

## **RESOURCES MANAGEMENT COMMITTEE**

ABERDEEN, 20th November, 2001. - Minute of Meeting of the RESOURCES MANAGEMENT COMMITTEE. Present:- Councillor Allan, Convener; Councillor Clyne, Vice-Convener; Vice-Chairman Ironside; and Councillors Cassie, Dean, Gordon, (as substitute for Councillor Porter), James Lamond, Leslie, Maitland, Alan Milne, Ramsay Milne, Pirie, Kevin Stewart, Marianne Stewart and Wyness.

### **MINUTE OF PREVIOUS MEETING**

1. The Committee had before it the Minute of its previous Meeting of 12th September, 2001.

**The Committee resolved:-**

to approve the Minute.

### **SOCIAL PROVISION FOR YOUNG PEOPLE – CITY WIDE DETACHED YOUTH WORK PROJECT PROPOSAL**

2. Reference was made to Article 6 of the Minute of Meeting of the Policy and Strategy Committee of 26<sup>th</sup> September, 2001, when it was agreed to approve, in principle, the City-wide Detached Youth Street Work proposals whereby a team of youth workers would be established and make contact with young people where and when they were congregating and to remit the proposals to Resources Management for consideration as part of the revenue budget process for the financial year 2002/2003.

The report advised that the estimated budget for the City-wide Detached Youth Work project was £180,000 per annum, inclusive of staff costs, which would be subject to further discussion, and a small operational budget.

**The Committee resolved:-**

to remit the proposal for consideration as part of the revenue budget 2002/03 consideration process.

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### **MOTOR VEHICLE EXAMINATION AND TESTING UNIT**

3. The Committee had before it a report by the Director of Environment and Property advising on the operation of the Motor Vehicle Examination and Testing Unit and the need to consider funding for the next financial year to enable the partnership to continue.

The report explained that the Scottish Motor Vehicle Examination and Testing Unit was established in December, 2000, as a partnership of twelve local authorities and the Vehicle Inspectorate with matching funding provided by the Department of Trade and Industry. The project aimed to increase consumer protection in the motor vehicle trade by anonymously shopping for car services and carrying out forecourt checks on vehicles offered for sale or hire. The report indicated that throughout Scotland 437 vehicles had been inspected resulting in 287 cases of enforcement action. The report provided further information in respect of the 36 vehicles examined in Aberdeen.

By way of financial implications, the report stated that a contribution of £3,000 would be required in the financial year 2002/03 to maintain Aberdeen City Council's participation in the Unit.

**The report recommended:-**

that the Committee note the work done by the Unit and that a sum of £3,000 will be submitted as part of the revenue budget 2002/03 consideration process to the enable Aberdeen City Council's continued participation in the partnership.

**The Committee resolved:-**

to approve the recommendations.

### **HOUSING MARKETING BUDGET TO ADDRESS VOID LEVELS - SPEND TO SAVE INITIATIVE**

4. Reference was made to (1) Article 15 of the Minute of Meeting of the Finance Monitoring Sub-Committee of 21st August, 2001, when, amongst other things, the Sub-Committee approved additional budgetary provision of £100,000 from the Housing Revenue Account reserves to tackle the issue of rising void levels, as a "spend to save" initiative; and (2) to Article 23 of the Minute of Meeting of Community Services Committee of 13<sup>th</sup> November, 2001. The Committee had before it a report by the Director of Housing on proposals for the spend to save initiative to stimulate demand and reduce rental income lost from vacant Council housing properties.

The report made reference to a consultant's report on the Council's housing stock for which there was low demand, which had concluded that, although the major problem was public

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perception of particular areas, there were a number of initiatives which could be tried including area regeneration, changes to the Scheme of Allocation, improved staff attitude and marketing initiatives. The report proposed (1) the development of a marketing budget to fund initiatives including the production and distribution of a list of vacancies; (2) the development of a branding strategy to identify types of housing for different sectors of the market, at an estimated cost of £60,000; (3) the use of three fixed term posts of Housing Assistant to stimulate interest in areas of low demand; (4) an advertising campaign to encourage contact with Area Teams and attract applications from people who would not normally apply for Council housing; and (5) use of the Council's website.

Attached as an appendix to the report were the estimated costs of the proposals which amounted to £264,000 in a full year and £101,500 in the remainder of the current financial year.

**The report recommended:-**

- (a) that the Committee approve the implementation of a branding budget up to a maximum of £60,000 during the financial years 2001/02 and 2002/03; and
- (b) that the Committee approve an advertising budget of up to £32,500 in the current financial year and that the future budget be considered as part of the revenue budget process for 2002/03.

**The Committee resolved:-**

to approve the recommendations in respect of funding in the current financial year and refer future budget proposals to the revenue budget 2002/03 consideration process.

**Councillor Ramsay Milne declared an interest in the following Article so far as he is the Council's appointed representative to SCARF.**

**SCARF – SERVICE LEVEL AGREEMENT**

5. With reference to Article 22 of Minute of the Meeting of the Community Services Committee of 13<sup>th</sup> November, 2001, the Committee had before them a report by the Director of Housing presenting for approval the Service Level Agreement between the Council and SCARF and associated funding.

The report explained that the existing Service Level Agreement was due to expire on 31<sup>st</sup> March, 2002 and proposed that it be extended for a further year to ensure continuity of the service. Schedule A to the Service Level Agreement (SLA) was attached to the report and included in the service specification were details of the services to be provided by SCARF

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under the agreement and funded by the Council. Schedule B to the SLA was also attached to the report and would provide the basis for quarterly performance monitoring and the annual review of quality and standards of services provided.

By way of financial implications, the report advised that SCARF had received funding of £139,000 per annum from the Council since 1<sup>st</sup> April, 1999. It was proposed that funding in respect of the financial year 2002/03 be set at £145,950 to reflect the actual cost to SCARF of providing the services detailed in the SLA.

**The report recommended:-**

- (a) that the Council enter into a further Service Level Agreement with SCARF with effect from 1<sup>st</sup> April, 2002; and
- (b) that appropriate officers be instructed to include suitable sums in future budgets to provide funding for the further year of this agreement.

**The Committee resolved:-**

to approve the recommendations in the report.

**ABERDEEN CARE AND REPAIR, ABERDEEN AFFORDABLE WARMTH SCHEME AND SMALL REPAIRS SERVICE – COMBINED SERVICE LEVEL AGREEMENT**

6. With reference to Article 33 of the Minute of Meeting of the Community Services Committee of 13th November, 2001, the Committee had before it a report by the Director of Housing advising on the revenue funding requirements of Aberdeen Care and Repair, Aberdeen Affordable Warmth Scheme and Small Repairs Service in respect of the financial year 2002/03.

The report advised that Castlehill Housing Association managed all three schemes for the client group of owner occupiers who were either elderly or had long term health problems. The Community Services Committee had agreed to combine the Service Level Agreements (SLA) for each of these schemes into one SLA, whilst retaining separate specifications for each project.

The report had attached to it financial information relating to the revenue and capital funding requirements of each scheme together with Scottish Homes' contributions in respect of the financial years 2001/02, 2002/03 and 2003/04. The report stated that the Council currently provided revenue funding of £82,370 towards these three projects and proposed that this be increased to £84,270 in 2002/03. Capital funding in the current

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financial year amounted to £9,000 and it was proposed that this level be maintained in 2002/03.

**The report recommended:-**

- (a) that budget provision be made for the revenue funding requirements in respect of 2002/03; and
- (b) that appropriate officers be instructed to include in future budgets suitable sums to provide funding for the further year of the proposed Service Level Agreement.

**The Committee resolved:-**

to approve the recommendations.

### **CITY ARCHIVES SOFTWARE REQUIREMENTS**

7. The Committee had before it a report by the Director of Legal and Corporate Services requesting that funding be made available from the Common Good Fund for the purchase of software required by the City Archivist.

The report advised of the need to replace computer software used by the Archives Section which was responsible for the preservation and provision of access to the historic records of the city. Computer hardware and software purchased in 1994/95, which had increased public access to the records, had become obsolete and did not allow new records to be added. The report explained that new software was needed to enable the Archives Section to continue to participate in the Scottish Archive Network, to enable the public to once again access the City's public records and to meet the requirements of the Data Protection Act and impending legislation on Freedom of Information. Following investigations into replacement systems, it was recommended that CALM software for Archives and Records Management, with internet interface module for public access and DS Image View for image handling, would meet the requirements. The estimated cost of this system was £19,672 with support for a period of two years costing an additional £6,323. The report detailed the purchase and maintenance costs which, it was proposed, be spread over a period of two financial years. Funding available from within the City Archives budget, relating to savings and the unspent information technology software budget, in the current financial year 2001/02 amounted to £7,420.

Problems relating to the computer link with Old Aberdeen House had also been identified and it was proposed that this be improved with the costs to be met from within the City Archives budget.

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**The report recommended:-**

- (a) that the Committee approve the proposal to acquire CALM software for the City Archives, over two financial years, being £14,186 in 2001/02 and £11,809 in 2002/03;
- (b) that approval be given to the expenditure of £14,186 in 2001/02 to be met from unbudgeted monies accruing to the Common Good from the sale of the civic car of £6,766 and £7,420 identified savings in the City Archives Budget 2001/02 to enable the software package to be purchased immediately; and
- (c) to refer the request for funding for the Records Management software for consideration during the Common Good Budget process 2002/03.

**The Committee resolved:-**

to approve the recommendations.

**DIGITAL COMMUNITIES - SCOTTISH EXECUTIVE FUNDING**

8. The Committee had before it a report by the Director of Social Work and Community Development seeking approval to pursue a bid for funding from the Scottish Executive to establish a digital community in the area of Torry/Tullos.

The report advised that the Scottish Executive intended to make funding of £1.75 million available to fund the provision of personal computers in up to 2,000 homes, internet access and training to examine and demonstrate how information technology and the internet could assist in overcoming social exclusion. The digital communities initiative aimed to increase the use of computers and the internet in disadvantaged households, develop information technology skills in disadvantaged communities, increase community involvement, tackle the financial barrier to computer ownership and examine methods of promoting digital inclusion in disadvantaged communities. The Torry/Tullos area had been identified following consultation and had the highest correlation to the various criteria for the initiative and was the most disadvantaged area outside the Great Northern Partnership. All local authorities had been invited to submit an expression of interest, six would be shortlisted and asked to prepare more detailed applications. One urban and one rural local authority would then be selected.

**The Committee resolved:-**

to approve the submission to the Scottish Executive by 30<sup>th</sup> November, 2001, an expression of interest for digital community funding in relation to 2,000 homes in the Torry/Tullos area and to prepare a more detailed bid if shortlisted.

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**COMMUNICATION SUPPORT FOR DEAF, DEAFENED, DEAFBLIND AND HARD OF HEARING PEOPLE ACCESSING COUNCIL SERVICES**

9. With reference to Article 9 of the Minute of Meeting of 21<sup>st</sup> November, 2000, the Committee had before it a report by the Director of Social Work and Community Development submitting the action plan for the provision of communication support for the deaf, deafened, deafblind and hard of hearing people for consideration in the 2002/03 revenue budget process.

The report had attached to it the report submitted to the Committee at their meeting on 21<sup>st</sup> November, 2000, when the Committee had (1) approved, in principle, an increase in the budget to £9,000 for the Council's interpreting and translation service and (2) agreed to remit the matter to the revenue budget 2001/02 consideration process. Funding had not been allocated in 2001/02. The report indicated that a sum of £2,095 had been spent by Council Departments in 2000/01 on the provision of communication support for people who were deaf, deafened, deafblind and hard of hearing and it was proposed that £5,000 be identified for the costs of sign language communication support and other communication support together with £4,000 to increase staff time available for this service.

**The Committee resolved:-**

to refer the request for funding of £9,000 to enable the work of the Communication Support Working Group to progress in the financial year 2002/03 to the revenue budget 2002/03 consideration process.

**EDGE-EFFECTIVE DELIVERY OF GOVERNMENT E-SERVICES - BID FOR EUROPEAN FUNDING**

10. The Committee had before it a report by the Director of Finance and ICT providing information on the Effective Delivery of Government E-Services (EDGE) Project and seeking approval for continued participation in the programme.

The report stated that the Finance and ICT Department had indicated to the European Union a desire to participate in the EDGE Project. The project would involve the development of handheld communications and data capture devices specifically designed to assist local government officers in carrying out tasks involving visits outwith headquarters sites, for example, Environmental Health Officers, Social Workers and Planning Officers. The report listed the characteristics of the device which would include the capacity to manage workflow based on established procedures, and its potential uses. The Council had the opportunity to participate in the project which would attract funding of 45% of the value of the work undertaken including research and defining procedures involved in mobile transactions and participation in subsequent field trials of the device and software. The report also listed the intended participants.

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By way of financial implications, the report advised that the total value of the EDGE Project was £1,233,000, of which Aberdeen City Council's element would be £165,000 of which £79,000 would be funded by the European Union. The Council's contribution equated to 500 person/days of business analyst effort and 200 person/days of business analyst and Departmental participation in trials of the device. Successful bids would receive funding from March, 2002. The report indicated that the Council's contribution would be in kind and that most of the work would require to be done whether or not the Council participated in the project.

**The Committee resolved:-**

to endorse the Finance and ICT Department's participation in the EDGE Project.

**BUSNET MAINTENANCE CONTRACT/REAL TIME PASSENGER INFORMATION**

**11.** The Committee had before it a report by the Director of Environment and Property advising on the need for resources to maintain the Busnet, Real Time Passenger Information System.

The report advised that £450,000 of the Twintrack funding from the Scottish Executive had been invested in the Busnet system established in partnership by Aberdeen City Council and First Aberdeen. There were 50 units providing bus arrival information which were now outwith the manufacturer's warranty period of one year. It was, therefore, proposed that a maintenance contract be agreed and this could only realistically be provided by the manufacturer of the equipment, ACIS. Following discussions with ACIS it was suggested that a contract period of five years would be appropriate. The contract would include the maintenance and repair of the on-street displays, the radio base station, computer equipment and all software upgrades at a cost of £34,855 per annum with a 20% reduction in the first year. Provision was included in the current revenue budget to meet maintenance costs in the current financial year 2001/02.

The report further advised that First Aberdeen were currently negotiating with ACIS regarding the maintenance of their Real Time Information System equipment on buses and in the control room. It was anticipated that the system would be expanded and the maintenance would allow contract for expansion of up to 125 display units. It was anticipated that in time more display units and monitors would be located in off-street areas such as cinemas, that the information could be accessed through the internet or by messages sent to mobile phones.



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**The report recommended:-**

- (a) that the Committee instruct the appropriate officials to award the maintenance contract to ACIS; and
- (b) that the Committee note the need for additional budget allowance in future years for the maintenance of the system.

**The Committee resolved:-**

to approve the recommendations and to refer the issue of future funding to the revenue budget 2002/03 consideration process.

**PUBLIC TRANSPORT FUND AWARD**

**12.** The Committee had before it a report by the Director of Environment and Property advising on the outcome of bids for funding from the Scottish Executive's Public Transport Fund.

The report advised that two bids for funding were made relating to (1) a Modal Shift Project which comprised the strategic cycling network, improved walking opportunities, development of intelligent transport systems and extending controlled parking; and (2) traffic impacts and engineering assessments to be undertaken in connection with the Urban Realm Project proposed for Aberdeen city centre. The report advised that the Minister for Transport and Planning had agreed to award additional ringfenced borrowing consent of £1.805 million towards the Modal Shift Project, particularly in respect of the cycling and information elements of the project. Attached as an appendix to the report was financial information which showed the bid made, award granted and Council contribution in each of the financial years 2002/03, 2003/04 and 2004/05. The Council was now required to prepare an action plan detailing the project. The report stated that the Urban Realm bid for funding from the Executive's Public Transport Fund preparation pool was unsuccessful and officials intended to discuss this outcome with the Scottish Executive.

**The Committee resolved:-**

- (i) to remit the report to the Non-Housing Capital Plan Officers Working Group with the recommendation that the Council's contribution be made available in the appropriate years;
- (ii) that appropriate officials be instructed to submit a report to Environment and Infrastructure Committee detailing the project; and
- (iii) to instruct the appropriate officials to discuss with the Scottish Executive how the Urban Realm Bid could be improved and resubmitted.

