

Full Business Case

Appendix A

Project Name	Tolbooth Museum External Improvements and Structural Repairs		
Author	Alastair Reid	Date	24 Nov 2022
Sponsoring Cluster	Corporate Landlord	Version	5

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1. 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 fully assessed and a scope of work has been established. Tolbooth is a grade A listed building - a building of special architectural or historic interest which is outstanding examples of a particular period, style or building type. It is also 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 create the opportunity for it to be brought back into use.

Funding of £1.2m is currently allocated in the Condition & Suitability (C&S) Programme for a project which covers major roof, parapet works, other external works and structural repairs to an internal arch. A tender has been submitted by Building Services, which gives a revised figure of £1.36m including fees. Grant funding applications have been submitted which if successful would see £750k awarded to the project. That grant funding would cover the additional budget requirement.

2. 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.

As the total spend is significant it is good practice to follow the business case process to justify this large capital spend. This Full Business Case seeks approval to award a contract to Building Services to carry out improvements to the building.

The 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 lead sheeting installed.

Repair or replacement of flat roof.

Renewal of timber louvre infills.

Refurbishment of clockfaces.

Service ducting to improve connectivity of welcoming desk.

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.

The total development cost including fees is £1,356,435 (rounded to £1.36m). An allocation of £1.2m is currently in place within the C&S Programme. That creates an additional budget requirement of £160k.

Grant applications to the Place Based Investment (PBIF) and UK Shared Prosperity (UKSPF) Funds have been submitted and will be considered by the Finance & Resources Committee. If approved they would contribute a combined figure of £750k and would cover the additional budget requirement of £160k. The C&S allocation would be reduced to £610k. If grant funding is not approved then the gap of £160k would require to be funded from the C&S contingency, which currently has an allocation of £325k.

Works will start in March 2023 and take 60 weeks to complete. A high level programme is shown in section 12.2.

The key benefits of the project would be the protection of a Grade A listed building and the opportunity for the museum to reopen. 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. These are only short term issues.

The Project Sponsor will be the Chief Officer Corporate Landlord. The Capital Board will have an overview of the project.

3. 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. A reopened museum would contribute to Prosperous Economy: increase city centre footfall.

This 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.

4. 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 reopening is not an option 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 and features with historic interest.

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. That is to reduce the risk of any further deterioration in the building fabric. As such works on site will commence in March 2023.

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.

5. 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

6. 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.

6.1 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.

Consideration has been given to using grant funding to make improvements to the internal areas of the museum. However, the funding timescales don't align and the external works need to be progressed quickly. There is still the potential to seek grant funding for a subsequent project at a later date.

7. Options Appraisal

7.1 Option 1 – Do Minimum

Description	Carry out reactive repairs only when absolutely necessary.
Expected Costs	<u>Capital</u> Construction works - £0 Corporate fees - £0 Grant 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 capital outlay. <u>Disadvantages</u> Project objectives not met. Grant funding may not be available in the future.
Viability	Viable in the short term.
Other Points	None

7.2 Option 2 – Carry Out Reduced Scope of Works

Description	Carry out most urgent work. Patch repair, rather than replace leadwork. Retain existing temporary props to balustrade.
Expected Costs	<u>Capital</u> Construction works - £765,000 (high level estimate). Corporate fees - £115,000 Grant funding – £750,000 <u>Revenue</u> Ongoing repairs – Unknown. Anticipate reduced frequency.
Expected Benefits	Archway made structurally sound. Grade A Listed Building protected to some extent.
Risks Specific to this Option	Deterioration in building condition still possible. Increased costs if full scope of work eventually carried out.

Advantages & Disadvantages	Carry out most urgent work. Patch repair, rather than replace leadwork. Retain existing temporary props to balustrade.
Viability	<u>Capital</u> Construction works - £765,000 (high level estimate). Corporate fees - £115,000 Grant funding – £750,000 <u>Revenue</u> Ongoing repairs – Unknown. Anticipate reduced frequency.
Other Points	Archway made structurally sound. Grade A Listed Building protected to some extent.

