

RESOURCES MANAGEMENT COMMITTEE

ABERDEEN, 9th October, 2007. – Minute of Meeting of the RESOURCES MANAGEMENT COMMITTEE. Present:- Councillor Kevin Stewart, Convener; and Councillors Allan, Clark, Corall, Crockett, Dean, Farquharson, Fletcher, Leslie, McCaig (substituting for Councillor Dunbar), McDonald, Jennifer Stewart, Kirsty West (substituting for Councillor Jaffrey) and Young (substituting for Councillor Laing). Also in attendance for items 9 and 41:- Councillor Hunter.

REQUEST FOR DEPUTATION

1. In accordance with Standing Order 10, the Committee considered a request from Mr. Alistair McKenzie and Mr. Mike Marray that they be heard as a deputation in connection with the item under consideration in Article 2 below.

The Committee resolved:-

to hear the deputation, and that this be the next item considered by the Committee.

WEST CULTS FARM FLOOD PREVENTION SCHEME

2. The Committee had before it, by way of a remit (1) a report by the Head of Shelter and Environment (South) providing an update on progress made with the development of a flood prevention scheme for four privately-owned residential properties at West Cults Farm, which set out options for the Committee to consider in terms of future action to be taken in this regard; and (2) Article 11 of the minute of meeting of Area Committee South of 4th October, 2007 setting out recommendations to take the scheme to the next stages.

The report made reference to previous Committee decisions on the flood prevention scheme, explaining the reasons for which there had been an increase in the expenditure required to deliver the project. Two schemes had been costed (1) a 1 in 200 year flood protection scheme at a cost of £710,000, which did not quite meet the Scottish Executive's economic criteria for 80% grant funding; and (2) a 1 in 100 year scheme at a cost of £660,000 which did appear to meet the Scottish Executive's economic criteria, although further discussion would be required to ascertain whether or not funding would be made available. The Council had already spent approximately £70,000 on the scheme, none of which was recoverable, and an estimated further £40,000 was required to submit an application for grant funding to the Scottish Executive, there being no guarantee that the Council would recover any of this funding. If the application were

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successful, an 80% grant would be provided, leaving the Council to fund the remaining 20% which equated to a sum of £142,000. It was estimated that completion of the project would take a minimum of two years.

Area Committee South had recommended that the Resources Management Committee (1) note the progress made to date and, in particular, the revised cost of the project and the timescale for delivery; (2) agree to continue the scheme on the basis that the residents fund all future work required (£40,000) to submit the scheme to the Scottish Government for its decision on grant funding; (3) agree that if grant funding were approved that provision be made within the capital budget at the appropriate time for the Council's 20% share of the revised costs (£142,000), which included repayment of the residents' contribution; and (4) agree that the residents should accept all future costs associated with flood defences and its maintenance.

The Committee was then addressed by Mr. Mike Marray and Mr. Alistair McDonald who (a) disputed the decision of Area Committee South which had, in their view, arrived at a different conclusion to that recorded, namely that the Council would fund all future work required to submit an application to the Scottish Government for grant funding; (b) referred to some of the reasons for the increase in the costs of delivering the scheme, making particular reference to a background paper which had been separately circulated by the deputation to Members of the Committee; (c) estimated that around £16,000 had thus far been committed to the project by residents; and (d) urged the Committee to agree to fund the scheme until it had been submitted to the Scottish Government, and to maintain the momentum gathered to date.

There followed a series of questions from the Committee for the deputation, following which one of the local Members, Councillor Boulton, spoke in support thereof, highlighting that recommendation (b) assumed the agreement of the residents although this was not actually the case; expressing concern at the length of time which had lapsed since the project had commenced and at correspondence received by the residents which appeared to indicate a commitment on the part of the Council to contribute financially; and praising the initiative used by residents in seeking to secure a flood prevention scheme at West Cults Farm.

The Committee also heard from the Head of Democratic Services who confirmed the accuracy of the minute, which was a true reflection of the decision taken by Area Committee South.

The Committee resolved:-

to approve the recommendations of Area Committee South.

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MINUTE OF PREVIOUS MEETING

3. The Committee had before it the minute of its previous meeting of 28th August, 2007.

The Committee resolved:-
to approve the minute.

COMMITTEE BUSINESS STATEMENT/MOTIONS LIST

4. The Committee had before it the Committee Business Statement and Motions List for the Resources Management Committee.

The Committee resolved:-

- (i) in respect of the Committee Business Statement to delete items 1 (Housing Workforce Review), 8 (Adapted Property – Amenity Housing), 10 (ICT Helpdesk – Review of Hours), 11 (Early Retirement of Teachers – Review of Policy), 12 (Efficient Government Bid by Scots for National Asset Management Framework), 15 (Grandholm Mills Heritage Centre), 17 (Right to Buy Legislation – Risk to Council as Agriculture Landlord), 18 (Team Leader – Learning Disabilities), and 35 (Strategic Procurement – e-Sourcing);
- (ii) in respect of the Committee Business Statement, to instruct the appropriate officers to update the Committee as a matter of urgency in respect of items 3 (Integrated Drugs Service), 4 (Audit – Fleet Services/Workshop Operations), 6 (Corporate Time Recording System), 13 (Real Time Passenger Information – Operational Support), 19 (Time Off in Lieu), 24 (Resources Development and Delivery Restructuring), 25 (AECC Site – Lease Variation), 26 (Asset Management Register), 30 (3R Project – Release of Staff to Support, Design and Implementation), 34 (Scale of Allowances Payable to Foster Carers), and 44 (Tennis Cup 2007);
- (iii) to refer item 7 on the Committee Business Statement (Gas and Electricity Consortium) to the Procurement Team within the Resources Management Service, and to seek an update as a matter of urgency;
- (iv) to refer Item 16 on the Committee Business Statement (Fleet Modernisation Strategy) to the Aberdeen City and Shire Modernisation and Shared Services Board, and accordingly to delete the item from the statement;
- (v) to move to the Committee Business Statement for the Continuous Improvement Committee items 22 (Audit – Staffing Operations), 39 (Property

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- Lease – Termination), and 40 (Aberdeen Business Enterprise Scheme – Review of Conditions); and
- (vi) in respect of the Motions List, to instruct the Head of Culture and Learning (South) to report to the next meeting on the motion by former Lord Provost Reynolds on the Gordon Highlanders Museum.

RESOURCES MANAGEMENT SERVICE – PERFORMANCE REPORT

5. The Committee had before it a report by the Corporate Director for Resources Management which presented key management information and performance indicators for the functions within the Resources Management Service for the period April to July, 2007. The report was in a revised format, as requested by the Continuous Improvement Service, and as such each indicator had been allocated a “traffic light” to indicate its status and the level of concern relating thereto. These traffic lights were in turn supported by appendices containing supplementary information.

The Committee resolved:-

- (i) to note the new format for the report and its content, however, to request that the font size be increased within future reports; and
- (ii) to instruct the Corporate Director for Resources Management to respond directly to Councillor Young in respect of agency usage, and to copy the response to all Members of the Committee.

RESOURCES MANAGEMENT SERVICE PLAN

6. The Committee had before it a report by the Corporate Director for Resources Management presenting the Resources Management Service Plan 2007 to 2012.

The report presented the Service Plan as a joint effort by the Senior Management Team and Extended Management Teams of the Resources Management Service, in conjunction with Strategic Leadership, Continuous Improvement, and Neighbourhood Services to consolidate all of the major influences on operational service delivery within Resources Management. Priorities within the Plan were drawn from all major influences on service delivery including national and local government policies, legislative requirements, the Transformation Programme, the Community Plan, and the Corporate Plan, and had been reviewed against each of the statements contained within the Council’s Policy Statement. The Plan

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contained Action Plans for each Service, although only the high level Service Action Plans were presented to the Committee.

The report recommended:-

that the Committee –

- (a) approve the Resources Management Service Plan 2010 to 2012; and
- (b) instruct the Corporate Director for Resources Management to provide quarterly progress updates on the Service Action Plans from each of the six sections within Resources Management, on a rolling basis, two to be provided per quarter.

The Committee resolved:-

to approve the recommendations.

ROSEMOUNT CCTV – MOTION BY COUNCILLOR LAING

7. With reference to Article 7 of the minute of its meeting of 28th August, 2007, the Committee had before it a report by the Corporate Director for Neighbourhood Services (Central) on the motion by Councillor Laing that the appropriate Committee take steps to ensure additional funding was made available to allow the installation of the three CCTV cameras previously promised within the Rosemount area.

The report advised (a) that the proposal to install three CCTV cameras had been raised in November, 2006 at which time no budget existed to meet the costs; (b) that by February, 2007, £75,000 had been secured to extend public space CCTV in the Rosemount neighbourhood, £25,000 from elected member ward budgets and £50,000 from the Anti-Social Behaviour Strategy funding; (c) that detailed costings for the work later established that it would cost £74,393 to install one camera, a further £55,924 to install a second camera, and £68,989 to install a third camera; (d) that a further grant of £56,000 had been awarded by the Anti-Social Behaviour Strategy in September, 2007 to allow a second camera to be installed and there were no other funding sources available to meet the costs of installing a third camera; (e) that there had at no point been sufficient funding for three cameras to be installed and that whilst three cameras had been proposed they had never been promised by the Council; (f) that in deciding the best location for cameras, levels and types of crime and anti-social behaviour incidents, as well as installation costs, were taken into account, the outcome being that the first camera would be installed at the junction of Baker Street and Leadsie Road thereby extending coverage on Rosemount Viaduct currently provided by the camera located at the junction of Rosemount Viaduct and Skene Street, with the second camera to be installed at

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the junction of Rosemount Place, Mount Street and South Mount Street; (g) that Strategic Leadership, in conjunction with Grampian Police, would be commencing a five-year project in 2008 to modernise public space CCTV in the city, which would include new monitoring facilities and addressing any need for extension of the existing area covered, as well as the development of a long-term strategy; and (h) that other measures were being taken to reduce anti-social behaviour in Rosemount, including the use of mobile CCTV cameras.

The report recommended:-

that the Committee agree that no additional funding be allocated for the installation of a third camera in Rosemount at this time.

The Convener, seconded by Councillor Clark, moved:-

that the recommendation in the report be approved.

Councillor Young moved as an amendment, seconded by Councillor Allan:-

that the Committee agree to fund the installation of a third CCTV camera in Rosemount.

On a division, there voted:- for the motion (10) – the Convener; and Councillors Clark, Corall, Dean, Fletcher, Leslie, McCaig, McDonald, Jennifer Stewart and Kirsty West; for the amendment (4) – Councillors Allan, Crockett, Farquharson and Young.

The Committee resolved:-

to adopt the motion.

ASHGROVE COURT CAR PARKING CHARGING – MOTION BY COUNCILLOR LAING

8. With reference to Article 6 of the minute of its meeting of 28th August, 2007, the Committee had before it a report by the Head of Shelter and Environment (Central) on the motion by Councillor Laing that the Council revoke its previous decision not to refund parking rental charges levied on the residents of Ashgrove Court since its conversion to sheltered housing.

The Committee resolved:-

in view of Councillor Laing's absence from the meeting, to defer consideration of the report to the next meeting.

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FREDERICK STREET BUSINESS CENTRE REDEVELOPMENT – MOTION BY COUNCILLOR HUNTER

9. Reference was made to Article 26 of the minute of Council of 1st October, 2007, wherein the undernoted motion by Councillor Hunter had been referred to this Committee for consideration:-

“That the Council invoke Standing Order 22 and that the decision of the Resources Management Committee of 28th August, 2007 in relation to the Frederick Street Business Centre redevelopment be set aside until satisfactory alternative business premises can be provided.”

The Committee firstly heard from the Corporate Director for Resources Management who explained that following the agreement of the Committee on 28th August, 2007 to the in principle change of use of the Frederick Street Business Centre to accommodate the new Data Centre, a Corporate Contact Centre, car parking, office and other compatible operational uses, officers had, as instructed, taken all necessary action to organise and implement the necessary works programme to allow full access into the Centre by 1st January, 2008 at the latest. Notwithstanding, a “wrap-around” service to assist tenants whose commercial leases were being terminated had not been provided for at the outset, for which the Corporate Director offered an apology, but officers had been working hard to address this omission, holding daily surgeries with the affected tenants, as well as involving the Council’s Small Business Team and the Business Gateway. The Corporate Director referred the Committee to a later item on the agenda, which was contained within the confidential business, providing an update on progress being made with each of the tenants.

The Committee then heard from Councillor Hunter who outlined the difficulties for a number of the affected tenants seeking to find alternative premises at the same time as running their businesses, and expressed concerns about the apparent lack of support available for small businesses.

The Convener requested the Committee to defer further consideration of this item to the confidential report on Frederick Street Business Centre (Article 41 of this minute refers), to enable open discussion which may touch on commercially sensitive aspects.

The Committee resolved:-

to defer consideration of the motion to a later point in the meeting.

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DECLARATION OF INTEREST

Councillor Jennifer Stewart declared an interest in the subject matter of the following Article, and withdrew from the meeting during consideration thereof.

SERIOUS DISREPAIR NOTICE – 88-102 BON ACCORD STREET AND 41 ROSEBANK TERRACE

10. The Committee had before it, by way of a remit (1) a report by the Head of Planning and Policy for Services to Adults seeking permission to serve a serious disrepair notice on the 32 owners of the granite property comprising 32 flats in four tenements fronting the west side of Bon Accord Street, immediately to the south of Bon Accord Street bridge which were in a serious state of disrepair; and (2) Article 14 of the minute of meeting of Area Committee South of 23rd August, 2007 recommending a method of funding the works.

The report explained that the property in question had been monitored by officers for some years due to signs of settlement; that Private Sector Housing Grant (PSHG) funding had been provided to the owners a year ago to help pay for a detailed survey of the property and estimated repair costs; that the works identified would require investment of around £1.4m, roughly between £35,000 and £63,000 per individual flat; and that due to the large scale of this contract officers had commissioned a feasibility study to assist in determining the best approach, as part of which various options had been considered. The report outlined these options which varied in cost from an initial but recoverable outlay of £300,000 to demolish the buildings, to £1.018m to purchase the properties, demolish the buildings and sell the cleared site. The option which had been favoured by officers was to serve a serious disrepair notice to secure the upgrading of the property with PSHG funding, the intention being to upgrade the properties to a tolerable and mortgageable standard, with a minimum 30 year life span, at a cost of £807,879.

Area Committee South had, amongst other things (1) authorised officers to serve a Serious Disrepair Notice on the properties at 88-102 Bon Accord Street and 41 Rosebank Terrace and to work with the proprietors and their agent to progress the case, once the owners had demonstrated an adequate level of commitment; (2) instructed a report to the Resources Management Committee seeking approval to cover the cost from other funding sources, if required, of grant payments on a temporary basis, on the basis that these would be recouped from the Private Sector

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Housing Grant in the financial year 2008/09; (3) instructed a report to a future meeting of this Committee seeking additional funds to enforce and pay for works where owners failed to commit to the project.

The Committee resolved:-

- (i) to approve the recommendation of Area Committee South that grant payments be made from other funding sources in the current financial year if required, on the basis that these would be recouped from the Private Sector Housing Grant in 2008/09; and
- (ii) to instruct officers to write to the Scottish Government outlining the difficult position in which the Council was placed and requesting a review of the funding arrangements of large scale improvement grant schemes which require works over two or more financial years.

DECLARATION OF INTEREST

Councillor Fletcher declared an interest in the subject matter of the following Article, but did not consider it necessary to withdraw from the meeting.