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**MATTER OF URGENCY**

**The Convener indicated that she had in terms of Section 50(B)(4)(b) of the Local Government (Scotland) Act 1973 directed that the following item of business be considered as a matter of urgency to enable its consideration in the Revenue Budget 2002/03 process.**

**SCULPTURE AT TYREBAGGER**

**13.** The Committee had before it a report by the Director of Arts and Recreation which sought the continuation of funding for the Tyrebagger Sculpture Park at Elrick Hill.

The report indicated that, since its establishment in 1998, eight sculptures have been installed in the Tyrebagger Wood at Elrick Hill and another three were due for completion by March, 2002. The next phase of the project would commence in Spring 2002 for a period of two years during which it was intended to limit the programme of new sculptures and concentrate on raising the profile of the project and increase community involvement. The Tyrebagger Trust planned to engage a Project Officer to undertake this work.

By way of financial implications, the report advised that the Tyrebagger Trust intended to apply for a grant of £100,000 from the National Lottery for the next two year phase of the project and was seeking support from major partners in the project. The report listed the funding allocated by Aberdeen City Council, Grampian Enterprise, Forest Enterprise, Aberdeen Countryside Projects Limited, Chargeable Trusts and the National Lottery. Forest Enterprise had agreed to provide £9,000 and in kind support to the same value. The Tyrebagger Trust sought similar support from the Council as it had received in the first phase of the Project which amounted to £14,000 over two financial years.

**The Committee resolved:-**

to refer the request for continued financial support of the Tyrebagger Sculpture Park to the Revenue Budget 2002/03 consideration process.

**MATTER OF URGENCY**

**The Convener indicated that she had in terms of Section 50(B)(4)(b) of the Local Government (Scotland) Act 1973 directed that the following item of business be considered as a matter of urgency to enable its consideration in the Revenue Budget 2002/03 consideration process.**

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## **COMBINED HEAT AND POWER**

**14.** Reference was made to Article 8 of the Environment and Infrastructure Committee of 4<sup>th</sup> September, 2001 when it was agreed that (1) an independent, not for profit company be established to develop and manage Combined Heat and Power projects in the City; (2) that external legal advisors be appointed to assist in the formation of the company; and (3) that the Council enter into a legal agreement with the Company regarding the development and management of a Combined Heat and Power project linked to a cluster of multi-storey blocks at Stockethill. The Committee had before it a report by the Director of Housing advising on the financial implications of the Combined Heat and Power project at Stockethill which would include Woodhill Court, Oldcroft Court, Castleton Court and Beechwood Court.

The report made reference to the Council's commitment to improving the energy efficiency of its housing stock to provide affordable warmth for tenants and reduce carbon dioxide emissions. The Housing Feasibility and Options Appraisal report had identified the need to increase investment in the Council's housing stock. As part of the appraisal, environmental and ground condition surveys, structural surveys and energy surveys of all multi-storey blocks and sheltered housing were being undertaken. The authors of this report, White, Young and Green, recommended that a Combined Heat and Power project be undertaken in connection with the cluster of multi-storey blocks at Stockethill. The Executive summary of the Energy Audit was attached to the Director's report together with an explanation of the concept of Combined Heat and Power and a twelve year cash flow forecast showing income and expenditure for the Stockethill Combined Heat and Power Scheme. The budget indicated a maximum contribution from the Council of £215,000 over a period of twelve years giving a total of £2,609,199 although it was anticipated that this figure could be reduced according to the proportion of external capital accessed by the independent company. The company would be responsible for maximising grant funding from all sources. The Energy Saving Trust had agreed to act as a funding broker with fuel supply companies for any agreed Combined Heat and Power projects in Aberdeen linked to clusters of multi-storey blocks. Interest had also been expressed by fuel companies in directing Energy Efficiency Commitment Standards and Performance monies into this project. The report also advised that the Government had recently announced capital funding of £50 million over three years from April, 2002 for the development of residential Combined Heat and Power schemes throughout the UK. An application for up to £100,000 had been submitted to the Combined Heat and Power Association for an Energy Saving Trust Start-Up Grant for this project. Discussions were also being held with the Scottish Energy Efficiency Office regarding any assistance they could offer.

### **The Committee resolved:-**

that the required annual funding of £215,000 for the Combined Heat and Power project be referred to the Housing Revenue Account Budget setting process.

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**KEY MANAGEMENT INFORMATION AND PERFORMANCE INDICATORS**

**15.** The Committee had before it a joint report by the Directors of Finance and ICT, Legal and Corporate Services and Environment and Property presenting key management information and performance indicators for each Department as they pertained to the functions of the Resources Management Committee.

Reference was made to comments made by auditors stressing the requirement for Members to scrutinise such performance information.

**The Committee resolved:-**

- (i) to note the performance management information contained in the report; and
- (ii) to approve the comments and actions referred to in the report.

**OLD ABERDEEN COMMUNITY CENTRE**

**16.** The Committee had under consideration, upon a remit from the Education and Leisure Committee (Article 4 of the Minute of Meeting of 30th October, 2001 refers) a request to consider the financial implications of a proposal that the Council work in partnership with Dunbar Street Community Hall Management Committee in order to increase and enhance community provision within Old Aberdeen.

The Committee had before it a copy of the report on the matter prepared by the Director of Arts and Recreation for consideration by the Education and Leisure Committee at the said meeting, which report advised of the estimated costs of certain improvement works to Dunbar Street Community Hall that were required to be carried out and also the level of grant assistance that would be needed in order to provide a range of activities for the community of Old Aberdeen. The report also confirmed that there was no current provision within capital or revenue budgets for the sums involved.

**The Committee resolved:-**

- (i) that the cost of the capital works (improvements to Hall) which are estimated to be £10,000, be met from the City Improvement Fund; and
- (ii) that the Hall Management Committee be advised to make an application for grant assistance for the financial year 2002/03.

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**MEMORIALS IN CITY CEMETERIES – MANAGEMENT**

**17.** The Committee had under consideration, upon a remit from the Environment and Infrastructure Committee (Article 11 of the Minute of Meeting of 6th November, 2001 refers), a request to consider the financial implications arising from the implementation of a structured memorial monitoring and inspection programme for the city's cemeteries with a view to the sum in question being included within the Non-Housing Capital Programme.

The Committee had before it a copy of the report on the matter prepared by the Director of Environment and Property for consideration by the Environment and Infrastructure Committee at the said meeting, which contained a comprehensive assessment of all aspects of the problem and advised with regard to both the financial and staffing implications likely to arise.

**The Committee resolved:-**

that the matter be referred to the Non-Housing Capital Programme Officers Working Group for consideration.

**HAZLEHEAD CARAVAN PARK, ABERDEEN**

**18.** Reference was made to Article 40 of the Minute of Meeting of the Resources Management Committee on 5th June, 2001, at which time there was under consideration a report by the Director of Environment and Property which advised of the unsuccessful attempt to advertise Hazlehead Caravan Park site for lease as a holiday caravan park facility and it was resolved to authorise appropriate officials to examine all options for the future of the facility as part of Hazlehead Park policies and also to investigate alternative uses for the site and to report.

The Committee now had before it the further report by the Director of Environment and Property which, by way of background to this matter, referred to comments in relation to Hazlehead Park and the caravan facility contained within the 1999 Property Rationalisation report which had concluded that there was a need to ensure that Hazlehead Park policies were managed as a 21<sup>st</sup> Century asset. The report by the Director went on to refer to discussions which had been held with all Council departments with an interest in the site and the conclusion arrived at that there was no apparent future for its continued use as a caravan park. In light of that conclusion, the officials involved had identified a number of options on the basis that the site was considered as an integral part of Hazlehead Park and that no isolated development of the site should be entertained unless as part of a structured development programme for the entire area. The options listed within the report were, with two exceptions, broadly recreational use related.

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On the related matter of current damage to the buildings on the caravan park site, the report indicated that in the event that there was no immediate prospect of development on the site, the buildings should be demolished and the site opened up in such a way as to become a safe, secure and more inviting place for recreation.

**The report recommended:-**

that in connection with Hazlehead Caravan Park site, appropriate officials be instructed as a matter of urgency to prepare a strategy for the development of the entire Hazlehead policies and to report.

**The Committee resolved:-**

that the recommendation contained within the Director's report be adopted.

**RATING REVALUATION 2000 – UPDATE REPORT**

**19.** The Committee had under consideration a report by the Director of Environment and Property which advised with regard to (one) progress with appeals lodged on behalf of the Council in respect of the 2000 Revaluation of non-domestic properties, (two) savings achieved as regards water and wastewater rates payable following successful appeals against 1995 Revaluation assessments, and (three) the final disposal of 1995 Revaluation appeals; and highlighted possible future savings linked to a reduction of water wastage.

The Director's report and the appendices attached contained detailed information with regard to savings identified following decisions of the Valuation Appeal Committee on 22<sup>nd</sup> February, 2001 and the costs incurred in pursuing those appeals (Appendix 1); the last of the savings achieved following the 1995 Revaluation (Appendix 2); void rates savings achieved for the year 2000/01 (Appendix 3); void rates savings for 2001/02 (Appendix 3(A)); and water rates savings also related to the 1995 Revaluation (Appendix 4). The report indicated that, as regards the 2000 Revaluation, the Water Industry Commissioner for Scotland at the request of NOSWA, had agreed to freeze rateable values at the levels pertaining at 31st March, 2000 as a consequence of which any further reductions in water bills would require to come from efficiency savings, examples of which were identified in the report.

**The report recommended:-**

- (a) that the Committee note the progress of the disposal of the 2000 Revaluation appeals where an annual saving of £4,544.38 has been achieved for the financial year 2000/2001;
- (b) that the Committee note the savings from the remaining 1995 Revaluation appeals where savings of rates amounting to £46,578.25 and water and wastewater savings amounting to £54,352, both up to 31st March, 2000, have been achieved;

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- (c) that the Committee note the savings from the 2000 Revaluation as regards void rates, water and wastewater charges, which savings amount to £77,555.95 for the 2000/2001 financial year and currently £153,573.64 for the 2000/2001 financial year;
- (d) that the Committee note that the total savings to date amount to over £336,000 and further savings will accrue to the Council over the next four years; and
- (e) that the Committee approve the appointment of external consultants in terms of Standing Orders, to advise on further water/wastewater savings in succeeding years.

**The Committee resolved:-**

that the recommendations contained within the Director's report be adopted.

**FLEXIBLE WORKING HOURS SCHEME – MOTION BY COUNCILLOR  
DEMPSEY**

**20.** With reference to Article 4 of the Minute of its meeting of 3rd April, 2001, the Committee had before it a report by the Director of Personnel which proposed a change to the terms of the Flexible Working Hours Scheme to provide a more flexible working arrangement for employees and to increase flexibility for the purposes of service delivery.

The report, which had been prepared in response to Councillor Dempsey's notice of motion referred by Council on 28th February, 2001 to the Resources Management Committee on the operation and management of the flexi-time system and its effectiveness in terms of service delivery and value, advised that a benchmarking survey of employers across industry had been carried out to identify which organisations provided flexible or non-standard working time arrangements. The report explained that a temporary extension to the Flexible Working Hours Scheme had been agreed by the Urgent Business Sub-Committee on 22nd January, 2001 (Article 3 of the Minute refers) to help alleviate the problems being encountered as a result of road difficulties at the Bridge of Don and proposed that this temporary arrangement now be made permanent. The report explained the operation and purpose of the Flexible Working Hours Scheme which had direct linkages to the "Work-Life Balance" initiative launched by the Government in March, 2000. It was considered imperative that the Council provide cost-effective means of allowing people to balance home life and work within the context of the work-life agenda and that existing employment provisions be reviewed and developed regularly to allow the momentum of work life options to be maintained.

The report provided the results of the benchmarking exercise which had included establishments of all sizes across various sectors, such as health, further education, oil and gas, telecommunications and local government. All participating establishments provided flexible or non-standard working time arrangements. A consultation exercise had also been

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carried out to gather observations from Heads of Departments in relation to the overall operation and management of the Scheme and its effectiveness with regard to service delivery and value to the Council. The effectiveness of the temporary alteration to the terms of the Scheme had also been examined as part of this exercise. The vast majority of Departments supported the flexi-time scheme and had indicated that they would welcome a permanent extension of the flexible working hours arrangement. Few operational difficulties had been encountered to date. Although the operation of the flexi-time Scheme did require to be carefully managed, no evidence of abuse had come about to date although such evidence once reported would be dealt with under the Council's Disciplinary procedure. The Scheme was considered within Departments to be of significant benefit to both employees and members of the public, however, it was emphasised that it should be subject to operational requirements and the exigencies of the service. During departmental consultation, the benefits of the Scheme had been highlighted, relating specifically to the balance which was achieved between different work patterns and preferences for work times, increased flexibility for employers and employees, including those with caring responsibilities, reduced sickness absence, ability to provide a point of contact for a longer period during the day, reduced stress levels amongst the staff and increased ability to concentrate at both ends of the day with fewer interruptions. In summary, the responses received during the benchmarking and consultation exercises supported a continuation of the extended flexible working arrangement.

Appended to the report was a copy of the Flexible Working Hours Scheme.

**The report recommended:-**

that the Committee agree to introduce the temporary extension to the Flexible Working Hours Scheme on a permanent basis.

**The Committee resolved:-**

- (i) to approve the recommendation; and
- (ii) to discharge the motion by Councillor Dempsey.

**SINGLE STATUS - IMPLEMENTATION**

21. With reference to Article 36 of the Minute of its Meeting of 12th September, 2001, the Committee had before it a report by the Director of Personnel which advised in relation to progress made towards the implementation of a National Agreement on Single Status and Job Evaluation.

The report referred to the additional information provided verbally by the Director of Personnel at the meeting of the Committee on 12th September, 2001, that for a number of reasons the national timescale for the implementation of job evaluation by April, 2002 was



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unlikely to be achieved and that completion by April, 2004 would be proposed to the trade unions at the next meeting of the Scottish Joint National Council (SJNC). The report then advised that the employee side had not been prepared to accept the revised date unless the employers reinstated the right for appeals against gradings to be considered under Appendix F of the former blue and green books of employees conditions to allow appeals to be made to the SJNC on matters of grading. Since the employers side had not accepted this proposal, a revised deadline had not yet been agreed and the employer and employee sides were not due to meet again until January, 2002. Clearly, the Council would require to continue work on job evaluation beyond April, 2002 for which planning and resource allocation would require to be in place. The Committee on 12th September, 2001 had approved funding to continue the project throughout 2002/2003 and, on this basis, posts within the Personnel Department would be extended and secondments from other Departments continued.

The report advised by way of financial implications that the full year cost of the job evaluation implementation team, including seconded staff, was £190,000. This sum has been included in the Department's base budget for next year.

**The Committee resolved:-**

- (i) to note the update provided and the effect of a lack of a clear decision on a change to the national timescales for implementation of job evaluation; and
- (ii) to remit the budget requirements for next year to the revenue budget 2002/03 consideration process.

**DIRECT PAYMENTS CO-ORDINATOR – ESTABLISHMENT OF POST**

**22.** The Committee had before it a report by the Director of Social Work and Community Development which sought approval to establish a post of Direct Payments Co-ordinator for a fixed term of two years.

The report explained the requirement to establish a comprehensive Direct Payments Scheme within the Social Work and Community Development Department and detailed the functions to be carried out by the Direct Payments Co-ordinator. The report advised by way of financial implications that the total maximum cost of the proposals would be £24,791 in a full year, which sum would be met from the Change Fund and the Modernising Community Care budget.

**The Committee resolved:-**

to establish the post of Direct Payments Co-ordinator within the Social Work and Community Development Department for a fixed term of two years.

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**GOLDEN JUBILEE BANK HOLIDAY 2002**

**23.** Reference was made to Article 15 of the Minute of Meeting of 3rd April, 2001, when it was agreed to approve an additional public holiday for Council employees on Monday, 3rd June, 2002 to commemorate the Queen's Golden Jubilee and to consult with local businesses to seek their views on the proposal that an additional public/local holiday be declared on this date.

