

Outline Business Case

Project Name	Tolbooth Museum External Improvements and Structural Repairs		
Author	Alastair Reid	Date	2 Sep 2022
Sponsoring Cluster	Corporate Landlord	Version	2

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[Find further guidance in the ACC Project Management Toolkit online](#)

Introduction and Project Overview

Briefly describe the basic project concept. Describe the current business situation as it relates to the problem or opportunity that gave rise to the idea, including any other drivers such as regulatory or legal compliance requirements

If taking no action may have a negative effect on the organisation, then also describe what will happen if the project is **not** undertaken.

The Tolbooth Museum has been closed since the start of the pandemic. Unlike other cultural venues it has not been reopened. The primary reason for this is there is a large crack to an internal archway on the ground floor, considered a potential risk to health and safety. Furthermore, there are extensive repairs required to external areas. Including the roofs, stonework, parapets and pointing. These requirements have now been initially assessed and a scope of work has been established. Tolbooth is a grade A listed building and located in a very prominent location. The Council has a duty to maintain Listed Buildings in its ownership. Failure to maintain the exterior would create a risk of falling masonry, slates and leadwork. The work will protect an historically important asset and allow it to be brought back into use.

Funding is currently allocated in the Condition & Suitability Programme for a project described as 'Major roof and parapet works'. As per the name, that has been focussed on external areas. It is proposed to expand the scope of works to include the repairs to the archway and all essential external works. This will require an adjustment to the budget.

Executive Summary

Provide a clear, concise summary of the key features of the business case, briefly describing what the project will deliver, any key decisions associated with it, the expected costs and the funding position (showing any budgets already identified/ expected and the ask of Capital). Include an outline of the benefits, and any dis-benefits, what risks and assumptions are associated with the project, and summarise planned or agreed dates and time constraints. Indicate who is the project sponsor and how the project will be owned and governed and what form the project board will take.

The proposed works to be completed are as follows:-

- Structural repairs to archway.
- Loose surfaces to stonework to be brushed down.
- Removal of rusting embedded metal in stonework.
- Removal of previous mortar repairs and replace with lime based mix.
- Repointing.
- Lead covered spire to be stripped and new sheeting installed.
- Repair or replacement of flat roof.
- Renewal of timber louvre infills.
- Refurbishment of clockfaces.

This work will require an extensive scaffolding system to be put in place for a number of months to allow the work to be carried out. This adds significant costs to the project.

Initial costs estimate for the work are £[REDACTED]. That figure will be updated in the Full Business Case. There are still some unknowns about the extent of works required. As such it is expected that this figure will change. Officers have factored in a large contingency, which will help mitigate any cost increase. It is proposed that the full project amount is funded from the Condition & Suitability Programme.

Works could potentially start in Spring 2023 and take around 8 months to complete. A high level initial programme is detailed in section 12.2.

The key benefits of the project would be the protection of a Grade A listed building and the reopening of the museum. The scaffolding will appear unsightly and there will be minor disruption to the access through the adjacent lane. The scaffolding will also encroach on to the pavement.

As the total spend would be significant it would be good practice to follow the business case process to justify this large capital spend. It should be noted that other building investment internally would be hugely beneficial to service delivery and the visitor experience. The significant investment this project requires would likely create opportunities for external funding for further internal works or to offset some of the external works. External funding will be considered as part of the full business case.

The Project Sponsor would be the Chief Officer Corporate Landlord with Chief Officer City Growth having shared responsibility for looking at external funding. The Capital Board will have an overview of the project.

Strategic Fit

This section will consider how the project fits with the list of projects identified in the Local Outcome Improvement Plan). Firstly, state if the project is identified within the LOIP. If it is not, how does it work with the Council's strategic objectives such as:

- Prosperous Economy
- Prosperous People (Children & Young People)
- Prosperous People (Adults)
- Prosperous Place

This project is not directly identified within the LOIP. The reopening of the museum would contribute to Prosperous Economy: increase city centre footfall.

A reopened popular visitor venue enhances the heritage portfolio of the city, making the Broad Street end of the city centre a key location for visitor flow (adding to Provost Skene's House, Marischal College, Maritime Museum, Peacock's Close, Mercat Cross, and connecting through to St Nicholas Kirk and the Art Gallery) establishing a tourism package; advancing post-covid city centre economic recovery and the emerging cruise market offer, as well as increasing city dwell.

