

City Chambers
DUNDEE
DD1 3BY

3rd February, 2012

Dear Sir or Madam

You are requested to attend a MEETING of the **POLICY AND RESOURCES COMMITTEE** to be held in the City Chambers, City Square, Dundee on Monday, 13th February, 2012 following the meetings of the City Council, Environment and Housing Committees called for 6.00 pm.

Yours faithfully

DAVID K DORWARD

Chief Executive

Members are reminded that, in terms of The Councillors Code, it is their responsibility to make decisions about whether to declare an interest in any item on this agenda and whether to take part in any discussions or voting.

This will include all interests, whether or not entered on your Register of Interests, which might be perceived as influencing your opinion/vote on any matter.

AGENDA OF BUSINESS

1 MINUTE - PERSONNEL APPEALS SUB-COMMITTEE - 24TH JANUARY, 2012

The minute of meeting of the above Sub-Committee, a copy of which is appended hereto, is submitted for information and record purposes. (Copy enclosed).

2 REVENUE MONITORING

(Report No 59-2012 enclosed).

3 CAPITAL MONITORING

(Report No 46-2012 enclosed).

4 DUNDEE COMMUNITY REGENERATION FUND 2011/2012

(Report No 57-2012 enclosed).

5 ANNUAL CONSUMER SURVEY 2011

(Report No 36-2012 enclosed).

6 HEALTH AND SOCIAL CARE INTEGRATION

(Report to follow).

7 DUNDEE HEALTHY WEIGHT COMMUNITY PROGRAMME

(Report No 38-2012 enclosed).

8 DUNDEE CITY COUNCIL'S SINGLE EQUALITY SCHEME - ANNUAL REPORT 2010/2011

(Report No 61-2012 enclosed).

9 WORKPLACE POLICY ON GENDER BASED VIOLENCE

(Report No 62-2012 enclosed).

10 PROMOTION OF COMPULSORY PURCHASE ORDER - DUNDEE WATERFRONT

(Report No 35-2012 enclosed).

11 ANNUAL CONFERENCE - CIPFA

It is reported that the Annual CIPFA Conference will be held in Dundee on 15th and 16th March, 2012.

The Committee's instructions are requested regarding the attendance of members. The estimated cost, excluding travel and subsistence, is £395 per delegate.

12 PROCUREMENT OF STORAGE RACKING/UNITS FOR DECORATIVE ARTS AND WORK ON PAPER

(Report No 50-2012 enclosed).

13 DUNDEE WAVE OF CHANGE (AN27-2012)

The Wave of Change project is supported by the Scottish Government through Creative Scotland. It is an initiative which seeks to engage people in a positive discussion about the future. As part of the project the City Council has been approached with a view to commissioning a film maker to work with young people currently engaged in the City Council's Youth Work Programme through the process of producing a short film in order that they can express their hopes and aspirations for the future. The level of financial support sought from the City Council as a contribution to the project is £2,000. This can be found within the Communities and Policy Division Youth Investment Third Party Grant Fund 2011/2012.

This request is recommended for approval.

14 FAIRTRADE

(Report No 37-2012 enclosed).

15 DUNDEE VISUAL ARTISTS AWARD ALLOCATION - 1ST ROUND

(Report No 51-2012 enclosed).

16 CRAFT MAKERS AWARD: DUNDEE ALLOCATION

(Report No 52-2012 enclosed).

17 GRANT AWARD: GENERATOR PROJECTS

(Report No 84-2012 enclosed).

APPENDIX I

At a MEETING of the **PERSONNEL APPEALS SUB-COMMITTEE** held at Dundee on 24th January, 2012.

Present:-

COUNCILLORS

Stewart HUNTER

Mohammed ASIF

Derek SCOTT

Councillor Stewart HUNTER, in the Chair.

The minute of meeting of this Committee of 5th September, 2011 was held as read.

Unless marked thus * all items stand delegated.

The Sub-Committee resolved under Section 50(A)(4) of the Local Government (Scotland) Act 1973 that the press and public be excluded from the meeting for the undernoted item of business on the grounds that it involved the likely disclosure of exempt information as defined in paragraph 1 of Part I of Schedule 7A of the Act.

APPEAL AGAINST DISMISSAL (PA06/11)

It was reported that an appeal against dismissal from an employee of the Waste Management Department had been submitted.

The Sub-Committee heard the Council's representative and witnesses and thereafter, the Appellant.

After questions had been put and answers given by both parties to each other and the witnesses, and by members of the Sub-Committee, the parties withdrew.

Thereafter, following careful consideration of all the information, the Sub-Committee agreed that the grounds of the appeal had not been substantiated and that the appeal be not upheld.

Stewart HUNTER, Convener.

REPORT TO: POLICY & RESOURCES COMMITTEE - 13 FEBRUARY 2012

REPORT ON: REVENUE MONITORING 2011/2012

REPORT BY: DIRECTOR OF FINANCE

REPORT NO: 59-2012

1 PURPOSE OF REPORT

- 1.1 To provide Elected Members with an analysis of the 2011/2012 Projected Revenue Outturn as at 31 December 2011 monitored against the adjusted 2011/2012 Revenue Budget.

2 RECOMMENDATIONS

- 2.1 It is recommended that Elected Members:
- a note that the overall General Fund 2011/2012 Projected Revenue Outturn as at 31 December 2012 shows an underspend of £103,000 against the adjusted 2011/2012 Revenue Budget.
 - b note that the Housing Revenue Account as at 31 December 2011 is projecting a breakeven position against the adjusted HRA 2011/2012 Revenue Budget.
 - c agree that the Director of Finance will take every reasonable action to ensure that the 2011/2012 Revenue expenditure is below or in line with the adjusted Revenue Budget.
 - d instruct the Director of Finance in conjunction with all Chief Officers of the Council to continue to monitor the Council's 2011/2012 Projected Revenue Outturn.

3 FINANCIAL IMPLICATIONS (see Appendix A)

- 3.1 The overall projected 2011/2012 General Fund Revenue outturn position for the City Council shows an underspend of £103,000 based on the financial information available at 31 December 2011. A system of perpetual detailed monitoring will continue to take place up to 31 March 2012 with the objective of the Council achieving a final outturn which is below or in line with the adjusted 2011/2012 Revenue Budget.
- 3.2 The Housing Revenue Account outturn position for 2011/2012 is currently projecting a breakeven position based on the financial information available for the period to 31 December 2011. A system of perpetual detailed monitoring will continue to take place up to 31 March 2011 with the objective of the HRA achieving a final outturn which is below or in line with the adjusted 2010/2011 HRA Revenue Budget.

4 BACKGROUND

- 4.1 Following approval of the Council's 2011/2012 Revenue Budget by the Special Policy and Resources Committee on 10 February 2011 this report is now submitted in order to monitor the 2011/2012 Projected Revenue Outturn position as at 31 December 2011, against the adjusted 2011/2012 Revenue Budget.
- 4.2 This report provides a detailed breakdown of departmental revenue monitoring information along with explanations of material variances against adjusted budgets. Where departments are projecting a significant under or overspend against adjusted budget, additional details have been provided. Where departmental expenditure is on target and no material variances are anticipated, additional information has not been provided.

5 RISK ASSESSMENT

5.1 In preparing the Council's 2011/2012 Revenue Budget, the Director of Finance considered the key strategic, operational and financial risks faced by the Council over this period (please refer to report 73-2011, approved by Special Policy & Resources Committee on 10 February 2011, for further details). In order to alleviate the impact these risks may have should they occur, a number of general risk mitigation factors are utilised by the Council. These include the:

- system of perpetual detailed monthly budget monitoring carried out by departments
- general contingency provision set aside to meet any unforeseen expenditure
- level of general fund balances available to meet any unforeseen expenditure
- level of other cash backed reserves available to meet any unforeseen expenditure
- possibility of identifying further budget savings and efficiencies during the year, if required.

5.2 The key risks in 2011/2012 have now been assessed both in terms of the probability of whether they will occur and the severity of their impact on the Council should they indeed happen. These risks have been ranked as either zero, low, medium or high. Details of this risk assessment, together with other relevant information including any proposed actions taken by the Council to mitigate these risks, are included in Appendix D to this report.

6 GENERAL FUND SERVICES - MONITORING POSITION AS AT 31 DECEMBER 2011

6.1 The forecast position as at 31 December 2011 for General Fund services is summarised below:

	<u>Adjusted</u> <u>Budget</u> <u>2011/12</u> <u>£000</u>	<u>Forecast</u> <u>2011/12</u> <u>£000</u>	<u>Variance</u> <u>£000</u>
Total Expenditure	357,676	358,373	697
Total Income	<u>(357,676)</u>	<u>(358,476)</u>	<u>(800)</u>
Forecast Underspend	<u> -</u>	<u> (103)</u>	<u> (103)</u>

The forecast position as at 31 December 2011 is shown in more detail in the appendices to this report, as follows:

Appendix A shows the variances between budget and projected outturn for each department/service of the Council.

Appendix B provides detailed explanations for the variances against budget that are shown in Appendix A.

Appendix C lists the budget adjustments that have been undertaken to date. These adjustments include funding transfers and the transfer of budgets between budget headings within the Revenue Budget, allocations from Contingencies and also unspent budgets that have been carried forward from the previous financial year.

Appendix D lists the key strategic, operational and financial risks being faced by the Council. These risks have been assessed and ranked accordingly both in terms of the probability of whether they will occur and the severity of their impact on the Council should they indeed happen. Any changes to the assessment from the previous reporting period, together with any additional comments included, are highlighted in bold type.

- 6.2 The following paragraphs summarise the main areas of variance by department along with appropriate explanations. It should be emphasised that this report identifies projections based on the first nine months of the financial year to 31 December 2011. The figures are therefore indicative at this stage and are used by the Chief Executive, Director of Finance and Chief Officers to identify variances against budget and enable corrective action to be taken as appropriate.

Departmental Commentary

6.3 Social Work (£1,930,000 overspend)

The majority of this overspend reflects cost pressures surrounding Children Services, where payments for family placements are expected to be significantly greater than budgeted due to the increased number of children requiring permanent substitute care away from their birth parents. In addition, the department are projecting increased expenditure on third party payments for Adult Care due to further continued cost pressures in this area. These variances will be partly offset by savings that are anticipated due to slippage in staff costs across the department and various additional income projected to be received by the department.

6.4 City Development (£169,000 overspend)

In Building Quality, income for building warrant fees, planning applications and property enquiries continues to be significantly lower than budgeted, reflecting a reduction in these activities due to the ongoing economic climate. In Off Street Car Parks, the level of car parking income is also projected to be lower than budgeted reflecting current usage of the Council's off street car parking facilities. These variances are partly offset by projected savings in staff costs due to unfilled vacancies across the department together with lower than anticipated expenditure on supplies and services and third party payments (please refer to Appendix B for further details).

6.5 Leisure & Communities (£72,000 underspend)

This variance reflects projected savings in staff costs due mainly to an unfilled vacant post together with lower than anticipated expenditure on property costs following a prior year refund for non-domestic rates.

6.6 Finance General (£100,000 underspend)

The above variance reflects savings in staff costs that are anticipated due to a number of unfilled vacancies within the department. This will be partly offset by a projected overspend in supplies and services expenditure together with an estimated shortfall in various income streams received by the department.

6.7 Miscellaneous Services: Chief Executive (£157,000 underspend)

This variance mainly reflects grant income received from Improvement Service not previously assumed in the agreed budgets for Entitlement Cards. This is partly offset by a loss of income contributed from other local authorities for services provided by Employment Unit.

6.8 Finance Revenues (£300,000 underspend)

This variance reflects projected savings in staff costs mainly due to staff slippage together with various additional income anticipated by the department.

6.9 Capital Financing Costs / IORB (£800,000 underspend)

The above reflects a projected saving due to lower than anticipated interest rates together with a reduction in required level of borrowing due to slippage on expenditure in 2011/12 capital programme.

6.10 Council Tax Income (£800,000 additional income)

The above reflects additional income projected to be received this year over and above budgeted level of council tax. This is due to an increase in the total Council Tax billed as a result of an increase in the number and value of chargeable properties.

7 **HOUSING REVENUE ACCOUNT - MONITORING POSITION AT 31 DECEMBER 2011**

7.1 The forecast position as at 31 December 2011 for the HRA is summarised below:

	<u>Adjusted Budget 2011/12 £000</u>	<u>Forecast 2011/12 £000</u>	<u>Variance £000</u>
Total Expenditure	51,859	52,429	570
Total Income	<u>(51,859)</u>	<u>(52,429)</u>	<u>(570)</u>
Forecast Position	_____ -	_____ -	_____ -

7.2 Expenditure on relets and repairs is projected to be greater than budgeted due to increased level of work being carried out. This is projected to be offset by additional rental income that is anticipated to be received along with efficiency savings within the Planned Maintenance Programme. The overall impact is a breakeven position against the adjusted HRA 2011/2012 Revenue Budget.

8 **CHANGING FOR THE FUTURE**

The Policy & Resources Committee on 23 August 2010 approved report 441-2010 on Changing for the Future, including a schedule of individual reviews to be undertaken. A number of these reviews have now been completed and reported to the Changing for the Future Board. The revenue budget savings identified in these completed reviews total around £8.5m in a full financial year. The majority of these savings (e.g. from the Voluntary Early Retirement / Voluntary Redundancy Schemes) have already been reflected in the approved 2011/2012 Revenue Budget. Where the savings have not already been reflected in the approved 2011/2012 Revenue Budget, they are reflected in the 2011/2012 monthly revenue monitoring where appropriate and will be incorporated into the Provisional 2012/2013 Revenue Budget in due course.

9 **CONCLUSION**

As in previous years, the Director of Finance will work with all Chief Officers of the Council to monitor the Council's 2011/2012 Revenue Budget and, through prudent budget management, take every reasonable action to achieve an outturn position below or in line with the approved 2011/2012 Revenue Budget.

10 **POLICY IMPLICATIONS**

This report has been screened for any policy implications in respect of Sustainability, Strategic Environmental Assessment, Anti-Poverty, Equality Impact Assessment and Risk Management. Details of the risk assessment are included in Appendix D to this report.

There are no major issues.

11 **CONSULTATIONS**

The Chief Executive, Depute Chief Executive (Support Services) and all other Chief Officers have been consulted in the calculation of projected outturns included in this report, insofar as they apply to their own individual department.

12 **BACKGROUND PAPERS**

None.

MARJORY M STEWART
DIRECTOR OF FINANCE

02 FEBRUARY 2012

DUNDEE CITY COUNCIL

2011/2012 REVENUE OUTFURN MONITORING

Appendix A

PERIOD 1 APRIL 2011 - 31 DECEMBER 2011

Statement analysing 2011/2012 Projected Revenue Outturn to Budget (Capital Charges, Central Support & Central Buildings Recharges have been excluded from Departments as these costs are outwith their control).

	Approved Budget £000	Budget Adjustments £000	Adjusted Budget £000	Forecast £000	Worse Than Budget £000	Better Than Budget £000	Net Variance £000	Notes	Previous Months Projected Variance £000
General Fund Departments									
Social Work	86,224	796	87,020	88,950	1,930		1,930	1	1,930
City Development	12,722	(240)	12,482	12,651	169		169	2	169
Other Housing	3,348	(53)	3,295	3,322	27		27	3	
Education	121,519	(73)	121,446	121,446				4	
Waste Management	15,065	254	15,319	15,319					
Environmental Health & Trading Stds	2,884		2,884	2,884					
Leisure & Communities	21,532	19	21,551	21,479		(72)	(72)	5	(72)
DCS - Land Services Client	1,951		1,951	1,951					
Supporting People	12,279		12,279	12,279					
Central Support Services:									
Chief Executive	1,497	(94)	1,403	1,403					
Personnel	1,141	97	1,238	1,238					
Information Technology	4,919	727	5,646	5,646					
Support Services - Admin/Legal	3,228	(23)	3,205	3,205					
- Architects	(628)		(628)	(628)					
Finance General	3,353	(7)	3,346	3,246		(100)	(100)	6	(100)
Miscellaneous Services:									
Chief Executive	7,162		7,162	7,005		(157)	(157)	7	(157)
Support Services	68		68	68					
Finance Revenues	3,396	(134)	3,262	2,962		(300)	(300)	8	(250)
Dundee CAB	111		111	111					
Contribution to Employment Unit	85		85	85					
	-----	-----	-----	-----	-----	-----	-----		-----
	301,856	1,269	303,125	304,622	2,126	(629)	1,497		1,520
Miscellaneous Income	(2,567)		(2,567)	(2,567)					
DCS - Contracting Activities and Land Services	(388)	(22)	(410)	(410)					
Capital Financing Costs / Interest on Revenue Balances	24,805	67	24,872	24,072		(800)	(800)	9	(800)
Contingencies									
General	650	(643)	7	7					
Other	42		42	42					
Electricity Contract	594		594	594					
Discretionary NDR Relief	147		147	147					
Supplementary Superannuation Costs	1,918	181	2,099	2,099					
	-----	-----	-----	-----	-----	-----	-----		-----
	327,057	852	327,909	328,606	2,126	(1,429)	697		720
Joint Boards									
Tayside Joint Police Board	16,223		16,223	16,223					
Tayside Fire & Rescue Board	12,553		12,553	12,553					
Tayside Valuation Joint Board	991		991	991					
	-----	-----	-----	-----	-----	-----	-----		-----
Total Expenditure	356,824	852	357,676	358,373	2,126	(1,429)	697		720
Sources of Income									
General Revenue Funding / Contribution from NNDR Pool	(300,302)		(300,302)	(300,302)					
Council Tax	(56,522)		(56,522)	(57,322)		(800)	(800)	10	(800)
Use of Balances -									
Committed Balances c/f	0	(760)	(760)	(760)					
Renewal & Repair Fund	0	(92)	(92)	(92)					
	-----	-----	-----	-----	-----	-----	-----		-----
(Surplus)/Deficit for the year	0	0	0	(103)	2,126	(2,229)	(103)		(80)
	=====	=====	=====	=====	=====	=====	=====		=====
Housing Revenue Account	0		0	0			0	11	0
	=====	=====	=====	=====	===	===	===		===

REASONS FOR 2011/2012 CONTROLLABLE PROJECTED REVENUE OUTTURN VARIANCES
(Excludes Capital Charges, Central Support Services & Office Recharges)

Appendix B

AT 31 DECEMBER 2011

<u>Department</u>	<u>Note</u>	<u>Total Variance £000</u>	<u>Previous Months Total Variance £000</u>	<u>Cost Centre</u>	<u>Subjective Analysis</u>	<u>Breakdown of Projected Variance £000</u>	<u>Breakdown of Previous Months Projected Variance £000</u>	<u>Reason / Basis of Over/(Under)spend</u>
<u>Social Work</u>	1	1,930	1,930	Departmental	Staff	(250)	(250)	Reflects projected savings mainly due to staff slippage.
					Third Party Payments	811	811	Reflects continuous cost pressures around Adult Care.
					Income	(143)	(143)	Non-recurring additional income generated through repayment of cash reserves and balances from Social Work funded voluntary bodies.
				Children	Third Party Payments	112	112	Reflects an increased number of residential and secure care placements being made.
					Third Party Payments	1,600	1,600	Increase in number of children requiring permanent substitute care away from their birth parents.
				Older People	Income	(286)	(286)	Reflects clients non-recurring contributions towards residential accommodation in local authority homes.
				Adult	Income	86	86	Reflects reduction in the utilisation of services by other local authorities partly offset by increased income from charges for enabler and day care services.
<u>City Development</u>	2	169	169	Transportation	Staff	(40)	(40)	Staff costs are projected to be underspent due to various unfilled vacancies.
					Sustainable Transport	Staff	(50)	(50)
					Third Party Payments	(185)	(185)	Reflects lower than anticipated expenditure following changes to contracts for registered bus services.
					Income	75	75	Income for advertising is lower than budgeted, reflecting a reduction in these activities.
					Property	Staff	(160)	(160)
				Building Quality	Staff	(64)	(64)	Staff costs are projected to be underspent due to various unfilled vacancies.
					Income	380	380	Income for building warrants, planning applications and property enquiries is lower than budgeted, reflecting a reduction in these activities due to the current economic climate.
				Mainstream: Economic Development	Supplies & Services	(257)	(257)	Reflects lower than anticipated expenditure on various budget heads.
				City Square	Property	70	70	Reflects projected overspend on health and safety contracts.
				Off Street Car Parks	Income	400	400	Reflects shortfall in level of budgeted income for car parking charges.