INVERDEE PLAYING FIELDS – TRUST PROTECTION

11. The Committee had before it, by way of a remit (1) a report by the Head of Economic and Environmental Sustainability proposing to enter into a Minute of Agreement between the Council and the National Playing Fields Association (Fields in Trust) (FIT) in relation to the playing fields at Inverdee, in order to secure the support of FIT for the Regional Sports Facility (RSF) development; and (2) Article 5 of the minute of meeting of Area Committee South of 4th October, 2007 containing a recommendation to this effect.

The report explained that the RSF was to be built on land which was currently protected in trust by the FIT, and that support from FIT was a requirement of the sportscotland lottery funding. FIT had indicated that they would not provide this support unless an alternative area within the city was identified for protection in partnership with FIT, and in this pursuit officers had identified the Inverdee pitches which were on a flood plain and unlikely to be the subject of any future development on the part of the Council. A withdrawal of support from FIT may result in the loss of £7m of lottery funding to the city, making the RSF project non-viable.

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The Committee resolved:-

to approve the recommendation of Area Committee South that the City Solicitor be instructed to enter into a Minute of Agreement between the Council and the National Playing Fields Association (Fields in Trust) in relation to the playing fields at Inverdee, and that this be undertaken on terms which protect the interests of the Council.

CLINTERTY DEVELOPMENT PLAN - UPDATE

12. The Committee had before it, by way of a remit (1) a report by the Head of Shelter and Environment (North) providing an update on the Clinterty Development Plan and advising of an opportunity to submit an application for funding from the Scottish Government to undertake alterations to the site; and (2) Article ... of the minute of meeting of Area Committee North of 2nd October, 2007 recommending that an application be submitted within the specified timeframe.

The report set out the alterations to the Clinterty site which had been approved by the Policy and Strategy Committee on 26th September, 2006 (Article 8 of the minute refers). The works had been originally estimated at a cost of £50,000, however the pre-tender estimate was currently £115,000, although it was envisaged that a revised specification could contain costs within a budget of £110,000. The report advised of notification received from the Scottish Government that grant funding was available for the improvement of existing gypsy/traveller sites but would require to be spent by the end of the current financial year. Such a grant was intended to meet up to 75% of the capital costs of such projects, with local authorities being required to meet the remaining costs from their own resources. The report set out the required content of an application for grant funding, which should be submitted by 11th October, 2007.

Area Committee North had (1) agreed to the submission of an application for grant funding from the Scottish Government; and (2) recommended this course of action to this Committee.

The Committee resolved:-

to approve the recommendation of Area Committee North that officers be instructed to consult with stakeholders and to submit an application for grant funding to the Scottish Government by 11th October, 2007.

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BRAESIDE PRIMARY SCHOOL – PROVISION OF HOT MEALS

13. The Committee had before it, by way of a remit (1) a report by the Head of Shelter and Environment (South) setting out various options for the provision of hot meals to the pupils of Airyhall Primary School during the period of their temporary decant to the Braeside site, which was expected to last until early 2009, whilst work associated with the 3Rs programme was being undertaken; and (2) Article 13 of the minute of meeting of Area Committee South of 4th October, 2007 recommending that funding be approved to implement one of the options.

The report explained the involvement of Airyhall/Braeside in the Council's 3Rs programme; referred to representations made over the summer period by parents of children at the school as to the possibility of providing hot school meals at lunchtime; provided the results of a parent survey on the matter; explained both the space and time constraints on providing a hot option at lunch time; set out options for future action; and highlighted the requirement to report to this Committee on any financial implications arising.

Area Committee South had agreed (1) to proceed with the option of providing external storage for tables to enable hot meals to be provided, which would require some internal works with a link to external storage at a cost of £20,000 excluding fees; and (2) to remit a request for funding to this Committee on the basis that a decision was required urgently.

The Committee resolved:-

to approve the recommendation from Area Committee South that £20,000 be allocated to meet the costs of providing external storage for tables at Braeside School, and to instruct officers to report to a future meeting explaining the reasons for which this issue had not been identified earlier in the process

GENERAL FUND REVENUE BUDGET 2007/08 - MONITORING

14. With reference to Article 10 of the minute of its meeting of 28th August, 2007, the Committee had before it a report by the City Chamberlain on the current position of the General Fund Revenue Budget 2007/08 as at 31st July, 2007.

The report had attached to it:- at appendix 1, a summary monitoring statement for the General Fund 2007/08 outlining the budget for the year, actual spend to 31st July, 2007, estimated out-turn for the financial year, projected over/under spends

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anticipated, and notes on any variances, broken down between Council services; and at appendix 2 details of general contingencies provision, £604,000 of which had already been committed by the Council.

The report advised that an overall budget of £373.056 million had been set based on a Band D Council Tax level, although this had been initially increased by £600,000 on the basis of specific funding which remained unspent at the end of the financial year 2006/07, and subsequently by a further £7.05 million as the result of further commitments earmarked from the General Fund balance at the end of the last financial year and also the carrying forward of specific grants, such that the revised budget for 2007/08 stood at £380.710m; that a number of challenging areas must be addressed by the Council in the current financial year, including the implementation of equal pay and modernisation, the continuing cost of social care services, and securing solutions to the disposal of waste in the city; that the Committee had on 28th August, 2007 been advised of a potential overspend of around £15 million in the current financial year; and that, in looking at the variances, it should be taken into account that the patterns of spend varied depending on the different types of expenditure and income which would relate to when payments were made. Before discussing significant budget variances in detail, the report advised that the projected out-turn figures had been updated to reflect the management decisions which Corporate Directors and Heads of Service were taking at this time to minimise the expenditure levels of the current year, including the active management of vacancies, increased scrutiny, and in many cases the removal of authority to incur discretionary expenditure on items such as furniture and equipment, but cautioned that these measures did not address the cost pressures faced by the Council following the introduction of the Transformation Programme. The report identified areas of major pressure as being (1) equal pay and modernisation of terms and conditions at a cost of £6.4 million, which included the cost of compromise agreements with cleaning, catering and care staff; and (2) health and care, particularly the costs of accommodating children in appropriate settings which was the most costly and sustained pressure.

The report emphasised the need to continue to make progress with ensuring that all action was being taken within the strategic framework and current operating arrangements to ensure that costs were being controlled, and for further reports to be submitted to the Council to initiate action on specific areas. The projections contained within the report already included the implementation of recommendations approved by the Council on 1st October, 2007 (Article ... of the minute refers). The overall cost pressures across the Council for social work services was £8.244 million but would be subject to the deductions resulting from the Transformation Programme and the continued work to progress cost reductions throughout the remainder of the year. The report considered it essential that the implementation of the Transformation Programme decisions was swift in order to

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have the greatest impact in the current year, but also to ensure that a lower cost base was achieved in setting the budget for future years. The report set out the overall operating position for 2007/08, which was an overspend of £15.973 million minus £1.334 million (Transformation Programme) and £6.382 million (Equal Pay and Modernisation costs to be met from reserves and balances), resulting in an over-commitment of £8.257 million. The report made reference to the general contingencies provision referred to in appendix 2, and particularly to the allocation by the Corporate Management Team of £500,000 towards the Transformation Programme. The report went on to consider the reserves and balances position which was projected to be £10.338 million as at 31st March, 2008, after taking account of sums set aside including provision for workforce reduction costs (£2m). This was against a recommended balance of £11.192 million, and advised against supporting the General Fund overspend from reserves and balances, which would in effect reduce the projected working balance to £2.081, excepting the commitment already made to meet the costs of equal pay and modernisation (£6.382m). The report concluded that expenditure was projected to exceed the budget by up to £14.6 million in the current year, representing approximately a 4% variance from budget, taking into account the active management decisions being taken by officers to reduce the level of expenditure and on-going commitments.

The Committee resolved:-

- (i) to instruct all Managers and staff to continue the work which had been put in place to re-align service delivery around the strategic frameworks of the Council, including bringing back service budgets in line with funding levels available (when compared to grant aided expenditure);
- (ii) to instruct officers to report to future Council meetings where decisions were required to deliver on these objectives;
- (iii) to instruct the City Chamberlain to prepare a follow-up report for the next meeting providing an updated position along with further detail on the progress being made towards a balanced out-turn position for 2007/08; and
- (iv) to note the commitment made within general contingencies provision, and to approve the additional commitment recommended by the Corporate Management Team, namely a contribution of £500,000 to the Transformation Programme.

HOUSING REVENUE ACCOUNT 2007/08 - MONITORING

15. With reference to Article 12 of the minute of its meeting of 28th August, 2007, the Committee had before it a report by the City Chamberlain advising on the current position of the Housing Revenue Account 2007/08 as at 31st July, 2007.

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The report had attached to it as an appendix a summary monitoring statement including the budget for the year, actual spend to 31st July, 2007, estimated out-turn for the full year, and a variance column identifying the percentage spend to date, including notes on any significant variances. The current budget showed a budgeted net deficit of £3.268 million, which would require a contribution from reserves of an equivalent sum to ensure a balanced budget, and which compared favourably by £598,000 with a budgeted deficit of £3.866 million. The report highlighted that the main variances were within repairs and maintenance which was showing an anticipated over-spend of £620,000 (a detailed analysis of this out-turn was contained within a further appendix); loss of rent on Council housing of £125,000 as a result of sales, reclassification of properties and moving properties off the charge; and debt write-off, the out-turn for which had been decreased by £221,000 to reflect the actual figures for 2006/07 and the likely provision for 2007/08, although this would only occur if all possible action had been taken to recover outstanding sums owed to the Council. A further appendix demonstrated budget allocation by Council Services, although it was noted that this was based on stock allocation and may not match the work during the year. The report projected working balances of £3.684 million on 31st March, 2008.

The report recommended:-

that the Committee -

- (a) consider the attached financial monitoring statement for the Housing Revenue Account 2007/08 for the period ending 31st July, 2007; and
- (b) instruct the City Chamberlain to continue to monitor the Housing Revenue Account with a view to ensuring that the working balances of at least £3 million were retained, and to report back on any proposed action required in achieving this.

The Committee resolved:-

- (i) to approve the recommendations; and
- (ii) to instruct the Head of Customer Relations Management to report back on the potential for introducing a performance indicator which measured the amount of rent collected and compared this against the performance of other local authorities.

COMMON GOOD BUDGET 2007/08 – MONITORING

16. With reference to Article 14 of the minute of its meeting of 28th August, 2007, the Committee had before it a report by the City Chamberlain providing actual expenditure and income for the Common Good 2007/08 as at 31st July, 2007, and an estimated out-turn for the year as compared with the approved budget.

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The report had attached to it:- as appendix 1, a summary monitoring statement for the Common Good 2007/08 highlighting an estimated out-turn figure of net expenditure of £697,269, representing £12,500 more than the net expenditure previously reported to the Committee as this reflected its decision to partially fund the Hogmanay Street Party from the Common Good (Article 30 of the minute of the Committee of 28th August, 2007 refers); as appendix 2, an analysis of miscellaneous and general items; as appendix 3, further information on donations, grants and contributions during the year; and as appendix 4, a description of other projects being contained within the Common Good 2007/08. The report highlighted a favourable movement of £98,350 in the projected out-turn from budget, providing an explanation in respect of each, and estimated cash balances as follows:- £5.162 million as at 31st March, 2008, £4.75 million as at 31st March, 2009 and £4.276 million as at 31st March, 2010.

The Committee resolved:-

- (i) to note the position as at 31st July, 2007 and the estimated out-turn for the Common Good 2007/08; and
- (ii) to note the estimated cash balances of the Common Good as at 31st March, 2008 of £5.162 million, after taking account of items approved since the original budget for 2007/08 had been set.

NON-HOUSING CAPITAL PROGRAMME 2006/07 – MONITORING

17. With reference to Article 16 of the minute of its meeting of 28th August, 2007, the Committee had before it a report by the City Chamberlain advising on the status of the Non-Housing Capital Programme 2007/08, as at 31st July, 2007.

The report had attached to it:- as appendix 1, a financial statement outlining the original budget for the current year including expenditure and income as at 31st July, 2007, estimated out-turn in the full financial year, and notes on a number of variances; and as appendix 2, capital projects to be undertaken in the 2007/08 financial year broken down between Council Services.

The total spend as at 31st July, 2007 was approximately £7.1 million or 9% against the approved budget of £81.19 million, which was considerably lower than expected on a pure time basis, although the trend had been for spend to be principally in the later periods of the years. A full review of the expenditure had been undertaken which had identified a number of projects with a revised profile of spend by year-end, such that the capital programme was now anticipated to be £78.453 million including slippage. The report noted that a number of large

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projects were on-going such as the replacement of Rosewell House and Rubislaw Pavilion, as well as the Hanover Street School development, therefore a higher out-turn would be anticipated in 2007/08 than would be the case if the pattern from previous financial years was followed. This meant that there was some limited scope at this stage to include additional projects in the 2007/08 capital programme although a number were recommended for approval, these being (1) £25,000 to enable a structural survey to be undertaken of Rosemount Community Education Centre before a detailed project plan was drawn up on a long-term use of the facilities; (2) £25,000 to enable the Games Hall at Aberdeen Grammar School to become operational following the October school holidays; and (3) £180,000 to complete work at the Links Ice Arena.

The Committee resolved:-

- (i) to note the updated position on the Non-Housing Capital Programme 2007/08;
- (ii) to approve the additional projects listed within the report for inclusion within the programme for 2007/08; and
- (iii) to instruct the City Chamberlain to continue to update the Committee, in consultation with the Corporate Directors, on the current position on the Non-Housing Capital Programme 2007/08.

HOUSING CAPITAL PROGRAMME 2007/08 - MONITORING

18. With reference to Article 18 of the minute of its meeting of 28th August, 2007, the Committee had before it a report by the City Chamberlain on the status of the Housing Capital Programme 2007/08 as at 31st July, 2007.

The report had attached to it:- as appendix 1, the original budget for the current year showing expenditure and income as at 31st July, 2007, including estimated out-turn for the full year; as appendix 2, the range of projects expected to be undertaken within the overall budget; as appendix 3, a summary of expenditure broken down within each Neighbourhood Service; and as Appendix 4, potential revenue items in the 2007/08 revised budget, totalling £5.671m. In terms of expenditure, the report advised that £7.551m or 14% of the approved programme, had been spent to date; that of the initial approved programme, £34.763m or approximately 65%, had been committed through accepted tenders or tenders which were in the process of being accepted; of the requirement to keep slippage to a minimum to enable the Council to achieve the Scottish Housing Quality Standard by 2015; and of the difficulties being caused by a continuing shortage of contractors and unforeseen staff losses. In terms of income, the report reminded that all Council house sales receipts would be utilised for the repayment of debt to

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enable additional capital borrowing, which was effectively cost-neutral to the housing revenue account.

The Committee resolved:-

- (i) to note the financial information contained within the report; and
- (ii) to approve the revised housing capital programme 2007/08, and the variations to projects outlined in appendix 2.

DECLARATIONS OF INTEREST

Councillors Allan, Clark, Corall, Crockett, Dean, Fletcher, Leslie, McDonald, Jennifer Stewart, Kirsty West and Young declared an interest in the subject matter of the following Article by virtue of their membership of the Local Government Pension Scheme, but did not consider it necessary to withdraw from the meeting.

LOCAL GOVERNMENT PENSION SCHEME

19. The Committee had before it a report by the City Chamberlain on the consultation document received on the new Local Government Pension Scheme (LGPS).