Business Aims, Needs & Constraints

Provide an overview of the sponsoring organisation and explain how the project supports the existing policies and strategies, and how it will assist in achieving the business goals, aims and business plans of the organisation. Include any relevant information about the current business situation, such as the organisational structures, business model, buildings, processes, teams and technology currently in place.

Corporate Landlord – The service has overall responsibility for the Council’s assets including property assets. It will support other services in reviewing assets used for service delivery and provide strategic direction. It is also leads on investment decisions related to operational assets.

Describe the purpose of the project, why it is needed, establishing a compelling case for change based on business needs, e.g. demand for services, deficiencies in existing provision etc. Where are we now and where do we need to get to.

The Tolbooth has now been shut for a number of years and will not reopen whilst there are any concerns regarding the structural stability of the internal arch. The museum remains part of the City’s cultural offering and regular enquiries from the public are received regarding its reopening.

The building has an overall condition grade of B:Satisfactory, when assessed in 2018. However, the roof and associated drainage were assessed as C:Poor at that time. There has almost certainly been further deterioration since then and the roof may well now be considered to be D:Bad. That would push the overall condition of the building into C:Poor. The internal condition of the building is also being affected by the water penetration. Lack of action would see further deterioration of internal finishes.

Parts of the Tolbooth date back to 1615 and is one of the oldest buildings in Aberdeen. It forms part of Category A listing for the Town House. The Statement of Special Interest reads “Aberdeen Town House, including municipal offices, court house, Tolbooth and city chambers, is a significant example of civic architecture and is of outstanding importance because of its fine and influential Scots baronial design with exceptional interior scheme, conceived by the highly respected architects Peddie and Kinnear. The imposing scale of the building with its landmark tower and its striking grey and white 1975 extension, dominates the east end of Union Street in Aberdeen city centre. It incorporates an early 17th century Tolbooth, one of the oldest buildings in Aberdeen and its integration with the newer Municipal buildings provides a connection between the old burgh of Aberdeen and the new-found confidence and wealth of the 19th and 20th centuries. It is the embodiment of civic affairs in Aberdeen”.

The completion of extensive work to the exterior fabric and internal arch will contribute significantly to protecting a Grade A listed building. Furthermore it creates the opportunity to reopen the museum to staff and visitors. The level of capital investment required to complete the structural repairs offers the opportunity to identify external funding to match, contribute to or enhance the required investment.

Identify any constraints, e.g. timing issues, legal requirements, professional standards, planning constraints. What assumptions have been made, and any linkages and interdependencies with other programmes and projects should be explained, especially where the proposed project is intended to contribute to shared outcomes across multiple Clusters.

Listed building consent will be required. Officers with Capital have extensive experience of working with Historic Environment Scotland with regards to work on historic assets.

There is a need to start the work as soon as possible. However, that has to be balanced against the practicalities of carrying out work during the winter months. Carrying out work across the December/January break is also best avoided as no work would be carried out during that period. As such works on site could only commence in early 2023.

If external funding were to be identified, the timescales for repair would be adjusted to take in account the enhanced scope of work.

State what impact the project will have on business as usual, e.g. temporarily reduce capacity or divert resources.

As the Museum is already closed there would be no additional impact on the delivery of that service. The Capital Team do have multiple projects to progress but is recognised that this would be a priority. So resources would be available to deliver the project.

Objectives

List the project's objectives. Make these tangible and clear as they will influence which option is recommended and will be used to monitor project progress and success.

External Areas assessed as A-Good for condition

Grade A Listed Building Protected

Museum reopened

Scope

What will the project produce? What are its outputs?

Consider what business services, processes, people and environments will be delivered, affected or changed by the project.

Also define the work the project will carry out to make the transition from the project to 'business as usual' – the handover period.

State the project success criteria.

The project will produce a structurally sound building that is in good condition externally. That work would provide long term protection for the building. On completion of the work the museum could be reopened following museum operations being re-established.

A successful project would see the external areas assessed as A condition, the arch being made structurally sound, the removal of unsympathetic historic repairs and an improvement in the overall visual appearance. Ultimately this would facilitate the reopening of the museum.

Out of Scope

List any notable exclusions, those areas that may be viewed as associated with the project or the affected business area, but which are excluded from the scope of the project.

Internal improvements would not be covered by the budget currently requested. As noted it is proposed to consider external funding opportunities, which could bring those works back into scope.