REASONS FOR 2011/2012 CONTROLLABLE PROJECTED REVENUE OUTTURN VARIANCES

Appendix B

(Excludes Capital Charges, Central Support Services & Office Recharges)

AT 31 DECEMBER 2011

<u>Department</u>	<u>Note</u>	<u>Total Variance £000</u>	<u>Previous Months Total Variance £000</u>	<u>Cost Centre</u>	<u>Subjective Analysis</u>	<u>Breakdown of Projected Variance £000</u>	<u>Breakdown of Previous Months Projected Variance £000</u>	<u>Reason / Basis of Over/(Under)spend</u>
<u>Other Housing</u>	3	27	Nil	Miscellaneous	Income	30	0	Reflects shortfall in level of income for property enquiries.
<u>Education</u>	4	Nil	Nil	Departmental	Property	(600)	(600)	Reflects projected underspend in energy costs across the department.
					Property	220	220	Reflects overspend on non-domestic rates across the department.
				Nursery	Income	20	20	Reflects lower than budgeted income for various grants.
				Primary	Staff	279	279	Projected teacher numbers expected to be greater than budgeted level in order to meet required pupil to teacher ratios.
				EOTAS	Third Party Payments	81	81	Education Department share of projected overspend on residential and secure placements budget.
<u>Leisure & Communities</u>	5	(72)	(72)	Library, Information & Cultural Services	Property	(36)	(36)	Reflects prior year refund for non-domestic rates on Camperdown House.
				Business Development & Support Services	Staff	(33)	(33)	Staff costs are projected to be underspent due to an unfilled vacant post and a reduction in expenditure on staff training and development.
<u>Finance General</u>	6	(100)	(100)	General	Staff	(202)	(202)	Mainly reflects projected savings due to staff slippage.
					Supplies & Services	57	57	Reflects projected overspend mainly due to legal fees, computer software and other miscellaneous supplies and services being greater than anticipated.
					Income	51	51	Income from property enquiries is lower than budgeted, reflecting a reduction in these activities due to the current economic climate. In addition, insurance fund recharge is lower than expected although this will be offset by a corresponding underspend in staff costs.
<u>Miscellaneous Services: Support Services</u>	7	(157)	(157)	NEC Project	Income	(145)	(145)	Reflects grant income received from Improvement Service.
				Dundee NEC Office	Income	(67)	(67)	Reflects grant income received from Improvement Service.
				Employment Unit	Income	55	55	Reflects loss of income contributions from other local authorities partly offset by various other additional income not included in budget.
<u>Finance Revenues</u>	8	(300)	(250)	Revenues	Staff	(260)	(240)	Projected underspend mainly due to unfilled vacancies and maternity leave.
					Income	(39)	(28)	Mainly reflects additional commission income received from Scottish Water.

REASONS FOR 2011/2012 CONTROLLABLE PROJECTED REVENUE OUTTURN VARIANCES
(Excludes Capital Charges, Central Support Services & Office Recharges)

AT 31 DECEMBER 2011

<u>Department</u>	<u>Note</u>	<u>Total Variance £000</u>	<u>Previous Months Total Variance £000</u>	<u>Cost Centre</u>	<u>Subjective Analysis</u>	<u>Breakdown of Projected Variance £000</u>	<u>Breakdown of Previous Months Projected Variance £000</u>	<u>Reason / Basis of Over/(Under)spend</u>
<u>Capital Financing Costs/IORB</u>	9	(800)	(800)	Corporate	Capital Financing Costs/IORB	(800)	(800)	Reflects projected saving on capital financing costs due to lower than anticipated interest rates together with slippage on expenditure in 2011/12 capital programme.
<u>Council Tax</u>	10	(800)	(800)	Corporate	Income	(800)	(800)	Reflects an increase in total Council Tax billed as a result of an increase in the number and value of chargeable properties.
<u>Housing Revenue Account</u>	11	Nil	Nil	Repairs & Relets		258	342	Mainly reflects the level of responsive repairs that are currently being required.
				Lost Rents and Bad Debts		122	121	Mainly this relates to an increase in lost rents as a result of a greater number of void properties and a fall in the level of council sales.
				Housing Administration		0	(104)	Reflects various projected savings including staff costs, furnishings and training.
				Stair Lighting		10	20	Mainly reflects increased price of electricity charges.
				Homelessness		70	65	Mainly this is due to an anticipated increase in repairs and maintenance expenditure.
				Rent of Houses		(570)	(480)	Increased rental income mainly due to a higher level of housing stock than budgeted.
				Capital Financing Costs		110	36	Overspend reflects higher than budgeted loan repayments.

Appendix C

<u>General Fund Departments</u>	<u>Alloc From Conts £000</u>	<u>2010/11 Under spends b/fwd £000</u>	<u>Funding T/Fs £000</u>	<u>Alloc from R&R Fund £000</u>	<u>Alloc from Other Bals £000</u>	<u>T/Fs Between Depts £000</u>	<u>Other T/Fs £000</u>	<u>Dept Totals £000</u>
<u>Education</u>								
1. DSM Balances		308						
2. T/f Staff Costs to Information Technology						(98)		
3. T/f Supplementary Supn Costs to General Fund						(181)		
4. T/f Staff Costs to CSS - Admin & Legal						(7)		
5. T/f Staff Costs to Leisure & Communities						(60)		
6. Operating Model Re-design - Review of Health & Safety Function						(35)		
								(73)
<u>Social Work</u>								
1. Community Equipment Service		85						
2. T/f Staff Costs to Information Technology						(149)		
3. Cont to Dundee Women's Aid Project	17							
4. Violence Against Women Team						53		
5. Closure of Rosebank Care Home	104							
6. Children's Services Cost Pressures	500							
7. Operating Model Re-design - Review of Health & Safety Function						(19)		
8. Integrated Children Services						205		
								796
<u>City Development</u>								
1. Flood Risk Management		57						
2. T/f Staff Costs to Information Technology						(273)		
3. Dundee House relocation costs				78				
4. T/f Staff Costs to Chief Executive						(89)		
5. T/f Staff Costs to Admin & Legal						(13)		
								(240)
<u>Leisure & Communities</u>								
1. T/f Staff Costs from Finance General						12		
2. Prudential Borrowing - McManus Galleries						(67)		
3. T/f Staff Costs from Education						60		
4. Contribution towards major repairs at Dundee Ice Arena				14				
								19
<u>Waste Management</u>								
1. Various commitments c/fwd		275						
2. Operating Model Re-design - Review of Health & Safety Function						(21)		
								254
<u>CSS - Chief Executive</u>								
1. Contribution to V&A Project	22							
2. T/f Staff Costs from City Development						89		
3. Integrated Children Services						(205)		
								(94)
<u>CSS - Personnel</u>								
1. Operating Model Re-design - Review of Health & Safety Function						97		
								97
<u>CSS - Information Technology</u>								
1. T/f Operations Team from Finance Revenues						145		
2. T/f Staff Costs from City Development						273		
3. T/f Staff Costs from Education						98		
4. T/f Staff Costs from Admin & Legal						62		
5. T/f Staff Costs from Social Work						149		
								727

Appendix C

General Fund Departments	<u>Alloc</u> <u>From</u> <u>Conts</u> <u>£000</u>	<u>2010/11</u> <u>Under</u> <u>spends</u> <u>b/fwd</u> <u>£000</u>	<u>Funding</u> <u>T/Fs</u> <u>£000</u>	<u>Alloc</u> <u>from</u> <u>R&R</u> <u>Fund</u> <u>£000</u>	<u>Alloc</u> <u>from</u> <u>Other</u> <u>Bals</u> <u>£000</u>	<u>T/Fs</u> <u>Between</u> <u>Depts</u> <u>£000</u>	<u>Other</u> <u>T/Fs</u> <u>£000</u>	<u>Dept</u> <u>Totals</u> <u>£000</u>
CSS - Admin & Legal								
1. T/f Staff Costs from Finance Revenues						19		
2. T/f Staff Costs to Information Technology						(62)		
3. T/f Staff Costs from City Development						13		
4. T/f Staff Costs from Education						7		
								(23)
CSS - Finance General								
1. Computer Audit		5						
2. T/f Staff Costs to Leisure & Communities						(12)		
								(7)
MS - Finance Revenues								
1. T/f Staff Costs to CSS - Admin & Legal						(19)		
2. T/f Operations Team to Information Technology						(145)		
3. Single Persons Discount Review		30						
								(134)
Other Housing								
1. Violence Against Women Team						(53)		
								(53)
DCS - Contracting Activities and Land Services								
1. Operating Model Re-design - Review of Health & Safety Function						(22)		
								(22)
Capital Financing Costs / IORB								
1. Prudential Borrowing - McManus Galleries						67		
								67
General Contingency								
1. T/f to Chief Executive (V&A Cont)	(22)							
2. T/f to Social Work (Dundee Women's Aid)	(17)							
3. T/f to Social Work (Rosebank Care Home)	(104)							
4. T/f to Social Work (Children's Services)	(500)							
								(643)
Supplementary Superannuation								
1. T/f Supplementary Supn Costs from Education						181		
								181
Total Adjustments (General Fund)	0	760	0	92	0	0	0	852

Risks - Revenue	Assessment		Risk Management / Comment
	Original	Revised	
<u>General Inflation</u> General price inflation may be greater than anticipated.	Med	Med	Corporate Procurement strategy in place, including access to nationally tendered contracts for goods and services. In addition, fixed price contracts agreed for major commodities i.e. gas and electricity.
<u>Single Status</u> The provision for the costs associated with implementing Single Status may be insufficient.	Low	Low	Departmental budgets increased to cover incremental progression through the new grades.
<u>Equal Pay Claims</u> A provision may be required for the cost of equal pay claims.	Low	Low	Relatively few cases being taken through the Employment Tribunal process.
<u>Capital Financing Costs</u> Level of interest rates paid will be greater than anticipated.	Low/ Med	Low/ Med	Treasury Mgmt Strategy. Limited exposure to variable rate funding.
<u>Interest on Revenue Balances</u> Level of interest rates will be lower than anticipated.	Med/ High	Med/ High	Treasury Mgmt Strategy. Reduction in income will be offset by lower temporary borrowing costs.
<u>Savings</u> Failure to achieve agreed level of savings & efficiencies.	Low/ Med	Low/ Med	General risk mitigation factors (ref para 5.1), in particular, regular monitoring by departments to ensure savings targets are met.
<u>Emerging Cost Pressures</u> The possibility of new cost pressures or responsibilities emerging during the course of the financial year.	Low/ Med	Low/ Med	General risk mitigation factors (ref para 5.1), in particular, regular monitoring by departments to ensure cost pressures are identified early and corrective action can be taken as necessary.
<u>Chargeable income</u> The uncertainty that the level of chargeable income budgeted will be received.	Med/ High	Med/ High	General risk mitigation factors (ref para 5.1), in particular, regular monitoring by departments to ensure any shortfalls are identified as early as possible and corrective action can be taken as necessary.
<u>Council Tax Collection</u> Provision for non-collection of Council Tax (3.2%) may not be adequate.	Low	Low	Provision set takes cognisance of amounts collected for previous financial years. Non-payers subject to established income recovery procedures.

REPORT TO: POLICY & RESOURCES COMMITTEE - 13 FEBRUARY 2012

REPORT ON: CAPITAL EXPENDITURE MONITORING 2011/12

REPORT BY: DIRECTOR OF FINANCE

REPORT NO: 46-2012

1 PURPOSE OF REPORT

1.1 To appraise Elected Members of the latest position regarding the Council's Capital Expenditure programme for 2011/12.

2 RECOMMENDATION

2.1 It is recommended that the Committee note the latest position regarding the Council's Capital Expenditure programme for 2011/12.

3 FINANCIAL IMPLICATIONS

3.1 This report shows the latest projections on capital projects along with actual spend to 31 December 2011.

	General Services Capital 2011/12 £000	Housing HRA Capital 2011/12 £000
Approved Budget	66,566	29,440
Budget Adjustments	<u>(8,130)</u>	<u>(290)</u>
Revised Budget	<u>58,436</u>	<u>29,150</u>
Projected Outturn	<u>58,436</u>	<u>24,039</u>
Variance over/(under) Budget	<u>-</u>	<u>(5,111)</u>
Actual Spend to 31 December 2011	<u>34,963</u>	<u>15,880</u>

An explanation of the major variances since the capital plan was approved at Committee is shown in Section 5 of the report. In terms of the percentage of actual capital spend to projected outturn, General Services and Housing HRA Capital as at 31 December 2011 were 60% and 66% respectively, compared with 57% and 59% respectively for the comparable period to 31 December 2010.

4 BACKGROUND

4.1 The Special Policy & Resources Committee of 10 February 2011 approved the 2011/12 Capital Budget for General Services (Report 53-2011). The Housing HRA Capital Programme 2011/12 was approved at the Policy & Resources Committee on 24 January 2011 (Report 19-2011). The Housing HRA Capital Budget reflects information contained in Scottish Housing Quality Standard submission.

4.2 Local Authorities from 1 April 2004 are required, by Regulation, to comply with the Prudential Code under Part 7 of the Local Government Act 2003. The Capital Budget for 2011/12 is being monitored within the framework of the Prudential Code.

- 4.3 The Capital Monitoring report provides detailed information on individual projects contained within the Capital Budget and the impact of expenditure movements on future financial years.

5 GENERAL SERVICES CURRENT POSITION

- 5.1 Appendix 2 details the actual spend and the latest projected outturns for all projects, detailed by departments. Appendix 1 summarises this information and shows the latest projection of capital resources required to finance the expenditure.

The latest capital monitoring statement shows a revised Projected Outturn for 2011/12 of £58.436m, a decrease of £2.229m since last month's capital monitoring report. The main reasons for this is detailed below.

- 5.1.1 Reduction in projected expenditure of £350,000 on Washbay and Fuel Facility (Environment). This project has been rephased to reflect the latest timescales for this project. This expenditure will be required in future years and will be funded from borrowing.
- 5.1.2 Reduction in projected expenditure of £287,000 on Whitfield Life Services Building (City Development). This project has been rephased to reflect the latest timescales for this project. This expenditure will be required in future years and will be funded from borrowing.
- 5.1.3 Reduction in projected expenditure of £262,000 on Community Regeneration - Lochee (City Development). This expenditure will be used to finance the demolition of the Highgate Shopping Centre which is programmed for 2012/13. This expenditure will be funded from borrowing.
- 5.1.4 Reduction in projected expenditure of £289,000 on Bridge Assessment and Work Programme (City Development). This budget is to be used to finance a National Cycle Route at Douglas Terrace Walkway. This expenditure will be required in 2012/13 and will be funded from borrowing.
- 5.1.5 Reduction in projected expenditure of £160,000 on City Square - Strengthening/Waterproofing (City Development). This expenditure will be required in future years to assist in the funding of City Square Environmental Improvements which are programmed to commence in 2012/13. This expenditure will be funded from borrowing.
- 5.1.6 Reduction in projected expenditure of £117,000 on Coastal Protection Works (City Development). This expenditure will be required in 2012/13 to complete the Coastal Flood Study Stage 2 and associated emergency works. This expenditure will be funded from borrowing.
- 5.1.7 Reduction in projected expenditure of £569,000 on Regional Transport Partnership (City Development). The project has been rephased to reflect the latest timescales. This expenditure will be required in 2012/13. This expenditure will be funded from borrowing.

5.2 Capital Resources

5.2.1 The table below shows the latest position:-

	Approved Budget £000	Adjustments £000	Revised Budget £000	Projected Outturn £000	Variance £000
General Capital Grant	10,186	1,155	11,341	11,341	-
Capital Receipts/Capital Fund	1,854	232	2,086	2,086	-
Capital Funded from Current Revenue	3,210	(625)	2,585	2,585	-
Borrowing	<u>51,316</u>	<u>(8,892)</u>	<u>42,424</u>	<u>42,424</u>	-
	<u>66,566</u>	<u>(8,130)</u>	<u>58,436</u>	<u>58,436</u>	<u>-</u>

5.2.2 The revised budget for Borrowing is £42.424m, a net decrease of £2.229m since last month's capital monitoring report, due to the reasons as detailed in 5.1.1 to 5.1.7.

5.3 The table below shows the effect of 2011/12 adjustments on future years and how these adjustments are financed.

	2011/12 £000	2012/13 £000	2013/14 £000
Adjustments Per Monitoring (per Appendix 3)	<u>(8,130)</u>	<u>15,270</u>	<u>1,416</u>
Financed By:-			
General Capital Grant	1,155	3,282	-
Capital Receipts/Capital Fund	232	-	-
Capital Funded from Current Revenue	(625)	822	-
Borrowing	<u>(8,892)</u>	<u>11,166</u>	<u>1,416</u>
	<u>(8,130)</u>	<u>15,270</u>	<u>1,416</u>

6 **HOUSING HRA - CURRENT POSITION**

6.1 Appendix 2 details the actual spend and the latest projected outturns within Housing HRA Capital Programme. Appendix 1 summarises this information and shows the latest projection of capital resources required to finance the expenditure.

The latest capital monitoring statement shows a Projected Outturn of £24.039m, an increase in projected expenditure of £328,000 since last months capital monitoring report. The main reasons for this are detailed below.