The report set out the aims of the revised scheme which were to provide cost-effectiveness, viability and sustainability over the longer-term, to meet the needs of the modern workforce through the provision of a valued set of benefits and a useful tool for employers to aid recruitment and workforce change, and to provide equal access for all local government employees to a set of scheme benefits which were both fair and affordable. The Scottish Local Government Advisory Board had produced a consultation paper on the revised scheme, responses to which required to be submitted by 31st October, 2007 and which would inform decisions on the new LGPS in Scotland, the aim being to issue draft regulations by December 2007 and to agree a new scheme by April, 2008. The report appended a comparison between the existing and proposed schemes, as well as a copy of the consultation paper.

There was circulated to the Committee a copy of the draft Minute of Meeting of the Pensions Panel of 12th September, 2007, summarising the views of the Panel in relation to the revised scheme.

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The report recommended:-

that the Committee –

- (a) note the consultation document on the proposed Local Government Pension Scheme;
- (b) provide any specific feedback in relation to consultation document, and the issues for employers; and
- (c) agree that the response on the consultation document be sent on behalf of the Council as an employing authority by the City Chamberlain in consultation with the Convener of the Resources Management Committee.

The Committee resolved:-

- (i) to approve recommendations (a) and (c); and
- (ii) in respect of recommendation (b), to concur with the view of the Pensions Panel that there were questions about the affordability of the scheme which could lead to increased employer contributions.

ARTS AND BUSINESS SCOTLAND ANNUAL AWARDS

20. The Committee had before it a report by the Head of Economic and Environmental Sustainability seeking support to hold the Arts and Business Scotland Annual Awards in Aberdeen on 21st October, 2008.

The report advised that the awards were the leading celebration of arts and business partnerships within Scotland and had previously always been held in Glasgow and Edinburgh; that it was proposed to host the event in the Music Hall in October, 2008 at a cost of £6,450 including facility hire and sponsorship of an award category; provided further detail on the format of the event; and outlined the benefits to Aberdeen of hosting the awards.

The Committee resolved:-

to support the hosting of the Arts and Business Scotland Annual Awards in 2008, at a cost of £6,450 to be contained within existing budgets.

APPLICATIONS FOR FUNDING FROM THE INTERNATIONAL BUDGET 2007/08

21. The Committee had before it a report by the Head of Community Planning and Regeneration presenting an application for financial assistance from the International Budget in respect of the financial year 2007/08, and advising that £32,647 would remain in the budget were the recommendations approved.

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The report recommended:-

that the Committee agree to release £2,874 to allow four Aberdeen members of the Scottish Youth Parliament and two accompanying youth workers to attend the International Twinning Conference "Youth in Europe" in Northern Ireland from 25th to 27th October, 2007.

The Committee resolved:-

to instruct officers to firstly clarify whether the request for funding could be met by the Scottish Youth Parliament itself, and, if this were not possible, that the Council meet the costs of the visit but that officers also write to the Scottish Parliamentary Corporate Body requesting that the lack of funding support for members of the Scottish Youth Parliament to attend conferences and events be addressed.

APPLICATIONS FOR FUNDING FROM THE YOUTH ACTIVITIES SMALL GRANT BUDGET 2007/08

22. The Committee had before it a report by the Head of Community Planning and Regeneration setting out the recommendations of the Youth Activities Small Grant Funding Group for the first round of applications in 2007/08.

The report advised that funding of £27,592 would remain in the budget were the recommendations in the report approved.

The Committee resolved:-

to award financial assistance as follows:-

Name of Group	Purpose of Grant	A m o u n t
Torry Academy Radio Station Group	Towards the costs of buying specific equipment to enable the Group to record and play material through existing school speakers.	£300
Torry Academy Puzzle Club	Towards the costs of equipment for this after-school activity.	£300

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Name of Group	Purpose of Grant	Amount
Torry Academy Campaigns and Fund-Raising Group	To allow the Group to continue their work in the school and the local community	£85
Dee Boys' Club U16s Football Club	To cover the costs of hire of all-weather pitch and also some specific equipment	£1,000
Bankhead Academy Senior Pupils Outdoor Education Group	Towards the cost of an outdoor activities programme	£1,050
Channel 5 Theatre Company	Towards the costs of staging a rock musical (Tommy)	£1,500
Marlpool Special School – Huntly, Glamis, Edinburgh, Fyvie and Stirling Classes	Towards the costs of buying fitness equipment	£518
Bramblebrae Pupil Council	Towards the costs of buying disco equipment	£1,000
The Leaside Trust	Towards the costs of decorating meeting space and for some equipment	£1,475
Inchgarth Community Centre Youth Club	To allow the Group to organise and attend an outdoor residential centre.	£1,500
The Gallowgators	Towards the costs of various activities and equipment, including snowboarding and computer equipment	£1,130
The Alex Collie Short Mat Bowling Cub	To meet the costs of young people representing Scotland in the British Short art Bowling Championships	£500
The Group – A Voice of	To allow the further development of this	£1,000

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Name of Group	Purpose of Grant	Amount
Reason	fairly new Group	
Torry Youth Karate Club	Towards the cost of young people travelling to and attending a residential course for training and grading	£1,500
Templar's Park/Scout Camp Site	Towards the cost of buying various equipment for use at Templar's Park	£1,500
Torry Youth Café	Towards the cost of employing an IT tutor and buying some equipment	£500
Bucksburn Novice Juvenile Pipe Band	To buy capes for band members	£400
Special Needs Youth Group	To allow the young people to plan, organise and enjoy a Christmas party	£350
Teenage Mums' Group	To allow the Group to travel to London to present a workshop about their work, highlighted in a book recently produced by them, and to receive a presentation from the London Group.	£1,500
Vintage	Support for a Young Enterprise Project	£1,500
Aberdeen Oilcats Flag Football Club	To assist the current youth and senior squads to travel to away games	£1,500
Charleston Netball Club	To assist the Team to take part in the Netball Tournament in Malta	£1,500
Music 4 You	Towards the cost of hiring a rehearsal venue and basic costume items	£1,500
Torry Academy	Towards the cost of 84 pupils travelling to Paris to provide concerts	£1,500

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Name of Group	Purpose of Grant	A m o u n t
Senior Youth – Youth Achievement Group Award Bronze and Silver	To buy resources to allow the Group to evidence their work	£300

APPLICATIONS FOR FINANCIAL ASSISTANCE 2007/08

23. The Committee had before it a report by the City Chamberlain presenting an application for financial assistance from the ad hoc grants budget for the financial year 2007/08, and advising that the balance remaining following approval of the recommendation would be £4,270.

The Committee resolved:-

to award financial assistance of £200 to the Maryculter Driving for the Disabled Group towards the hire of toilets which were suitable for disabled people.

APPOINTMENT OF EXTERNAL PROFESSIONAL VALUATION RESOURCE

24. Reference was made to (1) Article 37 of the minute of its meeting of 21st November, 2006, at which time officers had been authorised to procure external professional resources to address problems within Resources Development and Delivery; and (2) Article 19 of the minute of its meeting of 7th February, 2007 at which time a new structure for the Service had been proposed.

The Committee now had before it a report by the Head of Resources Development and Delivery providing the results of a tendering process to appoint an external firm to assist with the major valuation work currently being undertaken by Asset Policy (Non-Housing) within the Service. The report explained that the team had a statutory requirement to prepare asset valuations of all Council property by the end of the current financial year, which was work over and above the normal valuation work carried out by the Service in relation to acquisitions and disposals. The Head of Service and Corporate Director for Resources Management had agreed that staffing problems within the team could be addressed by appointing an external resource to assist with all valuation work. The report detailed the tendering exercise currently in progress, and sought delegated authority to award the tender

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at the conclusion of the process to enable commencement of service provision on 1st December, 2007 in compliance with the European procurement legislation.

The Committee resolved:-

- (i) to note the tendering process within Resources Development and Delivery to appoint external professional expertise to undertake property valuation work;
- (ii) to delegate authority to accept the most advantageous tenders for the provision of major valuation services to the Corporate Director for Resources Management, the Head of Resources Development and Delivery, the City Solicitor and the City Chamberlain, in consultation with the Conveners of the Resources Management and Policy and Strategy Committees;
- (iii) to approve the suspension of standing orders 75 and 76 to the extent necessary to permit the delegation of powers; and
- (iv) to instruct officers to submit a bulletin report to the Committee in December, 2007 on the outcome of the tendering and evaluation process and any exercise of delegated powers in this regard.

OFFSHORE AND NORTHERN SEAS CONFERENCE AND EXHIBITION 2008, STAVANGER

25. The Committee had before it a report by the Head of Corporate Communications seeking approval for to one officer to visit Stavanger before the end of 2007 to fully cost Aberdeen's participation in the Offshore Northern Seas (ONS) Conference and Exhibition taking place in Stavanger in August, 2008.

The report provided information on the ONS Conference and Exhibition which was held every two years in Stavanger, describing the benefits of Aberdeen taking a marquee at the festival to promote the city as a tourist destination to the delegates and residents, and to showcase Aberdeen's culture and heritage. It was expected that food, drinks and entertainment would be provided in the marquee each night from 26th to 29th September, 2008 and, whilst it was anticipated that the costs of attendance at the festival could be in the region of £30,000 there may be an opportunity for support from the private sector. The organisers of the event had invited Aberdeen to meet with them to discuss further the opportunities available.

The Committee resolved:-

- (i) to approve in principle the City of Aberdeen's participation in the Offshore Northern Seas Conference and Exhibition taking place in Stavanger in August, 2008;
- (ii) to approve a visit to Stavanger by one officer from Economic Promotion and City Events to enable participation costs to be determined; and

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- (iii) to instruct the Head of Corporate Communications to submit a fully costed proposal for consideration at a future meeting of the Committee.

EMPLOYEE MORALE AND MOTIVATION

26. The Committee had before it a report by the Chief Executive presenting an action plan aimed at raising basic levels of morale and motivation within the workforce.

The report (a) advised that a cross-service group of officers had recently considered the long-standing issues of morale and motivation within the workforce, with claims of low morale in parts of the workforce having been made virtually since the inception of Aberdeen City Council; (b) highlighted that academic research suggested that there had been a year on year downward slide in relation to employee morale and motivation within all business sectors in the United Kingdom; (c) stated that the group had concluded that one of the main reasons for apparent de-motivation within certain parts of the Council was what could be described as weak management practices and styles, for example failure to appraise employees and failure to engage with staff on a regular basis and provide necessary support; (d) explained that a full report of the group's findings had been prepared in addition to the action plan, which was appended to the report; (e) emphasised that the main thrust of the action plan related to the conclusion that the principal influencing factor in relation to an individual employee's motivation was their relationship with their line manager, which was consistent with academic research and the Council's drive to further develop management and leadership skills within the Council; (f) underlined that the main challenge for the Council was to ensure that (1) managers were aware of the significance of their role in relation to the morale and motivation of their staff; (2) it gave due regard to this role in terms of management induction and 360 degree appraisals; and (3) it continued to recruit people into management positions who recognised their role in this area and who demonstrated potential to fulfil it; (g) acknowledged that the trade unions had consistently raised the issue of workload as a significant factor in relation to morale within certain parts of the organisation, however a separate project led by the Corporate Director for Continuous Improvement was examining this; (h) advised that the action plan sought to further enhance levels of communication between the Council and the workforce, and to ensure that key sources of feedback on issues of morale and motivation were used to deal with issues on a proactive basis; and (i) demonstrated that the proposals attempted to further improve the Council's recognition of

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employee achievements and to encourage managers to develop appropriate feedback skills in order that recognition could become part and parcel of normal supervisory/employee interaction.

The Committee resolved:-

- (i) to approve the action plan for enhancing levels of employee morale and motivation; and
- (ii) to instruct each Corporate Director to prepare an action plan for enhancing morale and motivation within their Service, and report this to their respective Committees.

CONFERENCE - COUNCILS, BUDGETS AND MANIFESTOS – 13th NOVEMBER 2007 – EDINBURGH

27. The Committee had before it details of the above-mentioned conference for consideration of attendance by elected members.

The Committee resolved:-

to approve the attendance of four elected members, consisting of one member from each political group (Councillor McCaig to represent the SNP group, and Councillor Crockett to represent the Labour group).

THE SCOTTISH TRANSPORT CONFERENCE 2007 – 30th OCTOBER 2007 – GLASGOW

28. The Committee had before it details of the above-mentioned conference for consideration of attendance by elected members.

The Committee resolved:-

to approve the attendance of five elected members, consisting of one member from each political group (Councillor McCaig to represent the SNP group, and Councillor Laing to represent the Labour group), and Councillor Boulton.

EXEMPT INFORMATION

The Committee resolved in terms of Section 50(A)(4) of the Local Government (Scotland) Act 1973 to exclude the public from the

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meeting during consideration of the following items of business so as to avoid disclosure of exempt information of the class described in the following paragraphs of Schedule 7(A) to the Act:- Articles 29, 32, 34 and 35 (paragraph 8); Articles 30, 39 and 40 (paragraph 6); Articles 31, 36 and 43 (paragraphs 6 and 8); Articles 33 and 38 (paragraphs 6, 8 and 9); Article 37 (paragraphs 8 and 10); and Articles 41, 42, 44, 45, 46 47, 48 and 49 (paragraphs 6 and 9).

FINANCIAL TRADING SERVICES 2007/08 - MONITORING

29. The Committee had before it a report by the City Chamberlain advising on the current position and forecast out-turn for the financial year 2007/08 for the significant and non-significant trading activities as defined by the Local Government in Scotland Act 2003.

The report had attached to it details of the revised budget and estimated out-turn in respect of the following significant trading activities:- property letting, car parks, building services, environmental services, ground services and roads services; and the following non-significant trading activities:- catering, building cleaning and fleet services.

The report recommended:-
that the Committee -

- (a) consider and note that the forecast out-turn to 31st March 2008 showed a projected overall surplus for the significant trading activities in the order of £7.261million, which compared with the budgeted surplus of £6.990million reflected expected improvements in performance from a number of activities, principally property letting, the value of which was £519,000, although forecasts would continue to be updated as the year progressed;
- (b) note that the provisional full year results indicated that the financial objective for each significant trading activity would be achieved, with the exception of building services, before allowing for the effects of FRS17 pension adjustments, which were unknown at the time of writing, however building services was expected to return a small surplus for the current year but it would not yet be sufficient to achieve an overall surplus over the 3-year period; and
- (c) consider and note that, while there was no statutory requirement for non-significant trading activities to meet the best value financial objective, within these activities an overall deficit of £326,000 was currently forecast for the year with deficits particularly expected in catering and building cleaning, and a surplus expected in fleet services; that this compared with a base budget

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deficit of £102,000 for the three services as a whole and was before taking into account any adjustment for FRS17 pension provisions; and that no specific provision for the arrears of equal pay under single status was included here on the basis that a corporate provision existed to cover this.

The Committee resolved:-

- (i) to approve the recommendations; and
- (ii) to request officers to report in further detail on Grounds Services.

ABES SMALL BUSINESS LOANS - MONITORING

30. With reference to Article 40 of the minute of its meeting of 28th August 2007, the Committee had before it a report by the City Chamberlain providing monitoring information on outstanding small business loans made under the Aberdeen Business Enterprise Scheme (ABES). The report outlined the current status of the outstanding loans and detailed the repayment arrangements agreed.

The Committee heard the City Chamberlain provide an update in respect of the repayment of one outstanding loan.

