	1	SUM	£ 65.00	£ 65.00	£ 65.00		
7	Mastic to wet wall panels is missing/perished in areas.	Undertake removal and replacement of mastic sealant to panelling as necessary.	2	1	SUM	£ 80.00	£ 80.00		£ 80.00	
8	White melamine tiles have been used on the bathroom floor. These have begun to swell at the edges.	This flooring is unsuitable for bathrooms. Advise that these are fully removed and replaced with a more appropriate floor type i.e. vinyl.	1	4	m²	£ 50.00	£ 200.00	£ 200.00		
9	Painted hollow door to bathroom, has damage at low-level and to hinges.	Replace with new.	1	1	nr	£ 150.00	£ 150.00	£ 150.00		
10	Evidence of black mould throughout the property. This will be an ongoing issue due to lack of insulation within the property.	Clean down affected surfaces with a stiff bristle brush. Allow wall to fully dry prior to redecoration.	1	1	sum	£ 500.00	£ 500.00	£ 500.00		
11	Damage to skirting board in the living room	Replace with new	1	2	lm	£ 30.00	£ 60.00	£ 60.00		
12	New door blank to bedroom, with no ironmongery.	Attach ironmongery to the door	1	1	nr	£ 50.00	£ 50.00	£ 50.00		
13	Cavity wall exposed above window in Living room.	Make good wall, leaving it draft proof	1	1	nr	£ 200.00	£ 200.00	£ 200.00		
Internal Maintenance										

**481 Balnagask Road - RAAC Programme
Aberdeen
United Kingdom, AB11 8RS**

Component No.	Defect	Recommended Remedial Works	Estimated Useful Life or Replacement Cycle (Yrs)	Quantity	Unit of Measurement	Rate	Unit Cost	0-1 Years	2-5 Years	6-10 Years
1	The property is grubby and requires a thorough clean, incl. all sanitaryware.	Undertake a deep clean of the entire flat, including the removal of debris.	1	1	SUM	£ 200.00	£ 200.00	£ 200.00		
2	New Ceiling surfaces will require decoration	Undertake cyclical redecoration to ceiling surfaces.	5	45	m ²	£ 10.00	£ 450.00	£ 450.00		
3	Decoration to plaster wall surfaces is aged, with damage from previous fixings holes.	Undertake cyclical repair, incl. infilling all existing fixing holes and redecoration to decorated plaster wall surfaces.	2	131	m ²	£ 10.00	£ 1,310.00		£ 1,310.00	
4	Wallpapered wall surfaces are peeling at their joints.	Undertake repair and redecoration to wallpapered wall surfaces. Include for removal of wallpaper, reline and redecorate using paint as above plaster wall surfaces.	2	29	m ²	£ 30.00	£ 870.00		£ 870.00	
5	Grout to kitchen tiles is worn and discoloured.	RegROUT the area.	3	5	m ²	£ 10.00	£ 50.00		£ 50.00	
6	Decoration to timber window frames is aged.	Undertake repair and redecoration to timber framed windows, timber surround and sills as necessary.	2	4	nr	£ 125.00	£ 500.00		£ 500.00	
7	Decoration to timber architrave surfaces is aged.	Undertake cyclical redecoration of timber architraves (cornices, dado rail and skirting).	2	130	lm	£ 10.00	£ 1,301.00		£ 1,301.00	
8	Door ironmongery is aged and stiff or too loose.	Range over ironmongery and ease and adjust. Where beyond repair, replace with new.	2	1	sum	£ 105.00	£ 105.00		£ 105.00	
9	Decoration to timber door faces and frames is aged.	Undertake cyclical redecoration to timber door faces and frames.	5	7	nr	£ 150.00	£ 1,050.00		£ 1,050.00	
10	Window ironmongery is pitted, showing signs of age and stiff.	Range over ironmongery and ease and adjust. Where beyond repair, replace with new.	5	1	sum	£ 60.00	£ 60.00	£ 60.00		
11	Mastic to window frames is missing/perished in areas.	Undertake removal and replacement of perished sealant to window surrounds.	2	1	SUM	£ 100.00	£ 100.00		£ 100.00	
12	Decoration to radiators is in fair condition, however will require cyclical redecoration.	Undertake redecoration of radiators.	5	6	m ²	£ 20.00	£ 120.00		£ 120.00	
13	Wet wall panels appear in fair condition, however will require replacement in 10 years.	Undertake replacement of panels including metal trims.	10	4	nr	£ 200.00	£ 800.00			£ 800.00

NOTES:							Required Cost (Present Worth)		£	15,754.00	£	5,235.00	£	9,609.00	£	910.00
1. Costs are exclusive of VAT and Professional Fees							Contractor's Preliminaries (@ 15%)		£	2,363.10	£	785.25	£	1,441.35	£	136.50
DRAFT V1.0							Total Cost		£	18,117.10	£	6,020.25	£	11,050.35	£	1,046.50

Appendix B. Photo Schedule



5 Burnbank Terrace



1



2



3



4



5



6

8 Pentland Crescent



1



2



3



4



5



6

6 Pentland Crescent



1



2



3



4



5



6

28 Farquhar Road



1



2



3



4



5



6

198 Farquhar Road



1



2



3



4

469 Balgask Road



1



2



3



4



5



6

471 Balnagask Road



1



2



3



4



5



6

481 Balnagask Road



1



2



3



4



5



6

196 Farquhar Road



1



2



3



4



5



6

AtkinsRéalis



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ABERDEEN CITY COUNCIL
Balnagask, Aberdeen

Pre Feasibility Report

Page 247

June 2024



Brief and purpose of report

AtkinsRéalis have undertaken an Architectural pre feasibility report looking at the number of new build units that can be created at the Balnagask estate if the existing properties were cleared, whilst retaining the same road network. This is to achieve a high level plan only and convey the number of units and gifa.

We understand that the report shall form part of a chapter of a wider report looking at options around refurbishment first and foremost, which is covered by other consultants.

As this is high level, a number of assumptions around ground conditions, utilities, levels, and constraints have been made, and investigation into these does not form part of the exercise.

For the purpose of this report we have to focus on the whole estate and make the assumption that all properties have been brought under Council ownership.

Brief provided :

1. Mix mainly 1-bedroom properties with 10-15% being 3 or 4 bed terraced/ semi- detached properties.
2. 15% should be wheelchair accessible as per the regulations.
3. EV charging will require to be introduced in line with ACC Policy.
4. The current road layout should remain, and units located within the current development form.
5. Densities in line with ACC Planning Policy.
6. AHP are bring the district heating system to edge of the site and connections will be made to this.

1960's



Today



Existing housing estate

History - extract from Wikipedia

In the 1960s [Aberdeen City Council](#) gave the go ahead for a large housing estate to be built at Balnagask. The new estate began to swallow up acres of land on the southern slopes of Torry Hill as the new cuboid shaped houses enveloped the elegant villas of Balnagask. The box shaped homes (affectionately referred to by residents as 'The Hen Hooses') differed wildly from the regimented ideas of past town planners. The first phase of the housing scheme was completed in 1967 and the second phase in 1969

Current sense of PLACE

The Balnagask housing estate is a mix of lower height flatted accommodation, and terrace housing, accessed by way of streets and inaccessible lanes running perpendicular to the significant fall across the site, and stepped lanes running along the fall, this creates a dense building pattern, and complex routes, poor accessibility, and ill defined public and private areas.

There is as a consequence a poor sense of security and ownership across the estate.

The current estate, over a 11.6Ha accommodates @ 500 homes, at a density of approximately 43 units per Ha.

Location – and local development plan



Aberdeen Local Development Plan 2023

City Wide Proposal Map
Scale 1:22,500

Natural Environment

- Greenbelt (NE1)
- Green Space Network (NE2)
- Urban Green Space (NE2)

Housing

- Residential Areas (H1)
- Mixed Use Areas (H2)
- Land Release Policy (LR1)

Community Facilities

- Existing Community Sites & Facilities (CF1)
- New Community Sites & Facilities (CF2)

Economic Development

- Business & Industry (B1)
- Business Zones (B2)
- Aberdeen Airport (B3)
- Aberdeen Harbour (B4)
- Energy Transition Zone (B5)

Retailing

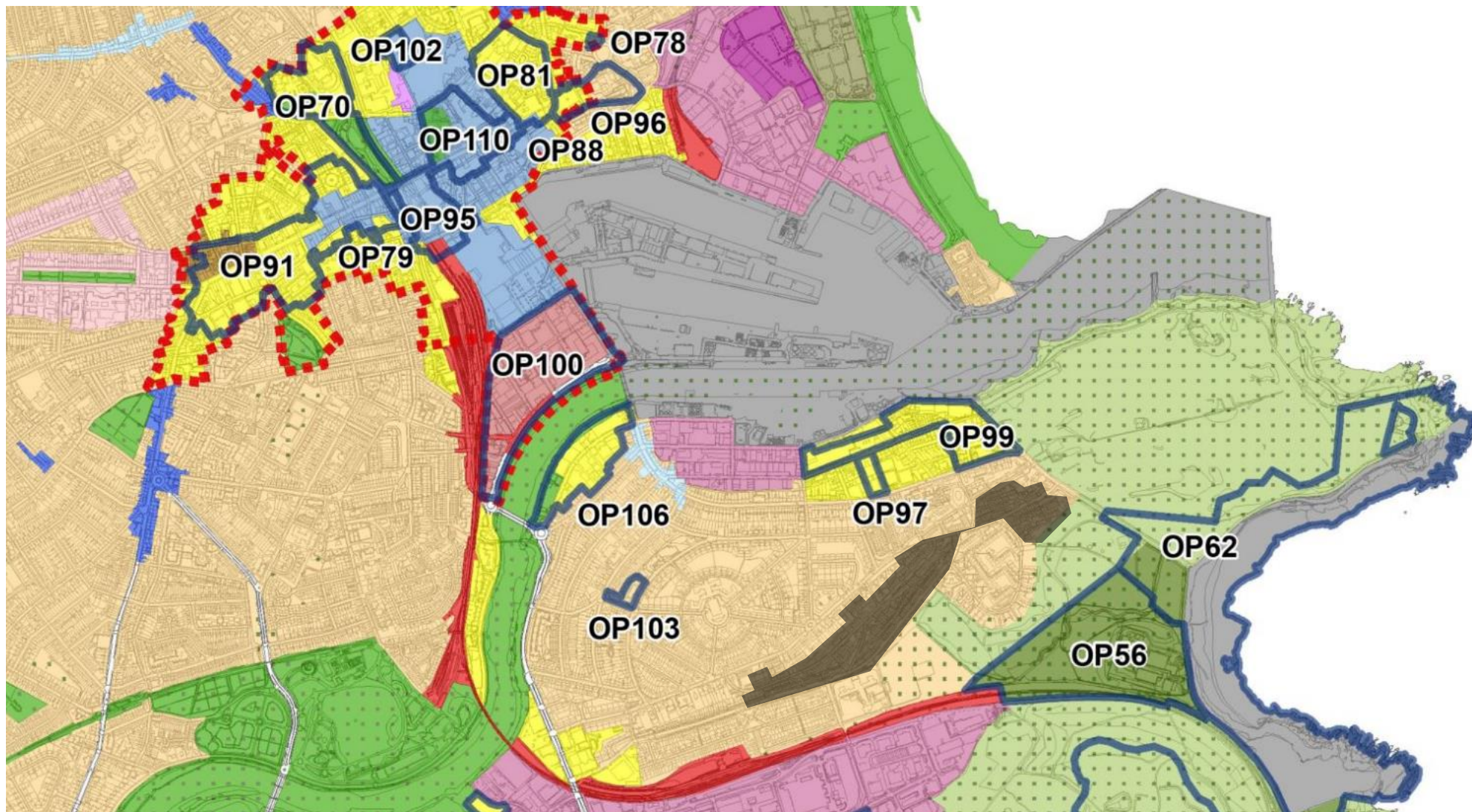
- City Centre Retail Core (VC4)
- West End Area (VC8)
- West End Shops & Cafes (VC7)
- Town Centres (VC8)
- District Centres (VC8)
- Neighbourhood Centres (VC8)
- Commercial Centres (VC8)
- Beach & Leisure (VC11)

Transport

- Land for Transport (T1)
- Airport Public Safety Zone

Others

- Opportunity Sites
- City Centre Boundary
- City Boundary



www.aberdeencity.gov.uk

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Location – and local development plan



Aberdeen Local Development Plan 2023

Additional City Wide Constraints Map

Scale 1:22,500

Natural Environment

- Local Nature Conservation Sites
- Sites of Special Scientific Interest
- Local Nature Reserves
- River Dee Special Area of Conservation
- Undeveloped Coastal Management Area
- Developed Coastal Management Area



Economic Development

- Pipelines
- Pipeline Notification Areas: Outer Zone
- Mid Zone
- Inner Zone



Transport

- Harbour Port Boundary



Heritage

- Conservation Areas



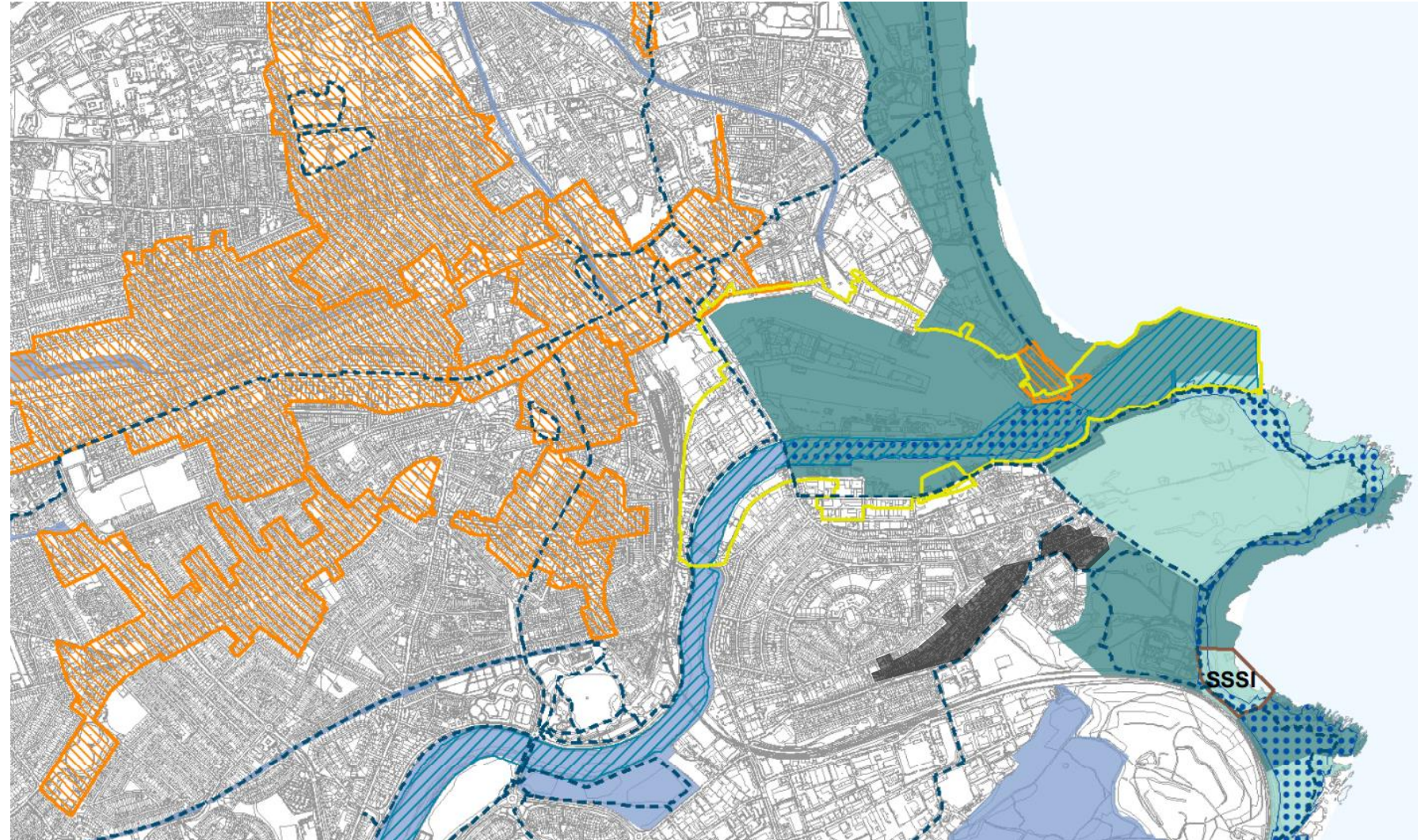
Other

- Core Paths
- Aspirational Core Paths
- City Boundary



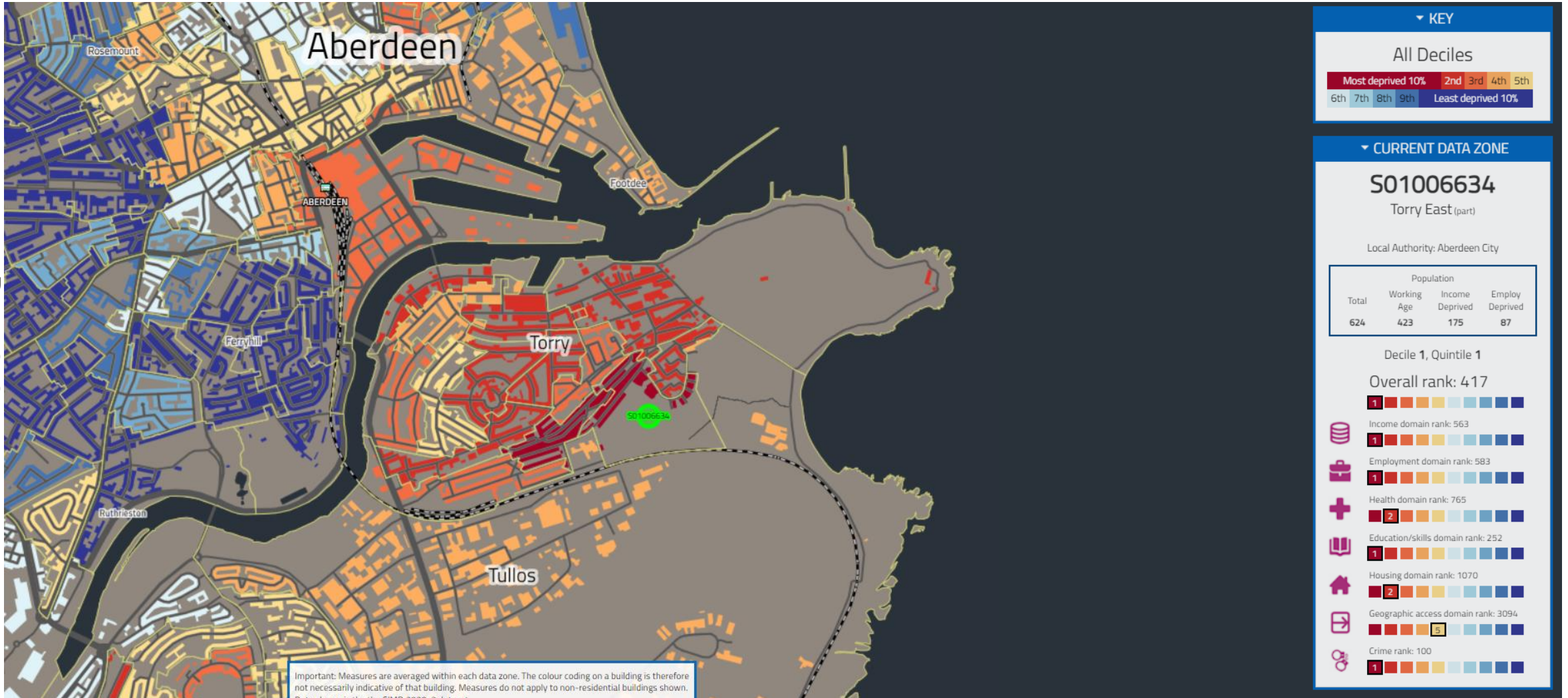
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Location – and social measure

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Location – and surrounding context



MOVEMENT	Select one option for each theme		
How will the proposal influence Movement in and around its location?	Moving Around →	Public Transport 🚉	Traffic and Parking P
The proposal makes a considerable positive contribution to this theme.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The proposal makes a positive contribution to this theme.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
No Change to this theme.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

SPACE	Select one option for each theme		
How will the proposal influence Spaces in and around its location?	Streets and Spaces 📍	Natural Space 🌿	Play and Recreation 🎮
The proposal makes a considerable positive contribution to this theme.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The proposal makes a positive contribution to this theme.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
No Change to this theme.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

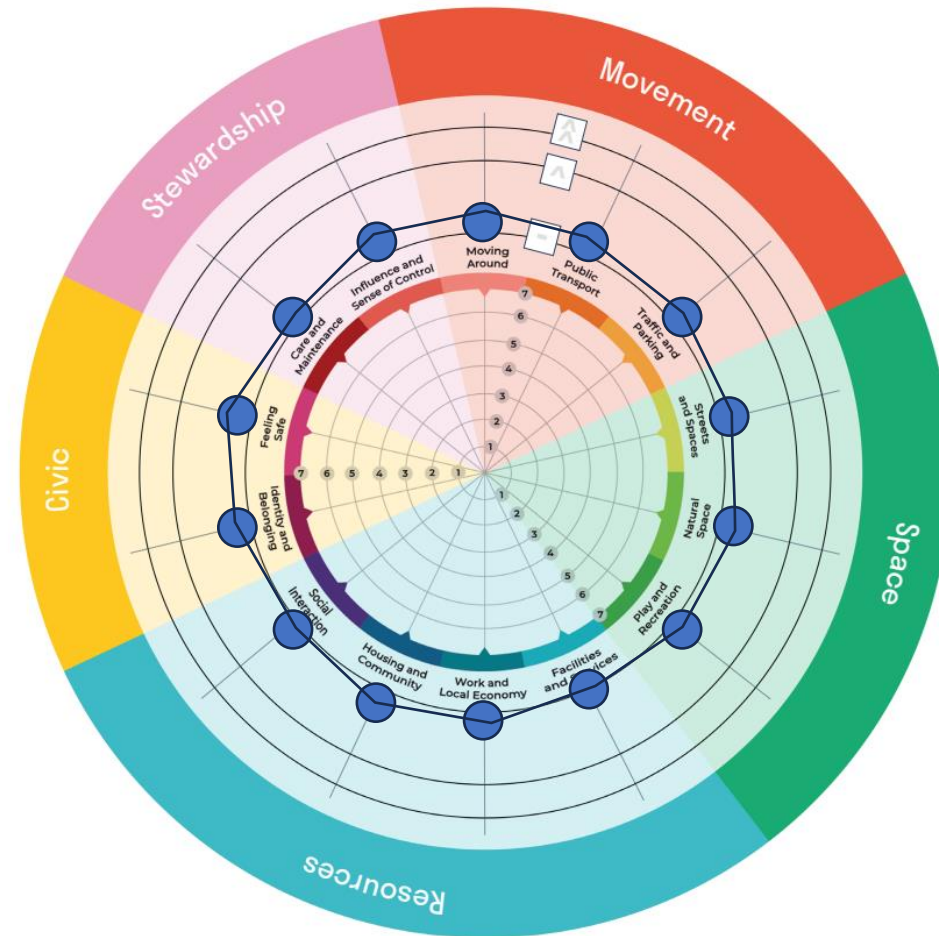
RESOURCES	Select one option for each theme			
How will the proposal influence Resources in and around its location?	Facilities and Services +	Work and Economy 🏢	Housing and Community 🏠	Social Interactions 👤
The proposal makes a considerable positive contribution to this theme.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The proposal makes a positive contribution to this theme.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
No Change to this theme.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

CIVIC	Select one option for each theme	
How will the proposal influence Civic life in and around its location?	Identity and Belonging ❤️	Feeling Safe 🛡️
The proposal makes a considerable positive contribution to this theme.	<input type="checkbox"/>	<input type="checkbox"/>
The proposal makes a positive contribution to this theme.	<input type="checkbox"/>	<input type="checkbox"/>
No Change to this theme.	<input type="checkbox"/>	<input type="checkbox"/>

STEWARDSHIP	Select one option for each theme	
How will the proposal influence Stewardship in and around its location?	Care and Maintenance ⚙️	Influence and Control 🗣️
The proposal makes a considerable positive contribution to this theme.	<input type="checkbox"/>	<input type="checkbox"/>
The proposal makes a positive contribution to this theme.	<input type="checkbox"/>	<input type="checkbox"/>
No Change to this theme.	<input type="checkbox"/>	<input type="checkbox"/>

Retrofit scheme

Focussing on the immediate RAAC issues, and/or extending the investment to the upgrade to address improved thermal performance only. Inherent 'PLACE' issues are not addressed - ill defined streets, and public routes. Poor passive security, accessibility and cohesiveness

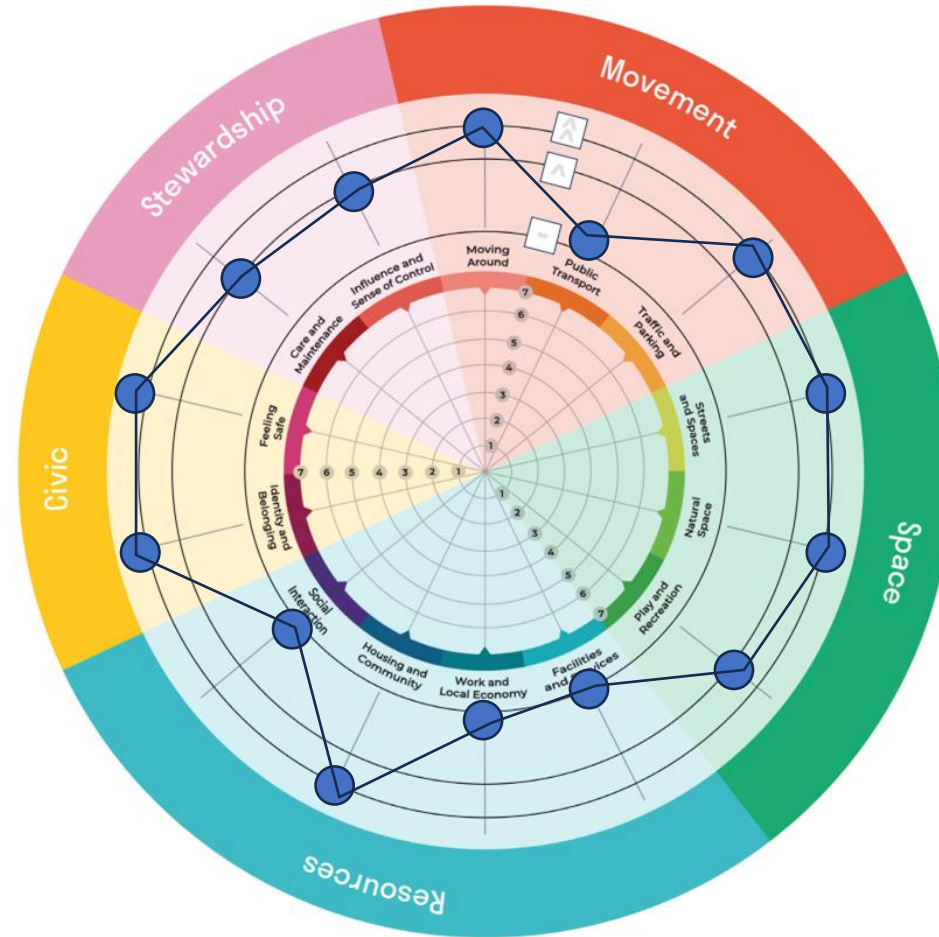


<p>MOVEMENT <small>Select one option for each theme</small></p> <p>How will the proposal influence Movement in and around its location?</p> <p>The proposal makes a considerable positive contribution to this theme.</p> <p>The proposal makes a positive contribution to this theme.</p> <p>No Change to this theme.</p>	<p>Moving Around </p> <p>Public Transport </p> <p>Traffic and Parking </p>
<p>SPACE <small>Select one option for each theme</small></p> <p>How will the proposal influence Spaces in and around its location?</p> <p>The proposal makes a considerable positive contribution to this theme.</p> <p>The proposal makes a positive contribution to this theme.</p> <p>No Change to this theme.</p>	<p>Streets and Spaces </p> <p>Natural Space </p> <p>Play and Recreation </p>
<p>RESOURCES <small>Select one option for each theme</small></p> <p>How will the proposal influence Resources in and around its location?</p> <p>The proposal makes a considerable positive contribution to this theme.</p> <p>The proposal makes a positive contribution to this theme.</p> <p>No Change to this theme.</p>	<p>Facilities and Services </p> <p>Work and Economy </p> <p>Housing and Community </p> <p>Social Interactions </p>
<p>CIVIC <small>Select one option for each theme</small></p> <p>How will the proposal influence Civic life in and around its location?</p> <p>The proposal makes a considerable positive contribution to this theme.</p> <p>The proposal makes a positive contribution to this theme.</p> <p>No Change to this theme.</p>	<p>Identity and Belonging </p> <p>Feeling Safe </p>
<p>STEWARDSHIP <small>Select one option for each theme</small></p> <p>How will the proposal influence Stewardship in and around its location?</p> <p>The proposal makes a considerable positive contribution to this theme.</p> <p>The proposal makes a positive contribution to this theme.</p> <p>No Change to this theme.</p>	<p>Care and Maintenance </p> <p>Influence and Control </p>

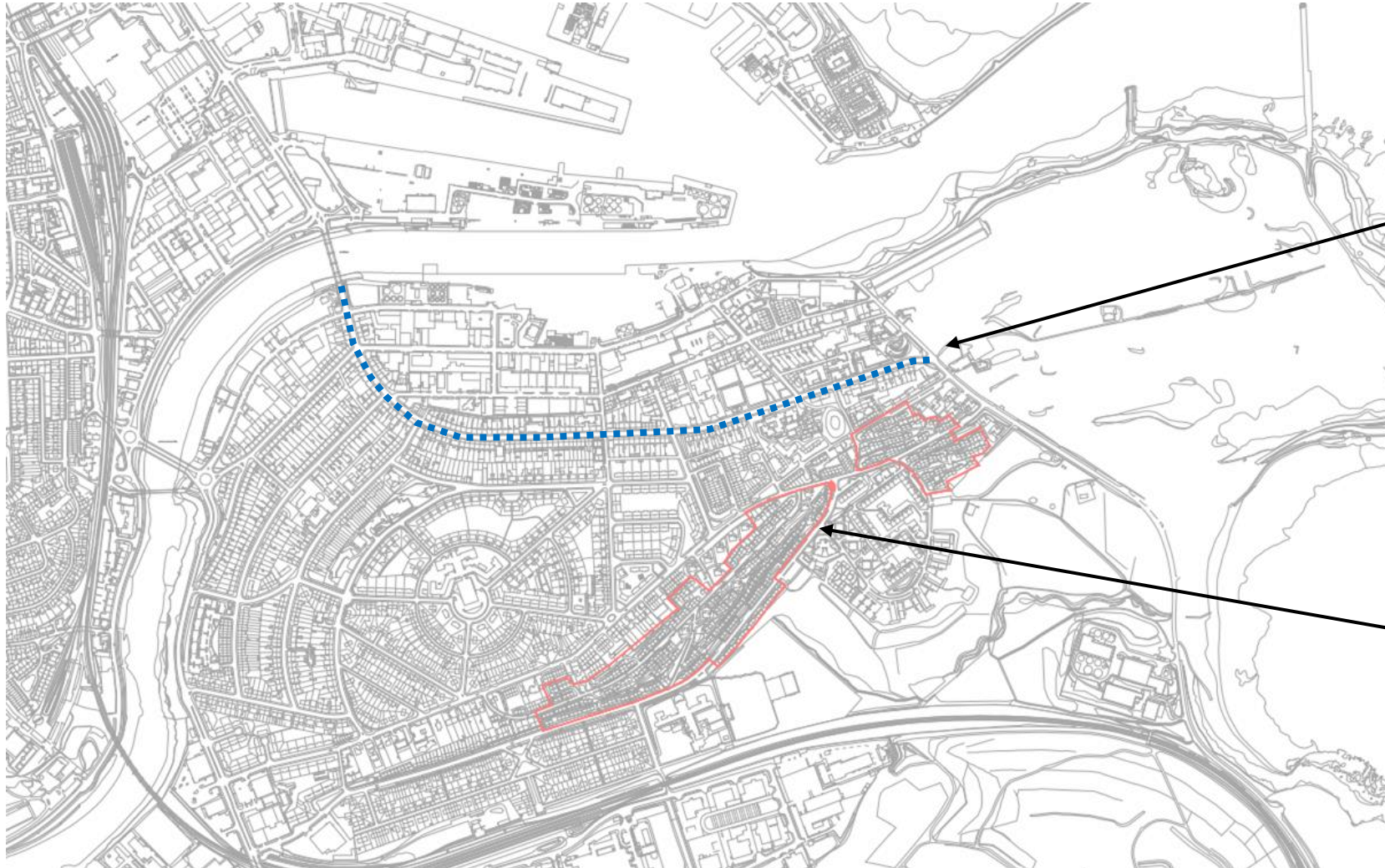
Replacement new build scheme

Demolishing the existing properties, retaining the same road network, and creating new properties in new formats performing to a high standard in terms of hfvn's, thermal, and longevity.

Inherent 'PLACE' issues addressed – creating defined streets, and public routes, with good passive security, accessibility and cohesiveness



An opportunity to address inherent issues – creating defined and safe streets



An opportunity to address inherent issues – creating defined and safe streets - examples



**Defined streets, and public routes
With good passive security, accessibility and cohesiveness**

1 bed flatted accommodation consolidated into larger and taller blocks



**Defined streets, and public routes
With good passive security, accessibility and cohesiveness**

3/4 bed accommodation consolidated into terraces

An opportunity to address inherent issues – creating amenity, resilience, and integrating cars - examples



Green space, suds and swails, car parking, ev charging, play space and allotments

An opportunity to address inherent issues – creating defined and safe streets – Aberdeen examples

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Kincorth – Aberdeen City Council

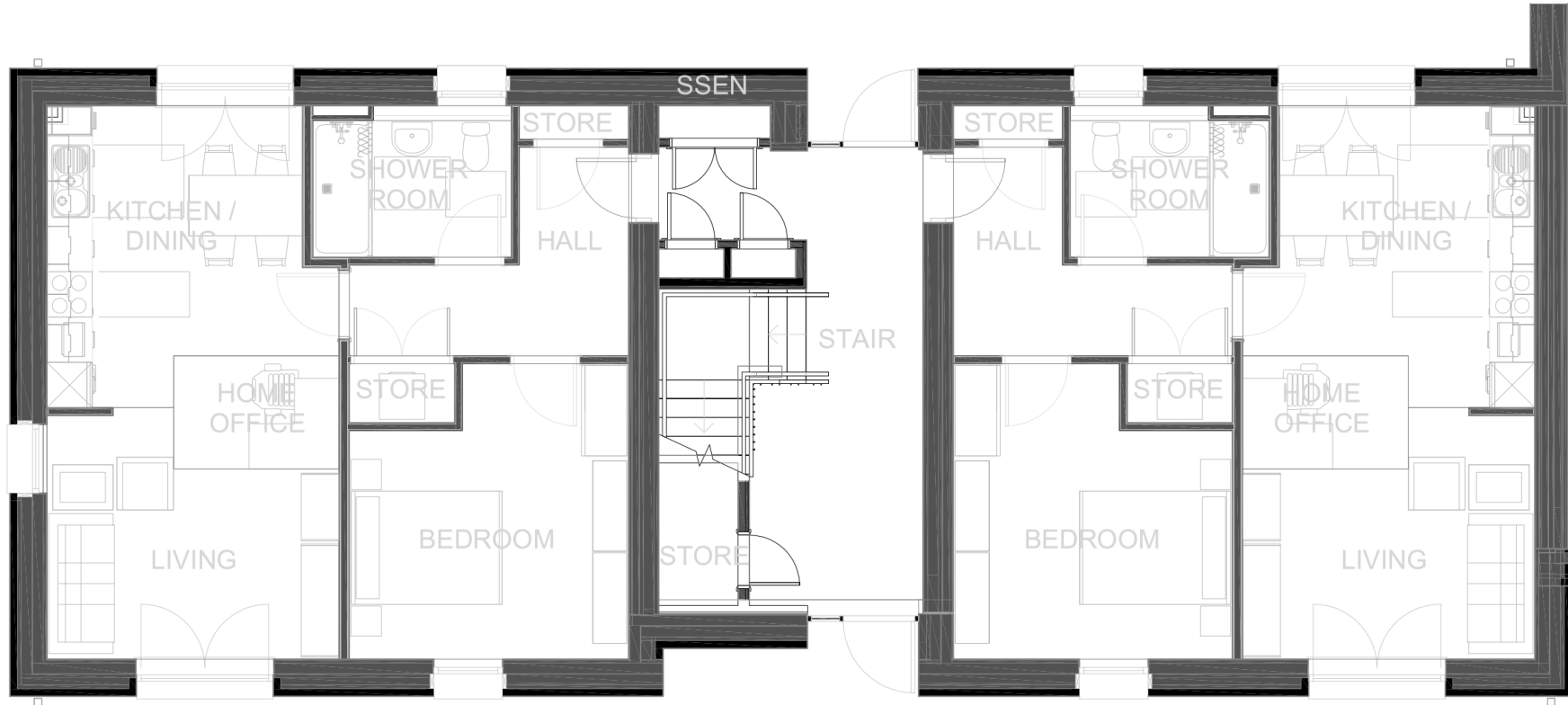


Summerhill – Aberdeen City Council



Tillydrone – Aberdeen City Council

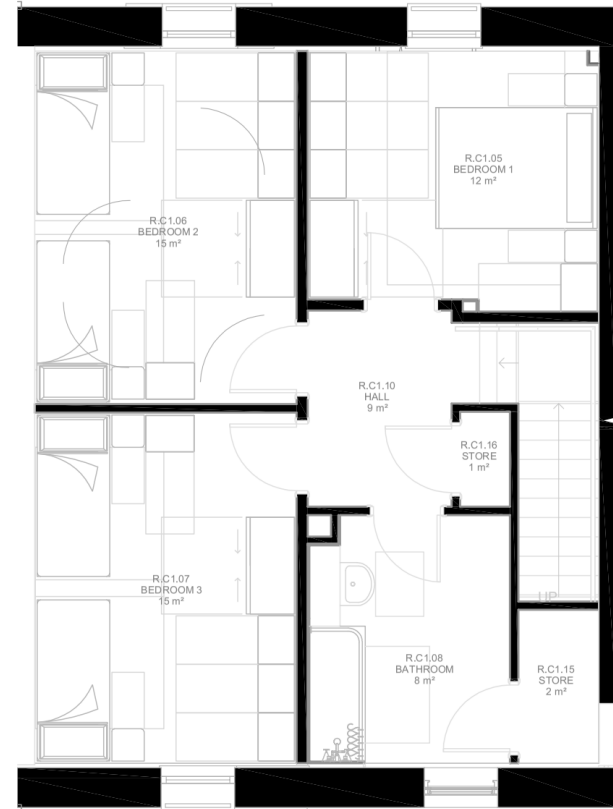
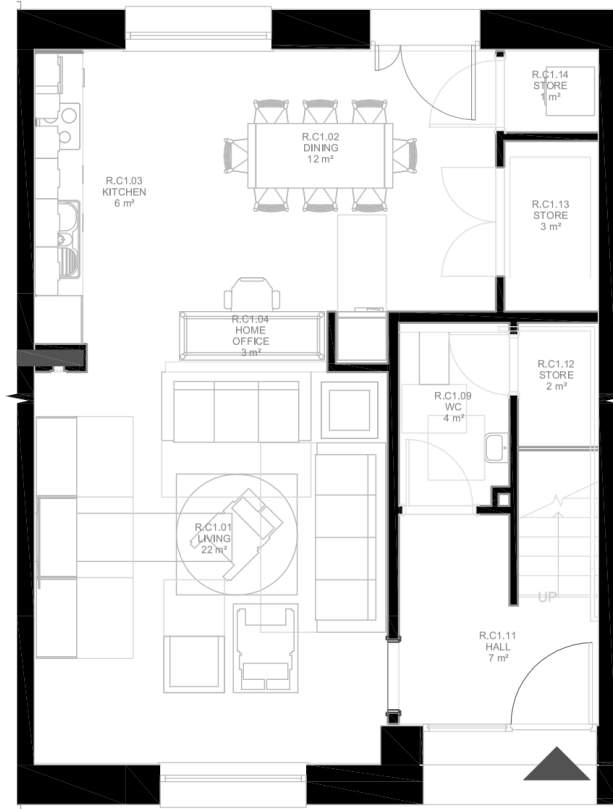
Home plans



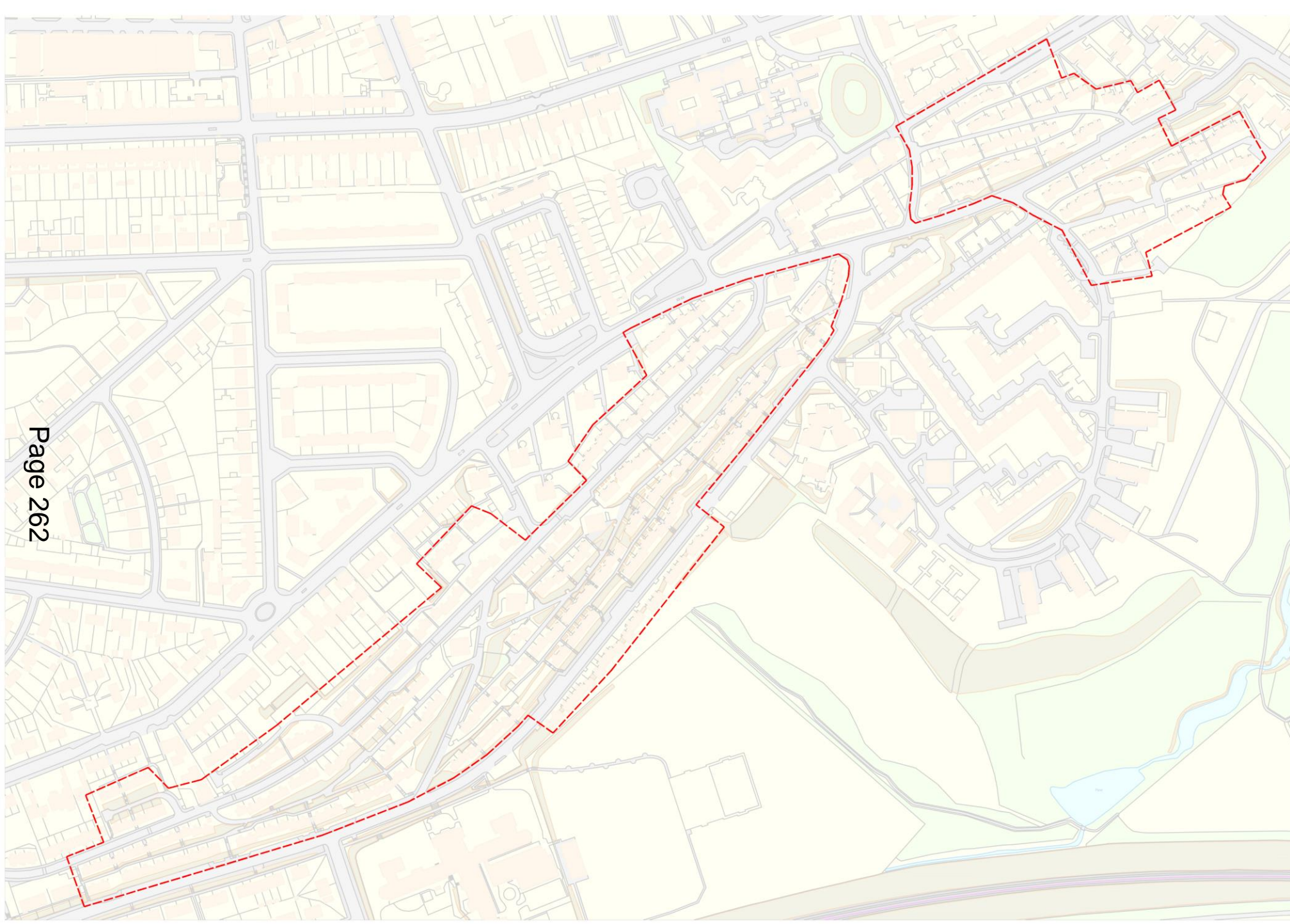
1 bed flatted accommodation
Area : 56m2 per flat excl close

Home plans

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3/4 bed terraced accommodation
Area : 122m2



Existing site

Site Area: Circa 11.5 Hectares





Replacement

KEY:

- Denotes replacement
- To be retained

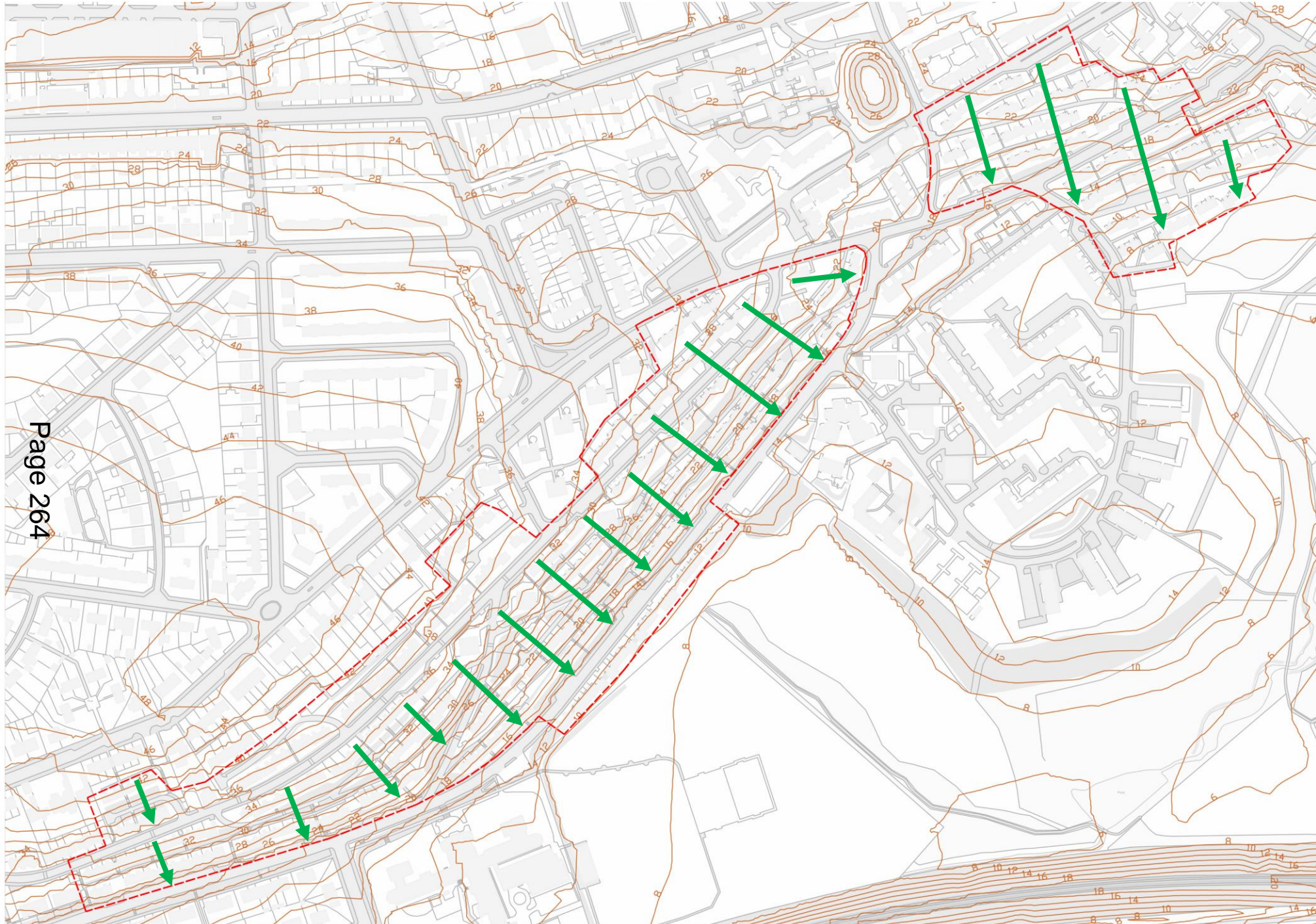
Equates to the 504 addresses over 372 buildings.

138 Private

366 Council



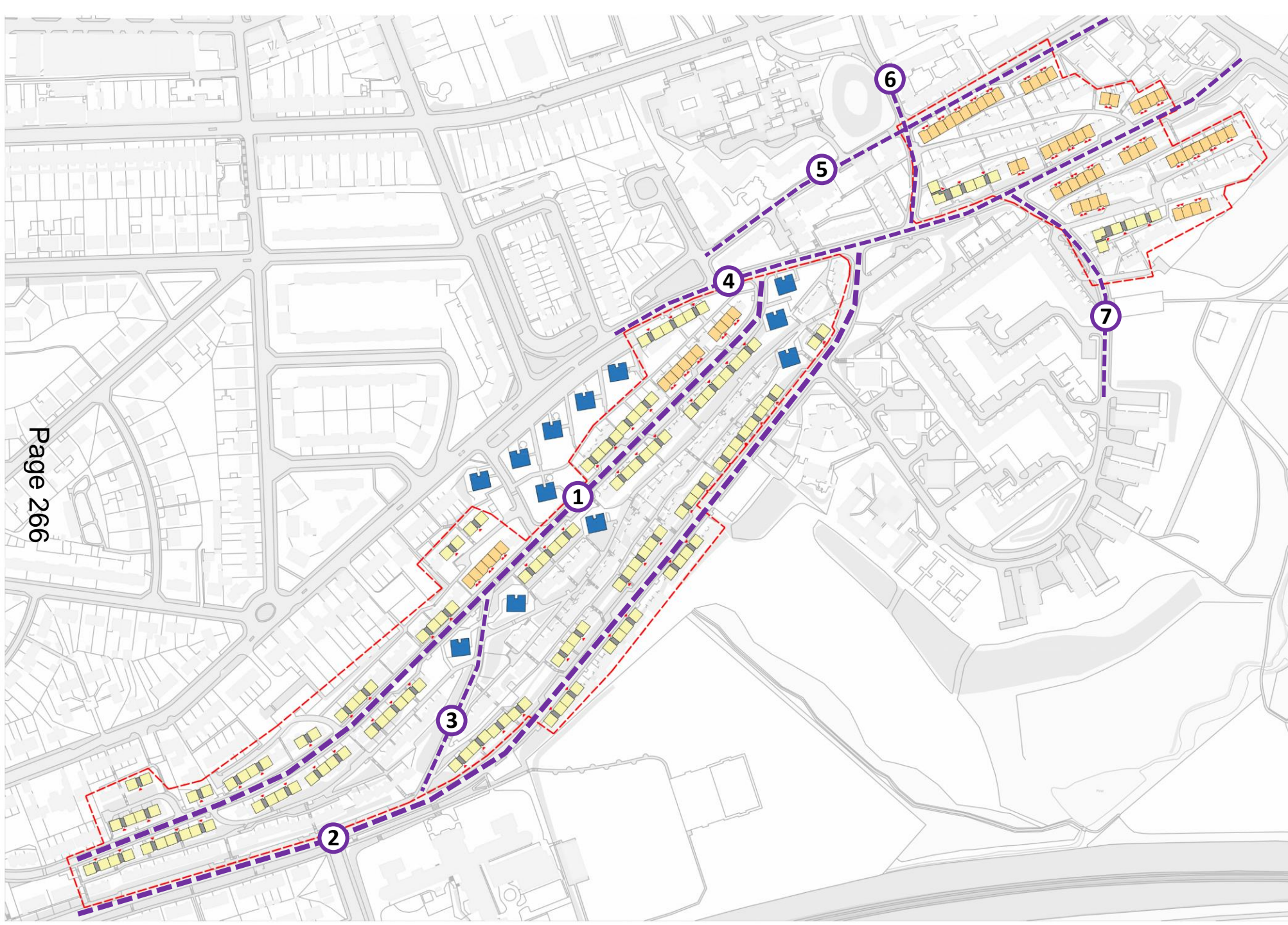
Topography



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Defining street edge

1. Farquhar Road
2. Girdleness Road
3. Rockall Road
4. Balnagask Road
5. North Balnagask Road
6. Baxter Place
7. Balnagask Circle

Parking



Green & Blue Infrastructure

- KEY:**
- Denotes site for local amenity shop/community centre circa 100m2
 - Suds ponds
 - Childrens play park





Site layout

Site area circa 11.5 Hectares

Unit numbers : 630

- 560 no. 1 beds (89%)
- 70 no. 3 bed terrace (11%)

Units per Ha : 55

Car parking numbers: 630*

- 504 Residence parking (80%)
- 126 Visitor parking (20%)

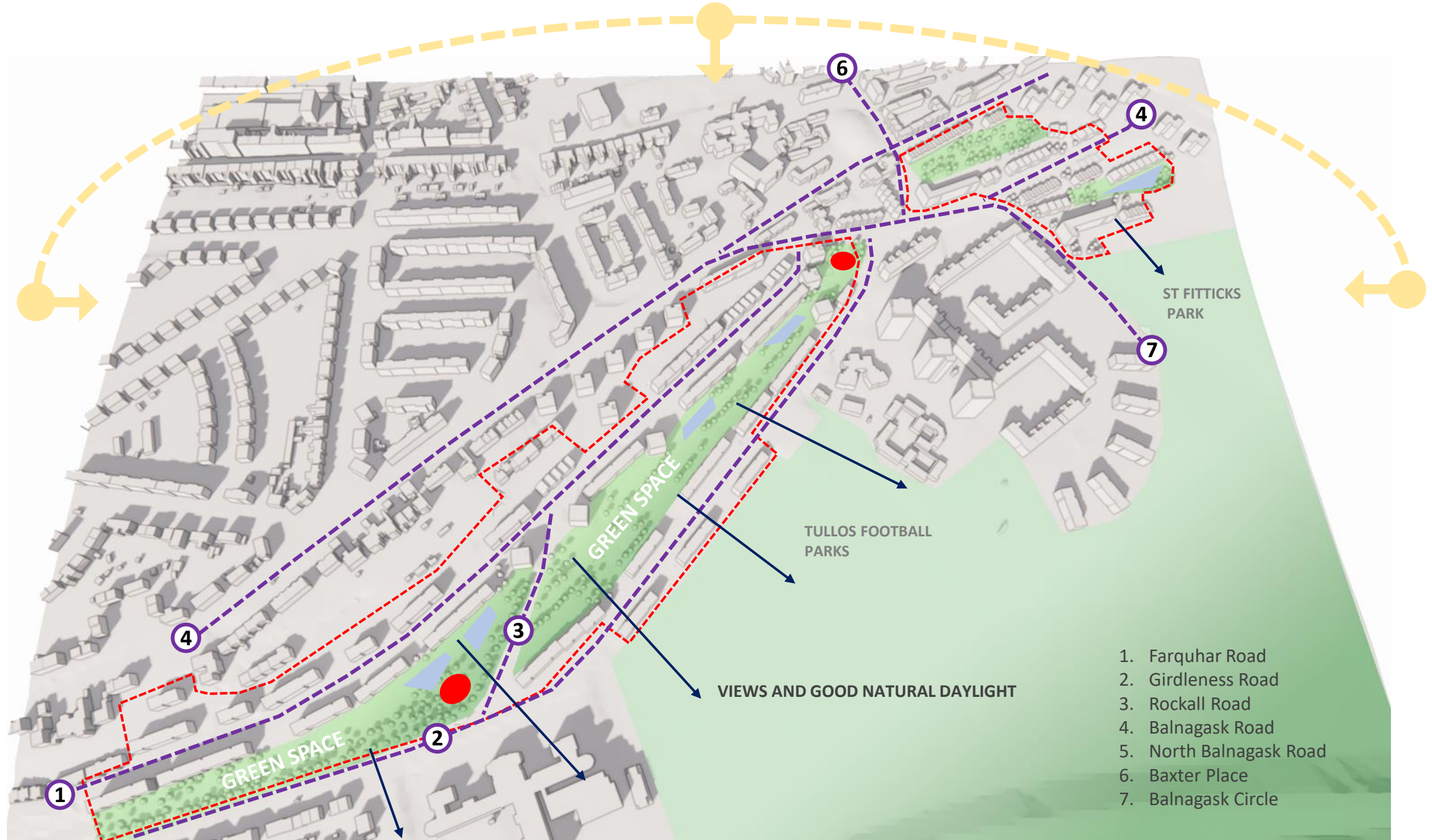
*Note EV charging and cycle parking to meet ACC requirements

GIFA

1 bed flats	38,080m ²
Terrace housing	8,540m ²
Community centre / Shops	200m ²
Total GIFA	46,820m²



SOUTH ASPECT ALLOWING GOOD SOLAR GAIN





Scotland 2045

Our Fourth National
Planning Framework



Scottish Government
Riaghaltas na h-Alba
gov.scot



Alignment to National Framework 4 planning guidance

- Support the principle of 20 minute neighbourhoods.
- Provide quality homes.
- Proposals should be in sustainable locations and consider brownfield regeneration
- Reduce the need to travel by discouraging applications for significant travel generating uses at locations which rely on private car usage.
- Proposals should be designed to connect with existing or future heat networks.
- Play and sport assets to be safeguarded and seek opportunities for enhancement.
- Design-in new opportunities for play in the built environment.
- Build in resilience to future climate change, including flooding
- Proposals must use blue and green infrastructure where practicable for drainage of surface water.
- Create healthier places.
- Local food growing is encouraged
- Requiring all developments to contribute to nature recovery and biodiversity improvement



Alignment to 20 minute Neighbourhood guidance

The redevelopment allows the opportunity to embrace 20 minute neighbourhood guidance, with the ability to access everyday services and amenities through active travel, whether by walking, wheeling or cycling. Creating and maintaining a place that helps people to live locally more of the time replace the need for frequent short journeys in private vehicles.

A successful place is one in which people can choose to live their whole lives because the needs of all age groups and life stages are accommodated. Enabling people to age in place helps create strong communities. The redevelopment allows for new homes of varying sizes, including housing for older people, dementia-friendly homes, as well as homes for families.

Access to green space within a local area or neighbourhood shall be at the heart of the community with easy access to good quality green spaces that offer a variety of landscapes and activities, including play

Creating retail and service destinations helps to reduce travel distances, as services and amenities remain available locally within walking, wheeling or cycling distance from people's homes

20-minute neighbourhoods can also support small independent businesses and retailers that are community led – ventures that are central to local communities can be explored and space provided around / as part of the service destinations

Housing designs shall consider climate resilience, with access to shared or private green spaces, and shall incorporate secure and convenient on-site or off-site cycle storage

Guidance noted in policy	Guidance adopted into the new development
<p>Policy H3: Density, requires that all housing developments larger than 1 hectare achieve a net density of no less than 50 dwellings per hectare. The planning for this should take into consideration the sites characteristics and the surrounding area. Higher densities may be appropriate in central locations whereas lower densities may be more appropriate in other areas of a development providing the overall site meets the minimum requirement</p>	<p>The proposed development has a density of above 50 units per Ha, and is overall sitting at : 55 units per Ha</p> <p>The size of the development, would benefit from retail/community space and space is proposed within the development over and above the residential accommodation at 2 focussed areas to the heart of the development.</p>
<p>Good, careful design at the outset will minimise the total energy demand for the lifetime of a development. Natural light is important to amenity as it ensures a pleasant and healthy place. In the initial design stages, consideration should be given to the orientation of the proposal so that it can benefit from the most natural light. Natural light is also beneficial in reducing energy demand by providing passive heating and lighting for the lifetime of the development</p>	<p>The consolidation of the properties into larger flatted blocks, creates greater space between homes, and greater access to views and daylight from the south, achieving the benefits noted in this policy guidance</p>
<p>Development layout design should maximise the potential for passive solar gain with public rooms facing south, or within 30 degrees of south. Where possible development should also maximise the use of south facing slopes to make use of solar gain</p>	<p>The development shall maximise the use of the south facing slopes to make use of solar gain, and provide roofscape that can support PV's. The residential accommodation shall be through and through units, so public rooms can face south.</p>
<p>A heat map has been prepared for Aberdeen City to identify the potential links in the network that could be considered, and further guidance will be contained in Aberdeen Planning Guidance: Heat Networks and Energy Mapping. The use of district heating can offer a lower heat price than using individual boilers or electrical heating and by combining heat and power generation fuel can be used more efficiently. Overall, a reduction in carbon emissions can be achieved through the use of district heating</p>	<p>The development shall link into the wider district heating network already being installed in Torry, and thus achieve these benefits</p>
<p>For developments, the target is to at least meet the current Scottish building regulations' Target Emissions Rate (TER) and achieve the sustainability rating 'Gold' level for carbon dioxide reduction and energy efficiency, including through the installation of low and zero carbon generating technologies</p>	<p>We would recommend the new properties achieve this level of performance for carbon dioxide reduction and energy efficiency</p>



Alignment to Secured by Design Principles

Secured by Design is a police initiative to guide and encourage those engaged within the specification, design and build of new homes, and those undertaking major or minor property refurbishment, to adopt crime prevention measures

Scottish Planning Policy's (SPP) Planning Policy Note 77 (PAN 77) highlights the positive role that planning can play in helping to create attractive well-managed environments which discourage antisocial and criminal behaviour. It comments that new development should be located and designed in such a way as to deter such behaviour and acknowledges that poorly designed surroundings can create feelings of hostility, anonymity and alienation which can have significant social, economic and environmental costs leading to environments that are desolate.

Key layout principles alignment :

- Vehicular and pedestrian routes should be designed to ensure that they are visually open, direct, well used and should not undermine the defensible space of neighbourhoods
- Neighbourhoods with smaller number of streets or fewer entrance streets or with more turnings have lower property crime rates
- Routes for pedestrians, cyclists and vehicles should be integrated and assist easy, intuitive wayfinding through the application of inclusive design by increasing activity and therefore natural surveillance, proven deterrents for crime and anti-social behaviour
- Facilities should be designed to allow natural surveillance from nearby dwellings with safe and accessible routes for users to come and go.
- The provision of inclusively designed public open amenity space, as an integral part of residential developments, should make a valuable contribution towards the quality of the development
- Vulnerable areas, such as exposed side and rear gardens, need more robust defensive barriers by using walls or fencing to a minimum height of 1.8m
- Where communal parking areas are necessary, bays should be sited in small groups, close and adjacent to homes, be within view of active rooms

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AtkinsRéalis



12 August 2024

Feasibility Estimate

Aberdeen City Council

RAAC OPTIONS APPRAISAL

Notice

This document and its contents have been prepared and are intended solely as information for Aberdeen City Council and use in relation to RAAC Options Appraisal.

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Document history

Document title: RAAC Options Appraisal - Feasibility Estimate

Document reference:	Purpose description	Originated	Checked	Reviewed	Authorised	Date
1	First draft for discussion	K Craig	A Sohail	A Bell	A Bell	12/08/2024



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1.0	<u>Executive Summary.</u>
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4.0	<u>Option 3 - Removal of RAAC Panels and replace with new Roof Cassette System.</u>
5.0	<u>Option 4 - Demolition and Rebuild of Properties within same footprint.</u>
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1.0 Executive Summary.

Project Outline

The purpose of this Feasibility Estimate is to give an indication of the capital cost to Aberdeen City Council (ACC) for 4 proposed options to address the Reinforced Autoclaved Aerated Concrete (RAAC) issue within their existing residential estate.

AtkinsRéalis were approached by ACC to carry out an Option Appraisal cost exercise to address the RAAC issue in their residential estate. The scope includes for four options:

Option 1 - Extending Bearing Supports.

Option 2 - Install Timber Support Frame under the existing RAAC Roof Panels.

Option 3 - Removal of RAAC Panels and replace with new Roof Cassette System.

Option 4 - Demolition and Rebuild of properties within same footprint.

We have received high level design information from AtkinsRéalis Building Surveyors at this stage and therefore numerous assumptions and exclusions have been made in carrying out this Feasibility Cost.

Summary of Costs

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	RAAC Remediation & Additional Upgrades Total (£)	RAAC Remediation and EESH2 Total (£)
Option 1 - Extending Bearing Supports	7,378,600	N/A
Option 2 - Timber Support Frame	9,157,100	52,474,800
Option 3 - Remove and Replace Roof	16,744,500	60,653,400
	Demolish & Landscape Total (£)	Demolish & New-Build Total (£)
Option 4 - Demolish and Re-Build	8,738,976	130,566,700

Benchmark against similar projects

When pricing the document we have used available 'live' cost information from similar type projects, where available. It should be highlighted that appropriate allowances have been made for elements of the works which are not yet developed.

Risk allowances

The Design Development and Risk Contingency has been included at 15% to reflect the low level of project information available at this stage. We envisage the majority of contingency will be utilised for Design Development - changes relating to design intent including, but not limited to, impact of condition surveys, etc. The residual contingency value is likely to be used to account for potential changes which may come to light during the construction stage. This will be managed via a change control process.



2.0 Option 1 - Extending Bearing Supports.

Ref.	Description	Qty	Unit	Rate	£	Key notes	
<u>RAAC Remediation (inclusive of Kitchen and Bathroom refurbishment)</u>							
2.1	1 Bed Flatted Property (Upper Only) Timber Runners Cost per Property = £15,500 Cost of additional upgrades = £10,000 Inflation @ 5.6% = £1,500 Number of Properties = 113 Total Cost (incl inflation)	114	Nr	27,000.00	£	3,078,000	<p>A This Feasibility Estimate has been prepared by AtkinsRéalis at the request of Aberdeen City Council.</p> <p>B The construction works have been estimated on an elemental basis using approximate quantities. Rates are based on projects from AtkinsRéalis delivered similar projects across the UK, data is adjusted to account for location and base date to normalise costs to current day prices.</p>
2.2	3 Bed Property Timber Runners Cost per Property = £19,000 Cost of additional upgrades = £10,000 Inflation @ 5.6% = £1,700 Number of Properties = 111 Total Cost (incl inflation)	111	Nr	30,700.00	£	3,407,700	<p>C The scope of works priced by the three contractors comprise of removing the existing ceiling, installing 1Nr 8000mm 195x75mm and 1Nr 245x75mm C16 timber runners and then reinstatement of existing ceiling.</p> <p>D Additional upgrades include for the refurbishment of existing kitchens and bathrooms.</p>
2.3	4 Bed Property Timber Runners Cost per Property = £20,000 Cost of additional upgrades = £10,000 Inflation @ 5.6% = £1,700 Number of Properties = 27 Total Cost (incl inflation)	27	Nr	31,700.00	£	855,900	<p>E We have assumed midpoint construction for this Option is Q1 2026.</p>
2.4	7 Bed Property Timber Runners Cost per Property = £25,000 Cost of additional upgrades = £10,000 Inflation @ 5.6% = £2,000 Number of Properties = 1 Total Cost (incl inflation)	1	Nr	37,000.00	£	37,000	
<u>Total Remediation Only Cost</u>					£	<u>7,378,600</u>	



3.0 Option 2 - Install Timber Support Frame under the existing RAAC Roof Panels.

Ref.	Description	Qty	Unit	Rate	£	Key notes	
RAAC Remediation (inclusive of Kitchen and Bathroom refurbishment)							
3.1	1 Bed Flatted Property (Upper Only) Timber Support Frame Cost per Property = £20,000 Cost of additional upgrades = £10,000 Inflation @ 7.1% = £2,200 Number of Properties = 113 Total Cost (incl inflation)	114	Nr	32,200.00	£	3,670,800	A This Feasibility Estimate has been prepared by AtkinsRéalis at the request of Aberdeen City Council. B The construction works have been estimated on an elemental basis using approximate quantities. Rates are based on projects from AtkinsRéalis delivered similar projects across the UK, data is adjusted to account for location and base date to normalise costs to current day prices.
3.2	3 Bed Property Timber Support Frame Cost per Property = £25,500 Cost of additional upgrades = £10,000 Inflation @ 7.1% = £2,600 Number of Properties = 111 Total Cost (incl inflation)	111	Nr	38,100.00	£	4,229,100	C The scope of works priced by the three contractors comprise of removing the existing ceiling, installing support frame under the existing RAAC roof panels and then reinstatement of existing ceiling. D Additional upgrades include for the refurbishment of existing kitchens and bathrooms.
3.3	4 Bed Property Timber Support Frame Cost per Property = £31,500 Cost of additional upgrades = £10,000 Inflation @ 7.1% = £3,000 Number of Properties = 27 Total Cost (incl inflation)	27	Nr	44,500.00	£	1,201,500	E We have assumed midpoint construction for this Option is Q3 2026.
3.4	7 Bed Property Timber Support Frame Cost per Property = £42,000 Cost of additional upgrades = £10,000 Inflation @ 7.1% = £3,700 Number of Properties = 1 Total Cost (incl inflation)	1	Nr	55,700.00	£	55,700	
Total Remediation Only Cost					£	9,157,100	



4.0 Option 3 - Removal of RAAC Panels and replace with new Roof Cassette System.

Ref.	Description	Qty	Unit	Rate	£	Key notes
<u>RAAC Remediation (inclusive of Kitchen and Bathroom refurbishment)</u>						A This Feasibility Estimate has been prepared by AtkinsRéalis at the request of Aberdeen City Council.
4.1	1 Bed Flatted Property (Upper Only) Remove and Replace RAAC Panels Cost per Property = £49,500 Cost of additional upgrades = £10,000 Inflation @ 11.2% = £6,700 Number of Properties = 113 Total Cost (incl inflation)	114	Nr	66,200.00	£ 7,546,800	B The construction works have been estimated on an elemental basis using approximate quantities. Rates are based on projects from AtkinsRéalis delivered similar projects across the UK, data is adjusted to account for location and base date to normalise costs to current day prices.
4.2	3 Bed Property Remove and Replace RAAC Panels Cost per Property = £47,500 Cost of additional upgrades = £10,000 Inflation @ 11.2% = £6,500 Number of Properties = 111 Total Cost (incl inflation)	111	Nr	64,000.00	£ 7,104,000	C The scope of works priced by the three contractors comprise of removing the existing RAAC panels and replace with new timber cassette system. D We have assumed that the new timber roof cassette system will include for roof insulation to meet EESH2 requirements.
4.3	4 Bed Property Remove and Replace RAAC Panels Cost per Property = £56,500 Cost of additional upgrades = £10,000 Inflation @ 11.2% = £7,500 Number of Properties = 27 Total Cost (incl inflation)	27	Nr	74,000.00	£ 1,998,000	E Additional upgrades include for the refurbishment of existing kitchens and bathrooms. F We have assumed midpoint construction for the RAAC Remediation Option is Q3 2027 and the midpoint for RAAC Remediation and ESSH2 Option is Q4 2027.
4.4	7 Bed Property Remove and Replace RAAC Panels Cost per Property = £76,000 Cost of additional upgrades = £10,000 Inflation @ 11.2% = £9,700 Number of Properties = 1 Total Cost (incl inflation)	1	Nr	95,700.00	£ 95,700	
<u>Total Remediation Only Cost</u>					<u>£16,744,500</u>	



5.0 Option 4 - Demolition and Rebuild of Properties within same footprint.

Ref.	Description	Qty	Unit	Rate	£	Key notes
Option 4a						
5.1	Properties to be Demolished Demolished					A This Feasibility Estimate has been prepared by AtkinsRéalis at the request of Aberdeen City Council.
	Cost per Property = £10,000					
	Inflation @ 15.5% = £1,600					
	Number of Buildings = 372					
	Total Cost	372	Nr	11,600.00	£	4,315,200
5.2	Landscaping Works Soft Landscaping					B The construction works have been estimated on an elemental basis using approximate quantities. Rates are based on projects from AtkinsRéalis delivered similar projects across the UK, data is adjusted to account for location and base date to normalise costs to current day prices.
	Cost per m2 = £50/m2					
	Inflation @ 15.5% = £8/m2					
	Area = 76,272m2					
	Total Cost	76,272	m2	58.00	£	4,423,776
Total Demolition and Landscape Works (incl inflation)					£	8,738,976
Option 4b						
5.3	Properties to be Demolished Demolished					C As requested by the Client, we have included for two options for Option 4. Option 4a, the demolition of existing properties and then landscape the existing 11.5 hectare site. Option 4b is the demolition of existing and then constructing 503 new developments across the existing site.
	Cost per Property = £10,000					
	Inflation @ 22.6% = £2,300					
	Number of Buildings = 372					
	Total Cost	372	Nr	12,300.00	£	4,575,600
5.4	New Build Works New Build Properties					D We have assumed midpoint construction for the Demolition and Landscape Option is Q4 2028 and the midpoint for Demolition and New-Build Option is Q3 2030.
	Cost per Property = £280,000					
	Inflation @ 22.6% = £63,300					
	Number of Properties = 367					
	Total Cost	367	Nr	343,300.00	£	125,991,100
Total Demolition and New-Build Works (incl inflation)					£	130,566,700



6.0 Schedule of Information Used.

6.1 Schedule of information used

This Feasibility Estimate has been prepared based on the information listed below:

Outline RAAC Business Case Review - Fairhurst

July 2024



7.0 Assumptions and Exclusions.

7.1 Basis and key assumptions

- 7.1.01 The Feasibility Estimates are based on the Fairhurst layout drawings.
- 7.1.02 All costs are based on 3Q 2024 rates with an allowance for the cost impact of future inflation to the assumed mid-point of construction using the Building Cost Information Service All-In Tender Price Index (BCIS TPI). All midpoint inflationary allowances are stated in the "Key Notes" section of each option.
- 7.1.03 A 15% design development and construction contingency allowance has been included, which we consider to be appropriate to the stage of the design information and the nature of the project works.
- 7.1.04 We have included 12% for Main Contractor's preliminaries. This is based on benchmarked project allowances from other projects of a similar scale and nature to the proposed project.
- 7.1.05 We have included 5% for Main Contractor's overheads and profit. To achieve this, we assume maximising competition in the marketplace.
- 7.1.06 It is assumed the procurement route chosen would obtain prices through single stage competitive tender and not require any negotiation of cost. We have assumed that the works included to meet EESH2 requirements are:
- External wall Insulation
 - Under floor insulation
- 7.1.07
- Roof insulation
 - New triple glazed windows
 - New entrance doors
 - District Heating Network.
- We have assumed that works are to council properties only and the property split for council properties is as follows:
- 7.1.08
- 1 Bed Flat (Upper Flat) = 113Nr
 - 1 Bed Flat (Lower Flat) = 114Nr
 - 3 Bed Property = 111Nr
 - 4 Bed Property = 27Nr
 - 7 Bed Property = 1Nr.
- 7.1.09 We have assumed 367Nr properties are to be redeveloped for Option 4b - demolition and construction of new units. This is based on utilising the same plot areas as existing and assuming a mix of 3 and 4 bedroom units.
- 7.1.10 We have included for works to the 7-bedroom property, however we have assumed this is a combination of the 3 Bed and 4 Bed properties as no design information is available on this property.
- 7.1.11 We have assumed that works are only required to council properties where refurbishment works are required. Any works to private units are deemed to be cost neutral as these will be paid for by the private tenants.
- 7.1.12 We have assumed that all council tenants will be moved out prior to any construction works and have made no allowance for decanting properties (deemed to be covered separately by ACC).
- 7.1.13 For all Options excluding 4a and 4b, we have assumed that additional upgrades are required to each property type and this includes for the refurbishment of existing kitchens and bathrooms.
- 7.1.14 For Option 3b, we have assumed that all buildings inclusive of a council property on either the upper or lower floor, will have the roof replaced and that private owners will reimburse the council for the works.



7.0 Assumptions and Exclusions.

7.2 General exclusions

- 7.2.01 Value Added Tax.
- 7.2.02 Financing costs.
- 7.2.03 Legal fees.
- 7.2.04 Project/Design Team fees + VAT
- 7.2.05 Client direct fees (technical advisor, clerk of works, etc).
- 7.2.06 Site survey costs.
- 7.2.07 Site enabling works.
- 7.2.08 Planning fees and any associated off site planning contributions.
- 7.2.09 Building Warrant fees.
- 7.2.10 Below ground services diversions.
- 7.2.11 Post occupancy evaluation works.
- 7.2.12 Asbestos removal.



AtkinsRéalis



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High Level Carbon Assessment

Introduction

This section has been written to supplement the Outline Business Case / options appraisal being carried out by AtkinsRéalis, on behalf of Aberdeen City Council (ACC), to determine the most appropriate course of action to remediate the Reinforced Autoclaved Aerated Concrete (RAAC) issue which has been identified in 504 domestic units in the Balnagask area.

This section will focus on the likely carbon impact associated for each of the proposed options. The main decision factor for the option will be embodied carbon, however some consideration has also been given for the potential to carry out retrofit interventions to the properties. This is to comply with ACC's statutory obligation to meet the Energy Efficiency Standard for Social Housing 2 (EESH2), which requires all social housing stock to have an Energy Performance Certificate (EPC) rating of B or above (a SAP score of 81). This is also an opportunity to improve thermal performance and tenant comfort, address any associated issues such as damp and mould, and ultimately reduce energy usage and bills for tenants which in turn can help to alleviate fuel poverty.

As this project is currently in the early design stages, it should be noted that these recommendations are high level, and further detailed design work will be required once a preferred RAAC remediation option is progressed.

Whole Life Carbon

Whole Life Carbon Assessment is defined as "the carbon impacts over the entire life cycle of a built asset, from its construction through to its end of life. A whole life carbon assessment (WLCA) is the calculation and reporting of the quantity of carbon impacts expected throughout all life cycle stages of a project, but also includes an assessment of the potential benefits and loads occurring beyond the system boundary" (RICS Whole Life Carbon Assessment for the Built Environment, 2nd Edition, July 2024).

Given the early, feasibility stage of the project, it should be noted that this is currently a high-level exercise based on several assumptions. It is recommended that a more

detailed Whole Life Carbon Assessment is carried out in RIBA Stage 2 once a preferred option is identified.

Embodied Carbon

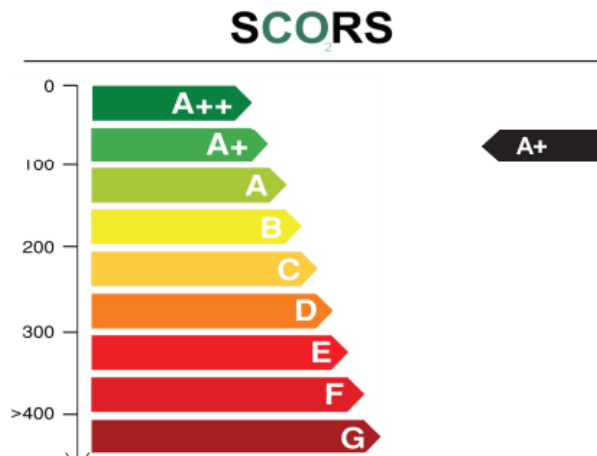
Fairhurst, working in conjunction with AtkinsRéalis and ACC, have identified several options to deal with the RAAC issue. These are:

- Option 1 – Bearing Enhancement
- Option 2 – RAAC Panel Timber Support Frame
- Option 3 – Roof Replacement
- Option 4A – Demolish Only
- Option 4B – Demolish and Rebuild

The associated embodied carbon emissions (Stages A1-A5 of the project life cycle) for each of the proposed remediation options has been highlighted (see pages 29 – 32). These have been highlighted and ranked in the table below.

Option	Description	Embodied Carbon by Type	Score Rating	Ranking
1	Bearing Enhancement	75 kgCO ₂ e/m ²	A+	1
2	Timber Panel Support	80 kgCO ₂ e/m ²	A+	2
3	Roof Replacement	141 kgCO ₂ e/m ²	A	3
4A	Demo Only	283 kgCO ₂ e/m ²	D	4
4B	Demo & rebuild	545 kgCO ₂ e/m ²	G	5

The SCORS assessment undertaken shows that Options 1 & 2 have a similar level of embodied carbon associated, with Option 1 being 5 kgCO₂e/m² less. Both achieve an A+ rating against the SCORS.



Option 3 has nearly twice the embodied carbon of options 1 & 2, but still achieves an A rating, although this does not meet the SCORS target of 137 kgCO₂e/m². One benefit of introducing a new roof is the opportunity to incorporate better insulation as part of the RAAC remedial work, which will result in a betterment of operational energy use and associated carbon emissions.

Options for demolition (option 4A) and demolition & rebuild (option 4B) are, as expected, significantly more carbon intensive, with 4A having three and half times more embodied carbon than options 1 & 2, and twice as much as option 3. Options 4B has seven times more embodied carbon than options 1 & 2, and nearly four times as much in comparison to Option 3. Whilst there is significantly more embodied carbon, it would be expected that any new build property would be built in line with ACC’s Housing Programme Employer’s Requirements and hence have a higher standard of energy performance which would reduce operational carbon emissions in the long term.

It should also be noted that when compared against other carbon assessment methodologies, particularly RICS and LETI guidance, Options 1, 2 & 3 all meet the required performance targets (3 does not comply with SCORS as noted above), whereas Option 4 does not meet this. The table below compares this for all options.

Options	Meets SCORS Target (137 kgCO ₂ e/m ²)	Meets RICS Target (144 kgCO ₂ e/m ²)	Meets LETI Target (201 kgCO ₂ e/m ²)
1	Yes	Yes	Yes
2	Yes	Yes	Yes
3	No	Yes	Yes
4A	No	No	No
4B	No	No	No

Operational Energy & Associated Carbon Emissions

In addition to the embodied carbon associated with each of the options, it is important to also consider the carbon emissions from the ongoing habitation / operation of the buildings. Given the level of intervention works that need to happen to remediate the RAAC options, ACC may view this as a suitable opportunity to carry out a wider programme of retrofit improvement measures to meet statutory obligations such as ESSH2 and improved comfort for tenants.

Current Performance

Allied Surveyors (AS) have carried out EPC Certificates for a sample of properties that represent the key types across the estate. The majority of properties are currently and EPC rating of C, with a minority being B or D. During this initial assessment, AS noted the potential for improvement by carrying out basic interventions, but in most cases the properties remained as an EPC C, with a small number achieving B. The below table summarises the findings of this initial assessment.

Initial Assessment

Address	Type	Current Energy Usage (kWh/m ² /yr)	GIFA	Current EPC & CO ₂	Potential EPC & CO ₂
28 Farquhar	Mid-Terrace	232	87	B/C (71 / 68)	B (84 / 82)
196 Farquhar	Top Floor flat	215	48	C (74 / 76)	C (74 / 74)
198 Farquhar	Ground Floor Flat	243	48	C (72 / 73)	C (76 / 78)
469 Balnagask	Top Floor Flat	223	48	C (74 / 75)	C (74 / 75)
471 Balnagask	Ground Floor Flat	270	48	C (70 / 70)	C (75 / 77)
481 Balnagask	Top Floor Flat	228	48	C (73 / 74)	C (73 / 74)
5 Burnbank	Mid-Terrace	259	98	D (68 / 63)	B/C (81 / 77)
6 Pentland	Top Floor Flat	199	48	C (76 / 78)	C (76 / 78)
8 Pentland	Ground Floor Flat	223	48	C (74 / 75)	C (77 / 79)

AtkinsRéalis then suggested a suite of improvement measures and asked AS to re-run the RdSAP calculation. This was on the basis of the following measures being implemented:

- Enhanced external wall insulation.
- Enhanced floor slab insulation.
- Enhanced roof insulation (already being achieved in Option 3)
- Upgraded windows and doors.
- Upgrade of MEP systems such as the boiler OR tie into a District Heat Network (DHN)

In all cases an EPC B was achievable, however for both the Ground and Top floor flat it was only just achieving the 81-point threshold for a B. It should be noted that the RdSAP modelling is based on high level assumptions, and hence detailed design and modelling will be required to refine the specification and installation once a preferred option has been identified, to ensure that EESSH2 is actually achievable.

Re-run assessment of 3 typologies

Address	Type	Current Energy Usage (kWh/m2/yr)	GIFA	Current EPC & CO2	Potential EPC & CO2
196 Farquhar	Top Floor flat	215	48	C (74 / 76)	B (81 / 85)
471 Balnagask	Ground Floor Flat	270	48	C (70 / 70)	B (81 / 85)
5 Burnbank	Mid-Terrace	259	98	D (68 / 63)	B (86 / 85)

Wider Considerations

We understand that ACC are considering tying into the existing heat network to act as the primary heat source for these units, which is linked to the recently built Energy from Waste (EfW) plant. This would help to provide a decarbonised heat solution, give ACC control over pricing, and act as a potential revenue stream.

Further studies will be required to ascertain the infrastructure required for any district scheme to be linked to the existing properties, any alterations required to the existing heating system to facilitate this connection, and further modelling to ascertain the impact on EPC rating, energy usage and carbon emissions. Initial review by AS has shown the properties achieving a high band C when connected to a communal network, however this needs to be caveated by the fact that the modelling was based on limited information and that there is currently no specific instruction for

modelling EfW in SAP. This rating is likely due to perceived distribution loss from a community scheme. We would note that we have undertaken a review of guidance (see BRE_Technical_Note-Energy_from_Waste_Facilities_(ERF)_1.0) issued by the Building Research Establishment (BRE) which suggests that energy / heat from a EfW powered DHN should provide a significant benefit when compared to gas boilers.