6.1.1 Free From Serious Disrepair - Roof Renewals has increased by £240,000 which is mainly due to the Craigie 5th Phase 2 Programme being updated to reflect the latest phasing showing the work being brought forward from 2012/13 into the current financial year.

6.1.2 Door Entry Systems/Secure Doors programme projected expenditure has decreased by £137,000 due to the programme being rephased to reflect the latest position. This expenditure will be required in 2012/13.

6.2 The latest capital monitoring shows projected capital resources of £22.894m, a reduction in resources of £3.664m since the capital budget was approved. This is due to a reduction in the anticipated receipts from the sale of Council Houses Sales and Land Sales.

- 6.3 Projected capital expenditure as a percentage of projected capital resources is currently standing at 105%. This variance between expenditure and resources will be met by additional slippage which will be identified throughout the year, along with additional prudential borrowings.

7 RISK ASSESSMENT

- 7.1 There are a number of risks which may have an impact on the Capital Expenditure programme for 2011/12. The main areas of risk are set out below, together with the mechanisms in place to help mitigate these risks.
- 7.2 Currently, building cost inflation levels are low, however, they can on occasion be relatively high in comparison to general inflation. Therefore delays in scheduling and letting contracts may lead to increases in projected costs. In such an event, every effort will be made to ensure delays are avoided wherever possible and any increase in costs minimised.
- 7.3 Slippage in the Capital programme leads to the need to reschedule projects in the current year and possibly future years, therefore creating problems in delivering the programme on time. For this reason the programme is carefully monitored and any potential slippage is identified as soon as possible and any corrective action taken.
- 7.4 Capital projects can be subject to unforeseen price increases. The nature of building projects is such that additional unexpected costs can occur. The Council is currently experiencing very competitive tenders. Contingencies are built into the budget for each capital project and these will be closely monitored throughout the project.
- 7.5 There is risk associated with projects that are not yet legally committed as the works are not yet tendered for, and there is potential for costs to be greater than the allowance contained within the Capital Plan. As the majority of spend on these projects is in future years, the risk in the current year is not significant. Future years' Capital Programmes will be adjusted to reflect updated cost estimates.
- 7.6 The accurate projection of the value and timing of capital receipts from asset sales is difficult in the current economic climate. There is therefore a risk that the level of capital receipts assumed in the financing of the capital programme will not be achieved. In preparing the capital plan the Council has budgeted for a low level of Capital receipts being achieved. The Council has a Capital Fund which can be used to cover any shortfall, in the short-term, in the level of receipts required. Similarly, additional borrowing can be used to cover any temporary shortfalls in capital receipts.
- 7.7 The amount and timing of capital receipts can also be difficult to accurately project as sales are often conditional on planning permission and other non-financial factors. This is the case even in times of relative economic stability.
- 7.8 General Capital Grant is received from Scottish Government via the Local Government Finance Settlement each year. There is a risk associated with future years' grants as indications suggest that levels of public sector support may be reduced. In the current Capital Plan the Council has assumed a 10% year on year reduction in General Capital Grant levels received. Any further reductions will necessitate a review of the Council's Capital Programme.
- 7.9 Capital projects must be affordable in terms of their impact on the Council's Revenue Budget. The option appraisal process should ensure that the revenue impact of capital projects has been calculated and reflected in future years' Revenue Budgets.

POLICY IMPLICATIONS

- 8.1 This report has been screened for any policy implications in respect of Sustainability, Strategic Environmental Assessment, Anti-Poverty, and Equality Impact Assessment.

There are no major issues.

9 CONSULTATION

- 9.1 The Chief Executive, Depute Chief Executive (Support Services) and Director of Housing have been consulted in the preparation of this report.

10 BACKGROUND PAPERS

- 10.1 None

**MARJORY M STEWART
DIRECTOR OF FINANCE**

2 FEBRUARY 2012

DUNDEE CITY COUNCIL CAPITAL EXPENDITURE MONITORING 2011/12

Appendix 1

	<u>Approved</u> <u>Capital</u> <u>Budget</u> <u>2011/12</u> <u>£000</u>	<u>Carry</u> <u>Forward</u> <u>from</u> <u>2010/11</u> <u>£000</u>	<u>Budget</u> <u>Adjust</u> <u>£000</u>	<u>Carryforward</u> <u>into</u> <u>Future Years</u> <u>£000</u>	<u>Virements</u> <u>£000</u>	<u>Total</u> <u>Budget</u> <u>Adjustments</u> <u>£000</u>	<u>Revised</u> <u>Capital</u> <u>Budget</u> <u>2011/12</u> <u>£000</u>	<u>Actual</u> <u>Spend</u> <u>30 Nov 2011</u> <u>£000</u>	<u>Actual</u> <u>Spend</u> <u>31 Dec 2011</u> <u>£000</u>	<u>Projected</u> <u>Outturn</u> <u>2011/12</u> <u>£000</u>	<u>Variance</u> <u>£000</u>	<u>Spend as</u> <u>a % of</u> <u>Projected</u> <u>Outturn</u>
GENERAL SERVICES												
<u>Capital Expenditure 2011/12</u>												
Education	21,276	1,287	(134)	(4,245)		(3,092)	18,184	11,639	12,327	18,184	0	68%
Social Work	2,891	304		(1,751)		(1,447)	1,444	1,092	1,089	1,444	0	75%
City Development	20,538	4,318	(495)	(6,240)	1,137	(1,280)	19,258	10,975	12,248	19,258	0	64%
Environment	5,124	1,275		(2,259)	4	(980)	4,144	1,220	1,376	4,144	0	33%
Chief Executive / Support Services/Finance	2,701	796	1,155		(1,108)	843	3,544	1,132	1,258	3,544	0	35%
Leisure & Culture	14,036	761	272	(3,174)	(33)	(2,174)	11,862	5,886	6,665	11,862	0	56%
Capital Expenditure 2011/12	66,566	8,741	798	(17,669)	0	(8,130)	58,436	31,944	34,963	58,436	0	60%
<u>Capital Resources 2011/12</u>												
Expenditure Funded from Borrowing	51,316	7,817	138	(16,847)		(8,892)	42,424	17,705	19,520	42,424		
Capital Grants	10,186		1,155			1,155	11,341	10,320	11,341	11,341		
Capital Funded from Current Revenue	3,210	197		(822)		(625)	2,585	2,232	2,415	2,585		
Capital Receipts:-												
Net Asset Sales/ Capital Fund Contribution	1,854	727	(495)			232	2,086	1,687	1,687	2,086		
Capital Resources 2011/12	66,566	8,741	798	(17,669)	0	(8,130)	58,436	31,944	34,963	58,436		
Capital Expenditure as % of Capital Resources	100%						100%			100%		

DUNDEE CITY COUNCIL CAPITAL EXPENDITURE MONITORING 2011/12

Appendix 1

	<u>Approved</u> <u>Capital</u> <u>Budget</u> <u>2011/12</u> <u>£000</u>	<u>Carry</u> <u>Forward</u> <u>from</u> <u>2010/11</u> <u>£000</u>	<u>Budget</u> <u>Adjust</u> <u>£000</u>	<u>Carryforward</u> <u>into</u> <u>Future Years</u> <u>£000</u>	<u>Virements</u> <u>£000</u>	<u>Total</u> <u>Budget</u> <u>Adjustments</u> <u>2011/12</u> <u>£000</u>	<u>Revised</u> <u>Capital</u> <u>Budget</u> <u>2011/12</u> <u>£000</u>	<u>Actual</u> <u>Spend</u> <u>30 Nov 2011</u> <u>£000</u>	<u>Actual</u> <u>Spend</u> <u>31 Dec 2011</u> <u>£000</u>	<u>Projected</u> <u>Outturn</u> <u>2011/12</u> <u>£000</u>	<u>Variance</u> <u>£000</u>	<u>Spend as</u> <u>a % of</u> <u>Projected</u> <u>Outturn</u>
HOUSING HRA												
Capital Expenditure 2011/12												
Free from Serious Disrepair - Roofs	2,734					0	2,734	1,310	1,512	2,334	(400)	65%
Free from Serious Disrepair - Roughcast	160					0	160	2	2	17	(143)	12%
Free from Serious Disrepair - Windows	90					0	90	44	48	48	(42)	100%
Energy Efficient - External Insulation and Cavity Fill	1,942					0	1,942	127	234	1,948	6	12%
Energy Efficient - Heating, Kitchens and Bathrooms	12,772					0	12,772	6,057	7,534	12,006	(766)	63%
Energy Efficiency - Boiler replacement	50					0	50	22	31	40	(10)	78%
Energy Efficiency - Renewables Initiatives	1,000					0	1,000	2	3	500	(500)	1%
Modern Facilities & Services - Individual Shower Programme	100					0	100	44	43	60	(40)	72%
Healthy, Safe & Secure - Fire Detection	25					0	25	0	0	0	(25)	0%
Healthy, Safe & Secure - Door Entry System & Secure Doors	900					0	900	832	911	1,377	477	66%
Healthy, Safe & Secure - Lift Replacement	500					0	500	0	0	0	(500)	0%
Healthy, Safe & Secure - Security and Stair Lighting	100					0	100	0	0	0	(100)	0%
Miscellaneous - Fees	10					0	10	12	11	15	5	73%
Miscellaneous - Disabled Adaptations	750					0	750	441	525	700	(50)	75%
Increase Supply of Council Housing	4,861					0	4,861	2,899	2,991	2,580	(2,281)	116%
Demolitions	4,046					0	4,046	1,898	2,045	3,303	(743)	62%
Access Road Whitfield	0					0	0	0	0	0	0	0%
East Area Office (Security/Landscaping)	0					0	0	46	46	50	50	92%
Owners Receipts	(890)					0	(890)	(54)	(56)	(939)	(49)	6%
Community Care - Sheltered Lounge Upgrades	50		(50)			(50)	0				0	0%
Community Care - Warden Call Replacement	240		(240)			(240)	0				0	0%
Capital Expenditure 2011/12	29,440	0	(290)	0	0	(290)	29,150	13,682	15,880	24,039	(5,111)	66%
Capital Resources 2011/12												
Expenditure Funded from Borrowing	19,671					0	19,671	11,884	13,873	19,671		
Capital Receipts:-												
Council House Sales	2,887					0	2,887	1,502	1,557	2,064		
Land Sales	3,200					0	3,200	9	9	409		
Sale of Last in Block	800					0	800	361	441	750		
	26,558	0	0	0	0	0	26,558	13,756	15,880	22,894		
Capital Expenditure as % of Capital Resources	111%						110%			105%		

EDUCATION CAPITAL MONITORING 2011/12

Nature of Expenditure	Approved Budget 2011/12 £'000	2010/11 Carry Forward £'000	Budget Adjust. £'000	C/f into Future Years £'000	Virements £'000	Total Adjusts £'000	Revised Budget 2011/12 £'000	Expenditure to 30/11/2011 £'000	Expenditure to 31/12/2011 £'000	Projected Outturn 2011/12 £000
Structural Improvement	200				(100)	(100)	100	78	78	100
Kitchen Improvements	90				(38)	(38)	52	46	46	52
Computers	645					0	645	580	580	645
Vehicles	35				5	5	40	0	0	40
Cladding	324				(323)	(323)	1	0	0	1
Public Access	50				(3)	(3)	47	1	1	47
Curriculum Improvements	150				126	126	276	256	256	276
Electrical Upgrades	300				91	91	391	392	425	391
General Improvements & Upgrades	25	500			103	603	628	467	467	628
Replacement Heating Systems	450				61	61	511	477	510	511
Roof Replacements	400				223	223	623	467	505	623
Window Replacements	500				(318)	(318)	182	160	160	182
Toilets	100				193	193	293	299	299	293
Kingspark Special Project		213				213	213	45	45	213
Whitfield Project	5,078	219		195	(250)	164	5,242	4,001	4,001	5,242
Balgarthno Project	3,150	12		(2,077)		(2,065)	1,085	503	587	1,085
West End Project	8,701	6	(134)	(2,258)	(90)	(2,476)	6,225	2,632	3,132	6,225
Harris Project	200	147		(105)		42	242	102	102	242
Less Scottish Government Capital Grant		(47)				(47)	(47)	(47)	(47)	(47)
Furniture - New Primaries					250	250	250	5	5	250
Eastern PS Transfer to Grove	878	237			70	307	1,185	1,165	1,165	1,185
Balances	-					0	0	10	10	0
Education Total	21,276	1,287	(134)	(4,245)	0	(3,092)	18,184	11,639	12,327	18,184

SOCIAL WORK CAPITAL MONITORING 2011/12

Nature of Expenditure	Approved Budget 2011/12 £'000	2010/11 Carry Forward £'000	Budget Adjust. £'000	C/f into Future Years £'000	Virements £'000	Total Adjusts £'000	Revised Budget 2011/12 £'000	Expenditure to 30/11/2011 £'000	Expenditure to 31/12/2011 £'000	Projected Outturn 2011/12 £000
Property Upgrades	50	50					50	100	54	100
Elmgrove House Replacement	750			(310)		(310)	440			440
Day Services Acc for Learning Disabilities - Wellgate Day Centre	199	16		(210)		(194)	5	(1)	(1)	5
Day Services Acc for Learning Disabilities - Whitetop Centre	1,242			(1,222)		(1,222)	20			20
Elms Residential Unit for Young People	109	61				61	170	147	147	170
Seymour Lodge Replacement	1,175	496		(27)		469	1,644	1,252	1,253	1,644
(Less Contribution Tayside Health Board)	(392)	(166)		10		(156)	(548)	(135)	(135)	(548)
(Less Contribution Tayside Police Joint Board)	(392)	(165)		8		(157)	(549)	(135)	(135)	(549)
Refurbishment MacKinnon Centre	150					0	150	6	6	150
Claverhouse Offices - Sprinklers		12				12	12			12
Oakland Roof						0	0			0
Millview Cottage								(96)	(100)	
Social Work Total	2,891	304	0	(1,751)	0	(1,447)	1,444	1,092	1,089	1,444

CITY DEVELOPMENT CAPITAL MONITORING 2011/12

Nature of Expenditure	Approved Budget 2011/12 £'000	2010/11 Carry Forward £'000	Budget Adjust. £'000	C/f into Future Years £'000	Virements £'000	Total Adjusts £'000	Revised Budget 2011/12 £'000	Expenditure to 30/11/2011 £'000	Expenditure to 31/12/2011 £'000	Projected Outturn 2011/12 £000
BUILDING & PROPERTY										
Parking										
Allan Street Car Park & Associated Road Works	4,185	197		(822)		(625)	3,560	2,232	2,415	3,560
Administrative Buildings										
Tayside House Pooled Property Payment	50					0	50	50	50	50
Dundee House	1,754	810	(495)		1,050	1,365	3,119	3,061	3,062	3,119
Office Accommodation	419	282			(600)	(318)	101	9	9	101
City Square - Strengthening/Waterproofing	200			(160)		(160)	40	27	27	40
City Square -Toilets (retention)								(4)	(4)	
Automatic Meter Reading Equipment		82				82	82			82
Whitfield Life Services Building	4,185	72		(3,944)		(3,872)	313	78	139	313
V & A Dundee		116	3,100	(1,116)		2,100	2,100	887	887	2,100
Less Capital Grant Scottish Government		(116)	(3,100)	1,116		(2,100)	(2,100)	(795)	(795)	(2,100)
Industry/Business										
Acquisition of Land/Buildings	250	375			(470)	(95)	155			155
Industrial Estates Improvements	250	110			(106)	4	254			254
Business Support Initiative	50				(50)	(50)	0	0	0	0
Incubator units								0	(2)	
Other Expenditure										
Shopping Parade Improvements	150	174			6	180	330	(4)	2	330
Mews Building		83			(37)	46	46	33	33	46
Demolition of Surplus Properties	550	628			55	683	1,233	28	28	1,233
St Saviours		55			(55)	0	0			0
ROADS INFRASTRUCTURE										
Road & Minor Schemes										
Road Safety Measures	150	50				50	200	58	95	200
Pedestrian Crossings / Traffic Lights	100					0	100	100	109	100
Footpaths	300	110				110	410	18	63	410
Unadopted Footpaths					640	640	640	181	247	640
Cycling, Walking & Safer Streets					231	231	231	76	105	231
Less Scottish Government Grant Funding					(206)	(206)	(206)			(206)
Dundee House / Police Fibre optic					130	130	130	74	74	130
Smarter Choices Smarter Places		70				70	70			70
Environmental Improvements Programme										
Central Area & Other Projects	200	237			179	416	616	347	453	616
Community Regeneration Project										
Lochee	180		18	(262)	100	(144)	36	32	34	36
Less Capital Receipts			(18)			(18)	(18)		(18)	(18)
Whitfield	10					0	10	0		10
Hilltown	10	38				38	48	37	37	48
Accepted Practices										
Street Lighting Renewal	580					0	580	503	527	580
Road Reconstruction / Recycling	1,500					0	1,500	1,057	1,164	1,587
Less Contribution Sidlaw ave								(87)	(87)	(87)
Bridge Assessment & Work Programme	289			(289)		(289)	0			0
Linlathen Bridge East	312	22				22	334	198	296	334
Less Developers Contributions	(312)	(22)				(22)	(334)	(198)	(296)	(334)
Regional Transport Partnership	2,799	151		(569)	(100)	(518)	2,281	726	1,012	2,281
Less TACTRAN Grant	(290)	(151)				(151)	(441)	(441)	(441)	(441)
Coastal Protection Works	230	17		(117)		(100)	130	96	96	130
Beach Defences Broughty Ferry		552		(77)		475	475	435	435	475
Dykes of Gray	2,437	376			60	436	2,873	2,024	2,246	2,873
Whitfield Road					310	310	310	139	246	310
City Development Total	20,538	4,318	(495)	(6,240)	1,137	(1,280)	19,258	10,975	12,248	19,258