7.3 Option 3 – Carry Out Full Scope of Works.

Description	Carry out full scope of works with work commencing in March 2023.
Expected Costs	<u>Capital</u> Construction works - £1,183,074 Corporate fees - £176,926 Grant funding – £750,000 (subject to approval) <u>Revenue</u> Ongoing repairs – Anticipate 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. Grant funding potentially available. <u>Disadvantages</u> Large capital cost. Some local disruption to path network.
Viability	Viable subject to funding being made available.
Other Points	None

7.4 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	4	5	6	7	8
External Areas assessed as A-Good for condition	0	2	3					
Grade A Listed Building Protected	0	2	3					
Total	0	4	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	2	1					

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

7.5 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 deterioration of a category A listed building 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 should be recommended.

Option 2 is a cheaper investment option in the short term and does deliver on the objectives to an extent. However, it does mean essentially pushing some of the condition issues further down the line. Bringing with it ongoing risks associated with the building condition and almost certainly resulting in a greater cost when a phase 2 of work becomes essential. It is therefore not an option that Officers would recommend.

The only viable option is to carry out the work as described in Option 3, which will achieve the desired project objectives. Although the cost is significant there is funding available through the C&S Programme and grant funding also potentially available. Carrying out the work now would be less costly than deferring until some unknown timeline.

8. 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.

8.1 Customer Benefits

Benefit	Measures	Source	Baseline	Expected Benefit	Expected Date	Measure Frequency
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	Spring 2024	Once
	Unsuitable historic repairs removed	Specialist survey	Historic repairs in place	Historic repairs replaced	Spring 2024	Once
	Archway made structurally sound	Structural Engineer	Archway not considered sound	Archway structurally sound	Spring 2024	Once
Building made available for potential reopening	Works Completed	Contract Administrator	Work not started	Work completed	Spring 2024	Once

8.2 Staff Benefits

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

8.3 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	6	1	Spring 2025	Once

9. 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.

9.1 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										
<Add cost items under each heading>											

Land Acquisitions	n/a										
New Vehicles, Plant or Equipment	n/a										
Construction Costs											
Construction work	100	897	100								1,097
Contingency	0	46	40								86
Professional fees	100	56	21								177
Capital Receipts and Grants											
UK Shared Prosperity Fund	(120)	(580)	0								(700)
Place Based Investment Fund	(30)	(20)	0								(50)
Sub-Total	50	399	161								610

9.2 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										
<Add cost items under each heading>											
Non-Staffing Resources	n/a										
Revenue Receipts and Grants	n/a										
Sub-Total											

9.3 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										
<Add cost items under each heading>											
Land Acquisitions	n/a										
New Vehicles, Plant or Equipment	n/a										
Construction Costs	n/a										
Capital Receipts and Grants	n/a										
Sub-Total											

9.4 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										
Add cost items under each heading											
Non-Staffing Resources	n/a										
Revenue Receipts and Grants	n/a										
Sub-Total											

10. 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 overrun	Include appropriate contingency. Regular cost reporting.
Construction risks to vehicles and pedestrians	Contractor to provide full details of work practices. Checked by Council Officers. Clerk of Works appointed.

11. 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 to be the lead contractor for the work. When appointing sub-contractors Building Service's will comply fully with procurement regulations. Having recently completed works at Provost Skene's House they have direct experience of working on high profile listed buildings.

