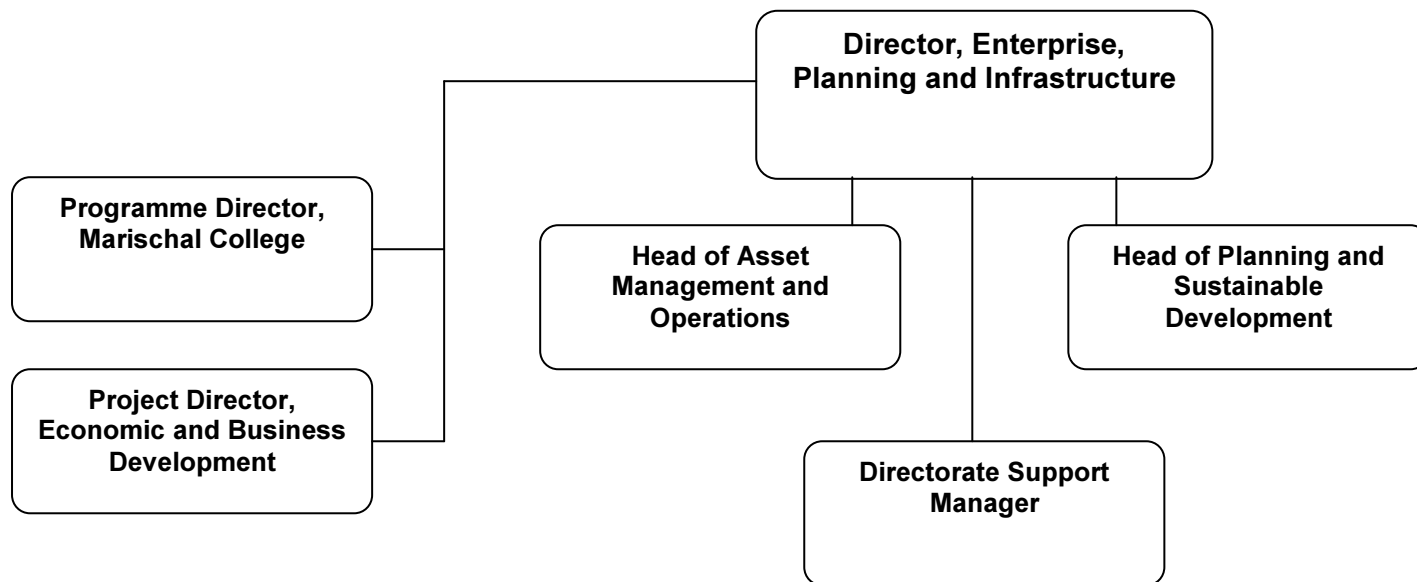
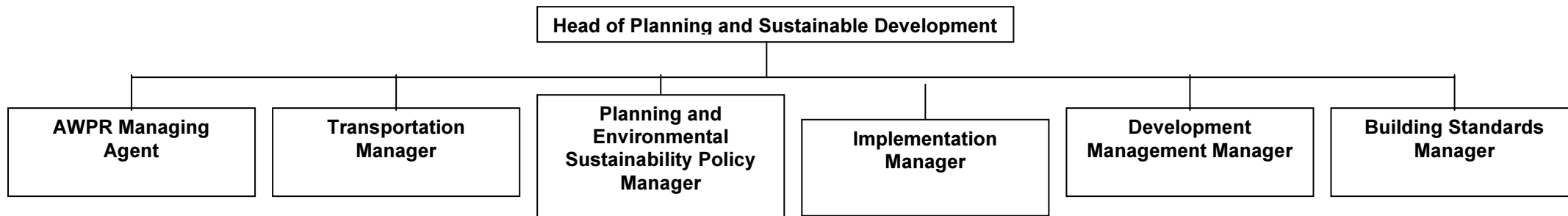