ENVIRONMENT CAPITAL MONITORING 2011/12

Nature of Expenditure	Approved Budget 2011/12 £'000	2010/11 Carry Forward £'000	Budget Adjust. £'000	C/f into Future Years £'000	Virements £'000	Total Adjusts £'000	Revised Budget 2011/12 £'000	Expenditure to 30/11/2011 £'000	Expenditure to 31/12/2011 £'000	Projected Outturn 2011/12 £000
Purchase of Bins	240					0	240	164	191	240
Baldovie Redevelopment	300					0	300		0	300
Riverside Landfill Site	50	110			(81)	29	79	25	28	79
Purchase of Skips	30				(30)	(30)	0	0	0	0
Waste Management Property	480			(150)	(22)	(172)	308	6	6	308
Purchase of Vehicles & Equipment	600		13			13	613	584	625	613
(Less Sale of Vehicles)			(13)			(13)	(13)	(15)	(15)	(13)
Fleet - Washbay and Fuel Facility	350			(350)		(350)	0	0	0	0
Recycling Initiatives/Zero Waste Fund	223	110				110	333	0	0	333
Air Quality Monitoring Equipment	30			(60)	30	(30)	0	0	0	0
Contaminated Land	117					0	117	22	22	117
Public Open Space	50					0	50	0.00	0	50
Playground Improvements	50	18			(18)	0	50	0	0	50
Purchase of Plant, Machinery & Vehicles	450	442	24			466	916	201	201	916
(Less Sale of Vehicles)			(24)			(24)	(24)	(24)	(24)	(24)
DISC Replacement Pitches		350	225		(77)	498	498	16	86	498
(Less SportScotland Funding)			(225)			(225)	(225)			(225)
Parks / Master Plan	80				22	22	102	71	71	102
Caird Park Velodrome		87	91		127	305	305	6	6	305
(Less SportScotland Funding)			(91)			(91)	(91)			(91)
Camperdown Gardeners Cottage					19	19	19			19
Camperdown Country Park - Development Plan	60	10			18	28	88			88
Cemeteries	501	55		(476)		(421)	80	21	21	80
New Cemetery Linlathen	1,358	(20)		(1,223)		(1,243)	115	41	56	115
Environmental/Paths for All	55	13				13	68	14	14	68
(Less Forestry Commission Grant)										
Purchase of Vehicles & Equipment	100	100	14		(14)	100	200	102	102	200
(Less Sale of Vehicles)			(14)			(14)	(14)	(14)	(14)	(14)
Allotments					30	30	30			30
Environment Total	5,124	1,275	0	(2,259)	4	(980)	4,144	1,220	1,376	4,144

CHIEF EXECUTIVE/SUPPORT SERVICES/FINANCE CAPITAL MONITORING 2011/12

Nature of Expenditure	Approved Budget 2011/12 £'000	2010/11 Carry Forward £'000	Budget Adjust. £'000	C/f into per Cap Plan £'000	Virements £'000	Total Adjusts £'000	Revised Budget 2011/12 £'000	Expenditure to 30/11/2011 £'000	Expenditure to 31/12/2011 £'000	Projected Outturn 2011/12 £'000
Vacant & Derelict Land Fund - 07/08 - 10/11 Programme		313	35		81	429	429	361	398	429
(Less Scottish Government Capital Grant)		(164)				(164)	(164)	(164)	(164)	(164)
(Less Sustran Contribution)			(35)			(35)	(35)	(35)	(35)	(35)
Vacant & Derelict Land Fund - 2011/12 Programme			1,435			1,435	1,435			1,435
(Less Scottish Government Capital Grant)			(1,435)			(1,435)	(1,435)			(1,435)
Central Waterfront										
Surface Water Drainage Tank			15			15	15	16	16	15
Works Completion Bridge Ramp One incl Gellatyst	1,993		(623)			(623)	1,370	1,370	1,370	1,370
Completion of Western Road Network			229			229	229	103	115	229
Construction New Rail Bridge, Concourse	525		(51)			(51)	474	292	292	474
Junction 6 & Public Utilities Diversions	850		1,478			1,478	2,328	192	192	2,328
A92/Trades Lane	7		8			8	15	5	5	15
Demolition Tayside House & Olympia	1,900		(800)			(800)	1,100	43	43	1,100
Discovery - Coach Park & Service Road to V&A			45			45	45		31	45
Land Decontamination	300					0	300			300
Project Management & Design	71		300			300	371	292	292	371
V & A Dundee			5			5	5	7	6	5
(Less SE Contribution)	(5,114)		549			549	(4,565)	0	(2,128)	(4,565)
Cycling, Walking & Safer Streets	206				(206)	(206)	0			0
Less Scottish Government Grant Funding	(206)				206	206	0			0
Unadopted Footpaths	500	140			(640)	(500)	0			0
Disabled Access	50					0	50			50
Health & Safety Works	589	255			(549)	(294)	295			295
Purchase of Computer Equipment	850	55				55	905	573	613	905
Energy - Spend to Save	100					0	100			100
ICT Strategy	50	16				16	66	17	17	66
Telephony and Data Network & Infrastructure Upgrade	20	116				116	136	172	172	136
Procurement Purchase to Payment System		29				29	29		19	29
Corporate Electronic Records Management System	10	36				36	46	4	4	46
Chief Executive/Support Services/Finance Total	2,701	796	1,155	0	(1,108)	843	3,544	1,132	1,258	3,544

LEISURE & CULTURE CAPITAL MONITORING 2011/12

Nature of Expenditure	Approved Budget 2011/12 £'000	2010/11 Carry Forward £'000	Budget Adjust. £'000	C/f into per Cap Plan £'000	Virements £'000	Total Adjusts £'000	Revised Budget 2011/12 £'000	Expenditure to 30/11/2011 £'000	Expenditure to 31/12/2011 £'000	Projected Outturn 2011/12 £'000
McManus Galleries Restoration & Dev Project								(138)	(138)	0
(Less Historic Scotland)								28	28	0
McManus Display								(4)	(4)	0
(less MGS / Orchar Fund / PF Trust Concls.)								0	0	0
Leisure Centre Improvements	50					0	50	0	0	40
Dick McTaggart Gymnastic Centre	1,800	(32)	178			146	1,946	373	561	1,946
(Less SportScotland Funding)	(1,200)					0	(1,200)	0		(1,200)
Allan Street New Swimming Pool	13,959	578		(3,362)		(2,784)	11,175	6,370	6,959	11,175
(Less SportsScotland Lottery Funding)	(1,188)			188		188	(1,000)	(1,000)	(1,000)	(1,000)
Camperdown Development (incl Visitor Ctre & Electrical Works)		36			21	57	57	52	52	77
DCA	80					0	80	23	23	70
Caird Hall	100	70				70	170	70	70	170
Roof Replacement/Improvement Programme	110					0	110			110
Camperdown Roof Replacement	221	118	65		4	187	408	207	207	408
(Less Historic Scotland)	(46)		(65)			(65)	(111)	(96)	(96)	(111)
Window Replacement	75				(75)	(75)	0	0		0
Heating & Ventilation	75					0	75	0		75
Dundee Ice Arena - Storage Area		(9)	94		3	88	88	1	1	88
Purchase of Equipment					14	14	14	0		14
Community Centres									2	0
Leisure & Communities Total	14,036	761	272	(3,174)	(33)	(2,174)	11,862	5,886	6,665	11,862

HOUSING HRA CAPITAL MONITORING 2011/12

Nature of Expenditure	Approved Budget 2011/12 £'000	Budget Adjust. £'000	C/f into Future Years £'000	Total Adjusts £'000	Revised Budget 2011/12 £'000	Expenditure to 30/11/2011 £'000	Expenditure to 31/12/2011 £'000	Projected Outturn 2011/12 £'000
Free From Serious Disrepair								
Roof Replacement	2,734			0	2,734	1,310	1,512	2,334
Roughcast Renewal	160			0	160	2	2	17
Windows	90			0	90	44	48	48
Energy Efficiency								
External Insulation and Cavity	1,942			0	1,942	127	233	1,948
Heating, Kitchens and Bathrooms & Showers	12,772			0	12,772	6,057	7,534	12,006
Ferolli & Ravenheart boiler replacement	50			0	50	22	31	40
Renewable Initiatives	1,000			0	1,000	2	3	500
Modern Facilities and Services								
Individual Shower Programme	100			0	100	44	43	60
Healthy, Safe and Secure								
Fire Detection	25			0	25	0	0	0
Door Entry System	900			0	900	832	911	1,377
Lift Replacement	500			0	500	0	0	0
Security & Stair Lighting	100				100	0	0	0
Increase Supply of Council Housing								
New Builds	4,861			0	4,861	2,899	2,991	2,580
Demolitions	4,046			0	4,046	1,898	2,045	3,303
Access Road Whitfield						0	0	0
Miscellaneous								
Fees	10			0	10	12	12	15
Disabled Adaptations	750			0	750	441	525	700
East Area Office (Security/Landscaping)				0	0	46	46	50
Owner Receipts	(890)			0	(890)	(54)	(56)	(939)
Community Care								
Sheltered Lounge Upgrades	50	(50)		(50)	0	0	0	
Warden Call Replacements	240	(240)		(240)	0	0	0	
Housing HRA Total	29,440	(290)	0	(290)	29,150	13,682	15,880	24,039

CAPITAL MONITORING 2011/12**Summary of Changes to Approved Budget 2011/12**

(and effect on future years)

	<u>2011/12</u>	<u>2012/13</u>	<u>2013/14</u>
	<u>£000</u>	<u>£000</u>	<u>£000</u>
Adjustments:			
<u>Education</u>			
Carry forward from 2010/11	1,287		
West End PS - reduction and rephasing of expenditure	(2,482)	1,515	(150)
Balgarthno PS - rephasing of expenditure	(2,077)	356	1,127
Harris Academy - rephasing of expenditure & income	(105)	150	358
Whitfield PS - rephasing of expenditure	195	(195)	
General Improvements Upgrades (virement from West End PS)	90		
<u>Social Work</u>			
Carry forward from 2010/11	304		
Seymour Lodge - rephasing of expenditure (net of external contributions)	(9)	9	
Whitetop Centre - rephasing of expenditure	(1,222)	1,222	
Elmgrove House - rephasing of expenditure & increased cost	(310)	758	
Wellgate Day Centre - rephasing of expenditure	(210)	210	
<u>City Developments</u>			
Carry forward from 2010/11	4,318		
Allan Street Car Park & Associated Road Works - rephasing of expenditure	(822)	822	
Transfer of Unadopted Footpaths and CWSS from Chief Executive	640	500	
Whitfield Life services - rephasing of expenditure	(3,657)	3,576	81
CWSS - transfer from Chief Executive's Health & Safety Budget	25		
Dundee House - vire from Chief Executive's Health & Safety Budget	450		
Office Accommodation - reduction in uncommitted budget	(495)		
Environmental Improvements - Central Area & Other Projects	22		
City Square - Strengthening/Waterproofing - Carry forward to 2012/13	(160)	160	
Lochee - Carry forward to 2012/13	(262)	262	
Regional Transport Partnership - Carry forward to 2012/13	(569)	569	
Coastal Protection Works - Carry forward to 2012/13	(117)	117	
Beach Defences Broughty Ferry - Carry forward to 2012/13	(77)	77	
Whitfield Life services - rephasing of expenditure	(287)	287	
Bridge Assessment & Work Programme - Carry forward to 2012/13	(289)	289	
<u>Environment</u>			
Carry forward from 2010/11	1,275		
DISC Replacement Pitches - vire from Leisure & Culture (Window Replacement)	13		
Caird Park Velodrome - vire from Leisure & Culture (Window Replacement)	37		
Camperdown Gardener's Cottage - vire from Chief Executive (Health & Safety)	19		
Purchase of Equipment - vire to Leisure & Culture	(14)		
New Cemetery Linlathen - rephasing of expenditure	(1,223)	1,223	
Birkhill Cemetery Extension - rephasing of expenditure	(476)	476	
Waste Management Property - vire to Environmental Improvements City Development	(22)		
Allotments - Vire from Chief Executive's Health & Safety Budget	30		
Air Quality Monitoring - Carry forward to 2012/13	(60)	60	
Riverside Landfill Site - Vire to Chief Executive	(81)		
Waste Management Property - Carry forward to 2012/13	(150)	150	
Fleet - Washbay & Fuel Facility	(350)		
<u>Chief Executive, Support Services & Finance</u>			
Carry forward from 2010/11	796		
Central Waterfront - rephasing of expenditure and income	1,155		
Transfer of Unadopted Footpaths and CWSS to City Development	(640)	(500)	
Camperdown Gardener's Cottage - vire to Environment	(19)		
Health & Safety - vire to CWSS City Development	(25)		
Health & Safety - vire to Dundee House City Development	(450)		
Health & Safety - vire to Allotments Environment Dept	(30)		
VDLF - Vire from Environment	81		
<u>Leisure & Culture</u>			
Carry forward from 2010/11	761		
Dundee Ice Arena - Storage Area	94		
Purchase of Equipment - vire from Environment	14		
Window Replacement - vire to Environment (DISC Replacement Pitches)	(13)		
Window Replacement - vire to Environment (Caird Park Velodrome)	(37)		
Allan Street Swimming Pool - rephasing of expenditure & income	(3,174)	3,174	
Dick McTaggart - increase in total project cost	178	3	
	(8,130)	15,270	1,416

REPORT TO: POLICY AND RESOURCES COMMITTEE - 13 FEBRUARY 2012

REPORT ON: DUNDEE COMMUNITY REGENERATION FUND 2011/12

REPORT BY: CHIEF EXECUTIVE

REPORT NO: 57-2012

1. PURPOSE OF REPORT

1.1 This report confirms the Community Regeneration Fund allocations for 2011/12 and makes recommendations for grants.

2. RECOMMENDATIONS

2.1 It is recommended that committee approves the funding proposals contained in section 5 of this report.

3. FINANCIAL IMPLICATIONS

3.1 This report makes allocations from the Dundee Community Regeneration Fund which was approved at Policy and Resources Committee of 7 December 2009. An allocation of £125,000 is available to each of the Community Regeneration Forums in the city for each of the three years from 2010/11.

3.2 Grants of £18,092 in 2011/12 and £71,323 in 2012/13 are recommended in this report.

4. BACKGROUND

4.1 Policy and Resources Committee on 7 December 2009 approved Report No 58-2010 which set out arrangements for the mainstreaming of the Fairer Scotland Fund. This included the commitment to continue to make funding available to community regeneration forums to support local regeneration activity.

4.2 The community regeneration forums have been recognised by the Scottish Government as best practice. They are a strong democratic means of identifying and responding to local need, promote community empowerment and capacity building and work well in representing a community regeneration perspective within Local Community Planning Partnerships.

4.3 Report No 84-2010 on 22 February 2010 approved the arrangements for making allocations for the six wards with data zones identified as within the most disadvantaged 15% in Scotland as defined by the Scottish Index of Multiple Deprivation 2008. These are Coldside, East End, Lochee, Maryfield, North East and Strathmartine.

4.4 Each forum has an annual allocation of £125,000 for each of the three years 2010/11, 2011/12 and 2012/13.

4.5 The process by which Dundee City Council allocates funding to local projects through community regeneration forums was agreed by Policy and Resources Committee in December 2004 (Report No 743-2004). The same procedures apply to the Dundee Community Regeneration Fund.

4.6 Community regeneration forums will be invited to allocate funding of up to £25,000 on small grants, up to £50,000 on diversionary and preventative youth work and no less than £50,000 on physical improvements.

5. FUNDING ALLOCATIONS AND PROPOSALS

- 5.1 The budget for each community regeneration forum is summarised below, together with allocations proposed in this report. (Totals include agreed carry forwards from 2010/11).

Dundee Partnership Fund 2011- 2012

Local Forum	Total Allocation	Previously Allocated	Current Proposals	Still Available
Coldside	£137,127	£137,127	£0	£0
East End	£126,000	£126,000	£0	£0
Lochee	£125,571	£86,382	£400	£38,789
Maryfield	£160,993	£105,201	£12,678	£43,114
North East	£125,283	£110,467	£3,000	£11,816
Strathmartine	£125,156	£78,806	£2,014	£44,336
Total	£800,130	£643,983	£18,092	£138,055

Dundee Partnership Fund 2012-13

Local Forum	Total Allocation	Previously Allocated	Current Proposals	Still Available
Coldside	£125,000	£2,414	£0	£122,586
East End	£125,000	£0	£41,946	£83,054
Lochee	£125,000	£0	£0	£125,000
Maryfield	£125,000	£19,055	£5,377	£100,568
North East	£125,000	£13,168	£0	£111,832
Strathmartine	£125,000	£8,448	£24,000	£92,552
Total	£750,000	£43,085	£71,323	£635,592

- 5.2 The proposals contained in Appendix A recommend the allocation from local budgets of £18,092 in 2011/12 and £71,323 in 2012/13.

6. POLICY IMPLICATIONS

- 6.1 The community regeneration process has previously been screened for policy implications in respect of Sustainability, Strategic Environmental Assessment, Anti-poverty and Risk Management.

The Equality Impact Assessment carried out for Report No 507-2010 in September 2010 fully addresses the proposals in this report and is available on the Council website <http://www.dundee.gov.uk/equanddiv/equimpact/>.

- 6.2 The resources made available through the Dundee Community Regeneration Fund are targeted on those areas which fall within the most disadvantaged 15% of data zones in the 2008 Scottish Index of Multiple Deprivation. This funding is intended to tackle a range of inequalities.

7 CONSULTATIONS

- 7.1 Consultation has taken place with the Depute Chief Executive and the Director of Finance
- 7.2 Partner agencies, community representatives and voluntary sector representatives have also been consulted and involved in the assessment of applications and the formation of recommendations contained in this report.

8 BACKGROUND PAPERS

- 8.1 Report to Policy and Resources Committee, December 2004, Report No 743-2004.
- 8.2 Report to Policy and Resources Committee, December 2009, Report No 591-2009.
- 8.3 Equality Impact Assessment Report.