Options Appraisal

Option 1 – Do Minimum

Description	Patch repair where possible and remove any dangerous elements.
Expected Costs	<u>Capital</u> Construction works - £0 Corporate fees - £0 Additional construction works – £0 External funding – £0 <u>Revenue</u> Ongoing repairs – Unknown. Anticipate increased frequency.
Expected Benefits	None
Risks Specific to this Option	Deterioration in building condition and risk of falling debris. Increased costs if full scope of work eventually carried out.
Advantages & Disadvantages	<u>Advantages</u> No significant capital outlay. <u>Disadvantages</u> Project objectives not met.
Viability	Viable in the short term.
Other Points	None

Option 2 – Carry Out Full Scope of Works

Description	Carry out full scope of works and explore funding opportunities. Reopen museum.
Expected Costs	<u>Capital</u> Construction works - £■■■■ Corporate fees - £■■■■ Additional construction works – Unknown External funding - Unknown <u>Revenue</u> Ongoing repairs – Anticipate significantly reduced frequency.

Expected Benefits	Archway made structurally sound. Grade A Listed Building protected. Unsuitable historic repairs removed.
Risks Specific to this Option	Cost increases. Mitigation – Have sufficient contingency. Complete full suite of surveys.
Advantages & Disadvantages	<u>Advantages</u> Project objectives met. <u>Disadvantages</u> Significant capital costs. Some local disruption to path network.
Viability	Viable subject to funding being made available.
Other Points	None

Option 3 – Carry Out Full Scope of Works	
Description	Carry out full scope of works and explore funding opportunities. Mothball museum.
Expected Costs	<u>Capital</u> Construction works - £■■■■ Corporate fees - £■■■■ Additional construction works – £0 External funding - £0 <u>Revenue</u> Ongoing repairs – Anticipate significantly reduced frequency.
Expected Benefits	Archway made structurally sound. Grade A Listed Building protected. Unsuitable historic repairs removed.
Risks Specific to this Option	Cost increases. Mitigation – Have sufficient contingency. Complete full suite of surveys.
Advantages & Disadvantages	<u>Advantages</u> Some project objectives met. <u>Disadvantages</u> Objective to reopen museum not met. Significant capital costs. Some local disruption to path network. No opportunity to consider additional funding.
Viability	Viable subject to funding being made available.
Other Points	None

Scoring of Options Against Objectives

Use the table below to score options against the objectives in order to create a shortlist of options to be considered.

Objectives	Options Scoring Against Objectives							
	1	2	3					
External Areas assessed as A-Good for condition	0	3	3					
Grade A Listed Building Protected	0	3	3					
Museum reopened	0	3	0					
Total	0	9	6					
(use F9 function key on each total to add the numbers in the column <highlight 0 in Total column before pressing to update>)								
Ranking	3	1	2					

Scoring

Fully Delivers = 3

Mostly Delivers = 2

Delivers to a Limited Extent = 1

Does not Deliver = 0

Will have a negative impact on objective = -1

Recommendation

Using evidence based on the options appraisal and the objectives scoring, clearly articulate the recommended option, showing the best fit against the project's stated objectives, and balancing cost, benefits and risk. Note, if an option fails to deliver any essential objective then it must be discounted as unsuitable. The recommendation should not be made on objectives scoring alone but the table can be used to eliminate those options that score poorly as a first stage, with the second stage being a more detailed analysis of the remaining options. Bear in mind:

- Investment Appraisal
- Assumptions
- Constraints
- Dependencies

The do minimum option is only viable in the short term. That will almost certainly lead to significant building deterioration if that was to become a long-term option. Creating the potential for falling debris and a subsequent health & safety risk to pedestrians. Furthermore, the Council would be failing in its duty to look after a listed building. If in the future the work was eventually to be completed it would cost more due to further deterioration and construction inflation. The scoring reflects that this option is not one that is recommended.

Option 3 is viable and achieves some of the key objectives. However, unless there is a change to service delivery the museum needs to reopen. As such that option can also be discounted

The only viable option is to carry out the work, which will achieve the desired project objectives. Although the cost is significant there is funding available through the Condition & Suitability Programme. Carrying out the work now would be less costly than deferring until some unknown timeline.

Benefits

In the tables below, identify the key benefits the project will deliver.

All benefits need to be measurable, realistic and have a baseline or comparable starting point. These benefits will be monitored during and after the project close to gauge project success and value for money. If a benefit is more subjective, then that should be supported by, for example, staff or customer surveys taken **before and after** the project.

Give an idea of the total financial benefits, if these exist.