Another consideration that should be made is whether EESSH2 is the correct criteria to link any retrofit upgrades to. The new 'Social Housing Net Zero Standard' (SHNZS) is currently under consultation, and it is expected that this will replace EESSH2. This will mean that EPC certificates are no longer the metric by which improvements are measured, and instead improvement in Energy Use Intensity (EUI) will be the likely metric. This would require a more detailed analysis using a Dynamic Simulation Model (DSM) to quantify improvements, which can then be assessed post implementation.

Indicative Costs

The AtkinsRéalis Cost Management team have produced indicative costs for implementing the suite of measures described in the previous section. This is on the basis of a DHN being the primary heat source. The costs are similar for Options 1, 2 & 3, with a slight uplift for Option 3 due to inflation (longer implementation programme). The table below notes these costs. For further detail and breakdown of these costs, please refer to 'RAAC Options Appraisal – Feasibility Estimate' report prepared by AR Cost Management.

Option	Additional Cost for EESSH2 Compliance
1 & 2	£40,964,200
3	£41,456,700
4B	N/A (New build)

Recommended Next Steps

This Report is intended to help shortlist a preferred option/s to progress further detailed work. It is our recommendation to consider the following actions as next steps to progress:

- Confirm preferred option design option or further shortlisting of the current five options.
- Progress more detailed design work based on the preferred / shortlisted options.
- Appoint a Whole Life Carbon Assessor who will be able to undertake an assessment at RIBA stage 2 based on more detailed design information.

- Further RdSAP modelling for a wider sample of properties to understand if EPC B can definitely be achieved. It may also be prudent, given the limitation of RdSAP, to undertake data gathering and Dynamic Simulation Modelling of a sample group of properties to allow a more detailed understanding of actual energy usage and carbon emissions. This would then allow alignment with any changes to legislations i.e. the change from EESSH2 to SHNZS.
- Further work to understand the viability of connecting into the existing heat network including an understanding of capacity of the network, project heat demand, infrastructure required for connection, conversion work required in properties and more detailed capital and revenue cost assessments.
- Update the cost model based on the chosen options/s and the associated additional design work and modelling to allow a more accurate cost to be determined.
- Carry out a pilot study on a small sample of properties to test the preferred solution/s to allow real feedback that is based on pre and post implementation evaluation.
- Consider this study against the wider ongoing works for the ACC estate, particularly EESSH2 compliance works, planned new builds, planned maintenance spend, decant strategy, and ultimately addressing the other sustainability factors of social and economic.

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Statement of Community Involvement

Introduction and purpose

The Statement of Community Involvement (SCI) sets out how and when the Council engaged with key stakeholders throughout stage one of engagement and provides an overview of stage two and stage three. In accordance with the engagement strategy, there are four key stakeholder groups:

Key stakeholders

- Residents living in, or who have lived in RAAC-affected homes
- Local community, residents living within a 30m radius of RAAC-affected homes
- Wider community, residents living in the Torry area
- Aberdeen City Council tenants

The three stages of engagement are described below:

Stage	Date	Action
Pre-engagement stage	October 2023 - April 2024	Residents living in RAAC-affected homes were informed RAAC had been found in the homes within the Balnagask area.
Stage 1	July 2024– August 2024	<p>Council engaged with key stakeholders on the three viable options and informed stakeholders about the non-viable option. The Council ensured that key stakeholders would be able to effectively understand each option and therefore can inform the Council on the impact options may have on their household, local community and HRA spend.</p> <p>During this time of engagement, key stakeholders were invited to fill out surveys, whereby feedback helped to inform the decision made by the Council on which option to proceed with.</p>
Stage 2	August 2024	The Council will review an options appraisal set out by an independent advisor and inform key stakeholders which option they have taken once Council has made a decision.
Stage 3 Continue engagement and support	September – December 2024	The Council will continue to engage with key stakeholders, and work to facilitate collaboration.

Pre-engagement stage

The Council received an independent structural engineers' report on the presence of RAAC in a representative sample of these properties.

The report recommended that council tenants be relocated to alternative accommodation within the city as soon as possible, with the findings considered by Aberdeen City Council's Urgent Business Committee on 29th February 2024.

3rd October 2023 - Letters first delivered to affected residents, advising them of drop-in sessions and the email address and contact numbers for any queries. This was for all residents living in RAAC-affected homes (including council tenants, homeowners, and private renters).

5th October 2023 - Drop-in sessions held at Tullos School

6th October 2023 - Drop-in sessions held at Tullos Learning Centre

November 2023 - Letters delivered to all residents living in RAAC-affected homes.

29th February 2024 – Letters delivered to all residents living in RAAC-affected homes informing them of the decision made following Urgent Business Committee

8th April 2024 - Letters delivered to all council tenants who had recently had an internal survey inspection undertaken as part of the short-term management strategy. Letters also delivered to all private occupiers, providing an update following the Communities, Housing and Public Protection Committee on 28th March.

3rd July 2024 - Council agrees for officers to undertake engagement with residents on options for RAAC-affected properties

Stage one: Engagement on options

Monday 15th - Tuesday 16th July 2024: Information Pack

Information pack and cover letter delivered to all residents living in or who have lived in RAAC-affected homes and the local community (within a 30m radius of RAAC affected homes). The cover letter set out the contents of the information pack, key engagement dates, how residents can provide feedback on the impact the viable options may have on their household, community and wider HRA account.

The information pack included an A5 booklet providing information on the three viable options and the one non-viable option. For the three viable options, information was presented on the works to be done, as well as advantages and disadvantages of each option. Information was also provided on indicative cost and timeline. Information was written in plain English, jargon-free and designed in an engaging format.

The information pack was also shared directly with private landlords.

An email was issued to all Council tenants, resident's groups and the community council inviting them to participate in the engagement survey.

Thursday 18th to Monday 22nd July 2024: Drop-in sessions

The drop-in sessions gave key stakeholders the opportunity to meet the Council Officers and project team to have 1-1 support and conversations around costs, programme and strengthen their overall understanding on the options. They were

able to meet with officers from the Council’s community team and health & wellbeing team, and organisations who have been supporting the local community. Engagement boards were displayed on the information for each option, along with advantages, disadvantages, indicative costs, and programme timeline. Key stakeholders were encouraged to fill out the surveys sharing the impact each of the options would have on their household and community.

The drop-in sessions were held in various locations to enable all three key stakeholder groups to attend, including residents living in homes affected by RAAC, the local community, the wider Torry community and council tenants across Aberdeen City.

First drop-in session: Thursday 18th July 2024: 10am-1pm at Balnagask Community Centre

Those that attended:

Residents	Number
Number of council tenants	2
Resident homeowners	7
Non-resident homeowner	1
Number of private tenants	1
Total	11

Aberdeen City Council Officers

Housing, Families & Communities
 Chief Officer Housing
 Locality Inclusion Manager
 Housing Access & Support Manager
 Housing & Support Officers

Corporate Landlord, Families & Communities

Chief Officer Corporate Landlord
 Housing Assets Team Leader
 Operations Manager
 Senior Team Leader
 Strategic Stock Conditions Officer

Capital, City Regeneration & Environment

Chief Officer Capital

Project team

Fairhurst
 AtkinsRéalis

Second drop-in session: Thursday 18th July 2024: 4-7pm at Marischal College

Those that attended

Residents	Number
Number of council tenants	1
Number of owners	1
Total	2

Housing, Families & Communities
Chief Officer Housing
Locality Inclusion Manager
Housing Access & Support Manager
Housing & Support Officers

Corporate Landlord, Families & Communities
Chief Officer Corporate Landlord
Housing Assets Team Leader
Operations Manager
Senior Team Leader
Strategic Stock Conditions Officer

Capital, City Regeneration & Environment
Chief Officer Capital

Project team
Fairhurst
AtkinsRéalis

Third drop-in session: Saturday 20th July 2024: 10am-1pm at Greyhope Community Hub

Residents	Number
Number of council tenants	3
Number of owners	6
Number from Wider Community	4
Total	13

Housing, Families & Communities
Chief Officer Housing
Locality Inclusion Manager
Housing Access & Support Manager
Housing & Support Officers

Corporate Landlord, Families & Communities
Chief Officer Corporate Landlord
Housing Assets Team Leader
Operations Manager
Senior Team Leader
Strategic Stock Conditions Officer

Capital, City Regeneration & Environment
Chief Officer Capital

Project team
Fairhurst
AtkinsRéalis

Fourth Drop-in session 22nd July 2024: 4-7pm at The Bridge Centre

Residents	Number
Number of council tenants	7
Number of owners	22
Number from Wider Community	3
Number of council tenants – Non RAAC	1
Total	33

Housing, Families & Communities

Chief Officer Housing

Locality Inclusion Manager

Housing Access & Support Manager

Housing & Support Officers

Corporate Landlord, Families & Communities

Chief Officer Corporate Landlord

Housing Assets Team Leader

Operations Manager

Senior Team Leader

Strategic Stock Conditions Officer

Capital, City Regeneration & Environment

Chief Officer Capital

Project team

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Surveys

Surveys were made available to key stakeholders online. Paper copies were also available at the drop-in sessions, or for collection from Greyhope Bay and residents' local housing & support officers. There were three parts of the survey including feedback on options, equalities, and demographics.

Options survey questions: provided key stakeholders with the opportunity to provide both quantitative and qualitative responses on the impact each option would have on their household, local community, and general housing programme.

Equalities survey questions: provided key stakeholders with the opportunity to inform on how the options would affect circumstances including age, disability, pregnancy, and maternity.

Demographic survey questions: provided key stakeholders with the opportunity to set out information around tenancy and background.

The survey opened on Friday 12th July 2024 and closed on Friday 2nd August 2024.

Of the 244 key stakeholders who provided feedback, 75 owned their own home, 46 were part of the wider community, 40 were council tenants living a property affected by RAAC, 8 private tenant living in a property affected by RAAC , 28 were residents or business owners in the local community near properties affected by RAAC, 29 were Council tenants (living out with a property affected by RAAC). There was a total of 18 key stakeholders who did not answer this question.

Of the residents who live in RAAC-affected homes, 80% have lived in their property for more than 10 years.

Commonplace

The Council set up a Commonplace portal for key stakeholders where they could find information on the options, frequently asked questions, and engagement dates including dates and locations of drop-in sessions. Key stakeholders could also fill out the survey on a user-friendly platform.

Link to Commonplace website: [Have Your Say Today - RAAC Stakeholder Engagement - Commonplace](#)

Proposed stage two engagement

On 21st August, the Council will review the report alongside the options appraisal set out by independent advisors for each of the option. The options appraisal looks at the Social Net Present Value for each option via societal impact, commercial cost, capital cost and other aspects. The Council will then determine an agreed approach and programme timeline/steps going forward. This will be communicated to key stakeholders.

Proposed stage three engagement

Housing team to continue supporting residents living in or who have lived in homes affected by RAAC.

Further support provided to local community, providing information as the programme develops, setting out any opportunities to influence programme.

Further stakeholder groups are also communicated with including local businesses, schools, health care services depending on option/approach taken.



Survey Results

Survey questions and key stakeholder groups

There are three stages of engagement stipulated by the Council. The first stage of engagement includes key stakeholder groups filling in surveys in order for the Council to understand impact and feedback on the viable options.

Key stakeholders

- Residents living in, or who have lived in RAAC-affected homes
- Local community, residents living within a 30m radius of RAAC-affected homes
- Wider community, residents living in the Torry area
- Aberdeen City Council tenants

Theory behind the survey questions

Based on *Wellbeing Guidance for Appraisal: Supplementary Green Book Guidance*, the survey questions focus on specific dimensions of wellbeing for key stakeholder groups including:

- Physical and mental health:** an individual's health, both physical and mental, is consistently recognised in research as an important component of their wellbeing.
- Relationships:** positive relationships have one of the biggest impacts on quality of life and wellbeing. This includes close relationships, having someone to rely on, as well as wider interactions in a neighbourhood or community. Conversely, feelings of loneliness have a negative impact.
- Where people live:** an individual's dwelling (including aspects such as heating and dampness), their local environment and the type of community in which they live are important, including having a safe, clean, and pleasant environment, access to facilities and being part of a cohesive community.
- Environment:** wellbeing evidence has shown that experiencing nature can improve wellbeing, for example by reducing stress. Similarly, studies have shown a positive link between wellbeing and environmental factors such as air and noise pollution, temperature, and precipitation. Environmental actions can also play a role in the wellbeing of future generations, through impacts on natural capital.

There were three different sections of the survey. This included the options survey, whereby residents would inform the Council on the impact the options would have on them and the community; the equalities survey, whereby the survey posed questions within select categories; and demographic survey identifying participants' backgrounds.

Each survey addresses the following:

- **Tenure type**
Understanding if the key stakeholder is a tenant affected by RAAC and if so, if they are a council tenant, homeowner, or private tenant.
- **Impact of viable options**
Understand their opinions on the impact options will have on households, local community, and how safe they may feel if they were to live in a home once work is complete.
- **Stakeholder priorities**
Recognise the priorities of key stakeholders, whether it is for homes to improve in terms of longevity or ensure options result in improved environmental ratings.
- **Equalities**
Appreciate the protected characteristics of residents, and how this may impact them.

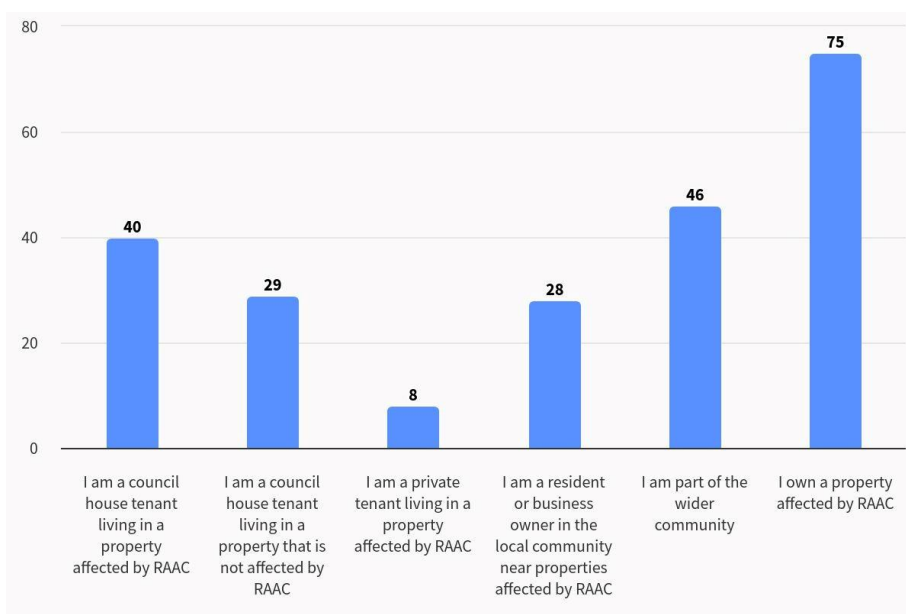
Options Survey

Executive summary of survey results

Chart 1.1 description: Of the 244 key stakeholders who provided feedback, 75 owned their own home, 46 were part of the wider community, 40 were council tenants living a property affected by RAAC, 8 private tenant living in a property affected by RAAC, 28 were residents or business owners in the local community near properties affected by RAAC, 29 were Council tenants (living out with a property affected by RAAC). There was a total of 18 key stakeholders who did not answer this question.

Of the residents who live in homes affected by RAAC, 80% have lived in their property for more than 10 years.

Chart 1.1: What is your connection to the engagement?



Insufficient representation in the data

It is worth noting that the overall response rate was relatively low when compared to the number of potential respondents. It may be considered that the data therefore provides an insufficient representation across the key stakeholder groups, the highest represented in the responses was from those who own a property that is affected by RAAC.

Chart 1.2 If you are or were to be a future resident of a RAAC-affected property, how safe would you feel to return to one of the properties after the works have been completed, given the options?

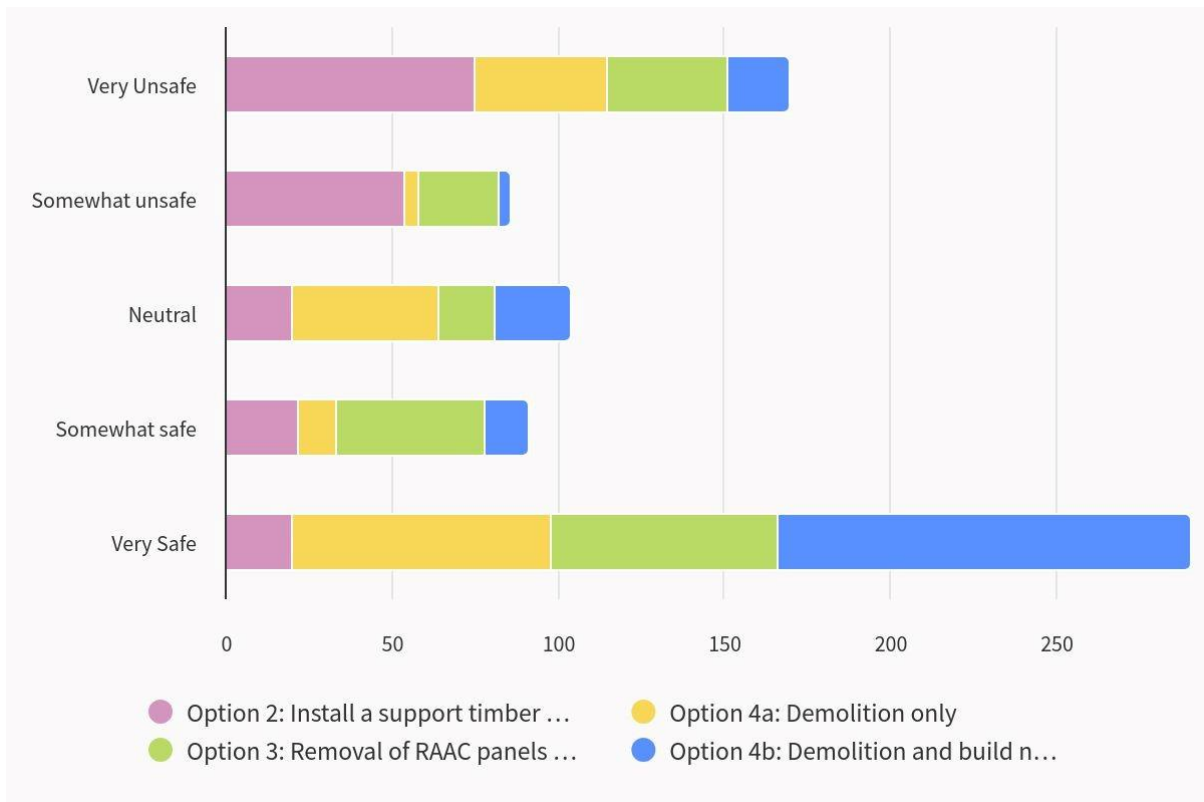


Chart 1.2 description: When it comes to safety and security, 44% of key stakeholders state that Option 2, install a support timber frame under existing RAAC roof panels would make them feel very unsafe if they were to return to the properties once works had been completed. When reviewing the qualitative responses, this is due to RAAC still being present, affecting both the value of homes and this option only being a temporary solution. Respondents felt this would mean further disturbance, and potential issues related to water ingress being a possibility.

43% of key stakeholders state that Option 4b would make them feel very safe if they were to move back to the area once works had been completed, followed by Option 4a. When reviewing the qualitative responses, this is partially due to the quality of homes in the first instance with residents highlighting issues around extensive repairs. The expense to retrofit properties under Option 3 was identified as not being affordable to homeowners.

Chart 1.3 Once the works have been completed, do you believe the local environment will change for the worse, for the better, or not change at all?

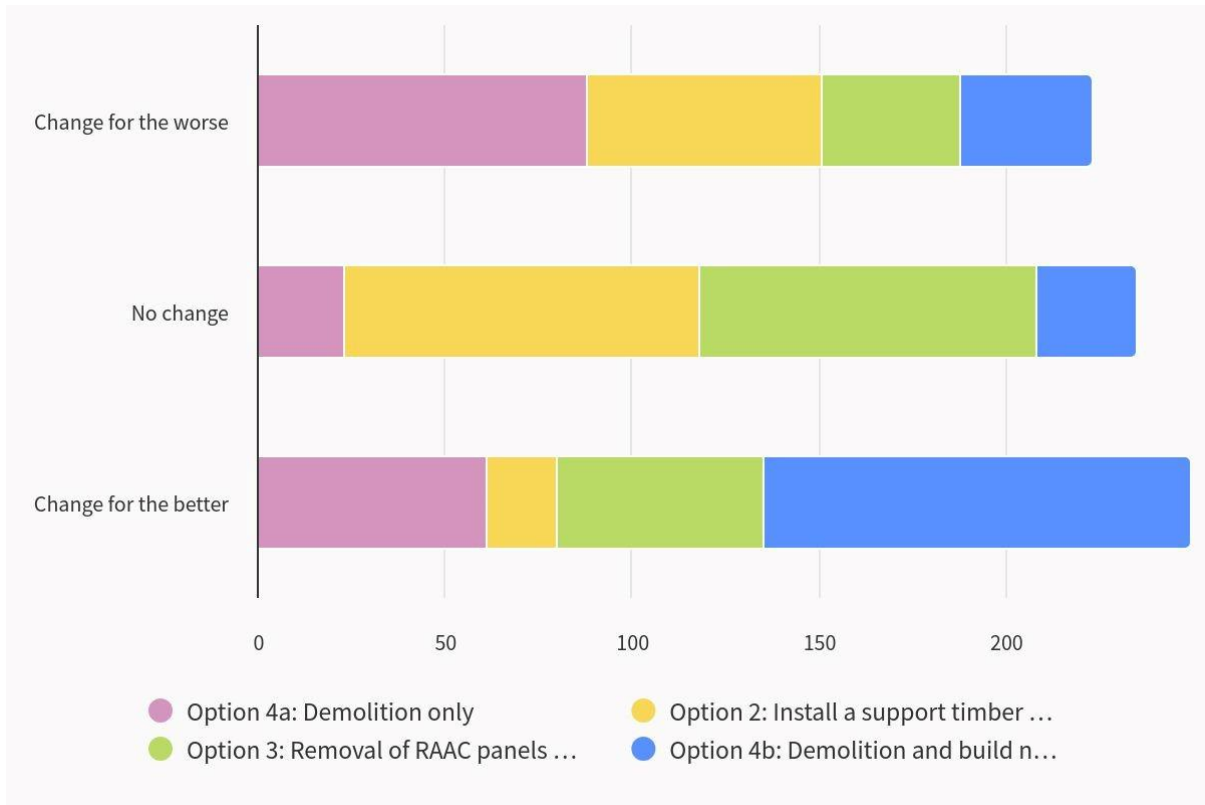


Chart 1.3 Description: In regard to the local environment, 39% of respondents stated that Option 4a, demolition only will change the local environment for the worse, followed by Option 2, install a support timber frame under existing RAAC roof panels at 28%. Option 4b, demolition and building of new homes at 36% of respondents stated the local environment would change for the better, followed by Option 4a, demolition only at 24%. When reviewing the qualitative responses, there is conflicting statements around the option to demolish. Whilst some respondents state the brevity of losing homes, neighbours and communities through demolition, others believe that due to the homes being of low quality, this will allow for opportunities around improved green spaces for the community.

Chart 1.4: For each option how will the health and wellbeing of residents and their households be impacted when returning to the area?

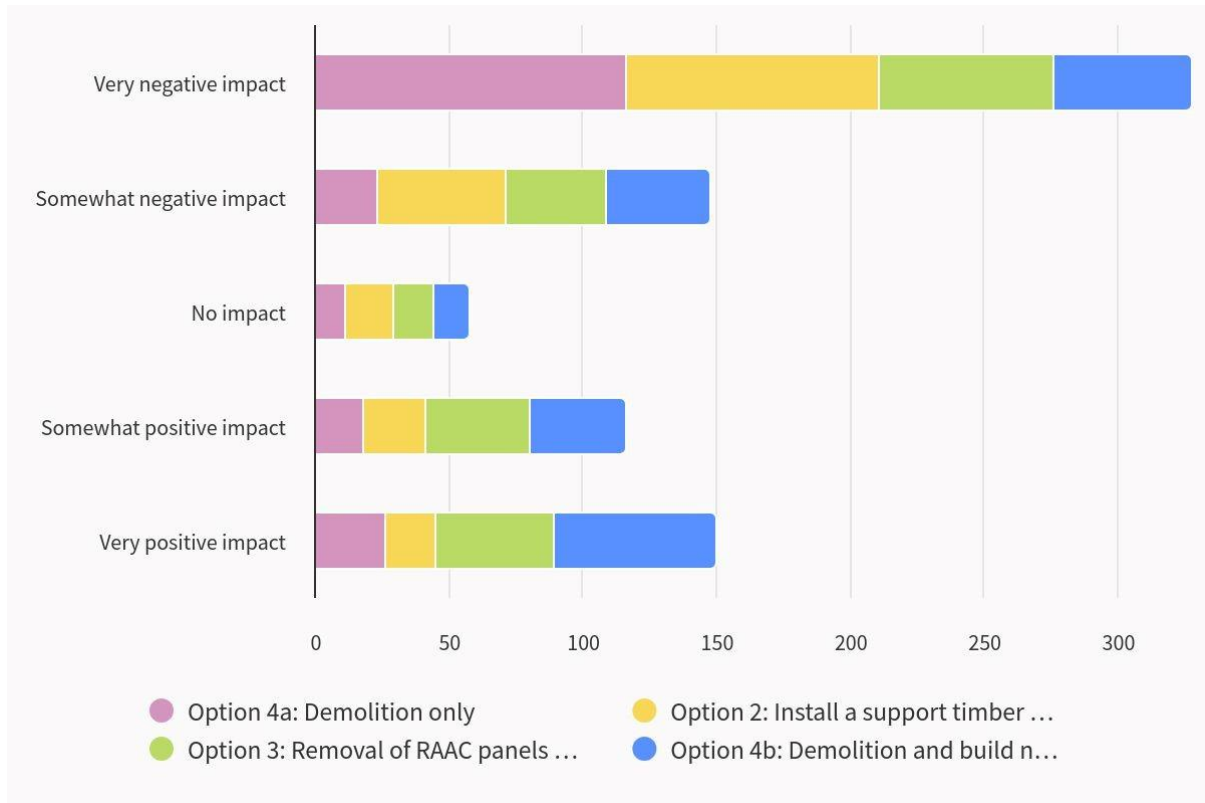


Chart 1.4 description: When it comes to the health and wellbeing of residents and households, 35% state that Option 4a would have a very negative impact on residents when returning to their home once works have been completed, followed by Option 2 at 19%. When reviewing the qualitative responses, this is due to the impact of returning to a home within their existing community, or returning to a home that still has RAAC within the fabric of the home. Option 4b at 41% is seen to have a very positive impact, followed by Option 3 at 30%. When reviewing the qualitative responses, this is due to Option 3 removing RAAC, and Option 4b providing new homes at modern standards.

Chart 1.5 How much do you anticipate the proposed options will impact the existing relationships amongst the community?

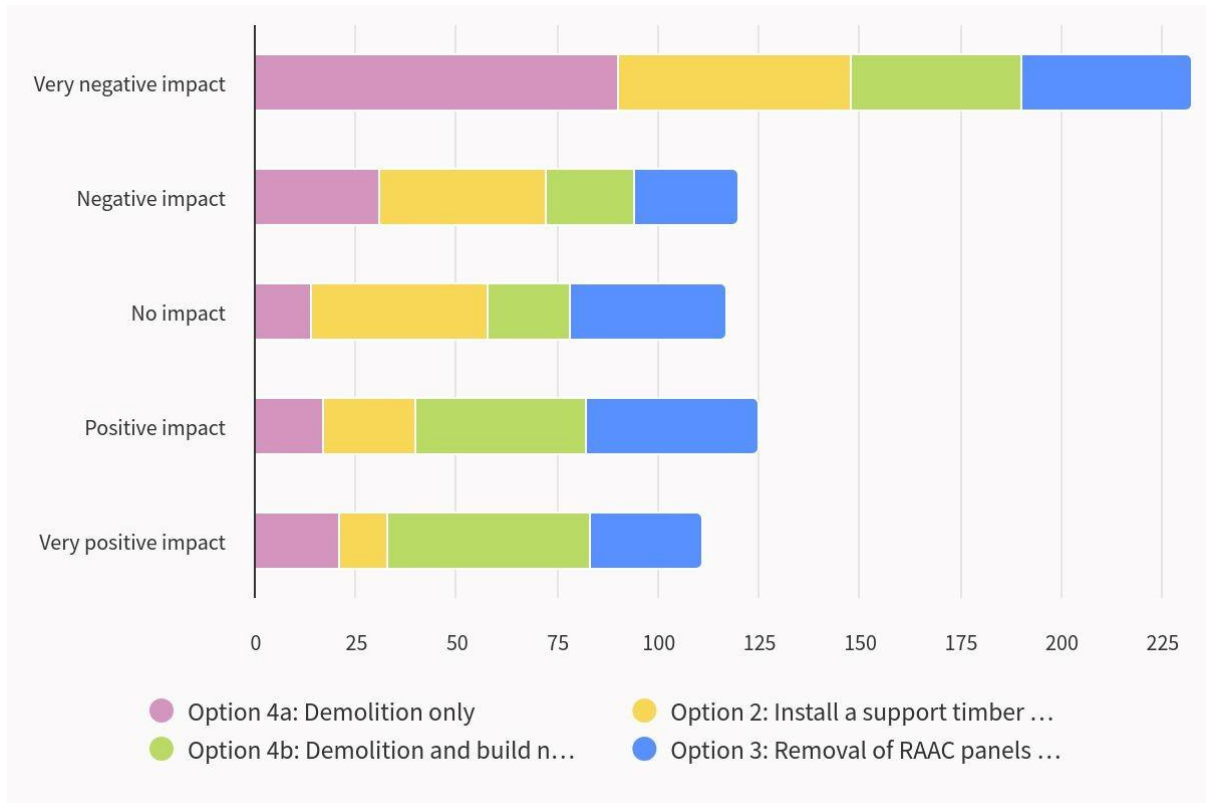


Chart 1.5 description: A high number of respondents believe demolition only will have a very negative impact on existing relationships amongst the community at 39%, followed by installing a timber support frame at 30%. An even higher number of respondents believe demolition and building new homes will have a very positive impact at 45%, followed by the removal of RAAC panels and replacing the roof at 25%. When reviewing the qualitative responses, demolition is seen to have a grave impact on relationships amongst the community. However, demolition and building new homes is seen to have a positive impact, as the community will feel invested in, and a positive outcome to come out of this current situation is welcomed by respondents.

Chart 1.6: How do you anticipate the proposed options will impact the local area?

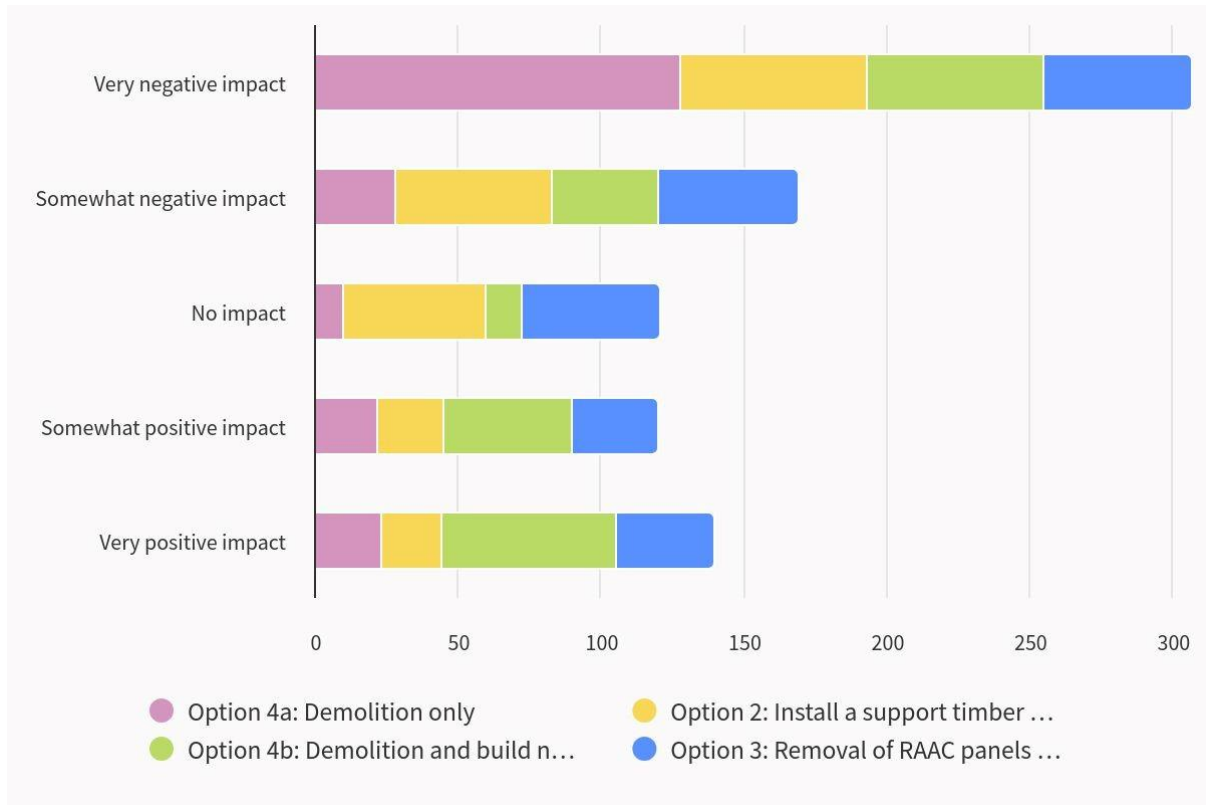


Chart 1.6 description: When it comes to the impact each option would have on the local area, 41% of respondents stated that demolition only would have a very negative impact on the local area, followed by the option to install a support timber frame under existing RAAC roof panels, and demolition and build new homes at 20%. The option to demolish and build new homes is seen to have the most positive impact on the local area at 44%. When reviewing the qualitative responses, key stakeholders see demolition to have a significant adverse impact on the local area due to concern around increase crime and anti-social behaviour, along with the negative impact the option could have on healthcare services, schools, and local services. The option to demolish and build new homes seems to have a very positive impact on the local community due to investment around new homes and sense of community being rebuilt.

Chart 1.7: How important is it that each option is taken?

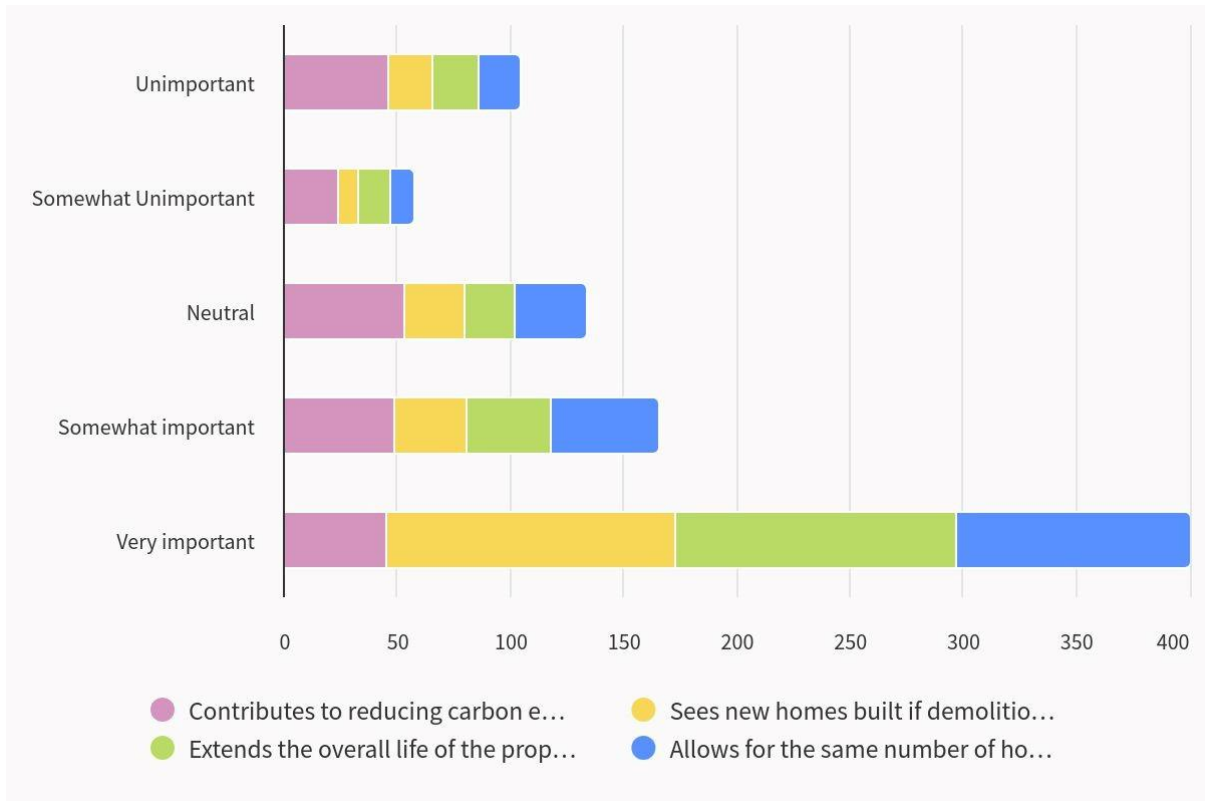


Chart 1.7 description: When it comes to prioritising provisions around carbon reduction, extending life of properties, building new homes, ensuring same number of homes remain, respondents place less of an importance on carbon reduction, as 43% believe this is unimportant, and more importance is placed on building new homes (32%), extending life of properties (31%) and allowing for the same number of homes (26%).

Equalities survey

Chart 1.8: What is your connection to the engagement?

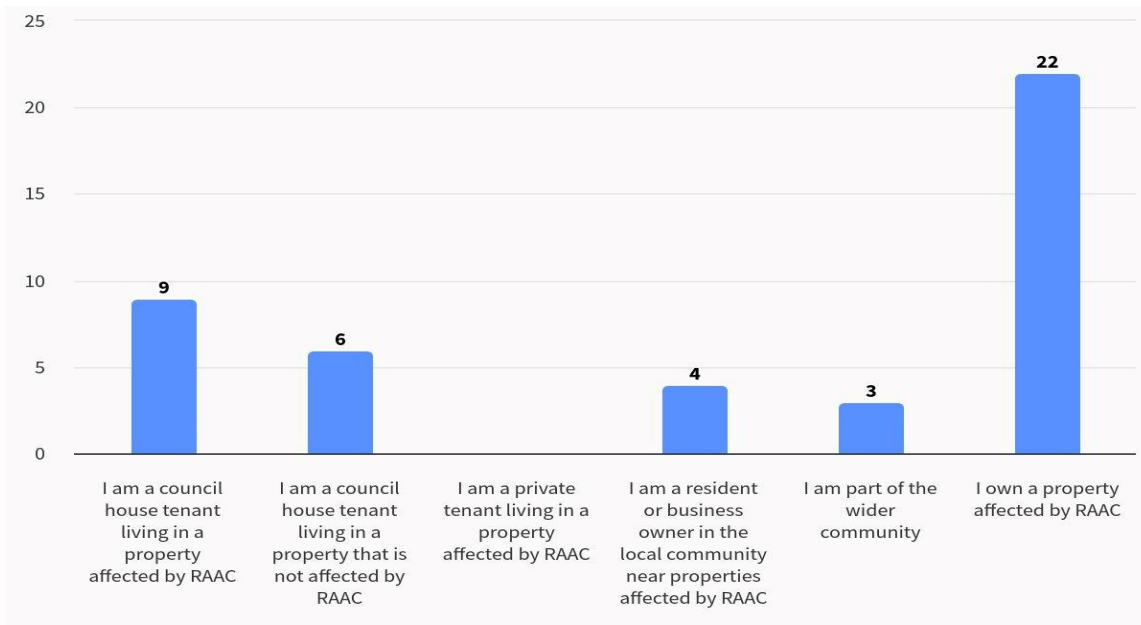


Chart 1.8 Description: There were a smaller number of participants who filled out the equalities survey, totalling 44. Of the 44 respondents, the majority owned their own RAAC-affected property or were a council tenant living in a RAAC-affected property.

Chart 1.9: description of protective characteristic grouping

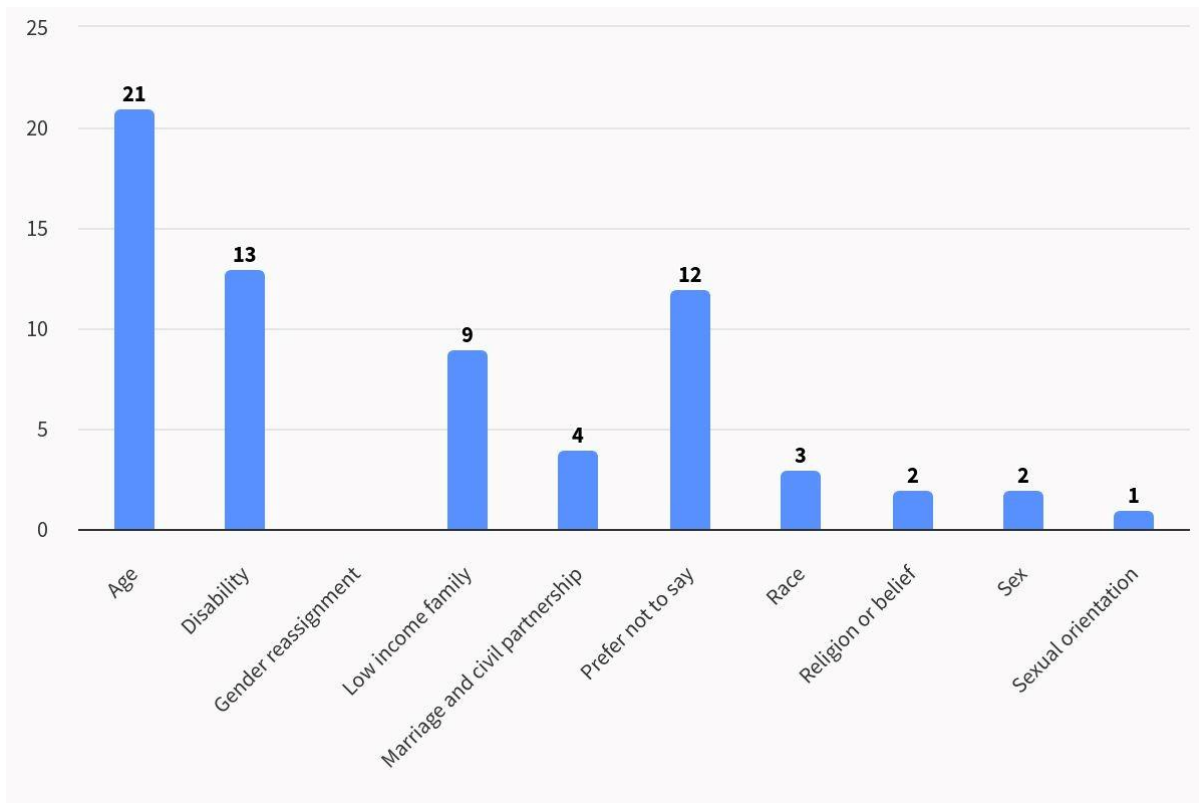


Chart 1.9 Description: Of the respondents, the majority stated they were impacted by age, following those who stated they were impacted by having a disability. Qualitative responses showed a number of respondents were affected by both age and disability. When it came to age, a number of respondents commented on the impact of demolition increasing the amount of loneliness for the elderly and a loss of a home that one would have lived in for the majority of their life. In addition, respondents commented on the impact of having to pay for RAAC remedial works for those who were pensioners. Please see the Integrated Impact Assessment for more information on responses.

Demographic Survey Results

Demographic survey results show that majority of respondent are working full time, followed by long term sick because of disability, working part time, and retired (Chart 2.0) and that majority of respondents were aged 55-64 and 45-54.

Chart 2.0: Employment status

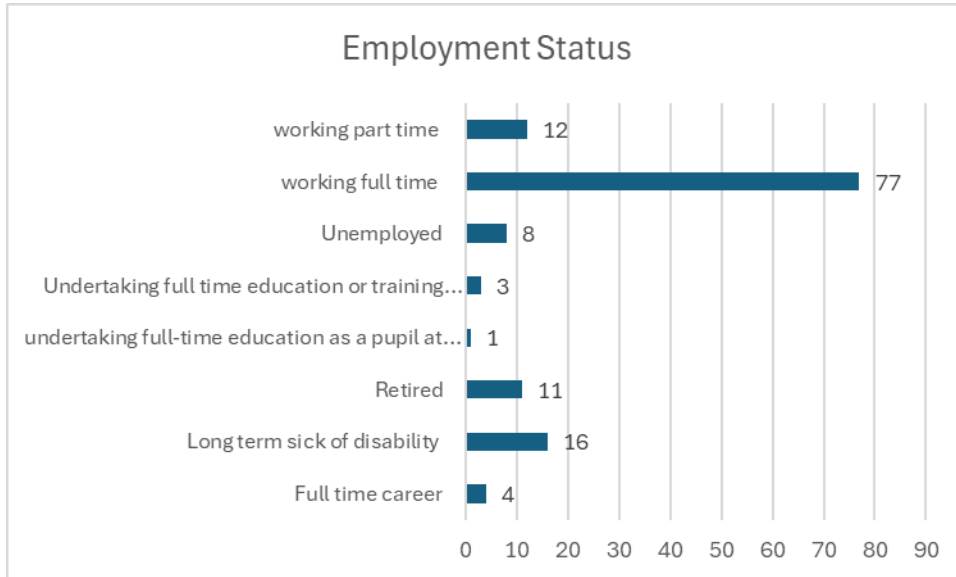
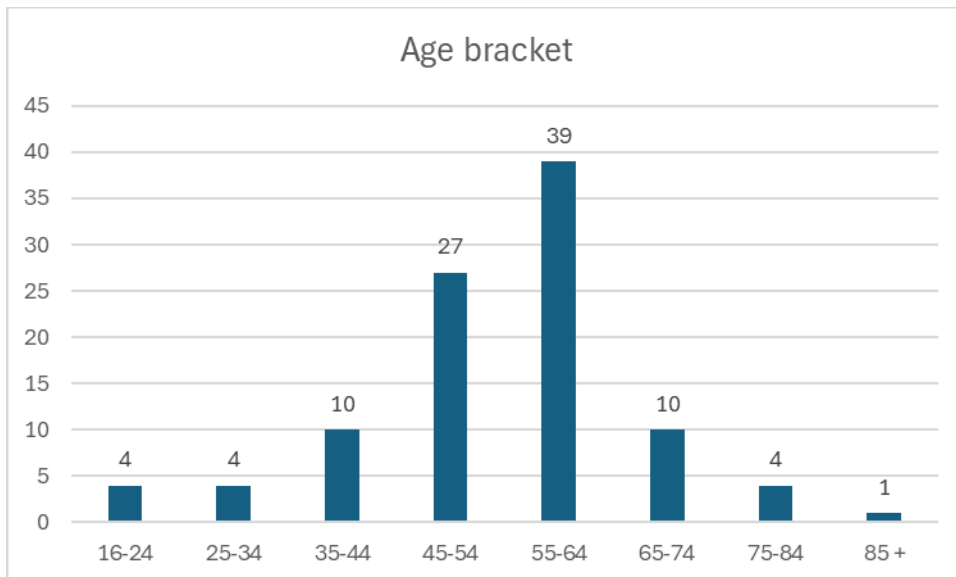


Chart 2.1: Age Group



Conclusion

When it comes to impact on health and wellbeing of residents, and the impact of community and local area, the option for demolition only seems to be most prominent on having a very negative impact. This is followed closely by the option to install a support timber frame under existing RAAC roof panels. When reviewing the qualitative responses, this is due to the impact demolition can have on the mental and physical health of those living in RAAC-affected homes and the local area. Other concerns include the concerns around the potential increase in crime and anti-social behaviour associated with demolishing homes.

When asked how safe residents would feel to move into their home once works were complete, the demolition and rebuild option scored highly along with demolition only option which scored similar to the option to remove RAAC panels and replace the roof. In addition, when asked once works are complete, which option would change the local environment for the better, demolition and build new homes scored highest, followed again by the demolition only option and the option to remove RAAC panels and replace the roof.

When reviewing qualitative responses, this reflects the perceived concerns on RAAC remaining in the homes for the health and safety of residents living in homes and the continued negative impact of value of homes. Quantitative responses show that the optimum response overall seems to be demolition and new build. This is supported by qualitative responses, stating that the option will result in homes being built to a better standard and the community feeling invested in.

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Qualitative Responses

Introduction

Under the question, 'Please describe any additional impacts you anticipate for any of the options that have not been addressed in previous questions,' residents were given the opportunity to voice their concerns and comments on the impact the options will have on their households and community. Responses have been incorporated into the analysis of survey responses along with the qualitative response for the options appraisal.

The report sections the responses under identified protective characteristic groups, each viable option, and key stakeholders' groupings (residents living in RAAC-affected homes, local and wider community).

Identified impacted groups: Protective Characteristics

Age

'Elderly homeowners will be unable to afford any of the options without support and they should not be made to leave their homes without appropriate reimbursement to enable them to afford to move somewhere else. Or the council could offer them alternative accommodation but sign the title deeds to them so that they do not have to worry about their future.'

'I am absolutely devastated. We have done our property up to a high standard for our retirement and it's very unacceptable being treated like this...'

'My grandad is in his xxx and owns his home, a house where he has raised an entire family. This is a man who has served his country in the military, a man who has worked in care for those in need and a man who for years volunteered to count the votes at election time. A man who has done much more than most for his country and would never ask for anything in return. To see the impact this has had on his life, at a time he started getting back on his feet and enjoying life after losing my grandma has been heartbreaking. The country he has served his whole life built and knowingly sold him a house with a defect (RAAC).'

'I am a pensioner and cannot afford any of the options, I am the only tenant since the purchase from the council and wish to be informed of how the council are going to take responsibility for the sale of a property with RAAC.'

Key points

- There is concern around options for pensioners who own their home.

- Impact on mental health and wellbeing for pensioners in the later stages of their life.

Disability: Quotes

‘This is causing me massive stress which is NOT good. I can’t run if my roof falls in!’
(key stakeholder impacted by poor mobility)

‘This option (option 3) would mean having to move out of the house with a disabled child with autism, an under 3-year-old and myself having health issues, then have to move back in again which creates big disturbances mentally, emotionally and physically for all involved.’

‘This (option 4a) impacts me mentally, physically and financially. This feels like a bereavement even thinking about the community and memories being bulldozed.’
(Key stakeholder who is disabled and elderly)

‘...I would be concerned that my access to services, public transport, etc was at least as good in my new home, and that I would be rehoused into a suitable home that is adapted for my needs, and in an area where I could still remain in contact with friends and family.’

Key points

- Complexity of moving under proposed options, due to neurological and physical disabilities.
- lack of physical ability to leave home easily if implication of RAAC causes physical defects to homes.
- Future access to public services and suitable housing to suit resident needs.

Socio- economic

Homeowners

'Given that homeowners could be made homeless by this decision the Council should be looking at how they can, as a social landlord, offer housing to homeowners affected. It may also be worthwhile for the council to negotiate an agreed settlement with homeowners rather than progressing with compulsory purchases as the legal fees may be less and this may be achievable in a shorter timescale.'

'Deciding to demolish the houses will negatively affect hundreds of homeowners. My main concern is where they will all go at the same time when properties in Aberdeen are even more expensive now and who will pay them for everything they may lose. Some owners are first time buyers, some have a good fixed-interest rate on their mortgage, some have already paid for their properties and are debt free. It would be highly immoral to just kick them out from their homes.'

'If repair is chosen, the impact is financially out of my price range...If demolition is chosen the impact is loss of home and becoming homeless.'

'I am a parent, aunt and sister-in-law of 3 RAAC-affected properties with all 3 homeowners having different circumstances. The stress and anxiety between our family is horrendous...The worry of their future terrifies me. No matter which option is chosen, it's going to cost them money and when it comes to the cheapest (demolition) then means they've no roof over their head. So what then? The Council rehuses them from their 3- and 4-bedroom houses to a one bedroom property as that's the criteria they would meet. They'd have rent to pay and probably the rest of their outstanding mortgages.'

'I am the mother of my daughter who has children and is the owner of an affected property. The cost implications and financial loss of any of the above solutions are horrendous through no fault of hers. A lot of money has also been spent on improving her house. There are significant implications for all the people living in the affected properties on their physical and mental health.'

'The financial impact of each option will depend on a variety of factors, i.e. if funding is secured for repair from Scottish or UK government, then this will be reduced. Until we know what our houses will be valued at and what we will be offered through either VCO or CPO, we are unable to comment on the financial impact this would have. As discussed at the drop-in session, I personally have xxx still to pay on my mortgage, so this could have significant impact on me not only financially, but also in the ability to move on with my life due to my credit rating etc.'

'I am a pensioner and cannot afford any of the options, I am the only tenant since the purchase from the council and wish to be informed of how the council are going to take responsibility for the sale of a property with RAAC.'

'If I cannot move on and buy a new property of my own, I will have nowhere to live, meaning that I will require Council accommodation. This would impact my mental and physical health significantly as I would only be entitled to a 1 bed flat.'

'It would make no financial sense to pay out almost the entire value of the house again for this kind of repair.'

Key points

- Options being unaffordable to homeowners, resulting in homelessness
- Current value of their home being affected by RAAC resulting in having little options in the future.
- Impact this has on their health and wellbeing.

Options

Option 2: Install a support timber frame under existing RAAC roof panels

'I do not believe this option will encourage former tenants to move back to Torry, and given all the publicity regarding the roofs, I also believe new tenants will be unwilling to move into the properties....I also think it has the risk that private owners will choose not to buy into the scheme and therefore Council properties will be located adjacent to private properties that won't receive the timber frame.'

'How much peace of mind would this give? The RAAC is still going to be present.'

'An expensive sticky plaster that is a temporary fix will be an expense in the long run. I'm very concerned about the safety of such a solution. Not wanting to have to have regular inspections i.e. strangers coming into the house and not sure if they are genuine.'

'Can our homes still be sold with this option?'

'We would not feel safe, as the RAAC would still be present and collapse, and the ongoing inspections and maintenance would be costly. Also house value would be less as RAAC still present.'

Key points

- Residents not feeling safe if this option were to be carried out due to RAAC remaining in situ.
- Residents not being content if the need of further surveys are to be carried out due to impact on disturbance.
- Value of the home continuingly to be affected.
- Costs associated with ongoing maintenance and surveys for homeowners.

Option 3: Removal of RAAC panels and replace roof

'I do not believe this option will encourage former tenants to move back to Torry and it may also discourage new tenants from moving in given all the publicity regarding the roofs. I also believe it is financially unviable for most private owners. Again, I also think it has the risk that private owners will choose not to buy into the scheme and therefore Council properties will be located adjacent to private properties that won't receive new roofs.'

Key points

- Due to this option being unaffordable to homeowners, risk of lack of collaboration to replace roofs and works being stalled/not completed.

Option 4a: Demolition only

'...Demolition is the only way forward for the good of everyone in Aberdeen City so that the money can be spent in areas which is desperately needed for more people in Aberdeen rather than the few in these homes.'

'I believe that demolition is the only viable option, however option 4a is costly, with little benefit, and potentially rips the heart out of the community.'

'This option is potentially devastating for homeowners such as myself, however, I think it does bring closure. The mental anguish placed on homeowners by the Council's decision is immense and one thing I believe we need is final closure. I do not wish to feel stuck in my home because the Council cannot make a decision, or to find myself living in a building site for the best part of a decade. I wish to be able to move on. Both metaphorically and literally.'

'If the properties were demolished only, the ground cleared and possibly landscaped, it would reduce the community as a whole with the reduction in available homes and displacement of current tenants. In the area in question, if left as a vacant site, the area is quite likely to be turned into a wasteland.'

'If the houses are going to be demolished only, the ground left will need to be properly maintained. If this is grass planting, will the council maintain this to a suitable standard with regular cuts? Will there be pedestrian paths through these areas? How will litter and fly tipping be controlled?'

Key points

- A number of respondents have stated demolition to bring about some sort of closure.
- A number of respondents comment on the negative impact demolition has on the community followed by the result being land that is unkept.

Option 4b: Demolition and build new homes

'Aberdeen is in the midst of a housing crisis: far too few social/public rents, rising private rents, rentals in horrendous condition. We need Council flats in Balnagask, lots of them, and of high quality, with high EPC ratings....over 500 council homes should be built.'

'Option 4b of building new properties should return the heart to community. While the most expensive, and longest option, it does remove all the RAAC issues and modern housing should be better for the environment in the long run.'

'Rather than keeping the same number of units, it would be more sensible to demolish and build a greater number of units, i.e. more stories and flats. Having new homes at the end of the project would bring back community and leave a positive impact.'

'I think that these old houses should be demolished because the wall is crumbling, the plumbing stinks because it's leaky, Electric's wires are also dangerous. New houses are being built all over the world and this is the norm of civilization.'

'Makes sense demolition and rebuild for the mental health for the owners and the tenants.'

'The Council should consider the type of units built and should not simply replace like for like. If flats were built, then more units could be delivered and thus creating much needed social housing for the city.'

'Have been born and lived for 70 years in Aberdeen mostly at the South side of the city and Torry has been the most friendly area and kind hearted. People do care. Give us new houses for many new families and a new start for them and Torry.'

Key points:

- Building new homes provides much needed social housing
- Investment will bring about a positive impact for the community and improved environment
- Fresh start for both residents and those moving into the area.

Local and Wider Community

'Further poverty to the Torry area. Local business closures and job losses.'

This is ripping the heart out of a community...e.g. schools being closed, green spaces being destroyed, access to sport/ exercise facilities being closed... The future of the remaining schools should be thought about as well as the healthcare facilities. Families are being torn apart and as a result, parents may find it harder to stay in employment as their before and after school care has been moved away or they have to move away from them.'

'...this will cause more ASB no matter which option, scaffolding, diggers etc is an obvious target for ASB, and Police and Wardens do not have the manpower to man these sites the hours that workmen clock off-shift. I hope no matter which option is taken, the funds for sourcing outside security is sought.'

'There are major implications for the local services, schools and health services. There are additional worries about property being empty and open to vandalism, squatters and inappropriate use.'

'Noise and air quality when works taking place, impact on money spent on other Torry council streets already. Although rent and council tax has gone up, there is a huge deterioration of our services especially noticeable in grass cutting, weeding, broken rusting fencing replacement seems to have been halted.'

'... the wider community but the heart of Torry is being ripped to bits and they are needing some good news and something to look forward to...Torry is a very strong and precious place of Aberdeen...our area has been destroyed by many industrial changes, it is time to think about the people who live in this wonderful area of Aberdeen.'

Key points:

- Consequential negative impact on education, healthcare and leisure facilities/services.
- Impact on crime and anti-social behaviour on the local community.
- Noise and air quality impact during works.
- Continues impact industrial changes have on the area.



Qualitative Appraisal

The Qualitative and Quantitative Appraisal

Where we cannot quantify benefits in economic terms, we have undertaken a qualitative appraisal to sit alongside. The appraisal looks at the wider economic benefit of each option, supporting the development of understanding the ratio between economic plus non-economic benefit against costs. This appraisal supports the process in which a decision can be made.

RAAC affected homes, Balnagask

Homes in the Balnagask Area were built in the 1960s (over 60 years old). At the time, they were built with RAAC in the roof panels. RAAC would have most likely been used due to it being seen to be cost effective. Today, several homes have repair issues including damp and mould. Such repair issues are exacerbated by the fact that several homes have signs of water ingress as a result of RAAC defects.

Recent housing stock condition surveys of 10 long-term VOID properties show ceilings have been affected by water ingress, resulting in variations of damp and mould. Flooring was noted as being in poor condition across several properties which had potential to set serious risk of imminent failure. Roofing, external walls and flooring exhibited major defects and not operating as intended, requiring attention in the short term, although not immediate.

Torry Community

The area of Torry, where Balnagask is located, is ranked the most deprived area (20%), and parts of Torry East ranked as the most deprived area (10%) across income, employment, education/skills and housing, crime, and Geographic Access (Scottish Index of Multiple Deprivation, 2020). In addition, 1 in 3 adults in Torry have no formal qualification (Our Place Our Priorities Torry, 2016). In Balnagask, 30% of the population are income deprived (Our Place Our Priorities Torry, 2016).

According to Public Health Scotland, over 13% of children are from low-income families, and nearly 9% of the population are income deprived. Both statistics are below Scotland's average. This is compared with Torry East, where over 25% of children are from low-income families and 21% of the population are income deprived (Public Health Scotland, Health, and Wellbeing Profile Aberdeen City).

Critical success factors

There are several critical success criteria that align with Aberdeen's South Locality Community Plan which prioritises the neighbourhoods of Torry and Kincorth.

Critical success criteria
<p>Our People</p> <p>We will improve our health and wellbeing and protect our community from harm.</p>
<p>Our Place</p> <p>We have access to affordable, fit for purpose well maintained housing which we can sustain.</p>
<p>Our Economy</p> <p>Access to employment and enterprise opportunities.</p>
<p>Our technology</p> <p>Improve digital access to community information.</p>

1.1.1.1 Assumptions and Qualifications Assumptions

When understanding whether an option meets objectives, we have reviewed each option against the critical success factors, vision and priorities set out in the South Locality Community Plan. When understanding impact, we have also included impacts on safety and security, psychosocial (health and wellbeing) crime, air, and noise quality.

When writing the appraisal, we take into consideration stakeholders who have been identified by the Council, including residents living in, or who have lived in RAAC affected homes, the local community (those that live within a 30m radius of RAAC affected homes), the wider community (Torry) and council tenants across Aberdeen.

Qualifications

We have taken into consideration research undertaken by UNDP Sustainability Goals and World Health Organisation Housing and Health Guidelines. In addition, we have reviewed and refer to Aberdeen's Community Planning Team and Supplementary Wellbeing Guidance set out by The Green Book. We have also taken into consideration both qualitative and quantitative responses from key stakeholders who filled out the surveys on options and equality.

Weighting criteria

Options are weighted amongst the following criteria

Meeting objectives	Level of <i>negative</i> impact	Weighting
Fully Meets Objectives	No Impact	100%
Mostly Meets Objectives	Minimal Impact	66%
Partially Meets Objectives	Moderate Impact	33%
Does Not Meet Objectives	Significant impact	0%
Negatively Impacts Objectives	Major impact	-33%
Very negative impact on objectives	Transformation impact	-66%

Level of negative Impact explained

Impact scales	Description
Minimal Impact	Limited impact on households and wider communities, including crime, safety and psychosocial.
Moderate Impact	Noticeable impact for households and wider communities, including crime, safety and psychosocial.
Significant impact	Broad impact for households and wider communities, including crime, safety and psychosocial.
Major impact	Substantial impact for households and wider communities, including crime, safety and psychosocial.
Transformation impact	Major impact for households and wider communities, including crime, safety and psychosocial.

Do Nothing Option: No further action is taken

Priorities	Meeting Objectives	Level of Negative Impact	Weighting	Description
<p>Our People</p> <p>We will improve our health and wellbeing and protect our community from harm.</p>	-66%	-66%	40%	<p>Residents would not be permitted move into the homes affected by RAAC. This may affect the local and wider community in regard to sense of loss and potential loneliness.</p> <p>Due to RAAC remaining in situ if the 'do nothing' option were to be taken, negative impact on health and wellbeing of resident homeowners remaining in RAAC affected homes due to impact of RAAC defects including water ingress remain prevalent.</p>
<p>Our Place</p> <p>We have access to affordable, fit for purpose well maintained housing which we can sustain.</p>	-66%	-66%	30%	<p>Council tenants will continue to move out of the homes and area, resulting in RAAC affected homes being empty for long periods of time, leading to potential increase in crime and anti-social behaviour. In addition, homes will not be made available to council tenants.</p>
<p>Our Economy</p> <p>Access to employment and enterprise opportunities</p>	-66%	-66%	20%	<p>There will be no further additional employment opportunities, nor opportunities for enterprises.</p>
<p>Our technology</p> <p>Improve digital access to community information</p>	-33%	-33%	10%	<p>There will be no opportunities for installation of smart technologies.</p>

Option 2: Install a support timber frame under existing RAAC roof panels

Priorities	Meeting Objectives	Level of Negative Impact	Weighting	Description
<p>Our People</p> <p>We will improve our health and wellbeing and protect our community from harm.</p>	-33%	-33%	40%	<p>No significant improvement to be made to the community regarding health and wellbeing if option were to be taken.</p> <p>Due to RAAC remaining in situ if option were to be taken, negative impact on health and wellbeing of residents living in RAAC affected homes due to further disturbance towards residents and impact on RAAC defects because water ingress remains prevalent.</p> <p>Survey results show key stakeholders see this option as having a negative impact on health and wellbeing of residents having to live in the homes.</p>
<p>Our Place</p> <p>We have access to affordable, fit for purpose well maintained housing which we can sustain.</p>	-33%	-33%	30%	<p>Due to RAAC remaining in situ if this option was taken, works will not be seen to provide well maintained housing that can be sustained. This is due to works being a temporary solution.</p> <p>In addition, survey responses show that key stakeholders will not feel safe in the homes if they had to move back into homes or begin a new tenancy where RAAC remains.</p>
<p>Our Economy</p> <p>Access to employment and enterprise opportunities</p>	-33%	-33%	20%	<p>There will be a number of employment opportunities, however due to the works required, employment opportunities will provide little opportunity for enterprises.</p>
<p>Our technology</p> <p>Improve digital access to community information</p>	-33%	-33%	10%	<p>There will be no opportunities for installation of smart technologies.</p>

Option 3a: Removal of RAAC panels and replace roof

Priorities	Meeting Objectives	Level of Negative Impact	Weighting	Description
<p>Our People</p> <p>We will improve our health and wellbeing and protect our community from harm.</p>	-33%	-33%	40%	Due to the current conditions of homes considered to be of lower quality, this option will not improve the health and wellbeing of key stakeholders. Some residents living in RAAC affected homes may continue to have major repair issues around damp and mould if other upgrades are not carried out at the same time.
<p>Our Place</p> <p>We have access to affordable, fit for purpose well maintained housing which we can sustain.</p>	-33%	-33%	30%	Due to the current conditions of homes being of lower quality this option will not provide well maintained housing. There is also a risk of increasing damage due to homes being exposed to elements whilst works take place.
<p>Our Economy</p> <p>Access to employment and enterprise opportunities</p>	0%	0%	20%	There will be several employment opportunities, however due to the works required, there will be few enterprise opportunities.
<p>Our technology</p> <p>Improve digital access to community information</p>	-33%	-33%	10%	There will be no opportunities for installation of smart technologies.

Option 3b: Removal of RAAC panels and replace roof and EESSH2 Works

Priorities	Meeting Objectives	Level of Negative Impact	Weighting	Description
<p>Our People</p> <p>We will improve our health and wellbeing and protect our community from harm.</p>	33%	33%	40%	<p>By retrofitting homes, residents living in RAAC affected homes may attain improved health conditions as the retrofit would address poor ventilation and insulation.</p> <p>However, due to cost of works, this option may undermine sense of security and stability for homeowners.</p>
<p>Our Place</p> <p>We have access to affordable, fit for purpose well maintained housing which we can sustain.</p>	66%	33%	30%	<p>By retrofitting homes, residents will live in well maintained and sustainable housing.</p> <p>Due to the extent of works, there may be increased levels of noise and air pollution during works.</p>
<p>Our Economy</p> <p>Access to employment and enterprise opportunities</p>	33%	33%	20%	<p>Due to the type of employment opportunities made available to support the retrofitting of homes, there will be opportunities for both employment and enterprise opportunities.</p>
<p>Our technology</p> <p>Improve digital access to community information</p>	33%	33%	10%	<p>When retrofitting homes, residents are able to have access to smart readers and other technologies that supports energy readings and therefore helps with effective energy management.</p>

Option 4a: Demolition only

Priorities	Meeting Objectives	Level of Negative Impact	Weighting	Description
<p>Our People</p> <p>We will improve our health and wellbeing and protect our community from harm.</p>	-66%	-66%	40%	Due to the level of impact demolition is perceived to have on the community, this option is seen to have a very negative impact on the health and wellbeing of the community.
<p>Our Place</p> <p>We have access to affordable, fit for purpose well maintained housing which we can sustain.</p>	-66%	-66%	30%	Due to this option resulting in a loss of homes, and potential increase in crime and anti-social behaviour, this is seen to have a very negative impact on the community.
<p>Our Economy</p> <p>Access to employment and enterprise opportunities</p>	-33%	-33%	20%	This option will provide a limited number of employment opportunities, and due to the work required, there will not be enterprise opportunities.
<p>Our technology</p> <p>Improve digital access to community information</p>	-66%	-66%	10%	There will be no opportunities for installation of smart technologies.

Option 4b: Demolition and build new homes

Priorities	Meeting Objectives	Level of Negative Impact	Weighting	Description
<p>Our People</p> <p>We will improve our health and wellbeing and protect our community from harm.</p>	33%	33%	40%	Due to the provision of new homes that meet modern standards, the health and wellbeing of residents will improve.
<p>Our Place</p> <p>We have access to affordable, fit for purpose well maintained housing which we can sustain.</p>	66%	66%	30%	Due to the provision of new homes that will be made affordable and be compliant to modern building standards, this option will provide access to affordable homes that are fit for purpose and well maintained.
<p>Our Economy</p> <p>Access to employment and enterprise opportunities</p>	66%	66%	20%	There will be a satisfactory number of employment and enterprise opportunities made available as part of the masterplan.
<p>Our technology</p> <p>Improve digital access to community information</p>	33%	33%	10%	Homes will provide residents with access to smart readers and other technologies that supports energy readings and therefore helps with effective energy management.

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Aberdeen City Council - RAAC Mitigation Options

Health & Safety Summary

AtkinsRéalis Health & Safety Services have conducted a review of the proposed options for mitigating the risk from RAAC within the housing at Balnagask, Aberdeen. This review consisted of; an appraisal of existing available information provided by Aberdeen City Council, a review of the 4 main options, discussions with Fairhurst (Structural Engineers) on potential methodology, and consideration of the potential health and safety risks and implications of each option. A summary of the main considerations is outlined below.

Option 1- Increase the end bearings of the RAAC

- A Refurbishment & Demolition Survey should be undertaken in each property before the work begins.

Option 2 – Install a New Timber Support Structure below the RAAC

- A Refurbishment & Demolition Survey should be undertaken in each property before the work begins.
- A perimeter scaffold would be required, if the roof covering was being repaired, to provide safe access and fall prevention.
- Support structure needs to be completed, before accessing the roof to undertake the roof works

Option 3 – Remove the RAAC and Replace with a New Timber Roof Structure

- A Refurbishment & Demolition Survey should be undertaken in each property before the work begins.
- A perimeter scaffolding and internal crash-deck would be required, the internal crash deck would be a scaffold structure which would require to be designed to also temporarily support the wall heads following the removal of the RAAC, spreading measures on the existing floors would also be required.

- A safe system of work (SSOW) would need to be drawn up, depending upon the principal contractors preferred method of removal, including the following precautions:
 - Saw cutting the RAAC panels, with minimum vibration to release them safely from their beds.
 - Design and install a temporary reinforcement structure to allow the RAAC panels to be safely lifted by a crane
 - Carefully remove any electrical conduit and cables from the joints in the RAAC
 - Temporary prevention of access to any adjacent remaining RAAC (private owner)
 - The crane will require the road to be closed, in many of the locations, and temporary local diversions/traffic management would need set up to maintain access to occupied properties
 - No crane oversailing of remaining occupied properties, could be difficult to achieve in some locations as the narrower secondary roads are unlikely to be wide enough for a suitable crane and a larger crane would need to deploy from the nearest wide enough road.

Option 4 – Demolition and Rebuild

- A Refurbishment & Demolition Survey should be undertaken in each property, and any asbestos containing materials removed prior to demolition.
- The delineation of the construction site will require to consider any remaining occupation and the need to maintain safe access and egress to these properties for vehicles and pedestrians, including in some cases bus routes. This would also be the case for any phased re-occupation.



Commercial Review Summary - ACC RAAC Options Appraisal				60 Years				3rd Party Cost (Including LBTT, Legal, etc.)			Construction Costs			Total Cost (3rd Party Cost + Construction Cost)		
Ref.	Option	Basis	NPV @ 5% Score - 100%	NPV @ 3.5%	NPV @ 5.0%	Nr Units (Existing)	Nr Units (New Build)	Total	Per Unit (Existing)	Per Unit (New Build)	Total	Per Unit (Existing)	Per Unit (New Build)	Total	Per Unit (Existing)	Per Unit (New Build)
4	Option 3b	Removal of RAAC Panels and replace roof and EESSH2 works	100	£-251,058,573	£-173,176,995	366	367	£0	£0	£0	£60,653,400	£165,720	£165,268	£60,653,400	£165,720	£165,268
5	Option 4a	Demolition Only	N/A	£-97,147,832	£-75,927,391	504	367	£10,764,000	£21,357	£29,330	£8,738,976	£17,339	£23,812	£19,502,976	£38,696	£53,142
6	Option 4b	Demolition and build new homes	85	£-240,066,092	£-199,189,764	504	367	£10,764,000	£21,357	£29,330	£130,566,700	£259,061	£355,768	£141,330,700	£280,418	£385,097

Notes:

- Options as per descriptions above
- Currently no variance in Capital Replacement, Management Costs or Maintenance Costs between options (no alteration on the current lifecycle basis)
- RPI assumed as 1.5%, current RPI is 3.8%
- Void rate of 2.5% allowed currently
- Bad debt rate of 5% allowed currently
- Rent yearly increase based on RPI plus 1.5% (3% per annum overall)
- Capital Grant of £78k per unit allowed currently (only applicable to Option 4b new build units)
- Capital Grant receipt allowed for in line with phased handover of units
- Management costs based on per unit basis
- Management costs yearly increase based on RPI
- Management costs commence in line with phased handover of units
- Maintenance costs commence 1 year post phased handover of units to allow for Making Good Defects Period
- Maintenance costs yearly increase based on RPI
- Maintenance costs are based on lifecycle cost allowances along with standard planned and statutory maintenance requirements
- Residual value based on an allowance of £10k per unit including RPI allowance and included as income at end of 60yr lifecycle
- As residual value has been utilised there is no final maintenance allowed post year 60
- Options 1, 2 and 3a have been discounted within the main body of the report. Financial models have been undertaken on these but do not form part of the final review above
- Option 4a does not have an NPV score allowance given that there is no income generated for this option
- Scoring applied to NPV with lowest NPV utilising 5% discount rate over 60 years obtaining full marks
- Scoring is based on 100 marks awarded to the lowest NPV with a pro rata score awarded based on difference between NPV at 5% over 60 years
- Refer to AtkinsRéalis' Feasibility Report for the basis of Construction Cost allowances
- Management Cost based on managing housing units only with no allowance for managing any commercial units
- Any management costs for amenity spaces are excluded within this model
- Loss of rent allowance has been included where units are not occupied in each model
- Option 3b allows for full demolition and rebuild of units at year 30 of the 60 year review including adjustments for loss of rent, full debt charge etc. The cost of this does not form part of the initial construction cost allowance
- Options 4a and 4b include the following allowances for third party costs:
 - Cost to purchase private units - allowance of £60k average cost per unit to cover cost of purchase (assuming adjustment for RAAC) and cost for loss of home payments
 - 5% allowance on cost to purchase total to cover Land and Building Transaction Tax costs
 - £5k per unit legal fees allowance
 - £10k per unit disturbance costs allowance
- Both 3b and 4b allow for 367nr units to be rebuilt - this is based on utilising existing plot layouts and size availability for new build 3 and 4 bedroom houses
- Each model contains debt charge allowance based on the following:
 - 2024-25 4.35% (Estimated)
 - 2025-26 3.82% (Estimated)
 - 2026-27 3.77% (Estimated)
 - 2027-28 3.78% (Estimated)
 - 2028-29 3.84% (Estimated)
 - Then from 2029-30 onwards 3.84%

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Societal Scoring

LEVEL 1 CRITERIA	Ref	LEVEL 2 CRITERIA	Notes/ Impact	Weighting	Option 3b- Removal of RAAC Panels and Replace Roof and ESSH2 Works		Option 4a- Demolition Only		Option 4b- Demolition and Build New Homes	
					Weighting	Score	Weighting	Score	Weighting	Score
Strategic Objectives										
Societal	1.1	Our People We will improve our health and wellbeing and protect our community from harm.	<i>Improvement of health and wellbeing for residents living in RAAC affected homes and community. Impact on crime, security and psychosocial</i>	40%	33	13.2	-66	-26.4	33	13.2
	1.2	Our Place We have access to affordable, fit for purpose well maintained housing which we can sustain.	<i>Provision of affordable, well maintained and sustainable homes. Impact on crime, security, psychosocial, noise and air pollution.</i>	30%	66	19.8	-66	-19.8	66	19.8
	1.3	Our Economy Access to employment and enterprise opportunities	<i>Provision of jobs, both quality and quantity, along with enterprise opportunities for Medium and Small businesses.</i>	20%	33	6.6	-33	-6.6	66	13.2
	1.4	Our technology Improve digital access to community information	<i>Provision of smart readers to help manage energy consumption.</i>	10%	33	3.3	-66	-6.6	33	3.3
TOTAL						42.90		-59.40		49.50

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The purpose of Aberdeen City Council is to protect the people and the place of Aberdeen from harm, enabling them to prosper and supporting them in the event of harm happening.

The purpose of an Integrated Impact Assessment is to evidence that Aberdeen City Council are making decisions in an informed way, and that the impact of decisions made is understood and accepted. The legislation that is considered within this assessment are:

- Section 2 [Equality Act 2010 protected characteristics](#)
- Section 3 [Socio-Economic](#)
- Section 4 [Human Rights](#)
- Section 5 [Children and Young People’s Rights](#)

The term ‘policy’ is used throughout this document and applies to policies, proposals, strategies, provision, criteria, functions, practice, budget savings and activities that includes delivery of our services.

1. About the Policy

1.1 Title

Options Appraisal, RAAC Balnagask

1.2 What does this policy seek to achieve?

Background

At the meeting of Full Council on 11 October 2023 a presentation was given to members on Reinforced Autoclaved Aerated Concrete (RAAC). On 29 February 2024 an Urgent Business Case report provided an update on the works undertaken to identify the extent and impact of the presence of RAAC in the Balnagask area of the city. A significant number of intrusive surveys were undertaken and it was recommended that council tenants in affected properties should be rehomed.

Since then, officers began engaging council tenants to understand their needs in order to identify suitable alternative accommodation, whilst further option appraisal consideration was due to be developed to provide proposals on the viability of the long-term future of the affected properties.

Elected members have requested the Officers endeavour to keep council tenants, owners and private tenants and other stakeholders including other representatives and the Housing Regulator informed.

The Council continue to survey homes and a Options Appraisal report, prepared by independent advisors, is due to be reviewed by members at their 21 August 2024 Council meeting. The Options Appraisal report provides three valid options (with permutations), and one non-valid option. The report details the works to be done, advantages, disadvantages for residents living in RAAC affected homes and local community along with the indicative cost to the Council.

As per the request of elected members, options have been presented to key stakeholders, including residents living in RAAC affected homes (include council tenants, homeowners and private renters), the local community and all council tenants. Key stakeholders have been engaged on the three remaining valid options (with permutations) and informed on the non-valid options. Key stakeholder feedback will help inform the consideration by the Council in reaching their decision.

Presently

The first stage of engagement was undertaken from 12 July – 2nd August. The Council engaged with key stakeholders, including residents living in or have lived in RAAC affected homes, the local community (within a 30m radius of RAAC affected homes) and council tenants across Aberdeen. Engagement methods included an online survey, a number of drop-in sessions both within Torry and Aberdeen City, postal drop of information packs and covering letter to residents living in or have lived in RAAC affected homes, and the local community, and an email with information attached for council tenants across Aberdeen City.

The Integrated Impact Assessment helps to ensure key stakeholders are not at a disadvantage when setting out each of the options on the three remaining valid options (with permutations) and take into consideration the feedback from residents on their concerns on the impact options may have on their households, local community and cost to the Council.

The purpose of this Integrated Impact Assessment is to set out the impact the RAAC options may have on individuals, particularly from a protected characteristic perspective, households and local communities.

1.3 Is this a new or existing policy?

No

1.4 Is this report going to a committee?

Yes

1.5 Committee name and date:

Council

21 August 2024

1.6 Report no and / or Budget proposal number and / or Business Case reference number:

CORS/24/233

1.7 Function and cluster:

John Wilson Chief Officer – Capital,
Stephen Booth, Chief Officer - Corporate Landlord
Jacqui McKenzie, Chief Officer - Housing

Impacts

This section demonstrates the considerations that have been made in relation to the policy - and that the impact of proposals made is understood and accepted.

2: Equality Act 2010 - Protected Characteristics

Aberdeen City Council wants to ensure everyone is treated fairly. This section identifies the [protected characteristics](#) that the policy potentially affects and records the impact and mitigating steps.

2.1 What impact could this policy have on any of the below groups?

Protected Characteristic	What is the impact?				
	Negative			Neutral	Positive
	High	Medium	Low		
Age		X			
Disability		X			
Gender Reassignment				X	
Marriage and Civil Partnership				X	
Pregnancy and Maternity			X		
Race				X	
Religion or Belief				X	
Sex				X	
Sexual Orientation				X	

2.2 In what way will the policy impact people with these protected characteristics?

The Integrated Impact Assessment has identified that the options presented to Council may have an impact on a number of the protective characteristic groups including Age, Disability and Pregnancy and Maternity.

Based on the data gathered to date, the impacts the following protected characteristics have not been identified: Gender Reassignment, Marriage and Civil Partnership, Sex, Sexual Orientation, Race and Religion.

This assessment looks at how each of the protective characteristic groups will be impacted by the each of the viable options. The report identifies the differences of impact by key stakeholder grouping and tenure.

Option 4a: Demolition only

Summary of key points from qualitative responses

- A number of respondents stated demolition would bring about some sort of closure
- A number of respondents commented on the negative impact demolition has on the community followed by the result being land that is unkept

Age

Impact on:

Residents living in RAAC affected homes (residents, homeowners, private renters)

The local community

- May result in elderly and families with children feeling unsafe and vulnerable before demolition works take place due to properties left empty for long periods of time.
- May result in elderly and children having health implications due to air pollution during demolition works. Families with young children being adversely affected by increase level of noise disturbance during demolition. This will be dependent on any phasing of demolition works.
- Post demolition, elderly people with Alzheimer's and dementia may find it difficult to recognise the area, worsening their conditions.

Additional Impact for specific tenures

Resident homeowners: Those who are elderly may be disproportionately not able to afford a new home and therefore be made unintentionally homeless.

Private Renters: Those who are elderly or with young families may find it difficult to find alternative suitable accommodation that is affordable and meets their existing needs.

Council tenants: Impact of loss of ability to return to the home and area for those who are elderly and lived in the area for a long time.

Disability

Residents living in RAAC affected homes (Resident homeowners, private renters)

The local community

May result in residents with disabilities and neurological impairments feeling unsafe and vulnerable. Leading to those with disabilities and neurological impairments experiencing worsening conditions of their physical health and mental wellbeing as a result. Residents with Alzheimer's/dementia may feel disorientated due to change of environment/wayfinding.

Decision already taken to re-home Council tenants – programme underway.

Additional Impact for specific tenures

Resident homeowners: Those who have a long-term illness or are disabled may not be able to afford a new home or find suitable accommodation and therefore be made unintentionally homeless.

Private Renters: Those who have a long-term illness or are disabled may find it difficult to find suitable alternative accommodation that is affordable and meets their existing needs.

Pregnancy and maternity

Residents living in RAAC affected homes (Resident homeowners, private renters)

The local community

May increase Anti-Social Behaviour and crime rates, resulting in residents who are pregnant and with newborn babies feeling unsafe and vulnerable (local community). Those who are pregnant experiencing worsening conditions of their physical health and mental wellbeing as a result of increase air and noise pollution and newborn children being negatively exposed to the elements.

Decision already taken to re-home Council tenants – programme underway.

Additional impact for specific tenures

Homeowners who are on maternity may not be able to afford or have a mortgaged approved to move to a new home, due to income from maternity leave being limited. Homeowners who are pregnant or have a newborn may not be able to move with ease temporarily and/or find suitable alternative accommodation.

Private renters who are on maternity may not be able to afford or have the deposit and evidence of income to move to a new home, due to income from work being limited. Private renters who are pregnant or have a newborn may not be able to move with ease temporarily and/or find suitable alternative accommodation.

