

ABERDEEN CITY COUNCIL

COMMITTEE	Communities, Housing & Infrastructure
DATE	29 th August 2017
REPORT TITLE	CIVITAS PORTIS Project Update
REPORT NUMBER	CHI/17/158
INTERIM DIRECTOR	Bernadette Marjoram
REPORT AUTHOR	Amye Robinson

1. PURPOSE OF REPORT:-

To provide a project update for the European funded project 'CIVITAS PORTIS' and to note and approve projected grant funding spend for financial year 2017/2018.

To instruct an annual report to CHI Committee with updated cumulative spend and programme, including procurements.

To nominate an Elected Member to act as a 'PORTIS Ambassador' for duration of the project.

2. RECOMMENDATION(S)

It is recommended that the Committee:

- a) Note the information on progress made to date in relation to the CIVITAS PORTIS project;
- b) Approve the estimated expenditure of £2,375,716 from the grant funding provided by the European Commission;
- c) Delegate power to the Head of Planning & Sustainable Development in consultation with the Head of Commercial and Procurement to carry out any necessary procurement exercises and to award resultant contracts associated with delivery of the PORTIS project to be paid for from the grant funding;
- d) Instruct Officers to provide an annual report to CHI Committee with updated cumulative spend against the estimated expenditure and updated programme (including proposed procurements) and:-

- e) Nominate an Elected Member to act as PORTIS Ambassador and for nominated Elected Member to undertake any associated travel with CIVITAS PORTIS as and when required effective from September 2017.

3. BACKGROUND

CIVITAS PORTIS Project Summary

- 3.1 Committee approval for Aberdeen City Council's participation and associated project spend in 'CIVITAS PORTIS' was formally granted by CH&I Committee in March 2016 and also by FP&R Committee in September 2016.
- 3.2 'PORTIS' (which stands for Port Cities: Innovation for Sustainability) is a four year project under the CIVITAS Initiative. CIVITAS (which stands for Cities, VITALity and Sustainability) is a network of cities for cities dedicated to cleaner, better transport in Europe and beyond. The PORTIS project kick-started in September 2016 and is due to finish in August 2020 and will test innovative and sustainable urban mobility in five European port cities which include Aberdeen, Antwerp, Trieste, Klaipeda and Constanta. Working alongside the Council are our local partners who include NESTRANS, Aberdeenshire Council, the two Universities and Aberdeen Harbour Board.
- 3.3. The benefits of participation to the Aberdeen City Region include
- Update of the Sustainable Urban Mobility Plan
 - Increased road allocation space for active travel modes
 - Funding to promote active travel modes
 - Freight routing optimisation
 - Transport Modelling updates for future planning
- 3.4 The total project budget is €16.4million and Aberdeen City Council has been awarded €2,768,275 (approximately £2,375,716). Including the local partnership (NESTRANS, Robert Gordon University, Aberdeenshire Council and Aberdeen Harbour Board) the total is €3,816,460 to the North East Region.
- 3.5 The project is 100% funded by the EU therefore no financial cost to Aberdeen City Council. An advance payment of a proportion of the grant funding for the sum of £1,199,784.41 has already been received by the Council for the project. This funding is ring-fenced for PORTIS and therefore cannot be spent on any other project. The purpose of the advance payment is to ease any cashflow concerns any project partner may have.

Key Milestone Progress

- 3.6 Since the project kick-started in September 2016 good progress to date has been made which is briefly outlined below:
- A Senior Project Officer was appointed in January 2017 and started in post 27th February 2017. The Officer is responsible for overseeing the

programme management of CIVITAS PORTIS and ensuring its successful delivery for Aberdeen City Region.

- A project working group who meet on a monthly basis and a local partnership working group who work on a bi-monthly basis has been established. In-between these times a monthly newsletter is distributed to relevant stakeholders.
- Baseline data for the project has been gathered and sent to Robert Gordon University who is the local evaluation partner. The purpose of the baseline data is to measure the impact of the measures implemented during and after the project end.
- Following Committee approval for expenditure of funds awarded to the Council from the EU for PORTIS, a procurement process using approved framework agreements has been undertaken to appoint consultants for the following:
 - Consultant to undertake baseline data, mapping and produce a future collective travel route map.
 - Consultant to undertake gap analysis and produce template specification and delivery plan for a 'Joint Control Room Strategy'.
 - Consultant to review car parking and low emission zones for Aberdeen City and develop potential demand management measures.
- One of the work packages focuses on Freight, as such a Freight Implementation Working Group has been created who meet every six weeks to ensure successful implementation of the freight work package.
- A number of scoping and innovation workshops have taken place to identify in further detail how to add further value and innovation to the project. These are now being investigated with our local partners as to how to take these ideas forward.
- Linkages with the other cities are being explored and the opportunities to learn from one another to share knowledge and best practice. This is particularly the case given Aberdeen is one of the lead cities and will share its knowledge with follower cities in the consortium.

Spend to Date and Forecasted Spend

- 3.7 An advance payment of the EU grant funding for the sum of £1,199,784.41 was received by the Council in September 2016. It is important to note that this funding does not belong to the Council but to the European Commission therefore can only be spent on eligible costs relating to the PORTIS project by the Council.

- 3.8 During the first year of the project low spend was reported; this is because the first months of the project were spent planning and scoping the project to ensure the Council and our local partners achieve tangible outputs from the project. As we go forward in the project and begin to implement and deliver the spend figures will increase.

Table 1: Project Spend to Date

Item	Cost	Description
Staff Costs	£30,000	Project Management and Project Planning & Scoping Meetings
Direct Costs	£5,500	Travel Costs for project meetings and outreach activities.
Sub consultancy	£0	
Indirect	£8,875	This is flat rate of 25% for staff costs and direct costs.
Total	£44,375	
Remaining Grant	£2,331,341	

- 3.9 During the 2017/2018 financial year it is forecasted project spend will increase as the project intensifies to begin delivery and implementation.