List any dis-benefits where appropriate, e.g. the loss of a disposal receipt where it is proposed to utilise a surplus building instead of selling it.

Customer Benefits						
Benefit	Measures	Source	Baseline	Expected Benefit	Expected Date	Measure Frequency
Museum reopened	Archway made structurally sound	Structural Engineer	Archway not considered sound	Museum Open	Autumn 2023	Once
	Works completed	Contract Administrator	Work not started	Museum Open	Autumn 2023	Once
	Reopening launch	Media release	Closed	Museum Open	2024	Once
Grade A Listed Building Protected	External Areas assessed as A-Good for condition	Condition Survey	Roof and drainage C:poor	Roof and drainage A:Good	Autumn 2023	Once
	Unsuitable historic repairs removed	Specialist survey	Historic repairs in place	Historic repairs replaced	Autumn 2023	Once

Staff Benefits						
Benefit	Measures	Source	Baseline	Expected Benefit	Expected Date	Measure Frequency
n/a						

Resources Benefits (Financial)							
Benefit	Measures	Source	Capital or Revenue?	Baseline (£'000)	Saving (£'000)	Expected Date	Measure Frequency
Reduced ongoing maintenance	Budget spend	Confirm System	Revenue	tbc	tbc	Autumn 2024	Once – After 12 months

Costs

Use the tables below to provide cost information. Costs must include capital investment and where relevant any ongoing revenue costs incurred by the project or as a result of the project.

The source/basis of any estimates should be clearly identified.

Refer to the Government Green Book and the Supplementary Guidance on Optimism Bias for information on determining costs. Outline any assumptions in estimating costs in Section 17, **and** confirm in the Checklist that you have followed this guidance.

[Green Book Supplementary Guidance Optimism Bias](#)

[The Green Book 2022 \(HM Treasury Guidance\)](#)

To improve the design development process for capital projects there is a need to consider full life cycle costs, including maintenance. Therefore, costs should be considered at least over a 5-year period. It is an estimate of the resources and capabilities (people, physical resources, and funding) needed to deliver the project and sustain the benefits. The estimates need to cover both the direct project costs and the ongoing (business as usual) costs for the lifetime over which the benefits are to be considered.

Include information on where the budget will come from.

Full costs breakdown to be included.

Any impact on business as usual or service delivery.

Project Capital Expenditure & Income

(£'000)	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10	Total
Staffing Resources											
n/a											
Land Acquisitions											
n/a											
New Vehicles, Plant or Equipment											
n/a											
Construction Costs											
Construction work	■	■									■
Professional fees	■	■									■
Capital Receipts and Grants											
None – To be reviewed											
Sub-Total	■	■									■

Project Revenue Expenditure & Income											
(£'000)	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10	Total
Staffing Resources											
n/a											
Non-Staffing Resources											
n/a											
Revenue Receipts and Grants											
n/a											
Sub-Total											

Post- Project Capital Expenditure & Income											
(£'000)	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10	Total
Staffing Resources											
n/a											
Land Acquisitions											
n/a											
New Vehicles, Plant or Equipment											
n/a											
Construction Costs											
n/a											
Capital Receipts and Grants											
n/a											
Sub-Total											

Post- Project Revenue Expenditure & Income											
(£'000)	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10	Total
Staffing Resources											
n/a											
Non-Staffing Resources											
n/a											
Revenue Receipts and Grants											
n/a											
Sub-Total											

Key Risks	
Description	Mitigation
Fully explain any significant risks to the project that you are aware of, especially those which could affect the decision on whether and in what form the project goes ahead. Append your full Risk Log if available.	Details of any mitigating action already taken or suggested.
Cost increases	Complete full range of surveys. Include appropriate contingency.
Construction risks to vehicles and pedestrians	Contractor to provide full details of work practices. Checked by Council Officers.

Procurement Approach
If this project will involve the procurement of products or services, describe the approach that will be taken based upon the recommended option. The Design Teams must conduct a check on the Health & Safety track record on tender documentation and submission prior to award and confirm this has been done.
Building Service's are likely to be the lead contractor for the work and discussions are ongoing. Having recently completed works at Provost Skene's House they have direct experience of working on high profile listed buildings.

Time
Time Constraints & Aspirations
Detail any planned or agreed dates, any time constraints on the project or the affected business areas and any other known timescales.
There are no specific timescales but given the issues with the external fabric it would be a case of starting as soon as possible.