Option 4b: Demolition and building new homes

Summary of key points from qualitative responses

- Building new homes provides much needed social housing
- Investment will bring about a positive impact for the community and improved environment
- Fresh start for both residents and those moving into the area.

Age

Impact on:

Residents living in RAAC affected homes (residents, homeowners, private renters)

The local community

- Elderly and families with children feeling unsafe and vulnerable before demolition works take place due to properties left empty for long periods of time.
- Elderly and children having health implications due to air pollution during demolition works. Families with young children being adversely affected by increase level of noise disturbance during demolition. This will be dependent on any phasing of demolition works.
- Post demolition, elderly people with Alzheimer's and dementia may find it difficult to recognise the area due to new homes being built and unfamiliar landmarks/wayfinding, worsening their conditions.

Additional Impact for specific tenures

Resident homeowners: Those who are elderly may not be able to afford a new home in the area due to not being accepted for a mortgage due to age/retirement. In addition, there is the possibility of homeowners who are elderly being unintentionally made homeless.

Private Renters: Those who are elderly or with young families may find it difficult to afford the homes in the new area that are suitable for their existing needs.

Disability

Residents living in RAAC affected homes (Resident homeowners, private renters)

The local community

- Those with disabilities may feel unsafe and vulnerable before demolition works take place due to properties left empty for long periods of time.
- During works, those with long term illnesses may be impacted negatively to air pollution during demolition works.
- Once works are complete, residents with Alzheimer's/dementia may feel disorientated due to change of environment/wayfinding.

Decision already taken to re-home Council tenants – programme underway.

Additional Impact for specific tenures

Resident homeowners: Those who have a long-term illness or are disabled may not be able to afford a new home and therefore be made unintentionally homeless.

Private Renters: Those who have a long-term illness or are disabled may find it difficult to find suitable alternative accommodation that is affordable and meets their existing needs.

Residents living in RAAC affected homes, all tenures.

The local community

Potential increase in Anti-Social Behaviour and crime rates, resulting in residents living in the local community that have disabilities and neurological disorders feeling unsafe and vulnerable. Residents in the local community with disabilities and neurological impairments experiencing may experience worsening conditions of their physical health and mental wellbeing as a result of air pollution attributed to construction works. Road blocks may lead to accessibility routes for those with disabilities being

disrupted. In addition, land can have left over debris, rocks, dust making this unsafe for those with physical disabilities, respiratory diseases and add increase stress and anxiety for those with mental health issues.

Once homes are built and residents who move back into the area that suffer with Alzheimer's and Dementia, may have difficulties due to unfamiliar landmarks. Homes may not be suitable for those with disabilities, preventing them from being able to move into the area.

Pregnancy and maternity

Residents living in RAAC affected homes, all tenures.

The local community

May increase Anti-Social Behaviour and crime rates, resulting in residents who are pregnant and with new born babies feeling unsafe and vulnerable (local community). Local community, noise pollution, air pollution, physical disturbance (roads). Leading to those who are pregnant experiencing worsening conditions of their physical health and mental wellbeing as a result. And newborns being negatively exposed to the elements. Unkept land, increase ASB and crime rates, result in residents who are pregnant and those with newborns feeling more vulnerable (local community). In addition, land can have left over debris, rocks, dust making this unsafe for those newborns, respiratory diseases and add increase stress and anxiety for those with mental health issues. Local community, noise pollution, air pollution, physical disturbance (roads). Leading to residents who are pregnant and those with newborns experiencing worsening conditions of their physical health and mental wellbeing as a result. Homes may not be suitable for families, preventing pregnant women and those with newborn children from being able to move into the area.

Additional impact for specific tenures

Homeowners who are on maternity may not be able to afford or have a mortgaged approved to move to a new home in the new development due to income from work being limited.

Private renters who are on maternity may not be able to afford or have the deposit and evidence of income to move to a new home in the new development due to income from work being limited.

Option 2: Install a support timber frame under existing RAAC roof panels

Summary of key points from Qualitative Responses

- Residents not feeling safe if this option were to be carried out due to RAAC remaining in situ.
- Residents not being content if the need of further surveys are to be carried out due to impact on disturbance to private family life.
- Negative impact on value of the property, as it continues to be affected due to RAAC still being present.

Age

Impact for Residents living in RAAC affected homes: all tenures

The elderly and families with younger children, may feel vulnerable to risks associated with RAAC, including ongoing issues with risk of water ingress that could lead to damp and mould. The need to undertake intrusive surveys on an ongoing basis may also result in further disturbance to residents. This may impact elderly people who may feel vulnerable whilst intrusive surveys take place. Families with young people may be affected by impact of noise, and disturbance in the home.

Elderly and families with younger children may find it difficult to move home temporarily whilst further works including roof replacement is undertaken. This may be challenging due to the effort of relocating, and then ensuring children can still attend schools, and parents' workplaces without too much disruption. In addition, the elderly may be negatively impacted to moving to a new home temporarily, due to being around unfamiliar surroundings, and potential loss of existing local support.

Additional Impact for specific tenures

Resident Homeowners: Survey responses detail concerns of those that are elderly not being able to afford RAAC remedial works and further inspections/roof replacements.

Private Renters: Those who are elderly or with young families may find it difficult to find suitable accommodation whilst work is undertaken.

Disability

Residents living in RAAC affected homes (council tenants, resident homeowners, private renters)

Survey responses suggest those with disabilities, may feel vulnerable to risks associated with RAAC. Including ongoing issues with water ingress that could lead to damp and mould, exacerbating respiratory diseases.

The need to undertake intrusive surveys on an ongoing basis may also result in further disturbance to residents. This may impact residents who have physical disabilities and/or neurological impairments who may feel vulnerable whilst intrusive surveys take place.

Further work will need to take place, including roof replacement. At this time residents will need to move temporarily whilst work is undertaken. Residents with disabilities and neurological impairments may find it difficult to move home temporarily whilst works are undertaken, this is due to the physical and neurological limitations of being able to move.

Additional Impact for specific tenures

Resident homeowners: Those who have a long-term illness may find it difficult to secure funds for works to be completed, even if a repayment plan was provided.

Pregnancy and maternity

Impact for Residents living in RAAC affected homes: all tenures

Residents who are pregnant, may feel vulnerable to risks associated with RAAC. Including ongoing issues with water ingress that could lead to damp and mould, exacerbating respiratory diseases. The need to undertake intrusive surveys on an ongoing basis may also result in further disturbance to residents. This may impact residents who are pregnant or on maternity leave, due to the disturbance. Further work will need to take place, including roof replacement. At this time residents will need to move temporarily whilst work is undertaken. Residents who are pregnant or on maternity leave may find it difficult to move home temporarily whilst works are undertaken, this is due to the difficulties of moving whilst pregnant or with a newborn child.

Additional impact for specific

Homeowners who are on maternity may not be able to afford the RAAC remedial works due to income whilst on maternity leave being limited.

Option 3: Removal of RAAC panels and replace roof

Summary of key points from qualitative responses

- Due to this option being unaffordable to homeowners, risk of lack of collaboration to replace roofs resulting in works being stalled/not completed.

Age

Impact on:

Residents living in RAAC Affected homes (resident homeowners and private renters)

The local community

Whilst roofs are replaced, this option will require the use of heavy plant, such as cranes (for lifting). The construction works may have a wider/higher impact on noise and air quality for the local community. This may negatively impact young families and the elderly due to noise pollution and quality of air. Whilst works are undertaken properties will be emptied for a prolonged period of time. This could lead to increase anti-social-behaviour and increase crime rates, this may lead the elderly and families with young children feeling vulnerable. Consideration of more stringent security measures may be necessary mitigation for this option.

Additional Impact for specific tenures

Resident homeowners: Those who are elderly may not be able to afford RAAC remedial works and further inspections/roof replacements.

Private Renters: Those who are elderly or with young families may find it difficult to find suitable accommodation whilst work is undertaken.

Decision already taken to re-home Council tenants – programme underway.

Disability

Residents living in RAAC affected homes (Resident homeowners, private renters)

The local community

Whilst roofs are replaced, there will be crane work taking place, this could impact on noise and air quality for the local community. This may negatively impact those with respiratory issues with dust, and pollutants from works being done, exacerbate respiratory conditions. Noise pollution can lead to sensory overload, causing severe discomfort, stress and disorientation for individuals with neurological conditions such as autism or sensory processing disorders. Prolonged exposure to high noise levels can contribute to physical stress or exacerbate existing health conditions.

Whilst works are undertaken properties will be emptied for a prolonged period of time. This may lead to increase anti-social-behaviour and increase crime rates, this may lead to the residents with disabilities and neurological impairment feeling vulnerable.

Decision already taken to re-home Council tenants – programme underway.

Additional Impact for specific tenures

Resident homeowners: Those who have a long-term illness or disability may find it difficult to secure funds for works to be completed, even if a repayment plan were to be provided. Those who are disabled may find it difficult to find and move into a temporarily home that is suitable for their existing needs.

Private Renters: Those who have a long-term illness or disability may find it difficult to find or move into a new or temporary home whilst works are being completed.

Pregnancy and maternity

Residents living in RAAC affected homes (Resident homeowners, private renters)

The local community

Whilst roofs are replaced, there will be crane work taking place, this could impact on noise and air quality for the local community. This may negatively impact residents who are pregnant due to impact of dust, and pollutants from works being done, exacerbate typical respiratory circumstances. Noise pollution can lead to sensory overload, causing severe discomfort, stress and disorientation for unborn babies and newborn babies. Prolonged exposure to high noise levels can contribute to physical stress or exacerbate existing health conditions of the pregnant mother and mother of newborn children. Whilst works are undertaken properties will be emptied for a prolonged period of time. This can lead to increase anti-social-behaviour and increase crime rates, this may lead to the residents who are pregnant and those with new born children feeling vulnerable.

Decision already taken to re-home Council tenants – programme underway.

Additional impact for specific tenures

Homeowners who are on maternity may not be able to afford the RAAC remedial works due to income from maternity pay being limited. Homeowners who are pregnant or have a newborn may not be able to move with ease temporarily and/or find suitable accommodation whilst works take place.

Private renters who are on maternity or have a newborn child may not be able to afford or find suitable accommodation whilst works take place.

2.3 What considerations have been made in reaching the above assessment?

What internal or external data has been considered? What does this data tell us?

External Data

The data used to inform the Integrated Impact Assessment is from Scotland's Census 2022 for Aberdeen City and Torry/Ferryhill, Aberdeen City Council Area Profile 2022, the Scottish Index of Multiple Deprivation 2020, Our Place Our Priorities Torry 2016 and Public Health Scotland and key stakeholder survey responses. Please see a summary of data insights below.

Age: In Torry/Ferryhill, 14% of the population are aged 16 and under, 13% are aged 65 and over, 42% of the population are aged between 25-50 years (Census, Torry/Ferryhill, 2022). In Aberdeen City, 16% of the population are aged 16 and under, 17% are aged 65 and over, 37% are aged between 25-50 years (Census, Aberdeen City, 2022).

Disability: In Torry/Ferryhill 17% of adults live with long term limiting physical or mental health condition. In Aberdeen City 20% of adults live with long term limiting physical or mental health condition (Census, 2022).

Pregnancy and Maternity In 2022, there were 2,260 births in Aberdeen City (Census 2022). In 2022, there were 211 births in Torry/Ferryhill (Census, 2022).

Survey Responses

Summary: 290 key stakeholders contributed to the options survey, 67 made further contributions to the equality survey, where majority came under groupings including, age or/and disability headlines. Survey results stipulated perceived concerns of key stakeholders across all options and how options would potentially impact their household and community. Please refer to survey results, quantitative and qualitative analysis for more information.

Conclusions

Age distribution: the population shows significant diversity in age groups, with over 65s indicating a presence of older adults who may have specific needs related to aging, under 16s highlighting a sizeable proportion of children and adolescents and 25-50 years presenting a need around family friendly provisions and understanding of vulnerabilities and mitigations for each age group.

Disability representation: The data uncovers the need for additional support and provisions around long term illnesses. This includes the understanding of vulnerabilities and mitigations for specific long term illness provisions.

Pregnancy and maternity: The data sets out a likelihood of key stakeholders being pregnant or on maternity leave, and therefore the need to understand vulnerabilities and mitigations for such conditions, allowing appropriate provisions to be put into place.

What consultation and engagement and has been undertaken with officers and partner organisations?

Regular updates with Housing Regulator, Scottish Government, Police, Fire Brigade and NHS

What consultation and engagement and has been undertaken with people who may be impacted by this policy (e.g. citizens, community groups, or other people/groups)?

As detailed above

2.4 What mitigations can be put in place?

What mitigations are there against any negative impacts (if applicable)?

Key concerns and mitigations

1. RAAC remedial works will not fully remove RAAC from the property (option 2)

Key stakeholder: Council tenants living in RAAC affected homes

When carrying out surveys (option 2 and 3 only)

- Consultants carrying out surveys will be informed of households that include residents within priority groups prior to them visiting the home. Several key measures will be implemented to ensure for safety and respect, including providing advance notice about the visit and any specific needs or precautions contractors should be mindful of. Ensuring when contractors attend support staff are present if applicable.

- If required, council tenants will be provided with temporary housing that suit their housing need and necessary adaptations will be put in place before the moves takes place.

2. Air quality and noise pollution (option 3, 4a, 4b)

Key stakeholder: Local community

- Council tenants living in the local community: High priority groups will be informed by the housing team of construction programme and working hours, and be given individualistic care plans to ensure their identified needs are supported.
- Contractor requirements will include use of low-emission equipment and equipment to be well maintained to reduce emissions and dust.
- The contractors will be required to employ dust suppression methods, including use of water mist or sprays to control dust and the setting up of enclosures round construction sites to contain dust.
- Limit construction work to less disruptive hours to minimise disturbance to nearby residents. Residents and local businesses will be notified of construction schedules and expected noise levels.

3. Crime and anti-social behaviour

Key stakeholder: All tenures and local community

- Council tenants living in the local community: Council Tenants will be able to contact their housing officer to raise concerns, these will be escalated, contacting necessary support services, including community police officers.
- Properties will be barricaded to ensure the public do not have access.
- Demolition work to be programmed as soon as possible to mitigate potential ASB and vandalism
- Liaising with Police on project progress

4. Post construction works (option 4a and 4b only)

Key stakeholder: All tenures and local community

- If demolition only is to take place, the land will be landscaped creating a safe place for the community
- The community will be consulted on any possible future opportunities, including play areas, recreational grounds to ensure they are accessible and inclusive.
- If demolition and building new homes is to take place, a number of homes will be accessible to ensure new housing meets needs

5. Costs

Key stakeholder: Homeowners and Private Tenants

Homeowners

- Currently there is no funding support to homeowners. However, the Council continue to ask UK and Scottish Government for financial assistance. Additionally, if option 2 or 3 is put forward, there may be opportunities to seek grants etc from other funding sources. The Council will offer support to individuals in considering their options following implementation

of the Council decision. In the event of negotiated agreement being reached and/or CPO being enacted, reasonable legal and professional costs, along with home loss and disturbance payment will be borne by the Council.

Private Renters

- The Council will reimburse removal cost and other reasonable costs connected with moving. Private renters who are on the housing waiting list of RAAC Housing Impact list will be supported by the housing team to find alternative private rented accommodation and/or Council Housing.
- The Council works with households to prevent them becoming homeless or to move to alternative accommodation.

With mitigations in place, what is the new overall rating of the negative impact(s)?	High	
	Medium	
	Low	x
	Negative Impact Removed	

3: Socio-Economic Impacts

This section is used to consider the impact of the policy on people who might be **unemployed, single parents**, people with lower **education or literacy, looked after children**, those with **protected characteristics** as examples.

Use this guide to understand more on socio-economic inequalities: [The Fairer Scotland Duty: Guidance for Public Bodies \(www.gov.scot\)](http://www.gov.scot)

3.1 What impact could this policy have on any of the below groups?

Group	Negative			Neutral	Positive
	High	Medium	Low		
Low income / income poverty – those who cannot afford regular bills, food, clothing payments.			x		
Low and/or no wealth – those who can meet basic living costs but have no savings for unexpected spend or provision for the future			x		
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			x		
Area deprivation – consider where people live and where they work (accessibility and cost of transport)			x		
Socio-economic background – social class, parents' education, employment, income.			x		

3.2 In what way will the policy impact people in these groups?

Socio-economic

Key points

- Options being unaffordable to homeowners, resulting in homelessness
- Current value of their home being affected by RAAC resulting in having little options in the future.
- Impact this has on their health and wellbeing.

Option 4a: Demolition only

Impact on homeowners

Homeowners who are low- or no-income households, may not have the finances to have a mortgage approved or pay for a new home due to the current value of their home being affected by RAAC. In addition, homeowners may find difficulty in finding alternative accommodation to rent due to not affording a deposit or evidence of sufficient income to rent.

The homeowners may receive a compulsory purchase order of their current property, being forced to sell their home, resulting in them being unintentionally homeless.

Impact on private renters

Private renters may not be able to afford a rental deposit for a new home nor continue to be able to afford a home in the same or not too distant locality.

Option 4b: Demolition and building new homes

Council tenants

Council tenants with a right to return may not be able to afford a new home in the area due to increase rent levels and service charges of the properties.

Impact on homeowners

Homeowners may not be able to afford a new home in the area due to the uplift in market value and the current value of their home being affected by RAAC.

Option 2: Install a support timber frame under existing RAAC roof panels.

Impact on council tenants

Council tenants may not be able to afford to take time off work whilst surveys are being carried out. If Council tenants are asked to move temporarily whilst a new roof is installed, they may not be able to afford moving costs. In addition if water ingress does become apparent, and as a result living conditions worsen this may impact on the households, health and wellbeing resulting in potential loss of employment.

Impact on private renters

Private renters may have to move from their home, depending on the landlords decision on whether to pay for works. This may result in financial strain in trying to find a new place to live, along with having money for a deposit and being able to afford a home in the same or not too distant locality.

Impact on homeowners

Homeowners may have to incur further costs associated with RAAC defects, including water damage. Further work will need to take place, including roof replacement. At this time residents will need to move temporarily whilst work is undertaken. Homeowners who are low or no income households, may not have the finances to pay for roof works. Low income families may find it difficult to move temporarily, including potential travel costs to attend existing schools/healthcare facilities.

Option 3: Removal of RAAC panels and replace roof.

Impact on homeowners

At this time homeowners will need to move temporarily whilst work is undertaken. Homeowners who are low- or no-income households, may not have the finances to pay for roof works. In addition, homeowners may find difficulty in finding alternative accommodation whilst works are undertaken due to high costs incurred.

Impact on private renters and Council tenants

Private renters may have to move from their home, depending on the landlords decision on whether to pay for works. This may result in financial strain in trying to find a new place to live, along with having money for a deposit and being able to afford a home in the same or not too distant locality.

Council tenants

Council tenants may have to move from their home whilst roof replacement takes place, they may not have the means to afford the temporary move and associated costs.

3.3 What considerations have been made in reaching the above assessment?

What internal or external data has been considered? What does this data tell us?

Data: Torry ranked the most deprived area (20%), and parts of Torry East ranked most deprived area (10%) across income, employment, education/skills and housing, crime and Geographic Access (Scottish Index of Multiple Deprivation, 2020). In addition, 1 in 3 adults in Torry have no formal qualification (Our Place Our Priorities Torry, 2016). In Balnagask 30% of the population are income deprived (Our Place Our Priorities Torry, 2016).

According to Public Health Scotland, over 13% of Children are from low income families, and nearly 9% of the population are income deprived, both statistics are below Scotland's average, this is compared with Torry East whereby over 25% of Children are from low income families and 21% of the population are income deprived (Public Health Scotland, Health and Wellbeing Profile Aberdeen City).

Insight: A significant portion of the population may have limited formal education or skills, which could affect understanding of information provided, and/or ability to engage in complex discussions. A significant portion of population may have limited ability to have flexible working provisions to attend provide access to homes if intrusive surveys are to take place. In addition, costs of RAAC remedial works may be unaffordable to those that are retired, long term sick and who are homeowners.

As above, anecdotal and survey data from the drop in sessions have been taken into consideration.

What consultation and engagement and has been undertaken with officers and partner organisations?

Regular updates with Housing Regulator, Scottish Government, Police, Fire Brigade and NHS

What consultation and engagement and has been undertaken with people who may be impacted by this policy? citizens, community groups, or other people/groups impacted by this policy?

As detailed above

3.4 What mitigations can be put in place?

What mitigations are there against any negative impacts (if applicable)?

Socio-economic

See mitigations listed under Protected Characteristics section as they are applicable to socio-economic impacts

With mitigations in place, what is the new overall rating of the negative impact(s)?	High	
	Medium	
	Low	X
	Negative Impact Removed	

4: Human Rights Impacts

The Human Rights Act 1998 sets out the fundamental rights and freedoms that everyone in the UK is entitled to. It incorporates the rights set out in the European Convention on Human Rights (ECHR) into domestic British law. The Human Rights Act came into force in the UK in October 2000

The Act sets out our human rights in a series of 'Articles'. Each Article deals with a different right.

Use this guide to understand more about [Human Rights](#).

4.1 What impact could this policy have on Human Rights?

Human Rights Article	Negative	Neutral	Positive
Article 6: Right to a fair trial		X	
Article 7: No punishment without law		X	

Article 8: Right to respect for private and family life, home and correspondence	x		
Article 9: Freedom of thought, belief and religion		X	
Article 10: Freedom of expression		X	
Article 11: Freedom of assembly and association		X	
Article 12: Right to marry and start a family		X	
Article 14: Protection from discrimination in respect of these rights and freedoms		X	
Article 1 of Protocol 1: Right to peaceful enjoyment of your property	x		
Article 2 of Protocol 1: Right to education		X	
Article 3 of Protocol 1: Right to participate in free elections		x	

4.2 In what way will the policy impact Human Rights?

Option 4

Homeowners

Article 8: Due to the value of homes being affected, homeowners may not be able to afford a property once their home is demolished, preventing them from having a home.

Private renters

Article 8: Private renters may not be able to afford a property once they have been lawfully evicted, preventing them from having a home.

Option 4b

Homeowners

Article 8: Due to the value of homes being affected, homeowners may not be able to afford a property on the new development once their home is demolished, preventing them from having a home.

Option 2

All tenures

Article 1 of Protocol 1: Intrusive surveys may prevent residents' peaceful enjoyment of their property due to disturbance, noise and intrusion.

Option 3

Homeowners

Article 8: If this option is deemed unaffordable to homeowners, this may prevent homeowners from having a home.

Private renters

Article 8: Private renters may not be able to afford a property if they are to be lawfully evicted, preventing them from having a home.

4.3 What mitigations can be put in place?

What mitigations are there against any negative impacts (if applicable)?

See mitigations listed under Protected Characteristics section as they are applicable to the impact on human rights

If mitigations are in place, does this remove the negative impact?

No – negative impact remains

Yes – negative impact reduced

Yes - negative impact removed

Y

5: 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. It also explains how adults and governments must work together to make sure all children can enjoy all their rights.

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

The Conventions are also known as the "General Principles" and they help to interpret all the other articles and play a fundamental role in realising all the rights in the Convention for all children. They are:

1. Non-discrimination (Article 2)
2. Best interest of the child (Article 3)
3. Right to life survival and development (Article 6)
4. Right to be heard (Article 12)

You can [read the full UN Convention \(pdf\)](#), or [just a summary \(pdf\)](#), to find out more about the rights that are included.

5.1 What impact could this policy have on the rights of Children and Young People?

UNCRC and Optional Protocols	Negative	Neutral	Positive
Article 1: definition of the child		X	
Article 2: non-discrimination		X	
Article 3: best interests of the child			X
Article 4: implementation of the convention		X	
Article 5: parental guidance and a child's evolving capacities		X	
Article 6: life, survival and development		X	
Article 7: birth registration, name, nationality, care		X	
Article 8: protection and preservation of identity		X	
Article 9: separation from parents		X	
Article 10: family reunification		X	
Article 11: abduction and non-return of children		X	
Article 12: respect for the views of the child		X	
Article 13: freedom of expression		X	
Article 14: freedom of thought, belief and religion		X	
Article 15: freedom of association		X	
Article 16: right to privacy		X	
Article 17: access to information from the media		X	
Article 18: parental responsibilities and state assistance		X	
Article 19: protection from violence, abuse and neglect		X	
Article 20: children unable to live with their family		X	
Article 21: adoption		X	
Article 22: refugee children		X	
Article 23: children with a disability	x		
Article 24: health and health services		X	
Article 25: review of treatment in care		X	
Article 26: social security		X	
Article 27: adequate standard of living	x		
Article 28: right to education		X	

Article 29: goals of education		X	
Article 30: children from minority or indigenous groups		X	
Article 31: leisure, play and culture		X	
Article 32: child labour		X	
Article 33: drug abuse		X	
Article 34: sexual exploitation		X	
Article 35: abduction, sale and trafficking		X	
Article 36: other forms of exploitation		X	
Article 37: inhumane treatment and detention		X	
Article 38: war and armed conflicts		X	
Article 39: recovery from trauma and reintegration		X	
Article 40: juvenile justice		X	
Article 41: respect for higher national standards		X	
Article 42: knowledge of rights		X	
Optional Protocol on a Communications Procedure		x	

5.2 In what way will the policy impact the rights of Children and Young People?

While there will be temporary disruption, it is broadly in the best interest of the child that they do not live in RAAC affected properties.

Option 3

Article 23: Children with disabilities: If residents are asked to move from their homes temporarily whilst works are underway, this may impact children who have physical disabilities and or neurological impairments.

All options Homeowners and Private Renters

Article 23: Children with disabilities: If residents have to move out due to being lawfully evicted or unintentionally made homeless, children with disabilities and or neurological impairments may be adversely affected due to effects of losing a home, moving home and lack of routine.

Article 27: adequate standard of living: If residents have to move out due to being lawfully evicted or unintentionally made homeless, children be adversely affected with regards to types of accommodation made available for residents. This may include sofa serving and inadequate emergency temporary accommodation.

5.3 What mitigations can be put in place?

What mitigations are there against any negative impacts (if applicable)?

The Council will adopt a person/family centred approach, ensuring an understanding of need at the earliest point.

See mitigations listed under Protected Characteristics section as they are applicable to impacts on children's rights.

If mitigations are in place, does this remove the negative impact?	No – negative impact remains	
	Yes – negative impact reduced	X
	Yes - negative impact removed	

6: Sign Off

Any further positive or negative impacts on individuals or groups that have been considered?
Council duties in respect of the Armed Forces Covenant will be taken into consideration on a case by case basis
Overall summary of changes made as a result of impact assessment.
See above – various mitigations have been identified based on the data available. Further mitigations will be considered based on the decisions taken by Council and/or new data
Outline of how impact of policy will be monitored.
Dedicated project team to manage the delivery of the Council decision including lessons learned from assessing the impact and ensuring appropriate mitigations have been identified
If there are any remaining negative impacts after mitigation, what is the justification for why this policy should proceed.
Despite any negative impacts identified in this assessment, the overarching consideration is to ensure that residents are safe which requires a solution to mitigate the RAAC impact in the affected properties.

Assessment Author	John Wilson
Date	14 August 2024
Chief Officer	John Wilson
Date	14 August 2024

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ABERDEEN CITY COUNCIL

COMMITTEE	Council
DATE	21 August 2024
EXEMPT	No
CONFIDENTIAL	No
REPORT TITLE	B999/Shielhill Road Junction Improvement – Compulsory Purchase Order
REPORT NUMBER	CR&E/24/211
EXECUTIVE DIRECTOR	Gale Beattie
CHIEF OFFICER	John Wilson
REPORT AUTHOR	Suzanne Duncan
TERMS OF REFERENCE	Introduction 6

1. PURPOSE OF REPORT

- 1.1 This report updates Council on the progression of the B999/Shielhill Road Junction Improvements project.
- 1.2 This report requests that the Council approve the recommendation to make the Compulsory Purchase Order (CPO) to facilitate the construction of the B999/Shielhill Road Junction Improvement project.

2. RECOMMENDATION(S)

That Council:-

- 2.1 notes the progress made on the B999/Shielhill Road Junction Improvement project and the updates to the programme milestones;
- 2.2 resolves to make a Compulsory Purchase Order in respect of the land identified in the CPO Map (comprising 1 sheet) contained in Appendix 2 and instructs the Chief Officer – Governance to implement the statutory procedures following on from the making of the Order and continue to pursue voluntary acquisition in parallel with the compulsory purchase process.

3. CURRENT SITUATION

- 3.1 The B999/Shielhill Road (C19C) junction, to the north of the City is currently sub-standard due to poor visibility. The western approach to the junction along Shielhill Road at the double bend also suffers from poor forward visibility. This presents difficulties for road users attempting to negotiate the road and junction safely.

- 3.2 During the application process for planning consent at the nearby Dubford Development (known within the Aberdeen Local Development Plan (ALDP) 2012 as residential opportunity site OP25 and renamed within the 2015 Aberdeen Local Development Plan as site OP10), a Transport Assessment (TA) was undertaken to examine the impact development generated traffic would have on the surrounding road network. The traffic assessment showed the junction would see increased use due to the development and recommended that mitigation measures in the form of a realignment of Shielhill Road together with the creation of a new junction at Shielhill Road/B999 to the south of the existing junction would improve visibility and combined with a reduction in the speed limit to 40mph, would aid drivers to negotiate the junction safely. The proposed improvements required significant construction works and land outwith the control of the applicant. To enable the granting of consent and address the safety issues financial contributions towards the improvements were secured through a Section 75 agreement.
- 3.3 As the project to improve the junction has progressed further, detailed options to address the desired safety improvement were considered. Traffic signals were ruled out due to the additional capital and operational costs and reduced junction capacity compared with the other options. The original feasibility design, contained within the Transport Assessment, was also not favoured due to a significant amount of higher value land being required from OP10, reducing its development area. It also required a new culverted crossing of the Burn of Mundurno adding to project cost. The preferred design is focused on improving the junction at its current location with reduced requirements to use developable land, while also limiting the need for additional culverting of the burn.
- 3.4 The preferred design involves the realignment of the existing B999 by removing the tight bend, immediately north of Shielhill Road, introducing a slower curve to the east side of the existing B999. Shielhill Road will be extended to meet the new position of the B999 forming the new junction. It will also improve the forward visibility at the double bend on Shielhill Road by removing the stone wall on the north side over the extent of the bends, widening the verge and regrading the slopes within the field. A further safety measure to reduce the speed limit to 40mph on the B999 and Sheilhill Road will also be promoted. Taken together, these features of the preferred design will provide substantial road safety benefits while also retaining junction capacity, accommodating existing and future demands and befitting network performance. Appendix 1 shows a plan of the improvements.
- 3.5 In advance of the main improvement and while contributions were being received, interim measures to improve safety have been implemented. These have taken the form of large, conspicuous warning chevrons, signage and additional road markings. A speed order was promoted to reduce the speed limit on Shielhill Road, at its junction with the new development access from 60mph to 40mph.
- 3.6 Following preliminary work on the project, it was identified that the received developer contributions would not cover the cost of developing and implementing the improvement. The project has now been added to and funded by the Capital Plan, in addition to the developer contributions.

- 3.7 Following delayed commencement due to the Covid 19 pandemic and other resourcing pressures, the project is now fully resourced with preparations and the detailed design well advanced. The current indicative programme for the project is as follows:-

MILESTONES	INDICATIVE TIMELINE
Completion of Detailed Design and Preparation	Sept-24
Compulsory Purchase Order Confirmation & General Vesting Declaration	Jul-25
Commence Procurement	Sep-25
Contract Award	Oct-25
Full Opening	Aug-26
Project Close	Aug-28

Land Acquisition

- 3.8 The land required for the project has been identified as part of the detailed design process, the extent of which has been minimised as far as possible. 12 number of plots have been identified for permanent acquisition. and a further 11 number of plots have been identified as being necessary on a temporary basis for working space during the construction of the project. All of these plots are owned by third parties.
- 3.9 The Council needs to control all of the above plots to progress the project but due to the number of plots and multiple owners it is unlikely that voluntary acquisition will be possible through agreement within a reasonable period of time. As a result, compulsory acquisition of these plots is considered reasonable and proportionate to ensure that they can be acquired outright and within an appropriate timescale.
- 3.10 The 12 plots of land shown coloured pink (permanent acquisition), and 11 plots coloured green (temporary possession) on the CPO Map (comprising 1 sheet) are in Appendix 2. The plots do not include any residential or commercial buildings.
- 3.11 Officers will continue to seek voluntary acquisition alongside a CPO process in line with Scottish Government guidance. The District Valuer (Valuation Office Agency) has been instructed to negotiate terms with each of the affected parties. However, given the importance of the Project in terms of improving the road safety within an area where high vehicular speeds are experienced and to ensure programme slippage does not detrimentally impact on the timescales for delivery of this project, it is now appropriate to commence the compulsory purchase process through the making of a CPO to acquire control over all of the necessary land. Additionally, progressing the CPO now should allow timing of the Project works to proceed in line with expectations, and before the obligation contributions become liable to be repaid in October 2026.
- 3.12 Given the compelling reasons for progressing the Project it is considered on balance that the public interest outweighs that of the individuals or businesses affected. It is acknowledged that affected parties will be deprived of their land

or rights in land however the areas are generally small narrow strips of agricultural land adjacent to the carriageway and/or of a low development potential. They will be compensated in line with the statutory framework and appropriate accommodation works will be offered where possible.

- 3.13 Prior to the CPO being made, fresh title searches will be carried out and other enquiries made so that the schedules are up to date with the most accurate information that is available at that time. Based on current records, it is likely that 8 individuals and companies will require to be notified.

Preparation of the CPO

- 3.14 Work to prepare the CPO has been undertaken with input from in-house Estates and Legal teams supported by external resources.
- 3.15 Design work undertaken by in-house resources supported by external resource has progressed on the Project this year. The project will proceed under the Council's permitted development rights as Roads Authority.
- 3.16 It is anticipated that the detailed design of the Project will evolve over the coming months, however, the final Project works will be accommodated within the land that is currently under Aberdeen City Council ownership / control as well as that acquired as part of the CPO.

Process & Timescales

- 3.17 If Committee approves the recommendations contained in this report, the CPO will be promoted in accordance with the Acquisition of Land (Authorisation Procedure) (Scotland) Act 1947 by the Council as the Roads Authority to compulsorily acquire land and rights in land for the purpose of carrying out construction and improvement of a public road. It is considered that the powers under the Roads (Scotland) Act 1984 (sections 103, 104, 106 & 110) are the relevant powers to use to secure the necessary rights for the Project. There are no other more specific or appropriate powers which ought to be used. The CPO will be made, advertised and served on all relevant parties. It is anticipated that the CPO will be made by September 2024.
- 3.18 Following notice being served, the CPO will be sent to Scottish Ministers for confirmation. The process allows for objections to be made to the CPO and the objection period must be a minimum of 21 days. Any objections are required to be sent to the Scottish Ministers in writing. Should Scottish Ministers receive objections they will contact the Council to ask if the objection can be resolved and subsequently withdrawn.
- 3.19 Should objections from owners, tenants, occupiers or title burden holders be maintained the Scottish Ministers will arrange for a Public Local Inquiry (PLI) to be held. If a PLI were to be held, Scottish Ministers will appoint an Independent Reporter who will consider the case being made by the Council and any objectors. On completion of the PLI the Reporter will submit a report to Scottish Ministers making a recommendation on whether or not the CPO should be confirmed. Scottish Ministers will then consider the report and make a final decision on whether or not to confirm the CPO.

- 3.20 There are no set time scales for these processes but they typically take between 12-18 months from the making of a CPO to decision by the Scottish Ministers.
- 3.21 If the CPO is confirmed and following any vesting of land acquired there are likely to be claims arising from landowners and other affected parties based on the land compensation legislation which may take several years after completion of the Project to settle. The claims may be referred to the Lands Tribunal for determination if a negotiated settlement is not possible.

4. FINANCIAL IMPLICATIONS

- 4.1 The project has been funded through Section 75 contributions and the Capital Plan. The current budget is £615,000.
- 4.2 The financial implications for the project are continuing to be managed through the detailed design budget monitoring and an updated detailed cost estimate will be produced later this year. Construction inflation, land cost and additional development time are influencing current indications, suggesting that there is likely to be a shortfall in the budget. Once confirmed, this information will be passed in to the 2025/26 budget setting process.
- 4.3 The Section 75 agreement requires obligation contributions to be utilised by October 2026.

5. LEGAL IMPLICATIONS

- 5.1 An outline of the CPO process and timescales is contained within sections 3.17 to 3.21 above.

6. ENVIRONMENTAL IMPLICATIONS

- 6.1 An Environmental Impact Assessment screening opinion has been received from the Planning Authority. It concluded that as the project was unlikely to have significant effects on the environment by virtue of its nature, size and location, an Environmental Impact Assessment was not required.
- 6.2 Sustainable Drainage Systems (SuDS) measures will be included as part of the drainage strategy as per SEPA's requirements. The existing road drainage collects at the junction and outfalls into the existing burn. With the implementation of SuDS measures, it is anticipated that there will be a betterment in the quality of the road drainage entering the water course compared with the existing situation.
- 6.3 As the new section of carriageway will be built on an embankment, initially it may be more prominent than the existing road. However it is considered that its prominence is likely to be a temporary situation as mitigation planting and grass verges/embankments will become established over time and help soften the appearance of the road within landscape.

	<p>and junction arrangement.</p> <p>The need for and duration of a PLI is a matter for Scottish Ministers and their appointed Reporter in accordance with statute. This will depend upon whether or not objections from landowners or other affected land interests are raised during the CPO process.</p>	<p>This will be mitigated by continued dialogue with those affected by the proposals. However, it may not be possible to negotiate withdrawal of all objections to the proposals.</p>	H	
Financial	<p>The costs associated with the CPO process may have a potential impact on the budget.</p> <p>The Council is not in control of the requirement for a PLI, the timing or the length of time the CPO process may take.</p> <p>The compensation values as agreed or determined by the Lands Tribunal in due course may exceed the estimate and that of the budget set aside for the acquisition.</p> <p>Should the contributions not be utilised by October 2026, the unspent monies will be at risk as the Section 75 agreement states that</p>	<p>The potential impact will be managed through the ongoing assessment of risks and cost monitoring.</p> <p>The potential impact will be managed through the ongoing assessment of risks, objector management and programme monitoring.</p> <p>Given the nature of the plots included within the CPO the level of variance is likely to be low and will be managed through ongoing cost monitoring.</p> <p>The potential impact will be managed through the ongoing assessment or risks, objector management and</p>	<p>M</p> <p>M</p> <p>L</p> <p>L</p>	Yes

	the Council would be obliged to repay the contribution upon the developer making a request.	programme monitoring.		
Reputational	There is a risk that Aberdeen City Council will experience reputational damage from supporters of the Project if it does not proceed.	This will be mitigated by progressing the Project.	H	Yes
	There is a risk that Aberdeen City Council will experience reputational damage from objectors to the Project if it proceeds.	This will be mitigated by trying to address issues raised by objectors but this may not be achievable in all instances.	L	
Environment / Climate	The proposed Project does not differ markedly to the existing site in terms of its context and scale, generally limited to changes to the road alignment	Impacts are likely to be acceptable against the relevant standards.	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>	The proposals within this report support the delivery of the following aspects of the policy statement:- <ul style="list-style-type: none"> • Delivering an improved and safer junction at Shielhill • implement traffic management projects which improve road safety
<u>Local Outcome Improvement Plan</u>	
Prosperous Economy Stretch Outcomes	

<p>Prosperous People Stretch Outcomes</p>	<p>The proposals within this report support the delivery of LOIP Stretch Outcome 10 – <i>Healthy life expectancy is five years longer by 2026.</i></p> <p>By addressing the road safety issues within the local roads network helps to achieve this aim.</p>
<p>Prosperous Place Stretch Outcomes</p>	<p>The proposals within this report support the delivery of LOIP Stretch Outcome 14 – <i>Increase sustainable travel: 38% of people walking and 5% of people cycling and wheeling as main mode of travel and a 5% reduction in car miles by 2026.</i></p> <p>Successful delivery of the project will provide a safer road network for all users, including cyclists, consistent with this outcome.</p>
<p>Regional and City Strategies</p>	<p>The strategic objectives of the Regional Transportation Strategy include</p> <ul style="list-style-type: none"> - <i>Accessibility, Safety and Social Inclusion: To enhance choice, accessibility and safety of transport of all in the north east, particularly for disadvantaged and vulnerable members of society and those living in areas where transport options are limited.</i> <p>Key priorities include zero fatalities on the road network. The RTS states that this priority links to the health and wellbeing pillar of the strategy, specifically road safety. Although there have been significant reductions in fatalities from road traffic collisions in recent years, the aspiration is to reduce this to zero. This is in line with the national framework for road safety which is moving towards a vision of zero fatalities on the road network. A particular focus will be on reducing the number and severity of all casualties and on reducing the number and proportion of vulnerable road users, such as pedestrians, cyclists and motorcyclists, involved in road traffic collisions.</p> <p>The aims and objectives of the Aberdeen Local Transport Strategy (2016 – 2021) includes interventions adopted by the Council to guide the planning and improvement of the local transport network for the period between 2016 and 2021 and provide a safe and more secure transport system.</p>

	The project is in line with the Councils' <i>Road Safety Plan 2023 to 2030</i> which reports the achievements made towards the 2030 targets set out in <i>Scotland's Road Safety Framework to 2030</i> , entitled " <i>It's everyone's responsibility</i> " and outlines strategic objectives and actions at local and national level.
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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

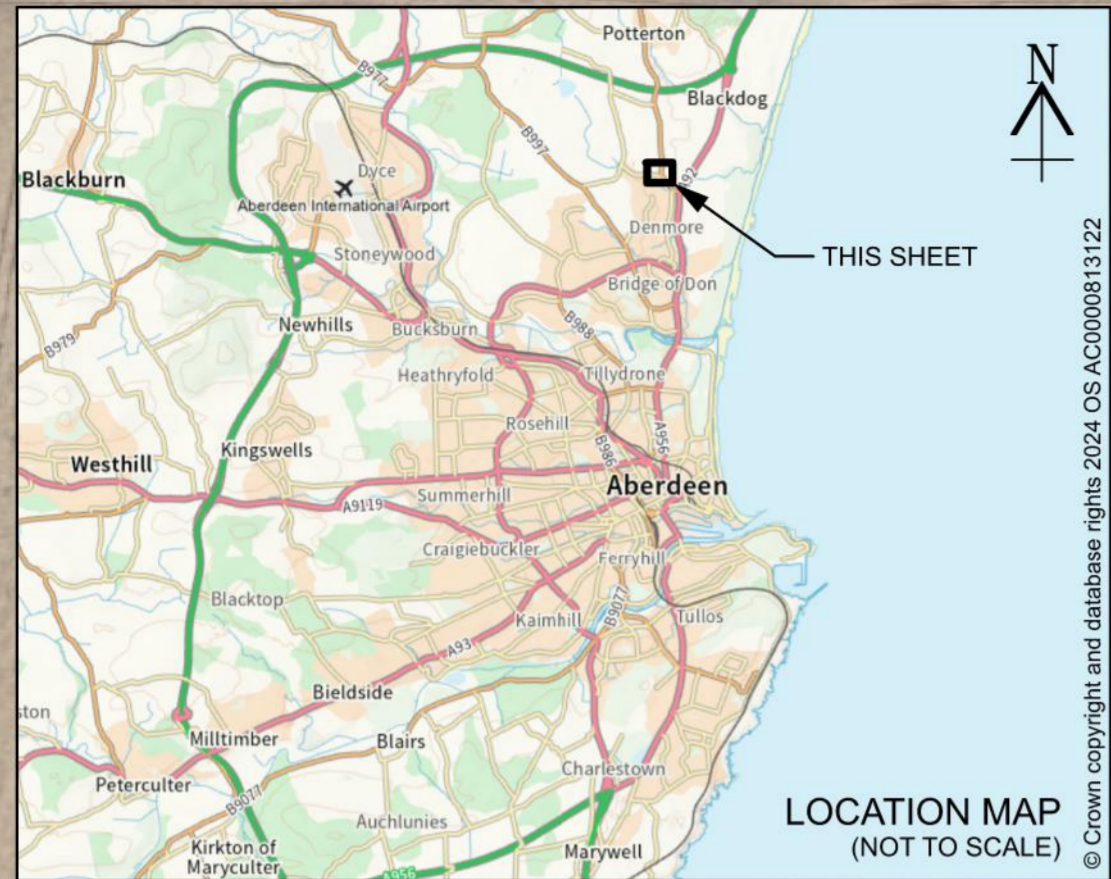
- 10.1 Compulsory purchase in Scotland; A guide for property owners and occupiers
<https://www.gov.scot/publications/compulsory-purchase-scotland-guide-property-owners-occupiers/>
- 10.2 Capital Programme Committee – 1 December 2021
- 10.3 Capital Programme Committee – 26 May 2021

11. APPENDICES

- 11.1 Appendix 1 – Plan of the Improvement (comprising 1 sheet)
- 11.2 Appendix 2 - CPO Map (comprising 1 sheet)

12. REPORT AUTHOR CONTACT DETAILS

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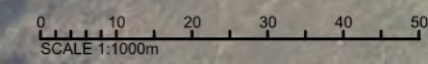
Project:
 B999 TARVES ROAD / C19C SHIELHILL ROAD
 JUNCTION IMPROVEMENTS

Title:
 PROPOSED JUNCTION
 IMPROVEMENTS PLAN

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KS	11/07/24	SD	19/07/24

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LEGEND:

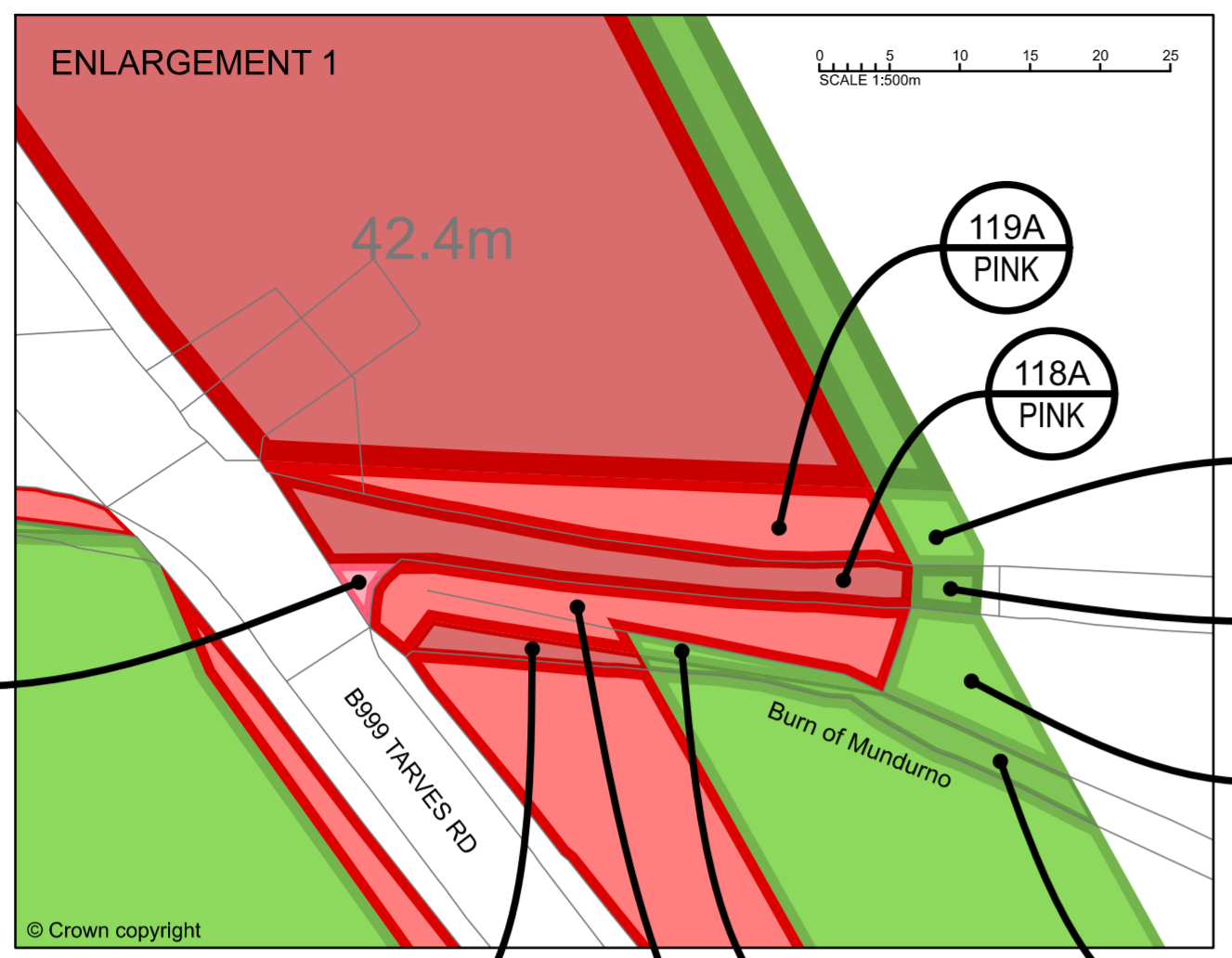
- Land to be acquired, in shades of pink.
- Land over which temporary possession or other rights in land to be acquired, in shades of green.

NOTE: Shades of the same colour have been used to differentiate adjacent plots.

MAPPING:

Date of OS MasterMap: 14 July 2022

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TBC1
PINK

114A
PINK

116B
GREEN

116A
PINK

114B
GREEN

105B
GREEN

105A
PINK

TBC2
PINK

120A
PINK

120B
GREEN

111A
PINK

111B
GREEN

112A
PINK

112B
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113A
PINK

113B
GREEN

110A
PINK

110B
GREEN

ENLARGEMENT 2

SCALE 1:200m

SCALE 1:1000m

Rev.	Description.

Checked (Init./date)	Drawn (Init./date)
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Capital | Resources
Business Hub 4, Ground Floor North,
Marischal College, Broad Street, Aberdeen
AB10 1AB

Project:
B999 TARVES ROAD / C19C SHIELHILL ROAD
JUNCTION IMPROVEMENTS

Title:
CPO PLAN
B999 / SHIELHILL ROAD JUNCTION
BRIDGE OF DON, ABERDEEN, AB23 8BN

Drawn	Date	Checked	Date
KS	08/07/24	SD	11/07/24

Scale @ A2
1:1000

Drawing No.
CP87499/L/0000/101

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ABERDEEN CITY COUNCIL

COMMITTEE	Council
DATE	21 August 2024
EXEMPT	No
CONFIDENTIAL	No
REPORT TITLE	Scheme of Governance Review - 2024
REPORT NUMBER	CORS/24/234
DIRECTOR	Andy MacDonald
CHIEF OFFICER	Vikki Cuthbert, Interim Chief Officer - Governance
REPORT AUTHOR	Martyn Orchard
TERMS OF REFERENCE	17 and 21

1. PURPOSE OF REPORT

- 1.1 This report meets the Council's instruction to report on the operation of the Scheme of Governance annually and makes recommendations for improvement. The report also presents the proposed Council Diary for 2025.
- 1.2 Furthermore, the report meets the instruction from Council at its meeting on 7 February 2024 to the Chief Officer - Governance to report back to Council on the implications of joining 'Nuclear Free Local Authorities', as a result of the petition that had been received.

2. RECOMMENDATIONS

That Council:-

- 2.1 approves Appendix C, Committee Terms of Reference, with effect from 26 August 2024, notes that a further review will be reported to Council in February 2025 following consideration of committee structures by the Governance Reference Group, and instructs the Interim Chief Officer - Governance to schedule a series of meetings from September for the Group to undertake this review;
- 2.2 approves Appendix D, Powers Delegated to Officers, with immediate effect, and delegates authority to the Interim Chief Officer - Governance to make any further changes to Appendix 1 of that document which are necessary to reflect such approval;
- 2.3 approves the revisions to the Standing Orders for Council, Committee and Sub-Committee Meetings as set out in Appendix B, with effect from 26 August 2024;
- 2.4 approves the revisions to the Financial Regulations as set out in Appendix B, with effect from 26 August 2024;

- 2.5 approves the revisions to the Procurement Regulations as set out in Appendix B, with effect from 26 August 2024;
- 2.6 approves Appendix E, Member - Officer Relations Protocol, with effect from 26 August 2024;
- 2.7 approves Appendix F, the Local Code of Corporate Governance, with effect from 26 August 2024;
- 2.8 notes the minutes of the Governance Reference Group of 20 March, 29 April, 9 May, 29 May, 3 June, 20 June and 2 August 2024, as contained at Appendix A;
- 2.9 instructs the Interim Chief Officer - Governance to, following consultation with the Co-Leaders, make all other amendments to the Scheme of Governance which are necessary to reflect the decisions taken by the Council at this meeting in relation to this report;
- 2.10 instructs the Interim Chief Officer - Governance to undertake a comparison of scrutiny models available, to report on these to the Governance Reference Group, including the Convener of the Audit, Risk and Scrutiny Committee, and to make recommendations for enhanced scrutiny within the report on Committee Terms of Reference to be presented to Council in February 2025;
- 2.11 instructs the Interim Chief Officer - Governance to produce (and update and revise from time to time as necessary) a guidance note for Conveners concerning member behaviour in meetings, such note to include reference to relevant provisions in the Standing Orders, Member - Officer Relations Protocol and Councillors' Code of Conduct;
- 2.12 notes the current arrangements for cross-party working and that no additional groups are being proposed at this time;
- 2.13 ratifies the appointment of Mr Doug Haywood to the Education and Children's Services Committee with immediate effect;
- 2.14 approves the Council Diary for 2025 as contained at Appendix G; and
- 2.15 considers the information regarding Nuclear Free Local Authorities contained within the report, and at Appendix H, and determines whether to join that organisation.

3. CURRENT SITUATION

- 3.1 On 5 March 2018, Council approved the Scheme of Governance and instructed the Chief Officer - Governance to report back to Council within 12 months on the operation of the Scheme of Governance documents.

The Scheme of Governance documents are as follows:-

- a) Introduction to the Scheme of Governance
- b) Aberdeen City Council Committee Terms of Reference
- c) Powers Delegated to Officers
- d) Standing Orders for Council, Committee and Sub-Committee Meetings
- e) Financial Regulations
- f) Procurement Regulations
- g) Member - Officer Relations Protocol
- h) Local Code of Corporate Governance
- i) Budget Protocol

- 3.2 On 4 March 2019, Council considered its first review of the Scheme of Governance and further reviews were considered by Council in March 2020, March 2021, February 2022 and June 2023.

- 3.3 The proposals recommended for approval have been subject to discussion with Chief Officers and other relevant officers across the organisation. Meetings of the cross-party Governance Reference Group (GRG) took place on 20 March, 29 April, 9 May, 29 May, 3 June, 20 June and 2 August 2024, where elected members present were provided with an update on progress with the review and invited to consider the feedback submitted by elected members and to share their own feedback. The minutes of GRG meetings are included as Appendix A to the report by way of background.

- 3.4 A separate report on the Budget Protocol was considered at the Council meeting of 3 July 2024 and the revised Budget Protocol was approved.

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

4. SCHEME OF GOVERNANCE

4.1 Committee Terms of Reference

- 4.1.1 In line with the Council decision of 7 February 2024, when the organisational structure was approved, the Committee Terms of Reference will be reviewed and reported on as part of the next review of the Scheme of Governance in February 2025. However there are some minor changes proposed at this stage, which the Governance Reference Group agreed could be submitted for approval.

4.2 Powers Delegated to Officers

4.2.1 The Powers Delegated to Officers have been reviewed to ensure that the document is reflective of current and pending legislation, as well as operational practice. The review also took account of the recent Best Value recommendation in respect of delegated powers, and looked at whether delegations should remain with officers, or move to committees. The Governance Reference Group concluded that no fundamental changes were required and that the balance between officer and committee delegations was appropriate. The changes appended for members' consideration will enable operation of the respective areas in a more efficient manner and improve operational delivery to citizens as well as internal customers.

4.3 Standing Orders for Council, Committee and Sub-Committee Meetings

4.3.1 The Standing Orders have been reviewed to ensure that any areas for clarification raised at, or in relation to, meetings since the last Scheme of Governance Review have been considered, the relevant Standing Order updated, or a new Standing Order added.

4.3.2 Other, more proactive, changes have been considered by the Governance Reference Group, including the proposal that motions and amendments *must* be submitted to the clerk by 12 noon on the working day before the meeting in terms of Standing Order 29.1, with certain exceptions. In order to facilitate this, it is recommended that Standing Order 10.1 be adjusted to provide at least six Clear Days' notice of meetings rather than five as at present. If Standing Order 29.1 is amended, as recommended, then a new Standing Order 29.4 is proposed which advocates circulating motions and amendments at least one hour prior to the relevant meeting, providing they have been finalised. It is hoped that this will help with the smooth running of meetings and may increase the likelihood of compromises being reached among members.

4.4 Financial Regulations

4.4.1 The Financial Regulations have been reviewed in the context of revisions to other parts of the Scheme of Governance. The proposed changes are very minor in nature.

4.5 Procurement Regulations

4.5.1 The Procurement Regulations have been reviewed in the context of revisions to other parts of the Scheme of Governance and to ensure that the Regulations are in line with the Procurement Manual, relevant legislation and operational practices. Proposed changes relate to the operation of the officer led Demand Management Control Board with regard to business cases.

4.6 Member - Officer Relations Protocol

4.6.1 The Member - Officer Relations Protocol has been reviewed, with an additional section added on Leadership to emphasise member-member relations to reflect the recommendations in the Best Value Thematic Review published by Audit

Scotland in April 2024. There is also reference to the Standards Commission Advice Note on members' rights to access information.

4.7 Local Code of Corporate Governance

4.7.1 Councils are required to have a Local Code of Corporate Governance which creates the backbone for the Annual Governance Statement by providing the sources of assurance against which we will self-evaluate our adherence to CIPFA/SOLACE principles of good governance. This forms part of our Scheme of Governance and is also reviewed annually.

4.7.2 Additions have been made to reflect the introduction of the Budget Protocol, a new platform for public engagement and consultation, and the additional ways in which the organisation builds capacity and capability of officers and members, within the constraints of a shrinking workforce.

4.8 Elected Member Scrutiny

4.8.1 Members of the Governance Reference Group also reviewed options for enhancing elected member scrutiny, in response to the Audit Scotland recommendation that Terms of Reference be reviewed and guidance developed for an enhanced scrutiny process for the Council, recognising that the Audit, Risk and Scrutiny Committee could increase the amount of scrutiny undertaken. The Group will reconvene in the autumn to begin the next review of the committee structure and agreed that it would benefit from understanding more about some of the scrutiny models in operation elsewhere. This will support the making of adjustments to the Council's Terms of Reference if such are deemed necessary or helpful.

4.9 Cross-Party Working

4.9.1 Members are currently included in various cross-party working groups, including those listed below. Audit Scotland recently commented that the last two Best Value Assurance Reports had recommended the need for improved cross-party working and that this has not been fully progressed. It was agreed that proposals for cross-party working would be brought forward annually as part of the Scheme of Governance review.

4.9.2 The committee structure is deliberately lean and over the years Council has sought to keep the number of working groups to a minimum. It is not proposed to add to the list of groups below, instead members are encouraged to participate in the cross-party mechanisms already available.

Name of Group	Remit	Frequency
Governance Reference Group	To agree proposals to Council on the Scheme of Governance	As required in advance of reporting to Council
Members Services Working Group	To discuss and identify solutions for any operational issues that	Approximately five times per year

	impact upon Elected Members and to provide guidance on the learning and development programme for Elected Members.	
Voids Sub-Group	To consider issues relating to void Council houses.	Quarterly

4.10 Guidance Note for Conveners

4.10.1 It is proposed that the Interim Chief Officer - Governance be instructed to produce (and update and revise from time to time as necessary) a guidance note for Conveners concerning member behaviour in meetings, such note to include reference to relevant provisions in the Standing Orders, Member - Officer Relations Protocol and Councillors' Code of Conduct. This note, whilst not technically forming part of the Scheme of Governance, would serve as a convenient and succinct reminder to Conveners and other members about acceptable behaviours in meetings. This would support the recommendations from the Best Value thematic report submitted to Audit, Risk and Scrutiny Committee in May 2024, which referenced the need for improvements in elected member conduct and cross-party working.

4.11 Education and Children's Services Committee - Primary Teacher Representative

4.11.1 The Education and Children's Services Committee has seven persons with voting rights who are not members of the Council. This includes two teachers employed in educational establishments managed by the Council, comprising one representative from primary (including nursery) and one representative from secondary.

4.11.2 Officers have been advised by the EIS (Educational Institute of Scotland) that Pamela Scott, the current primary teacher representative on the Education and Children's Services Committee, is to step down from the role and is to be replaced by Doug Haywood. Miss Scott will now be the substitute primary teacher representative. Mr Haywood is the current primary teacher substitute representative and has previously attended meetings of the committee in place of Miss Scott. A separate process, overseen by the Teachers' Consultative Forum, is in place for the nomination of teacher representatives.

4.11.3 Council is therefore asked to ratify the appointment of Mr Haywood to the Education and Children's Services Committee with immediate effect.

4.12 Council Diary

4.12.1 The proposed Council Diary for 2025 is detailed at Appendix G. The Diary follows a similar pattern to meetings in 2024 and has been subject to consultation. In the event that the committee structure is amended in 2025, the Council Diary would also require to be amended.

5. NUCLEAR FREE LOCAL AUTHORITIES

5.1 At its meeting of 7 February 2024, the Council considered a petition which had met the threshold of 100 valid signatures and which was in the following terms:-

“We the undersigned call upon Aberdeen City Council to support efforts to rid the world of nuclear weapons by endorsing the United Nations treaty To Prohibit Nuclear Weapons (TPNW). We request that the Council join ‘Nuclear Free Local Authorities’ whose aim is to tackle in practical ways and within their powers the problems caused by civil and military nuclear hazards.”

5.2 Ms Emma Morrison, Vice Chair of North East Scotland Campaign for Nuclear Disarmament, Mr Felix Mensah, Treasurer, and Mr Mike Martin, Media Secretary, spoke to the petition at the Council meeting. The Council resolved to instruct the Chief Officer - Governance to report back to Council on the implications of joining ‘Nuclear Free Local Authorities’.

5.3 The stated aims of Nuclear Free Local Authorities (NFLA) are:-

- to identify the impact of national nuclear policy on local communities
- to increase local accountability over national nuclear policy
- to work to minimise nuclear hazards and increase public safety
- to champion the generation of energy using renewables

5.4 In Scotland the following local authorities are members of NFLA: Dundee, East Ayrshire, Edinburgh, Fife, Glasgow, Midlothian, Renfrewshire, Shetland Islands and West Dunbartonshire. The Scottish NFLA authorities meet quarterly receiving reports from their Scottish NFLA Policy Advisor, supported by the NFLA Secretary. The Forum has autonomy to determine its own priorities and an established work programme.

5.5 More information about the work of the NFLA can be found at the following website:- <https://www.nuclearpolicy.info>

5.6 NFLA have advised that the affiliation fee for Aberdeen City Council would be £3,074 per annum and individual memberships are available for Councillors as well. There is currently no budget identified for the annual affiliation fee if the Council is minded to join NFLA.

5.7 An introduction to the NFLA is contained at Appendix H.

6. FINANCIAL IMPLICATIONS

- 6.1 Approving the recommended changes to the Scheme of Governance will have no direct financial implications during the current financial year but will help improve the robust governance framework required to support organisational changes and achieve budget targets. Adhering to the terms of the Financial Regulations, an integral part of the stewardship of Council funds, will ensure that all the Council's transactions are conducted in a manner demonstrating openness, integrity and transparency.
- 6.2 If the Council resolves to join Nuclear Free Local Authorities then a budget requires to be identified in order to pay the annual affiliation fee of £3,074.

7. LEGAL IMPLICATIONS

- 7.1 The Scheme of Governance is designed to assist the Council in complying with its statutory duties and functions whilst also being consistent with the CIPFA principles of good governance against which the Council must provide an Annual Governance Statement as part of its annual accounts. The Scheme of Governance also supports the Council's CIPFA Governance Mark of Excellence accreditation.
- 7.2 The legislative bases for the various documents comprising the Scheme of Governance are set out below.
- 7.3 Section 56 of the Local Government (Scotland) Act 1973 provides that the Council may arrange for the discharge of any of its functions, subject to some exceptions, by a committee or sub-committee. These are set out in the Committee Terms of Reference.
- 7.4 The same section also provides that the Council may arrange for the discharge of any of its functions, subject to some exceptions, by an officer of the Council. Such delegations are contained within the Powers Delegated to Officers. Section 43A of the Town and Country Planning (Scotland) Act 1997 also requires the Council to publish a scheme of delegation setting out how certain planning applications are to be dealt with by officers.
- 7.5 Section 62 of, and Schedule 7 to, the Local Government (Scotland) Act 1973 empowers the Council to make, vary or revoke standing orders for meetings of Council, committees and sub-committees.
- 7.6 Legislation requires the Council to adhere to stringent financial controls and practices. The Financial Regulations are integral to this requirement.
- 7.7 The Procurement Reform (Scotland) Act 2014 must be complied with, and the Procurement Regulations support this whilst empowering staff and promoting Best Value.
- 7.8 The Council is required under Section 47 of the Police and Fire Reform (Scotland) Act 2012 and Section 41E of the Fire (Scotland) Act 2005 to

scrutinise local police plans and local fire and rescue plans respectively. This is undertaken through the terms of reference of the Communities, Housing and Public Protection Committee.

- 7.9 The Council has a general duty under section 149(1) of the Equality Act 2010 (the 2010 Act) to have due regard to the need to:
- a) eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under the 2010 Act;
 - b) advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it;
 - c) foster good relations between persons who share a relevant protected characteristic and persons who do not share it.

The Council also has a specific duty under Regulation 5 of the [Equality Act 2010 \(Specific Duties\) \(Scotland\) Regulations 2012](#) to assess the impact of applying a proposed new or revised policy or practice against the needs mentioned in section 149(1) of the 2010 Act.

8. ENVIRONMENTAL IMPLICATIONS

- 8.1 There are no direct environmental implications associated with the report.

9. RISK

- 9.1 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	No direct risks	N/A	L	Yes
Compliance	Failure to update the Scheme of Governance and implement the necessary changes could expose the	Approval of the proposals and adherence to the specified legislation ensures accountability	L	Yes

	Council to risk in terms of complying with the law.			
Operational	No direct risk	Adherence to the Scheme of Governance protects employees in undertaking their roles, as well as the organisation's buildings, plant and equipment.	L	Yes
Financial	No direct risks	The Scheme of Governance itself mitigates against the risk of poor financial management, poor value for money, fraud and financial loss.	L	Yes
Reputational	Failure to update the Scheme of Governance and make other necessary changes could present a reputational risk to the Council.	Consultation has been undertaken with officers and elected members and recommended proposals have regard to that process	L	Yes
Environment / Climate	No direct risks		L	Yes

10. 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 in the report have no direct impact on the Policy Statement

Aberdeen City Local Outcome Improvement Plan 2016-26	
The proposals in the report have no direct impact on the LOIP stretch outcomes.	
Regional and City Strategies	The proposals in the report have no direct impact on Regional and City Strategies.

11. IMPACT ASSESSMENTS

Assessment	Outcome
Integrated Impact Assessment	An IIA has been completed
Data Protection Impact Assessment	Not required
Other	None

12. BACKGROUND PAPERS

None

13. APPENDICES

- A. Minutes of Meetings of Governance Reference Group of 20 March, 29 April, 9 May, 29 May, 3 June, 20 June and 2 August 2024
- B. Scheme of Governance Review - Summary of Proposed Changes
- C. Committee Terms of Reference
- D. Powers Delegated to Officers
- E. Member - Officer Relations Protocol
- F. Local Code of Corporate Governance
- G. Council Diary 2025
- H. An Introduction to Nuclear Free Local Authorities

15. REPORT AUTHOR CONTACT DETAILS

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GOVERNANCE REFERENCE GROUP

Wednesday, 20 March 2024

In Attendance: Councillor Radley, Chairperson; Councillor Delaney (as a substitute for Councillor Yuill) and Councillor Mrs Stewart

Apologies: Councillor Yuill

Officers in attendance: Vikki Cuthbert, Steven Inglis, Jenni Lawson, Gogo Okafor, Martyn Orchard, Helen Sherrit and Alan Thomson.

	Agenda Item	Notes of Discussion	Action/Decision	By Whom
1	Minute of Previous Meeting of 1 June 2023	<p>The Group had before it the minute of the previous meeting of 1 June 2023 for approval.</p> <p><u>The Group resolved:-</u> to approve the minute.</p>		
2	Scheme of Governance Review 2024	<p>The Group received a presentation from Vikki Cuthbert, Interim Chief Officer - Governance (Assurance) which (1) summarised the various commitments following on from the organisational structure having approved by Council in February; (2) advised that a lessons learned report would be going to Council in April on the Budget Protocol; (3) noted that all elements of the Scheme of Governance would be reported to Council in July, with the exception of the committee structure and terms of reference, which would be reported to Council in February 2025; (4) set out an associated timeline of events; and (5) noted a proposed plan based on Governance Reference Group meetings in March, April and May, reporting to Council in July and</p>		

GOVERNANCE REFERENCE GROUP

Monday, 29 April 2024

In Attendance: Councillor Radley, Chairperson; and Councillors Allard, Brooks, McLellan and Yuill.

Officers in Attendance: Vikki Cuthbert, Steven Inglis, Gogo Okafor, Martyn Orchard and Alan Thomson.

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	Agenda Item	Notes of Discussion	Action/Decision	By Whom
1	Minute of Previous Meeting of 20 March 2024 - for approval	<p>The Group had before it the minute of the previous meeting of 20 March 2024 for approval.</p> <p><u>The Group resolved:-</u> to approve the minute.</p>		
2	Scheme of Governance Review 2024	<p>The Group had before it a paper regarding the Scheme of Governance Review 2024 which contained a summary of feedback from elected members following a questionnaire having been issued. The paper outlined other possible changes to key documents within the Scheme of Governance, particularly with regard to Powers Delegated to Officers and Standing Orders.</p> <p>Vikki Cuthbert - Interim Chief Officer - Governance (Assurance), spoke to the paper and sought direction from the Group in terms of next steps.</p> <p>The Group acknowledged that there had only been four responses from Councillors and agreed that there needed to be greater</p>	<p>Questionnaire to be reissued to all members seeking feedback, along with the summary of the feedback</p>	Vikki Cuthbert

	Item	Discussion	Action/Decision	By Whom
		<p>engagement. It was therefore agreed that the questionnaire be reissued, along with the summary of feedback already received, and that all responses would be considered at the next meeting.</p> <p>In terms of the feedback that had been provided, Councillor Yuill commented that he supported some of it but not all of it. With regard to planning applications recommended for refusal and the number of objections, it was suggested that this could be representations rather than just objections; and if the local Community Council were in support of the application it should automatically be placed on the agenda of the Planning Development Management Committee.</p> <p>Councillor McLellan enquired about benchmarking with other local authorities, particularly in terms of Standing Orders. In response, Steven Inglis – Legal, advised that benchmarking had taken place previously and there were not significant differences between Aberdeen City Council and other local authorities.</p> <p>Mrs Cuthbert noted that the committee structure and Terms of Reference were not due to be considered until February 2025, however there were some minor changes which could be submitted to Council in July 2024 and the Group was supportive of this course of action.</p> <p>The Group agreed that its next meeting would</p>	<p>already received.</p> <p>Planning scheme of delegation to be checked with colleagues</p> <p>Meeting to be arranged for 9 May</p>	<p>Alan Thomson</p> <p>Martyn Orchard</p>

	Item	Discussion	Action/Decision	By Whom
		<p>be on 9 May and all independent Councillors would be invited to attend the meeting.</p> <p><u>The Group resolved:-</u> to note the update provided and agree that the next meeting be held on 9 May 2024, with all independent Councillors to be invited as outlined above.</p>	<p>2024 and all independent Councillors to be invited.</p>	

GOVERNANCE REFERENCE GROUP

Thursday, 9 May 2024

In Attendance: Councillor Radley, Chairperson; and Councillors Allard, Boulton, Delaney (substituting for Councillor Yuill), McLellan and Van Sweeden.

Officers in Attendance: Vikki Cuthbert, Steven Inglis, Gogo Okafor, Martyn Orchard, Michelle Pittendreigh and Helen Sherrit.

Apologies: Councillors Brooks and Yuill

	Agenda Item	Notes of Discussion	Action/Decision	By Whom
1	Minute of Previous Meeting of 29 April 2024 - for approval	<p>The Group had before it the minute of the previous meeting of 29 April 2024 for approval.</p> <p><u>The Group resolved:-</u> to approve the minute.</p>		
2	Scheme of Governance Review 2024	<p>The Group had before it an updated paper on the Scheme of Governance Review 2024 following the last meeting.</p> <p>Vikki Cuthbert – Interim Chief Officer – Governance (Assurance), spoke to the revised paper and advised that the questionnaire had been reissued to elected members, which resulted in two further responses, which had been incorporated.</p> <p>The Group discussed the following:-</p> <p>Member-Officer Relations Protocol (MORP) – the Group agreed with the suggestion to include reference to the MORP within Standing Order 27.1 regarding possible breach.</p>		

	Item	Discussion	Action/Decision	By Whom
		<p>Standing Orders – introduce requirement for motions/amendments to be submitted the day before the meeting rather than “if possible”. The Group broadly supported the suggestion but acknowledged that exceptions would be required. It was felt that there would need to be earlier circulation of agendas to facilitate this. Vikki Cuthbert responded that deadlines could be brought forward by one day. Members also felt that more needed to be done regarding the relevancy of motions/amendments. Steven Inglis responded that an addition to Standing Order 29.6 was being proposed and this was included in the appendix.</p>	<p>Officers to review and come back with proposed wording to the next meeting.</p>	<p>Martyn Orchard</p>
		<p>Standing Orders - require amendments to be set and circulated in advance of the meetings with the exception of quasi-judicial items. The Group was open to exploring this suggestion but felt that motions/amendments should only be circulated to the relevant members and not published on the website, as there was scope for members to submit motions/amendments and not proceed with them on the day. It was hoped that circulating motions/amendments in advance of the meeting would make meetings run more smoothly and speed things up.</p>	<p>Officers to review and come back with proposed wording to the next meeting.</p>	<p>Martyn Orchard</p>
		<p>With regard to webcast meetings, Councillor van Sweeden highlighted that the public were often not aware of the detail of motions/amendments and asked what could be done in that regard. Some members felt that the onus should be on the member moving the motion/amendment to summarise it</p>	<p>Officers to investigate webcasting capability with regard to sharing motions/amendments.</p>	<p>Martyn Orchard</p>

	Item	Discussion	Action/Decision	By Whom
		<p>when moving it. Martyn Orchard advised that he would investigate what could be done with regard to the webcasting technology – officers did try to share motions/amendments on screen which meant people watching the webcasting could see them, however when motions/amendments were several pages long this made things difficult in terms of sharing on screen.</p> <p>Standing Orders – introduce a time limit when moving a budget. The Group discussed the suggestion and agreed that a time limit should be introduced, however there were different views in terms of what the time should be. After some discussion, it was considered that because three budgets were often combined (general fund, capital programme and common good) that a time limit of 30 minutes for moving a budget should be the starting point, with all other timings remaining the same, i.e. 10 minutes for seconding a budget, 5 minutes for speaking in debate and 10 minutes for summing up a budget.</p> <p>Standing Orders – consider introducing ‘decision times’ for Full Council meetings. The Group acknowledged that this was a longer term aim and therefore asked officers to take this away and report back next year.</p> <p>Powers Delegated to Officers – clearer guidelines/protocol for when officers will decide against using a delegation and ask members to determine. Vikki Cuthbert advised that this had been highlighted in a report by External</p>	<p>Officers to review and report back as part of 2025 Scheme of Governance Review.</p>	<p>Vikki Cuthbert</p>

	Item	Discussion	Action/Decision	By Whom
		<p>Audit to the Audit, Risk and Scrutiny Committee which would be considered that afternoon, and that the onus was on members to specify which delegations they were concerned about. The Chairperson advised that she planned to ask the Chief Executive to conduct a review ahead of Council in July.</p> <p>Planning of Scheme Delegation – if 6 objections are received this should be taken to committee regardless of whether the officer recommendation is to approve or refuse; and need to introduce mechanism where the Convener can ‘call in’ an application for the committee to consider it. The Group had a thorough discussion and it had previously been suggested instead of “6 objections” this should be changed to “6 representations” or a response from a statutory consultee if it was contrary to the officer recommendation. There was also support for the Convener to have the ability to ‘call in’ applications, however it was acknowledged that this needed further exploration.</p> <p>In terms of the additional feedback – Councillor Boulton spoke to the suggestion of allowing local members to sit on the Local Review Body (LRB) and explained the rationale behind the proposal. The Chairperson advised that this was not part of the Scheme of Governance review, however she was happy for officers to look at it separately.</p> <p>With regard to the Audit, Risk and Scrutiny Committee meeting that afternoon, Vikki</p>	<p>Officers to report back to the next meeting on possible options.</p>	<p>David Dunne/ Daniel Lewis</p>

	Item	Discussion	Action/Decision	By Whom
		<p>Cuthbert highlighted that there were reports on the agenda which would have an impact in terms of the Scheme of Governance review and that officers would progress as required.</p> <p>In terms of Appendix C, correspondence from the Minister for Local Government Empowerment and Planning regarding proxy voting, the Chairperson noted that it was not possible to progress with formal proxy voting at this time, however she asked officers to look at the options for paired voting, on a voluntary basis, and whether this could be incorporated in the Scheme of Governance.</p> <p>Lastly, with regard to the Budget Protocol, Vikki Cuthbert advised the Group that officers were currently looking at feedback following on from the lessons learned report to Council in April, and that there was an opportunity to look at the timescales for submission of budgets. The Group discussed the principle of circulating budgets in advance of the meeting which should be an aspiration, however this would require earlier submission and would have an impact on officers as well as members. It was agreed that this should be looked at and Jonathan Belford should be invited to the next meeting for discussion.</p> <p><u>The group resolved:-</u> to note the update paper and the various discussions and actions as set out above and to consider the matters further at the next meeting.</p>	<p>Officers to consider options for possible inclusion in Scheme of Governance.</p> <p>Jonathan Belford to be invited to the next meeting for discussion.</p> <p>Next meeting to be held in late May.</p>	<p>Steven Inglis</p> <p>Martyn Orchard</p> <p>Martyn Orchard</p>

	Item	Discussion	Action/Decision	By Whom
		<p>Strategic Place Planning in attendance. Officers acknowledged the concerns and suggested that any queries could be dealt with outwith the meeting, however they were working to a tight timetable in order to report to Council on 3 July. It was agreed that Councillors Boulton and Mrs Stewart would liaise with David Dunne and/or Daniel Lewis as soon as possible and any areas of concern could be brought back to the next meeting.</p> <p>At this juncture, the Group agreed to pause consideration of the item, in order to hear from Jonathan Belford with regard to the Budget Protocol item.</p>		
3	Budget Protocol	<p>The Group had before it the latest version of the Budget Protocol with changes proposed.</p> <p>Vikki Cuthbert spoke to the matter, highlighting that the main change was regarding timings around submission of budgets and the publication, or sharing, of budgets in advance of the meeting.</p> <p>Jonathan Belford advised that elected members would be required to submit their budgets the fourth working day before the meeting and all competent budgets would be published no later than the second working day before the meeting, e.g. for a meeting on a Wednesday they would be published on the Monday.</p> <p>The Group discussed the matter and whilst generally supportive, queried what the process</p>		

	Item	Discussion	Action/Decision	By Whom
		<p>would be in terms of making changes to budgets after they had been submitted. Jonathan acknowledged that adjustments may be required from time to time, however this necessitated going through the process again and there had to be a line drawn at some point. With regard to adjustments proposed at the meeting, Jonathan added that there was a difference between making adjustments having seen other budgets and making adjustments if, for example, an additional sum of money had been added to the Council's settlement. In terms of the former, Jonathan added that you were then speaking about moving towards a collaborative budget situation.</p> <p><u>The Group resolved:-</u> to support the Budget Protocol in principle, subject to a timeline being included and officers continuing to benchmark with other Councils in terms of what they did with regard to publishing budgets before the meeting.</p>	Officers to benchmark with other Councils regarding publication of budgets	Jonathan Belford/ Vikki Cuthbert
4	Scheme of Governance Review 2024 - Table of Proposed Changes continued	<p>The Group resumed its consideration of the table of proposed changes from Article 2 of this minute, focusing on the Standing Orders in particular.</p> <p>With regard to Standing Order 2.10 and the proposed addition of wording regarding the Lord Dean, the Group discussed the matter. Alan Thomson explained that officers felt it was good practice to expressly mention the Lord Dean and that confidentiality was the primary reason. He added that the Lord Dean was aware of the requirement for</p>	Alan Thomson to speak to the Lord Dean following the meeting about the proposed inclusion	Alan Thomson

	Item	Discussion	Action/Decision	By Whom
		<p>confidentiality and had signed a confidentiality agreement, however he would speak to her following the meeting to make her aware of the proposed inclusion in the Standing Orders. It was noted that confidentiality extended beyond the Council meeting itself and that “where applicable” would be added to the proposed wording.</p> <p>With regard to competency of Notices of Motion and motions/amendments, the Group discussed various issues and Councillor Boulton cited instances where she had not been given a reason for a Notice of Motion being deemed incompetent by the Convener. Officers responded and explained that there were different rules for Notices of Motion compared to motions/amendments, however the principles were broadly the same.</p> <p>With regard to Standing Order 27, Councillor Yuill referred to common law being quoted at a recent Council meeting and emphasised the need for Councillors to be specific. Officers responded that there was an expectation that the relevant legislation should be quoted but ultimately it was for the Convener to rule on the matter.</p> <p>The Group began to discuss the proposed changes to Standing Order 29.1 when it was acknowledged that the meeting had overrun with a lot of business still to be considered.</p> <p><u>The Group resolved:-</u> to note the table of changes meantime and to</p>	<p>Follow-up meeting to be arranged.</p>	<p>Martyn Orchard/</p>

	Item	Discussion	Action/Decision	By Whom
		resume consideration of the matter at a date and time to be determined in early course.		Gogo Okafor

GOVERNANCE REFERENCE GROUP - 3 JUNE 2024

In Attendance: Councillor Radley, Chairperson; and Councillors McLellan, Mrs Stewart, van Sweeden and Yuill.

Apologies: Councillors Allard and Brooks

Officers in attendance: Vikki Cuthbert, Steven Inglis, Gogo Okafor, Martyn Orchard, Michele Pittendreigh, Helen Sherrit and Alan Thomson.

	Agenda Item	Notes of Discussion	Action/Decision	By Whom
1	Scheme of Governance Review 2024	<p>The Group resumed from its previous meeting of 29 May 2024. The Chairperson suggested that in order for more time to be given to the Scheme of Governance Review, that the Budget Protocol be decoupled from the Scheme of Governance and reported on its own to the Council meeting on 3 July, with the remaining documents to be reported to the Council meeting in August, with a further meeting of the Group to be held in June or July to go through the remaining business.</p> <p>There was unanimous support for the Chairperson’s suggestion, with an acknowledgement that it was going to be an extremely busy month ahead.</p> <p>With regard to the previous meeting, Councillor Mrs Stewart advised that Councillor Boulton had met David Dunne in terms of the proposed changes to delegated powers and that she was content.</p> <p>Vikki Cuthbert spoke in furtherance of the Budget Protocol and advised that she would</p>		

	Item	Discussion	Action/Decision	By Whom
		<p>need to liaise with Jonathan Belford with regard to timescales. In terms of publishing budgets in advance of the meeting, there was widespread support for publishing by 12 noon the day before the meeting.</p> <p><u>The Group resolved:-</u></p> <p>(i) to agree that the Budget Protocol be reported to the Council meeting on 3 July, with the remaining elements of the Scheme of Governance to be reported to Council on 21 August; and</p> <p>(ii) to meet again in late June or July, and that officers arrange the meeting accordingly.</p>	<p>Reports to be submitted to Council on 3 July and 21 August</p> <p>Next meeting to be arranged</p>	<p>Vikki Cuthbert/ Jonathan Belford</p> <p>Gogo Okafor</p>

GOVERNANCE REFERENCE GROUP - 20 JUNE 2024

In Attendance: Councillor Radley, Chairperson; and Councillors Boulton, Copland (substituting for Councillor Allard), Henrickson (substituting for Councillor McLellan), van Sweeden and Yuill.

Apologies: Councillors Allard and McLellan

Officers in attendance: Vikki Cuthbert, Steven Inglis, Gogo Okafor, Martyn Orchard, Michele Pittendreigh, Helen Sherrit and Alan Thomson.