The Committee had before it a report by the Director of Legal and Corporate Services presenting the responses received on behalf of Grampian Fire Brigade, Grampian Police and Grampian Health Board. It was also reported that Aberdeen Chamber of Commerce had indicated their support for the declaration of an additional public/local holiday.

**The Committee resolved:-**

to note the comments made by those organisations consulted and to agree to declare a local public holiday on Monday, 3rd June, 2002 in recognition of the Queen's Golden Jubilee.

**TRANSCO'S AFFORDABLE WARMTH SCHEME - LEASING**

**24.** Reference was made to Article 7 of the Minute of Meeting of the Resources Management Committee of 3<sup>rd</sup> April, 2001 when it was agreed to pursue a proposal to replace heating systems in Council housing through Transco's Affordable Warmth Scheme. The Committee had before it a report by the Director of Housing seeking approval of the funding to appoint a consultant to advise on the process of procuring a lease and the appointment of a finance house.

The report made reference to the need to replace old, inefficient heating systems in 7,719 of the Council's 27,000 houses. The current Housing Block A Capital Programme provided for the replacement of 1,500 to 2,000 heating systems each year which was adequate to replace systems on a regular basis but could not address the backlog. It had therefore been agreed that the Council lease heating systems through the Transco's Affordable Warmth Scheme with an operating lease agreement with a finance house which would meet 80% – 85% of the costs with the balance to be funded by Housing Block A Capital Programme.

The report advised that information required was difficult to obtain because of its commercial sensitivity and further specialist advice was required. Three companies had been invited to tender for a contract to advise officials on how to tender for a finance house or a company to fund the scheme, the appointment of contractors and termination procedures. It was estimated that the cost of engaging a consultant for this work would be around £15,000 to be met from the Housing Block A Capital Programme in the current financial year 2001/02.

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**The Committee resolved:-**

to approve the appointment of a consultant with expertise in the field of leasing heating systems to assist the Council during the preparation and evaluation of a tender to identify a finance house to procure a lease.

**OUTSTANDING BUSINESS STATEMENT**

25. The Committee had before it a statement by the Director of Legal and Corporate Services dated 9th November, 2001, listing matters of outstanding business for this Committee.

**The Committee resolved:-**

to note the outstanding business statement.

**CUSTOMER SERVICE CENTRE – PROGRESS**

26. With reference to Article 50 of the Minute of Meeting of the Resources Management Committee of 12<sup>th</sup> September, 2001, the Committee had before it a report by the Director of Personnel advising on progress in the development of Aberdeen City Council's City Centre Customer Service Centre and presenting the proposed staff training plan for approval.

The report explained that the Customer Service Centre, to be located in the former Tourist Information Centre on the ground floor of St. Nicholas House, would provide a venue for the issue of parking permits, concession cards and Access to Leisure passes, receipting of payments for leisure and recreational services, acceptance of parking fines, issue of job application forms and provision of Accord Card functions and service entitlements. The Centre would also provide a wide range of Council information, forms and leaflets and would be a first point of contact for all Council services. The report stated that work was progressing on the development of processes and administrative procedures and a website based repository of knowledge to provide Council service information in a customer focused manner. The issue of concession cards from the location had proved popular and it was intended to keep the facility open with the possibility of providing other services in the short term being investigated. It was proposed that the Customer Service Centre operate from 8.30am until 5.30pm Monday to Friday, remaining open until 8.00pm on Thursdays, and from 9.00am to 12 noon on Saturdays. With regard to staffing, the development of job descriptions for Customer Services representatives had been completed and a timetable from advertising the secondments, to commence work in the Centre on 18<sup>th</sup> March, 2002, was detailed. The Customer Service Representatives would require comprehensive

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knowledge of specific and general information systems, processes and procedures, Council and partner services and be skilled in continuous improvement, successful team building and mutual support, diplomatic and constructive management of conflict situations culminating in a positive experience for the customer. The proposed seven week training plan for Customer Service Representatives was detailed in the report. The report advised that there would be a delay of three to four months in the Customer Service Centre being able to accept payment by debit or credit card to enable a system compatible with the Accord Card to be developed.

Alterations to plans for the refurbishment of the former Tourist Information Centre had reduced the estimated costs from £205,000 to between £55,000 and £60,000, which would be funded from the Modernising Government Fund.

**The Committee resolved:-**

- (i) to approve the continuing operation of the Centre for the issue of concession cards and other potentially appropriate services;
- (ii) to approve the alterations to the planned refurbishment work on the Customer Service Centre;
- (iii) that the Customer Service Centre be re-opened on 18<sup>th</sup> March, 2002;
- (iv) to note the short delay in the acceptance of credit and debit cards for payment in respect of Council services at the Customer Service Centre, to enable compatibility with the Accord Card; and
- (v) to approve the proposed training plan.

**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 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:- Article 27 (paragraphs 4 and 6), Article 28 (paragraph 8), Article 29 (paragraph 8), Article 30 (paragraph 4), Article 31 (paragraph 9), Article 32 (paragraph 9), Article 33 (paragraph 8), Article 34 (paragraph 8), Article 35 (paragraph 6), Article 36 (paragraph 6), Article 37 (paragraphs 6 and 9), Article 38 (paragraphs 6 and 9), Article 39 (paragraph 9), Article 40 (paragraphs 6 and 9), Article 41 (paragraphs 6 and 9), Article 42 (paragraph 6), Article 43 (paragraph 6), Article 44 (paragraph 6), Article 45 (paragraph 1), Article 46 (paragraph 1), Article 47 (paragraph 1), Article 48 (paragraph 1), Article 49 (paragraph 1), Article 50 (paragraph 1), Article 51 (paragraph 1), Article 52 (paragraph 1) and Article 53 (paragraph 1), Article 54 (paragraph 3) and Article 55 (paragraph 8).**

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**APPLICATION FOR FUNDING FOR COMPOSTING TRIAL PROJECT**

27. The Committee had before it a report by the Director of Economic Development presenting an application for funding from the Sector Support element of the Economic Development Department budget for a trial composting project in Aberdeen.

**The Committee resolved:-**

to award a grant of £10,000 to the Company as specified in the report subject to the following conditions:-

- (i) that satisfactory evidence is received that the Company has been reconstituted as a limited company with confirmation of the names of directors and board members;
- (ii) that the project must be located in Aberdeen and that a suitable site for the project be secured prior to the award of finance;
- (iii) that evidence be provided that any SEPA licensing requirements have been satisfied;
- (iv) that any planning requirements have been satisfied;
- (v) that £1,100 funding be provided by the company;
- (vi) that a realistic plan exists for the field trials and evidence that SEPA consent will be forthcoming;
- (vii) that satisfactory quarterly progress reports be submitted to the Director of Economic Development;
- (viii) that the results of the research be published;
- (ix) that suitable arrangements be made for the continued use of the equipment after the end of the trial project for environmental demonstration or educational purposes or, if used for commercial purposes, the value of the equipment is to be refunded;
- (x) that the applicant demonstrate that the project continues to conform to the Landfill Tax Credit Scheme, the terms of the contract with SITA Environmental Trust and the Aberdeen City Council Sector Support Scheme;
- (xi) that confirmation be received that funding is received from SITA Environmental Trust; and
- (xii) that payment is made to SITA as required by Landfill Tax Credit Regulations.

**HOUSING CAPITAL (BLOCK A) EXPENDITURE FOR 2002/03 AND FUTURE YEARS**

28. With reference to Article 30 of Minute of Meeting of the Community Services Committee of 13<sup>th</sup> November, 2001, the Committee had before it a report by the Director of Housing advising on the requirement to set a target budget for Housing Capital (Block A) Expenditure for 2002/03 and the subsequent four years.

The report explained that to enable prompt commencement of housing improvement works and capital spending in the next financial year, it was helpful to provisionally estimate funds

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available and undertake tenant consultation and initial contract tendering before April, 2002. The report had attached to it (1) an estimate of funds available during the financial years from 2001 to 2004 indicating a provisional Capital Programme of £22.23m in 2002/03; (2) a programme of expenditure for the Housing Capital (Block A) Budget from 2001/02 to 2005/06 which could be funded by borrowing consent from the Scottish Executive and Council House sales estimated at £10 million; (3) a proposed budget of £22.23 million demonstrating the number of houses and timescale programmes would take to be executed; (4) an expenditure programme based on £59.07 million demonstrating the impact of an increased budget as a goal to aim towards; and (5) major items to be included in the Housing Capital (Block A) Expenditure in the financial year 2002/03.

The report made reference to the current review of the Housing Repairs Service, the impact of Aberdeen Futures and the reconfiguration of the Council's structure which could have an impact on the programme. Reference was also made to the Combined Heat and Power feasibility study relating to multi-storey blocks and a review of multi/sheltered blocks energy and funding sources and the proposal to participate in the Transco's Affordable Warmth Scheme through the leasing of heating systems, both referred to elsewhere in this Minute.

**The Committee resolved:-**

- (i) to approve a target Housing Capital (Block A) Expenditure in 2002/2003 of £22.23 million, subject to review following the rent setting process and notification of the Scottish Executive Borrowing Consent with a revised programme to be submitted in March, 2002, in consultation with the Directors of Finance and ICT and Environment and Property;
- (iii) to authorise the Directors of Housing and Environment and Property to proceed with preparation works to implement a programme of £22.23 million, inclusive of slippage in respect of the financial year 2002/03 and, where appropriate, accept tenders in order to achieve continuity;
- (iv) to instruct the Director of Housing to consider options for and carry out a stock condition survey of Council housing to satisfy the requirements of the new Housing (Scotland) Act and report to Committee; and
- (v) to instruct the Director of Housing to continue the consultation process with tenants prior to the financial year commencing.

**DELIVERY OF RENT ARREARS CORRESPONDENCE**

**29.** The Committee had before it a report by the Director of Housing proposing a "spend to save" initiative in respect of the delivery of correspondence regarding rent arrears to Council tenants.

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The report provided information on the system currently used to advise tenants of housing rent arrears. The North Area Team of the Housing Department had operated a pilot scheme whereby staff from the Arrears Management Team had hand-delivered letters, including notices and other warnings. The report detailed the costs of sending Notice of Proceedings by Recorded Delivery and by Sheriff Officers in the previous financial year. It was proposed that the Housing Department employ two temporary members of staff for an initial period of twelve months to work from 4.30pm to 8.30pm, Monday to Friday, and six hours on a Saturday to deliver Notices thereby saving costs of delivery and offering the opportunity for contact with Housing staff.

**The Committee resolved:-**

to instruct the Director of Housing to discuss with the Director of Personnel the employment of two temporary staff, salary scale AP1, to improve the collection of arrears of rent through savings made by not using companies external to the Council to deliver correspondence.

**MATTER OF URGENCY**

**The Convener indicated that she had in terms of Section 50(B)(4)(b) of the Local Government (Scotland) Act 1973 directed that the following item of business be considered as a matter of urgency in order to provide early notification to the Festival Trust.**

**ABERDEEN INTERNATIONAL YOUTH FESTIVAL - FUNDING 2002**

**30.** The Committee had before it a report by the Director of Finance and ICT on the funding position with regard to the Aberdeen International Youth Festival (AIYF) and their 2002 Festival.

The report stated that the Festival Trust received £90,000 from the Council in 2001/02 which comprised £50,000 for the 2001 Festival and pre-funding of £40,000 for the 2002 Festival. The Festival Director had indicated to the Trust that she could not produce a meaningful Festival in 2002 without substantial additional funding. A copy of the AIYF's Annual Accounts for 2000/01 was attached to the report together with the Monitoring Report of the 2001 Festival and a briefing paper prepared by the Festival Director.

**The Committee resolved:-**

to provide funding of up to £130,000 to the AIYF to enable the Trust to provide a Festival in 2002 which would comprise pre-funding of £40,000 provided for in the 2001/02 Revenue Budget together with £90,000 in the 2002/03 Revenue Budget (which sum includes £40,000

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which would ordinarily pre-fund the festival in 2003), with any accumulated budget deficit on 31st March, 2002 being cleared first.

**MATTER OF URGENCY**

**The Convener indicated that she had in terms of Section 50(B)(4)(b) of the Local Government (Scotland) Act 1973 directed that the following item of business be considered as a matter of urgency to enable its consideration in the Revenue Budget 2002/03 process.**

**SPEND TO SAVE INITIATIVES**

**31.** Reference was made to Article 28 of the Minute of Meeting of 12th September, 2001, when it was agreed to include a budget of £500,000 within the Non-Housing Capital Programme for 2002/03 for “spend to save” initiatives.

The report had attached to it details of bids received from Departments categorised into those recommended for approval, those related to revenue rather than capital expenditure which would be submitted to the Revenue Budget 2002/03 consideration process and those which did not meet the spend to save criteria which would be referred to identified working groups to explore their potential. The proposed projects amounted a total expenditure of £765,491. Of these one was excluded on the basis that the costs take a long time to be recouped and the energy efficiency and water savings initiatives were also excluded as savings could not be readily allocated to specific budget headings. Both of these proposals had been referred to the Non-Housing Capital Officers’ Working Group to be considered within the overall capital programme for 2002/03. The cost of funding the remaining projects was £544,791, with anticipated savings of £446,112 in 2002/03, £465,481 in 2003/04 and £469,500 in 2004/05, with all projects recouping their costs within a period of around five years.

**The Committee resolved:-**

- (i) to approve the capital “spend to save” initiatives totalling £544,791 as detailed in the report;
- (ii) to refer the “spend to save” initiatives submitted which did not meet the criteria of capital funded spend to save initiatives to the budget setting process or the relevant working groups identified in the report; and
- (iii) to approve the advancement of the agreed “spend to save” initiatives in 2001/02 where feasible to maximise savings benefits in future years.



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**NON-HOUSING CAPITAL PROGRAMME**

32. With reference to Article 28 of Minute of Meeting of 12th September, 2001, the Committee had before it a report by the Director of Finance and ICT advising on the projected out-turn position of the Non-Housing Capital Programme in respect of the financial year 2001/02 together with a proposed programme for 2002/03 and subsequent years based on bids received. The report indicated that the projected out-turn for the current financial year's capital programme predicted unapplied capital receipts of £3,722,000 and it was suggested that the Director of Finance and ICT approach other local authorities with a view to entering into a capital consent swap arrangement. The report explained the advantages of entering into a consent swap arrangement. The report stated that total anticipated expenditure in the current financial year was forecast to be £21.101m and explained why this figure was slightly lower than previously reported. Officers were currently assessing and reviewing bids for funding from the capital programme for 2002/03 and future years. The report stressed the importance of the anticipated level of capital receipts in determining the level of the capital programme.

**The Committee resolved:-**

- (i) to note the content of the report;
- (ii) to request the Director of Finance and ICT to present to Council in due course a proposed capital programme for future years; and
- (iii) to authorise the Director of Finance and ICT to enter into a capital consent swap with another local authority where it would be beneficial to the Council.

**ROSLIN TERRACE – RETAINING WALL**

33. The Committee had under consideration, upon a remit from the Environment and Infrastructure Committee (Article 30 of the Minute of Meeting of 6th November, 2001 refers) a request to consider the issue of funding arising from the resolution of that Committee to approve the use of containment kerbing to address a problem involving structural damage to the retaining wall between the southern edge of Roslin Terrace, Aberdeen and the railway line at that location.

The Committee were advised that the estimated cost of the remedial works would be £23,000.

**The Committee resolved:-**

that the sum of money involved be met from the City Improvements Fund.

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**REPLACEMENT PLANT AND EQUIPMENT – CONTRACTING SERVICES DEPARTMENT**

**34.** The Committee had under consideration a report by the Director of Contracting Services which advised of proposals to replace various items of plant and equipment, identified within the report, with modern, safer and more fuel efficient alternatives. The report confirmed that the items being replaced would be disposed of in accordance with standard Council procedures.

**The report recommended:-**

- (a) that the Director of Contracting Services be authorised to acquire the plant and equipment detailed within Appendix 1 for use within the Ground and Environmental Services Sections of his Department;
- (b) that the plant and equipment surplus to requirements be disposed of in accordance with Council procedures; and
- (c) that the Director of Contracting Services, in consultation with the Director of Finance and ICT, arrange funding for the equipment from the current revenue of the Sections or, if appropriate, by arrangements of operating lease agreements, the rental instalment costs of which to be met from the current revenue of the Section.