The Committee resolved:-

- (i) to note the current list of outstanding loans and that efforts were being made to pursue these where no agreed payment arrangement was in place; and
- (ii) to note the verbal update by the City Chamberlain in respect of the repayment of one outstanding loan.

PROCUREMENT OF A CORPORATE ADDRESS GAZETTEER MANAGEMENT SYSTEM AND UPGRADED GEOGRAPHICAL INFORMATION SYSTEM

31. The Committee had before it a report by the Corporate Director for Strategic Leadership seeking approval for the acquisition and implementation of a Corporate Address Gazetteer (CAG) and upgraded Geographical Information System (GIS).

The report explained (a) that the Council was required to create a CAG in line with funding that had been provided from the Modernising Government Fund; (b) that the requirement was to upgrade the existing GIS with an efficient and cost-effective corporate Gazetteer Management System and GIS, which would make GIS-related data accessible to all staff and simplify access to information for staff and public

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alike; (c) that once operational, the CAG would be used as a means of co-ordinating the distribution of the Council's geographical data; (d) that the Council's current GIS had limitations, which meant that there was no link to external databases and the CAG was not available for general access; (e) that the procurement of an upgraded enterprise GIS solution would support the implementation of the CAG, including data collection and editing, database administration, advanced geoprocessing and analysis, and other specialist functions including full integration with web browsers and servers; (f) that the procurement of a CAG would facilitate the requirements of best value and would provide potential opportunities for wider joint working with the Council's partners; (g) that a tendering exercise had been carried out, and that five submissions had been received and evaluated; (h) that two of the submissions had been deemed to be technically superior, however only one of those submissions could be accommodated within the £199,000 funding made available by the Modernising Government Fund; and (i) that the closeness of the bids from a technical perspective was at variance with the difference in costs, with all three of the top scoring bids proposing systems which would meet the Council's requirements, however the bid from ESRI (UK) Ltd. met all of the requirements of the tender document at a competitive price.

The report recommended:-

that the Committee approve the acquisition and implementation of a Corporate Address Gazetteer and upgraded GIS to be procured from the supplier ESRI (UK) Ltd., identified as the result of a tendering exercise.

The Committee resolved:-

to approve the recommendation.

TREASURY MANAGEMENT – CONSULTANCY SERVICES

32. The Committee had before it a report by the City Chamberlain which outlined proposals for the Council's current treasury management consultancy services to be replaced by a joint tendering exercise with Aberdeenshire Council.

The report advised (a) that the North of Scotland Directors of Finance were continually looking at opportunities to progress the shared services agenda, and treasury management consultancy services was an area that had been identified which could be taken forward; (b) that the Council's current treasury management consultancy services contract was due to expire on 31st December 2007; (c) that in June 2007, the Council had contacted its public sector partners, and specifically Aberdeenshire Council, to ascertain whether they would be interested in a shared

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service approach to treasury management consultancy services, following which a positive response had been received from Aberdeenshire Council; (d) that in order to explore the possibility of a shared services arrangement the first step would be to harmonise contract end dates, with Aberdeenshire Council's existing treasury management consultancy services contract due to expire in March 2009; (e) that if harmonisation of contract end dates could be achieved, then discussions on the tendering phase could commence with the objective that joint arrangements be in place from 1st April 2009; (f) that in order to achieve contract harmonisation, the Committee was requested to approve the application of Standing Order 69(3)(i) to allow the existing contractual arrangements with Sector Treasury Services Ltd. to be extended until 31st March 2009; and (g) that it was envisaged that the proposed fifteen month contract extension would be on the same terms as the existing contract, the cost of which was identified.

The report recommended:-

that the Committee approve -

- (a) the proposal to extend the current treasury management consultancy services contract with Sector Treasury Services Ltd. to 31st March 2009;
- (b) the application of Standing Order 69(3)(i) in the circumstances outlined in the report; and
- (c) the undertaking of a joint tendering exercise with Aberdeenshire Council for the provision of treasury management consultancy services with effect from 1st April 2009.

The Committee resolved:-

to approve the recommendations, subject to officers extending investigations into joint bank tendering arrangements to other local authorities in the North East of Scotland, in consultation with the City Solicitor.

REAL TIME PASSENGER INFORMATION SYSTEM - PROVISION OF TERM MAINTENANCE

33. The Committee had before it a report by the Head of Shelter and Environment (South) which highlighted the cost issues affecting the procurement of a new term contract for the maintenance of the Aberdeen Real Time Passenger Information (RTPI) system.

The report (a) by way of background, summarised the development of the Aberdeen RTPI system, which had expanded quite rapidly since its inception in 1998; (b) explained that the Aberdeen system differed from almost every other RTPI system in the UK in that it was under the shared ownership of a public

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transport operator, First Aberdeen, and a local authority, Aberdeen City Council, which posed its own challenges in terms of managing the system effectively; (c) noted that an agreement between the Council and ACIS for the provision of maintenance services had expired on 31st March 2007, and that a new maintenance contract had been tendered prior to then, the outcome of which was the subject of the report; (d) stated that the RTPI system was not yet performing to the desired level of 90%, however the Aberdeen system continued to be one of the most reliable in the UK at 75%; (e) discussed the maintenance of the RTPI system, highlighting that due to the specialist and proprietary nature of the Busnet system only the system's supplier, ACIS, was realistically in a position to offer a comprehensive maintenance service; (f) advised on the returned tender for annual maintenance from ACIS; (g) detailed the outcome of the discussions with ACIS, which had resulted in a significant reduction in the overall annual cost; (h) evaluated alternative options, which included maintenance of the on-street system hardware through a third party, however it was apparent that this could present more difficulties than it overcame; (i) set out in detail the issues that needed to be considered in the future, which included (1) the radio system operating at capacity; (2) ageing hardware and control software; (3) the potential withdrawal of operating frequency; and (4) the need to relocate the radio base station when the Council moved to Marischal College; (j) highlighted that the planned relocation of staff and equipment from St Nicholas House to Marischal College would require a new site to be identified to accommodate the radio base station, and that such a migration would require careful management to ensure minimal down time and loss of service; (k) suggested that given the known capacity, frequency and age issues affecting the radio base station that any works to relocate would offer the ideal opportunity to bring it up to a modern standard whilst minimising disruption to services; (l) concluded that of the maintenance options available for the RTPI system an inclusive agreement with the system supplier offered the best service with the lowest risk, and that should an expansion of RTPI services into Aberdeenshire proceed, as was being considered by NESTRANS, this would provide an ideal opportunity to review the structure of the Aberdeen system.

The report recommended:-

that the Committee -

- (a) instruct officers to award the contract for annual maintenance of the RTPI system to ACIS;
- (b) make provision in this year's budget for the increase in maintenance costs;
- (c) instruct the appropriate officers to make provision for the relocation of the radio base station as part of the move to Marischal College, and note the need for future investment to address the issue of ageing infrastructure and control software; and

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- (d) instruct officers to work with NESTRANS to consider all of the options available to facilitate any expansion of RTPi services into the surrounding region.

The Committee resolved:-

to approve the recommendations.

DECLARATIONS OF INTEREST

Councillors Jennifer Stewart and Kirsty West declared interests in the subject matter of the following article by virtue of their membership of the Aberdeen Performing Arts Board. Neither member felt it was necessary to leave the meeting during the course of the Committee's deliberations.

CONTEMPORARY ARTS CENTRE

34. With reference to Article 28 of the minute of Council of 27th June 2007, the Committee had before it a report by the Head of Economic and Environmental Sustainability which provided an update on the proposed Contemporary Arts Centre following the submission of the business plan for the project.

The report advised that a project team, led by Peacock Visual Arts, had produced a detailed business plan which set out the vision for a Centre for Contemporary Arts on the Union Terrace Gardens site, including income and expenditure, cash flow, and balance sheet forecasts for the next ten years. The detailed business plan also included sections on the management of change, marketing, economic appraisal and risk assessment.

The report went on to explain that a feasibility budget cost had been prepared as part of the current project stage, which identified that the total project capital cost was approximately £12.35million. The Scottish Arts Council was expected to make a decision on its funding allocation by spring 2008, however the report anticipated that there would be a shortfall in funding of £4million, although Peacock Visual Arts had targeted an additional £2million in fundraising.

The report stated that further work was to be commissioned by Peacock Visual Arts, which would review the proposed business model and identify the economic impact assessment as the key elements for investment decisions of the potential

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funding partners - this was due to be completed for submission to the Scottish Arts Council by the end of 2007.

The Committee resolved:-

- (i) to note the content of the report, and instruct the Head of Economic and Environmental Sustainability to report to a future Committee on the outcome of the bid to the Scottish Arts Council in spring 2008;
- (ii) to instruct the Head of Economic and Environmental Sustainability to report to a future Committee following the outcome of further work planned by Peacock Visual Arts to test capital and revenue assumptions including the business model and the economic impact assessment;
- (iii) to instruct the Head of Economic and Environmental Sustainability to write to Peacock Visual Arts reinforcing the decision of the Council on 27th June 2007, that it would make a maximum contribution to the overall project of £3million by way of a loan plus the value of the site, subject to a full review of the financial viability of the project once a detailed business plan had been undertaken and the site conditions were known, and anticipating that revenue savings would be delivered as previously indicated; and
- (iv) that a response to the invitation extended by Peacock Visual Arts to the Chief Executive be given by officers, expressing concern at the late notice provided.

HAZLEHEAD GOLF DEVELOPMENT PROJECT - STAGE 1 EXPRESSIONS OF INTEREST

35. With reference to Article 29 of the minute of meeting of the Policy and Strategy Committee of 4th September 2007, the Committee had before it a report by the Head of Economic and Environmental Sustainability which detailed the scope and budget required to implement stage 1 of the Hazlehead development project, in regard to the decision of the Education and Leisure Committee of 14th March 2006, (1) that officers be instructed to invite expressions of interest to develop all or part of the golf course facilities in Hazlehead; and (2) that a range of delivery options be considered from partnership working to a long-term lease, but not selling the asset.

The report (a) set out the scope of stage 1 of the project, emphasising that the Council required specialist external advice through the appointment of a client adviser, who would lead the creation of a tailored marketing strategy based on the key requirements of the project; (b) provided a timetable for stage 1 of the project, with a target date to appoint a client adviser by the end of November 2007, through to a Committee decision on an agreed short leet and stage 2 requirements in June 2008; (c) estimated that the budget required for stage 1 was £55,000, and advised

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that the programme, resources and estimated costs for stage 2 would be the subject of a separate report to Committee; (d) appended the proposed project structure, which identified that a Project Manager and Project Team would be appointed to support the process; and (e) outlined the views of two of the local members, Councillors Greig and Jennifer Stewart, in relation to a series of issues which had been considered by the Hazlehead Golf Working Group.

The report recommended:-

that the Committee approve -

- (a) the budget of £55,000 from the Council's contingencies which was estimated for stage 1 of the project to invite expressions of interest; and
- (b) that a client adviser be procured to provide specialist advice required by the Council.

The Committee resolved:-

- (i) to approve the recommendations;
- (ii) that officers be instructed to invite expressions of interest to develop all or part of the golf course facilities in Hazlehead, and that a range of delivery options be considered from partnership working to long-term lease but not selling the asset;
- (iii) that the scope of the tender for developing all or part of the golf course facilities be sufficiently broad so as not to restrict potentially innovative ideas; and
- (iv) that future reports on this matter be titled "the Hazlehead Golf Project".

WELLINGTON SUSPENSION BRIDGE PRESERVATION WORKS PHASES 2 AND 3 - TENDER AWARD

36. With reference to Article 16 of the minute of meeting of the Environment and Infrastructure Committee of 7th November 2006, the Committee had before it a report by the Head of Resources Development and Delivery requesting approval to award phases 2 and 3 of the preservation works for the Wellington Suspension Bridge to Mackenzie Construction Limited.

The report (a) reminded members that the bridge had been closed to vehicular traffic in 1984 and, following an inspection by Council engineers in 2002, the decision was made on health and safety grounds to close the bridge to the public; (b) stated that in late 2003 monies had been made available from the City Growth Fund to inspect the condition and assess the load carrying capacity of the bridge and to develop a costed preservation scheme; (c) advised that work began on the inspection and assessment in early 2004, culminating in 2006/07 with the

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replacement of all four saddle chains with stainless steel following approval from Historic Scotland; (d) noted that the first phase of the works had been completed at a cost of £370,000, and that although this phase attracted 25% grant funding from Historic Scotland, it did not consider phases 2 to 4 as being grant eligible; (e) detailed that phases 2 and 3 of the works included the renewal of the existing timber deck, complete repainting of the bridge and the repointing of the masonry towers and approach walls; (f) highlighted that the lowest tender for phases 2 and 3, from Mackenzie Construction Limited, exceeded the pre-tender estimate of £360,000 by £310,765; (g) explained the difference between the estimate and tender costs, concluding that the tender received reflected current market driven costs; and (h) stated that in order to accept the tender from Mackenzie Construction Limited the non-housing capital allocation for the project would require to be increased by £235,000 to £995,000.

The report recommended:-

that the Committee -

- (a) approve the award of the contract for phases 2 and 3 of the works to Mackenzie Construction Limited of Glasgow for the sum of £670,765; and
- (b) approve an increase in the non-housing capital allocation for this project by £235,000 to £995,000.

The Committee resolved:-

- (i) to approve the recommendations; and
- (ii) that officers be instructed to write to SEPA seeking clarification as to the requirement to cover the entire bridge during the works to prevent materials falling into the river, on the basis that the increase in the cost of the works was in part attributable to this requirement.

KINGS GATE/SUMMERHILL ROAD JUNCTION IMPROVEMENT

37. With reference to Article 12 of the minute of meeting of the Environment and Infrastructure Committee of 9th November 2004, the Committee had before it a report by the Head of Resources Development and Delivery seeking approval to award the contract for the widening of Summerhill Road at its junction with Kings Gate to Contracting Services Division, Aberdeen City Council.

The report advised (a) that at its meeting on 9th November 2004, the Environment and Infrastructure Committee had agreed that the widening of Summerhill Road at its junction with Kings Gate proceed at a cost of approximately £60,000, on the basis that the scheme be taken forward within the area traffic management review as money became available; (b) that funding of £150,000 was made available in

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2006/07, which reflected more detailed design requirements and the effects of construction industry inflation in the intervening period; (c) that the scheme consisted of a widening of Summerhill Road on the west side to provide an approach taper and a stacking lane for four right turning vehicles; (d) that other modifications at the junction were required to facilitate the improvement; (e) that the design and tendering process had been completed in September 2007, with the cost of the works having been estimated at £110,000; and (f) that four tenders had been returned, and that following scrutiny and checking the lowest tender was submitted by Contracting Services Division, Aberdeen City Council, at a cost which could be contained within the additional capital funding allocated for the scheme.

The Committee resolved:-

to approve the award of the contract for the construction of the Kings Gate/Summerhill Road junction improvement to Contracting Services Division, Aberdeen City Council.

MODERNISATION OF COUNCIL HOUSING – INTRODUCTION OF FRAMEWORK AGREEMENTS

38. With reference to Article 20 of the minute of meeting of the Community Services Committee of 14th November 2006, the Committee had before it a report by the Head of Resources Development and Delivery which set out the options available to the Council for entering into framework agreements for the modernisation of its housing stock.