	Agenda Item	Notes of Discussion	Action/Decision	By Whom
1	Scheme of Governance Review 2024	<p>The Group resumed from its previous meetings of 29 May and 3 June 2024.</p> <p>With regard to the proposed new Standing Order 32.9 regarding pairing arrangements for voting, the Chairperson requested that it refer to adoption leave in addition to maternity and paternity leave.</p> <p>In terms of the proposed Standing Order 34.3.11 (Referrals not applying to any proceedings relating to matters where, in the opinion of the relevant Director, the delay caused by a referral is likely to result in serious adverse consequences), the Group expressed their reservation and were of the view that this could put Directors in a difficult position. Members considered that reference to significant financial implications could be added which was more quantifiable, however the current wording was open to interpretation and the general view was that those present did not support it.</p>	<p>Officers to take on board</p> <p>Officers to reflect and come back with amended wording</p>	<p>Martyn Orchard</p> <p>Steven Inglis/ Martyn Orchard</p>

	Item	Discussion	Action/Decision	By Whom
		<p>With regard to the proposed addition to Standing Order 37.2 in terms of reference to members regulating their own behaviour and observing the Member-Officer Relations Protocol, Vikki Cuthbert clarified the intention behind the addition and explained that there had been suggestions in the past that officers should be intervening at meetings with regard to member behaviour, however that was not the case and the onus was on members themselves and the Convener in terms of his/her role, however that was already covered in the Standing Order on the powers of the Convener.</p> <p>In terms of the Procurement Regulations, Michele Pittendreigh went through the proposed changes and explained the purpose of the Demand Management Control Board. In response to a question from Councillor Boulton, Michele explained that opening of tenders by elected members was before her time, however it was most likely no longer required as a result of digital bidding for contracts.</p> <p><u>The Group resolved:-</u> to endorse the proposals with the exception of Standing Order 34.3.11 which required to be looked at again as outlined above.</p>		
2	Member-Officer Relations Protocol	The Group had before it proposed changes to the Member-Officer Relations Protocol, which were spoken to by Vikki Cuthbert.		

	Item	Discussion	Action/Decision	By Whom
		<p>The Group welcomed the addition of the new section on leadership.</p> <p><u>The Group resolved:-</u> to endorse the proposed changes to the Member-Officer Relations Protocol.</p>		
3	Corporate Landlord - Review of Delegated Powers	<p>The Group had before it a paper setting out possible changes to delegated powers for the Chief Officer - Corporate Landlord. It was noted that Stephen Booth was unable to be in attendance and that members would need to discuss the matter with him separately at a later date, and not necessarily at a formal meeting of the Group.</p> <p>Councillor Copland queried delegated power 18 regarding the granting of new leases and the variation of existing leases in terms of whether this related to internal or external leases. Officers responded that they would check with Stephen Booth.</p> <p><u>The Group resolved:-</u> to note the proposals meantime and that a separate meeting required to be arranged with Stephen Booth for further discussion.</p>	<p>Officers to check with Stephen Booth</p> <p>Members to meet with Stephen Booth separately</p>	<p>Alan Thomson</p> <p>Stephen Booth</p>
4	Scrutiny Proposal	<p>The Group had before it a paper which set out initial thinking on how the scrutiny function remit within the terms of reference for the Audit, Risk and Scrutiny Committee could be activated more through a supporting framework, which itself could be informed by some of the statutory and non-statutory</p>		

	Item	Discussion	Action/Decision	By Whom
		<p>guidance available to English local authorities.</p> <p>The paper proposed next steps, which included reporting to Council in February 2025, however for relevant matters to be reflected in the next report to Council for noting and draft guidance to be submitted to the Audit, Risk and Scrutiny Committee later in the year for consideration.</p> <p>Vikki Cuthbert advised that further work would be carried out over the summer and an update would be brought to the next meeting of the Group.</p> <p><u>The Group resolved:-</u> to note the paper meantime and that a further update would be provided at the next meeting.</p>	<p>Further work to be carried out over the summer ahead of update being brought to the next meeting.</p>	<p>Vikki Cuthbert</p>

GOVERNANCE REFERENCE GROUP - 2 AUGUST 2024

In Attendance: Councillor Radley, Chairperson; and Councillors Allard, McLellan, van Sweeden and Yuill.

Officers in attendance: Vikki Cuthbert, Steven Inglis, Helen Sherrit and Alan Thomson.

	Agenda Item	Notes of Discussion	Action/Decision	By Whom
1	Minutes of Previous Meetings of 29 May, 3 June and 20 June 2024	<p>The Group had before it the minutes of its previous meetings of 29 May, 3 June and 20 June 2024.</p> <p><u>The Group resolved:-</u> to approve the minutes.</p>		
2	Scheme of Governance Review 2024	<p>The Group received a presentation from Vikki Cuthbert which focused on (1) developing scrutiny; (2) a sweep of final proposed changes to the Scheme of Governance; and (3) delegated powers relating to property under the Chief Officer - Corporate Landlord.</p> <p>With regard to developing scrutiny, Vikki reminded members that this had emanated from Audit Scotland's Best Value Thematic report a few months ago which recommended that there was scope to use the Audit, Risk and Scrutiny Committee more effectively to scrutinise Council decisions. Vikki explained that officers had sought input from Internal and External Audit and their feedback suggested that the Council should take a proportionate approach and use the Terms of Reference review to bring about changes which would</p>		

	Item	Discussion	Action/Decision	By Whom
		<p>satisfy the Audit Scotland recommendation. Both had referenced Aberdeenshire Council's model of scrutiny and improvement which included a committee review process which was explained by way of a flow chart.</p> <p>The Group discussed the matter and shared some concerns, adding that they did not want to make any changes to the terms of reference at this stage and that further work was required in order to avoid duplication or adopting a system which might not fit the Council's requirements.</p> <p><u>The Group resolved:-</u> to request officers to take on board the feedback and include a recommendation in the Scheme of Governance report to the August Council meeting regarding a comparison of other scrutiny models available.</p> <p>In terms of the sweep of proposed changes to the Scheme of Governance, Vikki outlined proposed new wording for Standing Order 32.9 regarding electronic voting, and explained the background to the addition, as follows:-</p> <p><i>“Votes taken by means of the electronic voting system at Council will be published on the Council website within 24 hours. The details of individual votes may be provided earlier on request.”</i></p> <p>The Group noted the reasons why it had been included and discussed the associated pros and cons. It was acknowledged that the matter</p>	<p>Recommendation to be included in the report to Council in August.</p>	<p>Vikki Cuthbert</p>

	Item	Discussion	Action/Decision	By Whom
		<p>however these would be included in the report to Council.</p> <p>Vikki advised that the Local Code of Corporate Governance was also being updated with regard to sources of assurance and this would be reflected in the report to Council.</p> <p><u>The Group resolved:-</u> to note the updates.</p> <p>With regard to the property delegations under Chief Officer - Corporate Landlord, the Group noted that this had also emanated from Audit Scotland's Best Value Thematic Report. Stephen Booth had met Councillors to consider the matter further. The Group discussed whether they wished to make changes to the Corporate Landlord delegations, and agreed that the balance was appropriate, however that some powers could include the addition of consultation with other relevant Chief Officers prior to a power being exercised.</p> <p><u>The Group resolved:-</u> to agree that no substantial changes to the delegated powers under Chief Officer - Corporate Landlord were required at this stage.</p> <p>The Group considered any other business, at which point Councillor Yuill raised the issue of Councillors referring to common law when raising a Point of Order under Standing Order 27. Officers had taken account of this in the</p>	<p>Officers to incorporate minor amendments as discussed with Stephen Booth</p>	<p>Stephen Booth</p>

	Item	Discussion	Action/Decision	By Whom
		<p>proposed additions to Standing Order 27.2, and agreed to look at the matter again to strengthen the wording so that the relevant principle required to be specified.</p> <p>Councillor McLellan highlighted the growing trend of Councillors citing Article 10 of the Human Rights Act and queried whether this was something that needed to be addressed. Officers responded that citing Article 10 did not give members any additional protection, and therefore they felt the matter did not require to be addressed in the Scheme of Governance.</p> <p>Councillor van Sweeden queried some aspects regarding the Member-Officer Relations Protocol with regard to member behaviour and respect. Vikki responded that this was already covered in the Protocol. The Group discussed the matter and acknowledged that members worked in different ways and were ultimately responsible for their own actions and behaviour. Councillor van Sweeden advised that she would consider the matter further and discuss with officers as appropriate.</p> <p><u>The Group resolved:-</u> to note the updates and agree that officers update Standing Order 27.2 as discussed.</p>	<p>Officers to update Standing Order 27.2 regarding common law.</p>	<p>Steven Inglis</p>

**SCHEME OF GOVERNANCE REVIEW 2024
SUMMARY OF PROPOSED CHANGES**

Proposed amendments and additions of significance are shown below (with deletions and new wording shown in red).

POWERS DELEGATED TO OFFICERS

REFERENCE	CHANGE	RATIONALE
Principle 7	<p>Except where prohibited by law, Chief Officers may sub-delegate any of their delegated powers (including powers delegated by Full Council, Committee or Sub-Committee and not listed in this Powers Delegated to Officers document; and also including powers to sign documents) to their deputies or such other officer(s) as they may consider appropriate, whether or not such deputies or other officers are within the Chief Officer's own directorate, cluster, function or service. Any such sub-delegations shall be made in writing, or confirmed in writing as soon as reasonably practicable. Chief Officers will remain accountable for decisions taken by their sub-delegates. Section 50G of the Local Government (Scotland) Act 1973, regarding maintenance of a list of powers exercisable by officers, shall be complied with. For the avoidance of any doubt, except where the law does not permit this, any officer with delegated authority to sign a document (Officer A) may arrange for, instruct or authorise another officer to append or attach Officer A's electronic signature to that document.</p>	Clarification
Interpretation 1	<p>References to any legislation, circulars, orders, directions, plans, policies, procedures, regulations, and guidance and similar things include reference to those things as re-named, amended, replaced or superseded and are to be taken as referring to the nearest equivalent as may exist from time to time. References to any legislation include all subordinate legislation made under that legislation from time to time.</p>	Clarification

REFERENCE	CHANGE	RATIONALE
Interpretation 2	References to any committees, sub-committees, boards, departments, services, directorates, functions, clusters, and officer titles and similar things include reference to those things as re-named, amended, replaced or superseded and are to be taken as referring to the nearest equivalent as may exist from time to time. For the avoidance of any doubt, this Powers Delegated to Officers document shall be read and construed in light of any organisational restructure which may be approved by the Council.	Clarification
Interpretation 4	All references to the signing, serving, giving or issuing of any notice or other document include reference to any and all of those actions (and instructing or arranging for such serving, giving or issuing). Subject to any relevant legislation or rule of law, where any officer has delegated authority to sign, serve, give or issue a notice or other document, that officer may do any and all of those things and may undertake, instruct, arrange for or authorise the delivery, posting, transmission or other communication of the notice or document in question.	Clarification
Interpretation 5	References to “officers”, “staff” and “employees” mean those of the Council, except where the context otherwise requires. References to the Lord Provost, the Leader (or Co-Leaders) of the Council, Conveners and other elected members include references to their nominees. For the avoidance of any doubt, such nominees must be elected members of the Council. References to the Leader of the Council include reference to Co-Leaders, if such are appointed. Where consultation with the Leader is required, consultation with either of the Co-Leaders is sufficient.	Clarification
Interpretation (to be inserted between points	For the avoidance of any doubt, where the terms of a power in this Powers Delegated to Officers document would (taken literally) require a	Clarification

REFERENCE	CHANGE	RATIONALE
currently numbered 6 and 7)	Chief Officer to consult with themselves, no such consultation is required for the exercise of that power.	
General Delegations to Chief Officers 2	To authorise officers within their the Chief Officer's own directorate, cluster, function or service, or officers within a different directorate, cluster, function or service, to exercise all or any of the statutory powers which have been allocated by the Council to their the Chief Officer's own directorate, cluster, function or service, with any such authorisations being documented.	So that this power covers a Chief Officer authorising officers in a different directorate, cluster, function or service.
General Delegations to Chief Officers 3	To sign, give, make, issue and serve: a. statutory notices, statutory orders and other statutory documents, and b. other notices, orders and documents of a legal nature (except, unless otherwise authorised in terms of this Powers Delegated to Officers document, deeds and contracts), and to exercise any powers pursuant to, or in connection with, any such notices, orders and documents.	Clarification
General Delegations to Chief Officers 7	To instruct the raising by the Council of any court or tribunal proceedings, or the Council's participation in any such proceedings, or the taking by the Council of any other legal action; and to instruct the enforcement of any orders or decrees obtained thereby and the settlement or compromising of any such proceedings or legal action.	For completeness.
General Delegations to Chief Officers 48	Replace with: Chief Officer – Governance and Chief Officer – Strategic Place Planning only: Following consultation with the relevant Convener and the Chief Executive, to determine any matter on behalf of the Licensing Committee, Licensing Sub-Committee or Planning Development Management Committee in exceptional circumstances. Any such action to be notified to members of the relevant Committee or Sub-Committee.	Correction

REFERENCE	CHANGE	RATIONALE
CO – Housing 22	<p>(a) Approve Determine Houses in Multiple Occupation (HMO) Licence applications subject to the standard conditions, where there are no objections, concerns or contentious issues;</p> <p>(h) Sign and serve (and authorise, or arrange for or instruct the signing and service of) HMO amenity notices and all notices of the above types of decision and take, or arrange for or instruct the taking of, any action necessary in connection with doing any of the foregoing, all in terms of the provisions of sections 146-153, Part 5, Housing (Scotland) Act 2006.</p>	Clarification
CO – Housing 23	(b) Sign and serve (and authorise, or arrange for or instruct the signing and service of) Rent Penalty Notices under section 94, Part 8, Antisocial Behaviour etc. (Scotland) Act 2004;	Clarification
CO – Housing 27	<p>To approve determine Short-Term Let Licence applications subject to the Mandatory Conditions and sStandard eConditions, where there are no objections, concerns or contentious issues.</p> <p>[note: Mandatory Conditions are conditions which all Licensing Authorities must apply and which are set out in Schedule 3 to the Civic Government (Scotland) Act 1982 (Licensing of Short-term Lets) Order 2022; and Standard Conditions are referred to as Additional Conditions within the Council’s Short Term Let Policy]</p>	This will ensure consistency with how other licence types are dealt with
CO – Housing Additional power	Add conditions to Short Term Lets Licence applications in addition to the Mandatory Conditions and Additional Conditions, where such conditions are agreed by all parties in accordance with Schedule 1 paragraph 5(1A) of the Civic Government (Scotland) Act 1982.	To include a new statutory power
CO – Housing Additional power	Refuse to consider Short-Term Let Licence applications under paragraph 2A of Schedule 1 to the Civic Government (Scotland) Act 1982.	To include a new statutory power

REFERENCE	CHANGE	RATIONALE
CO – Housing Additional power	Determine applications for variation of Short-Term Let Licence applications where there are no objections, concerns or contentious issues.	To include a new statutory power
CO – Housing Additional power	Sign and serve (or arrange for or instruct the service of) enforcement notices in relation to Short Term Let Licences, including any action necessary in connection with doing any of the foregoing, all in terms of the provisions of paragraph 10A of schedule 1 of the Civic Government (Scotland) Act 1982.	To include a new statutory power
CO – Housing Additional power	<u>Private Landlord Registration</u> To refuse Landlord Registration applications where the applicant has failed to provide the required Prescribed Information (In accordance with The Private Landlord Registration (Information)(Scotland) Regulations 2019) after three requests by the Private Sector Housing Manager.	This will ensure consistency with how other licence types are dealt with
CO – People & Citizen Services Additional power	To undertake, arrange to be undertaken, authorise and instruct, and to appoint and authorise officers to undertake, arrange to be undertaken, authorise and instruct, all activity relating to the low emission zone scheme enforcement in terms of (where applicable) the Transport (Scotland) Act 2019, the Low Emission Zones (Emission Standards, Exemptions and Enforcement) (Scotland) Regulations 2021 and any other relevant legislation. This delegated power includes (but is not limited to): a. appointing and authorising officers to issue Penalty Charge Notices; b. issuing, and authorising officers to issue, Notices of Rejection and Charge Certificates; c. responding to written representations and authorising officers to respond to written representations in respect of Penalty Charge Notices; d. following consultation with the Chief Officer – Operations (where the Chief Officer People & Citizen Services considers such consultation with the Chief Officer – Operations to be appropriate) lodging responses and	To include express reference to additional legislation and new statutory powers.

REFERENCE	CHANGE	RATIONALE
	<p>authorising officers to lodge responses to appeals made to the Transport Appeal Tribunal within the General Regulatory Chamber of the First Tier Tribunal for Scotland and responding to the Transport Appeal Tribunal;</p> <p>e. instructing recovery action in relation to unpaid charges and issuing any other documentation or correspondence in connection with the Low Emission Zone Scheme; and</p> <p>f. appointing and authorising officers in connection with the enforcement of the Low Emission Zone Scheme to carry out and instruct recovery action in relation to unpaid charges and issue any other documentation or correspondence in connection with the Low Emission Zone Scheme.</p>	
<p>CO – People & Citizen Services Additional power</p>	<p>To undertake, arrange to be undertaken, authorise and instruct, and to authorise officers in the Parking and Bus Lane Appeals Team, and other officers to undertake, arrange to be undertaken, authorise and instruct, all activity relating to pavement parking prohibition, double parking prohibition and dropped footway parking prohibition enforcement in terms of (where applicable) the Transport (Scotland) Act 2019, the Parking Prohibitions (Enforcement and Accounts) (Scotland) Regulations 2023 and any other relevant legislation. This delegated power includes (but is not limited to);</p> <p>a. appointing and authorising officers to issue Penalty Charge Notices;</p> <p>b. Issuing, and authorising officers in the Parking and Bus Lane Appeals Team and other officers to issue and serve Notice to Owners (RTA 91), Enforcement Notices (TSA19), Charge Certificates and Notices of Rejections in relation to Penalty Charge Notices;</p> <p>c. considering and responding to written representations and authorising officers to respond to written representations;</p> <p>d. Following consultation with the Chief Officer – Operations (where the Chief Officer People & Citizen Services considers such consultation with the Chief Officer – Operations to be appropriate) lodging responses and</p>	<p>To include express reference to additional legislation and new statutory powers.</p>

REFERENCE	CHANGE	RATIONALE
	<p>authorising officers to lodge responses to appeals made to the Transport Appeal Tribunal within the General Regulatory Chamber of the First Tier Tribunal for Scotland and responding to the Transport Appeal Tribunal;</p> <p>e. instructing recovery action in relation to unpaid charges and issuing any other documentation or correspondence in connection with pavement parking prohibition, double parking prohibition and dropped footway parking prohibition enforcement; and</p> <p>f. appointing and authorising officers to carry out and instruct recovery action in relation to unpaid charges in connection with pavement parking prohibition, double parking prohibition and dropped footway parking prohibition and issue any other documentation or correspondence in connection with pavement parking prohibition, double parking prohibition and dropped footway parking prohibition.</p>	
CO - Gov 1	<p>Following consultation with the Co Leaders, to amend the Council's Scheme of Governance documentation in order to:</p> <ul style="list-style-type: none"> • correct obvious, technical or clerical errors; • reflect the law (including changes to the law), government guidance, regulators' guidance, codes of conduct, codes of practice and Council policies and decisions; and • take account of any changes to names or titles and to make any other minor or consequential amendments; and • alter the sequencing of provisions and add, remove or amend headings. 	Clarification
CO - Gov 21	<p>To monitor and review Byelaws and Management Rules in terms of the Local Government (Scotland) Act 1973 and Civic Government (Scotland) Act 1982 respectively; undertake all statutory procedures preliminary to application for confirmation of Byelaws and the making of Management Rules and all statutory procedures preliminary to revocation of Byelaws by resolution (including, in each case, arranging for the necessary notice whether by newspaper or otherwise); and make recommendations to Full</p>	Essentially to permit the Chief Officer to publicise proposed Byelaws and Management Rules, and the proposed revocation of Byelaws, but with Council or Committee retaining decision-making power on whether such Byelaws or Management Rules should actually be made or revoked.

REFERENCE	CHANGE	RATIONALE
	Council, or the relevant committee or sub-committee as appropriate; and to maintain registers of Byelaws and Management Rules.	
CO – Gov 60	<p>To undertake, arrange to be undertaken, authorise and instruct, and to appoint and authorise officers (whether City Wardens, officers in the Parking and Bus Lane Appeals Team or other officers) to undertake, arrange to be undertaken, authorise and instruct, all activity relating to parking enforcement in terms of (where applicable) the Road Traffic Act 1991, Road Traffic (Permitted Parking Area and Special Parking Area) (Aberdeen City Council) Designation Order 2003, Road Traffic Regulation Act 1984, Transport (Scotland) Act 2019, Parking Prohibitions (Enforcement and Accounts) (Scotland) Regulations 2023 and any other relevant legislation.</p> <p>This delegated power includes (but is not limited to):</p> <ul style="list-style-type: none"> • appointing and authorising City Wardens and other officers to be parking attendants and to issue Penalty Charge Notices; and • taking, and authorising officers in the Parking and Bus Lane Appeals Team and other officers to take or arrange to be taken, any appropriate actions in relation to the immobilisation, removal, storage and disposal of vehicles. 	To include express reference to additional legislation
CO – Gov Additional power	To make corrections or minor amendments to a trust deed or to amend it as required by law or as required or recommended by the Office of the Scottish Charity Regulator (OSCR), following consultation with the Chief Officer – Finance and any officer who is the lead Council officer in respect of the trust in question, but only where the trust deed relates to a trust in respect of which the Council is sole trustee or the only trustees are elected members of the Council.	For efficiency.
CO – Gov Additional power	To undertake, arrange to be undertaken, authorise and instruct, and to appoint and authorise officers to undertake, arrange to be undertaken,	To include express reference to additional legislation and new statutory powers.

REFERENCE	CHANGE	RATIONALE
	<p>authorise and instruct, all activity relating to the low emission zone scheme enforcement in terms of (where applicable) the Transport (Scotland) Act 2019, the Low Emission Zones (Emission Standards, Exemptions and Enforcement) (Scotland) Regulations 2021 and any other relevant legislation. This delegated power includes (but is not limited to):</p> <ul style="list-style-type: none"> a. appointing and authorising officers to issue Penalty Charge Notices; b. issuing, and authorising officers to issue, Notices of Rejection and Charge Certificates; and c. taking, and authorising officers to take or arrange to be taken, any appropriate actions in relation to Penalty Charge Notices, Notices of Rejection and Charge Certificates (such actions including, but not being limited to, considering and responding to representations). 	
CO – Gov Additional power	<p>To undertake, arrange to be undertaken, authorise and instruct, and to authorise City Wardens, officers in the Community Safety and Enforcement Team and other officers to undertake, arrange to be undertaken, authorise and instruct, all activity relating to pavement parking prohibition, double parking prohibition and dropped footway parking prohibition enforcement in terms of (where applicable) the Transport (Scotland) Act 2019, the Parking Prohibitions (Enforcement and Accounts) (Scotland) Regulations 2023 and any other relevant legislation. This delegated power includes (but is not limited to) appointing and authorising City Wardens, officers in the Community Safety and Enforcement Team and other officers to issue and serve Penalty Charge Notices, Notice to Owners (RTA 91), Enforcement Notices (TSA19) and Charge Certificates .</p>	To include express reference to additional legislation and new statutory powers.
CO – City Development & Regeneration – new power	<p>To establish an Economic Policy Panel (comprising up to three external members) to advise on and inform the Council’s annual credit rating assessment review and ongoing delivery of the Regional Economic Strategy and other key economic matters relevant to the Council; to</p>	For efficiency.

REFERENCE	CHANGE	RATIONALE
	produce terms of reference for the Panel and amend these from time to time as the Chief Officer considers appropriate; and to appoint members to the Panel from time to time, subject to compliance with the ACC Procurement Regulations.	
CO – SPP 1	To determine: <ul style="list-style-type: none"> - applications for the requisite approval of matters specified by condition(s) imposed on a grant of planning permission in principle under section 59 of the Town and Country Planning (Scotland) Act 1997 (as amended); and - planning applications for modification of conditions under section 42 of the Town and Country Planning (Scotland) Act 1997 (as amended), <p>all in respect of applications for development falling within the categories of National and Major Development as defined in the Town and Country Planning (Hierarchy of Developments) (Scotland) Regulations 2009 except where that application:</p>	Clarification.
CO – SPP 1 iii	is an Environmental Impact Assessment (EIA) application for which a validated EIA Report has been submitted	Clarification.
CO – SPP 1 v	is being recommended for approval and has been the subject of six or more timeous letters of representation ² (following advertisement and/or notification) containing material planning considerations that express objection or concern about the proposal	Applications can only legitimately be assessed against material planning considerations.
CO – SPP 1 vii	is being recommended for approval and is considered by the Appointed Officer to be significantly contrary to the adopted approved development plan strategy.	Clarification.
CO – SPP Additional power (General Delegations)	To determine requests to vary planning applications in accordance with the terms of section 32A of the Town and Country Planning (Scotland) Act 1997 (as amended).	Standard practice.

REFERENCE	CHANGE	RATIONALE
CO – SPP Reworded power	To determine applications for the approval of consent, agreement or approval required by a condition(s) imposed on a grant of planning permission for a Major or National development under section 37 of the Town and Country Planning (Scotland) Act 1997 (as amended)	Clarification.
CO – SPP Additional power (General Delegations)	To impose conditions on the grant of planning permission in accordance with the terms of sections 41, 41A and 41B of the Town and Country Planning (Scotland) Act 1997 (as amended).	Standard practice.
CO – SPP Reworded power	To determine requests for non-material variation of major and national planning applications in terms of vary a planning permission in accordance with section 64 of the Town and Country Planning (Scotland) Act 1997 (as amended).	Standard practice
CO – SPP Reworded power	To determine following consultation with the Chief Officer - Governance, the Convener of the Planning Development Management Committee and the Co- Leaders, whether to appeal a decision of the Scottish Ministers which overturned or modified a decision of the Council and thereafter, if applicable, to instruct the making of such an appeal.	Clarification.
CO – SPP Reworded power	Under the terms of section 75 of the Town and Country Planning (Scotland) Act 1997 (as amended) and section 69 of the Local Government (Scotland) Act 1973, and following consultation with the Chief Officer - Governance, to: a. negotiate and conclude legal agreements related to planning and other applications; b. determine applications for Modifications or Discharge of Planning Obligations under section 75A following consultation with the Developer Obligations Working Group (consisting of the Chief Officer - Capital, Chief Officer - Corporate Landlord, Chief Officer - Finance and Chief Officer - Strategic Place Planning) in relation to planning applications; and c. to participate in the promotion and development of Good Neighbour Agreements under section 75D.	Clarification regarding the role of the Developer Obligations Working Group.

REFERENCE	CHANGE	RATIONALE
	provided the Appointed Officer considers such agreements to be in general accordance with the original decision on the application.	
CO – SPP Reworded power	To determine Certificates of Lawfulness under sections 150 and 151 of the Town and Country Planning (Scotland) Act 1997 (as amended) where, in the opinion of the Appointed Officer, there is no reasonable doubt that the use or development is or would be:- ♦ lawful without further planning approval; or ♦ unlawful	Clarification
CO – SPP Power from Appendix 2	To determine applications for any approval of the planning authority required under a development order as required by section 31 of the Town and Country Planning (Scotland) Act 1997 (as amended).	Delegated power moved from Appendix 2 and amended as section 28 of the Planning (Scotland) Act 2019 is still not in force.
CO – SPP Reworded power	To determine applications related to Prior Notification or Prior Approval made under whether an applicant requires the prior approval of the planning authority for any of the specified matters contained within Schedule 1 of the Town and Country Planning (General Permitted Development) (Scotland) Order 1992 Schedule 1 for the following: i. Part 1A – Class 6G: Free standing wind turbine within the residential curtilage; ii. Part 1B – Class 6K and 6L: Biomass facilities on agricultural or forestry land; iii. Part 6 – Class 18: Agricultural buildings; iv. Part 7 – Class 22: Forestry buildings and operations; v. Part 13 – Class 39 and 40: Public gas transporters and electricity undertakings; vi. Part 20 – Class 67: Development by electronic communications code operators; vii. Part 23 – Class 70: Demolition of buildings; viii. Part 24 – Class 71: Toll road facilities;	Simplification. No material change.

REFERENCE	CHANGE	RATIONALE
	<p>ix. Any other types of prior notification or prior approval that might come forward in future amendments to the Town and Country Planning (General Permitted Development) (Scotland) Order 1992 Schedule 1. and, where prior approval is required, to determine whether or not the submitted details are acceptable.</p>	
<p>CO – SPP Reworded power</p>	<p>To give, serve, issue, and sign, and to take any further necessary direct enforcement action pursuant to, the following notices, all under the Town and Country Planning (Scotland) Act 1997 (as amended), following consultation with the Chief Officer – Governance with an annual report to the Planning Development Management Committee detailing all action authorised under the below:</p> <ul style="list-style-type: none"> ◆ Enforcement Notices under Section 123 ◆ Notices under section 33A requiring an Application for Planning Permission to be made for a Development already carried out under section 33A; ◆ Planning Contravention Notices under section 125; ◆ Enforcement Notices under section 127; ◆ Stop Notices under section 140; ◆ Temporary Stop Notices under section 144A; ◆ Breach of Condition Notices under section 145; ◆ Fixed Penalty Notices under section 136A; ◆ Completion Notices under section 61 and as amended by Section 33 of the Planning (Scotland) Act 2019; ◆ Notices in terms of Land Adversely Affecting the Amenity of Neighbourhood requiring proper maintenance of land under section 179. 	<p>Superfluous wording deleted.</p>
<p>CO – SPP Additional power</p>	<p>To authorise in writing officers to enter any land for enforcement purposes in accordance with sections 156 and 158 of the Town and Country Planning (Scotland) Act 1997 (as amended) and to seek right of</p>	<p>To allow for effective and efficient enforcement investigations to be undertaken by officers.</p>

REFERENCE	CHANGE	RATIONALE
	entry from the Sheriff Court under section 157 of the Town and Country Planning (Scotland) Act 1997 (as amended).	
CO – SPP Reworded power	To develop and maintain a Development Management Charter and an Enforcement Charter under section 158A of the Town and Country Planning (Scotland) Act 1997 (as amended).	Publishing a Development Management Charter is not a legislative requirement and does not require delegated powers to be granted.
CO – SPP Reworded power	To take, remove or obliterate placards and posters under section 187 following consultation with the Chief Officer - Governance, any necessary enforcement action in respect of unauthorised advertisements, poster panels (hoardings) or fly posting	Clarification.
CO – SPP Additional power (General Delegations)	To serve a discontinuance notice to remedy a substantial injury to amenity or danger to members of the public under regulation 14 of the Town and Country Planning (Control of Advertisements) (Scotland) Regulations 1984.	Standard enforcement power.
CO – SPP Additional power (General Delegations)	To make an order to revoke or modify express advertisement consent under regulations 22 and 23 of the Town and Country Planning (Control of Advertisements) (Scotland) Regulations 1984.	Standard enforcement power.
CO – SPP Additional power (General Delegations)	To give, serve, issue, and sign an enforcement notice in accordance with regulation 24 of the Town and Country Planning (Control of Advertisements) (Scotland) Regulations 1984, relating to any advertisement that has been displayed without a consent required by the Town and Country Planning (Control of Advertisements) (Scotland) Regulations 1984 or where any condition or limitation subject to which such consent was granted or was deemed to be granted has not been complied with, following consultation with the Chief Officer – Governance.	Standard practice. Aligns with corresponding existing delegation relating to planning applications.
CO – SPP Reworded power	To determine, in accordance with the applicable Environmental Impact Assessment Regulations, whether a particular planning application requires to be supported by an Environmental Statement (Screening	Reworded for clarity. The previous delegated power has been split to create two delegated powers.

REFERENCE	CHANGE	RATIONALE
	<p>Opinion) and the scope of any such Statement (Scoping Opinion) and to determine the scope of any such Statement (Scoping Opinion) and adopt a screening opinion and/or scoping opinion on whether a particular planning application requires to be supported by an Environmental Impact Assessment the information submitted with any (EIA) Report and if so the scope of any such EIA Report, in accordance with the Town and Country Planning (Environmental Impact Assessment) (Scotland) Regulations 2017 is sufficient to reaching a reasoned conclusion on the significant effects of the development on the environment or whether supplementary information is required and the scope of any such information all in accordance with Section 40 of the Town and Country Planning (Scotland) Act 1997 (as amended) and as required by Section 40 A of the Planning (Scotland) Act 2019 when it comes into force</p>	
CO – SPP Reworded power	<p>To determine, in accordance with the applicable Environmental Impact Assessment Regulations, whether a particular planning application requires to be supported by an Environmental Statement (Screening Opinion) and the scope of any such Statement (Scoping Opinion) and to determine the scope of any such Statement (Scoping Opinion) and whether the information submitted with any EIA report is sufficient to reaching a reasoned conclusion on the significant effects of the development on the environment or whether supplementary information is required and the scope of any such information all in accordance with Section 40 of the Town and Country Planning (Scotland) Act 1997 (as amended) and as required by Section 40 A of the Planning (Scotland) Act 2019 when it comes into force. and regulation 3 of The Town and Country Planning (Environmental Impact Assessment) (Scotland) Regulations 2017</p>	Reworded for clarity. The previous delegated power has been split to create two delegated powers.
CO - SPP	<p>To determine, in accordance with the applicable Environmental Impact Assessment Regulations, whether a particular planning application requires to be supported by an Environmental Statement (Screening Opinion) and the scope of any such Statement (Scoping Opinion).</p>	Duplication of previous delegated powers relating to Environmental Impact Assessment

REFERENCE	CHANGE	RATIONALE
CO – SPP	To determine whether the information submitted with any Environmental Impact Assessment report is sufficient to reaching a reasoned conclusion on the significant effects of the development on the environment or whether supplementary information is required and the scope of any such information	Duplication of previous delegated powers relating to Environmental Impact Assessment
CO – SPP Reworded power	To determine applications for Listed Building consent and Conservation Area consent subject to any of the applicable exceptions contained in paragraph 1 and associated definitions above and provided that the Scottish Ministers, if notified, have either made no observations or where observations have been made which can competently be made the subject of appropriate planning conditions, to determine these applications with those conditions attached.	Reference to notification to Scottish Ministers has been removed because this is no longer required by legislation.
CO – SPP Additional power (General Delegations)	To give, serve, issue and sign a building preservation notice in accordance with section 3 and 4 of the Planning (Listed Buildings and Conservation Areas) (Scotland) Act 1997.	Explicit reference to standard enforcement power.
CO – SPP Additional power (General Delegations)	To decline to determine an application for listed building consent (LBC) or conservation area consent (CAC) in accordance of section 10A and section 66 of the of the Planning (Listed Buildings and Conservation Areas) (Scotland) Act 1997.	Explicit reference to standard enforcement power.
CO – SPP Additional power (General Delegations)	To determine an application to vary or discharge conditions attached to listed building consent or conservation area consent in accordance with section 17 and section 66 of the Planning (Listed Buildings and Conservation Areas) (Scotland) Act 1997.	Standard practice. Aligns with corresponding existing delegation in relation to planning applications.
CO – SPP Additional power (General Delegations)	To make an order to revoke or modify listed building consent and conservation area consent under section 21 and section 66 of the Planning (Listed Buildings and Conservation Areas) (Scotland) Act 1997 where all owners, lessees or occupiers of land affected, or such other person who in the opinion of the Appointed Person will be affected by the order, have notified the planning authority in writing that they do not	To expressly mention seldom used power.

REFERENCE	CHANGE	RATIONALE
	object to the order under sections 22 and 23 of the Planning (Listed Buildings and Conservation Areas) (Scotland) Act 1997.	
CO – SPP Additional power (General Delegations)	To give, serve, issue, sign, and take any further necessary direct enforcement action pursuant to, the following notices, all under Planning (Listed Buildings and Conservation Areas) (Scotland) Act 1997 (as amended), following consultation with the Chief Officer – Governance: <ul style="list-style-type: none"> a. Listed building enforcement notices and conservation area enforcement notices under sections 34 and 66 b. Fixed penalty notice under sections 39A and 66 c. Stop notice under sections 41A and 66 d. Temporary stop notice under sections 41F and 66 	Aligns with corresponding existing delegations in relation to planning applications.
CO – SPP Additional power (General Delegations)	To authorise the right of entry to land or buildings to display a notice or to ascertain whether a listed building enforcement notice, a stop notice or a temporary stop notice has been complied with in accordance with section 76 of the Planning (Listed Buildings and Conservation Areas) (Scotland) Act 1997.	Aligns with corresponding existing delegation in relation to planning applications.
CO – SPP Reworded power	To determine Hazardous Substance Consent applications under Section 7 of the Planning (Hazardous Substances) (Scotland) Act 1997 and the Town and Country Planning (Hazardous Substances) (Scotland) Regulations 2015.	Clarification
CO – SPP Additional power (General Delegations)	To impose conditions on the grant of hazardous substances consent in accordance with the terms of section 8 of the Planning (Hazardous Substances) (Scotland) Act 1997.	Aligns with corresponding existing delegation in relation to planning applications.
CO – SPP Additional power (General Delegations)	To determine applications for removal of conditions attached to hazardous substances consent under section 11 of the Planning (Hazardous Substances) (Scotland) Act 1997.	Aligns with corresponding existing delegation in relation to planning applications.

REFERENCE	CHANGE	RATIONALE
CO – SPP Additional power (General Delegations)	To make an order to revoke or modify hazardous substances consent under section 12 of the Planning (Hazardous Substances) (Scotland) Act 1997.	Aligns with corresponding existing delegation in relation to planning applications.
CO – SPP Additional power (General Delegations)	To determine applications for continuation of hazardous substances consent under section 16 of the Planning (Hazardous Substances) (Scotland) Act 1997.	Aligns with corresponding existing delegation in relation to planning applications.
CO – SPP Additional power (General Delegations)	To give, serve, issue, sign and vary a hazardous substances contravention notice in accordance with sections 22, 23 and 24 of the Planning (Hazardous Substances) (Scotland) Act 1997 following consultation with the Chief Officer – Governance, with an annual report to the Planning Development Management Committee detailing all action authorised.	Aligns with corresponding existing delegation in relation to planning applications.
CO – SPP Additional power (General Delegations)	To instruct applications for interdict in terms of section 25 of the Planning (Hazardous Substances) (Scotland) Act 1997, in order to restrain or prevent breaches of hazardous substances control.	Aligns with corresponding existing delegation in relation to planning applications.
CO – SPP Additional power (General Delegations)	To authorise any person to enter any land (where necessary) in accordance with sections 33, 35 and 35A of the Planning (Hazardous Substances) (Scotland) Act 1997, for the purpose of surveying it in connection with (a) any application for hazardous substances consent, or (b) any proposal to issue a hazardous substances contravention notice.	Aligns with corresponding existing delegation in relation to planning applications.
CO – SPP Additional power (General Delegations)	To submit written notification to the applicant of a section 37 electrical line (less than 132kV) application under the Electricity Act 1989, advising of whether or not the planning authority would object to the application, in accordance with regulation 9 of the Electricity (Applications for Consent) Regulations 1990.	Standard practice. Included for clarification.
CO – SPP Additional power	To make observations on behalf of the planning authority on consultation requests from the Scottish Government Energy Consents Unit in respect	Increasing number of energy projects being proposed.

REFERENCE	CHANGE	RATIONALE
(General Delegations)	of applications (including variations) made under section 36 (electricity generating stations) or section 37 (overhead electric lines) of the Electricity Act 1989, unless (i) the response would constitute an objection to the application; or (ii) the circumstances of an application are otherwise such that the appointed officer considers that the application should be determined by the Planning Development Management Committee.	
CO – SPP Additional power (General Delegations)	To authorise officers and other persons to enter neighbouring land in accordance with the High Hedges (Scotland) Act 2013.	To expressly mention this.
CO – SPP Additional power (General Delegations)	To make any necessary changes to the wording of Council and Council related plans, programmes and strategies for climate, sustainability and the natural environment, where those changes are drafting matters or other matters of a minor nature which do not materially affect any policy, action or proposal.	To expressly mention this.
CO – SPP Additional power (General Delegations)	To determine applications for advertisement consent required by virtue of regulations made under Section 182 of the Town and Country Planning (Scotland) Act 1997 (as amended).	Moved, with amendment, from Appendix 2.
CO – SPP NOTE reworded	NOTE In accordance with Principle 4, the Appointed Officer and Chief Officer - Strategic Place Planning, following consultation with the Convener and Vice Convener of the Planning Development Management Committee may decide, for whatever reason, that the particular circumstances of an application which would in terms of this Scheme fall to be determined by the Appointed Officer are such that the application should be determined by the Planning Development Management Committee. The final decision lies with the Chief Officer - Strategic Place Planning.	Clarification

REFERENCE	CHANGE	RATIONALE
CO – Finance 40 & 41	<p>To administer the North East Scotland Pension Fund in accordance with the Local Government Pension Scheme Regulations and any other relevant legislation.</p> <p>To implement investment arrangements for the North East Scotland Pension Fund in accordance with the Local Government Pension Scheme Regulations and any other relevant legislation, including sourcing and appointment of investment fund managers within the approved strategy.</p>	Clarification
CO – Finance 43	Following consultation with the Chief Officer - Governance, to agree participation by the North East Scotland Pension Fund in securities litigation and other kinds of litigation and legal proceedings .	For completeness.
CO – Finance 45	To approve (or nominate officers to approve) the Council’s entering into of any agreement or other document concerning the administration of the North East Scotland Pension Fund, including but not limited to those listed as described in the power relating to “Pensions” delegated herein to the Chief Officer – Governance; and to sign (and to authorise officers to sign) any such agreement or other document .	To mention signing.
CO – Finance 46	Following consultation with the Chief Officer – Governance, to sign (and to authorise officers to sign) any agreement or other document concerning the administration of the North East Scotland Pension Fund, including but not limited to those listed as described in the power relating to “Pensions” delegated herein to the Chief Officer – Governance, where that agreement or other document entails the signatory certifying, confirming or declaring matters which fall within the remit of the Chief Officer – Finance.	Clarification.
CO – Finance NEW POWER	To apply to benefit agencies including the Department of Work and Pensions, Social Security Scotland, the Service Personnel and Veterans Agency and Housing Benefit / Council Tax Departments of local	To expressly mention this.

REFERENCE	CHANGE	RATIONALE
	<p>authorities for Corporate Appointeeship for clients without capacity, under the relevant social security legislation, and thereafter to receive and deal with any sums received.</p>	
CO – Finance NEW POWER	<p>To prepare, maintain and update, following consultation with the Chief Officer – Corporate Landlord and the Chief Officer – Housing, a current Housing Revenue Account Business Plan.</p>	<p>To transfer this power from the CO – Housing to the CO – Finance, in alignment with the Full Council decision of 14 December 2023 (but with some new adjustments shown in red).</p>
CO – Operations 6 and 7	<p>To commence and complete the statutory procedure set out in the Local Authorities’ Traffic Order (Procedure) (Scotland) Regulations 1999 and undertake all necessary preparation prior to making orders under the Road Traffic Regulation Act 1984, sections 1, 2 and 4 (traffic regulation orders), only bringing the matter before the Net Zero, Environment and Transport Committee where, following consultation with such members as the Chief Officer deems appropriate, an objection is received or where there are unresolved outstanding objections arising from the statutory consultation process.</p> <p>7. ——— To commence and complete the statutory procedure set out in the Local Authorities’ Traffic Order (Procedure) (Scotland) Regulations 1999 and undertake all necessary preparation prior to making orders under the Road Traffic Regulation Act 1984, sections 9 and 10 (experimental traffic regulation orders —“ETRO”) and thereafter to make and sign experimental traffic regulation orders and implement them; only bringing the matter before the Net Zero, Environment and Transport Committee where either or both of the following applies:</p> <p>7.1 ——— prior to or following implementation of the ETRO, the Chief Officer consults with such members as the Chief Officer deems appropriate, and an objection is received from such members (excepting where the ETRO has been instructed for implementation by a Committee of the Council); or</p>	<p>More comprehensive wording and deletion of superfluous wording</p>

REFERENCE	CHANGE	RATIONALE
	<p>7.2 — the ETRO states that the Council will consider making the order permanent, and the Chief Officer proposes to make the ETRO permanent, and there are unresolved outstanding objections arising from the statutory consultation process following implementation of the ETRO.</p> <p>To commence and complete the statutory procedure set out in the Local Authorities Traffic Order (Procedure) (Scotland) Regulations 1999 and undertake all necessary preparation prior to making orders under the Road Traffic Regulation Act 1984, including but not limited to those orders in sections 1, 9, 19, 29, 32, 35, 37, 38, 45, 46, 49(2) and (4), 83(2) and 84 of the Road Traffic Regulation Act 1984, only bringing the matter before the Net Zero, Environment and Transport Committee where, following consultation with such members as the Chief Officer deems appropriate, an objection is received or where there are unresolved outstanding objections arising from the statutory consultation process.</p>	
CO – Operations Reworded power	To make and sign permanent traffic regulation orders (including orders which have been converted from ETROs) and designation orders under the Road Traffic Regulation Act 1984 and implement them where the statutory/ <u>public</u> consultation process yields no objections or, where objections have been received, the orders have gained the appropriate committee approval; and to authorise officers to make, and sign and implement such orders in these circumstances	More comprehensive wording
CO – Operations Additional power	To make and sign experimental traffic orders under the Road Traffic Regulation Act 1984 and to implement them where the initial statutory consultation process yields no objections or, where objections have been received, the orders have gained the appropriate committee approval. Thereafter, where the six-month statutory public consultation process commenced on implementation of the experimental traffic order, or any additional six-month consultation period due to a modification, yields no objections or, where objections have been received, and the orders have gained the appropriate committee approval, to make and sign a	Clarification

REFERENCE	CHANGE	RATIONALE
	permanent order continuing the provisions of the experimental order; and to authorise officers to make, sign and implement such orders in these circumstances.	
CO – Operations Additional power	To commence and complete the statutory procedure set out in the Pavement Parking Prohibition (Exemption Orders Procedure) (Scotland) Regulations 2022 and undertake all necessary preparation prior to making orders under section 51 of the Transport (Scotland) Act 2019, only bringing the matter before the Net Zero, Environment and Transport Committee where, following consultation with such members as the Chief Officer deems appropriate, an objection is received or where there are unresolved outstanding objections arising from the statutory consultation process.	To include reference to recent legislation and to this statutory power
CO – Operations Additional power	To make and sign exemption orders under section 51 of the Transport (Scotland) Act 2019 and implement them where the statutory/public consultation process yields no objections or, where objections have been received, the orders have gained the appropriate committee approval; and to authorise officers to make, sign and implement such orders in these circumstances.	To include reference to recent legislation and to this statutory power
CO – Operations reworded power	To redetermining the means by which the public right of passage over, or any part of, any public road, may be exercised by an order under the Roads (Scotland) Act 1984, section 152(2) (“Redetermination Orders”) and to commence and complete the statutory procedure set out in the Stopping Up of Roads and Private Accesses and the Redetermination of Public Rights of Passage (Procedure) (Scotland) Regulations 1986 for making such orders, only bringing the matter before the Net Zero, Environment and Transport Committee where, following consultation with such members as the Chief Officer deems appropriate, an objection is received or where there are unresolved outstanding objections arising from the statutory consultation process.	Clarification
CO – Operations reworded power	To make and sign, and to authorise officers to make and sign, Stopping Up orders, and Redetermination Orders under the Roads (Scotland) Act 1984 and implement them where the statutory/public consultation process	Clarification of the process involved in making these orders

REFERENCE	CHANGE	RATIONALE
	yields no objections or, where objections have been received, the orders have gained the appropriate committee approval, and the Scottish Ministers have also determined the orders can be made; and to authorise officers to make, sign and implement such orders in these circumstances.	
CO – Operations reworded power	To make and sign, and to authorise officers to make and sign, and temporary traffic orders under sections 14 (roadworks, safety, litter clearance etc.) and 16A (sporting event, social event or entertainment which is held on the road) of the Road Traffic Regulation Act 1984.	Clarification and to expressly refer to section 16A
CO – Operations Deleted power	To commence and complete the statutory procedure set out in the Stopping Up of Roads and Private Accesses and the Redetermination of Public Rights of Passage (Procedure) (Scotland) Regulations 1986 and undertake all necessary preparation prior to making orders under the Roads (Scotland) Act 1984 relating to stopping up and redetermination, only bringing the matter before the Net Zero, Environment and Transport Committee where, following consultation with members (whether all members or simply ward members), objection is received or where there are outstanding objections arising from the statutory/public consultation process.	Deletion of superfluous wording
CO – Operations Additional power	To approve the fixing of banners to lamp posts, walls, fences etc. which are both owned by the Council and located on adopted roads.	To expressly mention this.
CO - Corp Landlord 1	To discuss and negotiate, on a without prejudice basis, proposals and developments in terms of land transactions, premises and finance (following consultation with the Chief Officer - Finance and the Chief Officer - City Development & Regeneration) by way of assistance to local industry.	Requirement for additional consultation.
CO - Corp Landlord 18	To approve the grant of new leases and extensions and variations of existing leases, to agree rent reviews and terminations in respect of such leases (where these are agreed at Market Rental Value) and otherwise to attend to the general management of land and property in the Council's ownership, including the advertising of property for sale or lease and	Clarification.

REFERENCE	CHANGE	RATIONALE
	granting (with or without conditions) or refusing permission for the use of such land and property.	
CO - Corp Landlord 22	Following consultation with the Chief Officer - Governance, the Chief Officer - Finance and the Chief Officer - City Development & Regeneration , to alter/waive (in whole or in part) commercial rents in response to economic downturn subject to the Disposal of Land by Local Authorities (Scotland) Regulations 2010 and to report any use of this power by way of service update.	Requirement for additional consultation.
CO - Corp Landlord New power	To grant or decline future applications from organisations to lease Council-owned HRA properties	Power moved from CO-Housing's delegated powers
CO - Education & Lifelong Learning 1	To approve, in consultation with the Early Learning and Childcare Programme Board, specific grants from the Partner Providers Grant Funding Scheme, to individual Early Learning and Childcare Providers, to support infrastructure projects and increase quality provision for the delivery of Early Learning and Childcare.	The Grant Funding Scheme was established as part of the expansion of the Early Learning and Childcare Programme which has now been fully delivered.
CO - Education & Lifelong Learning 40	To prescribe the loan periods for articles borrowed from the Council's libraries and collections; and to make determine any charges for the provision of services, provided by the Library and Information Service borrowing and reservation of items, other than books or periodicals from the Council's collections or the provision of any service provided at libraries.	More comprehensive wording.
CO - Housing 2	To manage Council tenancies and housing estates in line with service policies, tenancy agreements and relevant legislation including, but not limited to, the various Housing (Scotland) Acts; and to sign, and authorise officers to sign, tenancy agreements relating to Council houses. To manage all housing accommodation provided by the Council in accordance with service policies and relevant legislation, including but not limited to the various Housing (Scotland) Acts and the Homelessness	More comprehensive wording.

REFERENCE	CHANGE	RATIONALE
	etc. (Scotland) Act 2003; and to sign, and authorise officers to sign, tenancy agreements and all statutory and contractual documentation relative to the provision of housing and the recovery of possession thereof.	
CO – Housing 8	To authorise Area Housing Managers to either terminate or continue within the various categories of tenancy and to grant or decline future applications from organisations to lease Council owned HRA properties.	Delegated power moved to CO-Corp Landlord
CO – Housing 15	To create and monitor the implementation of the Council's Rapid Rehousing Transition Plan plans to prevent and reduce homelessness.	So as not to exclusively relate to the RRTP.
CO – Housing 18	To administer, in consultation with the Chief Officer - Finance and the Chief Officer - People & Citizen Services, a homelessness prevention fund in order to prevent and reduce instances of homelessness current and future homelessness prevention funds, rent assistance funds and any other similar initiatives aimed at preventing and reducing instances of homelessness.	To broaden the scope.
CO – Housing 19	To increase the relative priority of statutory homeless households homeless families and couples where the short-term supply and demand for housing is impacting on the Council's statutory duty to offer appropriate permanent housing.	To limit the power to covering statutory homeless households.
CO – Housing – New Power (under Private Sector Housing)	To make and serve Maintenance Orders in terms of the Housing (Scotland) Act 2006 and to serve Work Notices in terms of that Act.	To explicitly mention these.
Appendix 1	Various amendments as shown in the tracked Powers Delegated to Officers document appended to the report.	For efficiency, clarity and completeness.

REFERENCE	CHANGE	RATIONALE
Proper Officers and Statutory Appointees	Including deletion of the entry relating to the Discretionary Housing Payments (Grants) Order 2001 – because art 3(3) thereof no longer applies to Scotland.	
Appendix 2 Scheme of Delegation for dealing with Planning Applications for Local Developments 1	- applications for the approval of consent, agreement or approval required by a condition imposed on a grant of planning permission or planning permission in principle; and	Duplication – same as the first sub-bullet
Appendix 2 Scheme of Delegation for dealing with Planning Applications for Local Developments 1	all in respect of applications for development falling within the category of “ L ocal D evelopment” as defined within the Town and Country Planning (Hierarchy of Developments) (Scotland) Regulations 2009 and as required by Section 28 of the Planning (Scotland) Act 2019, in respect of planning permission for a development within the category of local developments, (when it comes into force) except where that application:-	Deletion of unnecessary wording.
	i. has been made by or on behalf of; a. an elected member of the Council or a member of staff employed within the Strategic Place Planning function of the planning authority; or	Clarification
Appendix 2 Scheme of Delegation for dealing with Planning Applications for Local Developments 1	iii. is an Environmental Impact Assessment (EIA) application for which a validated EIA Report has been submitted;	Clarification
Appendix 2 Scheme of Delegation for dealing with Planning Applications for	v. is being recommended for approval and has been the subject of six or more timeous letters of representation (following advertisement and/or notification) containing material planning considerations that express objection or concern about the proposal;	Applications can only legitimately be assessed against material planning considerations

REFERENCE	CHANGE	RATIONALE
Local Developments 1		
Appendix 2 Scheme of Delegation for dealing with Planning Applications for Local Developments 1	viii. has been subject to a discretionary pre-determination Public Hearing under section 38A(4) of the the Town and Country Planning (Scotland) Act 1997.	Clarification. No material change
Appendix 2 Scheme of Delegation for dealing with Planning Applications for Local Developments 1	<p>Definitions</p> <p>a) A “timeous objection” from the Community Council means any written representation - stating explicitly that it is objecting - received from the Community Council within whose area the application is located no later than the time period specified for representations following the date of notification or, if applicable, the time period allowed for advertisement of the application (whichever is the later) or any later date agreed in writing with the planning case officer prior to the expiry of the aforementioned time period(s)..</p> <p>b) A “timeous letter of representation” means any written representation no later than the expiry of the time period specified by the Planning Authority for representations to be made following the date of notification or, if applicable, advertisement of the application (whichever is the later).</p> <p>c) “Letter of representation” is to be construed in light of the following:</p> <ul style="list-style-type: none"> • if more than one representation is submitted from a single individual or a single e-mail address, this only counts as one representation • a single letter with a number of signatures from one postal address counts as only one representation • a petition (i.e. the same comment or letter submitted on behalf of and signed by multiple individuals from the same or different addresses) is counted as one representation 	Clarification and to reflect similar wording in CO-SPP delegated powers

REFERENCE	CHANGE	RATIONALE
	<ul style="list-style-type: none"> a representation will only be counted if it is from a specified e-mail address or street address and from a specified individual(s) 	
Appendix 2 Scheme of Delegation for dealing with Planning Applications for Local Developments 2	To determine applications for the approval of consent, agreement or approval required by a condition(s), imposed on a grant of detailed planning permission under section 37 of the Town and Country Planning (Scotland) Act 1997 (as amended).	Clarification
Appendix 2 Scheme of Delegation for dealing with Planning Applications for Local Developments NOTE New wording added	<p><u>NOTE</u></p> <p>In accordance with Principle 4, the Appointed Officer and Chief Officer - Strategic Place Planning, following consultation with the Convener and Vice Convener of the Planning Development Management Committee may decide, for whatever reason, that the particular circumstances of an application which would in terms of this Scheme fall to be determined by the Appointed Officer are such that the application should be determined by the Planning Development Management Committee. The final decision lies with the Chief Officer - Strategic Place Planning.</p>	Clarification and to reflect similar wording in CO-SPP delegated powers
Appendix 2 Scheme of Delegation for dealing with Planning Applications for Local Developments 3 Power deleted	To determine applications for any approval of the planning authority required under a development order as required by Section 28 of the Planning (Scotland) Act 2019 when it comes into force	To remove duplication. Section 28 of the Planning (Scotland) Act 2019 not yet in force. Once section 28 of the Planning (Scotland) Act 2019 is in force, the power will move to Scheme of Delegation, but until then delegated power sits under CO-SPP general delegated powers
Appendix 2 Scheme of Delegation for dealing with Planning Applications for Local Developments	To determine applications for certificates of lawfulness of existing use or development under Section 150 of the Town and Country Planning (Scotland) Act 1997 (as amended) and as required by Section 28 of the Planning (Scotland) Act 2019 when it comes into force.	To remove duplication. Section 28 of the Planning (Scotland) Act 2019 not yet in force. Once section 28 of the Planning (Scotland) Act 2019 is in force, the power will move to Scheme of Delegation, but until then

REFERENCE	CHANGE	RATIONALE
4 Power deleted		delegated power sits under CO-SPP general delegated powers
Appendix 2 Scheme of Delegation for dealing with Planning Applications for Local Developments 5 Power deleted	To determine applications for certificates of lawfulness of proposed use or development under Section 151 of the Town and Country Planning (Scotland) Act 1997 (as amended) and as required by Section 28 of the Planning (Scotland) Act 2019 when it comes into force.	To remove duplication. Section 28 of the Planning (Scotland) Act 2019 not yet in force. Once section 28 of the Planning (Scotland) Act 2019 is in force, the power will move to Scheme of Delegation, but until then delegated power sits under CO-SPP general delegated powers
Appendix 2 Scheme of Delegation for dealing with Planning Applications for Local Developments 6 Power deleted	To determine applications for advertisement consent required by virtue of regulations made under Section 182 of the Town and Country Planning (Scotland) Act 1997 (as amended) and as required by Section 28 of the Planning (Scotland) Act 2019 when it comes into force. Under the terms of section 75 of the Town and Country Planning (Scotland) Act 1997 (as amended) and section 69 of the Local Government (Scotland) Act 1973, and following consultation with the Chief Officer – Governance, to: a. negotiate and conclude legal agreements related to planning and other related applications; b. determine applications for Modifications or Discharge of Planning Obligations under section 75A in relation to planning applications; c. to participate in the promotion and development of Good Neighbour Agreements under section 75D. provided the Appointed Officer considers such agreements to be in accordance with the original decision on the application.	To remove duplication. Section 28 of the Planning (Scotland) Act 2019 not yet in force. Once section 28 of the Planning (Scotland) Act 2019 is in force, the power will move to Scheme of Delegation, but until then delegated power sits under CO-SPP general delegated powers
Appendix 2 Scheme of Delegation for dealing with Planning Applications for Local Developments	To determine planning and other applications given a willingness to approve and for which legal agreements are not completed within 6 months of the date on which a willingness to approve was agreed by the Planning Authority.	Delegated power already included in CO-SPP general delegated powers. The deleted power does not relate to determination of local applications and does not relate to the discharge of conditions for local applications.

REFERENCE	CHANGE	RATIONALE
7 Power deleted		
Appendix 2 Scheme of Delegation for dealing with Planning Applications for Local Developments 8 Power deleted	To determine applications for Listed Building consent and Conservation Area consent subject to any of the applicable exceptions contained in paragraph 2 above and provided that the Scottish Ministers, if notified, have either made no observations or, where observations have been made which can competently be made the subject of appropriate planning conditions, to determine these applications with those conditions attached.	The deleted power does not relate to determination of local applications and does not relate to the discharge of conditions for local applications.

STANDING ORDERS

REFERENCE	CHANGE	RATIONALE
Throughout	Replace “two thirds” with “two-thirds” (add hyphen)	Minor correction
2.10	The Lord Dean of Guild of the Burgesses of the City and Royal Burgh of Aberdeen attends meetings of the Council on behalf of the Guildry of Burgesses and is expected to comply with the Councillors’ Code of Conduct.	To mention the Lord Dean.
4.1.2 a Member is removed by the Council as set out in Standing Order 5; or	Minor correction
7.3	It will be within the discretion of the Convener of the Council, a Committee or Sub Committee to cancel, or advance or postpone to another date and/or time , an ordinary meeting if in his/her opinion, acting reasonably, there is a good reason for so doing and provided that this reason is communicated to the relevant membership as soon as reasonably practicable.	Clarification
9	Place of Meetings and Remote Participation	To summarise this statutory provision.

REFERENCE	CHANGE	RATIONALE
	9.2 In terms of section 43 of the Local Government in Scotland Act 2003, meetings of the Council, its Committees and Sub-Committees may (as well as being conducted by all members being present together in a pre-determined place) be conducted in any other way in which each member is enabled to participate although not present with others in such a place - but only on the direction of the relevant convener, whom failing, the relevant deputy convener.	
10.1	At least five six Clear Days before a meeting of the Council, Committee or Sub Committee, the time and place of the meeting will be published at the Council's offices.	To provide Members with additional time to read agendas with a view to requiring motions/amendments to be submitted by 12 noon on the working day before the meeting, and then motions/amendments to be circulated to Members at least an hour before meetings.
10.1.2	Standing Order 10.1 does not apply to special meetings called in terms of Standing Order 8.2. At least three Clear Days before such a special meeting of the Council, Committee or Sub Committee, the time and place of the meeting will be published at the Council's offices.	New Standing Order proposed to give greater flexibility in the scheduling of special meetings called in terms of Standing Order 8.2.
12.2	Notices of Motion should must be submitted to the Clerk in writing at least three weeks prior to the meeting.	To make this timescale mandatory, for consistency with SO 12.9 which refers to 12.2 imposing a "deadline".
12.3	Following the conclusion of the consultation set out in Standing Orders s 12.1 and 12.2, the final written motion must be submitted by the Member to the Clerk by 12 noon two weeks prior to the meeting, along with any relevant correspondence.	Minor correction – only 12.2 relates to consultation.
12.5	Prior to a Notice of Motion appearing on an agenda, the Convener will determine competency. Notices of Motion shall appear on the agenda in	For fairness in terms of agenda running order.

REFERENCE	CHANGE	RATIONALE
	chronological order, according to when they were submitted to the Clerk in terms of Standing Order 12.2.	
12.10	Standing Order 12.9 does not apply to any Notice of Motion submitted under Standing Order 5.1 (Removal of from Office of....)....	Minor correction
13.13	Where the Council, a Committee or a Sub-Committee has instructed the bringing of a report to a particular meeting, the relevant Director may postpone same to a later meeting where the original date cannot be met, provided the relevant Convener has been consulted. The reason for the delay and the later meeting date shall be minuted at the meeting to which the instruction related.	Responds to member feedback and enables Directors to balance the workload pressures on officers with operational demands.
19.1	At any meeting of the Council, its Committees or Sub Committees, the chair will be taken by the Convener, or where the Convener is absent, the Vice Convener, who will be addressed as 'Convener' in accordance with Standing Order 25.2.	Clarification
26 - heading	Order of Debate Determination etc.	To better reflect the content of this Standing Order.
26.2.1	26.2.1 Asking questions, which can include asking questions of officers on a motion or amendment before it is moved.	To provide clarity that this is permitted and when it should take place.
27	<p>27.1 A Point of Order is a verbal objection made to the Convener that a statement or proposed procedure or action at the meeting may be in breach of the law, Standing Orders or the Councillors' Code of Conduct or the Member-Officer Relations Protocol.</p> <p>27.2 Any Member may raise a Point of Order at any point in the meeting, and must specify which Standing Order, law (i.e. legislative provision; or rule or principle of common law) or section of the Councillors' Code of Conduct or Member-Officer Relations Protocol will be, or has been, breached.</p>	<p>To include the Member-Officer Relations Protocol.</p> <p>Clarification, and to include the Member-Officer Relations Protocol.</p>

REFERENCE	CHANGE	RATIONALE
29.1	Where a motion and amendments are proposed prior in relation to a Council, Committee or Sub Committee meeting, Members should must provide a copy of the proposed wording to the Clerk as soon as reasonably practicable and, if possible, by 12 noon on the working day prior to the meeting.	To make this timescale mandatory. New Standing Orders proposed at 29.1.1, 29.1.2 and 29.1.3 below to provide greater clarity.
29.1.1, 29.1.2 and 29.1.3	<p>29.1.1 Where motions and amendments relate to reports which have been circulated with less than 3 days' notice, Members should provide a copy of the proposed wording to the Clerk as soon as reasonably practicable and, if possible, by 12 noon on the working day prior to the meeting.</p> <p>29.1.2 Motions and amendments which do not comply with Standing Order 29.1 or 29.1.1. can only proceed with the consent of the Convener.</p> <p>29.1.3 For the avoidance of any doubt, Standing Order 29.1 does not apply to Quasi-Judicial items of business.</p>	New Standing Orders proposed linked to 29.1 to provide greater clarity.
29.2	Any motion or amendment in respect of the budget must be submitted to the Chief Officer – Finance (section- 95 officer) and dealt with in accordance in accordance with the Budget Protocol, which Protocol is deemed to be incorporated herein.	Correction and clarification
New 29.4 with numbering adjusted thereafter	Motions and amendments submitted in accordance with Standing Order 29.1 and 29.2 will be circulated to all Members (of Council, the Committee or Sub Committee) at least one hour prior to the relevant meeting, providing they have been finalised.	Responding to member feedback that seeing motions and amendments prior to the meeting would assist with the smooth running of the meeting and may lead to more compromises.
29.4	<p>29.4 The Convener will have the prior right to the motion, except:-....</p> <p>29.4.3 where the Council is meeting to consider its annual revenue budgets, in which case the Convener of the Finance and Resources Committee will have the prior right to the motion. Following the moving of each budget, the</p>	So that this applies to all annual budgets.

REFERENCE	CHANGE	RATIONALE
	spokesperson of the biggest Opposition Group will have the right to propose an amendment;...	
29.6	All motions and amendments must be relevant to the item of business on the agenda. By way of example, a motion or amendment is unlikely to be relevant if it is only distantly or indirectly connected or related to the item in question – all the more so if it is proposing that major or significant action be taken.	To offer further clarity around relevancy.
29.16	In respect of the motion which proposes any element of the Council annual budgets, the Council Leader will have the right to sum up.	So that this applies to all annual budgets.
30.5	Moving a Council budget – no time limit 30 minutes	To impose a time limit.
32.9 NEW	Votes taken by means of the electronic voting system at Council will be published on the Council website as soon as reasonably practicable but no later than 12 noon on the next working day following the day of the vote. The details of individual votes may be provided earlier on request.	To address electronic voting.
32.10 - NEW	It is acknowledged that Members may from time to time, at their own discretion, enter into arrangements with one another in order to take account of the situation of Members who are on maternity, paternity, shared parental or adoption leave and who are therefore unable to vote at Council meetings. Such arrangements are not governed by these Standing Orders or any other part of the Council's Scheme of Governance and will not be monitored or enforced by Council officers.	To refer to the possibility of such arrangements whilst making clear that they are a matter for Members.
34.2	34.2 Subject to Standing Orders 34.3 and 34.4, should the matter be referred in terms of Standing Order 34.1, the Clerk will then arrange for the matter to be referred to the next ordinary meeting of the Council, or the relevant Committee or Sub Committee, for determination. For referrals to Council, where the next Council meeting is in the opinion of the Leader too late for the	To provide greater clarity.

REFERENCE	CHANGE	RATIONALE
	matter to be appropriately dealt with, the matter can instead be considered at a meeting of the Urgent Business Committee. Matters may not be referred to special meetings of the Council, Committees or Sub-Committees.	
34.3	Standing Orders 34.1 and 34.2 [Referrals] will not apply to any proceedings relating to:-... 34.3.10 legal matters which would, in the opinion of the Chief Officer – Governance, be prejudiced or inappropriately interfered with, delayed or interrupted by such referral.	To reduce the risk of adverse consequences flowing from referrals.
34.4	Where an item is referred to a meeting of the Council, Committee or Sub Committee (whether or not such referral is under Standing Order 34.1) , and it is not possible for the item to be open to the public for inspection at least three Clear Days before the meeting, the referring Committee or Sub Committee must specify why the item should be considered as a matter of urgency.	Clarification
36.8	It will be within the discretion of the Convener of the Council, a Committee or Sub Committee to cancel, or advance or postpone to another date and/or time , an ordinary meeting if in his/her opinion, acting reasonably, there is a good reason for so doing and provided that this reason is communicated to the relevant membership as soon as reasonably practicable.	To replicate the wording of 7.3, for consistency.
37.2	All Members are bound by the Councillors’ Code of Conduct and are responsible for complying with it at all times, including regulating their own behaviour. Members will also be expected to observe the Member-Officer Relations Protocol.	To respond to Member feedback.
41.1	Any Standing Order may be suspended at any meeting with the agreement of at least two thirds of the Members present ed and entitled to vote.....	Minor correction
47.5	Except where prohibited by law, Ee ach Committee and Sub-Committee can delegate any of its delegated functions to a-named officers s.	Clarification

REFERENCE	CHANGE	RATIONALE
GLOSSARY	Add the following at the end of the definition of “Convener”: For the avoidance of any doubt, only a member of a Committee or Sub-Committee may be the Convener or Vice Convener thereof.	Clarification

TERMS OF REFERENCE

REFERENCE	CHANGE	RATIONALE
General	Changes to Executive Leads and Functions/Clusters to take account of staffing structure.	To take account of the staffing structure with regard to job titles, roles and Functions/Clusters.
Aberdeen City Council	The Council reserves the following functions:.... 7. The appointment of committees, including external <i>members</i> , and approval of the number and allocation of committee places; ; the appointment and removal from office of the Lord Provost, Depute Provost, Leader or Co-Leaders and/or Depute Leader, Business Manager and Depute Business Manager , and a convener for each committee and a vice convener as appropriate; and the approval of senior councillor allowances. However the appointment of external <i>advisers</i> to committees is not reserved to the Council and may be undertaken by the relevant committees themselves.	To reflect that there is no longer a Business Manager or Depute; and for consistency with the APIC change below.
Aberdeen City Council	The Council reserves the following functions:.... 14. The consideration of its annual report of its effectiveness and each committee’s annual report of its effectiveness.	To reflect that Committees do receive their own annual effectiveness reports and so this should not be <i>reserved</i> to Full Council (albeit Full Council can of course consider the annual effectiveness reports of Committees).
Aberdeen City Council	21. To consider any matter which the Council has previously considered and agreed to receive a report (or a further report) on.	To reflect that there may <i>not</i> have been a previous report on the matter. For example, the

REFERENCE	CHANGE	RATIONALE
		matter may originally have been brought before Council by means of a Notice of Motion.
Urgent Business Committee	<p>1.1 A meeting of the Committee will be called by the Chief Officer – Governance:</p> <p>1.1.1 on the instruction of the Chief Executive where the Chief Executive and the Convener are satisfied that the relevant business is urgent, or</p> <p>1.1.2 in terms of Standing Order 34.2 (Referrals).</p>	To clarify the interrelation of this provision with Standing Order 34.2, each of which provisions set down a different basis for a UBC being called.
Urgent Business Committee – new para 1.3 (with subsequent paras re-numbered accordingly)	<p>1.3 The reason(s) for urgency must, where possible, be clearly stated in any report to the Urgent Business Committee. Where this is not possible (e.g. due to the matter being referred to the Committee under Standing Order 34.2), the reason(s) for urgency must be stated at the start of the meeting.</p> <p>1.4 Before considering any item of business, the Committee will determine whether the item is urgent and requires to be considered, and if it does, the special circumstances will be specified in the minute. Before determining whether the item is urgent, members may ask questions of officers in relation to the reason(s) for urgency.</p>	To ensure clarity around the reasons for urgency.
Communities, Housing & Public Protection Committee - Purpose	<i>To monitor and oversee the delivery of:..... all other Council housing functions (with the exception of capital building programmes; albeit the Committee may receive and consider reports providing updates on capital building programmes)</i>	Clarification to reflect established practice
Anti-Poverty and Inequality Committee	<p>External advisers:</p> <p>Emphasising the close links with Community Planning Aberdeen’s Anti-Poverty Group, the Committee will appoint advisers who are not members of the Council. These external advisers will be appointed by the Council at its statutory meeting (or other meeting as appropriate) Committee as follows:</p>	Clarification to the effect that APIC may appoint external advisers.

REFERENCE	CHANGE	RATIONALE
Pensions Committee - Purpose	<p>To discharge all functions and responsibilities in respect of the Council’s role as administering authority for the North East Scotland Pension Fund (the Fund)s (NESPF). This includes managing the investment of the Fund NESPF in accordance with the Local Government Pension Scheme (Management and Investment of Funds) (Scotland) Regulations 2010 and other relevant legislation.</p> <p>The Committee will work alongside the Fund’s Local Pension Board to consider any pension compliance matters raised.</p> <p>Where reference is made to ‘the Fund’, this refers to the Main Fund (the North East Scotland Pension Fund) and the Transport Fund (the Aberdeen City Council Transport Fund).</p>	To reflect the previous merger of the NESPF and the Transport Fund into what is now simply known as the NESPF.
Pensions Committee	4.2 adherence to the principles set out in the Pension Regulator’s General Code of Practice.	Update to reflect new Code.
Pensions Committee	The Committee will:.... 5.3 - monitor the progress of any litigation relating to the Fund.	To expressly mention this.
Net Zero, Environment and Transport Committee	8. Approve and oversee all transport and roads related policies, strategies, programmes, and projects in relation to climate, sustainability, the natural environment and transport and roads	To include reference to climate, sustainability and the natural environment

PROCUREMENT REGULATIONS

REFERENCE	CHANGE	RATIONALE
4.1.1.2	<p>Contract Value above £50,000 (supplies/services) £250,000 (works), or £4.5m (concessions)</p> <p>Contracts with an estimated Contract Value of above these thresholds shall be listed on the workplan to be submitted by the relevant Director or Chief Officer in accordance with Procurement Regulation 14.6. Each individual</p>	<p>Re-ordered wording of this Regulation for clarity.</p> <p>Removed reference to workplans, as in practice, this is covered by Regulation 5.2.4.</p>

REFERENCE	CHANGE	RATIONALE
	<p>contract will also require a business case (conforming to a template approved by the Head of Commercial and Procurement) to be submitted by to the Head of Commercial and Procurement, relevant Chief Officer to the Council or the Finance and Resources Committee as appropriate or where the contract relates to a capital project that is already part of the Capital Programme, to the Executive Director – Corporate Services.</p> <p>Business Cases that relate to a capital project that is already part of the Capital Programme, may be approved by the Executive Director – Corporate Services following consultation with Chief Officer – Capital, Head of Commercial and Procurement and Leader of the Council or Convener of the Finance and Resources Committee.</p> <p>In all other cases, businesses cases must be approved by the Finance and Resources Committee prior to the procurement being undertaken. Business cases may only be submitted to the Council or Finance and Resources Committee on the approval of the Head of Commercial and Procurement, following consultation with the Demand Management Control Board or in relation to the Capital Programme respect of a works/ capital contract which is not yet part of the Capital Programme, on the approval of the Chief Officer – Capital, following consultation with the Executive Director – Corporate Services and Chief Officer – Finance. The approval of the Council or Finance and Resources Committee is required prior to the procurement being undertaken.</p> <p>Business Cases that relate to a capital project that is already part of the Capital Programme, may be approved by the Director of Resources following consultation with Chief Officer – Capital, Head of Commercial and Procurement and Co Leaders of the Council or Convener of the Finance and Resources Committee.</p>	<p>In practice business cases are submitted via the Demand Management Control Board in sufficient time to ensure renewal of contract can be concluded prior to end date of existing (which also provides sufficient time in relation to procurement of a new contract).</p> <p>Submission of work plans and business cases to each meeting of the Finance and Resources committee ensures an even balance of business for committee meetings.</p>

REFERENCE	CHANGE	RATIONALE
5.2.4	<p>The Head of Commercial and Procurement shall maintain a consolidated workplan for the Council and for the Finance and Resources Committee. The workplans will contain a list of proposed procurement activity for the next financial year where the estimated expenditure per contract is £50,000 or more (supplies/services) or £250,000 (works) or £4.5m (concession) and will be compiled with the information provided by Directors/Chief Officers in accordance with Procurement Regulation 4.1.1.2.14.6.</p>	<p>In practice, work plans are only submitted to Finance and Resources committee. Submission of work plans and business cases to each meeting of the Finance and Resources committee ensures an even balance of business for committee meetings.</p> <p>Regulation cross reference changed due to the amendment to other regulations.</p>
14.6	<p>The Chief Operating Officer, the Directors of Resources, Commissioning and Customer Services, the Chief Officer – Governance, the Chief Officer – Strategic Place Planning, the Chief Officer – City Growth and the Chief Officer of the HB Chief Officers shall:</p> <p>14.6.1 aim to submit business cases in accordance with these Regulations to the Head of Commercial and Procurement a workplan for their Function/Cluster prior to the commencement of each financial year (conforming to a template approved by the Head of Commercial and Procurement) detailing all for contracts to be procured in the coming year with a Contract Value of £50,000 or more (supplies/services) or £250,000 or more (works) or £4.5m or more (concession) at least 9 months prior to the required contract start date; and</p> <p>14.6.2 update the Head of Commercial and Procurement from time to time in the event of any new procurements being added to the workplan; and</p> <p>14.6.3 submit business cases for their Function/Cluster as and when required (conforming to a template approved by the Head of Commercial and Procurement) to the Head of Commercial and Procurement for each contract to be procured with a Contract Value of £50,000 or more (supplies/services) or £4.5m or more (concessions), or to Chief Officer – Capital for each contract to be procured with a Contract Value of £250,000 or more (works).</p>	<p>Business cases need to be submitted via the Demand Management Control Board in sufficient time to ensure renewal of contract can be concluded prior to end date of existing (which also provides sufficient time in relation to procurement of a new contract).</p>

REFERENCE	CHANGE	RATIONALE
	14.6.3 The Head of Commercial and Procurement or the Chief Officer – Capital (as appropriate) shall ensure that required business cases are brought to the appropriate Committee prior to any tender process commencing in so far as required to do so by these procurement regulations.	

FINANCIAL REGULATIONS

REFERENCE	CHANGE	RATIONALE
Links	4.6 Added in a new link to the Treasury Management Policy	Refreshed Policy
Links	4.7 Added in a new link to the Corporate Debt Policy	Refreshed Policy
Links	5.9 Added in a link to the Leasing Policy	New Policy added

MEMBER-OFFICER RELATIONS PROTOCOL

REFERENCE	CHANGE	RATIONALE
Throughout document	Replace “customers” with “citizens” or “partners” as appropriate.	Reflect updated nomenclature used by Council.
Section Seven	Include new section on Leadership to emphasise member-member relations, additional meetings being the exception.	Reflect recommendations in the Best Value Thematic Review published by Audit Scotland in April 2024.
8.19	The Standards Commission and Improvement Service have jointly published a briefing note on Councillors’ right of access to information held by the Council. The briefing note supplements the information found in this Protocol and provides valuable guidance for both Members and officers.	Makes reference to useful resource for Councillors.
10 (Further Reference)	Addition of the following to the list: <ul style="list-style-type: none"> Standards Commission and Improvement Service Briefing Note - Councillors’ Right of Access to Information Held by the Council 	Includes link to document mentioned at 8.19.

LOCAL CODE OF GOVERNANCE

REFERENCE	CHANGE
Throughout document	Additional sources of assurance have been added. These have been tracked and should be self-explanatory.

SCHEME OF GOVERNANCE AS A WHOLE

REFERENCE	CHANGE	RATIONALE
Throughout the various Scheme of Governance documents	Replace "Sub Committee" with "Sub-Committee" (i.e. add hyphen)	Minor correction

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Aberdeen City Council Committee Terms of Reference

Approved by Council 14 June 2023

Commented [M01]: Please note this document has been converted from PDF to Word which has resulted in some formatting and layout issues. These issues will not exist once the changes are approved and the document is updated for publication.

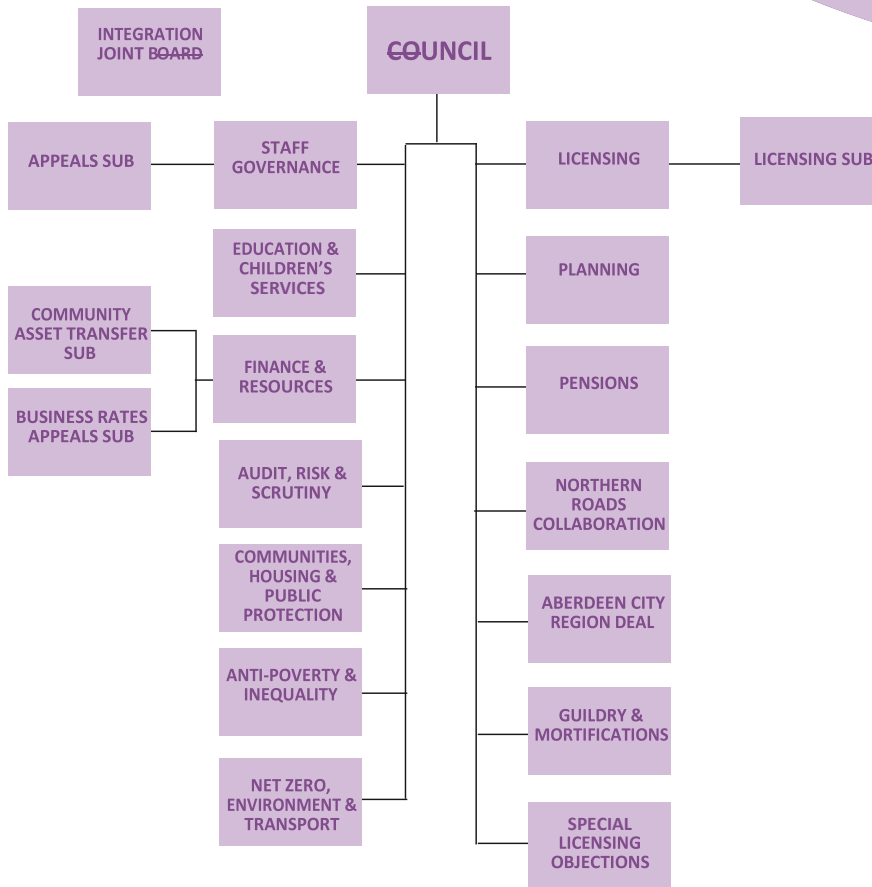
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Effective From	19 June 2023
To be Reviewed	February 2024
Application of Policy	Council-wide
Policy Author	Martyn Orchard, Committee Lead

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INTRODUCTION



INTRODUCTION

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

JOINT WORKING WITH COMMITTEES AND NON COUNCIL BODIES

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

ABERDEEN CITY COUNCIL

The Council reserves the following functions:

1. The setting of council tax in accordance with s93(1) of the Local Government Finance Act 1992 or the setting of a reduced amount of council tax under s94 of that Act or paragraph 3 of Schedule 7 to that Act.
2. The setting of a balanced budget annually, including the setting of fees and charges, including the approval of commissioning intentions and service standards.
3. The approval of the capital programme.
4. The borrowing of money as provided for in s56(6)(d) of the Local Government (Scotland) Act 1973.
5. The approval of any annual investment strategy or annual investment report required by any consent issued by Scottish Ministers under s40 of the Local Government in Scotland Act 2003.
6. The approval of the Council's Treasury Management Policy and Strategy.
7. The appointment of committees, including external *members*, and approval of the number and allocation of committee places; the appointment and removal from office of the Lord Provost, Depute Provost, Leader of Co Leaders and/ or Depute Leader ~~and Business Manager and Depute Business Manager~~, a convener for each committee and a vice convener as appropriate and the approval of senior councillor allowances. However the appointment of external advisers to committees is not reserved to the Council and may be undertaken by the relevant committees themselves.
8. The election of members to the Licensing Board.
9. The review of polling districts and polling places.
10. Subject to the Powers Delegated to Officers, the administration of trusts in respect of which the Council is sole trustee or the only trustees are elected members of the Council.
11. The approval of the Local Development Plan.
12. The approval of an Administration's political priorities.
13. The consideration of the Council's Delivery Plan.
14. The consideration of its annual report of its effectiveness, ~~and each committee's annual report of its effectiveness.~~
15. The consideration, where required, of reports by both the Standards Commission for Scotland and the Financial Conduct Authority, and the overseeing of members' standards of conduct.
16. The establishment of the Appointment Panel in accordance with the Standing Orders for Council, Committees and Sub Committees.