**The Committee resolved:-**

that the recommendations contained within the Director's report be adopted.

**19 POLMUIR ROAD, ABERDEEN**

**35.** Reference was made to Article 41 of the Minute of Meeting of the Resources Management Committee on 11<sup>th</sup> September, 2000, at which time there was under consideration a report by the Director of Environment and Property which advised of offers received in respect of certain Council owned properties declared surplus to requirements and it was resolved, in respect of the subjects 19 Polmuir Road, Aberdeen, that the said Director be authorised to open negotiations with a Property Development Company on the basis of a development scheme which would be in its terms satisfactory to the Council and to conclude a sale in the event that negotiations were successful. The Committee now had before them a further report on the matter by the Director of Environment and Property which indicated, for the reasons stated, that the Council had ceased to negotiate with the said Development Company and had re-advertised the property as being available for sale.

The report had annexed, as an appendix, the detail of the offers received following re-advertisement; referred to the decision of the Planning Committee to express a willingness to approve a revised scheme submitted on behalf of the Development Company for the development of the site; and contained an evaluation of the offers received. The report

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went on to indicate certain concerns which the Director of Planning had expressed as regards the two highest offers, in respect of which the Director of Legal and Corporate Services had confirmed that certain amendments to these offers would be required. On the related matters of off-site road improvements on Polmuir Road and the need to secure Superiors consent for a development of the site as envisaged in the offers received, the report gave an indication of the views of the local Ward Member and appropriate officials respectively.

**The report recommended:-**

- (a) that the Director of Environment and Property be authorised to negotiate an acceptable agreement in financial and planning terms for the sale of 19 Polmuir Road with Messrs. Ledingham Chalmers, Solicitors, Aberdeen on behalf of their named clients who submitted the highest offer, failing which to negotiate with Messrs. Anderson Legal, Solicitors, Aberdeen on behalf of their named clients who submitted the next best offer;
- (b) that the Director of Legal and Corporate Services be instructed to conclude all legal formalities with the appropriate offerer after successful completion of the negotiations referred to at (a) above and otherwise on terms and conditions which protect the Council's interest;
- (c) that with regard to the Superiority issue, the Committee authorise the Director of Legal and Corporate Service to make application to the Lands Tribunal for settlement of that issue, if required; and
- (d) that in connection with the matter referred to at (c) above and if considered more advantageous to the Council, responsibility for the acquisition of the Superiority be transferred to the purchaser and an appropriate adjustment to the price negotiated.

**The Committee resolved:-**

that the recommendations contained within the Director's report be adopted.

**WESTBANK, FONTHILL ROAD, ABERDEEN**

**36.** Reference was made to Article 40 of the Minute of Meeting of the Resources Management Committee on 3<sup>rd</sup> April, 2001 at which time there was under consideration a report by the Director of Environment and Property on the future use of the subjects, Westbank, Fonthill Road, Aberdeen and it was resolved to authorise the said Director to enter into negotiations with Scottish Homes and/or any registered social landlord wishing to undertake a development incorporating the nine specially adapted dwellings at Westbank.

The Committee now had before it a further report by the Director of Environment and Property which indicated that Community Scotland (formerly Scottish Homes), by reason of their failure to respond to correspondence, should now be taken to have ceased interest in

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acquiring the site. The report gave as the most likely reason for Community Scotland's action, the scale of development possible on the site which would almost certainly be uneconomic for a supported housing project. In an effort to take matters forward, the report addressed the possibility of a disposal of the site on the open market and gave an indication of the likely financial implications for the Council of that course of action. The views of the local Ward Member who was against the loss of a dedicated facility of benefit to the elderly, were also contained within the text of the report.

**The report recommended:-**

that the Director of Environment and Property be authorised to advertise the subjects for sale on the open market and to report further.

**The Committee resolved:-**

that the recommendation contained within the Director's report be adopted.

**Councillor Ramsay Milne declared an interest in the following Article and withdrew from the meeting prior to the Committees deliberations thereon.**

**LOIRSTON PRIMARY SCHOOL, COVE – AREA OF GROUND**

37. Reference was made to Article 31 of the Minute of Meeting of the Resources Management Committee on 18th April, 2000, at which time there was under consideration a report by the Director of Environment and Property which related to an area of ground at Loirston Primary School, Cove which the Director of Education considered to be surplus to operational requirements and it was resolved, inter alia, that the site be declared surplus to requirements, that the Director of Arts and Recreation be instructed to report, at the first available opportunity, to the Education and Leisure Committee on future library provision at Cove, that the Director of Environment and Property be authorised to proceed with the marketing of the site, including or excluding the library site as determined by the Education and Leisure Committee and that the said Director be instructed to report further to the Committee following the marketing exercise referred to. The Committee now had before it a further report by the Director of Environment and Property relating to the site in question.

The report explained that the decision of the Education and Leisure Committee at its meeting on 31st August, 2000, was to request the Resources Management Committee to reserve part of the site adjacent to Loirston Primary School for a future library development and to instruct appropriate officials to consider the best location for the siting of the library facility in the context of the development of the whole site. The report went on to indicate, that following the decision of the Education and Leisure Committee, proposals have been

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put forward in support of a multi-functional development on the site to include a library, doctor's surgery and a police and community element. On the matter of funding, the report advised that whilst a small level of developer contribution existed in respect of the community facility, additional funding would be required for that aspect for which no provision existed in the Non-Housing Capital Programme nor indeed for the replacement library. In the matter of the surgery, the report confirmed that funding was already in place and that any further delay could prejudice that development which it was envisaged could also contain a small police facility similar to the one provided within Aberdeen Royal Infirmary.

In view of the fact that Grampian Primary Care NHS Trust are obliged to offer only District Valuers valuation for sites, the Director in his report highlighted the need, should the Committee be of a mind to proceed with provision of a surgery on the site, to amend its previous instruction regarding a sale on the open market. The report went on to advise of discussions which had taken place with the community regarding the appropriate siting of the surgery, which it had been agreed should be located at the front of the site on Loirston Avenue. The report concluded by updating Members as regards the planning issues arising, the library situation and the possibility of adjoining land being made available by potential development partners.

**The report recommended:-**

- (a) that the Director of Environment and Property be authorised to enter into negotiations with Grampian Primary Care NHS Trust and their preferred developers, for disposal of an appropriate area of the site adjacent to Loirston Primary School, Cove at Loirston Avenue for the development of a Health Centre which will include accommodation for Grampian Police;
- (b) that the Director of Environment and Property be instructed to ensure that the design and scale of the NHS Trust proposal is sympathetic to the community elements remaining to be developed in Cove and for which funds are not yet available; and
- (c) that appropriate officials be instructed to report on the most appropriate development for the balance of the site.

**The Committee resolved:-**

that on the basis that the instruction to appropriate officials at recommendation (c) above will, where appropriate, involve adjoining land, the recommendations contained within the Director's report be adopted.

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**OLD TOWN HOUSE, HIGH STREET, OLD ABERDEEN (SECOND FLOOR ACCOMMODATION)**

**38.** The Committee had under consideration a report by the Director of Environment and Property which advised that provisional terms and conditions of lease had been agreed with Aberdeen University in respect of the second floor accommodation at the Old Town House, Old Aberdeen.

The Director's report reminded members that terms and conditions for a lease to the University of the ground and first floor accommodation at the Old Town House had been approved in 1999; referred to the arrangements made by the University to persuade the Masonic Lodge of Aberdeen No. 164 to relocate from the Old Town House, where they had the use of the second floor in perpetuity, to alternative accommodation on the University campus; and confirmed that the University now wanted the second floor of the property to be included as part of the existing lease between the parties with a view to it being refurbished and modernised and used as part of an expanded building for education and research purposes. The report went on to identify certain issues arising from the fact that Aberdeen University were providing alternative accommodation for the Masonic Lodge and, in that context, to outline the terms and conditions of lease provisionally agreed.

**The report recommended:-**

- (a) that the Committee approve the provisionally agreed terms and conditions upon which the current lease of the ground and first floors of the Old Town House, Old Aberdeen to Aberdeen University shall be extended to include the second floor accommodation at that location; and
- (b) that the Director of Legal and Corporate Services be authorised to conclude the necessary legal formalities on the basis of the terms and conditions referred to at (a) hereof and otherwise on terms satisfactory to the Council.

**The Committee resolved:-**

that the recommendations contained within the Director's report be adopted.

**130/132 WALKER ROAD, TORRY**

**39.** Reference was made to Article 41 of the Minute of Meeting of the Community Services Committee on 30th January, 2001 at which time, following consideration of a report by the Director of Housing on funding opportunities under the Empty Homes Initiative, the said Committee approved in principle the sale of two tenement blocks at Walker Road, Torry to Grampian Housing Association conditional upon the securing of certain nomination rights. The said report by the Director of Housing did, however,

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emphasise that the grant monies available to repair the properties in question did require to be expended within the 2001/02 financial year.

The Committee now had under consideration a report by the Director of Environment and Property which advised of the value placed on the two tenement blocks by the District Valuer and confirmed that because of the DV's independent status, the figure arrived at represented best value.

**The report recommended:-**

- (a) that the Committee approve the sale of the subjects 130 and 132 Walker Road, Torry to Grampian Housing Association at the price determined by the District Valuer; and
- (b) that the Director of Legal and Corporate Services be authorised to complete the necessary legal formalities of sale on that basis and otherwise on terms acceptable to the Council.

**The Committee resolved:-**

that the recommendations contained within the Director's report be adopted.

**CRAIGSHAW DRIVE, WEST TULLOS (1.5 ACRE SITE)**

40. The Committee had under consideration a report by the Director of Environment and Property which advised of the exercise by the Council's tenants under a lease of subjects at Craighshaw Drive, West Tullos, of an option under that lease to purchase the buildings on the site.

The Director's report identified the tenants and the site in question; referred to the detailed terms and conditions of lease as currently in force, including the detail of the option to purchase the buildings; and highlighted the financial implications for the Council as a result of the tenants exercising that option. The report also contained certain related information regarding the proposed ground lease under which the tenants would continue to occupy the site.

**The report recommended:-**

- (a) that the Committee note the price to be paid for the buildings subject to appropriate officials being otherwise satisfied with the terms and conditions of sale; and
- (b) that appropriate officials be authorised to conclude the replacement ground lease on standard commercial terms as outlined within the report and otherwise on terms satisfactory to the Council.

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**The Committee resolved:-**

that the recommendations contained within the Director's report be adopted.

**PITFODELS SCHOOL LODGE, ABERDEEN**

41. Reference was made to Article 37 of the Minute of Meeting of the Resources Management Committee on 3rd April, 2001 at which time there was under consideration a report by the Director of Environment and Property which advised of serious damage caused to Pitfodels School Lodge, Aberdeen, following a fire at the former residence of the school caretaker and it was resolved to declare the subjects surplus to Council requirements and to authorise the said Director to dispose of the property on the open market and to report. The Committee now had before it the further report requested.

The Director's report advised of the receipt of eight offers for the School Lodge following advertisement, the detail of each offer being appended to the report; identified the most appropriate offer received; and indicated that the Director of Planning and Strategic Development was generally satisfied with the proposed use of the site subject to further refinement through negotiation.

**The report recommended:-**

- (a) that the offer submitted by Messrs. Raeburn Christie & Company, Solicitors, Aberdeen on behalf of their named clients be accepted subject to appropriate officials being satisfied as to the deliverability of the proposed development for the site;
- (b) that the Director of Legal and Corporate Services, subject to the proviso at (a) hereof being met, be instructed to conclude binding missives of sale which would incorporate any conditions necessary to protect the Council's position; and
- (c) that the Director of Environment and Property be authorised, in the event that the sale referred to at (a) above does not proceed, to re-advertise the subjects for sale on the open market and to report further to the Committee on the outcome of that exercise.

**The Committee resolved:-**

that the recommendations contained within the Director's report be adopted.

**HM THEATRE - LOTTERY FUNDING**

42. Reference was made to Article 14 of the Minute of Meeting of Aberdeen City Council on 15th August, 2001 at which time there was under consideration a report by the



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Chief Executive which confirmed that the Council had been awarded Arts Council Lottery Funding of approximately £1.856m towards the costs of an extension and internal improvements to HM Theatre, Aberdeen and it was resolved to authorise the allocation of £55,000 from the Non-Housing Capital Plan 2001/02 to permit development of the project to continue pending a more detailed report on the matter to the Resources Management Committee. The Committee now had before it the more detailed report by the Chief Executive.

The report, by way of background, referred to the feasibility study commissioned in 1998 which identified the shortcomings of the existing Theatre building, other principal areas of need and the continued deterioration of both the operational equipment and elements of the buildings fabric. The report also highlighted the fact that a further objective of the project, related to the Council's Social Inclusion aims, involved making the Theatre both physically and psychologically more accessible by bringing it to life both day and night, by developing a programme of education and outreach activity and by marketing that programme in a manner that would appeal to a younger audience and to a broader section of the community.

In dealing with the detail of the proposals, the report listed the principal elements of the accommodation that would be contained within a five-storey, triangular extension located on the site of the existing car park to the east of the Theatre building, three storeys of which would be below Rosemount Viaduct level; explained exactly what would be provided within the new extension and why; advised also of associated refurbishment works involving the existing Theatre facilities; and suggested that the opportunity be taken, while the Theatre is closed to permit the linkage between the old and the new to be completed, to undertake significant works of replacement/renewal to certain elements of the buildings fabric and to the existing scenery hoist and the stage operating systems which are coming to the end of their useful life.

As regards the financial aspects of the project the report contained estimates of the costs of the various works, at current prices, including estimated costs for the replacement/renewal works to be carried out while the Theatre is closed, which figures took into account the Lottery grant, a level of contribution from Scottish Enterprise Grampian which reflected what was understood although, as yet, unconfirmed and sponsorship and donation funding at a level considered achievable. The impact of the project on the Non-Housing Capital Plan was also addressed, as a result of which and on the basis of certain assumptions as to when third party contributions would be made, a phased programme of expenditure over a number of years was identified, the phasing being related to the timescale for execution of the works as currently anticipated. The report specifically drew attention to the fact that because certain elements of the works would be contractual for some four years prior to final payment, it was considered appropriate that those elements would be dealt with on a fluctuating basis. It was further pointed out that the costs relating to loose catering, etc. items and box office/communications equipment were not included within the figures illustrated; that during the period the Theatre would be closed, the relevant non-housing

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repairs monies allocated for the building would be expended as part of the contract works; and that the £55,000 from the Non-Housing Capital Plan 2001/02 authorised by the Council on 15th August to progress the pre-contract works, was excluded from the figures listed as part of the financial detail contained within the report.

On the matter of the timescale for the execution of the works and also as regards the closure period for the Theatre, the report indicated that construction of the extension would take approximately twenty-one months and that the most advantageous time for the Theatre to close would be immediately following the pantomime season. Accordingly, it was suggested that, subject to the statutory consents being in place, work on the extension should commence early in 2003 with the Theatre closing following the pantomime run in January 2004. It was emphasised, however, that given the nature and extent of the work to be carried out within the existing building, the length of the closure period was difficult to establish although the current aim would involve a gala opening production followed by the pantomime season starting December 2004. The report went on to detail the arrangements for re-location of staff to the Music Hall where, along with other temporary venues, productions would continue to be staged with a view to keeping the HMT brand name alive. The arrangements for deployment of other staff was also addressed.

As an aspect of the closure of HM Theatre, the report highlighted the likely extent of the revenue cost that the Council would require to bear, the figures in question having to be taken into account in the 2003, 2004 and 2005 budget setting process. Reference was also made at this point to the earlier determination by the Council that the service be provided in the future by a Trust, although the full implications of Trust status had yet to be fully considered. Attention was also drawn to the fact that because a number of the shows that regularly appear at the Theatre were contracted more than a year in advance, it would be necessary from the point of view of completing pre-contract procedures that the proposed date for the closure of the building be agreed now.