The report (a) stated that a full EU procurement process had commenced in January 2007, inviting companies to express an interest in entering into four-year framework agreements with the Council for the modernisation of kitchens and bathrooms; (b) advised that invitations to tender had been issued to the shortlisted contractors in June 2007, and that at the closing date for submissions a total of seven tenders had been returned; (c) described the evaluation of the tenders, highlighting that three in particular compared very favourably with the best tenders that had been received over the last year for modernisation works, and that in addition the tendered rates were fixed for two years; (d) explained that if the three highest scoring contractors were engaged as a result of the tender process then it would deliver a minimum of 1,260 modernisations in each financial year, however in order for the Council to comply with the Scottish Housing Quality Standard (SHQS) by 2015, 2,000 properties needed to be modernised each year; (e) discussed the mechanisms available for the Council to monitor the performance of contractors within the framework agreements; (f) set out the options available to the Council to ensure compliance with the SHQS by 2015:-

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1. Award framework contracts to the three highest scoring contractors and enter into discussions with them on increasing their dedicated resource allocated to these works with the aim of increasing the number of modernisations completed each year from 1,260 towards 2,000. These discussions would be on the same terms and conditions contained within the framework tender documentation.
 2. Award framework contracts to more than the three highest scoring contractors.
 3. Expose to competition using traditional procurement method contracts for approximately 700 properties per annum;
- (g) concluded that option 1 was the most appropriate option in the first instance, with the outcome of the discussions to be reported back to Committee for further consideration; (h) emphasised that the improved standards in contract management and tenant liaison would require a commitment from the Council to provide sufficient staff resources; (i) highlighted that tenant liaison processes and procedures had been changed to reflect the need for a more customer-focused approach, a flowchart for which was appended to the report; (j) summarised the main benefits of the new tenant liaison approach; and (k) noted that the Head of Resources Development and Delivery would continually review the levels of staff required to manage the frameworks and would report any requirement for realignment and/or re-engineering of staff to the Committee.

The Committee resolved:-

- (i) to approve the award of framework contracts to the three highest scoring contractors identified in the evaluation process following competitive tender;
- (ii) that further negotiations take place with each of those three contractors to increase their dedicated resource allocated to the works with the aim of delivering more than the 1,260 annual kitchen and bathroom modernisations currently within the framework tenders proposed for acceptance, and to instruct officers to report the outcome of the negotiations to a subsequent meeting of the Committee;
- (iii) to authorise the Head of Resources Development and Delivery to investigate the potential suitability and benefits of developing framework agreements for other Housing Capital projects; and
- (iv) to authorise the Head of Resources Development and Delivery to undertake a review of the impact on staff resources resultant from implementing framework agreements and report in due course on any requirement for realignment or re-engineering of staffing resources.

CO-MINGLED COLLECTION OF GARDEN AND FOOD WASTE

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39. The Committee had before it a report by the Head of Economic and Environmental Sustainability which set out the business case for introducing food waste collections.

The report advised that NEM SITA, the Council's waste management contractor, had indicated that it had identified a potential processing outlet (in-vessel composting) for co-mingled food and garden waste. It was estimated that a fortnightly collection of co-mingled food and garden waste could save the Council in the region of £61,557 to £147,826 per annum, which would be a major step towards the Council's target of recycling/composting 40% of household waste by 2011.

The report explained that the local reprocessor concerned had indicated that without commitment now from the Council the venture was likely to fail. The risk of not introducing the proposed service, was that it would take several years for the Council to commission and build its own processing plant. As a result, the Council would fail to achieve its statutory waste targets. Consequently, the Council would be subject to landfill tax charges and landfill allowance penalties amounting to several million pounds per annum.

The report set out three available options and appraised each option, concluding that a fortnightly co-mingled collection of food and garden waste be offered from March 2008 to the 62,000 households that currently received a garden waste service. The report provided a breakdown of the costs required to implement the service, these being £413,207 in capital costs, £35,000 as a one-off revenue cost and £1,206,674 in annual revenue costs which, it was estimated, would generate cost savings of £147,826.

The report recommended:-

that the Committee approve funding (capital costs of £413,207, one-off revenue costs of £35,000 and £1,206,674 annual revenue costs to generate cost savings of £147,826) for the introduction and operation of a fortnightly co-mingled collection of garden and food waste.

The Committee resolved:-

to approve the recommendation.

MATTER OF URGENCY

The Convener intimated that he had directed in terms of Section 50(B)(4)(b) of the Local Government (Scotland) Act 1973 that the

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undernoted item be considered as a matter of urgency in order that the Committee could consider the matter prior to Dundee City Council.

JOINT WORKING ARRANGEMENTS BETWEEN ABERDEEN LABORATORY OF THE PUBLIC ANALYST AND DUNDEE CITY COUNCIL SCIENTIFIC SERVICES - APPOINTMENT OF PUBLIC ANALYST

40. With reference to Article 9 of the minute of meeting of the Policy and Strategy Committee of 17th April 2007, the Committee had before it a report by the Head of Shelter and Environment, Neighbourhood Services (Central Area), which advised of the problems in appointing a Public Analyst in Aberdeen and sought approval for Dundee City Council to appoint a further Public Analyst, to be allocated to and financed by Aberdeen City Council.

The report explained (a) the nature of the joint working arrangements between Dundee Scientific Services and Aberdeen Public Analyst Laboratory; (b) that an internal audit of the Aberdeen Public Analyst Laboratory recommended that it should investigate changing to a structure that was output-based for the financial year 2007/08; (c) that work was on-going to implement the internal audit recommendation, with the charging system in place in the Dundee laboratory to be implemented in Aberdeen and further work between the two laboratories to achieve uniformity and best value unit charging; (d) that a further report would be presented to Committee in January 2008 seeking approval for funding arrangements, a business plan, detailed structures and a service level agreement between the two laboratories; (e) that Aberdeen City Council's Public Analyst and Deputy Public Analyst had left the employment of Council in August 2007, and that efforts to recruit an additional Public Analyst had been unsuccessful; (f) that there were very few Public Analysts in the UK, and it was considered that taking on both the management aspects and the statutory position could be unattractive to potential applicants to Aberdeen City Council, at the salary on offer; (g) that the difficulties in recruitment could be used as an opportunity for greater rationalisation of services between the two laboratories, and it was proposed that one additional Public Analyst be appointed by Dundee City Council to its laboratory from where the Public Analyst function would be provided for both Tayside and Aberdeen, with Aberdeen City Council fully funding all costs associated with the additional appointment, which were estimated to be £45,000 plus on-costs; and (h) that Aberdeen City Council would continue to carry out its own laboratory management

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function, and that the longer term impact would form part of the report in January 2008.

The report recommended:-

that the Committee -

- (a) note the progress that had been made in respect of the working arrangements between Aberdeen Laboratory of the Public Analyst and Dundee Scientific Services, and that detailed structures, a service level agreement and financial arrangements for the joint service were to be established for the financial year 2008/09 and reported to the Committee on 18th January 2008 for approval; and
- (b) approve that, due to difficulties in recruiting a Public Analyst in Aberdeen, Dundee City Council Scientific Services appoint, and be the employer of, a further Public Analyst, with the post being allocated to, and funded by, Aberdeen City Council.

There was circulated to the meeting responses to the consultation from UNISON and the City Chamberlain which had not been submitted in sufficient time to be included in the report, and a reply to these comments from the Head of Shelter and Environment (Central)

The Committee resolved:-

- (i) to approve the recommendations; and
- (ii) to receive a progress report in six months' time.

DECLARATIONS OF INTEREST

Councillors Dean and Crockett declared an interest in the subject matter of the following Article by virtue of their membership of Scottish Enterprise Grampian, but did not consider it necessary to withdraw from the meeting.

FREDERICK STREET BUSINESS CENTRE REDEVELOPMENT

41. With reference to Article 9 of this minute and to Article 56 of the minute of its meeting of 28th August, 2007, the Committee had before it a report by the Head of Resources Development and Delivery providing an update on the redevelopment of Frederick Street Business Centre, following the decision of the Committee to agree to the principle of a change of use of the Centre, and to authorise officers to take all

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necessary action to organise and implement the necessary works programme to allow full access into the Centre by 1st January, 2008.

The report described the actions taken by officers since the agreement to a change of use on 28th August, 2007; advised of the relocation status of the 24 tenants, placing each of these into one of the following categories (1) “green” tenants, who have agreed terms to lease new premises and who would vacate the Centre by 18th October or shortly after that date; (2) “amber” tenants who were seriously pursuing relocation options and were confident that they would find a new property by 18th October or shortly after that date; and (3) “red” tenants who had not responded to the efforts made by officers to contact them, who had indicated that they were not prepared to move, or who had particular property requirements which would make it difficult to quickly find a relocation property; stated that the number of tenants and units falling into these three categories were changing on a daily basis; and set out a series of questions which were typical of those being raised by tenants with Council officers, as well as comprehensive answers for each one.

The report recommended:-

that the Committee –

- (a) note the report’s advice on progress with the relocation of all the present tenants of the Frederick Street Business Centre; and
- (b) approve the principle of waiving the rental payments due by Frederick Street Business Centre tenants for their last month in occupation, if required to assist the tenants to relocate.

The Committee heard firstly from the Programme Director – Corporate Headquarters who reinforced the requirement to clear the building of all tenants by 31st December 2007 to support the switch-over of corporate headquarters to Marischal College, and secondly from the Head of Resources Development and Delivery who provided an update on the relocation status of the tenants. In addition, the Corporate Director for Resources Management provided assurances that officers would continue to work with the tenants, and to make every effort to engage with, and resolve issues raised by, “red” tenants, so as to meet the agreed deadline of 31st December, 2007.

The Committee also heard from Councillor Hunter in respect of his motion, consideration of which had been deferred to this point in the meeting to enable open discussion to take place. Having accepted the assurances of the Corporate Director, and the Convener who intimated that the efforts of officers would continue on a daily basis including the use of recorded delivery mail to resolve issues with “red” tenants, Councillor Hunter withdrew his motion.

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- (i) to approve the recommendations;
- (ii) that officers in Continuous Improvement be requested to investigate the way in which tenants at the Frederick Street Business Centre had been handled at the start of this process, and report to the Continuous Improvement Committee on their findings; and
- (iii) that both the Corporate Director for Resources Management and the Convener would keep local members advised on progress on an on-going basis.

RELOCATION OF INTERNATIONAL SCHOOL OF ABERDEEN TO PITFODELS

42. With reference to Article 38 of the minute of its meeting of 7th February, 2007, the Committee had before it a report by the Head of Resources Development and Delivery providing an update on progress with negotiations with the International School of Aberdeen (ISA) over its relocation to the site at Pitfodels, and with the relocation of Fox Lane Garden Centre to Northside of Carnie.

The report provided background information on the relocation, including that the Aberdeen Western Peripheral Route (AWPR) project would pay for the land required to relocate the ISA, and also for the appropriate construction cost of a new facility; advised on progress being made with preparing the Pitfodels School site for the ISA, and with preparing the Council site at Northside of Carnie for occupation by the Fox Lane Co-operative, advising that this relocation was subject to planning consent from Aberdeenshire Council which had been granted in July, 2007; and outlined the financial implications for both the Council and the AWPR resulting from a relocation of the ISA to Pitfodels.

The Committee resolved:-

- (i) to note progress with the relocation of Fox Lane to Northside of Carnie, in accordance with the conditional planning consent approved by Aberdeenshire Council on 24th July, 2007;
- (ii) to note the costs involved in the compensation of the Council's tenants affected by the relocations; and
- (ii) to note the progress being made on the sale of the Pitfodels site to the ISA.

NON-HOUSING MAINTENANCE SERVICE REVIEW

43. With reference to Article 6 of the minute of its meeting of 6th December, 2002, the Committee had before it a report by the Head of Resources Development and Delivery which summarised the outcome of the Non-Housing Maintenance

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Service Review and sought approval for on-going monitoring and review of service provision.

The report recalled that in accordance with the requirements of best value a review of the non-housing maintenance provision had been undertaken to establish the effectiveness of current provision, to identify potential improvements, and to assess future options aimed at achieving best value, the outcome of which had been reported to the Committee in December 2002 which had approved the review's recommendations, a progress report thereafter being submitted and approved in February 2004. In terms of the capital funded replacement/renewal works which were estimated as requiring approximately £50m of investment over the next six years, the report advised that no further developments had been made pending the outcome of the 3R's project, property rationalisation, and other property-related initiatives. In terms of revenue, the report explained that revenue-funded maintenance budgets were now held within the three neighbourhood services although Resources Management remained responsible for the procurement of contracts, all of which had been re-tendered and awarded for a three-year period with two-year negotiable options. The report appended a summary of the contracts now in place and also an analysis of the tender prices received against previous rates, which indicated an annual saving of approximately £43,000 although this was qualified by two factors (1) the annual value of contacts may fluctuate due to increases/decreases in work of a particular type because of the age of equipment, frequency of breakdowns, and weather conditions; and (2) additions and/or deletions of property to/from contracts due to the Council's property rationalisation programme, 3R's programme, and change in use of properties. The report referred to the impact on future non-housing maintenance provision of on-going structural changes, and the proposed development and implementation of a Council asset management strategy, and emphasised the need for on-going monitoring and review of provision to ensure that the service remained compliant with all statutory requirements and consistently clearly demonstrated best value across the Council.

The Committee resolved:-

to note the report, and to approve the on-going monitoring and subsequent review of strategic city-wide provision of non-housing maintenance service, to reflect changes in the methodology of Council service provision and to ensure continued compliance with statutory and legislative requirements.

ABERDEEN LORRY PARK

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44. The Committee had before it a report by the Head of Resources Development and Delivery setting out recent developments in relation to the lorry park located at Hareness Road, Altens Industrial Estate.

The report outlined the terms of a lease between the Council as landlord and the tenant in respect of Aberdeen Lorry Park, describing various modifications which had been made thereto in the years since its inception in 1994; explained that, whilst the original terms of the lease were on the basis that a lorry park be provided, the tenants had sought to remove this requirement so that lorry park operations would cease on the site; referred to a survey of drivers undertaken by the tenants in 2006 to establish the demand for lorry parking, to which there been a nil response; described recent developments in relation to business affairs of the tenant, which had led to a cessation of lorry parking operations in April, 2007, and the terms of correspondence between landlord and tenants since that date; considered that resolution of the matter hinged upon whether there was a demand for a lorry park, and went on to provide the results of a more recent questionnaire of users, thirty-five of which had been returned, the main points being (1) that usage of the lorry park ranged from daily to occasionally with only three companies indicating that they did not use the facility at all; (2) that most companies would use an alternative lorry park if it were available although there was an overwhelming preference for such a facility to be on the south of the city; and (3) that there were complaints about the general condition of the current lorry park and suggestions that any alternative facility should have appropriate surfacing and cleaner facilities; made reference to the draft Local Transport Strategy consultation as part of which the Road Haulage Association had highlighted the serious issue of insufficient lorry parking; discussed financial matters relating to the lease, particularly the implications of a change of use from a lorry park; and set out and assessed options for future action.

The Committee resolved:-

- (i) to confirm that, as landlord of the site, the Council wishes the use provision of the lease, that the site be used for the operation of a lorry park, to be continued;
- (ii) to refuse the request for a change of use in the user clause from lorry park operations to general industrial use; and
- (iii) to instruct the appropriate officials to take the necessary steps, including all appropriate legal action, to have the use provision resumed.

BEACON CAMPUS – ACQUISITION OF LAND

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45. The Committee had before it a report by the Head of Resources Development and Delivery seeking approval to acquire a strip of unadopted privately-owned former road at Beacon Campus, Bucksburn.