17. The approval of the Council's Scheme of Governance.
18. The approval of the Council/Committee Diary.
19. The approval of Schemes for the Establishment for Community Councils and the review or amendment of such Schemes in terms of sections 52 and 53 of the Local Government (Scotland) Act 1973; and the revocation of such Schemes (or amended Schemes) and the making of new Schemes in accordance with section 22 of the Local Government etc. (Scotland) Act 1994.
20. The establishment of Working Groups.
21. To consider any matter which the Council has previously considered and agreed to receive a [report \(or further report\)](#) on.
22. To consider Monitoring Officer reports under Section 5 of the Local Government and Housing Act 1989.
23. Making schemes for the reorganisation of educational endowments under section 112(2) or 112(3) of the Education (Scotland) Act 1980.
- 24. ANALYSIS**
- 24.1 to receive a bi-annual Population Needs Assessment to understand the needs which public bodies must address;
- 24.2 to receive, as appropriate, an in-depth analysis of key groups, priorities and challenges across public services to identify and action potential efficiencies and improvements to help ensure that the needs of customers and citizens are met and commissioning intentions are delivered; and
- 24.3 to receive, as appropriate, sufficiency and market analyses to understand existing and potential provider strengths and weaknesses, and identify and take action in respect of any opportunities for improvement or change in providers.
- PLANNING**
- 24.4 to endorse the refresh of the Local Outcome Improvement Plan (LOIP) including recommending any changes which may be required; and
- 24.5 to approve annual procurement workplans, reflecting the LOIP, the Population Needs Assessment, the Council's commissioning intentions, the Council's service standards, the views of customers and
- REVIEWING**
- 24.10 to approve amendments to the Council's Performance Management Framework (PMF);
- 24.11 to receive annual reports on the LOIP and Locality Partnership Plans;
- 24.12 to consider and monitor performance associated with the Council's agreed commissioning intentions and ultimate contribution to the LOIP outcomes;
- 24.13 to receive annual reports from each of the Council's ALEOs to enable scrutiny of performance;

citizens, and the best evidence of effective interventions to ensure a preventative focus on demand reduction.

DOING

- 24.6** to establish Arm's Length External Organisations (ALEOs) where it is determined that services should not be provided in-house;
- 24.7** to decommission services, including ALEOs, that do not meet the Council's commissioning intentions and outcomes;
- 24.8** to take such action to ensure that appropriate supply management and capacity building (market facilitation) is in place to ensure a good mix of resilient service providers, that offer customers an element of choice in how their needs are met; and
- 24.9** to approve the Strategy Framework to facilitate the delivery of agreed outcomes.
- 24.14** to receive an annual procurement performance report to enable scrutiny of performance; and
- 24.15** to receive reports on any changes in legislative requirements, policy and population needs which may facilitate opportunities to work differently to improve outcomes or may require revisions to existing commissioning intentions and outcomes.

For the avoidance of any doubt, this reservation 24 does not affect the Terms of Reference of the Pensions Committee, Aberdeen City Region Deal Joint Committee or Aberdeen City Integration Joint Board, and it does not prevent the exercise of delegated powers where authority is delegated to officers under the Powers Delegated to Officers, Procurement Regulations or otherwise.

EXECUTIVE LEADS: CHIEF EXECUTIVE ~~AND CHIEF OFFICER~~—GOVERNANCE

2. GENERAL DELEGATIONS TO COMMITTEES

Each committee can settle claims against the Council arising out of the functions supervised by the committee, irrespective of value so long as the amount can be met from an approved budget, except

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

3. EXCLUSIONS FROM DELEGATION TO COMMITTEES

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

4. URGENT BUSINESS COMMITTEE

PURPOSE OF COMMITTEE

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

REMIT OF COMMITTEE

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

PROCESS

- ~~1.1~~ ~~1.1~~ A meeting of the Committee will be called by the Chief Officer - Governance ~~- on the instruction of the Chief Executive where the Chief Executive and the Convener are satisfied that the relevant business is urgent;~~
 - ~~1.1.1~~ ~~on the instruction of the Chief Executive where the Chief Executive and the Convener are satisfied that the relevant business is urgent; or~~
 - ~~1.1.1.1.2~~ ~~in terms of Standing Order 34.2 (Referrals).~~
- ~~1.2~~ ~~1.2~~ The Chief Officer - Governance may subject to the Convener's approval add further matters to the agenda of a meeting already called only where the Chief Executive and the Convener are satisfied that the matters are urgent.
- ~~1.2.1.3~~ ~~The reason for urgency must, where possible, be clearly stated in any report to the Urgent Business Committee. Where this is not possible (e.g. due to the matter being referred to the Committee under Standing Order 34.2), the reason(s) for urgency must be stated at the start of the meeting.~~
- ~~1.4~~ ~~3~~ Before considering any item of business, the Committee will determine whether the item is urgent and requires to be considered, and if it does, the special circumstances will be specified in the minute. ~~Before determining whether the item is urgent, members may ask questions of officers in relation to the reason(s) for urgency.~~
- ~~1.5~~ ~~4~~ If the Committee resolves not to consider the matter, the item of business will be placed on the agenda for the next scheduled meeting of the Council, Committee or Sub Committee as appropriate.
- ~~1.6~~ ~~5~~ The Committee cannot consider, in terms of Standing Order 5.3, any business relating to the removal of a member from office.

EXECUTIVE LEAD: CHIEF EXECUTIVE

5. COMMUNITIES, HOUSING AND PUBLIC PROTECTION COMMITTEE

PURPOSE OF COMMITTEE:

To monitor and oversee the delivery of:

- ◆ services provided by the Housing Cluster-Customer Function;
- ◆ services provided by the Governance Cluster relating to Public Protection;
- ◆ services provided by the Operations Function-Cluster (excluding services within the remit of the Net Zero, Environment and Transport Committee and the Education and Children's Services Committee); and
- ◆ all other Council housing functions (with the exception of capital building programmes); albeit the Committee may receive and consider reports providing updates on capital building programmes;

To promote the health and wellbeing of the residents of Aberdeen and inclusive, equal communities. To receive assurance on the statutory and regulatory duties placed on the Council for public protection in relation to:

- ◆ Adult Support and Protection;
- ◆ Protective Services;
- ◆ Civil Contingency responsibilities for local resilience and prevention; and ◆ Building Control.

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

REMIT OF COMMITTEE

1. Service Delivery and Performance

- 1.1 The Committee will, for the Housing Cluster-Customer Function, the Operations Function-Cluster (subject to the exclusions noted above) and the Council housing functions described above:
 - 1.1.1 oversee, and make decisions relating to, service delivery;
 - 1.1.2 approve options to improve/transform service delivery;
 - 1.1.3 scrutinise operational performance and service standards in line with the Performance Management Framework and consider recommendations for improvements where required (including in relation to the Housing Revenue Account);
 - 1.1.4 receive risk registers relative to its remit and scrutinise to ensure assurance of the controls in place;
 - 1.1.5 approve all policies and strategies relative to its remit; and
 - 1.1.6 receive reports on inspections and peer reviews in order to ensure best practice and note any actions arising from those inspections and reviews.

1.2 In undertaking

the consider and determine Asset Transfer Requests made under the Community

aspects at 1.1, the Committee will ensure that it is acting within the budget set by Council and is supporting the delivery of the Council's agreed outcomes, commissioning intentions and service standards.

1.3 The Committee may make recommendations to the appropriate Committee(s) or Sub-Committee(s) on matters affecting its remit where the authority to approve sits within the remit of another Committee or Sub-Committee.

1.4 In particular, the Committee will:

1.4.1

Empowerment (Scotland) Act 2015;

1.4.2 review and oversee the management of council-managed open spaces, and oversee the development and operation of a Community Environmental Improvement Fund;

1.4.3 monitor the work of leased community centres and work with the management committees of these community centres to enhance the important services and activities they provide with their allocated budget; and

1.4.4 monitor the establishment and operation of Citizens' Assemblies, receiving a report on each Assembly meeting (noting that any such Assembly related to Poverty or Inequality comes under the responsibility of the Anti-Poverty and Inequality Committee); and

PUBLIC PROTECTION


2. The Committee will receive, amongst other reports relating to the Council's statutory and regulatory duties for public protection, reports:

2.1 providing assurance on the Council's duty to deliver an effective adult justice service as determined by statutory inspections;

2.2 summarising findings from statutory sampling and analysis work carried out by or on behalf of the Environmental Health and Trading Standards services to ensure compliance with required standards;

2.3 providing assurance in respect of the Council's performance in relation to Trading Standards, Environmental Health (including the Public Mortuary) and Scientific Services, including external inspection and audit reports relating to these services;

- ◆ learning from learning reviews;
- ◆ quality assurance;
- ◆ training and development;
- ◆ local evidence-based initiatives;
- ◆ effective working on adult protection; and

- 
- 2.4 to monitor compliance with the Council's duties relating to the provision of mortuary facilities and their adequacy for responding to mass fatalities;
 - 2.5 on any work taken to tackle underage sales in the city;
 - 2.6 on major incidents and fatal accident inquiries and any resulting impact and responsibilities placed on the Council;
 - 2.7 outlining activity by Building Standards in relation to public safety and dangerous buildings;
 - 2.8 outlining activity by Building Standards in relation to public safety and unauthorised building work and the unauthorised occupation of buildings;
 - 2.9 providing assurance from the Adult Protection Committee on the impact and effectiveness of adult support and protection improvement initiatives, including: delivery of national initiatives and local implications;
challenge entries);
 - 2.10 for assurance purposes;
 - 2.11 on the nature of institutional and systemic discrimination in the City of Aberdeen, and the steps required to eradicate such discrimination;
 - 2.12 to monitor compliance with the Council's duties relating to resilience and local emergencies;
 - 2.13 concerning relevant local, regional and national 'lessons learnt' reports and recommendations in respect of civil contingency matters and monitor their implementation;
 - 2.14 to monitor the Council's preparedness in relation to the National CONTEST strategy and associated plans relating to Counter Terrorism;
 - 2.15 to contribute to and comment on the Strategic Police Plan and the Scottish Fire and Rescue Service Strategic Plan when consulted by the relevant national authority, in terms of the Police and Fire Reform (Scotland) Act 2012 and the Fire (Scotland) Act 2005 respectively;

◆ statistics relating to the Adult Protection Register (whilst noting that it has no remit to relating to the Chief Social Work Officer's Annual Report insofar as it relates to adult services,

- 2.16 to respond to consultations by the Chief Constable on the designation of local commanders and by the Scottish Fire and Rescue Service on the designation of local senior officers;
- 2.17 to be involved in the setting of priorities and objectives, both for the policing of Aberdeen and for the Scottish Fire and Rescue Service in the undertaking of its functions in Aberdeen;
- 2.18 to specify policing measures the Council wishes the local commander to include in a Local Police Plan;
- 2.19 to approve a Local Police Plan submitted by the local commander and approve a Local Fire and Rescue Plan (including a revised plan) submitted by the Scottish Fire and Rescue Service;
- 2.20 on police and fire and rescue service provision and delivery in Aberdeen and provide feedback to the local commander and the local senior officer;
- 2.21 to consider reports, statistical information and other information about the policing of Aberdeen and the undertaking of the Fire and Rescue function in Aberdeen provided in response to the Council's reasonable requests;
- 2.22 to agree, with the local commander, modifications to an approved Local Police Plan at any time;
- 2.23 to liaise with the local commander and local senior officer with regard to the undertaking by them of the community planning duties of the Chief Constable and the Scottish Fire and

Rescue Service; and

- 2.24 on the establishment and operation of a Road Safety Fund, in order to agree and monitor the implementation of measures funded (note: decisions on transport are reserved to the Net Zero, Environment and Transport Committee).

EXECUTIVE LEAD:- EXECUTIVE DIRECTOR OF FAMILIES AND COMMUNITIES

Please refer also, as applicable and appropriate, to the "General Delegations to Committees" and the "Exclusions from Delegation to Committees".

6. FINANCE AND RESOURCES COMMITTEE

PURPOSE OF COMMITTEE

To approve and monitor financial strategies, budgets and financial performance in light of available funding, including the development and delivery of the Council's capital programme as well as monitoring the development of the Local Development Plan. The Committee will also consider:

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

The Committee monitors the delivery of all services provided by the Resources-Corporate Services Function (with the exception of those within the remit of the Staff Governance Committee, Communities, Housing and Public Protection Committee and the Education and Children's Services and the Commissioning Functions); and the Families and Communities Function relating to Corporate Landlord (with the exception of those within the remit of the Communities, Housing and Public Protection Committee and the Education and Children's Services Committee). It scrutinises performance and approves options to improve services within those Functions, set budgets to ensure best value and delivery of the Council's agreed outcomes.

REMIT OF COMMITTEE 1. BUDGETS

The Committee will:

- 1.1 approve recommendations regarding the Council's resources including finance, staffing structures and property; and monitor all Council budgets including all Useable Reserves, and in particular:
 - 1.1.1 scrutinise function budget monitoring reports and make decisions to ensure that Council spending is delivered on budget;
 - 1.1.2 hold budget holders to account for the proper control of the budget for which they are responsible;
 - 1.1.3 approve changes to the budget including vire between function budgets where this is in excess of the amount delegated to officers in the Financial Regulations and Powers Delegated to Officers;
 - 1.1.4 consider and approve Outline and Full Business Cases for projects added to the Capital Programme outwith the budget process;
 - 1.1.5
 - 1.1.10 approve use of the Council's Useable Reserves;
 - 1.1.11 monitor the Code of Guidance on Funding External Bodies and Following the Public Pound and take such action as is required to ensure that the Council meets its duties;
 - 1.1.12 receive formal credit rating reassessment;
 - 1.1.13 approve financial guarantees, including requests received from relevant Admitted Bodies of the Pension Fund;
 - 1.1.14 consider numbers and values of Council Tax, Non-Domestic Rates, Housing Benefit overpayments and Rent made unrecoverable, as required in terms of the Financial Regulations, and approve Non-Domestic Rates write-offs;
 - 1.1.15 scrutinise the progress and delivery of capital projects against the approved business cases;
 - 1.1.16 review progress in the delivery of the benefits of the Capital Programme, including through the receipt and scrutiny of Post Project Evaluations (PPEs) and Post Occupancy Evaluations (POEs); and
approve all non-capital programme procurement activity, and capital programme procurement activity, including Procurement Business Cases submitted in accordance with the Procurement Regulations;
- 1.1.6 approve annual procurement workplans in respect of the Capital Programme;
- 1.1.7 approve Procurement Business Cases in respect of projects added to the Capital Programme outwith the budget process, submitted in accordance with Procurement Regulations;
- 1.1.8 approve the allocation of additional funding to, or removal of funding from, existing projects, both capital and revenue;
- 1.1.9 approve the addition of new projects to the Capital Programme outwith the budget process;

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

2. SERVICE DELIVERY

2.1 The Committee will, for the ~~Resources Corporate Services Function, the City Development and Regeneration Cluster, the Capital Cluster and the Corporate Landlord Cluster and the Commissioning Function:-~~

- 2.1.1 oversee and make decisions relating to service delivery;
- 2.1.2 approve options to improve/transform service delivery;
- 2.1.3 scrutinise operational performance and service standards in line with the Performance Management Framework and consider recommendations for improvements where required;
- 2.1.4 receive the cluster risk registers relative to its remit and scrutinise to ensure assurance that efficient controls are in place;
- 2.1.5 approve all policies and strategies relative to its remit; and
- 2.1.6 receive reports on inspections and peer reviews in order to ensure best practice and note any actions arising from those inspections and reviews.

2.2 In undertaking the aspects at 2.1, the Committee will ensure that it is acting within the budget set by Council and overseen by this Committee and in accordance with best value and supporting delivery of the Council's agreed outcomes, commissioning intentions, service specifications and service standards.

thereon being given by Council; and

3. CITY DEVELOPMENT AND REGENERATION AND STRATEGIC PLACE PLANNING

The Committee will:

- 3.1 approve reports to support the annual re-assessment of the Council's credit rating;
- 3.2 approve the Council's actions for city growth and place planning except in relation to major infrastructural planning;

3.3 oversee and approve the preparation of the Local Development Plan, subject to final approval

3.4 approve key actions required by the Council to facilitate the delivery of strategies (including partnership strategies) and the Inward Investment Plan to support city growth and place planning.

4. PROPERTY AND ESTATES

The Committee will:

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

4.2 hear and determine requests for review under s86(10) of the Community Empowerment (Scotland) Act 2015 of decisions taken in respect of community asset transfer requests; 4.3

approve the procedure for the Community Asset Transfer Review Sub-Committee; and

4.4 approve the acquisition and disposal of land and property.

EXECUTIVE LEADS: ~~DIRECTORS OF RESOURCES AND COMMISSIONING AND CHIEF OFFICER – FINANCE~~ EXECUTIVE DIRECTOR OF CORPORATE SERVICES

Please refer also, as applicable and appropriate, to the "General Delegations to Committees" and the "Exclusions from Delegation to Committees".

7. BUSINESS RATES APPEALS SUB-COMMITTEE

PURPOSE OF SUB-COMMITTEE

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

REMIT OF SUB-COMMITTEE

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

EXECUTIVE LEAD: CHIEF OFFICER - FINANCE

8. COMMUNITY ASSET TRANSFER REVIEW SUB-COMMITTEE

PURPOSE OF SUB COMMITTEE

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

REMIT OF SUB-COMMITTEE

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

EXECUTIVE LEAD: CHIEF OFFICER - FINANCE

9. NET ZERO, ENVIRONMENT AND TRANSPORT COMMITTEE

PURPOSE OF COMMITTEE

To monitor the delivery of all services and functions relating to net zero, the environment and transport; to scrutinise performance and approve options within set budgets to ensure best value and delivery of the Council's agreed outcomes; and to ensure that the Council has robust arrangements for the delivery of the Council's environmental targets and the meeting of its related statutory obligations.

The Pupil Climate Support Champion will be invited to attend one meeting a year as a non-voting contributor.

REMIT OF COMMITTEE

The Committee will:

1. Monitor the Council's compliance with its environmental targets, including its carbon budget, and statutory obligations, and any charters or memorandums of understanding which it enters, in relation to matters such as net zero, climate change, environmental sustainability, food growing and biodiversity.
2. Approve the annual Climate Change Report for submission to the Scottish Government.
3. Approve the Council's Climate Change Plan and monitor its delivery.
4. Approve the Council's Biodiversity Duty Report.
5. Monitor key performance indicators in relation to, and progress towards, the Council's decarbonisation pathway, climate adaptation and the 2045 target for zero carbon.
6. Consider environmental evidence and advice from the widest possible range of sources.
7. Oversee, and make decisions relating to, service delivery in respect of transport and roads matters, and approve options to improve/transform service delivery. This includes scrutiny of operational performance and service standards in line with the Performance Management Framework and considering recommendations for improvements where required.
8. Approve and oversee all ~~transport and roads related policies~~, strategies, programmes, and projects in relation to climate, sustainability, the natural environment and transport and roads.
9. Receive risk registers relative to its remit and scrutinise to ensure assurance of the controls in place.
10. Receive reports on inspections and peer reviews in order to ensure best practice and note any actions arising from those inspections and reviews.
11. Make recommendations to the appropriate Committee(s) or Sub-Committee(s) on matters affecting its remit where the authority to approve sits within the remit of another Committee or Sub Committee.
12. In undertaking its remit, ensure that it is acting within the budget set by Council and is supporting the delivery of the Council's agreed outcomes, commissioning intentions and service standards.

EXECUTIVE LEADS: ~~DIRECTOR OF COMMISSIONING AND~~ CHIEF OFFICER – STRATEGIC PLACE PLANNING

Please refer also, as applicable and appropriate, to the "General Delegations to Committees" and the "Exclusions from Delegation to Committees".

To monitor and determine the Council's contribution to alleviating and mitigating all forms of poverty and inequality in the city.

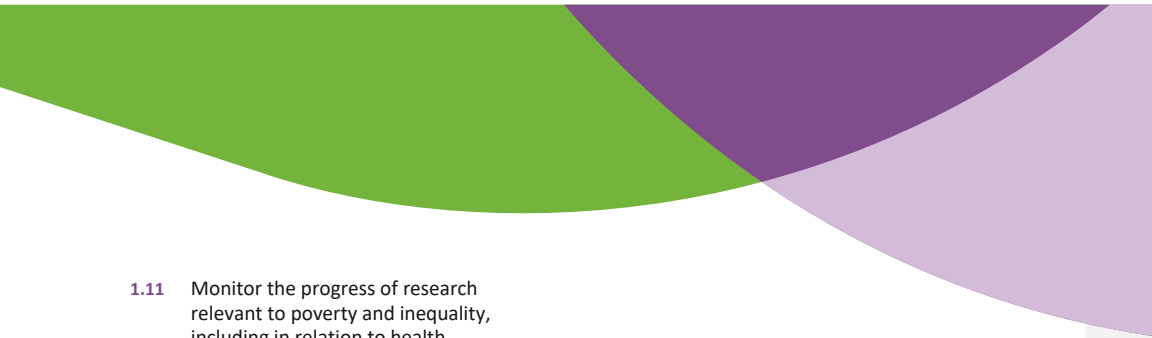
The Committee will develop an Anti-Poverty Strategy.

10. ANTI-POVERTY AND INEQUALITY COMMITTEE

PURPOSE OF COMMITTEE

REMIT OF COMMITTEE

1. The Committee will, in respect of poverty and inequality issues in the city:
 - 1.1 Consider the impact of poverty on the city as a whole and targeted population levels, including on key groups such as children, minority ethnic communities and those of pensionable age who are known to be particularly disadvantaged by poverty;
 - 1.2 Consider the evidence from Citizens' Assemblies on poverty and inequality matters;
 - 1.3 Seek the views and involvement of those experiencing poverty and inequality and those with knowledge or expertise in relation to these issues;
 - 1.4 Consider the effect of In-work Poverty and the Living Wage, including by receiving reports on Living Wage accreditation rates;
 - 1.5 Consider evidence of "what's worked" in combating poverty and inequality;
 - 1.6 Consider the impact of ongoing Welfare Reform measures, including by receiving reports on benefit access and uptake;
 - 1.7 Consider the impact of poverty on Employability and Youth Employment, including by receiving reports on employment rates and positive destinations;
 - 1.8 Consider the impact of Food Insecurity and Fuel Poverty, including by receiving reports on community food provision and energy cost impacts;
 - 1.9 Consider the impact of stigma and discrimination on those experiencing poverty;
 - 1.10 Consider the impact of poverty on the health and wellbeing of those experiencing it;
 - 1.13 Examine the nature of institutional and systemic discrimination in Aberdeen, and consider the steps required to eradicate such discrimination;
 - 1.14 Monitor the performance of Council-funded community programmes and projects which seek to address poverty or inequality.
2. **THE COMMITTEE WILL:**
 - 2.1 approve for publication Local Child Poverty Action Reports in terms of the Child Poverty (Scotland) Act 2017 and Child Poverty Action Plans;

- 
- 1.11 Monitor the progress of research relevant to poverty and inequality, including in relation to health determinants;
 - 1.12 Consider matters relating to the provision of Credit Unions, fair and affordable banking and advice services;
 - 2.2 approve for publication the Council's
 - i. reports on its progress on mainstreaming the equality duty, ii. sets of equality outcomes, and
 - iii. reports on the progress made to achieve the equality outcomes, all in terms of the Equality Act 2010 (Specific Duties) (Scotland) Regulations 2012; and
 - 2.3 monitor the Memorandum of Understanding between the Council and the Department for Work and Pensions through receipt of an annual report.
 - 3.1 In undertaking the aspects at 1 and 2, the Committee will ensure that it is acting within the budget set by Council and is supporting the delivery of the Council's agreed outcomes, commissioning intentions and service standards.
 - 3.2 The Committee may make recommendations to the appropriate Committee(s) or Sub Committee(s) on matters affecting its remit where the authority to approve sits within the remit of another Committee or Sub Committee.

EXTERNAL ADVISERS:

Emphasising the close links with Community Planning Aberdeen's Anti-Poverty Group, the Committee will appoint advisers who are not members of the Council. These external advisers will be appointed by the **Council** |



at its |

Aberdeen City Council
Committee Terms of
Reference

23

~~statutory meeting (or other meeting as appropriate)-Committee~~ as follows: ♦ 1 resident of Aberdeen with lived experience of poverty;

- ♦ Up to 2 people representing the charitable sector in Aberdeen;
- ♦ 1 person representing higher and further education in Aberdeen;
- ♦ 1 person representing key interest groups in Aberdeen (that may be appointed for a defined period of time); and
- ♦ 1 public health professional/practitioner who works in Aberdeen.

~~EXECUTIVE LEADS:- EXECUTIVE DIRECTOR OF CORPORATE SERVICES DIRECTOR OF CUSTOMER SERVICES AND CHIEF OFFICER –EARLY INTERVENTION AND COMMUNITY EMPOWERMENT~~

Please refer also, as applicable and appropriate, to the “General Delegations to Committees” and the “Exclusions from Delegation to Committees”.

11. EDUCATION AND CHILDREN’S SERVICES COMMITTEE

PURPOSE OF COMMITTEE

To advise on and discharge the Council’s functions as:

- ♦ an education authority as set out in the Education (Scotland) Act 1980 and all other relevant legislation and regulations where not otherwise delegated; and
- ♦ a social work authority as set out in the Social Work (Scotland) Act 1968 and all other relevant legislation and regulations where not otherwise delegated, in relation to children.

The Committee will also:

- ♦ monitor the delivery of educational services undertaken as education authority (including community learning and development) and children’s services provided by Children’s Social Work and Family Support;
- ♦ receive assurance on the statutory and regulatory duties placed on the Council for Child Protection and Corporate Parenting;
- ♦ make recommendations in respect of school property matters to the Finance and Resources Committee;
- ♦ scrutinise performance; and

required;

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

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

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

- ◆ agree changes such as school zoning arrangements (within set budgets), or make recommendations to another committee, for improvements to functions related to education in order to ensure best value and delivery of the Council's agreed outcomes, commissioning intentions, service specifications and service standards.

REMIT OF COMMITTEE 1. SERVICE DELIVERY AND PERFORMANCE

- 1.1 The Committee will, in respect of educational services (early years, schools and community learning and development) and children's services provided by Children's Social Work and Family Support and services delivered within the school estate:
 - 1.1.1 oversee, and make decisions relating to, service delivery (such decisions including those relating to population changes);
 - 1.1.2 approve options to improve/transform service delivery relative to the functions of the Council as education authority and social work authority;
 - 1.1.3 scrutinise operational performance and service standards in line with the Performance Management Framework and consider recommendations for improvements where
- 1.2 In undertaking the aspects at 1.1, the Committee will ensure that it is acting within the budget set by Council and is supporting the delivery of the Council's agreed outcomes, commissioning intentions and service standards.
- 1.3 The Committee may make recommendations to the appropriate committee(s) or sub-committee(s) on matters affecting its remit where the authority to approve sits within the remit of another committee or sub-committee.

2. CHILD PROTECTION

The Committee will receive assurance from the Child Protection Committee and the Children's Services Board on:

- 2.1 Services delivered to children and young people in need of care and protection including care experienced young people, including:
 - 2.1.1 delivery of national initiatives and local implications;
 - 2.1.2 learning from learning reviews;
 - 2.1.3 quality assurance;
 - 2.1.4 training and development; and

- 3.2.2 two parent representatives, selected by the Aberdeen City Parent Council Forum from within its own membership, comprising one representative from primary (including nursery) and one representative from secondary.

EXECUTIVE LEAD: EXECUTIVE DIRECTOR OF FAMILIES AND COMMUNITIES

2.1.5 local evidence-based initiatives;

- 2.2 effective working across child protection; and
- 2.3 statistics relating to the Child Protection Register and children and young people for whom the Council has Corporate Parenting responsibilities, whilst noting that it has no remit to challenge entries.

The Committee will also:

- 2.4 receive assurance on the Council's compliance with statutory duties in respect of child poverty; and
- 2.5 consider the Chief Social Work Officer's Annual Report

EXTERNAL MEMBERSHIP

- 3. The Committee's membership will include seven persons who are not members of the Council but who have full membership of the Committee and voting rights in connection with advising on and discharging the functions of the Council as Education Authority only. The seven external members will be appointed by the Council at its statutory meeting (or other meeting as appropriate) as follows:-

- 3.1 three persons representing religious bodies in accordance with the requirements of s124(4) of the Local Government (Scotland) Act 1973; and
in accordance with the discretion conferred by s124(3) of the Local Government (Scotland) Act

Please refer also, as applicable and appropriate, to the "General Delegations to Committees" and the "Exclusions from Delegation to Committees".

3.2

1973:

- 3.2.1 two teachers employed in educational establishments managed by the Council, nominated by the Teachers' Consultative Forum, comprising one representative from primary (including nursery) and one representative from secondary.

12. AUDIT, RISK AND SCRUTINY COMMITTEE

PURPOSE OF COMMITTEE

To ensure that the Council has robust arrangements for:

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

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

REMIT OF COMMITTEE 1. RISK MANAGEMENT

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

- 1.1 receive an annual review of the system of risk management and an annual report on the corporate risk register and related action plans;
- 1.2 receive assurance that services are maintaining and reviewing Business Continuity Plans in accordance with the priorities allocated to them;
- 1.3 monitor the implementation of the Council's ALEO Assurance Framework by receiving reports from the ALEO Assurance Hub on the monitoring and mitigation of risks to the Council associated with its ALEOs;
- 1.4 receive an annual report in respect of the Council's information governance; and related to Pensions); and
- 2.4 monitor the performance of Internal Audit.

3. EXTERNAL AUDIT

The Committee will:

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

1.5 approve all relevant policies.

2. INTERNAL AUDIT The

Committee will:

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

4. GOVERNANCE, ACCOUNTS AND FINANCE

The Committee will:

- 4.1 approve the Council's Annual Report and Annual Accounts;
- 4.2 approve the annual governance statement;
- 4.3 approve and monitor the Council's Code of Corporate Governance and approve such action as appropriate; and
- 4.4 monitor the integrity of financial reporting, and governance processes and internal control functions and approve such action as appropriate.

5. LEGAL OBLIGATIONS The

Committee will:

- 5.1 consider reports in respect of the whistle blowing policy; and
- 5.2 monitor the Council's compliance with its statutory obligations relating to surveillance, information governance, bribery, corruption and fraud, including the approval of all relevant policies.

6. SCRUTINY

The Committee will:

- 6.1 once a matter, process or practice has been the subject of a report to Council or committee (including internal and external audits) and the consideration of the matter concluded by Council or said committee action (with the exception of quasi judicial matters and the Appeals, Business Rates Appeals and Community Asset Transfer Review Sub-Committees), the committee, to ensure good practice, can determine that further consideration is required. It will not prevent, or

EXECUTIVE LEAD: CHIEF OFFICER – GOVERNANCE

Please refer also, as applicable and appropriate, to the "General Delegations to Committees" and the "Exclusions from Delegation to Committees".

alter, any decision being taken and will only review the effectiveness of decision making, or monitoring and may make recommendations to the relevant committee or Council;

- 6.2 on occasion, where appropriate and as it sees fit, seek information from partner organisations, contractors or other stakeholders such as Community Councils or groups of interest on any particular issue;
- 6.3 request, where appropriate and in terms of any contract or agreement, representatives of external organisations to attend and contribute to meetings; and
- 6.4 receive reports from regulatory bodies and those providing external assurance such as the Scottish Public Services Ombudsman and Inspector of Crematoria, ensure that the Council responds appropriately and monitor compliance with recommendations.

13. STAFF GOVERNANCE COMMITTEE

PURPOSE OF COMMITTEE

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

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

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

REMIT OF COMMITTEE 1. PARTNERSHIP APPROACH ARRANGEMENTS

The Committee will:

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

2. STRATEGIC WORKFORCE PLANS AND POLICIES The

Committee will:

- 2.1 approve the Framework Agreement for Industrial Relations (the FAIR agreement);
- 2.2 approve strategic workforce plans which reflect the requirements of a 21st Century Council in terms of staff, skills and attributes;
 - approve framework documentation in relation to workforce culture; approve strategic training and development plans for the whole organisation; approve all staff policies, these being policies where the predominant factor affects the

HEALTH, SAFETY & WELLBEING OF STAFF The Committee will:

- 3.1 approve health, safety and wellbeing policies
- 3.2 monitor performance and compliance across all functions of the Council in respect of
 - i. Health and safety legislation
 - ii. Health, safety and wellbeing policies
 - iii. Health and safety recommendations, including those from external inspection bodies
- 2.3
- 2.4
- 2.5 expected behaviour and actions of staff;
- 2.6 monitor equality in employment and ensure that the Council, as an employer, complies with its statutory equal pay and other equality responsibilities; and
- 2.7 receive people performance data to enable the monitoring of the wellbeing of our staff including but not limited to absence data.

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

4. EMPLOYMENT APPEALS AND DISPUTES The

Committee will:

- 4.1 approve the procedure for the Appeals Sub-Committee.

MEMBERSHIP

Elected members

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

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

EXECUTIVE LEAD: CHIEF OFFICER – PEOPLE AND ~~CITIZEN SERVICES~~ORGANISATIONAL DEVELOPMENT

Please refer also, as applicable and appropriate, to the “General Delegations to Committees” and the “Exclusions from Delegation to Committees”.

14. APPEALS SUB-COMMITTEE

PURPOSE OF THE SUB COMMITTEE


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

REMIT OF THE SUB-COMMITTEE 1.

The Sub-Committee will:

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

EXECUTIVE LEAD: CHIEF OFFICER – PEOPLE AND CITIZEN SERVICESORGANISATIONAL DEVELOPMENT



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

REMIT OF COMMITTEE

15. PLANNING DEVELOPMENT MANAGEMENT COMMITTEE

PURPOSE OF COMMITTEE

The Committee will:

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

EXECUTIVE LEAD: CHIEF OFFICER – STRATEGIC PLACE
PLANNING

Please refer also, as applicable and appropriate, to the “General Delegations to Committees” and the “Exclusions from Delegation to Committees”.

16. LICENSING COMMITTEE

PURPOSE OF COMMITTEE

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

MANDATORY LICENCES	
◆ Metal Dealer Licences	◆ Houses in Multiple Occupation Licences
◆ Indoor Sports Entertainment Licences	◆ Knife Dealer Licences
◆ Skin Piercing and Tattoo Licences	◆ Taxi Booking Office Licences
◆ Short-Term Lets Licences	
DISCRETIONARY LICENCES	
◆ Taxi and Private Hire Car Licences	◆ Public Entertainment Licences
◆ Taxi and Private Hire Car Driver Licences	◆ Late Hours Catering Licences
◆ Second Hand Dealer Licences	◆ Window Cleaner Licences
◆ Boat Hire Licences	◆ Sex Shop Licences
◆ Street Trader Licences	◆ Permission to organisations for public charitable collections and public processions
◆ Market Operator Licences	
MISCELLANEOUS LICENCES UNDER OTHER LEGISLATION	
◆ Houses in Multiple Occupation - Housing (Scotland) Act 2006	
◆ Registration of Private Landlords - Antisocial Behaviour etc. (Scotland) Act 2004	
◆ Theatre Licence – Theatres Act 1968	
◆ Cinema Licence - Cinemas Act 1985	
◆ Safety in Sports Grounds - Safety in Sports Grounds Act 1975	

REMIT OF COMMITTEE

The Committee will:

1. determine applications for the grant, renewal, revocation, variation or suspension of any licence as appropriate;
2. determine applications and reviews for Houses in Multiple Occupation under the Housing (Scotland)

Act 2006 (the responsibility for all other matters relating to the licensing of Houses in Multiple Occupation resting with the Communities, Housing and Public Protection Committee);

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

Please refer also, as applicable and appropriate, to the "General Delegations to Committees" and the "Exclusions from Delegation to Committees".

17. LICENSING SUB-COMMITTEE

PURPOSE OF THE SUB-COMMITTEE

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

REMIT OF THE SUB COMMITTEE

The Sub-Committee will:

1. determine any application referred to it by the Licensing Committee for the grant, renewal, revocation, variation or suspension of any licence; and

2. determine any urgent business placed before it by the Chief Officer - Governance or Chief Officer – Early Intervention and Community Empowerment relating to any matters falling within the remit of the Licensing Committee.

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

EXECUTIVE LEAD: CHIEF OFFICER – GOVERNANCE

18. PENSIONS COMMITTEE

PURPOSE OF COMMITTEE

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

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

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

REMIT OF COMMITTEE

1. FINANCE AND RISK MANAGEMENT The

Committee will:

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

4. LEGAL OBLIGATIONS

The Committee will ensure:

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

2. INTERNAL AND EXTERNAL AUDIT The

Committee will:

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

3. ANNUAL REPORT AND ACCOUNTS

The Committee will:

5. SCRUTINY

The Committee will:

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

5.3 monitor the progress of any litigation relating to the Fund.

3. OUTSIDE BODIES

The Committee shall determine appointments and nominations to the Local Authority Pension Fund Forum (LAPFF) and other outside bodies relevant to its remit.

EXECUTIVE LEAD: CHIEF OFFICER – FINANCE

Please refer also, as applicable and appropriate, to the "General Delegations to Committees" and the "Exclusions from Delegation to Committees".

19. GILDREY AND MORTIFICATION FUNDS COMMITTEE

PURPOSE OF COMMITTEE

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

REMIT OF COMMITTEE

The Committee will:

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

EXECUTIVE LEAD: CHIEF OFFICER – FINANCE

20. ABERDEEN CITY REGION DEAL JOINT COMMITTEE

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

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

In particular it shall have the power to:

1. Approve Business Cases for City Region Deal projects and any other related documentation with the exception of those where approval is reserved to either or both of the Constituent Authorities.
2. Make recommendations to the Constituent Authorities and ONE in respect of projects within the City Region Deal Strategic and Policy plans.
3. Monitor the effectiveness of the implementation and the delivery of the City Region Deal and to report to the Constituent Authorities on progress.
4. Receive updates from the United Kingdom and Scottish Governments in connection with any aspect of the City Region Deal, projects relating to the Memorandum of Understanding signed by the United Kingdom and Scottish Governments and the Constituent Authorities or additional United Kingdom and Scottish Government investment and any related projects.

EXECUTIVE LEAD FOR THE COUNCIL: CHIEF OFFICER – CITY DEVELOPMENT AND REGENERATION~~GROWTH~~

5. Approve (i) the overall programme funding for the City Region Deal; and (ii) the detailed breakdown and use of the Constituent Authorities' financial contributions to the City Region Deal in relation to such overall programme funding for the City Region Deal where this relates to programme funding already committed and approved by the relevant Constituent Authority.
6. Approve operational expenditure within agreed Aberdeen City Region Deal Joint Committee budgets allocated by the Constituent Authorities and/or ONE in order to further the aims of the City Region Deal.
7. Provide feedback to the United Kingdom Government and Scottish Government on the implementation of the City Region Deal and any strategic, economic or infrastructure activities associated with the City Region Deal.
8. Appoint three representatives and three named substitutes of ONE to the membership of the Joint Committee.

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

21. NORTHERN ROADS COLLABORATION JOINT COMMITTEE

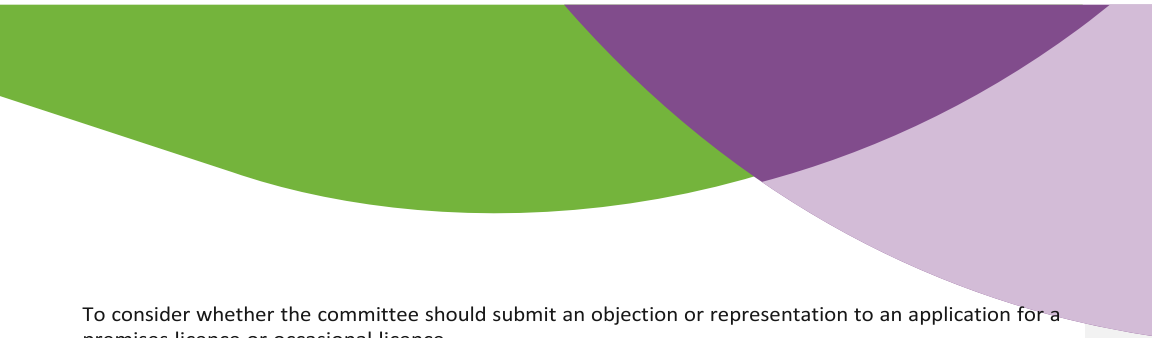
The Northern Roads Collaboration Joint Committee is a Joint Committee established by Aberdeen City Council, Aberdeenshire Council, Angus Council, Argyll and Bute Council, Comhairle nan Eilean Siar, The Highland Council, The Moray Council and The Orkney Islands Council (the "Constituent Authorities")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

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

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

In particular it shall have the following powers:

1. To identify suitable projects and initiatives for Roads Collaboration and to make recommendations to Constituent Authorities.



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

REMIT OF COMMITTEE

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


EXECUTIVE LEAD FOR THE COUNCIL: CHIEF OFFICER – OPERATIONS


22. SPECIAL LICENSING OBJECTIONS COMMITTEE

PURPOSE OF COMMITTEE

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

PROCESS

- 1.1 A meeting of the Committee will be called by the Chief Officer - Governance on the instruction of the Convener, if the Convener is satisfied that the request by an elected member for the Committee to
- 



be convened is competent. A request will be deemed competent if the proposed objection or representation relates to the sale of alcohol and is based on one of the licensing objectives.

- 1.2 Where practicable, Members of the Committee will be invited to attend a short training session on licensing objectives prior to the commencement of the Committee.
- 1.3 The elected member who asked for the Committee to be called will set out their reasons for the proposed objection or representation, which should be based on licensing objectives.
- 1.4 If the Committee determines to submit an objection or representation to a premises or occasional licence, this will be lodged in the name of the Convener of the Committee, unless the Convener determines otherwise, in which case it will be lodged in the name of the elected member who requested for the Committee to be convened.

EXECUTIVE LEAD: CHIEF OFFICER - GOVERNANCE

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Powers Delegated to Officers

Approved by Council on ~~14 June 2023~~; and
updated by the Chief Officer – Governance
on ~~23 July 2024~~ pursuant to Council
decision of ~~7 February~~ 21 August 2024



POWERS DELEGATED TO OFFICERS

DEFINITIONS, PRINCIPLES AND INTERPRETATION

DEFINITIONS

The Council means Aberdeen City Council.

ACC Procurement Regulations means the Aberdeen City Council Procurement Regulations.

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

Chief Officers means:-

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

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

PRINCIPLES

1. This updated Powers Delegated to Officers document applies from ~~21 August 2023~~ 23rd July 2024 and sets out the powers delegated by the Council to officers, pursuant to the Local Government (Scotland) Act 1973. This Powers Delegated to Officers document is intended to facilitate the efficient conduct of Council business by clearly setting out the nature and extent of the powers delegated to officers by the Council.
2. The powers delegated to officers in terms of this Powers Delegated to Officers document are subject to change by decision of the Council in accordance with the Scheme of Governance.
3. The Local Government (Scotland) Act 1973 requires the Council to maintain a list specifying those powers which are exercisable by officers and stating the titles of those officers. This Powers Delegated to Officers document is produced in compliance with that duty.
4. Any delegation made to an officer under this Powers Delegated to Officers document shall not prevent the Council or relevant Committee or Sub-Committee or the Integration Joint Board from exercising the power so delegated provided that the matter in question has not already been determined.
5. This Powers Delegated to Officers document does not permit delegation to an officer of a power which is reserved to the Council or one of its Committees or Sub-Committees or the Integration Joint Board.
6. The Council shall exercise all its powers and duties in accordance with the law and the Council's constitutional documents. In particular, the exercise of any power contained within this Powers Delegated to Officers document shall be in accordance with the provisions of the Scheme of Governance and shall be subject to there being sufficient funding available to cover the costs of exercising that power. In exercising such a power, the relevant officers shall have due regard to relevant Council and relevant Integration Joint Board policy.

In ~~considering the possible exercise of~~ exercising such a power, the relevant officers should be mindful of ~~any~~ the potential for political sensitivity or controversy and, where appropriate, should consider consulting with elected members or referring the matter to Council or one of its

Committees or Sub-Committees. Some of the powers contained herein expressly require consultation with elected members.

7. Except where prohibited by law, Chief Officers may sub-delegate any of their delegated powers (including powers delegated by Full Council, Committee or Sub-Committee and not listed in this Powers Delegated to Officers document; and also including powers to sign documents) to their deputies or such other officer(s); whether or not within the Chief Officer's own directorate, cluster, function or service, as they may consider appropriate, whether or not such deputies or other officers are within the Chief Officer's own directorate, cluster, function or service. Any such sub-delegations shall be made in writing, or confirmed in writing as soon as reasonably practicable. Chief Officers will remain accountable for decisions taken by their sub-delegates. Section 50G of the Local Government (Scotland) Act 1973, regarding maintenance of a list of powers exercisable by officers, shall be complied with. For the avoidance of any doubt, except where the law does not permit this, any officer with delegated authority to sign a document (Officer A) may arrange for, instruct or authorise another officer to append or attach Officer A's electronic signature to that document.
8. An interim Chief Officer, or an individual formally acting up as a Chief Officer, shall be treated as a Chief Officer for the purposes of this Powers Delegated to Officers document.
9. In the event that a Chief Officer is unavailable, his/her deputy, the Chief Executive (including his/her nominee) or the relevant Executive Director of the Council will have delegated authority to take urgent decisions in the absence of the Chief Officer in question.
10. The Council's Risk Appetite Statement ~~and, where relevant, the Aberdeen City Integration Joint Board (IJB) Risk Appetite Statement~~, which sets out how the Council balances the risks and opportunities in pursuit of delivering the outcomes set out within the Local Outcome Improvement Plan (LOIP) and associated strategies, and, where relevant, the Aberdeen City Integration Joint Board (IJB) Risk Appetite Statement, should provide guidance to officers when making decisions under this Powers Delegated to Officers document.

INTERPRETATION

1. References to any legislation, circulars, orders, directions, plans, policies, procedures, regulations, ~~and~~ guidance and similar things include reference to those things as re-named, amended, replaced or superseded and are to be taken as referring to the nearest equivalent as may exist from time to time. References to any legislation include all subordinate legislation made under that legislation from time to time.
2. References to any committees, sub-committees, boards, departments, services, directorates, functions, clusters, ~~and~~ officer titles and similar things include reference to those things as re-named, amended, replaced or superseded and are to be taken as referring to the nearest equivalent as may exist from time to time. For the avoidance of any doubt, this Powers Delegated to Officers document shall be read and construed in light of any organisational restructure which may be approved by the Council.
3. All references to the doing of any thing or the taking of any action, step or measure, except where the context otherwise requires, include reference to the instructing of or arranging for same.
4. Subject to any relevant legislation or rule of law, where any officer has delegated authority to sign, serve, give or issue a notice or other document, that officer may do any and all of those things and may undertake, instruct, arrange for or authorise the delivery, posting, transmission or other communication of the notice or document in question. ~~All references to the signing, serving, giving or issuing of any notice or other document include reference to any and all of those actions (and instructing or arranging for such serving, giving or issuing).~~
5. References to "officers", "staff" and "employees" mean those of the Council, except where the context otherwise requires. References to the Lord Provost, the Leader (or Co-Leaders) of the Council, Conveners and other elected members include references to their nominees. For the avoidance of any doubt, such nominees must be elected members of the Council. References to the

Leader of the Council include reference to Co-Leaders, if such are appointed. Where consultation with the Leader is required, consultation with either of the Co-Leaders is sufficient.

- 6.** References to “including” (and “include” and any variation thereof) mean including without limiting the generality of any description preceding such term.
- 6.7.** For the avoidance of any doubt, where the terms of a power in this Powers Delegated to Officers document would (taken literally) require a Chief Officer to consult with themselves, no such consultation is required for the exercise of that power.
- 7.8.** In the event of any conflict or inconsistency between this Powers Delegated to Officers document and any legislation or rule of law, that legislation or rule of law shall prevail. In the event of any incorrect citation of, or reference to, legislation in this Powers Delegated to Officers document, the relevant provision(s) of this Powers Delegated to Officers document shall be read as referring to the correct legislation.

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1. GENERAL DELEGATIONS TO CHIEF OFFICERS

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

1. To exercise any powers conferred on Council officers by any Management Rules or Byelaws made under the Civic Government (Scotland) Act 1982 or Local Government (Scotland) Act 1973 respectively.
2. To authorise officers within the Chief Officer's own directorate, cluster, their function or service, or officers within a different directorate, cluster, function or service, to exercise all or any of the statutory powers which have been allocated by the Council to the Chief Officer's own their directorate, cluster, function or service, with any such authorisations being documented.
3. To sign, give, make, issue and serve:
 - a. statutory notices, statutory orders and other statutory documents, and
 - b. other notices, orders and documents of a legal nature (except, unless otherwise authorised in terms of this Powers Delegated to Officers document, deeds and contracts),
 and to exercise any powers pursuant to or in connection with, any such notices, orders and documents.
4. To offer services of staff to other local authorities, public bodies or statutory bodies in emergencies where the protection of the public is at risk or where such services are otherwise deemed by the Chief Executive to be essential in the circumstances and thereafter report the matter to a future meeting of committee detailing the costs and circumstances of such action.
5. To make visits and attend events, meetings, conferences, courses and seminars (and to authorise members of staff to so visit and attend) within the United Kingdom, where s/he considers this to be in the interests of the Council and sufficient budgetary provision exists to cover the cost.
6. To authorise settlement or repudiation of any claim made against the Council (whether by litigation or otherwise), following consultation with the Chief Officer - Governance, and provided that sufficient budgetary provision exists to cover any payment to be made in settlement.
7. To instruct the raising by the Council of any court or tribunal proceedings, or the Council's participation in any such proceedings, or the taking by the Council of any other legal action; and to instruct the enforcement of any orders or decrees obtained thereby and the settlement or compromising of any such proceedings or legal action.

8. To instruct the defence by the Council of any court or tribunal proceedings, or other legal action, raised or taken against the Council.
9. To approve expenditure under the Council's Relocation Policy provided that sufficient budgetary provision exists to cover such expenditure.
10. To accept gifts on behalf of the Council and to record such gifts in accordance with the Council's policy on gifts and hospitality.
11. To incur expenditure not exceeding £500 on any one occasion on the provision of appropriate hospitality to members and officers of national government, local authorities or public authorities visiting the city, or to consultants or others assisting or co-operating with officers of the Council in carrying out any of the Council's functions provided that the expenditure can be met from existing budgets.
12. To exercise all powers delegated to him/her as a Chief Officer in terms of the ACC Procurement Regulations.
13. To exercise all powers delegated to him/her as a Chief Officer in terms of the Inter-Authority Agreement 3 relating to the NESS Energy Project.
14. To approve changes in hours for existing posts, provided that sufficient budgetary provision exists.
15. To approve termination of service on medical or capability grounds where such a course of action is supported by a recommendation by the Council's occupational health provider; and to approve termination of service on grounds of trust or confidence or on any other lawful grounds.
16. To take all decisions regarding employment, retirement, dismissal and training of staff in terms of the Council's Conditions of Service and the Council's employment policies.
17. To make changes to job titles where there are no changes material to the post.
18. To submit requests to the Chief Officer – People and Citizen Services and the Chief Officer – Finance for their approval:
 - through normal agreed processes, of changes in respect of staff resources including proposed restructuring, establishing/disestablishing posts, converting or making changes to posts and making changes to jobs; and
 - of recruitment to fixed term and permanent posts within the existing Functional structure.
19. To make appointments to all posts below the level of Chief Officer and to any Chief Officer posts which are below second tier level.
20. To agree to acquire second hand goods up to a value of £50,000 without a competitive quotation being obtained, provided that he/she obtains in writing (including e-mail) the prior agreement of the Chief Officer - Commercial & Procurement Services before effecting the purchase and that the ACC Procurement Regulations are otherwise complied with.
21. To create and amend procedures, protocols and guidance.
22. To implement Council and Integration Joint Board decisions and policies.
23. To authorise, following consultation with the Chief Officer - Commercial & Procurement Services, the entering into, variation, extension or termination of any:
 - a. non-disclosure agreements in relation to commercial matters; or

- b. confidentiality agreements in relation to commercial matters.
24. To authorise, following consultation with the Chief Officer – Data Insights (HDRCA):
- a. the entering into, variation, extension or termination of any contract, agreement, protocol, memorandum of understanding or other document relating wholly or mainly to the sharing or processing of information; and
 - b. the entering into of any variation to any contract, agreement, protocol, memorandum of understanding or other document where that variation relates wholly or mainly to the sharing or processing of information.
25. To approve applications for grant funding and, following consultation with the Convener of the Finance and Resources Committee, to authorise the acceptance of grant funding (whether or not it was applied for) and to sign any documentation relating to such grant funding, provided that any terms and conditions of such funding have been approved by the Chief Officer - Finance and the Chief Officer - Commercial & Procurement Services. Expenditure of such funding is subject to compliance with the ACC Procurement Regulations where applicable.
26. To approve the making of:
- a. grants (each with a maximum value of £30,000) to organisations; and
 - b. grants, awards or prizes (each with a maximum value of £10,000) to individuals,
- following consultation with the Chief Officer - Finance, and provided that sufficient budgetary provision exists and the grant, award or prize is made subject to terms and conditions approved by the Chief Officer - Commercial & Procurement Services.
27. To approve the terms and conditions for grants approved as part of the budget process, following consultation with the Chief Officer - Commercial & Procurement Services.
28. To approve purchase orders and authorise payments; and to approve officer signatory lists and officer authorisation levels in relation to the raising and approval of purchase orders and the authorisation of payments.
29. Following consultation with the Chief Officer - Governance or the Chief Officer - Commercial & Procurement Services as appropriate, to approve the entering into of any contractual, legal or other documentation which may be necessary or expedient in connection with the proper exercise of any power, or the proper taking of any decision, by the Chief Officer in question which has been hereby delegated, and in compliance with the ACC Procurement Regulations.
30. To purchase equipment, goods and services where the expenditure has been approved by the Council, in compliance with the ACC Procurement Regulations and ACC Financial Regulations.
31. To approve responses to requests for information made under the Freedom of Information (Scotland) Act 2002 and the Environmental Information (Scotland) Regulations 2004 and to take any other action in connection with such requests; and to authorise other officers to approve such responses or take such action.
32. To approve responses to complaints made to the Council and to take any other reasonable and proportionate action in relation to such complaints and to authorise other officers to approve such responses or take such action, all in terms of the Complaints Handling Procedure.
33. To take action under the Council's Unacceptable Actions Policy and authorise other officers to take such action.
34. To appoint persons (i) as interim Chief Officers; or (ii) to act up as Chief Officers.

35. To produce, publish and issue reports required or requested of the Council by legislation, the UK or Scottish governments, regulatory bodies or other external bodies and notify the relevant Convener.
36. Following consultation with the Chief Officer - Governance, and notification or consultation with Trade Unions in accordance with the Trade Union Consultation protocol where appropriate, to make:
 - amendments to Council policy in order to reflect the law, Council or committee decisions, government guidance, regulators' guidance and other Council policies; and
 - minor or inconsequential amendments to Council policies including, but not limited to, the correction of obvious, technical or clerical errors and taking account of changes to any names or titles.
37. When acting as Duty Emergency Response Coordinator (DERC): take, or arrange for the taking of, any action on behalf of the Council which s/he considers necessary in the event of:
 - an emergency (as "emergency" is defined in the Civil Contingencies Act 2004); and/or
 - any incident or situation that requires the implementation of special arrangements in order to:
 1. maintain statutory services at an appropriate level;
 2. support the emergency services and other organisations involved in the immediate response;
 3. provide support services for the community and others affected by the incident;
 4. enable the community to recover and return to normality as quickly as possible; and/or
 5. provide aid to other local authorities,

with any such action being reported to a future meeting of the Council or relevant committee or sub-committee as an item on the agenda
38. When acting as DERC, to implement, or arrange for the implementation of, the provisions of the Civil Contingencies Act 2004 and the Civil Contingencies Act 2004 (Contingency Planning) (Scotland) Regulations 2005.
39. To determine Participation Requests (requests by community participation bodies to participate in outcome improvement processes) under the Community Empowerment (Scotland) Act 2015; and to inform the [Co-Leaders](#), and members of affected wards, of the receipt and determination of any such requests.
40. To order the cessation of any work which is in breach of health and safety legislation or which otherwise poses an unacceptable risk of harm or loss.
41. To operate the Scheme of Virement as set out within the ACC Financial Regulations.
42. To provide a Council response to an external consultation, thereafter to make a copy of the response available to all elected members. A response to an external consultation on a strategic matter can only be submitted following consultation with the Leader of the Council.
43. **Chief Executive and Executive Directors only:** To transfer or reallocate staff, activities, responsibilities and functions within the Council's Functional Structure, whether on an interim or

permanent basis. For the avoidance of any doubt, this delegated power does not cover such transfers to outside organisations.

44. To waive fees where the Chief Officer considers this to be appropriate.
45. To provide references or testimonials for current or former service providers, contractors or consultants of the Council.
46. To approve the making of payments from the funds of trusts in respect of which:
 - a. the Council is sole trustee or the only trustees are elected members of the Council, and
 - b. that Chief Officer is the lead Council officer,

following consultation with the Chief Officer – Finance and provided always that such payments are in accordance with the relevant trust deeds.
47. Following consultation with the Chief Officer - Finance, to:
 - a. accept gifts, endowments, bequests and donations (of money and property, other than land or buildings) which relate to a function or matter within their remit or area of responsibility as Chief Officer and to take or instruct any actions which they deem appropriate in relation to such acceptance, subject to the ACC Financial Regulations and ACC Procurement Regulations; and
 - b. approve the sale or other use of such property in accordance with any terms applying to the gift, endowment, bequest or donation, subject to the ACC Financial Regulations; and to approve the expenditure of a monetary gift, endowment, bequest or donation, or of money realised from the sale or other use of property which is the subject of a gift, endowment, bequest or donation, subject to compliance with the ACC Procurement Regulations where applicable and in accordance with any terms applying to the gift, endowment, bequest or donation.
48. ~~Following Chief Officer – Governance and Chief Officer – Strategic Place Planning only: Following consultation with the relevant Convener and the Chief Executive, to determine any matter on behalf of the Licensing Committee, Licensing Sub-Committee or Planning Development Management Committee in exceptional circumstances. Any such action to be notified to members of the relevant Committee or Sub-Committee, consultation with the relevant Convener and the Chief Executive, to authorise the Chief Officer – Governance and Chief Officer – Strategic Place Planning to determine any matter on behalf of the Licensing Committee, Licensing Sub-Committee or Planning Development Management Committee in exceptional circumstances. Any such action to be notified to members of the relevant Committee or Sub-Committee.~~
49. To approve the use, subject to appropriate conditions, by other persons or organisations of photographs or other visual, audio or written material owned by the Council. Where no charge is to be made for such use, the conditions must be approved by the Chief Officer – Governance. Where a charge is to be made for such use, the conditions must be approved by the Chief Officer - Commercial & Procurement Services.

This power:

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

50. To undertake Trade Union and staff consultation on all matters within delegated authority in line with our statutory duties, employment law and the FAIR agreement.
51. To approve, following consultation with the Chief Officer – Governance, the appointment of any officer within the relevant Chief Officer’s function or cluster as a trustee of a trust following upon a request by another party that the officer (by reason of the Council office they hold) should become such a trustee.
52. Following consultation with the Convener of the Finance and Resources Committee and the Chief Officer - Governance, to provide advice and assistance to a body engaged outside the United Kingdom in the carrying on of any of the activities of local government, subject to the requirements of the Local Government (Overseas Assistance) Act 1993. Such assistance may not take the form of a grant, loan, guarantee, indemnity or investment.
53. **Chief Officers of the Aberdeen City Integration Joint Board only:** When acting as Duty Emergency Response Coordinator (DERC): take, or arrange for the taking of, any action on behalf of the Aberdeen City Integration Joint Board which s/he considers necessary in the event of:
 - an emergency (as “emergency” is defined in the Civil Contingencies Act 2004); and/or
 - any incident or situation that requires the implementation of special arrangements in order to:
 - a. maintain statutory services at an appropriate level;
 - b. support the emergency services and other organisations involved in the immediate response;
 - c. provide support services for the community and others affected by the incident;
 - d. enable the community to recover and return to normality as quickly as possible; and/or
 - e. provide aid to other bodies,with any such action being reported to a future meeting of the IJB or its relevant committee as an item on the agenda.
54. To deliver participatory budgeting, following consultation with the Convener of the Finance and Resources Committee and the Chief Officer - Finance, provided that sufficient budgetary provision exists for the purpose for which the participatory budgeting process is being delivered.

2. CHIEF EXECUTIVE

31. To take, or arrange for the taking of, any action on behalf of the Council which s/he considers necessary in the event of:
- an emergency (as “emergency” is defined in the Civil Contingencies Act 2004), and/or
 - any incident or situation that requires the implementation of special arrangements in order to:
 - a. maintain statutory services at an appropriate level;
 - b. support the emergency services and other organisations involved in the immediate response;
 - c. provide support services for the community and others affected by the incident;
 - d. enable the community to recover and return to normality as quickly as possible; and/or
 - e. provide aid to other local authorities,with any such action being reported to a future meeting of the Council or relevant committee or sub-committee as an item on the agenda.
32. To implement, or arrange for the implementation of, the provisions of the Civil Contingencies Act 2004 and the Civil Contingencies Act 2004 (Contingency Planning) (Scotland) Regulations 2005.
33. Following consultation with the Chief Officer - Governance and the Chief Officer – People & Citizen Services, to authorise a settlement agreement with an employee below Chief Officer level, including in relation to his/her leaving the Council’s employment.
34. Following consultation with the Chief Officer – Governance, the Chief Officer – People & Citizen Services and the Leader of the Council, to authorise a settlement agreement with an employee of Chief Officer level, including in relation to the employee leaving the Council’s employment.

3. EXECUTIVE DIRECTOR - CORPORATE SERVICES

1. To exercise all powers delegated to him/her in terms of the ACC Procurement Regulations.
2. To approve (or to nominate a person as having authority to approve) any procurement or contract, as a result of a Direction from the Integration Joint Board to the Council and/or a relevant business case, where the estimated value of the contract is of or above £50,000 (supplies/services) or £250,000 (works) or the turnover from the contract is estimated to be £4.5m or more (concessions), subject to the approval of the Chief Officer - Finance and the Chief Officer - Commercial & Procurement Services.
3. To approve (or to nominate a person as having authority to approve) any procurement, contract and/or business case for the inclusion of a project onto the Council's Capital Programme, as a result of a decision of the Aberdeen City Region Deal Joint Committee and/ or a relevant business case, where the estimate value of the contract is of or above £50,000 (supplies/services) or £250,000 (works), or the turnover from the contract is estimated to be £4.5m or more (concessions), following consultation with the Chief Officer - Finance and the Chief Officer - Commercial & Procurement Services. To approve (or to nominate a person as having authority to approve) any procurement or contract, as a result of a decision of the Pensions Committee and/or a relevant procurement business case, where the estimated value of the contract is of or above £50,000 (supplies/services) or £250,000 (works), or turnover from the contract is £4.5m or more (concessions) following consultation with the Chief Officer - Finance and the Chief Officer - Commercial & Procurement Services.

4. To approve outline, full and procurement business cases for all capital projects approved as part of the budget process for the purposes of capital processes and the ACC Procurement Regulations, following consultation with the Chief Officer – Capital, Chief Officer - Commercial & Procurement Services and the Co-Leaders or Convener of the Finance and Resources Committee and undertake all necessary procurement exercises for each of these capital projects within budget allocated, following consultation with the Chief Officer - Commercial & Procurement Services, and thereafter to authorise the entering into any necessary contracts.

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

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

CHIEF OFFICER – PEOPLE & CITIZEN SERVICES

Employment

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

Revenues and Benefits

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

Finance

26. To collect, pursue and enforce recovery of all service income due to the Council in accordance with appropriate regulations and legislation.
27. To collect, pursue and enforce recovery of Council house unpaid rent in accordance with legislation.

Housing

28. To sign and to serve (and to authorise officers to sign and to serve) Notices of Proceedings for Recovery of Possession of Council houses, in terms of the Housing (Scotland) Act 2001.
29. To instruct the raising on behalf of the Council of proceedings for recovery of possession of Council houses on any of the grounds specified in Part 1 of schedule 2 to the Housing (Scotland) Act 2001 or otherwise in terms of that Act or on any other lawful grounds.

Appeals - Parking, Bus Lanes and other Enforcement Activity

30. To undertake, arrange to be undertaken, authorise and instruct, and to appoint and authorise officers in the Parking and Bus Lane Appeals Team and other officers to undertake, arrange to be undertaken, authorise and instruct, all activity relating to parking enforcement in terms of (where

applicable) the Road Traffic Act 1991, Road Traffic (Permitted Parking Area and Special Parking Area) (Aberdeen City Council) Designation Order 2003, Road Traffic Regulation Act 1984 and any other relevant legislation. This delegated power includes (but is not limited to):

- a issuing, and authorising officers in the Parking and Bus Lane Appeals Team and other officers to issue, Notices to Owner, Notices of Rejection and Charge Certificates; and
 - b taking, and authorising officers in the Parking and Bus Lane Appeals Team and other officers to take or arrange to be taken, any appropriate actions in relation to Notices to Owner, Notices of Rejection and Charge Certificates (such actions including, but not being limited to, considering and responding to representations, responding to the Parking and Bus Lane Tribunal for Scotland and instructing recovery action in relation to unpaid charges).
31. To undertake, arrange to be undertaken, authorise and instruct, and to authorise officers in the Parking and Bus Lane Appeals Team and other officers to undertake, arrange to be undertaken, authorise and instruct, all activity relating to bus lane enforcement in terms of (where applicable) the Road Traffic Regulation Act 1984, the Aberdeen City Council (Bus Lanes in Aberdeen) (Amendment) Order 2009, the Bus Lane Contraventions (Charges, Adjudication and Enforcement) (Scotland) Regulations 2011 and any other relevant legislation. This delegated power includes (but is not limited to):
- a issuing, and authorising officers in the Parking and Bus Lane Appeals Team and other officers to issue, Charge Certificates; and
 - b taking, and authorising officers in the Parking and Bus Lane Appeals Team and other officers to take or arrange to be taken, any appropriate actions in relation to Charge Notices and Charge Certificates (such actions including, but not being limited to, considering and responding to representations, responding to the Parking and Bus Lane Tribunal for Scotland and instructing recovery action in relation to unpaid charges).
32. To undertake, authorise and instruct, and to appoint and authorise officers in the Parking and Bus Lane Appeals Team (and other officers) to undertake, all activity relating to the processing and issue of parking permits in terms of (where applicable) the Road Traffic Act 1991, Road Traffic (Permitted Parking Area and Special Parking Area) (Aberdeen City Council) Designation Order 2003, Road Traffic Regulation Act 1984 and any other relevant legislation.

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

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

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

33. To undertake, arrange to be undertaken, authorise and instruct, and to appoint and authorise officers to undertake, arrange to be undertaken, authorise and instruct, all activity relating to the low emission zone scheme enforcement in terms of (where applicable) the

Transport (Scotland) Act 2019, the Low Emission Zones (Emission Standards, Exemptions and Enforcement) (Scotland) Regulations 2021 and any other relevant legislation. This delegated power includes (but is not limited to):

- a. appointing and authorising officers to issue Penalty Charge Notices;
- b. issuing, and authorising officers to issue, Notices of Rejection and Charge Certificates;
- c. responding to written representations and authorising officers to respond to written representations in respect of Penalty Charge Notices;
- d. following consultation with the Chief Officer – Operations (where the Chief Officer - People & Citizen Services considers such consultation with the Chief Officer – Operations to be appropriate) lodging responses and authorising officers to lodge responses to appeals made to the Transport Appeal Tribunal within the General Regulatory Chamber of the First Tier Tribunal for Scotland and responding to the Transport Appeal Tribunal;
- e. instructing recovery action in relation to unpaid charges and issuing any other documentation or correspondence in connection with the Low Emission Zone Scheme; and
- f. appointing and authorising officers in connection with the enforcement of the Low Emission Zone Scheme to carry out and instruct recovery action in relation to unpaid charges and issue any other documentation or correspondence in connection with the Low Emission Zone Scheme.

34. To undertake, arrange to be undertaken, authorise and instruct, and to authorise officers in the Parking and Bus Lane Appeals Team, and other officers to undertake, arrange to be undertaken, authorise and instruct, all activity relating to pavement parking prohibition, double parking prohibition and dropped footway parking prohibition enforcement in terms of (where applicable) the Transport (Scotland) Act 2019, the Parking Prohibitions (Enforcement and Accounts) (Scotland) Regulations 2023 and any other relevant legislation. This delegated power includes (but is not limited to);

- a. appointing and authorising officers to issue Penalty Charge Notices;
- b. issuing, and authorising officers in the Parking and Bus Lane Appeals Team and other officers to issue and serve Notice to Owners (RTA 91), Enforcement Notices (TSA19), Charge Certificates and Notices of Rejections in relation to Penalty Charge Notices;
- c. considering and responding to written representations and authorising officers to respond to written representations;
- d. following consultation with the Chief Officer – Operations (where the Chief Officer - People & Citizen Services considers such consultation with the Chief Officer – Operations to be appropriate) lodging responses and authorising officers to lodge responses to appeals made to the Transport Appeal Tribunal within the General Regulatory Chamber of the First Tier Tribunal for Scotland and responding to the Transport Appeal Tribunal;
- e. instructing recovery action in relation to unpaid charges and issuing any other documentation or correspondence in connection with pavement parking prohibition, double parking prohibition and dropped footway parking prohibition enforcement; and
- f. appointing and authorising officers to carry out and instruct recovery action in relation to unpaid charges in connection with pavement parking prohibition, double parking prohibition and dropped footway parking prohibition and issue any other documentation or

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[correspondence in connection with pavement parking prohibition, double parking prohibition and dropped footway parking prohibition.](#)

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

33. To create, implement and amend procedures concerning review by the Council of its actions and decisions in relation to requests for information made under the Freedom of Information (Scotland) Act 2002 and the Environmental information (Scotland) Regulations 2004 and to take any actions or decisions in relation to such procedures, including:
 - a. determining whether a requirement for review is valid, seeking clarification from applicants where necessary and closing off requirements where sufficient clarification has not been timeously provided;
 - b. determining the type of review to be undertaken in each case; and approval of officers to be members of review panels; and to authorise officers to take any such actions or decisions.

Equalities

34. To ensure that the Council complies with the Equality Act 2010 and its public sector general equality duty and specific equalities duties.
35. To engage with marginalised and seldom heard equality and communities of interest groups so that their issues and needs can be identified and addressed where appropriate in Council policy, plans and strategies.
36. To develop, publish, support, monitor and review the Council's Gaelic Action Plan.
37. To develop, publish, support, monitor and review the Council's BSL (British Sign Language) Action Plan.

CHIEF OFFICER – DATA INSIGHTS (HDRCA)

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

CHIEF OFFICER - DIGITAL AND TECHNOLOGY

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

CHIEF OFFICER - COMMERCIAL & PROCUREMENT SERVICES

1. To have overall responsibility for creating and amending procurement procedures in terms of the ACC Procurement Regulations and in accordance with Council policy.
2. To ensure that the Procurement Manual is in place and that necessary revisions are made to it on a regular basis to reflect changes in legislation, Council policy or good practice, in terms of the ACC Procurement Regulations.
3. To exercise all responsibilities and powers delegated to him/her under the ACC Procurement Regulations.
4. To sub-delegate his/her responsibilities and powers under the ACC Procurement Regulations to managers and team leaders within his/her Service.
5. To approve the entering into, variation, extension or termination of any contract or agreement in circumstances where, following consultation with the relevant Chief Officer (or his/ her deputy or nominee), he/she is satisfied that it is competent and in the interests of the Council to do so.
6. To sign (and to authorise officers to sign) deeds, contracts, agreements, notices, orders and other documents to which the Council is a party.
7. To authorise the entering into of an agreement with any person (including another local authority) for:
 - a. the supply by the Council to that person of any goods or materials;
 - b. the provision by the Council for that person of any services;
 - c. the use by that person of any property belonging to or facilities under the control of the Council and, without prejudice to paragraph (b) above, the placing at the disposal of that person of the services of any person employed in connection with the property or facility in question;
 - d. the carrying out by the Council of works of maintenance in connection with land or buildings for the maintenance of which the person is responsible;subject to compliance with the Local Authorities (Goods and Services) Act 1970 and any other relevant legislation, and Aberdeen City Council keeping trading accounts for the relevant trading operation in accordance with proper accounting practices.
8. To arrange and effect, and to authorise the Insurance Officer to arrange and effect, all insurance cover on behalf of the Council.
9. To settle or repudiate, and to authorise the Insurance Officer and other officers to settle or repudiate, all claims made against the Council which involve the Council's insurers. Such settlement or repudiation shall follow consultation with other officers where necessary.
10. To agree minor amendments to the Memorandum, Articles of Association and any other constitutional document of Arm's Length External Organisations (ALEOs) of the Council where those amendments do not alter the extent of the Council's control over that ALEO, and to execute written resolutions or vote at a general meeting of an ALEO on behalf of the Council in relation thereto; and to act on behalf of the Council on any other matters arising in respect of such ALEOs provided always that such actions do not alter the extent of the Council's control over such ALEOs.

CHIEF OFFICER - GOVERNANCE

General Legal/Governance

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

For the avoidance of any doubt, such proceedings include (but are not restricted to) those relating to any pension fund for which the Council is administering authority or to which the Council is otherwise connected.
7. To take (or arrange for the taking of) any action in relation to public inquiries involving or affecting the Council, including applying for leave to appear at inquiry hearings or applying for core participant status.
8. To finalise the membership of committees and sub-committees, where compositions have been agreed by Council or committee, upon notification of names from members or external bodies; this shall include making changes to the membership of committees and sub-committees upon notification from members or external bodies providing the agreed composition does not change.
9. To finalise appointments to outside bodies, where compositions have been agreed by Council or committee, upon notification of names from members, and notify outside bodies accordingly; this

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shall include making changes to appointments to outside bodies upon notification from members providing the agreed composition does not change. This shall not apply where named appointments are required to be made by Council.

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

23. To approve the entering into or signing of any pledge or declaration or similar document (or to arrange for any of these things to be done) in circumstances where, following consultation with the relevant Chief Officer (or their deputy or nominee) and the Council Leader, the Chief Officer – Governance is satisfied that it is in the interests of the Council to do so.
24. Following consultation with the Chief Officer – City Development & Regeneration and the Chief Officer - Commercial & Procurement Services, to give notice to the Secretary of State in terms of the National Security and Investment Act 2021 and to take any other appropriate action in terms of that legislation.
25. To contact the appropriate authorities and submit SARs (Suspicious Activity Reports) in relation to suspected money laundering activity.
26. To determine whether petitions to the Council are competent in terms of the Council's petitions criteria, following consultation with the relevant Convener and relevant Chief Officers.
27. To act as the Council's Senior Information Risk Owner (SIRO), in terms of the Council's Corporate Information Policy and otherwise.
- 27.28. [To make corrections or minor amendments to a trust deed or to amend it as required by law or as required or recommended by the Office of the Scottish Charity Regulator \(OSCR\), following consultation with the Chief Officer – Finance and any officer who is the lead Council officer in respect of the trust in question, but only where the trust deed relates to a trust in respect of which the Council is sole trustee or the only trustees are elected members of the Council.](#)

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Pensions

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

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

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

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

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

Licences, Civic Government (Scotland) Act 1982 etc.

31.32. To act as, or appoint, a Clerk to the Licensing Board; and to appoint a Depute Clerk to the Licensing Board to exercise the powers of the Clerk to the Licensing Board.

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

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

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

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

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

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

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

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

38.39. To recall the suspension of a taxi driver's licence or private hire car driver's licence imposed on the grounds that the licence holder failed to meet the necessary medical standards where the licence holder produces evidence from a medical professional that states that he or she now meets the required standards.

39.40. To recall the suspension of a street trader's licence imposed on the grounds that the licence holder did not have a valid Food Hygiene Certificate where the licence holder produces a valid Certificate.

40.41. To approve vehicles which comply with the specification for licensing as wheelchair accessible taxis.

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

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

Stock Exchange Bonds

43.44. To develop and maintain Insider Lists in connection with any stock exchange bonds issued by the Council.

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

Schools/Education

45.46. To make arrangements for the clerking of the School Placings and Exclusions Appeals Committee.

46.47. To reject school placing appeals and exclusion appeals which s/he considers are not competent.

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

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

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

Legal Documentation

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

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

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

Civic Administration

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

53.54. In relation to the Council's crests and the coat of arms of Aberdeen, to take any actions which the Chief Officer – Governance considers to be in the interests of the Council, including authorising the use of same or taking action against unauthorised use.

Company Administration

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

Antisocial Behaviour

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

56.57. To authorise relevant officers to implement Part 5 of the Antisocial Behaviour etc. (Scotland) Act 2004.

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

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

Parking, Bus Lanes and other Enforcement Activity

59.60. To undertake, arrange to be undertaken, authorise and instruct, and to appoint and authorise officers (whether City Wardens, officers in the Parking and Bus Lane Appeals Team or other officers) to undertake, arrange to be undertaken, authorise and instruct, all activity relating to parking enforcement in terms of (where applicable) the Road Traffic Act 1991, Road Traffic (Permitted Parking Area and Special Parking Area) (Aberdeen City Council) Designation Order 2003, Road Traffic Regulation Act 1984, [Transport \(Scotland\) Act 2019](#), [Parking Prohibitions \(Enforcement and Accounts\) \(Scotland\) Regulations 2023](#) and any other relevant legislation.

This delegated power includes (but is not limited to):

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

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

62. To undertake, arrange to be undertaken, authorise and instruct, and to appoint and authorise officers to undertake, arrange to be undertaken, authorise and instruct, all activity relating to the low emission zone scheme enforcement in terms of (where applicable) the Transport (Scotland) Act 2019, the Low Emission Zones (Emission Standards, Exemptions and Enforcement) (Scotland) Regulations 2021 and any other relevant legislation. This delegated power includes (but is not limited to):

- a. appointing and authorising officers to issue Penalty Charge Notices;
- b. issuing, and authorising officers to issue, Notices of Rejection and Charge Certificates; and
- c. taking, and authorising officers to take or arrange to be taken, any appropriate actions in relation to Penalty Charge Notices, Notices of Rejection and Charge Certificates (such actions including, but not being limited to, considering and responding to representations).

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60-63. To undertake, arrange to be undertaken, authorise and instruct, and to authorise City Wardens, officers in the Community Safety and Enforcement Team and other officers to undertake, arrange to be undertaken, authorise and instruct, all activity relating to pavement parking prohibition, double parking prohibition and dropped footway parking prohibition enforcement in terms of (where applicable) the Transport (Scotland) Act 2019, the Parking Prohibitions (Enforcement and Accounts) (Scotland) Regulations 2023 and any other relevant legislation. This delegated power includes (but is not limited to) appointing and authorising City Wardens, officers in the Community Safety and Enforcement Team and other officers to issue and serve Penalty Charge Notices, Notice to Owners (RTA 91), Enforcement Notices (TSA19) and Charge Certificates.

61-64. To instruct, and to authorise City Wardens and other officers to undertake, environmental enforcement activity in terms of the Environmental Protection Act 1990, Refuse Disposal (Amenity) Act 1978, Road Traffic (Vehicle Emissions) (Fixed Penalty) (Scotland) Regulations 2003, Smoking, Health and Social Care (Scotland) Act 2005 and any other legislation relevant to public health.

62-65. To remove and dispose of abandoned vehicles in terms of the Refuse Disposal (Amenity) Act 1978.

63-66. To authorise City Wardens and other officers to issue fixed penalty notices in terms of the Dog Fouling (Scotland) Act 2003.

Protective Services

64-67. To authorise officers as required in respect of the rights of entry and inspection contained in section 5 of Part I of the Civic Government (Scotland) Act 1982.

65-68. To authorise the issue of Certificates under section 39(4) of the Civic Government (Scotland) Act 1982 regarding the compliance of vehicles, kiosks or moveable stalls with relevant regulations made under section 1(3) of the Food Safety Act 1990.

66-69. To authorise the issue of Certificates under section 50 of the Licensing (Scotland) Act 2005 regarding the compliance of premises with regulations made under section 1(3) of the Food Safety Act 1990 relating to construction, layout, drainage, ventilation, lighting and water supply or concerned with the provision of sanitary and washing facilities.

67-70. To take such action as is necessary with regard to the administrative arrangements under Part 1 of the Food and Environmental Protection Act 1985.

68-71. To authorise persons, under section 5 of the Food Safety Act 1990, to act in matters arising under the said Act.

69-72. To appoint, under Regulation 5(6) of the Food Hygiene (Scotland) Regulations 2006, authorised officers for the purpose of enforcing the said Regulations.

70-73. To designate, under section 5 of the Public Health etc. (Scotland) Act 2008, an appropriate number of competent persons for exercising, on behalf of the Council, the functions relating to protection of public health contained in the Act.

71-74. To:

- i. enforce and ensure compliance with (and authorise officers to enforce and ensure compliance with) the Health and Safety at Work etc. Act 1974; and
- ii. appoint as inspectors under section 19 of that Act such persons as he/she considers necessary for carrying into effect the provisions of that Act and other relevant statutory provisions and, in each case, delegate to those persons the powers to be exercised by them.

72-75. To take, or arrange for the taking of, any action necessary to comply with health and safety legislation and to appoint officers to undertake health and safety functions.

73-76. To undertake Port Health duties under the Public Health (Scotland) Act 1945 and the Airports Authority Act 1965.

74-77. To enforce and ensure compliance with (and to authorise officers to enforce and ensure compliance with) the relevant environmental health and public health provisions of the following legislation:

- Prevention of Damage by Pests Act 1949;
- Public Health (Scotland) Act 2008;
- Caravan Sites and Control of Development Act 1960;
- Private Water Supplies (Scotland) Regulations 2006;
- Water Supply (Water Quality) (Scotland) Regulations 2000;
- Housing (Scotland) Act 1987;
- Housing (Scotland) Act 2006;
- Housing (Scotland) Act 2001;
- Control of Pollution Act 1974;
- Noise and Statutory Nuisance Act 1998;
- The Clean Air Act 1993;
- Civic Government (Scotland) Act 1982;
- Dog Fouling (Scotland) Act 2003 (pursuing recovery of unpaid fixed penalties and notifying the Procurator Fiscal of requests for hearings);
- Environmental Protection Act 1990;
- Control of Dogs (Scotland) Act 2010;
- any legislation relating to hazardous substances or radiation; and
- any other legislation relating to environmental health or public health matters.

75-78. To grant, manage and revoke licences under the Caravan Sites and Control of Development Act 1990 (as amended).

76-79. To engage, as required, temporary staff in the event of an emergency mortuary being required for use, having regard to the scale of the emergency.

77-80. To authorise officers under section 7 of the Smoking, Health and Social Care (Scotland) Act 2005 to exercise the powers contained in section 7 and also in schedule 1 to the 2005 Act and to authorise officers to exercise powers under the Smoking Prohibition (Children in Motor Vehicles) (Scotland) Act 2016.

78-81. To appoint and authorise Licensing Standards Officers to exercise powers in terms of section 13 of the Licensing (Scotland) Act 2005.

79-82. To enforce and exercise powers, and authorise officers to enforce and exercise powers, under the appropriate provisions of the following legislation:-

- Animal Boarding Establishments Act 1963;
- Animal Health Act 1981;
- Animal Health and Welfare (Scotland) Act 2006;
- Dangerous Wild Animals Act 1976;
- Performing Animals (Regulation) Act 1925;
- Riding Establishments Act 1964 and Riding Establishments Act 1970;
- Zoo Licensing Act 1981;
- Animal By-Products (Scotland) Regulations 2003;
- Animal By-Products (Scotland) (Enforcement) Regulations 2013;
- Rabies (Importation of Dogs, Cats and Other Mammals) Order 1974;
- Animal Welfare (Licensing of Activities Involving Animals) (Scotland) Regulations 2021;
- Trade in Animals and Related Products (Scotland) Regulations 2012;
- Official Food and Feed Controls (Scotland) Regulations 2009;
- Regulation (EC) No 853/2004 of the European Parliament and of the Council of 29 April 2004 laying down specific hygiene rules for food of animal origin (Retained EU Legislation); and
- any other relevant legislation relating to animals.

80-83. To authorise any official veterinary surgeon, acting for the Council, for any of the statutory purposes for which an official veterinary surgeon is required.

81-84. To appoint a chief inspector of weights and measures and authorise appropriately qualified officers to exercise the statutory functions of the Council as a local weights and measures authority.

82-85. To authorise the chief inspector of weights and measures to exercise the powers conferred on the Council, in its capacity as the local weights and measures authority, by consumer protection and trading standards legislation.