Key Milestones	
Description	Target Date
Outline Business Case Approval – City Growth & Resources	September 2022
Statutory consent approvals	October 2022
Full Costed Plan Submitted and Checked	October 2022
Full Business Case Approval – Capital Board	November 2022

Full Business Case Approval – Finance & Resources	December 2022
Contract acceptance and mobilisation	January 2023
Start on site	Spring 2023
Construction Completion	Autumn 2023
Museum reopening	2024

Governance		
Include any plans around the ownership and governance of the project and identify the people in the key project roles in the table below.		
Role	Name	Service
Project Sponsor	Chief Officer Corporate Landlord	Resources – Corporate Landlord
Project Manager	TBC	
Contract Administrator	Architect – Design Team	Resources - Capital
Contract Manager	TBC	Operations & Protective Services – Building Services

Resources			
List the staff resources and expertise required to implement the project. Ensure support services are included, such as Project Management, Legal, Procurement and Communications.			
Task	Responsible Service/Team	Start Date	End Date
Project management	Corporate Landlord	In progress	Autumn 2023
Contract administration	Capital	In progress	Autumn 2023
Cost plan	Building Services	In progress	October 2022
Construction	Building Services	Spring 2023	Autumn 2023
Re-establish museum operations	Gallery & Museums	Autumn 2023	tbc

Environmental Management

Fully explain any impacts the project will have on the environment (this could include, eg, carbon dioxide emissions, waste, water, natural environment, air quality and adaptation). Include both positive and negative effects and how these will be managed. Include details on how this has been assessed, giving an idea of the cost implication if this exists.

Positive

Existing materials and components will be retained as far as possible. With those no longer useable being recycled or responsibly disposed of. Consideration will be given to improving the thermal performance of components. That will be limited by the listed status of the building.

Negative

The construction and refurbishment works will impact in terms of transportation, material creation and waste. This will be considered in the Buildings Checklist and would need to be looked at as part of the contract.

	Yes	No
Is a Buildings Checklist being completed for this project?	<input type="checkbox"/>	<input type="checkbox"/>

If No, what is the reason for this?

In progress.

Preserving Our Heritage

Describe fully any impacts the project will have on the heritage of the city or more widely in the region or nationally. This could include but is not exclusive to the following examples:

- Specific historical items of interest;
- Features of significant local or regional importance/interest;
- Granite elements of existing structures.

Include both positive and negative effects and how these will be managed.

Include details on how this has been assessed, giving an idea of the cost implication if this exists.

As an A listed building in a highly visible location this project would contribute significantly to the preserving the City's heritage. This investment would be a long term solution and is anticipated that no major investment to the external areas would be required for decades.

Stakeholders

List the key interested individuals, teams, groups or parties that may be affected by the project or have an interest in it, including those external to the organisation. Show what their interest would be and their level of responsibility. Also note any plans for how they will be engaged including the use of any existing communication channels, forums or mechanisms already in place.

In the event the Business Case projects a total capital expenditure of more than £10 Million, stakeholders should include “ACC Bond Investors” who may require to be communicated with through the London Stock Exchange.

City Growth
Corporate Landlord
Strategic Place Planning
Elected Members
General public
Museum visitors
Historic Environment Scotland
Local heritage societies

Assumptions

Document the high-level assumptions that have been made during the development of the Business Case and any other unanswered questions that may be significant. Refer to the Supplementary Guidance on Optimism Bias and detail the assumptions you have made in constructing the costs and business case.

[Green Book Supplementary Guidance Optimism Bias](#)

The full scope of the work required is a key gap in the information. That will be determined over the coming months and covered within the full business case.

It is assumed that Building Services have capacity to deliver the contract.

Statutory consents will be required. These can take time to be obtained but there is nothing to suggest these would be refused.

Dependencies

Document any projects, initiatives, policies, key decisions or other activities outside the control of the project that need to be considered or which may present a risk to the project's success, or on which this project depends.

The project does not rely on any other projects to be progressed/completed. It will require availability of Building Services and any sub-contractors they appoint.

Constraints

Document any known pressures, limits or restrictions associated with the project.

The demand on the Condition & Suitability Programme outstrips the available budget. Therefore once a budget is finalised a Full Business Case will be required and it will be important that the spending envelope is not broken.

ICT Hardware, Software or Network infrastructure

List any new ICT systems or changes likely as a result of the project. If there are no ICT changes, then record as 'none'.