By way of conclusion the report referred to the need, in order to ensure that the expenditure profile identified could be achieved and also to minimise the possibility of delays, that, in part, alternative means of procuring the construction of the project be adopted. The report went on to suggest that conventional tendering procedures be varied as follows:- (one) that starting early next year (2002) contracts be concluded with both specialist contractors and suppliers with the intention that specific components will be designed, manufactured and paid for prior to their incorporation into the works; and (two) that the principal contractor be appointed much earlier than would normally be the case, i.e. the middle of 2002, on the basis that a substantial part of their function would be to co-ordinate and integrate the works of others to an agreed timescale.

In considering the “pros” and “cons” of these variations, the report indicated that although a degree of risk was involved, the advantages of adopting the above procedures far outweighed the disadvantages and the result should be that the proposed expenditure would

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be achieved as should the optimum closure period for the Theatre. As a final point it was highlighted that in view of what was likely to be a very limited timescale to carry out the works to the existing building, exceptional measures may require to be taken such as the use of non-standard forms of contract and the advancing of specialist work out of sequence, all of which may debar the obtaining of competitive tenders for limited elements of the works.

**The report recommended:-**

- (a) that the Committee agree the proposals as detailed within the report and displayed at the meeting;
- (b) that the Committee agree the funding of the extension and the replacement/renewal works as detailed in the report and instruct the Non-Housing Capital Plan Working Group to vary the Plan to reflect the expenditure involved;
- (c) that, subject to all statutory consents being in place, (one) the construction period for the extension of the Theatre be as detailed in the report, (two) the closure period for the Theatre commence immediately following the pantomime run in January 2004 and (three) a further report be submitted to the Committee detailing the extent of the closure period; and
- (d) that the proposed methods of construction procurement detailed within the report be approved and authorisation to take the exceptional measures identified agreed, with appropriate Directions under Standing Orders 70 and 71 being granted.

**The Committee resolved:-**

that the recommendations contained within the Chief Executive's report be adopted.

**Councillor Ramsay Milne having declared an interest in the matter referred to in the following Articles 43 and 44, left the meeting prior to consideration thereof and took no part in the Committee's deliberations thereon.**

**DENBURN MULTI-STOREY CAR PARK AND HEALTH COMPLEX**

**43.** The Committee had before it a report by the Director of Environment and Property which advised that a condition survey carried out on the Denburn multi-storey car park had identified a number of problems which required attention, some of them urgently, and which had also raised the issue of a possible redevelopment of the site in association with the adjoining health services site at Woolmanhill which, it was understood, Grampian University Hospital Trust were considering for disposal.

The report described the various elements which made up the Denburn complex being the Denburn tower block, the multi-storey car park, the Denburn Health Centre and an amenity

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area with Garden of Remembrance; commented upon the fact that the ownership position relating to the car park and the health centre were currently being clarified following reorganisations in both local government and the health service since construction in the early 1970s; provided some additional detail from the condition survey referred to, which included estimated costs for works identified as health and safety related and raised other issues of a longer term, planned maintenance nature; and confirmed that a programme had already been initiated to ensure the health and safety related matters were dealt with.

In considering the longer term planned maintenance items, the report identified what would be the cost involved simply to put the building into a reasonable condition and also gave an indication of the cost of rebuilding the car park complex in the same style as existing. Reference was also made in this connection to the likely disposal by the University Hospital Trust of the Woolmanhill health complex situated immediately to the east of the car park site. It was noted that the Director of Planning and Strategic Development had recently prepared a draft planning brief, encompassing both sites, as a potential framework for a comprehensive development of the wider area to include residential, commercial, healthcare and (on a small scale) retail and commercial leisure elements. In embracing the prospect of redevelopment of the whole area as an alternative to addressing the longer term maintenance issues, the report cautioned that a number of strategic matters remained to be resolved and gave the future car parking needs of the area as one example.

**The report recommended:-**

- (a) that the Director of Environment and Property be authorised, in consultation with the Director of Legal and Corporate Services, to enter into formal negotiations with the appropriate NHS Trust(s) with a view to the joint development and marketing of the sites, including the resolution of associated property ownership issues; and
- (b) that regular status reports/bulletins be given to members on this proposal.

**The Committee resolved:-**

that the recommendations contained in the Director's report be adopted.

**LAND AT GARTHDEE - DISPOSAL FOR COMMUNITY HEALTH PURPOSES**

**44.** Reference was made to Article 10 of the Policy and Strategy Committee Meeting on 19th September, 2000 at which time and following consideration of a report on the terms of a Notice of Motion by Councillor Cassie on the identification of a suitable site in the Garthdee, Kaimhill or Ruthrie area of the City for the provision of a Community Health Centre, it was resolved that the Council agree in principle to support the provision of a Community Health Centre on part of the former caravan site on Garthdee Road and instruct that detailed reports be brought forward to the Council's Planning Committee and Resources Management Committee to progress planning and property issues. The

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Committee now had under consideration a report by the Director of Environment and Property.

The Director's report referred to the approval by the Planning Committee in November, 2000 of a draft version of "The Garthdee Campus Design Brief Phase III" which related to the provision of a Community Health Centre by Grampian Primary Care NHS Trust on part of the site of the former caravan park at Garthdee Road, Aberdeen; explained certain difficulties that had arisen in reaching agreement on the value of the land involved which, although still in Council ownership, was subject to an option to purchase in favour of RGU for University related purposes; and indicated the figure which both the University and the NHS Trust had identified as being the preferred purchase price.

**The report recommended:-**

- (a) that the Committee consider whether to approve the request by RGU and the NHS Trust that the existing option in favour of the University be extended to include the development of a Community Health Centre on part of the former caravan park site at Garthdee; and
- (b) that in the event that the request referred to at (a) above is acceded to, the Director of Finance and ICT in association with the Director of Legal and Corporate Services be authorised to seek to obtain the consent of the First Minister of the Scottish Executive to that course of action.

The Committee also had before it a letter from the local ward member, Councillor Cassie, which provided certain background information on the matter and strongly supported the case for a sale of the site to RGU at a reduced value in return for which the University would build the Centre for lease back to the occupants, as the favoured option and the best way to ensure delivery of a much needed facility in the shortest possible time.

Councillor James Lamond moved, seconded by Councillor Clyne:-

That consideration of the matter be deferred and it be remitted back to the Director of Environment and Property in order that more detailed information on the reported interest by a private developer to provide a Health Centre as part of a mixed use development on a nearby site and the various evaluations highlighted within the report, can be provided to members.

Councillor Cassie moved as an amendment, seconded by Councillor Dean:-

That the Committee agree to the sale of the site to Robert Gordon University at the reduced figure referred to in the Director's report subject to receiving the consent of the First Minister to that course of action.

On a division there voted:- for the motion (10)- the Convener; Vice-Convener Councillor Clyne; Vice-Chairman Ironside; and Councillors Gordon, James Lamond, Maitland, Alan Milne, Pirie, Marianne Stewart and Wyness; for the amendment (5) - Councillors Cassie,

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Dean, Duncan, Leslie and Kevin Stewart; absent from the division (1) - Councillor Ramsay Milne.

**The Committee resolved:-**

that the terms of the successful motion be adopted.

**Councillor Cassie indicated that he wished the foregoing resolution referred to the consideration of the Council in terms of Standing Order 36(3) and his motion was supported by Councillors Dean and Duncan.**

**PENSIONS SECTION, FINANCE AND ICT DEPARTMENT – ESTABLISHMENT OF REVISED STRUCTURE**

**45.** The Committee had before it a report by the Director of Personnel which sought approval to establish 4.0 fte posts within the Pensions Section of the Finance and ICT Department on a permanent basis and to disestablish one full-time post of Principal Pensions Officer.

The report (a) advised that a review of the Pensions Section had been undertaken in response to the introduction of new pensions legislation which had led to the setting up of a new Team to absorb additional workload and to address the increased level of overtime being worked by senior officers; (b) explained that a failure to comply with these statutory requirements could lead to a fine being imposed by the Occupational Pensions Regulatory Authority, there being some belief that without an increase in staffing levels the statutory obligations may be at risk of being breached; (c) advised that the Local Government Pensions Committee had studied staffing levels within the Pensions Sections of local authorities and stressed the importance of having adequate staff in place to undertake all the work required; (d) referred to difficulties in recruiting suitably experienced candidates and to the importance of making appointments to Trainee Pensions Officer posts; and (e) proposed that a new structure be established within the Pensions Section to address the problems associated with excessive workload and to reduce overtime and to create a career structure to facilitate the recruitment and retention of staff.

The report outlined the current staffing structure within the Pensions Section, which was illustrated within an Appendix. It was proposed to increase the number of Teams from two to four, one of these to include a Principal Pensions Officer, a Pensions Officer and a Trainee Pensions Officer and the remaining three to comprise two Pensions Officers and one Trainee Pensions Officer, to be led by a Senior Pensions Officer. The report explained that the process for filling each of these posts would be discussed further with trade unions.

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By way of financial implications, the report advised that, including on-costs, the total maximum cost of the proposal would be £66,311 in a full year, with maximum savings of £33,778 also being achieved in a full year. On the basis that the saving from the reduction in current overtime could be off-set against the above costs, the overall cost could be met from the Pensions Fund directly, there being no impact on the Council's Revenue Budget.

An appendix to the report provided a job description for the post of Principal Pensions Officer.

**The report recommended:-**

that the Committee

- (a) establish 3.0 fte Senior Pensions Officer posts at grade AP5 and 1.0 fte Trainee Pension Officer post at grade GS1-3; and
- (b) disestablish 1.0 fte post of Principal Pensions Officer at grade PO1-7.

**The Committee resolved:-**

to approve the recommendations.

**AUTHORISED OFFICER AND QUANTITY SURVEYOR POSTS,  
ENVIRONMENT AND PROPERTY DEPARTMENT**

**46.** The Committee had before it a report by the Director of Personnel which sought approval to establish on a permanent basis a post of Authorised Officer and to disestablish a permanent post of Quantity Surveyor within the Environment and Property Department.

The report explained that the post of Authorised Officer had been established within the Public Protection Unit on a fixed-term basis until 1st December, 2001 to meet increasing workloads and had been funded by way of the vacant post of Quantity Surveyor within the Technical Services Section. It was anticipated that the workload within the Public Protection Unit would continue to increase while the duties of the vacant post of Quantity Surveyor had been reallocated within the Quantity Surveying Unit.

Appendices to the report provided (1) job descriptions for the posts of Authorised Officer and Quantity Surveyor; and (2) the current and proposed organisational structures of the Quantity Surveying and Public Protection Units within the Environment and Property Department.

By way of financial implications, the report advised that the total maximum cost of the proposal to establish the post of Authorised Officer on a permanent basis, including on-costs, would be £9,778 in the current year and £29,335 in future years. The total maximum saving of disestablishing the post of Quantity Surveyor would be £11,551 in the current

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year and £34,653 in future years. The net budgetary saving would therefore be a maximum of £1,773 in the current year and £5,318 in future years.

**The report recommended:-**

that the Committee –

- (a) establish on a permanent basis the post of Authorised Officer within the Public Protection Unit at grade TECH 1 – 5 to PO2; and
- (b) to disestablish the permanent vacant post of Quantity Surveyor within the Quantity Surveying Unit, currently graded at AP2 – 5 to PO1 – 4/8.

**The Committee resolved:-**

to approve the recommendations.

**ARCHIVES ASSISTANT, LEGAL AND CORPORATE SERVICES DEPARTMENT  
– EXTENSION OF FIXED-TERM POST**

47. The Committee had before it a report by the Director of Personnel which sought approval to extend the fixed-term post of Archives Assistant within the Archives Section of the Legal and Corporate Services Department until 31st March, 2002, subject to formal agreement being reached with Aberdeenshire Council in respect of the future archives service provided to them by Aberdeen City Council.

The report explained the current arrangement for the provision by Aberdeen City Council of an archives service to Aberdeenshire Council and advised that steps had now been taken to establish a formal Service Level Agreement for this service. A temporary post of Archives Assistant had been established in July, 2000 for a six-week period with a view to advertising the position for a fixed term of twelve months upon completion of the SLA. On the basis that the SLA had yet to be finalised, it was proposed to extend the post to 31st March, 2002 by which time it was hoped that the SLA would be in place.

By way of financial implications, the report advised that the post was being funded by Aberdeenshire Council and would be offset against the charge by Aberdeen City Council for the provision of an archives service.

**The report recommended:-**

that the Committee

extend the temporary post of Archives Assistant within the Archives Section of the Legal and Corporate Services Department until 31st March, 2002.

**The Committee resolved:-**

to approve the recommendation.



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**SIGN AND GRAPHICS OFFICER, LEGAL AND CORPORATE SERVICES  
DEPARTMENT – EXTENSION OF FIXED-TERM POST**

48. The Committee had before it a report by the Director of Personnel which sought approval to extend the post of Design and Graphics Officer within the Publicity and Promotions Unit of the Legal and Corporate Services Department until 21st December, 2001.

The report explained that the post of Design and Graphics Officer had been established on a fixed-term basis within the Publicity and Promotions Unit until 30th September, 2001 and that an extension of the term was required to allow the additional workload created by a number of new developments within the Design Section to be absorbed.

By way of financial implications, the report advised that the cost of the proposal would be £1,650, which sum could be met from within the Department's Communications Budget for 2001/2002.

**The report recommended:-**

that the Committee

extend the temporary post of Design and Graphics Officer within the Publicity and Promotions Unit of the Legal and Corporate Services Department until 21st December, 2001.

**The Committee resolved:-**

to approve the recommendation.

**CHILDREN'S CHANGE FUND – ESTABLISHMENT OF POSTS**

49. The Committee had before it a report by the Director of Personnel which sought approval to establish three fixed-term posts to work with families and young people who were experiencing or were vulnerable to drug problems.

The report advised by way of background that two applications had been submitted by a local partnership of voluntary organisations and representatives from the Social Work Department, the Health Board and the Health Trust to each of the Lloyds/TSB Fund and the Children's Change Fund for two statutory posts to be established together with matched funding for the voluntary organisations' bid. The Scottish Executive had approved the bid to the Children's Change Fund which had identified children and young people within families of drug using parents as well as young people who were misusing drugs and looked after by the local authority as its priority target groups and funding had been allocated for the first year of the project. The report outlined in detail the aims and the planned

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outcomes of the project which would focus on both the Under 12s and the Over 12s services.

By way of financial implications, the report advised that the Scottish Executive had made available through the Children's Change Fund £110,000 for Year 1 of the project. The indicative allocations for Years 2 and 3 were £168,000 and £225,000 respectively. Of the £110,000 allocated until 31st March, 2002, £52,000 had been identified as matched funding, leaving a sum of £58,000 for the remaining employment and start-up costs of the project. The total maximum cost of establishing the posts, including on-costs, was £62,075 in a full year although it was not anticipated that appointments would be made until January, 2002. It had been estimated that set-up costs to purchase equipment would be £2,175 and this could be accommodated within the financial allocation for Year 1 when the full year costs would not be incurred.

**The report recommended:-**

that the Committee

establish 2.0 fte posts of Child and Family Worker (Drugs) at grade QSW and 0.5 fte post of Clerical Assistant at grade GS1/2, for a fixed term until 31st March, 2004.

**The Committee resolved:-**

to approve the recommendation.

**MARKETING UNIT, ECONOMIC DEVELOPMENT DEPARTMENT –  
ESTABLISHMENT OF REVISED STRUCTURE**

**50.** The Committee had before it a report by the Director of Personnel which sought approval to undertake revisions to the organisational structure of the Marketing Unit within the Economic Development Department.

The report explained the reasons for which the rationalisation of the current structure of the Marketing Unit was required and advised that the half-post of Marketing Executive which it was proposed be created would be combined with an existing part-time post of Marketing Executive which had recently become vacant, thereby allowing a full-time post to be identified within the structure.

By way of financial implications, the report advised that the total maximum cost of the proposal would be £15,540, to be off-set against a maximum saving of £17,224 in a full year.

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**The report recommended:-**

that the Committee

establish 0.5 fte Marketing Executive post at grade AP5 – PO4 and delete the existing full-time post of Marketing Assistant, graded at AP1, thereby allowing 1.0 fte post to be established within the Marketing Unit of the Economic Development Department.