- 83-86.** To exercise the Council's power to grant and refuse, renew, vary, or revoke a petroleum storage certificate or a petroleum storage licence in terms of the Petroleum (Consolidation) Regulation 2014.
- 84-87.** To authorise officers of the Trading Standards Service to issue, vary and revoke product safety notices under section 14 of the Consumer Protection Act 1987 and regulations 11 to 15 of the General Product Safety Regulations 2005.
- 85-88.** To authorise officers of the Trading Standards Service to exercise the powers contained in the Tobacco and Primary Medical Services (Scotland) Act 2010.
- 86-89.** To authorise officers of the Environmental Health and Trading Standards Services to enforce the Single Use Carrier Bags (Scotland) Regulations 2014 and to authorise officers to exercise powers under the Environmental Protection (Single-use Plastic Products) (Scotland) Regulations 2021.
- 87-90.** To lodge objections or to make representations on the Council's behalf on applications for licences and the renewal and variation of licences, to the Council's Licensing Committee in cases where the Council are permitted by statute to object to such applications.
- 88-91.** To appoint a public analyst and Food Examiner to perform the duties detailed in the relevant sections of the Food Safety Act 1990.
- 89-92.** To appoint an Agriculture Analyst under section 67 of the Agriculture Act 1970.
- 90-93.** To exercise the Council's power to grant, renew or amend an Explosives Licence in terms of the Explosives Regulations 2014.
- 91-94.** To exercise the Council's power to refuse to issue, or to revoke, an Explosives Licence in terms of the Explosives Regulations 2014.
- 92-95.** To exercise the Council's power to issue or refuse assent for an Explosives Licence, where the application is made to another relevant licensing authority in terms of the Explosives Regulations 2014.
- 93-96.** To exercise the Council's power to issue or to refuse to issue or to revoke a licence to supply fireworks outwith the restricted dates in terms of the Fireworks Regulations 2004.

CHIEF OFFICER - FINANCE

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

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

20. To lead and act in respect of the Council's Counter fraud response.

~~20-21.~~ To apply to benefit agencies including the Department of Work and Pensions, Social Security Scotland, the Service Personnel and Veterans Agency and Housing Benefit / Council Tax Departments of local authorities for Corporate Appointeeship for clients without capacity, under the relevant social security legislation, and thereafter to receive and deal with any sums received.

Accounting

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

37. Following consultation with the Chief Executive, Executive Directors and the Chief Officer - Commercial & Procurement Services, to put in place a scheme of delegated financial limits.
38. To arrange for suitable independent audit of European Union funding claims to be carried out.
39. To determine the retention period for all books, forms and records related to financial matters.
- 39-40. To prepare, maintain and update, following consultation with the Chief Officer – Corporate Landlord and the Chief Officer – Housing, a Housing Revenue Account Business Plan.

Pensions Administration

40. To administer the North East Scotland Pension Fund in accordance with the Local Government Pension Scheme Regulations and any other relevant legislation.
41. To implement investment arrangements for the North East Scotland Pension Fund in accordance with the Local Government Pension Scheme Regulations and any other relevant legislation, including sourcing and appointment of investment fund managers within the approved strategy.
42. To appoint member representatives to serve on the Pension Board of the North East Scotland Pension Fund.
43. Following consultation with the Chief Officer - Governance, to agree participation by the North East Scotland Pension Fund in securities litigation and other kinds of litigation and legal proceedings.
44. To write off debt related to the North East Scotland Pension Fund, in accordance with the ACC Financial Regulations.
45. To approve (or nominate officers to approve) the Council's entering into of any agreement or other document concerning the administration of the North East Scotland Pension Fund, including but not limited to those listed as described in the power relating to "Pensions" delegated herein to the Chief Officer – Governance; and to sign (and to authorise officers to sign) any such agreement or other document.
46. Following consultation with the Chief Officer – Governance, to sign (and to authorise officers to sign) any agreement or other document concerning the administration of the North East Scotland Pension Fund, including but not limited to those listed as described in the power relating to "Pensions" delegated herein to the Chief Officer – Governance, where that agreement or other document entails the signatory certifying, confirming or declaring matters which fall within the remit of the Chief Officer – Finance.

Staffing and Recruitment

47. To approve (jointly with the Chief Officer – People & Citizen Services) the staff resources and recruitment matters which are stated within this Powers Delegated to Officers document as requiring the approval of both that Chief Officer and the Chief Officer – Finance.

4. EXECUTIVE DIRECTOR – CITY REGENERATION & ENVIRONMENT

CHIEF OFFICER - CITY DEVELOPMENT & REGENERATION

Culture, Events etc

1. To purchase any works of art or museum exhibits within any such financial limits as may be set by the Council.
2. To authorise international travel of officers to accompany works of art to and from overseas venues - where such works of art are being loaned to such venues and where all costs are covered by the borrower.
3. To make bookings for exhibitions, recitals, festivals, concerts, races and other events within the city within any such financial limits as may be set by the Council, providing that, where the events are procured, the ACC Procurement Regulations shall apply .
4. To grant permission to reproduce works of art in approved publications and to impose an appropriate charge.
5. Following consultation with the Chief Officer - Commercial & Procurement Services, to grant loans of items from the collections held by the Council to outside bodies and to accept loans of items from collections held by outside bodies.
6. To apply for any and all necessary licenses to ensure the delivery of catering and hospitality services (alcohol, public entertainment) under the relevant licensing legislation.
7. Following consultation with the Chief Officer - Finance, to set charges for museums and galleries.
8. To refuse applications, following consultation with Convener of the Finance and Resources Committee, for commemorative plaques if they do not meet the Council's criteria.
9. To cancel or postpone any exhibitions, recitals, festivals, concerts, races and other events within the city, following consultation with the Leader and the Lord Provost.
10. To
 - a. deliver events which Council, committee or sub-committee has previously approved;
 - b. take all actions which may be necessary or expedient in connection with such delivery; and
 - c. following consultation with the Leader and the Lord Provost, alter the size, scope, duration or other particulars of such events where the Chief Officer – City Development & Regeneration deems this to be necessary, providing that, where events are procured, the ACC Procurement Regulations shall apply.
11. Following consultation with the Leader and the Lord Provost, to determine that events shall take place and/or to deliver or approve events (and to take all actions which may be necessary or expedient in connection with such events) where it is not reasonably practicable to seek prior Council, committee or sub-committee approval.

Economic Development

12. To negotiate on behalf of the Council with existing and prospective investors in relation to all forms of economic activity in the city.
13. To investigate and secure sources of external funding and negotiate appropriate partnerships where required.
14. To identify and develop partnerships with other bodies and companies who can contribute to the city's economic development.
15. Following consultation with the Chief Officer - Commercial & Procurement Services, to make a financial contribution to the activities described in powers 10 to 12 immediately above by way of loans or grants, in accordance with any criteria approved by the relevant committee.
16. To negotiate on behalf of the Council with prospective events, conference organisers and third party funders in relation to attracting events/conferences to the city that contribute to the Council's economic priorities.
17. Following consultation with the Chief Officer - Finance and the Chief Officer - Commercial & Procurement Services, to approve an application for assistance from the subvention fund for an amount equal to the balance of the subvention fund to support the venue operator appointed by Aberdeen City Council to attract business to P&J Live, as per the contractual agreements in place.
18. Following consultation with the City Region Deal Programme Board, to agree any change requests requested or required in relation to City Region Deal Projects.
19. To make representations on the Council's behalf to the Chief Officer - Strategic Place Planning for submission to the Planning Development Management Committee, in situations where notice has been served on the Council as a party having a notifiable interest in neighbouring land which is subject to a planning application.
20. To make applications for planning and other statutory consent for sites and heritable property where such consent is required to deliver an approved Council initiative or project following consultation with the Chief Officer – Capital
21. To provide work experience for pupils who are eligible (section 123 of the Education (Scotland) Act 1980).
22. Following consultation with the City Region Deal Programme Board, to make any reports (mandatory or otherwise) to the UK and/or Scottish Governments, which are requested or required in relation to City Region Deal Projects.
- 23.** To make, following consultation with the Chief Officer - Commercial & Procurement Services, subsidy schemes in terms of section 10 of the Subsidy Control Act 2022.
- 23-24.** [To establish an Economic Policy Panel \(comprising up to three external members\) to advise on and inform the Council's annual credit rating assessment review and ongoing delivery of the Regional Economic Strategy and other key economic matters relevant to the Council; to produce terms of reference for the Panel and amend these from time to time as the Chief Officer considers appropriate; and to appoint members to the Panel from time to time, subject to compliance with the ACC Procurement Regulations.](#)

CHIEF OFFICER - CAPITAL

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

CHIEF OFFICER - OPERATIONS

Roads and Infrastructure Services

1. To maintain a list of public roads including classification of roads network.
2. To manage and maintain all roads on a list of public roads including power to reconstruct, alter, widen, improve or renew any such road within approved budgets.
3. To exercise the control of road occupations, reporting to the next relevant committee if any member objects to the proposed decision.
4. To manage and implement the requirements of the New Roads and Street Works Act 1991.
5. To implement arrangements for both temporary and permanent traffic management and related street furniture.
6. ~~To commence and complete the statutory procedure set out in the Local Authorities' Traffic Order (Procedure) (Scotland) Regulations 1999 and undertake all necessary preparation prior to making orders under the Road Traffic Regulation Act 1984, sections 1, 2 and 4 (traffic regulation orders), only bringing the matter before the Net Zero, Environment and Transport Committee where, following consultation with such members as the Chief Officer deems appropriate, an objection is received or where there are unresolved outstanding objections arising from the statutory consultation process.~~
7. ~~To commence and complete the statutory procedure set out in the Local Authorities' Traffic Order (Procedure) (Scotland) Regulations 1999 and undertake all necessary preparation prior to making orders under the Road Traffic Regulation Act 1984, sections 9 and 10 (experimental traffic regulation orders – "ETRO") and thereafter to make and sign experimental traffic regulation orders and implement them; only bringing the matter before the Net Zero, Environment and Transport Committee where either or both of the following applies:~~
 - 7.1 ~~prior to or following implementation of the ETRO, the Chief Officer consults with such members as the Chief Officer deems appropriate, and an objection is received from such members (excepting where the ETRO has been instructed for implementation by a Committee of the Council); or~~
 - 7.2 ~~the ETRO states that the Council will consider making the order permanent, and the Chief Officer proposes to make the ETRO permanent, and there are unresolved outstanding objections arising from the statutory consultation process following implementation of the ETRO.~~
6. ~~To commence and complete the statutory procedure set out in the Local Authorities Traffic Order (Procedure) (Scotland) Regulations 1999 and undertake all necessary preparation prior to making orders under the Road Traffic Regulation Act 1984, sections 1, 2 and 4 (Traffic Regulation Orders), and 9 and 10 (Experimental Traffic Regulation Orders) and section 45 (Designation of paying parking places on roads) only bringing the matter before the Net Zero, Environment and Transport Committee where, following consultation with such members as the Chief Officer deems appropriate, an objection is received or where there are unresolved outstanding objections arising from the statutory consultation process~~ To commence and complete the statutory procedure set out in the Local Authorities Traffic Order (Procedure) (Scotland) Regulations 1999 and undertake all necessary preparation prior to making orders under the Road Traffic Regulation Act 1984, including but not limited to those orders in sections 1, 9, 19, 29, 32, 35, 37, 38, 45, 46, 49(2) and (4), 83(2) and 84 of the Road Traffic Regulation Act 1984, only bringing the matter before the Net Zero, Environment and Transport Committee where,

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following consultation with such members as the Chief Officer deems appropriate, an objection is received or where there are unresolved outstanding objections arising from the statutory consultation process.

7. To make and sign permanent traffic regulation orders ~~(including orders which have been converted from ETROs)~~ and designation orders under the Road Traffic Regulation Act 1984 and implement them where the statutory/public consultation process yields no objections or, where objections have been received, the orders have gained the appropriate committee approval; and to authorise officers to make, ~~and~~ sign and implement such orders in these circumstances.
8. To make and sign experimental traffic orders under the Road Traffic Regulation Act 1984 and to implement them where the initial statutory consultation process yields no objections or, where objections have been received, the orders have gained the appropriate committee approval. Thereafter, where the six-month statutory public consultation process commenced on implementation of the experimental traffic order, or any additional six-month consultation period due to a modification, yields no objections or, where objections have been received, and the orders have gained the appropriate committee approval, to make and sign a permanent order continuing the provisions of the experimental order; and to authorise officers to make, sign and implement such orders in these circumstances.
9. To commence and complete the statutory procedure set out in the Pavement Parking Prohibition (Exemption Orders Procedure) (Scotland) Regulations 2022 and undertake all necessary preparation prior to making orders under section 51 of the Transport (Scotland) Act 2019, only bringing the matter before the Net Zero, Environment and Transport Committee where, following consultation with such members as the Chief Officer deems appropriate, an objection is received or where there are unresolved outstanding objections arising from the statutory consultation process.
- 8.10. To make and sign exemption orders under section 51 of the Transport (Scotland) Act 2019 and implement them where the statutory/public consultation process yields no objections or, where objections have been received, the orders have gained the appropriate committee approval; and to authorise officers to make, sign and implement such orders in these circumstances.
- 9.11. To commence and complete the statutory procedure set out in the Stopping Up of Roads and Private Accesses and the Redetermination of Public Rights of Passage (Procedure) (Scotland) Regulations 1986 and undertake all necessary preparation prior to making orders under the Roads (Scotland) Act 1984, sections 68, 69 ("Stopping Up" orders), only bringing the matter before the Net Zero, Environment and Transport Committee where, following consultation with such members as the Chief Officer deems appropriate, an objection is received or where there are unresolved outstanding objections arising from the statutory consultation process.
- 10.12. To redetermining the means by which the public right of passage over, or any part of, any public road, may be exercised by an order under the Roads (Scotland) Act 1984, section 152(2) ("Redetermination Orders") and to commence and complete the statutory procedure set out in the Stopping Up of Roads and Private Accesses and the Redetermination of Public Rights of Passage (Procedure) (Scotland) Regulations 1986 for making such orders, only bringing the matter before the Net Zero, Environment and Transport Committee where, following consultation with such members as the Chief Officer deems appropriate, an objection is received or where there are unresolved outstanding objections arising from the statutory consultation process.
13. To make and sign, ~~and to authorise officers to make and sign,~~ Stopping Up orders, and Redetermination Orders under the Roads (Scotland) Act 1984 and implement them where the statutory/public consultation process yields no objections or, where objections have been received, the orders have gained the appropriate committee approval, and the Scottish Ministers

have also determined the orders can be made; and to authorise officers to make, sign and implement such orders in these circumstances.

14. To make and sign, and to authorise officers to make and sign, and temporary traffic orders under Sections 14 (roadworks, safety, litter clearance etc.) and 16A (sporting event, social event or entertainment which is held on the road) of the Road Traffic Regulation Act 1984.

11-15. To commence and complete the statutory procedure set out in the Road Humps (Scotland) Regulations 1998 and undertake all necessary preparation prior to making orders under the Roads (Scotland) Act 1984 relating to road humps, only bringing the matter before the Net Zero, Environment and Transport Committee where, following consultation with members (whether all members or simply ward members), objection is received or where there are outstanding objections arising from the statutory/public consultation process.

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

13-16. To exercise operational management of “on-street” and “off-street” parking facilities.

14-17. To authorise the removal of private vehicles which have unpaid Penalty Charges recorded against them in accordance with the Road Traffic Regulation Act 1984, Road Traffic Act 1991, Road Traffic (Permitted Parking Area and Special Parking Area) (Aberdeen City Council) Designation Order 2003 and the Removal and Disposal of Vehicles Regulations 1986 and any other relevant legislation.

15-18. To represent the Council’s interests with regard to coast protection and flood prevention matters including the development of the Flood Risk Management Plan.

16-19. To lodge objections or to make representations on the Council’s behalf on applications for licences and the renewal and variation of licences, to the Council’s Licensing Committee in cases where the Council are permitted by statute to object to such applications.

17-20. To grant construction consent for new private roads, to determine the value of security to be lodged and arrange for their adoption in terms of the appropriate legislation; and, in the event that construction proceeds in the absence of such security, to instruct enforcement action.

21. To grant or refuse applications in terms of the Council’s Driveway Regulations.

18-22. To approve the fixing of banners to lamp posts, walls, fences etc. which are both owned by the Council and located on adopted roads.

Environmental Services

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

- following consultation with the Chief Officer - Finance, to accept bequests requiring provision by the Council for the upkeep and maintenance in perpetuity of individual graves and tomb stones in cemeteries under the control of the Council in such cases

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where the amount of the bequest is sufficient to cover the cost of maintenance and upkeep of the grave and of any tombstone, in accordance with the ACC Financial Regulations and ACC Procurement Regulations;

- to act as Registrar of Burials and Cremations and to act as the keyholder for crematorium buildings;
 - to ensure the proper disposal of the deceased while taking into account requests of the bereaved;
 - to operate the Council's crematorium and to maintain, renew and repair the crematorium buildings;
 - to provide facilities for and make available memorials to the deceased;
 - to manage arrangements for appointments and statutory paperwork for disposal of the deceased, including implementing, monitoring and maintaining systems and records of any disposal of the deceased and issuing any extracts of such records;
 - to maintain identification of the remains throughout the process of cremating the deceased; and
 - to arrange for the supervision of exhumations.
20. To carry out the Council's duties in regards to the Wildlife and Natural Environment (Scotland) Act 2011.
21. Following consultation with the Chief Officer - Governance, to negotiate, authorise and sign agreement(s) with NHS Grampian and their associated funeral service provider(s) to bury or cremate pregnancy loss provided by NHS Grampian, all in accordance with Scottish Government guidance and best practice.
22. To approve and execute allotment site regulations, make minor amendments to such regulations and administer and manage allotments, including granting, varying and terminating allotment leases and maintaining a list of individuals who request allotments, all in terms of the Community Empowerment (Scotland) Act 2015 and other relevant legislation.

Waste Services

23. To set commercial waste charges.
24. To enforce, and authorise officers to enforce, the provisions of the Environmental Protection Act 1990, the Waste (Scotland) Regulations 2005, the Waste (Scotland) Regulations 2011, the Waste (Scotland) Regulations 2012 and other relevant legislation relating to waste.
25. To authorise officers to remove, store and return to any owner any bin blocking a street.
26. Following consultation with the Chief Officer - Finance, the Chief Officer - Commercial & Procurement Services, and the Convener of the Finance and Resources Committee, to approve expenditure on repairs and maintenance to sites owned by the Council, that are procured by the Altens East Plant operator on behalf of the Council, provided that the Altens East Plant operator conducts the procurement in accordance with the ACC Procurement Regulations and that the expenditure is capable of being met from existing budgets.
27. Following consultation with the Chief Officer - Finance, the Chief Officer - Commercial & Procurement Services and the Convener of the Net Zero, Environment and Transport Committee,

to negotiate and agree non material variations or supplemental agreements to the Waste Service Contract, including but not limited to, or as a consequence of:-

- variations necessitated due to a change in taxation and/or any applicable legislation or subordinate legislative provision, EU regulation or directive having direct effect, provision of common law or other binding law, requirement of any authorisation, licence, permission, consent or permit or rule of any court of competent jurisdiction and any local, national or supranational agency, inspectorate, minister, ministry, official or public or statutory person (whether autonomous or not), or of the government of the United Kingdom or the European Union, which exists at any time during the life of the contract;
 - the approval of fixed term waste trials;
 - amendments to reporting requirements;
 - changes in the price index used for the indexation of elements of the contract prices; and
 - the approval of repairs and maintenance of sites owned by the Council that are serviced by the Altens East Plant operator under the Waste Management Services contract (for example Ness Farm, Hill of Tramaud).
28. Following consultation with the Chief Officer - Finance, the Chief Officer - Commercial & Procurement Services and the Convener of the Net Zero, Environment and Transport Committee, to negotiate and agree variations to the Waste Management Services Contract following a decision of the Council to:-
- a. change its waste collection operations;
 - b. change the opening hours of Council sites serviced by the Altens East Plant operator under the Waste Services Contract;
 - c. close council owned facilities currently serviced by the Altens East Plant operator under the Waste Services Contract.
 - d. add new facilities to be serviced by the Altens East Plant operator under the Waste Services Contract.
29. Following consultation with the Chief Officer - Finance, the Chief Officer - Commercial & Procurement Services and the Convener of the Net Zero, Environment and Transport Committee, to negotiate and conclude the variations necessary to the Waste Management Services Contract in relation to the acceptance of third party recycle and/or residual waste at Altens East Plant provided that the nature of those variations results in a net reduction of the Council's operational costs of the Altens East Plant.
30. Following consultation with the Chief Officer - Finance, the Chief Officer - Commercial & Procurement Services and the Convener of the Net Zero, Environment and Transport Committee, to give Suez consent to bid for:-
- a. the inclusion of the Altens East Plant on framework agreements for waste and recycling services; and
 - b. individual contracts to provide waste and recycling services to third parties (i.e. other local authorities or commercial entities) using the Altens East Plant to process the waste and/or recycle, as and when such opportunities arise, contingent upon the variation to the Waste Services Contract in number 25 above having been concluded.

CHIEF OFFICER - STRATEGIC PLACE PLANNING

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

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

Major and National Applications

1. To determine:

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

all in respect of applications [for development](#) falling within the categories of National and Major Development as defined in the Town and Country Planning (Hierarchy of Developments) (Scotland) Regulations 2009 **except** where that application:

i. has been made by or on behalf of;

- a. an elected member of the Council or a member of staff employed within the Strategic Place Planning function of the planning authority or
- b. the Chief Executive or any other member of the Corporate Management Team of the planning authority,
- all as determined from the contents of the application form;

ii. requires to be the subject of formal notification to the Scottish Ministers as defined in the Schedule to the Town and Country Planning (Notification of Applications) (Scotland) Direction 2009 (or any other Scottish Government Direction);

iii. is an Environmental Impact Assessment (EIA) application for which a validated EIA [Report](#) has been submitted;

iv. is being recommended for approval and has been the subject of formal timeous objection by the local Community Council within whose area the application site falls;

v. [is being recommended for approval and](#) has been the subject of six or more timeous letters of representation² (following advertisement and/or notification) [containing material planning considerations](#) that express objection or concern about the proposal;

vi. is being recommended for approval and has been the subject of formal objection from the Roads Authority or the Council’s Environmental Health service;

vii. is being recommended for approval and is considered by the Appointed Officer to be [significantly](#) contrary to the ~~approved~~ development plan ~~strategy~~.

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2. To determine applications for the approval of consent, agreement or approval required by a condition(s) imposed on a grant of planning permission [for a Major or National development under section 27 of the Town and Country Planning \(Scotland\) Act 1997 \(as amended\)](#).
3. Under the terms of section 75 of the Town and Country Planning (Scotland) Act 1997 (as amended) and section 69 of the Local Government (Scotland) Act 1973, and following consultation with the Chief Officer - Governance, to:
 - a. negotiate and conclude legal agreements related to planning and other applications;
 - b. determine applications for Modifications or Discharge of Planning Obligations under section 75A [following consultation with the Developer Obligations Working Group \(consisting of the Chief Officer - Capital, Chief Officer - Corporate Landlord, Chief Officer - Finance and Chief Officer - Strategic Place Planning\)](#) in relation to planning applications; and
 - c. ~~to~~ participate in the promotion and development of Good Neighbour Agreements under section 75D.

provided the Appointed Officer considers such agreements to be in [general](#) accordance with the original decision on the application.

4. To determine planning and other applications given a willingness to approve and for which legal agreements are not completed within 6 months of the date on which a willingness to approve was agreed by the Planning Authority.
5. To [vary a planning permission in accordance with determine requests for non-material variation of major and national planning applications in terms of](#) section 64 of the Town and Country Planning (Scotland) Act 1997 (as amended).

General Delegations

6. To determine following consultation with the Chief Officer - Governance, the Convener of the Planning Development Management Committee and the ~~Co-~~Leaders, whether to appeal a decision of the Scottish Ministers which overturned or modified a decision of the Council and thereafter, if applicable, to instruct the making of such an appeal.
7. To determine applications for Listed Building consent and Conservation Area consent subject to any of the applicable exceptions contained in paragraph 1 [and associated definitions](#) above ~~and provided that the Scottish Ministers, if notified, have either made no observations or where observations have been made which can competently be made the subject of appropriate planning conditions, to determine these applications with those conditions attached.~~
8. To determine Hazardous Substance Consent applications under [Section 7 of the Planning \(Hazardous Substances\) \(Scotland\) Act 1997](#) and the Town and Country Planning (Hazardous Substances) (Scotland) Regulations 2015.
9. To impose conditions on the [grant of hazardous substances consent in accordance with the terms of section 8 of the Planning \(Hazardous Substances\) \(Scotland\) Act 1997.](#)
10. [To determine applications for removal of conditions attached to hazardous substances consent under section 11 of the Planning \(Hazardous Substances\) \(Scotland\) Act 1997.](#)
11. [To make an order to revoke or modify hazardous substances consent under section 12 of the Planning \(Hazardous Substances\) \(Scotland\) Act 1997.](#)
12. [To determine applications for continuation of hazardous substances consent under section 16 of the Planning \(Hazardous Substances\) \(Scotland\) Act 1997.](#)

13. To give, serve, issue, sign and vary a hazardous substances contravention notice in accordance with sections 22, 23 and 24 of the Planning (Hazardous Substances) (Scotland) Act 1997 following consultation with the Chief Officer – Governance, with an annual report to the Planning Development Management Committee detailing all action authorised.
14. To instruct applications for interdict in terms of section 25 of the Planning (Hazardous Substances) (Scotland) Act 1997, in order to restrain or prevent breaches of hazardous substances control.
- ~~8.15.~~ To authorise in writing any person to enter any land (where necessary) in accordance with sections 33, 35 and 35A of the Planning (Hazardous Substances) (Scotland) Act 1997, for the purpose of surveying it in connection with (a) any application for hazardous substances consent, or (b) any proposal to issue a hazardous substances contravention notice.
- ~~9.16.~~ To determine whether planning or other applications that have been lodged or preapplication proposals require planning or other consent
- ~~10.17.~~ To issue decisions on all types of consent where Full Council or any relevant committee of the Council are minded to grant a development and the Scottish Ministers, having been notified, indicate no objections or intention to intervene, or the period for so indicating has expired.
- ~~11.18.~~ To deal with Proposal of Application Notices in terms of section 35B of the Town and Country Planning (Scotland) Act 1997 (as amended) and Pre-Application Screening Notices in terms of section 35A(3) of that Act.
- ~~12.19.~~ To determine applications for advertisement consent under the Town and Country Planning (Control of Advertisements) (Scotland) Regulations 1984.
- ~~13.20.~~ To appoint Officers to participate in mediation in terms of Section 268A of the Town and Country Planning (Scotland) Act 1997 (as amended).
- ~~14.21.~~ To prepare and publish an Open Space Strategy.
- ~~15.22.~~ To prepare and publish an annual obligations report detailing the following:
- a. the number of planning obligations: entered into that year; entered into in a previous year and not yet expired; and, entered into in a previous year and not yet complied with;
 - b. the development to which each planning obligation relates; and
 - c. the name of the person who has entered into the agreement
- ~~16.~~ To adopt a screening opinion and/or scoping opinion on whether a particular planning application requires to be supported by an Environmental Impact Assessment determine, in accordance with the applicable Environmental Impact Assessment Regulations, whether a particular planning application requires to be supported by an
23. Environmental Statement (Screening Opinion) and the scope of any such Statement (Scoping Opinion) and to determine the scope of any such Statement (Scoping Opinion) and (whether the information submitted with any EIA) R-report and if so the scope of any such EIA Report, in accordance with the Town and Country Planning (Environmental Impact Assessment) (Scotland) Regulations 2017 is sufficient to reaching a reasoned conclusion on the significant effects of the development on the environment or whether supplementary information is required and the scope of any such information all in accordance with Section 40 of the Town and Country Planning (Scotland) Act 1997 (as amended) and as required by Section 40 A of the Planning (Scotland) Act 2019 when it comes into force.

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24. To determine whether the information submitted with any EIA Report is sufficient to reaching a reasoned conclusion on the significant effects of the development on the environment or whether supplementary information is required and the scope of any such information, in accordance with section 40 of Town and Country Planning (Scotland) Act 1997 and regulation 3 of The Town and Country Planning (Environmental Impact Assessment) (Scotland) Regulations 2017.

17-25. To provide the following information to assist with the preparation of the National Planning Framework if required to do so by the Scottish Ministers and to work with any other Planning Authority to provide the information if required to do so by the Scottish Ministers:

- a. Physical, cultural, economic, social, built heritage and environmental characteristics;
- b. Principle purposes for which land in the area is used;
- c. Size, composition and distribution of population;
- d. Housing needs;
- e. Capacity of education services;
- f. Capacity of health services;
- g. Health needs;
- h. Housing needs of older and disabled people;
- i. Whether land should be allocated for resettlement;
- j. Infrastructure (communications, transport, drainage, water supply, energy (including land / facilities for renewables));
- k. Any change expecting in anything listed above; and
- l. Any other matter as prescribed

18-26. To instruct the registration and/or discharge of Charging Orders in terms of section 158 of the Town and Country Planning (Scotland) Act 1997 (as amended) in order to reclaim the costs of carrying out enforcement action.

~~19.~~ To determine, in accordance with the applicable Environmental Impact Assessment Regulations, whether a particular planning application requires to be supported by an Environmental Statement (Screening Opinion) and the scope of any such Statement (Scoping Opinion);

~~20.~~ To determine whether the information submitted with any Environmental Impact Assessment report is sufficient to reaching a reasoned conclusion on the significant effects of the development on the environment or whether supplementary information is required and the scope of any such information.

~~21.~~ To determine whether an applicant requires the prior approval of the planning authority for any of the specified matters contained within Schedule 1 of applications related to Prior Notification or Prior Approval made under the Town and Country Planning (General Permitted Development) (Scotland) Order 1992 and, where prior approval is required, to determine whether or not the submitted details are acceptable Schedule 1 for the following:

- ~~i.~~ Part 1A Class 6G: Free standing wind turbine within the residential curtilage;
- ~~ii.~~ Part 1B Class 6K and 6L: Biomass facilities on agricultural or forestry land; ~~iii.~~ Part 6 Class 18: Agricultural buildings;

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- ~~iv. Part 7 – Class 22: Forestry buildings and operations;~~
- ~~v. Part 13 – Class 39 and 40: Public gas transporters and electricity undertakings;~~
- ~~vi. Part 20 – Class 67: Development by electronic communications code operators; vii. Part 23 – Class 70: Demolition of buildings;~~
- ~~viii. Part 24 – Class 71: Toll road facilities;~~

~~27. ix. Any other types of prior notification or prior approval that might come forward in future amendments to the Town and Country Planning (General Permitted Development) (Scotland) Order 1992 Schedule 1.~~

22-28. To determine Certificates of Lawfulness under [sections 150 and 151](#) of the Town and Country Planning (Scotland) Act 1997 (as amended) where, in the opinion of the Appointed Officer, there is no reasonable doubt that the use or development is or would be:-

- lawful without further planning approval; or
- unlawful

~~23.~~ To give, serve, issue, ~~and~~ sign, ~~and to take any further necessary direct enforcement action pursuant to,~~ the following notices, all under the Town and Country Planning (Scotland) Act 1997 (as amended), following consultation with the Chief Officer – Governance; ~~with an annual report to the Planning Development Management Committee detailing all action authorised under the below:~~

29. Enforcement Notices under Section 123

- Notices ~~under section 33A~~ requiring an Application for Planning Permission to be made for a Development already carried out under section 33A;
- Planning Contravention Notices under section 125;
- Enforcement Notices under section 127;
- Stop Notices under section 140;
- Temporary Stop Notices under section 144A;
- Breach of Condition Notices under section 145;
- Fixed Penalty Notices under section 136A;
- Completion Notices under section 61 ~~and as amended by Section 33 of the Planning (Scotland) Act 2019~~;
- Notices requiring proper maintenance of land in terms of Land Adversely Affecting the Amenity of Neighbourhood under section 179.

24-30. To instruct applications for interdict in terms of section 146 of the Town and Country Planning (Scotland) Act 1997 (as amended) in order to restrain breaches of planning control.

25-31. To develop and maintain ~~an a~~ Development Management Charter and Enforcement Charter under section 158A of the Town and Country Planning (Scotland) Act 1997 (as amended).

26-32. To ~~remove or obliterate placards and posters under section 187 take,~~ following consultation with the Chief Officer - Governance, ~~any necessary enforcement action in respect of unauthorised advertisements, poster panels (hoardings) or fly posting.~~

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- 27.33.** To make an order to revoke or modify planning permission where all owners, lessees or occupiers of land affected, or such other person who in the opinion of the Appointed Person will be affected by the order, have notified the planning authority in writing that they do not object to the order under sections 65 and 67 of the Town and Country Planning (Scotland) Act 1997 (as amended).
- 28.34.** To determine all applications for Certificates of Appropriate Alternative Development under section 25 of the Land Compensation (Scotland) Act 1963.
- 29.35.** To decline to determine an application under section 39 of the Town and Country Planning (Scotland) Act 1997 (as amended).
- 30.36.** To grant or refuse applications for proposed works to trees protected by Tree Preservation Orders or by virtue of their inclusion within Conservation Areas.
- 31.37.** To approve the making, signing, serving, confirmation and revocation of provisional Tree Preservation Orders.
- 38.** [To authorise in writing officers to enter any land for enforcement purposes in accordance with sections 156 and 158 of the Town and Country Planning \(Scotland\) Act 1997 \(as amended\) and to seek right of entry from the Sheriff Court under section 157 of the Town and Country Planning \(Scotland\) Act 1997 \(as amended\).](#)
- 32.39.** To authorise officers to enter any land for purposes connected with the exercise or proposed exercise of any of the authority's functions under Sections 159 to 163 and 167 to 170 of the Town and Country Planning (Scotland) Act 1997, as amended by the Planning etc. (Scotland) Act 2006 and the Town and Country Planning (Tree Preservation Order and Trees in Conservation Areas) (Scotland) Regulations 2010 (SSI 2010/434).
- 40.** To determine applications for the serving of High Hedge notices, to vary or revoke such notices and to take enforcement action to ensure compliance with such notices.
- 33.41.** [To authorise officers and other persons to enter neighbouring land in accordance with the High Hedges \(Scotland\) Act 2013.](#)
- 34.42.** To make observations on behalf of the planning authority on routine proposals by statutory undertakers.
- 35.43.** To make observations on behalf of the planning authority to consultation requests from Aberdeenshire Council in respect of applications for development in Aberdeenshire.
- 36.44.** To make observations on behalf of the planning authority on consultation requests from Marine Scotland in respect of development applications.
- 37.45.** To prepare Habitat Regulation Appraisals (HRAs) as required under the EU Habitats Directives.
- 38.46.** To prepare, maintain and publish a list of persons who have registered interest with the intention of acquiring land for the purpose of self build housing under Section 16E of the Town and Country Planning (Scotland) Act 1997 (as amended) and as required by the Planning (Scotland) Act 2019 when it comes into force.
- 39.47.** To invite local communities to prepare Local Place Plans, to prepare and maintain a register of Local Place Plans and to report to the Scottish Ministers when required to under Section 15A of the Town and Country Planning (Scotland) Act 1997 (as amended) and as required by the Planning (Scotland) Act 2019 when it comes into force.

- 40.48.** To make minor amendments to the Regional Spatial Strategy where those changes are drafting or technical matters or other matters of a minor nature which do not materially affect the substance or effect of the Strategy.
- 41.49.** To take all decisions and steps necessary or expedient to discharge the Council's operational duties or exercise its powers under the Planning (Scotland) Act 2019 (the "2019 Act"). For the avoidance of doubt, strategic decisions required by the 2019 Act shall be reserved to the appropriate Committee or Full Council.
- 42.50.** To make any necessary changes to the wording of the development plan, prior to adoption, where those changes are drafting matters or other matters of a minor nature which do not materially affect any policy or proposal in the plan.
- 51.** To make any necessary changes to the wording of supplementary and/or non-statutory planning guidance, where those changes are drafting or technical matters or other matters of a minor nature which do not materially affect the substance or effect of the guidance.
- 52.** To determine requests to vary planning applications in accordance with the terms of section 32A of the Town and Country Planning (Scotland) Act 1997 (as amended).
- 53.** To impose conditions on the grant of planning permission in accordance with the terms of sections 41, 41A and 41B of the Town and Country Planning (Scotland) Act 1997 (as amended).
- 54.** To serve a discontinuance notice to remedy a substantial injury to amenity or danger to members of the public under regulation 14 of the Town and Country Planning (Control of Advertisements) (Scotland) Regulations 1984.
- 55.** To make an order to revoke or modify express advertisement consent under regulations 22 and 23 of the Town and Country Planning (Control of Advertisements) (Scotland) Regulations 1984.
- 56.** To give, serve, issue, and sign an enforcement notice in accordance with regulation 24 of the Town and Country Planning (Control of Advertisements) (Scotland) Regulations 1984, relating to any advertisement that has been displayed without a consent required by the Town and Country Planning (Control of Advertisements) (Scotland) Regulations 1984 or where any condition or limitation subject to which such consent was granted or was deemed to be granted has not been complied with, following consultation with the Chief Officer – Governance.
- 57.** To give, serve, issue and sign a building preservation notice in accordance with section 3 and 4 of the Planning (Listed Buildings and Conservation Areas) (Scotland) Act 1997.
- 58.** To decline to determine an application for listed building consent (LBC) or conservation area consent (CAC) in accordance of section 10A and section 66 of the of the Planning (Listed Buildings and Conservation Areas) (Scotland) Act 1997.
- 59.** To determine an application to vary or discharge conditions attached to listed building consent or conservation area consent in accordance with section 17 and section 66 of the Planning (Listed Buildings and Conservation Areas) (Scotland) Act 1997.
- 60.** To make an order to revoke or modify listed building consent and conservation area consent under section 21 and section 66 of the Planning (Listed Buildings and Conservation Areas) (Scotland) Act 1997 where all owners, lessees or occupiers of land affected, or such other person who in the opinion of the Appointed Person will be affected by the order, have notified the planning authority in writing that they do not object to the order under sections 22 and 23 of the Planning (Listed Buildings and Conservation Areas) (Scotland) Act 1997.

61. To give, serve, issue, and sign, and to take any further necessary direct enforcement action pursuant to, the following notices, all under Planning (Listed Buildings and Conservation Areas) (Scotland) Act 1997 (as amended), following consultation with the Chief Officer – Governance:
- a. Listed building enforcement notices and conservation area enforcement notices under sections 34 and 66
 - b. Fixed penalty notice under sections 39A and 66
 - c. Stop notice under sections 41A and 66
 - d. Temporary stop notice under sections 41F and 66
61. To authorise in writing any person to, at any reasonable time, enter upon land ~~the right of entry to land or buildings~~ to display a notice or to ascertain whether a listed building enforcement notice, a stop notice or a temporary stop notice has been complied with in accordance with section 76 of the Planning (Listed Buildings and Conservation Areas) (Scotland) Act 1997.
62. To submit written notification to the applicant of a section 37 electrical line (less than 132kV) application under the Electricity Act 1989, advising of whether or not the planning authority would object to the application, in accordance with regulation 9 of the Electricity (Applications for Consent) Regulations 1990.
63. To make observations on behalf of the planning authority on consultation requests from the Scottish Government Energy Consents Unit in respect of applications (including variations) made under section 36 (electricity generating stations) or section 37 (overhead electric lines) of the Electricity Act 1989, unless (i) the response would constitute an objection to the application; or (ii) the circumstances of an application are otherwise such that the appointed officer considers that the application should be determined by the Planning Development Management Committee.
64. To make any necessary changes to the wording of Council and Council related plans, programmes and strategies for climate, sustainability and the natural environment, where those changes are drafting matters or other matters of a minor nature which do not materially affect any policy, action or proposal.
65. To determine applications for any approval of the planning authority required under a development order as required by section 31 of the Town and Country Planning (Scotland) Act 1997 (as amended).
68. To determine applications for advertisement consent required by virtue of regulations made under section 182 of the Town and Country Planning (Scotland) Act 1997 (as amended).

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Transportation

- 44. To prepare a Local Transport Strategy (LTS) and related Costed Action and Delivery Plan in accordance with Scottish Government Guidance, and to monitor, review and update this at appropriate intervals, subject to the relevant approvals.
- 45. To make any necessary changes to the wording of the LTS, prior to approval, where those changes are drafting matters or other matters of a minor nature which do not materially affect any policy, action or proposal in the strategy.
- 46. To prepare supplementary transport action plans, policies and programmes as may be required to support the delivery and monitoring of the LTS.

47. To make any necessary changes to the wording of supplementary transport action plans, policies and programmes, where those changes are drafting or technical matters or other matters of a minor nature which do not materially affect the substance or effect of the information.
48. To implement the LTS following consultation with the Executive Director - City Regeneration & Environment and external partners.
49. To promote the construction of new roads and infrastructure schemes where the scheme is included in the Regional Transport Strategy, Local Transport Strategy, Strategic Development Plan/ Regional Spatial Strategy (as applicable) and Local Development Plan and associated budget.
50. To approve the allocation of external and internal funding and earmarked reserves to individual projects.
51. To, so far as possible, perform transport functions which relate to or which affect or are affected by transport consistently with the transport strategy of the Regional Transport Partnership Nestrans.
52. To pay the net expenses of the Regional Transport Partnership Nestrans for each financial year.

Building Standards

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

Roads, Outdoor Access and Street Names

58. To authorise officers to enter any land for purposes connected with the exercise or proposed exercise of any of the authority's functions under Section 26(1) of the Land Reform (Scotland) Act 2003.

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

To

Note

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

Definitions

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

- a representation will only be counted if it is from a specified e-mail address or street address and from a specified individual(s)

5. EXECUTIVE DIRECTOR - FAMILIES & COMMUNITIES

1. Following consultation with the Chief Officer of the Aberdeen City Health and Social Care Partnership, the Chief Officer – Education & Lifelong Learning and the Chief Officer – Integrated Children’s and Family Services, to undertake and report to Committee on the Council’s Child Poverty Action Plans and Local Child Poverty Action Reports.

CHIEF OFFICER – EDUCATION & LIFELONG LEARNING

~~1. To approve, in consultation with the Early Learning and Childcare Programme Board, specific grants from the Partner Providers Grant Funding Scheme, to individual Early Learning and Childcare Providers, to support infrastructure projects and increase quality provision for the delivery of Early Learning and Childcare.~~

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- ~~2.1.~~ To discharge the duty of the Council, as education authority, to secure adequate and efficient provision of school education (including pre-school education), and in doing so:
 - a. having regard to the duty to ensure that education is directed to the development of the personality, talents and mental and physical abilities of children and young people (section 2 of the Standards in Scotland’s Schools etc. Act 2000);
 - b. endeavouring to ensure that schools managed by them promote the physical, social, mental and emotional health and well-being of pupils (section 2A of that Act); and
 - c. raising standards in Scotland’s schools (section 3D of that Act).
- ~~3.2.~~ To prepare an accessibility strategy under the Education (Disability Strategies and Pupil’s Educational Records) (Scotland) Act 2002.
- ~~4.3.~~ To operate cross border arrangements for pupils from outside the Council’s area (sections 23 and 24 of the Education (Scotland) Act 1980).
- ~~5.4.~~ To make decisions as to determining the capacity of schools, the management of roll capping and the reservation of school places in both primary and secondary school.
- ~~6.5.~~ To set school commencement dates for primary schools (section 32 of the Education (Scotland) Act 1980).
- ~~7.6.~~ To make decisions on requests for deferred entry to schools.
- ~~8.7.~~ To admit children to pre-school education (Children and Young People (Scotland) Act 2014).
- ~~9.8.~~ To administer the Council’s scheme of Devolved School Management.
- ~~10.9.~~ To consider applications for early entry to school.
- ~~11.10.~~ To make decisions on placing requests, including the publishing of information on arrangements in accordance with the provisions of sections 28A and 28B, and representing the Council at any placing appeal committee in accordance with sections 28C or 28E, of the Education (Scotland) Act 1980.
- ~~12.11.~~ To make decisions on placing requests under schedule 2 to the Education (Additional Support for Learning) (Scotland) Act 2004 and represent the Council at any placing appeal committee or First-tier Tribunal.
- ~~13.12.~~ To agree or refuse requests for access to pupil educational records in accordance with the Pupils’ Educational Records (Scotland) Regulations 2003.

- 14.13.** To enforce attendance at school, including the serving of notices, making and issuing Attendance Orders and instructing proceedings against parents in respect of children's nonattendance (sections 36, 37, 38, 39 and 43(2) of the Education (Scotland) Act 1980).
- 15.14.** To allow pupils to miss school (section 34 of the Education (Scotland) Act 1980).
- 16.15.** To exclude pupils from school (regulation 4 of the Schools General (Scotland) Regulations 1975) and represent the Council at any exclusions appeal committee in accordance with section 28H of the Education (Scotland) Act 1980 or at the First-Tier Tribunal.
- 17.16.** To promote the involvement of the parents of pupils in attendance at schools in the education provided to those pupils (section 1 of the Scottish Schools (Parental Involvement) Act 2006).
- 18.17.** To provide support and guidance to Parent Councils (Scottish Schools (Parental Involvement) Act 2006).
- 19.18.** To consider applications and award bursaries (section 49 of the Education (Scotland) Act 1980).
- 20.19.** Following consultation with the Chief Officer - People & Citizen Services, to sign agreements reached by the Local Negotiating Committee for Teachers.
- 21.20.** To provide or arrange in-service training for staff.
- 22.21.** To provide the education authority's representatives on the Appointment Committees for all Statutory Appointments.
- 23.22.** To endorse applications for staff requiring registration with the Scottish Social Services Council (SSSC).
- 24.23.** To consult on, prepare and publish plans biannually for the provision of early learning and childcare under section 1(2B) of the Education (Scotland) Act 1980.
- 25.24.** To provide early learning and childcare under section 27 of the Children (Scotland) Act 1995.
- 26.25.** To submit a proposal which affects or relates to denominational schools to the Scottish Ministers for their consent in accordance with the Schools (Consultation) (Scotland) Act 2010.
- 27.26.** To implement the duties and exercise the powers set out in the Education (Additional Support for Learning) (Scotland) Act 2004.
- 28.27.** To implement the duties and exercise the powers set out in the Education (Scotland) Act 2016.
- 29.28.** To consent to the withdrawal of children from school in terms of the Education (Scotland) Act 1980.
- 30.29.** To authorise the approval of early retirement requests from teachers and non-teaching staff within the function in accordance with agreed policy.
- 31.30.** To offer recruitment and retention incentive payments for hard to fill professional teaching posts.
- 32.31.** To sign and date co-ordinated support plans in accordance with the Education (Additional Support for Learning) (Scotland) Act 2004 and the Education (Co-ordinated Support Plan) (Scotland) Regulations 2005.
- 33.32.** To provide transport for pupils and students (section 51 of the Education (Scotland) Act 1980).
- 34.33.** To provide child guidance services (section 4 of the Education (Scotland) Act 1980).

35-34. To make decisions about the provision of other food and drink to pupils who are eligible for free school meals e.g. breakfast and the provision of school food and drink for noneligible children and whether or not to charge for such provision (section 53 of the Education (Scotland) Act 1980).

36-35. To provide clothing (section 54 of the Education (Scotland) Act 1980).

37-36. In relation to any schools (whether nursery, primary, secondary or special schools) under the management of the Council, to decide to temporarily:

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

where, following consultation with the Convener of the Education and Children's Services Committee where reasonably practicable, the Chief Officer considers that such action is necessary due to exceptional circumstances.

38-37. To consult on, prepare and publish 2-year plans for day care and out of school care in terms of section 27 of the Children (Scotland) Act 1995.

Libraries

39-38. To exercise statutory powers to provide and manage public libraries; to provide and manage the Council's library and information service.

40-39. To prescribe [the](#) loan periods for articles borrowed from the Council's libraries and collections; and to ~~make-determine any~~ charges for the [provision of services, provided by the Library and Information Service](#) ~~borrowing of items, other than books or periodicals from the Council's collections or the provision of any service provided at libraries.~~

41-40. To grant permission for the reproduction of photographs, documents or books and to impose appropriate charges.

42-41. To grant applications for permission to use accommodation within the Central Library or any community library on the usual terms, conditions and charges applying thereto.

Community Learning

43-42. To attend to the general management of community centres and community learning centres within the Council's ownership and, following determination of funding provision by Full Council, to issue funding letters to the relevant organisations.

44-43. To manage the Creative Learning Programme.

45-44. To provide programmes of adult education.

46-45. To create and deliver the Community Learning and Development Plan.

CHIEF OFFICER - CHILDREN'S SOCIAL WORK & FAMILY SUPPORT

Children's Social Work

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

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

27. To provide after-care for children (under 26 years of age) who were previously looked after by a local authority in terms of section 29 of the Children (Scotland) Act 1995 and continuing care under section 26A of the Children (Scotland) Act 1995.
28. To provide financial help towards maintaining, educating or training for young people who were looked after by the Council at the time of leaving school age in terms of section 30 of the Children (Scotland) Act 1995.
29. To review cases of children looked after by the Council in terms of section 31 of the Children (Scotland) Act 1995.
30. To remove children from residential establishments in terms of section 32 of the Children (Scotland) Act 1995.
31. To accept responsibility for orders made in respect of children in other parts of the United Kingdom where the child is now ordinarily resident in Aberdeen in terms of section 33 of the Children (Scotland) Act 1995.
32. To provide short-term refuges where a child may be at risk of harm in terms of section 38 of the Children (Scotland) Act 1995.
33. To make enquiries and provide information to the Principal Reporter to the Children's Panel where children may need compulsory measures of care in terms of section 60 of the Children's Hearings (Scotland) Act 2011.
34. Where a child may be at risk of significant harm, to investigate the matter and if need be apply for the following orders:
 - Child Assessment Order (under section 35 of the Children's Hearings (Scotland) Act 2011);
 - Child Protection Order (under sections 37 to 39 of the Children's Hearings (Scotland) Act 2011);
 - Emergency Child Protection Order to a Justice of the Peace (under section 55 of the Children's Hearings (Scotland) Act 2011); and
 - Exclusion Order (under sections 76 to 80 of the Children (Scotland) Act 1995).
35. To provide reports on children and their social background for a Children's Hearing in terms of section 66 of the Children's Hearings (Scotland) Act 2011.
36. To implement the measures contained in Orders made by a Children's Hearing under the Children's Hearings (Scotland) Act 2011.
37. To recommend that a Compulsory Supervision Order is reviewed by a Children's Hearing under the Children's Hearings (Scotland) Act 2011.
38. Where assessed as necessary, to apply to a court for a Permanence Order, or Permanence Order with authority to adopt, under sections 80-83 of the Adoption and Children (Scotland) Act 2007.
39. To apply for variation or revocation of a Permanence Order when there has been a material change of circumstances under section 99 of the Adoption and Children (Scotland) Act 2007
40. To provide information to the Courts and arrange accommodation for the detention of children being prosecuted for, or convicted of, criminal offences in terms of sections 42, 43, 44 and 51 of the Criminal Procedure (Scotland) Act 1995.

41. To make purchases, outside the central purchasing arrangements, of necessary food, clothing and other essential items for children in care of the Council and living within the Council's residential establishments for young people.
42. To offer recruitment and retention incentive payments for hard to fill professional social work posts.
43. To endorse applications for staff requiring registration with the Scottish Social Services Council (SSSC).
44. To assess and approve foster carers in accordance with the provisions of the Looked After Children (Scotland) Regulations 2009.
45. To place a child in foster placement in accordance with the provisions of the Looked After Children (Scotland) Regulations 2009.
46. To establish a fostering panel in terms of Regulation 17 of the Looked After Children (Scotland) Regulations 2009.

CHIEF OFFICER - HOUSING

Housing Allocations

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

Housing Tenancies

2. ~~To manage all housing accommodation provided by the Council in accordance with service policies and relevant legislation, including but not limited to the various Housing (Scotland) Acts and the Homelessness etc. (Scotland) Act 2003; and to sign, and authorise officers to sign, tenancy agreements and all statutory and contractual documentation relative to the provision of housing and the recovery of possession thereof. To manage Council tenancies and housing estates in line with service policies, tenancy agreements and relevant legislation including, but not limited to, the various Housing (Scotland) Acts; and to sign, and authorise officers to sign, tenancy agreements relating to Council houses.~~
3. To sign and to serve (and to authorise officers to sign and to serve) Notices of Proceedings for Recovery of Possession of Council houses, in terms of the Housing (Scotland) Act 2001.
4. To instruct the raising on behalf of the Council of proceedings for recovery of possession of Council houses on any of the grounds specified in Part 1 of schedule 2 to the Housing (Scotland) Act 2001 or otherwise in terms of that Act or on any other lawful grounds.
5. To deal with cases of unauthorised or irregular occupation of Council houses by persons other than the tenant and to instruct the raising on behalf of the Council of proceedings for recovery of possession of such Council houses.
6. To make decisions, and take or instruct all necessary action, in relation to succession to Council house tenancies and vacancy and abandonment of Council houses.
7. To authorise home loss and discretionary payments under the provisions of the Land Compensation (Scotland) Act 1973, schedule 2 of the Housing (Scotland) Act 2001 and related legislation, regulations and guidance.
8. To authorise Area Housing Managers to either terminate or continue within the various categories of tenancy ~~and to grant or decline future applications from organisations to lease Council-owned HRA properties.~~
9. To collect, pursue and enforce recovery of Council house unpaid rent in accordance with legislation.

Housing Revenue Account

~~10.~~ To collect, pursue and enforce recovery of Council house unpaid rent in accordance with legislation.

~~11-10.~~ ~~To maintain a current Housing Revenue Account Business Plan.~~

~~12-11.~~ To write off, following consultation with the Chief Officer – People & Citizen Services, Former Tenants' Arrears and associated housing debts in accordance with the ACC Financial Regulations, reporting any such instances to Finance and Resources Committee.

Property Factoring

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

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Communities

Homelessness

14. To undertake the Council's statutory responsibilities in terms of the Prevention of Homelessness and Homelessness provision in line with the Housing (Scotland) Acts.
15. To create and monitor the implementation of [plans to prevent and reduce homelessness](#) ~~the Council's Rapid Rehousing Transition Plan~~.
16. To provide out of hours emergency services for homeless persons, including the carrying out of urgent repairs.
17. To assess homeless applications and provide a range of temporary and permanent accommodation in accordance with the Housing (Scotland) Acts and Homelessness (Scotland) Act 2003.
18. To administer, [in consultation with the Chief Officer - Finance and the Chief Officer - People and Citizen Services, current and future homelessness prevention funds, rent assistance funds and any other similar initiatives aimed at preventing and reducing instances of homelessness](#) ~~a homelessness prevention fund in order to prevent and reduce instances of homelessness~~.
19. To increase the relative priority of [statutory homeless households](#) ~~homeless families and couples~~ where the short-term supply and demand for housing is impacting on the Council's statutory duty to offer appropriate permanent housing.
20. To write off debts, following consultation with the Chief Officer – People & Citizen Services, in relation to homelessness in accordance with the ACC Financial Regulations.

Private Sector Housing

21. To:
 - a. Implement all aspects of the Scheme of Assistance under the Housing (Scotland) Act 2006 and the Tenements (Scotland) Act 2004;
 - b. Make third party applications to the Housing and Property Chamber First-Tier Tribunal for Scotland, under Chapter 4, Housing (Scotland) Act 2006; and
 - c. Where instructed in writing by the Chief Officer of the Aberdeen City Integration Joint Board, to provide aids and adaptations for the homes of people with disabilities, where authorised within the Integration Joint Board approved budget available for the purpose and in accordance with approved policies.
22. To:-
 - a. ~~Determine~~ [Approve](#) Houses in Multiple Occupation (HMO) Licence applications subject to the standard conditions, where there are no objections, concerns or contentious issues;
 - b. Add additional conditions to HMO Licences, where such conditions are agreed by all parties under section 133, Part 5, Housing (Scotland) Act 2006;
 - c. Refuse to consider HMO licence applications under section 129A, Part 5, Housing (Scotland) Act 2006;
 - d. Grant applications for variation of HMO licences from licence holders under section 138, Part 5, Housing (Scotland) Act 2006, where the invitation to make oral representations has been

declined by the enforcing authority (the fire authority) and the Chief Constable on being served notice of the application, and they have each made no representations;

- e. Grant temporary exemption orders and extensions to same under sections 142 and 143, Part 5, Housing (Scotland) Act 2006;
- f. Make orders for the suspension of rent, etc. under section 144, Part 5, Housing (Scotland) Act 2006;
- g. Make requirements to require rectification of breach of HMO Licence conditions, under section 145, Part 5, Housing (Scotland) Act 2006; and
- h. Sign and serve (~~and authorise, or~~ arrange for or instruct the signing and service of) HMO amenity notices and all notices of the above types of decision and take, or arrange for or instruct the taking of, any action necessary in connection with doing any of the foregoing, all in terms of the provisions of sections 146-153, Part 5, Housing (Scotland) Act 2006.

23. To:-

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

24. To instruct the Chief Officer - Governance to prepare and sign "Notice of Potential Liability for Costs" as and when required.

25. To serve Closing Orders on vacant Below Tolerable Standard dwellings (as defined by the Housing (Scotland) Act 2006) as may be instructed by the Executive Director – Families & Communities.

26. To serve on the owners concerned, on the instruction of the Executive Director – Families & Communities, Demolition Orders, Revocation of Demolition Orders or Closing Orders in circumstances where properties have not been restored to the tolerable standard.

27. To ~~determine~~approve Short-Term Let Licence applications subject to the Mandatory Conditions and Standard Conditions, where there are no objections, concerns or contentious issues. [note: Mandatory Conditions are conditions which all Licensing Authorities must apply and which are set out in Schedule 3 to the Civic Government (Scotland) Act 1982 (Licensing of Short-term Lets) Order 2022; and Standard Conditions are referred to as Additional Conditions within the Council's Short Term Let Policy]

28. Add conditions to Short Term Lets Licence applications in addition to the Mandatory Conditions and Additional Conditions, where such conditions are agreed by all parties in accordance with Schedule 1 paragraph 5(1A) of the Civic Government (Scotland) Act 1982.

29. Refuse to consider Short-Term Let Licence applications under paragraph 2A of Schedule 1 to the Civic Government (Scotland) Act 1982.

30. Determine applications for variation of Short-Term Let Licence applications where there are no objections, concerns or contentious issues.

31. Sign and serve (or arrange for or instruct the service of) enforcement notices in relation to Short Term Let Licences, including any action necessary in connection with doing any of the foregoing, all in terms of the provisions of paragraph 10A of schedule 1 of the Civic Government (Scotland) Act 1982.

32. To make and serve Maintenance Orders in terms of the Housing (Scotland) Act 2006 and to serve Work Notices in terms of that Act.

Private Landlord Registration

27-33. To refuse Landlord Registration applications where the applicant has failed to provide the required Prescribed Information (In accordance with The Private Landlord Registration (Information)(Scotland) Regulations 2019) after three requests by the Private Sector Housing Manager.

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Gypsy and Travelling Community

28-34. To manage and support encampments of Gypsy and Travelling Community to ensure that the needs of both the Gypsy and Travelling Community and the settled community are being met and liaise with the Chief Officer - Governance in cases of unauthorised encampments in considering whether to seek legal action for eviction on Council owned land.

29-35. To provide services to travelling persons including, but not limited to, the management and maintenance of a site for travelling persons.

Strategic Housing Investment Plan and Strategic Local Programme Agreements

30-3. To agree with the Scottish Government replacement projects from the approved Strategic Housing Investment Plan (SHIP) to the Strategic Local Programme Agreements.

CHIEF OFFICER - CORPORATE LANDLORD

Assistance to Local Industry

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

Proposals for Council-owned Property etc.

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

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

15. To grant or decline applications for landlord's consent on terms and conditions reflecting market practice and the Council's interest including the charging of fees for the granting of landlord's consent.
16. To instruct the Chief Officer - Governance to pursue the irritancy of leases provided that the Chief Officer - Governance is satisfied that there are grounds for doing so.
17. To approve assignments or sub-leases either in whole or in part incorporating terms as necessary to protect the Council's interest.
18. To approve the grant of new leases and extensions and variations of existing leases, to agree rent reviews and terminations in respect of such leases (where these are agreed at Market Rental Value) and otherwise to attend to the general management of land and property in the Council's ownership, including the advertising of property for sale or lease [and granting \(with or without conditions\) or refusing permission for the use of such land and property](#).
19. To make arrangements for referral of a disputed revised rent or other dispute to arbitration in accordance with the terms of the lease in question.
20. To approve new leases to the Council from third parties and extensions and variations of existing leases from third parties, to agree rent reviews and terminations in respect of such leases, and to otherwise attend to the general management of land and property leased to the Council.
21. To grant or refuse any application for a let of Education or other Council property including the use of educational premises for licenced functions.
22. Following consultation with the Chief Officer - Governance, [the Chief Officer - Finance and the Chief Officer - City Development & Regeneration](#), to alter/waive (in whole or in part) commercial rents in response to economic downturn subject to the Disposal of Land by Local Authorities (Scotland) Regulations 2010 and to report any use of this power by way of service update.
23. To establish, hold, manage, regulate and administer markets in accordance with section 27 of the Local Government and Planning (Scotland) Act 1982, to otherwise exercise all powers under section 27 in relation to those markets (except the power to make byelaws) and to take all decisions relating to the day-to-day administration of those markets.

Adoption of Amenity Areas

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

Rateable Values

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

Planning Representations

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

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

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

28. To approve or decline applications from tenants of Council houses for:
 - a. erection of lock-up garages;
 - b. installation of car runways;
 - c. erection of boundary enclosures including walls, fences, gates, etc.;
 - d. erection of outbuildings including, but not limited to, garden sheds, greenhouses and pigeon lofts;
 - e. external alterations and additions to houses including, but not limited to, enclosures of verandas, erection of satellite dishes, replacement of external doors and replacement windows;
 - f. internal alterations and additions to houses including, but not limited to, replacement of sink units, kitchen fitments and bathroom suites, installation of bathroom showers, central heating, removal of internal coal cellars, removal of coal fires and installation of alternative forms of heating, and electrical rewiring and upgrading; and
 - g. retrospective Landlord's consent in relation to work carried out by a tenant in connection with section 28 of the Housing (Scotland) Act 2001, but on condition that all other statutory consents and approvals are retrospectively obtained.
29. To arrange for payments to be made in terms of section 29 of the Housing (Scotland) Act 2001 to Council tenants at the termination of a Scottish secure tenancy in respect of improvements carried out by them, including the construction of garages, during the currency of the tenancy, with the consent of the Council, in terms of Council policy.
30. To determine, following consultation with the Chief Officer - Finance, such annual increase, if any, as may be required in licence fees, registration fees, and the other charges as may be determined by the appropriate committee.
31. To arrange for payments to be made in terms of section 234 of the Housing (Scotland) Act 1987 where a tenant is required to remove from their house in order to facilitate the carrying out of repairs or where the Chief Officer - Corporate Landlord in the exercise of his/ her delegated powers arranged for the provision of temporary or permanent re-housing to tenants in houses which are affected by a modernisation scheme.
32. To instruct the carrying out at the Council's expense of works necessary to comply with notices and orders served by the Council in terms of the Housing (Scotland) Act 1987 and the Housing (Scotland) Act 2006 and to take appropriate action to recover the costs from the parties concerned.
33. Following consultation with the Convener of the Finance and Resources Committee, to instruct the Chief Officer - Governance to dispose of or purchase individual properties following a value for money appraisal where this option is considered by the Chief Officer - Corporate Landlord to be the most appropriate for the Housing Revenue Account, subject to (a) market value being achieved or paid; and (b) consultation with ward members on the proposals, with referral to the Finance and Resources Committee if any ward member does not agree.

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

34-35. [To grant or decline future applications from organisations to lease Council-owned HRA properties](#)

Community Empowerment (Scotland) Act 2015

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

Facilities Management

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

6. HEALTH AND SOCIAL CARE PARTNERSHIP

CHIEF OFFICER OF THE ABERDEEN CITY INTEGRATION JOINT BOARD

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

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

11. To provide information on Adult Social Care services and any relevant services of other authorities or organisations. Legislative Reference: section 1 of the Chronically Sick and Disabled Persons Act 1970.
12. To provide services to chronically sick and disabled persons. Legislative Reference: section 2 of the Chronically Sick and Disabled Persons Act 1970.
13. To assess needs and thereafter provide, or secure the provision of, community care services. Legislative Reference: section 12A of the Social Work (Scotland) Act 1968.
14. To have the power to enact the 'Options for Self-Directed Support', including make Direct Payments. Legislative Reference: Social Care (Self-directed Support) (Scotland) Act 2013.
15. To oversee the general functions under the Adults with Incapacity (Scotland) Act 2000 including:
 - a. to supervise a guardian appointed with functions relating to the personal welfare of an adult in the exercise of those functions;
 - b. to consult the Public Guardian and the Mental Welfare Commission on cases or matters relating to the exercise of functions under this Act in which there is, or appears to be, a common interest;
 - c. to receive and investigate any complaints relating to the exercise of functions relating to the personal welfare of an adult made -
 - i. in relation to welfare attorneys;
 - ii. in relation to guardians or persons authorised under intervention orders;
 - d. to investigate any circumstances made known to them in which the personal welfare of an adult seems to them to be at risk;
 - e. to provide a guardian, welfare attorney or person authorised under an intervention order, when requested to do so, with information and advice in connection with the performance of his functions in relation to personal welfare under this Act.
16. To make arrangements for the provision, equipping and maintenance of residential accommodation and the care of the person for the time being resident in accommodation. Legislative Reference: section 25 of the Mental Health (Care and Treatment (Scotland) Act 2003.
17. To make arrangements for the exercise by the Council of its functions in respect of persons subject to guardianship. Legislative Reference: Adults with Incapacity (Scotland) Act 2000.
18. To make arrangements for the provision of any ancillary or supplementary services. Legislative Reference: Mental Health (Care and Treatment) (Scotland) Act 2003.
19. To make arrangements for the supervision of persons suffering from mental handicap who are neither liable to detention in a hospital nor subject to guardianship. Legislative Reference: Mental Health (Scotland) Act 1984.
20. To appoint Mental Health Officers. Legislative Reference: section 32 of the Mental Health (Care and Treatment) (Scotland) Act 2003.
21. To receive patients who have attained the age of 16 years into guardianship. Legislative Reference: section 57 of the Adults with Incapacity (Scotland) Act 2000.

22. To provide or secure the provision of suitable training and occupation for persons suffering from mental handicap who are over school age. Legislative Reference: Education (Scotland) Act 1980 in terms of the Mental Health (Scotland) Act 1984.
23. To authorise Mental Health Officers to enter and inspect premises and to provide information for the purpose of the issue of a warrant to search for and remove patients. Legislative Reference: sections 33 and 35 of the Mental Health (Care and Treatment) (Scotland) Act 2003.
24. To make arrangements for the exercise by the Council of its functions in respect of persons under the Mental Health (Care and Treatment) (Scotland) Act 2003 and the Adults with Incapacity (Scotland) Act 2000 including:
 - a. to make arrangements for the provision, equipping and maintenance of residential accommodation and the care of the person for the time being resident in accommodation so provided;
 - b. to apply for and implement welfare and financial guardianships or intervention orders and any other ancillary or supplementary services or orders under the Adults with Incapacity (Scotland) Act 2000;
 - c. to make arrangements for the supervision and provision of services for people who are the subject of Compulsory Treatment Orders whether community or hospital based; and
 - d. to make arrangements for provision of any ancillary or supplementary services.
25. To apply for orders for the purpose of removing people in need of care and attention to suitable premises. Legislative Reference: section 35 of the Mental Health (Care and Treatment) (Scotland) Act 2003 and section 14 of the Adult Support and Protection (Scotland) Act 2007.
26. To make provision for the safeguarding of vulnerable adults. Legislative Reference: Adult Support and Protection (Scotland) Act 2007.
27. To supervise persons subject to a Community Payback Order, Unpaid Work Order, or release from prison related Order and to provide the necessary social background reports and other reports to the Court. Legislative Reference: The Management of Offenders etc. (Scotland) Act 2005.
28. To provide supervision for the purpose of assisting and advising an offender in regard to payment of a fine. Legislative Reference: section 217 of the Criminal Procedure (Scotland) Act 1995.
29. To supervise people placed on a Supervised Attendance Order for default of a fine. Legislative Reference: section 235, 236 or 237 of the Criminal Procedure (Scotland) Act 1995.
30. To supervise people placed on a Drug Treatment and Testing Order. Legislative Reference: sections 89-95 of the Crime and Disorder Act 1998.
31. To jointly establish arrangements with other Responsible Authorities for the assessment and management of the risks posed by certain high risk offenders. Legislative Reference: section 10 of the Management of Offenders etc. (Scotland) Act 2005.
32. To provide a throughcare service to prisoners during their period of imprisonment and who will be subject to supervision following release. Legislative Reference: section 71 of the Criminal Justice (Scotland) Act 2003.
33. To jointly, with Scottish Ministers, establish arrangements for the assessment of management of the risks posed by custody and community prisoners. Legislative Reference: section 9 of the Custodial Sentences and Weapons (Scotland) Act 2007.

34. Following consultation with the Executive Director - Corporate Services, to monitor the performance of any contract for the provision of Health and Social Care facilities or services, or both, on the Council's behalf.
35. To authorise the provision of aids and adaptations for the homes of people with disabilities within the approved budget available for the purpose and in accordance with approved policies.
36. To take, or arrange for the taking of, any action necessary to comply with health and safety legislation and to appoint officers to undertake health and safety functions.
37. To provide Appropriate Adult support services to vulnerable persons under section 42 of the Criminal Justice (Scotland) Act 2016.
38. To direct and ensure that coordinated and appropriate arrangements are in place to discharge the requirements of the Civil Contingencies Act 2004 and other relevant legislation.

APPENDIX 1

PROPER OFFICERS AND STATUTORY APPOINTEES

PROPER OFFICERS

—The undernoted officers are Proper Officers for the following purposes:

(For the avoidance of any doubt, references below to “appointed” or “authorised” officers include officers already appointed or authorised and officers who are appointed or authorised in future)

<u>Legislation</u>	<u>Function</u>	<u>Officer</u>
Any other legislation <u>or legislative provision (i.e. which is not included in the below list) which requires certain functions to be exercised by a Proper Officer and for which such provision is not otherwise made in this Powers Delegated to Officers document and has not otherwise been made by the Council</u>		<ul style="list-style-type: none"> • Chief Executive <ul style="list-style-type: none"> • <u>the Chief Officer within whose remit or area of responsibility the function or matter falls and officers appointed by that Chief Officer for the relevant purpose</u>
<u>Local Government (Scotland) Act 1973</u> <u>Section 33A</u>	Councillors’ declaration of acceptance of office	<ul style="list-style-type: none"> • Chief Executive • Chief Officer - Governance • Legal Services Manager • Assurance Manager
Section 34	Receipt of Councillors’ resignations	<ul style="list-style-type: none"> • Chief Executive • Chief Officer - Governance
Section 43 and Schedule 7 paragraph 1(4)	Receipt of requisition for special Council meeting	<ul style="list-style-type: none"> • Chief Officer - Governance • Legal Services Manager • Assurance Manager
Section 43 and Schedule 7 paragraph 2(1)	Signing summons to attend Council meeting	<ul style="list-style-type: none"> • Chief Executive • Chief Officer - Governance • Legal Services Manager • Assurance Manager
Section 43 and Schedule 7 paragraph 2(2)	Receipt of notice by Councillor of alternative address:	<ul style="list-style-type: none"> • Chief Officer - Governance • Legal Services Manager • Assurance Manager
Section 50B	Excluding reports containing exempt information from public, and providing documents to the press	<ul style="list-style-type: none"> • Chief Officer - Governance • Legal Services Manager • Assurance Manager

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Section 50C	Providing a written summary of the proceedings where minutes are excluded from public, without disclosing the exempt information.	<ul style="list-style-type: none"> • Chief Executive • Chief Officer - Governance
Section 50D	Compiling a list of background papers to a report to be open to inspection by members of the public	<ul style="list-style-type: none"> • Assurance Manager
Section 50F	Determining documents which are not open to inspection and would disclose exempt information.	<ul style="list-style-type: none"> • Chief Executive • Chief Officer - Governance

<u>Legislation</u>	<u>Function</u>	<u>Officer</u>
Section 92	Dealing with the transfer of securities	<ul style="list-style-type: none"> • Executive Director – Corporate Services <ul style="list-style-type: none"> • Chief Officer - Finance
Section 95	Administration of the Council’s financial affairs	<ul style="list-style-type: none"> • Chief Officer - Finance
Section 128	Educational Endowments	<ul style="list-style-type: none"> • Chief Officer - Governance
Section 145	Ordnance Survey applications sent to the proper officer of the local authority.	<ul style="list-style-type: none"> • Chief Officer – Housing
Section 189	Instituting, defending or appearing in legal proceedings	<ul style="list-style-type: none"> • Chief Officer - Governance • Legal Services Manager <ul style="list-style-type: none"> • Other officers as authorised in terms of the Powers Delegated to Officers or as otherwise authorised by the Council
Section 190	Service of legal proceedings, notices, etc., will be duly served on the authority if served on the proper officer of the authority	<ul style="list-style-type: none"> • Chief Officer - Governance • Legal Services Manager
Section 191	Signing any claim on behalf of the Council in any sequestration, liquidation or other such proceedings in which the Council is entitled to make a claim and may act on behalf of the Council in	<ul style="list-style-type: none"> • Chief Officer - Governance • Legal Services Manager <ul style="list-style-type: none"> • Other officers as authorised in terms of the Powers Delegated to Officers or as otherwise authorised by the Council

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	connection with that claim in all respects.	
Section 193	<u>Authentication of documents - signing notices, orders and other documents - authenticating documents etc.</u>	<ul style="list-style-type: none"> Chief Officer with responsibility for the relevant function or matter to which the notice, order or other documentetc. relates Other officers as authorised in terms of the Powers Delegated to Officers or as otherwise authorised by the Council
Section 197	Inspection and deposit of documents	<ul style="list-style-type: none"> Chief Officer - Governance
Section 202	Authenticating byelaws	<ul style="list-style-type: none"> Chief Officer - Governance
Section 202B	Certifying a true copy of an entry in register of byelaws	<ul style="list-style-type: none"> Chief Officer - Governance
Section 204	Evidence of byelaws - copy of a byelaw purporting to be made by the Council upon which is endorsed a certificate purporting to be signed by the proper officer.	<ul style="list-style-type: none"> Chief Officer - Governance

<u>Legislation</u>	<u>Function</u>	<u>Officer</u>
Section 206	<u>The admission of honorary freemen and keeping a roll containing the names of persons admitted to be freemen.</u>	<ul style="list-style-type: none"> Chief Officer - Governance
Section 231	Application to sheriff in cases of difficulty - making application to the sheriff on questions arising from the Local Government (Scotland) Act 1973	<ul style="list-style-type: none"> Chief Officer - Governance
Civic Government (Scotland) Act 1982 Section 112	Execution of management rules	<ul style="list-style-type: none"> Chief Officer - Governance

Section 113	Evidence of management rules	<ul style="list-style-type: none"> Chief Officer - Governance
Local Government and Housing Act 1989 Section 2	Lists of politically restricted posts – proper officer to maintain a list of politically restricted posts	<ul style="list-style-type: none"> Executive Director - Corporate Services <ul style="list-style-type: none"> Chief Officer - People & Citizen Services
Local Government (Scotland) Acts 1973 and 1975, Local Government Finance Act 1992 and associated delegated legislation	All administrative functions, including preparation of the Assessment Roll, preparation and issue of rates notices, collection of rates, receiving and settling claims for exemption from rates, handling objections to rates levels and the abatement, remission or repayment of rates under the relevant rating provisions	<ul style="list-style-type: none"> Executive Director – Corporate Services <ul style="list-style-type: none"> Chief Officer - Finance
Local Government Finance Act 1992 and associated delegated legislation	All administrative functions, including preparation and issue of council tax notices, collection of council tax, handling of objections to assessments and the exemption, abatement or remission of charges	<ul style="list-style-type: none"> Executive Director – Corporate Services Chief Officer - Finance Chief Officer – People & Citizen Services
Local Government etc. (Scotland) Act 1994 Section 16	Property held in trust	<ul style="list-style-type: none"> Executive Director – Corporate Services Chief Officer - Governance <ul style="list-style-type: none"> Chief Officer - Finance
Requirements of Writing (Scotland) Act 1995 Schedule 2, paragraph 4(1)	Signing of traditional documents	<ul style="list-style-type: none"> Officers as authorised in terms of the Powers Delegated to Officers or as otherwise authorised by the Council

Legislation	Function	Officer
Local Authorities (Contracts) (Scotland) Regulations 1997 Regulation 4	Signing of Certificates	<ul style="list-style-type: none"> Chief Officer - Governance Chief Officer - Finance Legal Services Manager Chief Officer - Commercial & Procurement Services Relevant Delegated Procurers

<p>Ethical Standards in Public Life etc (Scotland) Act 2000 (Register of Interests) Regulations 2003 Regulations 3-7</p>	<p>To set up, maintain and make available for public inspection the register of interests. This record will consist of the date of receipt of that notice, the name of the responsible person who gave that notice and a statement of the information contained in, or a copy of, that notice. The proper officer shall maintain that record in respect of any person until five years after the date that person ceases to be a responsible person.</p>	<ul style="list-style-type: none"> • Legal Services Manager • Assurance Manager • Chief Officer - Governance
<p>Scottish Local Government Elections Order 2011</p>	<p>Retention of documents following an election</p>	<ul style="list-style-type: none"> • Chief Executive • Chief Officer - Governance
<p>Community Empowerment (Scotland) Act 2015 Part 9 Section 116 *not yet in force - date to be appointed*</p>	<p>This section provides for the execution of allotment site regulation by proper officers. These regulations cover allotment allocation, rent, cultivation of allotments, maintenance of allotments, buildings or structures, keeping of livestock, access, sale or surplus produce etc.</p>	<ul style="list-style-type: none"> • Chief Officer – Operations
<p>Housing (Scotland) Act 2006 Section 140</p>	<p>A licence holder who requests the local authority to provide a certified copy of the HMO (Houses In Multiple Occupation) licence is, if the request is reasonable, entitled to be given such a certified copy. Section 140(4) provides that any such copy HMO licence which purports to be certified by a proper officer of the local authority is sufficient evidence of the terms of the HMO licence</p>	<ul style="list-style-type: none"> • Such officers as may be (or have already been) appointed by the Council in this respect

Legislation	Function	Officer
<p>Section 160</p>	<p>Certifying a HMO licence for entry in the HMO register</p>	<ul style="list-style-type: none"> • Such officers as may be (or have already been) appointed by the Council in this respect

<p>Environmental Protection Act 1990 Section 33A (11)(a)</p>	<p>Signing a certificate for proceedings in relation to fixed penalty notices for contraventions of section 33(1)(a) and (c) (this is to be done by a proper officer with the responsibility mentioned in Section 95 of the Local Government (Scotland) Act 1973)</p>	<ul style="list-style-type: none"> • Chief Officer - Finance
<p><u>Animal Health Act 1981</u></p>	<p>Inspectors and officers necessary for the execution and enforcement of this Act.</p>	<p>Such officers as may be (or have already been) appointed by the Council in this respect</p>
<p>Local Electoral Administration and Registration Services (Scotland) Act 2006 Sections 5,6 & 7</p>	<p>Section 5 imposes requirements on the proper officer to make relevant election documents available for inspection by members of the public. The proper officer must, on the request of any registered party or a person who was a candidate at the election, supply them with a copy of the marked copies of the register, the postal voters list, the list of proxies and the proxy postal voters list relating to the election.</p>	<ul style="list-style-type: none"> • Chief Officer - Governance
<p>Discretionary Housing Payments (Grants) Order 2001 Part 3(3)</p>	<p>Signature of Claims (by the proper officer pursuant to section 95 of the Local Government (Scotland) Act 1973.)</p>	<p>• Chief Officer - Finance</p>

STATUTORY APPOINTEES

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

(For the avoidance of any doubt, references below to “appointed” or “authorised” officers include officers already appointed or authorised and officers who are appointed or authorised in future)

Legislation	Function	Officer
Local Government Pension Scheme (Scotland) Regulations 2018, Regulations 68 and 69	Appointed Person	<ul style="list-style-type: none"> Chief Officer - Governance
Social Work (Scotland) Act 1968 Section 3	Chief Social Work Officer	<ul style="list-style-type: none"> Chief Officer - Children’s Social Work & Family Support
Representation of the People Act 1983 Sections 25, 41	Returning Officer The returning officer appointed under section 41 is also the constituency returning officer for Scottish Parliament elections for Scottish Parliament elections (see article 14 of the Scottish Parliament (Elections etc.) Order 2015). They are also the regional returning officer for the North East Scotland region for Scottish Parliament elections (see the Scottish Parliament Elections (Regional Returning Officers and Constituency Returning Officers) Order 2016).	<ul style="list-style-type: none"> Chief Executive
Representation of the People Act 1983 Section 5, s6b	The proper officer is to prepare a list of rooms in schools and meeting rooms which candidates in the constituency are entitled to use	<ul style="list-style-type: none"> Such officers as may be (or have already been) appointed by the Council in this respect
Weights and Measures Act 1985 Section 72(1)(a)	Chief Inspector of Weights and Measures	<ul style="list-style-type: none"> Trading Standards Manager
Local Government and Housing Act 1989 Section 4	Head of Paid Service	<ul style="list-style-type: none"> Chief Executive
Section 5	Monitoring Officer	<ul style="list-style-type: none"> Chief Officer - Governance

Environmental Protection Act 1990 Section 149(1)	Officer appointed for the purposes of discharging the functions imposed or conferred on the Council for dealing with stray dogs in its area	<ul style="list-style-type: none"> • Environmental Health Manager
Regulation of Investigatory Powers (Scotland) Act 2000 (i) Sections 6 and 7	Authorising Officers	<ul style="list-style-type: none"> • Chief Executive (where required by statute) • Protective Services Manager • Revenues and Benefits Manager • Housing Manager • Other officers as appointed by Chief Officer - Governance

<u>Legislation</u>	<u>Function</u>	<u>Officer</u>
Regulation of Investigatory Powers Act 2000	Designated Persons	<ul style="list-style-type: none"> • Protective Services Manager • Other officers as appointed by Chief Officer - Governance
Licensing (Scotland) Act 2005 (i) Schedule 1, Paragraph 8	Clerk of the Licensing Board	<ul style="list-style-type: none"> • Chief Officer - Governance
Valuation Joint Boards (Scotland) Order 1995 Schedule 2, Section 4	To act as the Treasurer of Grampian Valuation Board	<ul style="list-style-type: none"> • Chief Officer - Finance
Education (Scotland) Act 2016 Section 25	All education authorities must appoint a Chief Education Officer to advise the authority on carrying out the authority's legislative functions under this Act and other education Acts. The Chief Education Officer must be appropriately experienced, as determined by the authority.	<ul style="list-style-type: none"> • To be appointed. Section 25 is not yet in force.
Registration of Births, Deaths and Marriages (Scotland) Act 1965 Section 7	District registrars/senior registrars.	<ul style="list-style-type: none"> • Registrars

Local Government (Scotland) Act 1973 Section 95	Administration of the Council's financial affairs	<ul style="list-style-type: none"> Chief Officer - Finance
Local Government etc. (Scotland) Act 1994 Section 27	Assessor	<ul style="list-style-type: none"> Such officers as may be (or have already been) appointed by the Council in this respect
Mental Health (Care and Treatment) (Scotland) Act 2003 Section 32	Mental Health Officers	<ul style="list-style-type: none"> Mental Health Officers
Food Safety Act 1990 Section 27	Analysts	<ul style="list-style-type: none"> Such officers as may be (or have already been) appointed by the Council in this respect

<u>Legislation</u>	<u>Function</u>	<u>Officer</u>
Agriculture Act 1970 Section 67(3)	Agricultural Analyst/Depute Agricultural Analyst	<ul style="list-style-type: none"> Such officers as may be (or have already been) appointed by the Council in this respect
United Kingdom General Data Protection Regulation (UKGDPR), Article 37 Data Protection Act 2018 Section 69	Data Protection Officer	<ul style="list-style-type: none"> Data Protection Officer
Town and Country Planning (Scotland) Act 1997 Section 43A	To determine any application for planning permission for a development within the category of local developments or any application for consent, agreement or approval required by a condition imposed on a grant of planning permission for a development within that category.	<ul style="list-style-type: none"> Chief Officer - Strategic Place Planning and any appropriate person nominated by him/her for the purpose

Town and Country Planning (Scotland) Act 1997 Section 1A	Chief Planning Officer	<ul style="list-style-type: none"> • Chief Officer – Strategic Place Planning
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APPENDIX 2

Scheme of Delegation for dealing with Planning Applications for Local Developments

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

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

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

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

- i. has been made by or on behalf of;
 - a. an elected member of the Council or a member of staff employed within the Strategic Place Planning function of the planning authority; or
 - b. the Chief Executive or any other member of the Corporate Management Team of the planning authority,
- all as determined from the contents of the application form.