**Enterprise, Planning and Infrastructure Senior Management Restructure Proposals
Appendix One**

Proposed Structure for Enterprise, Planning and Infrastructure



Planning and Sustainable Development Proposed Structure

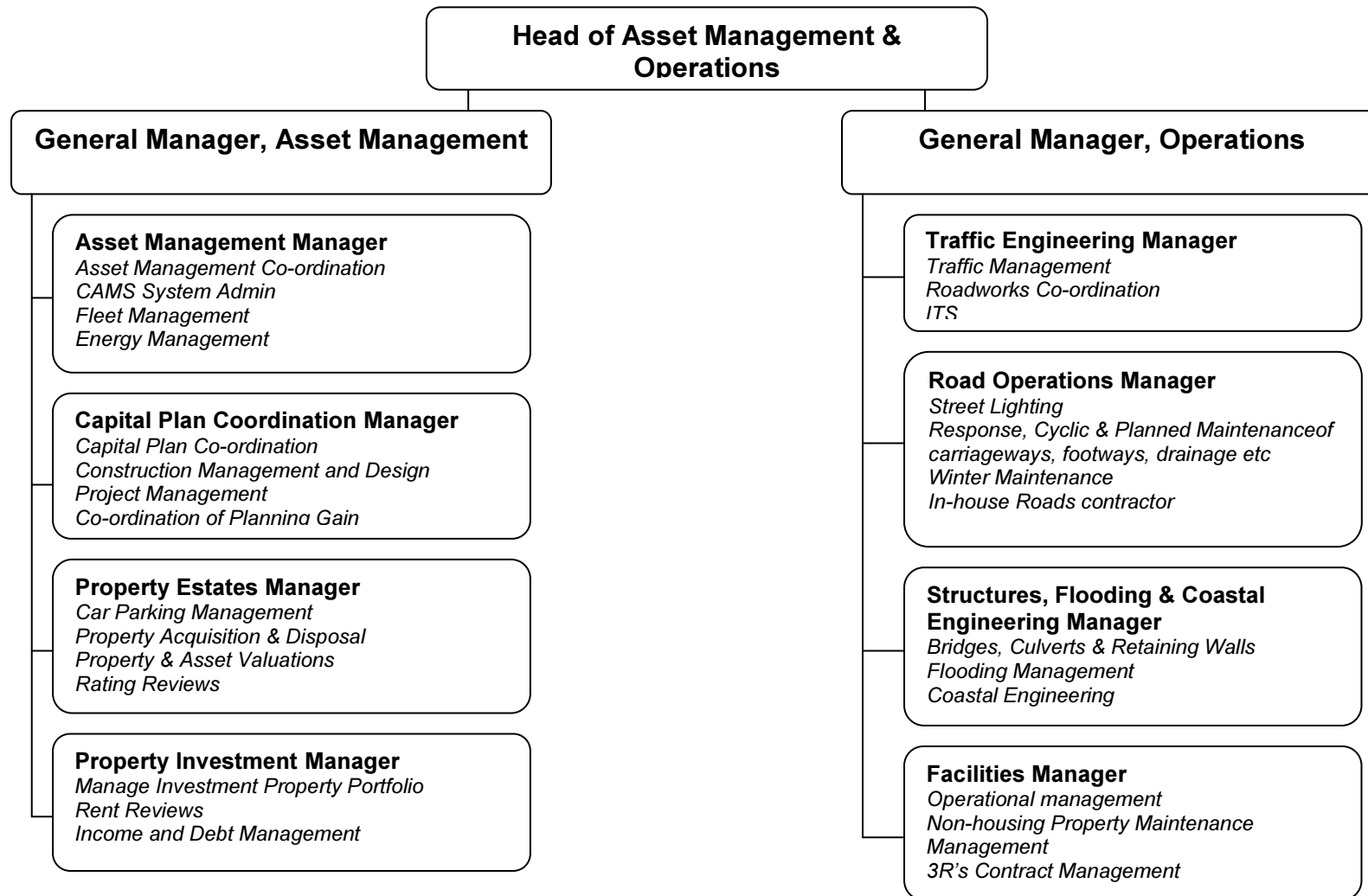


Remit and responsibilities of manager posts

- **AWPR Managing Agent** - Management and co-ordination of the obligations of Transport Scotland, Aberdeen City and Aberdeenshire Councils (the funding partners) for the delivery of the AWPR in accordance with the Management Agent Agreement and Memorandum of Understanding. Management of all necessary procedures and contracts for the construction of the AWPR (design procurement, consultation, planning and road order procedures, Public Local Inquiry, land and property acquisition, works procurement, implementation). Monitoring of progress and expenditure on the AWPR.
- **Transportation Manager** - Preparation, implementation and monitoring of the Local Transport Strategy and other related strategies (cycling, walking etc), including project development. Inputting to the preparation and delivery of the Regional Transport Strategy and other work of Nestrans. Carrying out of traffic modelling to inform strategy and project development. Determining project feasibility and assessment. Management of roads design. Management of the Public Transport Unit. Promotion and implementation of green travel planning. Project management of Council and Nestrans transport schemes. Site supervision of Council roads projects. Management of roads development management and construction consent functions.