The report explained that the 3R's project included the relocation of Bankhead Academy from its current site to the existing Beacon Campus site; set out the requirement to purchase a former road running through the site which was not currently in Council ownership; and described the proposed terms of acquisition.

The Committee resolved:-

- (i) to approve the acquisition of the privately-owned road extending to 0.165 hectares (0.41 acres) at Beacon Campus, Bucksburn;
- (ii) to approve the recommended acquisition price of £20,000 plus costs; and
- (iii) to instruct the City Solicitor to conclude the necessary legal agreement incorporating necessary conditions to protect the Council's position.

DECLARATIONS OF INTEREST

Councillor Jennifer Stewart declared an interest in the subject matter of the following Article as a representative of the Council on the Board of Castlegate Arts, but did not consider it necessary to withdraw from the meeting. Councillor Fletcher also declared an interest as an independent Director on the Board of Castlegate Arts, and also remained in the meeting.

ARTS CENTRE, 31-33 KING STREET – ESSENTIAL REPAIRS

46. The Committee had before it a report by the Head of Resources Development and Delivery which advised of further essential works which required to be undertaken to the Arts Centre at 31-33 King Street.

The report set out the history of funding previously approved by the Council to undertake repairs to the Arts Centre, amounting to £500,000 in 2006/07 and 2007/08; advised of a structural survey conducted in 2006 the outcome of which was a long list of necessary repairs which would fully expend the £500,000; provided a description of works still outstanding for which no funding remained, estimated to cost £750,000; indicated that there was no legal obligation on the Council to fund and organise the works in whole or in part; and identified the risks of the Council determining that it would not fund the outstanding repairs.

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The report recommended:-

that the Committee –

- (a) note progress in implementing the current works programme of essential building repairs, and either (1) authorise officers to enforce the terms of the full repairing and insuring lease whereby Castlegate Arts were instructed to undertake all identified works to the satisfaction of the Council; or (2) authorise officers to submit a bid of £750,000 to the non-housing capital programme 2008/09; and
- (b) instruct officers to report the outcome of the process to a subsequent meeting of the Committee in early 2008.

The Committee resolved:-

to approve the recommendations, on the basis that option (2), a bid to the Non-Housing Capital Programme 2008/09 for £750,000 to fund the essential repairs at the Arts Centre, be adopted.

FORMER BUCHAN RAILWAY LINE, OFF PITMEDDEN ROAD, DYCE

47. The Committee had before it a report by the Head of Resources Development and Delivery advising of a request for the Council to sell an area of land at the former Buchan Freight Railway Line, off Pitmedden Road, to the owners of an adjacent area of land.

The report described the circumstances which had led to the request being submitted; and advised of the outcome of “without prejudice” negotiations between the Council and the company making the request, including the proposed sale price.

The Committee resolved:-

- (i) to approve the sale of the additional ground at the former Buchan Railway Lane to Ashley Group Limited, at a price of £10,000; and
- (ii) to instruct the City Solicitor to conclude missives of sale incorporating various qualifications as are necessary to protect the interests of the Council.

DECLARATIONS OF INTEREST

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Councillor Clark and Fletcher declared an interest in the subject matter of the following Article by virtue of their appointment as representatives of the Council to the Board of Glencraft, but did not consider it necessary to withdraw from the meeting.

GRANITEHILL ROAD – EX-RICHARDS OF ABERDEEN LIMITED

48. With reference to Article 38 of the minute of its meeting of 29th March, 2007, the Committee had before it a report by the Head of Resources Development and Delivery providing an update on the future use of the site at Granitehill Road.

The report provided detailed updates in respect of the insurance settlement options for the former Richards factory on site, the land swap with Mansell, the potential use of part of the site by the North East Safety Centre, William Walker Transport Limited as the sitting tenant on part of the site, and possible varied alternative future uses of the cleared site, including potential regeneration uses; in terms of the expressions of interest for future use, proposed that discussions be carried out on a “without prejudice” basis with all interested parties, following which a quantified option appraisal would be prepared and submitted to the Committee; and suggested that the project be prioritised to enable a development plan to be concluded for Committee approval.

The report recommended:-

that the Committee –

- (a) note the position with Mansell regarding a proposed land excambion, the status of the proposed North East Safety Centre, and the practical obstacles impacting on short-term lease to William Walker Transport Limited as outlined in the report;
- (b) note the expression of interest in part of the site for a joint development incorporating Glencraft and Remploy;
- (c) approve in principle the incorporation of Granitehill Enterprise Centre into the consideration of the redevelopment/regeneration schemes for the Northfield industrial estate;
- (d) instruct officials to fully investigate whether part of the site was required for operational uses associated with the transformation of Council services; and
- (e) instruct the Head of Resources Development and Delivery to report to the January meeting of the Committee on development options for the site following “without prejudice” discussions with all interested parties.

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There was also circulated to the Committee a letter from one of the local members, Councillor Graham, expressing concern at the lack of consultation on the report, and requesting withdrawal of recommendation (c) in the report.

The Convener moved, seconded by Councillor McDonald:-

That the recommendations in the report be approved, and that the options for a North East Safety Centre be included in the appraisal which would be reported back to the January 2008 meeting of the Committee.

Councillor Allan, seconded by Councillor Young, moved as an amendment:-

That the matter be referred for resolution to full Council.

On a division, there voted:- for the motion (9) – the Convener; and Councillors Clark, Corall, Fletcher, Leslie, McCaig, McDonald, Jennifer Stewart and Kirsty West; for the amendment (4) – Councillor Allan, Crockett, Farquharson and Young; and absent from the division (1) – Councillor Dean.

The Committee resolved:-

to adopt the motion, whereupon Councillors Allan, Crockett and Young intimated that they wished the matter referred to the consideration of the Council within the terms of Standing Order 36(3).

DECLARATION OF INTEREST

The Convener declared an interest in the subject matter of the following Article by virtue of his appointment as representatives of the Council to the Board of Social Enterprise North East, but did not consider it necessary to withdraw from the meeting.

ST. NINIAN'S PLACE, SEATON – LEASE OF GROUND

49. The Committee had before it, by way of a remit (1) a report by the Corporate Director for Neighbourhood Services (Central) providing information on an emerging problem with the implementation of a lease of ground at St. Ninian's Place; and (2) Article 10 of the minute of meeting of Area Committee (Central) of 3rd October, 2007 which had referred the same report to the consideration of this Committee.

The report made reference to the decision of this Committee on 29th March, 2007 (Article 50 of the minute refers) to lease an area of land at St. Ninian's Place to a

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social enterprise company, and provided a history of problems relating to the site which had arisen since that time and which placed the lease in jeopardy. The cost of remediation was estimated at £170,000 and the company had requested the Council to consider funding this sum. The report then provided a commentary on options open to the Council.

Area Committee South had (1) supported, in principle, the progression of the project; (2) authorised officers to continue urgent discussions with the social enterprise company on the means by which the proposed scheme might be capital funded; (3) resolved that the Council would not remediate the land, requesting that the local enterprise company be responsible for the remediation work; and (4) indicated that the Council would be supportive of a grant application being submitted by the company to help with the continuation of the project.

The Committee resolved:-

- (i) to approve the recommendations of Area Committee Central, subject to the provision that discussions with the social enterprise company were not on the basis of a capital grant; and
- (ii) to delegate authority to the Corporate Directors for Neighbourhood Services (Central) and Resources Management, in consultation with the group leaders and local members, to resolve the matter.

- **KEVIN STEWART, Convener**

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Lord Provost Sub-Committee
14th June, 2007

ABERDEEN, 14th June, 2007. - Minute of Meeting of the LORD PROVOST SUB-COMMITTEE. Present:- Lord Provost Stephen, Chairperson; Depute Provost John West and Councillors Cooney, Malone and Kevin Stewart (for Articles 3 and 4). Also in attendance:- Alasdair Ross, Civic Admin Assistant, Resources Management; David Gow, Team Manager, Civic Support, Resources Management; Hazel Spalding, Head of Democratic Services; Hugh Coleman, Principal Accountant, Resources Management; Joan Bell, Civic Administration Unit, Resources Management; and John Johnstone, Catering Services, Neighbourhood Services (Central Area)

APOLOGIES

1. Apologies for absence were intimated on behalf of Councillor Wisely and Beverly Graham, Democratic Services, Resources Management.

MINUTE OF PREVIOUS MEETING

2. The Sub-Committee had before it the Minute of its previous Meeting of 5th April, 2007.

The Sub-Committee resolved:-
to approve the Minute.

AMATEUR GOLF – MOTION BY COUNCILLOR WISELY

3. Reference was made to Article 25 of the Minute of the meeting of the Council of 25th April, 2007, when the following Motion by Councillor Wisely had been referred to the Sub-Committee for consideration: -

“That the Council salutes Ritchie Ramsay’s success in amateur golf and proposes to hold a civic lunch or dinner to honour his achievement.”

The Sub-Committee discussed the Motion and were all in agreement that Ritchie Ramsay’s achievements should be recognised, as his success was a huge achievement which deserved to be celebrated.

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The Sub-Committee resolved: -

- (i) to agree to hold a civic lunch in the Bon Accord Room, in recognition of Ritchie Ramsay's achievement; and
- (ii) to instruct the Civic Administration Unit to investigate a suitable date with the Lord Provost and Ritchie Ramsay.

KING ROBERT THE BRUCE MONUMENT – MOTION BY COUNCILLOR KEVIN STEWART

4. With reference to Article 2 of the Minute of Meeting of the Resources Management Committee of 29th March, 2007, the Sub-Committee had before it a remit concerning Councillor Kevin Stewart's Motion regarding a monument to King Robert the Bruce. The matter of requesting the Lord Provost to give consideration to launching a public appeal as a means of contributing to the budget for the monument, had been referred to the Sub-Committee for consideration.

Councillor Kevin Stewart spoke to his Motion and updated the Sub-Committee on the current position regarding the monument. The Sub-Committee discussed the idea of setting up a public appeal to contribute to the budget for the monument and also raised and discussed alternative ways of raising additional funding for the project. During this discussion, the Sub-Committee noted the appropriateness of holding the display of the short-leeted artists and the public vote for choosing the artist in November of this year, as it would coincide with the 700th anniversary of the visit of Bruce to Aberdeen.

The Sub-Committee resolved:-

- (i) not to launch a public appeal for contributions to the budget for a King Robert the Bruce monument;
- (ii) to instruct Officers to investigate the possibility of obtaining corporate sponsorship for the monument; and
- (iii) to instruct Officers to report back to the next meeting of the Sub-Committee with an update and an action plan on the Monument.

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CIVIC HOSPITALITY

5. (A) Financial Reports

The Sub-Committee had before it for information the financial information for the Civic Hospitality budgets for 2007/2008, 2008/2009 and 2009/2010.

The Sub-Committee resolved:-

to note the financial reports.

DECLARATION OF INTEREST

Prior to consideration of the following Article, Councillors Cooney and John West declared an interest in the following item of business by virtue of their membership of the Aberdeen International Youth Festival Trust but neither Member felt it was necessary to withdraw from the discussion.

(B) Civic Hospitality Requests for 2007/2008

The Sub-Committee had before it various applications for the provision of Civic Hospitality for the financial year 2007/2008.

The Sub-Committee resolved:-

(i) to approve Civic Hospitality as follows:-

Occasion	Date of Event	Venue	Hospitality to be granted
Annual Forensic Psychiatry Specialist Registrar Conference 2007	01/11/07	Town and County Hall	Pre-dinner drinks and canapés for 70
VSA AGM	03/10/07	Town and County Hall	Tea, coffee, juice and biscuits for 100
25 th Anniversary of Carnival at Aberdeen Arts Centre	07/07/07	Aberdeen Arts Centre	Wine reception, finger buffet, tea and coffee for 75

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Occasion	Date of Event	Venue	Hospitality to be granted
Grampian Fire and Rescue Long Service and Good Conduct Awards 2007	26/10/07	Town and County Hall	Drinks reception, finger buffet, tea and coffee for 110
Aberdeen in Bloom Garden Competition Prize Ceremony	09/10/07	Beach Ballroom	Drinks reception, finger buffet, tea and coffee for 250
Aberdeen International Youth Festival Farewell Party	10/08/07	Beach Ballroom	Beer, wine, soft drinks, crisps and snacks for 450 (150 for soft drinks and 300 for wine and beer) and drinks reception, finger buffet, tea and coffee for 200
Aberdeen International Youth Festival Coffee Reception	02/08/07	Mary Garden Room (Music Hall)	Tea, coffee, juice, water and biscuits for 100
Aberdeen International, Youth Festival Inaugural Lunch	02/08/07	Town and County Hall	Drinks reception and lunch for 100
100 th Anniversary of Grampian Police Pipe Band	08/12/07	Town and County Hall	Drinks reception and dinner for 100
Doors Open Day	08/09/07	Town and County Hall	Drinks reception, finger buffet, tea and coffee for 120
Albion Boys Club 14's Winners – CIS Insurance Challenge Cup 2007	TBA	Town House	Soft drinks, tea, coffee, sandwiches and biscuits for 55
Chaos and Non-linear Dynamics Conference	18/09/07	Town and County Hall	Drinks reception and canapés for 100
Sitter Service Anniversary	November 2007	Town and County Hall	Drinks reception, finger buffet, tea and coffee for 110

- (ii) in relation to application 38/07, Grampian Fire and Rescue Long Service Awards, to note that, as in previous years, Grampian Fire Brigade will make a contribution of £500 towards the cost of the event;

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- (iii) in relation to application 43/07, 100th Anniversary of Grampian Police Pipe Band, to ask for a contribution towards the cost of the event; and
- (iv) in relation to application 48/07, Sitter Service Anniversary, to note that the event was being held to celebrate their 30th anniversary and Civic Hospitality was being granted in retrospect of no application being made for the celebration of their 25th anniversary, as the 30th anniversary does not meet the Civic Hospitality criteria.

(C) Civic Hospitality Request 2008/2009

The Sub-Committee had before it two applications for the provision of Civic Hospitality for the financial year 2008/2009.

The Sub-Committee resolved:-

- (i) to approve Civic Hospitality as follows:-

Occasion	Date of Event	Venue	Hospitality to be granted
150 th Anniversary of Aberdeen YMCA	28/08/08	Town and County Hall	Drinks reception, finger buffet, tea and coffee for 110
12 th World Congress on Pain 2008	14/08/08	Town and County Hall	Drinks and canapés for 120

DATE OF NEXT MEETING

6. The Sub-Committee noted that the next meeting was scheduled for 13th September, 2007, at 2.00pm

AOCB

7. As this was the first meeting of the Sub-Committee after the Local Government Elections in May, the Sub-Committee took the opportunity to discuss various issues, which they felt should be raised at a future meeting of the Sub-Committee.

The topic of Elected Member and Officer attendance levels at Civic Events was discussed, as were various methods, which could be used to improve and encourage attendance at such events. The matter of tailoring invitations according

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to Members interests was raised, as was the potential to use Groupwise when sending out invitations. Following on from attendance at Civic Events, the subject of over-catering was also raised and discussed by the Sub-Committee.

The Sub-Committee resolved:-

- (i) to put the issues of Elected Member and Officer attendance and food wastage on the next agenda; and
- (ii) to instruct Officers to cater for 10% less people than requested at Civic Events over the next 3 months, where possible, in an attempt to reduce wastage and to report back at the next meeting.

- PETER STEPHEN, Lord Provost.