**The Committee resolved:-**

to approve the recommendation.

**COMMITTEE SERVICES SECTION, LEGAL AND CORPORATE SERVICES DEPARTMENT – ESTABLISHMENT OF REVISED STRUCTURE**

**51.** The Committee had before it a report by the Director of Personnel which sought approval to implement a revised staffing structure within the Committee Services Section of the Legal and Corporate Services Department.

The report explained that the organisational structure of the Committee Services Section had been revised on a temporary basis until December, 2001 and sought approval to implement the revised structure permanently.

By way of financial implications, the report advised that the total maximum cost of the proposals, including on-costs, would be £10,886 in the current year and £46,595 in future years. The cost of retaining the previous structure of the Section would have been £13,457 in the current year and £53,828 in a full year. On this basis, savings of £2,571 would be achieved in the current year and £7,233 in future years. The cost of implementing these proposals could be contained within the Department's budget for 2001/2002.

An Appendix to the report illustrated the existing temporary structure which it was proposed be established on a permanent basis.

**The report recommended:-**

that the Committee

- (a) approve the proposed structure of the Committee Services Section as outlined within the Appendix to the report;
- (b) convert the post of Committee Services Officer at grade AP4 – 5 to PO8 to a Committee Assistant post at grade AP4; and
- (c) convert an Administrative Assistant post at grade GS3 to AP2 to a Support Assistant (Committee Services) post at grade AP3.

**The Committee resolved:-**

to approve the recommendations.

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**IMPLEMENTATION OF THE AGREEMENT “A TEACHING PROFESSION FOR THE 21ST CENTURY”**

52. With reference to Article 11 of the Minute of Meeting of the Education and Leisure Committee of 30th October, 2001, wherein there had been under consideration a report by the Director of Education on the implementation of the McCrone Agreement and the Committee had instructed that a report be submitted to the Resources Management Committee providing additional details on the current position with regard to appointments to promoted posts, including the number of jobs advertised as acting posts and the proportion of these which had been successfully filled, the Committee now had before it a report by the Director of Personnel which provided the information requested and made a recommendation in respect of the advertisement of promoted teaching posts.

The report explained by way of background that, in accordance with the agreement reached at the Association of Directors of Education (ADES) Personnel Network earlier in the year, the Council had been advertising promoted teaching posts on an acting basis only, the aim being to allow greater flexibility when implementing new school structures and to ensure that conserved salaries did not become additional financial burdens on the local authority. This approach had caused some difficulties in recruitment, particularly in subjects where there was currently a shortage of teachers, and had been exacerbated by the decision taken by other local authorities to step back from the agreement reached at the ADES Personnel Network and to advertise some promoted teaching posts as permanent appointments. The ADES Personnel Network had, however, confirmed that local authorities should continue to make only temporary appointments to promoted teaching posts.

The report provided the additional information requested by the Education and Leisure Committee and identified the areas of teaching where recruitment had been causing particular difficulty. The report then advised in relation to the approach being taken by other local authorities making appointments to promoted teaching posts, a number of whom were known to be making appointments on a permanent basis; expressed the view that difficulties in recruiting Principal Teachers would continue even if permanent posts were advertised; and conveyed the concerns expressed by Secondary School Head Teachers and Teacher trade unions that the difficulties in recruiting Principal Teachers with subject or pastoral responsibilities would have a detrimental effect on the education of pupils.

**The report recommended:-**

- (a) that permanent appointments be made to Principal Teacher posts until 31<sup>st</sup> March, 2002, at which time the matter would be reviewed and it was likely that the future school staffing structures would be available in draft form and it would be possible to determine more accurately the future needs of the education authority; and

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- (b) that vacancies for Assistant Head Teacher, Assistant Principal Teacher and Senior Teacher posts continue to be advertised on an acting basis until the end of July, 2003.

The Committee then heard the Assistant Director (Legal Services) who recommended that the Education and Leisure Committee receive a joint report by the Directors of Legal and Corporate Services, Personnel and Education addressing in detail the practicalities of implementing the recommendations outlined above.

The Convener, seconded by the Vice-Convener, moved:-

that the recommendations in the report be approved and that the Education and Leisure Committee give detailed consideration to the practicalities of their implementation for the purpose of which a joint report by the Directors of Legal and Corporate Services, Personnel and Education would be prepared.

Councillor Dean, seconded by Councillor Cassie, moved as an amendment:-

that the recommendations in the report be not adopted and that the Education and Leisure Committee be requested to reconsider the matter in light of the information provided within the report on the approach being taken by neighbouring local authorities when making appointments to promoted teaching posts.

On a division, there voted:- for the motion (8) – the Convener; the Vice-Convener; Vice-Chairman Ironside; and Councillors James Lamond, Maitland, Ramsay Milne, Pirie and Marianne Stewart; for the amendment (7) – Councillors Cassie, Dean, Duncan, Gordon, Leslie, Alan Milne and Kevin Stewart; absent from the division (1) - Councillor Wyness.

**The Committee resolved:-**

to adopt the motion.

## **SUPPORT STAFF IN SECONDARY SCHOOLS**

**53.** With reference to Article 28 of the Minute of its Meeting of 21<sup>st</sup> November, 2000, the Committee had before it a report by the Director of Education which sought approval for the job descriptions and grades for a number of posts within secondary schools in the city.

The report explained that the requirements for technical support staff in all secondary schools had increased steadily over recent years, particularly as a result of the growing reliance on ICT for learning and teaching activities. Supervisory Technician posts had been established in nine secondary schools and in the remaining schools, the tasks aligned to this post were being carried out by another member of staff. The report explained that technical support jobs were currently part of the Technical Assistant Career Grade Scheme

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(TACGS) with the effect that some Supervisory Technicians were graded below Technicians for whom they had supervisory and management responsibility. In an attempt to remove this anomaly, a generic job description for the post of Supervisory Technician had been prepared by the Education and Personnel departments in consultation with the relevant school staff, which took account of the requirements of the Audit Commission report "Time for Teaching" and the McCrone Agreement. A grade assessment of the job description had been carried out and it was recommended that the grade of TECH5 should be implemented with effect from 1<sup>st</sup> April, 1998. The report further advised in respect of job descriptions and grades for the posts of Technician and Technical Assistant which had also been examined as part of the detailed survey and proposed a structure for technical support on the basis of this survey. In addition, the post of Administrative Assistant had been redesignated School Administrator and approval for a revised grade for this post was now sought. The report explained that all job descriptions had been prepared with regard to the implementation of the McCrone Agreement which would continue to amend support staff roles.

Appendices to the report provided (1) details of technical support staff responsibilities; and (2) job descriptions for the posts of Supervisory Technician, Technician, Technical Assistant and School Administrator.

By way of financial implications, the report advised that the total maximum cost of the proposals would be £64,035 in the current year and £23,764 in a full year. Funding of £435,000 had been made available by the Scottish Executive as part of the McCrone Agreement and, in this connection, the Director of Finance and ICT would be undertaking a review of all elements of McCrone funding and commitments made against it with a view to reporting to the next meeting of the Committee.

**The report recommended:-**

- (a) that the job description for the post of Supervisory Technician and the grade of TECH5 for the post be approved with effect from 1st April, 1998;
- (b) that employees carrying out the role and function of a Supervisory Technician in schools where there was no designated post be confirmed in that post with immediate effect;
- (c) that the job description for the post of Technician and the grade of TECH3 be approved with immediate effect;
- (d) that a number of jobs of Technical Assistant be redesignated as Technicians with immediate effect;
- (e) that the job description for the post of Technical Assistant be approved;
- (f) that the right to progress through TACG Scheme on a personal basis be conserved for those Technicians currently employed with that condition of service;
- (g) that the Technical Support Staff Structure be approved;
- (h) that the job description for the post of School Administrator and the grade of AP4 be approved with effect from 1st May, 2000; and

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- (i) that the Director of Education be instructed to report following a further examination of support staff provision in primary and special schools to a future meeting of the Committee.

**The Committee resolved:-**

- (i) to approve the recommendations; and  
(ii) to instruct the Director of Education to write to the Scottish Executive to highlight the difficulties being caused by the conflict between Single Status implementation and the McCrone Agreement and to request that every effort be made to co-ordinate policies such as these in future.

**EQUAL OPPORTUNITIES AWARD 2001 - SELECTION OF RECIPIENT**

**54.** With reference to Article 28 of Minute of Meeting of 5th June, 2001, the Committee had before it a report by the Director of Social Work and Community Development presenting nominations received for the Equal Opportunities Award 2001 from which the recipient was to be chosen. The report advised that fifteen nominations had been received and provided information in respect of each nominee.

The Committee proceeded to vote in respect of proposed recipients.

**The Committee resolved:-**

- (i) to bestow the Equal Opportunities Award 2001 to "Enough is Enough" Women Against Domestic Violence; and  
(ii) to bestow the Employers Award to Olivers' Coffee Shop.

**MATTER OF URGENCY**

**The Convener indicated that she had in terms of Section 50(B)(4)(b) of the Local Government (Scotland) Act 1973 directed that the following item of business be considered as a matter of urgency to allow appropriate action within the current financial year.**

**CORPORATE VEHICLE REPLACEMENT**

**55.** The Committee had before it a report by the Director of Contracting Services presenting the proposed replacement programme for 2001/02 for corporate Council vehicles. The report stated that the Fleet Services Manager had surveyed the Council's core

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vehicle fleet and a list of vehicles recommended for replacement was attached to the report. Any shortfall in capital would be funded by operating lease agreements. In accordance with the Council's Travel Plan it was recommended that a number of electric vehicles be introduced as soon as possible.

**The Committee resolved:-**

- (i) that the Director of Contracting Services be authorised to acquire the vehicles detailed in Appendix 1 for use throughout the Council;
- (ii) that vehicles surplus to requirements be disposed of in accordance with Council procedures; and
- (iii) that the Director of Contracting Services in consultation with the Director of Finance and ICT arrange funding of the vehicles from the annual depreciation charge included in the Fleet Management Budget or if appropriate by arrangement of operating lease agreements, the rental instalment costs of which would be included in the charge to service users.

- **YVONNE ALLAN, Convener**.



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APPENDIX

Finance Monitoring Sub-Committee  
5th October, 2001

ABERDEEN, 5<sup>th</sup> October, 2001. - Minute of Meeting of the FINANCE MONITORING SUB-COMMITTEE. Present:- Councillor Allan, Convener; and Councillors Clyne, James Lamond, and Wyness.

**EXEMPT INFORMATION**

**The Sub-Committee resolved in terms of Section 50(A)(4) of the Local Government (Scotland) Act 1973 to exclude the public from the meeting during consideration of the following items of business so as to avoid disclosure of exempt information of the class described in paragraph 4 of Schedule 7(A) to the Act.**

**MATTER OF URGENCY**

**The Convener indicated that she had, in terms of Section 50(B)(4)(b) of the Local Government (Scotland) Act 1973, directed that the following items of business be considered as a matter of urgency in view of the need to provide urgent decisions on the matters in question.**

**ABERDEEN BUSINESS ENTERPRISE SCHEME - ABE/01/129**

1. The Sub-Committee considered a joint report by the Directors of Economic Development and Finance and ICT advising on an application from a marine safety equipment company for a working capital loan.

**The Sub-Committee resolved:-**

- (i) to make a working capital Loan of £35,000 at PWLB rate plus 2%, with a minimum rate of 7.06%, repayable over eighteen months, commencing six months after the loan is advanced;  
subject to -
  - (a) quarterly management accounts being supplied to the Director of Economic Development;
  - (b) receipt of personal guarantees from both Directors of the company as stated in the report;
  - (c) an undertaking to repay the full amount of the loan together with interest due immediately if, in the opinion of the Director of Economic Development, there has

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- been any substantial change in ownership or the main place of business ceases to be within Aberdeen city; and
- (ii) to note that heritable security was not available in this instance and to waive the requirement for it to be provided in this instance.

**SUB-LEASE OF PREMISES AT ST. MACHAR ROAD**

2. The Sub-Committee had before them a joint report by the Directors of Economic Development and Environment and Property proposing that the Council sub-lease premises at St. Machar Road to a retail and distribution company.

The report explained the current position whereby the Council would become liable for the rental of the premises at St. Machar Road on 31st March, 2002, following the failure of the previous sub-lease. The report outlined the economic development potential in sub-leasing the property to the company in question and the potential for the creation of additional jobs in the City.

**The report recommended:-**

that the Sub-Committee approve the grant of the sub-lease of the industrial premise at St. Machar Road, Aberdeen, to Logo Outlets Limited in the terms and conditions outlined in the reports.

**The Sub-Committee resolved:-**

to approve the recommendation.

- COUNCILLOR ALLAN, **Convener**.

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APPENDIX

Finance Monitoring Sub-Committee  
23rd October, 2001

ABERDEEN, 23<sup>rd</sup> October, 2001. - Minute of Meeting of the FINANCE MONITORING SUB-COMMITTEE. Present:- Councillor Clyne, in the Chair; Vice-Chairman Ironside (as substitute for Councillor Allan), and Councillors Dean (as substitute for Councillor Cassie), James Lamond, Alan Milne (as substitute for Councillor Porter), Kevin Stewart, Marianne Stewart (as substitute for Councillor Ramsay Milne) and Wyness.

**MINUTE OF PREVIOUS MEETING**

1. The Sub-Committee had before them the Minute of their previous Meeting of 21<sup>st</sup> August, 2001.

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

**APPLICATIONS FOR FINANCIAL ASSISTANCE**

2. The Sub-Committee considered a report by the Director of Finance and ICT advising on requests received for financial assistance from the Miscellaneous Services - Payments to Agencies and Other Bodies Budget for the financial year 2001/02 having regard to the criteria quoted in the report. Copies of letters supporting the applications were attached to the report as was a list of the commitments made from this budget to date.

(A) Arts Educational Course

The Sub-Committee considered a request from Caroline Daniel for financial assistance towards the costs of fees for a three year course at the Arts Educational in London.

**The Sub-Committee resolved:-**  
to decline the request.

(B) Robbie Sproul-Cran Sponsorship

The Sub-Committee considered a request for sponsorship from Robbie Sproul-Cran towards the cost of an expedition to Tanzania and South America.

**The Sub-Committee resolved:-**  
to decline the request.

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(C) CLAN and Friends of Raeden

The Sub-Committee considered a request on behalf of CLAN (Cancer Link Aberdeen and North) for financial assistance towards the cost of an event to be held in the Beach Ballroom on 2<sup>nd</sup> and 3<sup>rd</sup> November, 2001, to raise funds in support of the CLAN and the Friends of Raeden.

**The Sub-Committee resolved:-**

to award a donation of £250 towards the costs of this event.

(D) The Archie Foundation

The Sub-Committee considered a request for a reduction in the rental rates for the hire of the Music Hall for an event to raise funds for the Archie Foundation which would help furnish the new Children's Hospital with play and family facilities.

**The Sub-Committee resolved:-**

to award a grant of £250 towards the rental costs of the Music Hall for this event.

(E) St. Machar Leisure Hour

The Sub-Committee considered a request on behalf of the St. Machar Leisure Hour voluntary group for financial assistance towards transportation costs associated with their members attending meetings and occasional outings.

**The Sub-Committee resolved:-**

to award a grant of £200 to the St. Machar Leisure Hour towards transportation expenses.

(F) ENABLE - Charity Ceilidh

The Sub-Committee considered a request for financial assistance from Paul Adair for financial assistance towards the hire costs of the Beach Ballroom on 22<sup>nd</sup> November, 2001, a fund-raising event to allow Mr. Adair to participate in a sponsored trek, the proceeds of which would be donated to ENABLE.

**The Sub-Committee resolved:-**

to award a grant of £200 towards the hire costs of the Beach Ballroom.

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**APPLICATIONS FOR WOMEN AND EQUAL OPPORTUNITIES GRANTS**

3. The Sub-Committee had before them a report by the Director of Social Work and Community Development presenting two applications for financial assistance from the Women and Equal Opportunities Grants Budget for the financial year 2001/02 together with copies of the application forms completed by the organisations and a list of the awards made from this budget to date.

(A) Access to Training and Employment

The Sub-Committee considered a request for funding on behalf of “Access to Training and Employment”, a charity working for people with disabilities in the workplace, to produce publicity material to raise awareness of the project.