- **Planning and Environmental Sustainability Policy Manager** - Preparation, implementation and monitoring of the Local Development Plan and related supplementary planning guidance. Input to the preparation and implementation of the Strategic Development Plan. Preparation, implementation and monitoring of the Council's carbon management plan, Core Paths Plan, openspace strategy, nature conservation strategy and other environmental plans and policies. Management of Strategic Environmental Assessment responsibilities of the Council. Development and implementation of EU demonstration and learning projects.
- **Implementation Manager** - Management of the strategic development of major Council projects. Development and implementation of innovative mechanisms to support the delivery of Council plans and strategies and major projects. Development and implementation of a clearing house for all major projects. Preparation and co-ordination of masterplans and development briefs and their implementation. Management of the joint Aberdeen City and Aberdeenshire Design Review Panel. Implementation of the Council's design campaign. Management of the Council's development management tree functions. Management of the Council's conservation responsibilities, including the City Heritage Trust and Townscape Heritage Initiative. Provision of support to the Local Review Body. Ensuring appropriate links to regeneration functions.
- **Development Management Manager** - Management of the processing and determination of planning and other related applications. Management of planning appeals. Management of systems, including the development and implementation of e-planning. Carrying out of enforcement procedures relating to breaches of planning consent. Management of the Application Support Team for planning applications and building warrants. Preparation and implementation of non-statutory development management policy. Provision of support to the Local Review Body.
- **Building Standards Manager** - Development and implementation of building standards regulations and associated procedures within the City. Carrying out of enforcement procedures within the Building (Scotland) Act. Management of the operation of systems in support of building warrant compliance applications, notices and orders. Provision of advice and guidance on the operation of building regulations. Advising on and promoting issues in relation to disabled access. Management of the building standards input to the licensing of buildings or land within the City. Management of the Property Enquiries Unit.

Asset Management and Operations Proposed Structure



Remit and Responsibilities of Manager Posts

General Manager Asset Management – Effectively manage the service areas of asset management, property management, fleet management, construction management and design; Ensure the development and management of Asset Management Plans and strategies for the Council's properties, roads and transport infrastructure, fleet and plant; provide direction and support where necessary to other services in the development of service asset management plans; Capital prioritisation for the Non-Housing Capital plan through ensuring option appraisal, whole life costing and consistent evaluation procedures and policies; strategy, policy and procedures relating to asset management; budget monitoring; performance monitoring and development of key performance information for service areas.

Asset Management Manager – To ensure that direction and support is provide to other managers and teams within Enterprise, Planning and Infrastructure to develop and maintain asset management plans for Properties, Road and Transport infrastructure and Fleet and Plant; To oversee the administration and management of the Corporate Asset Management System (Confirm); Fleet Management; Energy Management; Performance monitoring

Capital Plan Co-ordination – Co-ordination of the prioritisation of the projects for the Council's Non-Housing Capital Plan; Whole life costing; option appraisal; Co-ordination of Planning Gain secured through Legal Agreements; Promoting Gateway Reviews are part of sound project management; Leading the Construction Management and Design Team; Performance Monitoring; Project Management

Property Estates Manager – Property Acquisitions and Disposals; Property Valuations; Overview of Car Parking Management with contributions from other teams as necessary; Rating Review of Council properties; Project Management; Performance Management.

Property Investment Manager – Manage the Council's investment portfolio of properties; undertake rent reviews; arrange and agree leases for the Council and third parties; manage rental income including debt management; Performance Monitoring

General Manager Operations – Develop strategies, policies, procedures and plans to deliver best value services which are affordable and sustainable in light of the outputs from the asset management plans in the areas of roads and facilities management whether through in house resources or through external providers; ensure that the Council meets its statutory requirements in relation to legislation relating to roads, street lighting, flooding, property maintenance, health and safety, best value; Budget Monitoring; Contract management (3Rs, ITS, Building management and maintenance) and to review and take forward opportunities for collaborative procurement and shared services where appropriate; Market testing. Develop, manage and review the Council's Winter Response Plan.

