

ABERDEEN CITY COUNCIL

COMMITTEE	Finance, Policy and Resources
DATE	15 th September 2015
LEAD OFFICER	Chief Executive
TITLE OF REPORT	City Centre Masterplan – Delivery Team
REPORT NUMBER	OCE/15/032
CHECKLIST COMPLETED	Yes/No

1. PURPOSE OF REPORT

At its meeting of 24th June 2015 the Council agreed that the Chief Executive would report to Council at its meeting on 19th August 2015 on the establishment of an in-house officer team to facilitate the implementation of the City Centre Masterplan Delivery Plan. The Council was informed at its meeting on 19th August 2015 that the report would be submitted to the Finance, Policy and Resources Committee meeting on 15th September 2015. This report fulfils that remit.

2. RECOMMENDATIONS

That the Council resolves to:

- i. note the arrangements as outlined in the report;
- ii. approve the establishment of a City Centre Director post on Chief Official terms and conditions;
- iii. approve the establishment of a City Centre Programme Manager post which may be on Chief Official terms and conditions dependant on the outcome of a review of the job profile for the post;
- iv. approve the establishment of a Communication and Engagement Officer post on Single Status terms and conditions;
- v. approve the creation of an elected member Appointment Panel (3+3+1+1+1) for the post of City Centre Director which will have authority to approve the job profile and assessed salary for that post;
- vi. set aside standing order 47(2) to allow the appointment of the City Centre Programme Manager to be undertaken by a panel of officers, including the Chief Executive, in lieu of an Appointment Panel in the event that the post is established as a Chief Official; and

- vii. note that under the Scheme of Delegation the Chief Executive will agree all matters relating to the recruitment process for both the City Centre Programme Manager and Communication and Engagement Officer including role profile, person specification and salary, in conjunction with the Head of Human Resources and Customer Service and will provide a progress update to the Finance, Policy and Resources Committee at its meeting on 3rd December 2015.

3. FINANCIAL IMPLICATIONS

An assessment of the appropriate salary levels for these posts will be made based on the final job profiles as agreed by the Appointments Panel or by the Chief Executive in conjunction with the Head of Human Resources and Customer Service.

It is however anticipated that the salary of the City Centre Director shall not exceed that of existing Director posts - £112,035 a year. Similarly it is anticipated that the salary for the post of City Centre Programme Manager will not exceed £63,297 a year and the salary for the post of Communication and Engagement Officer is anticipated not to exceed £51,352 a year.

On the basis that post-holders would be in place from the beginning of January 2016, salary costs for the financial year 2015/2016, inclusive of employers' on-costs would not exceed £73,510. These costs, plus those incurred in the recruitment and selection process for the City Centre Director post (c. £40,000) can be met from within existing budgets within Corporate Governance, mainly due to anticipated underspends within 2015/2016.

Full year salary costs, at current rates and inclusive of on-costs will not exceed £294,100 and provision for this will be referred to the budget process for 2016/2017.

In addition to salary costs, funding will be required from financial year 2016/2017 to allow the City Centre Director to source external expertise where required for the delivery of the Masterplan. Provision for such costs will be referred to the budget process for 2016/2017.

4. OTHER IMPLICATIONS

As the Council was informed at its meeting on 24th June 2015, the City Centre Masterplan and Delivery Programme sets out a long-term vision for the development of Aberdeen's city centre which will be delivered over a number of years. The Council also noted that the City Centre Masterplan will inform all relevant policies, strategies and plans either for which the Council has a statutory responsibility or which the Council itself agrees and implements.

Given the strategic importance of the City Centre Masterplan, the timescale over which it will be delivered and the need for its ambition to be recognised and shared by all relevant stakeholders and partners it is felt to be crucial to its successful delivery that a small team of senior officers focussed solely on the City Centre Masterplan should be added to the Council's structure.