- ii. requires to be the subject of formal notification to the Scottish Ministers as defined in the Schedule to the Town and Country Planning (Notification of Applications) (Scotland) Direction 2009 (or any other Scottish Government Direction);
 - iii. is an Environmental Impact Assessment (EIA) application for which a validated EIA [Report](#) has been submitted;
 - iv. is being recommended for approval and has been the subject of formal timeous objection by the local Community Council within whose area the application site falls;
 - v. is being recommended for approval and has been the subject of six or more timeous letters of representation (following advertisement and/or notification) [containing material planning considerations](#) that express objection or concern about the proposal;
 - vi. is being recommended for approval and has been the subject of formal objection from the Roads Authority or the Council's Environmental Health service;
 - vii. is being recommended for approval and is considered by the Appointed Officer to be contrary to the adopted development plan strategy;
 - viii. has been subject to a [discretionary pre-determination](#) ~~h~~[Public Hearing](#) under section 38A(4) of ~~t~~[The Town and Country Planning \(Scotland\) Act 1997](#).
2. To determine applications for the approval of consent, agreement or approval required by a condition(s), imposed on a grant of [detailed](#) planning permission under section 37 of the Town and Country Planning (Scotland) Act 1997 (as amended).
- ~~3. To determine applications for any approval of the planning authority required under a development order as required by Section 28 of the Planning (Scotland) Act 2019 when it comes into force.~~
- ~~4. To determine applications for certificates of lawfulness of existing use or development under Section 150 of the Town and Country Planning (Scotland) Act 1997 (as amended) and as required by Section 28 of the Planning (Scotland) Act 2019 when it comes into force.~~
- ~~5. To determine applications for certificates of lawfulness of proposed use or development under Section 151 of the Town and Country Planning (Scotland) Act 1997 (as amended) and as required by Section 28 of the Planning (Scotland) Act 2019 when it comes into force.~~
- ~~6. To determine applications for advertisement consent required by virtue of regulations made under Section 182 of the Town and Country Planning (Scotland) Act 1997 (as amended) and as required by Section 28 of the Planning (Scotland) Act 2019 when it comes into force. Under the terms of section 75 of the Town and Country Planning (Scotland) Act 1997 (as amended) and section 69 of the Local Government (Scotland) Act 1973, and following consultation with the Chief Officer – Governance, to:~~
- ~~a. negotiate and conclude legal agreements related to planning and other related applications;~~
 - ~~b. determine applications for Modifications or Discharge of Planning Obligations under section 75A in relation to planning applications;~~
 - ~~c. to participate in the promotion and development of Good Neighbour Agreements under section 75D.~~
- ~~provided the Appointed Officer considers such agreements to be in accordance with the original decision on the application.~~

~~7. To determine planning and other applications given a willingness to approve and for which legal agreements are not completed within 6 months of the date on which a willingness to approve was agreed by the Planning Authority.~~

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

Definitions

a) A “timeous objection” from the Community Council means any written representation - stating explicitly that it is objecting - received from the Community Council within whose area the application is located no later than the time period specified for representations following the date of notification or, if applicable, the time period allowed for advertisement of the application (whichever is the later) or any later date agreed in writing with the planning case officer prior to the expiry of the aforementioned time period(s).

b) A “timeous letter of representation” means any written representation no later than the expiry of the time period specified by the Planning Authority for representations to be made following the date of notification or, if applicable, advertisement of the application (whichever is the later).

c) “Letter of representation” is to be construed in light of the following:

• if more than one representation is submitted from a single individual or a single e-mail address, this only counts as one representation

• a single letter with a number of signatures from one postal address counts as only one representation

• a petition (i.e. the same comment or letter submitted on behalf of and signed by multiple individuals from the same or different addresses) is counted as one representation

• a representation will only be counted if it is from a specified e-mail address or street address and from a specified individual(s)

NOTE

~~8. In accordance with Principle 4, the Appointed Officer and Chief Officer - Strategic Place Planning, following consultation with the Convener and Vice Convener of the Planning Development Management Committee may decide, for whatever reason, that the particular circumstances of an application which would in terms of this Scheme fall to be determined by the Appointed Officer are such that the application should be determined by the Planning Development Management Committee. The final decision lies with the Chief Officer - Strategic Place Planning.~~

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Member - Officer Relations Protocol

Sharing Values and a Common
Purpose

Approved by Council ~~14 June~~ 3 July
~~2023~~ 2024



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1. Good governance and a common purpose

1.1 The Council's operating model requires a significant programme of change which is transforming the way in which services are designed and accessed by our customerscitizens and partners. The delivery of this ambitious programme is the shared responsibility of elected members and council officers at all levels of the organisation.

1.2 In achieving our ambitions for the City of Aberdeen and its residents, it is important to be clear about:

- the respective roles and responsibilities of elected members and council officers, and
- how the relationship between them can operate effectively to accomplish shared goals, in the public interest

The operating model also needs to be supported by the right structure and a leadership, cultural and behavioural framework has been developed to provide this.

1.3 This protocol results from an aspiration to adopt a proactive and positive approach to member-officer relations. This will have clear benefits for the organisation as well as the individuals within it. It responds to the Audit Scotland recommendation in their 2010 report, "Roles and Working Relationships: Are You Getting it Right?", so that Aberdeen City Council has a protocol which complements the Councillors' Code of Conduct . It also responds to Audit Scotland's 2015 audit of Best Value and Community Planning which stated that the Council should sustain improved working relationships, and consider introducing further protocols and guidance for member-to-member and member-to-officer working. The Accounts Commission follow-up report "How Councils Work – Are You Still Getting it Right?" (Nov 2016) again reinforces the benefits for all Councils, particularly in light of increasing coalition arrangements, of protocols to clarify roles and responsibilities, including member officer engagement.

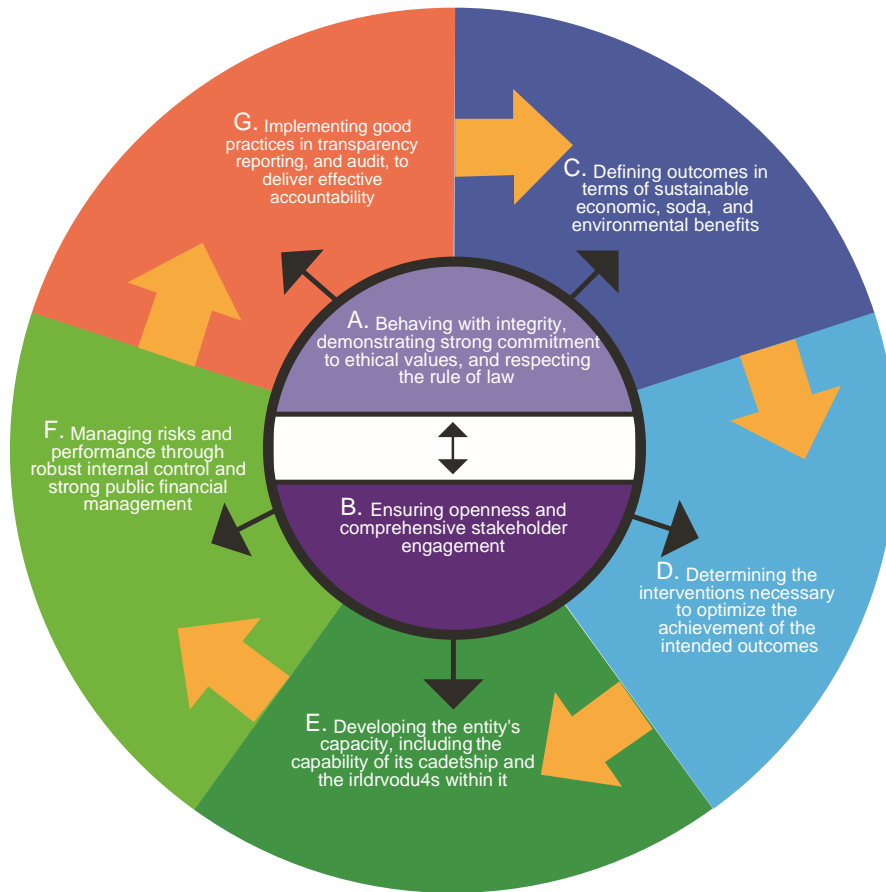
1.4 The CIPFA* Framework of good governance underpins the Council's own governance structure, and all the key documents within that, including this protocol on member-officer relations. A theme which will be returned to throughout this document, as the requirements on both members and officers are explained, will be that of a common purpose. This is set out by CIPFA in the Delivering Good Governance in Local Government Framework 2016:

"It is crucial that the Framework is applied in a way that demonstrates the spirit and ethos of good governance which cannot be achieved by rules and procedures alone. Shared values that are integrated into the culture of an organisation, and are reflected in behaviour and policy, are hallmarks of good governance."

1.5 This emphasises that the achievement of the Council's intended outcomes can only be truly accomplished when members and officers operate from a shared set of values and consistently demonstrate these through a shared set of principles.

* The Chartered Institute of Public Finance and Accountancy

Achieving the Intended Outcomes
While Acting In the Public Interest at all Times



1.6 Local government can be a challenging environment. Financial and political pressures, albeit short-term and cyclical, can take their toll on member-officer relationships. CIPFA acknowledge the potential for this to interfere with the achievement of the Council’s intended outcomes and urge authorities to act transparently and without conflict when this is the case. This can be achieved by agreeing a clear vision, which is performance measured, risk managed and based on a longer-term view.

1.7 Good governance is also key to the Council’s Delivery Plan and programme of change which is centered around three areas:

Our Purpose (what our business is) - To ensure the alignment of all Council strategies and associated plans to the Local Outcome Improvement Plan’s (LOIP) vision ‘A place where all people can prosper’;

How we do business - The modernisation and transformation of how we deliver our services through making best use of technology;

How we behave as an organisation - A focus on the Council’s culture, underpinned by an approved set of Guiding Principles and a Capability Framework.

1.8 Both members and officers work together to improve the experience for our citizens and partners~~the customer~~, our use of resources, and the experience of all staff, and this is consistent with CIPFA’s Framework for good governance.

1.9 This protocol is a tool for members and officers to achieve positive and constructive relations with each other in working towards our common purpose - our shared objectives for the people and place of Aberdeen.

2. Implementing the protocol

- 2.1 The protocol is underpinned at all times by the standards of good governance against which the Council measures itself annually. The protocol complements existing requirements under the Councillors' Code of Conduct for elected members, and the Employee Code of Conduct, the organisational Guiding Principles and Capability Framework, and Council policies and guidance for employees. It includes some current unwritten practices and provides additional clarity on roles and how they interact.
- 2.2 Observing the protocol is an individual responsibility for each officer and member. Group Leaders will support their members in observing the protocol, whilst those with no Group Leader will carry this responsibility for themselves. Similarly, Chief Officers will support staff to do likewise, supported by line managers and leaders across the organisation. The protocol does not cover every eventuality and members and officers who are unsure about its application should seek advice from the Council's appointed Monitoring Officer.
- 2.3 Where a member or officer has a concern relating to observation of the protocol, they should seek advice in the first instance from the Monitoring Officer. The Monitoring Officer will support Group Leaders, independent members and line managers to determine any next steps to be taken. These should be in the interests of resolving the matter raised at the earliest opportunity, and could include an informal discussion, identifying training requirements for an officer or member, or mediation between the individuals concerned. Any remedy would primarily seek to restore and maintain positive and professional working relationships between members and officers. In the case of officers, it may be appropriate to access HR policies to manage adherence to the protocol. It is a matter for members to observe the Councillors' Code of Conduct upon which this protocol is based, and in this regard members can be subject to investigation by the Commissioner for Ethical Standards in Public Life Scotland.
- 2.4 Members will be made aware of the protocol through Member induction and employees through their own employee induction. Copies of the protocol will also be available on the intranet pages for members and officers and on the Council's website.
- 2.5 The protocol will be reviewed annually by the Monitoring Officer. This will ensure that the protocol remains effective. Any proposal to amend the protocol will be subject to consultation with members.

3. Member and officer roles and responsibilities

- 3.1 Members set and approve policy on behalf of the city and officers draft and implement policy. The Chief Executive leads in implementing strategy and managing the delivery of services set by members.
- 3.2 Members monitor the implementation of policy and scrutinise service delivery through robust performance management systems which allow them to hold officers to account. The importance of the role of members is emphasised by CIPFA, whose Delivering Good Governance in Local Government Framework 2016, reinforces the need for a culture and structure for scrutiny and a positive working culture which accepts, promotes and encourages constructive challenge.
- 3.3 The Council has a set of approved Guiding Principles which outline the expectations of how we undertake business as an organisation. These Guiding Principles are:

- **Purpose** - We care about our purpose, our city and our people
- **Pride** - We take pride in what we do and work to make things better
- **Team** - One team, one Council, one city
- **Trust** - We trust each other and take responsibility
- **Value** - We value each other and recognise a job well done

3.4 Underpinning the Guiding Principles is an approved Capability Framework. This Capability Framework provides further detail around the specific capabilities and behaviours expected from the people in our organisation. The Capability Framework is structured around five key themes:



- **Getting it right for our customers-citizens** - We focus on our customers-citizens and communities first to provide the highest standards of service;
- **Change and improvement** - We embrace the need for change and flexibility, seeking out opportunities to create effective change and suggesting ideas for improvement;
- **Working with others** - We work together effectively, building and maintaining positive relationships and partnerships, as well as encouraging and coaching others;
- **Accountability** - We take responsibility for compliance with the legal and ethical duties of the council;
- **Care** - We value diversity and champion equality, diversity and inclusion. We are representative of the people that we are here to serve.

3.5 The Guiding Principles and Capability Framework provide a shared understanding around expected behaviours and work as a guide to maintaining positive and constructive relations between officers and equally can be applied to relations between members and officers. Members and Chief Officers will lead by example by demonstrating these in how they relate to one another.

3.6 As members and officers, we will always behave in a way which is consistent with our Guiding Principles and Capability Framework.

4. Purpose (Getting it Right for our ~~Customers~~Citizens)

- 4.1 As members and officers we understand that ~~customer-citizen~~ focus is part of the duties of every member and officer and we will work together to improve the services which the Council delivers.
- 4.2 As members, where we require to request a service on behalf of a constituent, then we will do so through the appropriate channel ([Online services | Aberdeen City Council](#)) where possible, or telephone. If the request is urgent (including out of hours) we will use the contact details on the website ([Contact us | Aberdeen City Council](#)).
- 4.3 As members and officers we will undertake to maintain the standards expected by the organisation at all times, remembering that we are representing the Council and the city.
- 4.4 As officers, we will remember that our duty is to the Council as a whole and, as such, will provide support to all members and groups equally, respecting the confidentiality of any information which we are party to, and providing all advice impartially and professionally.
- 4.5 **Officers will occasionally need to contact members as private individuals. Where such contact is other than routine, officers should (i) advise the appropriate Chief Officer, who should seek the advice of the Monitoring Officer, and (ii) advise members clearly if they are being contacted as a private individual. Members so contacted should seek the advice of the Monitoring Officer.**
- 4.6 **The Monitoring Officer will then consider if any further steps require to be taken to ensure the integrity of the Council's decision making processes.**
- **Officers should mark any non routine correspondence to members as private individuals as private and confidential.**
 - **Where a member does not respond to correspondence within such a timescale as may have been specified, the matter shall be escalated to the appropriate Chief Officer.**
 - **Where an officer is required to meet a member in a private capacity, the location of any meeting shall be agreed by the appropriate Chief Officer. This can be in the member's office in the Town House.**

5. Pride (Change and Improvement)

- 5.1 As members and officers, we will ensure that any feedback given is in the spirit of continuous improvement and based on fact.
- 5.2 As members and officers, we will attend induction training to ensure we understand what is expected of us and what we can expect. This is supported by CIPFA which encourages local authorities to develop officer and member capability, by ensuring appropriate induction, continuing development both personal and professional, and support and shared learning. CIPFA also highlights the merits of constructive feedback and peer review for members and officers, ensuring that training and development needs are targeted at gaps and weaknesses.
- 5.3 As members and officers, we will be aware of, and complete appropriate training on, the terms of the Council's governance documents, certain Council policies which embed legislative requirements (including on matters such as corporate parenting, data protection and Protection of Vulnerable Groups (PVG) checks) and of our responsibilities under relevant legislation covering areas such as data protection, freedom of information and bribery.

- 5.4 As members we accept that we have an obligation to our citizens to keep our skills and knowledge up to date and will participate in training arranged for us and keep our personal development plans updated, as provided for in the Member Development Framework.
- 5.5 As Group Leaders we will encourage our members to undertake appropriate training and development in line with the Member Development Framework.
- 5.6 As officers we will undertake to keep our skills and knowledge up to date whether for professional regulation purposes or in keeping with the requirements of the Council as our employer.

6. **Team (Working with Others)**

- 6.1 As members, where we require information from a service for case work, we will request that information through the members' enquiries portal, to allow performance tracking. This will also ensure that a consistent service is delivered for all members in line with the agreed corporate procedures and that data protection requirements are always met. We will not ordinarily request information from the Council under FOI legislation and acknowledge that, as members, we have enhanced rights of access that go beyond those in FOI legislation. If individual members consistently bypass the corporate approach, this will be raised with the appropriate Group Leader, or with the member directly if they are not part of a Group.
- 6.2 As officers, we will not let our personal views which we hold as citizens or officers affect our judgement.
- 6.3 As officers, we will ensure that our relationships with members are not overly familiar in order to protect our impartiality.
- 6.4 As officers, we will ensure that all groups and members are treated equally and have equal access to advice and assistance, taking into account exceptions as outlined in 5.4.2.
- 6.5 **As members and officers:**
 - A. We will treat everyone present with respect and courtesy at all meetings.
 - B. We will respect and comply with the authority of the chairperson.
 - C. We will keep our mobile phones on silent during meetings to avoid unnecessary disruption.
 - D. When addressing members, trade union advisers, officers, deputations or representatives of external partners at meetings, we will use the appropriate title and will not address them by their first name.
- 6.6 As officers we will ensure we are inclusive in our approach inviting all local members to attend when we arrange meetings in a ward, or meetings about a ward issue, and informing all members of any ministerial or Royal visit or visit by other dignitaries and VIPs. We will endeavour to avoid clashes with committee meetings and to ensure that, as far as is reasonable, all those to be invited are available. This does not apply to specific meetings we arrange with members at their or our request.
- 6.7 As officers, in seeking to assist members, we will always be aware of the limitations of any delegated authority we may be able to exercise and of any advice we may be able to provide.

- 6.8 As members, we recognise that there are times when we will want to invite officers to attend our group meetings to increase our awareness of issues relating to matters of Council business and we will not use any confidential information received for personal or party political advantage or in such a way as to discredit the Council
- 6.9 As members, we recognise that group meetings, group pre-meetings, coalition meetings, formal and informal briefings, development sessions and similar meetings are not part of the Council decision making process and any conclusions or determinations are not binding on the Council. We recognise that consideration of any matter at these meetings does not replace the obligation on each individual member to come to a decision at the appropriate Council, committee or sub-committee meeting when we will have all information before us.
- 6.10 As members, we recognise that there are times when Administration leaders, Group Leaders or senior councillors may be given advance information which is necessary so that they can give officers guidance on strategic direction or so that they can understand the background to particular recommendations or proposals.
- 6.11 As members and officers we will communicate in a way which is timely, clear, open, honest and constructive, respecting the confidentiality of information we are party to.
- 6.12 As Executive Leads, we acknowledge and understand the importance of our relationships with conveners and will ensure that conveners are kept fully informed, as appropriate, of all developments relating to their committees.

7. Leadership (Working with Others)

- 7.1 As members and officers, we acknowledge that effective leadership from members and senior officers is key to the Council achieving its objectives and in providing clear strategic direction.
- 7.2 As members and officers, we recognise that all leaders need to be skilled in effective strategic thinking, decision-making and collaborative working. We acknowledge that effective collaboration is crucial to delivering for our citizens and partners.
- 7.3 As members and officers, we recognise that members are elected to represent their constituents and accordingly hold differing views on Council policies and priorities. We further recognise that debate in the Council chamber and in committees is a vital part of Council decision-making and scrutiny.
- 7.4 As members, we acknowledge that debate in the Council chamber and in committees can sometimes become heated and passionate. However, we will not allow debate to become personal or insulting. We will treat each other with respect and courtesy at all times.
- 7.5 As members, we acknowledge that it is the individual responsibility of each members to regulate their own behaviour under the Councillors' Code of Conduct. We note that it is the role of the Monitoring Officer to support members in doing so.
- 7.6 As members, we acknowledge the role of the Ethical Standards Commissioner and the Standards Commission in enforcing the Councillors' Code of Conduct. We note that the Standards

Commission's Guidance on the Code states that members should not ask officers to make a complaint to the Ethical Standards Commissioner.

7.7 As members, we appreciate the benefits that cross-party collaboration can bring to our citizens and partners. We will continue to explore opportunities to deepen our cross-party collaboration wherever this is possible. The Chief Executive will submit proposals for cross-party working annually, as part of the review of the Scheme of Governance, for members to consider.

6.127.8 As members and officers, we recognise that additional meetings of the Council or committees can be helpful in meeting our governance duties. However, we also recognise that additional meetings have implications for the conduct of Council business and the capacity and workload of both members and officers. We will work to ensure that, whilst provision is made within legislation, additional meetings should be the exception rather than the norm.

7.8. Trust (Accountability)

7.18.1 As members, we will acknowledge the impartiality of officers and will not exert any pressure on them in respect of report recommendations or in respect of their decision-making under delegated authority. We accept that if we wish to see officers' recommendations in a final report changed we will do so through motions or amendments at the appropriate meeting and will not approach senior officers or authors directly other than to seek information on the implications of alternative proposals.

7.28.2 As members, we recognise our role in holding officers to account and will adopt appropriate questioning techniques which allow for impartial and professional responses, avoiding leading and politically loaded questions

7.38.3 As members, we note that any suggestion by members of a lack of officer impartiality or capability will be responded to under the terms of paragraphs 2.2 and 2.3 above

7.48.4 As members, we will not use Council facilities or equipment for political or campaigning purposes and will comply with the guidance issued on behalf of the Returning Officer during pre-election period.

7.58.5 As members, we will ensure that we are aware of the different duties, obligations, potential conflicts of interest and liabilities arising (which may include personal financial liability) when appointed to the board of an Arm's Length External Organisation (ALEO), a trust or an outside body and will refer to the Policy on the Appointment of Members to Outside Bodies and seek advice from officers of the body or the Monitoring Officer, as appropriate, if we are in any doubt.

7.68.6 As members, we will not ask officers to undertake work designed to affect support for a political party or campaign.

7.78.7 As officers, we will ensure we are aware of and understand our responsibilities if we hold a politically restricted post.

7.88.8 As officers, we will not undertake work on behalf of a member which may be designed to affect support for a political party or campaign. Where there is any doubt, we will seek advice from a senior officer in our service.

7.98.9 As members and officers:

- A. We will respect that additional restrictions apply on political activity during any pre-election period.
- B. We will comply with any advice issued on behalf of the Returning Officer.

7.108.10 As Officers, when invited to address group meetings we will recognise that some present may not be Council members, so we cannot provide any information on confidential matters, and will seek advice from Chief Officers if we have any doubts about meetings which we are asked to attend.

7.118.11 As members, we acknowledge that Chief Officers have the right to submit and withdraw certain reports as dictated by their professional judgement and that officers retain final responsibility for the content of reports.

7.128.12 As members, we recognise that we must not solicit a job within the Council for anyone or canvas support for any applicant for a job.

7.138.13 As members, we understand that we must not become involved in the pay and conditions of individual officers except when we sit on a committee dealing with such issues.

7.148.14 As officers we will not approach any member about our individual employment [issues, including capacity and working relationships](#), or terms and conditions or about the recruitment of anyone else.

7.158.15 As members and officers we recognise that information is one of our most valuable resources and as such it is incumbent on us to treat it responsibly. In all our dealings with information we will act in accordance with data protection legislation, Council policies, the Councillors' Code of Conduct and in the knowledge that requests for information can be made by anyone under data protection and freedom of information legislation.

7.168.16 As members we will ensure that, when we are provided with information by officers which is private or confidential, or of a personal nature, we treat it as confidential, only using it for the purpose for which it was provided and undertaking not to share it externally to the Council nor to use it for personal or party political advantage or in such a way as to discredit the Council.

7.178.17 As officers:

- A. We will ensure that, when we provide information to members which is private, confidential, or of a personal nature, they are advised that it is confidential.
- B. We will not share correspondence with one member with any other without the former's express consent nor will we share information about a constituent with any member without the constituent's express consent.
- C. We will take steps to ensure that as many committee reports as possible can be considered in the public domain – and that, where possible, exempt or confidential information is included in an exempt or confidential appendix.
- D. We will include any member who may not belong to any group or alliance when corresponding with political groups.
- E. We will remember that members have both statutory and common law rights to access documents relating to local authority proceedings, whether or not they are members of the committee or sub-committee in question. In this respect statutory rights include reports submitted to committees and subcommittees and background papers, with the

exception of documents which disclose exempt information falling within paragraphs 1 to 5, 7, 9, 11, 12 and 14 of Part I of Schedule 7A of the Local Government Act (Scotland) 1973. In the main, this is information relating to:-

- i. members
- ii. officers or former officers
- iii. potential occupiers, occupiers or former occupiers of Council property
- iv. applicants for or recipients, or former recipients, of financial assistance and Council services
- v. the care of children
- vi. the supervision and care of certain individuals
- vii. **terms to be negotiated for contracts**
- viii. information relating to consultations or negotiations in connect with labour relations
- ix. instructions and advice from Counsel or certain advice in respect of legal proceedings or the resolution of a legal matter
- x. any action taken or to be taken in connection with prevention, investigation or prosecution of crime.

~~78~~.18 Common law rights are wider than those provided for by statute and give members access to some reports or background material including exempt reports. This right is based on a need to know, or information which is necessary to enable the Councillor to perform his or her duties. The principle is commonly referred to as the “need to know” principle. It does not include information which cannot be disclosed by virtue of the Data Protection Act or information relating to the internal operations of a political party to which the member requesting the information does not belong. In the event of any disagreement on whether or not a member should have access to a report, the matter should be referred to the Monitoring Officer.

[8.19 The Standards Commission and Improvement Service have jointly published a briefing note on Councillors’ right of access to information held by the Council. The briefing note supplements the information found in this Protocol and provides valuable guidance for both Members and officers.](#)

89. Value (Care)

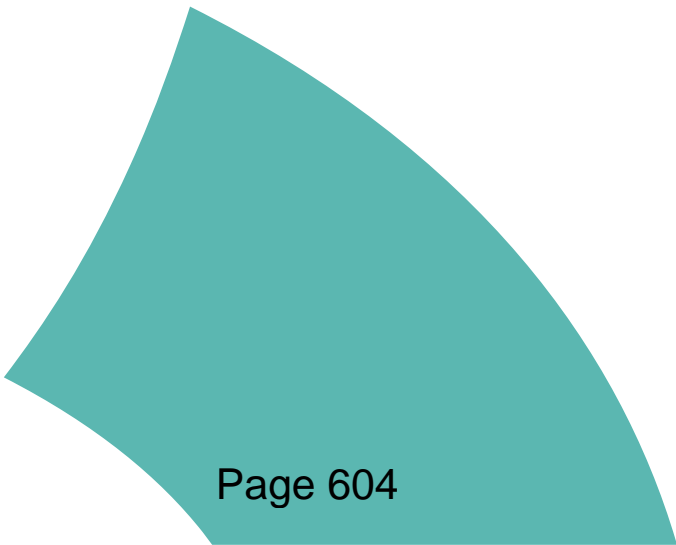
~~89~~.1 As members and officers, we will be conscious that the Council is an equal opportunity employer and that members and officers are each bound collectively by a legislative framework.

~~89~~.2 As members and officers, we will treat each other, our colleagues, members of the public, constituents and representatives of partner organisations with respect whether by words, actions or inference and treat them with courtesy at all times. As members, we acknowledge that it is unacceptable to comment on the conduct or capabilities of officers in public. We will avoid personal attacks, refrain from using disrespectful or offensive language and avoid undermining respect for officers. As officers, we acknowledge that the same approach is required in our interactions with members and that members can advocate on behalf of their constituents.

810. Further Reference

The following documents provide additional guidance on this protocol:-

- [Councillors' Code of Conduct](#)
- [Guidance on Councillors' Code of Conduct](#)
- [Standards Commission Advice Notes for Councillors](#)
- [Standards Commission and Improvement Service Briefing Note - Councillors' Right of Access to Information Held by the Council](#)
- [Employee Code of Conduct](#)
- [Communications Policy](#)
- [Powers Delegated to Officers](#)
- [Financial Regulations](#)
- [Procurement Regulations](#)
- [Committee Terms of Reference](#)
- [Follow Me2 - A Guide To Social Media For Elected Members In Scotland](#)
- Social Media Guidance for [Employees](#)
- Guiding Principles [and Capability Framework](#)
- [CIPFA/IFAC Framework](#)
- [CIPFA/SOLACE Guidance](#)



Aberdeen City Council – Local Code of Corporate Governance

CIPFA (the Chartered Institute of Public Finance and Accountancy) and SOLACE (the Society of Local Authority Chief Executives) framework “Delivering Good Governance in Local Government” was published in April 2016, establishing the principles which should underpin good governance and reminding local authorities that they should test their governance structures and partnerships against those principles. Aberdeen City Council achieved CIPFA’s Mark of Excellence in Governance in 2020 and continues to make improvements in order to demonstrate advanced governance arrangements and retain this accreditation in the longer term.

This Local Code of Corporate Governance sets out our commitment to the principles of good governance by citing the primary controls and sources of assurance which demonstrate the effectiveness of our systems of internal control. Through the Annual Governance Statement, we ~~will~~ provide annual assurance to the Audit, Risk and Scrutiny Committee that we are regularly monitoring and evaluating these controls to ensure they remain relevant and robust, and that we are managing our resources in a way which ensures delivery of our Operating Model. This is supported by the Council’s Behavioural Framework which ensures that our culture and organisational capabilities are aligned.

	Governance Principles	Primary Sources of Assurance
<p>Core Principle A</p> <p><u>Sub-Principles</u></p>	<p>Behaving with integrity, demonstrating strong commitment to ethical values, and representing the rule of law.</p> <ul style="list-style-type: none"> • Behaving with integrity • Demonstrating strong commitment to ethical values • Respecting the rule of law 	<ul style="list-style-type: none"> • Member/ Officer Relations Protocol • Employee Code of Conduct • Behavioural Framework and Organisational Capabilities • Register of Interests • Register of Gifts and Hospitality • Scheme of Governance – Officer and Committee Delegations • Scheme of Governance - Standing Orders for Council, Committee and Sub Committee meetings

	Governance Principles	Primary Sources of Assurance
		<ul style="list-style-type: none"> • Consultation and Legislation Trackers • Annual reviews of Committees' effectiveness • Corporate Policy Framework and Strategy Framework • Statutory Officers and Statutory Appointments • Complaints Handling Procedure • Elected Member Induction and Development • Information Governance Annual Report • Bond Governance
<p>Core Principle B</p> <p><u>Sub-Principles</u></p>	<p>Ensuring openness and comprehensive stakeholder engagement</p> <ul style="list-style-type: none"> • Openness • Engaging comprehensively with institutional stakeholders 	<ul style="list-style-type: none"> • <u>Budget Protocol</u> • Council Delivery Plan • Local Outcome Improvement Plan • Locality Empowerment Groups • Community Planning Aberdeen Engagement, Participation and Empowerment Strategy • Community Council Liaison and Support • Webcasting of Council and Committee meetings • Trade Union Engagement including Staff Governance Committee • ALEO Strategic Partnership • Leadership Forum

	Governance Principles	Primary Sources of Assurance
		<ul style="list-style-type: none"> • Integrated Impact Assessments • Parental Involvement and Engagement Plan • City-wide Pupil Forum • ACC Citizen Space Digital Consultation and Engagement Platform Hub
Core Principle C <u>Sub-Principles</u>	Defining outcomes in terms of sustainable economic, social and environmental benefits <ul style="list-style-type: none"> • Defining outcomes • Sustainable economic, social and environmental benefits 	<ul style="list-style-type: none"> • Council Delivery Plan • Commissioning Intentions and Service Standards • Performance Management Framework • Annual Procurement Performance Report • Scotland Excel Annual Report • Local Outcome Improvement Plan and Improvement Groups • Commissioning Intentions and Annual Budget Setting • ALEO Annual Reports • Economic Policy Panel
Core Principle D <u>Sub-Principles</u>	Determining the interventions necessary to optimise the achievement of intended outcomes <ul style="list-style-type: none"> • Determining interventions • Planning interventions • Optimising achievement of intended outcomes 	<ul style="list-style-type: none"> • Effective and embedded risk management system • Effective and embedded budget monitoring and financial planning • Annual reviews of Committees' effectiveness • Performance Management Framework • Local Resilience Partnership • Business Continuity Planning and Testing • Local Outcome Improvement Plan and Improvement Groups

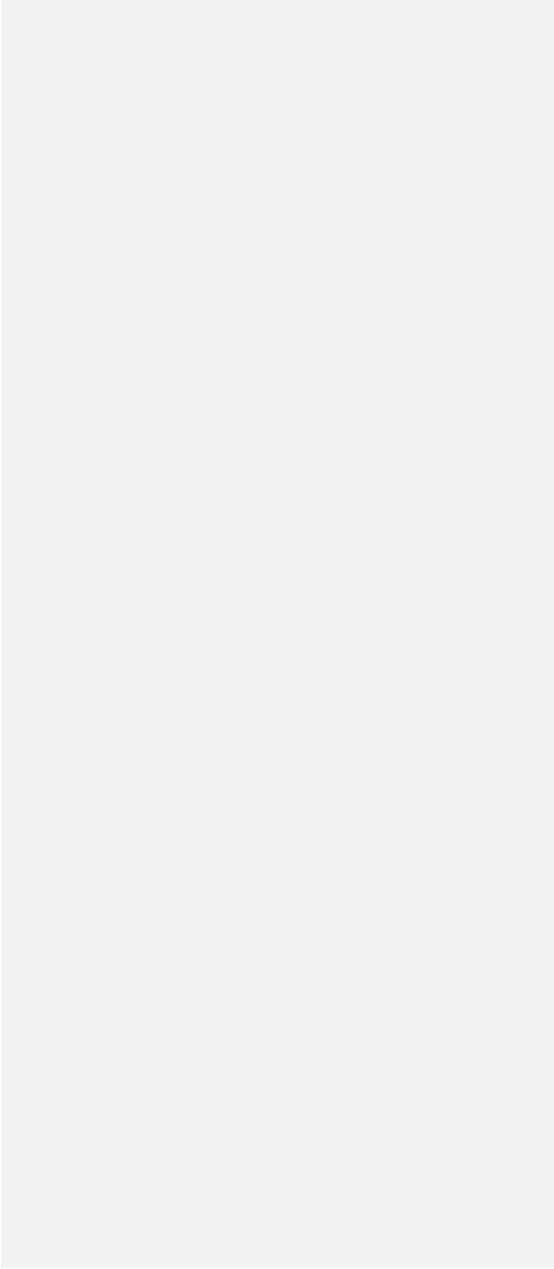
	Governance Principles	Primary Sources of Assurance
		<ul style="list-style-type: none"> Population Needs Assessment
Core Principle E <u>Sub-Principles</u>	Developing the entity’s capacity, including the capability of its leadership and the individuals within it <ul style="list-style-type: none"> Developing the entity’s capacity Developing the capability of the entity’s leadership and other individuals 	<ul style="list-style-type: none"> Behavioural Framework and Organisational Capabilities Scheme of Governance – Officer and Committee Delegations Corporate Policies Framework Leadership Forum Member/Officer Relations Protocol Future of Work Action Groups <u>Equality, Diversity and Inclusion Groups</u> <u>ACC Learn (e-learning platform for employees)</u> <u>Leadership and Development Programme</u> <u>Elected Member Information and Development Programme</u>
Core Principle F <u>Sub-Principles</u>	Managing risk and performance through robust internal control and strong public financial management <ul style="list-style-type: none"> Managing risk Managing performance Managing data Strong public financial management 	<ul style="list-style-type: none"> Medium Term Financial Strategy Financial Regulations Following the Public Pound Guidance Performance Management Framework Effective and embedded budget monitoring and financial management Risk Registers and Assurance Maps Risk Appetite Statement Risk Management Policy and Guidance

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	Governance Principles	Primary Sources of Assurance
		<ul style="list-style-type: none"> • Bond Governance and Annual Credit Rating Assessment • Internal Audit Plan and Inspections Planner • External Audit Strategy • Horizon Scanning • Counter Fraud Training • Scheme of Governance – Officer and Committee Delegations • Procurement Regulations, Training and Development • Annual review of Audit, Risk and Scrutiny Committee effectiveness • Business Continuity Plans for Critical Function • Assurance 365 Data
<p>Core Principle G</p> <p><u>Sub-Principles</u></p>	<p>Implementing good practices in transparency, reporting, and audit to deliver effective accountability</p> <ul style="list-style-type: none"> • Implementing good practice in transparency • Implementing good practices in reporting • Assurance and effective accountability 	<ul style="list-style-type: none"> • Local Government Benchmarking Framework • Complaints Handling Procedure • Annual Procurement Performance Report • Register of Interests • Register of Gifts and Hospitality • Project Management Protocols • Committee Reporting Framework • Financial Reporting – Annual Financial Statements and Accounts, Annual Budget • Medium and Long Term financial plans and quarterly reporting to Committees

	Governance Principles	Primary Sources of Assurance
		<ul style="list-style-type: none"> • Internal Audit Plan, Charter, Reporting • External Audit Strategy

Version: 2.0
Effective From: 1st April 2022
To be Reviewed: ~~April 2027~~ Annually
Application of Policy: Council-wide
Policy Author: ~~Fraser Bell~~ Jenni Lawson, Chief Officer - Governance



JANUARY 2025

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
		1 PUBLIC & SCHOOL HOLIDAY	2 PUBLIC & SCHOOL HOLIDAY	3 SCHOOL HOLIDAY	4	5
6	7	8	9	10	11	12
13 Local Review Body (11am)	14 Communities, Housing and Public Protection Committee (10am)	15	16 Planning Development Management Committee (10am) Pre-Application Forum (2pm)	17	18	19
20	21 Net Zero, Environment and Transport Committee (10am)	22	23 Planning Development Management Committee Visits (if required) (9.30am)	24	25	26
27 Staff Governance Committee (10am)	28 Licensing Board (10am)	29 Anti-Poverty and Inequality Committee (10am)	30	31 Grampian Joint Valuation Board (9.30am)		

FEBRUARY 2025

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
					1	2
3	4 Integration Joint Board (10am)	5 Council (10.30am)	6	7	8	9
10 SCHOOL MID-TERM HOLIDAY	11 SCHOOL IN-SERVICE DAY	12 SCHOOL IN-SERVICE DAY Finance and Resources Committee (10am)	13 Planning Development Management Committee (10am) Pre-Application Forum (2pm)	14	15	16
17	18 Education and Children’s Services Committee (10am)	19 Local Review Body (11am)	20 Planning Development Management Committee Visits (if required) (9.30am) Audit, Risk and Scrutiny Committee (2pm)	21	22	23
24	25 Integration Joint Board Risk, Audit & Performance (10am)	26 Licensing Committee (10am)	27	28		

MARCH 2025

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
					1	2
3 BUDGET WEEK	4 BUDGET WEEK	5 Budget Meeting (10am)	6 BUDGET WEEK	7 BUDGET WEEK	8	9
10	11 Communities, Housing and Public Protection Committee (10am)	12 Anti-Poverty and Inequality Committee (10am)	13 Planning Development Management Committee (10am) Pre-Application Forum (2pm)	14	15	16
17 Local Review Body (11am)	18 Integration Joint Board - Budget (10am)	19 Net Zero, Environment and Transport Committee (10am)	20 Planning Development Management Committee Visits (if required) (9.30am)	21 Pensions Committee and Board (10am)	22	23
24	25 Clinical Care Governance (10am)	26 Finance and Resources Committee (10am)	27 Community Planning Aberdeen Board (CPA Board - 2pm)	28	29	30
31 SCHOOL EASTER HOLIDAYS						

APRIL 2025

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
	1 SCHOOL EASTER HOLIDAYS	2 SCHOOL EASTER HOLIDAYS	3 SCHOOL EASTER HOLIDAYS	4 SCHOOL EASTER HOLIDAYS	5	6
7 SCHOOL EASTER HOLIDAYS	8 SCHOOL EASTER HOLIDAYS	9 SCHOOL EASTER HOLIDAYS	10 SCHOOL EASTER HOLIDAYS	11 SCHOOL EASTER HOLIDAYS	12	13
14	15 Licensing Board (10am)	16 Council (10.30am)	17	18 GOOD FRIDAY PUBLIC & SCHOOL HOLIDAY	19	20
21 Staff Governance Committee (10am)	22	23	24 Planning Development Management Committee (10am) Pre-Application Forum (2pm)	25	26	27
28 Local Review Body (11am)	29 Education & Children's Services Committee (10am)	30				

MAY 2025

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
			1 Planning Development Management Committee Visits (if required) (9.30am)	2	3	4
5 MAY DAY PUBLIC & SCHOOL HOLIDAY	6 SCHOOL IN-SERVICE	7 Finance and Resources Committee (10am)	8 Audit, Risk and Scrutiny Committee (2pm)	9	10	11
12	13	14 Licensing Committee (10am)	15	16	17	18
19 Local Review Body (11am)	20	21	22 Planning Development Management Committee (10am) Pre-Application Forum (2pm)	23	24	25
26	27 Communities, Housing and Public Protection Committee (10am)	28	29 Planning Development Management Cttee Visits (if required) (9.30am)	30	31	

JUNE 2025

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
						1
2	3	4	5	6	7	8
9	10 Net Zero, Environment and Transport Committee (10am)	11 Anti-Poverty and Inequality Cttee (10am)	12	13	14	15
16 Staff Governance Committee (10am)	17	18 Community Planning Aberdeen Board (CPA Board - 2pm)	19 Planning Development Management Committee (10am) Pre-Application Forum (2pm)	20 Pensions Committee (10am) Followed by Board AGM	21	22
23	24 Education & Children's Services Committee (10am)	25	26 Planning Development Management Committee Visits (if required) 9.30am Audit, Risk & Scrutiny Committee (2pm)	27 Grampian Joint Valuation Board (9.30am)	28	29
30 Local Review Body (11am)						

JULY 2025

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
	1 Licensing Board (10am)	2 Council (10.30am) LAST MEETING BEFORE SUMMER RECESS	3	4	5	6
7 SCHOOL HOLIDAYS	8 SCHOOL HOLIDAYS	9 SCHOOL HOLIDAYS	10 SCHOOL HOLIDAYS	11 SCHOOL HOLIDAYS	12	13
14 SCHOOL HOLIDAYS	15 SCHOOL HOLIDAYS	16 SCHOOL HOLIDAYS	17 SCHOOL HOLIDAYS	18 SCHOOL HOLIDAYS	19	20
21 SCHOOL HOLIDAYS	22 SCHOOL HOLIDAYS	23 SCHOOL HOLIDAYS	24 SCHOOL HOLIDAYS	25 SCHOOL HOLIDAYS	26	27
28 SCHOOL HOLIDAYS	29 SCHOOL HOLIDAYS	30 SCHOOL HOLIDAYS	31 SCHOOL HOLIDAYS			

AUGUST 2025

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
				1 SCHOOL HOLIDAYS	2	3
4 SCHOOL HOLIDAYS	5 SCHOOL HOLIDAYS	6 SCHOOL HOLIDAYS Finance and Resources Committee (10am)	7 SCHOOL HOLIDAYS	8 SCHOOL HOLIDAYS	9	10
11 SCHOOL HOLIDAYS	12 SCHOOL HOLIDAYS	13 SCHOOL HOLIDAYS	14 SCHOOL HOLIDAYS	15 SCHOOL HOLIDAYS	16	17
18 SCHOOL IN-SERVICE Local Review Body (11am)	19	20 Council (10.30am)	21 Planning Development Management Committee (10am) Pre-Application Forum (2pm)	22	23	24
25 Staff Governance Committee (10am)	26	27 Licensing Committee (10am)	28 Planning Development Management Committee Visits (if required) 9.30am	29 Grampian Joint Valuation Board (9.30am)	30	31

SEPTEMBER 2025

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
1	2 Communities, Housing and Public Protection Committee (10am)	3 Anti-Poverty and Inequality Committee (10am)	4	5	6	7
8	9 Net Zero, Environment & Transport Cttee (10am)	10 Community Planning Aberdeen Board (CPA Board - 2pm)	11 Audit Risk and Scrutiny Committee (2pm)	12 Pensions Committee and Board (10am)	13	14
15 Local Review Body (11am)	16 Education and Children’s Services Committee (10am)	17	18	19 SCHOOL SEPTEMBER HOLIDAY	20	21
22 SCHOOL SEPTEMBER HOLIDAY	23 Licensing Board (10am)	24	25 Planning Development Management Committee (10am) Pre-Application Forum (2pm)	26	27	28
29	30					

OCTOBER 2025

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
		1 Council (10.30am)	2 Planning Development Management Committee Visits (if required) (9.30am)	3	4	5
6	7	8 Licensing Committee (10am)	9	10	11	12
13 SCHOOL HOLIDAYS	14 SCHOOL HOLIDAYS	15 SCHOOL HOLIDAYS	16 SCHOOL HOLIDAYS	17 SCHOOL HOLIDAYS	18	19
20 SCHOOL HOLIDAYS	21 SCHOOL HOLIDAYS	22 SCHOOL HOLIDAYS	23 SCHOOL HOLIDAYS	24 SCHOOL HOLIDAYS	25	26
27	28 Local Review Body (11am)	29 Finance and Resources Committee (10am)	30 Planning Development Management Committee (10am) Pre-Application Forum (2pm)	31 Grampian Joint Valuation Board (9.30am)		

NOVEMBER 2025

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
					1	2
3 Staff Governance Committee (10am)	4	5	6 Planning Development Management Committee Visits (if required) (9.30am)	7	8	9
10	11 Communities, Housing and Public Protection Committee (10am)	12	13	14 SCHOOL IN-SERVICE DAY	15	16
17	18 Net Zero, Environment and Transport Committee (10am)	19 Community Planning Aberdeen Board (CPA Board - 2pm)	20	21	22	23
24	25 Education and Children’s Services Committee (10am)	26 Anti-Poverty and Inequality Committee (10am)	27 Audit, Risk and Scrutiny Committee (2pm)	28	29	30

DECEMBER 2025

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
1	2 Licensing Board (10am)	3	4 Planning Development Management Committee (10am) Pre-Application Forum (2pm)	5	6	7
8 Local Review Body (11am)	9	10 Council (10.30am)	11 Planning Development Management Committee Visits (if required) (9.30am)	12 Pensions Committee and Board (10am)	13	14
15	16	17 Licensing Committee (10am)	18	19	20	21
22 SCHOOL HOLIDAY	23 SCHOOL HOLIDAY	24 SCHOOL HOLIDAY	25 CHRISTMAS DAY	26 BOXING DAY	27	28
29	30	31 PUBLIC HOLIDAY				

An Introduction to the NFLA



Serving the community

For over four decades, the UK/Ireland Nuclear Free Local Authorities (NFLAs) has been the voice for local authorities opposed to civil nuclear power and in favour of renewables.

The NFLA's aims are identify the impact of national nuclear policy on local communities; increase local accountability over national nuclear policy; work to minimise nuclear hazards and increase public safety; and champion the generation of energy using renewables.

Local government has a responsibility to promote public safety, preserve the environment and inform the public. NFLAs in England, Scotland, Wales, Northern Ireland, and the Republic of Ireland work together to influence national policy on radioactive waste management, new nuclear power stations, nuclear emergency planning, nuclear transportation and other nuclear issues, such as radioactive discharges into the Irish Sea.

NFLAs also promote alternatives to nuclear power, such as renewable energy and energy efficiency.

By working together, NFLA members are more able to influence policy on nuclear issues. This enables them to bring about greater openness and transparency in nuclear policy decision making. Membership also allows the NFLA Secretariat to develop original research and it provides an expert consultancy service across nuclear policy, waste management and in proposing renewable energy alternatives to nuclear power.

Many local authorities find NFLA affiliation a practical and cost-efficient way of demonstrating their 'green' credentials and declaring their position publicly on matters of interest and concern to many members of local communities.

Nuclear developments in the UK

French-state owned Electricité de France (EDF Energy) operates four AGR (Advanced Gas Cooled reactor) plants and one PWR (Pressurised Water reactor) plant in the UK.

All the AGR plants are scheduled for closure by 2028. The NFLA believes this timeline must be regularly reviewed as there are real worries amongst the nuclear community that the cracking of the graphite core which moderates the reaction in each of these plants is increasingly compromising safety.

As part of its new energy strategy, the UK Government wants to build significant replacement nuclear capacity.

EDF is currently building Hinkley Point C in Somerset, whilst there are plans to develop two further large power stations at Sizewell C in Suffolk and Bradwell in Essex.

Hinkley and Sizewell will be equipped with the EDF-designed EPR (known in Europe as the European Pressurised Reactor and internationally as the Evolutionary Power Reactor), whilst the Bradwell development would incorporate a Chinese designed reactor.

EPR developments in Finland and France have been plagued with technical faults, significant time delays and huge cost overruns. The EPR reactor at Hinkley Point C is currently expected to be commissioned in the summer of 2027 at an estimated current cost of £33 billion¹. Similar developments in Finland and Normandy were delivered well over-budget and very late.

More worryingly a serious accident at the first EPR-equipped Taishan-1 plant in China in 2021 revealed that all EPRs may have a common fatal flaw that may compromise Hinkley Point C's safety.

Chinese investment in British nuclear developments has also been halted due to a prohibition being imposed by the UK Government and Ministers are struggling to find private investors to finance developments at Sizewell C and Bradwell to replace it.

In addition, the UK Government has pledged political and financial support for the development of new Small Modular Reactors (or SMRs) and for a pilot Fusion Reactor.

SMRs are approximately the same size as the first-phase Magnox reactors (so not small), are unproven (none have yet secured the required approvals from the nuclear regulator), and no working prototypes have been built, and, despite decades of investment, the practical application of fusion has so far proven elusive.

Several sites have been earmarked for possible future SMR developments, including most controversially Bradwell, Trawsfynydd, and Wylfa.

If any of these projects ever come on-line, it will be at huge cost and in the 2030s (SMRs) or 2040s (fusion) [at the earliest]. Far too late to address either our current cost of living crisis or the climate emergency.

To pay for these developments, the UK Government has passed the Nuclear Energy (Financing) Act to off load the cost of building new nuclear reactors onto customers with the imposition of a nuclear levy on electricity bills, and this at a time when UK consumers already face soaring energy bills in the current cost-of-living crisis.

Nuclear also requires enormous public expense once plants become redundant. The decommissioning of Sellafield, Dounreay and the first generation of Magnox reactors is currently costing the UK taxpayer almost £3 billion per year and the work is expected to take until 2125 (over one hundred years) to complete. Costs and the complication will increase as the AGR plants are closed. Academics have estimated that the clean-up could cost taxpayers £260 billion.

Nuclear also leaves an incredible legacy of radioactive waste that is often transported across the UK and which must be treated and managed safely at great cost, often for millennia. The UK Government is currently seeking to establish a nuclear waste dump, or Geological Disposal Facility, in which to bury this highly toxic material and is exploring potential sites in Cumbria and Lincolnshire. It is estimated that such a facility could cost up to £53 billion.

The NFLA's position

We believe that nuclear is not green, not cheap and not needed. Nuclear is **not** the answer to Britain's energy crisis, nor the solution to arrest climate change – it would simply be delivered too late and at too great a cost to make a difference.

Civil nuclear programmes are notorious for being delivered late with huge cost overruns, and as Three Mile Island, Chernobyl, Fukushima and now Taishan-1 demonstrate there are always inherent risks in operating nuclear plants. Furthermore, they leave a toxic legacy of waste that presents a real public danger for millennia.

Consequently, we are opposed to any new nuclear development and seek the early closure of the dangerous AGR reactors. We are also opposed to a Geological Disposal Facility as we do not believe that waste can be stored safely below ground or beneath the sea for centuries. Instead, we seek the safe near-site, near-surface active management of nuclear waste, which would also end the need for the transportation of nuclear fuel and waste by train across the country.

Spending on nuclear is wasteful and unnecessary. The NFLA believes that this funding should be redirected to insulating Britain's homes to reduce energy consumption and reduce fuel bills. Research shows energy saving is **seven** times more effective per pound spent than investment in nuclear.

We also strongly champion the deployment of renewable technologies and energy storage systems as the only sustainable mechanism to generate and store power to meet Britain's current and future energy needs, without the catastrophic damage to our environment and the risks posed to human health by the reckless burning of fossil fuels or the foolhardy dalliance with nuclear power.

What we do.

The NFLA has considerable influence as a credible stakeholder within the nuclear sector.

With support from industry and environmental specialists, we regularly publish specialist bulletins and issue media releases on a range of nuclear-related topics, in addition to a monthly newsletter to member organisations and supporters. We also maintain a website with our materials accessible to everyone as an invaluable resource for activists and researchers (<https://www.nuclearpolicy.info/>)

In addition, we also look to disseminate information and challenge myths by providing speakers to external events and to organising webinars / in-person events, sometimes in partnership with other campaigning groups.

Highly regarded for our specialist input, in England and Wales we play a leading role in:

- The independent Committee on Radioactive Waste Management (CoRWM)
- The Local Government Association's Nuclear Legacy Advisory Forum (NuLEAF)
- The Radioactive Waste Management Exchange
- The Nuclear Decommissioning Authority (NDA) NGO Forum
- The Office of Nuclear Regulation (ONR) NGO Forum
- The Business, Energy, and Industrial Strategy (BEIS) NGO Forum

In Scotland, we contribute to the work of equivalent organisations where they exist.

And in the Republic of Ireland we have an appointee to the body which advises the government on radiological matters and also a direct advisor to the Minister.

NFLAs also regularly actively responds to any consultations from, and makes independent representations to, the nuclear regulators and government.

We also regularly write to Government ministers, from the Prime Minister on down, on a range of topics related to our work.

We also work on issues of common concern with European partners through:

- KIMO International
- Cities for a Nuclear Free Europe
- The Alliance of Regions for the Phasing-out of Nuclear Power in Europe

How we work

The NFLA is a democratically run organisation with an agreed constitution.

Our member organisations form three Forums: one for England and Wales, one for Scotland and one for the island of Ireland. These meet regularly to discuss business.

Each of the Forums sends representatives to a UK and Ireland Steering Committee which meets several times a year. The Steering Committee holds an Annual General Meeting at which the Chair is elected, and Vice-Chairs appointed by each Forum are affirmed.

Manchester City Council hosts the Secretariat and employs the Secretary. Member organisations can access advice and support from the Secretary between meetings.

Do please come and join us and help make the UK and keep Ireland nuclear-free and secure a sustainable renewable future for our nations.

For more information

Please contact: Richard Outram, NFLA Secretary

Email: richard.outram@manchester.gov.uk Mobile: 07583 097793

ⁱ <https://www.cityam.com/edf-inflation-drives-hinkley-point-c-nuclear-power-plant-costs-from-26bn-to-33bn/>

ABERDEEN CITY COUNCIL

COMMITTEE	Council
DATE	21 August 2024
EXEMPT	No
CONFIDENTIAL	No
REPORT TITLE	City Centre and Beach Masterplan – Annual Update
REPORT NUMBER	CR&E/24/231
EXECUTIVE DIRECTOR	Gale Beattie
CHIEF OFFICER	David Dunne
REPORT AUTHOR	Claire McArthur
TERMS OF REFERENCE	21

1. PURPOSE OF REPORT

- 1.1 This report provides Members with an annual update on the City Centre and Beach Masterplan.

2. RECOMMENDATIONS

That Council:

- 2.1 Note the progress made to advance a wide range of projects contained within the City Centre and Beach Masterplan (Appendix 1).
- 2.2 Agree that Officers report future activity and updates on projects through the Council's Capital Planning process through the Finance & Resources Committee.
- 2.3 Note, in relation to city centre mobility and accessibility, the roundtable meeting hosted by the Co-Leaders with key stakeholders in July 2024, and instruct the Chief Officer – Strategic Place Planning to arrange for a programme of similar roundtable meetings with key stakeholders, in addition to the ongoing regular Masterplan engagement and consultation programme.
- 2.4 Agree the need for continued understanding of perceptions, insights, attitudes and experiences on City Centre Masterplan objectives, particularly around mobility and accessibility, and instruct the Chief Officer – Strategic Place Planning to use Bus Lane Enforcement surplus (capped at £20,000) to set up a professionally facilitated bi-annual focus group to collect data on opinions and personal experiences on this topic.
- 2.5 In relation to the Beach, and in line with the Budget decisions taken by Council in March 2024, note the update provided in paragraphs 3.5 - 3.6 and agree that the Chief Officer – Strategic Place Planning pause the preparation of a

Development Framework for the Beach Phase 2 area, until such a time as additional resources can be identified through future Budget setting processes.

3. CURRENT SITUATION

3.1 Aberdeen City Council at its meeting in August 2022 agreed the Aberdeen City Centre and Beach Masterplan 2022 . The Masterplan included a review of the City Centre Masterplan 2015 following the dramatic changes to the city brought about by the Covid-19 public health emergency, alongside changes to other social, environmental and economic macro factors since the 2015 plan was prepared. The 2022 City Centre and Beach Masterplan was developed to serve the following purposes:

- An investment tool that showcases the city;
- A live programme that can be flexible in responding to current and future trends/needs;
- A communications tool to enable understanding; and
- A reference document to identify priorities, next steps and monitor progress.

3.2 Council at its meeting in August 2023 received an update on the projects contained within the Masterplan, and noted the activity to be undertaken during 2023/24. The Chief Officer – Strategic Place Planning was subsequently instructed to keep the Masterplan report under review and to provide a further progress report to Council after 12 months. This report to Council has been prepared on this basis. Moving forward it is noted that separate instructions have been given to Officers from Council to monitor Masterplan projects through the Capital Planning process, with progress reported to the Finance and Resources Committee. Updates will also be shared on the Generation Aberdeen website – www.generationaberdeen.co.uk

Progress Report 2024

3.3 Over the past year considerable progress has been made on a number of projects within the City Centre and Beach Masterplan.

3.4 Appendix 1 provides a summary of the key Masterplan projects being taken forward by the Council and includes a “Current Status” and “Looking Ahead” section for each project. Highlights from the last 12 months include:

- Construction of Union Street Central streetscape improvements commenced in Spring 2024 and is due to complete late Summer 2025.
- Enabling works for the new Aberdeen Market are currently underway.
- An updated Business Case for streetscape improvements on Union Street East, Union Street West, the West End and the Castlegate was approved by Council in December 2023.
- Continued progress on the Queen Street site, with plans for an Urban Park moving forward to detailed and technical design.
- Ongoing work on delivering the Union Street Empty Shops Action Plan with key stakeholders

- Construction of new Beach Park currently underway, along with other enabling works for wider Beach Phase A works.

Beach Phase 2

- 3.5 At the August 2022 Council meeting, Members noted a revised Beach Masterplan boundary to include the Footdee Conservation Area and the area north to the River Don. Results of an initial public consultation to determine how people currently use these additional areas (described as Beach Phase 2), and to identify what people consider to be their positive and negative features, was reported back to Council's August 2023 meeting. Council subsequently instructed the Chief Officer – Strategic Place Planning to prepare a Development Framework for Beach Phase 2 based on this initial investigatory exercise.
- 3.6 Officers have since scoped the resources required to undertake this Development Framework exercise and consider that, due to the limited resource available in-house to undertake this exercise and the focus of current attention on Beach Phase 1 and the City Centre Streetscape Projects, it is recommended that preparation of the Beach Phase 2 Development Framework be paused until such time as an identified resource, and associated budget, can be identified.

Monitoring

- 3.7 Monitoring progress requires an understanding of the baseline conditions and what the key objectives are that the Council wants to achieve. A set of SMART (Specific Measurable Achievable Relevant Timely) Objectives with metrics and owners was therefore included as Appendix 1 to the City Centre and Beach Masterplan 2022. In the August 2023 update report to Council, Officers reported that it was too early to comment on any established trends due to data availability. Early indications based on quantitative data show positive improvements in occupancy figures on Union Street, coupled with reductions in air pollution levels and improvements in public transport reliability. Concern from a number of city centre businesses however remains in relation to footfall figures and the perceived impact of changes to the transport network on visitors to the city centre. Officers will continue to monitor progress against the SMART Objectives as delivery of the Masterplan continues.
- 3.8 As noted in recommendations 2.3 and 2.4, Officers recommend that additional qualitative monitoring is also undertaken as progress on the Masterplan continues, and that a series of stakeholder roundtables and focus groups, particularly around mobility and accessibility, be set up on this basis. It is recommended that the Bus Lane Enforcement surplus be used to fund this additional monitoring. This would be capped initially at £20,000, which Officers estimate would be sufficient to fund approximately 2 years of activity.

4. FINANCIAL IMPLICATIONS

- 4.1 The original funding commitment made by the Council Budget meeting on 10 March 2021 was for £150m from the General Fund Capital Programme over financial years 2021/22 to 2025/26 (rolling forward to 2026/27 as per the current Capital Programme) to ensure the Council transforms the City Centre and the Beach area. This £150m funding commitment was used as match funding to secure the £20m from the UK Government's Levelling Up Fund in 2021.

5. LEGAL IMPLICATIONS

- 5.1 The City Centre and Beach Masterplan informs the consideration of planning applications, but each application will be decided on a case-by-case basis by the Planning Authority.
- 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 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 The Bus Lane Contraventions (Charges, Adjudication and Enforcement) (Scotland) Regulations 2011 require that any sums paid to a local authority by way of charges under these Regulations must only be used to facilitate the achievement of policies in that authority's Local Transport Strategy.

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 City Centre and Beach Masterplan projects	Full programme of works developed, with funding approvals in place at key stages	L	Yes
Compliance	Traffic Management challenges	Manage through ongoing engagement programme and statutory processes	M	Yes
Operational	Sufficient capacity of resources within Council teams to meet programme objectives	Forward planning through City Centre and Beach project delivery programme	M	Yes
Financial	Budget pressures due to current market volatility	Robust budgets established. Independent monitoring process established. Regular reports to Committee through the Capital Planning process.	M	Yes
Reputational	Continued debate without decision, ongoing uncertainty over city centre and beach future	Agree and implement projects, supported by clear communications and a well articulated vision.	M	Yes

Environment / Climate	Air quality improvements. Active and sustainable transport improvements. Local material supply.	Incorporated into project proposals.	M	Yes
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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	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	<p>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.</p> <p>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</p>

	<p>Regional Transport Strategy, Nestrans 2040: Equality, Climate, Prosperity and Wellbeing.</p> <p>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.</p> <p>Measures to reduce unnecessary vehicle traffic in the City Centre will support the Air Quality Action Plan, Climate Change Plan, Net Zero Action Plan and Low Emission Zone by contributing to emissions reduction.</p>
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9. IMPACT ASSESSMENTS

Assessment	Outcome
Integrated Impact Assessment	No assessment required. I confirm this has been discussed and agreed with David Dunne, Chief Officer – Strategic Place Planning on 26 July 2024.
Data Protection Impact Assessment	If the bi-annual focus groups recommended at 2.4 are approved than a Data Protection Impact Assessment will be completed.
Other	Strategic Environmental Assessment Screening undertaken with consultation authorities.

10. BACKGROUND PAPERS

- Report to Full Council, 23 August 2023
<https://committees.aberdeencity.gov.uk/documents/s148032/230823%20CCBMP%20Annual%20Update%20-%20FINAL%20Report.pdf>
- Decisions of Full Council, 23 August 2023
<https://committees.aberdeencity.gov.uk/documents/g8662/Decisions%2023rd-Aug-2023%2010.30%20Council.pdf?T=2>
- Report to Adjourned Meeting of Full Council, 25 August 2022
<https://committees.aberdeencity.gov.uk/ieListDocuments.aspx?CId=122&MId=8436>

- Decisions of Adjourned Meeting of Full Council, 25 August 2022
<https://committees.aberdeencity.gov.uk/documents/g8436/Decisions%2025th-Aug-2022%2014.00%20Council.pdf?T=2>
- City Centre & Beach Masterplan
<https://committees.aberdeencity.gov.uk/documents/s135130/CCMP%20-%20Appendix%202%20-%20City%20Centre%20Beach%20Masterplan%202022.pdf>

11. APPENDICES

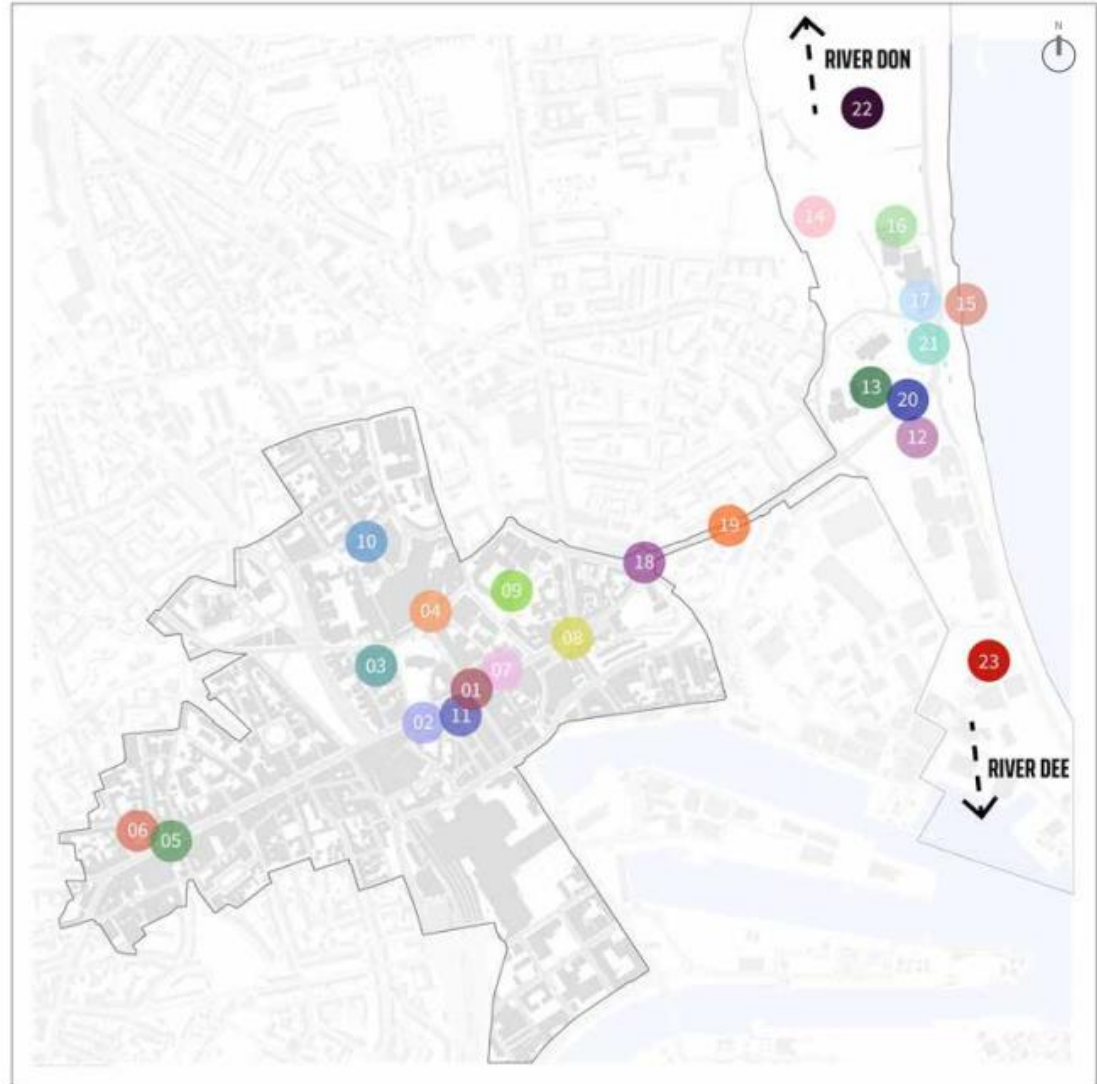
Appendix 1 – City Centre and Beach Masterplan Projects: 2024 Update

12. REPORT AUTHOR CONTACT DETAILS

Name	Claire McArthur
Title	Policy & Strategy Manager - Strategic Place Planning
Email	cmcarthur@aberdeencity.gov.uk

Appendix 1 – City Centre and Beach Masterplan Projects: 2024 Update

- 01 UNION STREET CENTRAL
- 02 MARKET STREETScape
- 03 BELMONT QUARTER
- 04 SCHOOLHILL + UPPERKIRKGATE
- 05 UNION STREET WEST
- 06 WEST END
- 07 UNION STREET EAST
- 08 CASTLEGATE
- 09 QUEEN STREET
- 10 GEORGE STREET
- 11 ABERDEEN MARKET
- 12 BEACH PARK
- 13 EVENTS PARK
- 14 BROADHILL
- 15 RECONFIGURED BEACH LANDSCAPING
- 16 NEW LEISURE / POTENTIAL STADIUM
- 17 BEACH BALLROOM
- 18 JUSTICE STREET ROUNDABOUT
- 19 BEACH BOULEVARD
- 20 PEDESTRIAN SPINE
- 21 BEACH BALLROOM PLAZA
- 22 BEACH PHASE 2 (NORTH) - FUTURE PHASE
- 23 BEACH PHASE 2 (SOUTH) - FUTURE PHASE



KEY PROJECT LOCATIONS

Masterplan Project	2023 Status	2024 Status	Looking Ahead	Capital Programme Commitment
Union Street Central Public Realm	In December 2022 Aberdeen City Council agreed a Full Business Case and instructed that this project progress to technical design and construction. In July 2023 the Council agreed that a segregated cycle lane be included.	Construction commenced on streetscape improvements in Spring 2024. During the works access will continue to all shops and businesses for pedestrians, as well as access for delivery drivers and emergency services.	Streetscape improvements will be delivered in 3 phases working from east to west, concluding in late summer 2025.	£18.9M
Aberdeen Market	Application submitted to amend planning permission originally approved in May 2022 (Application Reference 211517/DPP) following discussions with preferred operator. Site clear for redevelopment.	Updated planning permission granted November 2023 (Application Reference 230704/DPP). Ten enabling works packages currently on site, along with works by Scottish Water to improve city centre infrastructure. These works will continue until the end of 2024.	Approximate 24 month construction period from September 2024. All legal agreements anticipated being concluded during August / September 2024.	£38.6M
Aberdeen Market to Guild Street Public Realm	In December 2022 Aberdeen City Council agreed a Full Business	Updated Business Case approved by Council in December 2023.	Technical design to commence as Union Street Central nears completion.	Subject to future Council Budget

Masterplan Project	2023 Status	2024 Status	Looking Ahead	Capital Programme Commitment
	Case for Phase 1 and instructed that this initial phase of the project progress to technical design and construction.	Project on hold pending completion of Union Street Central and Market.		Meeting considerations.
Belmont Quarter	Over the past 6 months design options workshops have been held with Belmont Street Area businesses to ensure designs are operationally fit for purpose and also to review options for vehicle movement in the area which businesses have raised as an issue.	Proposals for traffic management measures currently being prepared for implementation in Little Belmont Street to manage existing restrictions.	Proposals will be taken back to stakeholders for review prior to moving towards implementation.	£100,000
Schoolhill & Upperkirkgate	In December 2022 Aberdeen City Council agreed a Full Business Case and instructed that this project	On hold pending completion of Union Street Central.	Capital programme to commence 2026/27 (as agreed at Council Budget meeting in March 2024)	£14M

Masterplan Project	2023 Status	2024 Status	Looking Ahead	Capital Programme Commitment
	progress to technical design and construction.			
Union Street West	In December 2022 Aberdeen City Council agreed a Full Business Case and instructed that options for physically segregated cycle provision along this stretch of Union Street be developed. Further design work and key stakeholder consultation on these options currently ongoing.	Updated Business Case approved by Council in December 2023. Detailed design includes segregated cycle provision.	No action at present – progress will be subject to future Council Budget Meeting considerations.	Subject to future Council Budget Meeting considerations.
West End	In December 2022 Aberdeen City Council agreed a Full Business Case and instructed that options for physically segregated cycle provision in this area be developed. It will be important to link	Updated Business Case approved by Council in December 2023.	No action at present – progress will be subject to future Council Budget Meeting considerations.	Subject to future Council Budget Meeting considerations.

Masterplan Project	2023 Status	2024 Status	Looking Ahead	Capital Programme Commitment
	proposals for this area to Union Street West, and work around this is currently ongoing.			
George Street	Draft George Street Mini Masterplan approved for public consultation by Council in December 2022. Public consultation and stakeholder engagement undertaken in early 2023.	George Street Masterplan approved by Council in November 2023.	No action at present – progress will be subject to future Council Budget Meeting considerations.	Subject to future Council Budget Meeting considerations.
Queen Street	A Strategic Business Case for the Queen Street project was approved by Aberdeen City Council in December 2022. A short list of future options for the site was identified as part of this report.	Strategic Business Case reported to Council in September 2023. Instruction to develop an Urban Park and investigate potential future options for brownfield site. Progress on internal strip-out programme continues.	Report on Urban Park Phase 1 (outline design and delivery) reported to Finance and Resources Committee in August 2024. Approval given to develop the detailed and technical design for the Urban Park and proceed with the negotiation and execution of contracts for delivery of the construction programme.	£16.8M

Masterplan Project	2023 Status	2024 Status	Looking Ahead	Capital Programme Commitment
Union Street East	In December 2022 Aberdeen City Council agreed a Full Business Case and instructed that options for physically segregated cycle provision along this stretch of Union Street be developed. Further design work and key stakeholder consultation on these options currently ongoing.	Updated business case approved at Council in December 2023. Detailed design includes segregated cycle provision.	No action at present – progress will be subject to future Council Budget Meeting considerations.	Subject to future Council Budget Meeting considerations.
Castlegate	In December 2022 Aberdeen City Council agreed a Full Business Case and instructed that options for physically segregated cycle provision in this area be developed. It will be important to link proposals for this area to Union Street East and connectivity to the Beach as part of the	Updated business case approved at Council in December 2023. Detailed design includes segregated cycle provision.	Report of detailed design and delivery programme will be reported to Finance and Resources Committee in August 2024.	£15.5M

Masterplan Project	2023 Status	2024 Status	Looking Ahead	Capital Programme Commitment
	Beach Connectivity Project.			
Union Street Properties	<p>Consultation with owners as part of the Union Street Façade Works project has been undertaken over the last 12 months.</p> <p>An action plan of interventions to target empty shops on Union Street was also approved by Council in December 2022, with a £500,000 grant scheme aimed at reconfiguring vacant ground floor units launched in July 2023.</p>	<p>Progress on the Empty Shops Action Plan reported to Finance & Resources Committee in March 2024. Interventions under programme areas 'Distinctive Aberdeen', 'Culture and Heritage', 'Net Zero Union Street', 'Enterprising Union Street' and 'Enabling Delivery' are ongoing. City centre partners and stakeholders convene regularly to plan complementing activity supporting the objectives.</p>	<p>Priority actions over the next 12 months include securing additional resource to support the Action Plan and exploring funding to enable pop-up/meanwhile use activity on Union Street. Officer will also support a pipeline of enquiries and potential new tenants for upcoming vacancies on the street.</p>	£1M
Beach Public Realm – Phase A Projects	<p>A Development Framework for Phase 1 of the Beachfront area was approved by Aberdeen City Council in May 2023, informed</p>	<p>Existing play park equipment moved to Seaton to allow construction of new Beach Park, which is currently underway.</p>	<p>Utility work due to be completed Q3 2024. Phase A works include Broadhill, Events Park, Beach Park.</p>	£61.8M

Masterplan Project	2023 Status	2024 Status	Looking Ahead	Capital Programme Commitment
	<p>by both public and stakeholder consultation.</p> <p>Initial concept design work has been undertaken in parallel with the Development Framework exercise.</p>	<p>Works to divert key utilities also currently underway.</p>	<p>Construction on target to be completed Q4 2025 / Q1 2026.</p>	
<p>Beach Public Realm – Phase B Projects</p>	<p>Initial concept design work has been undertaken in parallel with the Development Framework exercise. Transport appraisal work to inform an Outline Business Case for the Commerce Street / Beach Boulevard roundabout junction was approved by Council in May 2023.</p>	<p>These works are being reprofiled following the Council Budget meeting in March 2024 to link in with proposed works on Castlegate.</p>	<p>No action at present – progress will be subject to future Council Budget Meeting considerations.</p>	<p>Subject to future Council Budget Meeting considerations.</p>
<p>Beach Public Realm – Phase C Projects</p>	<p>Initial concept design work has been undertaken in parallel with the Development</p>	<p>Outline Business Case for Shoreline Regeneration approved by Council in December 2023.</p>	<p>No action at present – progress will be subject to future Council Budget Meeting considerations.</p>	<p>Subject to future Council Budget Meeting considerations.</p>

Masterplan Project	2023 Status	2024 Status	Looking Ahead	Capital Programme Commitment
	<p>Framework exercise. A Strategic Outline Case was approved by Aberdeen City Council in May 2023. This Phase represents the last element of Phase 1 and so further work on agreeing project outcomes and spatial requirements is still to be undertaken.</p>			
Proposed Stadium and Leisure	<p>Outline Business Case for integrated stadium and leisure development reported to Council in December 2022.</p>	<p>Demolition of former Beach leisure centre underway. Complexities arising from the connectivity of buildings and the existing Energy Centre have been addressed to ensure no disruption to the Ice Arena Facilities. Discussions with Aberdeen Football Club are continuing.</p>	<p>Demolition of former Beach Leisure centre expected to complete Q1 2025.</p>	<p>Subject to future Council Budget Meeting considerations.</p>
Beach Ballroom	<p>Initial concept design work has been undertaken in parallel</p>	<p>Ongoing feasibility work underway to assess technical considerations</p>	<p>No action at present – progress will be subject to</p>	<p>Subject to future Council Budget</p>

Masterplan Project	2023 Status	2024 Status	Looking Ahead	Capital Programme Commitment
	with the Development Framework exercise.	relating to facilities management.	future Council Budget Meeting considerations.	Meeting considerations.
Beach Phase 2 North	In August 2022 Aberdeen City Council agreed to extend the Beach Masterplan area north, to the River Don, and south, to the River Dee. Initial consultation on these areas was undertaken in May / June 2023.	Initial public consultation on these areas was undertaken in May / June 2023, with the results reported back to Council in August 2023.	A future Phase 2 Development Framework exercise to be prepared and reported back to Council once resources allow. Progress will be subject to future Council Budget Meeting considerations.	Subject to future Council Budget Meeting considerations.
Beach Phase 2 South	In August 2022 Aberdeen City Council agreed to extend the Beach Masterplan area north, to the River Don, and south, to the River Dee. Initial consultation on these areas was undertaken in May / June 2023.	Initial public consultation on these areas was undertaken in May / June 2023, with the results reported back to Council in August 2023.	A future Phase 2 Development Framework exercise to be prepared and reported back to Council once resources allow. Progress will be subject to future Council Budget Meeting considerations.	Subject to future Council Budget Meeting considerations.

ABERDEEN CITY COUNCIL

COMMITTEE	Council
DATE	3 rd July 2024
EXEMPT	No
CONFIDENTIAL	No
REPORT TITLE	Aberdeen Market - July 2024 Update
REPORT NUMBER	F&C/24/207
DIRECTOR	Families and Communities
CHIEF OFFICER	Corporate Landlord
REPORT AUTHOR	Stephen Booth
TERMS OF REFERENCE	21

1. PURPOSE OF REPORT

- 1.1 The purpose of this report is to provide an update on the progress with the re-development of the site as 91 – 93 Union Street and 3 – 6 Market Street.

2. RECOMMENDATION

That the Council:

- 2.1 Note this report and the updated risk section in relation to progress with the Project.

3. CURRENT SITUATION

- 3.1 Previous Council Instruction.

At its meeting of 14 December 2022, ([RES22/290](#)) the Council noted the business case for Aberdeen Market and instructed the Director of Resources following consultation with the Chief Officer - Corporate Landlord to proceed with the negotiation and execution of contracts for delivery and report progress back to Council on a six-monthly basis. This report provides an update on the project.

3.2 Operator Selection

- 3.2.1 A preferred Operator, The McGinty Group, is in place and negotiations have progressed to develop an Agreement for Lease, which is now substantially agreed between all parties.

The Operator has engaged a local marketing agent to develop naming and branding proposals for the development and a public announcement is expected in the very near future.

- 3.2.2 Engagement with the project team has continued, with the layout arrangement progressed to better reflect the operational requirements. The internal look and feel concept proposals are now at an advanced stage and are being tested against benchmarked costs to ensure alignment with the project budget in advance of developing the detailed design.
- 3.2.3 An abbreviated operating proposal from the operator is enclosed as Appendix A to follow.

3.3 Planning and Design Development

- 3.3.1 Through consultation with the preferred Operator a revised Planning Application was submitted in June 2023 as previously reported. This application was referred to the Planning Development Management Committee and was approved in November 2023 ([Link to Planning Application](#)).
- 3.3.2 Applications to Building Control have also been approved, with warrant in place for the Fire Strategy, Demolition Works,
- 3.3.3 Through the ongoing engagement with the preferred Operator, some elements of the layout have evolved to reflect their operational arrangements and require minor amendments to current approvals. A Non-Material Variation has been submitted to the Planning Officer having been discussed fully in advance. Minor amendments are also required to the warrant approvals, and these are being progressed following discussions with Council insurers, Zurich.
- 3.3.4 The design solution for 91-93 Union Street was subject to further investigation works, which has now been carried out and has revealed that the existing concrete frame has been bonded directly to the adjoining masonry walls. This arrangement provides a direct link for transfer of noise and vibration to the neighbouring occupied buildings and significantly increases the Health and Safety implications of carrying out structural alteration works. An amended design has been developed that minimises the structural alterations required but maintains the glazed façade principles as previously approved by Planning. The revised design has been included in the Non-Material Variation recently submitted to the Planning Officer.
- 3.3.5 A condition of the current planning consent is to develop the design of the fritted glass to the main Market building and to the Union Street façade. This is now being progressed following a tender process to select a suitable design and artist.

3.4 Demolition and Site Works

- 3.4.1 The demolition of the old Market building and associated structures has now been investigated and necessary survey works carried out to ensure accurate information is used for the design and construction of the new development.

- 3.4.2 The pre-construction programme has been developed and subsequently updated with all design team input, with the revised details now finalised and tender packages prepared for issue to the market to ensure best value is being realised.
- 3.4.3 A preferred Tier 1 Contractor is in place as we push towards commercial close, with the aim of having a DBDA in place and full construction start on site during September 2024. The constrained nature of working on this city centre site has required careful planning as there is very little room available for deliveries, storage, and safe working, with no access available directly from Union Street or Market Street and very limited working area in both Hadden Street and East Green. The Contractor has engaged with their supply chain to develop a construction programme which relies on specific elements of the build commencing at the Market Street end of the site and working towards The Green before the next element of the build can commence, with completion of the main building planned for December 2026.
- 3.4.3 The details of the internal fit-out including the kitchen equipment, retail units, bar, lighting and audio & visual are being finalised with the Operator and these elements will be installed after the main building structure is sufficiently complete. These works are expected to take X weeks to complete, with the overall development ready for handover to the Operator in XXX 2027.
- 3.4.5 The Tier 1 Contractor has already engaged with the supply chain and has tendered specific elements of work including mechanical & electrical, steelwork, roofing and external fabric. The preferred suppliers identified through this process have been working with the design team to ensure interfaces and fabrication proposals are fully understood, which helps to reduce design updates after suppliers are formally engaged.

3.5 Enabling Works

- 3.5.1 The team are continuing to consider opportunity for enabling works packages, with hoarding installation, partial concrete slab removal, fill material removal and further survey works already completed.
- 3.5.2 As part of their traffic management and site establishment, the contractor proposed a phased approach that involves re-aligning sections of hoarding as the works progress. The new hoarding has been installed to the perimeter of the market site, and this will be re-aligned to suit road closures and the roads occupation permits once approved. These proposals have all been discussed and agreed in advance, with confirmation awaited from the Roads Authority before final arrangements are put in place. Some of the hoarding is currently being use for the NUART project with longer terms plan being developed to include the possibility of selling advertising space on the site.
- 3.5.3 Rainwater attenuation is required at the development and a buried storage tank will be installed as part of the main construction works. To facilitate this, a section of the existing 1.2m thick concrete slab has already been cut and removed.

- 3.5.4 As a safety measure from the original demolition works, material was retained on site and formed a temporary embankment to the retaining walls at Market Street and Hadden Street. This material has now been removed from site and further investigation work has been carried out to inform the structural design elements for the new building and to confirm the waterproofing proposals. Some further remedial works to the concrete slab have been identified and this will be carried out in the coming weeks.
- 3.5.5 The structural alteration works to 91-93 Union Street will commence as enabling works in advance of the main construction, with scaffolding being erected on Union Street and concrete alterations / repair works progressing in advance of the main construction works. These works have already been tendered, but updated proposals are being finalised with the preferred specialist contractor.
- 3.5.6 Scottish Water has indicated future plans to improve the sewerage network in the area, which if progressed is likely to require linking from East Green through to Hadden Street / Stirling Street. To avoid any future need to come through the market site, officers have progressed discussions with Scottish Water and agreements are in place to install a plastic pipe below the concrete slab utilising the section that is already open for the attenuation tank.