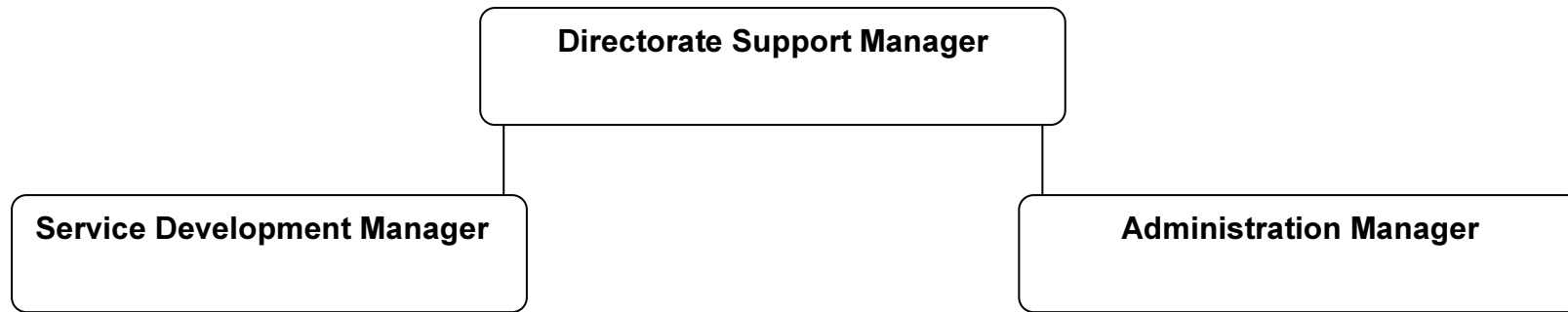
Traffic Engineering Manager – Traffic Management and Road Safety Engineering (policies, plans, traffic regulation orders, project development and design); Co-ordination of roadwork and road occupations throughout the city in accordance with national policies, procedures and legislation; Intelligent Transport System Management (Urban Traffic Control, Variable Message Signs, Dynamic Traffic Management and information systems) strategies, policies and procedures; Contract Management, Performance Management

Road Operations Manager – Manage the professional, technical and operations resources for the maintenance of the City's roads assets (carriageways, footways, street lighting, drainage, etc); Winter and Emergency Response in accordance with the approved plans; Policies and plans; Contract Management; Performance Management

Structures, Flooding and Coastal Engineering Manager – Develop policies and practices for the management and maintenance of bridges, culverts, retaining walls and road related structures; develop policies, plans and maintenance regimes to ensure the Council meets its statutory requirements in regard to Flooding in conjunction where necessary with other public sector bodies e.g. SEPA; Manage the engineering related activities associated with management of the coast line within Aberdeen including specifically our sea defences; Contract Management; Performance Management

Facilities Manager – Operational management of Catering, Cleaning, Janitorial and School Crossing Patrol services; Management of the Non-housing Property maintenance service including all contracts in place with service providers; 3Rs Contract Management; Implementing the Council's Internal Waste Management policies and practices; space management within Council buildings; Contract Management; Performance Management

Support Services Proposed Structure



Remit and Responsibilities

Directorate Support Manager

- Assist and support the Director in meeting the strategic and corporate management objectives of the service
- Responsible for the management and direction of all aspects of the Directorate Support Team within the service
- Responsible for the efficient and effective operation of support services within the EP&I service
- Responsible for the provision to SMT of performance information and reports for all aspects of the service, including the identification of areas for improvement and the development of improvement programmes

Service Development Manager

- Assist and support the Directorate Support Manager in meeting the strategic and corporate management objectives of the service
- Responsible for developing new ways of working, e-working initiatives, project management and service planning
- Development of service KPI's, performance analysis, identification of areas for improvement and collation of performance data

Administration Manager

- Assist and support the Directorate Support Manager in meeting the strategic and corporate management objectives of the service
- Responsible for the provision of corporate and service administrative support
- Responsible for the provision of a service wide staffing service