Table 2: Forecasted Spend 2017/2018

Item	Cost	Description
Staff Costs	£100,000	Project Management, Project Implementation and Delivery, Communications
Direct Costs	£15,000	Travel Costs, Promotional Materials, Outreach Activities and Publicity of PORTIS
Sub consultancy	£250,000	<ul style="list-style-type: none"> • Baseline Data, Mapping & Future Collective Travel Map, • Joint Control Room Strategy, • Demand Management Review • Gap Analysis & Feasibility Study to increase walking and cycling in city region, • Baseline Data and Data Integration to improve Journey Planning and create Journey App
Indirect	£28,750	Flat rate of Staff Cost and Direct Costs
Total	£393,750	
Remaining grant	£1,937,591	

Nominate an Elected Member to be ‘PORTIS Ambassador’

- 3.10 CIVITAS PORTIS requires each city in the consortium to nominate an Elected Member (EM) to demonstrate our political commitment to both the project and to the European Commission. The member may be required to attend and present at project meetings as well as attend any appropriate conferences and events. The purpose of the PORTIS Ambassador is to attend any related events and to 'champion' the project to both their colleagues and to the public to encourage them to undertake sustainable and active travel, as well as to any other related stakeholders.
- 3.11 The Senior Projects Officer would discuss the timeline with the nominated EM and give them advance notice of any meetings or events. The project is due to end in August 2020 with the Final Conference which will be held in Aberdeen, the EM would need to be available to attend and also possibly present at the Final Conference.
- 3.12 The nominated EM will not be responsible for any financial or project decisions. There will be some travel involved in attending any project meetings however an Officer would be present with the EM. The risk to the Council and to the EM is therefore minimal.

4. FINANCIAL IMPLICATIONS

- 4.1 CIVITAS PORTIS is 100% grant funded therefore is fully funded by the European Commission and will not impact upon Council budgets. An advance payment of £1,199,748.41 has already been received by ACC which is to be spent on CIVITAS PORTIS related activities. The remainder of the grant will be paid after expenditure.
- 4.2 An annual report with updated cumulative spend against the estimated expenditure and updated programme (including procurements) is proposed to be provided to Committee. This will provide an update on project progress, project spend to date and seek approval for forecasted future spend and any expected procurements to be made during that financial year.

5. LEGAL IMPLICATIONS

- 5.1 All EU funded projects are required to adhere to EU funding guidance and compliance and conditions within the funding applications are legally bound. Together, Transport Strategy, External Funding and legal and democratic services will coordinate to ensure that all grant conditions are met accordingly.

6. MANAGEMENT OF RISK

Financial

- 6.1 CIVITAS PORTIS will follow an audit process, both internal and external which ensures potential financial risk to the council is eliminated.

Employee

- 6.2 There may be some travel involved for employees and/or the nominated Elected Member however this risk is minimal and a risk assessment for overseas travel will be undertaken as appropriate.

Customer/Citizen

- 6.3 There is no customer/citizen risk to the Council from delivering the CIVITAS PORTIS project.

Environmental

- 6.4 There should be no environmental risk to the Council from the delivery of CIVITAS PORTIS. The project should enable sustainable transport solutions and improve the urban environment.

Legal

- 6.5 Council procurement procedures will be followed for all tender and contract awards to reduce any legal risks.

Reputational

- 6.6 It is important that Aberdeen is fully represented in all European matters and that all opportunities for influencing policy and the development of transnational projects for the City's benefit are grasped in order that opportunities are maximised. If this is not done the Council would be at risk of not being able to draw down European grant monies.

7. IMPACT SECTION

7.1 Economy

The contents of the report support the Regional Economic Strategy to secure the well-being of the place and our people in the North East of Scotland across the key programme areas of investment in infrastructure, innovation, inclusive economic growth and internationalisation. CIVITAS PORTIS links into strategies such as the Regional Economic Strategy, City Centre Masterplan, City Region Deal, Digital Place Strategy, Powering Aberdeen, and A Hydrogen Economy Strategy for Aberdeen City Region.

7.2 People

It is likely that the public will have an interest in the aforementioned project as it is intended to make a positive contribution to the region for the benefit of the citizens by improving transport systems. This report does not require an Equality and Human Rights Impact Assessment, or a Privacy Impact Assessment.

7.3 Place

The aim of CIVITAS PORTIS is to increase active travel, encourage modal shift, create a 'Healthier' Port City and improve freight routing efficiency and effectiveness. The project aims to improve the air quality in the city region, improve the well-being of citizens and visitors to the city by providing more active travel alternatives and encourage behavioural changes which can accumulate in a better and smarter environment.

The project is also developed in accordance with the Local Transport Strategy which contains the objective:

To improve the public realm by prioritising pedestrians, cyclists and public transport with consequent traffic circulation (to enhance environment, aesthetic quality and air quality of the City) for the benefit of shoppers, visitors and residents.

7.4 Technology

Elements of the project aim to improve the use of Intelligent Transport Systems and the ability to update models on a more real-time basis. This also achieves objectives within the Local Transport Strategy

To expand the use of Intelligent Transport Systems (ITS) to manage traffic flow in order to improve the efficiency of the transport network in the City.

8. BACKGROUND PAPERS

Aberdeen City Local Transport Strategy 2016-2021
<http://www.aberdeencity.gov.uk/nmsruntime/saveasdialog.asp?IID=68616&slD=2866>

www.civitas.eu

9. APPENDICES

None

10. REPORT AUTHOR DETAILS

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