It is of course recognised that the Council agreed its current organisational structure as recently as its meeting on 14th May 2014, but in light of the scale and the importance of the City Centre Masterplan agreed by the Council just over a year later on 24th June 2015 it is felt that an additional team of officers will allow existing relevant colleagues to continue to focus on the day to day business of the Council.

5. BACKGROUND/MAIN ISSUES

At its meeting on 24th June 2015 the Council had before it the City Centre Masterplan and Delivery Programme completed on behalf of the City Council by BDP and their consortium of multi-disciplinary consultants.

The Council also had before it a report by the Chief Executive in relation to the Masterplan (OCE/15/021) which included the recommendation agreed by the Council that the Chief Executive would report to Council at its meeting on 19th August 2015 on the establishment of an in-house officer team to facilitate the implementation of the Masterplan Delivery Plan.

The report noted that the implementation of the Masterplan and its Delivery Programme will require leadership and ownership within the Council and it is considered that the most appropriate way of achieving this is through a small team of officers led by a City Centre Director reporting to the Chief Executive.

Working closely with other members of the Council's Extended Corporate Management Team, it is envisaged that the City Centre Director would draw, as and when required, on a range of in-house skills and functions and co-ordinate their deployment in driving the delivery of the Masterplan.

Such functions would include for example planning and development control, roads and transportation, finance, legal, property and economic development. In addition, it is likely that on occasion project specific external expertise will require to be sourced and a proposed budget to allow this will be brought forward through the 2016/2017 budget process.

Notwithstanding the scale of the City Centre Masterplan and Delivery Programme, the intention is to minimise the size of the additional

staffing resource established to co-ordinate and drive its delivery. As such, only two further posts are proposed for the team to support the work of the City Centre Director.

A City Centre Programme Manager post would be established to oversee the workstreams necessary to deliver the projects envisaged in the intervention areas detailed in the Masterplan. The Programme Manager would also be responsible for ensuring that reports relating to projects or programmes of activity contained within the City Centre Masterplan are brought to the appropriate Committee timeously for decision.

The report on the City Centre Masterplan and Delivery Programme agreed by the Council at its meeting on 24th June 2015 and the report on the City Centre Masterplan Reference Group agreed by the Council at its meeting on 19th August 2015 (OCE/15/031) make clear the importance of strong, proactive and ongoing communication and engagement with partners, stakeholders, communities and individuals in order to cultivate and develop a shared sense of ownership for its ambition for the City. Given this, it is recommended that a dedicated Communication and Engagement Officer post should be added to the team.

The Council is asked to approve the establishment of the three posts detailed above; officers would then work up the detailed job profiles for each of the posts and take forward all necessary consultation and business case development.

It is envisaged that recruitment and selection for the post of City Centre Director would be overseen by an elected member Appointment Panel.

In order to ensure that momentum is kept up on the City Centre Masterplan it is envisaged that post holders will be in place as early as possible in January 2016. On the basis that while the post of City Centre Programme Manager may be established as a Chief Official it will not be a Head of Service level post, it is recommended that the requirement for an elected member Appointment Panel is set aside in relation to this post.

In liaison with the Head of HR and Customer Service, the Chief Executive will agree all matters relating to the recruitment process for both the City Centre Programme Manager and Communication and Engagement Officer including role profile, person specification and salary.

6. IMPACT

As noted in the Chief Executive's report to Council at its meeting on 24th June 2015, adopting the City Centre Masterplan and Delivery Programme will have a direct positive impact on the Council's delivery

of the *Aberdeen – The Smarter City* policy statement and the City's Single Outcome Agreement.

In addition the regeneration of the city centre is a key priority of the Strategic Infrastructure Plan and is a central plank of the City Region Deal bid to the UK and Scottish Governments.

7. MANAGEMENT OF RISK

The risks inherent in not addressing the regeneration of the city centre are set out in the Strategic Infrastructure Plan. Each individual project or activity proposed for the Council to undertake in relation to the City Centre Masterplan and Delivery Programme will be subject to risk assessment.

8. BACKGROUND PAPERS

None

9. REPORT AUTHOR DETAILS

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