**The Sub-Committee resolved:-**

to award a grant of £340 to Access to Training and Employment towards publicity costs.

(B) MEAL

The Sub-Committee considered a request on behalf of Multi-Ethnic Aberdeen Limited (MEAL), a charity which aimed to promote minority ethnic individuals and organisations in the North East of Scotland. MEAL had requested funding of £500 towards the costs of their Director or Managing Director attending conferences and seminars on equal opportunity issues, funding and community empowerment. Reference was made to Article 4(A) of the Minute of Meeting of 21<sup>st</sup> August, 2001, when a grant of £1,000 was made to MEAL towards the costs of the Aberdeen Multi-Cultural Festival and to a grant of £500 made to them in May, 2001, through powers delegated to the Director of Social Work and Community Development.

**The Sub-Committee resolved:-**

to decline the request and to ask MEAL to submit applications for funding for specific events.

**APPLICATIONS FOR FUNDING FROM THE INTERNATIONAL BUDGET**

4. The Sub-Committee had before them a report by the Director of Social Work and Community Development presenting applications for funding from the 2001/02 International Budget. The report advised that the total budget for 2001/02 was £102,000 and a balance of £27,292 was available for disbursement. Attached as an appendix to the report was a statement of the expenditure and commitments to date.

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(A) Aberdeen City Youth Symphony Orchestra - Visit to Clermont-Ferrand

The Sub-Committee considered a request for financial assistance towards the costs of the Aberdeen City Youth Symphony Orchestra visiting and performing in Clermont-Ferrand in June 2002.

**The Sub-Committee resolved:-**

to award a grant of £3,000 towards the costs of the visit..

(B) Conference - Through Twinning to Sustainable Development

The report advised that the Lord Provost had received an invitation for a delegation from Aberdeen to attend the International conference entitled "Through Twinning to Sustainable Development" to be held on 15<sup>th</sup> and 16<sup>th</sup> November, 2001, in Gomel. The aim of the conference would be to promote sustainable development projects on health and the environment between Belorussian cities and their international partners. The Aberdeen delegation had been invited to make a presentation on the Joint Teenage Pregnancy Initiative between Gomel and Aberdeen.

**The Sub-Committee resolved:-**

to award funding of £2,600 to enable a delegation of four people to attend the conference.

**GENERAL FUND REVENUE BUDGET 2001/02 - CONTINGENCIES PROVISION UPDATE**

5. With reference to Article 8 of the Minute of Meeting of 21<sup>st</sup> August, 2001, the Sub-Committee had before them a report by the Director of Finance and ICT advising on the impact of requests for funding from the contingencies provision in the General Fund Revenue Budget for the financial year 2001/02.

The report advised that the Council had a contingency provision of £1 million available in the current year which included £600,000 for unavoidable inflationary and other increases, of which approximately £500,000 had been identified to meet increases in water rates, and a further £400,000 to meet the financial implications of the Sutherland Report. A list of the items to be met from contingencies provision approved to date was attached to the report.

The Assistant Director of Support Services, Social Work and Community Development Department, advised that a joint fund was being established with Grampian Health Board to meet the costs of providing enhanced homecare during the winter months and requested that £100,000 be made available from the contingency provision allocated for the implementation of the Sutherland Report as Aberdeen City Council's contribution to this joint fund.

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**The report recommended:-**

that the Sub-Committee consider and note the current position of the contingencies provision.

**The Sub-Committee resolved:-**

to note the current position of the contingencies provision and to approve the allocation of £100,000 for the enhancement of homecare provision during the winter months.

**FINANCIAL ASSISTANCE TO SPORTS ORGANISATIONS**

6. The Sub-Committee had before them a report by the Director of Arts and Recreation presenting the following applications for financial assistance received from sports organisations. The report advised that the budget for grants to sports organisations in the financial year 2001/02 was £19,000 with a balance of £6,077 available for disbursement.

(A) Four Home Countries U16 Cadet Basketball

The Sub-Committee considered a request on behalf of the Scottish Basketball Association for financial assistance towards the costs of hosting a Four Home Countries Under 16 Cadet Basketball Tournament at the Beach Leisure Centre from 1<sup>st</sup> to 3<sup>rd</sup> March, 2002.

**The Sub-Committee resolved:-**

to award a grant of £800 towards the costs of this event.

(B) The Mitchell Trophy

The Sub-Committee considered an application on behalf of Aberdeen Dolphin Swimming Club for financial assistance towards the costs of hosting the Mitchell Trophy Swimming Gala at the Bon Accord Baths on 17<sup>th</sup> and 18<sup>th</sup> November, 2001.

**The Sub-Committee resolved:-**

to award a grant of £900 towards the costs of hosting this event.

(C) Aberdeen Sports Council

The Sub-Committee considered a request for an annual grant towards the costs of Aberdeen Sports Council which provides support and information to sports clubs in the City.

**The Sub-Committee resolved:-**

to award a grant of £3,800 towards the costs of the Aberdeen Sports Council activities.

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(D) COAST

The Sub-Committee considered a request on behalf of the City of Aberdeen Swim Team (COAST) for financial assistance towards the cost of hosting their Formula 1 Grand Prix Mini Meet 2001/2002, a series of swimming galas for members of the six COAST clubs to be held at Northfield Swimming Pool during the period November, 2001 to May 2002.

**The Sub-Committee resolved:-**

to award a grant of £400 towards the costs of this event.

(E) Golf Home Nations Inter-Club Championships 2001

The Sub-Committee considered a request on behalf of Newmachar Golf Club for financial assistance towards the costs to be incurred by the participation of their Junior Team in the Sunday Telegraph Junior Team Golf Home Nations Inter-Club Championships 2001 at La Manga Club in Spain from 24<sup>th</sup> to 29<sup>th</sup> November, 2001. The application confirmed that all team members were being educated in Aberdeen.

**The Sub-Committee resolved:-**

to award financial assistance of £177.

**VOID RENT LOSS - PROJECT PLAN**

7. With reference to Article 12 of the Minute of Meeting of Community Services Committee of 29th May, 2001, when a Void Property Project Plan was approved, the Sub-Committee had before them a report by the Director of Housing advising on progress in initiatives to reduce the rental loss from empty Council housing.

Attached as Appendix 1 to the report was a project plan which detailed the mechanisms for progressing each project plan item and allocating them to various Joint Officer Working Groups or Departments as appropriate. Attached as Appendix 2 was a void project plan progress sheet which was used to monitor progress. The report made reference to various initiatives related to void management, allocations and marketing which were likely to be implemented in the near future.

**The Sub-Committee resolved:-**

- (i) to note the arrangements for progressing items in the Void Project Plan including steps being taken to address the levels of void rent loss; and
- (ii) to request that a report on progress be submitted to the meeting of this Sub-Committee to be held in August, 2002.



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**MATTER OF URGENCY**

**The Convener indicated that he had in terms of Section 50(B)(4)(b) of the Local Government (Scotland) Act 1973 directed that the following item of business be considered as a matter of urgency to enable the Council's response to the Scottish Office document to be submitted by the due date.**

**STRIKING THE BALANCE - RESPONSE TO SCOTTISH EXECUTIVE CONSULTATION DOCUMENT ON DEBT MANAGEMENT**

**8.** The Sub-Committee had before them a report by Director of Finance and ICT advising on the Scottish Executive consultation document on debt management entitled "Striking the Balance" and proposing a response on behalf of the Council.

The report made reference to the abolition of poinding and warrant sales for recovery of debts with effect from 31st December, 2002 and the establishment of a Scottish Executive Working Group to identify an alternative enforcement method. The Working Group had produced a report entitled "Striking the Balance - A New Approach to Debt Management", on which comments were requested by October, 2001. The report outlined the Council's Council Tax current collection and enforcement process and the appendix contained the proposed responses to the eighteen questions posed in the document. The document aimed to introduce a modern approach to dealing with the problem of debt in society protecting the most vulnerable as well as creditors and society. The Working Group proposed more user friendly information and advice for debtors, establishment of a statutory debt arrangement scheme, the creation of incentives for debtors and creditors to reach negotiated settlements, increasing protection for debtors in the event of legal action, the introduction of safeguards to ensure enforcement action was taken only against those who could but refused to pay, an introduction of a compulsory sale order as a final sanction, reform of the role and regulation of Officers of Court carrying out enforcement action, specific actions aimed at improving the regulation of credit and debt collection and a fast track process for compulsory sale in commercial cases. The report concluded that it was important to ensure that any replacement for poinding and warrant sales be easily administered and understood and that Councils be fully funded and resourced to accommodate such changes.

The Assistant Director of Finance spoke in amplification of his report and stressed the need for further details of the final sanction proposed which would act as an ultimate deterrent in extreme cases.

**The report recommended:-**

- (a) that the Sub-Committee consider and approve the views expressed by the Director of Finance and ICT and approve the submission of the response to the Scottish Executive; and

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- (b) note that the new proposals may significantly increase costs for Councils and Courts.

**The Sub-Committee resolved:-**

- (i) to approve the recommendations; and  
(ii) to stress the need for a cheap and effective final sanction and the need for any additional administrative costs incurred in the new arrangements to be funded by the Scottish Executive.

**EXEMPT INFORMATION**

**The Sub-Committee resolved in terms of Section 50(A)(4) of the Local Government (Scotland) Act 1973 to exclude the public from the meeting during consideration of the remaining items of business to avoid disclosure of exempt information of a class described in the following paragraphs of Schedule 7(A) to the Act:- Article 9 (paragraph 4), Article 10 (paragraph 6), Article 11 (paragraph 6), Article 12 (paragraph 8), Article 13 (paragraph 9), Article 14 (paragraph 8), Article 15 (paragraph 8), Article 16 (paragraph 9), Article 17 (paragraph 8), Article 18 (paragraphs 6 and 9), Article 19 (paragraph 4).**

**CIVIC HOSPITALITY REQUESTS**

9. The Sub-Committee had before them a report by the Director of Legal and Corporate Services detailing a number of requests received for civic hospitality. Appended to the report were details of the requests, criteria previously applied when considering applications and various levels of catering and refreshments provided at civic hospitality events.

**The Sub-Committee resolved:-**

to approve the provision of civic hospitality as follows:-

<b>Date of Event</b>	<b>Occasion</b>	<b>Hospitality to be granted</b>	<b>Venue</b>
2001	Civic Reception for Mr. W. Adams, Retiring Chairperson of Chris Anderson Trust Advisory Committee	Dinner for 25	St. Nicholas Room
2001	Aberdeen Primary Schools Select - Winners of the Scottish Primary Cup	Tea, coffee, soft drinks, biscuits and crisps for 55	St. Nicholas Room

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<b>Date of Event</b>	<b>Occasion</b>	<b>Hospitality to be granted</b>	<b>Venue</b>
09.02.02	Visit of the Moderator of the General Assembly of the Church of Scotland to the University of Aberdeen	Lunch for 100	Town and County Hall
26.11.01	World Aids Week	Tea, coffee and biscuits for 200	Town and County Hall
30.11.01	AGM Communication Workers Union	Drinks reception and finger buffet for 70	St. Nicholas Room
20.04.02	Junior Chamber of Commerce National Conference 2002	Sandwich lunch, tea, coffee and soft drinks for 120	Town and County Hall
15.05.02	Association of Registrars of Scotland 138th AGM	Tea, coffee, juice and biscuits for 80 on arrival; sandwiches, tea, coffee and soft drinks for 80 for lunch	St. Nicholas Room
20.09.02	Rotary District 1010 Conference	one drink for each of the 600 delegates	Aberdeen Exhibition and Conference Centre
September 2002	Lyric Musical Society 50th Anniversary	Drinks reception and finger buffet for 240	St. Nicholas Room and the Town and County Hall
April or May 2002	50th Anniversary of Couple Counselling Grampian	Drinks reception and finger buffet for 140	St. Nicholas Room and Town and County Hall
February 2003	Offshore Europe Committee Meeting of the OSPAR Convention for the Protection of the Marine Environment of the North East Atlantic	Dinner for 110	Town and County Hall

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The Sub-Committee also noted the exercise of delegated powers as follows:-

<b>Date of Event</b>	<b>Occasion</b>	<b>Hospitality to be granted</b>	<b>Venue</b>
27.10.01	Salvation Army Youth Chorus of Northern Ireland Visit	High tea for 75	Town and County Hall
02.11.01	Seminar on Climate Change	Tea, coffee and biscuits and a sandwich lunch for 70	Council Chamber

**The Sub-Committee further resolved:-**

- (i) to decline applications in respect of Volunteers on Management Committees of Local Nature Reserves in view of the intention to hold a function in 2002 for members of all local Management Committees; the fundraising event by the Royal Mission of Deep Sea Fishermen; the request for rental costs in connection with the Rotary District 1010 Conference; and the Aberdeen Branch of Guide Dogs for the Blind 35th Anniversary Masked Ball.

**COUNCIL TAX COLLECTION INITIATIVE**

**10.** The Committee had before them a report by the Director of Finance and ICT seeking support for a “spend to save” initiative which would establish a joint operational team between the Council and Sheriff Officers to help improve Council Tax collection levels and streamline the process.

The report explained that the jointly resourced team would enable improved targeting of defaulters, facilitate the exchange of information enabling the most appropriate action to be taken and improve decision making. Scott and Co, Sheriff Officers had agreed to match the Council’s resource contribution to the joint team by providing accommodation, IT equipment and communication infrastructure. The Council’s contribution, of an equal value, would be the provision of staff resources comprising 1 Team Leader (salary grade AP3/4) and 2 Assistant Arrears Officers (salary grade GS2/3) for the period 1st December, 2001 to 31st March, 2003. It was anticipated that the posts would be filled through the secondment of existing staff and temporary cover arranged. It was estimated that the cost to the Council of £64,000 would result in the generation of an additional £100,000 of Council Tax arrears throughout the duration of the project.

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**The report recommended:-**

- (a) that the Director of Finance and ICT be instructed to enter into discussions with the Council's Sheriff Officers to establish a joint working team for a fixed period from 1st December, 2001 to 31st March, 2003; and
- (b) that the Sub-Committee agree, in principle, to the establishment of three temporary posts within the Revenues establishment for the same period and instruct the Director of Finance and ICT to conclude the necessary arrangements with the Director of Personnel.

**The Sub-Committee resolved:-**

to approve the recommendations and to request that a progress report be submitted to the Sub-Committee at their meeting in August, 2002.

**HOUSING ARREARS WRITE OFF JULY-SEPTEMBER, 2001**

11. The Sub-Committee had before them a report by the Director of Housing seeking approval to write off debts in respect of former tenants' arrears and associated legal expenses for the period July to September, 2001.

The report advised, that in accordance with procedures agreed between the Directors of Finance and ICT and Housing, debts held on tenants' rent accounts were recommended for write off by the Director of Housing as they were, in his opinion, irrecoverable for a variety of reasons including death, permanent institutionalisation or the expiry of five years without contact.

**The Sub-Committee resolved:-**

to approve the write off of the debts listed in the Appendix to the report relating to tenants' arrears and legal expenses for the period July to September, 2001.

**SOCIAL WORK BUDGET**

12. The Sub-Committee had before them a report by the Director of Social Work and Community Development advising on the current position with regard to demand and expenditure in the "needs led" areas of the Social Work Revenue Budget 2001/02.

The report advised that 23% of Social Work budget was defined as "needs led" whereby care requirements were expected to be met regardless of budget availability. The report referred to the balancing of service demands and budgets which had been successful in the financial years 2000/01 and 2001/02. The need to consider underlying trends, however, in the budget consideration process for the financial year 2002/03 was highlighted. The report

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stated that the Social Work needs led budget was monitored on a weekly and monthly basis, with elected member involvement, and through monthly reports to Committee. The report suggested adjustments and virements to the Social Work budget to accommodate demand in the needs led budget. The report provided details in respect of demand and consequent budget implications with regard to various care groups. The report concluded by commenting on the overall position of the Social Work budget and attached as an Appendix a budget monitoring statement as of 31st July, 2001 which made particular reference to staff and premises costs, administration costs, supplies and services, agencies and income.