David K Dorward
Chief Executive

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03/02/2012

Ref No.	Applicant	Ward	Description of Project	Total Project Costs	Amount Requested	Forum Decision Amount
EE003	Douglas CC LMG	East End	To provide under 12's term time activities for 30 children at Douglas Community Centre	£1,870	£1,870	£1,870 2012/13
EE004	Douglas CC LMG	East End	To provide under 12's Holiday provision for 20 children per day (and a total of approximately 50 children) at Douglas Community Centre	£2,750	£2,750	£2,750 2012/13
EEY001	Factory Skate Park	East End	To provide youth diversionary activities through holiday provision, a homework support club and youth club courses. A total of approximately 400 children will benefit	£58,992	£19,450	£13,714 2012/13
EEY002	East Youth Team	East End	To provide streetwork engagement and diversionary activities (BMX, Football, Dance, etc.) for approximately 250 young people within the MidLin area of the East End	£14,708	£14,708	£14,708 2012/13
EEY006	East End Youth Team	East End	To provide a range of diversionary and learning activities for 200 young people within the east end area	£3,360	£3,360	£3,360 2012/13
EEY007	Dundee WASPs Rugby	East End	To purchase equipment and publicity materials for a new youth rugby team and recruit from the East End ward	£1,028	£1,028	£1,028 2012/13
EEY008	East Youth Team	East End	To provide a fresh fruit delivery to six local youth groups and projects to promote healthy eating to approximately 180 children each week	£4,516	£4,516	£4,516 2012/13

Ref No.	Applicant	Ward	Description of Project	Total Project Costs	Amount Requested	Forum Decision Amount
L027	Lochee Out of School Club	Lochee	To hold a Scottish Cultural Night and Zumba classes for 54 young people	£400	£400	£400 2011/12
M017	Dundee International Women's Centre	Maryfield	To purchase a purpose built database to enable the project to collate and manage all service users information more efficiently	£14,398	£4,800	£4,800 2011/12
MY019	Dundee Wasps Rugby Club	Maryfield	To purchase equipment and publicity materials for a new youth rugby team and recruit from the Maryfield area	£1,028	£1,028	£1,028 2011/12
MY020	The Shore and Morgan Academy	Maryfield	To employ an arts worker to work approximately 50 with young people over 14 months on a research and creative project focussed on Baxter Park	£16,880	£6,831	£1454 2011/12 £5377 2012/13
MP012	Friends of Stobsmuir Park	Maryfield	To install a disabled access ramp to enable access to the park and ponds by wheelchair users and people with mobility problems	£5,396	£5,396	£5,396 2011/12
NE020	Claverhouse - Target Hardening Project	North East	Assisting vulnerable people who have been the victim of crime by fitting a variety of home security measures such as locks, slip bolts, chains, view-com systems, keepers, etc. at a cost of approximately £150 per home	£1500	£1500	£1500 2011/12

Ref No.	Applicant	Ward	Description of Project	Total Project Costs	Amount Requested	Forum Decision Amount
NE022	North East Community Planning Partnership	North East	To fund printing and distribution of 7,500 copies of the North East Now Newsletter	£1500	£1500	£1500 2011/12
S027	Roly Poly Craft Group	Strathmartine	To purchase craft resources and materials	£514	£514	£514 2011/12
S028	St Mary's Community Church	Strathmartine	To improve and increase toilet provision for both men and women in the church, benefiting approximately 70 people per week, including cafe clients	£1840	£1500	£1500 2011/12
SY003	Dundee West Youth Work Team	Strathmartine	To enable the team to deliver a range of youth work activities for approximately 105 local young people aged between 10-18 in Ardler, St Mary's and Kirkton	£24,000	£24,000	£24,000 2012/13

Allocation from 2011-12 budget: £18,092

Allocation from 2012-13 budget: £71,323

REPORT TO: POLICY AND RESOURCES COMMITTEE - 13 FEBRUARY 2012

REPORT ON: ANNUAL CONSUMER SURVEY 2011

REPORT BY: CHIEF EXECUTIVE

REPORT NO: 36-2012

1. PURPOSE OF REPORT

This report summarises the main findings from the 2011 Annual Consumer Survey and explains their use.

2. RECOMMENDATIONS

It is recommended that the Committee:

- (i) note the results contained in this report and agree that the issues raised should continue to be addressed as part of the Council's commitment to continuous improvement using the Public Sector Improvement Framework model
- (ii) remit the Chief Executive to investigate the reasons for any results which show a decline compared to previous year
- (iii) remit the Chief Executive to disseminate the customer contact results to departments for use in staff training on customer care
- (iv) invite each Local Community Planning Partnership to consider the key results for their area
- (v) authorise officers to publish the report on the Council's website and make available copies on request as part of the Council's commitment to Public Performance Reporting

3. FINANCIAL IMPLICATIONS

None.

4. INTRODUCTION

- 4.1 The Council commissions an Annual Consumer Survey as part of evaluating progress towards achieving the objectives set out in the Council Plan. The main purpose of the survey is to track over time a core set of questions related to customer satisfaction issues and the public's overall perception of the Council as an organisation. In addition, the survey asks about crime; the way in which respondents access, or would like to access Council services; and about satisfaction with local facilities, environment and quality of life.
- 4.2 The survey is conducted by an independent market research company, currently Research Resource. As in the past 4 years, the city-wide survey was based on a sample of 800 citizens, increased from the 400 surveyed in previous years, which allows some analysis at ward level for use by Local Community Planning Partnerships. Respondents were interviewed in their homes during October and November 2011.
- 4.3 Key results from the survey are summarised below. A full copy of the research report will be sent to each Group Secretary and made available in the members' lounge. To achieve efficiency savings through economies of scale, this year's survey was again

carried out in conjunction with a wider household survey on behalf of the Dundee Partnership, which covers issues such as neighbourhoods, housing, community involvement, health, employment, community safety and money matters, and focuses in particular on community regeneration areas, although city-wide results are also analysed for comparative purposes. Results of this will be reported through the Dundee Partnership, and are included in the full copy of the research report referred to above. A summary of key results for each ward will be sent to each Local Community Planning Partnership.

5. KEY RESULTS

5.1 Customer Care

5.1.1 A key objective of the survey is to gauge the levels of customer satisfaction perceived by people who contact a Council service, either by phone or by visit to an office. Tables 1 and 2 below show the results on a range of satisfaction indicators in 2011 compared to previous years. The % figures shown represent those who said they were very or fairly satisfied.

Table 1

Satisfaction with Telephone Contacts	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011
Overall Friendliness/Courtesy of Staff	96%	78%	84%	92%	93%	87%	93%	86%	95%	96%
How Quickly Phone Was Answered	100%	84%	85%	91%	91%	94%	94%	98%	99%	97%
How Well Staff Understood What Was Wanted	84%	80%	79%	90%	93%	92%	91%	83%	89%	92%
Overall Helpfulness of Staff	96%	78%	84%	92%	93%	87%	93%	86%	95%	96%
Ease of Getting Someone Who Could Help	97%	74%	76%	80%	89%	88%	93%	93%	97%	97%
Outcome of Contact	53%	64%	71%	77%	82%	72%	77%	71%	72%	79%
Average	88%	76%	80%	87%	90%	87%	90%	86%	91%	93%

Table 2

Satisfaction with Office Visits	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011
Ease Of Getting To Office	91%	94%	96%	98%	100%	94%	96%	98%	98%	100%
Suitability of Office	89%	82%	75%	92%	97%	91%	89%	93%	94%	100%
Overall Friendliness/Courtesy Of Staff	100%	79%	85%	92%	81%	89%	82%	93%	91%	100%
Overall Helpfulness Of Staff	100%	79%	85%	92%	81%	89%	82%	93%	91%	100%
How Well Staff Understood What Was Wanted	100%	83%	82%	92%	87%	94%	86%	91%	89%	100%
Outcome of Contact	80%	66%	62%	88%	80%	76%	56%	77%	75%	80%
Average	93%	81%	81%	92%	88%	89%	82%	91%	90%	97%

5.1.2 The profile of satisfaction remains positive across all the indicators, with the score for satisfaction on most indicators up compared to 2010. The survey results show that,

among those who had contacted the Council in the past year, almost 89% had done so by a telephone call and 7.5% by an office visit, with less than 4% doing so by letter.

5.1.3 Of those who had recently contacted the Council, 53% of respondents said their last contact was to request a service and 92% of these were satisfied. 37% said the contact was to seek information and 94% of these were satisfied. The proportion saying it was to make a complaint was 10%, considerably lower than the figures of 41% in 2008, 29% in 2009 and 19% in 2010. Of those who did contact the Council to make a complaint, 42% said they were satisfied that the Council responded reasonably to the complaint. This is a decrease compared to the figure of 59% satisfied in 2010. Respondents were also asked if they got what they needed in one contact, and 85% said they did so in 2011, compared to 66% in 2010 and 65% in 2009.

5.1.4 The survey asks respondents whether they receive enough information about the Council and the services it provides. Results for 2011 and the previous years in which this question has been asked are:

2003	2004	2005	2006	2007	2008	2009	2010	2011
60%	64%	69%	70%	64%	71%	66%	69%	97%

5.1.5 The survey also asks about use of, and satisfaction with, the Council's website. Results for 2011 and the previous years in which this question has been asked are:

Used website?				
2007	2008	2009	2010	2011
32%	22%	31%	27%	22%

Satisfaction with website				
2007	2008	2009	2010	2011
83%	84%	85%	92%	91%

The satisfaction rating for the website is based on three questions covering the amount of information provided on the site, how easily users managed to find the information they wanted and the outcome of their contact, and all of these factors continue to score highly. It seems surprising that of the sample saying they have used the website has declined compared to the past 2 years, but this result will be discussed with the relevant officers to consider whether any action is required.

5.2 **Crime**

5.2.1 The survey asked if the respondent or a member of their household had experienced an incident in the past year which they felt to be a crime. Results were:

Experienced crime?		
2009	2010	2011
9%	11%	5%

5.2.2 The survey also asked respondents to say if they felt the crime rate in their local area had changed in the last 2 years. Results were:

More crime	6%
About the same	70%
Less crime	9%
Don't know	15%

This is the first time this question has been asked, so this will be repeated in future surveys to establish any trends.

5.3 **Public Image Profile**

5.3.1 The questionnaire includes a list of eleven factors which seek to assess respondents' overall impression of the Council. The full list of factors is shown in Table 3 below, along with the percentage of interviewees who responded positively in 2011 and previous years. 2011's survey continued to use the new factor introduced seven years ago - 'Tackles Important Issues for the Future of the City' - which was seen as a better measure of the Council's image than 'Receives Fair Press Coverage' which it replaced. A new factor was introduced in 2008 - 'Ensures sustainable use of resources and care for the environment' - in order to meet a commitment in the Council Plan to survey public perception of the Council on sustainability issues, and this was again included in the 2011 survey.

Table 3

Public Image Profile	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011
Good Range of Services	82%	64%	63%	69%	81%	72%	77%	74%	77%	85%
Friendly Employees	85%	67%	68%	75%	76%	73%	77%	77%	80%	82%
Good Quality Services	76%	55%	60%	64%	72%	66%	74%	67%	74%	81%
Efficient Services	70%	54%	58%	63%	66%	62%	70%	65%	67%	81%
Communicates Well	28%	49%	47%	53%	61%	57%	67%	55%	61%	66%
Promotes Services Well	64%	44%	47%	55%	58%	54%	70%	58%	61%	71%
Receives Fair Press Coverage	42%	45%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Value For Money	67%	45%	49%	50%	56%	51%	65%	48%	58%	74%
Listens to Complaints	29%	53%	53%	55%	64%	61%	68%	64%	68%	63%
Has Sufficient Resources	23%	53%	55%	55%	68%	60%	69%	64%	71%	66%
Tackles Important Issues for the Future of the City	N/A	N/A	41%	44%	55%	55%	65%	53%	54%	68%
Ensures Sustainable Use of Resources and Care for the Environment	N/A	N/A	N/A	N/A	N/A	N/A	66%	59%	63%	65%
Average	57%	53%	54%	58%	66%	62%	70%	62%	67%	73%

5.3.2 The average score for the public image of the Council across all indicators in 2011 was higher than in all previous years, reflecting increases in the scores for most of the individual factors.

5.3.3 The survey also asks respondents to state which of the 'public image' factors are of most importance to them, and there is a fairly good correlation between the top priorities identified by respondents and the factors on which the Council scored most highly. The

top four priorities identified by respondents are all in the top five in terms of performance. However, it should be noted that:

- providing value for money services ranked second in terms of importance but fifth in terms of performance
- listening to complaints ranked seventh in terms of importance but eleventh in terms of performance

5.4 **Local Facilities and Quality of Life**

5.4.1 The survey asked about satisfaction with a range of local facilities, ease of accessing those facilities, satisfaction with aspects of the local environment and quality of life. Overall results are set out in Tables 4, 5, 6 and 7 below. The list of facilities asked about in Tables 4 and 5 was changed two years ago to make this consistent with the wider household survey being carried out on behalf of the Dundee Partnership, so the only comparison is with 2009 and 2010.

5.4.2 Note that the figures presented in Tables 4 and 5 exclude respondents who stated that the facility did not exist or they never used it - the figures show the % satisfied of those who expressed an opinion. This may account for the discrepancy between some figures in Tables 4 and 5 i.e. satisfaction with facilities is high when actually experienced, but ease of access to some facilities scores less highly.

5.4.3 Satisfaction with local facilities is shown in the table below.

Table 4

Satisfaction with local facilities	% satisfied 2009	% satisfied 2010	% satisfied 2011
Fire Service	100%	100%	100%
Local schools	99%	96%	99%
Local health services	97%	98%	99%
Refuse collection	96%	99%	99%
Community centres and libraries	96%	98%	98%
Police service	94%	93%	98%
Social care/social work	93%	88%	98%
Street cleaning	92%	94%	97%
Parks and open spaces	91%	88%	97%
Public transport	90%	79%	96%
Local shops	89%	93%	96%
Sport and leisure facilities	89%	91%	97%
Community warden service	81%	74%	99%
Local youth facilities	71%	65%	85%
Local phone boxes	64%	76%	95%

Satisfaction levels are very high. The lowest rating is for local youth facilities but even this has seen a significant increase compared to 2009 and 2010.

5.4.4 Satisfaction with the ease of access to the same facilities is shown in the following table:

Table 5

Ease of accessing local facilities	% satisfied 2009	% satisfied 2010	% satisfied 2011
Fire service	99%	100%	94%
Local schools	99%	97%	86%
Local health services	95%	98%	98%
Refuse collection	98%	99%	99%
Community centres and libraries	92%	96%	92%
Police service	94%	95%	95%
Social care/social work	93%	91%	58%
Street cleaning	98%	97%	98%
Parks and open spaces	90%	91%	94%
Public transport	89%	90%	93%
Local shops	90%	92%	97%
Sport and leisure facilities	87%	94%	82%
Community warden service	79%	77%	42%
Local youth facilities	75%	72%	55%
Local phone boxes	63%	80%	62%

As shown by Table 4 earlier, satisfaction remains high among those who have experienced local facilities. However, Table 5 shows that a number of scores for ease of access to these facilities have shown a decrease compared to 2010, notably in terms of local schools, social care/social work, community warden service, local youth facilities and local phone boxes. Contact will be made with the relevant departments to try to account for these results and consider any action required.

5.4.5 Satisfaction levels with a range of aspects of the local environment are shown in the table below:

Table 6

Local Environment	% Satisfied				
	2007	2008	2009	2010	2011
Shopping Facilities	85%	80%	87%	94%	97%
Cleanliness of area around home	83%	79%	91%	93%	97%
Cleanliness of streets	71%	78%	91%	94%	97%
Quality and maintenance of open spaces	70%	80%	88%	91%	97%
Condition of roads, pavements and streetlighting	49%	61%	80%	88%	89%
Children's play areas	57%	52%	68%	55%	88%

The results in Table 6 are very positive, showing further welcome increases in the level of satisfaction with aspects of the local environment. The increase in satisfaction with children's play areas is welcome, but should be interpreted with caution. There is always a high level of 'don't knows' in response to this question, so the figures are based on the fairly small sample who expressed an opinion each year.

5.4.6 The % of respondents satisfied with the overall quality of life in their neighbourhood is shown in the following table:

Table 7

Quality of Life in the Neighbourhood	% Satisfied				
	2007	2008	2009	2010	2011
Very satisfied	43%	31%	50%	40%	52%
Fairly satisfied	46%	55%	45%	54%	47%
Fairly dissatisfied	8%	9%	5%	4%	2%
Very dissatisfied	3%	5%	0%	2%	0%

Table 7 shows an increasing % of respondents very or fairly satisfied with the overall quality of life in their neighbourhood compared to previous years.

6. BENCHMARKING

6.1 The Improvement Service for Local Government in Scotland is supporting the development of a benchmarking group for Councils and other organisations using the Public Sector Improvement Framework, which may provide opportunities to benchmark our customer satisfaction results with other authorities. Comparisons with other Councils will be included in future reports if these become available.

6.2 The latest results from the Scottish Household Survey were produced in August 2011, covering the results of surveys carried out in 2009 and 2010. This is an entirely separate survey, commissioned by the Scottish Government, and none of the questions used are directly comparable to the Council's own survey. However, there are a number of questions which cover similar areas to those covered in our own survey and outlined above, and provide an opportunity to benchmark the Scottish Household Survey results for Dundee with the average for Scotland as a whole. Tables 8, 9, 10 and 11 below show results from the sections on 'local authority services' and 'neighbourhoods'. The figures for Dundee remain broadly comparable with those for previous years and for Scotland as a whole.

Table 8 - Scottish Household Survey

Agreement with statement 'My Council provides high quality services'	Dundee			Scotland as a whole		
	2007	2009	2011	2007	2009	2011
Strongly agree	7%	6%	7%	5%	5%	6%
Tend to agree	39%	37%	37%	38%	35%	37%
Neither agree or disagree	16%	25%	21%	19%	23%	20%
Tend to disagree	20%	16%	15%	20%	19%	18%
Strongly disagree	12%	9%	11%	13%	11%	11%
No opinion	8%	6%	9%	5%	7%	9%

Table 9 - Scottish Household Survey

Agreement with statement 'My Council does the best can with the money available'	Dundee			Scotland as a whole		
	2007	2009	2011	2007	2009	2011
Strongly agree	6%	5%	4%	5%	5%	5%
Tend to agree	29%	33%	33%	34%	32%	32%
Neither agree or disagree	15%	21%	21%	17%	20%	17%
Tender to disagree	23%	18%	22%	21%	20%	18%
Strongly disagree	16%	12%	10%	15%	13%	14%
No opinion	11%	11%	11%	9%	11%	13%

Table 10 - Scottish Household Survey

Agreement with statement 'My Council is addressing the key issues affecting the quality of life in my neighbourhood'	Dundee			Scotland as a whole		
	2007	2009	2011	2007	2009	2011
Strongly agree	7%	5%	5%	4%	4%	4%
Tend to agree	33%	32%	31%	34%	30%	30%
Neither agree or disagree	18%	25%	24%	20%	23%	21%
Tender to disagree	19%	23%	18%	19%	20%	17%
Strongly disagree	13%	6%	12%	13%	12%	13%
No opinion	11%	8%	11%	9%	11%	15%

Table 11 - Scottish Household Survey

Rating of neighbourhood as a place to live	Dundee			Scotland as a whole		
	2007	2009	2011	2007	2009	2011
Very good	47%	46%	43%	51%	52%	55%
Fairly good	44%	43%	48%	41%	40%	38%
Fairly poor	6%	7%	7%	5%	5%	4%
Very poor	2%	4%	2%	2%	2%	2%
No opinion	1%	4%	0%	2%	2%	0%

7. CONCLUSIONS

- 7.1 The Annual Consumer Survey continues to provide valuable information on residents' perception of the Council and satisfaction with local facilities and neighbourhoods. As in previous years, the issues raised by the survey results will continue to be addressed as part of the Council's commitment to continuous improvement through consultation with service users. The survey provides important information on trends for self-assessment under the Public Sector Improvement Framework, which is a key part of the Council's performance management arrangements for Best Value. The results will be distributed

amongst officers and used in training courses in relevant areas. Results which show a declining trend will be investigated.

- 7.2 The survey also provides valuable information on how the public access our services, which will inform the continuing development and implementation of the Council's Customer First strategy.

8 **POLICY IMPLICATIONS**

This report has been screened for any policy implications in respect of Sustainability, Strategic Environmental Assessment, Anti-Poverty, Equality Impact Assessment and Risk Management. There are no major issues.

