

ABERDEEN CITY COUNCIL

BUSINESS CASE

COMMITTEE	Education, Culture and Sport
LEAD OFFICER	Mark Armstrong
AUTHOR OF BUSINESS CASE	Jonathan Kitching
TITLE OF BUSINESS CASE	Cromdale Cook
BUSINESS CASE NUMBER:	ECS/10/02

PURPOSE OF BUSINESS CASE

To create a zero hrs post of cook. This will enable groups staying in the Centre to have the option of having meals prepared for them or to prepare their own.

This additional Service would be optional for visiting groups. All costs associated would be passed on to the visiting group.

RECOMMENDATION(S)

It is recommended that Committee approve the following:

Additional resource(s) / change to structure required	Job title(s)	No of jobs
Establishment of permanent job	Cook	1
Conversion of fixed term job to permanent status		
Creation of fixed term job		
Extension of fixed term job		
Dis-establishment of permanent job		
Change to Job Title	Former: Revised:	

BUSINESS CASE

1. **With specific reference to anticipated outputs/outcomes, state how the recommendation(s) support corporate objectives e.g. Council's Policy Statement; Vision and Values; Local Government (Scotland) Act 2003; Community Plan; Transformation Programme etc.**

Enabling and encouraging citizens of all ages across the city, whatever their background or economic position, to reach the maximum of their potential throughout life.

Improving opportunities for people of all ages to become involved in recreational activities, leisure pursuits.

Encouraging participation and promoting the development of active communities through coaching, leading and volunteering opportunities across the city.

Additional information

Cromdale Outdoor Centre is in Cromdale village 5 miles north of Grantown-on-Spey and within the Cairngorm National Park. It is a residential facility, sleeping up to 36 and is extensively used by Aberdeen groups (and groups from other areas) on residential activity weeks and weekends. It was awarded to Aberdeen City Council by the Property Commission in 1996. It is managed and maintained by **adventure aberdeen** (re-branded Outdoor Education Service). It is owned by Seafield Estates. The building has two caretaker / cleaners on a total of 20 hrs per week

An information flyer giving more details of the centre can be found on a link from the **adventure aberdeen** web pages www.aberdeencity.gov.uk/adventureaberdeen

2. **State how the recommendation(s) support service objectives and plans and/or the achievement of a Statutory Performance Indicator.**

The recommendation seeks to deliver an improved service option for groups staying at the Cromdale Outdoor Centre.

adventure aberdeen's commitment to providing a high quality provision to a range of groups and partnerships across the city would be enhanced by having this service option available to service users.

Service users have frequently requested this service in the past but it has not been available.

3. **Outline why the new work cannot be undertaken within existing staff resources e.g. by re-distributing resources or curtailing lower priority services.**

This work is a new service option and is currently not available. This additional service would only be on an 'as and when' basis when requested by a visiting group.

4. Risk Management: What are the consequences of not proceeding with the recommendation(s)?

Not being able to attract service users who would only wish to use the Centre if catering / cooking / meals were available.

Not developing the service options in line with service user requests.

5. Risk Assessment: What Health and Safety considerations have been taken into account?

The Cromdale kitchen and the duties of the cook have been risk assessed. The post holder will require to hold relevant awards, training and experience

6. Financial Implications:

All cost associated with the extension of duties would be found within existing resources and costs relating to wages / hours worked (including on-costs) would be recharged to the visiting group

Impact on current year's revenue/capital budget:

Job Title	JE Grade	Min Salary*	Max Salary*
Cook	9	£9.18 per hour	£10.33 per hour

There would be no impact on this year's revenue / capital budget. However we would anticipate attracting more service users and consequently generating more income.

Full year impact on revenue/capital budget:

Job Title	JE Grade	Min Salary*	Max Salary*
Cook	9	£9.18 per hour	£10.33 per hour

There would be no impact on a full year's revenue / capital budget. We would however anticipate attracting more service users and consequently generating more income.

Source and amount of revenue/capital budget funding available:

This is not required

Amount of external monies available within the current financial year:

This proposal anticipates attracting external monies from user groups both from within and out with the council.

Amount of external monies available in total:

Unknown

- 7. If the recommendation(s) relate to additional staffing, outline and justify the proposed contractual status of the new employee(s) i.e. 'permanent' or fixed term?**

This post will be permanent zero hrs post working on an 'as and when required' basis.

- 8. If the recommendation(s) are funded on a time-limited basis from an external source, what is the likelihood of the project continuing beyond the term of funding?**

Not appropriate

- 9. If the project is likely to continue beyond the term of funding, what steps are being considered in order to finance this extension?**

Not appropriate

- 10. In the case of fixed term contracts, state whether this contract is task or event related; outline the proposed exit strategy and detail how potential exit costs will be met.**

Not appropriate

- 11. What accommodation and equipment considerations have been taken into account?**

Not appropriate

- 12. Report Author Details**

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