3.6 **District Heating**

- 3.6.1 As previously confirmed, the new development will be supplied from the district heating system with the infrastructure extension being carried out by Aberdeen Heating & Power. The details are being finalised, with consideration being given to longer term proposals associated with the Energy from Waste scheme.

3.7 **Programme**

Enabling Works	on-site
Financial close and cost certainty	August 24 (TBC)
Main Contract	(TBC)
Fit-out works	(TBC)

- 3.8 The legal section of the report highlights some risks which may in turn have a financial and time impact on the project.

4. **FINANCIAL IMPLICATIONS**

- 4.1 The project remains within the capital spend parameters identified in the business case for the site. Revenue income also remains within parameters of the original operator offers albeit as previously reported a number of income areas are turnover related.
- 4.2 Financial profiling will be further developed during design development and reported as part of the capital plan.

4.3. The project is part funded through levelling up funding although the monies allocated to the market project equate to costs in site purchasing and clearance.

5. LEGAL IMPLICATIONS

5.1 Detailed Heads of Terms have been agreed and Solicitors are now progressing the formal lease. Contract documentation will follow the normal agreed Hub style and is well progressed.

5.2 In order to practically deliver the project there is a requirement to have safe construction access to the site for the transport of debris and building materials. This requires the removal of an outdoor seating area currently located on the public road through the Green without Roads Authority consent. This process is being worked through although is subject to legal challenge which will likely have time and cost implications for the project.

5.3 External advice is being obtained to ensure that all legal implications are thoroughly addressed and mitigated.

6. ENVIRONMENTAL IMPLICATIONS

6.1 The project has been designed to reduce lifecycle costs and meet current environmental standards and the Scottish Government's Heat in Buildings strategy.

6.2 As noted the building will be connected to the District Heat network and as such the project will require to have the exiting network extended from Broad Street to the site. This is consistent with the wider strategic aims of the network. Whilst this will mean that the site is in theory 'gas' powered the opportunity exists to have the network de-carbonised in future years.

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	Risk of non-delivery and limited impact on city centre	Experienced delivery team and operator identified.	L	Yes
Compliance	n/a	n/a		Yes

Operational	Site development and operational health and safety compliance.	Risks transferred to operator/ developer.	L	Yes
Financial	Increased construction costs. Operator failure. Risk in being unable to gain access to site over the green.	Experienced design team appointed with early contractor engagement. A suite of KPIs is being developed with the operator to track performance and success of venue. Council will have step in rights based on commercial performance. There will be a programme a cost risk if access is delayed. This is being mitigated by taking legal advice and identifying solutions.	M M H	No
Reputational	Project not delivered or further extensions to programme.	Non-delivery of project or extended delivery period would have reputational damage to the council both with citizens and funding partners. The high-level design is now frozen to give certainty on design delivery	H	No
Environment / Climate	Enhanced carbon footprint of estates.	Designed developed to be energy efficient.	L	Yes

8. OUTCOMES

<u>COUNCIL DELIVERY PLAN 2023-2024</u>	
Impact of Report	
Aberdeen City Council Policy Statement <u>Working in Partnership for Aberdeen</u>	
<u>Aberdeen City Local Outcome Improvement Plan 2016-26</u>	
Prosperous Economy Stretch Outcomes	Outcome 1: No one will suffer due to poverty by 2026: The project, through its business activities and economic initiatives, can create job opportunities and stimulate economic growth in Aberdeen. By generating employment and income opportunities for the local population, it can help uplift individuals and families out of poverty.
Prosperous People Stretch Outcomes	
Prosperous Place Stretch Outcomes	The development has been identified as a key site within the city centre masterplan in creating a 'destination' and redeveloping a key site on Union Street but also by increasing connectivity between Union Street, The Green and the station beyond.
Regional and City Strategies	

9. IMPACT ASSESSMENTS

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

10. BACKGROUND PAPERS

None

11. APPENDICES

11.1 Operator Statement

12. REPORT AUTHOR CONTACT DETAILS

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Tel	

ABERDEEN MARKET DEVELOPMENT

OPERATOR OVERVIEW UPDATE

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THE MCGINTY'S GROUP

JUNE 2024

OPERATOR UPDATE

1.0 Design Development Overview

The Hub NE & HFM and NRS architects have worked on further developing the plans for the building. Internal designs includes eleven food units on The Green level alongside a bar, a stage with projector screen and proposed flexible bench seating. Upper floor (Union St. level) is fully accessible via escalator and two lifts. The Union St. level includes six flexible units available for market vendors, flexible seating transferable into pop-in artisan market stalls and a bar with balcony seating overlooking The Green.

Following construction changes, the design of Union St. entrance remain subject of design development consultations between The Hub NE, HFM & NRS. The Green plaza also continues to be developed in conversation with ACC planners. The outdoor space is to offer vast amount of flexibility from regular farmer markets to screenings of major cultural and sport events.

OPERATOR UPDATE

2.0 Interior 'Look & feel'

Nicoll Russell Studios architects have developed a first draft of interior 'look and feel' design which is being reviewed and used as a guidance in order to source potential materials for the interior development. This process is alligned with appointment of branding agency (see page 4, 3.1) and ACC appointed artist for building cladding design. Some examples of initial 'look and feel' can be seen below.



OPERATOR UPDATE

3.0 Name & Branding

In association with Aberdeen Journals, The McGinty's Group encouraged public to come up with suggestions for the name for the new development. Following consultation period, almost 300 suggested names were presented to four local branding specialist agencies. Out of the four agencies, three entered the tender process pitching their proposed branding for the new market.

3.1 Agency appointment

Following the pitching process, local marketing agency **Mearns & Gill** was appointed to deliver overall branding for the development including name, brand development and its inclusion into the 'look and feel' of the market (as mentioned in 2.1). Approved by ACC, the overall branding image of the market is to be released in due course in line with overall communications plan for the project.

COMMITTEE	Council
DATE	21 st August 2024
EXEMPT	No
CONFIDENTIAL	No
REPORT TITLE	Performance Management Framework 2024/25 Update
REPORT NUMBER	CORS/24/232
EXECUTIVE DIRECTOR	Andy MacDonald
CHIEF OFFICER	Martin Murchie
REPORT AUTHOR	Martin Murchie
TERMS OF REFERENCE	24.10

1. PURPOSE OF REPORT

1.1 The report brings before the Council a revised Performance Management Framework 2024/25 reflecting proposals for the capture, scrutiny and reporting of Council performance, aligning with the Council’s commissioning intentions, Service Standards, and approach to evidencing and evaluating improvement as outlined within the Council Delivery Plan 2024/25

2. RECOMMENDATION

2.1 That the Council approves the revised Performance Management Framework for 2024-25 as detailed in Appendix A.

3. CURRENT SITUATION

Report Purpose

3.1 This is an annually recurring update to the Council’s Performance Management Framework, taking account of: (i) changes to services operating environments, (ii) the contribution of the Health Determinants Research Collaborative Aberdeen in supporting performance management and (iii) improvement activity against the Council’s internal and external scrutiny of performance in the past year; and how the Framework will be applied in 2024/25.

3.2 The effective management of performance is a key component of any organisation. It encompasses everything the Council does and every employee and Elected Member. Elected Members need timely and relevant intelligence

to make sound strategic and policy decisions; to be assured that decisions are being implemented effectively; and that performance and outcomes are improving.

- 3.3 Managers need timely and relevant intelligence to make operational decisions and to make best use of resources. Council employees need timely and relevant intelligence in order to deliver effective services and manage their own performance. Citizens need open, relevant and accurate information to be informed and hold the Council's services and performance to account.
- 3.4 The content of the revised Performance Management Framework aligns directly with the Council Delivery Plan 2024/25, which was approved by Council on 6th March 2024.
- 3.5 This revision sets out performance management arrangements at Council; Cluster; and Personal levels that reflects the evolution of governance arrangements, and data management through an approach to performance management which:
- i. focusses on accountabilities for service performance, improvement; and outcomes;
 - ii. carries forwards the established holistic approach by examining four perspectives of performance, namely, Customer, Staff, Finance & Controls and Processes;
 - iii. recognises the iterative nature of, and learning to be taken from benchmarking of performance management review at both local and national levels;
 - iv. is reflective of aspects of performance management where collaboration with stakeholders, and cognisance of national dialogues around partnership accountability, can inform the Framework and its content.
 - v. takes account of external and audited scrutiny of Council performance and recommendations arising from inspection and review activity conducted within the past 12 months
 - vi. widens, and re-titles the scope of the previous Customer aspect of performance reporting to acknowledge the impacts/consequences of Council delivery for all Citizen's, regardless of levels of direct engagement with Aberdeen City Council.

Performance Management Framework Reporting Structure and Content

- 3.6 Considering and reporting on how any local authority is performing is complex. This reflects:-
- the breadth and diversity of services delivered
 - the influence of external socio-economic factors on the achievement of outcomes
 - relationships with partners where responsibilities and accountabilities are shared; and

- the need to focus on longer term outcomes as well as more immediate service delivery performance.
- 3.7 The Council's Performance Management Framework supports and enables scrutiny against progress of the Council Delivery Plan, and key measures aligning with the LOIP. It establishes a robust performance management and consistent reporting system which encompasses single and multi-service inputs, outputs and outcomes.
- 3.8. This iteration also reflects the changes to the Council's organisational structure, agreed within the TOM1.2 report to Council in February 2024, and aligns reporting for the new Function/Cluster/Service levels with the current 'parent committee' structure. Work around re-structuring performance data and reporting models with these changes, including the revised Service Standards, at each level of accountability is now complete.
- 3.9 The revised Framework both captures and expresses learning taken from recent experience, whilst retaining the content flexibility that will enable the Council to respond to changes in emphasis resulting from legislative provisions and the information needs of our communities.
- 3.10 The work of, and emerging outputs from, the Health Determinants Research Collaborative will form a critical role in evaluation of Council performance, alongside the application of the Framework, by offering data that enables us to:
- (i) to make judgements around the extent to which our collective efforts are positively impacting on our citizens and;
 - (ii) use the research from the Collaborative to help both inform recommendations to Council around our service delivery, and policy decision making.
- 3.11 The revised document adjusts phrasing around the previous Customer aspect of Performance Management Framework reporting to reflect a wider Citizen theme, which captures the impact of Aberdeen City Council service delivery, including that provided in partnership, on those individuals/communities which have limited direct engagement with the Council.

4. FINANCIAL IMPLICATIONS

There are no direct financial implications arising from this report.

5. LEGAL IMPLICATIONS

There are no direct legal implications arising from this report.

6. ENVIRONMENTAL IMPLICATIONS

There are no direct environmental implications arising from this report

7. RISK

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	No significant strategic risks	Robust PMF reporting offers assurance around delivery against strategic aims and objectives	L	Yes
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 performance measures ensures that services are supported to consider/deliver operational improvement on a consistent basis	L	Yes
Financial	No significant financial risks.	Overview data on specific aspects of financial performance within the PMF offers assurance to Elected Members that the Council is delivering against its Best Value obligations	L	Yes
Reputational	No significant reputational risks.	Reporting of service performance to Members and in the public domain serves to enhance the Council's reputation	L	Yes

		for transparency and accountability.		
Environment / Climate	No significant Environmental/Climate risks	Development of enhanced reporting on these themes into the public domain is central to current Climate Change aims	L	Yes

8. OUTCOMES

Council Delivery Plan 2024-25	
	Impact of Report
Aberdeen City Council Partnership Agreement	The provision of information on the 2024/25 inputs, outputs and outcomes, as defined within Performance Management Framework Reporting supports scrutiny of progress against delivery of the each of the Aberdeen City Council Policy Statements and the Council Delivery Plan
Aberdeen City Local Outcome Improvement Plan	
LOIP Stretch Outcomes	The detail, and content, outlined within Performance Management Framework reporting contributes to, and evidences how, Council delivery and leadership contributes to each LOIP Stretch Outcome
Regional and City Strategies	The detail within Performance Management reporting evidences how Council Service delivery leads, contributes to, or influences outcomes aligned to regional and City Strategies

9. IMPACT ASSESSMENTS

Assessment	Outcome
Integrated Impact Assessment	It is confirmed by Executive Director Andy MacDonald that no Integrated Impact Assessment is required
Data Protection Impact Assessment	A Data Protection Impact Assessment is not required for this report.
Other	No additional impact assessments have been completed for this report.

10. BACKGROUND PAPERS

11. APPENDICES

Appendix A – Performance Management Framework 2024/25

12. REPORT AUTHOR CONTACT DETAILS

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Performance Management Framework (2024/25)

WHO AND WHAT IS THIS FRAMEWORK FOR?

The effective management of performance is a key component of any organisation. It encompasses everything the Council does and every employee and elected member.

Elected Members need ...

timely and relevant intelligence to make sound strategic and policy decisions; to be assured that decisions are being implemented effectively; and that performance and outcomes are improving.

Managers need ...

timely and relevant intelligence to make operational decisions and to make best use of resources in order to meet citizen's' needs and improve outcomes.

Council Employees need ...

timely and relevant intelligence in order to deliver effective services and manage their own performance.

Citizen's need ...

open, relevant and accurate information to be informed and hold the Council's services and performance to account.

PERFORMANCE MANAGEMENT ACROSS CAPABILITIES

Aberdeen City Council manages a broad and diverse range of services for our citizens and, through these services, aims to support improved outcomes for the people, place and economy of Aberdeen. Citizens engage with and experience council services in different ways at different levels. This places a series of different accountabilities for performance on the Council and its workforce.

i. Accountability for Outcomes

The purpose of the Council is to support the vision of the Local Outcome Improvement Plan (LOIP) and ensure Aberdeen is 'a place where all people can prosper, regardless of their background and circumstances.' In order to realise this vision, the LOIP sets long term stretch outcomes and the Council, in turn, defines annual Commissioning Intentions which support the Council's contribution to, and accountability for, delivering those outcomes.

ii. Accountability for Service Performance

The Council delivers services every day to citizens and internal colleagues. It is accountable for ensuring that these services meet citizens' needs; are efficiently managed; and meet performance standards set through legislation, regulation and policy.

iii. Accountability for Improvement

Councils have numerous statutory duties, and within these are clear expectations that local authorities will be accountable for achieving, and reporting against, continuous improvement in the delivery of services. Planned improvements need to be evidence based, systematic and aligned to agreed outcomes.

These different perspectives on accountability each require tailored arrangements to effectively manage performance.

ACCOUNTABILITY FOR OUTCOMES

Ultimately, improving outcomes for the economy, people and place of Aberdeen will be the test of our success. Reaching these outcomes often represents fundamental social, environmental and economic change realised over a range of short, medium and long term.

The LOIP; our Locality Plans; and the Council’s Delivery Plan each include key measures which are used to evaluate the extent to which these outcomes have been achieved.

Progress towards outcomes is reviewed jointly with our partners. Through our “[Aberdeen Outcomes Framework](#)” we capture and publicly report movements across all outcomes over time, as well as information on the many improvement projects underway. Through the governance arrangements of Community Planning Aberdeen, performance in achieving outcomes is continuously monitored and assessed, which, in turn, directs future improvement activity. In 2024/25, the Council will monitor and scrutinize the achievement of outcomes through consideration of: -

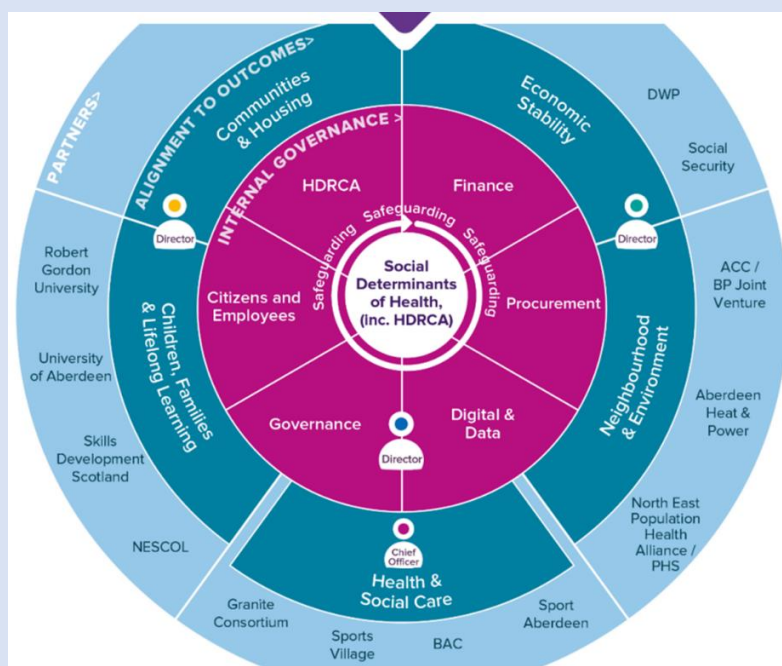
- the LOIP Annual Performance Report
- Locality Plan Annual Reports
- the Population Needs Assessment
- the Council Delivery Plan – Annual Review
- quarterly reviews of measures relating to the Social Determinants of Health
- quarterly review of progress in delivering our commissioning intentions
- the online publication “Aberdeen Outcomes Framework”
- subject specific reviews of strategies and impact



The Social Determinants of Health

In February 2024, the Council agreed revisions to its Target Operating Model (TOM) which, amongst other things, emphasised the importance of taking a health-centred approach to prevention. This reflects that it is local authorities which hold many of the levers which can support population health e.g. transport, education, housing, etc. Through applying these levers, councils affect the social determinants of health. Sometimes referred to as “the causes of the causes.”

Based on the World Health Organisation’s categorization of social determinants of health, the Council’s Target Operating Model now places 5 themes of social determinants at the core of its strategic and organisational planning.



Our performance management arrangements are responding to this emphasis on the social determinants of health, and reporting has been designed bringing together outcomes data in each of these 5 themes.

This is becoming part of our broad approach to monitoring and evaluation, which allows us to understand performance and support strategy development. A key part of this enhanced understanding, supported by information capture, is around how our performance and decision making is addressing inequalities in group outcomes, and whether we are achieving on our aim to address the gradient of health, which states that wealth and health are related.

ACCOUNTABILITY FOR SERVICE PERFORMANCE

Each of the Council’s organisational Functions is responsible for the delivery of services to citizens and is accountable for the performance of those services. Monitoring and reporting of ongoing performance is undertaken as follows.

i. Corporate Level Performance Monitoring and Reporting

Accountability for performance in the management of staff and finance is common to all areas of the Council. Monitoring and reporting on these aspects of performance are aggregated to a corporate level.

- Council Wide Staff Perspective - Reported to the Staff Governance Committee
- Council Wide Finances Perspective - Reported to the Finance and Resources Committee

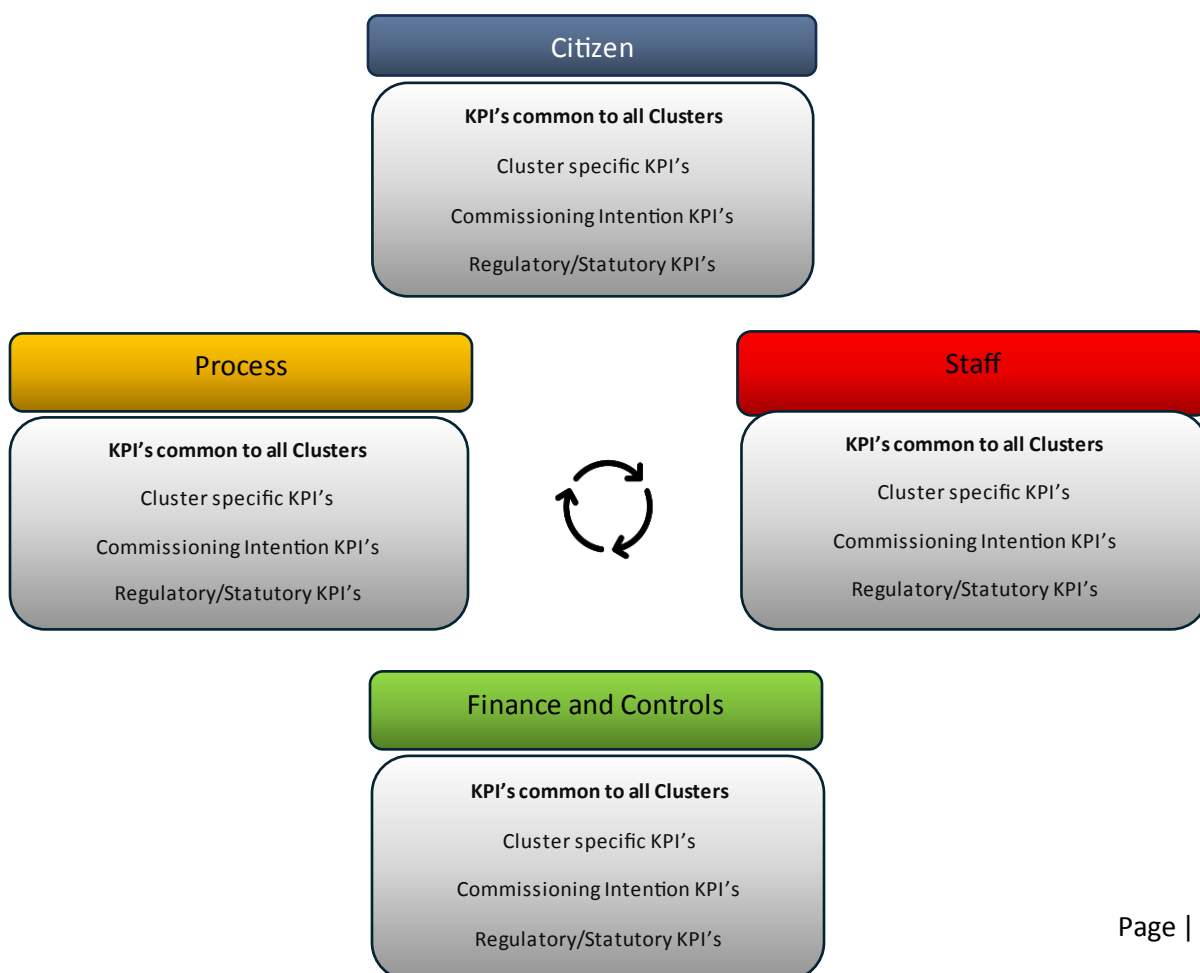
ii. Cluster Level Performance Monitoring and Reporting

Cluster level performance scorecards are structured as shown in the figure below. These show the performance of services in the round. Presentation, and scrutiny of the KPIs which populate the scorecards are continuously monitored by officers and regular reporting to Committees, the Council Performance, Risk and Strategy Boards (where applicable) and management teams showing current performance data, as well as relevant contextual analysis to support scrutiny and decision making.

Service Standards reporting, including reflection on linked KPI and SPI measures are now embedded in full within reporting to the relevant 'parent committees' and the Council Performance Board. This offers assurance, and accountability, around the direction of travel of service performance in the context of the commissioning cycle. Regular review, alongside consideration of benchmarking data, helps identify areas for focused improvement.

Additional, supplemental performance reporting to committees will be scheduled, as appropriate, to provide timely and full analysis in key areas e.g. annual educational attainment performance and benchmarking against national data releases.

Performance Reporting Perspectives



Each cluster will report a service performance scorecard to the relevant Committee as outlined below. The table outlines the ‘parent performance committees’ for each Function and Cluster

Function	Cluster	Committee
Families and Community Services	Education and Lifelong Learning, Children’s Social Work & Family Support, Corporate Landlord, Housing	Education and Children’s Services, Finance and Resources, Communities, Housing & Public Protection
Corporate Services	Commercial and Procurement	Finance and Resources, Communities, Housing & Public Protection
	Digital & Technology	Communities, Housing & Public Protection
	People & Citizen Services	Finance & Resources, Staff Governance
	Data Insights (HDRCA)	Finance & Resources
	Governance	Finance & Resources
	Finance	Finance and Resources
City Regeneration and Environment	City Development and Regeneration	Finance & Resources
	Strategic Place Planning	Finance & Resources
	Commercial & Procurement	Finance & Resources
	Operations	Finance & Resources, Net Zero, Environment & Transport and Communities, Housing & Public Protection
	Capital	Finance & Resources

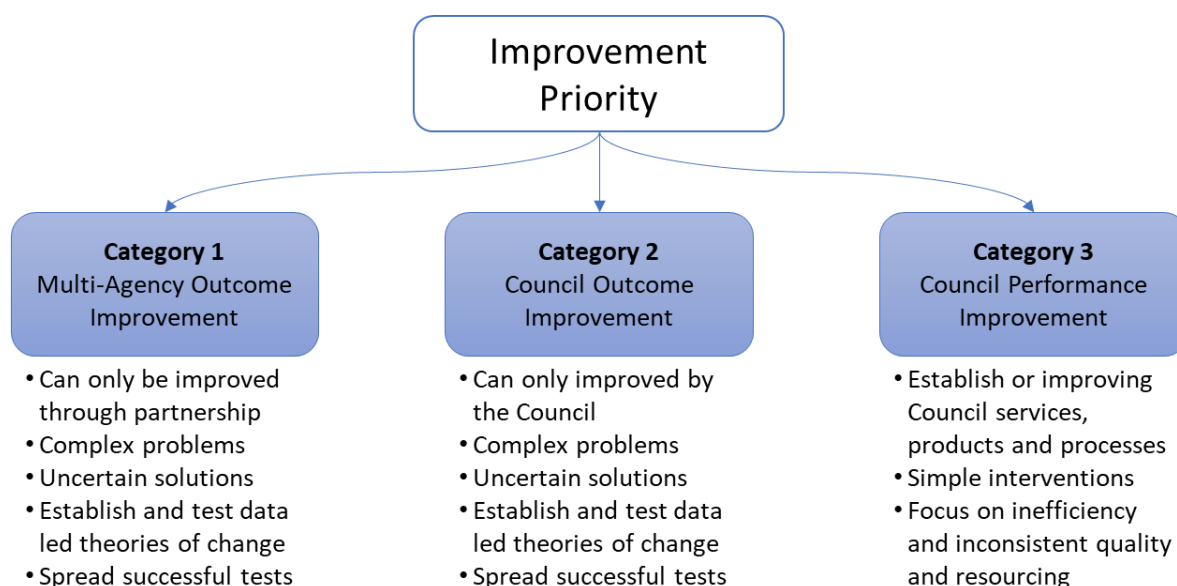
The Audit, Risk and Scrutiny Committee operates independently of these Committees, offering a further level of oversight linking with the management of risk, within and across individual Clusters and Services, which contributes to the management of performance at a corporate level within Council processes.

Council performance related information is also encompassed within reporting against strategic themes to the Anti-Poverty Committee. Although the Committee itself currently does not serve as ‘parent’ Committee in the context of individual Cluster performance reporting, it provides oversight of each Cluster’s collaborative work around the theme of addressing poverty and inequality.

Accountability for Improvement

A systematic approach is taken to identify, plan and deliver improvement. The scrutiny of performance in both outcomes and service delivery, described above, provides the data and analysis to identify improvement priorities. Whilst there is a continuous focus on improvement, in reviewing performance reports, the Council’s committees, as well as officer groups (e.g. Performance Board; Extended Corporate Management Team (ECMT)), can consider and agree areas where formal improvement activity should be initiated. For each priority improvement area identified the undernoted steps are followed:-

- i. Define the desired improvement- a description of the issue to be addressed / the performance to be improved. It identifies the gap between current state and desired state.
- ii. Identify the nature of the improvement- there are 3 categories of improvement project. The improvement methods applied, and the tools used will vary, depending on which category the project falls in to. The categories are:-



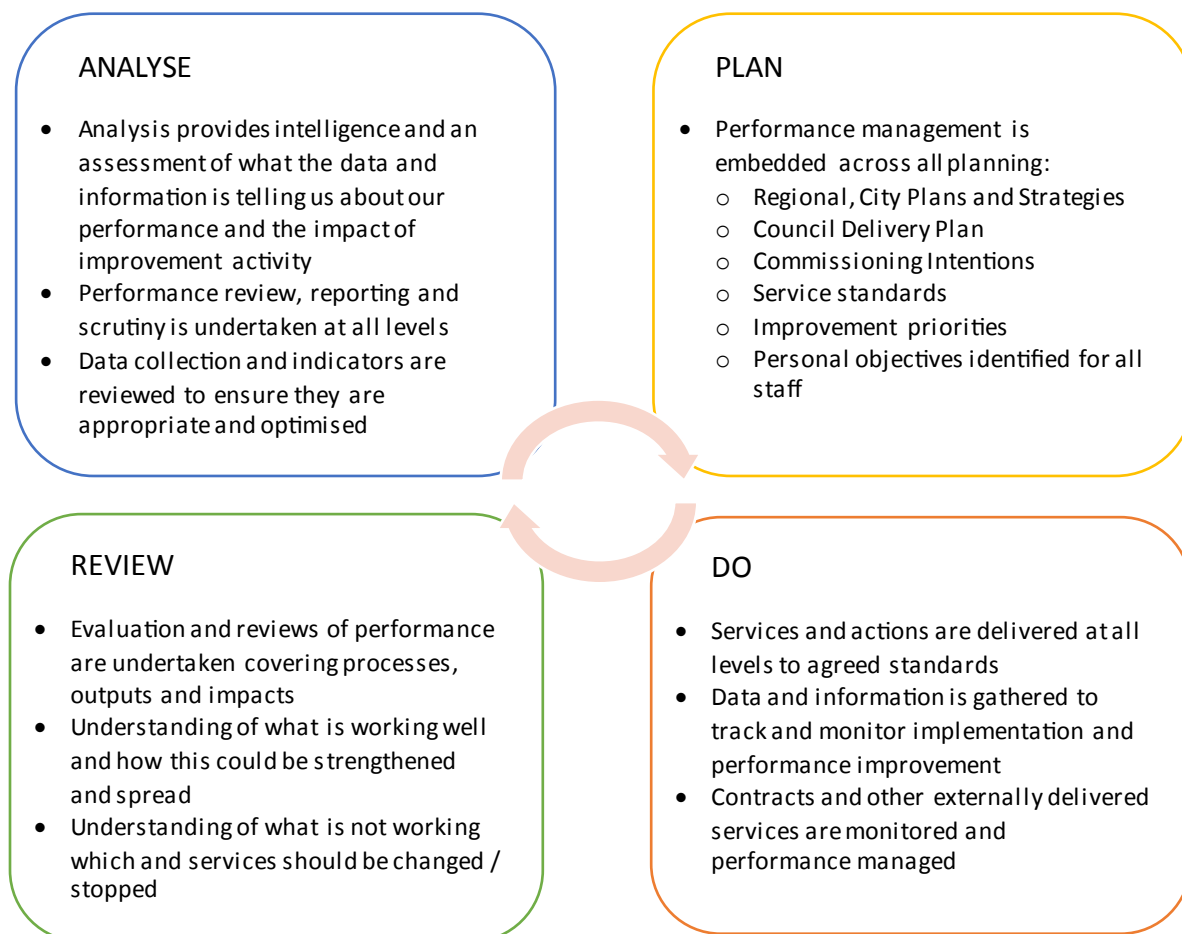
- iii. Establish and implement improvement projects
 - Category 1* - Identified and agreed by Community Planning Aberdeen following the “Quality Improvement” methodology. Council officers lead or support the delivery of individual improvement projects.
 - Category 2* - Identified and agreed by the Council’s committees or the Corporate Performance Board. The method of improvement used will take an explorative, agile approach suitable to dealing with complex challenges, where the problem and solution is not fully understood at the outset.
 - Category 3* - Identified and agreed by the Council’s committees or the Corporate / Extended Corporate Management Team. The methods of improvement used will focus on understanding, mapping and establishing or improving services, products and processes, removing inefficiency & improving consistency, feedback and quality.

- iv. Monitor the effectiveness of improvement projects - Category 1 projects are monitored by Community Planning Aberdeen. Category 2 and Category 3 improvement projects will be recorded, and progress monitored by the Performance Board against the agreed project stages below.

- | | |
|---|---------------------------------------|
| 1. Improvement area identified and agreed | 6. Testing underway |
| 2. Draft Outline Project Charter/Plan and team in place | 7. Initial indications of improvement |
| 3. Understanding baseline of current system | 8. Improvements achieved |
| 4. Project Charter endorsed by Project Board | 9. Sustainable improvement |
| 5. Change ideas and project measures developed | 10. Project complete |

THE PLANNING, IMPROVEMENT AND PERFORMANCE MANAGEMENT CYCLE

Our approach to performance management mirrors the Council's commissioning cycle: Analyse, Plan; Do; and Review. This cycle ensures an integrated approach to performance management and planning, where information and intelligence supports delivery and enables scrutiny of existing priorities and leads the development of learning, forward planning and commissioning.



EVALUATION IN OUR COMMISSIONING CYCLE

A key element of managing performance is the use of data, information and intelligence to evaluate whether the things we're doing are having the impacts that a) they need to have and b) we expected them to have. This applies to:

- services delivered by the Council
- services delivered with and by partners and providers, including contracts
- policy interventions and other tests of change

Councils perform a diverse range of functions in many different ways and, consequently evaluation can be undertaken using a variety of analytical methods depending on which suit each circumstance. The choice of method depends on a wide range of factors, but evaluation answers:

- What was the impact? Did we realise the stated ambitions?
- Did we do what we said we would? How was the service delivered?
- Did we generate value for money? Is this the most cost-effective means of achieving impact?

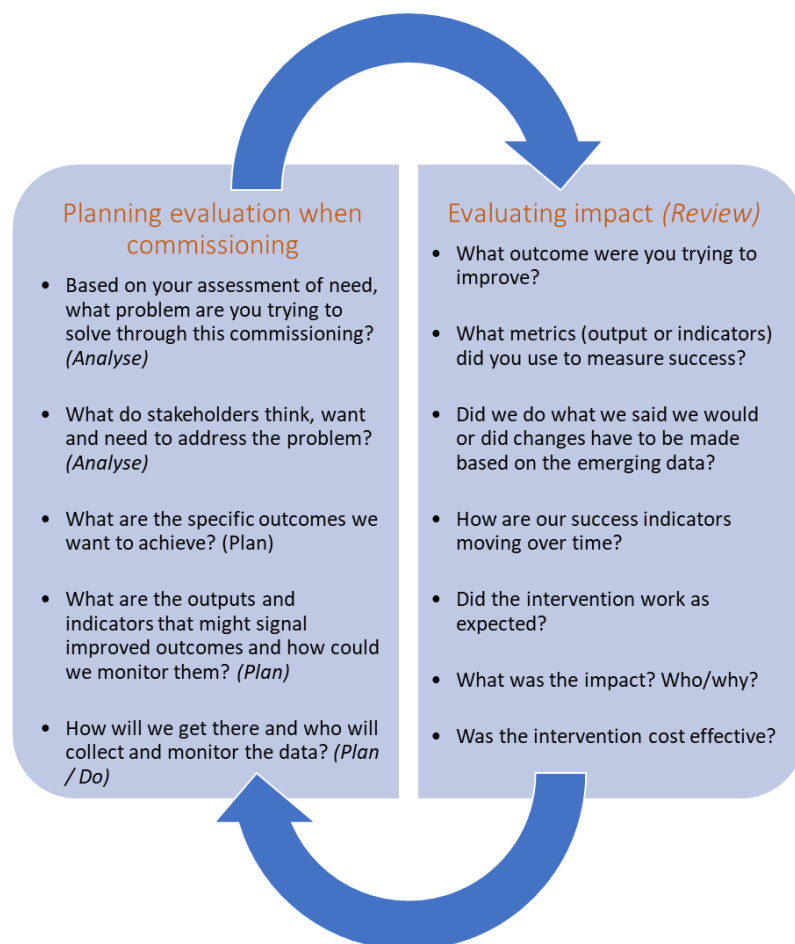
For evaluation to be effective, as policies are designed and services commissioned, consideration needs to be given to how impact will be measured. The figure below shows how evaluation is built into each stage of the Council’s Analyse; Plan; Do; Review commissioning cycle.

Factors that will determine the nature of evidence used to support evaluation include:

- scale, complexity, innovation
- the objectives to be realised
- types of impacts and timescales over which they might occur
- availability of information and data

In 2024/25, these principles of evaluation will be applied across the range of commissioned activity. The Strategy Board will oversee a programme of selected high-level evaluations.

The Demand Management Control Board will oversee evaluation of contracts.



MODERNISING HOW WE USE DATA

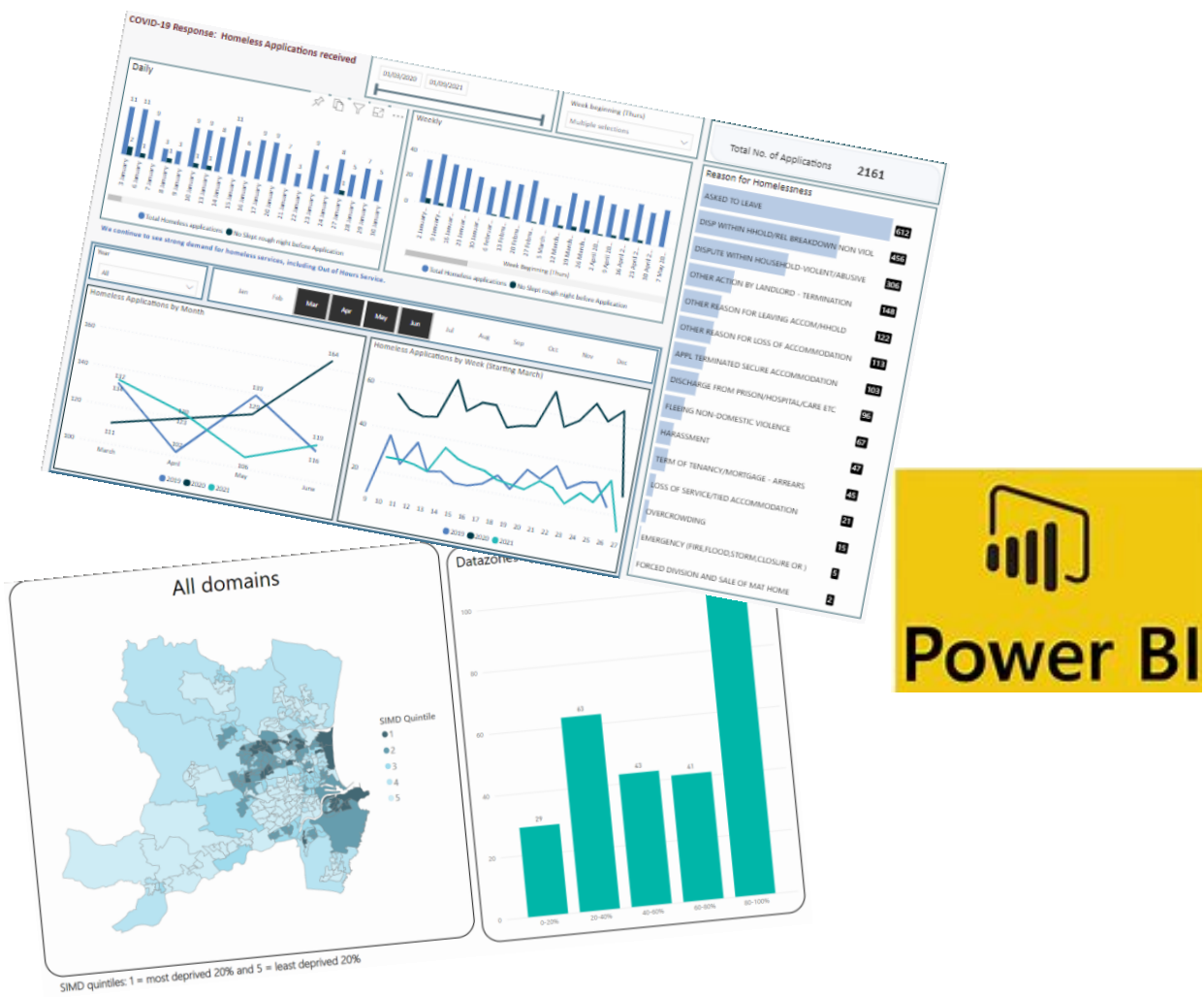
The Council continues to invest in modern approaches to the management of data, including the use of PowerBi to visualise and support analysis. As expressed within our Commissioning Intentions, in 2024/25 Aberdeen City Council will continue to work towards implementation of value-added corporate data management and analytics platforms to:

- consolidate data from various sources, reducing data silos and ensuring users have access to accurate and up-to-date information
- transform and clean data, making it consistent and usable for analysis purposes
- implement improved data governance and standards
- leverage advanced analytics techniques including machine learning and predictive analytics

This technology and our broad approach to data management directly supports performance management. It allows us to access and understand more clearly what current performance is and provides richer data for predictive analytics. This allows decision making to be increasingly responsive to, and informed by, insights.

This approach internally mirrors themes outlined in the Council’s Digital and Data Strategy around self-servicing of data availability to enhance the reviewing of performance in a more holistic manner to both better predict demand and the consequential connections between improvement activities.

The Council uses extensive interactive reporting to support operational delivery of services as well as analytics, contract management and public performance reporting. We will continue to develop our “Managers Portal” and our use of PowerBi to visualize, analyse and share data and insights moving towards performance management and scrutiny being a continuous process rather than event led.



MODERNISING HOW WE REPORT - PUBLIC PERFORMANCE REPORTING

The Council is committed to ensuring that accountability, transparency and openness is embedded throughout the organisation. Public Performance Reporting, which all councils have a statutory duty to undertake, is one of the key elements in delivering on that.

The Council currently provides a range of performance information to the public through various media and consolidates corporate Public Performance Reporting through the Council’s website <https://www.aberdeencity.gov.uk/services/strategy-performance-and-statistics>

The Council Delivery Plan Annual Review Report, produced each year, substantively collates and analyses the wide tranche of performance data in support of the Council’s statutory duties, encompassing the full suite of Key and Statutory Performance Indicators, alongside outcome and management information-based measures.

Reporting of performance against National and Virtual Comparator (for education attainment) benchmarks, and that of other comparator Local Authorities, through engagement with and reflection on data contained in the Local Government Benchmarking Framework, is embedded within Committee reporting

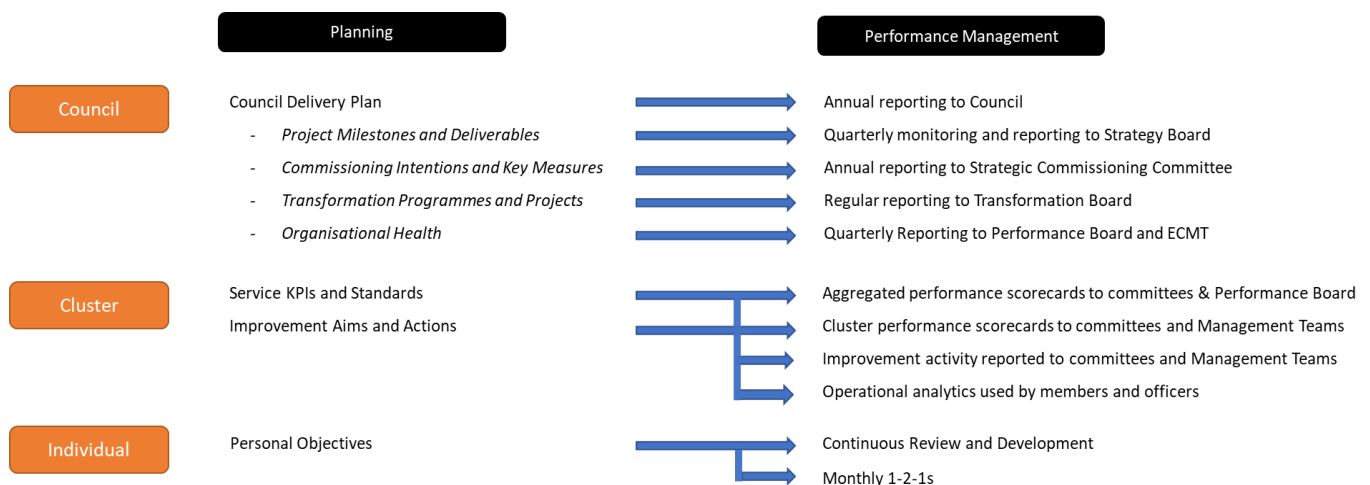
The nature of public performance reporting is evolving in the digital age. The Scottish Government consulted in 2022 on Access to information rights in Scotland, including questions relating to public bodies improving proactive publication on how they are performing and how well they deliver their functions and services. The Access to information rights Scottish Government response was published in November 2023 and, although no legislative change is proposed at this time, Aberdeen City Council has taken cognisance of the response and consultation comments received around digital accessibility and the scope of performance reporting in the public domain.

The Council publishes both Council and partners’ “Open Data” to the wider community to promote transparency and encourage innovation around that data and, through website provision, actively signposts scrutiny of the Council’s performance through the increasing range of publicly available, independent, national publications, including the outcomes of formal inspection activity.

It is anticipated that the fourth iteration of the Open Government National Action Plan in 2025 will provide additional direction to Local Authorities around the use of pro-active performance publications as a tool for informing public scrutiny.

PLANNING AND PERFORMANCE MANAGEMENT ARRANGEMENTS

This Framework establishes arrangements at Council; Cluster; and individual levels. Performance management arrangements at Regional and City levels have been established by responsible bodies and forums. The figure below shows the planning activity and corresponding performance management arrangements at these levels.



COUNCIL PLANS AND PERFORMANCE MANAGEMENT

Aberdeen City Council – Planning

i. Council Delivery Plan

The Council Delivery Plan is agreed annually at the Council’s budget setting meeting and brings together:-

- Commitments set out in the Policy Statement
- Outcomes and measures from the LOIP and Locality Plans, including Council commissioning intentions
- Commitments and actions arising from regional and city strategies
- Government policy and legislative duties
- Transformation activity

ii. Council Strategy Suite

The Council, like all Community Planning Partners, develops organisational strategies ensuring that resources are strategically aligned to facilitate the delivery of regional and city priorities. The strategy suite includes a number of “Enabling Strategies” (Customer, Digital & Data; Estate & Asset; Workforce; and Intervention & Prevention) developed to support the implementation of the Council Delivery Plan.

iii. ACC Commissioning Intentions

The Council and the Strategic Commissioning Committee annually considers the services it requires to deliver, and how these will most effectively be commissioned. Annual commissioning intentions are agreed which define the Council’s contributions to the LOIP. These direct re-commissioning, de-commissioning, required service actions and standards.

iv. Transformation Programme

Transformation activities to deliver the Council’s Target Operating Model are set out within the Transformation Programme and supporting projects.

v. Council Policies

ACC determines which policies are required to help deliver its priority outcomes and transformation activity.

COUNCIL PLANS AND PERFORMANCE MANAGEMENT

Aberdeen City Council - Performance Management

i. Council Delivery Plan

Progress against the commitments within the Council Delivery Plan are monitored, analysed and reported annually. This incorporates commissioning intentions and associated key measures; project milestones and deliverables.

- When / Where:**
- Annually to Council
 - Quarterly to Strategy Board
- By Whom:**
- Data Insights (HDRCA), with involvement of all functions

Regular monitoring of all commitments and measures within the Council Delivery Plan

- When / Where:** - Appropriate senior management teams
By Whom: - Data Insights (HDRCA) with involvement of all functions

ii. Council Strategy and Policy Suite

- When / Where:** - Targeted and prioritised monitoring at Strategy Board and Performance Board
By Whom: - Programme Management Office, Data Insights (HDRCA)

iii. Transformation Programme

Regular and standard reporting of delivery of the Transformation Programme and supporting projects.

- When / Where:** - Each meeting of Transformation Board
- Programme and Project Governance structures
By Whom: - Programme Management Office
- SROs, Programme and Project Managers.

iv. Operational Performance and Organisational Health

A summary of key corporate level Citizen; Processes; Finance and Control; and Staff indicators.

- When / Where:** - Quarterly to Performance Board and ECMT
By Whom: - Data Insights (HDRCA)

Cluster and Service level performance and organisational health measures.

- When / Where:** - Each meeting of the Performance Board
By Whom: - Data Insights (HDRCA)

CLUSTER LEVEL PLANNING AND PERFORMANCE MANAGEMENT

Aberdeen City Council – Planning

i. Services Standards

The Council's commissioning intentions have been agreed through the Council's Delivery Plan for 2024/25. These define the Council's contributions to the LOIP, frame the ask of our in-house commissioned services and inform the development of service specifications and service standards. The allocation of resources is considered in the context of the standards to which those services will be delivered. Service standards have been categorised as relating to:-

- The availability of the service
- The responsiveness of the service
- The quality of the service
- Eligibility for the service.

2024/25 Service Standards were agreed at the Council's Budget meeting on 6th March 2024 and will be monitored and reported on throughout the year.

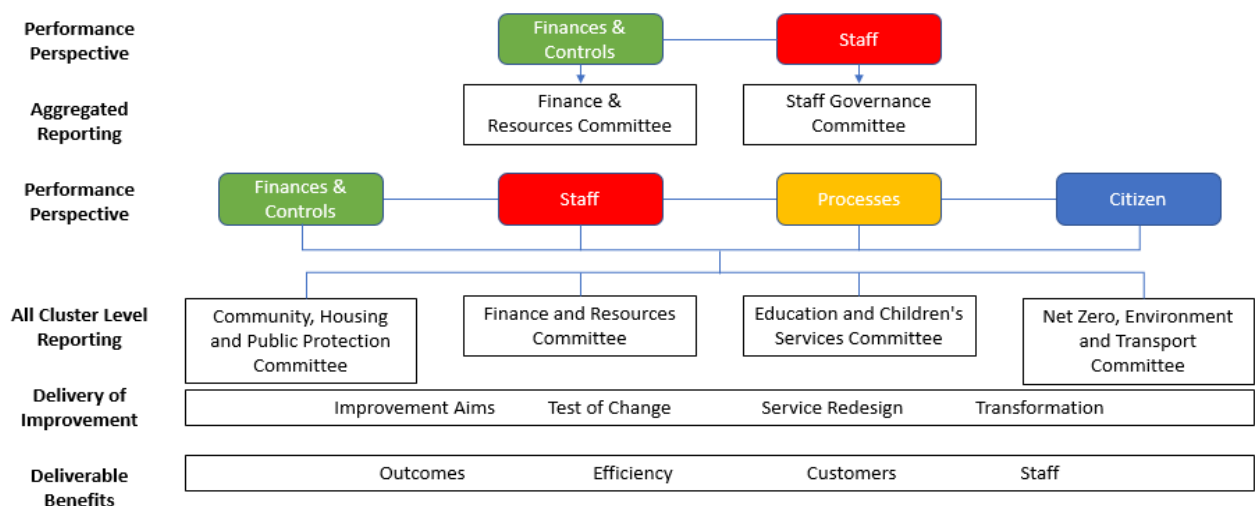
ii. Improvement Aims and Actions

As described above, the management of performance requires a systematic approach to improvement to deliver improved services and outcomes. The Council will use a suite of approaches and tools to manage that improvement activity.

All clusters identify clear, intelligence driven, improvement aims and actions which will support the delivery of service improvement and the delivery of improved of the outcomes as agreed through the LOIP, Locality Plans and the Council’s commissioning intentions.

CLUSTER LEVEL PERFORMANCE MANAGEMENT

The template below sets out how the Council will manage aggregated and cluster level performance reporting across four perspectives: Citizen; Finance & Controls; Processes; Staff and that these perspectives will underpin regular performance reports to the Council’s committees throughout 2024/25, enabling members to undertake scrutiny.



CLUSTER LEVEL PERFORMANCE MANAGEMENT

Performance Scorecards

Scorecards are an essential tool within our management system for helping elected member and managers know whether the organisation is succeeding and whether our transformation efforts are on track.

Each cluster identifies key performance indicators (KPIs), which relate to and measure performance in the delivery of cluster outcomes and intentions for each of the perspectives below. These KPIs are reported through a performance scorecard model.

Elected Members

- When / Where:** - Meetings of the Council’s Committees as per agreed reporting schedule
- By Whom:** - Each Cluster / Service supported by Data Insights (HDRCA)

Corporate Management

- When / Where:** - Each meeting of the Performance Board on a rotational and exception basis
By Whom: - Each Cluster / Service supported by Data Insights (HDRCA)

Service Management

- When / Where:** - Regular Senior Management Team meetings
By Whom: - Each Cluster / Service supported by Data Insights (HDRCA)

CLUSTER LEVEL PERFORMANCE MANAGEMENT

Presentation of scorecard reports to Committees and Senior Management are structured in line with the Performance Reporting Perspectives outlined and, in line with the reporting frequency of the measures, and whether targets/RAG status are appropriate, will include the following elements:

Indicator	Period 1	Period 2	Period 3	Target	RAG	Trend
Citizen Perspective						
% of ...	x %	x%	x%	x%	Green	
Finances & Controls Perspective						
No. of ...	10	10	10	9	Amber	
Processes						
% of ...	x%	x%	x%	x%	Red	
Staff Perspective						
Level of ..	x%	x%	x%	x%	Green	

Analysis

Jointly provided by service management and Data Insights (HDRCA). To include description of performance and trends; reasons for variation from forecast / target performance; ongoing reference to benchmarks; mitigation of risks.

Improvement Aims and Activity

Jointly provided by service management and Data Insights (HDRCA). Using improvement approaches and tools to set out prioritised improvement aims for service performance and delivery of outcomes and analysis of the impact of improvement activity.

INDIVIDUAL PLANNING AND PERFORMANCE MANAGEMENT

The Performance Management Framework supports our Guiding Principles and Core Capabilities.



Continuous Review and Development (CR&D) is the Council’s scheme for aligning all employees’ personal objectives to the Council’s priorities and for supporting staff achieve the right levels of performance. CR&D focuses on continuous improvement and feedback through ongoing one-to-ones and communication between line manager and team members throughout the year. It’s built around the Capability Framework and a self-assessment so that we can understand what knowledge, skills and behaviours are needed for our roles and put in place any necessary development by updating a development plan.

It’s important that employees understand the outcomes the Council expect to deliver for the city through the Local Outcome Improvement Plan as well as the transformation activities which are transitioning the Council to the Target Operating Model. Managers and employees must consider how every job supports those outcomes and how personal objectives tie in with this.

CR&D emphasises regular quality conversations between employees and line managers to reflect on achievements and development needs and to plan ahead.

Guides on CR&D can be found [here](#).

ABERDEEN CITY COUNCIL

COMMITTEE	Council
DATE	3 July 2024
EXEMPT	No
CONFIDENTIAL	No
REPORT TITLE	Diversity in Recruitment Update
REPORT NUMBER	CORS/24/202
EXECUTIVE DIRECTOR	Andy MacDonald
CHIEF OFFICER	Isla Newcombe
REPORT AUTHOR	Lesley Strachan and Sandie Scott
TERMS OF REFERENCE	21

1. PURPOSE OF REPORT

- 1.1 In accordance with the decision on the Organisational Structure report from Council on 7 February 2024, the Chief Executive was instructed to bring a report to Council by July 2024 providing further detail on the activity which has been undertaken to improve diversity in recruitment, including leadership and management roles.

2 RECOMMENDATION

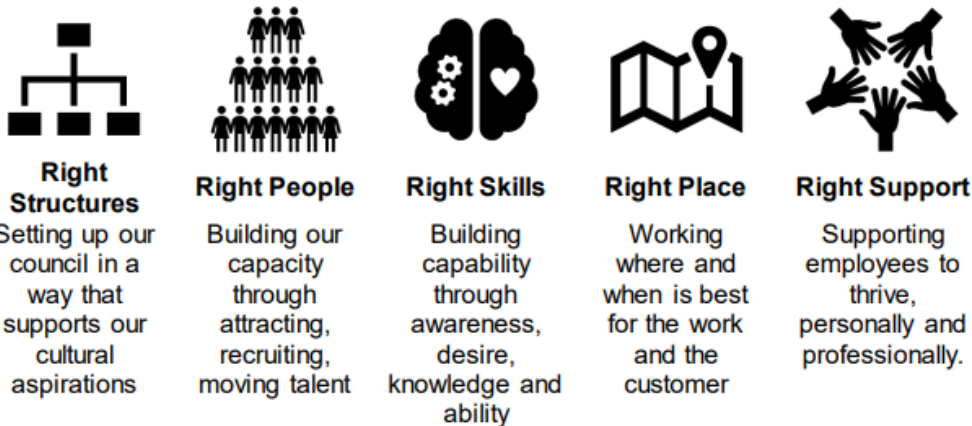
That the Council:

- 2.1 Note the actions contained in the report being taken to increase diversity in leadership.

3 CURRENT SITUATION

3.1 Background and Context

- 3.1.1 In August 2022, Council approved the next phase and path for our transformation programme, with workforce strategy as a key element.
- 3.1.2 In January 2023, our Workforce Delivery Plan was approved by Staff Governance Committee, which set out the detail for delivery of the workforce strategy aspect of the transformation programme.
- 3.1.3 The Workforce Delivery Plan identified five key levers that needed to be addressed in order to meet local and national challenges and deliver our workforce transformation.



3.1.4 In April 2024, Staff Governance Committee approved a Workforce Deep dive which set out a detailed programme of activity on the theme of ‘**Right People**’ – exploring challenges in ‘hard to fill’ posts, and progress to date on building capacity through attracting, recruiting and moving talent, including at senior leadership levels.

3.1.5 In June 2023, Staff Governance Committee approved an update on the progress being made towards our [Equality Outcomes](#), which were first set in 2021, and outline our commitment to **equality** - improving equal job opportunities and fair recruitment and treatments of our employees; **diversity** - ensuring that our workforce is made up of people with different and intersectional characteristics and any differences are valued; and **inclusion** - having a workplace that values and develops its diverse workforce. Our current employment-related outcomes are:

- Improve the diversity of our workforce and address any areas of underrepresentation, ensuring that there are equal opportunities for all protected groups (with consideration for both internal employees and external applicants), with a particular and prioritised focus on Age, Disability, Race and Sex
- Ensure that all of our employees who have protected characteristics feel fully valued, safe and included at work, with a particular and prioritised focus on Age, Disability, Gender reassignment, Race, Sex and Sexual orientation.

3.1.6 The first outcome focuses on ensuring equality of opportunity in our recruitment and selection processes with a focus on Age, Disability, Race and Sex to improve on areas of underrepresentation; and the second outcome confirms our commitment to create a feeling of safety and belonging when employees are at work with focus on Age, Disability, Gender reassignment, Race, Sex and Sexual Orientation to improve belonging in the workplace.

3.1.7 Both aspects are critical to improving diversity in our workplace, as we must identify and remove barriers in all aspects of the employee experience – from recruitment, through development and into promotion opportunities. Having an inclusive workplace environment will mean that our employees will want to remain in our employment and to develop and progress their careers.

3.1.8 In our final [Equality Outcomes Mainstreaming Report 2017-2021](#), it was reported that Aberdeen City Council's senior leadership team consisted of

fourteen members, of which seven were male and seven were female. At the time of writing this report, the Council has 23 employees at Chief Officer level or above (including interim arrangements and also the Aberdeen City Health and Social Care Partnership) - 12 of whom are male and 11 are female. Both of these sources show a gender balance around 50%, which is higher than the national average of 37% for senior managers in local government. However, the 2017-2021 report also acknowledges that there is room for improvement in terms of other aspects of diversity, such as ethnicity, disability, age, sexual orientation, and religion or belief. A final report for 2021- 2025 will be published in April 2025 with figures on current leadership updated.

3.1.9 As reported by the Institute of Governance and Public Policy (IGPP) there is a strong business rationale for diversity and inclusion:



3.1.10 Specifically for local authorities, diversity in senior leadership is important because:

- It reflects the diversity of our citizens, communities, and stakeholders, and enables us to better understand and respond to their needs and expectations.
- It fosters a culture of inclusion and belonging, where different perspectives, backgrounds, and identities are valued and respected.
- It enhances our innovation and creativity, as diverse teams can generate more ideas, challenge assumptions, and solve problems more effectively.
- It improves our performance and reputation, as diverse leaders can inspire and motivate others, attract and retain talent, and build trust and credibility with internal and external partners.
- It fosters good relations between the Council and communities – if they feel that they are represented in leadership.

- 3.1.11 We are committed to increasing the diversity of our senior leadership team and ensuring that they represent the full spectrum of our workforce and society. One of the challenges identified in the Workforce Deep Dive report was the difficulty of recruiting and retaining Chief Officers, who play a crucial role in leading and delivering the strategic objectives of the organisation, as there is a national shortage of experienced and qualified candidates for these senior roles, and the Council faces strong competition from other public and private sector employers.
- 3.1.12 Since 2019, we have focused on our internal workforce as a key mechanism to achieve our workforce goals and prepare for the future. Our approach to internal movement and recruitment of internal staff is to retain skills and experience within the organisation, whilst upskilling and developing our workforce to move to service critical roles as they arise.
- 3.1.13 This approach gives us agility and flexibility in our workforce, enabling us to meet periods of increased demand. It provides our existing workforce with opportunities for promotion, development and career transition and therefore supports retention of our committed and skilled employees. By tapping into the transferable skills, experience and knowledge of existing employees, the organisation also minimises the need to go to external market, thereby also avoiding the associated additionality in staffing costs.
- 3.1.14 This also presents us with challenges on increasing the diversity – if the internal pool we are selecting from is itself lacking diversity.
- 3.1.15 Therefore, when we do go to the open market, it is crucial that our approach to recruitment has diversity and inclusion at its heart. We need to reach out to a wider pool of talent when we have external vacancies. We need to attract candidates from groups that are currently underrepresented at the council, such as minority ethnic groups, disabled people, LGBT+ people, and young people. We need to make sure that our application process is fair and accessible, and that we remove any unnecessary barriers or biases that may discourage potential applicants. We need to provide training and guidance to our hiring managers on best practice recruitment, including unconscious bias and inclusive language. And, once we recruit someone, we need them to feel welcome and valued as part of One Team – Aberdeen, by providing a comprehensive and supportive onboarding and induction process, where new employees can learn about our vision, values, and culture, and connect with their colleagues and mentors.
- 3.1.16 This report therefore provides an update on how we are improving equality in recruitment internally, through a strategic approach to workforce planning to increase diversity in leadership and management roles; and how we are improving recruitment externally, to build diversity at all levels and in all roles in the council.

Progress Report

3.2 Improving diversity through workforce planning

- 3.2.1 Workforce planning is a key priority for Aberdeen City Council, with clear cognisance of, and practical action plans to mitigate against the risks and challenges we face due to a contracting workforce, external factors and pressures, budgetary restrictions, and changes in the local economy. Failure to address these issues is acknowledged as having potential to significantly impact our capacity and capability to deliver services and on the resilience of our workforce.
- 3.2.2 In November 2021, a new approach to supporting Chief Officers and their Senior Management Teams with workforce planning was launched. This involved Senior Management Teams completing 'Cluster People Development Plans' to ensure they take a holistic, strategic approach to finding, recruiting and retaining talent in these roles, which takes account of statutory training needs, diversity training needs and digital and technological developments.
- 3.2.3 Since this time, Chief Officers and their teams of Service Managers (SMTs) now complete a template on an annual basis, this asks them to 'horizon scan' the needs, risks, legislative changes, and hard-to-fill posts within their cluster and update their Cluster People Development Plan to set out what continuous professional development, support and budget they require from People & Citizen Services to meet their workforce needs.
- 3.2.4 The Cluster People Development Plan requires Senior Management Teams to look at their workforce profile data and identify any areas of under-representation of any groups in particular roles or at any particular level within their services and propose ideas or solutions that could increase diversity. This is captured and monitored corporately so that ideas and good practice examples can be shared.
- 3.2.5 We have also created talent pipelines to identify and develop potential leaders from underrepresented groups - for example ethnic minorities, disabled people, LGBT+ people, and young people - and provide them with opportunities for career advancement and personal growth.
- 3.2.6 A talent pipeline is a proactive and strategic approach to recruiting and developing employees for current and future roles within an organisation. It involves identifying, attracting, engaging, and nurturing potential candidates who have the skills, competencies, and values that align with the organisation's goals and culture. A talent pipeline can help an organisation fill critical positions quickly, reduce hiring costs, improve retention, and foster diversity and inclusion.
- 3.2.7 Our Aspiring Leaders programme is one such talent pipeline. The 2023 focused on Chief Officers as a hard-to-fill post and provided a year-long programme of intensive development for fourteen candidates, who were supported by their own Chief Officers as part of their Cluster's succession plan.

3.2.8 The programme was promoted to our Equality Ambassadors Network and Equality Working Groups, and [advertising for the programme](#) set out our aspirations to increase diversity in leadership:

“We want to improve on diversity at our leadership level in the organisation. One of our equality outcomes for 21-25 is to ensure that we focus on improving diversity with a particular focus on age, disability, race and sex. We would, therefore, encourage applications from those who are under 30 or over 60, those who consider themselves to have a disability, those from a minority ethnic background and females as we are conscious that we have diversity gaps in these areas at leadership level.

We are aware that there are barriers in place for certain people within those groups and would encourage anyone in those categories who wishes to apply, and is comfortable to do so, to get in touch with People Development at peopledevelopment@aberdeencity.gov.uk where a member of staff will happily have a discreet conversation with you and offer any additional support, guidance and advice available for you during the process.”

3.2.9 Whilst promoting the 2023 Aspiring Leaders programme to our Equality Working Groups, they provided the observation that we would not see diverse internal applicants for programmes aimed at Service manager / Chief Officer level unless we improved diversity within the applicant pools at lower grades in the council, and take a more ‘grass roots’ approach to developing talent outside of management or leadership roles.

3.2.10 In response, we have developed an 'Accelerator Scheme' to coincide with our leadership and management development programmes. This Accelerator Scheme offers additional support and positive action for those with protected characteristics – to increase their confidence and ameliorate their participation in the programme. This support will be tailored to the individual and the programme and can include: enhanced support from the People Development team (e.g. one-to-one adviser, a coach, a mentor); adaptations and adjustments to the application process; and removal of barriers such as timings or format of delivery. Following feedback from the Equality Working Groups and Equality Ambassadors, the scheme is to be implemented in a way that does not identify the Accelerator participants on any programme, unless they choose to disclose it themselves.

3.2.11 By using the Accelerator Scheme, we hope to diversify our workforce at first line management level and develop a more diverse pool of candidates who are ready, confident, available and suitable for management positions when they arise. This, in time, will diversify our middle management ranks and lead to a more diverse internal pool of candidates available for Chief Officer development and progression.

3.2.12 To kickstart this grassroots diversification of our leadership and management roles, the [2024 Aspiring Leaders programme is advertised](#) alongside our

Accelerator scheme; and seeks to recruit and develop candidates who are looking to make their first steps into people management. This programme will launch in summer 2024 and will have development themed around our People Manager Capability Framework over a period of 9 months.

3.3 Employee engagement to co-create a workplace that celebrates diversity

3.3.1 Our duty to improve diversity in recruitment does not stop once a candidate accepts a job with Aberdeen City Council. It is important that the sense of feeling welcome and valued continues through a comprehensive and supportive onboarding and induction process, and into their experience of a workplace culture that celebrates diversity.

3.3.2 To ensure we are getting this right for everyone, and meeting the diverse needs of our employees, we have co-created and are delivering an Equality, Diversity & Inclusion Action Plan with employee working groups, as follows:

- Age Working Group
- Young Employee Network
- Disability Network
- LGBT+ Network
- Race Equality and Diversity Network (RED)
- Working Group for Sex as a Protected Characteristic
- Equality Ambassadors Network

3.3.3 These Employee Working Groups have been actively working on activities, communications, promotions and events which further promote equality, diversity and inclusion in the workplace.

3.3.4 Summary of Recent Work

Protected Characteristic	Recent Activity
Age	<ul style="list-style-type: none"> • Working on signing up to the Age Friendly Employer Pledge which is a nationwide programme for employers who recognise the importance and value of older workers. • Physical wellbeing programme, predominantly targeted at over 50s to try out sports facilities at Sport Aberdeen. • Physical Wellbeing Assessments at Altens targeted at older workforce. • The Young Employee Network was established in 2018 and since the end of 2023 work has been ongoing to re-energise the Network which has been supported by the Chief Executive.
Disability	<ul style="list-style-type: none"> • Organised and facilitated a Year of the Disabled Worker event. • Reviewed the Council's Disability Confident accreditation. • Various posts and awareness campaigns on the intranet • Supported the development and implementation of reasonable adjustment passports.

	<ul style="list-style-type: none"> Supported the ABZWorks Job Fair for Disabled People Provided suggested improvements for disability data capture on CoreHR
Sexual Orientation and Gender Reassignment	<ul style="list-style-type: none"> Held a stall at Grampian Pride 2023, 2024 and participated in the city march. Organised a pilot LGBT+ training session. Added the option for gender neutral title (Mx) on CoreHR Various posts and awareness campaigns on the intranet's EDI Hub
Race	<ul style="list-style-type: none"> Organised introduction of the diversity STAR award Various posts and awareness campaigns on the intranet Supported Aberdeen Mela 2023 Organised and Facilitated a Black History Month 2023 event with planning for 2024 underway. Reviewing possibility for an anti-racism strategy Review of recruitment and selection process Review of unconscious bias training Review of multi-faith room Provided intersectional content for International Women's Day 2023 (see section below)
Sex	<ul style="list-style-type: none"> Menopause Support Final.pdf (aberdeencity.gov.uk) Extensive information, guidance and resources associated with menopause promoted across the organisation. Pregnancy Loss Support Final.pdf (aberdeencity.gov.uk) Campaign for International Women's Day 2023 with intranet pages with information, guidance and blogs from female leaders in the organisation

3.4 Commitment to Anti-Racism in Employment and Pay Gap Reporting

3.4.1 In 2020, Aberdeen City Council committed to the recommendations following the Scottish Parliament's Equalities and Human Rights Committee Inquiry which were:

The Committee recommends those in public authority leadership positions undertake an assessment of their organisation's understanding of racism and the structural barriers that may exist within their organisations. Public authorities should integrate their ambitions into their next strategic plan. Their strategic goal should be underpinned by specific outcomes and supported by timely monitoring. Public authorities should be transparent about their targets and their progress in delivering their outcomes.

3.4.2 **Action taken:** Equality, Diversity and Inclusion has been embedded into our workforce plans and delivery plans. Our race equality group has been set up to ensure that race equality is at the fore. They are currently developing a Race Equality Strategy that will be consulted on widely to co-create a final strategy.

The Committee recommends public authorities should review their recruitment procedures and practice against the Scottish Government's toolkit and make the necessary changes.

- 3.4.3 **Action taken:** The race equality group worked with the Talent team to review our recruitment and selection process against the toolkit and have since worked with the team to create an Equality, Diversity, Inclusion and Recruitment pack that forms part of all of our job adverts as well as additions to recruitment and selection training for managers.

The Committee recommends that all public authorities subject to the Scottish specific Public Sector Equality Duty should, as a minimum, voluntarily record and publish their ethnicity pay gap and produce an action plan to deliver identified outcomes.

- 3.4.4 **Action taken:** To meet this recommendation, People & Citizen Services and Data & Insights have developed a reporting mechanism in PowerBI so that Ethnicity Pay Gap Reporting is ready for the next statutory reporting cycle where this is required (2025). Since this time, at the SPDS Executive meeting in March 2024 it was agreed that all local authorities will move to a consistent approach for pay gap reporting from April 2025. This will provide us with a nationally agreed approach for calculating our Ethnicity Pay Gap, Race Pay Gap and Gender Pay Gap – and we commit to publishing these in our Equality Outcomes Mainstreaming Report in 2025.

3.5 Management Training and Guidance

- 3.5.1 Management training is important in improving diversity in recruitment because it helps managers to understand the benefits of having a diverse workforce, the challenges and barriers that some groups may face in accessing employment opportunities, and the best practices and tools to attract, select and retain diverse talent. Management training can also help to raise awareness of unconscious bias, stereotypes and discrimination that may affect hiring decisions, and provide strategies to overcome them. By equipping managers with the knowledge and skills to foster a culture of inclusion and respect, management training can contribute to building a more diverse and effective organisation.

- 3.5.2 To ensure that our recruiting managers are confident and competent in supporting diversity through recruitment, the following training courses are available:

- [Equality & Diversity for Managers E-Learning](#) (mandatory for all people managers)
- [Unconscious Bias E-Learning](#)
- [Recruitment and Selection Training for Managers](#) - Face to Face Course
- [Mental Health Awareness Tools for Managers – Virtual Course](#)
- [Managing People of all abilities](#) - E-Learning
- [Inclusive Language](#) – E-Learning
- [What are reasonable adjustments](#) – E-Learning

- [Introduction to Neurodiversity](#) – E-Learning
- [Gender Equity](#) – E-Learning
- [Responding to Microaggressions at work](#) – E-Learning

3.5.3 Our recruitment and selection guidance states that all managers involved in recruitment should undertake the Recruitment & Selection Training for Managers course, which includes equality, diversity and inclusion. The Chair of the Interview Panel must have completed this training to ensure processes are carried out fairly and in accordance with the recruitment and selection guidance.

3.5.4 In addition to training, we also provide managers with one-to-one guidance and advice from the People & Organisational Development Advisers and consultancy from the Equalities Officers to support their Integrated Impact Assessments and decision making. Self-help tools and guidance are available at all times including:

- [A Recruitment, Selection and Inclusion Guide](#): an online intranet page for managers on how to make their selection processes more inclusive.
- [Equality Diversity and Inclusion Policy](#): updated and approved by Staff Governance Committee May 2024
- [Equality Diversity and Inclusion Hub](#): information, advice and guidance, access to training, join networks and conversations, book onto events, and provide feedback or ideas. Employee groups have had significant input into the development of this hub.

3.6 Employer of Choice

3.6.1 At the heart of our approach to recruiting a diverse workforce is ensuring that Aberdeen City Council is seen and promoted as an **employer of choice** where everyone feels valued. One of our existing [Equality Outcomes](#) focuses on improving the diversity of our workforce and addressing any areas of under-representation - attracting diverse talent is a priority to ensure that we maximise capacity in the workforce *and* ensure that we are representative of our community, including at leadership level and the Council has a number of employee working groups which are undertaking work and activities which support this.

3.6.2 Being an 'employer of choice' means that Aberdeen City Council has a positive reputation and image in the labour market, and attracts and retains high-quality employees who are committed, productive and engaged. It also means that the council offers a competitive reward package, provides opportunities for career development and learning, fosters a healthy and inclusive work environment, and values employee feedback and participation.

3.6.3 One of the ways Aberdeen City Council is working towards being an 'employer of choice' is by showcasing its work, including culture and values, on our social media platforms. where we regularly post job vacancies, employee stories, awards and recognition, key pieces of work and strategies, events and initiatives, and other relevant information. In doing so, the Council

is demonstrating its work, its ethos and its strategic priorities which may align with the interests and values of prospective employees.

- 3.6.4 Another way we are increasing our reach as an employer to increase our talent pool is through our approaches to hybrid and flexible working, developing staff digital skills and use of technology.
- 3.6.5 By promoting our approach to hybrid working, we can demonstrate that we are a modern, progressive, and flexible employer that cares about its employees and the community. This can help us to attract and retain talent from diverse backgrounds, locations, and sectors, and to enhance our reputation and competitiveness in the market.
- 3.6.6 Another way we continue to present as an 'employer of choice', and to attract a diverse workforce, is by achieving and maintaining accreditations and signing pledges that signal our commitment to equality, diversity and inclusion, such as Disability Confident, and Menopause Workplace Pledge. We also do this through developing, supporting and attending events such as Grampian Pride and Black History Month events. Work is ongoing in this area with employee working groups focusing on ensuring we take advantage of these types of initiatives.
- 3.6.7 Research suggests that having effective family friendly policies will support women's equality in the workplace, therefore Aberdeen City Council has recently updated and upgraded its offering for parents in the workplace. It is worth noting intersectionality here that there could be increased inequality amongst women who are from an ethnic minority or who are disabled. The intended outcomes of this are:
- All of our in scope and available policies, provisions and guidance documents are consolidated, streamlined, readily available, easy to understand and clear for those who need it at point of need, packaged within a family friendly 'suite.'
 - The documents within the family friendly 'suite' are updated so that the language is inclusive and contemporary, reflecting the organisation's Guiding Principles as well as all family types and circumstances, such as LGBTQ+ couples and kinship carers.
 - Employee entitlements can be easily understood so that employees make the most informed choices and managers are able to provide consistent and appropriate support and decisions.
 - The family friendly 'suite' is well-connected to, and makes the most of, government websites and toolkits that are available for employees.
 - A communications and engagement plan will be developed to encourage more male employees to make use of family leave provisions.
 - Support provisions, such as entitlements around pregnancy loss and counselling services, will be readily available at point of need so that employees will have easy access to support.
 - The organisation will maintain its compliance with the Equality Act (2010) and any other legislative updates.

3.7 Supporting Diverse Applicants Directly

- 3.7.1 An additional way that the council is increasing its visibility and attractiveness as an employer is by interacting with the local community and schools, colleges and universities, raising awareness of the different career paths and opportunities available. Furthermore, the council supports various initiatives and campaigns that align with its values and goals, such as the Living Wage, Fair Work principles, and the Scottish Business Pledge. These activities help the council to build a positive reputation and relationship with the community, and to attract and develop talent for the future.
- 3.7.2 Through AbzWorks, the Talent Team has attended a number of recruitment fairs to support our ethnic minority community, people who are displaced, refugees, asylum seekers. We have also attended events run by Department of Work and Pensions for job seekers who are over 50 years, and mothers/carers who are seeking to returning to work. In March 2023 we supported the [Unison Year of the Disabled Worker](#) initiative at an event to support people with disabilities in the workplace – this was designed to be as inclusive as possible for people who are neurodiverse, by ensuring the first hour is as quiet and calm as possible for their arrival and participation. Later in November 2023 we held an event to celebrate [Black History Month](#) and Year of the Black Worker, which included workshops to bring together Aberdeen City Council senior leaders and members of the black community, who shared their experience of interacting with the council, including our recruitment processes.
- 3.7.3 Aberdeen City Council has also recently published an Equality, Diversity, Inclusion and Recruitment Pack for potential applicants. This resource is available on all job adverts on the myjobscotland website, where applicants for our vacancies can view it. It provides potential applicants with information about equality, diversity and inclusion at ACC, their entitlements and also what adaptations to selection processes they may be able to request (and how to do this).

3.8 Next steps

- 3.8.1 In line with statutory requirements, workforce data is analysed and published every two years, with the next Equality Outcomes Mainstreaming Report due in March 2025.
- 3.8.2 Gender Pay Gap data has been provided to the improvement service annually along with the percentage breakdown of our top 5% of earners by sex.
- 3.8.3 To ensure we have this data readily available for reporting purposes, and also to enable us to view live data to monitor trends and identify issues, colleagues from People & Citizen Services and Data & Insights are working together to move workforce diversity data into PowerBI. This will be anonymous and only for monitoring and analysis purposes, as well as to be able to target interventions and solutions. It will also allow for live monitoring and analysis

which at the moment is carried out only at annual intervals due to the manual intervention required.

- 3.8.4 From 2025 onwards, we will be required to publish disability pay gap and ethnicity pay gap in addition to gender pay gap. At the Society of Personnel & Development Scotland (SPDS) Executive meeting in March 2024 it was agreed that all local authorities will move to a consistent approach for pay gap reporting from April 2025. COSLA have shared a formula for calculations that all local authorities are required to pilot, and preparations for this are now well underway. This will provide us with a clearer picture on our pay gap for people in these protected groups – and also enable us to compare our progress against other local authorities in Scotland.
- 3.8.5 Employee engagement will commence soon in preparation for updating our Equality Outcomes in 2025, in line with statutory requirements. This will enable us to gather feedback from employees on all aspects of their experience of diversity and inclusion within the organisation, including relating to their recruitment experiences.
- 3.8.6 We continue to work in partnership with our equality partners, GREC, Abledean and DeafBlind, to understand barriers and improvement opportunities for citizens with protected characteristics, including around recruitment. This too informs the update of our equality outcomes and supporting action plan.
- 3.8.7 All initiatives from 2021 to 2025 that have been in service of progressing our Equality Outcomes, including those relating to recruitment and development, will be reported and published in our Equality Outcomes Mainstreaming Report 2025, including updates on Accelerator programme and the Aspiring Leaders programme for 2024.

4. FINANCIAL IMPLICATIONS

- 4.1 Initiatives are funded by the allocated Corporate Training budget held within People and Organisational Development, following careful budgeting and allocation of funds to support the diversity and inclusion initiatives outlined

5. LEGAL IMPLICATIONS

- 5.1 Positive discrimination is unlawful under the Equality Act 2010 (except in very limited circumstances relating to disability or certain roles) e.g. recruiting or promoting a person solely because they have a relevant protected characteristic or setting quotas to recruit or promote a particular number or proportion of people with protected characteristics irrespective of merit.
- 5.2 Local Government and Housing Act 1989 says Local Authorities must appoint on merit.

5.3 It is permissible for an Employer to adopt positive action to meet the needs of under-represented or disadvantaged groups under section 158 of the Equality Act 2010. Must be dependent on proactive measures – skills development, awareness, upskilling recruiting managers, designing inclusive selection processes. However, it is accepted that these interventions do not always guarantee diversity and that it may take considerable time to see change.

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	Failure to meet strategic objectives due to lack of capacity.	The activities outlined in this report are assurance that work is undertaken to ensure that there is sufficient capacity in the workforce to deliver our strategic objectives.	L	Yes
Compliance	Failure to meet statutory requirements due to lack of capacity. Managers can be desperate for staff when recruiting so will focus on who can hit	The activities outlined in this report are assurance that work is undertaken to ensure that there is sufficient capacity in the workforce to deliver our statutory requirements.	L	Yes

	<p>the ground running which might mean less diverse successful applicants.</p> <p>Flatter structures and reduced headcount could mean less opportunities.</p> <p>Focus on internal recruitment only</p>			
Operational	<p>Failure to meet operational service delivery requirements due to lack of capacity.</p>	<p>The activities outlined in this report are assurance that work is undertaken to ensure that there is sufficient capacity in the workforce to deliver our operational service delivery requirements.</p>	L	Yes
Financial	<p>Financial and organisational constraints to diversity. Lack of money to support development activity. Lack of resource to develop and facilitate targeted programmes</p>	<p>The activities outlined in this report are assurance that work is undertaken to ensure that there is an appropriate level of internal movement and workforce talent pipelining.</p>	L	Yes
Reputational	<p>Inability to attract and retain employees through not</p>	<p>The activities outlined in this report are assurance that work is undertaken</p>	L	Yes

	being an employer of choice.	to ensure that Aberdeen City Council remains an attractive employer for prospective and existing employees.		
Environment / Climate	Inability to meet climate and environmental goals due to lack of capacity.	The activities outlined in this report are assurance that work is undertaken to ensure that there is sufficient capacity in the workforce to deliver our climate and environmental goals.	L	Yes

8. OUTCOMES

<u>COUNCIL DELIVERY PLAN 2024-25</u>	
	Impact of Report
Aberdeen City Council Policy Statement <u>Working in Partnership for Aberdeen</u>	<p>The work outlined in this report supports the below taken from the Council's Policy Statement:</p> <ul style="list-style-type: none"> • Work with the city's universities, Northeast 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 • Ensure the Council follows best practice as a corporate parent to get the best outcomes for looked-after young people, those in kinship care and those with additional support needs such as autism, developmental disorders or mental health problems. • Recognise that the Council depends upon its staff to deliver the services it provides and believe the Council must properly reward, train and support its staff.

Local Outcome Improvement Plan	
Prosperous Economy Stretch Outcomes	<p>The work outlined in this report supports the below Stretch Outcomes:</p> <ul style="list-style-type: none"> • Four hundred unemployed Aberdeen City residents supported into Fair Work by 2026 • Five hundred Aberdeen City residents upskilled/ reskilled to enable them to move into, within and between economic opportunities as they arise by 2026
Prosperous People Stretch Outcomes	<p>The work outlined in this report supports the below Stretch Outcomes:</p> <ul style="list-style-type: none"> • By meeting the health and emotional wellbeing needs of our care experienced children and young people they will have the same levels of attainment in education and positive destinations as their peers by 2026 • 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. • 100% of our children with Additional Support Needs/ Disabilities will experience a positive destination by 2026.
Regional and City Strategies	The work outlined in this report will support the delivery of: Workforce Delivery Plan – January 2023

9. IMPACT ASSESSMENTS

Assessment	Outcome
Integrated Impact Assessment	<p>An Integrated Impact Assessment for Recruitment and Selection has been created and referred to for this report:</p> <p>Individual incentives would have their own assessments as required.</p>
Data Protection Impact Assessment	Not required
Other	n/a

10. BACKGROUND PAPERS

- 10.1 [Workforce Deep Dive final.pdf](#)
- 10.2 [CommitteeReport_EDpolicy_SGC_April2024_FINALDEADLINE.pdf](#)

11. APPENDICES

N/A

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