9 **CONSULTATIONS**

The Depute Chief Executive (Support Services), Director of Finance and Head of Public Relations have been consulted on this report.

10 **BACKGROUND PAPERS**

The following background paper was relied upon in the preparation of this report:

Citizen Survey 2011 - Report prepared for Dundee City Council by Research Resource January 2012.

David K Dorward
Chief Executive

03/02/2012

DUNDEE CITY COUNCIL

REPORT TO: Policy & Resources Committee - 13 February 2012

REPORT ON: Dundee Health Weight Community Programme

REPORT BY: Director, Leisure and Communities

REPORT NO: 38-2012

1.0 PURPOSE OF REPORT

1.1 To inform the Committee of the outcome of the Dundee Healthy Weight Community Programme and to seek their approval to establish Dundee as a Health Weight Community in the future.

2.0 RECOMMENDATIONS

It is recommended that the Committee:

2.1 notes the contents of the Dundee Healthy Weight Community Programme;

2.2 approves the establishment of the city as a Health Weight Community;

2.3 approves Dundee joining the international Ecode network.

2.4 agrees with the establishment of a 2 year fixed term post of Dundee Healthy Weight Community Programme Co-ordinator;

3.0 FINANCIAL IMPLICATIONS

3.1 There are no direct financial implications arising from this report. A budget of approximately £225k has been made available from the Scottish Government to undertake the initial work of the Healthy Weight Community Programme implementation.

4.0 BACKGROUND

4.1 Following publication of "Healthy Eating, Active Living (HEAL) Action Plan to Improve Diet, Increase Physical Activity and Tackle Obesity (2008-2011)", the Scottish Government in partnership with NHS Health Boards asked other key partners to submit proposals for setting up a Health Weight Community Pathfinder Programme.

Dundee City Council, in partnership with NHS Tayside, were successful in obtaining funding and the Dundee Healthy Weight Community Programme (DHWCP) was established.

4.2 In 2010 NHS Tayside Health Equality Strategy (Communities in Control) was published. This strategy recognised that poor health outcomes are strongly associated with social and economic disadvantages. A key recommendation was the prioritising of preventative approaches specifically targeted towards improving poor health and life outcomes. The strategy recommended this could best be achieved through working with communities rather than services doing things to communities.

The population profile supporting the strategy highlighted that obesity is linked to a range of illnesses and plays a part in reducing life expectancy. Being overweight during childhood is acknowledged as a health concern in itself.

The key thrust of the Dundee Healthy Weight Community Programme is the

prioritisation of preventative approaches specifically targeted towards young children and their families. This strategic approach provides a clear direction of focus for partnership actions locally in a community based, behaviour centred approach.

- 4.3 In Dundee, during 2011, a consultation to examine people's current thoughts and opinions on healthy weight and healthy lifestyle was undertaken. This consultation was carried out within three specific areas in the city (the Council wards of Lochee, Strathmartine and North East) and the information gathered, along with relevant national and local strategies, was analysed.
- 4.4 The main points that came out of the consultation were the scale of the problem and the importance of partnership working to help to combat it. It became clear that a move towards Dundee becoming a Health Weight Community would be positive for the city and most importantly a significant investment in people's futures. As a result of the consultation and subsequent analysis the following aim has been developed.

The Dundee Community Healthy Weight Programme has been passed to Group Leaders, the Lord Provost and Depute Lord Provost.

To profile Dundee as a Health Weight Community

By profiling the city as a Health Weight Community, Dundee will become a community that takes care of their weight.

- 4.5 Within this context the proposal is to have supportive health weight interventions delivered to targeted groups in communities while a healthy weight message is promoted citywide. The overarching aim will be to ensure that families within Dundee recognise the importance of achieving and maintaining a healthy weight. To fulfil these recommendations an action plan has been developed as part of the report
- 4.6 The action plan will be the first of a series of action plans that will take at least 10 years of activity for changes to become evident. The subsequent action plans will be responsive to the changes previously implemented, whilst continuing to move forward in fulfilling the overarching recommendations.

The work will be taken forward by an implementation steering group, including representatives from Dundee City Council, NHS Tayside, Dundee Healthy Living Initiative and Leisure & Culture Dundee. While members of the implementation steering group will be recruited from the original Dundee Healthy Weight Community Programme Steering Group new personnel will be invited to join.

- 4.7 The action plan is based around five recommendations that will fulfil the aim of profiling Dundee as a Healthy Weight Community while taking the long term sustainability of the proposals into consideration.

Raising Awareness and Engagement with the Community

The preparation and delivery of a long term communication strategy which aims to positively influence the attitudes and behaviours of families in relation to achieving and maintaining a healthy weight and healthy lifestyle in Dundee.

Making Health Eating and Physical Activity an Easy Choice

The offer of incentives and strengthening of relationships between affordable healthy eating choices and opportunities for physical activities within communities and work places.

Children First

Ensuring healthy lifestyle interventions are available and actively promoted as part of the whole child approach during the following life stages: preconception and antenatal care, breastfeeding infant nutrition, early years and school years.

Developing the Workforce

The provision of training to support staff and volunteers in promoting physical activity, good nutrition and healthy weight and support families to achieve a health lifestyle for

a health weight.

Provide Support for Overweight and Obese Individuals

The provision of a range of lifestyle weight management programmes to targeted individuals.

- 4.8 Funding from the Scottish Government has been provided to date to undertake the pilot and produce the attached report. This funding of £225,000 is also available to start the implementation of the proposals arising from the report.

It is proposed that part of this funding is utilised to employ a co-ordinator for a fixed term of 2 years to start the implementation of the action plan. They would be employed by Dundee City Council but work with all partners in its Healthy Weight Community Programme.

- 4.9 The original concept of a healthy weight community came from a French town called Epode. The idea has now gone worldwide and is proposed that Dundee joins the international Epode Network to gain valuable information from other cities trying to fulfil the same aims of a healthy weight community.
- 4.10 The ultimate aim of the proposals is to improve the health of the citizens of Dundee by reducing obesity levels in the city, making more residents of a healthy weight. It is considered that success will most likely come from targeting young children and their families.

5.0 POLICY IMPLICATIONS

- 5.1 This report has been screened for any policy implications in respect of Sustainability, Strategic Environmental Assessment, Anti-Poverty, Equality Impact Assessment and Risk Management. No major issues have been identified.
- 5.2 An Equality Impact Assessment has been carried out and will be made available on the Council website <http://www.dundee.gov.uk/equanddiv/equimpact/>.

6.0 CONSULTATION

- 6.1 The Chief Executive, Depute Chief Executive (Support Services), and Director of Finance as well as Leisure & Culture Dundee have been consulted on this report and are in agreement with its contents.

7.0 BACKGROUND PAPERS

- 7.1 Health Equity Strategy (Communities in Control). NHS Tayside 2010.
- 7.2 Healthy Eating, Active Living: an action plan to improve diet, increase physical activity and tackle obesity. Scottish Government 2008.
- 7.3 Equality Impact Assessment.

STEWART MURDOCH
DIRECTOR, LEISURE AND COMMUNITIES
1 FEBRUARY 2012

DUNDEE CITY COUNCIL

REPORT TO: Policy and Resources Committee - 13 February 2012

REPORT ON: Dundee City Council's Single Equality Scheme - Annual Report 2010-2011

REPORT BY: Director, Leisure and Communities

REPORT NO: 61-2012

1.0 PURPOSE OF REPORT

1.1 This report informs the Committee of the progress in implementing City Council's Single Equality Scheme (SES) Action Plan 2009-2012 and meets the Council's statutory duty to report annually on progress in meeting its equality duties.

2.0 RECOMMENDATIONS

The committee is asked to:

2.1 note the contents of this report.

3.0 FINANCIAL IMPLICATIONS

3.1 Equalities actions can be contained within existing departmental budgets.

4.0 INTRODUCTION

4.1 Reference is made to Agenda item III of the Policy and Resources Committee of 23 November 2009 where the draft first Single Equality Scheme was approved for consultation.

4.2 Equality and Diversity is taken forward within the City Council by the Equality and Diversity Core Group. The Core group is also tasked with producing an annual report on the Council's progress in delivering the Single Equality Scheme.

4.3 This annual report informs the Committee of the progress in implementing the objectives set out in the Single Equality Scheme (SES) Action Plan in the second year (2010- 2011) of the 3 year scheme.

4.4 The Education Department will present a separate report on its progress in implementing its equality objectives to the Education Committee on the 27 February 2012.

5.0 BACKGROUND

5.1 April 2010 saw the introduction of the Equality Act 2010 (the Act). The Act brought together 116 pieces of equality legislation into a single Act. The Act aimed to make the law easier to understand and implement by simplifying for individuals, public authorities and private organisations.

5.2 The Act introduced a new public sector equality duty which requires public authorities to pay due regard to the need to eliminate discrimination; advance equality; and foster good relations across a range of protected characteristics. These three requirements apply across the 'protected characteristics' of age; disability; gender reassignment; pregnancy and maternity; race; religion and belief; sex and sexual orientation.

Only the requirement to eliminate discrimination etc. applies to the protected characteristic of marriage and civil partnership. The new duty replaces the three previous duties relating to race, disability and gender equality.

6.0 SINGLE EQUALITY SCHEME

6.1 Equality impact assessments - all relevant new or reviewed policies will be equality impact assessed:

- In 2010 over two hundred Council staff were been trained in using the Rapid Impact Assessment Tool (RIAT).
- 176 completed RIAT's have been published on the Dundee City Council web site since September 2010.
- Two examples policies and accompanying RIAT's were reviewed by the Equality Champions Implementation Group to inform practice.
- New Council guidance on undertaking a Full Equality Impact Assessments (EQIA) was approved by the Strategic Management Team in December 2011.

6.2 Research and data - improved access to and use of published national and local research, guidance, local knowledge and community input in the development and delivery of policy and practice.

- Dundee City Council web page is regularly updated with equalities research and guidance to support Council staff in the delivery of equality good practice.
- Engaging protected communities in developing guidance on how to use research to inform practice is unlikely to be achieved in the foreseeable future due to difficulties in engaging some communities and the need to priorities resources in other areas.

6.3 Service monitoring - improved use of service user equality monitoring data to inform policy and practice.

- A time-limited working group of the Equality and Diversity Core Group was established to develop Corporate guidance on service monitoring, utilising whenever possible existing service monitoring systems and practices. A report was submitted to the Management Team (Operational Issues) on taking forward equality monitoring in June 2011. This is now being progressed internally.

6.4 DCC as a major employer will take steps to ensure that its workforce reflects the diversity of the citizens of Dundee.

- Annual employment equality monitoring data was submitted to the Policy and Resources Committee of June and has been published on the Council's internet site.
- Payroll and Personnel System will be amended to comply with national equality information guidance. Thereafter employees to complete a questionnaire to update their equality details. It is hoped that this should be achieved by end of June 2012.
- Gender Equality. A time-limited working group of the Equality and Diversity Core Group will submit a report to the Strategic Management Team by February 2012 on proposals to support women in accessing senior management roles.
- A consultation exercise is currently being undertaken with equality groups to identify barriers preventing protected communities applying for Council vacancies.

6.5 Training and awareness of equality legislation, barriers faced by protected characteristic communities, sources of help and advice.

- E learning equality training program for council staff induction has been developed and is hoped to be rolled out in early 2012.
- Elected members Equality and Diversity awareness training sessions have been agreed and will be offered to all elected members in June 2012.

6.6 Language and communication - DCC will provide accessible communication systems and services to meet the needs of Dundee's citizens.

- Accessible communication guidance on is now available on the Councils web site, however mainstreaming effective and inclusive communication practice across all Councils activities still remains a major challenge. A report to the Strategic Management Team in August 2011, 'Operating Model Redesign-Contact Centres' identified the complexity associated with developing a corporate approach to Customer Contacts. The report recommended that a Customer Service Forum be set up to develop a corporate 'Customer Charter' outlining standards for dealing with customers, consider a consistent approach for training staff, share best practice, consider areas of joint working and support etc. Building accessible communication practice within the design and delivery of the proposed Customer Charter provides an ideal vehicle to mainstream and sustain effective communication for all Dundee's Citizens.

6.7 Accessible venues - DCC will make reasonable adjustments to ensure all public events and training venues are accessible to all.

- DCC has commissioned DisabledGo to undertake a comprehensive survey of 1,000 venues in Dundee. The on-line Access Guide for Dundee will be launched on the 28th of February 2012.
- Dundee City Council Accessible Event Guidance is now published on the DCC Equality and Diversity Web pages.

6.8 Procurement - DCC will meet its statutory equalities duties on procurement.

- The Scottish Government does not now plan to include specific duties relating to procurement when the Equality Act 2010 (Statutory Duties) (Scotland) Regulations 2011 eventually come into force.

6.9 Partner agencies - DCC will support its partner agencies in meeting equalities duties.

The Dundee Partnership Equalities and Diversity Group has decided to champion 3 topics over the next few years.

- Community Engagement
- Training
- Monitoring

Community Engagement is being taken forward first chaired by Dundee City Council.

Key community engagement actions have been agreed by the partner agencies:

- i) co-ordination of knowledge/information to better inform equalities work across partner agencies.
- ii) utilise existing partner equality networks and jointly undertake community equality consultation.

- iii) implement effective interface with the voluntary sector .
- iv) identify equality engagement gaps within the community planning process and work towards filling them.

6.10 Grant funding - applicants for grant funding will be required to evidence equality and diversity good practice in their grant application.

- New Equality & Diversity Grant application guidance is now available on the DCC Web site. The guidance requires applicants to evidence how proposed outcomes will reduce inequality and promote equality of opportunity.

6.11 Hate crimes are reduced through improved recording and community responses.

- Dundee Community Safety Partnership has established a Dundee Hate Incident Multi Agency Partnership (HIMAP). Reporting to the Community Safety Partnership, HIMAP is tasked with co-ordinating agency and community responses to hate crimes and reporting on these.

6.12 Pay and grading - DCC's pay and grading structure is fair and non discriminatory.

- This is currently being progressed. It is hoped to have information ready later this year to report to Committee.

6.13 Involving communities in supporting DCC delivery of its Single Equality Scheme.

- Three Equality Action Groups have been established for Disability & Age, Gender & Sexual Orientation and Race Ethnicity Religion and Belief. Each group is supported by a council officer chair and vice chair. Membership of group is open to any organisation or individual active in the relevant equality area. The individual groups have met quarterly since March 2010. The minutes of each group are available on the DCC Equality Web page. In preparation for establishing the Equality Action Group all chair and vice chairs attended a one day training program by the Scottish Community Development Centre in the National Standards for Community Engagement.

6.14 Promote good relations between and across communities.

- A number of cross community events have been supported by Dundee City Council via Equality and Diversity Grant Funding. For example: The Muslim Women's Resource Centre to host a national conference in the city: LGBT Youth Scotland funded to secure a young Dundee persons membership of the LGBT Youth National Forum: A national arts event in Dundee celebrating LGBT History Month: Funding BSL interpreters to local Deaf walking group: Funding Deaf Link's development and delivery of Deaf Awareness Training Program: Dundee Women's Festival: Scottish Dance Theatre Symposium, encouraging young disabled to enter the performing arts as a career: Blind/Deaf Communicator to support a blind and deaf resident participation in Kirkton Community Planning Project.

6.15 Awareness - citizens, elected members, staff and partners have a greater awareness of equality and diversity activities in the city.

- The Equality and Diversity Co-ordinator publishes a quarterly news letter promoting the good Equality and Diversity good practice from across the Council.

7.0 POLICY IMPLICATIONS

7.1 This report has been screened for any policy implications in respect of Sustainability, Strategic Environmental Assessment, Anti-Poverty, and Risk Management.

7.2 An Equality Impact Assessment has been carried out and will be available on the Council Web Site <http://www.dundee.gov.uk/equanddiv/equimpact/>

8.0 CONSULTATION

The Chief Executive, Depute Chief Executive (Support Services) and Director of Finance have been consulted on this report and are in agreement with its contents.

9.0 BACKGROUND PAPERS

Equality Impact Assessment.

Stewart Murdoch
Director, Leisure and Communities
1 February 2012

REPORT TO: Policy and Resources Committee - 13 February 2012

REPORT ON: Workplace Policy on Gender Based Violence

REPORT BY: Head of Personnel

REPORT NO: 62-2012

1 PURPOSE OF REPORT

- 1.1 The purpose of this report is to seek approval to the proposed Workplace Policy on Gender Based Violence (attached as Appendix 1).

2 RECOMMENDATION

- 2.1 It is recommended that the Committee approves the Workplace Policy on Gender Based Violence.

3 FINANCIAL IMPLICATIONS

- 3.1 Any period of unpaid leave will incur a cost for Council departments, however, support at a crucial time may result in savings in the longer term.

4 MAIN TEXT

- 4.1 Gender based violence is a serious issue which occurs across all society and can have a damaging effect on the mental and physical health of people affected.
- 4.2 As a large employer, Dundee City Council acknowledges that some Council employees will be experiencing gender based violence and is committed to providing appropriate support for employees. It is also recognised that there will be a number of perpetrators of such abuse within the Council.
- 4.3 The Workplace Policy on Gender Based Violence supersedes the Workplace Policy on Domestic Abuse.

5 POLICY IMPLICATIONS

- 5.1 This report has been screened for any policy implications in respect of Sustainability, Strategic Environmental Assessment, Anti Poverty, and Risk Management. An Equality Impact Assessment has been carried out and will be made available on the Council website <http://www.dundee.gov.uk/equanddiv/equimpact/>

There are no major issues.

6 **CONSULTATIONS**

6.1 The Chief Executive, Depute Chief Executive, Director of Finance and the trade unions have been consulted in the preparation of this report.

7 **BACKGROUND PAPERS**

7.1 Equality Impact Assessment.

I M M Martin
Head of Personnel

(DATE)

WORKPLACE POLICY ON GENDER-BASED VIOLENCE

INTRODUCTION

Dundee City Council recognises that gender-based violence is a serious issue which occurs across all society and can have a damaging effect on the mental and physical health of people affected.

Gender-based violence includes a range of forms of violence which may affect workplace performance;

- domestic abuse
- prostitution and other forms of commercial sexual exploitation
- rape and sexual assault
- childhood sexual abuse (including adult survivors of such abuse)
- harmful traditional practices - "honour-based" violence, forced marriage and female genital mutilation

Gender-based violence can affect employee's work performance and in some cases, threats and acts of gender-based violence may carry over into the workplace and affect other employees. In addition, the perpetration of any of the forms of gender-based violence may call into question an employees suitability for their job role.

The Council recognises that as an employer it has a responsibility for the health, safety and welfare at work of all employees and is committed to providing support for employees who are experiencing any form of gender-based violence. Assisting and supporting employees to resolve difficulties in their personal life will have a positive effect on their performance at work.

