

## APPENDIX I

### LIST OF SERVICES TO BE PROVIDED AND PERFORMANCE TARGETS

This is the Appendix referred to in the foregoing Agreement between Aberdeen City Council and The North East of Scotland Biological Records Centre.

Description of Services	Estimated No. of days based on 37 days per annum	Supplier Performance Targets (target indicator for biannual report)	Customer Contact (Named)	Supplier Contact (Named)
<p>1. Maintain and expand the comprehensive biological database to ensure that services under the agreement can be delivered. Continue data gathering and updating the database to support this Agreement. Provide annual report on biological records held within Aberdeen City.</p>	12 day(s)	Ongoing service development	Environmental Planner-Planning & Sustainable Development (P&SD) Enterprise, Planning & Infrastructure (EP&I) Countryside Officer Housing & Environment (H&E) Environmental Services (ES)	Glenn Roberts Manager NESBReC
<p>2. Screening of planning applications against proposed developments. Interrogate the database to provide specific information to Aberdeen City Council (ACC) Officers on request for planning, policy, and strategy development and any other land use plan.</p>	12	Return data search results within one week of the request being made. Provide biological information to the Officers.	Environmental Planner Planning Officers Access Officers Sustainable Development Officer Development Control Officers P&SD, EP&I Countryside Officer H&E, ES	Glenn Roberts Manager NESBReC
<p>3. Provide biological information in response to a standard request form and information for developing management plan, land use plan, Strategic Environmental Assessments SEAs and Habitat Regulation Assessments.</p>	4	Return observations within three weeks of the request being made.	Environmental Planner Sustainable Development Officers Planning Officers, - P&SD,EP&I Countryside Officer H&E, ES	Glenn Roberts Manager NESBReC
<p>4. Provide training to the Council Officers and assist in Biological recording and reporting</p>	1	Complete training requested within 3 months of request,	Environmental Planner Sustainable Development Officers Planning Officers, - P&SD,EP&I	Glenn Roberts Manager NESBReC

		depending on season and availability of trainers.	Countryside Officer H&E, ES	
5. Review and update biological data gathered by the Council and return datasets for Council use.	2	Review & update datasets within 3 months of request	Environmental Planner P&SD, EP&I Countryside Officer H&E, ES	Glenn Roberts Manager NESBReC
6. Review and update biological records and data held on file by ACC e.g. written notes on designated sites, Environmental Impact Assessments (EIA) & Ecological Surveys associated with planning applications (Where ACC has ownership & it is clear that ownership is not retained by the consultant) and return datasets for Council use.	3	Ongoing service development	Environmental Planner Sustainable Development Officers SEA Officer Planning Officers, - P&SD, EP&I Countryside Officer H&E, ES	Glenn Roberts Manager NESBReC
7. In putting and updating data on the location of biodiversity project sites, UK biodiversity Action Plan (BAP), local BAP species and habitats and provide information to the officers to meet objectives under the Nature Conservation Strategy and other relevant Strategies.	2	Ongoing service development	Environmental Planner Sustainable Development Officers Planning Officers, - P&SD, EP&I Countryside Officer H&E, ES	Glenn Roberts Manager NESBReC
8. NESBReC officer to meet formally with key customers with ACC annually to discuss service provision	1	Ongoing service development	Environmental Planner- P&SD, EP&I	Glenn Roberts Manager NESBReC
	<b>37 days (accounts £6, 845 SLA)</b>			

**Total No. Of days 37 @ £185/day= £6,845**