Description of change to Hardware, Software or Network Infrastructure	Approval Required?	Date Approval Received
n/a		

Change Controls Issued by the Project

Date	Change Ref ID	Approval Route	Change Description
n/a			

Support Services Consulted

The minimum **consultation period for Outline/Full Business Cases is 10 working days** unless the Programme Board Chair agrees there are exceptional circumstances that require a shorter turnaround time.

Note:

It is mandatory for Capital projects to consult with the full list below.

If any services are not consulted, this should be indicated in the Comments section, along with the reason why. All comments received should also be noted, or reasons given for discounting them.

It is a legal requirement for the Council to carry out an [Equality and Human Rights Impact Assessment \(EHRIA\)](#) to evaluate the impact our decisions have on our customers.

Note: There is a copy and paste version of the consultation list below which you can use for circulating your Business Case – [Support Services Consulted Circulation List](#)

Service	Consultee	Comments	Date
Resources	Chief Officer, Finance jbelford@aberdeencity.gov.uk		
Resources	Chief Officer, Corporate Landlord stbooth@aberdeencity.gov.uk	Supportive of recommended option.	08/09/2022
Governance	Chief Officer, Governance frbell@aberdeencity.gov.uk		
Place	Chief Officer, Strategic Place Planning DDunne@aberdeencity.gov.uk		
Place	Chief Officer, City Growth rsweetnam@aberdeencity.gov.uk		
Operations	Chief Officer, Operations and Protective Services mareilly@aberdeencity.gov.uk		
Operations (Facilities)	Andy Campbell, Facilities Manager AnCampbell@aberdeencity.gov.uk	Support recommended option.	02/08/2022
PMO	PMO Programme Manager RMacTaggart@aberdeencity.gov.uk	Comments and amendments entered using track changes. Support recommended option.	2/8/2022
Finance	Scott Paterson, Finance Partner spaterson@aberdeencity.gov.uk		
Asset Management	Alastair Reid, Team Manager alareid@aberdeencity.gov.uk	n/a – Business case author	
Legal (Property/ Planning & Environment)	Ross Campbell/Alan Thomson roscampbell@aberdeencity.gov.uk alathomson@aberdeencity.gov.uk	No comment	
Legal (Commercial & Procurement)	Michele Pittendreigh, Team Leader MPittendreigh@aberdeencity.gov.uk		
Procurement	Boguslawka Symonowicz BSymonowicz@aberdeencity.gov.uk		
ICT – Digital & Technology	Steve Robertson, Digital & Transformation Manager sterobertson@aberdeencity.gov.uk	Not consulted.	
Design – Public Buildings	Neil Esslemont, Team Leader nesslemont@aberdeencity.gov.uk		
Grounds Maintenance	Steven Shaw, Environmental Manager stevens@aberdeencity.gov.uk	Not consulted.	
Communications	TBC		
HR	Lindsay MacInnes, People & OD Manager lmacinnnes@aberdeencity.gov.uk		
Transportation Strategy and Programmes	Joanna Murray, Team Leader joannamurray@aberdeencity.gov.uk	Not consulted.	
Place – TSAP	Nicola Laird, Senior Project Officer NLaird@aberdeencity.gov.uk		
Roads Management	Stuart Allan, Team Leader Technical StuAllan@aberdeencity.gov.uk		

Service	Consultee	Comments	Date
	Vycki Ritson, Team Leader Engineering wrightson@aberdeencity.gov.uk		
Roads Projects	Alan McKay, Team Leader AlanMcKay@aberdeencity.gov.uk	Not consulted.	
Emergency Planning Officer	Fiona Mann FioMann@aberdeencity.gov.uk	Not consulted.	

You can attach a link to your document to the list above but will need to attach a **copy of your document** to the consultees below as the link function doesn't work for generic addresses:

Service	Consultee	Comments	Date
Estates	Property Estates Manager Estates@aberdeencity.gov.uk	Not consulted.	
Environmental Policy	EPConsultations@aberdeencity.gov.uk		
Equalities	Baldeep McGarry/ Faiza Nacef equality_and_diversity@aberdeencity.gov.uk		
Planning	Local Development Plan Team LDP@aberdeencity.gov.uk Development Management PI@aberdeencity.gov.uk	LDP – No comments	15/08/2022

Document Revision History

Version	Reason	By	Date
1	Consultation	A.Reid	29 July 2022
2	Update following consultation	A.Reid	2 Sep 2022
3			

Decision by Capital Board

Decision by Capital Board	Date
Approved	7 Sep 2022