AIMS OF THE POLICY

The aims of the policy are:-

- a) to assist and support managers to identify and deal in an appropriate manner with employees currently experiencing gender-based violence;
- b) to assist and support managers to identify and deal in an appropriate manner with adult survivors of acts of gender-based violence experienced historically;
- c) to assist and support employees who seek help in addressing problems arising from gender-based violence and ensure that these employees are responded to quickly, positively, and in confidence.
- d) to assist and support managers to identify and deal in an appropriate manner with perpetrators of gender-based violence who are employees of Dundee City Council.

DEFINITION OF GENDER-BASED VIOLENCE

For the purpose of this policy, gender-based violence is defined as violence that is directed against a person on the basis of gender or sex. It includes acts that inflict physical, mental, or sexual harm or suffering, threats of such acts, coercion and other deprivations of liberty. It includes sexual violence, sex trafficking, forced prostitution, domestic abuse, emotional and psychological abuse, female genital mutilation, forced marriage and "honour-based" violence.

Dundee City Council recognises that some employees may have experienced more than one form of gender-based violence.

While women, men, boys, and girls can be victims of gender-based violence, women and girls are the main victims. This policy applies equally to all employees including those in same sex relationships or who are transgender.

Given the prevalence of gender-based violence within the wider Scottish population, and the size of Dundee City Council workforce, it is inevitable that a significant number of employees have experienced some form of abuse, past or current. It is also recognised that there will be a number of perpetrators of such abuse within the workforce.

GENDER-BASED VIOLENCE IN THE WORKPLACE

Gender-based violence will almost certainly have an impact on the performance at work, attendance and productivity of the victim and therefore have a direct effect on the quality of service provision.

All forms of abuse can have an adverse impact on both physical and mental well-being. The actions required to support employees may vary depending on the nature and timing of the abuse. Where abuse is currently being experienced there may be a requirement for an urgent response, safety planning, flexible working arrangements and the provision of information. Where abuse has occurred historically the required response will be on supporting the employee to identify and address the longer-term consequences of the abuse.

Gender-based violence manifests itself in a variety of ways and may include:-

- Lateness
- Physical and emotional exhaustion
- Absenteeism
- Poor work performance
- Behavioural change
- Low self esteem and lack of confidence

Allegations of gender based violence against an employee will be investigated and if they were substantiated, disciplinary action will be taken where the conduct in question makes the employee unsuitable for his/her type of work.

SUPPORT MEASURES FOR EMPLOYEES WHO HAVE EXPERIENCED ABUSE

The Personnel Department will provide advice, assistance and support to individual employees and managers in interpreting and applying the Council's Workplace Policy on Gender-based violence. To facilitate such discussions as outlined below, an employee may wish to be supported by a colleague or trade union representative.

Although managers should be as supportive as possible, employees should, nonetheless, have a clear understanding of what is expected of them in relation to performance and attendance.

The list of provisions below is not exhaustive and there may be other measures that managers can reasonably take in the individual circumstances of employees.

All disclosures of abuse experienced by employees will be treated confidentially, the key exception being situations where there is reason to believe there may be a risk to others, including harm to children.

Dundee City Council is committed to creating an environment in which employees feel, and are, safe to disclose their experiences of abuse in order to access support and increase safety from themselves and others. The right of employees not to disclose, however, must be respected.

Accessing Support

An employee with experience of abuse who wishes to access support should raise this in the first instance with their Line Manager or Personnel Officer.

Employees can also self-refer to external support agencies.

Paid Time Off

Up to one day's paid leave may be granted where an employee is required to urgently flee to a safe place, eg refuge, without prior planning. This is a one-off arrangement.

An employee should discuss the situation with their Line Manager who will decide whether paid time off is appropriate. Any further paid time off is at the discretion of the Chief Officer after due consideration.

Time Off to Attend Solicitor/Other Agencies

Where an employee is experiencing gender-based violence, the Council will adopt a sympathetic approach, taking all factors into account, with a view to allowing the employee to attend appointments with solicitors and/or other agencies. This may involve waiving the core times of the flexi time system to attend an appointment, unpaid special leave, allowing an employee to work back time, etc.

An employee should discuss the situation with their Line Manager who will consider suitable options. Arrangements must be approved and agreed by the line manager.

Flexible Working

Change of Workplace

An employee may request a temporary change of workplace. This request should be put in writing to their Line Manager who will consider the request and respond within 14 days.

Change to Working Arrangements

An employee may request a temporary or permanent change to his/her working arrangements under the Council's Flexible Working Policy.

Advance of Pay

An employee experiencing financial hardship due to their experience of gender-based violence should explain the situation to their line manager and may request an advance of their salary/wage. The employee's Line Manager will seek the approval of the Head of Department and the Head of Finance.

Counselling/Support

An employee should explain the situation to their Line Manager and may request counselling which can be arranged by their Line Manager by contacting the Personnel Department.

Paid time off to attend other recognised specialist counselling and support services will be considered on an individual basis.

A list of agencies dealing with gender-based violence is attached as Appendix 2.

Safety at Work

The employee may suffer harassment from perpetrator(s) of gender-based violence whilst they are at work. The Line Manager should raise and explore whether that has happened or is likely to happen, and take reasonable steps to protect the employee's health and safety in and around the workplace.

Where a Line Manager becomes aware that an employee is experiencing gender-based violence they should discuss and agree (at the earliest opportunity) an agreed method of safe and confidential communication.

Personal alarms can be requested if the employee is worried that their partner/relative or the perpetrator may try to contact or follow them, especially if lone working.

Arrangements should be put in place to ensure colleagues are aware that personal information should not be given out unless express authority is given by the employee experiencing gender-based violence.

An employee can request to use an assumed name at work. All requests will be considered on an individual basis taking into account the employee's job role.

Where appropriate, a risk assessment should be carried out by management. This assessment will include travel to work, work on the premises, breaks etc. Where the perpetrator(s) work for the Council the situation may be more complex and advice should be sought from Personnel.

Provision of Temporary Mobile Phones for Emergency Use

An employee may contact their Line Manager who will assess the situation and make appropriate arrangements, if necessary.

RESPONDING TO PERPETRATORS OF GENDER BASED VIOLENCE

It is acknowledged that the number of employees within Dundee City Council who are perpetrators of abuse is likely to be relatively small; however, committing any act of gender-based violence is a serious matter.

Disclosures and allegations about perpetrators of abuse may come from a variety of sources;

- direct disclosure by an employee (voluntary or on enquiry)
- allegations made by another employee, colleague, service user, family member etc
- post conviction notification from the Police
- pre-employment checks

Managers are not expected to act on anonymous allegations or to detect employees who may be perpetrating abuse outside of the work place.

Dundee City Council will treat any allegation, disclosure or conviction of perpetration of gender-based violence on a case-by-case basis, with the aim of reducing risk and supporting change. Depending on the circumstances, the matter will be investigated and may result in disciplinary action.

Where a Line Manager receives a disclosure or is made aware of an allegation of perpetration of gender-based violence they should contact the Personnel Department immediately for further advice and guidance. The Personnel Department will discuss with Child Protection Services the relevance of the incident where appropriate.

Assisting Perpetrators

Where an employee is found to be assisting colleagues to knowingly abuse others, this will be viewed as a disciplinary matter.

Malicious Allegations

If it becomes evident that an employee has made a malicious allegation against another employee, this will be viewed as a disciplinary matter.

INFORMATION AND TRAINING

Implementation of the policy will be accompanied by training for Line Managers to raise awareness of the issues surrounding gender-based violence. Personnel Officers will be provided with more in-depth training and resources in relation to dealing with workplace issues related to gender based violence and will act as a source of information and support for managers.

Employees will be made aware of the policy through a range of methods (i.e. staff notice boards, staff intranet, websites, departmental induction packs).

MONITORING AND REVIEW

Information will be recorded and collated on the use of this policy, ensuring anonymity of employees (i.e. numbers of staff seeking support, action taken, outcome for employee). Other information will include feedback from staff through training sessions and questionnaires / surveys.

This policy will be reviewed by the Head of Personnel in consultation with the Trade Unions in light of experience gained from its operation.

GENDER-BASED VIOLENCE SERVICES - DUNDEE

Organisation	Helpline	Office
Barnardo's Tayside Domestic Abuse Initiative Outreach support for women experiencing domestic abuse		01382 206715
Tayside Police		0300 111 2222
Tayside Police - Domestic Abuse Unit Information and advice for all victims of domestic abuse. Can also provide information and advice regarding other forms of gender-based violence (particularly, sexual violence and harmful traditional practices).	01382 591912	01382 591912
Victim Support - Dundee Information and support for all victims of all forms of gender-based violence.	0845 3030900	01382 305707
Women's Aid - Dundee Support, information and accommodation for women, children and young people affected by domestic abuse.	01382 666081	01382 666908
Women's Rape and Sexual Abuse Centre Outreach support and information for women and young women affected by sexual violence and commercial sexual exploitation.	01382 201291	01382 205556
Action for Children - Women and Family Safety Workers Information and safety planning for women whose partners are attending the court mandated domestic abuse perpetrator programme.	01382 455709	01382 455709
Vice Versa Project Information and support for women involved in prostitution in Dundee.	01382 201291	01382 205556

GENDER-BASED VIOLENCE SERVICES OUTWITH TAYSIDE

Organisation	Helpline	Office
Shakti Women's Aid Information and support for women, children and young people from BME communities who are affected by domestic abuse or harmful traditional practices.	0131 475 2399	0131 475 2399
Hemat Gryffe Women's Aid Information and support for women, children and young people from BME communities who are affected by domestic abuse or harmful traditional practices	0141 353 0859	0141 353 0859
National Domestic Abuse Helpline	0800 027 1234	
National Rape Crisis Helpline	08088 01 03 02	
Men's helpline National helpline for male victims of domestic abuse.	0800 801 0327	
Kingdom Abuse Survivors Project (KASP) Outreach support for men and women who are survivors of childhood sexual abuse. Based in Fife.	01592 644217	01592 644217
Fife Rape and Sexual Assault Centre Outreach support for men and women who have experienced current/recent rape and sexual assault. Based in Fife.	01592 642336	01592 642336
Respect Phonenumber Helpline for male perpetrators of domestic abuse.	0845 122 8609	

OTHER USEFUL SERVICES - DUNDEE

Organisation	Helpline	Office
Age Concern Dundee	01382 825624	01382 825624
Alternatives (Dundee Crisis Pregnancy Trust)	01382 221112	01382 507766
Barnardo's Family Support Team	01382 224924	01382 224924
Barnardo's Polepark Family Service - FACE		01382 432931 01382 432938
Barnardo's Space Project		01382 436621
Children 1st	0808 800 2222	01382 322436
Corner, The	01382 206060	01382 206060
Council Offices - Housing	01382 436430	
Council Offices - Social Work	01382 436430	01382 435106
CURSE Bereavement Care Scotland - Dundee	01382 305714	01382 305714
Dundee Association for Mental Health		01382 227288
Dundee Blind and Partially Sighted		01382 227101
Dundee Drugs and Aids Project		01382 200532
Dundee Repertory Theatre Expressive Arts for Health & Healing		01382 342662
Dundee Sitter Service		01382 502504
Dundee Women & Children Project		01382 201854
Key to Change		01382 227400 01382 200532
NCS Dundee (National Counselling Service)		01382 305720
Rollercoaster		01382 436621
Samaritans, The	08457 909090	01382 832555
Scottish Association for Mental Health		01382 904044
Stillbirth and Neonatal Death Society (SANDS) - Dundee		01382 660111
Wishart Centre		01382 461221
Youth Link (Dundee)		01382 224063

TAYSIDE-WIDE ORGANISATIONS

Organisation	Helpline	Office
Age Concern	0845 125 9732	01382 305710
Body Positive Tayside		01382 461555
Caledonia Youth	01382 229613	01382 229613
Couple Counselling Tayside	01382 640340	01382 640123
Family Mediation Tayside		01382 201343
National Deaf Children's Society Tayside Reg Assoc		01821 642350
One Parent Families Scotland		01382 501972
Parent to Parent Tayside	01382 455200	01382 455200
Scottish Drugs Forum - Tayside		01382 305752
Shelter Housing Aid Centre	0808 800 4444	01382 225544
SSAFA Forces Help (Angus and Perth and Kinross branch)		01738 623214
Tayside Alcohol Problem Service		01674 830 361 x225
Tayside Association for the Deaf		01382 221124
Tayside Council on Alcohol		01382 223965
Victim Information and Advice		01382 341180
Web Project, The		01382 458128

REPORT TO: POLICY & RESOURCES COMMITTEE - 13 FEBRUARY 2012

REPORT ON: PROMOTION OF COMPULSORY PURCHASE ORDER – DUNDEE WATERFRONT

REPORT BY: DIRECTOR OF CITY DEVELOPMENT

REPORT NO: 35-2012

1 PURPOSE OF REPORT

- 1.1 To seek authority to promote a compulsory purchase order for the acquisition of the Hilton Hotel and the Gala Casino at Earl Grey Place in order to enable the implementation of the Central Waterfront Development Masterplan.

2 RECOMMENDATION

- 2.1 It is recommended that the Committee authorise the Depute Chief Executive (Support Services) to initiate Compulsory Purchase Procedures to acquire all interests of Hilton Worldwide and the Gala Coral Group at Earl Grey Place, Dundee as shown on the attached plan.

3 FINANCIAL IMPLICATIONS

- 3.1 Compensation will be payable in terms of the Land Compensation (Scotland) Act 1963 as amended. The cost of this compensation and associated costs will be met from the capital plan allocation for the Waterfront Project.

4 BACKGROUND

- 4.1 The Dundee Central Waterfront Development Masterplan was agreed by the Council as a material planning consideration on 26th February 2001 (Report 8/2001 refers) and it has guided the progress on the Central Waterfront Project to date. In order for the agreed Masterplan to be fully implemented, the site of the Hilton Hotel and Gala Casino is required to be cleared of buildings to provide sites for new development, public open space and infrastructure works.
- 4.2 The buildings are constructed on a site of 1.268 hectares which is currently leased from Dundee City Council. Discussions have been undertaken with Hilton and Gala with a view to acquiring their property interests by negotiation; however, despite lengthy negotiations, the Council's property consultants, Jones Lang LaSalle, have been unable to reach agreement with Hilton and Gala on an acceptable purchase price.
- 4.3 It is essential that the Council acquire these interests in order that the Central Waterfront Project is completed in accordance with the Masterplan and that the overall impact of the scheme is not reduced. Accordingly, compulsory acquisition of the Hilton and Gala property interests is viewed as an essential last resort. The phasing of the related infrastructure works in the vicinity of this property has been amended in order that the time required for a compulsory acquisition can be accommodated within the overall implementation programme for the Central Waterfront Project; however, the process of promoting a Compulsory Purchase Order needs to commence now to avoid any potential delay in the completion of the final infrastructure works.

- 4.4 It should be noted that, while it has not been possible to agree a negotiated price for acquiring the site, both Hilton and Gala are willing sellers who nevertheless wish to have a continued business presence in the city. To assist them in achieving this, it is proposed that the Council will work with both parties to help identify possible suitable sites for new premises (either in the Waterfront or elsewhere in the city) and that cooperation will be provided to help to ensure that their business operations on their current site are able to continue to function until they are required for redevelopment purposes later in the project timescale.

5 POLICY IMPLICATIONS

- 5.1 This Report has been screened for any policy implications in respect of Sustainability, Strategic Environmental Assessment, Anti-Poverty, Equality Impact Assessment and Risk Management. There are no major issues.

6 CONSULTATIONS

- 6.1 The Chief Executive, Depute Chief Executive (Support Services) and Director of Finance have been consulted and are in agreement with the contents of this report.

7 BACKGROUND PAPERS

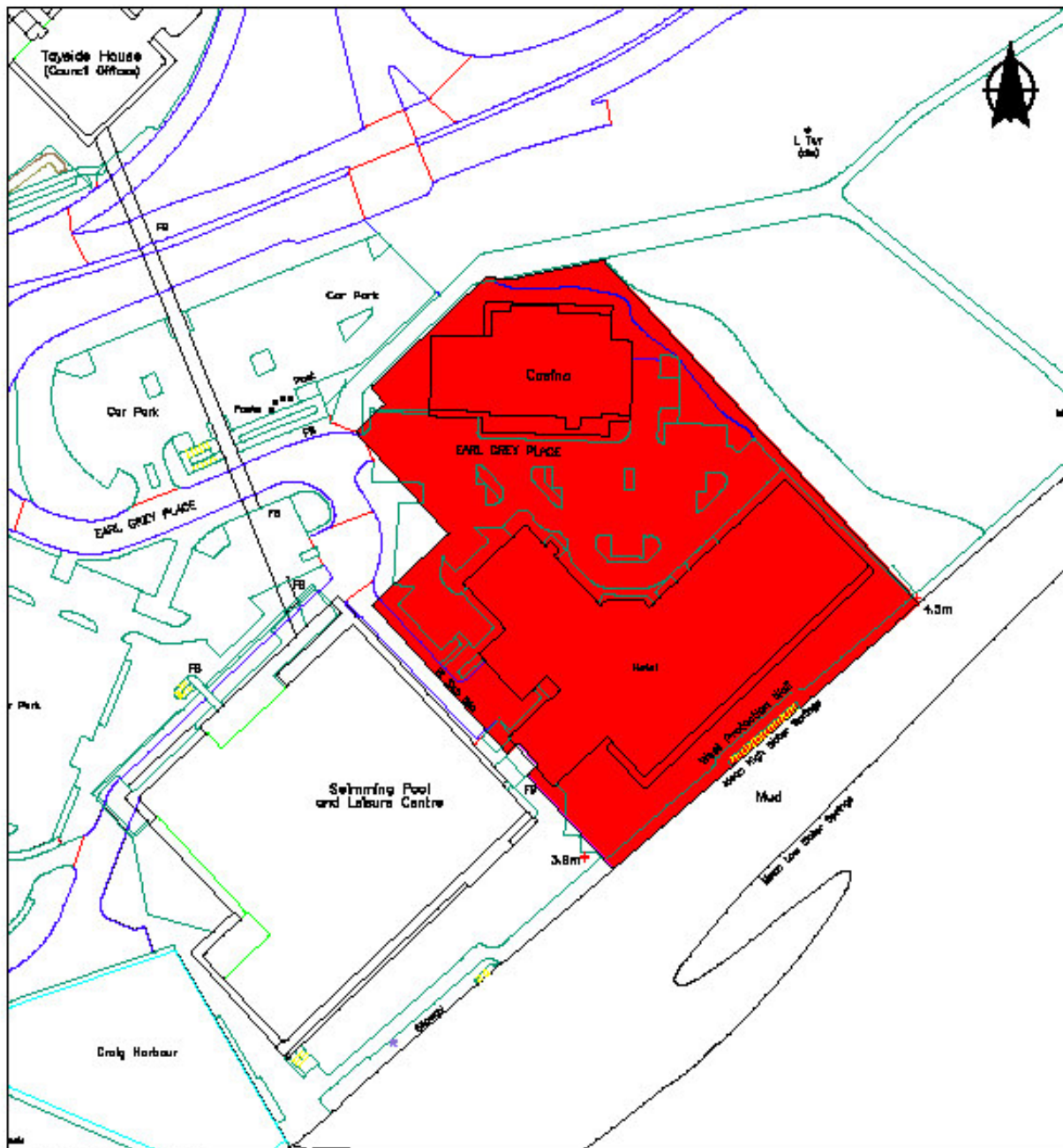
- 7.1 Planning & Transportation Committee 26 February 2001 - Report No 8/2001
7.2 Policy and Resources Committee 25 October 2010 - Report No 375-2010

Mike Galloway
Director of City Development

MPG/MS

4 January 2012

Dundee City Council
Dundee House
Dundee



PART O.S. SHEET NO. 1066X/30

AREA COLOURED RED EXTENDS TO 1.07 HECTARES OR THEREBY



ADDRESS: HILTON HOTEL EARL GRAY PLACE DUNDEE	REP:	Reproduced by permission of Ordnance Survey on behalf of HMRSO. © Crown Copyright and database right 2012. All rights reserved. Ordnance Survey Licence number: 100029371 2012.
	DRAWN: BP	
DRAWING: LEASE PLAN	SCALE: 1:1250	City Development 10 ROSS STREET, DUNDEE TEL: 0131 491 1888-49999 FAX: 0131 491 1888-49978
	DATE: JAN 2012	

DUNDEE CITY COUNCIL

REPORT TO: Policy & Resources Committee - 13 February

REPORT ON: Procurement of Storage Racking/Units for Decorative Arts and Work on Paper

REPORT BY: Director, Leisure and Communities

REPORT NO: 50-2012

1.0 PURPOSE OF REPORT

1.1 This report details a quotation for the procurement and installation of specialist storage systems within the McManus: Dundee's Art Gallery and Museum, for the storage of Decorative Art and Works on Paper, and requests a decision on acceptance of the quotation.