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9th October, 2007

Appointments Panel
13th August, 2007

ABERDEEN, 13th August, 2007. - Minute of Meeting of the APPOINTMENT PANEL. Present:- Councillor John Stewart, Chairperson; and Councillors Collie, Dean, Dunbar, Farquharson, Fletcher and Hunter.

EXEMPT INFORMATION

The Panel resolved in terms of Section 50(A)(4) of the Local Government (Scotland) Act 1973 to exclude the public from the meeting so as to avoid disclosure of exempt information of the class described in paragraph 1 of Schedule 7(A) to the Act.

**POST OF CORPORATE DIRECTOR FOR STRATEGIC LEADERSHIP
(MATERNITY COVER)**

With reference to Article 37 of the minute of meeting of the Council of 27th June, 2007, the Appointment Panel met to consider and short-leet applications for the maternity cover for the post of Corporate Director for Strategic Leadership.

The Panel had before it (1) the job description and person specification for the post; (2) a list of applicants; and (3) copies of each application form.

The Panel heard the Chief Executive, the Corporate Director for Strategic Leadership, and the Head of Human Resources. The Panel then considered the applications for the purpose of selecting a shortleet of candidates to be invited for interview.

The Panel resolved:-

- (I) to invite a shortleet of candidates for interview as agreed at the meeting; and
- (II) subject to the approval by the group leaders, to hold a dinner with the short-leeted candidates the evening before the interviews.

- JOHN STEWART, Convener.

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Appointments Panel
28th August, 2007

ABERDEEN, 28th August, 2007. - Minute of Meeting of the APPOINTMENT PANEL. Present:- Councillor John Stewart, Chairperson; and Councillors Collie, Dean, Dunbar, Farquharson, Fletcher and Hunter.

EXEMPT INFORMATION

The Panel resolved in terms of Section 50(A)(4) of the Local Government (Scotland) Act 1973 to exclude the public from the meeting so as to avoid disclosure of exempt information of the class described in paragraph 1 of Schedule 7(A) to the Act.

**POST OF CORPORATE DIRECTOR FOR STRATEGIC LEADERSHIP
(MATERNITY COVER)**

With reference to the minute of its meeting of 13th August, 2007, the Appointment Panel met to interview for the maternity cover for the post of Corporate Director for Strategic Leadership.

The Panel interviewed the applicants and heard from the Corporate Director for Strategic Leadership and the Chief Executive.

The Panel resolved:-

that Kath Beveridge be offered the maternity cover for the post of Corporate Director for Strategic Leadership.

- **JOHN STEWART, Convener**.

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Job Evaluation and Single Status Steering Group
20th August, 2007

ABERDEEN, 20th August, 2007. - Minute of Meeting of the JOB EVALUATION AND SINGLE STATUS STEERING GROUP. Present:- Councillor Kevin Stewart, Chairperson; and Councillors Farquharson and Young.

Trade Union Representatives in attendance for part of the meeting: Graham Morrison and Steve Robb (UNITE); and David McCulloch (GMB).

Officers in Attendance: The Chief Executive; Ewan Sutherland, Jeff Capstick and Brian Wright, Human Resources; and Vikki Cuthbert, Democratic Services.

APPOINTMENT OF CHAIRPERSON

1. The Steering Group was requested to submit nominations for a Chairperson, whereupon Councillor Kevin Stewart was nominated and appointed.

MINUTE OF PREVIOUS MEETING

2. The Steering Group had before it the minute of its previous meeting of 9th March, 2007.

The Steering Group resolved:-
to approve the minute.

DECLARATION OF INTEREST

Councillor Kevin Stewart declared an interest in the subject matter being discussed at the meeting as a member of UNISON. He did not consider it necessary to leave the meeting. Councillor Young declared an interest as a member of AMICUS UNITE but did not consider it necessary to leave the meeting.

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UPDATE ON IMPLEMENTATION OF SINGLE STATUS

3. The Steering Group had before it a report by the Head of Human Resources providing an update on the revised process for implementation of the single status agreement.

(A) Timeline

The report provided details of the current indicative timeline and advised that a request had been submitted by one of the trade unions that the process of consistency checking be extended to allow Services and unions to work through potential areas of concern.

(B) Job Evaluation

The report advised that Phase 3 of the five phases of job evaluation had been completed, namely evaluating all the jobs within Aberdeen City Council. A total of 1,983 job descriptions and person specifications had been received, supplemented by 2,327 questionnaires. The Council had now moved into Phase 4 of the project – consistency checking – which involved the Services and the trade unions looking at the job evaluation outcomes and providing their views on how accurate these outcomes were according to their understanding of the relative complexity of each job. The report indicated that work on a new pay line and grade structure had commenced but could not be finalised until consistency checking had been completed. Under the current timeline final options would be submitted to the Council on 1st October. The report outlined the criteria for a pay line and advised that when consistency checking was complete and the pay line and grade model agreed, the Council would engage an external consultant to carry out an Equality Impact Assessment, who would report to the Council on whether the proposal presented would equalise the pay gap between genders.

(C) Terms and Conditions

The report advised that the first formal consultation on the revised terms and conditions package had now closed, and that HR were considering the comments received. The Corporate Management Team would be briefed on a number of options and take a decision on what the final proposals would contain, following which formal consultation would be carried out with the trade unions, and staff would be notified.

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(D) Communication

The report indicated that a detailed communications strategy had been put in place to cover the equal pay and modernisation project through to implementation, including pre-letters and post-letter support for staff. A letter had been sent to all employees in the single status group in July providing general information on current progress, the purpose of which had been to test the letter production facility.

The report concluded by providing an extract of the timeline and explaining that this could not be predicted beyond the issue of notification letters.

There were a number of related appendices to the report.

In the course of discussion:-

- Officers provided an update on the request from a trade union to extend the consistency checking stage of the job evaluation process, and the Steering Group discussed the implications of agreeing to such an extension, which would require to be approved by the Resources Management Committee. It was noted that the Head of Human Resources would meet with the trade union and discuss the matter further within the coming week.
- General concerns were expressed by one member in relation to some of the wider issues, namely, whether equal pay issues could be resolved when the agreement had been implemented, whether implementation fell within legal boundaries, and whether implementation represented best value for the Council. These issues were debated by the Steering Group.

At this point in the meeting the Steering Group welcomed the trade union representatives.

The Chairperson summarised the earlier discussion and received the views of the trade unions represented on the potential for an extension to the timeline.

The Steering Group resolved:-

- (i) to note the current position in relation to the Equal Pay and Modernisation project and that matters continued to be taken forward in accordance with the agreed approach;
- (ii) to note that there had been agreement across the Council in its approach to implementing statutory requirements under Job Evaluation and Single Status;
- (iii) that the Resources Management Committee on 28th August, 2007 receive a verbal update from the Head of Human Resources relating to the request for

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an extension of the timeline and that a further meeting of the Steering Group be held on 30th August, 2007 at 3.30pm to discuss progress in further detail; and

- (iv) to request officers to reiterate to Services the importance of working within the agreed timeline for submissions emerging from consistency checking to avoid last minute submissions being made to the Head of Human Resources.

- **KEVIN STEWART, Chairperson.**

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30th August, 2007

ABERDEEN, 30th August, 2007. - Minute of Meeting of the JOB EVALUATION AND SINGLE STATUS STEERING GROUP. Present:- Councillor Kevin Stewart, Chairperson; and Councillors Farquharson, McCaig (substituting for Councillor Fletcher) and Young.

Trade Union Representatives in attendance for part of the meeting:- Karen Donnelly (UNISON), Mark Hannan (GMB) and Steve Robb (UNITE)

Officers in Attendance: Ewan Sutherland, Jeff Capstick and Brian Wright, Human Resources; Mora Robertson, Corporate Communications; and Jill Forbes and Vikki Cuthbert, Democratic Services.

Apologies for absence had been intimated by the Chief Executive and the Corporate Director for Resources Management.

MINUTE OF PREVIOUS MEETING

1. The Steering Group had before it the minute of its previous meeting of 20th August, 2007.

The Steering Group resolved:-
to approve the Minute.

DECLARATIONS OF INTEREST

Councillor Kevin Stewart declared an interest in the subject matter being discussed at the meeting as a member of UNISON. He did not consider it necessary to leave the meeting. Councillor Young declared an interest as a member of AMICUS UNITE but did not consider it necessary to leave the meeting.

UPDATE ON JOB EVALUATION

2. The Steering Group received a verbal report by the Head of Human Resources which provided an update in respect of various issues relating to implementation of the single status agreement, particularly job evaluation. The Steering Group was advised in respect of the consistency checking stage of the process that 650 "issues" had been submitted by Services and that staff in HR were in the process of assessing the extent of these and determining a likely timescale

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for responding to Services; that there had been an on-going dialogue with the trade unions since the last meeting on this issue, and that there was agreement between management and the unions that more time was required to complete this stage of the process; that submissions from one or two Services remained outstanding; that upon an initial analysis of the "issues" submitted they appeared to be split equally between (1) services highlighting two or more jobs which they would expect to have the same job evaluation outcome but which did not; (2) services being of the view that a job had been ranked too low; and (3) services taking the view that jobs had been upgraded too high; and that all responses to Services which be copied to the trade unions.

At this point in the meeting the Steering Group welcomed the trade union representatives.

The Chairperson and Head of Human Resources summarised the earlier discussion and sought the views of the trade union representatives on the consistency checking process.

The trade union representatives confirmed that they are receiving significant information from Human Resources; and proposed that once the consistency checking process is complete they would set aside a period of three or four days to work intensively through the issues raised. It was confirmed that Corporate Directors and Heads of Services have given an undertaking that the necessary facility time will be available to undertake the task.

NAME OF STEERING GROUP

3. Jeff Capstick proposed that the name of the Group be changed to the Equal Pay and Modernisation Steering Group.

The Steering Group resolved:-
to agree to this suggestion.

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DATE OF NEXT MEETING

4. The Chairperson proposed the Group meet again in two weeks time in order to review progress.

The Steering Group resolved:-

to meet again on 13th September, 2007 at 3.30pm with the trade union representatives invited at 4.00pm.

- **KEVIN STEWART, Chairperson.**

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ABERDEEN, 5th September, 2007. - Minute of Meeting of ENERGISING ABERDEEN. Present:- Councillor Leader Dean, Chairperson; Councillors Corall (substituting for Councillor Dunbar), Fletcher, John Stewart, Kevin Stewart and Wisely. Also in Attendance:- Will Napier, Programme Co-ordinator, Planning and Infrastructure; Rosalyn Downes, Admin Assistant, Strategic Leadership; Ciaran Monaghan, Head of Service, Office of the Chief Executive; and Eugene Verney, Publicity Officer, Corporate Communication.

MINUTE OF PREVIOUS MEETING

1. The Board had before them the Minute of their previous Meeting of 13th June, 2007.

The Board resolved: -
to approve the Minute.

ENERGISING ABERDEEN – CITY GROWTH FUND PROJECT BOARD STATUS REPORT

2. With reference to Article 3 of the Minute of Meeting of the Board of 13th June, 2007, the Board had before them for consideration a report by the Programme Co-ordinator providing an update of the current position of the twelve programmes of work which comprised the City Growth Fund.

The report confirmed:-

- That the City Growth Fund Programme continued to deliver key projects aligned to strategic priorities for Aberdeen City and Shire.
- That at a meeting between representatives of the six cities and civil servants from the Scottish Executive held in Edinburgh on 21st August, 2007, a draft Lobbying Paper had been circulated the aim of which was to make the case for the continuation of a Cities Growth Fund with recommendations on how it might be applied to achieve better long term economic social and physical regeneration impacts for Scotland and positively influence and contribute to the outcome of the Comprehensive Spending Review.
- That civil servants at the above meeting had advised that a decision on the future of the Fund was not now expected until November 2007 further constraining the "post decision" window of opportunity for contingency planning

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- a reduction of the Council's current overwrite position, or the development of a new programme of spend for 2008/2009.
- That the Council's recent annual report submission was being held out by the Scottish Executive as an example of good practice reporting for other Scottish cities to follow.
- That in the event that the City Growth Fund did not continue beyond 2007/2008 approximately £472,000 of 2007/2008 programmed commitment would require to be trimmed back or funding identified from elsewhere and that work was required to plan individual contingencies for those projects with an expected lifespan beyond 2007/2008.
- That a press pack was being provided for review by Board Members which contained media reports covering the period July and August 2007.

The report also incorporated closure reports on the following projects namely:-

Energy Capital/Oil History Project
Connected Aberdeen/City Web Portal
Sports Development/Transition Extreme Sport Centre
City Heritage/Getting To Grips With Heritage Website
Urban Realm/Union Street Conversion to White Light and Anti-fly posting campaign

The report recommended:-

that the Board:-

- (i) note the content of the report;
- (ii) approve the proposals for contingency planning; and
- (iii) approve a review of current project monitoring arrangements for future consideration.

The Board resolved:-

- (i) in relation to the Union Terrace Gardens, Archway Enhancement Project, to request that if possible, action be taken to improve access by way of the new gates;
- (ii) in relation to the Connected Middlefield Project, that action be taken to accelerate work on the project;
- (iii) in relation to the City WiFi Project, that the Board be advised on the effect of the Prague Directive on the tendering process;
- (iv) that action be taken to publicise the extensive development of the Linex Freeware Network in Middlefield;
- (v) that in relation to the Old Torry Partnership, the Board be informed on progress with the proposed Grampian Housing Development;
- (vi) that in relation to the "Getting to Grips with Heritage" Project, consideration be given to providing a link with Aberdeen Universities Special Collections website;

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- (vii) that in relation to the anti fly-posting campaign, a report be submitted to the Board on a policy for the use of movable advertisement pillars and that the Council's Licensing Team be consulted with regard to the possibility of controlling the issuing of flyers advertising "Gentlemen's Clubs" in the City Centre;
- (viii) that in relation to the Union Street/Conversion to White Light project, the Board be advised of the outcome of a monitoring exercise on the effectiveness of the project; and
- (ix) that Aberdeen City Council offer to host a future meeting or meetings of the six cities and civil servants from the Scottish Executive; and
- (x) to approve the recommendations contained in the report.

EXEMPT INFORMATION

The Board resolved in terms of Section 50(A)(4) of the Local Government (Scotland) Act 1973 to exclude the Press and public from the meeting during consideration of the following item of business so as to avoid disclosure of exempt information of the class described in paragraph 8 of Schedule 7(A) to the Act.

ENERGISING ABERDEEN - CITY GROWTH FUND PROGRAMME REPORT

3. With reference to Article 4 of the Minute of Meeting of the Board of 13th June, 2007, the Board had before them for consideration a report by the Programme Co-ordinator providing an update of the current position for confidential elements of the City Growth Fund Programme including the financial profile and the approved investment plan for 2006/2008.

The report stated:-

- An annual report on the programme in the previous financial year had been carried out and submitted to the Scottish Executive who had confirmed its standard as "good practice" and were circulating it to other cities as a benchmark.
- That the current approved budgets were substantially committed; that additional approvals should not be considered owing to the existing overwrite for the programme; and that the risk to the current funding was that failure to continue the grant from the Scottish Executive would result in existing project scope having to be reduced but that the risk was in the context of guidance from the Executive that cities should still plan for the continuation of a funding stream

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subject to ministerial decisions as part of the spending review outcome in November 2007 and that if the fund was continued after this announcement there would be a limited window of opportunity to ensure the smooth role out of a new programme in 2008/2009.