Economic and Business Development Proposed Structure



Economic and Business Development Proposed Structure

Team Actions/Responsibilities are as follows

Main Function	Sub-Function	Actions/Responsibilities
Projects, Partnerships and Funding (PPF)	City Development Projects (CDP)	<ul style="list-style-type: none"> - Attract property and infrastructure investment and work closely with Asset Management Services to implement projects through arms length property initiatives; e.g. City Development Company; Energetica; South Deeside/Torry Regeneration; AECC and surrounding development sites; and, future residential and commercial development opportunities linked to the Local Development Plan
	Partnerships, Strategy and Performance (PSP)	<ul style="list-style-type: none"> - Provide leadership to City and City Region Economic Development partnerships aimed at encouraging local and international connectivity, business engagement, new sector initiatives, skills development and the creation of new employment opportunities (e.g. ACSEF, AREG, BID, WECP etc.). Develop and monitor key economic performance indicators and initiating appropriate economic and sector research. Modify and develop the strategic direction of E&BD Services
	External Funding (EF)	<ul style="list-style-type: none"> - Identify external funding sources to part-fund future, planned activities. Prepare applications and supporting documentation for funding bodies. Identifying possible new areas of activity that might benefit from external funding. Identify possible external sources of funding for activities undertaken by other teams within E&BD. Flag up possible sources of funding for other council services and help them to access these.
Business Growth (BG)	Enterprise and Sector Development (ESD)	<ul style="list-style-type: none"> - Co-ordinate business support (business development advice and investment) to local businesses alongside input from SE, Business Gateway, Chamber of Commerce and other business development advisory agencies. - Provide aftercare for inward investors; networking and support for local businesses; and engage with universities. - Lead and implement initiatives aimed at the establishment and future expansion of local business in key growth sectors (Energy, Life Sciences, and Tourism). - Develop and support supplier development initiatives to help local companies gain access to new tender opportunities and potential buyers for their products. - Create and maintain a company database that can be used by all E&BD teams to gather information, record details of assistance provided, report on business improvement outputs and influence future E&BD activities.

	International Trade and Investment (ITI)	<ul style="list-style-type: none"> - Develop and deliver trade development programmes in partnership with others (SDI, Aberdeen Chamber of Commerce etc.), which makes use of existing international connections (e.g. WECP, Twinning links, MOU's, Global Scots etc), to facilitate the internationalization of Aberdeen companies in key sectors (primarily Oil and Gas and Renewable Energy). - Work closely with IVSA to develop a prospectus for new investors into Aberdeen; co-ordinate national and international visits, international events hosted in Aberdeen, investor dinners, investor pitches and demonstrator projects; manage an international visit schedule for potential influencers (e.g. business organizations, press and magazines). - Manage Memorandum of Understandings and Economic Partnerships Agreements with cities in other Global Energy Regions.
	Employability, Skills and Community Enterprise (ESCE)	<ul style="list-style-type: none"> - Produce and support the delivery of employability and skill training programmes in disadvantaged neighbourhoods and other local communities, in order to bring the most disadvantaged people into employment, enterprise or training and tap into anti-poverty programmes and other local, and national, Social Enterprise Initiatives. - Work with the ESD and LOAN team to deliver supplier development programmes to neighbourhood businesses and to help third sector businesses gain access to, and take advantage of, new business opportunities.
City Promotion (CP)	Investor, Visitor and Skills Attraction (IVSA)	<ul style="list-style-type: none"> - Develop a robust external place marketing/promotional strategy, incorporating a strong value proposition under the Aberdeen City and Shire brand, which is designed to attract skilled workers, investors, students and visitors (the 4 key target groups) to Aberdeen. Determine key messages and identify the best way to communicate these to each target group (e.g. exhibitions, conferences, media, direct marketing, web-based marketing, PR events, lobbying activities etc). Implement the promotional strategy in a consistent and dynamic manner.
	City Events & City Twinning. (CECT)	<ul style="list-style-type: none"> - Develop an events programme that supports local cultural and social events that; <ul style="list-style-type: none"> a) create a positive self-image among existing citizens, and b) can be used by our IVSA team to promote the City to key external target groups. - Manage existing Twin City agreements, in an effort to secure economic and social benefits for Aberdeen.
Marketing Services (MS)	Council Marketing (CM)	<ul style="list-style-type: none"> - Provision of marketing services to other E&BD teams and to other council departments, on a service contract basis
	Graphic Design (GD)	<ul style="list-style-type: none"> - Provision of graphic design services (including advertising and photography) to other E&BD teams and to other council departments, on a service contract basis

Posts proposed for disestablishment

Planning and Sustainable Development:

- None at this level

Asset Management and Operations:

- 3R's Project Manager post
- Construction Consultancy Managers post
- A number of posts at Principle Officer level will be reviewed following appointments to the new managers posts listed below

Support Services:

- Operational Support Manager post
- Team Manager Communication & Administration post
- Team Manager Performance and Resource Management post
- Team Manager Service Support and Development post

Economic and Business Development

- Strategist for International & External Funding post