2.0 RECOMMENDATIONS

2.1 Approval is recommended for the acceptance of the quotation submitted by Rackline Ltd to supply and install a suitable system, at a total cost of £94,380 (excluding VAT).

3.0 FINANCIAL IMPLICATIONS

3.1 External funding for this project has been secured from the following sources:

Grant from Museums Galleries Scotland	£40,000
Grant from PF Charitable Trust	£14,000
Donation from RJ Larg Family Trust	£10,000
Contribution from the Orchar Fund	£27,353
Contribution from Donations	£2,967
Total	£94,380

4.0 BACKGROUND

4.1 The fit-out of the basement areas with art storage systems was part of the original refurbishment project, however, due to financial constraints, this element was deleted as part of a savings exercise. External funds now secured will enable this project to progress.

4.2 During the programme of redevelopment at The McManus: Dundee's Art Gallery and Museum, the art collections were removed to temporary storage and the existing storage racking dismantled. The re-arrangement of areas within the basement of The McManus necessitates the procurement of new storage systems to house the City's art collections, which will allow efficient and effective staff access to these collections, enabling an enhanced service to the public.

4.3 The entire collection will be returned to The McManus in three phases over a two year period. Phase one, for the storage of oil paintings was completed earlier this year. This report related to phases two and three which is the storage of decorative arts and works on paper.

4.4 The storage racking/units are 100% externally funded but will be procured through the City Council. The external funding as detailed in 3.1, comes from a combination of a specific grant from Museums Galleries Scotland, a grant and donation from the PF Charitable Trust and the RJ Larg Family Trust both of which are family based trusts who give support to various charitable organisations, and contributions from the Orchar Fund and donations previously given for the restoration of The McManus: Dundee's Art Gallery and Museum.

5.0 POLICY IMPLICATIONS

- 5.1 This report has been screened for any policy implications in respect of Sustainability, Strategic Environmental Assessment, Anti-Poverty, Equality Impact Assessment and Risk Management. No major issues have been identified.

6.0 CONSULTATION

- 6.1 The Chief Executive, Depute Chief Executive (Support Services), Director of Finance and the Leisure & Culture Dundee Board of Trustees have been consulted on this report.

7.0 BACKGROUND PAPERS

- 7.1 None

**STEWART MURDOCH
DIRECTOR, LEISURE AND COMMUNITIES
1 FEBRUARY 2012**

REPORT TO: POLICY AND RESOURCES COMMITTEE - 13 FEBRUARY 2012

REPORT ON: FAIR TRADE POLICY

REPORT BY: CHIEF EXECUTIVE

REPORT NO: 37-2012

1. PURPOSE OF REPORT

To recommend the adoption of an updated Fair Trade policy by Dundee City Council.

2. RECOMMENDATIONS

It is recommended that members adopt the policy as set out in Appendix 1 to this report.

3. FINANCIAL IMPLICATIONS

3.1 The additional cost of serving only Fair Trade tea and coffee at Council meetings and when offering Council hospitality is marginal and can be met through existing revenue budgets.

3.2 The cost of adding 'We Are A Fairtrade City' signs to the signage at the major routes into the city is estimated at £941. This can be met from the Chief Executive's budget.

4. BACKGROUND

4.1 Fair Trade ensures that farmers and producers get a fair price for their products to help them support their families and invest in their businesses and in social and environmental improvements for their communities. The Fair Trade mark is given to products which meet certain internationally recognised standards.

4.2 At its meeting on 10 December 2001, the Policy and Resources Committee adopted the following resolution on Fair Trade:

"Dundee City Council acknowledges the importance of Fair Trade products and will support this movement through the following actions:

- promoting awareness of Fair Trade products to departments, employees and citizens
- including Fair Trade in our Local Agenda 21 Strategy and supporting policies
- making Fair Trade tea, coffee and sugar available on request when offering Council hospitality"

4.3 In 2001, Dundee was one of the leading authorities in the promotion of Fair Trade. Partly as a result of the Council's commitment, Dundee became Scotland's first Fairtrade City in 2004. In the years since, Fair Trade has continued to become more firmly established, with many public and private organisations making stronger commitments, in particular to the exclusive use of Fair Trade teas and coffees. It is therefore felt that the time is right for the Council to re-affirm and strengthen its commitment to Fair Trade and to the maintenance of Dundee's status as a Fairtrade City.

4.4 It is recommended that the policy set out in Appendix 1 is adopted by the Council. The major changes would be:

- a commitment to serve only Fair Trade tea and coffee at Council meetings and when offering Council hospitality. The cost of this would be marginal and can be met from within existing revenue budgets
- the addition of 'We Are A Fairtrade City' signs to the signage at major routes into the city. It is estimated that this will cost £941, which can be met from the Chief Executive's budget

5. POLICY IMPLICATIONS

This report has been screened for any policy implications in respect of Sustainability, Strategic Environmental Assessment, Anti-Poverty and Risk Management. Approval of the report would help the Council to meet its commitment to sustainable development.

6. CONSULTATIONS

The Depute Chief Executive (Support Services), Director of Finance and Director of Education have been consulted.

7. BACKGROUND PAPERS

None.

David K Dorward
Chief Executive

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03/02/2012

Fair Trade Policy for Dundee City Council

Policy Statement

Dundee City Council supports Dundee's Fairtrade City status and will promote the use of fairly traded products in Council Departments (including schools) and raise awareness of Fair Trade amongst Council staff.

Policy Aims

- to increase the use of fairly traded products in all Council departments
- to promote and raise awareness of Fair Trade amongst all Council employees and in Council schools
- to include fairly traded products in appropriate Council contracts and franchises where catering may be provided by an external provider
- to work in partnership with Dundee Fair Trade Forum and other relevant local and national organisations to promote Fair Trade

Key Objectives

- to commit to solely serving Fairtrade tea and coffee at Council meetings and where Council hospitality is provided, and to making other fairly traded products available
- to work in partnership with suppliers to the Council in the promotion of fairly traded products and ensure the Council's commitment to Fair Trade is reflected in all relevant tender documents
- to ensure that the Council's website includes relevant Fair Trade information and displays links to local and national organisations including the Dundee Fair Trade Forum
- to support events such as Fairtrade Fortnight which promotes the use of Fair Trade products
- to increase the number of Fair Trade Schools in Dundee
- to publicise Dundee's status as a Fairtrade City e.g. through signs on major routes into the city
- to monitor the implementation of this policy by reporting progress annually to the Council, detailing the uptake and expenditure on fairly traded goods

DUNDEE CITY COUNCIL

REPORT TO: Policy & Resources Committee - 13 February 2012

REPORT ON: Dundee Visual Artists Award Allocation – 1st Round

REPORT BY: Director, Leisure and Communities

REPORT NO: 51-2012

1.0 PURPOSE OF REPORT

1.1 To seek approval for the payment of grant awards from the Dundee Visual Artists Award Scheme from the first round of applications this year. The second round is in March 2012.

2.0 RECOMMENDATIONS

2.1 That the Committee approves the following awards to:

- **Alexander Storey Gordon** – £900 towards a theatre art performance, with accompanying film screening and lecture programme. Conditional offer of funding.
- **Catrin Jeans** - £1,100 towards a performance show to be broadcast during Neon Digital Arts Festival 2012.
- **Holly Keasey** - £1,000 towards project exploring the global water crisis, resulting in installation piece and documentation material.
- **Peter Mansfield** - £300 towards materials for site-specific artworks at St Peters Church, based on Hilltown multis.
- **Liz Myhill** - £420 towards learning new printmaking techniques leading to a new body of work.
- **Neil Nodzak** - £275 towards funding materials for new work for an exhibition at Tin Roof Studios.
- **Neil Scott** - £900 towards a collaborative journey by two artists, the experience of which will be related through documentation, found objects and artworks.
- **Jackie Smith** – £1,500 towards equipment to develop animation work resulting from recent DCA residency, and to be screened in Autumn 2012.
- **Alison Whyte** - £580 towards travel and residency costs for research to inform new body of work.

2.2 These awards will be made on return of a letter of agreement from the recipients.

3.0 FINANCIAL IMPLICATIONS

3.1 A fund of £12,000 is available for the financial year 2011/12. £4,000 will be met from the Communities and Policy Division revenue budget and £8,000 through a grant from Creative Scotland.

4.0 BACKGROUND

4.1 The Dundee Visual Artists Award Scheme is a partnership between Leisure & Culture Dundee and Creative Scotland (previously between Dundee City Council and Scottish Arts Council).

4.2 This scheme awards grants to Dundee-based visual artists towards professional development, researching and creating new work for exhibitions. There are two deadlines for application each year - in 2011/12 these are in November and March. Due to late start of the scheme the period will extend in to the new financial year.

4.3 All the listed applicants were assessed according to the following criteria:

- the quality of the artist's work;
- the expected impact of support on the applicant's creative development;

- the clarity of purpose behind the submission and reasons given for applying for an award;
- the quality of the information/material supplied;
- the level of commitment to the development of practice.

4.4 These awards are progressed under clause 10 of the Services Agreement between Dundee City Council and Leisure & Culture Dundee.

5.0 POLICY IMPLICATIONS

5.1 This report has been screened for any policy implications in respect of Sustainability, Strategic Environmental Assessment, Anti-Poverty, Equality Impact Assessment and Risk Management. No major issues have been identified.

6.0 CONSULTATION

6.1 The Chief Executive, Depute Chief Executive (Support Services) and Director of Finance have been consulted on this report.

7.0 BACKGROUND PAPERS

7.1 None

STEWART MURDOCH
DIRECTOR, LEISURE AND COMMUNITIES
1 FEBRUARY 2012

DUNDEE CITY COUNCIL

REPORT TO: Policy & Resources Committee - 13 February 2012

REPORT ON: Craft Makers Award: Dundee Allocation

REPORT BY: Director, Leisure and Communities

REPORT NO: 52-2012

1.0 PURPOSE OF REPORT

1.1 To seek approval for the payment of grant awards from the Craft Makers Award: Dundee Scheme.

2.0 RECOMMENDATIONS

2.1 That the Committee approves the following awards to:

- **Christina Hirst** - £1,000 towards the development and production of a range of Metal Clay jewellery.
- **Nikki McWilliams** - £1,032 towards attending the Top Drawer Trade show in London.
- **Filipa Oliveira** - £888 towards developing jewellery pieces to exhibit at New Designers in London.

2.2 These awards will be made on return of a letter of agreement from the recipients.

3.0 FINANCIAL IMPLICATIONS

3.1 A fund of £3,000 is available for the financial year 2011/12. £1,000 will be met from the Community and Policy revenue budget and £2,000 through a grant from the Crafts Department of Creative Scotland.

4.0 BACKGROUND

4.1 The Craft Makers Award: Dundee is a partnership between Leisure & Culture Dundee and Creative Scotland (formerly Dundee City Council and Creative Scotland). The scheme awards grants to Dundee-based craft makers towards professional development, researching and creating new work for exhibition and sale. Craft is defined as **'contemporary creative work conceived, designed and made by individual practitioners in ceramics, jewellery and metalwork, furniture and wood, glass, lettering, musical instruments, textiles and basket-making'**. This is the definition used by Creative Scotland.

4.2 All the listed applicants were assessed according to the following criteria:

- the quality of the artist's work;
- the expected impact of support on the applicant's creative and business development;
- the clarity of purpose behind the submission and reasons given for applying for an award;
- the quality of the information/material supplied;
- the level of commitment to the development of practice.

4.3 These awards are progressed under clause 10 of the Services Agreement between Dundee City Council and Leisure & Culture Dundee.

5.0 POLICY IMPLICATIONS

5.1 This report has been screened for any policy implications in respect of Sustainability, Strategic Environmental Assessment, Anti-Poverty, Equality Impact Assessment and Risk Management. No major issues have been identified.

6.0 CONSULTATION

6.1 The Chief Executive, Depute Chief Executive (Support Services), and Director of Finance have been consulted on this report.

7.0 BACKGROUND PAPERS

7.1 None

**STEWART MURDOCH
DIRECTOR, LEISURE AND COMMUNITIES**

DUNDEE CITY COUNCIL

REPORT TO: Policy & Resources Committee - 13 February 2012

REPORT ON: Grant Award 2011/12: Generator Projects

REPORT BY: Director, Leisure and Communities

REPORT NO: 84-2012

1.0 PURPOSE OF REPORT

1.1 To submit to Committee a request for grant funding to Generator Projects.

2.0 RECOMMENDATIONS

2.1 That the Committee approves support of £6,500 to Generator Projects for 2011/12.

3.0 FINANCIAL IMPLICATIONS

3.1 The grant of £6,500 can be met from the Revenue Budget of the Chief Executive's Department.

4.0 BACKGROUND

4.1 Reference is made to Article I of the minute of the Leisure and Arts Committee dated 17 May 2004, when funding of £7,000 was granted to the Generator Project and to Report 634-2010 approved by the Leisure, Arts and Communities Committee at its meeting on 8 November 2010.

4.2 Generator Projects is a non profit visual arts organisation run by a voluntary committee of professional artists and is supported by a membership of over 300 local artists. The organisation presents innovative contemporary art by emerging visual artists and curators through an extensive exhibitions and events programme. The committee works closely with other local arts organisations including Dundee Contemporary Arts, University of Dundee and Leisure & Culture Dundee's Arts and Heritage Section to develop support and opportunities for professional artists in Dundee.

4.3 Leisure & Culture Dundee's Creative Learning Team offer Generator Projects' Committee and membership support through professional development and cultural networking events, employment and training opportunities, and input through the Projects' Advisory Board.

4.4 The proposed grant of £6,500 for 2011/12 is to allow Generator Projects to develop their service to artists and the community through a programme of exhibitions and events - see Appendix 1.

4.5 This award is progressed under clause 10 of the Services Agreement between Dundee City Council and Leisure & Culture Dundee.

5.0 POLICY IMPLICATIONS

5.1 This report has been screened for any policy implications in respect of Sustainability, Strategic Environmental Assessment, Anti-Poverty, Equality Impact Assessment and Risk Management. No major issues have been identified.

6.0 CONSULTATION

6.1 The Chief Executive, Depute Chief Executive (Support Services), and Director of Finance have been consulted on this report and are in agreement.

7.0 BACKGROUND PAPERS

7.1 None

**STEWART MURDOCH
DIRECTOR, LEISURE AND COMMUNITIES
1 FEBRUARY 2012**

GENERATOR PROJECTS

Generator Projects is an artist-run exhibition and project space that was established in September 1996 in Dundee. Their aims are to facilitate the demands of contemporary creative talent in the city, to support the artistic community in all its diversity and to provide a varied programme of exhibitions and events featuring the work of emerging and mid-career artists. They are a registered charity managed by a voluntary committee of artists, currently containing six members. Committee members serve for a maximum of two years to ensure that there is constant regeneration of ideas.

Dundee is a city with an increasingly high national profile in the visual arts, particularly in the upcoming future with the advent of new spaces opening such as The McManus: Dundee's Art Gallery and Museum and a new V&A Museum. As the sole artist-run facility in the area, Generator Projects plays an invaluable role, offering a project space that enables exhibitions, residencies and administration to take place and that houses reference material to assist with the preparation of proposals, research and the furthering of professional practice development. They have a strong working relationship with Duncan of Jordanstone College of Art and Design as well as Dundee Contemporary Arts and continue to foster new relationships with DOJ Exhibitions Department, Hannah McClure Centre and The McManus.

Generator Projects have also been participating in Cultural Strategy meetings where they have invited community groups to openings and attend artist talks. They intend to continue strengthening these connections to ensure a diverse audience and engagement with the broader community. They provide exhibition opportunities for artists in the local area, and aim to provide a programme that will excite and broaden the knowledge of those studying and working in the city by showing artists of a national and international level. Their aim is to capitalise on experience gained and to continue to produce an ambitious and high quality range of events.

The Generator Projects committee intends to build on previous years experience and establish an innovative programme of exciting events, developing their curatorial skills to promote an artistic environment that fosters city-wide creative development and participation. They will aim to develop stronger artist talks programme throughout the duration of the shows and work with other artist led initiatives in Britain and Europe. The talks programme is aimed at encouraging members of their audience who are not necessarily artists or practitioners to gain a greater insight into various art practices and to encourage participation in artistic debate and discussion.

The year will begin with the Annual Members Show, running from the 4th to the 26th of February 2012. It is hoped, as with every year, to receive submissions from all over the city. The second show, as yet not finalised, will feature an artist who has lived and worked in Dundee for many years and an international collaborator. May will see the annual show of recent graduates which will be timed to coincide with the 2012 Duncan of Jordanstone Degree Show. During the summer, Generator projects will initiate a series of small residencies. These will enable local artists time to develop projects and make use of their facilities and tools. Events after this date will be developed based on ongoing research into their practice and visits to other exhibitions across the country.

Assessing Officers' Comments Leisure & Culture Dundee