12. Time
12.1 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 within 2023.

12.2 Key Milestones	
Description	Target Date
Outline Business Case Approval – City Growth & Resources	Completed
Full Costed Plan Submitted and Checked	Completed
Full Business Case Approval – Capital Board	Completed

Statutory consent approvals	December 2022
Full Business Case Approval – Finance & Resources	December 2022
Contract acceptance and mobilisation	January 2023
Start on site	March 2023
Construction Completion	Spring 2024

13. 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	Asset Management Officer – Corporate Landlord	Resources – Corporate Landlord
Contract Administrator	Architect – Design Team	Resources - Capital
Contract Manager	Contract Manager – Building Services	Operations & Protective Services – Building Services

14. 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	Spring 2024
Contract administration	Capital	In progress	Spring 2024
Cost plan	Building Services	In progress	November 2022
Mobilisation and Construction	Building Services	January 2023	Spring 2024

15. 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 minimised where possible.

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

If No, what is the reason for this?

The extent of the refurbishment of the Tolbooth does not constitute a 'Complete Refurbishment' and therefor does not require the completion of a checklist.

16. 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. All work will comply with the listed building consent.

17. 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
Scottish Courts and Tribunals Service

18. 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](#)

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

Reopening of the asset will likely be a condition of the grants. It is assumed that there is a desire for the Tolbooth will be reopened but noting that reviews across the portfolio are ongoing in line with Tom 1.2.

19. 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

20. Constraints

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

The demand on the C&S Programme outstrips the available budget. Therefore once a budget is approved, it will be important that the spending envelope is not broken.

21. 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		

22. Change Controls Issued by the Project

Date	Change Ref ID	Approval Route	Change Description
n/a			

23. 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		

Service	Consultee	Comments	Date
Resources	Chief Officer, Corporate Landlord stbooth@aberdeencity.gov.uk		
Governance	Chief Officer, Governance (tbc)		
Place	Chief Officer, Strategic Place Planning DDunne@aberdeencity.gov.uk	Amendments to content incorporated into document.	11/11/2022
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	Supportive of proposal. And encouraging to see intention to award to Building Services, who with the recent PSH refurbishment, have proven they have the capacity and expertise to carry out work successfully in listed buildings.	03/11/2022
PMO	PMO Programme Manager RMacTaggart@aberdeencity.gov.uk	No further comment. Support recommended option.	9/11/2022
Finance	Scott Paterson, Finance Partner spaterson@aberdeencity.gov.uk		
Asset Management	Alastair Reid, Team Manager alareid@aberdeencity.gov.uk	n/a – FBC author	
Legal (Property/ Planning & Environment)	Ross Campbell roscampbell@aberdeencity.gov.uk	No comments	07/11/2022
Legal (Property/ Planning & Environment)	Alan Thomson alathomson@aberdeencity.gov.uk	FBC can be heard in public part of committee as not exempt or confidential.	11/11/2022
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		
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	Not consulted.	
HR	Lindsay MacInnes, People & OD Manager lmacinnnes@aberdeencity.gov.uk	Not consulted.	
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		

Service	Consultee	Comments	Date
Roads Management	Stuart Allan, Team Leader Technical StuAllan@aberdeencity.gov.uk Vycki Ritson, Team Leader Engineering vyritson@aberdeencity.gov.uk		
Roads Projects	Alan McKay, Team Leader AlanMcKay@aberdeencity.gov.uk	Not consulted.	
Emergency Planning Officer	Fiona Mann FioMann@aberdeencity.gov.uk		
Gallery & Museums	Helen Fothergill HFothergill@aberdeencity.gov.uk		
External Funding	Rowan Stewart RoStewart@aberdeencity.gov.uk		

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	No comments from LDP Team.	7/11/2022

24. Document Revision History

Version	Reason	By	Date
1	Consultation	A.Reid	2/11/2022
2	Update following consultation	A.Reid	15/11/2022
3	Version for Capital Board	A.Reid	16/11/2022
4	Updated version for Capital Board	A.Reid	18/11/2022
5	Updated following Capital Board feedback	A.Reid	24/11/2022

25. Decision by Capital Board

	Date
* Approved to: take FBC to Finance & Resources Committee for consideration.	25 Nov 2022

* Insert approval decision from Capital Board.