- That the latest best estimate of out-turn cost in financial year 2007/2008 was £4,469,489; that the current financial profile showed the investment profile for the period 2003/2008, the programme being managed as a five year investment plan to make effective use of the grant funding following agreement by the Scottish Government.
- The financial profile showed that the City Growth Fund programme was currently over subscribed by approximately £472,000 in the remaining period 2007/2008 and that the risk to this funding was that failure to continue the grant from the Scottish Executive would result in existing project scope having to be reduced to avoid serious problems with project delivery.
- That a review of the investment plan carried out with the Project Manager, confirmed that the approved budgets were substantially committed and that additional approval should not be considered at this stage but that contingencies should be developed to investigate options for a reduction in the overwrite along with contingencies for a late notice of a fresh round of grants.
- That there were no new bids to be considered by the Board; and
- That the Board had approved detailed allocation of their budget of £100,000 as partner funding with Scottish Enterprise Grampian to deliver City Centre redevelopment as follows:-
 1. City Centre Linkages Feasibility Study - £10,000
 2. Economic Impact Assessment - £30,000
 3. Urban Design Champion - £60,000

The report also showed the proposed total partner budget and initial budget allocation for financial year 2007/2008

The report recommended:-

that the Board:-

- note the financial profile for 2006/2008 (Appendix 1)
- note the investment plan for 2006/2008 (Appendix 2)
- agree that all further bids only be considered following the expected National Spending Review decision in November, of future Scottish Executive commitment.

The Board resolved:-

- (i) that copies of the latest Media Pack be made available to the Aberdeen Chamber of Commerce, other business organisations in the City and Transition Extreme;

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- (ii) that copies of the Lobbying Paper and Media Pack be issued to the representatives of Aberdeen City Centre Association at the Council's meeting with them on Wednesday 12th September, 2007; and
- (iii) that otherwise the recommendations contained in the report be approved.

- **KATHARINE DEAN, Chairperson.**

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Equal Pay and Modernisation Steering Group
13th September, 2007

ABERDEEN, 13TH September, 2007. - Minute of Meeting of the EQUAL PAY AND MODERNISATION STEERING GROUP. Present:- Councillor Kevin Stewart, Chairperson; and Councillors Farquharson and Fletcher.

Trade Union Representatives in attendance for part of the meeting:- Karen Donnelly (UNISON), Mike Middleton (GMB); and Steve Robb (UNITE AMICUS)

Officers in Attendance: Corporate Director for Resources Management; Ewan Sutherland, Jeff Capstick and Brian Wright, Human Resources; Jill Moir and Mora Robertson, Corporate Communications; and Vikki Cuthbert, Democratic Services.

Apologies for absence had been intimated by Councillor Young.

MINUTE OF PREVIOUS MEETING

1. The Steering Group had before it the minute of its previous meeting of 30th August, 2007.

The Steering Group resolved:-
to approve the Minute.

DECLARATIONS OF INTEREST

Councillor Kevin Stewart declared an interest in the subject matter being discussed at the meeting as a member of UNISON. He did not consider it necessary to leave the meeting.

UPDATE ON JOB EVALUATION

2. The Steering Group received a verbal update by the Head of Human Resources in respect of various issues relating to the implementation of the single status agreement, particularly job evaluation.

The Steering Group was advised in respect of the consistency checking stage of the process that discussions had been on-going with the trade unions as to the

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likely implications of potential delays to the job evaluation timeline, which that morning had also been discussed by the Corporate Management Team. The timeline developed by officers was outlined to the Steering Group, which then entered into discussion on the areas where delays could perhaps be anticipated, and the effect this would have on staff. It was acknowledged that the timescales were extremely tight and that there was little or no scope for delays which, if encountered, would have the effect of delaying from November to January the circulation of job evaluation outcome letters to staff.

At this point in the meeting the Steering Group welcomed the trade union representatives.

The discussion which followed focused on the implications for staff of a delay to the timeline during which the Steering Group and the trade unions considered the process for formally agreeing a postponement which would need to be reported as a recommendation from this Group to the Resources Management Committee or to the Council.

The Steering Group resolved:-

to hold a further meeting on 20th September at a time to be notified (later confirmed as 2.00pm) to receive an update from officers on the timeline, which would allow a recommendation to be made to the Council on 1st October, 2007, if this was deemed necessary.

- KEVIN STEWART, Chairperson.

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Equal Pay and Modernisation Steering Group
20th September, 2007

ABERDEEN, 20th September, 2007. - Minute of Meeting of the Equal Pay and Modernisation Steering Group . Present:- Councillor Kevin Stewart, Chairperson; and Councillor Fletcher.

Trade Union Representatives in attendance for part of the meeting:- Karen Donnelly (UNISON), Mark Hannan and Mike Middleton (GMB) and Steve Robb (UNITE AMICUS)

Officers in Attendance: Corporate Director for Resources Management; Jeff Capstick and Brian Wright, Human Resources; Jill Moir and Mora Robertson, Corporate Communications; and Wendy Turnbull, Democratic Services.

An apology for absence was intimated on behalf of Councillor Farquharson.

MINUTE OF PREVIOUS MEETING

1. The Steering Group had before it the minute of its previous meeting of 13th September, 2007.

The Steering Group resolved:-
to approve the Minute.

DECLARATION OF INTEREST

Councillor Kevin Stewart declared an interest in the subject matter being discussed at the meeting as a member of UNISON. He did not consider the nature of it necessary to leave the meeting or to vacate the Chair.

UPDATE ON JOB EVALUATION

2. The Steering Group received an oral update by the Corporate Director for Resources Management on the implementation of equal pay and the modernisation of terms and conditions of employment for Aberdeen City Council workers.

The Steering Group was advised that the consistency checking stage of the process was progressing with queries raised by services now being answered. This stage would be concluded by the end of September and thereafter, services

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would be advised of the outcomes. An update on progress on the modernisation of terms and conditions in consultation with the Trade Unions was also provided. It was hoped that this process would be concluded by the end of October. It was suggested that it might be useful for some Trade Union representatives to attend the Society of Directors of Personnel Conference.

At this point in the meeting the Steering Group welcomed the trade union representatives.

There followed discussion on the job evaluation time line in particular the date of issuing letters to staff advising them of the outcome of job evaluation. It was reported that some members of the staff were still expecting to receive bonuses or back pay before Christmas and it was agreed that both trade unions and management should address this in communications with staff.

The Steering Group resolved:-

- (i) to note that a report would be submitted to Council on 1st October, 2007, on whether the letters should be issued to staff in November or January and that the current preference of management and trade union representatives was to amend the time line to issue letters in January;
- (i) that a joint statement would be prepared on behalf of the management and trade unions for release alongside the report; and
- (ii) to note that trade union representatives were happy to be involved with Human Resources and Corporate Communications on the wording of the letter to be sent to staff.

- KEVIN STEWART, Chairperson.

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Present: Councillors Leslie, Kiddie and Stuart; Abigail Tierney, Dave Tumelty, Murray Leys, Pete Richmond, Sandy Reid, Matt Bailey and Katrina Middleton.

Apologies: Councillors Donnelly and Graham, Craig Stirrat, Rhona Jarvis, Sandra Powers, Heather Kelman, Liz Taylor, Paul Dixon, Kay Geddes, Muriel Wyness, Karen Donnelly and Anne Swash

PRESENTATION ON STRATEGY FOR COMMISSIONING

Pete Richmond advised that the recent stakeholder conference which included representatives from provider organisations had heard his presentation on the need for a strategy for commissioning social care services and there had been a good response. It is generally accepted that there are a number of key drivers for change, one of which is that the Office of the Scottish Charity Regulator requires voluntary organisations to be more accountable in their management and more businesslike in their approach. While the City Council has made progress with the citistat process in understanding the links between inputs and outputs and value for money we do not yet have a refined set of comprehensive measures to assess the quality of services the Council purchases.

Essentially commissioning is about enhancing the quality of life of clients by the best use of resources. Our approach is to have robust effective partnership working with providers, user representatives and users themselves. Market analysis shows that we have over 500 voluntary organisations providing services in the City. In relation to the smaller organisations there is scope for encouraging them to share back office functions to reduce unit costs and increase efficiencies. We are currently seeking data to support the assertion that more personalised services eventually lead to reduced costs without sacrificing quality of service. Three of our officers are currently on a leadership programme which features a case study on Oldham. The Oldham Council has introduced whole systems changes and they have secured benefits from that rather than proceeding by means of small stand alone pilots.

Our Area and Neighbourhood structures give us the opportunity to develop customer focused responsive services. Local recruitment of carers etc can help the local economy.

The Board considered the main points from the presentation and agreed that within the next three months we should have an agreed strategy selected from the options put forward in the presentation and also agree some implementation actions. We

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should have a strategically led budget and through dialogue strategies will be agreed with providers and users/user representatives.

The aim is to have overall strategies for Adults and Children's Services together with their three year budget projections submitted to the Council meeting on 01/10/07.

Pete Richmond was thanked for his presentation and responses to questions.

OVERVIEW OF STRATEGY FOR COMMISSIONING SOCIAL CARE SERVICES

The Board considered the draft key objectives in developing a commissioning strategy and agreed to include an objective to try to bring our spending more closely into line with the GAE position. Another key objective is to address staff shortages and capacity issues while acknowledging that this is a long term objective with budget implications. It was explained that even taking into account demographics in Aberdeen compared to other cities and projections particularly about an ageing population we are projected to spend disproportionately on services for the elderly compared to comparable cities. It is hoped that the current review of terms and conditions and the modernisation agenda will lead to a more flexible approach to our out of hours service through improved organisational and management arrangements.

Action

Pete Richmond and colleagues will redraft the overview of the strategy for commissioning social care services for consideration at the next Board. The revised paper will include a more robust analysis of the implications of demographics and highlight that the commissioning strategy will be seen as part of the Council's overall Adults and Children's Services Transformation Strategies. The key objectives will be refined to reflect the need to maximise the potential in peoples' lives without necessarily requiring support from social care services and or assuming there is a need to shift the balance of residential care towards increased domiciliary care. The key factor should be to maximise choice for clients and provide services within available resources.

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THE GOVERNANCE AND STRUCTURE OF COMMISSIONING

The Board agreed to recommend a replacement of the current Board with a Partnership Commissioning Board and noted that there would be a review of the effectiveness of the working arrangements for the Commissioning Team in March 2008 and this would be the subject of a report to the Board. The Board was pleased to note that two posts in the Commissioning Team have recently been filled and two vacancies remain. The Board noted that it could take up to 12 months to draft service specifications due to lack of staff resources and there would be a need to prioritise the production of the specifications. One option would be to prioritise contracts with those voluntary organisations which are dependent on contracts in order to secure external funding for example from the Lottery Fund. Officers are aware of the Council's Policy Statement on ensuring there are clear contracts and service level agreements with partner providers. Therefore it would be in order to seek agreement from the Policy and Strategy Committee to a phased approach to this work and to secure agreement on the timescale required to secure good quality contracts and agreements. The recent stakeholder conference has helped clarify expectations and it may be possible to proceed with broad specifications without being too prescriptive.

The Board examined an example of a commissioning process from a governance perspective and endorsed the need to be clear about roles and responsibilities and in particular effective communication with partner organisations. Pete Richmond indicated that the lead role in commissioning is his and that he secures the involvement of other officers and ensures that agreed actions are taken. Any unclear issues should be referred to him for discussion and clarification. The Commissioning Team and other staff will co-operate with the investigations team given a remit by the Resources Management Committee to investigate and make recommendations in the light of the problems and communication failures surrounding the recent implementation of reduced payment rates for a client group. The report giving the outcomes of the investigation will be submitted to this Board in addition to the Continuous Improvement Committee.

In relation to the proposed membership of the Partnership Board, it was agreed that the emphasis should be on participation rather than token representation. It should be possible to support user representatives so that they can play a meaningful part in the work of the Board. The aim would be to have open discussions at Board meetings and rules of engagement clarified in advance of the first meeting in order to avoid potential conflicts of interest.

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Action

It was agreed in principle to establish a Partnership Board with the terms of reference and membership arrangements as set out in the paper prepared by Pete Richmond. This is subject to further input from Karen Donnelly, the Legal Manager, and from relevant Heads of Service. The final proposals will be submitted to the next Board meeting and if approved thereafter referred to the Policy and Strategy Committee in December. If possible the aim would be to have the new Board operational early in 2008.

LEARNING DISABILITY SERVICES - DRAFT BUSINESS PLAN 2007/2010

The Board noted that the Draft Business Plan could be used as a model for other service elements and that future draft Business Plans will be circulated in advance to the Heads of Service for sign off and be the subject of the briefing protocol with Elected Members. In particular Pete Richmond will set up a monthly briefing session with Councillor Leslie in addition to the one to one meeting already arranged between Councillor Leslie and Abigail Tierney on the budget. Further arrangements will be made between the Director and Councillor Leslie for regular briefings.

The analysis contained in the draft Plan will be the subject of scrutiny through the citistat process.

All of the action points in the draft Plan can be cross referenced to the relevant section of the Adults and Children's Services Transformation Programme. It was confirmed that there has been limited user involvement to date in drafting the Business Plan and that one of the actions in the proposed Transformation Project is to improve our investment in the advocacy service. A robust advocacy service will be of assistance to us in monitoring the quality of our services and in undertaking consultation exercises.

The Transformation Programme report to Council will be issued for consultation shortly and they will be a major part of the discussion at the Elected Members' Workshop in early September.

It was clarified that our Day Centres are not over budget and the main thrust of the work to identify savings is to reduce high cost care packages. This should be achieved by greater investment in care management. More comprehensive assessments should reduce crisis intervention which can be expensive and a more planned approach to care packages should produce better outcomes for clients

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themselves. Increasing staff capacity to handle the case load should free up time for more thorough assessments.

The Board gave consideration to potential priorities for the next draft Business Plans. For example Mental Health Services or Children Services.

Action

Sufficient time will be allocated on the agenda for the next Board meeting to debate the Learning Disabilities Commissioning Strategy and agree the proposals in the light of the decisions taken on the final Transformation Project papers for the Council meeting on 01/10/07. Pete Richmond will update the strategy for the next meeting to reflect Council decisions taken on 01/10/07. Once the strategy is agreed it will go to the Policy and Strategy Committee in December for approval. Pete Richmond will draft a work programme for producing commissioning strategies for the next twelve months (to fit in with the Partnership Commissioning Board and the Policy and Strategy Committee) based on discussions with Heads of Service which can then be discussed with the Admin Leaders to agree priorities for the production of Business Plans. Thereafter the programme will be submitted to the Board and arrangements made for strategies to be submitted in accordance with that programme. The aim would be to have at least one strategy/draft Business Plan available for consideration at each Board meeting.

Pete Richmond was thanked for his work in collating input from colleagues to produce the Draft Business Plan for Learning Disability Services.

AREA COMMITTEES

Councillor Kiddie indicated he would be speaking with the Conveners of the North and Central Area Committees to suggest that as Health and Care will be an agenda item at Area Committee meetings it would be appropriate to have NHS Grampian representation at the meetings.

PAYMENTS TO VOLUNTARY ORGANISATIONS

Councillor Kiddie was assured to note that roles and responsibilities were clear on processing payments to voluntary organisations on time. Officers are aware of the need not to undermine partnership working via administrative delays.

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NEXT MEETING

It was provisionally agreed to hold the next Board meeting on Wednesday 24 October at 2pm. Please note this is subject to confirmation. There will be no meeting of the Board on 7 November in accordance with a previous provisional timetable drawn up prior to the appointment of the current members of the Board.