**The report recommended:-**

- (a) that the Sub-Committee note that overall the Social Work Service continued to operate within budget;
- (b) that the Sub-Committee note the particular pressures on the Social Work needs led services at this time;
- (c) that the Sub-Committee approve the necessary virements to enable the needs led budget to be re-aligned to accommodate service demands as identified in the report; and
- (d) that the Sub-Committee instruct that the next three monthly include the Council's options for the 2002/03 budget terms of meetings levels of service demand.

**The Sub-Committee resolved:-**

to approve the recommendations.

**HOUSING CAPITAL PROGRAMME MONITORING REPORT**

**13.** With reference to Article 9 of Minute of Meeting of Finance Monitoring Sub-Committee of 21st August, 2001, the Sub-Committee had before them a report by the Director of Finance and ICT advising on the status of the Housing Capital Programme 2001/02 as at 31<sup>st</sup> August, 2001.

The report made reference to the Council meeting of 3rd April, 2001, when approval was given to a Housing Capital Programme for 2001/02 of £23.04m inclusive of slippage. The report advised that the majority of available uncommitted funds had now had tenders accepted or were in the process of doing so. The estimated out-turn statement was attached as an Appendix to the report with notes on the differences between budgeted, actual and projected out-turn figures. The report proposed that the capital contribution from revenue be reduced by £700,000 to ease pressure within the Housing Revenue Account and to maintain minimum working balances of £1.5m.

**The report recommended:-**

- (a) that the Sub-Committee consider the attached financial statement for Housing Capital Programme for 2001/2002;

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- (b) that the Director of Finance and ICT continue to update, in consultation with the Director of Housing and Director of Environment and Property, the estimated out-turn projections for the Housing Capital Programme for 2001/2002;
- (c) that the Director of Finance and ICT continue to monitor closely the level of expenditure in relation to the level of capital receipts and ensures that the necessary action be undertaken should it appear that the Council may be operating outwith capital spending guidelines set by the Scottish Executive; and
- (d) that the Sub-Committee agree to a reduced revenue contribution of £11.8m, a reduction of £700,000, through the management of payments between the financial years and use of the anticipation allowance where necessary.

**The Sub-Committee resolved:-**  
to approve the recommendations.

**PROGRESS ON BUDGET SAVINGS AND INCOME GENERATION - GENERAL FUND REVENUE BUDGET 2001/02**

**14.** The Sub-Committee had before them a report by the Director of Finance and ICT advising on progress towards the achievement of savings and additional income generation included in the general fund revenue budget in respect of the financial year 2001/02.

The report had appended to it a summary account advising on the projected savings to be accrued in comparison with the budgeted figure. The report provided explanations in respect of significant variances. Reference was made to factors contributing to this position including property rationalisation and the review of the workplace nursery. The report concluded by stating that the Council's Corporate Management Team continued to exercise tight controls on the filling of vacant posts and the acquisition of furniture and equipment. It was noted, however, that the vast majority of approved budget savings and income generation proposals were on target to be achieved.

**The report recommended:-**

- (a) that the Sub-Committee consider the current position and provide any feedback;
- (b) that Heads of Departments be instructed to review their budgets to identify any alternative sources of cost reductions, including areas of discretionary spend or identifiable income generation; and
- (c) that the Director of Finance and ICT be instructed to prepare a report for submission to the next meeting of this Sub-Committee on 18th December, 2001, with proposals for alternative sources of cost reductions or additional identifiable income.

**The Sub-Committee resolved:-**  
to approve the recommendations.

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**HOUSING REVENUE ACCOUNT 2001/02 - MONITORING REPORT AND FORECAST OUTTURN**

**15.** The Sub-Committee had under consideration a report by the Director of Finance and ICT which showed the financial position of the Housing Revenue Account as at 31st August, 2001, together with an initial forecast outturn for the financial year 2001/02.

The report had attached to it a financial statement for the period to 31st August, 2001, which showed the Housing Revenue Account budget together with actual spend and estimated outturn together with explanatory notes on reasons for any variance. A major area of concern was the level of loss of rent from vacant Council houses and work was ongoing to address this situation.

**The report recommended:-**

- (a) that the Sub-Committee consider the attached financial statement of the Housing Revenue Account as at 31st August, 2001;
- (b) that the Sub-Committee approve a reduction in the revenue contribution to capital of £700,000, at this stage, to initially maintain the working balances at the minimum recommended level of £1.5m;
- (c) that the Director of Finance and ICT be instructed to continuously monitor in conjunction with relevant Directors and provide updated reports on the outturn position, advising on any necessary action to be taken to at least maintain the level of working balances at the minimum recommended level; and
- (d) that the Director of Finance and ICT be instructed, in conjunction with relevant Directors, as part of the Housing Rents 2002/03 budget process to develop proposals which take account of the updated outturn figures and the maintenance of minimum working balances of £1.5m.

**The Sub-Committee resolved:-**

to approve the recommendations and to request a monitoring report to the next meeting of the Sub-Committee.

**MATTER OF URGENCY**

**The Convener indicated that he had in terms of Section 50(B)(4)(b) of the Local Government (Scotland) Act 1973 directed that the following item of business be considered as a matter of urgency to allow Members to be provided with up-to-date information.**



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**NON-HOUSING CAPITAL PROGRAMME 2001/02 - MONITORING**

**16.** With reference to Article 28 of Minute of Meeting of Resources Management Committee of 12th September, 2001, the Sub-Committee had before them a report by the Director of Finance and ICT advising on the current status of the Non-Housing Capital Programme 2001/02 as at 31st August, 2001.

The report had attached to it a financial statement which detailed the Non-Housing Capital Programme budget, legal commitments to date and estimated outturn position together with explanatory notes on areas of variance. The report indicated that the review of the Capital Programme had identified four significant variations on budget which included repairs to the Beach Leisure Centre flume, Linksfield Swimming Pool, Social Work Registrable Standards and Revenues Replacements Systems. The report referred to a sum of £500,000 allocated to the Non-Housing Capital Programme in 2002/03 for “spend to save” initiatives. It was proposed that some of the initiatives be progressed during the current financial year to enable earlier generation of savings.

**The report recommended:-**

- (a) that the Sub-Committee consider the attached financial statement for the Non-Housing Capital Programme in respect of the financial year 2001/02;
- (b) that the Director of Finance and ICT be authorised to transfer spend to save monies where appropriate between financial years and report back to the Sub-Committee on any such action taken; and
- (c) that the Sub-Committee approve the increase on specific projects as indicated in the report.

**The Sub-Committee resolved:-**

to approve the recommendations and to receive a report to the next meeting of the Sub-Committee on the spend to save initiatives to be implemented in the current financial year.

**MATTER OF URGENCY**

**The Convener indicated that he had in terms of Section 50(B)(4)(b) of the Local Government (Scotland) Act 1973 directed that the following item of business be considered as a matter of urgency to allow Members to be provided with up-to-date information.**

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**GENERAL FUND REVENUE BUDGET 2001/02 MONITORING**

**17.** The Sub-Committee had before them a report by the Director of Finance and ICT advising on the current position of the General Fund Revenue budget 2001/02 and providing an initial outturn forecast.

The report had attached to it a monitoring statement for the period to 31st August, 2001, detailing revised budget figures, and estimated outturn figures in respect of Departments, Central Support Services and other charges together with income. Explanatory notes on significant variances were attached as Appendix 2.

**The report recommended:-**

- (a) that the Sub-Committee consider the updated position and the estimated outturn on the General Services Revenue Budget;
- (b) that the Sub-Committee receive an updated report at their next meeting;
- (c) that all Heads of Departments be instructed to review their budgets to identify any alternative sources of cost reductions, including areas of discretionary spend or identifiable income generation and report to the next meeting; and
- (d) that proposals relating to the Repairs and Maintenance Fund contained in the report be approved with a report by the Director of Finance and ICT to be submitted to the next meeting of this Sub-Committee.

**The Sub-Committee resolved:-**

to approve the recommendations.

**MATTER OF URGENCY**

**The Convener indicated that he had in terms of Section 50(B)(4)(b) of the Local Government (Scotland) Act 1973 directed that the following item of business be considered as a matter of urgency to enable the Council to maximise financial benefit from the revenue savings from the proposed early renunciation of the lease.**

**JOHNSTONE HOUSE AND EXCHEQUER HOUSE**

**18.** The Sub-Committee had before them a report by the Director of Environment and Property advising on negotiations regarding the Council's lease at Johnstone House and proposed lease of parts of Exchequer House.

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The report stated that the landlords of Johnstone House had offered the Council early renunciation of the lease and it was proposed that alternative accommodation be leased in Exchequer House thereby saving the Council money in the revenue budget.

**The report recommended:-**

- (a) that the Director of Environment and Property be instructed to conclude negotiations for the early renunciation of the lease at Johnstone House and for the new lease of the third and fourth floors of Exchequer House on behalf of Aberdeen City Council; and
- (b) that the Sub-Committee authorise the Conveners of the Resources Management and Policy and Strategy Committees to approve the terms and conditions of these transactions.

**The Sub-Committee resolved:-**

to approve the recommendations.

**MATTER OF URGENCY**

**The Convener indicated that he had in terms of Section 50(B)(4)(b) of the Local Government (Scotland) Act 1973 directed that the following item of business be considered as a matter of urgency to allow early consideration of the application in view of the Company's position.**

**ABERDEEN BUSINESS ENTERPRISE SCHEME - ABE/97/061**

**19.** The Sub-Committee considered a report by the Directors of Economic Development and Finance and ICT advising on an application from a software installation and development company for a working capital loan.

**The Sub-Committee resolved:-**

- (i) to make a working capital loan of £50,000 at 7.06% repayable on 15th January, 2002; subject to:-
  - (a) personal guarantees from both Directors;
  - (b) monthly management accounts being provided to the Director of Economic Development during the period of the loan;
  - (c) an undertaking to repay the full amount of the loan together with any interest due within 21 days of any substantial change in ownership of the company; and
- (ii) to note that the requirement for heritable security be waived in this instance as none was available.

**- DAVID E. CLYNE, Convener.**

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APPENDIX

Central Health and Safety Committee  
29th May, 2001

ABERDEEN, 29<sup>th</sup> May, 2001. - Minute of Meeting of the CENTRAL HEALTH AND SAFETY COMMITTEE. Present:- Graeme Farquhar (UCATT), Chairperson; Councillor Gordon Graham, Vice-Chairperson; City Council Representatives: Councillors Jaffrey, James Lamond and Leslie; Trade Union Representatives: Leslie Annand (AEEU), Joe Cowan (SSTA), David Hay (NES/UWT), David McCulloch (GMB), Rob Peaker (EIS), Jim Smith (TGWU), and Carole Jackson (UNISON). Also Attending:- Mike Middleton (GMB - ex officio), Richard Parker (Director of Personnel), Ewan Sutherland (Assistant Director of Personnel), Kevin Roberts (Principal Safety Advisor), the Chief Executive, Jim Bewsher (TGWU - ex officio), Murray Scott (Principal Committee Services Officer) and Mark Masson (Committee Assistant).

**APOLOGY FOR ABSENCE**

1. An apology for absence was intimated on behalf of Councillor Pirie.

**MINUTES OF PREVIOUS MEETINGS**

2. The Committee had before them the Minutes of their previous meetings held on 27th February and 18th April 2001.

With reference to Article 7(A) of the Minute of Meeting of 27th February, 2001, Carole Jackson advised that with regard to identifying asbestos in Council premises, it will be a legal requirement for the Council to conduct a survey.

Kevin Roberts confirmed that the review of the 1998 Asbestos Procedures had been conducted with the appropriate members of staff and Trade Unions, and advised the Committee that the revised procedures had been issued to departments in April.

**The Committee resolved:-**

to approve the Minutes and to note the information provided.

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**HEALTH AND SAFETY ACTION PLAN**

3. The Committee had before them for information the latest position statement of the Corporate Health and Safety Action Plan as at 18th May, 2001.

The Committee heard Councillor Jaffrey advise that she understood that new information had recently come to light with regard to dangers which might occur to members of the public living or working in close proximity to high voltage electric pylons and requested that an investigation be carried out on the pylons situated near Danestone Primary School.

Mr. Roberts intimated that he would endeavour to obtain the latest information on the dangers of high voltage electric pylons from the Scottish Executive and to report back to the next meeting of the Committee.

**The Committee resolved:-**

- (i) to note that the Principal Safety Advisor would report back to the next meeting of the Committee on the dangers resulting from high voltage electric pylons; and
- (ii) to otherwise note the position statement.

**HEALTH AND SAFETY AUDITING**

4. The Committee had before them a draft document on Health and Safety Auditing prepared by the Principal Safety Advisor.

The draft document (a) provided background information on the procedures adopted in relation to the auditing of Council establishments and operations since 1996; (b) advised that a review of the system was now required to consider ways of giving fresh impetus to Health and Safety management systems and to facilitate the involvement of line management; (c) indicated that a large part of the management of Health and Safety was dependent on consultation and co-operation with the Safety Representatives and that the structure and function of both corporate and departmental Health and Safety Committees had recently been reorganised to reflect this; (d) stated that it was essential that any revision to the auditing system was seen as “open” and promoted the involvement and co-operation of Safety Representatives on a voluntary basis; (e) proposed a move to a self-auditing procedure, in which auditing information would be gathered and recorded by line management, in conjunction with local Safety Representatives, with Health and Safety staff being available to give advice on a consultancy basis, and to monitor the effectiveness of the procedure; (f) listed the proposed self-auditing procedures; and (g) outlined the advantages of a self-auditing system.

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**The Committee resolved:-**

- (i) that training in self auditing procedures be given to appropriate members of staff;
- (ii) that copies of the completed audit forms be submitted to the Trade Unions; and
- (iii) to otherwise approve the self-auditing procedures.

**ACCIDENT AND INCIDENT STATISTICS - JANUARY TO MARCH 2001**

5. The Committee had before them a report by the Director of Personnel which provided details on the extent and nature of accidents and incidents reported by Council employees (and third parties) between January and March 2001,

The report advised that a total of 119 employee accidents were reported during the period January to March 2001 of which 27 were reportable to the enforcing authority; that accidents to third parties totalled 332 of which 4 were reportable; that the category "Slips and Trips" accounted for 191 third party accidents of which 31 concerned Social Work clients and 106 related to ice skaters; and that during this reporting period a total of 454 incidents were reported by employees.

Appendices 1 and 2 to the report provided a full statistical analysis by department and the type of accident/incident; Appendix 3 provided a quarterly comparison of accident statistics for the year 2000/2001; Appendix 4 provided incidents statistics by department and quarterly comparison of incident statistics of the year 2000/2001. (Appendices 1-4 were in tabular form) and Appendices 5-11 gave a graphical representation of the spread of accidents and incidents in each department.

The report further advised (a) that the presentation of statistics in the current format was of limited value in assessing how good or bad the accident performance was; (b) that work had been done to obtain some comparative figures both from national statistics and some more specific data from other Councils, so that the performance could be put into reasonable context; (c) that whereas there had been difficulties in making comparisons with national statistics due to the generalisation of the information published by the Health and Safety Executive, information expected from other Scottish local authorities should present a more meaningful picture and would be contained in a report which would be submitted to the next meeting of the Committee; (d) that due to differences in reporting procedures, comparisons would need to be restricted to "major" and "over three days" injuries and would be based on an incident rate per 1000 employees (a table illustrating the current period's Departmental figures was expressed in this form); and (e) that the Health and Safety Executive's safety statistics bulletin for 1999/2000 had shown that by comparison with the average UK figure for reportable accidents across all industries of 6.82 per 1000 employees, Aberdeen City Council returns for 2000/2001 were calculated at 6.46 per 1000 employees.

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**The report recommended:-**

that the Committee refer the report to the CMT for discussion and that Heads of Departments keep their respective statistics under review.

It was suggested that future reports contain a breakdown of the types of accidents which were occurring throughout the Council.

**The Committee resolved:-**

- (i) to approve the recommendation contained in the report; and
- (ii) that future reports contain a breakdown of the types of accidents involved.

**DEPARTMENTAL REFERRALS**

6. It was reported that no Departmental referrals had been submitted.

**The Committee resolved:-**

to note the position.